



Hayes Town Centre

**Hayes Town Centre  
Austin Road UB3 3NB +**

**Construction Phase H&S Plan  
Appendix 2 Fire & Emergency Plan**

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## I. INTRODUCTION

The objective of this project fire plan and risk assessment is to ensure that fire safety related hazards and risk are identified and control measures implemented.

The majority of the many fires that occur on construction sites can be prevented by adequate planning, by taking simple precautions and by the adoption of safe working practices on site.

Set out in this document are the main headings, which must be considered when, preparing a project fire and emergency plan, where applicable Contract/Project/Site Managers, are to insert the relevant information in order to build a 'Project Specific Fire and Emergency Plan' To be part of the Construction Phase Health and Safety Plan.

Reference should be made to HAPPI Section F2 and current CDM 2015 legislation. Also refer to the HSE document HSG168 Fire Safety in Construction and the FPA Joint Code of Practice, Fire Prevention on Construction Sites.

## 2. DEFINITIONS

**Temporary Buildings:** include prefabricated cabins, site huts, and containers, portable and sectional buildings brought onto site for use as offices, stores, workshops, welfare facilities etc. during the course of the project.

**Temporary accommodation:** a segregated part of the building under construction or undergoing refurbishment and occupied as offices, stores, workshops, welfare facilities etc. during the course of the project and buildings/offices rented for the purpose of providing temporary facilities.

**Fire alarm system:** any means utilised for giving warning of a fire on site for example a hand held siren/bell, battery operated alarm, electronically operated bells or sirens.

**Fire detection system:** a system comprising of components for automatically detecting fire, initiating an alarm and initiating other action.

**Hot works:** operations requiring the use of open flames, grinding, welding or the local application of heat.

### 3. EMERGENCY CONTACTS

#### EMERGENCY CONTACTS

Fire  
Police  
Ambulance



**999**

<b><u>First Aid</u></b>	<b>Ali Zade</b>
	<b>Mark Collier</b>
<b><u>Nearest Hospital A &amp; E Department</u></b>	<b>Hillingdon Hospital</b>
	<b>Pield Heath Rd, Uxbridge UB8 3NN</b>
<b><u>Gas</u></b>	<b>National Gas Emergency</b>
	<b>0800 111 999</b>
<b><u>Electricity</u></b>	<b>Scottishpower/National Grid</b>
	<b>0800 111 999</b>
<b><u>Water</u></b>	<b>Affinity Water</b>
	<b>0345 357 2407</b>
<b><u>HSE</u></b>	<b>Health and Safety Executive/Emergency</b>
	<b>0345 300 9923</b>
<b><u>LA Environmental Officer</u></b>	<b>Directorate of Environmental Health</b>
	<b>020 7361 3002</b>

**4. PERSONS WITH SITE FIRE SAFETY DUTIES**

<b>Duty Holders:</b>	<b>Phone</b>	<b>Location</b>
Fire & Emergency Co-ordinator <b>Name: Ali Zade</b>	<b>07738 820 302</b>	<b>Site</b>
Deputy F & E Co-ordinator (Where applicable) <b>Name: Mark Collier</b>	<b>07791 669 315</b>	<b>Office</b>
Fire Warden <b>Name:</b>		
Fire Warden <b>Name:</b>		
Fire Warden <b>Name:</b>		
Fire Warden <b>Name:</b>		

Duties of the Fire & Emergency Co-ordinator and Fire Wardens are shown the following pages.

## 5. PROJECT FIRE & EMERGENCY CO-ORDINATOR DUTIES

### THE NOMINATED FIRE & EMERGENCY CO-ORDINATOR MUST:-

1. Ensure all procedures, precautionary measures and safety standards as laid down in the fire plan are clearly understood and complied with by all those on the project.
2. Ensure areas and activities are identified where a hot work permit is required and monitor compliance.
3. Ensure weekly checks of fire fighting equipment and tests of fire alarms and any fire detection devices installed have been carried out.
4. Ensure fire evacuation drills are carried out at intervals not exceeding three months.
5. Conduct weekly inspections of escape routes, fire brigade access, fire fighting facilities, temporary emergency lighting and the routing of temporary electrical cables and work areas.
6. Monitor and review the requirements of the Fire & Emergency Plan and update as necessary.
7. Liaise with the local fire brigade and invite them to undertake site inspections and familiarisation tours.
8. Liaise with site security personnel where they are employed.
9. Ensure a proper maintenance regime for fire protection and emergency equipment is instituted.
10. Keep written records of all checks, inspections and tests.
11. Regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.
12. During an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff, site operatives and visitors report to the assembly point.
13. On large projects appoint a Fire Wardens(s) to assist in the implementation of the fire plan and ensure they are trained and aware of their duties.
14. Promote “a fire safe working environment” at all times.
15. Ensure a suitable and sufficient fire risk assessment is conducted for the project with any resultant recommendations actioned and the assessment regularly reviewed.

