



Evans House Ltd  
Norman Street  
Warrington  
Cheshire  
WA2 7HW

t: 01925 411170  
e: info@normanstreet.co.uk

## Fire Safety Policy/Procedures (Updated 04.11.20)

### Contents:

1. Fire Marshals
2. General Statement
3. Employees' Duties
4. Communication
5. Procedures
6. Emergency Evacuation Plan
7. Assisted Evacuation Plan
8. Evacuation Points and Assembly Points

### 1. Fire Marshals:

Note: Should any tenant wish to suggest another representative from within their premises to act as Fire Marshal, please notify Evans House of their name and mobile telephone number immediately.

<b>Location</b>	<b>Fire Marshal</b>
● Evans House Communal Areas - 07725 264428	David Evans (Evans House Fire Marshal)
● Evans House Communal Areas - 07712 051277	Stuart Evans (Evans House Fire Marshal)
● Unit G.1A(Cellar) -	Vacant
● Unit G.1A (Office) -	Mike Coleman
● Unit G.1A (Main) -	Craig Cundliffe (Ace Club Cafe)
● Unit G.1B(1) -	Chris Hampson (Furniture restoration)
● Unit G.1B(2) -	David Myles Horrabin (Warrington Locks)
● Unit G.1B(3) -	Neil Rustage (Riqueza Business Solutions)
● Unit G.1B(4) - (Imports)	Venkata Naga Durga Siva Ram Tallam (Prashi)
● Unit G.1B(5) -	Donna Jevens (Bray Foods)
● Unit G.1B(6) -	Brad Siddall (Wire Hot Tubs)
● Unit G.1B(7) -	Sophie Smith (Art Gallery)
● Unit G.1B(8) -	Vacant
● Unit G.2 -	Peter Davies (147 Snooker)
● Unit G.3 -	Tony Longmore (Oculus Studio)
● Unit G.4A -	Jon Waldron-Swift (MDM Brewery)
● Unit G.4B -	John Dee (Triangle Garage)
● Unit HL1 -	Mark Blakemore (Music Studio)

- Unit HL2 - Qadeer Aslam (AV8 Travel)
- Unit HL3 - Neil Rustage (Imovement)
- Unit 1.2 - Walter O'Malley (O'Malley's Gym)
- Unit 1.3 - Tracey O'Dwyer (Exclusive Fitness)
- Unit 1.3B - Vacant
- Unit 1.4 - Paul Graham (Cheshire Martial Arts)
- Unit 1.5 - Jenny Gittins (Indepdendance)
- Unit 1.6 - Nigel Stokes (Totally Mobile Repairs)
- Unit 2.1 - Karen Brierley (Quasar Fire Marshal)
- Unit 2.2 - Craig Davies (Lockdown Escape Exit Games)
- Unit 2.3 - Rackan Saad Al-Moukhtar (Hardwire Fitness)
- Unit 2.4 - Mark Adamson (Sentry Security)
- Unit 2.5 - Heather Fox (Fox Studios Jewellery)
- Unit 3.1 - AP Wireless (unmanned)
- Unit 3.2 - Elizabeth Wharton (Giggles Soft Play)
- Unit 3.3A - Audrey Jones (Warrior Fitness Studios)
- Unit 3.3B - Greenwood (Warrington Appliance Centre)
- Unit 3.3C - Paul Greenwood (The Antique Company)
- Unit 3.3E - Silvano Cioci Faux (North West Murals)

## 2. General Statement

- a. Evans House is a responsible employer and takes its fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to employees and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals. To assist us in achieving the highest level of fire safety we regularly undertake daily, weekly, monthly and annual fire safety checks either in house or with the assistance of external suppliers. The safety of Evans House employees, tenants and visitors in common areas are the responsibility of Evans House. The safety of a tenant's employees and visitors (including contractors) in a tenant's premises is the responsibility of that tenant. All new tenants must sign a fire safety document which outlines what to do in the event of a fire, highlights important fire safety points and informs them of the fire exits in the building.

## 3. Employee Duties

- a. All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. All Evans House employees, tenants and visitors are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and the public.

## 4. Communication

- a. All Evans House employees and tenants will be kept informed of any relevant changes to fire safety procedures or fire risk assessments by email.

## 5. Procedures

- a. Fire risk assessments have been undertaken and are reviewed regularly. However,

other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out annually by external suppliers and by directors in the interim.

