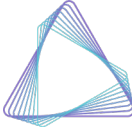


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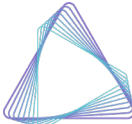
1. PURPOSE

The Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales and requires businesses to undertake the following with regards to fire safety:

- Carrying out a suitable and sufficient fire risk assessment.
- Means for detecting and raising an alarm of fire.
- Ensuring there are adequate emergency routes, exits and signs.
- Providing fire-fighting equipment.
- Implementation of appropriate procedures to follow in the event of an emergency.
- Suitable training and instruction for employees.
- The provision of appropriate and relevant information on hazards.
- The appointment of competent persons to assist with fire safety measures.
- Liaison with other employers and the exchange of relevant information.
- Liaison with the emergency services.
- Maintenance of the fire safety measures which are in place.
- Having in place a sound fire safety management strategy.
- Carrying out a review of the fire risk assessment at appropriate intervals.

2. SCOPE

This fire risk management procedure applies to all employees, visitors, and contractors on any Kingston Landscape Group (KLG) controlled premises.

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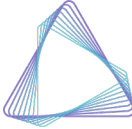
3. REFERENCE DOCUMENTS, FORMS

External Document References (If applicable)	
Document Number	Document/Form Name
N/A	Health and Safety at Work Act 1974
N/A	Regulatory Reform (Fire Safety) Order 2005
N/A	British Standard: BS 5839

Internal Document References (If applicable)	
Document Number	Document/Form Name
QMS100200	Health & Safety Policy
QMS100208	Permit To Work Procedure

4. DEFINITIONS

List definitions of terms or abbreviations	
Term	Definition
Emergency Response Plan (ERP)	A series of actions taken to manage, control, or mitigate the immediate effects of an emergency scenario.
Personal Emergency Evacuation Plan (PEEP)	An individual plan designed to help a person who may need assistance evacuate safely during an emergency, such as a fire or building evacuation

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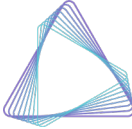
5. RESPONSILITIES

List all the participating roles and summarize their responsibilities related to the procedure	
Role	Responsibility
Directors	Company Directors are responsible for the safety of employees and visitors. As such they have the primary responsibility for ensuring this procedure is fully implemented within the business.
Site Managers	- Undertake (or delegate responsibility) and record details of all fire drills, evacuations and routine testing and servicing of equipment, and that these records are kept and made available for inspection by authorised persons when necessary - Give consideration to contingency plans for when systems relating to fire safety are out of order, for example smoke detectors - Take all reasonable steps to co-ordinate fire safety measures regarding the premises - Ensure all contractors working in the premises are made aware of the local fire emergency procedures including the emergency evacuation arrangements included in the ERP and determined from the completed fire risk assessment for the premises.
HSEQ Manager	- Develop/ Update Fire Risk Assessment, Emergency Response Plans, and other relevant H&S advisory documentation - Ensure responsible persons are nominated and perform roles as required - Ensure Fire risk assessment is undertaken by competent persons
HR Manager	Ensure employees are provided with training and instruction relevant to fire
Responsible Persons (Fire Marshall)	Take direction from Site Manager and where required perform fire drills, evacuations and testing/ servicing of equipment
Employees	- Following the directions provided in this procedure - Adhering to the employee requirements of The Regulatory Reform (Fire Safety) Order 2005

6. OPERATIONAL PROCEDURE

6.1 Overall Management Process

To ensure that fire safety is effectively managed across the business the Management of Fire Safety Process flowchart shall be followed (see Appendix A).

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6.2 Fire Risk Assessment Process

The fire risk assessment process will be managed by the HSEQ Manager. The existing assessments shall be reviewed by the HSEQ Manager and Site Manager. The Site Manager may request assistance while performing the review, including access to support staff such as building facilities employees, records of training, records of maintenance of equipment etc. On completion of the review a hard copy with a small report and noted required actions will be provided for the establishment to keep and produce when duly requested by any authorised person. Following completion of the fire risk assessment each establishment will be given a risk rating, which will determine the frequency of review. This will be recorded on the fire risk assessment.

The review periods are currently:

- High risk rated - annual
- Medium risk rated - two yearly
- Low risk rated - three yearly

6.3 Organisational Responsibilities

The recognition and management of fire safety and subsequent risk assessment is an integral part of the businesses' responsibility to its employees, and the role of Directors, Management, and employees in addressing fire safety related issues is vital. In view of this it is crucial that the responsibilities for the management of fire safety within the workplace are clearly defined.

