**1.0 INTRODUCTION**

This fire safety plan has been developed for all site works being undertaken for YOUR COMPANY.

In developing this plan we have fully considered the HSE Guidance booklet “Fire Safety In Construction Work” and also contacted the local HSE officer to ensure that all procedures and precautions are adequate and acceptable.

**2.0 FIRE PREVENTION ON SITE**

**2.1 Reducing the amount of combustible materials on site.**

Due to the constraints of site storage, materials will be delivered when they are to be used and transported to the area (floor) of the site where they are needed at that time.

No combustible materials will be stored in the entrance of the site or in any stairways, which form part of any escape route.

* 1. **Storage of flammable substances on site.**

All flammable materials (paints, varnishes etc) will be stored in an adjacent secure area to the site office; which is next to a main escape route.

* 1. **Rubbish disposal.**

A tidy site policy will be maintained on site during all works and daily waste removed and stored in the skip, which will be emptied at regular intervals.

* 1. **Protective coverings.**

During the projects fit-out stages some protective coverings may be used. However in general these would be of fire retardant material. The use of flammable protective covers to doors, handles, panels and floor coverings will always be strictly prohibited on the main escape routes including corridors and stairways.

* 1. **LPG cylinders.**

All cylinders on site will be stored, when not in use, in a secure external storage facility established in the site compound. LPG will not be used in an established welfare or office facility on this project.

* 1. **Demolition.**

All demolition work will be fully planned before work starts and specific precautions taken by the site manager to ensure that no existing services will be disturbed which could result in the ignition of buried gas services etc.

**3.0 REDUCING IGNITION SOURCES**

* 1. **Smoking on site.**

Smoking on this site will only be allowed in specified controlled areas.

* 1. **Plant and equipment.**

All plant and equipment will be inspected and recorded in the plant and tools register before being used on site. Any petrol-powered tools must only be refuelled in the established site compound away from all flammable materials.

All electrical equipment including lights will be properly mounted and protected to avoid heat being conducted to other materials and surfaces nearby.

* 1. **Use of oxy-fuel equipment.**

Only competent and suitably experienced operatives will be allowed to set up and use such equipment. The precautions for safe use will be as follows:

* All hoses will be of a recognised standard for example BS EN 559: 2009
* To avoid any confusion all hoses will be colour coded: BLUE = OXYGEN, RED = ACETYLENE, and ORANGE = PROPANE.
* Safety devices to an appropriate standard, such as BS EN 730: 2002, will be used as required, including non return valves on the inlet on the torch (both gas lines), flame arresters at the outlets and also flashback arresters incorporating both cut-off valve and flame arresters.
* Properly fitted ‘crimped’ hose connectors will be used and not ‘jubilee clips which may be over-tightened resulting in damage to the hose.
* All equipment will be stored and transported on suitable bottle trolleys. The cylinders being stored vertically and not left lying down in vulnerable places.
  1. **Permit to work scheme.**

All hot work generating heat and sparks will be undertaken with the operative and contractor obtaining a hot-works permit from the principal contractor’s appointed fire warden before any work starts. The fire warden will inspect all areas of the site, which have had hot-works ongoing during that day for ignition sources and confirm the area as safe.

* 1. **Electrical installations.**

All electrical installations including temporary site supply will be installed and regularly inspected (weekly) by competent electricians.

* 1. **Arson and site security.**

Measures will be taken to ensure that the site is secure at all times outside working hours and will include:

* Secure closure of access to site to prevent accidental access.
* Ensuring combustible materials or waste is not stacked close to buildings, cabins or storage containers, and not close to boundary fences.
* Additional measures
  1. **Temporary site accommodation.**

The designated site office will be adjacent to the main escape route. No flammable materials will be stored in this office area and fire action information will be clearly displayed.

* 1. **Welfare facilities.**

The designated welfare facilities (mess room) again will not contain any flammable substances, liquids and/or materials etc. Users of these facilities are expected to keep the clean and tidy.

**4.0 FIRE SAFETY PRECAUTIONS**

* 1. **Means of escape.**

Our priority in the unfortunate event of a fire is the safe conduct of all site operatives to a safe area away from the site. A fire point will be established and the fire exit route clearly marked. A secondary escape will be established on multi-floored projects, which extends to all floors.

All escape routes will be maintained throughout the project by both daily (visual) and weekly (formal) inspections. The established inspection procedures will ensure that escape routes are not blocked, escape signs are in place, fire points with fire fighting equipment will be in place and also that the temporary emergency lighting (110 volts) and any temporary alarm system is in working order.

* 1. **Travel distances.**

The designated construction site will be an enclosed structure with a fire hazard rating of NORMAL. We have calculated that the maximum travel distance to any escape will not be greater than 45 metres and that no dead end is greater than 18 metres.

We will also take steps to plan works so to ensure that dead ends are avoided. Any work in a corridor, or other area, involving the use of flammable substances, will only be allowed to progress if the potentially blocked rooms/areas are vacant.

* 1. **Assembly points (muster point).**

A designated muster point will be established before work commences on site and signage will be posted.

* 1. **Emergency signs.**

All escape routes will be clearly indicated with proper signs in accordance with The Health & Safety (Safety Signs & Signals) Regulations 1996. The signs are white pictograms on green backgrounds.

* 1. **Fire alarms.**

An alarm system (Klaxon/air horn) will be established on the site by the fire warden, and as the project progresses reviewed and extended to accommodate the progress.

As indicated, the alarms will be visually inspected on a daily basis and then formally inspected and tested by the fire warden.

* 1. **Fire fighting equipment.**

During the safety induction talk each operative will be instructed that the fire fighting equipment is open for free use in the event of a fire but only to aid escape! Equipment will include: a number of water (9 litre), a number of CO2 (at least 1.1 kg.) or dry powder (9 litre) if required. Furthermore, fighting fires is the fire brigades job and not the job of untrained operatives on a building site. DO NOT RISK LIVES FOR PROPERTY.

* 1. **Emergency lighting.**

As before mentioned we will establish a battery powered (110 volt supply) emergency lighting system. This system is solely to aid escape during the event of a fire and mains power failure. The system will be inspected formally each week by the fire warden.

* 1. **Fire safety points.**

All extinguishers will be positioned on clearly marked red boxes. The point will have an alarm call point and also FIRE ACTION information clearly displayed giving information regarding the safe escape procedures and designated muster/ assembly points.

**5.0 PLAN MAINTENANCE**

This fire safety plan will be reviewed as required during the work progression and referred to during all site safety meetings.

Signed by Contracts Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_ / \_\_ /

Signed by appointed fire warden(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_ / \_\_ /

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_ / \_\_ /

A graphic Site Fire Safety Plan should be developed based on the Site Plan and should be marked up with Emergency Exits and Emergency Escape Routes, Assembly Points, Fire Alarm points, Fire Boards and any fire hose locations. Copies should be posted at each floor level Fire Board and Site Safety notice board. All contractors should be made familiar with it at Site Induction.