Henry Boot CONSTRUCTION	**FIRE PLAN & RISK ASSESSMENT**	**PROJECT TITLE BB METROPOLITAN CENTRE** **BC 09174**

The purpose of this Site Fire Safety Plan & Risk Assessment is to set down the arrangements for the prevention, detection and fighting of fires, and the means of escape, both from construction site and the site office & welfare facilities in the event of a fire.

A Fire Risk Assessment(s) will be carried out as required by clause 7.0 of Section 14A of the Henry Boot plc Group Safety Policy.

The following personnel have been appointed with fire safety responsibilities:

Fire Safety Co-ordinator **Mat Clarke**

Deputy Fire Safety Co-ordinator **Rob Barkworth**

The Fire Safety Co-ordinator is responsible for ensuring that:

(i) The Fire Plan is prepared and reviewed on a regular basis and, where required, for completing a Fire Risk Assessment.
(ii) Fire appliances are maintained and ready for use.
(iii) Fire Prevention and Evacuation Procedures are documented, communicated and implemented.
(iv) Doorways and existing staircases are kept free of obstructions.
(v) The Hot Work Permit system is put into operation.
(vi) Plumbers etc carry a fire extinguisher and heat mat at all times when carrying out Hot Works.
(vii) A 'fire safe working environment' is maintained at all times.
(viii) The Weekly Fire Safety Checklists are completed.
(ix) Fire extinguishers are suitable and sufficient in terms of type, are of a type that have a charge gauge and are regularly inspected.

The following Appendices are contained to the end of and should be read in conjunction with this document:

Appendix A Hot Work Permit Issue Guidelines
Appendix B Fire Evacuation Plan
Appendix C Fire Drill Record

Henry Boot CONSTRUCTION	FIRE RISK ASSESSMENT	PROJECT TITLE BB METROPOLITAN CENTRE BC 09174

Ref	Assessment Criteria	Applicable Yes / No	Potential Hazards	Persons at Risk (see key on Risk Rating page)	Suggested & Site Specific Precautions/Controls to be put in place	Residual Risk Rating
	Ignition Sources					
1	Are any portable heaters or air conditioning units etc. used?	**No**	Lack of Oxygen Electrical Fault Gas Leak Restricted air flow Unbalancing		Avoid use where ever possible. Do not covering the heaters. Keep away from combustible materials. Comply with manufacturer's instructions.	
2	Is portable electrical equipment used?	**Yes**	Electrical Fault / Short circuit Trailing Cables Overheating Ingress of liquid	Contractors / Visitors	110V transformer and equipment must be used for all tools and equipment used on site. PAT test electrical equipment 3 monthly for site equipment and every 1 years for office equipment and internal wiring. Inspect equipment and wiring regularly. Damaged equipment and sockets to be reported to a supervisor without fail.	Low
3	Smoking	**Yes**	Carelessly Discarded Ends Reduced Oxygen Level Ignition source	Contractors / Visitors	Absolutely no smoking allowed on site or in any site welfare accommodation. Designated smoking area.	Low
4	Are any heat generating processes carried out e.g. • Welding • Grinding	**Yes**	Ignition / Heat source Sparks Conduction of primary heat source Oily rags Material Packaging	Contractors / Visitors	Ensure processes are supervised at all times. Instigate 1 hour fire watch after completion each time Use permit to work system. However, should be inspected by Manager prior to its use each and every time). Heat generating tasks need to have a HWP. Provide suitable fire extinguisher e.g. Foam or CO2.	Low

