



SPECIALIST CONTRACTING



## | FIRE SAFETY POLICY

# **FIRE SAFETY**

## **POLICY**

---

<b>Table of Contents</b>	<b>Page</b>
<b>1 Purpose of The Fire Safety Policy</b>	<b>2</b>
<b>2 Fire Safety Policy Statement</b>	<b>2</b>
<b>3 Specific Responsibilities</b>	<b>3</b>
<b>4 General Matters</b>	<b>3</b>
a. Duties of Employees	3
b. Concerns about Fire Safety	3
c. Smoking	3
<b>5 Review</b>	<b>4</b>
<b>6 Emergency Procedure</b>	<b>4</b>
<b>Appendix A - Responsibilities for Fire Safety Management</b>	<b>5</b>
<b>Appendix B - Review of Fire Risk Assessment</b>	<b>6</b>
<b>Appendix C – Fire Action</b>	<b>7</b>

# **FIRE SAFETY POLICY**

---

## **1. Purpose of The Fire Safety Policy**

This policy explains how Beton Bauen Limited will fulfil its legal duties under the Fire Safety Order (FSO) in minimising the risk of fire and ensuring the safety of all occupants and persons in the immediate vicinity of the premises

## **2. Fire Safety Policy Statement**

### **Beton Bauen Limited will:**

- ▶ Appoint a “responsible person” who will be responsible for fire safety matters
- ▶ Where appropriate appoint other competent persons to assist with fire safety matters
- ▶ Adopt fire safety policies and procedures if required
- ▶ Implement and maintain a fire safety manual and/or handbook

### **The duties of the responsible person are to ensure that:**

- ▶ This policy and any procedures are effectively implemented
- ▶ A competent person undertakes a fire risk assessment on the premises and boundaries and reviewed at regular intervals (external 4 years, 'in house' annually)
- ▶ A fire safety emergency process is prepared and implemented and exercised annually
- ▶ All appropriate persons are made aware of the content of this policy
- ▶ Competent persons undertake regular checking, testing and maintenance of the fire safety system in accordance with current guidance. Records will be retained in the Fire Safety Manual
- ▶ Fire Safety information and training is provided, basic fire safety information is provided to new staff on first day of employment. Records will be maintained.
- ▶ Appropriate security measures, including the protection of stored materials and efficient and prompt removal of rubbish, will be considered to reduce the risk of arson
- ▶ Processes will be implemented to ensure that contractors undertaking work internally or externally are given relevant fire safety information before commencement of work. In unusual situations where “hot work” may be required we shall introduce a permit system
- ▶ The necessary approvals are obtained for any alterations or changes that may affect fire safety prior to any work being undertaken to ensure compliance with legislation and guidance. Records to be maintained in fire safety manual
- ▶ An annual “fire safety audit” of the Fire Safety manual is undertaken by the responsible person to demonstrate compliance with and the commitment to fire safety

# **FIRE SAFETY**

## **POLICY**

---

### **3. Specific Responsibilities**

- i. Competent Person
- ii. Responsible Person
- iii. Fire Safety Co-ordinator

*See appendix A for specific responsibilities and duties*

### **4. General Matters**

#### **a. Duties of employees:**

1. Every member of staff (permanent or temporary) must take reasonable care for the safety of themselves and other persons who may be affected by actions or omissions at work
2. Provided that staff observe fire safety policy and supporting processes they should be able to work safely and without risk of a fire occurring. In the event of fire, they will be able to effectively summon outside assistance and leave the premises in a safe manner to a place of safety. Staff who have been specifically trained, and where safe to do so will be able to instigate the appropriate action to extinguish a small fire.

#### **b. Concerns about Fire Safety:**

Should any member of staff permanent or temporary have concerns about any aspects of fire safety, they must report the matter to the responsible person or nominated representative who will, if appropriate take remedial action and inform all staff of the situation

#### **c. Smoking:**

In accordance with the duties under the smoke free premises etc Wales Regulations 2007 smoking is not permitted in the building and is limited to designated areas outside the building.

# FIRE SAFETY POLICY

---

## 5. Review

This policy will be reviewed after any significant change in circumstances, in the light of changes to legislation or should relevant information become available. In any event an annual review will be carried out from the date below:

Responsible Person	Nominated Person (Deputy)	Date
S Davies	A Haines	October 2013
S Davies	A Haines	October 2014
S Davies	A Haines	October 2015
S Davies	A Haines	October 2016
S Davies	A Haines	October 2017
S Davies	A Haines	October 2018
S Davies	A Haines	October 2019
S Davies	A Haines	October 2020
S Davies	L Keene	January 2021
S Davies	L Keene	January 2022
S Davies	L Keene	January 2023
S Davies	L Keene	January 2024
S Davies	L Keene	January 2025
S Davies	L Keene	January 2026

## 6. Emergency Procedure

Our Emergency process has been prepared as part of our Fire Safety Handbook. The Beton Bauen Fire Safety Handbook can be found here: <https://www.betonbauen.com/our-policies>

The emergency process shall be reviewed during the Annual Fire Safety Risk Management review.

