

# CONSTRUCTION PHASE SITE FIRE SAFETY PLAN

Project

Enter Details

Client

Enter Details

CDM Co-ordinator

Enter Details

Principal  
Contractor

Enter Details

Commencement  
Duration  
Completion

Enter Details

Issue reference:	Original				
Issued by:	MB				
Date of issue:	xxxxxx				

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The Site Fire Safety Plan Layout shall show:

- Site layout indicating Site address and Site telephone number
- Fire point locations
- Fire muster / meeting point
- Fire escape routes
- Location of site offices and welfare

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	<b>Project Description and Special Requirements</b>	<b>Date:</b>	<b>04.02.09</b>

The following abbreviations are used in this document:

The Plan	The Site Fire Safety Plan - this document
SFSC	Site Fire Safety Co-ordinator
FM	Fire Marshal
DFM	Deputy Fire Marshall

## **Section 1 - Project Description Including Any Special Requirements**

Restoration Works

Works include:

- All external works
- Repairs to steelwork
- Painting and decorating
- Glazing
- Bridge Repairs
- Roofing Repairs
- Alteration to Car Park
- General Cleaning

Sample

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## **Section 2 - Planning**

Planning for fire must be an integral part of overall preparation and budgeting for the efficient running of construction projects. Clear procedures and standards must be laid down at the start and adequate resources, in terms of time, materials and money must be committed to the prevention of fires.

Most sites have common fire risks and the relevant advice and procedures are contained in this document and The Code of Practice. Each site also has individual circumstances, which require assessment of the fire risk, precautions and procedures, as appropriate, and the following general matters are considered:

- site conditions and physical characteristics
- construction sequencing and program
- temporary buildings, storage of materials etc
- site security.

All of the above items, and any other relevant matters, are considered in conjunction with the client and his insurers and specialist advisors, the emerGency services, particularly the Fire Brigade, and the HSE where appropriate.

**Any special procedures are incorporated into the Project Specific Requirements in Section 1 of this Plan.**

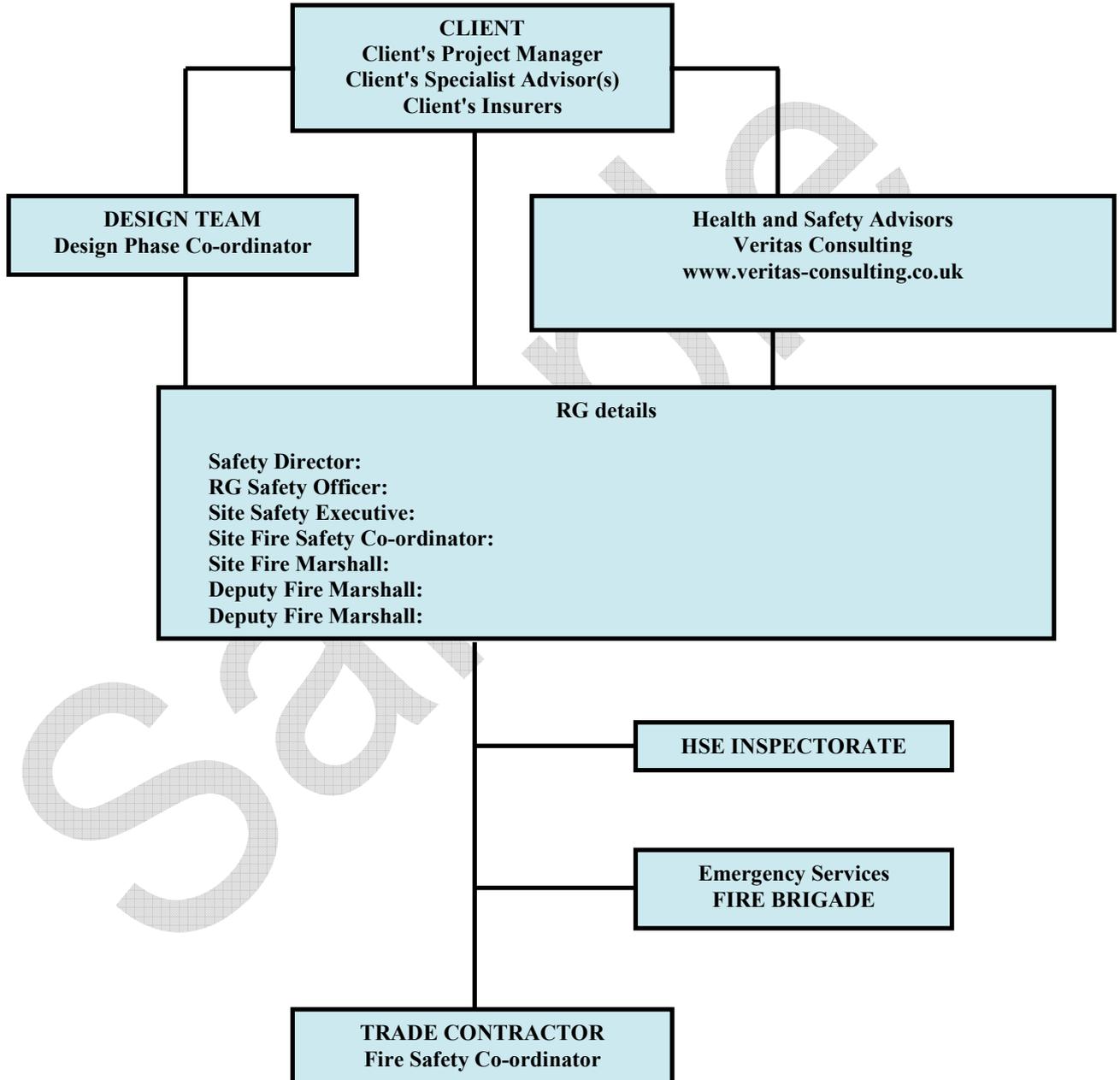
The Plan will be reviewed and re-issued as necessary at the following project stages:

