

Rochdale corner plot Construction Phase Site Fire Safety Plan

Date of Site Fire Safety Plan: 18/9/25

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Construction Phase Site Fire Safety Plan

Project	Rochdale corner plot
Client	Rochdale Development Agency Number one, Riverside OL161XU
Principal Designer	Safer Sphere CHS limited 1 st floor 105 Leaside St Helens WA9 5GG
Principal Contractor	Oak Construction Projects Ltd STOK 53 Prince's Street Stockport SK1 1SL
Commencement	2 nd February 2026
Duration	52 weeks

Revision Page

Rev	Date	Purpose	Amendment	Updated by	Initial
Rev 1	18/9/25	Initial Issue		R Kershaw	RK

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 1. Project description

Brief Description & Scope:

A high-quality residential development of 33 apartments for the 'PRS' / "Build to rent" Market. The scheme sits on a key regeneration site within a commercial area in Rochdale city centre adjacent to the main train station. The site consists of a highly visible frontage onto the main approach to the station, fronted with a tram stop, with the existing building sited within a conservation area. The site sits opposite St. Johns' The RC Church, a building of historic significance. The area is referenced in the masterplan and SPD as the Fire Station Block.

Scope:

The works will consist of (but not limited to):

- Site setup including welfare, site office accommodations and secure compound
- Below level drainage & groundworks
- Hard landscaping
- Erection of a load bearing frame
- Masonry Façade works
- Roof works
- Residential Internal fit-out
- M&E infrastructure
- Passenger lift installation
- Fire protection
- Fixtures, fittings and internal finishes

	Site Fire Safety Plan
	Section 2. Construction Phase Arrangements

The responsible person in accordance with the Regulatory Reform (Fire Safety) Order 2005 and CDM Reg's 2015 is the Senior Project Manager, Roy Kershaw. and so far, as is reasonably practicable, the responsible person will ensure general fire precautions and fire safety measures are implemented and adhered to as follows (the points below are further elaborated on in the relevant sections of the main body of the Site Fire Safety Plan) -

- A fire safe working culture is proactively always promoted.
- All procedures, measures and standards laid down in the site fire safety plan are understood and complied with by all those on the project site.
- Fire precautions procedures and responsibilities detailed in the site fire safety plan are adhered to, to ensure in the event of an alarm that a safe evacuation of the site is executed
- Arrangements for calling the fire and rescue service are regularly monitored and checked. Also, liaison and communication with the local Fire and Rescue Service throughout the lifespan of the project will be regularly promoted and reviewed.
- Checks, tests and a proper maintenance regime of firefighting equipment, alarms, and detection systems are carried out and recorded accordingly. Ensuring that daily/weekly inspections are completed of escape routes, fire and rescue service access, work areas etc. Written records are also to be maintained on the training and fire drills carried out.
- A permit to work system will be used to stringently manage all hot work on site that cannot be designed out if alternative methods are not possible. An example of OCPs hot work permit is included with this report on page 24.
- The appointment of a Fire warden (Site Manager) that will be permanently based on the project will be made, to assist the Responsible Person (Senior Projects Manager). A team of fire wardens (assistant Site Managers) will also be appointed to assist the Fire warden/responsible person as required.
- Written records will be maintained and a dedicated fire safety file will be created and developed for the lifespan of the project to compliment the content of the Construction Phase Health and Safety Plan. Please see overleaf for an index for the dedicated site fire safety file that should be created and maintained to ensure uniformity and consistency throughout the RGV Bosden project.

Index for the dedicated site-specific fire safety file

Section	Heading and suggested content for each section
1	Copies of all FRA's completed to date for the project. Including FRA's completed by contractors on site who have been given space for welfare, offices, storage etc.
2	A copy of the current site-specific fire plan.
3	Certification relating to the installation of the fire alarm/detection systems.
4	Records of fire alarm/detection system weekly tests.
5	Record of emergency lighting monthly tests.
6	Record of fire drills completed including any learning outcomes.
7	Record of annual test/servicing of fire extinguishers utilised on site.
8	Current test certificate for the temporary or fixed electrical installations.
9	Current PAT testing schedules completed for portable appliances used on site (required for all contractors engaged on site and also for equipment used by the PC in the site offices/welfare areas).
10	Current qualifications/copies of training certificates containing the competence of the Fire Marshals employed on site.
11	Copies of hot work permits currently live or issued previously for the project.
12	Documentation relating to the installation of compartmentation; fire doors; fire stopping to current industry and British Standards etc. Including evidence of the competence of contractors carrying out the work, such as any third-party accreditation achieved with organisations such as the BWF (British Woodworking Federation).

