

POLICY NAME:	FIRE SAFETY	DATE:	JANUARY 2026
POLICY REVISION:	02	BY	JONATHAN CLARK
REVIEW PERIOD:	ANNUALLY	REVIEW:	JANUARY 2027



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
02	Jan 2026	Template, wording and sections, part of GFS improvement process.

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's position to its commitment to the prevention of fire related incidents and the protection of life, property, and the environment. Glass and Framing Solutions Limited recognise its legal duties under the Regulatory Reform (Fire Safety) Order 2005 and is committed to ensuring all reasonable measures are taken to prevent fires and ensure responses in the event of a fire.

3. SCOPE

This policy applies to:

- All employees (Permanent, temporary, apprentices, and agency workers).
- Contractors, consultants, and suppliers working on behalf of Glass and Framing Solutions Limited.
- Client and stakeholder sites.

4. RESPONSIBILITIES

- **Senior Management**
 - Ensure this policy is implemented, communicated, and maintained.
 - Provide adequate resources, training, and supervision to uphold fire safety standards.
 - Review the fire safety policy annually or follow significant changes in operations.
- **Site Supervisors**
 - Ensure operatives have attended the clients site induction and are briefed on fire safety measures.
 - Monitor compliance with site specific fire safety requirements and report non-conformities.
- **Employees and Subcontractors**
 - Comply with all fire safety procedures, signage, and instructions issued by the client or site management.
 - Attend and fully engage with all site inductions provided by the Principal Contractor or client.
 - Report any fire hazards, unsafe practices, or fire safety equipment defects immediately.

5. FIRE RISK ASSESSMENT AND MANAGEMENT

- **Site Specific Fire Risk Assessments**
 - Before commencing work on an external site, a fire risk assessment will be conducted by a competent person.
 - The risk assessment will identify potential fire hazards, people at risk, and control measures.
 - Fire risks will be reviewed periodically and updated if work scope changes.
- **Method Statements and Risk Assessments (RAMS)**
 - Every project will have site specific RAMS document including fire safety measures.
 - RAMS will detail fire prevention, emergency response, and responsible persons.
 - Hot works (If applicable) will require a separate Hot Works Permit and fire watch procedures.
- **Firefighting Equipment**
 - Appropriate firefighting equipment (Fire extinguishers, fire blankets) will be readily available at work locations.
 - Equipment will be checked regularly to ensure it is in good working order.
 - Fire extinguishers will be selected based on site specific fire hazards (i.e. CO2 for electrical fires, foam for flammable liquids).
- **Fire Prevention Measures**
 - All staff will be trained to recognise fire hazards and implement prevention measures.

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- Combustible materials will be stored safely and away from ignition sources.
- Electrical equipment and tools will be maintained and used correctly to prevent fire risks.
- Hot works will follow strict control measures, including fire watch and post work monitoring.

6. EMERGENCY FIRE PROCEDURES - FIRE EMERGENCY PLANNING

- A fire emergency plan will be established for each site.
- Fire exits and escape routes will be identified and communicated to all workers.
- Site fire assembly points will be clearly designated.

7. EMERGENCY FIRE PROCEDURES - FIRE ALARM AND EVACUATION

- Fire alarms or alternative warning systems will be tested and maintained.
- In case of a fire, all personnel will evacuate immediately and report to the assembly point.
- The Site Fire Warden (Appointed for each project) will conduct a roll call and liaise with Emergency Services.

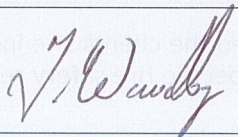
8. EMERGENCY FIRE PROCEDURES - FIRE SAFETY TRAINING AND AWARENESS

- All employees will receive basic fire safety training, including how to use firefighting equipment.
- Fire drills will be conducted periodically where applicable.
- Employees will be made aware of their responsibilities in the event of a fire.

9. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	15 th January 2026