

Precise Enterprise Ltd

Director: Tadas Sukutis

Date: 16th February 2026

Next Review Date: 15th February 2027

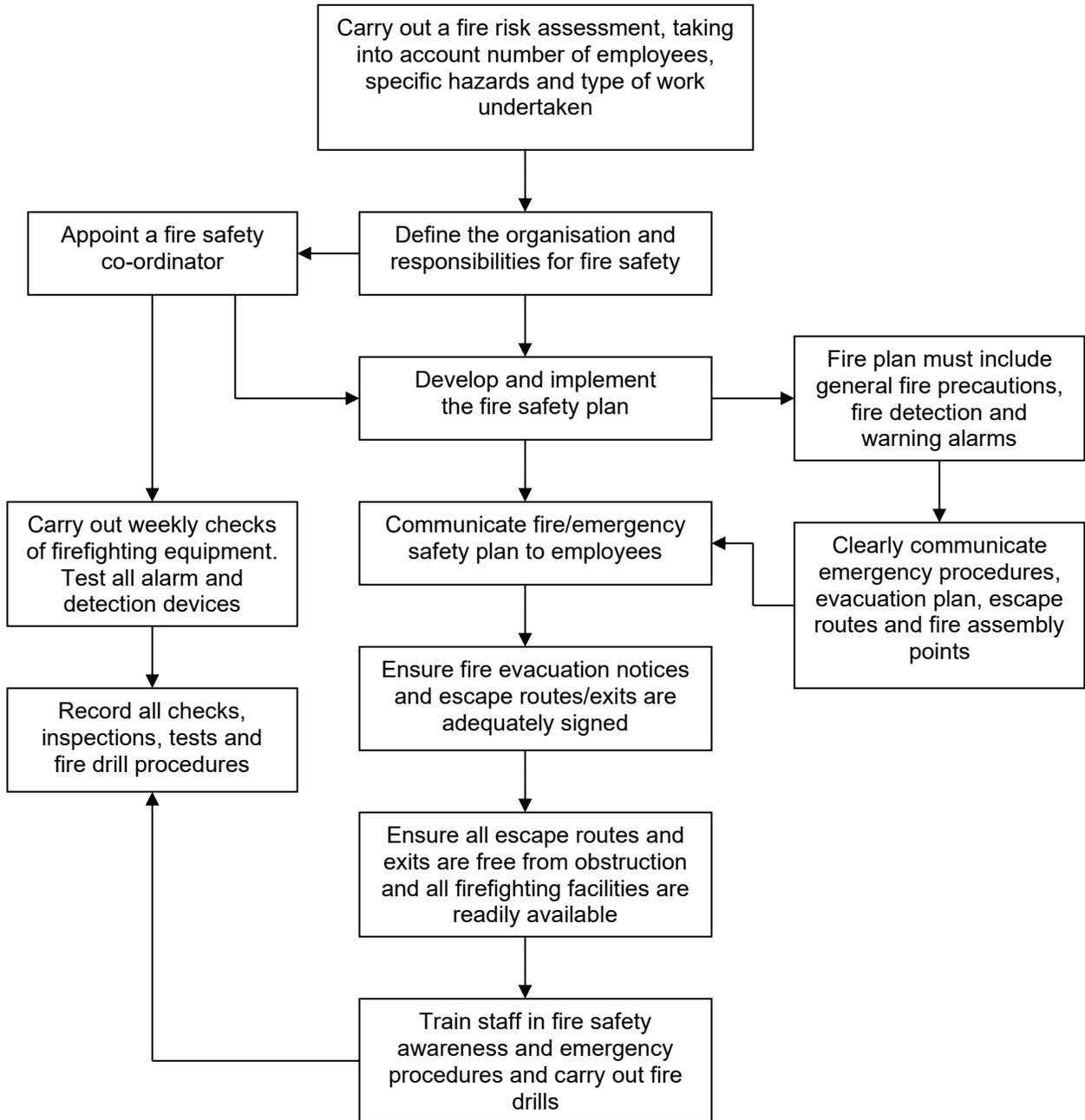
T. Sukutis

Arrangements for Fire and Emergencies on Company Premises and Working within other Premises

It is the policy of this company that suitable and sufficient fire and emergency procedures be in place at the company premises in order to facilitate effective evacuation of other appropriate action, and to ensure that employees' personal health and safety is not put at risk unduly the course of such action. The Director will ensure that the procedures are put in place, implemented and maintained to comply with The Regulatory Reform Fire Safety Order 2005 and The Building Act 2022.

