

Fire Policy



General

Statement

Gemini Print Solutions will do all that is reasonable to prevent fires in the main office and will comply with the Regulatory Reform (Fire Safety) Order 2005. Fire precautions are in place to minimise the impact of a fire should one occur. In the event of a fire, the priority is to save lives. Saving buildings and equipment is secondary, though reasonable efforts will be made to prevent damage that could seriously disrupt the business.

Responsibilities

The Managing Director, Steve Cropper, is the 'responsible person' under the Fire Safety Order. All staff must follow fire procedures and remain vigilant to fire hazards. Matt Cooper is appointed as Fire Warden and responsible for carrying out checks and ensuring actions identified in fire risk assessments are implemented.

Fire Prevention

Effective fire prevention relies on regular inspections and formal fire risk assessments to identify hazards, assess risks, and implement control measures. Key areas addressed include:

- **Housekeeping:** Avoid build-up of waste and clutter; store combustible materials away from electrical fittings.
- **Electrical Safety:** All portable appliances undergo PAT testing; mains installations are tested every 5 years. Faulty equipment is switched off and removed.
- **Gas Safety:** All gas equipment is regularly inspected and serviced.
- **Smoking:** Smoking is only permitted in designated external areas; materials must be disposed of safely.
- **Contractor Control:** Only approved contractors may carry out work, with hot work requiring a permit.
- **Flammable Liquids:** Stocks are kept to a minimum and stored in fireproof cabinets.
- **Fire Fighting Equipment:** Fire extinguishers and blankets are inspected and maintained annually and checked routinely.
- **Alarms and Emergency Lighting:** Fire alarms are tested weekly. Emergency lights are checked monthly, with an annual full test.
- **Evacuation Routes:** All routes and exits are clearly signed and kept free from obstruction.

Training

All staff receive fire awareness training annually and induction training on fire procedures. Matt Cooper receives additional training for practical use of fire extinguishers. A full fire drill is carried out at least once per year.

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Alarm

Automatic fire alarm systems conform to BS 5839 & 5266 BSI standards and are tested weekly using call points in rotation.

Assembly Point

- **Main Office:** Car park

Fire Fighting Equipment

- Fire extinguishers and blankets are located appropriately, maintained annually by a competent contractor, and checked routinely to ensure readiness.

Emergency Procedure

Action on discovering a fire:

- Raise the alarm using the nearest call point.
- Call the emergency services on 999, clearly stating the location.
- Tackle the fire only if trained and it is safe; otherwise, evacuate.
- Leave the building immediately by the nearest exit.
- Assemble at the car park assembly point and follow instructions from Matt Cooper.

Action on hearing the alarm:

- Leave the building immediately by the nearest exit without stopping for belongings.
- Assemble at the car park assembly point.
- Remain there until a roll call is completed.
- Follow instructions from Matt Cooper.

No one may re-enter the building until the Fire Service declares it safe.

A handwritten signature in black ink, appearing to read "Steve Cropper".

Steve Cropper

Director

Updated: 12th January 2026

Next Review Date: 12th January 2027