Project MN1897
Upper Brook Street
Fire Plan

Information Classification: Public

STATUS REGISTER / AMENDMENT RECORDS / REVIEW

AMENDMENT NUMBER	REFERENCE SECTION N^{O}	SUBJECT / AMENDMENT DETAILS	DATE ISSUED	ISSUED BY
0	N/A	ISSUE FOR USE	23/06/2025	CV

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Introduction

This Project Fire Plan is to be completed by the Project Leader before commencement on site with the specific control measures for the identified risks. This document sets out our fire emergency plan to demonstrate how we have complied with requirements of the Regulatory Reform (Fire Safety) Order 2005. In all cases there should be full compliance with the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation, HSG 168 (Fire Safety on Construction Sites) and SHE006 Fire procedure.

This Project Fire Plan is prepared in conjunction with Fire Risk Assessment and Site Fire Risk Checklist. Both documents cam be found at Appendix B / C respectively.

When a client's own Fire Safety Plan must be complied with as a contractual obligation these requirements are to be included into this Project Fire Plan. The Project Leader must review any Fire Safety Plans provided by clients and ensure that they are suitable to ensure the safety of persons undertaking duties on behalf of McLaren.

The Project Leader should wherever practical, ensure the project's programme has been prepared to achieve the early installation and operations of the permanent fire precautions. Where existing fire precautions exist, these should be maintained, protected and utilised (without compromising their integrity) wherever possible.

General Description of the Project

INSERT

Responsibilities

The person with overall responsibility for fire safety on this project is Ben Marsden.

The project Fire Marshals are as follows:

[redacted]	Comments

These fire marshals have received training in their role and in the practical use of extinguishers from an approved McLaren training provider. In addition to their role in a fire situation they are also responsible for carrying out daily and weekly checks of the fire protection systems and escape routes and conducting weekly alarm tests, monthly emergency lighting testing and periodic fire drills." This information will be recorded in SAF039 Fire Register.

Training for all Staff

All new starters to the project are provided with information on emergency procedures including the location of escape routes, the sound of the alarm and the location of the assembly point prior to commencing work.

All McLaren staff receive refresher training every 3 years in fire safety and fire procedures. Those with fire safety roles such as Fire Marshals are provided with instruction in their responsibilities.

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Records of all training are held with Training Department.

Fire Safety Assistance

Fire Safety advice can be obtained through the SHEQ Department.

Fire Safety Risk Assessment

The Project Team has undertaken a SAF012 Fire Risk Assessment utilising SAF012A Site Fire Risk Checklist of the site with the information as issued by the Client and Principal Designer and the current site conditions. The Fire Risk Assessment will be reviewed monthly unless significant changes occur on the project. Any amendments to the site risk assessment or this plan will be recorded in the SHEQ Plan.

The SAF012 Fire Risk Assessment and SAF012A Site Fire Risk Checklist will be held by the project leader and filed in the master filing list. The Project Leader is responsible for ensuring that the recommendations arising from the assessment are implemented and maintained.

Fire Prevention

Fire hazards are identified within SAF012 Fire Risk Assessment and recommendations implemented to control them. We will implement risk control measures in response to the risks potentially arising and identified in SAF002 Company Standard Risk Assessment Chart and Pre-Construction Information.

Alarm System

The project is covered by a comprehensive interlinked fire alarm system. Smoke detection (where required) and manual call points are located throughout the project and will be displayed on a diagrammatical Fire Plan which is located at Appendix A.

The alarm system is serviced routinely as advised by the alarm provider however servicing will not be more than 12 months.

The alarm system is tested by Project Fire Marshal on a weekly basis by activating a different alarm call point each time in rotation.

All site staff will be made aware of the alarm testing at the site induction and at the Daily Activity Briefings. Alarm testing will be conducted **Tuesday 10:00am.**

During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and to test the correct operation of equipment connected to the alarm e.g. doors which are held open on devices designed to release automatically on sounding of the alarm, locks which release on sounding the alarm.

The results of alarm testing and servicing are recorded in SAF039 Fire Register located in the project team office.

Emergency Lighting

All pedestrian and emergency routes will have suitable lighting in place to illuminate escape routes, fire-fighting equipment, escape signage etc. and to ensure tasks can be brought to rest/made safe when lighting fails.

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It is appreciated that escape lighting does not have to meet normal work standards (as detailed in HSG 168) and normal lighting could fail during a fire but should be adequate for people to use the route safely. If work carries on inside enclosed structures or at night, these high-risk areas will be identified in the SAF012 / SAF012A and suitable control measures implemented.

Signage

Directional fire escape signs are displayed throughout the building to indicate the location of emergency exits. These signs are illuminated and will be shown on the fire plan at Appendix A.

Signs are also displayed:

- To identify the location of the assembly point.
- To describe the type and function of fire extinguishers
- To describe the correct operation of any exit doors.
- To show 'fire action' required
- To identify fire doors which must be kept shut or kept clear
- To provide the names of fire marshals
- To designate the building as non-smoking in accordance with smoke free law
- To indicate on each lift landing "In the event of fire do not use lift"

All signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. As part of our routine weekly inspections completed by the project team to ensure that safety signs are in place and clearly visible. The results of these checks are recorded on SAF007 Weekly Inspection Report held in the project filing system.