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 3. Liaison with Emergency Services

The fire and rescue services should continue to be consulted during the construction phase, to ensure that the information detailed below has been made available relating to the fire safety issues on site.

Plans of the site layout will be made available (as per Section 5 below), that will be updated as necessary throughout the lifespan of the project. In particular, information and plans made available for the fire and rescue service will identify in particular the following;

- The fire assembly point and also fire points throughout the key areas of construction are at main site entrance (for vehicular access)
 - Access to the site is Station road/Maclure road
- Fire Hydrants on the perimeter of the site are TBC and will be accessible and unobstructed at all times.
- Location of temporary buildings, and cabins housing welfare facilities will be located
 - On Station road and inside the existing building to be refurbished.
- Secured gas cylinder storage – this will be reviewed as the project continues but at present sub-contractors are told to remove cylinders from site at the end of the day.
- Temporary Service Supplies will be adjacent to the Biometric entrance gate

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 4. Emergency Procedures

Means of giving warning of fire will be maintained and is a high priority for the project. The following issues will be considered throughout the project,

- A wireless WES system will be put in place to provide wireless call points on site
- Information on specific emergency evacuation procedures must be given to all employees on site through inductions, fire awareness training, TBT's etc. The emergency arrangements and plans contained below on pages 9 & 10 must be updated to reflect the wireless alarm and detection equipment when it is installed, and a toolbox talk should also be delivered to inform all site personnel of the changes that have been implemented in relation to the evacuation procedures. The evacuation procedures must be reviewed regularly through the fire risk assessment process, outcomes from fire drills etc.
- The simple and effective evacuation procedures detailed below on pages 9 & 10 below are to be used in an emergency and must be issued to site staff during inductions and toolbox talks and Signage (Fire Action Notices), detailing the specific emergency procedures in the event of fire must be displayed throughout the site at fire points and at prominent positions where workers congregate. The signage at fire points and other prominent positions must correspond directly with the information issued to site staff at induction; reviewed through toolbox talks etc, (see pages 10 & 11 below).
- In keeping with the proposed three-monthly reviews of the site-specific fire plan and construction phase FRA's, fire drills should also be completed regularly (recommended on a monthly basis), and the learning outcomes used to adapt and amend the emergency plan and evacuation procedures. This will continue to test the adequacy of the protective measures - particularly the audibility of the sounders installed on site. Additional sounders may be necessary in work areas if the alarm cannot be heard.
- To facilitate the fire safety plan and the evacuation procedures in the event of emergency, staff appointed as fire marshals must be listed in section 18 below and their specific roles and responsibilities must also be clearly stated. Details of formal training delivered to site fire marshals must also be recorded in this section.

1. Site Emergency Evacuation Procedures

General Arrangements

- Upon an activation of a call point or detection point and the alarm is raised, fire marshals led by the Chief fire marshal (Site Manager) will be responsible for the initial investigation on whether or not further action need to be taken to contact the emergency services.

- An alarm activation on site will be transmitted to the main alarm panel/wireless base unit. The location of the activation on site will be confirmed via the information on the wireless base unit and the Chief fire marshal will instruct the initial investigation to be carried out by nominated fire marshals as to the source of the activation.
- If any “signs” of fire are identified by fire marshals during the initial investigation, the Chief fire marshal must be informed immediately, and emergency services requested via 999 telephone call.
- Once all contractors and operatives have cleared the site, fire marshals will inform the Chief fire marshal that the floors/work areas are “clear”. Any persons NOT leaving the building will be noted by the fire marshals and details of the person and the company they work for will be communicated to the Chief fire marshal.
- Once all personnel have evacuated site a full roll call will be completed. Upon arrival at the site assembly point it is the specific contractor's responsibility to ensure all operatives are accounted for and give this information to the Chief fire marshal.
- This information e.g. location, type of fire, any persons unaccounted will be given to the fire and rescue service along with any further information they may require - fire hydrant location, means of escape etc.
- The Chief fire marshal (in consultation with the fire and rescue service in the event of a live incident) will advise when it is safe to return to site and will communicate this to fire marshals and contractors' management. Oak Construction Project's management team must be informed at the earliest opportunity of the situation and outcome so that a full investigation can be carried out.

