



NORWOOD UK

Arrangemenys for
Emergencies

Arrangements for Emergencies

A workplace fire risk assessment fire manual and disaster recovery/business continuity policy has been developed and implemented in all of Norwood UK premises.

Notification of the intent to evacuate the buildings may originate from several sources including but not restricted to:

- A member of staff
- One of the building fire marshals
- A result of the fire alarm being activated
- Or as a result of a combination of the above

Nominated fire and evacuation marshals will be available at each property. Suitable fire fighting equipment and signage is positioned in prominent places around the workplace. Emergency lighting will be utilised where necessary to minimise the risk to persons during an evacuation. If fire occurs which cannot be extinguished in one attempt with the available fire fighting equipment the emergency services will be called. The fire marshals are responsible to instigate the fire and emergency procedure and to ensure all persons within the buildings are assembled at the nominated assembly points. A roll call will then be taken, details of any unaccounted persons will be provided to the most senior PTSG person present and the attending emergency service team leader by the duty receptionist. Coordination and cooperation duties with any attending emergency services teams will be carried out by the most senior PTSG person present. Company personnel will not return to the building unless instructed by the attending emergency service team leader.

To aid in the aforementioned being carried out effectively and efficiently these procedures will be tested by means of full evacuation of the workplace based on fire drills and the results are recorded within the fire manual. Fire and emergency procedure will be clearly detailed at the time of induction training.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director