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	Combustible Materials					
5	Is there likely to be any build ups of combustible materials e.g. Cardboard, Paper, wood, plastics, etc?	**Yes**	Arson Spontaneous Combustion Contact with ignition source Excessive fire load confined spaces Paper bins/skip for office waste	Contractors / Visitors	Empty waste receptacles at regular intervals. Ensure good housekeeping. Store combustibles away from electrical equipment or indirect heat transfer. Situate waste skips away from buildings e.g. at least 5 mtrs. Products that have a Lower Flammable limit e.g. these that will ignite below 32 deg must be stored outside buildings.	Low
6	Any Flammable Liquids used on site e.g. petrol, Oil, Diesel etc?	**Yes**	Arson Spontaneous Combustion (Oily Rags) Contact with ignition source Vandalism	Contractors / Visitors	Stored in a container or room which has been clad internally with one hour fire resisting board and has a fire detector and fire alarm fire point button installed.	Low
7	Any Liquid Petroleum Gases used or stored on site?	**No**	Explosion Arson Spontaneous Combustion Contact with ignition source Vandalism		Store containers in a locked cage away from ignition sources in open air. Store containers at least 3metres away from any oxygen containers. Site Security. Ensure in an emergency that it is known the exact number and volume of all containers to pass this information on to the emergency services.	

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			Structural Features			
8	Are combustible materials covering significant areas of walls, ceilings, or floors?	**No**	Increased risk of spontaneous combustion Paperwork etc. - fire load of the building		Remove unnecessary paper, wrapping, boxes, paper. Make people aware of the significance of increased fire load.	
			Fire Detection and Warning			
9	Is there automatic fire warning system installed?	**No**	System failure Power failure Maintenance		Install a passive fire or smoke detectors within high risk/fireload areas. Escape routes or close to ignition sources to give early warning. Battery backup required for the detection system.	
10	Is there an automatic fire detection system installed?	**No**	System failure Power failure		Ensure detectors are tested and serviced. (records of checks to be kept) Battery Backup for separate live supply in the event of failure.	
11	Are break glass call points used?	**Yes**	Covered by furniture or posters System failure Power failure	Contractors / Visitors	Test a different point at each fire alarm test and keep records of which point has been tested & when. During which time check to ensure that break class cells are not covered.	Low
12	Is the system linked directly to the fire service?	**No**	Back up process required		Ensure that system is regularly maintained and acquire test certificates of passive system.	

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13	Are claxons or sounders used to raise the alarm in the event of a fire?	**Yes**	Poor services Reckless intentional defeating	Contractors / Visitors	Yearly test & inspection by competent person. Visual Inspection. Weekly sound tests. Keep clear form obstruction.	Low
14	Is someone assigned to telephone the emergency services in the event of an emergency? Do they have a deputy?	**Yes**	Delay in notifying fire service.	Contractors / Visitors	Ensure nominee and deputy communicate if they are leaving the office. Ensure continuity of cover during absence e.g Holiday cover. Project / Office Manager to ensure delegation of this duty.	Low
	Escape Routes					
15	Do escape routes lead in different directions to places of safety?	**Yes**	Routes blocked by smoke or fire Trip Hazards to Routes	Contractors / Visitors	Ensure shortest routes to place of relative safety are being used-see Plan of Building. Ensure routes do not become obstructed. Ensure routes lead directly to open air away from buildings. Ensure that appropriate levels of fire extinguishers are in place.	Low
16	Is there a fire exit within a reasonable distance of every office?	**N/A**	Crush injuries Delay in evacuation		All escape routes to be displayed by adequate signage.	
17	Are escape routes wide enough to accommodate the numbers of people who might need to use them?	**Yes**	Crush injuries Delay in evacuation	Contractors Visitors	Ensure routes do not become obstructed. Ensure users understand which routes they should use in the event of emergency evacuation.	Low

