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# **Fire Prevention on Construction Sites**

*The Joint Code of Practice on the  
Protection from Fire of Construction Sites  
and Buildings Undergoing Renovation*

With the support of:  
**Association of British Insurers**  
**Chief Fire Officers Association**  
**London Fire Brigade**  
**Contractors Legal Group**

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**Ninth edition: October 2015**

*Incorporating*  
**Construction Site  
Fire Prevention Checklist**

## ➤ **RISCAuthority AND FIRE PREVENTION ON CONSTRUCTION SITES**

Earlier editions of this *Joint Code of Practice* were published by the Loss Prevention Council and then the Fire Protection Association in collaboration with the Construction Confederation (formerly the Building Employers Confederation).

The publication of this ninth edition has been one of the projects undertaken by RISCAuthority, an insurer-funded research scheme administered by the FPA. RISCAuthority membership comprises the UK's leading insurers who actively support a number of expert working groups developing and promulgating best practice for the protection of property and business from loss due to fire and other risks. The updating of the *Joint Code* was undertaken by the FPA Technical Division and experts from the insurance industry who report to the RISCAuthority Risk Control Steering Group.

Lists of other guidance documents on risk control are available from the RISCAuthority website at [www.riscauthority.co.uk](http://www.riscauthority.co.uk).

The FPA is the UK's national fire safety organisation and further details about our range of products and services are available on its website: [www.thefpa.co.uk](http://www.thefpa.co.uk).

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## ➤ **CONTRACTORS LEGAL GROUP (CLG)**

The Contractors Legal Group (CLG) is a leading legal and contractual advisory company for contractor trade associations within the construction industry. It is supported by Build UK, the National Federation of Builders (NFB), the Scottish Building Federation (SBF) and the National Access and Scaffolding Confederation (NASC). Its main purpose is to review certain contractual and legal affairs of interest to contractors and to represent their interests within the construction industry.

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### **The guidance within this document is endorsed by:**

- Build UK
- Civil Engineering Contractors Association (CECA)
- Construction Insurance Risk Engineers Group (CIREG)
- Institution of Civil Engineers (ICE)
- National Federation of Builders (NFB)
- Royal Institute of British Architects (RIBA)
- Royal Institute of Chartered Surveyors (RICS)
- Scottish Building Federation (SBF)

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**Note on drafting:** Where this *Joint Code of Practice* uses the word 'must', the procedure to which it applies is compulsory. Where the word 'should' is used, the procedure is recommended best practice.

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## ➤ NOTES TO THE NINTH EDITION

The following is a synopsis of the principal alterations to the ninth edition. The Working Party has also taken the opportunity to incorporate a number of minor textual changes throughout the document.

### **Cover and introductory pages**

Editorial amendments only.

### **Contents**

#### **1. Objective of the Code**

No amendments.

#### **2. Compliance with the Code**

No amendments.

#### **3. Introduction**

No amendments.

#### **4. Definitions used in the Code**

Definitions have been added for designers, contractors, principal designers and principal contractors.

#### **5. Design phase**

Amendments have been made to address the roles of the designer, contractor, principal designer and principal contractor. Reference to the CDM co-ordinator has been removed in line with CDM 2015.

#### **6. Construction phase**

The contractor and principal contractor's responsibilities for health and safety during the construction phase have been addressed.

Section 6.2 makes reference to the location of inverters and associated isolators where photovoltaic panels are being installed.

#### **7. Liaison with the emergency services**

Sections 7.1 and 7.2 set out the roles of the designer and principal designer and the contractor and principal contractor with regard to liaison with the fire and rescue service.

#### **8. Emergency procedures**

A reference to the main contractor has been amended to refer to the contractor.

#### **9. Fire protection**

Section 9.1 is reworded to address the role of the designer or principal designer regarding the planning and programming of works.

#### **10. Temporary protective covering materials**

This part has been retitled and the text subject to editorial amendment for clarification.

Section 10.4 now requires confirmation that overprinting of materials with advertising or images does not detrimentally affect their fire performance being sought through testing of the material by the certification body.

There is a new Section 10.5 which indicates that third party approved flame retardant temporary covering materials must be used exclusively on all parts of the site.

The old Section 10.5 has been renumbered 10.6.

**11. Portable fire extinguishers**

No amendments.

**12. Site security against arson**

No amendments.

**13. Temporary buildings and temporary accommodation**

No amendments.

**14. Site storage of flammable liquids and LPG**

No amendments.

**15. Acetylene**

No amendments.

**16. Hot work**

Section 16.6 now calls for at least two appropriate fire extinguishers to be available during the course of hot work rather than 'A suitable number' as previously stated.

Section 16.14 sets out requirements for periods of fire watch in all cases, on sites where hot work has been undertaken in high fire hazard areas and where hot work has been undertaken within or adjacent to timber framed structures.

**17. Electricity and gas**

Reference is made to the installation of photovoltaic panels and a prohibition of installed panels being used to supply power during the construction phase.

**18. Waste materials**

No amendments

**19. Plant and vehicles**

No amendments.

**20. Stored materials**

No amendments.

**21. Smoking**

No amendments.

**22. High-rise construction sites**

No amendments.

**23. Best practice advice for the construction of large timber frame buildings**

Section 23.15 addresses the installation of automatic fire detection in enclosed spaces and the extension of the system as work progresses in large timber framed structures.

**Annex A: Sample hot work permit**

No amendments.

**Annex B: Sample permit to burn waste materials**

No amendments.

**Reference documents**

Updating and renumbering of the references as necessary.

## ➤ 1 OBJECTIVE OF THE CODE

Every year there are numerous major fires on construction sites and in buildings undergoing refurbishment. All have serious consequences: people are killed and injured; buildings, including those of historic interest, are destroyed. Plant and equipment is damaged, work is held up and completion dates are not met.

The objective of this Code is the prevention of fires on construction sites. The majority of fires can be prevented by designing out risks, taking simple precautions, and by adopting safe working practices. All parties involved must work together to ensure that adequate detection and prevention measures are incorporated during design and contract planning stages; and that the work on site is undertaken to the highest standard of fire safety, thereby affording the maximum level of protection to the building and its occupants.

The Code applies to activities carried out prior to and during the procurement, construction and design process – not the completed structure – and should be read in conjunction with all current legislation and HS(G) 168: *Fire safety in construction work*.

The scope of this Code applies to projects with an original contract value of £2.5m or above, and applies equally to smaller value contracts where these are part of a large project. A large project is one with a value of £20m and above. There may be exceptional circumstances, such as in the case of high fire risk sites, where these thresholds are reduced. In cases where the construction contract or the insurance contract does not require this Code to apply, this Code shall serve as 'best practice'. All parties must always check with their insurance providers on each project.

## ➤ 2 COMPLIANCE WITH THE CODE

Compliance with this Code – which applies to construction sites, including those where civil engineering works, demolition, alterations, fitting out, renovations, refurbishment or repair work is being carried out – will minimise the risk of accidental or malicious fires. The Code applies to all parties in the supply chain, including those who specify and design, as well as contractors during the construction phase.

**Note:** If compliance with this Code forms part of the insurance contract, non-compliance with this Code could possibly result in insurance ceasing to be available or being withdrawn, resulting in a possible breach of a construction contract which requires the provision of such insurance.

## ➤ 3 INTRODUCTION

- 3.1 Proper planning for fire, safety and health must be an integral part of overall preparation and budgeting for the efficient running of construction projects. Clear procedures and standards must be laid down and adequate resources, in terms of time, materials and money, must be committed to the prevention of fires, accidents and ill-health by all concerned with the project (refs 1-2).
- 3.2 The fire risk assessments undertaken for the site in compliance with the Regulatory Reform (Fire Safety) Order 2005, or equivalent legislation in Scotland and Northern Ireland (refs 3-6), and other applicable legislation, must address the fire prevention and protection measures that should be observed.
- 3.3 A risk assessment of any work activities involving dangerous substances should be carried out in compliance with the Dangerous Substance (Explosive Atmospheres) Regulations 2002 (DSEAR) (ref 7) and be recorded. Measures should be provided to eliminate or reduce as far as is reasonably practicable the identified risks from dangerous substances.
- 3.4 The risk assessments in respect of all construction sites must be reviewed periodically due to the rapidly changing nature of the hazards.