In the event of a fire, explosion or damage to services (water, electric or gas) occurring, full details of the incident are to be passed to the Director as soon as possible.

Procedure for Fire and Emergencies on Company Premises



See guidance section for details

Guidance and Fire Emergencies on Company Premises

Suitable and sufficient fire and emergency procedures should be in place at the company premises in order to facilitate effective evacuation or other appropriate action and to ensure that employees' health and safety is not put at risk unduly during the course of such action.

FIRE PRECAUTIONS

The Director is to ensure that:

1. Sufficient firefighting equipment is available on the premises **the company control** and that it is serviced/maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the fire-fighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 4 above.
5. The following check is made of the premises, either personally or by a designated member of staff, when work ceases:
 - Electric, gas and oil equipment not required to operate overnight is switched off;
 - Equipment in use overnight is safe;
 - No cigarettes are left smouldering;
 - Fire doors and smoke stop doors are closed;
 - Windows are closed, outside doors locked and the premises are secure against intruders.

FIRE/EMERGENCY ACTION

(To be displayed at all places of work)

The fire alarm device for these premises consists of:

The assembly point is located:

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring:

1. Raise the alarm. If you are not in gear an alarm device should “**FIRE**” and give the **location**.
2. Inform **xxx** who will alert the Fire Brigade by telephone and inform anyone else in the building.
3. Put the fire out if that is possible without putting yourself in danger/report your presence to **xxx** at the assembly point.

Full details of the incident are to be passed to **xxx** as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm. If you are not near an alarm device shout “**FIRE**”.
2. Inform **xxx** who will summon the Police by telephone and inform anyone else in the building.
3. Report your presence to **xxx** at the assembly point.

Full details of the incident are to be passed to the Director as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm the following action is to be taken:

1. Evacuate the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
2. Report your presence to the Fire Marshal at the assembly point.
3. Do not re-enter the building until the senior fire officer declares that it is safe to do so.

Summoning the Fire Brigade

The information that shall be required is:

1. **Company Name**
2. **Address**
3. **BRIEF DETAILS OF THE EMERGENCY, e.g. FIRE IN THE GROUND FLOOR**

(Fire/Emergency Action Sign)

