

1. Introduction

The primary remit of L Lynch Plant Hire & Haulage Ltd with regard to fire safety management, is the safety of staff and visitors to all premises under the L Lynch ownership. We are required to implement appropriate and effective measures to achieve a suitable and sufficient level of fire safety management, taking into account all relevant legislation and statutes, and the advice and approval of the fire and rescue authorities.

2. Responsibilities

Fire/Incident Control Manager	Overall responsibility for dealing with emergency services.
Duty Fire/Incident Manager	Responsible for fire, incident Management, reporting to the F/I Control Manager. Collation of section registers and fire documents, carry out weekly fire alarm tests and 6 monthly fire drills and any other issues relating to fire safety and compliance.
Fire Marshals	Responsible for the safe evacuation of staff, contractors, and visitors.

Name	Role	Mobile
Stephen Bremner	Fleet & H&S Director	07773 077173
Paul Lynch	Supply Chain & Compliance Team	07595 068325
Luke LeCoyte	National Operations Manager	07807 663843
Andy Freshwater	Depot Manager	07921 763752

3. Scope

This procedure has been developed to provide guidance on the roles and responsibilities of the Fire Safety team at L Lynch Plant Hire & Haulage Ltd depots and confirms the systems for fire safety management and how they will be implemented.

4. Details

Fire Alarm Activation and Investigation of Cause

The fire alarm may be activated should any emergency occur where the immediate evacuation of the building is required. Any person discovering a fire should activate the nearest fire alarm call point, evacuate the building, and call the emergency services.

The Fire/Incident Control Manager, Stephen Bremner / Paul Lynch – Operations Office

- 4.1 Responsible for dealing with the emergency services when they are on site.
- 4.2 To ensure that all fire documents are collected at the fire assembly point. The manager will call the collective register at the assembly point.
- 4.3 To carry out 6 monthly fire drills.

Deputy Fire/Incident Manager, Luke LeCoyte / Andy Freshwater - Operations Office

- 4.4 Responsible for fire compliance. To support the evacuation of the Depot safely and in a coordinated manner.
- 4.5 Carry out the Depot Fire register staff accountability at fire assembly points and then report findings to the Fire/Incident Control Manager. All Fire Marshals and First Aiders must report to Fire / Incident Manager with section registers in the event of a fire evacuation at the assembly point. Accounting for all staff in their Zones.
- 4.6 To carry out weekly safety checks in Zones **A & B**.
- 4.7 Report weekly inspection findings to the Fire/Incident Manager.
- 4.8 To carry out weekly fire alarm tests at 14.00 each Monday (or Tuesday following a bank holiday). Document in the Fire register.
- 4.9 To carry out 6 monthly fire drills.

Fire Marshals Operations, Gabrielle Lawrence / Stephen Bremner / Paul Lynch / Andy Freshwater - Zones **A & B**

- 4.10 Responsible for the safe evacuation of the Operations floor and front and rear staircases including reception.
- 4.11 Carry out section register at fire assembly point and report findings to the Fire/Incident Manager.
- 4.12 To carry out weekly safety checks in Zones **A & B** (operations floor) to include fire extinguishers and that fire exit signs are properly illuminated.
- 4.13 Report weekly inspection findings to the Fire/Incident Manager.

Fire Marshal Accounts, Simon Foreman / Surjit Bansal - Zone **C**

- 4.14 Responsible for the safe evacuation of the Accounts floor in Zone **C**.
- 4.15 Carry out section register at fire assembly point and then report findings to the Fire Manager.
- 4.16 To carry out weekly safety checks in Zone **C** (accounts floor) to include fire extinguishers and that fire exit signs are properly illuminated.
- 4.17 Report weekly inspection findings to the Fire/Incident Manager.

Fire Marshal Haulage Office, Marie Myles / Craig Long - Haulage Office / Reception (Ground Floor) – Zone **H**

- 4.18 Responsible for the safe evacuation of the Haulage office – Zone **H**.

-
- 4.19 Carry out section register at fire assembly point and then report findings to the Fire Manager.
 - 4.20 To carry out weekly safety checks in the Haulage/ Reception area to include fire extinguishers and that fire exit signs are properly illuminated.
 - 4.21 Report weekly inspection findings to the Fire/Incident Manager

Fire Marshals (Service), Nathan Sinfield / Bobby Bee/ Sebastian Man Rares / Charlie Pablos - Zones D, E & F

- 4.22 Responsible for the safe evacuation of the Service office – Zone D and support the safe evacuation of Zones E & F.
- 4.23 Carry out section register at fire assembly point and then report findings to the Fire Manager.
- 4.24 To carry out weekly safety checks in Zones D, E & F plus escape routes from main workshops to include fire extinguishers and that fire exit signs are properly illuminated.
- 4.25 Report weekly inspection findings to the Fire/Incident Manager.

Site Fire Marshal 0500-0800 hours, Kevin Rowledge / Joe Loader

- 4.26 Responsible for the safe evacuation of the depot during early hours shift.
- 4.27 To call the fire services, and to call Fire Manager immediately on any event.
- 4.28 To evacuate all yard zones so that drivers are taken to the fire assembly point.
- 4.29 To carry out roll call and report all findings.

In the event of a false alarm, the Fire/Incident Manager will notify all Fire Marshals that staff may return to the workplace.