- b. The fire evacuation procedure will be practised 2 times a year. A record will be kept of the date and the time taken to evacuate the buildings.
- c. Training will be provided, as necessary, to any Evans House employees given extra fire safety responsibilities such as Fire Marshals. Tenants are primarily responsible for their own fire safety risk assessment, implementation and training.
- d. All new Evans House employees will be given induction training on how to raise the alarm and the available escape routes. Regular employees will be given annual refresher training.
- e. All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly.
- f. Evacuation procedures are posted prominently on every corridor next to the Fire Alarm Call Point.
- g. All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any tenant or Evans House employee notices defective or missing equipment they must report it to Evans House.
- h. Alarms are checked annually by a suitable contractor and tested weekly.
- i. Emergency lighting is checked annually by a suitable contractor and monthly by the responsible person.
- j. Tenants are each responsible to logging all visitors into a Visitors Book upon arrival on site, for the purpose of evacuation.

## 6. Emergency evacuation plan

- a. For occasions where members of staff and/or tenants designated with various functions within this Emergency Evacuation Plan are absent, deputies should be appointed to all functions. However, in the event that both are absent, the responsible fire marshal shall temporarily allocate the function to an alternative suitably trained member of staff or tenant.
- b. If you discover a fire:
  - i. Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point and calling 999. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb. Evacuate immediately using the nearest available fire exit and leave by the nearest staircase. Do not use the lifts. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
  - ii. If a tenant has visitors/customers in a unit, they should take the Visitors'

book with them.

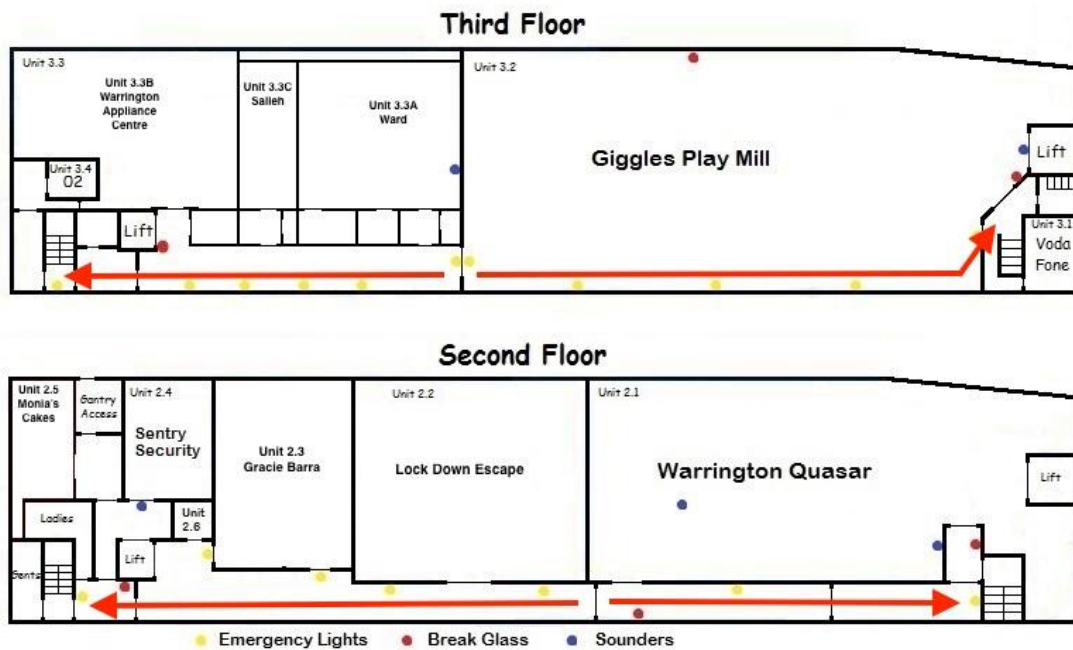
- iii. Inform the Fire Marshals as to the location of the fire.
  - iv. Report to the assembly points for a roll call – **the main car park at the West entrance of the building by Orford Lane or the East entrance car park on Hardy Street (see attached plan).**
  - v. If you are with a visitor, ensure they accompany you.
- c. If you hear the fire alarm:
- i. Leave the building immediately using the nearest available fire exit.
  - ii. Report to the assembly point for a roll call.
  - iii. If you are with a visitor, ensure they accompany you.
- d. Persons responsible for taking roll calls are:
- i. The individual tenants for their employees and visitors.
  - ii. Evans House for its employees and visitors of Evans House.
- e. Fire Marshals – on hearing or setting off the alarm:
- i. Encourage everyone around you to evacuate as soon as possible.
  - ii. Tenant Fire Marshals must check their respective units are empty. Evans House Fire Marshals will then check the common areas are empty. Evans House Fire Marshals will then check with each tenant Fire Marshal that all staff and visitors are accounted for at the roll call.
- f. Fire Alarm Status:
- i. In the event that the fire alarm is for a genuine fire, the Fire Marshal who verifies the fire must call the fire brigade as soon as possible and confirm the same with Evans House (David Evans or Stuart Evans).
  - ii. In the event that the fire alarm is a false alarm, then the Fire Marshals should establish the cause before letting anyone re-enter the building.