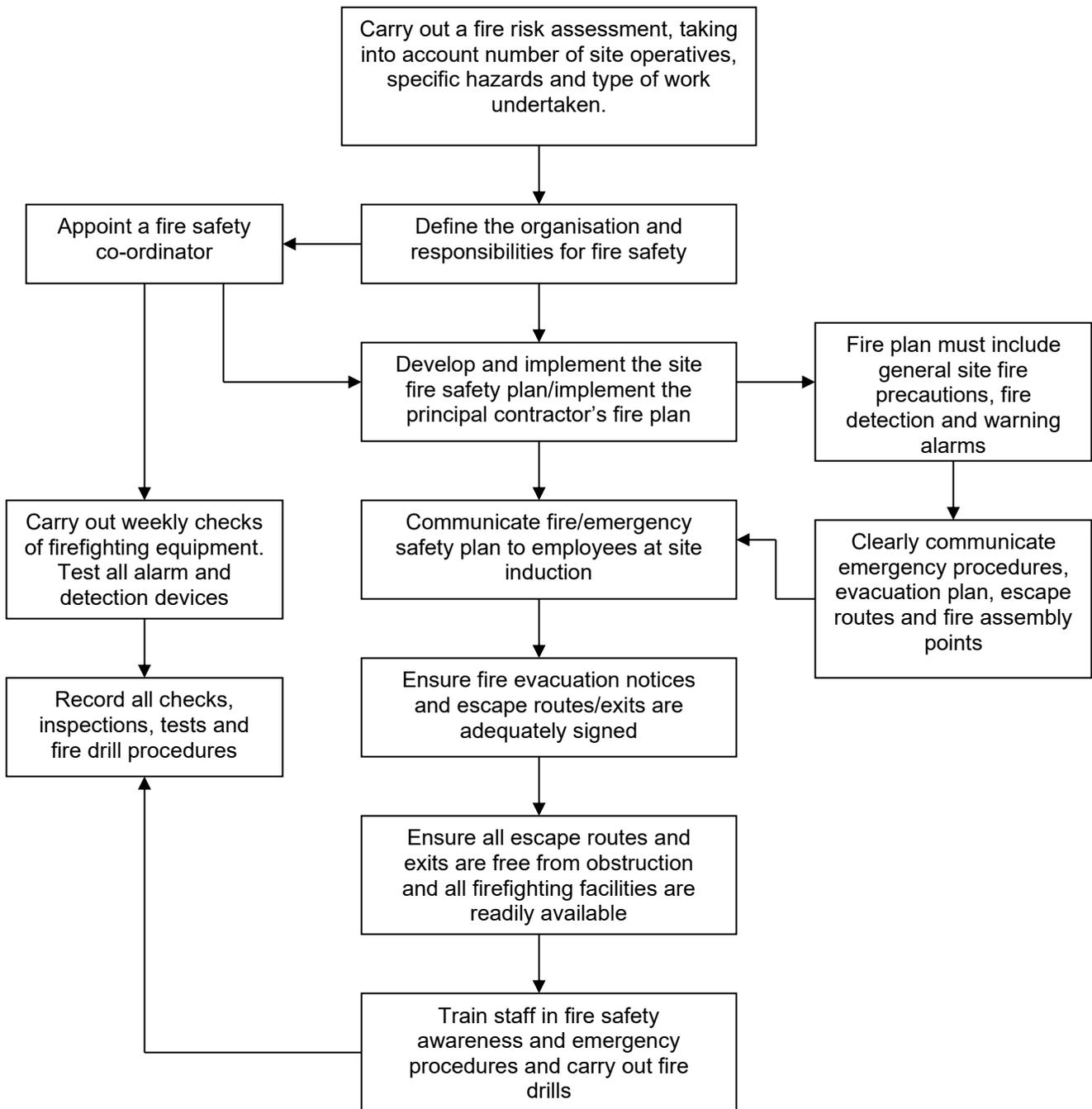
Fire wardens:

Names of fire wardens and areas they control:

Director and Supervisor

Due to the nature of the premises it will not always be possible to have a designated fire warden in each area. It is imperative, therefore, that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

Procedure and Fire Emergencies on Site



See guidance section for details

Guidance for Fire and Emergencies on Site

Suitable and sufficient fire and emergency procedures should be in place at each site in order to facilitate effective evacuation or other appropriate action and to ensure that operatives' health and safety is not put at risk unduly during the course of such action. The following is an example of the type of procedures that would be in place at the site, although it is possible that these procedures may be more detailed or complicated depending on the nature, extent and complexity of the site, and if there are any existing emergency/fire procedures in place for the site.

FIRE PRECAUTIONS

The site manager is to ensure that:

1. Sufficient firefighting equipment is available on the site and that it is serviced/maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the fire-fighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the site, either personally or by a designated member of staff, when work ceases:
 - Electric, gas and oil equipment not required to operate overnight is switched off;
 - Equipment in use overnight is safe;
 - No cigarettes are left smouldering;
 - Fire doors and smoke stop doors are closed;
 - Windows are closed, outside doors locked and the premises are secure against intruders.

This will require that a fire patrol is carried out 1 hour after the end of any hot-works.

A suitable fire assembly area will be designated in compliance with routine orders issued by the company representative or defined in the health and safety plan.

UNDERGROUND SERVICES

In the event that any underground services are struck contact is to be made with the organisation to which the underground services belong. All work in the area is to cease until such time as the services have been examined and the area is made safe. A list of the relevant organisations is to be retained on site.

TEMPORARY ACCOMODATION

Site accommodation presents a series of hazards that vary with usage. Temporary site huts see service as offices, workshops, canteens, drying rooms, tool stores, rest rooms and other uses. Frequently they are many of these things at the same time.

The basic hazard is FIRE

The Fire Certificates (Special Premises) Regulations require a fire certificate where a temporary building will house more than 20 people or more than ten people on a floor other than the ground floor. Application is made on form FP1 to the HSE (NOT the Fire Brigade).

