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FIRE SAFETY SMS-06

1/3/19


Company Registration Number 10211204
UTR Number 2646513282

Your Local Crane and Plant Hire Provider

Reference	SMS 06	Version No	1	Date	April 2019
SAFETY MANAGEMENT SYSTEM FIRE SAFETY					
DATE	VERSION NO.	PREPARED BY	REVIEWED BY	AUTHORISED BY	COMMENT
April 2019	1	Gary Jayes	Darren Gearing	Darren Gearing	New Issue. To outline Fire Safety

POLICY

This procedure outlines the requirements necessary to control the risk arising from fire and from the potential hazard from flammable materials used and stored on Gearing Plant Hire Ltd premises.

1.0 SCOPE

All staff and sub-contractors of Gearing Plant Hire Ltd

2.0 DEFINITIONS

NONE

3.0 PROCEDURE

- 4.1 A Fire Safety Consultant will be appointed to ascertain the fire prevention requirements of the Gearing Plant Hire Ltd.
- 4.2 A Risk Assessment will be undertaken for all workplaces or premises under the control of the Gearing Plant Hire Ltd. Guidance will be sought from the Fire Safety Consultant regarding the level of fire protection warranted.
- 4.3 Premises such as offices will have an initial Risk Assessment completed and reviewed once every twelve months. Reviews and/or Re-Assessments will be undertaken where major structural changes take place. Risk Assessments will be undertaken by the Health & Safety Advisor as a trained Risk Assessor.

RESPONSIBILITIES AT THE PREMISES

- 4.6 The Managing Director is responsible for ensuring that all staff, visitors and sub contractors are made aware of any fire exits, evacuation procedure and meeting points in the event of a fire. Visitors are recorded in the Visitor Book, signed when entering the premises and again when they leave. The Managers are responsible for all areas within the Gearing Plant Hire Ltd including members of the public.
- 4.7 Fire extinguishers are placed in locations where they can be easily reached and activated in the event of a fire.
- 4.8 Fire exit signs are placed over doorways and exits designated as fire exits where practicable.
- 4.9 All firefighting equipment must be examined annually by a competent organisation or agency with the date of examination clearly marked on the appliance. This is the responsibility of Managers within Gearing Plant Hire Ltd and the responsibility of Operators for other locations, the Health and Safety advisor will ensure this has been completed. The overall responsibility to retain a competent organisation to carry out the examination of firefighting equipment rests with the Managing Director.

FIRE ESCAPE ROUTES

- 4.10 Fire escape routes and fire exit doors will have suitable 'Fire Exit' signs displayed to indicate the route to a place of safety.
- 4.11 Fire exit routes and fire exit doors will be kept clear of obstructions at all times. Designated employees will have responsibility to carry out daily checks. All final exit doors will open outwards and be fitted with suitable push bar devices and operating signs.
- 4.12 A Fire Assembly Point outside each premises will be designated and, where appropriate, a suitable sign displayed. Fire assembly points at site locations will be identified during site inductions.
- 4.13 Emergency lighting systems will be tested and maintained with appropriate records kept.

FIRE WARNING SYSTEMS

- 4.14 Suitable means of raising the alarm will be provided at the premises. The system provided will be determined from the Risk Assessment Process. For small premises a verbal shout of fire or alarm bell may be sufficient.
- 4.16 Suitable Fire Safety Instruction notices will be displayed adjacent to each fire alarm call point or main exit points (where no fire alarm system installed) to ensure employees are aware of the procedures to follow in the event of a fire. Where appropriate, notices will remind persons not to use lifts as the means of escape in the event of a fire.

TRAINING

- 4.17 Employees working on machines will be provided with Fire Safety Induction Training in the format of a toolbox talk. Employees are advised of fire exits at induction.

5 RECORDS

SMS06-01 Record of Fire Alarm Testing
SMS06-02 Record of Firefighting Equipment Examination

6 REFERENCES

Fire Safety Order 2005.
BS 9999:2017

1/3/19