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18	Are there any internal fire doors on the escape routes?	**No**	Doors poorly sealed or left open. Poor maintenance of smoke seals Limitation of width of escape route.		Doors open in direction of travel in the event of an emergency evacuation. Doors to be checked for ease of opening. Self closing doors to close fully onto rebate. Doors are not to be wedged or propped open.	
19	Are final exit doors unlocked whilst buildings are occupied?	**Yes**	Non-availability of exit.	Contractors / Visitors	Ensure the first person to enter the building unlocks doors immediately. Doors operated on a push-bar system.	Low
20	Fire Marshal and Fire Safety Co-ordinator appointment	**Yes**	Holiday-no cover Poor instruction	Contractors / Visitors	Ensure adequate and suitable training is provided Ensure each nominated role has a suitably trained deputy.	Low
21	Are escape routes adequately lit?	**Yes**	Power failure.	Contractors / Visitors	Ensure emergency lighting is checked weekly. Ensure emergency lighting is positioned to aid escape. Ensure lighting is serviced annually. Ensure that the electrical master switch is identified to the emergency services.	Low
22	Is there adequate signage in place to direct people to the closest emergency exit?	**Yes**	Not installed or maintained	Contractors / Visitors	Signs to be of an international recognised standard e.g. White on green background. Internal fire doors are to be signed accordingly. Display appropriate signage outside lifts/stairs. Ensure signs indicate route to the nearest / most suitable exit.	Low

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23	Has an assembly area been assigned which is well away from buildings and combustible materials?	**Yes**	Confusion Not communicated This area needs to be highlighted with the appropriate signage	Contractors / Visitors	Ensure assembly area is appropriately signed and communicated. Ensure combustible materials are stored well away from assembly area. Ensure assembly area is never obstructed. Ensure back up area is available should assembly area become unsuitable i.e. due to weather or smoke.	Low
			Fire Drills			
24	Are fire drills held where required? **NOTE:** Fire drills must be held where the project duration is in excess of 6 months	**Yes**	Not practiced Apathy	Contractors / visitors	Ensure that problems that arise during drills are acted on and appropriate documentation is kept. Keep accurate records of fire drills and escape times. Keep accurate log of people contained within the buildings.	Low

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	Fire Fighting Equipment					
25	Is there a suitable fire extinguisher in each area? **NOTE:** Where new Fire Extinguishers are required, these should be obtained from the fire extinguisher supplier detailed in the list of core suppliers.	**Yes**	Not appropriate for class of fire Not enough coverage from extinguishers to facilitate escape	Contractors / Visitors	Ensure extinguishers are fixed adjacent to high risk areas such as electrical equipment, photo copiers server room, boiler rooms etc. Ensure extinguishers are located adjacent to escape routes. Ensure extinguishers are visually checked weekly for signs of tampering or leakage. Ensure extinguishers are serviced annually.	Low
26	Are there suitable extinguishers close to electrical equipment?	**Yes**	Tampered with Removed Out of date service	Contractors / Visitors	Ensure extinguishers are fixed adjacent to high risk areas such as electrical equipment. Ensure extinguishers are located adjacent to escape routes. Ensure extinguishers are visually checked weekly for signs of tampering or leakage. Ensure extinguishers are serviced annually.	Low
27	Is there a fire extinguisher or fire blanket positioned adjacent to cooking facilities?	**No**	Burns Fire Spread		Microwave only.	

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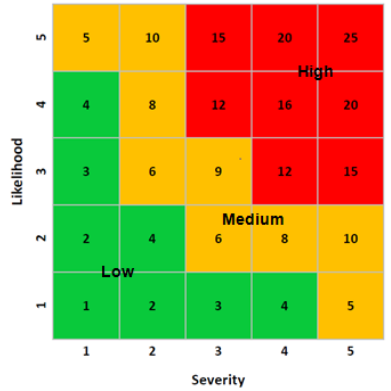
Ref	Assessment Criteria	Applicable Yes / No	Potential Hazards	Persons at Risk (see key on Risk Rating page)	Suggested & Site Specific Precautions/Controls to be put in place	Residual Risk Rating

Prepared By:	D Goddard	Date:	18.01.17

Project Start Date:	**23/01/17**
Scope of Fire Risk Assessment : *(office, work area etc..)*	Metropolitan Centre Barnsley
Review Date(s):	**Ongoing as demolition progresses**
	To be carried out after a fire incident/exercise, significant alteration to the building or its contents or at an agreed frequency
Review Outcomes:	**N/A**
	Record on separate sheet or project plan review and amendment record if necessary
Reference Information:	Pre-Construction Information
Associated Documents:	Construction Phase (Health & Safety) Plan,

RISK RATING

Refer to Work Instruction WI/42 for further details.



