

1. Introduction

The primary remit of L Lynch Plant Hire & Haulage Ltd with regards 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. 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.

3. Roles & Responsibilities

Name	Role	Responsibility	Mobile
Andy Freshwater	Depot Manager	Duty Fire/Incident Manager	07921 763 752
Luke Staton	Operations Director	Fire/Incident Control Manager	07353 122 977
Paul Lynch	Head of HSQE & Compliance	Fire/Incident Control Manager	07595 068 325

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

- Responsible for dealing with the emergency services when they are on site.
- Coordinating the overall emergency response.
- To ensure that all fire documents are collected at the fire assembly point.
- Ensuring fire safety training and competency requirements are met.
- Leading post-incident reviews and corrective actions.
- Ensuring environmental controls are applied during fire events.

3.2 Deputy Fire/Incident Manager, Andy Freshwater - Operations Office

- Responsible for fire compliance. To support the evacuation of the Depot safely and in a coordinated manner.
- Carry out the Depot Fire register staff accountability at fire assembly points and then report findings to the Fire/Incident Control Manager.
- To carry out weekly safety checks in Zones A & B.
- Report weekly inspection findings to the Fire/Incident Manager.
- To carry out weekly fire alarm tests at 14.00 each Monday (or Tuesday following a bank holiday). Document in the Fire register.
- To carry out 6 monthly fire drills.

3.3 Fire Marshals - Operations - Zones A & B

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

3.4 Fire Marshal - Accounts - Zone C

- Responsible for the safe evacuation of the Accounts floor in **Zone C**.
- Carry out section register at fire assembly point and then report findings to the Fire Manager.

- To carry out weekly safety checks in **Zone C** (accounts floor) to include fire extinguishers and that fire exit signs are properly illuminated.
- Report weekly inspection findings to the Fire/Incident Manager.

3.5 Fire Marshal - Haulage Office / Reception (Ground Floor) – Zone H

- Responsible for the safe evacuation of the Haulage office – **Zone H**.
- Carry out section register at fire assembly point and then report findings to the Fire Manager.
- To carry out weekly safety checks in the Haulage/ Reception area to include fire extinguishers and that fire exit signs are properly illuminated.
- Report weekly inspection findings to the Fire/Incident Manager

3.6 Fire Marshals - Service - Zones D, E & F

- Responsible for the safe evacuation of the Service office – **Zone D** and support the safe evacuation of **Zones E & F**.
- Carry out section register at fire assembly point and then report findings to the Fire Manager.
- 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.
- Report weekly inspection findings to the Fire/Incident Manager.

3.7 Site Fire Marshall 05:00-08:00 hours

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

4. Fire Alarm Activation and Response

4.1 On Discovering a Fire

- Activate the nearest fire alarm call point.
- Evacuate the building immediately.
- Call emergency services (999).

4.2 Evacuation

- Follow designated escape routes.
- Do not use lifts.
- Proceed to the fire assembly point.
- Fire Marshals complete section registers and report to the Duty Manager.
- Visitors and contractors must be accounted for.

4.3 False Alarms

- The Fire/Incident Manager will confirm when it is safe to return to the workplace.

5. Environmental Considerations

Fire events can create environmental impacts including contaminated firewater runoff, smoke emissions, and release of hazardous substances such as oils, fuels or chemicals.

To minimise environmental harm:

- Drains and watercourses must be protected from contaminated runoff using appropriate spill control materials.
- Fire-damaged materials segregated and disposed of appropriately, including hazardous waste where applicable.
- The Environment Agency to be notified if pollution occurs.
- Site drainage plans to be maintained.

6. Training and Competence

All Fire Marshals, Duty Managers, and Fire/Incident Managers must receive Fire Marshal training and be briefed on the internal fire and spillage emergency response procedures. All staff must receive fire safety awareness training.

7. Communication and Consultation

- Fire marshals’ details displayed on noticeboards / intranet and communicated at induction.
- Emergency procedures communicated to contractors and visitors.
- Post-incident findings shared with staff where required.

8. Monitoring, Testing and Inspection

Monthly	6-monthly	Annual
<ul style="list-style-type: none"> • Fire alarm test • Fire extinguisher checks • Escape route checks • Signage illumination checks • Zone inspections 	<ul style="list-style-type: none"> • Planned Fire drills • Review of emergency response and arrangements 	<ul style="list-style-type: none"> • Fire risk assessment review • Competency review for Fire Marshals

9. Incident Investigation, Corrective Action & Continual Improvement

Following any fire, false alarm, or evacuation event, an investigation must be carried out to identify root causes and contributing factors. Corrective and preventive actions must be implemented, recorded, and tracked to completion.

The Fire/Incident Control Manager is responsible for ensuring:

- Findings are reviewed and communicated to relevant staff.
- Fire risk assessments and emergency plans are updated where required.
- Lessons learned are incorporated into future drills, training, and procedures.
- Environmental impacts (e.g., contaminated runoff, hazardous waste) are assessed and reported to authorities if necessary.