



CCM Policy 14

Fire & Emergency Planning

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14. Fire & Emergency Planning

14.1. Scope

- 14.1.1. This policy contains procedures for dealing with fire and emergencies. This policy is for guidance and forms the basis of the project specific Health and Safety Plan and procedures which will be developed by either CENVE or the Main Contractor. It is the responsibility of the CENVE Project Manager and the Health & Safety Manager to ensure that this policy is implemented, maintained and managed on all projects under the management or supervision of CENVE.
- 14.1.2. It also contains Template Fire Plans for permanent or temporary offices, establishments and sites (such as high rise or fit out projects) where fire risk could be higher.
- 14.1.3. Where the policy refers to international standards or documents then these shall apply but will be superseded by any relevant Qatar code provided such code is to a higher standard or will afford a greater degree of protection and safety.

14.2. Certification & Enforcement

- 14.2.1. Supreme Worker's Welfare Standards Edition 2
- 14.2.2. Regulations for the Installation of Electrical Wiring Electrical Equipment and Air Conditioning Equipment
- 14.2.3. Qatar Labor Law
- 14.2.4. QCS 2014 Section 1- Part 10 Occupational Health and Safety
- 14.2.5. QCS 2014 Section 11-Part 2 Fire Prevention and Control on Site
- 14.2.6. QCS 2014 Section 11-Part 1 Fire and Flammable Substances (Regulatory Document)
- 14.2.7. QCS 2014 Section 23 Fire Fighting and Fire Alarm Systems.

14.3. Fire Emergency Appointments Duties & Plans

- 14.3.1. Responsible Person
 - 14.3.1.1. Where CENVE is in control of an Office or Permanent Establishment, the Office or Establishment Manager normally fulfills the role of **Responsible Person**.
 - 14.3.1.2. The Project Manager (or delegated deputy) will be the **Responsible Person**
 - 14.3.1.3. The Responsible Person must appoint a suitably trained and **Competent Person** to assist in these duties, usually the Fire Safety Coordinator.
 - 14.3.1.4. Where the office or establishment is under the control of another company, then CENVE must comply with the requirements of the Establishment Manager's Responsible Person and their Fire Plans and emergency evacuation arrangements.

14.3.2. Competent Person / Fire Safety Coordinator

14.3.2.1. The **Competent Person** would usually be the **Fire Safety Coordinator**.

14.3.2.2. The Fire Safety Coordinator will arrange a Fire Risk Assessment ([App T14-D](#)) for the workplace, ensure that a Fire Plan ([T14-A Site](#), [T14-B Office](#)) is compiled and ensure inspections and evacuation drills are carried out.

14.3.2.3. Fire Requirements [C14-E](#) is a checklist and record sheet of compliance based on Joint Code of Practice 'Fire Prevention on Construction Sites'.

14.3.2.4. The Fire Safety Coordinator must pay particular attention where:

- More than 20 persons may be employed at any one time;
- More than 10 persons may be employed at any one time elsewhere than on the ground floor. This may be upper or basement levels;
- Flammable substances are stored or used;
- High rise or complex structures complicate escape or fire fighting [G14-F](#)

14.3.3. Fire Marshals

14.3.3.1. Fire Marshals (with deputies) must be appointed to assist in evacuating the building. Numbers will depend on the layout of the building but they must be trained in evacuation procedures and the use of firefighting equipment as applicable and also briefed on specific arrangements for their building.

14.3.3.2. Where CENVE are not 'Controller of the Premises', they will appoint a suitably trained Fire Marshal to liaise with the identified Fire Safety Coordinator

14.4. Fire Emergency Plans

14.4.1. The Fire Safety Coordinator must ensure a Fire Plan is drawn up and the emergency services are informed of location, any hazardous substances stored and site entry points. Template App. [T14-A \(Site\)](#) or [T-14B \(Office\)](#).

14.4.2. A Workplace Fire Risk Assessments is in [T14-D](#)

14.5. Emergency Action Cards

14.5.1. All supervisors or managers with responsibility for a place of work must have a clear understanding of the emergency procedures. They must know the key contacts and actions in the event of an incident or possess an Emergency Action Card or pack summarizing these contacts and actions. ([App T15-A](#)).

14.5.2. Due to the lower risk within business and satellite offices, as an alternative, these emergency actions may be prominently displayed on a notice board.

14.6. Temporary Accommodation Unit (TAU) & Construction Sites

14.6.1. CENVE Guidance

14.6.1.1. For summary guidance on TAU specification, location, alarms, emergency lighting & escape, fire fighting, fire detection systems etc, refer to [G14-G TAU](#).