On Discovery of a Fire

- The alarm must be raised immediately (call points are to be located at key point on site at all levels).
- Attempts to contain the fire should only be made if personnel are trained and can do so safely. Fire Extinguisher points are located on site - as per fire plans displayed at fire/call points.
- Site personnel must leave the site via the nearest fire exit and report to the assembly point.
- All personnel must not re-enter the building and are to wait further instructions at the assembly point from the Chief fire marshal.

On Hearing the Alarm

- On hearing the alarm all site personnel must leave their work area immediately and follow the fire exit signs to the assembly point.
- All site personnel must follow instructions given by the fire marshals.
- All site personnel must await instruction from the Chief fire marshal at the assembly point.

The Plan is based on the following parameters -

- Fire extinguishers are provided at key locations across the site, that are checked regularly by site fire marshals (see checklists below on pages 17 & 18).
- A strict policy of No Smoking is followed on site
- The site AFA/AFD system will be tested on a weekly basis from different locations each week.
- A rigid and robust permit to work system is in place and will be strictly adhered to and the permit will be as per the copy on page 25 below.
- Well-maintained work areas are to be kept, and these are to be cleaned daily to ensure there is no build-up of waste materials.
- Flammable liquids and gases will only be stored as per RAMS authorised by The principal contractor and stored in authorised COSHH storage areas that are clearly signed.
- Any waste material is to be removed immediately and not allowed to build up, with stringent management particularly of the skip in place at the front of the building.
- All COSHH materials are risk assessed and suitable and sufficient control measures are implemented and adhered to.
- Trained and competent fire marshals are put place.
- All personal on site must be fully site inducted to ensure they are made aware of these risk critical fire safety procedures.

2. Emergency Evacuation Procedures

Emergency evacuation procedures to be inserted here for specifically identified high-risk areas on site where necessary (to compliment the site procedures detailed above).

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 5. Fire Protection

At the start of each shift and at the end of each shift a fire check will be undertaken by a fire marshal who will be tasked to manage the fire safety strategy throughout the project, with any observations and findings recorded and reported immediately. Formal weekly/monthly/quarterly checks and tests of the fire precautions will also be carried out and recorded in the site fire safety files, using the template example provided on pages 14 & 15 below.

Fire hydrants will be unobstructed throughout the construction phase.

The integrity, safety and security of the means of escape **MUST** be maintained at all times. Fire-stopping material must provide at least 30 minutes fire resistance. Issues such as robust management of combustible materials and waste; strict adherence to hot work procedures that cannot be designed out; prohibiting the wedging open of fire doors must remain as high priorities for the lifetime of the construction project. As well as the provision of detection, call points and sounders, the fire watch as stipulated on the hot-work permit will also be strictly managed (see the example of a suitable hot work permit on page 24).

The areas of fire protection and means of escape must continue to be identified via simple line drawings at each fire point on each floor - similar to those overleaf, that will be maintained and made readily available to be used in the event of fire. As the project progresses and compartmentation increases, emergency lighting systems must also be considered to provide adequate illumination on the means of escape in the event of emergency evacuation.

Permanent occupancy of any part of the site is not permitted until all fire protection measures are installed and have been tested and fully commissioned.

Fig 1: Typical layout of protective fire safety measures on each floor of the building under construction

Site diagram to be inserted here showing protective fire safety measures across the site

Checklist template to be used by fire marshals
for regular site fire audits

Daily (completed am and pm)

