

Fire Safety Policy

Introduction

A Bright Solution Ltd. recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to our health and safety.

Our approach to fire precautions is based upon fire prevention. All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Regulatory Reform (Fire Safety) Regulations introduced the need for employers like ourselves, building owners and occupiers to nominate a 'responsible person(s)' to carry out, implement and maintain a fire safety risk assessment.

The responsible person is required to;

- carry out a fire risk assessment identifying the risks and hazards
- consider who may be especially at risk
- eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk
- take additional measures to ensure fire safety where flammable or explosive materials are used or stored
- create a plan to deal with any emergency and, in most cases, document your findings
- review the findings as necessary

Our precautions against fire, fire escape plan, emergency procedures have been developed as a result of carrying out such a fire [risk assessment](#), a copy of which is held at the head office by the nominated 'responsible person'. The fire escape plan takes account of the methods of prevention, detection, means of raising the alarm, fire exits and escape routes, preventing the spread of fire, the means of fighting fires and record keeping.

By adopting a fire risk assessment approach, and appointing a 'responsible person', we have looked at how to prevent fires from occurring in the first place, by removing or reducing hazards and risks (ignition sources) and then considering the precautions to ensure that people are adequately protected if a fire were still to occur.

The [fire risk assessment](#) also takes into consideration the effect a fire may have on anyone in or around your premises plus neighbouring properties. The risk assessment will be kept under regular review, at least annually, and any significant changes to the business operations or premises layout will be reflected in the changes.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the company will;

- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate firefighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities, including the appointment of fire wardens (or similar)

- make arrangements for the safe evacuation of those with special needs
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The company does not require persons to attempt to extinguish a fire unless it is safe to do so and if they are competent enough to use an extinguisher. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or the 'responsible person' present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

ACTION TO TAKE IN THE EVENT OF FIRE AT THE A BRIGHT SOLUTION OFFICE

IF YOU DISCOVER A FIRE OR HEARING THE SHOUT OF FIRE

1. Raise alarm by activating the nearest fire alarm call point
2. Call the Fire Brigade
3. **ONLY** attempt to extinguish the fire if you are trained to do so
4. Leave the premises by the nearest escape route.
5. Close doors and windows if safe to do so
6. Go to the **FIRE ASSEMBLY POINT** located at the far end of the car park of the premise.
7. **DO NOT** re-enter the building until advised to do so.

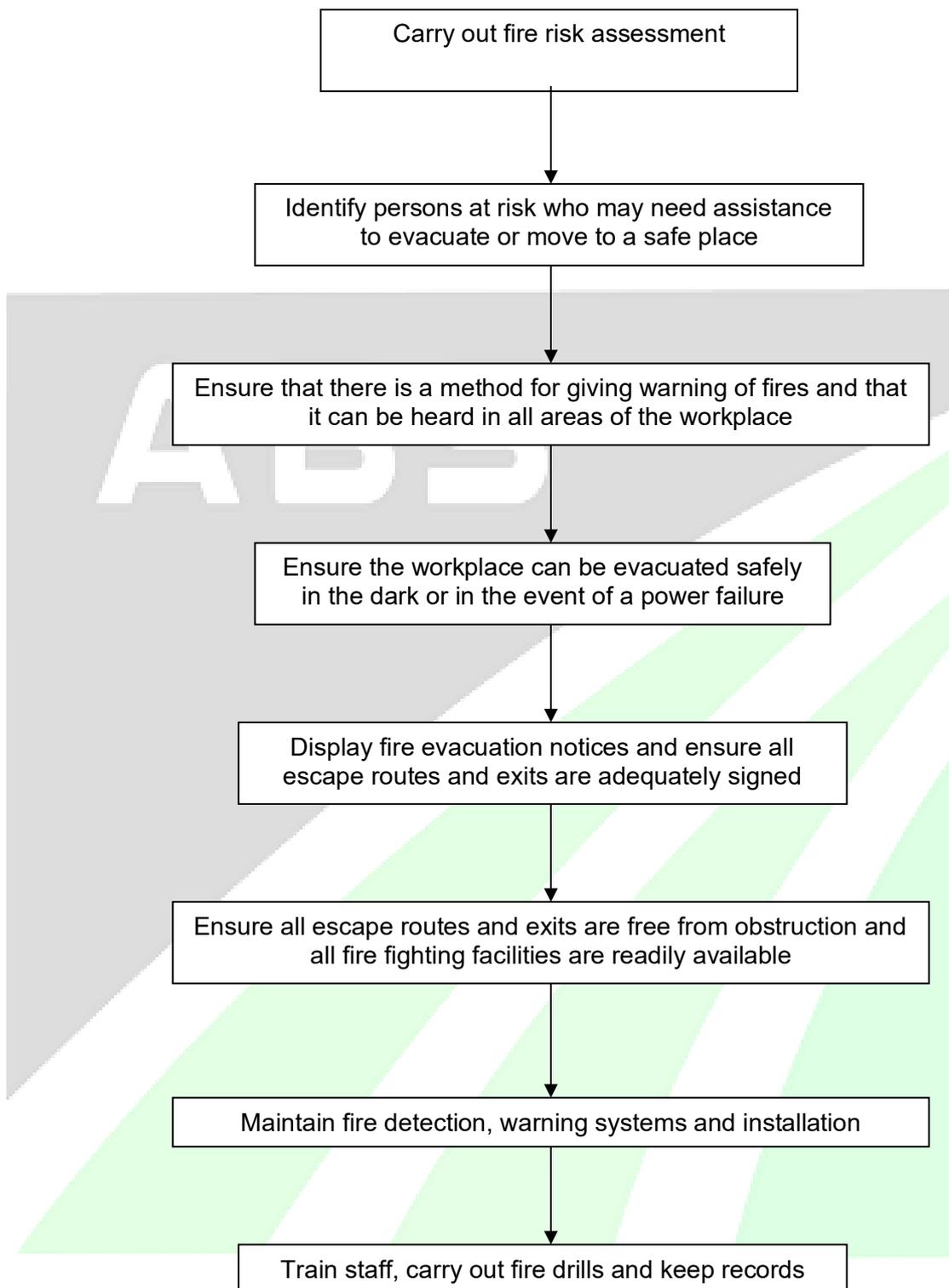
ACTION TO TAKE IN THE EVENT OF FIRE AT CUSTOMER PREMISES

IF YOU DISCOVER A FIRE OR HEARING THE FIRE ALARM

1. Raise alarm by activating the nearest fire alarm call point
2. The client has the responsibility for calling the Fire Brigade
3. **DO NOT** attempt to extinguish the fire, the client will have trained appointed persons to do this
4. Leave the premises by the nearest escape route.
5. Close doors and windows if safe to do so
6. Go to the **FIRE ASSEMBLY POINT**
7. **DO NOT** re-enter the building until advised to do so.

ALWAYS ENSURE THAT YOU HAVE MADE YOURSELF FAMILIAR WITH THE COMPANY FIRE EVACUATION PROCEDURES.

FIRE SAFETY PROCEDURE



Signed.....
Mick Barrett
Director
8th August 2025

Signed.....
Sam Pailor
Director
8th August 2025