- prior to commencement of construction
- prior to commencement of fitting out
- prior to completion and handover
- when any material circumstance change.

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### Section 3 – Organisation

All parties involved in the project have a degree of responsibility for fire prevention and action in the event of a fire, and the following chart shows the lines of communication:



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## **Section 4 - Responsibilities**

### **The Client**

- to fully brief the Design Team and the company on the standards required both during construction and in the completed building and provide them with all relevant information, including details of the fire protection, alarm system, sprinklers, smoke extract, escape routes and exits, emeRGency procedures, client rules e.g. Hot Work permits etc relevant to any existing premises in which construction work will be carried out
- to appoint and fully brief a Design Phase Co-ordinator from amongst the design team (RG Construction or Project Manager)
- to liaise with all parties involved, and to advise and seek advice from their insurers/specialist advisors, as appropriate
- to actively support all of those involved to achieve the necessary standards.

### **Designers**

- to take into account, as part of the design considerations, the risks of fire both during construction and in the completed building
- to ensure that the finished building complies with all statutory requirements and the Loss Prevention Council's Code of Practice for the Construction of Buildings, as appropriate to their design disciplines
- to liaise with the client and Design Phase Co-ordinator.

### **Design Phase Co-ordinator**

In addition to his responsibilities as a designer, the Design Phase Co-ordinator has additional duties:

- to ensure the fire risk and potential for damage are properly assessed and kept to a minimum during construction
- to ensure that the finished building complies with all statutory requirements and the Loss Prevention Council's Code of Practice for the Construction of Buildings
- to liaise with company site staff.

### **RG**

- to prepare the Construction Phase Site Fire Safety Plan - The Plan (this document)
- to appoint a Site Fire Safety Co-ordinator (SFSC) who will be responsible for assessing the degree of fire risk and for formulating and regularly up-dating The Plan as construction proceeds
- to ensure that all procedures, precautionary measures and safety standards as laid down in The Plan are clearly understood and complied with by all those working on the project
- to liaise with the client, the Design Phase Co-ordinator, the Trade Contractors and the Emergency Services.