This should consider who will:

- Undertake and record details of all fire drills, evacuations, staff training and instruction and routine testing and servicing of equipment, and that these records are kept and made available for inspection by authorised persons when necessary
- Give consideration to contingency plans for when systems relating to fire safety are out of order, for example smoke detectors
- Co-operate with anyone else who has fire safety responsibilities for the same premises (including sharing information about the activities/measures undertaken, where appropriate) and take all reasonable steps to co-ordinate fire safety measures regarding the premises
- Ensure all contractors working in the premises are made aware of the local fire emergency procedures including the emergency evacuation arrangements included in the ERP and determined from the completed fire risk assessment for the premises.

This should also include consideration for Personal Emergency Evacuation Plans (PEEPs) for employees, contractors, or visitors who may require additional assistance during an emergency evacuation. Management shall ensure that:

- Suitable PEEPs are completed, implemented, communicated, and regularly reviewed for any persons identified as requiring assistance during emergency evacuation
- PEEPs identify the specific assistance, communication methods, equipment, and responsible persons required to safely evacuate individuals
- Nominated personnel involved in supporting individuals with PEEPs are appropriately trained and aware of their responsibilities
- Evacuation arrangements for persons with hearing impairments, mobility impairments, visual impairments, medical conditions, or other additional needs are incorporated into the premises Emergency Response Plan (ERP)
- PEEP records are maintained and reviewed following any significant changes to personnel, layout, processes, or emergency arrangements

6.4 Emergency Response (Fire)

An Emergency Response Plan shall be compiled by line management and kept on all KLG controlled premises. All employees must be made aware of the ERP and their role in its execution when required.

The Emergency Response Plan (ERP) sets out how to respond to certain emergency scenarios. In an emergency fire scenario, the following shall be understood by all employees:

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- Employees will be warned of the existence of an emergency fire scenario by either smoke alarms sounding or the first observer raising the alarm using a foghorn or fire bell.
- If staff discover a fire they shall raise the alarm immediately
- Staff should be aware of the Emergency Response Actions, as detailed in the premise's ERP
- The Site Manager or delegate is responsible for calling the Fire and Rescue Services
- The first observer should determine if the fire is considered controllable, if so initial attempts should be made to extinguish the fire. A decision should be made within the first minute whether to continue with this action
- The evacuation procedures, as detailed in the premise's ERP, shall be followed to evacuate the premises
- Where persons should assemble or be taken after they have left the premises and procedures for checking whether the premises have been fully evacuated
- Arrangements for fighting fire by staff trained in the use of portable fire extinguishers
- Any processes, machines or power supplies that need to be stopped or isolated if there is a fire
- Procedures for meeting the Fire and Rescue Service on its arrival and notifying it of the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers.

Where Personal Emergency Evacuation Plans (PEEPs) are in place, the specific arrangements detailed within the PEEP shall be followed during evacuation

- Designated assistants, fire wardens, or responsible persons identified within a PEEP shall provide the agreed support to ensure safe evacuation
- Employees responsible for assisting persons with PEEPs must be trained in the relevant evacuation procedures and communication methods
- Evacuation drills should periodically include testing of PEEP arrangements to ensure their effectiveness
- The Site Manager or delegate shall ensure that all persons identified within PEEPs are accounted for during evacuation and assembly procedures

7. MAINTENANCE OF FIRE SAFETY MEASURES

Maintenance of fire safety measures will be undertaken in accordance with recommendations made in Regulatory Reform (Fire Safety) Order 2005 and British Standard: BS 5839. Fire alarms shall be inspected by a competent person at least twice per year, Fire Extinguishers are to be serviced annually by a competent person. KLG shall be required to use external fire safety consultants for these requirements.

8. TRAINING

KLG shall ensure that employees are provided with sufficient training at the time when they are first employed, ongoing training and if their job role or job environment changes such that the risks relevant to fire are changed. Any training provided shall:

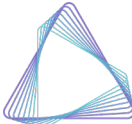
- include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee to safeguard himself and other relevant persons on the premises
- be repeated periodically where appropriate
- cover drills for fire (and other emergency scenario e.g. fuel spillage) and shall be undertaken on a 6- monthly basis to review the effectiveness of the drill process.
- be adapted to take account of any new or changed risks to the safety of the employees concerned
- be provided in a manner appropriate to the risk identified by the risk assessment and take place during working hours

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9. MONITORING & REVIEW

Plans and training are monitored for compliance through inspections and audits. All incidents and near misses involving permit work are subject to investigation as per QMS100202. This procedure is subject to updates as required

The following records are generated from this process.		
TYPE OF RECORD	ABBREVIATION	WHERE RETAINED
Evacuation Record	N/A	Fire Log Books
Personal Evacuation Plan	PEEP	Employee File
For Control and Retention of Quality Records, see QMS100302		

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Appendix A: Management of Fire Safety Process