Escape Routes and Exits

Structural fire separation is provided by protected routes surrounded by fire resistant walls, ceilings, and fire doors providing **30 minutes, 1 hour, 2 hours** fire protection. Where building alterations take place, which could result in damage to the fire protection, we ensure that the project includes measures to provide temporary protection during the work and to reinstate fire protection to the required level.

Fire doors are kept closed by self-closing devices.

On a weekly basis the project team will check that all escape routes are clear, that exit doors are functioning correctly and that fire doors are either kept shut, kept clear or locked shut as required. If public access is required these checks will be completed daily.

When required the condition of each fire door including the presence and condition of door closers, intumescent and smoke seals will be checked weekly.

The results of escape route and fire door checks are recorded weekly in SAF039 Fire Register.

Fire Extinguishers and Sprinklers

We have selected suitable numbers and types of fire extinguishers and located these in accordance with the findings of the SAF012 Fire Risk Assessment.

The following fire extinguishers are located on the project and shown in the diagrammatical fire plan at Appendix A:

- Water

- Foam
- Carbon Dioxide
- Dry Powder

Our fire marshals have been trained in the practical use of extinguishers and the circumstances when they can be safely used and when they should not be used.

Fire extinguishers are subject to an annual servicing contract.

Through our appointed appliance provider servicing will be completed annually and recorded in SAF039 Fire Register noting that fire extinguishers are correctly located and appear to be in good condition.

Temporary Buildings

Temporary buildings will be located at least 10 metres away from the building under construction, refurbishment or other permanent buildings. Where this distance is not possible all temporary cabins/offices provided for use should be AT LEAST 30 minutes fire resistant and comply with the requirements of BS 476.

Site Security

The site will be secured against unauthorised access by the use of hoarding, where this is not possible flammable liquids stores, LPG storage and combustible material stores must be fenced or suitably protected.

Temporary Covering Materials

Where temporary coverings are provided they will be made of a UKAS and the Loss Prevention Certification Board (LPCB) accredited fire-retardant material, so they do not add to the fire loads and prevent the potential for fire growth and spread.

Confined Space Work

Tools used in a confined space will be intrinsically safe and low voltage – specific risk assessment, permit to enter will be developed prior to the commencement of any work

Smoking

No smoking is allowed in the workplace or anywhere o the project. Designated smoking areas will be established. “No smoking” signs will be located at the entrance to the site and any buildings and rules regarding smoking explained during site inductions.

Waste Materials

All waste is a potential fire risk and will subsequently be removed from site as soon as possible. The siting of waste skips will when possible be away from combustible materials, other structures and should be covered / locked where there is a foreseeable risk of arson.

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Fire Procedure

Action on discovering a fire

- Raise the alarm by operating one of the manual call points
- Attempt to tackle the fire only if trained and if it is safe to do so
- Leave by the nearest available exit to the assembly point located at the site welfare area.
- Do not use the lifts.

Action on hearing the alarm – all persons except for Fire Marshalls

- Do not stop to collect personal belongings
- Close windows and doors if it does not cause undue delay
- Escort any visitors and leave by the nearest available exit and go to the assembly point at the site welfare area
- Do not use the lifts
- Check that someone has called the Fire Brigade.
- Do not return to the building until given the all clear by the Fire Brigade.

Action on hearing the alarm – Receptionist

- Call the fire brigade immediately to every fire or on suspicion of fire.
- Dial from the reception phone if safe but if in doubt, dial from a mobile phone from the assembly point.
- Give operator your telephone number and ask for FIRE
- When the fire brigade replies give details: **Fire at 53 Upper Brook Street Manchester M13 9SR**
- Do not replace receiver until address has been repeated by the fire brigade.

Action for Fire Marshalls on hearing the alarm

- Check which zone has been activated by viewing the alarm panel
- So far as possible without taking risks, check that all areas of the floor are clear of people including stores, toilets and kitchen. If there are two fire marshals on duty, the search will be coordinated between them
- Shut off machinery
- Once the building is clear, go to the assembly point closing doors behind you.
- Meet the Fire Brigade and report any persons who remain in the building, report on areas not able to be checked, any signs of fire observed, and the zone indicated on the panel
- Prevent people from re-entering the building
- Once the Fire Brigade announce that the building is safe, tell assembled staff that they may return to the building.

Disabled Persons and Others Requiring Assistance

Fire Drills

Fire drills are carried out at least every 3 months and recorded in the Fire Register on Dalux.
A proportion of drills are undertaken whilst simulating the lack of availability of at least one exit.

Cooperation and Coordination

Contractors working on the premises are briefed in essential fire safety matters including location of escape routes, the sound of the alarm and the location of the assembly point at the site induction. We ensure that

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contractors working on [gas and] electrical systems are suitably qualified. Where contractors need to conduct 'hot works' this will be controlled utilising SAF027 Permit to Work "Hot" Cutting or Welding.

On fire Grab pack Appendices to be included.

Appendix A - Site Diagrammatical Fire Plan
Appendix B - SAF012 Fire Risk Assessment
Appendix C - SAF012A Site Fire Risk Checklist

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