

Fire advice for Contractors working on NBI sites

For all contractors working on site it is essential that we are:

1. Aware of your presence on site
2. Have an indication of where you will be working and
3. The duration of the works

For first time visitors Supervising Officers will, as far as is reasonably practicable, accompany you around the site and in consequence you will be asked to wait in reception until the Officer or their nominee is available to meet you.

It is recognised that some contractors are regularly on site and do not need the same level of supervision as others and once contact has been made, the Supervising Officer will allow you to proceed to your place of work.

Contractors who leave site and plan to return during the day must advise Reception and must not leave site all together without signing out.

Please be advised that the following rules apply

- Vehicles can be unloaded near to where you will be working but, unless specific permission is given, vehicles should then be moved to the main car park. The exception will be contractors carrying heavy equipment or replacement parts AND where continued access is required to the vehicle for the duration of the works.
- **In any event** vehicles must never be parked on fire access lanes, across fire escape routes or in any location which restricts the road width to less than 3.2m, unless previously agreed with the Supervising Officer.
- If a Fire alarm sounds you must return to reception, where you will be asked to gather at the muster point on site.

Ignoring any of these rules may result in you being permanently excluded from site

SignedOn behalf of (Company Name).....

Copy 1 for Contractor

Copy 2 for Reception

Dated