**Note: the specific responsibilities of company staff are as defined in The Code of Practice.**

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### Company Site Fire Safety Co-ordinator (SFSC)

- be fully conversant with the Code of Practice and the requirements of The Plan
- ensure that all procedures, precautionary measures and safety standards as laid down in The Plan are clearly understood and complied with by all on site
- ensure that the Hot Work Permit system is established and monitored
- ensure and/or carry out the necessary Inspections, Tests and Drills
- liaise with the Site Safety Executive, the fire brigade, site security and all other parties as necessary
- promote "a fire safe working environment" at all times
- be appointed by the Construction Manager
- provide adequate training to the FM to enable him to undertake his duties. The SCFC will explain the full details of this Construction Phase Site Safety Plan and the Fire Marshall's responsibilities such that he may undertake his duties as detailed in Section 5 of the Plan. On completion of training the Fire Marshall must complete and sign the Record of Fire Marshall Training form. To view the form click [Record of Fire Marshall Training](#).

### Fire Marshall (FM)

The Fire Marshall, appointed and trained by the company, will usually be the multi service foreman.

### Trade Contractors

- to support, liaise with and co-operate with RG site staff
- to appoint a Site Fire Safety Co-ordinator who will be responsible for ensuring that all requirements of The Plan are clearly understood by the Trade Contractor's personnel, and are complied with at all times
- to clearly define in writing the responsibilities of Site Fire Safety Co-ordinator;

All parties are to be familiar with and comply with, as appropriate, the specific responsibilities and requirements of The Code of Practice.

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## **Section 5 - On Site Implementation Procedures**

### **Section 5.1 Site Set Up**

Prior to contractors starting on site, the site offices (if possible) will be set up and all appropriate safety and fire signage displayed.

Fire safety signage will include : -

- ❑ Appointments for Health and Safety including the names of the Site Fire Safety Coordinator and Fire Marshall. To view Appointments for Health and Safety please click here [Appointments for Health and Safety](#).
- ❑ Fire Safety Management document and Construction Phase Site Safety Plan including the Appended Site Fire Safety Plan Layout i.e. this document.
- ❑ Reference to site fire safety issues in the Site Rules. To view Site Rules click here [Site Rules](#)
- ❑ Muster Point Signage.
- ❑ No smoking signs in all areas except those designated as such.
- ❑ Fire Action Poster. For an example click here [Fire Action Poster](#). This sign can be ordered from Optimum Signs with A3 sized blank spaces in which to put the site location, Fire Plan Layouts etc. It should be displayed at the security location and if possible in the canteen facilities.

Cabins will be set up at a distance preferably greater than 10m but not less than 6m. In exceptional circumstances where cabins are positioned closer than 6m to the building, fire detection systems of the same type and linked to the main building's system will be installed. The Clients Fire Officer will be notified in this instance.

### **Section 5.2 Site Induction**

Prior to commencing work on site all operatives will receive a Site Induction. As part of this induction process, time will be apportioned to address site fire safety issues. This will include : -

- ❑ Explanation of the purpose of the Construction Phase Site Fire Safety Plan including introduction to the SFSC
- ❑ Detailed explanation on how to read the Site Safety Plan Layout drawings, including location of the muster point and general site layout, procedures in the event of a fire, testing and drill procedures, preventative measures to prevent fire, use of portable fire extinguishers and contractors' responsibility to prevent fire
- ❑ Do's and Don't's
- ❑ Signature on the site induction register to acknowledge that the operative has received the site induction and fully understood both the site procedures and his responsibilities as a competent contractor

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### **Section 5.3 Fire Protection and Removal of Structural Protection**

All construction work will be designed, planned and sequenced to achieve the early installation and operation of:

- compartment walls, including fire doors and fire stopping
- permanent fire escape stairs
- fire protection to structural steelwork
- lighting conductors
- fire detection/alarm systems
- fixed fire fighting equipment
- smoke extract systems

Elements of work which are required for fire protection will be completed as work progresses, e.g. fire stopping must not be left for completion later.

All fire protection will be offered for inspection immediately on completion, and inspected immediately by the appropriate Lead Consultant.

No perforations through fire walls, alteration or perforation of fire protection etc will be carried out without the written consent of the RG.

Any damage caused to fire protection is to be reported immediately to company site staff by the Trade Contractors.

