



QUALITY DOCUMENTS

Q.P. NUMBER 5

COMPANY HEALTH AND SAFETY POLICY/PROCEDURE LAVENDER INTERNATIONAL UK



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

Issued by: *S. Young*

Title: Quality Manager

Date: 01/04/16

Authorised / Approved by:

R. Thompson

Title: Executive Manager

Date: 01/04/16



DOCUMENT AMENDMENTS AND UPDATES

Date Amended	Section Amended	Amendment made	Name of person inserting change
01.04.16	7.2	Text inserted	S. Young
	7.10	Text inserted	
	8.3	Text inserted	

All changes are hi-lighted

Copies of this document are sent to PCN/BINDT & AINDT.

CONTENTS

1	Scope
2	Responsibilities
3	Objectives
4	Referenced Documents
5	Company Health & Safety Policy
6	Specific Areas Requiring Control of Health and Safety
7	General Safety
8	Fire
9	First Aid
10	Specific Safety
11	Radiation Safety
12	Disposal of Hazardous Substances
13	Portable and Fixed Installation Electrical Equipment
14	Manual Handling
15	Noise at Work
Appendix 1	Safety Statement
Appendix 2	Staff Representatives for Employee Safety
Appendix 3	Spillage Policy
Appendix 4	Policy Relating to the Health and Safety (Display Screen Equipment) Regulations 1992
Appendix 5	Fire Drill Annual Plan – Penistone site



1.0 **SCOPE**

- 1.1 This procedure describes the policy of the company in order to provide for the Health and Safety of all members of staff and people attending Lavender premises in the UK. This will also incorporate the Company responsibility for recycling of materials.
- 1.2 The Health and Safety procedure for Lavender USA is covered in QP5A (currently being written and not yet issued).
- 1.3 The Health and Safety procedure for Lavender Australia is covered in QP5B (currently being written and not yet issued).

2.0 **RESPONSIBILITIES**

- 2.1 The Co-Managing Director (Business Services) takes the role of the Resource Manager where applicable and has overall responsibility for the implementation of the requirements of this procedure.
- 2.2 The Quality Manager is responsible for the day to day responsibility of Health and Safety.
- 2.3 The Co-Managing Director (Technical) is responsible for all technical requirements and in particular for the control of all radiographic facilities.
- 2.4 Staff representatives for Employee Safety will be appointed for each location and are contained within Appendix 2. Oversees staff safety representatives are contained within QP5A & QP5B.
- 2.5 All activities with an element of risk will be assessed and controlled (see section 6).
- 2.6 Non-compliance with any aspect of this procedure may be sufficient reason for instant dismissal or ejection from the premises.
- 2.7 The Company employs a Health and Safety Consultant (Prosafe) who provides advice and support on health and safety issues as well as regular visits to our premises in Penistone.
- 2.8 Overall fire safety at AMP is managed by Creative Space Management, the facility management company, who are responsible for fire alarm tests, fire drills and other related issues.

3.0 **OBJECTIVES**

- 3.1 To ensure that all members of staff and students attending the premises, visitors and contractors carry out their duties in a safe working environment.



4.0 REFERENCED DOCUMENTS

Hazardous Waste Regulations 2005 (as amended 2011)

Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Ionising Radiation Regulation 1999.

Local Rules for Radiation Facilities.

Health and Safety Regulations.

Regulatory Reform (Fire Safety) Order 2005

Electricity at Work Regulations.

Health and Safety (First Aid) Regulations.

Workplace (Health Safety & Welfare) Regulations.

Control of Lead at Work Regulations.

5.0 COMPANY HEALTH & SAFETY POLICY

The Company Health & Safety Policy is at Appendix 1.

