allpay

Fire Safety Policy Statement

This document sets out the strategy regarding fire safety and details how allpay Ltd, Whitestone site will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant connected legislation. Such legislation includes the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1992 as amended 1999.

This policy is based primarily on preventing a fire occurring. However, in the event of fire, a means of rapid discovery and control will be employed. This methodology will be supported by reliable and tested procedures for evacuating all persons within our premises to a place of ultimate safety.

POLICY STATEMENT

It is allpay Ltd.'s policy to guard all persons from the hazards of fire by ensuring we have safe premises and systems of work as far as are reasonably practicable. We will operate in accordance with statutory legislation, applicable British Standards and Approved Codes of Practice. Specifically, allpay Ltd will:

1) Arrange for the carrying out of Fire Risk Assessments and the recording of any 'Significant Findings'
2) Formulate a 'Remedial Action Plan' for any Significant Findings and put into practice control measures within practical timescales
3) Provide appropriate information, instruction, training and supervision to all relevant persons, with regard to fire safety
4) Ensure adequate fire action procedures are prepared and displayed in a prominent position within our premises
5) Carry out regular fire drills to ensure the adequacy of our arrangements
6) Provide and uphold all fire safety equipment, as deemed necessary through the risk assessment process
7) Ensure all other pertinent equipment is adequately maintained to limit the potential for fire
8) Maintain adequate fire safety records and ensure they are readily available for inspection by Enforcing Authorities
9) Review the Fire Risk Assessment whenever it is considered to be no longer valid and in any case at intervals not exceeding 12-months
10) Appoint and train competent persons within the organisation (where necessary)
11) Monitor the effectiveness of the above arrangements by carrying out periodic management checks

RESPONSIBLE PERSON

The person responsible for ensuring that the Fire Safety Policy Statement is implemented and that responsibilities are allocated, accepted and fulfilled at all levels is:

Name: **Tony Killeen**

Signed

Tony Killeen

CEO

AUGUST

2024

Fire Safety and Evacuation Arrangements

CONTENTS

1. FIRE SAFETY MANAGEMENT FOLDER

A Logbook will be located and maintained at our premises. The following information must be recorded and available for inspection when required:

1.1 Fire Policy

This document

1.2 Who manages fire risk in our premises?

- Responsible Person **Ben Nyland (Head of Estates and FM)**

- Fire Marshals

- Fire Extinguisher Maintenance, **Herefordshire Fire**

- Fire Alarm maintenance **Herefordshire Fire/Imperial Fire and Security (WS3)**

- Emergency Lighting **In-house FM Team**

- Staff who require personal emergency evacuation plans (PEEP's) **Monitored by Ben Nyland** (HSE)

- Person in charge of any Emergency Evacuation. **Ben Nyland** (Head of Estates and FM) and his Site Management deputies

- Other named individuals who assist with the premises' Evacuation Plan including All **Area Heads/Marshals** who are responsible for carrying out role calls at Fire assembly points

1.3 How we deliver our fire duties:

- Current Fire Risk Assessment

- Fire Evacuation. All buildings on allpay Ltd Whitestone site will evacuate on activation of Fire alarm.

- Personal Emergency Evacuation Plan (See appendix 3)

- Staff Fire Training Records (Annual)

- Fire Marshal Training Records (training every 2 years)

1.3.1 Daily Checks (not normally recorded):

Escape Routes:

- All the fire exits can be opened immediately and easily

- All fire doors are clear of obstructions

- All escape routes are clear

Fire Warning Systems:

- The indicator panel is showing as 'normal'

Escape Lighting:

- Luminaires and exit signs are in good condition and undamaged

- Charging indicators (if fitted) are visible

- Emergency lighting and sign lighting is working correctly

Firefighting equipment:

- All fire extinguishers are in place

- All fire extinguishers clearly visible

- No vehicles blocking fire hydrants or access routes for fire appliances

1.3.2   Weekly Checks:

Escape Routes:

- All emergency fastening devices to fire exits (push bar and pads, etc.) are working correctly

- External routes are clear and safe

Fire Warning systems:

- Testing of a manual call point sends a signal to the indicator panel (disconnect the link to the receiving centre or tell them you are doing a test)

- The alarm system works correctly when tested

- All staff and other people hear the fire alarm

- Linked fire protection systems operated correctly (e.g. magnetic door holder released, smoke curtains drop)

- All visual alarms and / or vibrating alarms and pagers (as applicable) work

- Voice alarm systems work correctly and the message was understood?