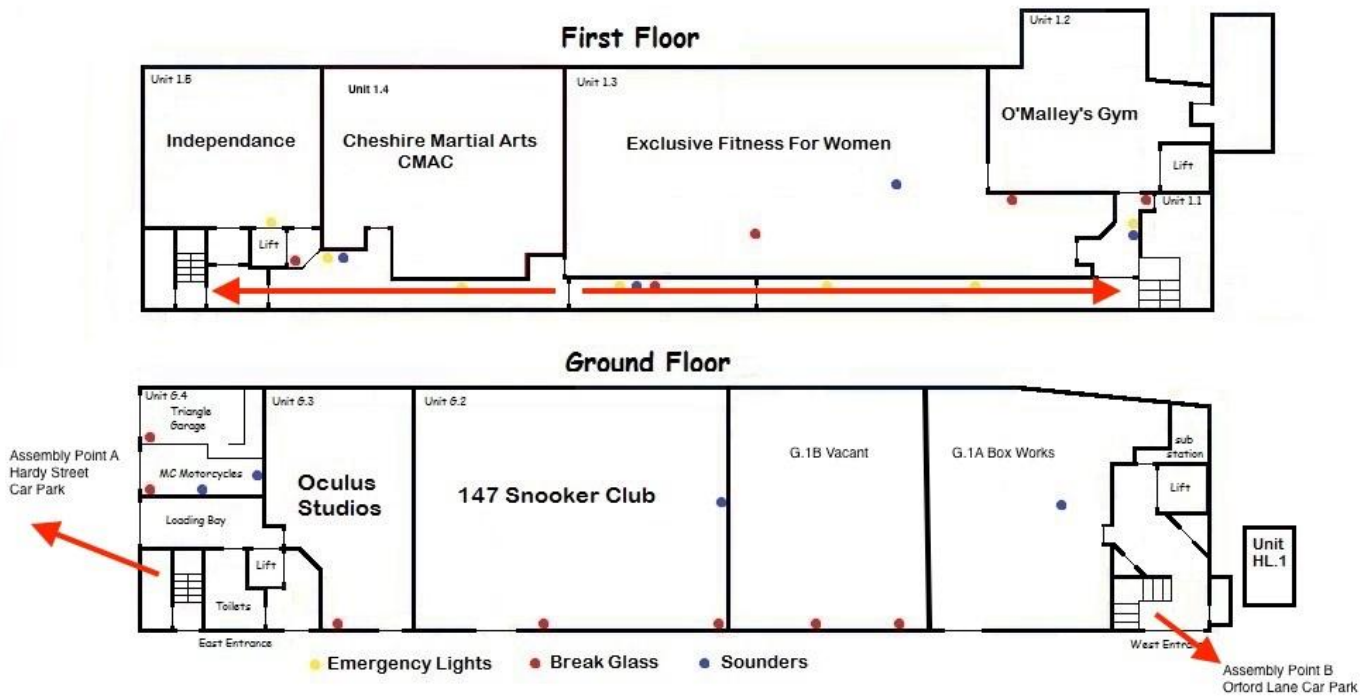
## 7. Assisted Evacuation (Personal Emergency Evacuation Plan)

- a. Any member of Evans House staff, tenant or visitor who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) in place. Tenants are responsible for production for their own PEEPs and implementation of the same.
- b. Copies of completed PEEP forms should be forwarded to Evans House (David Evans or Stuart Evans).

- c. People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant. This may also include children, pushchairs and prams.
- d. Anyone with mobility issues will be evacuated according to their PEEPs.

8. Evacuation Points and Assembly Points





I have read and understood the above policy and procedures.

Signed

Print

Date