In order to secure this certificate the following criteria must be satisfied:

- Fire exits must be conspicuously marked, easily and immediately able to be opened from the inside and have unobstructed access and a suitable means of escape.
- Adequate firefighting equipment must be available.

Precautions

Temporary buildings should be at least 10.0 metres away from the permanent structure to create a fire gap. Where the break is less than 6.0 metres then the temporary building should not add to the spread of fire or the creation of smoke/toxic fume. In order to ensure this the following standards apply.

- Internal ceiling and all wall surfaces to BS 476 part 7.
- External roof surface to BS 476 part 3.
- Walls and roof 30 minute fire resistance to BS 476 parts 20 and 22.
- Doors and windows 30 minute fire resistance to BS 476 parts 20 and 22.
- Supporting members 30 minute fire resistance to BS 476 parts 20 and 21.
- Metal thread staircases to be used (SFRP).

Where the temporary building is located within another building, fire access and escape routes should be clearly marked.

FIRE EMERGENCY ACTION

(To be displayed at all places of work)

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring on site:

1. Raise the alarm. If you are not near an alarm device shout **"FIRE"** and give the **location**.
2. Inform the site manager or their duty who will alert the Fire Brigade by telephone and inform anyone else in the building/on site.
3. Put the fire out if that is possible without putting yourself in danger.
4. Report to the senior person at the assembly point.

The site manager or their duty is to ensure that full details of the incident are to be passed to the contracts manager as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm. If you are not near an alarm device shout **"FIRE"**.
2. Inform the site manager or their deputy who will summon the Police by telephone and inform anyone else in the building/on site.
3. Report to the senior person at the assembly point.

The site manager or their deputy is to ensure that full details of the incident are to be passed to the contracts manager as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm the following action is to be taken:

1. Evacuate the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
2. Report to the senior person at the assembly point.
3. Do not re-enter the site until the senior fire officer declares that it is safe to do so.

THE ASSEMBLY POINT IS LOCATED: _____

Summoning the Fire Brigade:

The information that shall be required is:

COMPANY NAME: _____

LOCATION OF THE FIRE (SITE ADDRESS): _____

BRIEF DETAILS OF THE EMERGENCY, e.g. FIRE IN THE GROUND FLOOR

Fire/Emergency Action Sign

Fire wardens

Names of fire wardens and areas they control:

Due to the nature of the premises/site it will not always be possible to have a designated fire warden in each area. It is imperative therefore that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

FIRE SAFETY INSPECTION CHECKLIST

Company name:

Area inspected/site address:

No.	ITEM	YES/NO N/A	REMEDIAL ACTION REQUIRED (INCLUDE LO- CATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located at fire points?			
08	Fire alarm used?			
09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months or sooner where applicable?			

Fire Safety Inspection Checklist

No.	ITEM	YES/NO N/A	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
11	Fire marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	"No Smoking" and similar warning signs displayed in areas of flammable materials storage?			

Person completing checklist:

Job title:

Date:

FIRE RISK ASSESSMENT

to comply with the requirements of
The Regulatory Reform (Fire Safety) Order

Company name:					Date:				
Workplace address:					Contact name: Contact number:				
Nature of occupancy:					Use of remainder of building: (e.g. multiple occupancy)				
Construction of building:									
Which areas of the building are covered by this assessment?									
Are any areas of the building not covered by this assessment?									
Number of floors in the building:			Number of staircases in the building available as exit routes from the workplace:				Number of final exits:		
Maximum number of employees at risk in the workplace:					Maximum number of other persons at risk in the workplace:				
Action required	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Indicate by <input checked="" type="checkbox"/>									
Assessor:			Position:			Review date:			

Fire Risk Assessment

STEP 1 – FIRE HAZARDS	FIRE HAZARDS IDENTIFIED
What are the possible sources of ignition within the workplace? Consider the following:	