## ➤ 4 DEFINITIONS USED IN THIS CODE

- 4.1 **Alarm receiving centre:** continuously manned remote centre in which information concerning the state of intruder or fire alarm systems is displayed, recorded and passed to the emergency services.
- 4.2 **Designers:** those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work (see also 'Principal designers').
- 4.3 **Contractors:** those who do the actual construction work and can be either an individual or a company (see also 'Principal contractors').
- 4.4 **Employer/client:** the organisation or person for whom the project is being carried out, or the person named as the employer in the contract and/or Articles of Agreement.
- 4.5 **Fire alarm system:** any means utilised for giving warning of fire on a site. The most basic system may be no more than a hand-held siren or manually operated gong. Certain sites by their size and nature may require "break glass" call-points which, when broken, electronically operate bells, klaxons or sirens.
- 4.6 **Fire detection system:** a system comprising components for automatically detecting a fire, initiating an alarm and initiating other action as appropriate.
- 4.7 **Fire resistance:** the ability of an element of building construction, component or structure to fulfil, for a stated period of time, the stability and fire integrity requirements of BS 476-20: *Fire tests on building materials and structures: Method for determination of the fire resistance of elements of construction (general principles)*, BS 476-21: *Fire tests on building materials and structures: Methods for determination of the fire resistance of loadbearing elements of construction*, BS 476-22: *Fire tests on building materials and structures: Methods for determination of the fire resistance of non-loadbearing elements of construction* (refs 8-10).
- 4.8 **Fire risk assessment:** an organized and methodical study of the site, the activities carried on there and the likelihood that a fire could start and harm people in and around the site.
- 4.9 **High fire risk site:** is used in this Code to encompass the following, the first three of which are separately defined below:
- (a) a high-rise construction site;
  - (b) a large project;
  - (c) a large timber framed structure; or
  - (d) projects where risk assessments indicate significant potential loss of life or property.
- 4.10 **High-rise construction site:** a site where the workforce is at risk by being outside the distance by which the fire and rescue service can effect a rescue by mechanical means (currently 30m reach from the position where a fire appliance may be parked).
- 4.11 **Hot work:** operations requiring the use of open flames, grinding, welding, the local application of heat or generation of sparks.
- 4.12 **Large projects:** projects where the original contract value is £20m or above.
- 4.13 **Large timber framed structure:** timber framed structure of four or more storeys and/or an aggregate floor area of 2500m<sup>2</sup> or more.
- 4.14 **Principal contractors:** contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.
- 4.15 **Principal designers:** designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.
- 4.16 **Refurbishment:** alterations, renovation or repair of an existing building or structure.

- 4.17 **Responsible person:** A specific person identified in the Regulatory Reform (Fire Safety) Order 2005 (for England and Wales) and in the equivalent legislation in Scotland and Northern Ireland.
- In the context of a construction site this will be the client, when any part of the site falls under their control, or the principal contractor when the site is under their control.
- 4.18 **Site fire safety plan:** a standalone document (often embodied in the Construction Phase Plan) detailing how fire safety will be managed on site.
- 4.19 **Site layout plan:** a plan illustrating emergency and firefighting provisions and other information to be provided to the emergency services.
- 4.20 **Temporary buildings:** includes prefabricated cabins, site huts, cargo containers, caravans, portable and sectional buildings brought onto site for use as offices, stores, workshops, welfare facilities etc, during the course of the works.
- 4.21 **Temporary accommodation:** a segregated part of the building under construction or undergoing refurbishment and occupied as offices, stores, workshops, welfare facilities etc, during the course of the works.

## ➤ 5 DESIGN PHASE

- 5.1 During the design stage issues may arise which can impact on fire risk during construction and use when complete.

Where the project is notifiable to the Health & Safety Executive under Construction (Design and Management) Regulations 2015 (CDM 2015) (ref 11), the client shall require the client-appointed parties (principal designers, designers, principal contractors and contractors), to properly discharge their duties under the terms of the Regulations.

In particular, there is a requirement for these parties to co-operate and co-ordinate their activities at all phases of the contract. In the concept and design phases, appointed parties should co-operate with the designer to identify and eliminate hazards and reduce likely risk from hazards where elimination is not reasonably practicable. In particular, the design should be assessed to ensure that fire risk and potential for damage have been fully considered to keep to a minimum during construction and use.

- 5.2 Consideration should be given to all potential fire hazards which may be identifiable at the design stage. These may be managed by considering:
- (a) the use of non-combustible and non-flammable materials to reduce the fire load;
  - (b) materials and methods that avoid the need for hot work on site;
  - (c) design details that prevent the passage of smoke and flames up through a building during the construction phase;
  - (d) design of access routes to enable the contractors to construct buildings in such a manner as to retain safe evacuation routes during the construction phase; and
  - (e) design for firefighting systems and fire alarm systems to allow for their early use – possibly on a partial use basis.
- 5.3 Where a fire engineered approach to the design of the completed building has been employed, consideration should be given to the impact that this might have on the construction phase. Care must be taken that in the incomplete building the travel distances, escape routes, compartmentation and provision of firefighting measures are reviewed regularly and any special precautions are relayed to the construction team.
- 5.4 Due to the potential consequences of a fire in a large timber structure during the construction process, the proximity of an incomplete structure to the site boundary and to surrounding buildings should be addressed when the fire hazards are considered at the design phase. Specialist assistance may be needed from competent persons familiar with current guidance documents.

## ➤ 6 CONSTRUCTION PHASE

### 6.1 Responsibilities

During the construction phase the responsibility for health and safety on site passes to the principal contractor (where there is more than one contractor) or to the contractor in the case of a single contractor project.

For notifiable projects, the principal contractor or contractor has duties along with the client to ensure that suitable project-specific management arrangements for health and safety are in place from the start of the work and that these are reviewed/maintained throughout the project. This will include ensuring that a suitable construction phase plan is produced. This construction phase plan should include a fire safety plan within it. The Client shall ensure that the construction phase does not start until the plan is prepared and that suitable arrangements are made for welfare facilities to be present from the start of the work.

For all projects, a 'responsible person' should be identified at each stage of the project as required by the Regulatory Reform (Fire Safety) Order 2005 (or equivalent legislation in Scotland and Northern Ireland) (refs 3-6). Suitable records should be kept identifying the person responsible in the construction phase plan and the fire risk assessment.

The responsible person is defined (see 4.17) as the person who has control of any part of the premises. In most construction projects this will be the principal contractor. In projects such as refurbishing occupied premises, the client may have control or partial control, and duties and responsibilities need to be clearly agreed before construction work commences.

Where the client only has partial control, they must co-operate with other responsible persons to ensure fire safety measures for the site are co-ordinated and do not conflict.

All persons charged with fire safety roles and responsibilities must have received appropriate training and be competent in their roles.

#### 6.1.1 Responsible person

The responsible person must take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of his employees and, in relation to persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances.

