

Data Tech Holdings Ltd is committed to providing a safe and healthy work environment for all employees, visitors, and contractors. Our fire policy is designed to ensure that our premises and all those on them are protected from the risk of fire and that appropriate action can be taken in case of a fire emergency.

Purpose:

The purpose of this fire policy is to establish a set of procedures and guidelines for the identification, prevention, and response to fire hazards in our workplace. This policy applies to all employees, visitors, and contractors and applies to all company-owned and leased premises.

Fire Prevention:

The company will comply with all relevant fire safety legislation and regulations, including the Regulatory Reform (Fire Safety) Order 2005 and Fire Safety (England) Regulations 2022 where applicable.

- Regular fire risk assessments will be conducted to identify and evaluate fire hazards and appropriate measures to be taken to eliminate or reduce those hazards.
- Fire extinguishers and other fire-fighting equipment will be provided and maintained in good working condition.
- All employees will be trained on fire prevention and evacuation procedures and will be informed of the location of fire exits, fire alarms, and fire-fighting equipment.
- Smoking is prohibited in all company-owned and leased buildings.
- Flammable materials shall be stored and handled safely.
- Portable heaters, open flames, and other equipment **which poses** a potential fire hazard will be used in accordance with manufacturer's instructions.
- Electrical equipment will be maintained in good working condition and will be tested and inspected regularly.
- Emergency lighting will be tested and maintained in good working condition.

Fire Response:

In the event of a fire, staff will immediately activate the nearest fire alarm and evacuate the building via the nearest available exit.

- Employees will be familiar with the evacuation procedures and know the location of the assembly point.
- Emergency evacuation drills will be conducted regularly to ensure that employees are prepared to respond in case of a fire.
- A fire logbook will be maintained recording all fire-related incidents & false alarms, and will be available for inspection by the fire brigade and other authorities.
- All employees will be trained on how to use fire-fighting equipment and will be informed of the location of fire extinguishers and other fire-fighting equipment.
- Fire alarm systems shall be maintained and tested regularly and that all fire-related incidents are reported to the fire brigade and other authorities as required by law.

This fire policy is designed to ensure that our premises and all the people on them are protected from the risk of fire and that appropriate action can be taken in case of a fire emergency. This policy will be reviewed and updated regularly to ensure that it remains current and effective.

Implementation:

This fire policy will be reviewed annually and will be communicated to all employees, visitors and contractors. All employees are responsible for familiarising themselves with this policy and for implementing its provisions in their daily work.



Bob Jacobs
Managing Director