Firefighting equipment:

- All equipment is in good condition?

- Any additional items from manufacturer's recommendations

1.3.3   Monthly Checks:

Escape Routes:

- All electronic release mechanisms on escape doors work correctly and 'fail safe' in the open position

- All automatic opening doors on escape routes 'fail safe' in the open position

- Fire door seals and self-closing devices are in good condition

- Roller shutters provided for fire compartmentation work correctly

- External escape stairs are safe?

- All internal self-closing fire doors work correctly

Escape Lighting:

- All luminaires and exit signs function correctly when 'flick' tested

- All emergency generators have been tested (normally run for one hour)

Firefighting equipment:

- The pressure in 'stored pressure' fire extinguishers is correct

- Any additional items from manufacturer's recommendations

1.3.4   Six-monthly check:

General:

- Firefighting or emergency evacuation lift has been tested by a competent person
- Sprinkler system has been tested by a competent person
- The release and closing mechanisms of any fire-resisting compartment doors and shutters have been tested by a competent person

Fire Warning System:

- The system has been checked by a competent person

1.3.5   Annual Checks:

Escape Routes:

- All self-closing fire doors fit correctly
- Escape route compartmentation is in good repair

Escape Lighting:

- All luminaires operate on test for their full rated duration
- Any additional item from manufacturer's recommendations
- The system has been checked by a competent person
- Lightning protection system (if fitted)

Firefighting Equipment:

- All firefighting equipment has been checked by a competent person

Services:

- Gas Installation
- 5 Yearly Test (records – Electrical Mains test)

1.3.6   Miscellaneous:

- Any dry / wet rising fire main has been tested by a competent person
- The smoke and heat ventilation system has been tested by a competent person
- External access for the fire service has been checked for ongoing availability
- Any firefighters' switches have been tested
- The fire hydrant bypass flow valve control been tested by a competent person
- Any necessary fire engine direction signs are in place

1.4   Monitoring our Fire Safety:

- Routine Checks – monthly walk around looking for any fire related issues
- Fire Drills / Fire Drill outcomes (including any PEEP's findings)

1.5   Audit and Review of our Fire Safety arrangements:

- Current Fire Risk Assessment Review (FRA) accompanied by any previous reviews carried out on original FRA. Reviews should be carried out by a **competent person** in the following instances but for Businesses generally no longer than 2 years as some or all of the following will apply:

    o Change in activities or the ways that they are organised

    o Change of use to part of the premises e.g. offices now converted to other uses

    o Alterations to the building either internal or external

    o The introduction of substantial fittings and furniture changes

    o The introduction of, increase or change of use of hazardous materials

    o The failure of any fire precautions equipment such as automatic fire detection or sprinklers

    o Significant changes to display materials

    o Significant increase in the number of people within the building

    o The presence of people in the building with some form of additional needs

    o Following any fire incident (or near miss)

- Log of any fire incidents

- Log of Visits/Reports from the Fire and Rescue Service

- Log of any Fire Alarm actuations and subsequent investigations

2.   RESPONSIBILITIES

2.1   Employee Responsibilities

All allpay Ltd staff have accountability for ensuring that they are familiar with and understand the content of this Fire Safety Policy and our emergency and evacuation procedures.

Problems relating to fire safety must be reported to Senior Management at the earliest opportunity, so that corrective action may be taken.

Every employee has a duty to take care of their own safety and that of others who may be affected by their work activities, under both health and safety and fire safety legislation.

On hearing the Fire Alarm employees will:

1) Evacuate the building immediately using the nearest fire exit

2) Go immediately to the designated assembly point for your building

    Note: Please remember Out of Hours times (before 08:00 and after 18:00), as you may be at your workstation/moving between WS1,WS2, WS3 buildings, early morning gym session WS4 when alarm goes off, and the out of hours assembly point is different to daily working hours.