<ul style="list-style-type: none"> • Smoking materials. • Faulty electrical equipment/overloaded electrical sockets. • Heat from processes. • Some chemicals (should be identified as oxidising materials). • Oxygen supplies from cylinder storage. • Arson. 	
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<p>What sources of fuel may present a fire hazard in the workplace? Consider the following:</p> <ul style="list-style-type: none"> • Flammable liquid-based products, e.g. paints, varnishes, thinners, adhesives. • Flammable liquids/solvents, e.g. alcohol (spirits), white spirit, methylated spirit, cooking oils, disposable cigarette lighters. • Flammable chemicals, e.g. cleaning products, photocopier chemicals. • Flammable gases, e.g. liquefied petroleum gas (LPG), acetylene. • Displays and stands. • Drapes, hangings, decorations. • Packaging materials, stationary, advertising material. • Plastics and rubber, e.g. video tapes, polyurethane foam-filled furniture, polystyrene-based materials, exercise mats. • Upholstered seating and cushions, soft furnishings, textiles. • Litter and waste products, particularly shredded paper, wood shavings, off-cuts, dust accumulation. • Fireworks and pyrotechnics. 	
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<p>What hazardous processes generally take place within the workplace? For example, welding, cutting, grinding, refuelling of vehicles, etc.</p>	
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STEP 2 – PERSONS/GROUPS AT RISK	PERSONS/GROUPS IDENTIFIED
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<p>Who are the persons at significant risk in the event of a fire?</p> <ul style="list-style-type: none"> • Employees/helpers who are unfamiliar with the premises. • Lone workers, e.g. cleaners. • Visitors/casual users. • Less able persons, e.g. those with mobility, hearing or vision impairment. • Unaccompanied children. • Emergency services, i.e. firefighters, ambulance crews. 	
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STEP 3 – EVALUATING THE RISKS	
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<p>Are all the identified hazards adequately controlled? Yes/No</p> <p>If no record finding below*.</p>	
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From the hazards identified in Step 1 what is the likelihood of a fire occurring in the area being assessed?	✓ or circle as appropriate: Low / Medium / High
Taking into consideration the hazards identified in Step 1 and the persons identified as being at significant risk in Step 2, what is the likely severity of a fire that may occur in the area being assessed?	✓ or circle as appropriate: Low / Medium / High

*Existing significant hazards/risks that are not adequately controlled.	
Further action required?	
Action by:	By when:

STEP 4 – FIRE DETECTION, FIRE WARNING AND EMERGENCY LIGHTING	
Type of fire detection system (describe): Are detectors of the right type/in appropriate locations? Does the detection system ensure that a fire warning is raised in time for all occupants to escape to a place of total safety?	

Type of fire warning system (describe):	
Is the warning system sufficient for the risks involved?	
Can the means for giving a warning be clearly understood throughout the whole site?	
If the fire detection and warning system is electrically powered does it have a back-up power supply?	
Is an emergency lighting system installed?	
Is an emergency lighting system required? (Will the premises be used in hours of darkness?)	
If installed, is the emergency lighting system independent of the main power supply?	
Have employees been informed about the fire alarm system?	
Do they know how to operate it?	
Do they know how to respond to it?	
Are there sufficient numbers of fire action signs displayed, i.e. what to do in the event of a fire?	
Have the relevant details been filled in?	
Are there any areas, particularly unoccupied ones, where there could be a delay in detecting the start of a fire?	
Further action required?	
Action by:	By when:

STEP 5 – MEANS OF ESCAPE

Are all persons in the workplace able to react quickly in the event of a fire?	
If not who is affected?	
Is a refuge area needed to protect those unable to react quickly in the event of a fire?	
If so has one been established?	

Do exits lead to a place of safety?	
Are all gangways and escape routes free from obstruction?	
Are there enough exits? Are they in the right place and wide enough?	
Are all escape routes/final exits correctly signed?	
Are fire doors kept closed (not "wedged" in the open position)?	
Are self-closing devices on fire doors working properly?	
Where appropriate, do doors used for means of escape open in the direction of travel?	
Can all final exit doors be opened easily and immediately if there is an emergency?	
Further action required?	
Action by:	By when:

STEP 6 – FIRE DRILLS, WHAT TO DO IN THE EVENT OF A FIRE

Are regular fire drills carried out? At what frequency?	
Are the results of the fire drills recorded?	
Are fire marshals/fire wardens nominated and suitably trained?	
Where is the assembly point situated?	

Is it clearly identified?	
Do employees know what to do in the event of a fire?	
Do contractors/visitors to the site know what to do in the event of a fire?	
Is a roll call carried out? By whom?	
Further action required?	
Action by:	By when:

STEP 7 – MEANS OF FIGHTING FIRE	
Are sufficient fire extinguishers sited throughout the workplace?	
Are fire extinguishers: The correct type? Located correctly? Easily accessible? Mounted in a wall or stand?	