6.0 SPECIFIC AREAS REQUIRING CONTROL OF HEALTH AND SAFETY

6.1 The following areas are considered necessary to be controlled to provide a safe working environment.

- a) General Safety of Staff and Students (Section 7)
- b) Fire (Section 8)
- c) First Aid (Section 9)
- d) Specific Safety (Section 10)
- e) Radiation Safety (Section 11)
- f) Disposal of Hazardous Substances & Hazardous Waste Regulations (Section 12)
- g) Portable Appliance/Fixed Installation Testing (Section 13)
- h) Manual Handling (Section 14)



i) Noise at Work (Section 15)

7.0 **GENERAL SAFETY**

- 7.1 All staff and students will be expected to conduct themselves in a sensible manner and to treat all substances and processes with due respect to the hazards which may arise from use and misuse. All technical staff will be suitably trained in the use of processes and substances with which they may be expected to work during the course of their employment.
- 7.2 There will be a 'No Smoking' rule in force throughout the Lavender premises; **this includes the smoking of vaporised cigarettes.** A smoking shelter is provided at the rear of Unit 7 for the use of smokers at Penistone. Students wishing to smoke at AMP must do so outside the building.
- 7.3 Washing and toilet facilities are available to all staff, students and examination candidates which are separate from the process areas.
- 7.4 All staff will ensure that the premises are kept in a clean, tidy and safe condition with attention being paid to proper disposal of soiled materials and storage of items not currently in use.
- 7.5 Dr McKenzie of Broomhill, Sheffield is the Company 'Appointed Doctor'.
- 7.6 All people attending for either training or examination are shown the 'Provision of Safety' information sheet (QD9) prior to their course and asked to sign and date as notification of understanding the leaflet.
- 7.7 A copy of the Provision of Safety is displayed in Reception for the information of other visitors who, by signing in at Reception, agree that they have read and understood this information.
- 7.8 Advice has been obtained from our Health and Safety consultants, Prosafe, regarding Health and Safety Notices and such notices will be prominently displayed where appropriate. Any deficiencies recorded at monthly Health and Safety inspections or Risk Assessments will be reported to the appropriate person and acted upon immediately.
- 7.9 A Fire Action Plan is displayed in each room in each unit.
- 7.10 Health and Safety inspections are carried out each month in Penistone by the Quality Assistant and Unit 8 by the Admin Assistant and recorded on QD 427. Similar inspections are carried out at AMP by the UT Lead NDT Tutor or his deputy and recorded on QD 426. Any non-compliances, deficiencies or hazards are recorded on QD 281 (Hazard Report Form) and reported to the appropriate person and acted upon immediately.**



7.11 A Sickness Record will be kept by the Quality Manager in respect of each member of staff.

8.0 **FIRE**

8.1 See also para 2.8.

8.2 A fire alarm is installed and a full safety check is carried out on the fire and smoke alarms in Unit 7 on a 3-monthly basis by an outside contractor (Minder Alarms).

8.3 To de-activate and re-set the fire alarm in Unit 7 in the event of it being set off accidentally, the procedure is as follows:

Press	Access then 514
Press	Silence Alarms
Press	Silence Buzzer

Then to reset:

Press	Access then 514
Press	2

8.4 An adequate number of fire extinguishers are available in all buildings. These are serviced and maintained in Penistone by an outside contractor (Alliance Fire Services) on an annual basis.

8.5 Full Risk Assessments are carried out by the Quality Supervisor in the following instances:

- Every time there are new machines, substances and procedures, which could lead to new hazards;
- Whenever a new job brings in significant new hazards;
- Whenever something happens to alert us to the presence of a hazard – for example, an unusual volume of sickness absence, complaints of stress and bullying, or unusually high staff turnover;
- in response to particular changes to the level of risk to individual employees – for example, where an employee returns to work after a period of long-term sickness absence;
- Where an employee is pregnant or breastfeeding and her work might involve a risk to her or her unborn child's health and safety.

Any non-compliances, deficiencies or hazards recorded are reported to the appropriate person and acted upon immediately.



8.5 Students are informed of fire drill procedures at the beginning of their training course. This information is delivered as part of the initial PowerPoint presentation. Students and exam candidates not receiving instruction by PowerPoint will be informed of the fire procedure by their tutor at the start of their training or in the case of examination candidates, by the invigilator prior to their examination.

8.6 A Fire drill will be carried out on the first Thursday of each month on each unit on a rotational basis. (See Appendix 5). A duty Fire Marshal will be appointed each week for Units 1-7, Unit 8 & AMP and this will appear on the weekly Staff Location Plan.

