

DOWNLEY – FIRE PLAN

1592- Downley Road, Havant



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SITE NAME AND ADDRESS: Downley Road, Havant, PO9 2JD

PROJECT NO. 1592

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Signed



Date

25/04/2024

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Please note: reviews should be carried out monthly or when major changes occur to activities

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1 INTRODUCTION

1.1 Summary

The Site

The site is situated on the east side of Downey Road which forms part of the well-established New Lane industrial area.

Existing Buildings

The property comprises a single storey industrial unit fronted by two storey offices and ancillary areas. The two-storey office section has brick elevations under a flat roof. It comprises mainly open plan offices with a number of private offices and meeting rooms.

1.2 Preambles

This document describes the following items:

- Emergency procedures in the unlikely event an incident was to occur
- Fire emergency plans
- Fire Warden details
- Risk Assessment

Prior to the works taking place, the operatives will be presented with a document briefing. The operatives will also be presented daily task specific briefings by the Site Supervisor/Manager.

In writing this document the following documents are referenced:

- BS 61876:2011 Code of Practice for full and partial demolition
- NFDC – Demolition Guidance
- Metro Deconstruction Services Limited's Standard Operating Procedures
- Regulatory reform (Fire Safety) Order 2005
- 'Fire Prevention on Construction Sites' and the 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.'

2 DESCRIPTION OF PROJECT

2.1 Project Name

Downley Road

2.2 Site Address

Downley Road, Havant, PO9 2JD

2.3 Site Resources

MANAGING DIRECTOR

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**TRAINEE QUANTITY
SURVEYOR**

Jacob Harle
Email: jacob@metro.uk.net
Tel: 01293 863988



**CONSULTANT H&S
ADVISORS**

Prime Safety



2.4 Emergency Arrangements

2.4.1 Emergency Contact Details

All accidents and incidents **MUST BE** notified to the Health and Safety Advisor immediately. If he/she is unreachable, please contact the Managing Director – Mark Taylor or Metro Head Office Safety Department to investigate.

The appropriate forms to be completed and emailed to:

- Health & Safety Manager – Prime Safety / info@primesafety.com
- Contracts Manager – Paul Bowyer / paul@metro.uk.net
- Contracts Director – Si King / si@metro.uk.net
- Managing Director – Mark Taylor / mark@metro.uk.net



	Name	Tel No.	Job Title
Site Contact Details			
Fire Warden	Ben Addison	07432 527059	Site Manager

2.4.2 Emergency Arrangements



Fire

1. Person discovering the fire MUST:

- Aler all personnel by shouting 'Fire, Fire, Fire' and sound the alarm
- Alert supervisory staff and go to the assembly point
- Only attempt to extinguish the fire if it is small or is obstructing your route to escape

DO NOT PUT YOURSELF AT RISK

2. Senior Management (Principal Contractor/Project Manager/Supervisor):

- On being alerted of the fire, call the emergency services – 999
- Go to the assembly point and assess the situation
- Check with contractors to see if any operatives are missing (if any personnel are reported as missing, call the ambulance services)
- Once all personnel have left the building, do not allow anyone to re-enter, until authority has been given from the fire service
- Receive and brief the emergency services, giving the location of the water hydrants/gas bottles on site and details of any missing personnel
- Contact site safety advisor and;

3. All Contractors/Sub-Contractors MUST:

- Isolate any appliances in use
- Go directly to the assembly point
- The senior person from each contractor will carry out a role call and report any person(s) missing to the Fire Safety Co-Ordinator/Senior Management.

Suitable and sufficient fire-fighting equipment will be identified and provided.

