

# Fire exit plan – WorkBase Macroom

THERE ARE TWO EMERGENCY EXITS ON EACH FLOOR, ONE AT THE REAR OF THE BUILDING, THE OTHER AT THE FRONT (MAIN ENTRANCE).

## REAR EXIT

1. Take the rear exit, down through the Emergency Stairwell
2. Use the door-release as you exit
3. Make your way to the assembly point to the rear of the building

## FRONT EXIT

1. Take the front main staircase
2. Use the front door release as you exit through the Pharmacy entrance Lobby
3. Make your way to the assembly point directly across the street

## ASSEMBLY POINTS

1. Rear Carpark
2. Directly opposite across Main Street

## Fire Risk Assessment

Every year HQCoworking Space Ltd is required to performed a Fire Risk Assessment.

## Fire Evacuation Plan

Every year the management of HQCoworking Space review their fire safety plan

## Regular inspections

Fire safety procedures are regularly performed in in our coworking spaces, this includes -

- Fire alarm call point tests
- Fire evacuation test (performed at least annually)
- Emergency light test testing
- Fire alarm testing

- Fire Extinguisher testing

## Fire Doors

Fire doors are part of the protection for the means of escape or required for fire separation and should not be wedged or propped open. If the rooms are being used for fetch and carry purposes the wedge must be removed as soon as the task is over.

## Fire Marshalls

The responsible individuals acting as fire marshalls for the building are:

- Ken Tobin (HQCoworking Space Ltd)
- Tom O'Leary (HQCoworking Space Ltd)
- Mike Williams (HQTralee)

In addition to these individuals, we induct all new trades to the building's fire safety procedures.

Private Offices where there are members of staff in their employment in the property are required to also have a nominated individual responsible for acting as a fire marshall in the event of a fire evacuation, ensuring that any visitors to the building / staff are looked after.

## Visitors

Visitors to the building are either accompanied throughout their time in the building by someone trained, or, are made aware of the fire plan when they use a meeting room.

## Hot works

No hot works are performed in the building.

## Animals

Any animals brought into the building are the responsibility of their owners - in the event of a fire evacuation animals should be kept on a lead & exit the building in a prompt manner.