This will include that:

- (a) all procedures, precautionary measures and safety standards as laid down in the site fire safety plan are clearly understood and complied with by all those on the project site(s);
- (b) where necessary, a system using hot work permits is established, and compliance monitored;
- (c) weekly testing of the fire alarm (and any domestic style smoke detectors) is carried out and that other smoke and heat detectors on site are tested as determined by a risk assessment;
- (d) weekly inspections are conducted of escape routes, fire and rescue service access, firefighting facilities, temporary emergency lighting, the routing of temporary electrical cables and work areas. The requirements laid down in the site fire safety plan should also be monitored;
- (e) liaison is maintained with the local fire and rescue service and they are invited to undertake site inspections and familiarisation tours;
- (f) liaison is maintained with site security personnel where they are employed;
- (g) a proper maintenance regime for fire protection equipment is instigated, including the keeping of a written record of all checks, inspections and tests;
- (h) a written record of fire safety training of site operatives and of all fire patrols and fire drill procedures is maintained;
- (i) the detailed arrangements and actual procedures for calling the fire and rescue service are regularly monitored and checked;

- (j) during an alarm, those duties required for the safe evacuation of the site are executed, and all staff and visitors report to the assembly points;
- (k) a fire safe working culture is proactively promoted at all times; and
- (l) one or more competent persons should be appointed to assist the responsible person in carrying out their duties.

### **6.1.2 Fire marshals**

- (a) On high fire risk sites, the principal contractor should appoint a fire marshal and deputy fire marshal(s) who should be permanently based on site to assist in the implementation of the site fire safety plan.

The fire marshal may be the responsible person required by the Regulatory Reform (Fire Safety) Order 2005 or equivalent legislation in Scotland and Northern Ireland (refs 3-6).

The numbers of fire marshals and deputy fire marshals should be determined by a risk assessment and will take into consideration the size and organisation of the project.

- (b) Where appropriate, the fire marshal(s) should be full-time, but otherwise preferably combining this duty with other relevant tasks, such as maintenance of fire systems. However, where circumstances dictate a part-time role, it is essential that the fire marshal(s) are afforded sufficient time to execute their fire safety duties. They should be adequately trained so as to be competent in fire safety matters and have sufficient status and authority for the effective execution of their duties and responsibilities.
- (c) Liaison with the emergency services is essential (see section 7).

## **6.2 Fire safety plan**

The site fire safety plan must be based on the fire risk assessment, be specific to the site and be reviewed and updated periodically as circumstances change. As a minimum, it should detail:

- (a) the organisation of, and responsibilities for, fire safety and arrangements for recording all fire safety training given to site operatives;
- (b) general site precautions, fire detection and alarm systems, temporary emergency lighting, fire extinguishers and fire points;
- (c) the need for clear access to the site and buildings to be maintained at all times;
- (d) the need for escape routes inside the building, including corridors and stairwells, to be clearly signed and kept clear of obstructions as far as is reasonably practicable;
- (e) the locations of designated smoking areas where they are provided in compliance with no smoking legislation;
- (f) the requirements for a hot work permit regime where hot work cannot be avoided by other means;
- (g) temporary buildings and temporary accommodation, including location, fire protection, construction and maintenance;
- (h) fire escape and communications (including an effective evacuation plan and procedures for calling the fire and rescue service);
- (i) fire and rescue service access, facilities and co-ordination;
- (j) instructions given to those on site of the required actions in case of fire;
- (k) security measures to minimise the risk of arson;
- (l) the materials storage and waste control regime, with particular reference to flammable and highly flammable materials;
- (m) the maintenance of temporary electrical installations;
- (n) the location of inverters and associated isolators where photovoltaic panels are being installed;
- (o) the use of fire retardant coverings;
- (p) arrangements for plant and vehicles; and
- (q) measures to prevent fire spread from the site (where appropriate).

## ➤ 7 LIAISON WITH THE EMERGENCY SERVICES

- 7.1 During the design phase, the principal designer or designer should contact the fire and rescue service to identify requirements for access.
- 7.2 At the commencement of the construction phase, the principal contractor (where there is more than one contractor) or the contractor should make contact with the fire and rescue service and provide an initial site layout plan. Provisions for water supplies should also be agreed at this time. Thereafter, updated site layout plans should be available on site for fire and rescue service use, detailing the following:
- (a) fire and rescue service access, firefighting shafts, fire lifts and temporary hoist facilities;
  - (b) dedicated emergency escape routes and staircases;
  - (c) sprinkler installations;
  - (d) floor loading limitations;
  - (e) positions of hydrants on or near the site, dry riser inlets and wet risers;
  - (f) fire points;
  - (g) temporary buildings and temporary accommodation; and
  - (h) hazardous items, eg flammable liquids, gas cylinders, gas mains, electrical risers, temporary holes in floor slabs etc.
- 7.3 Where work on the site may have an impact on traffic movements in the vicinity, liaison should be established with the local police.
- 7.4 The local fire and rescue service should be invited to visit the site to undertake regular familiarisation tours and review the access, water supplies and firefighting arrangements.

## ➤ 8 EMERGENCY PROCEDURES

- 8.1 On all sites, a means of giving warning of fire must be established:
- (a) certain sites, by their size and nature, may require a temporary hard-wired linked system operated from call-points. On other sites, handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm;
  - (b) where manually operated devices are to be used, there should be multiple provisions of these to ensure that they can be accessed at all times;
  - (c) the provision of manually operated devices inside an enclosed building should be the subject of a specific fire risk assessment as they have the potential to delay the escape of the operator;
  - (d) for projects using remotely monitored and wireless fire alarm systems, consideration should be given to ensuring that the signalling system remains uninterrupted throughout the duration of the work. Electronic alarms are preferable to manual provisions.

In some instances automatic fire detection may also need to be installed, see paragraphs 13.8, 13.12 and 13.13.

- 8.2 Written emergency procedures must be displayed in prominent locations and given to all employees on site. The procedures should clearly identify the assembly point in case of a need to evacuate the site (see Figure 1).



Figure 1: Typical fire action notice

- 8.3 Nominated personnel, eg security guards, must be briefed to provide clear access to the site in the event of an emergency.
- 8.4 In the case of a fire, contractors should determine that all of their personnel on site have been accounted for, and pass this information to site security staff at the earliest opportunity.
- 8.5 The principal contractor shall ensure that all members of the workforce on the project are aware of the emergency procedures and their duties, via inductions, refresher courses or other suitable processes. Particular care should be taken where people do not understand English.
- 8.6 The emergency procedures should be tested by carrying out regular fire drills at least every six months, evacuating the building to the assembly point. Observations from fire drills should be recorded in the fire log book, or similar document, and any appropriate changes made to management procedures or provision of sounders etc.

## ➤ 9 FIRE PROTECTION

- 9.1 The client, designers or principal designer should ensure, so far as reasonably practical, that the project is designed and planned in conjunction with the contractor and their programming of the works to achieve the early installation and operation of:
  - (a) permanent fire escape stairs, including compartment walls;
  - (b) fire compartments within the building under construction, including the installation of fire doors and the completion of fire-stopping, with special attention given to lift shafts, stairwells, service ducts and voids which offer a passageway to heat and smoke;
  - (c) fire-stopping: it is especially important that this is planned and put in place as work on buildings of modular construction progresses;
  - (d) fire protective materials to structural steelwork;
  - (e) planned firefighting shafts duly commissioned and maintained;
  - (f) lightning conductors;
  - (g) automatic fire detection systems where planned;
  - (h) automatic sprinkler and other fixed firefighting installations where planned;
  - (i) automatic fire detection and extinguishing systems, where these are to be installed to protect large or costly items of equipment or plant; and
  - (j) temporary emergency lighting, which may need to be provided prior to the installation and commissioning of a fixed system.
- 9.2 Two means of escape must be available from the structure at all times, including from any basement area and roof. Where dead-end situations exist, even on a temporary basis, they should be subject to special attention. The site should be planned and managed such that escape travel distances are appropriate for the level of fire hazard. Throughout the construction phase, escape travel distances should be minimised wherever possible.
- 9.3 Adequate water supplies for firefighting should be available as early as possible:
  - (a) where extension of the fire hydrant main is required as part of the project, then this should be installed as early as possible;
  - (b) rising and temporary mains must be provided where planned; as the building increases in height it may be necessary to use temporary caps to seal the riser;
  - (c) it may be necessary to move the fire service inlet point as work progresses;
  - (d) water supplies should be tested periodically.
- 9.4 In the case of high fire risk sites, following the agreement for water supplies with the fire and rescue service (see 7.2), on-site water flow should be tested and recorded before work commences and thereafter every three months, at which time all valves should be exercised.
- 9.5 All hydrants must be clear of obstruction and be suitably marked.
- 9.6 To protect distribution panels and items of electrical equipment, appropriate extinguishers (such as those containing carbon dioxide) must be provided close to the equipment concerned.

