

Blackwood Plant Hire Ltd

FIRE SAFETY POLICY

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Blackwood Plant Hire Limited

Fire Safety Policy Statement

This Policy has been established by the Directors as an extension of Blackwood Plant Hire's Policy Statements for Health, Safety, Quality and Environment.

Blackwood Plant Hire will continue to comply with the requirements of and accept its responsibility as an employer under the Fire (Scotland) Act 2005 (as amended), The Fire Safety (Scotland) Regulations 2006 and Sector Specific Guidance Documents.

To this end, we, the company, commit to ensuring, so far as is reasonably practicable, the safety of affected parties in respect of harm caused by fire in the workplace by committing to the following -

- Assessment of all workplaces for the purpose of identifying any risks to the safety of all parties in respect of harm caused by fire in the workplace. These assessments will be recorded, continually reviewed and adequately communicated to all parties.
- Eliminate, reduce or adequately control these risks, wherever practical, through effective planning, organisation and management. Complying with our statutory obligations, their codes of practice and other requirements to which the organization subscribes.
- Ensure that the relevant premises are, to the extent that it is appropriate, equipped with appropriate means for fighting fire and means for giving warning in the event of fire. These measures will be easily accessible, simple to use and indicated by signs.
- Where necessary in order to ensure the safety of relevant persons in respect of harm caused by fire, the provision and maintenance of routes to emergency exits from relevant premises.
- Establish and, where necessary, give effect to appropriate procedures, including fire safety drills, to be followed in relevant premises in the event of serious and imminent danger to relevant persons from fire. In doing so we shall nominate a sufficient number of competent persons to implement those procedures.
- Where necessary in order to ensure the safety of relevant persons in respect of harm caused by fire, we will ensure that the relevant premises and any facilities, equipment and devices provided in respect of the relevant are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- Deliver comprehensible and relevant fire safety training and information which will include the risks identified by the fire assessment carried out or reviewed, the fire safety measures implemented, the procedures created and the identities of those persons nominated to assist in their implementation.
- Protect the Fire safety of others that may be affected by our work activities including customers, visitors, contractors and members of the public.
- Preventing pollution and assessing our activities with regards to fire safety that may impact on the environment.
- Periodically review this Policy with respect to changes in legislation, work practices, processes, materials or activities.
- This Policy is available on request to interested parties including the general public.

Signed



P McCormack
Managing Director

Dated: 01 March 2022

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2.0 ORGANISATION

Overall responsibility for fire safety will rest at the highest management level with the managing Director, Paul McCormack nominated by the Board of Directors. The board has also identified specific responsibilities to be discharged at various levels throughout the organisation's management structure. These are:

2.1 The Board of Directors

The board has overall accountability for the activities of the organisation. The Board should ensure that the requirements of current Fire Safety Legislation are met. In order to achieve this, the Board will appoint a Delegated Director to have overall responsibility for fire safety matters on behalf of the Board.

2.2 Managing Director

The Managing Director is nominated to have overall responsibility for fire safety matters on behalf of the Board and will ensure statutory requirements are met through the adoption of appropriate corporate policies, procedures, training and monitoring arrangements.

2.3 Fire Safety Advisor

The H&S Advisor is the Fire Safety Advisor and is responsible for ensuring the effectiveness of fire safety standards and the Fire Policy for all Blackwood Plant Hire Premises. He is also responsible for providing advice to the Delegated Director in the interpretation and application of relevant Statutory Provisions and other guidance in respect of Fire Safety in Blackwood Plant Hire premises.

2.5 Senior Managers

Will have the responsibility, to assist the Fire Safety Advisor, in ensuring that their premises and personnel (including staff, visitors & contractors), adhere to relevant fire safety policies and procedures within their respective areas of responsibility.

2.6 Resource/Office Managers

Will have specific responsibilities for fire safety within their areas of the authority and will be assisted by the Fire Safety Advisor as and when required.

2.7 Fire Wardens

Will be the focal point for fire safety issues, for local staff, reporting to their contract-project resources / office managers. They will ensure that all necessary checks are carried out and the fire log book for their local area is maintained.

2.8 Staff

All employees are reminded that they have a personal responsibility to safeguard themselves and that their actions, either by instruction, example or behaviour, should not put other people, plant or property at risk, and are to co-operate with the employer in regard to the Fire Policy.

2.10 Fire Engineer

For Fire protection and alarms systems etc, Blackwood Plant Hire will seek the advice of a competent fire engineer as necessary for the installation and/ or ongoing maintenance and servicing.