8.7 Fire Marshals

8.7.1 Several members of staff have attended Fire Marshal training courses (see Appendix 2).

8.7.2 In addition to the duties set out in paragraphs 8.6 and 8.7 below, it is the responsibility of the Fire Marshals at all times to:

- Observe and monitor the general fire safety of their immediate area
- Observe and monitor corridors and walkways to ensure combustible materials are not stored there
- Monitor escape routes to ensure they are kept free of obstructions
- Check that fire doors are kept closed at all times
- Be aware of any damage to or removal of fire extinguishers

8.7.3 It is the responsibility of the relevantly assigned Fire Marshal, on sounding of the fire alarm to:

- Sweep through the allocated area turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route. The fire Marshal should normally be the last person out of the allocated area.
- Check all accessible rooms to ensure people are evacuating the building
- Direct all personnel to the fire assembly point
- Prevent anyone re-entering the building until safe to do so

8.7.4 Fire Drill Procedure

- a) The fire alarm is activated by the Fire Marshal assigned to the particular unit.



- b) Upon hearing the alarm, staff, students, exam candidates and visitors should leave the building by the nearest and safest exit and assemble outside in the car park at the fire assembly point.
- c) The duty Fire Marshal will hold a roll call of all staff, students, exam candidates and visitors from that unit. It is the NDT Tutor's responsibility to bring their own particular student list with them to the assembly point.
- d) The duty fire marshal will account for any visitors to the site by reference to the visitor's book held in reception, Unit 7.
- e) Once the roll call has been taken, staff, students, exam candidates and visitors will be allowed to re-enter the unit.
- f) The duty Fire Marshal shall then complete QD 177 (Appendix 6) and which shall be filed by the Quality Department.

8.7.5 Fire Evacuation Procedure

- a) The fire alarm in unit 7 will automatically sound in case of fire.
- b) Manually-activated fire alarms are located in all other units and these should be activated as soon as a fire is discovered.
- c) On hearing the alarm, staff and students should leave the building by the nearest and safest exit and assemble outside in the car park at the fire assembly point.
- d) The duty Fire Marshal shall alert the emergency services and await their arrival.
- e) Meanwhile, the duty Fire Marshal shall hold a roll call of all staff and students from that unit. It is the NDT Tutor's responsibility to bring their own particular student list with them to the assembly point.
- f) No-one may re-enter the building until told it is safe to do so by the emergency services.

9.0 **FIRST AID**

- 9.1 First Aid boxes are available in all departments and a single defibrillator is available in reception, Unit 7.
- 9.2 All accidents will be reported and noted in the Accident Book. A record of 'Injury at Work' (RIDDOR document will be completed when necessary).
- 9.3 RAH and Steve Dodsley are Company First Aiders further to their attendance at appropriate training courses.
- 9.4 RAH is certified to carry out Automated External Defibrillation after attending a training course.



9.5 All NDT Tutors are required to attend a one-day Emergency First Aid at work course every three years. Other members of staff may also attend such courses as required (see Appendix 2).

9.6 Where an incident is considered a Medical Emergency immediate action will be taken to call 999 or relocate the casualty to the nearest appropriate medical centre or hospital.

10.0 **SPECIFIC SAFETY**

10.1 All substances which are hazardous to health within the Company operation have been identified and a Health & Safety Data sheet is available. Each substance has been allocated a numerical record number.

10.2 Health and Safety Data Sheets document the emergency procedure to be adopted when an accident or dangerous situation arises in a particular area.

10.3 Display screen equipment users have been assessed and are monitored.

10.4 Staff who come into contact with Specimens and other heavy items are issued with safety footwear. Other protective clothing etc. is available for their use as required.

11.0 **RADIATION SAFETY**

11.1 All radiation facilities are controlled by "Local Rules for Radiation Facilities" issued by the Company. The Company radiation source is located on a permanent basis in the Gamma Bay.

11.2 Before anyone is admitted to the radiation facility they must be in possession of a Thermo luminescent Dosimeter (TLD) badge issued by Lavender International.

11.3 Details must be included on the RT Entry Permit record. On completion of the course the badge must be returned to the administration department and signed in.

11.4 The badges will be returned to Public Health England (Personal Dosimetry Service) for processing. On receipt by Lavenders of the dosage record a copy of this record will be enclosed with his/her records.

11.5 If dosage records are found to be out of the accepted level the authorised user's employees are informed immediately.

