



# FIRE SAFETY POLICY

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## **Godfrey Group Fire Safety Policy**

Legislation Compliance Reference - [Fire safety: guidance for those with legal duties - GOV.UK](#)

### **Fire Safety Statement:**

It is the policy of Godfrey Group Facilities Ltd. to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees whilst at work and of others who may be affected by its operations and activities, including members of the public.

To ensure the highest levels of fire safety, our Head Office Building will comply with the articles of the *Regulatory Reform (Fire Safety) Order 2005*.

The remote sites, from which we operate, are not under our control as they are owned by our clients. On these sites, we ensure that our employees are made aware of the Fire Procedures and Risk Assessments of those sites.

All fire precaution measures and arrangements will comply with the standards set out in the Government Fire Safety Risk Assessment Guidelines and relevant Fire Safety Standards.

### **Aim:**

- To prevent the outbreak of fire at Head Office, Pool Park and if an incident of fire does occur, to ensure that it is rapidly detected, effectively contained and quickly extinguished.
- To ensure that our operatives on remote sites are aware of the Fire Safety Procedures of the site.

### **Objectives:**

- 1 Safeguard all persons in our Head Offices from death or injury in the event of a fire or associated explosion. Safeguard all our operatives on our remote sites from death or injury in the event of a fire or associated explosion.
- 2 Maintain our **zero incidents** of fire at Godfrey Group facilities.
- 3 Minimise the potential for fire to occur at Head Office, thus preventing disruption of service, loss or damage to property and any detrimental effects on the environment.
- 4 To promote standards of fire safety that comply with the articles of the Regulatory Reform (Fire Safety) Order 2005, subordinate legislation and other statutory provision.

- 5 To define the fire safety organisation, roles and responsibilities of all employees and to detail the arrangements that will be implemented to ensure the robust management of fire safety.
- 6 To provide employees with the information, training and supervision that they need to work safely and efficiently and to develop a good awareness of fire safety.
- 7 To ensure best practice and maintain a positive fire safety culture throughout the organisation.

**Application:**

This policy applies to all employees, contractors and visitors at Head Office. It also applies to our employees who work on remote sites. The remote sites are owned and controlled by our clients and not by Godfrey Group.

**Approach:**

The aims and objectives of this policy will be achieved through practical risk control solutions which will be planned, implemented, controlled and monitored through an integrated fire safety management system.

**Responsibilities:**

The overall responsibility for fire safety within Godfrey Group Facilities rests with the Managing Director (Andrew Godfrey). They will ensure that robust management systems are implemented so that a systematic and consistent approach to the management of fire safety is adopted across the Company.

The day-to-day responsibility for fire safety rests with the nominated Site Responsible Person.

## **Fire Safety Organisation**

### **The Responsible Person:**

Godfrey Group Facilities Ltd. is the Principle Duty Holder under the *Regulatory Reform (Fire Safety) Order 2005*. [Fire safety: guidance for those with legal duties - GOV.UK](https://www.gov.uk/guidance/fire-safety-guidance-for-those-with-legal-duties)

Fire Safety duties for **Godfrey Group** are delegated to the Nominated Site Responsible Person who is the principle Contact for all fire and emergency related issues.

### **Nominated Roles:**

- Nominated Responsible Persons for Godfrey Group:  
**LOUISA GODFREY (DIRECTOR)**

- Nominated Deputy for the Responsible Person is:  
**LAURA GODFREY (OPERATIONS MANAGER)**

- Fire Safety Advice and Fire Risk Assessments:

[Fire safety: guidance for those with legal duties - GOV.UK](https://www.gov.uk/guidance/fire-safety-guidance-for-those-with-legal-duties)

- Fire Safety systems support and maintenance:
  - **ROBERTS ELECTRICALS**
  - **SNOWDONIA FIRE PROTECTION AND SECURITY**

## **Fire Safety Arrangements**

To achieve the objectives of the Fire Safety Statement and comply with the Fire Safety Order, Godfrey Group (as the principal Duty Holder) will ensure that the **Responsible Person** implements and maintains the following: -

- **General fire precautions:**
  - The facility is designed for use as an office. The building layout and fixtures are designed to withstand the spread of fire and smoke between compartments and provide safe means of escape routes.

- All fire exit doors have appropriate opening/closing devices installed and all fire exits lead to a final place of safety.
  - The facility is a no smoking building.
  - General housekeeping will be monitored to prevent a build up of combustible materials and stored waste items.
- **Risk Assessment:**
    - The appointed competent persons, will undertake suitable and sufficient fire risk assessments of the facility. These will be recorded and reviewed regularly (depending on risk) or in response to significant changes.
    - The fire risk assessment will be displayed in the Site Fire Safety File and be available to all members of staff and others for reference.
  - **Principles of prevention to be applied:**
    - The fire risk assessment will record any significant fire risks and prioritise a list of remedial actions required to improve fire safety.
    - The actions from the fire risk assessment are intended to prevent fire and mitigate its effects by implementing preventive & protective measures.
  - **Fire safety arrangements:**
    - The Responsible Person will prepare and record an appropriate **Fire Emergency Plan** and ensure its effective implementation.
    - The plan will include individual responsibilities and emergency duties in respect of fire safety for all staff, visitors and contractors.
    - The Fire Emergency Plan will be kept in the **Site Fire File** for reference and will be communicated to all members of staff.
  - **Elimination or reduction of risks from dangerous substances:**
    - No Asbestos is present on site.
    - Any flammable substances and pressurised gasses will be identified in the fire risk assessment.
    - Manufacturers' safety data sheets will be obtained for all substances and appropriate COSHH assessments undertaken and filed for reference.
  - **Fire Detection and Alarm:**
    - The site is protected by an automatic fire detection and alarm system.