- 9.7 Clear signs must be installed and maintained in prominent positions indicating the locations of fire and rescue service access routes, escape routes, positions of dry riser inlets, fire extinguishers and manually operated devices used to raise a fire alarm (such as fixed call-points and hand-held klaxons). Signs should be reviewed regularly and replaced or repositioned as necessary (ref 12).
- 9.8 At the end of each working day or shift, a fire check must be undertaken, particularly in areas where hot work has been undertaken. Where 24-hour security is provided, fire checks should be undertaken throughout the night, during holiday periods and at weekends.
- 9.9 Permanent occupancy of any part of a building site should not be permitted until all fire protection measures (especially all fire-stopping in relevant compartment walls and ceilings) and installations are complete and, where appropriate, have been commissioned. The insurers, local authority building control department and fire and rescue service must be informed where occupancy is to be permitted.

## ➤ 10 TEMPORARY PROTECTIVE COVERING MATERIALS

- 10.1 Finished surfaces, fittings or expensive items of plant and machinery incorporated into a building should be temporarily protected during construction or refurbishment. When selecting a temporary protective covering material, regard must always be paid to the relative fire load and the potential for fire growth and spread.
- 10.2 Where flexible protective covering materials are used, these must conform to the requirements of the LPCB's Loss Prevention Standard LPS 1207: *Fire requirements for protective covering materials* (ref 13) or equivalent standard (for example, ref 14). The materials shall be manufactured in accordance with a quality assurance and certification programme, and the protective covering material shall be approved by a third-party certification body accredited by the United Kingdom Accreditation Service. The relevant approval mark shall be printed on the material.
- 10.3 When flexible materials are used to clad scaffolding, these materials must conform to the requirements of LPS 1215: *Flammability requirements and tests for LPCB approval of scaffolding materials* (ref 15) or equivalent standard (for example, ref 16). The material shall be manufactured in accordance with a quality assurance and certification programme, and the scaffolding covering material shall be approved by a third-party certification body accredited by the United Kingdom Accreditation Service. The relevant approval mark shall be printed on the material.
- 10.4 It is recognised that overprinting of materials with advertising or images does occur. In such instances it must be ensured that this does not detrimentally affect their fire performance. Confirmation of this should be sought through testing of the printed material by the certification body.
- 10.5 Third party approved temporary protective covering materials must be exclusively used on all parts of the project, including scaffold cladding, containment nets, temporary roof sheeting and other tarpaulins. It is not acceptable to use non-approved materials in different parts of the building, at different storeys/heights or on different elevations of the building.
- 10.6 Flame retardant protective covering material can still burn; therefore at least one fire escape stairway should be kept free of all protective coverings.

## ➤ 11 PORTABLE FIRE EXTINGUISHERS

- 11.1 Personnel must be sufficiently competent to be able to use the portable firefighting equipment provided on site.
- 11.2 An adequate number of appropriate portable fire extinguishers, approved and certificated by an independent, third-party certification body, should be provided, in accordance with the requirements of BS 5306-8: *Fire extinguishing installations and equipment on premises: Selection and installation of portable fire extinguishers: Code of Practice* (ref 17). However, in the case of high fire risk sites, the fire risk assessment may indicate that additional portable fire extinguishers should be provided, especially on escape routes.

- 11.3 Extinguishers must be located in conspicuous positions near exits on each floor. In the open they should be situated in red boxes raised 500mm above ground level with a sign 'FIRE POINT' at a height readily seen above intervening huts or storage.
- 11.4 All firefighting equipment which is not designed to come into use automatically must be easily accessible.
- 11.5 All portable firefighting equipment must be serviced annually in accordance with BS 5306-3: *Fire extinguishing installations and equipment on premises: Code of Practice for the inspection and maintenance of portable extinguishers* (ref 18) by a qualified person, and the maintenance service date recorded, including marking on the appliances.
- 11.6 As work progresses, the adequacy of portable firefighting equipment must be reviewed as part of the fire risk assessment reviews.
- 11.7 'Ride-on' mechanically propelled site plant should carry an appropriate fire extinguisher where reasonably practicable.

## ➤ 12 SITE SECURITY AGAINST ARSON

Arson protection is a feature of the site fire safety plan and should be the subject of a suitable and sufficient risk assessment. In certain cases, such as on high fire risk sites, a separate risk assessment should be undertaken to specifically consider the implications of wilful fire raising.

- 12.1 Buildings must be suitably protected against theft and deliberate fire raising in accordance with findings of the fire risk assessment.
- 12.2 The most effective method of deterring trespassers – as well as helping to prevent malicious fire – is to ensure as far as reasonably practicable that the site is secured against unauthorised entry. This may be achieved by erecting a suitable and sufficient hoarding around the perimeter of the site, and securing all access points such as windows and doors on refurbishment sites. The site entrance must be locked and secured outside normal working hours.
- 12.3 Where the completed project provides for permanent security fencing, this should be brought forward in the programme and utilised during the construction phase.
- 12.4 Pedestrian access points and vehicle gates should be secured with high security close or concealed shackle padlocks and chains of a commensurate quality. A secure perimeter also provides protection against injury claims from trespassing minors.
- 12.5 Where the building envelope forms the site perimeter, all accessible openings such as ground floor windows and doors and vulnerable higher level windows should be secured against unauthorised entry. This may be achieved through the early installation of doors and windows or temporarily boarding such apertures with 18mm plywood or proprietary steel shuttering. Doors and windows should be fitted with locks, and secured when the building is vacant. Access to upper levels via scaffolding should be prevented.
- 12.6 Flammable liquid stores, liquefied petroleum gas cylinder storage and combustible material stores must be fenced or otherwise suitably protected and signed on the outside of the perimeter barrier (see section 14).
- 12.7 Illumination of the site is an additional deterrent to unauthorised access, and is recommended.
- 12.8 The recruitment of security personnel should be considered on all sites, especially for employment on site outside normal working hours. Contracted security guards should be licensed under the Private Security Industry Act 2001. The number of security staff and arrangements for touring, inspecting, and record keeping should be subject to a risk assessment.
- 12.9 On high fire risk sites the use of remotely monitored CCTV cameras and/or a permanent security presence should be considered.
- 12.10 All personnel should be on the alert for fires started maliciously by on-site staff.
- 12.11 In the event of suspension of site works, the security and fire risk assessments should be reviewed

and the precautions taken also agreed with the security provider. Further advice and guidance is set out in the *Code of practice for the protection of empty buildings: fire safety and security* (ref 19).

- 12.12 Consideration should be given to the installation of intruder alarm systems in temporary buildings and temporary accommodation.

### ➤ 13 TEMPORARY BUILDINGS AND TEMPORARY ACCOMMODATION

Temporary buildings and temporary accommodation are defined in section 4.15 and 4.16.