During the course of construction, the company may have to remove structural protection. **Where any temporary structure is installed, it must be of the same integrity and fire separation standard as the existing element of the structure.**

### **Section 5.4 - Portable Fire Extinguishers**

Portable fire extinguishers are located at various points throughout the project, as shown on Site Safety Plan Layout. The portable fire extinguisher should have a fixing board on which to attach fire action notices; this will usually comprise the general site plan detailing the muster point and site offices, in addition to the area specific fire plan detailing the fire extinguisher position and escape doors. Both these drawings can be found in the Site Fire Safety Plan Layout. A fire alarm call point must also be fitted to the fire point.

Fire points must be provided in sufficient numbers and at least one per 400m<sup>2</sup>. The fire points must be located in easily accessible positions and access maintained at all times. Fire points must also be compatible with the hazards associated in the area.

All fire extinguishers are to be maintained and regularly inspected by the company SFSC (or the FM if delegated) at least once a week and the inspection recorded.

The SFSC will be identifiable by the words 'Fire Marshall' written on his/her high visibility vest. For procurement of Portable Fire Extinguishers and to view a standard approved company fire point and Fire Marshall vest please click here [Fire Point](#).

All persons working on the site must familiarise themselves with the identification, operation, use and location of the fire extinguishers. Trade Contractors must ensure that all of their personnel are familiar with

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the use of portable fire extinguishers, and guidance can be found on page 17 of company Safety Passport which is issued to all site personnel. Such training and instruction will be verifiable and records capable of audit.

Trade Contractors must ensure that all mechanically propelled plant carries an appropriate fire extinguisher. Any Trade Contractors site accommodation must have appropriate fire extinguishers.

Trade Contractors employees will be expected to tackle a fire if safe to do so but without putting themselves at risk.

**If working in a live environment, the Client's building fire services will remain operational, although alterations may be required as the project progresses.**

### **Section 5.5 – Means of Escape/Redirection of Means of Escape Through Construction Site**

During the course of construction, defined escape routes in premises/buildings must be effectively maintained and available at all times. The temporary removal of a means of escape might be acceptable, subject to its location and the number of persons in the premises at the time. Approval by the Approved Inspector and Local Authority Fire Officer should be sought in writing prior to implementation, and only considered as a last resort.

When redirecting a means of escape through the works consideration must include the need for an effective escape route that may be safely used by all occupants, taking into account the disabled and the elderly. The Construction Site Fire Safety Plan Layout must detail how it is proposed to :-

- maintain effective escape widths i.e. the width of the existing door, and escape routes during each phase of the works.
- detail how the route will be protected from falling objects where overhead work is envisaged or confirm that overhead works will not take place during operating hours.
- extend fire alarm call point provision i.e. if the fire alarm call point on an existing door will be hoarded off and a temporary door placed in front of the existing, the fire alarm call points must be relocated on to the temporary hoarding adjacent the temporary doors
- install fire safety signage i.e. locate above temporary doors to indicate escape routes
- delineate routes i.e. adequate directional signage to direct escapees outside the building and fencing to maintain the route at all times and prevent blockage by materials etc
- maintain emergency lighting, this would include temporary emergency lighting along temporary means of escape and above temporary fire exit doors in hoardings. Emergency lighting will exceed the the criteria set out in BS 6266, 1999 of 1 lux, and the minimum temporary escape route lighting provided will consist of 58 watt fluorescent battens at 4 m spacings along the route and above each exit, each fitted to have an integral 3 hour standby battery.
- Install emergency fastenings i.e. push bars on temporary fire exit doors not bolts or any other locking device.
- maintain a durable, level and compacted route with no trips – this will be suitable for wheelchair access

In brief, all measures must be an extension of, and of the same standard of that which already exists within the building.

The Construction Phase Site Fire Safety Plan and Site Fire Safety Plan Layout must be submitted to the Approved Inspector/Building Inspector for submission to the local Fire Authority Officer and acrg the Section 8 Notification Letter.

