

PP022 Fire Safety Procedure

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Issue	Date	Comments
One		New Document
One (a)		Regulatory Reform (Fire Safety) Order 2005
Two		Addition of Fire Fighting Equipment (Page 3)

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1. Purpose

This procedure, which is mandatory, gives guidance on precautionary measures to be taken to prevent fire, or in case of fire, emergency evacuation procedures to be adopted.

The Regulatory Reform (Fire Safety) Order 2005 requires that all places of work, industrial, commercial, and public premises are subject to the same legislative code of fire precautions. This procedure does not attempt to cover all aspects of the legislation; all employees should be informed of & make themselves familiar with, local requirements & regulations.

2. Scope

This procedure covers all sites and locations where Everlast Group staff or sub-contractors working or are co-located.

3. Responsibilities

It is the responsibility of the Director Responsible for Safety to ensure that the requirements of the Fire Precautions Act 1971 & The Fire Precautions (Workplace) Regulations 1997 are complied with.

Where Everlast Group staff are co-located or working on a Client's site the Contract Manager/Supervisor is responsible for:

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- Liaison with the Client's representative or manager in order to maintain effective communication and compliance with site instructions and procedures.
- Ensuring the client's designated manager is made aware of the proposed method of work. To enable a safe system of work to be established and risk assessment to be completed, this will identify any fire safety hazards and risks.
- Briefing their workforce regarding the local fire and emergency arrangements appropriate to each site.

It is the responsibility of all employees and sub-contractors to ensure that they are familiar with the local fire safety arrangements including evacuation procedures and that they obey all fire safety signs and notices, especially those concerning "No Smoking"

4. Procedure

Section 2 of the Health and Safety at Work etc, Act 1974 imposes a duty on every employer to provide a safe place of work, and safe access to, and egress from, the premises. Everlast Waterproofing must therefore also provide as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.

With respect to fire prevention, this means the provision of suitable instruction and training before employees commence work. The conduct of regular practice fire drills and the posting of Fire Instruction Notices (including floor plans where necessary) showing the location of fire alarm points, fire extinguishers and fire exits, and regular re-training.

Suitably trained personnel will be nominated to take on the responsibilities of Fire Safety Manager and Fire Wardens.

All actions taken in relation to fire safety measures including the testing of Fire Alarms and the inspection of fire fighting equipment will be entered on the site records or in the fire safety logbook.

Any fire occurring on a client's site will be reported to the client and be investigated at the appropriate level in compliance with the Accident/Incident Reporting/Investigation Procedure PP002. Results and recommendations arising from the investigation will be promulgated throughout the organisation and corrective action taken.

Details of fire safety and emergency arrangements including the issue of hot work permits will be included within method statements and for those projects that fall within the scope of CDM Regulations the arrangements will be included with the Health and Safety Plan.

Records

The Regulatory Reform (Fire Safety) Order 2005 sets out legal requirements with which the company must comply such as; Keeping a correct register of fire precautions and training given to staff members and others; (Sub-contractors and Visitors), establishes the necessary objective evidence to prove compliance (as well as satisfying part of our obligations under Regulation 3 of the Management of Health and Safety at Work Regulations (1999).

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Fire Prevention Management Control

Any site under the control of Everlast Waterproofing where the use of any materials or containers which, are assigned the risk phrases "Flammable" and "Highly Flammable" under the Chemical (Hazard Information and Packaging for Supply) regulation 2002 or any other related legislation shall be subject to specific fire prevention management controls.

The control of use, storage of such substances must be included within the method statement or safety plan and approved by the client's designated manager.

Any such substance will only be used in strict accordance with any instruction from the client's designated manager and within Legislation and Manufacturers Guidelines.

This procedure should be fully implemented in its entirety. However, any increased fire protection and other safety measures specified by the client's manager or Fire Safety Manager or legislation must be implemented also.

Hot work permits for tasks using such substances must be issued prior to any work commencing by the client's designated manager.

Fire-fighting Equipment

The equipment needed depends on the risk of fire occurring and the likely consequences if it does. It can range from a single extinguisher on small low-risk sites to complex fixed installations on large and high-risk sites. Whatever equipment is needed make sure that:

- Fire equipment is located where it is really needed and is easily accessible.
- The location of fire-fighting equipment and how to use it is clearly indicated.
- The Correct type of extinguishers are provided for the type of fire that could occur.
- The equipment provided is maintained and works. Fire-fighting equipment should be checked regularly by a competent person - often from the manufacturer.
- Those carrying out hot work MUST have a combination of Foam and Powder fire extinguishers with them at all times and know how to use them.

The Contract Manager/Supervisor in control of the works will be designated Project Fire Control Officer.

The Project Fire control Office will ensure:

- Arrangement for the identification, storage and use of designated flammable and highly flammable materials and containers.
- Selection and provision of Fire Fighting/First Aid equipment.
- Issue of Hot Work Permits
- Siting, frequency, marking and maintenance of dedicated fire points.
- Ensuring all workers are aware of what to do if they discover a fire.
- Full compliance with this procedure.

The Project Fire Control Officer will liaise with the client's designated manager to establish:

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- Maintenance and marking of emergency evaluation routes
- Marking of assembly points for Emergency Evacuation Points.

Review

The Contract Managers/Supervisors will carry out of inspections of sites to ensure that this procedure is complied with and Hot Work Permits are issued and utilised fully.

The Director Responsible for Safety will review the Fire Safety Arrangements within the office environment including out stations every 6 months and carry out planned and ad-hoc inspections and examinations of on site activities to ensure fire safety arrangements have been taken into account.

The Director Responsible for Safety with assistance from the Safety & Assurance Consultant will review this procedure annually or after any accident/incident, that has an impact upon it.

Training

All of Everlast Waterproofing employees will receive fire safety training appropriate to their grade, duties and responsibilities. Fire safety training is included within the induction process and includes:

- how to raise the alarm
- action to be taken on discovering a fire
- evacuation procedure
- location and use of fire fighting equipment
- location and use of escape routes

Such training should be given to all new employees and will be followed by regular re-training sessions.

5. References

Everlast Waterproofing's Safety Management System
Regulatory Reform (Fire Safety) Order 2005
Management of Health and Safety at Work Regulations 1999
PF022.1 Fire Drill Testing and Report Form
PF022.2 Fire Audit Check Sheet
PF022.3 Fire and Emergency Plan
PP068 Safe2Torch Procedure