- 13.1 The site fire safety plan must include a suitable and sufficient fire risk assessment for all temporary buildings and temporary accommodation. The assessment should be reviewed periodically.
- 13.2 Temporary building(s) should be separated from the building under construction or refurbishment and other permanent buildings to provide as wide a fire break as reasonably practicable. While it should be aimed to provide a fire break at least 10m wide, it is recognised that this is not always possible, but wherever practicable the fire break should be at least 6m wide. Fire breaks should be kept clear of combustible materials. Similarly, rows of temporary buildings should be separated to provide a reasonable fire break with the intervening space being kept clear of combustible materials.
- 13.3 Where it is not reasonably practicable to provide a fire break at least 6m wide, temporary building(s) must be constructed with materials that do not significantly contribute to the growth of a fire or the propagation of smoke and corrosive or toxic fumes. The temporary building should be designed and constructed so as to meet the following criteria:
- (a) Class 1 surface spread of flame performance in BS 476-7: *Fire tests on building materials and structures: Method of test to determine the classification of the surface spread of flame and products* (ref 20) to all internal wall and ceiling surfaces and to external surfaces of walls. External surface of roof to meet Class AA in BS 476-3: *Fire tests on building materials and structures: Classification and method of test for external fire exposure to roofs* (ref 21);
  - (b) walls and roof to achieve 30-minutes' fire resistance (integrity and insulation) to BS 476-20 (ref 8) and BS 476-22 (ref 10); roof to be tested from below;
  - (c) doors and windows to achieve 30-minutes' fire resistance (integrity) to BS 476-20 (ref 8) and 22 (ref 10) and be securely closed when the area is unoccupied. Fire doors must be fitted with self closers; and
  - (d) where temporary building(s) are vertically stacked, the roof/floor assembly, and members supporting it should achieve at least 30-minutes' fire resistance (integrity, insulation and load-bearing capacity) to BS476-20 (ref 8) and 21 (ref 9) and comply with appropriate Building Regulations requirements.

Alternatively, temporary building(s) should comply with the test specifications or procedures of an independent, third-party testing organisation. Examples of minimum requirements are LPS 1195: *Specification for testing of temporary buildings for use on construction sites* (ref 22), published by BRE Certification, or the test procedure for determining the fire properties of temporary buildings carried out by Exova Warringtonfire.

- 13.4 Where the floor of a temporary building is raised above ground level, the space beneath must be enclosed to prevent accumulation of rubbish, whilst still allowing under-floor ventilation. No combustible materials should be stored under any temporary building.
- 13.5 Temporary accommodation must be constructed with materials which do not significantly contribute to the growth of a fire or the propagation of smoke and/or corrosive fumes. It must also meet the following criteria:
- (a) it must be separated from the rest of the building by walls and ceilings which achieve 30-minutes' fire resistance (integrity and insulation) to BS 476-20 (ref 8) and 22 (ref 10), the ceiling to be exposed to fire from below;

- (b) Class 1 surface spread of flame performance to BS 476-7 (ref 20) to all wall and internal ceiling surfaces; and
  - (c) doors and windows in 30-minute fire-resisting walls must achieve 30–minutes' fire resistance (integrity) to BS 476-20 (ref 8) and BS 476-22 (ref 10) and be securely closed when the area is unoccupied. Fire doors must be fitted with self-closers.
- 13.6 Wherever possible, fire exits from temporary buildings and temporary accommodation should lead directly to the open air and away from the structure on which work is being undertaken. Escape routes should be subject to periodic inspection and assessment. Where necessary, temporary protection to provide at least 30 minutes' fire resistance should be provided to ensure the safe passage of personnel to a place of safety away from the site.
- 13.7 It may be necessary to erect or install temporary buildings and temporary accommodation within the building under construction or refurbishment. This must be prohibited in large timber framed structures. In other instances:
- (a) temporary buildings and temporary accommodation must meet the fire performance characteristics stated in sections 13.3 and 13.5 respectively; and
  - (b) temporary buildings and temporary accommodation should be erected in locations which provide ease of access for the fire and rescue service and easy evacuation for personnel. In this respect locating temporary buildings and temporary accommodation within basements or on upper floors, ie at a height in excess of 7.5m from site access level, should be avoided where possible. Where this is not practical, other suitable precautionary measures must be adopted following the fire risk assessment and after consultation with the appropriate authorities. These measures must be maintained during the course of construction and until a time when the temporary buildings and temporary accommodation can be relocated within the lower floors.
- 13.8 Temporary buildings or temporary accommodation located:
- (a) inside the building under construction/refurbishment;
  - (b) inside another permanent building; or
  - (c) within 10m of such building(s).
- must be fitted with fire detection systems complying with a recognised Category of installation as set out in BS 5839-1: *Fire detection and alarm systems for buildings: Code of practice for system design, installation, commissioning and maintenance* (ref 23). In the case of high fire risk sites, the fire detection system must be linked to the fire alarm system in the building on which work is being undertaken and to an alarm receiving centre, unless there is a 24-hour site security presence on site. Components of automatic fire detection and alarm systems should be marked as complying with EN 54 (ref 37).
- 13.9 Heaters for use in temporary buildings and temporary accommodation must be fixed, preferably above floor level, fitted with securely fixed metal guards and maintained in a sound condition.
- 13.10 Carelessly drying clothes causes fires. Coat stands and drying racks must be firmly positioned at a safe distance from heaters, which should be thermostatically controlled and have enclosed elements.
- 13.11 All heaters and cooking appliances must be properly installed and adequate ventilation provided. Where possible, microwave ovens should be used to cook or heat food – otherwise, electrical or gas cookers are preferable to gas rings for cooking.
- 13.12 The installation of suitable automatic fire detection systems and intruder alarms is strongly encouraged in all temporary buildings and temporary accommodation. Intruder alarm systems should be installed in accordance with the SSAIB *Code of Practice for temporary alarm systems* (ref 38).
- 13.13 Automatic fire detection systems must be installed where flammable liquids and gases are stored and in temporary buildings and temporary accommodation used for cooking or the drying of clothes. Installations should comply with a recognised category of system as set out in BS 5839-1 (ref 23).

- 13.14 Temporary building(s) should not contain more than the minimum of furniture and fittings of a combustible nature.
- 13.15 Open plan areas created by linking prefabricated units of temporary buildings and areas of temporary accommodation used for multiple purposes should be sub-divided by fire-resisting construction to provide at least 30 minutes' fire resistance where deemed necessary by the fire risk assessment of the area.
- 13.16 Caravans, mobile homes and similar purpose-built sleeping accommodation should be separated from the structure under construction or refurbishment, as set out in section 13.2, and be enclosed by a palisade, fence or hoarding such that there is no interconnecting route between the two areas.
- 13.17 On new build sites, construction workers must not occupy living accommodation within a structure on which work is being undertaken (see also 9.9).

## ➤ 14 SITE STORAGE OF FLAMMABLE LIQUIDS AND LPG

- 14.1 Flammable liquids and gases used and stored on site must be subject to a periodic assessment in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (ref 7).
- 14.2 Containers of flammable liquids and LPG cylinders should preferably be stored in open compounds which are securely fenced, shaded from the sun and remote from pits, drains and low lying areas. Stores of liquid fuels must be surrounded by an impermeate bund sufficient to contain the maximum contents of the largest drum stored, plus 10 percent. The bund must not be allowed to accumulate water or waste material. Flammable liquids and LPG must not be stored together.
- 14.3 Where it is necessary to store flammable liquids and gases in circumstances other than as in paragraph 14.2, the quantity stored must be the minimum necessary and no more than a day's supply. The containers must be kept in a store, cupboard or bin which is of fire-resistant construction.
- 14.4 Storage areas should be sited as far as reasonably practical from permanent and temporary buildings and at a minimum of 20m wherever possible in the case of high fire risk sites. Where practical, given the constraints of the site, containers and drums of flammable liquid or gas cylinders must not be stored within 10m of any building or boundary fence (and in no circumstance closer than 4m) unless the boundary is a wall at least 2m high and constructed to provide a minimum of 30-minutes' fire resistance. In the latter case, containers and drums should be at least 1m below the top of the wall.
- 14.5 Products which could add to the intensity of a fire, such as acetylene or oxygen, or to the toxic hazard in the event of fire, such as chlorine, must not be stored in the same compound as flammable liquids and LPG.
- 14.6 Appropriately worded warning signs, eg 'HIGHLY FLAMMABLE LIQUIDS', 'NO SMOKING' and 'NO NAKED LIGHTS' must be displayed prominently at the entrances to stores.
- 14.7 The floors of flammable liquid or LPG cylinder stores should be paved or compacted level, with a suitable hard-standing provided for the delivery and dispatch of cylinders. The area must be kept clear of all combustible materials, weeds and rubbish.
- 14.8 Any electrical fittings, eg lights and switches, within such stores must be suitable for the environment in which they are to be used (ie where a flammable or explosive atmosphere may be present) and be selected and installed by competent persons (ref 24).
- 14.9 The provision of automatic flammable gas detection equipment should be considered for enclosed storage locations.
- 14.10 Adequate numbers of extinguishers appropriate to the hazard should be sited at entrances to storage areas.

