

Fire Prevention Checklist

SECTION OF CODE	KEY REQUIREMENTS	Y/N	ACTION
Design Phase	<ol style="list-style-type: none"> 1. Have designers considered health, safety & fire risks when preparing their design 2. Has CDMC worked with the Client, Designers and Principal Contractor where possible, to ensure the fire risk & potential for damage has been properly assessed & plans made for minimizing hazards in construction 3. Has any fire-engineered approach to the design been considered in relation to construction 		
Construction Phase	<p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Has a 'Responsible Person' been identified 2. Have all persons assigned fire safety roles been assessed as trained and competent <p>Responsible Person: Have they ensured;</p> <ol style="list-style-type: none"> 3. Preparation of the Fire Safety Plan and ensured relevant parts are understood 4. Regular testing / inspection of equipment, escape routes, emergency lighting, Fire drills etc 5. Hot Work Permit systems established compliant 6. Liaison with security & Fire & Rescue Services 7. Support from Deputies & promotion of a fire safe culture <p>Fire Marshals:</p> <ol style="list-style-type: none"> 8. Are sufficient trained Fire Marshalls appointed 9. Do they have sufficient status or authority <p>Fire Safety Plan:</p> <ol style="list-style-type: none"> 10. Is it based on the fire risk assessment for the site and is it regularly reviewed and updated <p>Does the Plan cover:</p> <ol style="list-style-type: none"> 11. Fire Safety Organisation & responsibility 12. General site precautions, fire detection & alarms 13. Locations & limitations of smoking areas 14. Hot work permit regimes and controls 15. Site accommodation – location, construction etc. 16. Fire escape & communications 		

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	17.Fire brigade access, facilities & co-ordination 18.Fire drills & training 19.Materials storage & waste control regime 20.Temporary Electrical installations 21.Use of fire retardant coverings 22.Measures to prevent fire spread 23.Arrangements for plant and materials		
Liaison with Emergency Services	1. During design, has CDMC ensured Designers have contacted Fire & Rescue to identify requirements for access, with water supplies and hydrant locations addressed & identified. 2. Early liaison with Fire & Rescue service and other bodies such as the Police over traffic impact. 3. During construction, has PC contacted Fire & Rescue on access, firefighting shafts, fire lifts, fire points, sprinklers, temporary buildings, hazardous items, floor loading limitations etc. 4. Have local F&RS been invited to tour site.		
Emergency Procedures	1. Are alarm / warning systems provided & suited to the site considering noise levels, size etc. 2. Hard wired, linked systems considered. 3. Written emergency procedures displayed prominently, brought to attention and reviewed. 4. Clear access to site & buildings maintained 5. Clear signs identifying location of escape routes, dry riser inlets, extinguishers, muster points. 6. Nominated persons / security to provide clear access & direction on site in case of emergency. 7. Fire drills and procedures checked six monthly. 8. Procedures covered in inductions, notices etc taking account of the current language mix.		

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Fire Protection	<ol style="list-style-type: none"> 1. So far as reasonably practical, project designed, planned & constructed to achieve early installation & operation of passive & active fire protection measures e.g. permanent fire escape stairs, compartment walls, structural steel protection, fire detection systems. 2. Fire stopping to shafts, ducts, voids, stairwells. 3. Fire protective materials to structural steelwork. 4. Lightning conductors. 		
Fire Protection	<ol style="list-style-type: none"> 5. Auto fire detection and sprinkler systems. 6. Maintenance of 2 means of escape at any time. 7. Temporary emergency lighting provided? 8. Appropriate and signed extinguisher provision. 9. CO2 extinguishers adjacent close to distribution panels or electrical equipment. 10. Adequate water supplies available and suited to height and progress of the works. 11. Hydrants clear of obstruction & clearly marked. 12. Fire checks instigated after each working shift. 		
Temporary Covering Materials	<ol style="list-style-type: none"> 1. Has fire loading and potential for fire growth and spread been considered when selecting temporary protective covering materials. 2. Where flexible coverings used are these identified as conforming to requirements of LPS 1207 or equivalent standards. 3. Do flexible materials covering scaffolding conform to requirements of LPS 1215 and any additions for image or advertising been checked. 4. Has at least one fire escape stair been kept clear of ALL protective coverings (as these can burn 		



