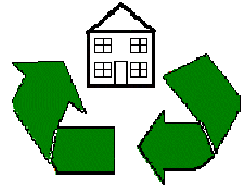


DORSET RECLAIM - FIRE SAFETY POLICY



Fire safety duties are taken seriously at all our locations. This policy helps us comply with our legal obligations to employees, volunteers and others under the Regulatory Reform (Fire Safety) Order 2005. This includes the provision of a safe place of work where fire safety risks are minimized and for suitable evacuation arrangements.

We recognize that fires can kill and injure people with a combination of flames, heat, smoke and fumes. Our on site training will ensure that our staff and volunteers can recognize and react to this danger.

Responsible Person Duties

Each location will have a “Responsible Person”, whose normal duties include the management control of the building. Their fire safety role is to:

- Take such general fire precautions as will ensure, so far as is reasonably practical, the safety of any of our employees and volunteers and that of other persons to ensure the premises are safe.
- Carry out a “Fire Risk Assessment” which must focus on the safety in case of fire
- Make and give effect to such arrangements as is appropriate for the effective planning, organisation, control, monitoring and review of the prevention and protection measures.

The Depot Manager at each location, who will usually be the “Responsible Person”, will have additional responsibilities including:-

- Ensuring all employees and volunteers are aware of the evacuation procedure
- Appointing an appropriate number of Fire Wardens
- Ensuring that Fire Wardens are trained and aware of their responsibilities
- Keeping employees and volunteers informed of any changes that are made to our fire safety procedures and fire risk assessments
- To investigate and remedy concerns of fire safety
- Liaising with the Project Manager regarding fire safety issues

Fire Wardens

The Depot Manager is able to appoint fire wardens at their site, with the role necessarily varying depending on the specific site and layout of the buildings concerned. Without putting themselves at risk, the role is:

- To assist in the clearance of their allocated areas
- Check the work area has been fully evacuated and for any sign of fire
- To contain and prevent the spread of small fires
- Carry out role calls
- Report to the Depot Manager or other person in charge

Employees and Volunteers

You should know the following:

- How to raise the alarm on discovering a fire
- How to evacuate the building on hearing an alarm
- Where applicable, know who their Fire Warden is
- Location of their assembly point

Raising the alarm must be done before any other action is taken as fire spreads rapidly. Employees and volunteers are not to fight fires, unless they have been trained, are competent and can do so without putting themselves at risk.

Everyone working with us has a duty to ensure that they do not place themselves or others at risk of harm. Our staff and volunteers are required to practice and promote fire prevention by being aware of the risk of fire, and exercise care in their work activities, paying particular attention to the following:

- being aware of the emergency evacuation drill and taking part in fire drills
- notifying the Manager and Fire Warden if they have a mobility, vision or hearing impairment that could hinder your evacuation,
- good housekeeping standards are maintained
- ensuring waste materials are not left around and waste / recycling bins are regularly emptied and not overfilled
- combustible materials are kept from heat sources / ignition sources
- electrical circuits are not overloaded
- extension / multi-point leads are kept to a minimum
- access to extinguishers and escape routes are kept clear
- if they think a fire risk exists, report it to their Manager

Site Specific Emergency Action

Site specific procedures will be maintained, communicated and practiced at all locations in order to maintain a high standard of fire safety. These sites are at:-

- Stanley Road, Bournemouth
- Didcot Road, Poole
- Poundbury Road, Dorchester
- Portfield Road, Christchurch

Tests / inspections will be carried out and recorded on checklists held in the Fire Safety File held at each location and will include such things as:-

- Extinguishers - Annual inspection & maintenance
- Fire Risk Assessment - Reviewed annually
- Fire evacuation drills - At least annually
- Signage - Quarterly