

GENERAL FIRE SAFETY PROCEDURES FOR VISITORS TO SITE

1. **Purpose** – the purpose of this procedure is to ensure all visitors are familiar with the Fire Safety procedures of Dungannon West Renewal.

2. Visitors and user groups must adhere to the Health and Safety at Work (NI) Order 1978 and other associated Acts, including The Fire Safety Regulations (NI) Order 2010

3. Definitions:

Competent Person- a person who has sufficient training and experience or knowledge to perform an operation safely and within current legislation. Group leaders/managers should do all that is reasonably practicable to ensure that for them or their group members this is the case.

4. **Fire safety:** visitors are to ensure they are aware of the emergency evacuation procedure and assembly points, the location of fire alarm activation systems and the location of fire fighting equipment.

If any member of the group has a form of disability either mobility, hearing or vision related, this should be notified in advance to the site H&S manager.

A procedure should be agreed in advance as to how any such individual/s might be evacuated from the site in the event of a fire related incident .If other members of the group are to assist as 'buddies' then these should be identified in advance to the H&S manager.

If there are a significant number of the group affected by a disability, then the group competent person should prepare a (GEEP) General Emergency Evacuation Plan in consultation with the H&S manager. If the meeting/event is in the evening then this must be considered as part of the GEEP.

Please be aware that a minimum of 4 people (buddies) are required to evacuate a wheelchair user from a building, where user are above the ground floor.

Emergency escape routes and general access and escape routes (internal and external) are to be kept clear at all times, unless appropriate alternative arrangements have been agreed with the site H&S manager.

Visitors should be aware of the need to maintain a strict housekeeping regime while using site facilities.

Visitors must not park in way that will limit or hinder access to the site by emergency services.

Smoking is only allowed in designated areas.

Any activity that might impact on existing fire safety procedures, including emergency evacuation, should be outlined in advance to the H&S manager.

Fire alarms are tested periodically but should be treated as 'NOT A TEST' unless specifically notified in advance.

I agree that I have made myself aware of the general H& S policy of the organisation and the fire safety procedures outlined in this document.

I agree to abide by all requirements and legislation whilst visiting the site.

Signed

Date.....

Company.....