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METHOD STATEMENT

- i) carry out fire risk assessments and safety inspections
- ii) formulate and produce written fire evacuation procedures, and ensure that all relevant information regarding fire safety arrangements is included in the fire evacuation procedure booklet
- iii) advise on fire safety standards to ensure compliance with
 - The Regulatory Reform (Fire Safety) Order
 - current British Standards and/or other relevant codes of practice and/or licences.

Where these standards present difficulties in the day-to-day running of a business, AMFC suggest alternative fire precautionary arrangements that may be acceptable to the local and/or fire authority as an "engineered solution". AMFC negotiate with the local and/or fire authority on client's behalf to obtain relevant approvals
- iv) supervise evacuation drills. **AMFC**
 - advise tenants of the date and time of the proposed drill. AMFC recommend that all employees are advised to ensure that injury is not sustained through panic etc.
 - accept that essential personnel may be required to remain on the premises during the drill, i.e. security guards, switchboard operators, brokers, dealers etc. The tenant is requested to provide the names and locations of these personnel so that should a fire occur whilst the drill is being carried out, they can be contacted and required to leave the building.
 - ensure that the fire alarm is taken "off line" if connected to a monitoring station, and that necessary contractors are on site if the operation of the fire alarm affects any of the mechanical functions in the building, i.e. plant and machinery.
 - if spare fire alarm call point glass is available, advise one of the tenant's employees that they have discovered a fire and ask them to initiate the evacuation of the building to establish if they are aware of the action to take in the event of fire. If spare fire alarm call point glass is not available, initiate the evacuation by using a fire alarm test key facility on a tenant's floor. Advise managing agent to obtain spare glass.
 - supervise the reaction of employees on the floor where the evacuation is initiated
 - ascertain whether a fire warden has been nominated, is provided with high visibility waistcoat to wear, and that the floor area under their control is checked.
 - follow employees to the assembly point and note their, and fire warden's actions.
 - where a senior fire warden has been nominated, supervise reporting procedures. When it is confirmed all persons are present allow employees back into the building.
 - carry out a fire warden debrief to comment on the way the drill was carried out.
- v) fire awareness training for fire wardens and other responsible employees, to ensure they are aware of their responsibilities and duties and the action to take in the event of fire, to comply to the requirements and conditions of the Regulatory Reform (Fire Safety) Order 2005

1066 Fire & Security

- i) supplies, services and maintains portable fire fighting equipment and carries out PAT testing throughout London & Home Counties
- ii) produces sign schedules, and supplies and installs signage, supplies all health & safety equipment
- iii) installs, services and maintains fire alarm system, emergency lighting systems throughout Kent & Sussex
- iii) 1066 Fire & Security is a BAFE (British Approvals for Fire Equipment) registered company and our engineers are BAFE registered technicians, Fire Industry Association (FIA) trained engineers. Our clients are advised that most insurers now require 3rd party accreditation of contractors.