



## POL005 Fire Safety Policy Statement

It is the policy of AMD Contract Services Ltd to take all reasonable steps to safeguard the safety of its employees and any other individual who visit our business, and to comply with relevant legislation.

Where fire risks cannot be eliminated, measures will be taken to reduce the risk to the lowest practicable level. In achieving this goal all sources of fuel, ignition and any other factors that are under the company's control will be considered.

Fraser W Dykes – Managing Director (Duty Holder) will have overall management responsibility for the fire safety within the premises.

Stephen Thompson will deputise in the above role.

A fire risk assessment will be maintained and reviewed annually or before if:

- Environmental factors change
- Occupants physical/mental support needs change

An emergency fire action plan will be produced and staff will undertake emergency drills on a regular basis.

### Testing of equipment

A comprehensive testing of equipment will take place every Tuesday which will include:

- Fire Alarms, Emergency lighting, Fire blanket, Fire extinguishers, Self-closing doors
- All testing/monitoring of the fire safety equipment will be recorded and records will be maintained.

### Inspections

Regular inspections will take place to identify any problem areas and these will be passed on to the appropriate people.

The appointed Fire Wardens Damian Lacey/John Thomson will monitor external maintenance programmes of the:

- Emergency lighting, Fire extinguishers, Fire detection systems – smoke/heat alarms

A monthly inspection will take place to identify any problem areas and these will be passed on to the appropriate people.

### Training

All new staff will undertake the mandatory fire training during their induction. This will be updated annually and records will be maintained.

All staff will receive in house training in relation to looking at different scenarios covering:

- The seriousness of the fire, How to use the fire extinguisher, When to evacuate

The Company endeavours to communicate this policy throughout the business and is committed to reviewing it annually.

Managing Director  
AMD Contract Services Ltd

February 2022