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Portable Fire Extinguishers	<ol style="list-style-type: none"> 1. Are personnel competent in their use. 2. Are adequate no's of a suitable type accessible in conspicuous positions & suitability reviewed. 3. Does 'ride on' propelled plant carry appropriate fire extinguishers where reasonably practicable. 4. Are extinguishers, hydrants, other fire protection equipment inspected and maintained annually. 		
Site Security Against Arson	<ol style="list-style-type: none"> 5. Has security and arson risk been considered through risk assessment to determine hoarding / fencing around site. 6. Has building security, potential unauthorized means of access been checked. 7. Are flammable liquids stores, LPG storage and combustible materials stores securely fenced. 8. Consideration given to site illumination. 9. Have 24 hr guarding, intruder alarms, CCTV been considered for the project. 		
Waste Material	<ol style="list-style-type: none"> 1. Is combustible waste kept to a minimum. 2. All waste materials regularly removed from site and collected. 3. All collected waste materials awaiting disposal kept clear of any buildings, smoking shelters, stores etc. 4. Separate metal lidded bins provided for flammable materials such as oily rags. 5. Arrangements regular cleaning of dr vegetation. 6. Ban in place on burning rubbish on site except in very special approved circumstances and under specific rigorous controls. 		
Plant & Materials	<ol style="list-style-type: none"> 1. Is powered stationary plant in the open air or well ventilated, non-combustible enclosures. 2. Plant only refueled in designated areas and with the engines switched off if possible. 3. Are vehicles prohibited from parking within 10m of the building and driven away after unloading. 4. Is there control of parking, particularly long term. 		

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Temporary Buildings	<ol style="list-style-type: none"> 1. Have fire risk assessments been carried out and reviewed for temp buildings & accommodation. 2. Temporary buildings separated from construction by a wide fire-break (Preferably at least 10m) . 3. Do temporary buildings within 6m or within the building have fire detection systems fitted and constructed in accordance with the code. 4. Where the fire break is less than 6 m, is the temporary building of non-combustible construction & meet the requirements of Joint Code of Practice section 13.3. 5. Temporary buildings erected within the building under construction must meet the above requirement and be located so as to provide ease of access to the fire brigade. They are prohibited in timber framed buildings. 6. Are areas beneath raised temporary buildings enclosed to prevent waste accumulation under. 7. Are heaters fixed above floor level, fitted with sound guards & maintained in good condition. 8. Are drying areas a safe distance from heaters. 9. Has a no-smoking policy been established particularly in potentially hazardous areas e.g. flammable liquid & LPG stores. 10. Is Automatic fire detection provided in temporary buildings used for storing flammable gasses, cooking or drying of clothes. 11. Do temporary buildings contain minimal quantity of synthetic furniture & fittings. 		
Smoking	<ol style="list-style-type: none"> 1. Is the site 'no smoking' except for specially designated areas / shelters which must be non combustible, away from any fire load and with no concealed areas where debris can collect. 		

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Site Storage of Flammable Liquid & LPG	<ol style="list-style-type: none"> 1. Are flammable liquids and gases containers stored if possible in open, shaded compounds which have a level hard standing and clear. 2. For liquids fuels, are bunds capable of retaining 110% of largest drum contents and kept free from accumulated water or waste. 3. If flammable liquids and gases cannot be stored separately, is this restricted to no more than a day's supply stored in a fire resistant store, cupboard or bin. 4. Are storage areas as far as reasonably practicable from permanent and temporary buildings, (previously 10m) and a minimum of 20m where possible for high fire risks. 5. Are containers and drums min. 4m from boundary buildings & fences unless it is a wall 2m high and with at least 30mins fire resistance. 6. Are substances which could add to the intensity of the fire (e.g. acetylene and oxygen) or increase the toxic hazard in separate compounds to flammable liquids or LPGs. 7. Are suitable warning notices displayed. 8. Electrical fittings in flammable stores suited to intended use & installed by competent persons. 9. Are appropriate numbers & types of extinguisher provided at entrances to stores. 10. Are there designated, assessed refueling areas. 		

