



# Fire Safety Policy

## Fire Wardens

### Bristol Depot



Dan Taylor  
Depot Manager

### Bath Depot



Ashley Tamblyn  
Depot Manager

### Keynsham Depot



Matthew James  
Assistant Depot Manager

## General Statement

Alide Hire Services is a responsible employer and takes its fire safety duties seriously. For this reason this policy has been formulated to help compliance with the Regulatory Reform (Fire Safety) Order 2005. Their aim is to provide a safe place of work where fire safety risks are minimal. Due to its importance the fire safety policy also forms part of the overall Health and Safety Policy.

## Employer Duties

The Fire wardens are designated the "Responsible Person" under the Regulatory Reform (Fire Safety) Order 2005 and will ensure the following:

- A Fire Risk Assessment is carried out and reviewed as and when required.
- Fire evacuation procedures will take place at least twice per year and will be monitored and performance assessed in order to achieve/maintain optimum efficiency.
- Training will be provided in the use of fire extinguishers where deemed necessary. As a minimum for the designated fire warden.
- Induction training in all fire procedures will be provided for all new employees.
- All escape routes will be clearly signed in accordance with the Health & Safety (Signs and Signals) Regulations 1996.
- Alarms will be tested weekly from different call points in turn and recorded in the fire logbook.
- All other fire safety systems such as emergency lighting and automatic door closures will be tested as laid down in the fire risk assessment and the company's established Safe Systems of Work.
- A competent person will test all portable firefighting equipment on an annual basis.
- A fire logbook will be maintained for all training, drills, fire alarm testing, emergency lighting and means of escape.
- Special consideration in all training and safety signs will be given to the fact that many or all of the employees may not speak English as a first language.



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- The Company will establish a smoking policy in line with current legislation.
- This Safety Policy form part of the employee's conditions of employment. Failure to comply may be treated as a disciplinary matter.

## Communication

The Company will ensure that all employees are informed of any changes that are made to fire safety procedures and fire risk assessments. It will also ensure that official visitors and contractors to the premises are briefed in the evacuation procedures.

## Employees Duties

All employees have a duty to take reasonable steps to ensure they do not place themselves or others at risk of harm. They must fully co-operate with management to protect the safety and well-being of all occupants. They must ensure that:

- Defective equipment is reported immediately to management.
- Keep all fire exits and escape routes clear at all times.
- Guests whom you have invited to the premises are aware of the safety procedures.

## Procedures In the Event of a Fire

### 1. Person Discovering the Fire

- If you discover the fire, raise the alarm immediately.
- Ensure the fire warden or other responsible person has notified the emergency services.
- If you have been trained in the use of extinguishers and it is safe to do so, fight the fire.
- If this fails, evacuate immediately. Ensure no one is left in the room and close all doors and windows behind you.
- Report to the fire assembly point and report to the fire warden or responsible person.
- Do not re-enter the building until the Senior Fire Brigade Officer or Senior Responsible Person has given permission to do so.

### 2. On Hearing the Fire Alarm

- Operate any essential shutdown devices/equipment.
- Immediately leave the premises by the nearest safest fire exit.
- Ensure no one is left in the room and close all doors and windows behind you.
- Report to your allocated Assembly Point.
- Any visitors should be taken with you to the assembly point.

### 3. Fire Wardens

- Gather all nominal rolls appertaining to your area of responsibility.
- Carry out full sweep of area of responsibility. Ensure no one is left in the area and close all doors and windows behind you.
- Report to Assembly area and ensure all personnel accounted for.
- Ensure emergency services have been notified.

**Liaise with emergency services on arrival.**



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