11.6 As well as having a radiation film badge all persons being admitted to the radiation facility must be in possession of an Entry Permit. This form will be issued with a permit to enter the radiation facility. Under no circumstances



will entry be gained to the radiation facility unless the person is in possession of a film badge and entry permit.

- 11.7 Only authorised persons have access to the radiation facilities.
- 11.8 Each authorised person shall be issued with a TLD badge supplied by the Personal Dosimetry Service which along with the entry permit must be worn at all times within the radiation facility.
- 11.9 The TLD badges issued to Lavender staff are replaced on a monthly basis. All "spent" badges are returned to the Personal Dosimetry Service for processing to determine the dose of radiation received by that person. The records returned by the Personal Dosimetry Service are filed on Docman.

12.0 **DISPOSAL OF HAZARDOUS SUBSTANCES**

- 12.1 Hazardous Waste (England & Wales) Regulations requires us to be registered as a producer. Our registration number is ACZ116. This is renewed annually on-line, in June, by the Quality Manager via the Environment Agency website <https://www.gov.uk/hazardous-waste-producer-registration>. Hard copy records of this registration are maintained by the Quality Manager in the 'Buildings' file.

- 12.2 Through our Risk Assessment Review we consider the following substances are dealt with under this section.

- a. Penetrant Substances

All substances will be converted to water washable. They will be placed in a holding/setting tank containing a filter. The filtrate will be disposed down the normal drainage system. The filter will be renewed on a regular basis and the exchanged filter disposed of in the bin.

- b. Aerosols

All aerosols are emptied and crushed then put into the recycling bin.

- c. Film Developer

All spent film developer will be placed in a 205 litre drum. On a regular basis the drum containing the film developer will be collected by an approved Company who will dispose of the substance.

- d. Iridium Source

When the source is changed the used source is returned in the container used for the transportation of the new source.



13.0 **PORTABLE AND FIXED INSTALLATION ELECTRICAL EQUIPMENT**

- 13.1 Visual inspection of all equipment is carried out regularly and any fault or problem is immediately reported and dealt with.
- 13.2 In accordance with HSE guidelines and advice from Prosafe, all portable and fixed installation electrical equipment is tested on a regular basis (not exceeding three years) during which the electrical status of the item is checked. All items which have been tested successfully will be labelled accordingly. Any items which fail the test will be withdrawn and either repaired or replaced as necessary.
- 13.3 Steve Dodsley carries out the PAT testing at Penistone and has received appropriate training from PASS (Portable Appliance Safety Services) Limited.
- 13.4 PAT testing is carried out annually at AMP by an external company R U Safe appointed by Creative Space Management and records retained by the Quality Department.

14.0 **MANUAL HANDLING**

- 14.1 Appropriate staff have completed a Manual Handling course.

15.0 **NOISE AT WORK**

- 15.1 An assessment has determined that there is no hazard associated with noise at this Company.



APPENDIX 1

HEALTH AND SAFETY POLICY STATEMENT

The health and safety of our employees and visitors is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are, and will continue to be, implemented following the identification of work related hazards and assurance of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and/or in associated health and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises e.g. contractors, visitors, students.

The contents of this statement will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness as appropriate and in any case, at least annually.

The Company's QP5 series of Health and Safety Procedures cover Health and Safety in the UK, USA and Australia.

Signed (for and on behalf of the employer)

S J LAVENDER
CO-MANAGING DIRECTOR
28.01.16



APPENDIX 2

Organisation

Health and Safety function(s) Responsibilities

Name/Job Title

Overall responsibility for Health & Safety	SJ Lavender - Co MD
Day to day responsibility for Co-ordinating Health & Safety Management	S Bradley – Quality Assistant
RPA – Radiation Protection Advisor	Steve Boocock – NDT Maincal
RPS – Radiation Protection Supervisor	RA Hamlett – Chief Examiner DH Lavender – Co MD G Elliott – Director P Hall – Tutor A Greenwood – Tutor T Dart - Tutor
Staff Safety Representative Administration	B Scott – Administration Assistant
Staff Safety Representative Technical, Penistone	IA Griffin
Staff Safety Representative/ First Aider AMP	C Ball
First Aiders	RA Hamlett – Director S. Dodsley – Maintenance S Cunningham – Quality Dept C Roberts – Outside Agency R Roberts – Radiography Dept P Oliver – Technical Dept A Greenwood – Radiography Dept T Dart – Radiography Dept D Miller – AMP JP Treweek – AMP N Bostwick – AMP R Wood – Technical Dept C Boreham – Technical Dept TJ Armitt – AMP/USA A King – AMP T Owens – Receptionist S Bradley – Quality Assistant