2.4.3 Emergency Fire Procedure



IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm

ON HEARING THE FIRE ALARM

- Immediately leave the building by the nearest exit
- Report to your assembly point
- DO NOT re-enter the building
- DO NOT stop to collect personal belongings

ON HEARING THE AIR HORN

The site supervisor will call the emergency services

- Dial 999 from a mobile phone
- Give the operator your name and telephone number and ask for the fire brigade
- When the fire brigade replies, give your name and site address:

FIRE AT: Downley Road, Havant, PO9 2JD

DO NOT REPLACE THE RECEIVING UNTIL THE ADDRESS HAS BEEN RELATED BY THE FIRE BRIGADE

CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR SUSPICION OF FIRE

FOR YOUR OWN SAFETY YOU SHOULD KNOW

1. The position of the nearest fire alarm
2. The position of the nearest fire extinguishers and how to operate them. (you should read the instructions printed on them before an incident)
3. The nearest fire exit and the route to it
4. At the assembly point, you should report to your fire warden or manager
5. For your own protection you should report to your fire warden or manager:
 - If any exit route or door is obstructed
 - If any fire extinguisher is missing, damaged or obstructed

YOUR ASSEMBLY POINT IS LOCATED:

KNOW YOUR FIRE WARDEN AND REPORT TO THEM THAT YOU ARE SAFE.

2.5 Risk Assessment

2.5.1 Neighbourhood Liaison Management

Fire points are to be installed in the locations around the site as per the below plan.

SECTION 2 – RISK CONTROLS For each hazard identified in Section 1, complete section 2					
Likelihood	Numerical Factor	Severity	Numerical Factor	Likelihood	
High Likely	5	Multiple	6	6	5
Highly Likely	5	Fatality	5	5	4
Frequent	4	Serious	4	4	3
Occasional	3	First Aid	3	3	2
Possible	2	Minor	2	2	1
Unlikely	1	None	1	1	0

Risk Rating	
High	Red
Med	Yellow
Low	Green

Initial Risk Rating Score Likelihood x Severity =		All Persons Affected	Control Measures <i>(Company procedures, controls already in place, equipment available, competency of personnel e.g. CPCSS card holder, contract requirements, company permit systems e.g. Hot Works Cert etc.)</i>	Residual Risk Rating	Action By
Hazards					
HIGH 18-30					
MEDIUM 8-16					
LOW 1-6					

RA 20 - FIRE ON SITE					
General safety during various work activities	24		Site Users	Carry out activity fire risk assessments to identify potential for fire. Site planning and safety rules will include appropriate fire detection provisions, supply and maintenance of firefighting equipment, control of hot work, emergency procedures in the event of fire, control of smoking on site as needed. Restrict quantities of HFL & LPG on site and provide suitable, signed storage facilities. Provide fire-fighting equipment. Competent person/s to make changes in electrical system made necessary by contract conditions. Review post-change fire requirements. Prevent build-up of flammable materials in waste skips. Establish suitable emergency routes c/w adequate signage; keep free of obstruction. Train personnel on emergency procedures.	6
Hot Work - welding & cutting during various work activities	24		Hot works operative / other site users	Control hot-works, use of naked flame appliances will be controlled as necessary, including the use of permit to work systems as necessary.	6
Electrical faults during various work activities	18		Site Users	Temporary electrical systems will comply with legal standards. Maintain electrical equipment, report any damage, carry out PAT test, keep records.	6
Use of lpg heaters & cookers during various work activities	18		Site Users	Prohibit use. Only use authorised welfare facilities.	6
Smoking near flammable materials during social activities	18		Those in close proximity	Enforce smoking restrictions, adequately sign areas and notify trades where flammable materials are, or are likely to be, present. Ensure designated smoking area is free of flammable materials.	6
Arson during social activities		12	Those in close proximity	Take all reasonable security measures to restrict unauthorised access onto site work areas, especially out of working hours.	6