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## **Section 5.6 - Inspections, Tests and Drills**

### **Inspections**

The following inspections shall be carried out:

- The SFSC(or FM if delegated) shall inspect all escape routes, fire exits, fire point locations, alarm systems, fire detection and fire fighting systems, fire extinguishers, fire signage, fire brigade access before, every 2 hours and on completion of the work.
- The FM shall inspect all areas where Hot Work is carried out, prior to the work, at 2 hour intervals during the work and 1 hour after completion of the work;
- The FM shall inspect all storage areas daily.

All personnel having access to or use of the site, including all company employees, shall keep a look out for general and specific fire hazards at all times and report such hazards to SFSC or FM(s).

The SFSC will complete the Fire Marshall Checklist and hand to the Construction Manager at the end of each working day.

If works are found to be unsatisfactory the Fire Marshall will issue an Improvement Notice.

**Trade Contractors must rectify any deficiencies immediately.**

### **Testing**

The following tests shall be carried out:

- all temporary electrical installations shall be tested to the satisfaction of the SFSC prior to use;
- all temporary alarm systems and fire extinguishers etc, shall be tested on a weekly basis;
- all permanent fire alarm systems shall be offered up to the SFSC and tested upon completion, and tested on a weekly basis thereafter;
- all portable equipment shall be tested prior to being used on site, and shall be visually inspected thereafter as detailed above.

### **Drills**

A full fire and evacuation drill shall be carried out once a month, to be organised by the SFSC in liaison with the Site Safety Executive and site security.

The SFSC shall arrange suitable meetings with all trade contractors to discuss the execution of this drill and any problems arising there from.

The SFSC shall meet with the emergency authorities to discuss and agree this procedure.

## **Section 5.7 – Emergency Evacuation Procedures in Case of Fire**

On discovering a fire in the construction area the Fire Marshall will : -

- sound the bell on the nearest fire point as detailed on the Site Fire Safety Plan Layout.
- determine the extent of the fire
- inform the Client's Representative advising on the status of the fire

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- call the fire brigade
- attempt to extinguish the fire but at no risk to themselves
- ensure the area is evacuated and personnel assemble at the muster point
- notify the SFSC

If the fire emanates from within the store, he should

- guide staff via exits to areas of safety
- instruct other site operatives to aid in evacuation of the building. **DO NOT GO INSIDE THE BUILDING.**
- notify the SFSC

Written emergency procedures are displayed in the company offices, in the site canteen and welfare facilities, and at all alarm call points.

Clear access to the site and the buildings for Fire Brigade access and evacuation, as shown on Site Fire Safety Plan Layout must be maintained at all times.

### **Section 5.8 - Hot Work**

**All Hot Work will be subject to company Permit to Work system and will include any operation that may produce a spark, heat, flame or smoke. In addition any operation that may produce dust is subject to a permit.**

To view the Hot Works permit please click here [Hot works Permit](#)

The procedure for obtaining a hot work permit is : -

- Contractor to approach company and complete company permit.
- RG to approach the Client's representative and request a Client's hot works permit. A copy of the completed company hot work permit to be handed to the Client's Representative at this time.
- The Client's representative to complete the Client's hot work permit and give a copy to The RG representative.
- The Client's representative will arrange for the appropriate zones in the fire alarm panel to be isolated, and go 'off line' from the automatic monitoring system for the agreed time.
- The company representative, on confirmation from the Client's representative that the appropriate alarm zones have been isolated, informs the contractor he may commence the work.
- On completion of the work the Trade Contractor to complete the latter half of the permit to verify that the work is complete and that he has checked the area an hour after completion.
- company representative to give this permit to the Client's representative who can then disconnect the isolation from the automatic monitoring system and reset the fire alarm panel. The company representative will obtain the Client's sign off permit.

To enable zones on the fire alarm panel to be isolated, it may be necessary, where fire alarm panels are of an older nature, to instruct the electrical contractor prior to the start of works to install 'builders switches'. **At no time will company touch the builders switches or fire alarm panel for means of isolation. This is solely the responsibility of the Client.** If training is required to enable the Client to isolate zones on a panel, this will be arranged at the start of the works through the fire alarm contractor.