Fire

At the time of a fire alarm, the most senior member of Lavender International assumes responsibility as follows:

Level 1: Directors
Level 2: Senior staff
Level 3: Other staff

Fire Marshals:	S Cunningham	C Roberts
	C Ball	P Oliver
	A Greenwood	R McPeake

Accidents and Dangerous Occurrences

How work related accidents, dangerous occurrences and diseases are dealt with

The Quality Manager is responsible for maintaining the Accident Book and notification of accidents and dangerous occurrences to the Co-Managing Director through our Quality Procedure No. 5 (paragraph 10.2).

Contractors/Visitors

How safety and health of contractors/visitors on the premises is ensured

The general safety of all contractors and visitors is covered in our Quality Procedure No. 5 (sections 7, 8, 9 & 10).

Display Screen Equipment

How compliance with the statutory regulations is ensured

An assessment has been made of each user and a file completed. This is covered in our Quality Procedure No. 5 (paragraph 10.6) and Appendix 4.

Electrical Equipment

How safety of electrical equipment is ensured

Electrical safety is maintained by ensuring that equipment is suitable for its intended use through our Quality Procedure No. 5 (section 13).

First-Aid

How first-aid cover at work is provided and ensured



through our Quality Procedure No. 5 (section 9).

Food Safety

How safety of food and drink is ensured

Generally food and drink for the consumption of staff and visitors is kept in sealed tins, boxes or packs until ready for use. All dispensing units are regularly cleaned.

Hazardous substances

How compliance with statutory requirements is ensured

through our Quality Procedure No. 5 (section 10).

Health Surveillance

How health surveillance (where necessary) is provided

through our Appointed Doctor – being Dr McKenzie of Broomhill, Sheffield

Housekeeping Arrangements

How general cleanliness and tidiness of the workplace is maintained

through the safety check which is carried out every month.

Information, Instruction, Training

How health and safety information, instructions and training is ensured

through the Safety Representative via notices, memos and leaflets to all staff and visitors.

Particular reference is made to our Quality Procedure Number 5.

Machinery

How safety and health of persons in the workplace is ensured

through proper training and information on all aspects of the machinery and insurance that said machinery is fit for its purpose. Our Quality Procedure Number 5 details how these elements are achieved.

Manual Handling

How manual handling operations are dealt with



through our Quality Procedure Number 5 (section 14).

Medical Emergency

How serious accidents or health conditions are dealt with

this is covered in our Quality Procedure Number 5 (section 9).

Monitoring and Review

How health and safety performance is monitored and reviewed

through

- 1) regular consultation with the staff representative of safety (technical and administration).
- 2) review of the audit findings of the internal check on Quality Procedure Number 5.
- 3) regular safety checks of the premises every month.
- 4) whenever a new process is proposed for introduction into the business.

Noise at Work

How compliance with statutory requirements is ensured

through Quality Procedure Number 5 (section 15)

Personal Protective Equipment (PPE)

How compliance with statutory requirements is ensured

through Quality Procedure Number 5 (section 10)

Radiation

How exposure to the effects of radiation in the workplace is avoided or minimised

Both x and gamma radiation is used on the premises and is fully covered in Quality Procedure Number 5 (section 11).

Recycling

The Company's responsibility to recycling



wherever possible we will make efforts to recycle all material including hazardous and non hazardous items

Safe Systems of Work

How activities with an element of risk which cannot be avoided are controlled

through consultation with the representatives of staff and the Directors.
Each relevant areas will be assessed and controlled
(see Quality Procedure Number 5 paragraph 2.5 and section 6)

Work Equipment

How safety/suitability of work equipment is ensured

through regular calibration, visual inspection and electrical checking.

The representatives of safety provide a focus for identifying quickly any problems arising from unsafe or unsuitable equipment.