Appropriate signage displayed?	
Have persons likely to use the fire extinguishers been given adequate instruction and training? If yes when?	
Further action required?	
Action by:	By when:

STEP 8 – CHECKS, TESTING AND MAINTENANCE	
Are the following checked? Escape routes? At what frequency? (Recommended daily.) Firefighting equipment? At what frequency? (Recommended weekly.) Emergency lighting system? At what frequency? (Recommended monthly.) Are the results recorded?	
Is the fire detection and warning system checked? At what frequency? (Recommended weekly.) Are the results recorded?	

<p>Have the fire detection and warning/emergency lighting systems been tested and maintained by a competent person within the last 6 months?</p> <p>Are the results recorded?</p>	
<p>Have the fire extinguishers been tested and maintained by a competent person within the last year?</p> <p>Are the results recorded?</p>	
<p>Further action required?</p>	
<p>Action by:</p>	<p>By when:</p>

STEP 9 – EMERGENCY PLAN	
<p>Has an emergency plan been developed?</p> <p>(Existing clients' policies contain emergency plans – is the plan being used?)</p>	
<p>Is the emergency plan displayed in prominent locations around the site?</p> <p>(This could be provided by fire action notices or, in more complex premises, may need to be more detailed.)</p>	
<p>Further action required?</p>	

Action by:	By when:

FIRE INSTRUCTIONS & DRILLS

TRAINING AND INSTRUCTION

All employees shall receive instructions and training on initial employment and thereafter annually to ensure that they understand the fire precautions, the practical use of fire extinguishers and hose reels, and the action to be taken in the event of a fire. This shall include persons engaged on duties outside normal working hours, such as security personnel and cleaners.

Such instruction shall be given by a competent person and shall be based upon written instructions.

The instruction and training shall include the following:

- The action to be taken on discovering a fire.
- The action to be taken on hearing the fire alarm.
- How to raise the alarm, including the location and activation of alarm points, telephones and alarm indicator panels.
- The correct method of calling the emergency services.
- The location and correct use of firefighting equipment.
- The escape routes to be used and muster points.
- The importance of the need to ensure that fire doors are not obstructed or propped open and are closed when the alarm is sounded.
- The isolation of electrical and gas supplies and stopping the machinery, where appropriate.
- The evacuation of members of the public and other persons who may occupy the building.

Certain categories of personnel shall be given further training in matters that are particular to their own responsibilities at the time of a fire. These categories shall include:

- Department heads.
- Security staff.
- Telephonists.
- Supervisory staff.

ALARM TESTS

The fire alarm shall be tested weekly in all buildings, using a different actuation point for each test. A check is to be carried out in each building to ensure that the alarm is audible from every position within the building.

FIRE DRILLS

Fire drills shall be carried out every 6 months. Consideration shall be given to the simulated blocking of fire evacuation routes to provide realistic conditions.

FIRE INSTRUCTION NOTICES

Notices detailing the action to be taken in the event of fire shall be displayed in conspicuous positions in all parts of the building.

RECORDS

Records shall be kept of all activities relating to fire and fire prevention and shall include:

- Dates of any training and instruction given, fire drills and alarm tests.
- Type of training, instruction, drill or test.
- Duration of time or drill.
- Name of person carrying out training, instruction, drill or test.
- Names of persons receiving training or instruction.

PREMISES FIRE SAFETY PROCEDURE

TRAINING AND INSTRUCTION

All employees are to be made aware of their responsibilities in the event of an emergency.

Fire training should be given at regular intervals:

- Within the first month of employment: Two instruction periods.
- To staff on night duties: Quarterly.
- To staff on day duties: Biannually.

The instruction and training shall include the following:

- How to raise the alarm.
- How to call the Fire Brigade.
- When not to tackle a fire.
- How to use a fire extinguisher correctly and safely.
- The correct evacuation procedures for the premises.
- Where the assembly points are.
- The contents of the fire risk assessment.
- The importance of trying to do everything possible to reduce draughts which may fan the fire, closing all windows and doors if possible, when leaving the building.
- Who is the responsible person designated to meet the fire appliance when it arrives?