Signed:



Position: Managing Director

Date: 05/01/2026

# FIRE SAFETY POLICY

## Appendix A - Responsibilities for Fire Safety Management

Person Responsible	Name / Position	Date
Responsible Person	Steve Davies / Managing Director	October 2010
Fire Risk Assessments (4 Years)	Falcon Fire Prevention Ltd. (Gareth Pezzack) 029 2075 3159 / 07478 683480	Undertake 4 yearly fire risk assessment as competent persons
Nominated Person (Jan 2022)	Liam Keene / Compliance Manager	<ul style="list-style-type: none"><li>▶ Fire Risk Assessment and emergency process are reviewed and kept up to date</li></ul>
Fire Coordinator	Liam Keene / Compliance Manager	<ul style="list-style-type: none"><li>▶ The Fire Safety Manual is kept up to date</li><li>Regular maintenance of the fire safety systems and equipment is carried out by a competent person</li><li>▶ Staff are provided with relevant fire safety information and training</li><li>▶ Where appropriate completing any forms provided in the Fire Safety Manual</li><li>▶ Weekly Fire Safety Checks and testing of fire safety systems are undertaken and recorded</li><li>▶ Problem identified as part of the weekly checks/testing, or reported by staff, are recorded with the weekly checklist</li><li>▶ Conduct regulatory (annually) fire evacuation drills</li></ul>
Fire Marshall		Aid Fire co-ordinator with weekly check and during fire evacuations
All Staff		<p>To ensure that:</p> <ul style="list-style-type: none"><li>▶ Escape routes are not obstructed</li><li>▶ Fire doors are not held open</li><li>▶ Fire extinguishers are in correct location and not obstructed</li><li>▶ Any problems or concerns are reported to the nominated representative to record in the weekly checklist</li><li>▶ All staff must ensure they are aware of the action they should take in the event of an emergency and if instructed assist with the implementation of emergency procedure</li></ul>

# **FIRE SAFETY**

## **POLICY**

---

### **Appendix B - Review of Fire Risk Assessment**

The Fire Safety Order require the “responsible person or nominated deputy” to have arrangements in place for regular reviews of the fire risk assessment

<b>Document</b>	<b>Section</b>	<b>Action</b>
Fire Risk Assessment (Third-Party)	Summary of significant findings	Complete and report at MR
Fire Risk Assessment Review (NOMINATED PERSON)	Whole document	Annual review
Changes	<ol style="list-style-type: none"><li>1. Key staff - competent / responsible persons</li><li>2. Proposed Change to internal layout, extensions to building</li></ol>	<ol style="list-style-type: none"><li>1. Update fire safety manual/policy</li><li>2. Update fire safety manual/policy</li></ol>

# **FIRE SAFETY POLICY**

---

## **Appendix C - Fire Action**

### **If you discover a FIRE**

- Immediately operate the nearest alarm call point or notify the senior person present
- Attack the fire (only if trained and safe to do so)

The Responsible person will call the fire service immediately by:

- Using a phone to call 999
- Giving the operator the telephone number and asking for the fire service

When the fire service reply, give them the response directly

- Give the company name and location as per fire action notice plan
- Do not replace the receiver until the fire service has confirmed the detail

### ***Call the fire service immediately to every fire or on suspicion of a FIRE***

### **On Notification of a Fire**

- The responsible Person will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action plan
- Remaining personnel will proceed with the phased evacuation of any young people to an area of safety

The Responsible person will liaise with the fire officer in attendance, and arrange such assistance, as the fire service may require all persons to act on the following instructions/guidelines immediately:

- **USE THE NEAREST AVAILABLE EXIT**
- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY SENIOR FIRE OFFICER**
- **IN THE EVENT OF A FIRE, THE SAFETY OF A LIFE SHALL OVERRIDE ALL OTHER CONSIDERATIONS, SUCH AS PROPERTY OR EXTINGUISHING THE FIRE.**

Please refer to the Beton Bauen Fire Safety Handbook for more details of procedure and processes concerning Fire Action: <https://www.betonbauen.com/our-policies>

---