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3.0 ARRANGEMENTS

In carrying out the arrangements for implementing the policy the Delegated Director, through the organisation's management structure, will address the following issues;

3.1 Fire Safety Risk Assessments

Fire Safety Risk Assessments for offices, workshops etc will be carried out by the Fire Safety Advisor using our Fire Safety Risk Assessment Proforma or by a competent external Fire Safety Consultant using a proforma in line with the Publicly Available Specification - PAS 79:2007 (as amended)

These assessments will be reviewed regularly or when there has been a significant change in the premises, dangerous substances or work activities carried out. These assessments will be formally recorded as soon as practicable after an assessment has been completed.

3.2 Fire Safety Procedures for Serious and Imminent Danger

The Fire Safety Advisor is to ensure that Fire Procedures are in place throughout the whole of Blackwood Plant Hire's premises and that the procedures satisfy statutory requirements and other applicable codes.

The Fire Safety Advisor, in liaison with Resource/ Office Managers and Fire Wardens, will ensure that detailed action plans including site plans and arrangements indicating fire precaution arrangements and escape routes are generated and maintained.

Copies of these plans are to be held in fire log books and office files.

3.3 Fire Safety Equipment Maintenance

Fire Equipment maintenance will be carried out by Competent Persons under the planned preventative maintenance scheme as required by relevant British Standards, Codes of Practice and manufacturers guidelines. The following will be included in the scheme:

- Fixed and Portable Fire Fighting Equipment
- Fire Alarm Systems
- Emergency Lighting
- Fire Escapes
- Fire resistant walls, partitions and doors

Records of all maintenance carried out are to be kept and maintained within the fire log book for inspection by the enforcing authorities with an additional record of test and examination date marked on all fire extinguisher cylinders.

3.4 Fire Safety Training

Training is a legal requirement under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Fire Safety (Scotland) Regulations 2006. In order to meet this requirement Blackwood Plant Hire will provide fire training as follows:

3.4.1 Induction

All new starters including, temporary workers, will be provided with fire information for their workplace on their first day with the organisation.

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3.4.2 Awareness

Fire awareness training will be delivered to the new employee within 6 months of them commencing employment with the organisation. This training will be refreshed on an annual basis or upon introduction of new technology or system of work.

3.4.3 Specialist

Specialist training appropriate to the individual's requirements will be organised by the resource manager as required. Such training shall include:

- Fire Safety Warden Training
- Fire Safety Risk Assessor Training
- Fire Safety Extinguisher Training
- Training for Managers
- Training for the Fire Safety Advisor

3.4.4 Records

Records for all training will be kept and maintained within personnel files

3.5 Fire Drills, Installation and Testing

Fire Drills are to be carried out on an annual basis appropriate to the risk with the frequency of drills to be determined and monitored by the Resources Managers, Person In Charge or Office Manager. Local Drills may be carried out at a manager's discretion in liaison with the Fire Safety Advisor. It is the responsibility of the Local Office Manager & Fire Wardens to ensure that all log books and registers are maintained and updated on a regular basis.

3.5.1 Daily Checks

Fire Safety Wardens will ensure that all fire exits & doors are clear from obstruction(s) and combustible materials. Check all alarm systems and ensure that they are active and fully operational. Where practicable visually check emergency lighting units are in good repair and working. Ensure that all safety signs are legible

3.5.2. Weekly Tests and Checks

Fire Wardens or nominated representative will test fire-detection and warning systems and manually-operated devices weekly, following the manufacturers or installer's instruction. Ensure that all fire extinguishers are correctly located and are in apparent working order.

3.5.3 Monthly Tests and Checks

Fire Safety Wardens should ensure that emergency lighting tests are carried out by a competent person and registers are updated as necessary.

Check that fire doors are in good working order and closing correctly and that the frames and seals are intact.

3.5.4 Annual Tests and Checks

A competent person should test and maintain the fire – detection and warning system.

Emergency lighting and all fire fighting equipment, fire alarm and other installed systems should be tested and maintained by a competent person. (See 3.3)

3.6 Fire Reports

All Fire Alarm incidents are to be reported to the Fire Safety Advisor by the Fire Wardens at the earliest possible time after the incident using the form in the Fire Log Book.

All false alarms will be investigated by the Fire Safety Manager and reports will be generated and passed to the Fire Safety Manager for dissemination and corrective action.

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4.0 Monitoring and Review

This policy will be reviewed /monitored as part of Blackwood Plant Hire's internal audit programme and in light of any changes in legislation.

Signed:



P McCormack
Managing Director

12 April 2021