

## Company Policy Statement for Fire Safety.

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to building structure, services, equipment, goods in storage and documentation.

We are legally obliged to safeguard our employees against exposure to the hazards associated with fire.

We undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified.

These measures will include the following arrangements, procedures and controls:

- inspection of the structure of the premises for fire safety annually.
- implementation and upholding of a no smoking policy on Pitkin and Ruddock premises.
- fire extinguishers will be placed at clearly labelled points; specialist advice will be used to determine the quantity and type of extinguishers required.
- emergency exit routes and signs to be kept clear at all times.
- we will train staff on the use of extinguishers and advise on what actions to take in the event of a fire.
- we will carry out a site specific fire risk assessment for each premise complete with a fire plan.
- where hot work is carried out on our premises, fire procedures will be followed, all persons carrying out such work will be trained to a competent standard, and be fully aware of the procedures and the associated risk assessment for the task.
- where hot work is carried out on remote sites, fire procedures will be followed, all persons carrying out such work will be trained to a competent standard, and be fully aware of the procedures and the associated risk assessment for the task. Where required by site regulations hot work permits will be completed and adhered to.
- where work is to be undertaken on customers sites, due consideration is to be given to the maintenance of the established fire exits, fire routes and access to fire fighting equipment. Our work should not impact upon these facilities, if this is the case suitable arrangements must be made with the building owner / operator to compensate for this in the case of an emergency situation arising.
- company vehicles will carry a suitable fire extinguisher for vehicle use and a further extinguisher to cover site based hot work operations.

These measures will be reviewed annually or when any significant change in the business or premises takes place.

Employees are reminded that they have a legal obligation under the Management of Health & Safety at Work Regulations 1999 and the Fire Safety Order 2005 to inform their manager of situations where they see serious and imminent danger to health and safety, OR any matters where they see a shortcoming in our health and safety arrangements.

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