



Fire Management Plan Project – Brownhill Community Learning School Sutherland Rd Heywood OL10 3PY

References:

- A. Regulatory Reform (Fire Safety) Order 2005
- B. HSG 168 Fire Safety in Construction
- C. Fire Prevention on Construction Sites: The Joint Code of Practice (9th Edition)
- D. PLP Construction Ltd Fire Risk Assessment 10th June 2024

1. INTRODUCTION

In line with current legislation, including the Regulatory Reform (Fire Safety) Order 2005, and the Management of Health & Safety at Work Regulations 1999, PLP Construction Ltd carried out a Fire Risk Assessments on this site and incorporate off-site hazards (such as radiation, access to emergency services and hazards to other premises), to identify our preparedness to deal with: -

- preventing fire
- dealing with an outbreak of fire
- evacuating people safely from a building
- avoiding injury and death from fire
- minimising property damage and disruption to our activities

Fire risk assessments are specific to the activities of each project and are the responsibility of the projects Contract Manager, referred to as the responsible person. Assistance will be provided from GMCT Ltd as the competent Health and Safety advice. Fire Risk Assessments are reviewed periodically as the work develops and after significant changes to our activities and /or hazards increase and whenever an incident occurs. The responsibility for initiating such reviews rests with the responsible person.

Fire Risk Assessments are the basis of this plan and shall be held within the Site Health and Safety File.

2. AIMS OF THE FIRE POLICY

The plan is a practical guide to all persons on site; and explains who is responsible for doing what: -

- to reduce the likelihood of fire
- to prepare people and premises to survive a fire

3. WHO IS RESPONSIBLE FOR FIRE SAFETY?

Everyone entering site has a responsibility to cooperate with the arrangements for safety set out in our Health & Safety Policy, of which this Fire Plan is part. Additionally, all operatives on site, including sub

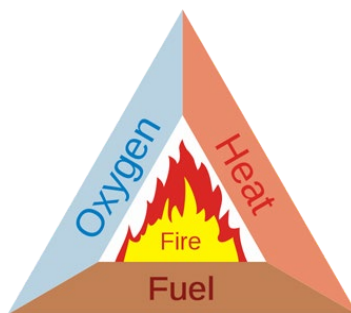
contractors and visitors are required to remain vigilant and to take personal action to reduce fire risks and never to assume that fire safety is always someone else's responsibility.

Our expectation is that all personnel on site and visitors will play their full part by keeping their knowledge of good fire safety practice up to date, ensuring safe evacuation of the premises in the event of a fire, and promoting good housekeeping.

All staff have a duty to ensure that they are familiar with fire procedures and evacuation routes from all areas of the project and know what action to take should they hear an alarm or discover a fire.

4. HOW TO IDENTIFY FIRE HAZARDS

For a fire to start three things are needed, as detailed in the fire triangle below:



*By eliminating **ONE** of these factors a fire cannot start*

5. CONTROL MEASURES – PREVENTING A FIRE

Smoking is prohibited on site and only at designated smoking shelters.

Housekeeping - Fire escape routes and corridors, stairways, must be kept clear of all obstructions and combustible materials, whether rubbish or not at all times. All operatives are to clear rubbish immediately.

Storage areas must not become over-stocked or dumping areas for unwanted materials and resources. Combustible material shall not be stored close to any electrical equipment or any source of heat. Storage containers and rooms need to be controlled and monitored.

Deliveries of supplies and equipment are to be cleared from escape routes ASAP

All portable electrical equipment must be tested every 3 months on site, by a competent person. Any untested equipment will immediately be taken out of service. Employees have a duty to carry out visual checks of equipment before use and immediately report any concerns to the responsible person.

6. MEANS OF ESCAPE

The Site Manager is to ensure that a means of escape is available within 25m of his / her place of work activity and alternative routes are available.

Fire escape routes and exits should be kept clear, of obstructions and materials that might catch fire, at all times.

All routes of escape have escape route direction indicators.

Doors leading to and at the end of fire escape routes should be fastened only in such a way that people on their way out can immediately and easily open them without the use of a key.

Fire doors (if applicable, marked with a blue and white sign, "fire door keep shut") are there to safeguard against the spread of smoke and fire. They are never be wedged or propped open.

7. FIRE FIGHTING EQUIPMENT

All areas are equipped with portable fire extinguishers.

An annual programme of maintenance is in place to ensure that all extinguishers are in good working order, the appointed responsible person shall conduct visual weekly checks and record the event monthly.

All staff/operatives have a duty to ensure that fire extinguishers are not used for unauthorised purposes eg holding doors open.

Visual checks of extinguishers are included during the periodic health and safety inspections to monitor site activity.

8. SITE ATTENDANCE

Located in the site office shall be a signing in / out register which must be completed on all occasions, by all persons when arriving and departing site. This shall act as the fire register.

9. SITE INDUCTION

All operatives must attend a site induction prior to any work on site; a key element of this induction is to ensure a full and detailed understanding of the site fire safety arrangements. The site manager is responsible for visitors; this includes sign in / out and ensuring that they brief visitors of the fire procedures.

