

RA54	RISK ASSESSMENT	
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Operation/Activity:	Fire Evacuation Process
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Site / Location:	Office ONLY Aura Retrofit, Ground Floor Suite, Bridgwater House, Unit 2, Haywards Business Centre, New Lane, Hampshire, PO9 2NL
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Introduction

This provides an overview of the systematic approach that should be taken in the event of fire, and how that approach should be implemented.

Raising the Alarm

The sound of the alarm will be a shouted warning or the continuously ringing bell of the fire alarm.

- If fire is detected by automatic detectors, this will trigger the fire alarm.
- If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (shouting etc.)

The following actions will be taken upon the fire alarm being sounded/raised:

- **The Fire Marshall will take charge and lead in the fire evacuation.**
- The Fire Marshall or designated member of Staff to dial 999 and request attendance by the Fire Service.
- The Fire Marshall/Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.
- Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner and providing assistance to those needing additional help in evacuating the property.
- Lifts are not to be used for evacuation.
- Staff to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building.
- Fire Marshall to pick up visitors signing in book/sheet upon exiting the building.
- Ensure **nobody re-enters the building** until confirmed safe to do so by the Fire Service.
- Meet at the **Fire Assembly Point** and check all visitors, contractors and staff members are accounted for.
- Fire Marshall to liaise with Fire Service upon their arrival.

Use of Fire Extinguishers

Fire extinguishers will **only** be used where:

- Staff have received training and feel confident in their use.
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.

RA54

RISK ASSESSMENT



Gary R.

SIGNED:

NAME: Gary Robinson

POSITION: Managing Director

Updated: Nov 2025