- The Responsible Person will ensure the working condition of the fire detection and alarm system. The system will be monitored daily and any faults will be reported immediately to Roberts Electricals who maintain the system for the company.
  - The Responsible person and other nominated persons will be trained to operate the fire alarm panel. Records of that training will be recorded.
  - The fire alarm and detection system will be maintained by a competent contractor. All routine maintenance and details of fault repair will be recorded in the fire alarm system logbook.
  - The fire detection system will be tested weekly using all manual call points in rotation. The user test will check the operation of manual call points and alarm audibility.
- **Fire Fighting Equipment:**
    - First aid fire fighting equipment (extinguishers) will be provided, installed, tested and maintained.
    - A site inventory of all fire extinguisher types, plans of their locations and maintenance records will be recorded in the Site Fire File.
- **Emergency Lighting:**
    - The site is partially protected by an automatic emergency lighting system.
    - The Responsible person and other nominated persons will undertake monthly user tests. Emergency light faults will be reported and recorded.
    - The emergency lighting system will be maintained by Roberts Electricals with all routine maintenance and fault repair being correctly recorded in the fire alarm system logbook.
- **Emergency routes and exits:**
    - The responsible person will ensure that appropriate weekly and monthly site inspections are undertaken and recorded. These inspections will examine all emergency exits and routes to emergency exits to ensure that they are kept clear of obstructions, free of rubbish & available for use at all times.
- **Signage:**
    - Emergency directional evacuation signage will be installed and maintained at suitable locations on all means of escape routes.
    - Fire Action notices will be displayed adjacent to all manual call points to inform all persons of the actions to take on discovering a fire or hearing the fire alarm.
    - Fire fighting equipment signage will be displayed adjacent to all fire fighting equipment to provide appropriate information and instruction.

- **Electrical Safety:**
  - All portable electrical items will be tested on a regular basis by a competent person. Appropriate PAT test labels will be attached to all tested equipment.
  - The site fixed electrical installation will be tested by a competent person every five years and a testing certificate will be maintained in the site fire folder.
  
- **Gas Safety:**
  - All statutory checks of gas systems will be undertaken by a competent gas safe engineer appointed by Property Services. Records of all tests will be maintained by Property Services.
  
- **Provision of information to employees**
  - All members of staff will be made aware of the identified fire risks identified by the fire risk assessment and the precautions taken to ensure their safety as part of their regular fire training.
  - All employees will be made aware of the site emergency fire plan, site fire folder and its contents via appropriate means.
  - All staff will be made aware of the personal emergency evacuation plans (PEEPS) in place for any employees or service users (where applicable).
  - All staff will be advised of the procedure for reporting unsafe conditions e.g. blocked fire exits, poor house keeping or inappropriate storage.
  
- **Provision of information to Contractors**
  - The Responsible Person will ensure that they are aware of all contract maintenance work on site by requiring contractors to sign into the contractors' register and make them aware of site fire emergency procedures, evacuation routes, assembly point and any other relevant safety measures that are in place.
  - They will ensure that contractors are made aware of general site risks, the fire risk assessment and arrangements that are in place for fire safety including the reporting of hazards.
  
- **Training**
  - The Responsible Person will ensure that employees are provided with adequate fire safety training where required

- **Remote Sites (These are the Holiday Parks and other sites where Godfrey Group Employees work, but the sites are controlled by external parties)**
  - The Managers will ensure that where the premises are controlled by the client, all reasonable steps will be taken to co-operate and co-ordinate with others in relation to measures in place and inform them of identified risks.
  - Godfrey Group Employees must ensure that they have access to the Fire procedures for their site.
  - Godfrey Group Site Managers must ensure that all the Godfrey Group staff on their site understand what to do in the event of a fire.
  - The client must provide Fire Safety equipment and a fire assembly point on the remote site.
  - Godfrey Group Site Managers must ensure that they have access to the Site Fire Evacuation Plan.
  - Godfrey Group Site Managers must report any hazards or non-conformance to Godfrey Group Head Office so that action can be taken with the client.
  
- **General duties of employees at work**
  - All staff will be made aware of the measures in place to prevent fires from starting and the security measures in place to minimise the risk of arson.
  - All employees will be made aware of their duties and that they must take reasonable care of their own safety and that of other persons who may be affected by their acts or omissions.
  - Employees will be required to co-operate with their employer and inform the employer of any work situation they consider to be a serious and an imminent danger.
  - Employees will be required to familiarise themselves with the emergency fire plan (for their site/sites) and understand what actions they need to take in the event of a fire and emergency evacuation.

POLICY REVIEWED – 10.02.2025 By Louisa Godfrey  
 Latest version of policy shared with employees on Bright HR