- 14.11 There should, where possible, be designated areas for fuelling plant and vehicles. The use of petrol generators in high risk structures should be avoided.

## ➤ 15 ACETYLENE

Acetylene is a flammable gas that, at elevated temperatures and pressures, can become unstable and liable to spontaneous decomposition. As a result, acetylene in cylinders, once suspected to be unstable, constitutes a serious fire and explosion hazard.

In these circumstances, fire service safe working practices include the establishment of a hazard zone of up to 200m around the incident and leaving the cylinders involved undisturbed for up to 24 hours or more prior to removal. All activities in the designated hazard zone have to cease and the area is evacuated, with significant implications for the businesses operating in the area.

- 15.1 The use of acetylene on construction sites should be eliminated wherever reasonably practicable and alternative methods of cutting and welding be adopted (ref 25).
- 15.2 Where the use of acetylene is unavoidable, the number of spare cylinders stored on site should be kept to the absolute minimum.
- 15.3 Acetylene cylinders should be removed from the workplace and returned to the storage area as soon as the period of work has been completed.
- 15.4 Acetylene cylinders should be removed from the site as soon as their use is complete.

## ➤ 16 HOT WORK

See also 23.17 regarding hot work on the sites of large timber frame structures.

- 16.1 Alternative methods to hot work (ref 26) should be adopted where possible.
- 16.2 When there is no alternative to hot work then, if possible, the hot work should be undertaken in a dedicated area away from the area of work or storage of materials.
- 16.3 All hot work must be subject to a hot work permit (a sample permit is shown in Annex A);
- (a) once fitting out work has commenced on site; and
  - (b) in all buildings which are being refurbished.
- 16.4 Hot work permits must only cover specific, identified activities and locations and be signed off at the end of each work period. 'Blanket' permits covering hot work activities over an extended period or several days must not be allowed.
- 16.5 Before starting hot 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 no combustible material will be ignited by conducted heat.
- 16.6 At least two appropriate fire extinguishers must be at hand and a careful watch maintained for fire breaking out whilst work is in progress.
- 16.7 Exposed wooden flooring and other items of combustible material which cannot be removed, as in 16.5, must be covered with sand or other non-combustible material.
- 16.8 When welding, cutting or grinding, the work area must be suitably screened using non-combustible material.
- 16.9 Equipment and hoses used with oxy-acetylene and similar equipment should be in good condition, set up in accordance with the manufacturer's instructions and be subject to a visual inspection before each period of use. A flashback arrestor should be fitted.
- 16.10 Gas cylinders must be adequately supported in a vertical position, preferably by securing on purpose-built trolleys using straps or chains. Cylinders should be fitted with a regulator that is not more than five years old.
- 16.11 Welding and cutting procedures should only be carried out under the supervision of trained and competent personnel.

- 16.12 Tar boilers and similar equipment should be placed at ground level wherever possible. A boiler may be placed in another location convenient for the works only if a risk assessment shows that overall it is a greater hazard to have the boiler at ground level.
- 16.13 The following precautions should be applied when using tar boilers:
- (a) a non-combustible heat-insulating base must be provided;
  - (b) the equipment must be supervised by an experienced operative who can monitor the bitumen level and temperature, and ensure the lid remains on the boiler;
  - (c) the boiler should be sited where spilled material can easily be controlled;
  - (d) all cylinders must be at least 3m from the burner, secured in a vertical position and connected by flexible armoured hose;
  - (e) at least two appropriate fire extinguishers must be to hand;
  - (f) hazardous materials must be removed from the location as soon as work is completed and before the hot work permit is signed off;
  - (g) a lit tar boiler should not be left unattended; and
  - (h) a tar boiler should not be moved when lit.
- 16.14 Any area specified in a hot work permit must be subject to a fire watch:
- (a) In all cases a continuous fire watch should be maintained for at least 30 minutes after hot work is completed, with further checks being made at regular intervals, up to 60 minutes after completion before the permit is signed off.
  - (b) On sites where hot work has been undertaken in high fire hazard areas the work area should be subject to a continuous fire watch for at least 60 minutes following cessation of hot work or for such period as determined by a suitable and sufficient fire risk assessment before the permit is signed off.
  - (c) Where hot work has been undertaken within or adjacent to a timber framed structure a continuous fire watch should be maintained for at least 60 minutes and the area be carefully inspected at regular intervals for at least two hours after completion of the hot work prior to closing the permit.

## ➤ 17 ELECTRICITY AND GAS

- 17.1 Electrical supply installations, both temporary and permanent, must be installed in accordance with the latest edition of BS 7671: *Requirements for electrical installations* (ref 27) and the Electricity at Work Regulations 1989 (ref 28).
- 17.2 Portable electric equipment used on site should carry durable labels which display that it has been inspected and tested and is in satisfactory condition. (Guidance on the frequency and scope of the inspection of portable electrical equipment is available from the HSE (ref 29).)
- 17.3 All electrical work should be undertaken by a skilled electrician as defined in BS 7671: *Requirements for electrical installations* (ref 27).
- 17.4 Installations (especially of a temporary nature) must be inspected regularly and tested at intervals not greater than every three months, or when they have been altered. The results must be recorded in a register kept for the purpose.
- 17.5 Electric cabling (especially of a temporary nature) should be protected against damage from construction site activities in its vicinity.
- 17.6 Temporary lighting:
- (a) Where portable or temporary lights are required, these should be located well away from combustible materials.
  - (b) Where low voltage festoon lighting cannot be used, sealed fluorescent light tubes are recommended.
  - (c) The use of unprotected quartz halogen lights should be discouraged.
- 17.7 Where possible, main switches – other than those controlling fire protection, security and life safety systems – should be turned off when work ceases, and all equipment unplugged when not in use.

- 17.8 Photovoltaic panels should be installed in accordance with the specification or relevant Code of Practice under the contract.
- 17.9 Where photovoltaic panels are being installed, signs must be displayed in accordance with the specification or relevant Code of Practice under the contract at the earliest opportunity to warn site staff and firefighters of the presence of live DC power supplies and the location of the isolators.
- 17.10 Following their installation, photovoltaic panels should be isolated and not be used to produce power for site use during the construction phase.
- 17.11 All permanent gas supplies must be installed by a registered gas installer. The contractor must check that those carrying out the work are so registered.
- 17.12 Gas supply to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured and protected from unauthorised interference. Gas appliances should be fitted with control taps. (If the only control is on a cylinder situated outside a building, there can be a dangerous build-up of gas during the time-lapse between turning on and ignition.)
- 17.13 LPG connected to an appliance by a flexible link should only be installed by a competent person.