3) Wait for the Roll Caller to call your name and answer clearly

4) Move to the side after you have answered your name

5) All employees to minimise noise levels while the roll call is taking place

2.2   PEEP

At present allpay Ltd does not have any staff who would require the use of an Evacuation chair to escape off the first floors. HR will liaise with HSE to arrange a PEEP (Personal Emergency Evacuation Plan) for any employee who requires one. Any visitors to the site who would need a PEEP that requires the use of an

Evacuation chair to leave the building in an emergency, are offered the facility of attending meetings on the ground floor

This status is monitored on a regular basis and will be subject to change should circumstances arise requiring the purchase of a suitable Evacuation chair.

2.3   REGISTERED MANAGER RESPONSIBILITIES

The Owner and Registered Manager will assume overall responsibility for the site and will delegate day-to-day responsibility for fire safety within allpay Ltd, at Whitestone business park including the role of 'Responsible Person' as defined within the Regulatory Reform (Fire Safety) Order 2005. The primary duties of the Owner and Registered Manager are:

1) To monitor the efficiency of the Fire Safety Policy and arrangements, and revise and amend them as necessary

2) To organise the initial induction and periodic continuation fire safety training for staff

3) To organise suitably detailed fire drills at periodic intervals

4) To organise and monitor the contracts for the testing and maintenance of the fire safety systems in the building, by external competent contractors

5) To ensure the investigation of any fire incident by a competent person and the carrying out of any subsequent recommendations

2.4   INCIDENT COMMANDER RESPONSIBILITIES (Officer-In-Charge)

1) Commands the incident as the OIC

2) Gathers all information from the Building Officer and People Officer to make informed decision regards to reoccupation of the building or rendering assistance of Emergency Services and cordoning of a scene

3) Liasies with Emergency Services upon arrival if they are required

4) Devises a tactical and operational plan to lead incident to a safe and satisfactory conclusion with or without presence of Emergency Services, dependant upon the nature and protraction of any incident, handing over all relevant information to assist

5) Liaises with CEO, MD or responsible duty director on decision-making and keeping them abreast of developments of an incident or non-event where normal business operations can resume

2.5   FIRE WARDEN RESPONSIBILITIES (Buildings Officer)

The Fire Warden on site will:

1) Where possible, go to the nearest control fire panel to establish which building and zone the fire actually is or obtain information off Security Control Room

2) If safe to do so, investigate location of possible fire, firstly by checking doors for smoke and heat prior to opening any door

3) Communicate to the Incident Commander findings at the origin of actuation

4) Give the clear signal of Fire or NO SMOKE NO FIRE via radio after extensive checks, trying to locate the smoke head that is sounding

5) Where instructed, silence and re-set fire-alarm panel under instruction of Incident Commander. Where instructed, vent the property for any smoke to naturally extract from the building before a re-set is attempted. If faulty conditions, silence panel and leave it for engineer to attend

6) Leave the building (WS1/WS2/WS3/WS4/Four Seasons), and take up a position between WS1 and WS2 exits to ensure employees are evacuating the buildings safely and monitor evacuation

7) Go to a central position where they can be available for Heads of Departments Or Fire Marshals to give them the all clear after the roll call is completed assisting the People Officer

8) At Gatehouse, be ready to meet Senior Fire Officer and convey all relevant information:

   a. Only Senior Fire Officer can give all clear to re-enter the buildings if a fire has occurred

9) As soon as practicable work with the HSE to investigate the circumstances and causes of the fire

2.6   FIRE WARDEN RESPONSIBILITIES (People Officer)

The Fire Warden on site will:

1) Ensure that Emergency Services have been contacted:
   INTERNAL   **999**
   EXTERNAL   **999**

2) When the exchange operator answers, ask for **FIRE SERVICE** and give the telephone number as **01432 852300**

3) When connected to the Fire Service, state slowly and clearly:

   Fire at:
   allpay Limited
   Whitestone Business Park
   Whitestone
   Hereford
   HR1 3SE

   Do not replace the receiver until this information has been acnowledged

4) Go to Gatehouse and print out a copy of all employees/visitors that are on site

5) Go to a central position where they can be available for Heads of Departments or Fire Marshals to give them the all clear after the roll call is completed

6) Using loud-hailer when necessary to perform a roll call to ascertain all names of people STILL UNACCOUNTED FOR on the muster print are safely out of the buildings

7) If all OK go to Gatehouse. If not OK try and resolve the issue if possible

8) As soon as practicable work with the HSE to investigate the circumstances and causes of the fire

2.7   FIRE WARDEN DEPUTY RESPONSIBILITIES

There are nominated deputies for the x2 Fire Wardens in their absence, to be communicated before any periods of absence. The Engineering manager or Security and Safety manager will revert to Incident Commander if no availability, or assumed by a Director.

2.8   FIRE MARSHALL RESPONSIBILITIES

1) All nominated Fire Marshal names are recorded on SharePoint and on the notice boards in WS1, WS2, WS3, WS4

2) It is the responsibility of the Fire Marshal in each area to familiarise themselves with the location of the fire escape doors, emergency exit break glass units and the fire extinguishers in their areas.

3) Ensure all fire extinguishers are in the appropriate location, and fire doors are free from obstruction.

   Note: Fire Warden or the nominated person (security or FM usually) carries out monthly fire extinguishers checks and records information

4) On hearing the fire alarm, the Fire Marshal will put on high visibility tabard evacuate the building ensuring there is a a safe egress from the building immediately. IF Departmental manager isn't there to do so, the marshall will carry out a **sweep**. The Departmental manager or most senior manager ion the floor should do this. On confronting any closed door areas, Fire Marshal will knock loudly on door and shout 2 (twice) times 'Fire, **Anyone There**'. Departmental mamagers should do this to allow Fire Marshalls to navigate the route out and get to the emergency evacuation point to start their duties.

5) If there is anyone under a PEEP waiting for support at the top of the stairs, the Fire Warden must only offer support if there is second person and it is safe to do so. If they are unable to offer assistance, they must immediately let the Fire Warden know the location and identify of the person

6) Should Fire Marshal encounter any difficulty during their exit, they are not to put themselves in danger. Evacuate the area immediately

7) If there is any vital information after Fire Marshal has evacuated the building, this must be given to Fire Warden immediately

2.9   HEADS OF DEPARTMENT DUTIES OR FIRE MARSHALS RESPONSIBILITIES

On hearing the Fire Alarm Heads of Department will:

1) Go to the designated assembly point for your building

2) Take up a position of prominence so you can be easily seen by all staff

3) Be ready to take all information from roll callers (Fire Marshal) and if required, pass on any relevant details to the Fire Warden (People Officer) or Incident Commander for any next actions

4) **Fire Marshals** will wear 'SWIPE SAFE HI-VIZ' TABARDS and have an electronic tablet with a reader swipe point attached for people to 'swipe safe' once they've left the building and register them safe. If the technology is problematic, then they will assume roll calling from paper copies of building occupants which is updated weekly- but in their absence head of departments will step-up

2.10 DEPARTMENTAL MANAGER OR FIRE MARSHALS

ROLL CALLER DUTIES:

On hearing the Fire Alarm Departmental Managers (or a Fire Marshall) will:

1) When evacuating the building, pick up the roll call information kept in that department or from fire boxes at EVP and electronic tablets ready to swipe people safe.

2) Go to the designated assembly point for your building

3) Invite people to swipe safe on the tablet. If technology fails, then start the roll call immediately when employees arrive at assembly point (Fire Marshal ideally)

4) ONE Person (Fire Marshal) ONLY reads all the names off the roll-call sheets with staff stood quietly in orderly line to answer their presence to be ticked off the sheet

5) Be aware of anyone with a PEEP in their department and if they are not present pass the information of their expected location to the Fire Warden or a Deputy

6) Ensure all employees are accounted for and when that has been completed, give this information to the particular Head of Department immediately. Any important information relating to roll call (staff not accounted for), must be communicated to particular Head of Department so any next action can be decided

7) The Evacuation should be completed in under 3 minutes

2.11 OUT OF HOURS (EARLY MORNING / LATE AT NIGHT SHIFTS)

Note: Difference in times between daily working hours (day shift) and out of hours is as follows:

Daily Working Hours - 08:00 – 18-00.

