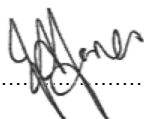


1. Prima Dental is a world leader in the design, manufacture and supply of rotary dental burs, steel and diamond rotary dental burs, and carbide milling tools designed and engineered for the digital dentistry industry. Prima Dental produces 30 million burs a year for distribution to a worldwide network of trade customers, suppliers and distributors in over 90 countries. Prima Dental consists of 2 manufacturing sites and a warehousing, packaging despatch unit located on Stephenson drive, Waterwells Business Park, Gloucester, GL2 2HA and Brunel Court situated off Stephenson Drive.
2. Prima Dental Manufacturing Limited is committed to providing a safe working environment for its staff and visitors to the premises. For this reason, the Company has formulated this policy to facilitate compliance with the Company's legal obligations under the Regulatory Reform (Fire Safety) Order 2005(RRFSO). Prima Dental Manufacturing Limited Ltd will ensure that it:
 - Develops a Fire Policy to minimise the risks of outbreak and subsequent spread of fire
 - Provide employees with a safe and healthy working environment with suitable means of escape in the event of an emergency.
 - To protect all personnel on Prima dental Manufacturing Limited sites (Employees, visitors, contractors, trespasser and members of the public)
 - To manage fire risks in accordance with the requirements of the regulatory reform (Fire Safety) Order 2005
 - To comply with the requirements of the Health and Safety at Work Act etc. 1974, the Management of Health and Safety at Work Regulations 1999
 - Demonstrate preventative action through good housekeeping practices and efficient waste management controls
 - Maintain documentation and records in respect of fire safety management.
3. Prima Dental Manufacturing Limited Managing Director Alun Jones is the 'responsible person' under the Regulatory fire Safety Order (RRFSO) 2006. The HSE Manager has full authorisation and responsibility for the implementation of this policy and must ensure that:
 - That a competent person carries out a Fire Risk Assessment (FRA) at Prima Dental Manufacturing Limited Sites.
 - Eliminate or reduce the risk of fire spread as far as reasonable practicable.
 - Provide means of firefighting equipment, detection and alarm systems.
 - Provide a suitable system for maintaining firefighting equipment and detection systems
 - Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
 - Preparing a written Evacuation plan for the building to be displayed at various locations around the premises and integrate any other undertakings that might be affected.
 - The risk of fire spreading through the building will be controlled by the provision of fire/smoke resisting doors.
 - Signs will be provided to indicate the position of fire extinguishers, fire alarm call points and emergency exit routes.

This Policy will be reviewed annually and updated as necessary. The management team endorses this policy and is fully committed to its implementation.

Managing Director.

Alun Jones



Date 15/9/21

Departmental/Management Responsibilities

Managers are responsible for ensuring that any relevant changes that affect the fire safety of Prima Dental Manufacturing Ltd premises are discussed with the HSE Manager prior to commencement of works. This will relate to any changes to the following:

- Escape routes and alteration, conversion of the premises construction.
- Fire safety equipment
- Fire protection arrangements
- Alterations in the storage levels of Dangerous Substances.
- Ensure that there are sufficient fire marshals across the relevant shift patterns and that they receive adequate amount of support to fulfil their duties
- Ensure all fire exit doors are free from obstruction. Defects should be reported to the Asset Care Manager and HSE Manager
- Waste materials will be stored away from any sources of ignition.
- Flammable materials will be stored in accordance with the manufacturer's instructions and away from sources of ignition.

Employee's responsibilities

The Regulatory Reform (Fire Safety Order) 2005 places responsibilities on all employees in respect to fire safety issues. All employees are responsible:

- To take care for the safety of themselves and others who may be affected by their acts or omissions at work.
- To cooperate with the employer and HSE Manager in complying with Fire Legislation requirements
- Inform the HSE Manager of any situation that would represent a serious and immediate danger to the safety of persons from fire, any shortfalls in the employer's protection for safety, or training and instructions required.

Fire Marshals

The Company will appoint competent persons to act as Fire Marshals. The Chief fire Marshall is the HSE Manager

The Fire Marshals' duties will include:

- Contacting the emergency services in the event of an emergency Evacuation
- Assisting in the evacuation of personnel in the event of a fire
- Kept Fire Marshall Lists up to date and placed on the HSE notice boards.
- Carrying out weekly checks on all firefighting equipment
- Emergency escape routes will be established and kept free from obstruction at all times, and fire exit doors are kept in good working order and unlocked at the times when the premises are occupied.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire.
- The emergency lighting will be checked monthly and is the responsibility of the Fire Marshalls

Communication

The Company will ensure that all persons employed either as direct employees or contractors are provided with all relevant information related to fire safety. The Management of the Company will consult with employees on all relevant matters of fire safety policy and arrangements, and will ensure staff are kept informed of any changes that are made to fire safety procedures.

Training

- Upon commencement of employment all employees will be given training on fire safety and will receive refresher training as appropriate.
- All employees will be instructed to report any defective or missing equipment to their manager.
- All training for Fire Marshalls will be trained by the training Manager.
- All employees will receive instruction on their role in the case of an emergency.
- It shall be company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific firefighting duties.
- Further training may be required if there are any changes that may affect fire safety. All training will be provided during normal working hours.

Equipment/Testing/Inspection

- The fire evacuation procedures will be practiced every 2 months and will be the responsibility of the chief fire marshal to arrange practical scenarios.
- Firefighting equipment will be provided. In general, this means fire extinguishers, fire blankets, hoses or sprinklers will have visual checks weekly.
- All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturer's instructions, this will be the responsibility of Chief fire Marshall/Asset Care Manager
- An appropriate fire detection and alarm system has been installed in all Prima Dental Manufacturing Ltd. Alarm systems will be tested weekly and will be communicated to all personnel onsite.
- Emergency lighting will be provided for escape routes where applicable. The location and type will be determined by the findings of the fire risk assessment and the applicable current fire safety standards. All fire safety signs will appropriately identify the fire exit routes and be in compliance with the health & Safety (Safety Signs and Signals) regulations.
- Operation of fire exit doors including any automatic closers will be tested and recorded in the fire log on a weekly basis.

Records

The Company will record its staff training, fire drills, and the findings of its periodic tests and checks. Such records will include all attendees, fire drill evacuation times and any comments. Prima Dental Manufacturing Limited will keep the following records:

- Records of weekly tests of fire alarms, fire exits.
- Records of annual inspections and tests of all firefighting equipment.
- Records of monthly tests of emergency lighting.
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety (where appropriate).