## ➤ 18 WASTE MATERIALS

- 18.1 Good housekeeping is essential on all sites. Waste material, if allowed to accumulate, provides an excellent starting point for fire (ref 30). Therefore, the introduction of combustible waste should be minimised, and all waste packing materials, wood, shavings and oily rags must be removed from the workplace at least once a day. Special attention should be paid to corners, bases of shafts and other out-of-the-way places.
- 18.2 All non-essential combustible wrapping and packaging should be removed to a safe place away from the working area and be disposed of at the earliest opportunity, and in any case not less than once per day.
- 18.3 Separate metal bins, with close-fitting metal lids, must be provided for combustible materials such as oily rags.
- 18.4 Where practicable, rubbish chutes should be constructed outside the building and be of fire-resisting construction. They should be situated so as not to obstruct escape routes.
- 18.5 Unwanted materials from open areas of a site must be collected at regular intervals.
- 18.6 All recycling collection points and other combustible waste materials awaiting disposal must be kept in an area as far as reasonably practical away from the building under construction, temporary buildings, smoking shelters, stores and equipment.
- 18.7 All dry vegetation must be cleared regularly.
- 18.8 The burning of any vegetation or rubbish on site should be avoided unless absolutely necessary and should only be considered in very limited situations, such as during site clearance.

There is environmental legislation governing the rare circumstances where site burning may be permitted and contractors must check with clients, local authorities and the Environment Agency (or the Scottish Environment Protection Agency (SEPA) in Scotland) before contemplating any site burning.

- 18.9 All site burning, where permitted, must be subject to a fire risk assessment and be controlled by a permit system (a sample permit is shown in Annex B). The following rules must be built into the permit system:
  - (a) prior approval and necessary permits must be obtained from all of the relevant authorities;
  - (b) fires may only be lit on open designated ground and far enough removed (typically 50m) so that there is no risk of setting alight adjoining material, storage areas, flammable liquid stores, plant, structures or neighbouring property;
  - (c) large open bonfires can easily get out of control; materials must only be burnt in a properly designed incinerator. The incinerator must be sited and maintained in accordance with

- the manufacturer's recommendations. Regular checks must be made to ensure that the spark arrestor and flue do not become clogged or corroded;
- (d) incinerators should not be located beneath overhead cables;
- (e) the fire must be extinguished at least one hour before the site closes;
- (f) a permanent fire watch must be maintained by a nominated person during the time that the fire is burning;
- (g) the nominated person should have a suitable number of appropriate fire extinguishers or other suitable equipment to hand and be trained in their use;
- (h) the area must be inspected periodically for at least an hour after the fire has been extinguished before the permit is signed off;
- (i) material to be burnt should be checked for dangerous items such as empty cylinders, aerosol cans and flammable substances, which should be removed and safely disposed of before it is brought to the fire; and
- (j) flammable liquids should not be used to assist fires.

## ➤ 19 PLANT AND VEHICLES

- 19.1 Stationary plant powered by internal combustion engines, such as compressors and generators, should be positioned in the open air or in a well-ventilated non-combustible enclosure. They must be sited so that exhaust pipes and exhaust gases are kept clear of combustible materials and should, wherever reasonably practicable, be separated from working areas and other buildings.
- 19.2 If plant and vehicles are to be refuelled on site:
  - (a) fuel tanks must not be filled whilst engines are running or hot;
  - (b) vehicles should only be fuelled in designated areas (see paragraph 14.10); and
  - (c) fuel should be stored in accordance with section 14.
- 19.3 Compressors should be housed singly away from other plant and in separate enclosure(s).
- 19.4 Plant and equipment must be protected against accidental impact.
- 19.5 Air intakes must be situated so that the air is cool, uncontaminated, and free from flammable gases or vapours.
- 19.6 Where appropriate, sand trays or similar proprietary non-combustible mineral based absorbing agents should be provided to absorb drips of fuel or lubricant, and changed at regular intervals.
- 19.7 Vehicles:
  - (a) as a general rule, the long-term parking of vehicles should not be permitted within 10m of the building under construction and, if possible, a separate car park should be available for workers' vehicles. Under no circumstances should long-term parking be permitted within the building without a suitable and sufficient fire risk assessment being undertaken.
  - (b) when equipment and materials are being unloaded from or reloaded onto contractors' and sub-contractors' vehicles, such vehicles may be permitted to park on site within 10m of the building for no longer than the duration of unloading or reloading.

## ➤ 20 STORED MATERIALS

- 20.1 Where it is reasonably practicable to do so, combustible materials should be stored outside the building under construction or undergoing refurbishment, and should not be so close to it that fire is able to spread from the materials to the building. Storing materials in locked metal containers is recommended on all sites, but especially on high fire risk sites.
- 20.2 Where combustible materials are stored inside the building, the area used for storage should:
  - (a) have controlled access;
  - (b) not be in an area where hot work is being carried out;
  - (c) either be within the area covered by the site fire detection system or be included on the route of regular fire checks; and
  - (d) have firefighting equipment located close by.

20.3 In addition, the protection of combustible materials with a layer of a material conforming to the requirements of LPS 1207 (ref 13) or an equivalent standard is strongly recommended.

## ➤ 21 SMOKING

21.1 A 'no smoking' policy must be established throughout the site with the exception of designated area(s) where smoking will be allowed (refs 31-34).

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.

21.3 The immediate area around the shelter, and the shelter itself, should be kept clear of combustible materials including windblown debris and vegetation. Further information regarding smoking at work is set out in ref 35.

21.4 Raised, slatted floors or decking should not be used, and concealed or semi-open spaces should be sealed to ensure combustible debris cannot accumulate beneath the shelter.

21.5 The use of combustible curtains, canopies and drapes to protect smokers from the elements must be avoided.

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.

21.7 Where no shelter is provided, areas where smoking is permitted must be free of combustible materials and be equipped with firefighting equipment, metal ashtrays and a separate metal waste bin with a fitted metal lid.

21.8 A 'no smoking' policy must be established in outside areas where fire hazards exist. Such areas may include refuse and storage areas containing combustible materials, flammable liquids (including refuelling supplies), gas cylinders, foam plastics, fibreboard and timber. 'NO SMOKING' notices must be displayed prominently in these areas.

## ➤ 22 HIGH-RISE CONSTRUCTION SITES

22.1 There are a number of sites (see 4.7) where construction progresses at heights at which normal fire protection measures may not be applicable:

- (a) the time taken to escape from the upper levels to a place of safety away from the building in an emergency may be excessive;
- (b) incomplete compartmentation of the structure may lead to an inordinately rapid spread of smoke and flames and threaten escape routes; and
- (c) there may be inadequate water supplies to fight a fire.

In these circumstances a specific fire risk assessment should be undertaken to develop appropriate provisions, primarily to ensure that people working in the structure can escape safely and without undue delay.

22.2 This specific fire risk assessment should be undertaken after consulting with the fire and rescue

service, and before work commences at a height at which mechanical rescue by the fire and rescue service is no longer viable.

- 22.3 Fire doors with self-closers must be fitted to protect the escape stairs in accordance with the findings of the fire risk assessment. These must be in place when the structure reaches the criteria for a high-rise construction site (as defined in paragraph 4.7).
- 22.4 At this time, at least one staircase should be designated as the firefighting stair, for the exclusive use of the fire service during the course of an emergency. Any firefighting lifts included in the design of the building should be commissioned and brought into service at the earliest opportunity.
- 22.5 Where reasonably practicable, the building should be horizontally fire compartmented at intervals not exceeding 10 floors, to prevent the upward (or downward) spread of smoke and flames. This should be done at the earliest practical opportunity after construction of each of the relevant floors, using temporary fire-stopping materials having no less than 30-minutes' fire resistance, until the permanent fire-stopping arrangements can be put in place. All holes, shafts and openings should be closed off, including service risers, lift shafts and stairwells. Temporary fire-stopping can be removed to allow construction operations in the area to be carried out, but must be replaced whenever work stops. It should not be left out of place outside site working hours ie at night and at weekends.
- 22.6 Atriums, stairways, lift shafts and shafts used for crane towers need not be horizontally divided at intervals not exceeding every 10 floors provided that all openings to floors are fitted with doors with self-closers to provide at least 30-minutes' fire resistance. All other openings between floors and stairways, lift shafts and crane tower shafts should be fire-stopped as indicated above.
- 22.7 Risers, shafts, ducts and similar openings between floors should be closed off with doors having 30-minutes' fire resistance, to separate them from the floors, and must be fitted at all levels. These doors should be treated in the same way as the temporary fire-stopping mentioned above ie only opened on any given floor when work is actually in progress inside the shaft at that level.
- 22.8 Electrically operated fire alarm systems must be provided throughout the height of the building, comprising break-glass (or similar) call-points and sounders on all levels, plus a link to a permanently occupied security office (or similar) from where the fire and rescue service can be summoned, firefighting system activated and other appropriate actions instigated. Hard-wired systems or radio-operated wireless systems of proven reliability, performance and coverage are also acceptable. All components or all parts of the system must have battery back-up to ensure continuity of operation in the event of a loss of power supplies.
- 22.9 When work reaches a height at which the site is termed a high-rise construction site, a wet riser should be provided, fed by duplicate pumps as set out in BS 9990: *Code of practice for non-automatic firefighting systems in buildings* (ref 36) so as to provide water in sufficient quantities and at sufficient pressure for effective firefighting.