Out of Hours – any time before and after above listed daily working hours will be classed as out of hours.

For out of hours fire/emergency evacuation purposes, there also will be a separate Out of Hours Assembly Point for all staff that are working at these times. This is positioned **outside the main gates** on the right hand side curved footpath section. Assembly Point signposted.

2.12 EMPLOYEE DUTIES OUT OF HOURS

On hearing the Fire Alarm Employees will:

1) Evacuate the building immediately using the nearest fire exit

2) Security Guard in the Control Room evacuates taking communication radio, and checks fire panel in WS3 (if safe to do so) for fire zone identification as he is leaving the building

3) Security Guard from the Control Room takes up a position outside between WS3 and WS2 allowing a view down the side access area

4) Immediately evacuate the building and make their way to out of hours assembly point near gatehouse (assembly point signposted). One designated staff member of production (Team Leaders, Responsible Person), will take up a security position outside staff entrance to WS2 (entrance between WS2 and WS1)

5) Gatehouse Security Guard carries out lockdown and prepares access control staff print out. Departmental managers/deputies will collect evacuation staff list and make their way to out of hours assembly point to initiate roll call. *Note: Unlike the day shift procedure whereby departmental manager/deputy will pass on final roll call details to head of department, this information will be communicated to agreed main Responsible Person in authority at that time i.e. Production Team Leader, Departmental Manager working at that time, Security Guard taking charge of the site at that time etc. Due to different staff working out of hours at times, this will be decided between Security and the various departments for agreement.*

   Security Guard to collect sliding gate activation remote before leaving gatehouse, so he can use to open the gate on arrival of the fire engine. Departmental Manager working at the time, Security Guard taking charge of the site, agreed person in authority will meet Fire Officer should the engine arrive

6) Staff can only re-enter the buiding on the instruction of the Officer In Charge or Director

3. EMERGENCY ACTION PLAN

Copies of the allpay Ltd.'s Emergency Action Plan are available on information boards throughout allpay Ltd. (See appendix 1).

All members of staff should make themselves aware of the contents of the Emergency Action Plan. The Owner and Registered Manager or Nominated Manager/Supervisor will ensure that all contractors and visitors are made aware of the Emergency Action Plan. All visitor badges have the fire evacuation procedures on the reverse of the badge.

4. PROTECTIVE MEASURES

A Permit to Work system will be operated within allpay Ltd. It will be the responsibility of Facilities Management to ensure that a permit to work is in place prior to any hot work being carried out on our premises. Where contractors are performing hot work the permit must be completed and signed by the Head of Estaes and Facilities or nominated deputy, and a copy given to the contractor.

allpay Ltd operates a no smoking policy that must be adhered to at all times. Failure to do so may result in disciplinary action being taken.

The potential for arson has been considered as part of the Fire Risk Assessment process. All allpay Ltd staff should remain vigilant however, and ensure that security measures within the building are implemented.

All furniture and fixtures used within allpay Ltd meet existing Fire regulations where applicable. Procurement will ensure new furniture meets legal requirements in relation to flammability.

5. MAINTENANCE OF FIRE SAFETY EQUIPMENT

1) Fire Alarms will be tested every Tuesday at 11am (subject to availability), for a minimum of 10 seconds each week, Should the alarm sound continuously for more than 25 seconds all staff must vacate the building immediately. The alarm test will be recorded in the fire folder and is available from our access control security system

2) Each weekly fire alarm test will be activated from a 'break glass' point, which are situated around the premises on each floor. Each 'break glass' point will be tested in rotation and recorded in the fire logbook

3) Any faults which are detected in the alarm system will be reported immediately to the company contracted to maintain the system. This telephone number is marked on the alarm control

