



PriorityWaste[®]

Your waste is our priority

PRIORITY WASTE – FIRE SAFETY POLICY

Version: 2.0

Issued: 20th October 2025

Approved By: Operations Director (Nikolay Tovirov)

Next Review: 12 months from issue date

1. Purpose of This Policy

Priority Waste is committed to ensuring the safety of all employees, visitors, contractors, and clients across all operating locations. This policy outlines the responsibilities, preventative measures, and emergency procedures required to minimise fire risks within the business.

Our priority is simple:

Protect life first, protect property second, minimise operational disruption.

2. Scope

This policy applies to:

- All employees (full-time, part-time, agency, temporary)
 - All operating sites including offices, warehouses, yards, and storage areas
 - All contractors and visitors
 - All waste handling, hazardous waste processes, and company vehicles
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3. Fire Safety Responsibilities

3.1 Directors & Senior Management

Responsible for ensuring:

- Compliance with the Regulatory Reform (Fire Safety) Order 2005
- Fire risk assessments are carried out and reviewed
- Appropriate resources and training are provided
- Fire equipment is maintained and tested
- Emergency plans are in place and staff understand them

3.2 Fire Marshals

Fire Marshals must:

- Complete fire marshal training
- Lead evacuations and complete roll-call
- Check fire points weekly and report hazards
- Support fire drills and maintain related logs
- Ensure escape routes remain unobstructed

3.3 All Employees

All employees must:

- Follow fire safety rules and training
- Participate in fire drills
- Evacuate immediately when instructed
- Keep fire exits/walkways clear
- Report hazards immediately
- Not tamper with fire alarms or extinguishers

3.4 Contractors & Visitors

Must comply with all Priority Waste fire safety rules and follow Fire Marshal instructions during an emergency.

4. Fire Prevention Measures

4.1 Housekeeping

- Keep all work areas tidy
- Store combustible materials safely
- Do not block fire exits, escape routes, or extinguishers
- Remove waste promptly and store correctly

4.2 Hazardous Waste Storage (Updated)

- All hazardous waste must be stored and handled according to ADR and EA standards
- Flammable liquids and oils must be stored in designated, signed, bunded areas
- Any hazardous waste placed into quarantine must be stored safely, away from stairways, walkways, or escape routes, and must be placed onto bunded tanks
- All drums must remain sealed when not in use
- Incompatible wastes must be segregated

4.3 Electrical Safety

- Annual PAT testing required
- Remove damaged cables or equipment from use
- Portable heaters only with management approval
- Electrical distribution areas must remain unobstructed (1m clearance)

4.4 Smoking

- Smoking only in designated external areas
- Strictly prohibited in warehouse, yard, vehicles handling waste, or fuel storage areas

5. Emergency Arrangements

5.1 Fire Alarms

- Test weekly
- Record the test and report faults immediately
- Ensure all staff understand alarm tones and procedures

5.2 Evacuation Procedure

Upon hearing the fire alarm:

1. Stop work immediately
2. Evacuate using the nearest safe exit
3. Do not collect personal belongings
4. Go directly to the designated assembly point
5. Do not re-enter the building until instructed by a Fire Marshal or manager

(5.2.4 removed as requested — no lifts on site.)

5.3 Assembly Points

- Clearly marked and communicated during training
 - Roll-call completed by Fire Marshals or management
 - Staff must remain at the assembly point until cleared to return
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5.4 Fire Extinguisher Use

Trained staff only, and only when:

- The fire is small and contained
- You are not putting yourself at risk
- You have a clear escape route behind you

If unsure — **evacuate**.

6. Fire Detection and Equipment Maintenance

Priority Waste will:

- Service extinguishers annually
 - Service fire alarm systems twice per year
 - Test emergency lighting monthly
 - Maintain all equipment records in the Fire Logbook
 - Ensure fire doors remain functional and unobstructed
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7. Training

All staff will receive:

- Fire safety induction
 - Annual refresher training
 - Participation in fire drills at least once a year
 - Specialist training (Fire Marshals, warehouse staff, hazardous waste handlers)
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8. Fire Risk Assessments

- Conducted annually or after significant operational changes
 - Cover office, warehouse, storage, yard, and vehicle operations
 - Findings recorded and corrective actions implemented promptly
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9. Review & Continuous Improvement

This policy will be reviewed annually or after:

- A fire incident
 - Significant operational changes
 - Regulatory changes
 - Notable audit findings
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10. Policy Approval



Signed:

Nikolay Tovirov
Operations Director
Priority Waste Limited

Date: 20th October 2025