

Fire Safety Policy

Policy Statement:

- In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.
- If a fire is discovered, the alarm will be raised immediately. This should be the first action taken upon discovery of any fire, however small.
- All employees are empowered to take this action if they believe there is a fire, and no authority should be sought from any other person. Bradford Watts Ltd. will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.
- Responsibility for summoning the fire brigade is outlined in the fire procedures. The person responsible is the Bradford Watts designated fire marshal or site manager.
- Bradford Watts Ltd. does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued will be included in staff fire safety training.
- Immediate evacuation of the site must take place as soon as the alarm sounds. All occupants, upon evacuation, should report to the pre-determined assembly points.
- Staff should remain as calm as possible and help any visitors, disabled persons or other contractors on the premises to evacuate.
- Where possible and safe to do so, check all rooms (in particular toilets) to ensure no staff remain in them or are trapped.
- Re-entry of the site is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.
- Employees should report any concerns regarding fire procedures, so Bradford Watts Ltd. can investigate and take remedial action if necessary.

Preventive measures:

In order to control fire safety risks, Bradford Watts Ltd. has developed safe systems of work. We are committed, as an organisation, to ensuring that these safe systems of work are effective in controlling our risks. Our policy, therefore, is to:

- identify, in carrying out our normal risk assessment procedure, those activities that require a safe system of work.
- identify safe methods of work for these activities; where necessary, these will be written formal safe systems of work.
- implement these systems using the expertise of our employees involved in the work activities.
- monitor the workings of the safe systems through workplace inspections and reviewing accident/incident statistics derived from our accident reporting procedure.

The person responsible for managing our safe systems of work is the Bradford Watts MD

We can only ensure the success of these safe systems with the full co-operation of all our employees.

Version:	08
Created:	11/02/2026
Review Date:	11/02/2027

The aims of the fire risk assessment will be to:

- identify any fire hazards.
- reduce the risk of those hazards causing harm to as low a level as reasonably practicable.
- decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the building if a fire does start.

The person responsible for carrying out fire risk assessments is the Bradford Watts SHEQ Manager.

Protective measures:

Bradford Watts Ltd. will, in consultation with employees and their representatives:

- ensure any deaf or hearing-impaired persons on the premises are aware of the activation of the fire alarm, and that disabled persons are given assistance to evacuate the building.
- appoint persons to be responsible for specific procedures in the event of fire, including:
 - I. the person responsible for summoning the fire brigade.
 - II. fire wardens.
 - III. those responsible for carrying out roll calls or supervising evacuation assembly points.
 - IV. fire incident controllers responsible for liaising with the fire brigade upon arrival.
- regularly stage fire evacuation drills.
- inspect designated means of escape.
- test and inspect fire-fighting equipment and fire warning systems.
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities.

Procedures in the Event of Fire:

1. Activate the nearest and/or safest fire alarm upon discovery of any fire, however small.
2. Do not rely on automatic fire warning systems. Summon the fire brigade without delay by the usual method as automatic methods of transmission can fail.
3. Only attempt to extinguish a fire if it is safe to do so. Guidance on the circumstances under which firefighting should be avoided or discontinued is included in staff fire safety training.
4. Evacuate the site as soon as the alarm sounds. Employees should be familiar with the procedure through the staging of regular fire evacuation drills. Do not wait to conclude operations, works, meetings or telephone calls or to collect belongings.
5. Switch off any equipment which, if left unattended, may itself constitute a fire hazard.
6. As you make your escape, close doors and windows, particularly those designated as fire-resisting doors.
7. Report to the pre-determined assembly points. Do not re-enter the building until the fire brigade officer in charge declares it is safe to.
8. Fire wardens must check that each area of the building has been evacuated and report this to the nominated persons at the designated evacuation assembly points.
9. The fire incident controller needs to liaise with the fire brigade on attendance and arrange such assistance from Bradford Watts Ltd. as the fire brigade may require.

Version:	08
Created:	11/02/2026
Review Date:	11/02/2027

Administrative Guidelines:

Full records of fire precautions should be kept in the fire log. This information should be entered by the “responsible person” and should include:

- for fire drills: the times and dates of drills and the time between sounding the alarm and the last person leaving the building.
- for fire alarm tests: the times and dates of tests.
- for fire-fighting equipment, alarms, and fittings such as emergency lighting: the times and dates of inspections, of replacements and of servicing.
- for training: times and dates of training events, who attended and what was covered.

The person(s) responsible for ensuring that the staff nominal rolls are kept up to date are the Bradford Watts site managers/fire wardens.

Training:

Bradford Watts Ltd. shall ensure new staff are encouraged to read the policy on fire safety as part of their induction process. All members of staff should be aware of the procedures in case of a fire. Sub-contractors and visitors shall be informed of the fire arrangements on arrival at the premises. The person responsible for organising and coordinating fire training is the Bradford Watts site manager. All new and existing staff should know:

- who is responsible for ensuring the correct fire procedure is carried out?
- who the fire wardens are?
- the location and usage of all fire extinguishers and where special extinguishers (e.g., those suitable for use on electrical equipment) are located.
- the location of fire alarm points.
- the emergency fire evacuation procedures.
- how to call for the fire brigade.

In-house training sessions for existing staff should be arranged so that all relevant staff can attend a session where appropriate. The fire safety training should include instruction on fire prevention, on what to do in the event of a fire and on firefighting. Records should be kept in the fire log of who attended each session. Staff who do not attend should be reminded to attend the next session.

Additional training shall be provided for ALL staff/employees via iHasco Fire Awareness Training and/or Fire Warden Training for fire safety wardens.

Monitoring and Review:

The fire policy will be reviewed annually or after any fire-related incident or change in guidelines. All fire-related incidents, including false alarms and “near misses”, should be investigated thoroughly by Bradford Watts Ltd. manager and the fire risk assessment amended, as necessary.

Changes arising from the results of any review should be communicated to staff and all persons concerned.

F. Pimley: SHEQ Manager



11/02/2026

Version:	08
Created:	11/02/2026
Review Date:	11/02/2027