

NMT Crane Hire Limited Fire Protection Policy

1. Purpose

The purpose of this Fire Protection Policy is to ensure the health, safety, and welfare of employees, visitors, contractors, and anyone else who may be affected by fire hazards within the workplace. This policy outlines our commitment to fire safety, procedures to manage fire risks, and the steps taken to prevent and respond to fire incidents.

2. Legal Compliance

This policy is in accordance with the following legislation:

- The Regulatory Reform (Fire Safety) Order 2005 (FSO)
- Health and Safety at Work etc. Act 1974
- Fire Safety (England and Wales) Regulations 2022 (as applicable)
- Local authority fire safety requirements

3. Responsibilities

3.1. Employer Responsibilities

- To ensure the safety of employees and others in the workplace with respect to fire hazards.
- To conduct regular fire risk assessments and take appropriate action to reduce risks.
- To ensure fire safety training is provided for employees.
- To maintain fire safety equipment in accordance with legal requirements.
- To create and regularly review fire safety procedures.

3.2. Fire Safety Manager (or responsible person)

- To ensure that all fire safety measures are properly implemented and adhered to.
- To organise and manage fire drills and training for employees.
- To carry out or arrange for fire risk assessments to be regularly updated.
- To ensure fire exits, equipment, and alarms are in working order.
- To review and update this policy as necessary.

3.3. Employees

- To familiarise themselves with fire evacuation procedures, the location of fire exits, and fire-fighting equipment.
- To report any fire hazards, defective equipment, or safety concerns to their line manager or Fire Safety Manager.
- To participate in fire safety training and evacuations.

4. Fire Risk Assessment A fire risk assessment will be conducted:

- At least annually or when significant changes occur in the workplace.
- In accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Identifying fire hazards, people at risk, and measures to mitigate risk.

5. Fire Prevention Measures

- All areas of the workplace will be regularly checked for fire hazards (e.g., faulty electrical equipment, blocked fire exits, etc.).
- Fire exits and escape routes must remain clear at all times.
- Electrical equipment will be maintained and serviced according to manufacturers' instructions.
- Flammable materials will be stored safely, and precautions will be taken to prevent ignition sources near them.
- The use of open flames, such as candles, will be strictly controlled.
- A designated smoking area will be provided away from the building.

6. Fire Detection and Alarm Systems

- Fire alarms and detection systems (smoke, heat detectors) will be installed in compliance with fire safety regulations and regularly tested to ensure they are operational.
- A record of fire alarm tests and maintenance will be kept.
- Employees must know the sound of the fire alarm and the action to take when it sounds.

7. Fire-Fighting Equipment

- Fire extinguishers, fire blankets, and other appropriate fire-fighting equipment will be provided throughout the workplace.
- Fire-fighting equipment will be regularly inspected and maintained by a qualified professional.
- Employees will be trained on the correct use of fire-fighting equipment as part of their fire safety training.

8. Evacuation Procedures

- A clear and accessible evacuation plan will be in place for all areas of the workplace.
- The evacuation plan will be reviewed regularly and updated as needed.
- Emergency exit routes and assembly points will be clearly marked and free from obstruction.
- Fire drills will be conducted regularly, and employees must participate in these drills to ensure familiarity with evacuation procedures.

9. Fire Safety Training

- All employees will receive fire safety training, including the use of fire extinguishers, evacuation procedures, and reporting hazards.
- Fire drills will be held regularly to ensure all staff are familiar with evacuation procedures.
- New employees will be trained on fire safety as part of their induction.

10. Emergency Response and Reporting

- In the event of a fire, employees must immediately activate the fire alarm, if not already triggered, and evacuate the building via the nearest fire exit.
- Employees should call 999 and provide the relevant details about the fire, including the company name, address, and nature of the emergency.
- All accidents, injuries, or fire-related incidents must be reported to the Fire Safety Manager and recorded in the company's accident log.

11. Maintenance and Review

- Fire safety equipment, fire alarms, and emergency lighting will be inspected and maintained by qualified personnel.
- The Fire Protection Policy and risk assessments will be reviewed annually or sooner if changes to the workplace or legal requirements occur.
- Employees will be involved in fire safety audits and reviews.

12. Conclusion

NMT Crane Hire Limited is committed to providing a safe and secure working environment for all employees and visitors. This policy outlines the steps we take to manage fire risks, protect people, and comply with fire safety legislation. All employees are expected to adhere to the guidelines and contribute to maintaining a fire-safe workplace.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:
09.12.2025

Next Review Date:
08.12.2026