Workplace and Welfare

How the provision of suitable and sufficient facilities for employees is ensured

through consultation with the representatives of staff safety.



APPENDIX 3

Spillage Policy

If a member of the Lavender International staff discovers a spillage, there must be a quick risk assessment as to the nature of spillage, either chemical or organic (non-chemical).

Spillages in most technical areas, toilets and the corridor downstairs in Unit 7 are likely to be of a chemical nature or hazardous to health, such as oil, solvent and cleaning products. It is imperative that these spillages need to be dealt with in the correct manner (Data sheets for most chemicals used are kept with the Quality Manager or in relevant areas). It is highly likely that the spillages found upstairs in Unit 7, in any kitchen facility and in any areas where drinks are dispensed will be of organic nature and non-hazardous such as water, tea, coffee etc.

The following is a recommended approach to dealing with spillages located on any Lavender International premises.

1. Firstly assess the location and type of spillage and immediately try to prevent any individuals, students and staff, from slipping or being harmed, by placing the "Caution Wet Floor" sign in area of the particular spillages. The wet floor signs are located in each unit stored in the cleaning facilities area. All members of staff must familiarise themselves with the whereabouts of the cleaning facilities.
2. Once the spillage has been assessed to ascertain its probable contents, either as chemical or organic the lavender employee may use the following techniques to remove the spillage.
 - Chemical Spillages: If the spillage is deemed chemical or oil based then care must be taken to remove the spillage. PPE must be worn and the area affected must be assessed if the spillage is to be removed by applying any other chemical to the area. If solvents are to be used to remove the spillage be aware that the area must be well ventilated and that applying solvent may affect painted and other surfaces.
 - Organic Spillages: Clean with water and dry with wipes or paper towels. Mop and buckets may also be used if necessary. Either process must completely remove the spillage and leave the affected area dry.
3. All wipes and cleaning waste used to remove the spillage must be disposed of in the correct refuse container to prevent further hazards.
4. The spillage must be completely removed and the affected area must be completely dry and free of any substances before the removal of the wet floor sign.



APPENDIX 4

POLICY RELATING TO THE HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

This regulation applies to an employee who uses a VDU for continuous periods of an hour or more on a daily basis.

Workstation assessment and risk assessment

A workstation assessment and a risk assessment will be performed on all members of staff identified by this regulation.

Eyesight tests and glasses

All staff, including those identified by this regulation, will be entitled to have a sight test funded by Lavender International. It is expected that a sight test would be required every two years.

Any member of staff identified by their optician as requiring glasses to carry out their work will be able to claim £120 towards a pair of glasses from Lavender International. Staff members are responsible for arranging their own sight tests.



APPENDIX 5
FIRE DRILL ANNUAL PLAN – PENISTONE SITE

Unit	Provisional Fire Marshall	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
1	Peter Oliver					FIRE DRILL							FIRE DRILL							FIRE DRILL		
3A	Chris Sykes						FIRE DRILL							FIRE DRILL							FIRE DRILL	
4	Sam Cunningham							FIRE DRILL							FIRE DRILL							FIRE DRILL
6	Andrew Greenwood	FIRE DRILL							FIRE DRILL							FIRE DRILL						
7	Sam Cunningham		FIRE DRILL							FIRE DRILL							FIRE DRILL					
8	Claire Roberts & Rachel McPeake			FIRE DRILL							FIRE DRILL							FIRE DRILL				
AMP	Chris Ball				FIRE DRILL							FIRE DRILL							FIRE DRILL			

UNCONTROLLED WHEN PRINTED



Appendix 6 **Fire Drill Record**



Fire Drill Record

Premises Name	Lavender International	UNIT	
Date of drill		Time Drill commenced	Time drill completed
Activation Time		Activation Method	
Location of assembly point			
Total personnel evacuated		No of personnel missing/unaccounted for	

Summary			
	Yes	No	Notes
Did all required personnel evacuate correctly?			
Was the alarm heard by all appropriate personnel?			
Were all fire exits accessible?			
Were assembly points accessible?			
Were assembly points appropriate?			
Was the roll call successful?			
Did the fire brigade attend?			

Summary Notes:

Company Fire Officer Name		Position		Signature	
Observer Name		Position		Signature	