DO NOT re-enter the building for any reason.

FIRE DRILLS

For industrial and commercial premises drills should be conducted at least annually to simulate fire conditions, i.e. one escape route obstructed, no advance warning given other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of management.

Whilst it is recommended that the Fire Brigade are notified of a fire drill, in order to prevent them being summoned by concerned neighbours, they must not be called as part of the exercise – this is a criminal offence.

FIRE INSTRUCTION NOTICES

Notices detailing the action to be taken in the event of the fire shall be displayed in conspicuous positions in all parts of the building.

INSPECTIONS AND RECORDS

Means of Escape

Fire doors are provided to prevent the spread of smoke and heat and must be kept shut at all times. Never prop them open or remove self-closing devices.

Corridors and stairways must be kept clear of storage and waste material.

It must be ensured that final exit doors can be readily opened from the inside without the use of a key and that the areas outside the final exit doors are kept clear of obstruction at all times.

Portable Fire Extinguishers

These are intended for fires in the early stages. Ensure that all employees know where the extinguishers are sited and how to operate them safely. Always ensure that they are inspected and maintained regularly.

- **Routine inspection by the user**
It is recommended that monthly inspections of portable fire extinguishers are carried out to ensure that they are in their proper position and have not been discharged, suffered obvious damage or are incorrectly pressurised (when fitted with a pressure gauge).

Any extinguisher not available for use should be replaced.

Details of each monthly inspection must be given in the relevant section of the log book.

- **Annual inspection, service and maintenance by a competent person**
No guidance is given as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools, etc. specified therein.
- **Intervals of discharge**
It is recommended that the intervals of discharge are determined by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools, etc. specified therein.

Fire Alarm System

It is recommended that the fire alarm system is maintained and tested as per BS 5839-1 – "Testing and Maintenance of Fire Alarm and Detection Systems".

- **Daily inspection**
Check that the “charger on” indicator shows. Inspect for any fault indicator showing, or sounder operating. Inform the designated responsible person of any fault.
- **Weekly test**
Ensure that all indicators showing by resetting according to the instructions provided with the panel and check that the internal sounder operates. Operate a call point or detector to test the system. Check the sounders operate. Reset the alarm panel. Each week choose a different zone, in rotation, to ensure that all call points and detectors are tested at regular and equal intervals. Check all call points and detectors and ensure that none are obstructed in any way. Enter the results of tests into the log book.
- **Six-monthly test**
Check all previous log book entries and clarify that any remedial action has been taken. Check the battery and its connections. Operated a call point or detector in each zone to test the fire alarm as per above. Remove mains supply and check that the battery is capable of supplying the alarm sounders.
- **Annual test**
As per the six-monthly test with an additional test of all detectors and call points; and check for operation.
- **Every 2-3 years**
Appoint a competent person to clean smoke detectors to ensure correct operation and freedom from false alarms. Special equipment is required for cleaning smoke detectors and this will normally be undertaken by the manufacturer for a specialist contractor.
- **Every 4 years**
Appoint a competent fire alarm engineer to replace sealed lead acid batteries.

Emergency Lighting System

It is recommended that the emergency lighting system is tested in accordance with BS 5266.

- **Daily**
Check that the indicator light and all maintained luminaries are operating. Check that any previously recorded fault has been rectified. Record any faults.
- **Monthly**
In addition to the daily test procedures you must simulate a mains failure of no more than one-quarter of the rated duration.
- **Six-monthly**
In addition to the monthly test procedures you must simulate a mains failure for a continuous period of 1 hour.
- **Three-yearly**
In addition to carrying out the monthly test procedures you must simulate a mains failure for the full rated duration of the luminaire.

At the end of each test the powers should be restored and the indicator lamp checked to ensure that it is lit.

Smoke Detectors

Regularly inspect smoke detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

All smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with the manufacturer's instructions. Good practice would be to formally inspect the smoke detectors at the same time as portable fire extinguishers and to test them weekly to ensure correct operation.

FIRE DRILL RECORD FORM		
Company:		
Premises address:		
Date:	Time:	
Total number of participants:		
Staff:	Visitors:	Others:
Evacuation time:		
Miscellaneous information (simulated inaccessibility, etc.):		
Problems identified:	Action to be taken:	Date action completed:

SECTION 16