

Toolbox Talk Topic	Fire and Emergency Evacuation Plan – Refresher Training				
Presenter	Lee Payne				
Date	04/11/24	Start Time	14:00	End Time	14:20
Venue	Head Office				

Attendees

- David Bullock
- Mike Arkle
- Dan McCann
- Si Coupland
- Brian Mulchrone
- Andrew Davison
- Ionel Dobrea
- James Paul
- Dale Richards
- Paul Rye
- Bill Hamilton
- Lee Ratcliff
- Lee Bullock
- Ian Brown
- Sharon Ratcliff

Reason for the TBT

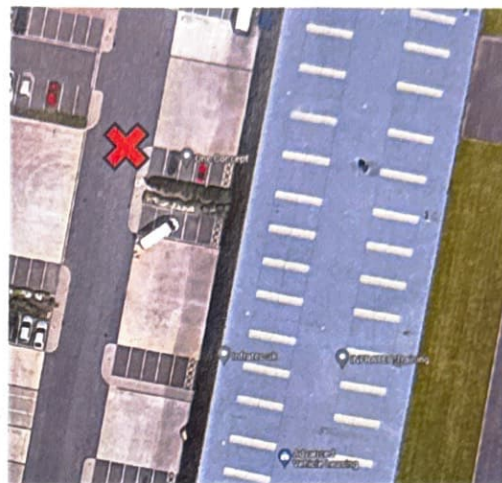
Annual Refresher of INFRATEC's Fire and Emergency Evacuation Plan.

Main Points

Emergency Instructions

1	The action employees should take if they discover a fire is: <ul style="list-style-type: none"> • Immediately operate the nearest alarm call-point or manual warning • 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.
2	How will people be warned if there is a fire: <ul style="list-style-type: none"> • 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.
3	How will the evacuation of the building be carried out: On hearing the alarm: <ul style="list-style-type: none"> • 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. • Visitors should be escorted from the building and accounted for at the designated assembly point at the end of the car park. • Designated fire wardens will assist in helping those on the premises leave safely and confirm everybody is out of the building.

4	<p>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.</p> <ul style="list-style-type: none"> • Emergency escape routes lead as directly as possible to a place of total safety. • Emergency exit doors will not be so locked or fastened that they cannot be easily and immediately opened by anyone needing to use them in an emergency. • All emergency escape routes will be easily, safely and immediately usable at all relevant times. • They will be free from any obstructions, slip and trip hazards.
5	<p>Firefighting equipment provided</p> <ul style="list-style-type: none"> • 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.
6	<p>Duties and identity of employees with specific responsibilities in the event of fire. On hearing the alarm:</p> <ul style="list-style-type: none"> • All staff will usher visitors out of the building and assemble at the designated assembly point at the end of the car park. <p>Fire Wardens will ensure:</p> <ul style="list-style-type: none"> • 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 to do so.
7	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors.</p> <ul style="list-style-type: none"> • visitors: the Fire warden must take responsibility for any visitors and ensure they leave the building by the nearest safe exit • contractors: must be given information about fire safety procedures on arrival into the building and leave the building at the nearest safe exit • people with disabilities: specific arrangements may need to be made for those with disabilities. These arrangements may be made with the assistance of the Health and Safety Adviser and Fire wardens before attending the premises.
8	<p>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this. On confirmation of a fire, the Fire warden or another designated employee will Dial 999 and ask for the Fire Service or other emergency service as appropriate.</p>



9	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials and identify areas of higher risk.</p> <ul style="list-style-type: none"> • The Fire warden will liaise with the Fire Brigade on their arrival. • They will be identified by a fluorescent tabard. <p>Location of Fire Hydrants</p> <p>Nearest hydrants are 15122 and 7801 as show in the drawing 9.1</p> <p>Location of key safety hazards or other fire related equipment</p> <p>Mains fuse box: Kitchen in each individual unit</p> <p>Mains water inlet: Under kitchen sink in each individual unit</p> <p>Gas cylinders: Unit 9 – Red cage next to training office and on Forklift truck.</p> <p>Oxygen cylinders: Trauma bag on shelving in Unit 9 warehouse and spares held in red cage next to training office.</p> <p>Location of fire alarm panel: Unit 10 – AVL ground floor office</p>
10	<p>The following arrangements and training is given to staff at the centre:</p> <ul style="list-style-type: none"> • All staff – timed and recorded fire drills carried out at least once a year • All staff – fire safety briefing once a year (may be in conjunction with fire drills) and will include information relating to the contents of the emergency plan, fire extinguishers, emergency exits, • Fire warden training: for nominated members of staff • Fire action notices are conspicuously placed around the premises • A record is to be kept of any testing and maintenance of existing equipment, devices or facilities provided to protect people from the effects of fire. <p>Training to be reviewed on a yearly basis and planned into budget.</p>


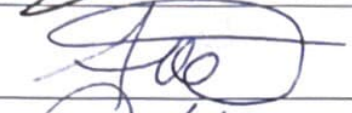



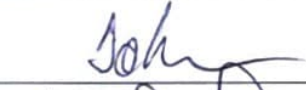
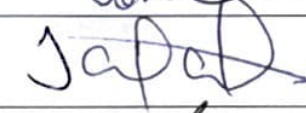
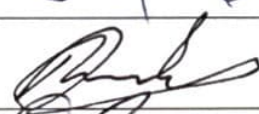




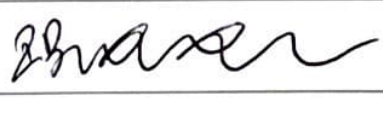



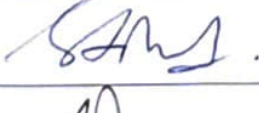

Fig 9.1



Discussion Points

None

Attendance Record

Name	Signed	Date
David Bullock		5-11-24
Mike Arkle		4/11/24.
Dan McCann		4/11/24
Si Coupland		14-11-24
Brian Mulchrone		13/11/24
Andrew Davison		
Ionel Dobrea		4.11.24
James Paul		4/11/24
Dale Richards		4/11/24
Paul Rye		11/11/24
Bill Hamilton		4/11/2024
Lee Ratcliff		5/11/2024
Lee Bullock		4.11.2024
Ian Brown		8.11.2024
Sharon Ratcliff		11.11.2024.
Lee Payne		4/11/24
Tony O'Hara		4 th Nov 2024
Jonathan Marshall		7/11/2024.
Andrew Davison		18/11/2024