Score	Risk Rating
1 - 4	Low
5- 11	Medium
12 - 25	High

PERSONS AT RISK					
Workforce / Staff	**Yes**	Visitors	**Yes**	Other (Specify)	**Yes / No**
Tenants	**No**	Members of the Public.	**No**		

Ref	Assessment Criteria	Applicable Yes / No	Potential Hazards	Persons at Risk (see key on Risk Rating page)	Suggested & Site Specific Precautions/Controls to be put in place	Residual Risk Rating

Appendix A

Hot Work Permits

A daily Hot Work Permit must be issued to prior to any work involving welding, soldering, grinding etc.

The permits must be completed as follows:

- The Precautions Checklist must be completed following an inspection of the planned work area.
- Part 1 of the permit must be completed by the competent person issuing the permit, after the above inspection has been carried out. This signifies permission for the work to start.
- Part 2 of the permit must be sign for by the person receiving the permit, signifying their responsibility for carrying out the work as detailed on the permit. At this stage the permit is a live / open document and must be retained and remain the responsibility of the person receiving the permit. A duplicate copy of the permit must be retained by the person issuing the permit (blue carbon copy).
- Part 3 of the permit must be completed by the recipient of the permit (the above responsible person) after completion / suspension of the works.
- Cancellation of the permit must be completed by the issuer of the permit after the area has been checked both on completion of the work and sixty minutes after completion. The sixty minutes after completion check shall be carried out as part of the end of day checks where the permit is returned at the end of the working day.

NOTE: When issuing a permit, the means of contacting the emergency services, site office and / or site management and the first aider by the person receiving the permit must be established. Likewise the means of contacting the recipient of the permit must also be established.

A copy of the Fire Evacuation Action Plan in relation to the compound area will be displayed in the site office and canteen. The Fire Evacuation Action Plan(s) in relation to the work area shall be displayed in each work area; this shall be updated as the work progresses.

Appendix B

Ref	Assessment Criteria	Applicable Yes / No	Potential Hazards	Persons at Risk (see key on Risk Rating page)	Suggested & Site Specific Precautions/Controls to be put in place	Residual Risk Rating

FIRE EVACUATION ACTION PLAN

In the event of a fire, the following procedures must be followed:

1. Raise the alarm by suitable means (e.g. by shouting 'Fire, Fire' or sound the claxon).
2. Ensure everybody is removed from the area / room where the fire has broken out.
3. Turn off any powered or heat producing equipment. Do not stop to collect any personnel belongings.
4. Ensure everybody else in the area is notified and evacuated.
5. Contact fire brigade, dial 999 (or 112 from a mobile phone) and inform them of the address where the fire has broken out.

   Site Address: **The Metropolitan Centre, Barnsley town centre, S70 1RQ**
6. Contact a member of the Henry Boot site management team (Site Manager, Site Safety Supervisor etc.). HBC manager to alert **BMBC control** on **01226 289320**
7. Assemble at the front designated assembly point and await the arrival of the Fire Brigade and Site Safety Supervisor / Fire Safety Supervisor.
8. Fire Extinguisher(s) are located in the site offices, canteen and with each person carrying out hot works.
9. Only tackle the fire where safe to do so.
10. No one should re-enter the building / site until permission is given by the Fire Safety Co-ordinator / Site Safety Supervisor or Site Manager.

Ref	Assessment Criteria	Applicable Yes / No	Potential Hazards	Persons at Risk (see key on Risk Rating page)	Suggested & Site Specific Precautions/Controls to be put in place	Residual Risk Rating

Appendix C

Fire Drill Record

Date	Comments	Persons Present	Signed