4) The person responsible for carrying out these checks is the Fire Warden/Fire Deputy and other nominated staff. If the persons responsible are unable to carry out these checks, a deputy will be nominated

5) The fire alarm system will be formally inspected and certified every six months by a competent engineer. The certificate will be filed in the fire logbook

6) In the event of a power cut for any significant length of time this fact will be reported to the competent engineer to ascertain whether the fire alarm system requires inspection

7) Fire Drills will be carried out at least twice (2) a year. This will be based on a full company wide evacuation for all personnel on site at that time. Drills will be arranged and managed by relevant staff from Facilities, HSE and Security. A full report after each drill will be recorded by the Fire Warden. ***Note: All attempts will be made to ensure there is 1 drill in the winter months, 1 drill in the summer months***

As emergency lighting is provided, monthly 'flick' testing will be carried out by on-site personnel and a competent person will undertake an annual test in accordance with the requirements of BS 5266-1

The Owner and Registered Manager will ensure that regular visual inspections and an annual check by a competent person are carried out on all fire extinguishers

6. Appendix 1 – Emergency Action Plan

Emergency Action Plan

As allpay Ltd staff you are to make yourself familiar with the Emergency Action Plan and fully comply with it in the event of the fire alarm sounding or discovering a fire:

MAKE SURE THAT YOU KNOW:

- What to do in the event of a fire
- What to do on hearing the fire alarm activate
- Your nearest means of escape
- The nearest fire alarm call point
- The designated assembly point (Car park in Front of WS3)

You must ensure that all visitors are told how to react to an emergency and what to do and where to go if there is an evacuation, this is repeated on the reverse of their visitor badge.

You are responsible for ensuring any contractors we employ are aware of and comply with the procedure.

In the event of a fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If you discover a fire, raise the alarm immediately by breaking the nearest break-glass call point.

allpay Ltd does not require anyone to attempt to extinguish a fire unless they have been trained and it is safe for them to do so. If a small fire occurs (e.g., a wastepaper bin) and on finding the fire, you feel competent that you are aware of the correct extinguisher to be used and know how to use that extinguisher safely, you may tackle the fire.

The Senior Fire Marshal of allpay Ltd present in the building when a fire is discovered or the alarm sounds will call the Fire Service or give instruction for them to be called.

On hearing the evacuation alarm, you should evacuate the area immediately. You should not wait to conclude discussions or telephone calls. You should only take personal belongings with them if they are immediately to hand but must not go back to collect them. Fire Marshals will check areas are clear before exiting the building.

If safe to do so you should:

- Switch off any equipment or electrical appliances which, if left unattended, may constitute a fire hazard

- As you make your escape, you should close doors, particularly those designated as fire resisting doors

- You should report to the dedicated fire assembly point – **Car park in front of WS3**

7. Appendix 2 – Fire Evacuation Process Flow (From detailed section 2)

- **Fire Alarm sounds** for prolonged period

- **All staff** to leave buildings via nearest exit

- **Department Management** –Responsible for the fire sweep/ last check of areas - duty of care for their department

- **Exiting the building** – As the Marshals are leaving the building themselves, direct staff to the nearest exits and if doors aren't opening hit green call point to release – regardless of if it's a drill or not

- **Assembly Points** – First Fire Marshal at Assembly point puts on HiViz (if not already wearing) and starts marking off names after getting clipboards from fireboxes that are clearly numbered

- **Other Marshals** as they arrive control the staff at the assembly points. – **"Be quiet and listen for your name".** Once complete, the staff name sheet for each needs to go to the Fire Warden/People Offcier and communicate "all present" or other messages

- **Incident Commander, Deputy (or if required Security)** – You have overall responsibility at the Muster Point location – Use loud hailer if required. Responsible for coordinating with Directors and handing over to Fire Brigade if required

- **Visitor Centre Guard** – Hand the visitor book to roll caller at Assembly Point 1 – Restrict egress from site (sliding gate) and direct Fire Brigade to required location when they arrive

- **Control Room Guard** – Check fire panel and communicate location of activation. Obtain last badge location printout and hand to the Fire Warden. Await instruction from Fire Warden