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During the works, at any time when zones are isolated, the zone and manager responsible for the isolation must record this information on the Fire Alarm Zone Isolation Register which RG will affix above the fire alarm panel.

Each Trade Contractor must request a hot works permit, even if all the hot works works are taking place in the same area. The permit also relates to the work activity and not the contractor, so a contractor carrying out two hot work activities in the same area will require two permits. Each permit must be for no longer than 4 hours.

The Fire Marshall and the Trade Contractor undertaking the work must thoroughly examine the work area prior to the start, at two hourly intervals, and one hour after the work has finished.

Prior to starting any Hot Work the Trade Contractor must ensure that the personnel carrying out the work are fully familiar with the conditions of the Permit to Work procedures to be followed and precautions to be taken. Where Hot Work is to be carried out, all combustible materials must be cleared from the area or fully protected with non-combustible materials. Suitable fire extinguisher(s) must be to hand when any Hot Work is to be carried out.

**References:** **Clause 14 of The Code of Practice  
Recommendation for Hot Work - LPC (RC7)  
Hot Work - HSE HS(G)5  
Bitumen boilers in construction; fire hazards - HSE IND(G)55(P)**

### **Section 5.9 - Arson and Site Security**

The site is to be securely fenced and/or hoarded around the perimeter, and this is to be fully maintained at all times, and inspected daily by the SFSC. company operate a Site Security Pass system to control personnel access to the site. All persons carrying out work on the site must complete an 'Employee Registration' form and be in possession of a Site Pass. The Site Security Pass system operates as detailed in company procedures.

The company FM(s) will carry out a fire check every 2 hours. Site security personnel will carry out regular fire checks at all times when work is not being carried out.

**Particular attention is to be given to areas where any Hot Work has been carried out.**

**References:** **Clause 10 of The Code of Practice.**

### **Section 5.10 - Temporary Buildings**

The location of Temporary Buildings are shown on the Site Safety Plan Layout.

Temporary Buildings shall not be located any where on the site, without the written consent of the company. All Temporary Buildings, including those of Trade Contractors shall comply with the

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requirements of The Code of Practice and the HSE guidance on General Precautions at Temporary Accommodation Units.

**Cabins will be set up at a distance preferably greater than 10m but not less than 6m. In exceptional circumstances where cabins are positioned closer than 6m to the building, fire detection systems of the same type and linked to the main building's system will be installed. The Clients Fire Officer will be notified in this instance.**

Materials shall not be stored under any temporary buildings, and any spaces beneath them must be enclosed to prevent the accumulation of rubbish, whilst still allowing ventilation.

Flammable liquids or gases, or any other combustible materials must not be stored in temporary buildings, unless they are fitted with fire alarms and automatic fire detection systems.

**Good Housekeeping must be maintained at all times to keep potential fire risks to the minimum.**

**References: Clause 11 of The Code of Practice  
General precaution Temporary Accommodation Units –HSE**

### **Section 5.11 - Flammable Liquids and LPG**

High Flammable Liquids, LPG and other similar products must be securely stored in the open, with an adequate number of suitable fire extinguishers located nearby. Different types of products must be stored separately.

Only the minimum quantities of such products are to be taken into any building, and are to be removed and securely stored at the end of every working day in secure cages and appropriately signed – both on the cage, and if the cage is against hoarding, on the outside face of the hoarding such that the fire brigade will know there is LPG within the compound.

The storage and use of such products will be subject to the company Permit to Work system.

**References: Clause 12 The Code of Practice  
Storage, Use and Filling of Liquefied Petroleum Gas in Containers - LPC (RC6)  
Storage, Use and Handling of Common Industrial Gases (excluding LPG) - LPC (RC8)  
Storage and use of Flammable Liquids - LPC (RC20)  
Flammable Liquids on Construction Sites - HSE IND(G)56P  
Storage and use of LPG on construction sites - HSE CS6**

### **Section 5.12 - Electricity and Gas Supplies**

**All electrical and gas supply installations, both temporary and permanent, must be installed and tested by a competent approved person.**

Temporary installations must be inspected regularly and tested at intervals not greater than 3 months. The results of the inspections and tests must be recorded in the company register.

