

Fire Safety Policy

Newland Express Transport Ltd

1. Policy Statement

Newland Express Transport Ltd recognises that it has responsibilities for the health and safety of everyone at work on behalf of our business, whether on our premises or elsewhere. We are committed to preventing fire and reducing the risks arising from fire so far as is reasonably practicable.

This policy is provided in support of our Health and Safety General Policy and forms part of the Company's safety arrangements. It is intended to protect employees, agency workers, contractors, visitors, and any other persons who may be affected by our activities.

2. Legal Requirements

This policy supports compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant fire safety legislation. Suitable and sufficient Fire Risk Assessments will be undertaken to identify hazards, persons at risk, and appropriate control measures.

3. Scope

This policy applies to all Company premises, vehicles, depots, warehouses, offices, yards, and temporary workplaces, and to all employees, agency workers, contractors, and visitors.

4. Responsibilities

Managing Director / Management:

- Ensure that suitable and sufficient Fire Risk Assessments are completed and reviewed
- Ensure appropriate fire prevention and protection measures are in place
- Provide and maintain fire detection, alarm systems, emergency lighting, and firefighting equipment
- Ensure emergency routes and exits are kept clear and properly signed
- Provide fire safety information, instruction and training
- Appoint competent persons and fire wardens where required

Employees:

- Take reasonable care for their own health and safety and that of others
- Co-operate with management on all fire safety arrangements
- Follow emergency procedures and fire safety instructions
- Keep fire exits, escape routes, fire doors and equipment unobstructed
- Report fire hazards, defects, or concerns immediately
- Not interfere with or misuse fire safety equipment

5. Fire Prevention Arrangements

Fire risks will be controlled by:

- Managing ignition sources including electrical equipment and hot work
- Safe storage and control of flammable and combustible materials
- Good standards of housekeeping and waste management
- Enforcing no-smoking rules where applicable
- Ensuring work equipment is used and maintained in accordance with instructions and training

6. Emergency Procedures

In the event of a fire:

- Raise the alarm immediately
- Leave the building by the nearest safe exit
- Do not stop to collect personal belongings
- Do not use lifts
- Proceed to the designated assembly point
- Do not re-enter the premises until authorised to do so

7. Firefighting Equipment

Fire extinguishers and other firefighting equipment are provided for emergency use only. Employees must not attempt to fight a fire unless it is safe to do so and they have received appropriate instruction or training.

8. Training and Fire Drills

Fire safety information and instruction will be provided to employees as part of induction and refresher training. Fire drills will be carried out periodically to ensure employees are familiar with emergency procedures. Additional instruction will be provided to fire wardens where appointed.

9. Monitoring and Review

Fire safety arrangements and Fire Risk Assessments will be monitored and reviewed:

- At regular intervals
- Following significant changes to premises or activities
- After a fire, near miss, or enforcement action

This policy will be reviewed annually in line with the Company's Health and Safety Policy.