



FIRE SAFETY Policy

1. Policy Statement and objectives: Our company is committed to ensuring the safety of all employees, visitors, and contractors by preventing fire risks and ensuring effective response procedures. This policy applies to all Lyreco premises, including Lyreco UK and Lyreco Ireland offices and distribution centers.

The objectives of this policy are to: prevent the outbreak of fire, ensure safe evacuation of all occupants, minimize damage to property and disruption to operations.

Comply with the UK Regulatory Reform (Fire Safety) Order 2005, Irish Fire Services Act 1981 and other applicable fire safety legislation.

3. Responsibilities: The Building Services Manager is designated as the Responsible Person under fire safety legislation. Fire marshals are appointed for each floor of head office, in each zone of the National Distribution Center and in each distribution center in the UK and Ireland.

All employees complete basic fire safety induction and must report hazards or faulty equipment immediately.

4. Risk Assessment: A Fire Risk Assessment will be conducted by a competent external assessor annually in each site or after significant changes. It will be reviewed after any fire incident or near-miss.

5. Fire Detection, alarm systems and firefighting equipment: Fire alarm systems: All sites have a suitable fire detection and alarm system. This may range from battery-operated smoke alarms to more sophisticated wired-in fire alarm panels with call points and sounders. The type required will depend on the building type (offices or warehouse). All workplaces are provided with the correct type of fire extinguishers for their level of fire risk, located throughout all buildings. Fire hose reels and sprinkler systems are provided in the 2 main National Distribution Centers.

7. Evacuation Procedures and training: There is an "Emergency Evacuation procedure" for each site with contains details of: marked fire exits and escape routes, weekly fire alarm tests, fire drills, assembly points, fire marshals and other fire safety arrangements. Basic fire safety training is included in new employee induction and employees are practicing evacuation plans. Fire Marshall training is refreshed every 3 years.

8. Maintenance: We have a maintenance plan in place in compliance with legislation requirements, that includes: fire alarm systems testing, emergency lighting testing, sprinkler and suppression systems service, fire extinguishers inspection.

9. Management Systems: Lyreco's Health and Safety management system is certified to ISO45001, externally verifying the safety of our operation controls and competence of our internal audits around all Health & Safety matters, including Fire safety.

10. Record Keeping: All fire safety records (drills, training, inspections, risk assessments) are maintained for a minimum of 5 years and stored digitally in the compliance system.

A handwritten signature in black ink, appearing to read "M Milward", is written over a horizontal line.

Michael Milward
Managing Director

Reviewed: May 2026