- 14.6.2. Published Guidance
- 14.6.2.1. **Joint Code of Practice ‘Fire Prevention on Construction Sites’** informs the Fire Prevention Checklist [C14-E](#).
 - 14.6.2.2. **HSG 168 - Fire Safety in Construction Work** is a good summary of fire procedures now including risks in timber frame and high rise.
 - 14.6.2.3. **Section 5 of CIP Construction Health & Safety Manual** gives excellent guidance on escape travel distances, extinguishers etc.
- 14.6.3. Higher Risk Fire Areas
- 14.6.3.1. **High Rise Structures** are regarded as high risk due to their height, frequently limited number of potential escape routes during construction and special fire fighting arrangements. Refer to [G14-F Additional Guidance on Fire for High Rise](#)
 - 14.6.3.2. **Adjacent buildings** may present a high fire risk or be at higher risk in the event of a fire. Examples would include schools or particularly hospitals which may be category one responders in case of a civil emergency having vulnerable occupants presenting difficulties and challenges in evacuation.
 - 14.6.3.3. **Timber Frame Buildings** are higher risk as their construction can encourage rapid fire spread. A typical sample is [T14-K Timber Frame RA](#).
 - 14.6.3.4. **Sites adjacent to Fuel Storage / Process Plants** must contact the plant operator to agree alarms, emergency and evacuation procedures. This contact may be made through either the Client or the controller of the adjacent premises.
- 14.7. Smoking** (For detail refer [G14-I](#))
- 14.7.1. A no smoking policy has been adopted in all CENVE offices and work sites.
 - 14.7.2. External smoking areas may be identified within project or office boundaries.
 - 14.7.3. Receptacles must be provided for safe disposal of cigarette and matches.
- 14.8. Hot Works**
- 14.8.1. For detail refer to [P6 Section 6.8, Hot Work Permit](#)
 - 14.8.2. A 'Permit to Work' system must be operated where any naked flame, cutting, welding, grinding etc. takes place and risk assessment has identified a significant fire risk requiring hot work permits as a control. Permits would be essential in any high risk or medium risk situation.
- 14.9. Storage Of HFLs, LPG, Fuels & Gases** (For detail refer [G14-H](#))
- 14.9.1. Fuels & Flammable Liquids
 - 14.9.1.1. Quantities of fuel or highly flammable liquids must be minimized and stored in clearly marked specially designed containers preferably 10m but at least 6m from a building or flammable material. Small quantities should be kept in minimum ½ hour fire resisting, well ventilated bins or cupboards.

14.9.1.2. Flammable liquids should be stored in modified containers or bunded and roofed storage areas with suitable extinguishers, clearly signed, ventilated and a minimum of 10m from buildings or other fire load.

14.9.2. Acetylene

14.9.2.1. Acetylene gas cylinders are very unstable in a fire, so acetylene should not be used if practical alternatives exist. Their use must be formally justified and approved by the Project Leader and HS&E Adviser and controls applied

14.9.2.2. [G14-H](#) 14H5 gives more detail.

14.9.3. Pressurised Gases

14.9.3.1. Full and partially filled cylinders are potentially dangerous and must be stacked in the correct orientation and suitably restrained.

14.9.3.2. [G14-H](#) and HSE "[Safe Use of Gas Cylinders](#)" give further guidance.

14.10. First Aid

14.10.1. For detail refer [G14-J](#)

14.10.2. Sufficient suitably trained and certificated first aiders will be appointed for each site or establishment where CENVE operate to provide cover at all times.

14.10.3. CENVE staff will be trained to the 4 day First Aid course standard in preference to the 1 day Appointed Person to provide the higher standard of cover required in higher risk construction activities.

14.10.4. Where special circumstances, such as remoteness from emergency medical services, shift workers, or sites with several separate buildings dictate, there may be a need for additional cover over the standard guidance. ([G14-J](#)).

14.11. Establishments Controlled By Others

14.11.1. Where CENVE are in shared premises or not 'Controller of the Premises', they will appoint a suitably trained Fire Marshal to liaise with the identified Fire Safety Coordinator for that establishment and cooperate fully in fire drills or evacuation practices.

14.11.2. The Lead First Aider will ensure there is cover commensurate with the risk profile and staffing levels and liaise and cooperate with the controller's first aid team.

14.11.3. The allocated Fire Marshall and Lead First Aider shall ensure display of suitable fire and First Aid notices containing fire and first aid information.

14.11.4. The allocated Fire Marshall and Lead First Aider shall ensure all CENVE staff and operatives are briefed on emergency arrangements for their workplace.

14.11.5. Small teams carrying out remedial or maintenance works must ensure that the controller of that premises has explained their emergency procedures, emergency contacts and first aid provision applying to that establishment, particularly if work is being carried out as 'out of hours working'.

14.12. Other Emergencies

14.12.1. Other Emergencies can include:

14.12.1.1. Bomb alerts [P14-C1](#)

14.12.1.2. Chemical, Biological, Radiological or Nuclear incident

14.12.1.3. Industrial Action

14.12.1.4. Fuel shortage

14.12.1.5. IT failure

14.12.1.6. Structural collapse of craneage or buildings

14.12.1.7. Weather events

14.12.2. Where any of these occur and generate the need to evacuate the site or cause evacuation or emergency response for the occupiers of properties adjacent to the CENVE working area, the Major Incident Response Plan ([T14-M](#)) should be implemented.

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