



# Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

12F Lawson Street, Kilmarnock, Ayrshire, Scotland, KA1 3JP - Tele: 01563 522236 - Fax: 01563 521304 - Web: www.airdwalker.co.uk

## FIRE SAFETY POLICY

### Policy Statement of Intent

Aird Walker & Ralston Limited is a responsible employer and takes our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under The Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

### Expectations of Employees

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors. In order to ensure this, you need to:

- Understand and comply with the safety policies in your area of work.
- Know what action to take on discovering a fire or hearing the fire alarm and the arrangements for calling the fire brigade.
- Know the evacuation procedures and assembly points.
- Familiarise yourself with escape routes and fire exit signs.
- Know the locations and types of fire extinguisher available and how to use them.
- Report any instances of increased risk.
- Keep fire doors closed to stop the spread of fire, heat and smoke.
- Not smoke in areas designated as a no-smoking area which is the entire premises.
- Report any thoughts you may have on reducing risk.
- Remind yourself, on a regular basis, of fire safety issues.
- Set a personal example of good fire safety.
- Co-operate with management to ensure compliance with statutory duties for Health and Safety.
- Take reasonable care for your own health and safety and that of others who may be affected by your actions or omissions at work.
- Use all equipment correctly; in accordance with training and instructions received to use it safely.

### 'Change' Communication Procedure

We will keep members, staff and visitors informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

### Management of Fire Safety

We have introduced the following procedures in order to maintain high standards of fire safety.

- A fire risk assessment has been undertaken, which will be reviewed annually.
- However, more frequent reviews will occur if there are changes that will impact on its effectiveness.
- These may include alterations to the premises or new work processes.
- The fire evacuation procedures will be practiced at least annually.
- Training will be provided as necessary to any staff given extra fire safety responsibilities, such as fire marshals.
- All new members of permanent staff will be provided with induction training on how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to the managing director.



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

# Aird Walker & Ralston Limited.

- Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation where necessary, e.g. emergency lighting.
- Premises Plan will be located on all notice boards showing the premises fire system and equipment locations.
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

## Emergency Evacuation Procedures In The Event Of a Fire

This is the emergency evacuation procedure for Aird Walker & Ralston Limited.

### On discovering a fire

- If you discover a fire raise the alarm immediately.
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no-one is left in the room and close the door behind you.
- Ensure that you or the evacuation co-ordinator has called the fire brigade.
- Play your part in the roll call so you are safely accounted for.

### If you hear the fire alarm

- Operate any essential shutdown devices, e.g. operating equipment.
- Immediately leave using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor or guest, ensure they accompany you.

### Fire marshals

- Encourage members/staff/visitors around you to evacuate and to proceed to the assembly point.
- Report to the Evacuation Coordinator, noting any absentees.

### Evacuation Coordinator

- Gather all information regarding the evacuation.
- Establish if it is a genuine fire or false alarm.
- Ensure that the fire brigade has been called.
- Liaise with the fire brigade on its arrival.

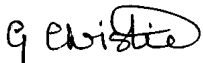
### Fire Assembly

Main Building Fire Assembly points are;

- The car park in Lawson Street across from the workshop entrance.
- The Pathway in Riverbank Place across from the back pen entrance.

It is the ultimate responsibility of the directors for overseeing the implementation of this Policy, which is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed



Gordon Christie  
(Managing Director)  
On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021      Review Date: 01-07-2022



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