Area on site	Actions
Inductions	All personnel on site to be regularly monitored to ensure everyone has been inducted and fully understands site fire safety procedures.
Fire points	Fire points must be correctly stocked as per the fire plans posted on site (See Section 5 in this Site Fire Safety Plan).
Call points and dry risers	Call points to be checked for physical damage and a suitable number are available.
Signage	All fire safety signage to be checked to ensure it is in place and has not been removed/damaged etc.
Means of escape and fire doors	All means of escape must be kept clear and unobstructed. Fire doors must close fully with all parts of the fire door and furniture fully functional.
Site hand-held radios	Radios (if issued) must be checked for full battery charge to nominated Fire Marshals - (as per responsibilities in section 18 in Site Fire Safety Plan). At the end of the day the radios will be returned to the charging units to be recharged.
Mobile Phones	Site management; fire marshals and main contractors in risk critical areas should have mobile phone contact numbers in the event of emergency - particularly for risk critical areas of the site.
Hot work permits	Hot work permits to be checked when issued at the start of the shift. Permits to be checked again, at the end of the shift that they have been adhered to and correctly closed out (see section 12 of Site Fire Safety Plan)
Smoking point	Housekeeping, signage and fire point at smoking point to be checked
Refuse/bin store	Housekeeping to be checked a.m and p.m and that waste is being removed regularly on a daily basis and fire loading is not increasing (see section 14 of Site Fire Safety Plan)
COSHH/LPG/cylinder stores	Authorised stores must be checked for security and housekeeping to maintain the highest standards on site with hazardous materials.
Hoists, Cranes and FLT's	Daily checks to be completed on any plant and equipment used by operatives.

Checklist template to be used by fire marshals
for site fire audits
(Continued)

Weekly

Area on site	Actions
Site Specific Fire Safety Plan	The Fire coordinator/Chief fire marshal must review the content of the Site Specific Fire Safety Plan & update it to reflect progress & circumstances on site.
Fire points	Visual inspection of extinguishers to ensure they are pressurised and no physical damage evident. Also additional fire points to be put in place as required (see section 7 in Site Fire Safety Plan.)
Automatic fire alarm system	Fire alarm tested from different point each week and recorded in the site fire safety files.
Compartmentation and fire stopping	Passive systems such as the compartmentation of the staircases and any other fire separations are inspected and compared against details contained in contractors method statements etc.
Hoists and Cranes	Weekly checks completed and all staff familiar with RAMS and emergency fire procedures

Monthly

Area on site	Actions
Emergency lighting tests	Short duration test to be completed on all emergency lighting units on site
Fire drills	Fire drill to be completed and recorded in Site Fire Safety Plan with learning outcomes actioned.

Quarterly

Area on site	Actions
Mains electrical supplies	Electrical installations (temporary and fixed) are re-certificated by competent contractors in accordance with BS7671 and a copy of the certificate stored in the site fire safety files
PAT test records	All PAT tests both for the PC and all contractors to be reviewed and records of tests stored in the site fire safety files.
Automatic fire detection system	AFD system on site to be serviced (usually 25% every quarter) to ensure full test of system over a twelve month period

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 6. Temporary Covering Materials

If any works on external parts of the building require the scaffolding systems etc to be covered (with material such as Tri-Net FR or equivalent), they must comply with the following fire safety standards - LPCB approval to LPS 1215.

Also, regard must always be paid to the relative fire load and potential for fire growth of any other such coverings particularly on means of escape as flame retardant protective covering materials can still burn. Any plastic sheeting or flexible covering materials must conform to the LPCB's loss prevention standard LPS 1207 - *Fire requirements for protective covering materials*, or equivalent standard. The relevant approval mark should be printed and visible on the covering material used on site.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 7. Portable Extinguishers

An adequate number of fire extinguishers must be deployed at fire points on each floor throughout the site at the locations detailed within the fire plans and line drawings posted at fire points throughout the construction project. Current guidance contained in HSG 168 p.43 recommends the following level of fire extinguisher coverage -

“The number and type of extinguishers present depends on the fire hazard. For a typical spread of fire hazards, the following is considered to provide a reasonable level of cover per 200 m² of floor area - no fewer than 1 x 9litre water extinguishers and 1 x CO₂ extinguishers of at least 1.1kg capacity.”

As the construction phase progresses, the adequacy of the portable firefighting equipment will be reviewed as an integral part of the fire risk assessment process. They should be suitable and sufficient at every stage of the proposed construction, particularly when the travel distances become more challenging in the future when the compartmentation is completed.

Fire marshals will need to be instructed in the appropriate usage of extinguishers where safe to do so. The number of trained fire marshals or competent persons who can use extinguishers should be reviewed to ensure there is capacity to deal safely but expediently with a small fire if appropriate.

Fire extinguishers will be subject to an annual test, in accordance with BS 5306-3 by a competent person.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 8. Site Security and Arson

Site security and arson protection is a key feature of the site fire safety plan. The principal contractor should continually review the security arrangements for site in particular the measures to prevent unauthorized access with specific risk assessments completed relating to security and the issue of potential willful fire setting. Security guards if utilised should be licensed under the Private Security Industry Act 2001.