10. DISABILITY

The Company Director for safety and GMCT Ltd must be informed of all operatives or visitors with any form of disability, for frequent users / visitors an individual 'Personal Emergency Evacuation Plan' (PEEP) shall be developed.

11. HOT WORKS PERMIT

All contractors working on site and conducting hot works must be made fully aware that hot work process must only be conducted with the consent of the Site Manager and a 'Hot works permit to work' shall be produced and monitored closely by the allocated responsible person. It is company policy that hot works are not permitted in timber frame builds and the work must be completed one hour before site closure and at which time the area must be inspected to ensure safety.

12. TRAINING

All PLP Construction Ltd operatives will attend a Fire Awareness safety training course and Site Managers and Supervisors are Fire Warden trained, this training includes identifying the types of fires extinguishers and their appropriate use and a period of practical fire fighting. This is not primarily to prepare them for fighting a fire, rather as an aid to self- preservation, or to aid the escape of another person, or to put out a minor fire before it can grow, and without putting themselves in danger.

13. ALARM & CALL POINT TESTING

During the early stages of the project the Site Manager shall initiate a fire alarm test and full evacuation drill, this shall be recorded.

14. FIRE DRILLS

The purpose of fire drills is to ensure, by means of training and rehearsal that in the event of fire:

- Occupants of the premises act in a calm and orderly manner. Those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.

- Fire Wardens have responsibility for all persons at the time of the fire alarm sounding and are aware that they have a duty to ensure prompt evacuation and report any problems arising from the evacuation of a building to the responsible person.
- Fire drills shall be conducted at various stages of the development of the project. Participation in fire drills is compulsory for all operatives and visitors. The aim is to be able to evacuate the buildings within 2 minutes and check everyone at the assembly point within five minutes of the alarm sounding.

15. EMERGENCY PROCEDURES

ACTION IN THE EVENT OF FIRE

- Anyone discovering an outbreak of fire must without hesitation sound the alarm by operating the nearest alarm/air horn and or calling FIRE, FIRE, FIRE
- Any attempt to fight the fire must always be secondary to life safety and must be based upon the type and degree of training received in the use of firefighting equipment available on the premises.

WHEN THE FIRE ALARM SOUNDS:

- Immediately stop working, or whatever else you are doing.
- Ensure that you leave the buildings by the nearest exit in an orderly and silent fashion.
- Close all windows if practicable.
- **DO NOT STOP TO COLLECT ANY PERSONAL BELONGINGS**
- Operatives to be vigilant when leaving the building to assist in general sweep of the premises, Fire wardens are to check their areas and report area clear at the assembly point.
- Specific arrangements must be made for individuals with physical disabilities.
- On leaving the buildings proceed to the Assembly Point as highlighted on induction.
- The Site Manager/Responsible person or senior person reports immediately to the assembly point and controls the situation from that point.
- The Site Manager will take the signing in register with him to the assembly point.
- Speed of checking is essential.

**DO NOT RE-ENTER THE BUILDINGS UNTIL TOLD THAT IT IS SAFE TO DO SO
BY THE FIRE SERVICE OR THE FIRE OFFICER**

Joanne James
Director
PLP Construction Ltd

Date Reviewed: 10th June 2024 **Next Management Review** 6 Month
Declaration:

As Site Manager I can confirm that I am aware of my duties with regards this management plan and shall conduct my duties accordingly and ensure that all operatives are fully aware of the safe procedures and actions in the event of a fire for this site.

Dated: _____ Name: _____ Signed: _____

PROJECT FIRE MANAGEMENT TEAM RESPONSIBILITIESDated 10th June 2024

Review Date: Within six months of site commencement.

Responsible Person	Fire Officer	Fire Warden	Area of responsibility
Site Manager	Site Manager	Supervisors / Foreman	Brownhill Community Learning School Sutherland Rd Heywood OL10 3PY
Duties			
Provide direction to Fire Safety of the project and authority to the Fire Management and Emergency Plan Review the Fire Risk Assessment at regular periods throughout the site development. Monitor and advise accordingly.	Monitor the effectiveness of the Fire Risk Assessment and seek advice accordingly. Ensuring that fire detection and protection systems are maintained and tested, and proper records are kept. Monitor the fire logbook. Ensure cover in your absence of fire officer.	Identify hazards in your allocated workplace area and conduct effective monitoring. Ensuring safe conduct of hot works permits and close down procedures are followed. Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed, with good housekeeping and doors operate correctly. checking the adequacy of fire-fighting equipment and regular maintenance	
In the event of a fire			
If present on site, assist the fire officer to complete his duties and advise accordingly. Investigation of any incident regarding fire safety and report	Clarify fire and alert Fire Services if required. Report immediately to and coordinate assembly point collecting the in / out register. Organise clearance / search to confirm any false alarm. Ensure building clear / accountability of all. Report findings to emergency services When safe - Authorise re- occupation once all clear	Checks area of responsibility is clear, and no fire found. Starts checking for source of fire and fighting it if necessary. Report to the assembly point and report findings to fire officer Assist the fire officer as required in the control of further action	

All other personnel to vacate the buildings in accordance with the procedures stipulated in the fire policy.