2.6 Fire Warden

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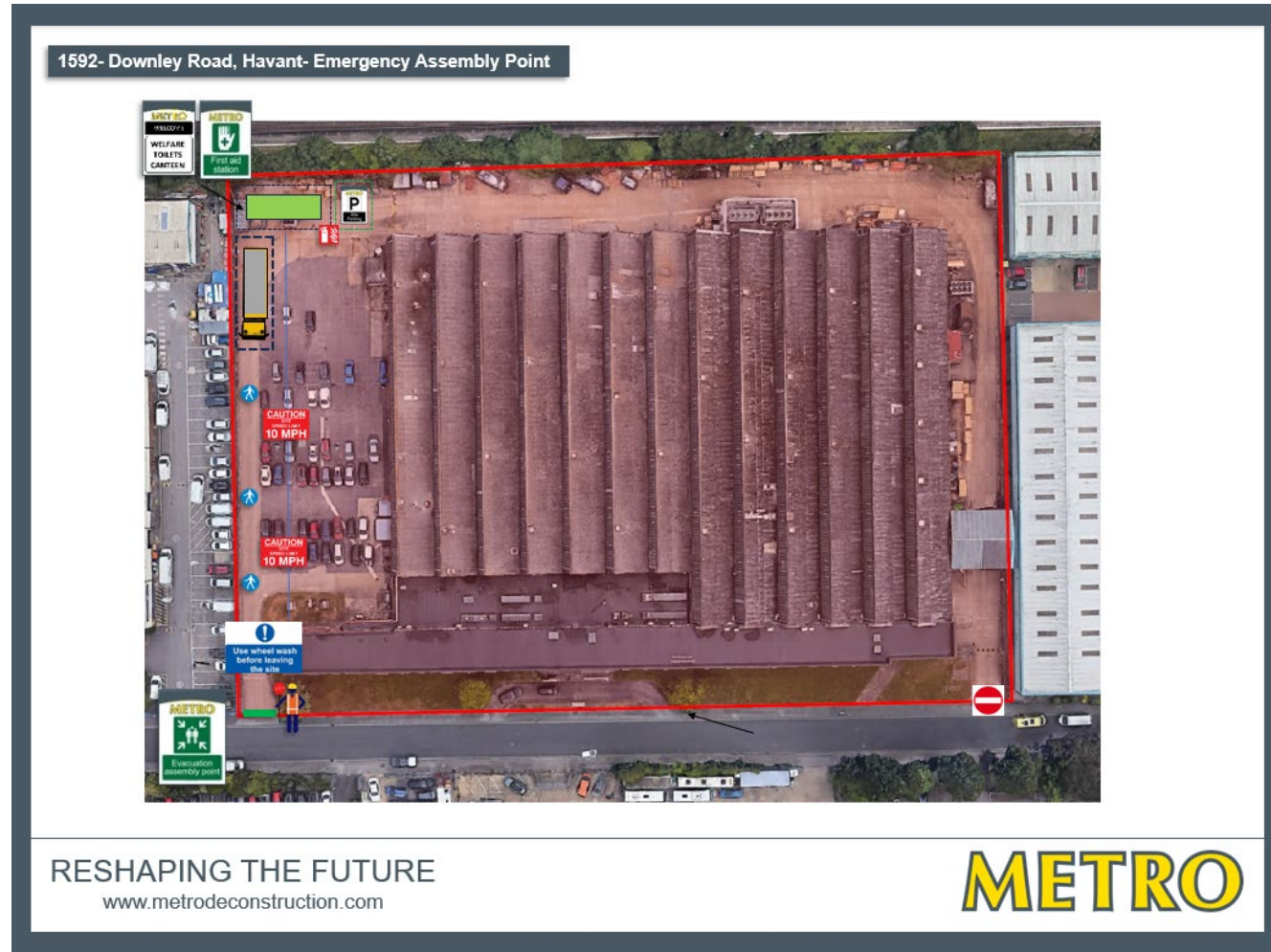
**YOUR APPOINTED FIRE MARSHAL FOR
THIS SITE IS:**



FIRE MARSHAL

**BEN ADDISON
SITE MANAGER
07432 527059**

2.7 Assembly Point



2.8 Emergency Fire Plans

1592- Downley Road, Havant- Emergency Fire Plan



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3 SIGN OFF

3.1 Document Sign off Sheet

In signing this document, you acknowledge your understanding and acceptance of all of the information given, and specific requirements for this project including information within documentation included as appendices.

Project Name:

Project No:

Subject Title:

Date	Full Name	Signature