The site is currently secured at the end of the working day by the site team and CCTV cameras have not been installed, and no site security staff have been engaged. In discussions with the site team, if the project costs are £20m and above, it is defined in the JCOP 9th edition as a high fire risk project and site security personnel are strongly recommended. If site security personnel are not engaged, the site security and wireless AFDA systems must be remotely monitored to provide the earliest warning of any breach in security and any fire developing on site. At the end of each working shift however, all doors and windows must still be checked to ensure that they are secured against unauthorised entry and as part of the daily fire check completed at the end of every shift.

The site must also have regular security inspections completed during working hours. It should be ensured that the all information relating to security breaches arson attempts, vandalism and other fire safety contraventions that occur out of hours is recorded and actioned accordingly. This information will be reviewed by The principal contractor to allow them to assess if the provisions are still adequate to protect the risk.

The following issues must also be considered,

- Pedestrian access and vehicle gates should be secured with close and conceal padlocks
- Illumination on site out of hours should be considered.
- Waste/bins are to be cleared from site as soon as reasonably practicable.
- Flammable liquid, LPG and combustible material stores when utilised on site will be secured and there will appropriate safety signage on the storage cage

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 9. Temporary Buildings and Temporary Accommodation

They will be subject to specific stand-alone fire risk assessments that will be reviewed at intervals not more than quarterly during the lifespan of the construction phase, with particular reference to the following areas –

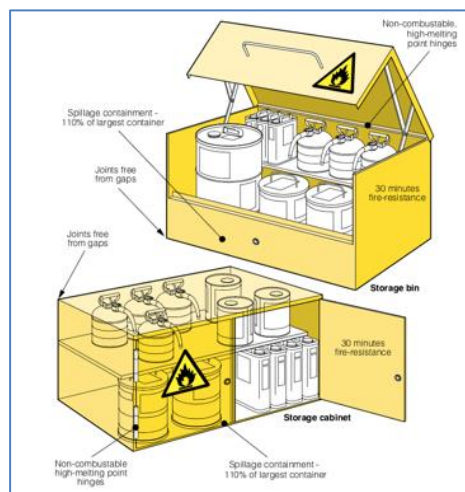
The following issues will be adhered to throughout the project –

- Means of escape for the welfare and site offices are to remain clear, accessible and unobstructed at all times.
- Waste material and refuse must not accumulate in these areas and strong housekeeping must be maintained at all times as a preventative fire safety measure.
- Any heaters used must be fixed and preferably above floor level. Careless drying of clothes too close to heaters must be avoided at all costs.
- Cooking appliances must be properly installed and adequate ventilation installed. Microwave appliances are preferred to heat food.
- All portable appliances (microwave, office equipment etc.) should be PAT tested as part of a regular schedule and testing schedule and reviewed at regular intervals.

Also, if main contractors are given space on site for their own site office and storage areas, they must complete their own specific FRA's to cover their individual workspaces. Workspace-specific FRA's completed by the contractors must be submitted to the principal contractor for inclusion in the site fire safety file once they have been reviewed and formally authorised.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 10. Storage of Flammable Liquids and LPG

Flammable liquid, and combustible materials authorised for contractors' use on site by the principal contractor will be managed in dedicated COSHH stores sited at least 10m from any building or boundary fence. Where they are stored as detailed below, no more than a day's supply of flammable liquid may be stored in such authorised work areas. Clear signage must be prominently displayed on the store.



Storage of small quantities of flammable liquids -
as per HSG 51 *The storage of flammable liquids in containers*

Where highly flammable gases are used at a work area they should be stored and secured in an upright position. Chains or straps should be used to secure them in position. Compressed gases, whether highly flammable or not, should never be stored in a horizontal position.

Any mixed oxygen and other gas cutting, or welding system should be fitted with a flashback arrestor. Use of equipment, which does not incorporate a flashback arrestor, should be prohibited. Hoses and valves should be in good condition with no evidence of temporary repair (e.g., tape wrapped around a hose or valve) or damage. Where there is evidence of temporary repair or damage use of the equipment should be prohibited.

LPG when utilised on site will be secured when not in use in dedicated lockable externally located gas cages that are well ventilated and sited as far as possible away from the buildings under construction. Clear signage will also be provided on the outside of any gas cage and on the site perimeter barrier. Oxygen cylinders must be stored separately.

