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## **Pendragon PLC**

### **Fire Safety Policy**

#### **1. General statement**

Pendragon PLC is a responsible employer and we take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to Team members authorised contractors and visitors under the Regulatory Reform (Fire Safety) Order 2005 *Replacing the Fire Precautions (Workplace) Regulations 1997 (as amended)*. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of the company's overall health and safety policy.

#### **2. Team Members' duties**

All Team members have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce to protect the safety and well being of our Team members, authorised contractors and visitors.

#### **3. Communication**

We will keep Team members informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are made aware of the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

#### **4. Procedures**

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes
- The fire evacuation procedures will be practiced at least bi-annually
- Training will be provided, as necessary, to any Team members given extra fire safety responsibilities, such as fire marshals
- It is our policy that all fire marshals will be trained in the use of fire extinguishers
- All new Team members and temporary Team members will be provided with induction training on how to raise the alarm and the available escape routes
- All escape routes will be clearly signposted and kept free of obstructions at all times
- All fire-related equipment will be regularly serviced and maintained. If any team members notice defective or missing equipment, they must report it to a team leader
- Alarm systems will be tested regularly. Team members will be told when a test is scheduled
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting

## **PROCEDURES IN THE EVENT OF A FIRE**

### **On discovering a fire**

- If you discover a fire, raise the alarm immediately
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no-one is left in the room and close the door behind you
- Ensure that you or the designated person has called the fire brigade
- Play your part in the roll-call so you are safely accounted for.

### **If you hear the fire alarm**

- Operate any essential shutdown devices, e.g. machinery (Only if safe to do so).
- Immediately leave using the nearest available fire exit
- Report to the assembly point for a roll-call
- If you are with a visitor, ensure they accompany you.

### **Dealer Principal, Competent Person, Fire Safety Officer/Managers and Fire Marshals**

A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement the measures outlined below properly. Ordinarily, this will be the Dealer Principal or team member with Fire Marshal responsibilities:-

#### *Duties:*

- Be familiar with all the exit points for your area(s) of responsibility.
- Adopt the pre-planned fire evacuation procedures.
- Encourage Team members around you to evacuate and to proceed to the assembly point
- Go to the assembly point and make yourself visible.
- Confirm that the fire brigade has been called and a full, accurate address given.
- Get the roll-call completed and identify any absentees.
- Confirm that any necessary shutdowns have been completed, e.g. machinery, production lines etc.
- Report to the person in charge to confirm whether or not everyone is accounted for.
- Ensure that alarm systems are reset and working prior to re-occupation of the premises.
- Participate in a de-briefing exercise following the evacuation.

### **Person in charge/Responsible Person**

- Gather all information regarding the evacuation
- Establish if it is a genuine fire or false alarm
- Ensure that the fire brigade has been called
- Liaise with the fire brigade on its arrival.