

## 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
Robert Lynch	Joint Managing Director	07887 942 315
Paul Lynch	Head of HSQE	07595 068 325
Darren Walden	National Operations Manager	07972 187 430
Charles Hounslow	Area Manager Midlands & North	07921 763 827
Mark Chiswell	Depot Manager	07580 725 854

## 3. Scope

This procedure has been developed to provide guidance on the roles and responsibilities of the Fire Safety team at the L Lynch Plant Hire & Haulage Ltd Rushden depot 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.

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### **The Fire/Incident Control Manager, Laura Kent – Service 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.
- 4.4 To Carry out weekly fire alarm tests between 11am and 12pm each Tuesday. Document in the fire register.
- 4.5 To carry out weekly safety checks in Zones 4, 5, 6, 7 & 8

### **Deputy Fire/Incident Manager, Sophie Sharman - Downstairs Office**

- 4.6 Responsible for fire compliance. To support the evacuation of the Depot safely and in a coordinated manner.
- 4.7 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.
- 4.8 To carry out weekly safety checks in Zones 1, 2 & 3 .
- 4.9 Report weekly inspection findings to the Fire/Incident Manager.
- 4.10 To carry out weekly fire alarm tests between 11am-12pm each Tuesday. Document in the Fire register.
- 4.11 To carry out 6 monthly fire drills.

### **Fire Marshals Operations, Sophie Sharman / Natalie Kent - Zones 1, 2, & 3**

- 4.12 Responsible for the safe evacuation of the Operations floor and front and rear staircases including reception.
- 4.13 Carry out section register at fire assembly point and report findings to the Fire/Incident Manager.
- 4.14 To carry out weekly safety checks in Zones 1, 2, & 3 (Main Office).
- 4.15 Report weekly inspection findings to the Fire/Incident Manager.

### **Fire Marshal Accounts, Bradley Waterfield / Owen Bink - Zone 4, 5, 6, 7 & 8**

- 4.16 Responsible for the safe evacuation of the workshop in Zone 4, 5, & 6,.
- 4.17 Carry out section register at fire assembly point and then report findings to the Fire Manager.
- 4.18 To carry out weekly safety checks in Zone 4, 5, 6, 7 & 8 (workshop).
- 4.19 Report weekly inspection findings to the Fire/Incident Manager.

### **Fire Marshal Accounts, Sean Kielly / Lewis Reynolds - Zone 7 & 8**

- 4.19 Responsible for the safe evacuation of the workshop in Zone 7 & 8,.
- 4.20 Carry out section register at fire assembly point and then report findings to the Fire Manager.

- 4.21 To carry out weekly safety checks in Zone 7 & 8 (HGV workshop and spray booth).
- 4.22 Report weekly inspection findings to the Fire/Incident Manager.

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