Should the limited use or specific site conditions preclude the use of a dedicated gas cage, contractors using LPG and gas cylinders must remove them from site at the end of the shift.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 11. Acetylene

Where possible, the use of acetylene will be eliminated where reasonably practicable and other processes utilised. Should acetylene be used on site, the use must be managed with respect to the unstable nature of the gas and the potential for serious incidents where the cylinders are subject to impact damage or exposed to fire etc.

In emergency incidents, the Fire & Rescue Service may implement a 250m exclusion zone around the acetylene cylinder involved in fire. Also, procedures may lead to the site being closed for at least 24 hours while the Fire and Rescue Service manage and cool the cylinder.

Therefore, spare cylinders must be kept to an absolute minimum and the cylinder that is used is to be returned to a dedicated lockable caged storage area as soon as possible. This will form a key part of the hot permit-to-work conditions specifically issued for the acetylenes usage.

Dedicated storage trolleys must also be used and cylinders secured with restraining straps or chains.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 12. Hot Work and Permit-to-Work schemes

All hot work that cannot be designed out or where alternative methods of working cannot be put in place will be subject to a hot work permit, covering specific, identified activities and locations – signed off at the end of each work period as part of the site daily permit-to-work- management system. “Blanket permits” will not be allowed.

An example copy of The principal contractor’s hot work permit is included for reference purposes in this site plan overleaf.

The following mandatory information must also be brought to contractors’ attention and best practise is to attach or include the following items with the hot work permit to be read before the work commences -

- Before starting work, the area must be cleared of all loose combustible material and, if work is to take place on one side of a wall or partition, the opposite side must be examined to ensure that no combustible material will be ignited by conducted heat.
- At least two appropriate fire extinguishers must be at hand and a careful watch maintained for fire breaking out whilst work is on progress. Extinguishers must not be taken from the dedicated fire points on the means of escape on site.
- Exposed wooden flooring and other items of combustible material, which cannot be removed, must be covered with non-combustible material.
- When welding, cutting or grinding, the work area must be suitably screened using non-combustible material. Welding and cutting must only be carried out under the supervision of trained competent personnel. RAMS submitted by contractors must be carefully reviewed before being authorised by the site management for use on site.
- Gas cylinders must be supported in an upright position, secured on dedicated trolleys using straps and chains. Regulators should be fitted to cylinders that are not more than 5 years old.
- Equipment and hoses used with oxy-acetylene and other similar equipment must be in good condition, set up in accordance with manufacturers instruction and subject to a visual inspection before each period of use. Flashback arrestors should also be fitted.
- The work area should be subject to a continuous fire watch for at least 60 minutes following completion of the hot work.



Hot Works Permit
V1.0.docx

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 14. Waste Materials

Good housekeeping and control of waste materials will be paramount to reduce the risk of fire on site in the construction phase and waste materials must only be disposed of in accordance with the Site Waste Management Plan that should be included for reference within the Construction Phase Plan. Storage of combustible materials within the building should be avoided, and combustible materials should be removed at the end of each working day. The materials should be immediately unloaded and decanted to their designated area around the site. This procedure must ensure that there are no significant quantities of materials in any single place within the building.

Regular collection of waste materials from open areas on site will prevent an accumulation of waste as part of the waste management plan, with combustible waste cleared at least once per day from all areas. Waste services contractors will provide monthly records on recycling of site waste materials.

The following issues must be adhered to on site at all times to reduce the fuel risk and fire loading on site,

- Any potentially flammable waste material such as oily rags, must be disposed of in separate metal bins with close-fitting metal lids.
- No burning of rubbish is to be permitted on site and is strictly forbidden.
- All contractors and personnel are required to maintain clean areas of work that minimise the amount of combustible waste and must regularly remove waste and material to the dedicated areas established on site in the compound identified on the site logistics plan.
- Where contractors do not manage waste correctly they will be issued with formal “tidy-up” notices and risk being dismissed from site.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 15. Plant and Vehicles

The site traffic and movement of plant and equipment will be controlled to a traffic management scheme. This will reduce the risk of accidental impact on site. Site traffic will enter the site only when authorised from site entrances detailed in the site traffic management scheme.