## 6. FIRE WARDEN DUTIES

### **FIRE WARDENS MUST:-**

1. Be familiar with the fire plan content and any amendments.
2. Wear high visibility vests with the words “Fire warden” across the back at all times.
3. Maintain effective communication with the Fire & Emergency Co-ordinator at all times.
4. Carry out inspections and tests of fire fighting and emergency equipment, etc as directed by the Fire & Emergency Co-ordinator and ensure the findings are documented.
5. Ensure all escape routes and Fire Brigade access routes are kept clear and free of obstructions.
6. Ensure subcontractors do not allow combustible rubbish to accumulate in work areas.
7. Issue “Hot Work Permits” as necessary and monitor compliance.
8. Upon hearing the fire alarm, ensure areas of responsibility are evacuated without taking personal risks and report to the assembly point. If persons are reported as missing, immediately inform the Fire & Emergency Co-ordinator at the assembly point.
9. Attend meetings to discuss fire and emergency safety as directed by the Fire & Emergency Co-ordinator.
10. Enforce the site “No Smoking” policy.
11. Promote “a fire safe working environment” at all times.

## 7. EVACUATION PROCEDURE AND DRILLS

Should a fire be discovered, no matter how small, the person discovering it must immediately **raise the alarm** and inform a member of Higgins's site management?

The member of site management informed of the fire will contact the fire brigade by telephoning 999 and give the following message:-

**THERE IS A FIRE AT "THE HIGGINS PARTNERSHIPS SITE" LOCATED AT:**

<b>Site Name:</b>	<b>Hayes Town Centre Estate</b>
<b>Address:</b>	<b>Austin Road</b>
<b>Post Code:</b>	<b>UB3 3NB</b>
<b>Contact number</b>	<b>Ali Zade - 07738 820 302</b>

All subcontractors will be required to inform the senior member of Higgins's site management at the assembly point of the head count of their personnel. They will immediately relay to the Fire & Emergency Co-ordinator details of any person who is unaccounted for.

The Fire & Emergency Co-ordinator, or a person nominated by them, will meet the fire brigade at an agreed rendezvous point. They will inform the senior fire brigade officer present of the location of the fire and whether or not the building/area has been fully evacuated, hand them a drawing of the building/floor layouts and a copy of the completed "Site Provisions and Locations Sheet", inform them of the nature of the fire if known and any other information that could be of relevance.

The Fire & Emergency Co-ordinator, or a person nominated by them, will ensure fire evacuation drills are carried out at intervals not exceeding three months. The result of the drills will be recorded on the "Fire Drill Checklist"

## 8. TEMPORARY BUILDINGS & TEMPORARY ACCOMMODATION

Temporary buildings located 6m or less from the building under construction or refurbishment and other permanent buildings or erected within the building under construction must meet BS Standards 476 for at least 30 minutes fire resistance. Contact the Compliance department for further information.

The space beneath temporary buildings that are raised above ground level will be enclosed to prevent rubbish accumulating.

Combustible materials will not be stored under any temporary buildings.

Where temporary building units are stacked above 2 high an additional staircase will be installed to provide a secondary means of escape in the event of an emergency.

## 9. TEMPORARY COVERING MATERIALS

Where flexible protective covering materials are used to protect finished surfaces e.g. kitchen worktops floors etc. or fittings, they will conform to the requirements of Loss Prevention Standard LPS 1207 – Fire Requirements for Protective Covering Material.



Where flexible material is used to clad scaffolding used as a means of escape or the building is occupied it will conform to the requirements of Loss Prevention Standard LPS 1215 – Flammability Requirements and Tests for LPCB Approval of Scaffolding Materials.

The relevant approval mark will be printed on all temporary covering materials.

## **10. DISPLAY OF FIRE ACTION NOTICE**

The Fire & Emergency Co-ordinator will complete and prominently display the **“Fire Action Notice”** or equivalent at the location of all fire points.

## **11. HOT WORKS**

A Hot Work Permit (HWP) will be required for the following activities:

**ALL HOT WORKS MUST CEASE EACH DAY AT LEAST TWO HOUR BEFORE THE CLOSE OF THE SITE AND THE WORK AREA(S) MUST BE PERIODICALLY EXAMINED DURING THE HOUR IMMEDIATELY FOLLOWING COMPLETION OF THE HOT WORKS**

Contractors carrying out Hot Works must provide and station adjacent to the work area suitable fire extinguisher and fire blanket. Where hot materials/sparks could fall to lower floors/areas a Fire Watch must also be provided.

# Project Fire Risk Assessment

**Please contact the Compliance Team to ensure that a Fire Risk Assessment is undertaken and put in this folder.**

**Appendix 4**

**SITE LAYOUT/EMERGENCY SERVICE GRAB PACK**

**&**

**FLOOR PLANS**

Emergency Services Grab Pack Information

- **Located within the site accommodation & Welfare**

