

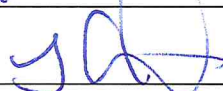




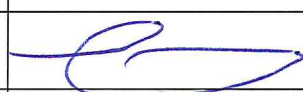

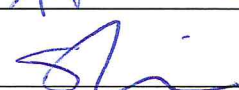

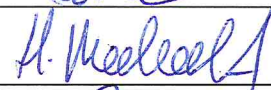






Toolbox Talk Topic	Fire & Emergency Evacuation Plan				
Presenter	Lee Payne				
Date	12/10/23	Start Time	14:00	End Time	14:30
Venue	Meeting Room				

Attendees

- David Bullock
- Lee Ratcliff
- Mike Arkle
- Dan McCann
- Helen Medcalf
- Paul Rye
- Ian Brown
- Lee Bullock
- Matt Davison
- Andrew Davison
- Dale Richards
- Steve Lince
- James Paul
- Ionel Dobrea
- Brian Mulchrone

Attendance Record

Name	Signed	Date
M. ARKLE		12-10-23
D. ARKLE		12-10-23
J. PAUL		12-10-23
M. DAVISON		12-10-23
D. RICHARDS		12-10-23
L. BULLOCK		12-10-23
I. BROWN		12-10-23
S. CAPLAND		" "
A. DAVISON		12-10-23
S. LANCE		" "
IONEL DOBREA		—
H. MEDCALF		12-10-23
D. MCCANN		— " —
P. RYE		12-10-23
D. BULLOCK		12 10 23
L. RATCLIFF		12 10 23

Toolbox Talk – Fire and Emergency Procedure

The action employees should take if they discover a fire is:

- Immediately operate the nearest alarm call-point.
- If the fire is small and you are trained to use fire extinguishers, you may attempt to tackle the fire without taking any personal risks.

How will people be warned if there is a fire:

- The electrical fire alarm system will sound on operation of the manually operated alarm call-point.
- Verbal warning – shout of 'FIRE'.
- Automatic fire detection will detect fire and raise the alarm.

How will the evacuation of the building be carried out:

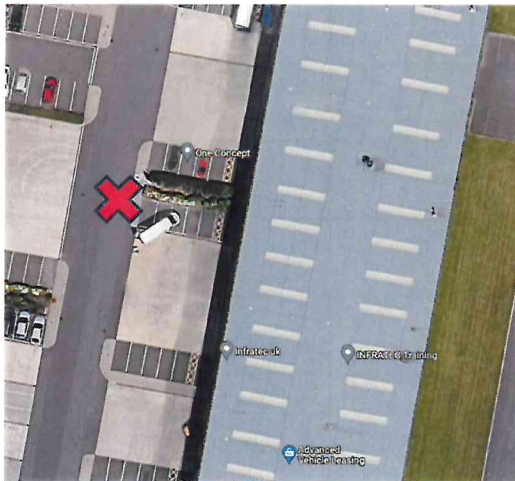
On hearing the alarm:

- Everyone in the building should leave by the nearest safe exit, closing doors and windows on the way and report to the designated assembly point at the end of the car park.
- Nobody should stop to collect personal belongings.
- Designated fire wardens will assist in helping those on the premises leave safely and confirm everybody is out of the building.

Identification of escape routes

The escape routes from the building are:

- **Unit 8** – Fire door at the back right hand corner. Emergency escape routes are marked out on the floor and indicated by lighting and signage.
- **Unit 9** – Fire door to the back left corner ground floor. Emergency escape routes are marked out on the floor and indicated by lighting and signage.
- **Fire Assembly Point** is: At the end of the car park – indicated with signage and shown with the red X in the image opposite.



Firefighting equipment provided

- Fire extinguishers are suitably placed on escape routes, near to identified hazards and next to final exits from the building. They are suitably signed, placed on dedicated floor stands or hung on wall brackets at an appropriate height and are easily accessible.
- Only fire wardens/trained employees should attempt to fight a fire using the correct extinguisher if it's safe to do so without taking personal risks.

Duties and identity of employees with specific responsibilities in the event of fire.

On hearing the alarm:

- All staff will usher visitors out of the building and assemble at the designated assembly point at the end of the car park.

Fire Wardens will ensure:

- their areas are cleared of people
- registers are collected on the way out
- all doors and windows are closed
- a roll call is made to ensure everyone is out
- Site security is maintained and nobody is allowed back into the building until it is deemed safe.

A copy of the Evacuation plan is held on the Unit 8 IMS wall.