Exhaust pipes, and exhaust gases from plant; vehicles etc will be positioned in open air or in well-ventilated non-combustible enclosures. Also, air intakes will be situated in cool, uncontaminated air, free from flammable gases or vapours.

Long term parking of vehicles will be prohibited from parking within 10m of main site buildings – when equipment and materials are being loaded/ unloaded, contractors' vehicles will be allowed within 10m of site buildings only for the duration of the loading/unloading duration only

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 16. Stored Materials

Where reasonably practicable, stored materials will be stored outside away from the main body of the site to ensure that fire is prevented from spreading to the main building.

Where materials are stored inside the buildings, the following conditions will be ensured –

- Storage area will have controlled access
- No hot work will be allowed to be carried out in the area where materials are stored
- Fire checks and security patrols will ensure that the stored materials are regularly checked.
- Personnel will be aware of location of fire points and extinguishers, to be used if required adjacent to areas where stored materials are located.
- Non-essential wrappings removed from the stored materials must be disposed of away from the risk area as soon as possible and in any case disposal and recycling to a place of safety will be carried out not less than once per day.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 17. Smoking

Smoking must be prohibited on site, and this must be strictly adhered to and strictly managed on site.

No smoking signs are to be displayed on site and all persons on the site must be made aware of the no smoking policy, during the site induction and through regular toolbox talks.

21.2 Where a smoking shelter is provided it must be:

- (a) included specifically in the project fire risk assessment;
- (b) constructed of non-combustible materials;
- (c) situated as far as reasonably practical from any building or structure, but at least 20m on a high fire risk site, where possible;
- (d) provided with suitable metal ashtrays and a separate metal waste bin with a fitted metal lid; and
- (e) provided with a suitable fire extinguisher.

21.6 In no circumstances should the shelter be sited near:

- (a) windows;
- (b) ventilation intakes or extracts;
- (c) entrances and exits from the premises;
- (d) hazardous materials, including facilities for the storage of flammable liquids and gases;
- (e) waste storage containers (such as skips or bins); or
- (f) beneath a canopy or low slung eaves.

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 18. Training, roles and responsibilities

All site personnel will be made aware of emergency procedures within the site safety fire plan, via inductions, refresher courses etc. Staff training is to be recorded in the table overleaf.

To ensure compliance with the **JCOP 9th Edition: Fire Prevention on Construction Sites**, a fire coordinator/Chief fire marshal and a deputy fire marshal should be permanently based on site. As construction commences and develops, additional fire marshals will be required following future reviews.

To facilitate the fire safety plan and to ensure that a safe and orderly evacuation is completed in the event of the alarms actuating, the following personnel have been nominated as fire marshals. The specific responsibilities for each position are detailed below.

Name	Position and specific responsibilities
Roy Kershaw	Fire coordinator/Chief Fire Marshal
TBC	Fire Marshal
	Fire Marshal
	Fire Marshal
	Fire Marshal

The following training should be delivered to all site fire marshals to ensure that the following learning outcomes are achieved –

Fire awareness and Fire Marshals Duties

Understand the impact of fire in the workplace
 Relate the “triangle of fire” to hazards in the workplace
 State the ways in which fire spreads
 Understand the different classes of fire
 Select the appropriate fire extinguisher for use if safe to do so
 Have an understanding of fire risk assessment and associated legislation
 Relate the duties of a fire marshal to the Fire Plan created from the fire risk assessment
 Understand the actions to be taken on-site in the event of fire by fire marshals e.g. –

- Raise the alarm
- Tackle the fire if safe to do so within limitations of a portable fire extinguisher.
- Check specific areas as nominated in evacuation strategy
- Understand topography of the building and primary/secondary means of escape

Name	Date training delivered	Details of training delivered

Date	Details of Fire Drill and learning outcomes

 OAK CONSTRUCTION PROJECTS	
	Site Fire Safety Plan
	Section 19. Specific Fire Risk Assessments

The table below ensures that the evolution of fire risk assessments is recorded as they are reviewed regularly through the lifespan of the project.

It is expected that the fire risk assessments will be reviewed every two months until further notice – and regular reviews are also recommended for this site-specific fire safety plan due to the rapidly changing nature of the site and personnel present e.g. contractors, sub-contractors etc. Of course, should any significant change or fire happen in the interim period, the fire risk assessment and this fire plan will be reviewed with immediate effect.

Date of FRA	Details of FRA	Review date