- **Other Facilities and Security staff** – investigate for fire and communicate to Fire Warden

- All staff can re-enter the building once it has been commuinciated it is safe to do so

8.   Appendix 3 – Fire Evacuation Infographic
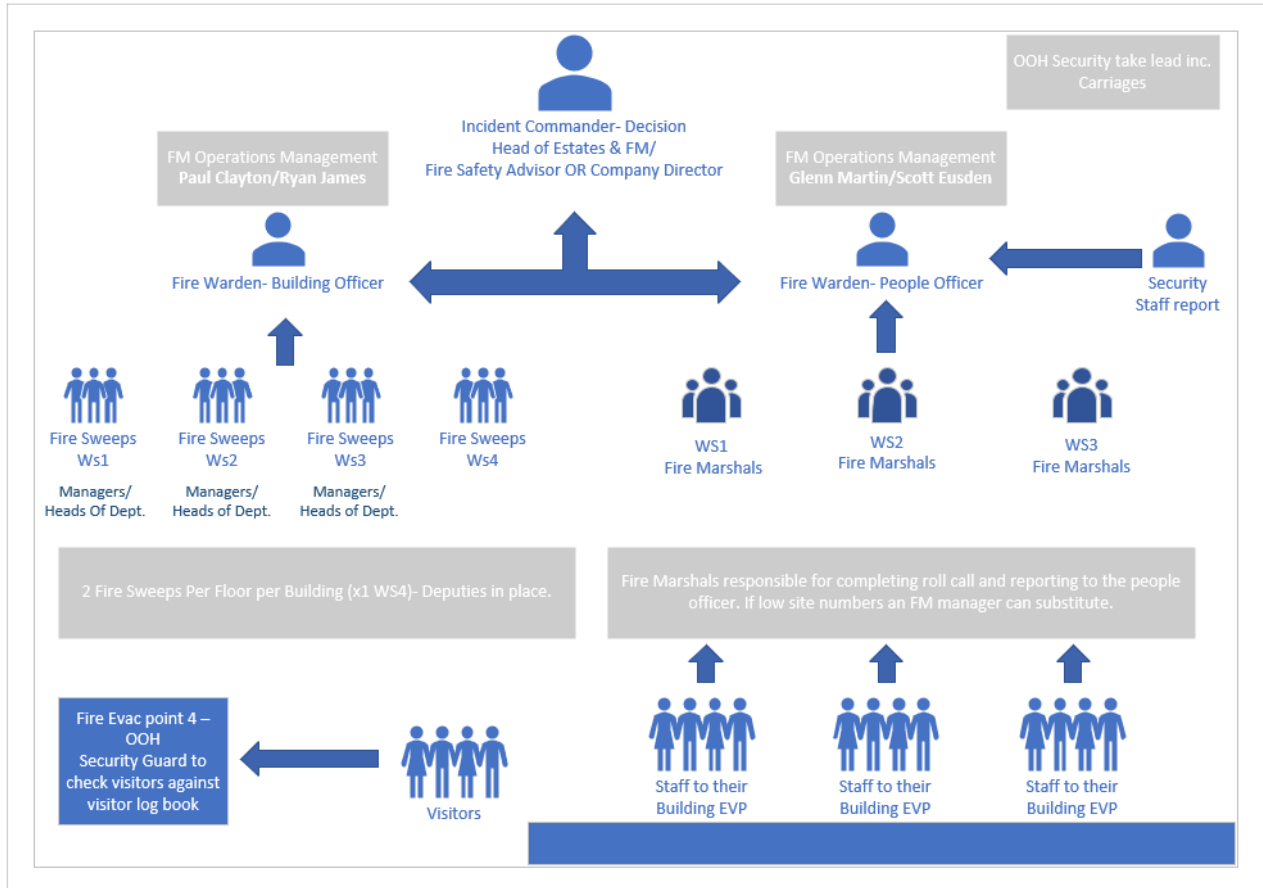
9.   Appendix 4 – Fire Staff Lists

Link:

Fire Evacuation Staff Lists