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Acetylene	<p>Acetylene can become unstable and a severe fire or explosion risk. There will be a 200m exclusion zone and stabilization period of 24 hours, leading to significant business disruption. Therefore the use of acetylene should be eliminated but if absolutely necessary, the number of cylinders must be reduced to absolute minimum.</p> <ol style="list-style-type: none"> 1. Has the use of acetylene been eliminated. 2. Where unavoidable, has the number of cylinders been kept to the absolute minimum. 3. Are cylinders returned to a storage area as soon as the period of work is complete and stored cylinders removed as soon as possible. 4. Are Gas cylinders adequately supported, preferably secured on purpose built trolleys. 		
Hot Works	<ol style="list-style-type: none"> 1. Where possible, are alternative methods to hot work adopted. 2. Where hot work is necessary, is it carried out in dedicated areas away from materials. 3. Are Hot Work Permit to Work systems adopted as required by Site Fire Safety Plan. 4. Permits managed & signed off on completion. 5. Are gas cylinders secured vertically, fitted with flash back arrestors with hoses etc checked. 6. Are hot work areas cleared of combustibles. 7. Are tar boilers placed at ground level only and only placed in another area convenient for the works if risk assessment demonstrates a greater hazard by placing the boiler at ground level. 8. Do lit tar boilers have constant attendance and: <ol style="list-style-type: none"> i. A non-combustible, heat insulating base ii. Supervision by experienced operative to monitor bitumen level and temperature iii. Cylinders at least 3m from the burner, connected by an armoured flexible hose iv. With at least 2 suitable extinguishers handy. <p>Areas of hot work thoroughly examined 1-hour after finishing work in accordance with permit.</p>		



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Electricity & Gas Supplies	<ol style="list-style-type: none">1. Are fixed & temp electrical installations installed in accordance with BS7671 & IEE Wiring Regs.2. Electrical work done by competent electricians.3. Temporary electrics inspected regularly and tested min. quarterly or alteration and recorded.4. PAT testing undertaken and demonstrable.5. Electrical cabling protected against damage.6. Are LV or sealed fluorescent lights used (Unprotected quartz halogen lights discouraged)7. Are mains switches switched off if not required and equipment unplugged where possible.8. Gas supplies fitted by registered gas installer.9. Do gas supplies to appliances have control taps and supplied by fixed piping or armoured flexible tubing with any cylinders located outside a building, secured and protected.10. Are only competent persons allowed to connect LPG by a flexible link.		
	<ol style="list-style-type: none">1. Are combustible materials stored outside away from buildings where reasonably practicable.2. Do any combustible materials stored inside the building have controlled access, away from hot work areas, covered by fire detection or regular fire checks and have firefighting equipment stored nearby.3. Have LPS 1207 coverings been considered.		

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High Rise Sites	<ol style="list-style-type: none"> 1. Has there been an appreciation of the challenges of high-rise structures such as supplying water to fight a fire or escaping in time in consultation with the fire & rescue services. 2. Has a specific fire risk assessment been undertaken with fire and rescue services before any work at height proceeds to consider: <ol style="list-style-type: none"> 1.1. Fire doors and closers to escape stairs? 1.2. Provision of firefighting stairs and early commissioning of fire fighting lifts? 1.3. 30 min horizontal compartmentation via fire stopping at least every 10 floors, temporary where necessary. Atria, ducts, stairways, lift shafts or shafts used for tower cranes where this is not practical must have doors with closers providing 30 mins fire resistance, which, if removed for work purposes must be promptly replaced. 1.4. Electrically operated fire alarm systems (with battery backup) must be provided with break glass (or similar), call points and sounders at each level linked to a manned location from where calls to fire services or other actions can be instigated 1.5. High rise construction must have an operating wet riser fed by duplicate pumps, as agreed with fire services and BS 9990 		



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Large Timber Frame Structures	<ol style="list-style-type: none">1. Designers must seriously consider the use of an appropriate fire protection treatment.2. Programmes and the fire risk assessment must consider the risk of fire spread between adjacent timber buildings on site or other structures or materials beyond the perimeter.3. Buildings should be fire compartmentalised at the earliest opportunity with consideration of temporary boards to vertical ducts, shafts etc.4. Cladding or facing surfaces with non combustible materials at the earliest stage should be considered to reduce risk of spread.5. Although the site perimeter may be secure, some additional security measures should be considered to deny unauthorised access.		