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Gas supplies to appliances must be located outside buildings with a control tap inside the building.

The electrical installation in any temporary building must be tested and certified as satisfactory by a competent person, and the certificate must be provided to the RG before any connection will be made to the site temporary electricity supply. All electrical equipment, including portable tools, transformers, cables etc, must be maintained and tested in accordance with the HSE's guidelines. No such equipment will be allowed to used on site unless evidence of such maintenance and testing has been provided to the RG

**References:** **Clause 23 The Code of Practice**  
**Electrical safety on construction sites - HSE HS(G)141**  
**Maintaining portable and transportable electrical equipment - HSE HS(G)107**  
**Maintenance of portable electrical equipment - HSE Information Sheet**  
**The safe use of portable electrical apparatus (electrical safety) - HSE GN**  
**PM32(rev)**

### **Section 5.13 - Waste Material**

Waste material, if allowed to accumulate, provides an excellent starting point for fire, and good housekeeping is therefore essential. All waste, packing materials, wood, shavings etc must be removed to the rubbish skips provided at least daily, and more often where necessary. Oily rags and other similar highly combustible waste must be disposed of into separate metal bins, with close fitting lids.

Rubbish skips will be located a minimum of 6m away from temporary and permanent buildings, stores, equipment etc and will be changed regularly. **Rubbish clearance sheets will be issued daily to persistent offenders and failure to remove rubbish immediately will result in contra-charges for additional labour employed.**

**Reference:** **Clause 15 The Code of Practice.**

### **Section 5.14 – Temporary Covering Materials**

Where finished surfaces or fittings incorporated into a building are to be temporarily protected during construction or refurbishment then a protective fire retardant covering material should be installed.

Where flexible protective coverings are to be used, they must be marked with the relevant approval mark and manufacturers certificate number printed on the material. **In no circumstances should non fire rated polythene (easily identifiable because it will have no approval mark) be used within the**

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**Client's premises.** In certain cases fires resulting from the use of such products will invalidate the Client's insurance.

### **Section 5.15 - Plant**

All internal combustion engine plant or equipment, should where possible be positioned in the open air. Where this is not possible the use of the plant will be subject to the company Permit to Work System, which will require either the plant to be located in a well ventilated area or a force ventilated enclosure.

Where plant is operated near any combustible materials, structures etc. the Trade Contractor is to take all necessary precaution to ensure that ignition of the combustible materials cannot occur. Fuel tanks must not be filled whilst engines are running.

**Reference:** Clause 16 The Code of Practice

### **Section 5.16 - Non-compliance / Corrective Action and Records**

In cases of non compliance with the issues set out in this Fire Safety Plan the issue should be recorded in writing and raised with the SFSC. The reason for non compliance should be discussed with the SFSC and the agreed corrective action recorded.

Both the reason for non compliance and the corrective action agreed should be recorded on a "Non Compliance" form to be kept by the SFSC.

All records shall be kept by the Site Security Personnel, but the responsibility for maintaining them shall lay with the SFSC.

Records shall be kept in the following categories:

- Organisation and responsibilities
- Emergency procedures and telephone numbers
- Site security personnel
- Daily Occurrence Book
- Temporary buildings and storage areas
- Non compliance and corrective action reports
- Inspection and testing reports
- Review and Audit reports

The records must be available to the emergency authorities, the Fire Marshals and Trade Contractors through the Site Security personnel.

### **Section 5.17 - Review and Audit**

The SFSC shall arrange a meeting with all Trade Contractors once a month to review The Plan.

The meeting shall review, amend, add to The Plan as needs require.

Any incidents not covered within these procedures being relevant to fire, health or safety should be reported to the SFSC, FM's site security and entered in the Daily Occurrence Book. This book shall be reviewed at the meeting noted above.

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The Site Fire Safety Plan will be reviewed:

1. at the project stages as set out in clause 4.5
2. following any fire related incident or after receipt of any adverse
3. on receipt of any adverse comment relating to The Plan's adequacy or effectiveness.

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## Appendix 1

# Site Fire Safety Plan Layout

\*\* Construction manager to produce site specific Site Fire Safety Plan Layout and replace the example