



DEVON &  
SOMERSET  
FIRE & RESCUE SERVICE

# Information & guidelines for **Contractors**

on Devon & Somerset  
Fire & Rescue Service premises

Acting to Protect & Save

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## Introduction

### **Welcome to Devon & Somerset Fire & Rescue Service's (DSFRS) premises.**

These guidelines cover the basic requirements that apply on DSFRS's premises and have been prepared for your benefit.

Devon & Somerset Fire & Rescue Service's aim is to provide a safe, healthy and secure working environment for all visitors and workers on its premises. By following these guidelines you will be helping to ensure your own health and safety and that of other people working on or visiting the premises.

Nothing in these guidelines absolves Contractors from their duty to comply with all existing relevant legislation, including the Health and Safety at Work, etc Act 1974, the Management of Health and Safety at Work Regulations 1999 or any other Health & Safety legislation.

Please ensure that you read and retain this booklet for reference. If there is anything that you do not understand please do not hesitate to ask.

**Where a visitors book is available on the premises you are required to sign the book to confirm that you have received, read and understood this booklet.**

## Security

The contractor is to comply with all security procedures currently operated by DSFRS. Contractors should submit a list of their workers before work commences on site, and provide names of those working in the building outside normal working hours to the Officer-in-Charge of the premises 24 hours before night work or weekend working.

Where appropriate, all contractors will be issued with a security pass by DSFRS which must be displayed at all times whilst on site.

All contractors must sign in and out of the premises in the visitor's book (if available).

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## **Do's and don'ts**

All contractors are to comply with all security procedures currently being operated by DSFRS and any security procedures that may be notified to the contractor from time to time.

### **Do:**

- clearly display your security badge at all times (if available)
- sign in on arrival and sign out when leaving the building
- remember your designated working area and the official name of the contract/project that you are working on
- provide adequate notice of out of hours working
- contact the Service Headquarters and ask for the Estates management department regarding any H&S concerns

### **Do not:**

- leave the building for temporary periods without signing out,
- wander outside your designated work area,
- leave unattended packages in the building,
- leave plant and/or materials insecure at the end of a working shift.

## **Fire and emergency procedures**

### **Fire alarm and fire fighting equipment**

In the event of a fire, the fire alarm bells will sound (where fitted).

Do not remove or obstruct fire extinguishing equipment or other emergency equipment.

### **Action on discovering a fire**

On discovering a fire the following procedure is to be followed:

- break the glass of the nearest fire alarm point (if fitted)
- inform a member of staff at those premises referred to above, of the location and the extent of the fire; at all other unmanned premises,

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- follow the instructions displayed on the telephone located in the office
  - tackle the fire with the equipment provided only if it is safe to do so and only if you have been trained in the use of the fire-fighting equipment
  - leave the building by the nearest available exit door.

### **Action on hearing the fire alarm (if fitted)**

On hearing the fire alarm the following procedure should be followed:

- leave the building by the nearest available exit
- assemble in the designated assembly area which you will be directed to
- do not return for personal belongings and tools
- do not return to the building for any reason until authorised to do so by the duty fire officer.

## **Health and safety rules**

Ensure that you follow the documented safe system of work. Please pay particular attention to the following rules.

### **Working area**

- work only in your designated area and carry out operations related to your project/work
- do not tamper with or obstruct any fire doors, (indicated with a blue circular sign)
- report any findings to the site foreman or to the officer-in-charge of the premises.

### **Equipment**

- do not remove any existing guards, barriers or locks without express permission
- do not use makeshift tools or equipment

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- do not climb upon any structure unless authorised to do so
  - transport equipment/materials in a safe manner along agreed routes
  - do not enter machinery enclosures unless power has been properly isolated
  - do not leave plant and/or equipment in a dangerous condition or unguarded
  - wear personal protective equipment where necessary
  - provide suitable warning signs.

## **Electricity**

- all electrical equipment is to be suitably tested and marked as required under the Electricity at Work Regulations 1989
- all electrical tools in use should be either DC supplied or suitably protected, i.e. through an RCD etc
- do not carry out any electrical isolation or reinstatement of electrical equipment without permission.

## **Permit to work**

Some work processes are potentially more hazardous than others and may need a tighter control. DSFRS Premises Manager must be consulted where any of the following work is intended to be carried out:

- hot work - do not commence hot work without first ensuring the authorised isolation of the heat or smoke detectors in the immediate area, and that other suitable fire precautions are in place
- entry into confined spaces
- cutting into any pipe work carrying hazardous substances
- mechanical or electrical work requiring the isolation of the power source, e.g. before work on the inside of a large machine or any similar hazardous activity.

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## **Asbestos**

- check the station/premise's Asbestos Register before work commences
- if asbestos is located, stop work and contact the Estates department for further guidance.

## **Housekeeping**

- keep all aisles, corridors, access and exits clear; do not block fire exits
- do not allow rubbish to accumulate; rubbish is to be properly bagged prior to removal from site.

## **Accidents and first aid**

Remember to report all accidents, near misses and hazards to a member of staff. The Service will provide first aid for contract staff. The location of first aid equipment is indicated on the Service's Health & Safety Notice board.

## **General**

- obey all safety signs
- do not work alone on potentially hazardous operations
- do not smoke in areas which are not designated smoking areas
- in the event of a fire call a siren or bell will sound on manned fire stations and an electronic bleeper on unmanned fire stations; please ensure you stand well clear of any fire appliances
- on unmanned fire stations, be aware that fire fighters will be arriving in their vehicles so ensure you vacate the drill yard areas and do not obstruct their entry into the premises
- contractors are expected to maintain an intelligent attitude towards their Health & Safety and to minimise the possibility of an accident occurring whilst working on these premises.

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## **Safety**

Where any safety rules are disregarded or not implemented, then you are likely to be stopped working until the matter is corrected. Continued or any serious breaches of safety may result in you being instructed to leave the premises and you may be removed from the Service's approved Contractors list.

## **General site facilities**

All contract staff are to treat DSFRS's buildings, facilities and furniture with respect and should observe the following guidelines.

### **Telephones**

A telephone for emergency use is indicated on the premises plan located on the Health and Safety Notice board.

### **Barriers**

Ensure that barriers and signs are placed around the working areas where appropriate and that they are removed upon completion of the work.

### **Catering**

The catering facilities may be used by the contract staff upon agreement with DSFRS's representative and then only during stipulated times.

When using the catering facilities, clean clothing must be worn. Access will be denied to anyone wearing soiled working clothes.

### **Toilets**

Toilets are available. These facilities are primarily for DSFRS's staff and are to be kept clean and tidy and are not to be abused.

## **General site restrictions**

The contractor's attention is drawn to the importance of ensuring that all work that is undertaken is executed with the minimum of disruption to the DSFRS's normal operations.

### **Smoking**

No smoking is allowed on DSFRS premises, except for designated smoking areas only.

### **Alcohol**

The consumption of alcohol on the premises is prohibited.

### **Eating and drinking**

Food and drink is not to be consumed within work areas.

### **Use of powered tools and dirty/dusty work**

The contractor's staff are to minimise the effects of dirty, dusty or noisy working. All electric hand tools are to be suppressed to prevent electronic interference.

### **Parking and speed limits**

Car parking facilities may not always be available during normal working hours. No extended parking of lorries or large vans will be permitted without prior approval of DSFRS. There is a maximum 15 mph speed limit on all Service premises - in certain circumstances this is reduced.

### **Contractors**

Vehicles should not block access/egress for Service vehicles including fire appliances.