## ➤ 23 LARGE TIMBER FRAME STRUCTURES

- 23.1 Where large timber frame structures are under construction the site security measures set out in section 12 of this code must be adopted.
- 23.2 When building in timber frame, serious consideration during the design stage should be given to constructing the ground floor from non-combustible construction (concrete, masonry or steel) as a means of reducing risk from low level accidental and deliberate fire raising.
- 23.3 The use of timber that has received an appropriate pressurised fire protection treatment should be seriously considered during the design phase of all timber buildings.
- 23.4 Where multiple large timber-framed structures are being built on one site, the period of maximum vulnerability during which fire may spread from one to another is the time when the structures are incomplete. This hazard must be considered in detail and minimised as part of the fire risk assessment. Suitable sequencing may be appropriate to provide a fire break by separating incomplete structures by those with completed, fire-rated facades.

- 23.5 The building should be compartmented and fire stopped at the earliest stage possible. This should include party walls, stairwells, service risers, lift shafts, roof voids and other fire-rated sub-compartments throughout the building. Wherever possible this compartmentation should take the form of the final, permanent fire-resisting doors, panels and fire-stopping.
- 23.6 In cases where it is not possible to fit the final materials early in the construction process, suitable temporary arrangements should be made in order to reduce the spread of fire and smoke up a building through unstopped ducts and shafts. Consideration should then be given to fitting temporary horizontal fire rated boarding as work progresses.
- 23.7 The final cladding to a building should be put in place at as early a stage as possible.
- 23.8 Serious consideration should be given to mitigating fire damage and the spread of fire to adjacent structures, by facing exposed timber construction and combustible insulation with fire-rated boarding at the earliest opportunity. The use of fire-rated boarding may be extended to protect windows and door openings not required as means of escape. This approach also provides significant security benefits.
- 23.9 Generators and similar stationary heat producing equipment should not be used in structures where the timber frame is exposed.
- 23.10 Refuelling of equipment must be undertaken outside any timber frame structure and in a designated refuelling/storage area located at least 20m from the building.
- 23.11 At the end of each day, gas cylinders and flammable liquids must be removed from the building under construction and stored in a safe and secure compound, container or cage at least 20m from the structure.
- 23.12 Temporary buildings closer than 20m to the timber frame structure must be of non-combustible construction. Wherever temporary buildings have to be located closer than 20m to the structure, the safe distance must be determined by a life and property fire risk assessment carried out by a competent person.
- 23.13 Heating, drying and dehumidifying equipment must be restricted to 110V blown air type and be removed from the structure outside working hours.
- 23.14 All power and utilities – apart from those required for fire protection, security and life safety systems – must be turned off outside working hours.
- 23.15 Automatic fire detection must be installed in enclosed spaces and the system be extended as work progresses on large timber framed structures. Detectors should use multiple sensors to provide a degree of discrimination to minimise unwanted alarm signals. The system must be linked to an alarm receiving centre unless there is a 24-hour security presence on site.
- 23.16 The use of foam plastic materials on site should be minimised. Fall arrest systems using polystyrene materials must not be used.
- 23.17 Hot work on timber frame construction sites should be minimised. Where hot work cannot be avoided, in addition to the standard controls for hot work (see section 16), the area in which the work has been undertaken must be continually monitored for at least one hour following completion of the hot works and be visited two hours after completion prior to closing the permit.

ANNEX A

Sample hot work permit

HOT WORK PERMIT

A copy of the completed permit should be retained for auditing purposes

ISSUING COMPANY

PERMIT NO.

A. PROPOSAL (to be completed by the person responsible for carrying out the work)

BUILDING

EXACT LOCATION OF PROPOSED WORK

NATURE OF WORK TO BE UNDERTAKEN

I understand the scope of work and precautions to be taken.

SIGNED

BLOCK CAPITALS

DATE

POSITION

CONTRACTOR COMPANY (WHERE APPLICABLE)

B. AGREEMENT (to be completed by Company Safety Officer or other nominated person - the 'Issuer of the Permit')

This Hot Work Permit is issued subject to the following conditions:

ISSUE OF PERMIT: DATE TIME

EXPIRY OF PERMIT\*: DATE TIME

\* It is not desirable to issue permits for protracted periods. Fresh permits should be issued where, for example, work extends from morning to afternoon.

A FINAL CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE (TIME):

ADDITIONAL CONDITIONS REQUIRED:

The above location has been examined and the precautions listed on the reverse side of this form\*\* have been complied with. I have carried out a risk assessment and consider that there is no reasonably practical alternative to doing the job using hot work. I have been provided with evidence of appropriate Public Liability Insurance.

SIGNED

BLOCK CAPITALS

DATE

POSITION

C. FOLLOWING COMPLETION OF WORK (to be completed by member of staff or contractor responsible for the work. The permit should then be returned to the Issuer)

The work area and all adjacent areas to which sparks and heat might have spread (such as floors below and above and areas on other sides of walls) have been inspected and found to be free of smouldering materials and flames. [ ]

Stub ends of welding rods and other hot waste materials have been removed and disposed of safely. [ ]

Any isolated automatic fire detectors or detection zones have been reinstated. [ ]

All equipment, including gas cylinders, has been removed to a safe area. [ ]

TIME INSPECTION COMPLETED: (this must be at least 60 minutes after work has been completed)

SIGNED

BLOCK CAPITALS

DATE

POSITION

CONTRACTOR (WHERE APPLICABLE)

D. SIGN OFF BY ISSUER OF PERMIT

The hot work has been completed. Any detector(s) or zones of the fire alarm system that were isolated have been fully reinstated.

SIGNED

BLOCK CAPITALS

DATE

\*\* The conditions listed in section 16 should appear on the reverse of this permit form.

ANNEX B

Sample permit to burn waste materials

<b>WASTE BURNING PERMIT</b>	
A copy of the completed permit should be retained for auditing purposes	
<b>ISSUING COMPANY</b>	<b>PERMIT NO.</b>
<b>A. PROPOSAL</b> <i>(to be completed by the Responsible Person or Fire Marshal)</i>	
<b>EXACT LOCATION OF PROPOSED BURNING</b>	
I understand the precautions to be taken.	
<b>SIGNED</b>	<b>BLOCK CAPITALS</b>
<b>DATE</b>	<b>POSITION</b>
<b>CONTRACTOR (WHERE APPLICABLE)</b>	
<b>B. AGREEMENT</b> <i>(to be completed by the Nominated Person for burning the waste)</i>	
This Waste Burning Permit is issued subject to the following conditions:	
<b>ISSUE OF PERMIT:</b>	<b>DATE</b> <span style="margin-left: 150px;"><b>TIME</b></span>
<b>EXPIRY OF PERMIT*:</b>	<b>DATE</b> <span style="margin-left: 150px;"><b>TIME</b></span>
* The time of expiry of the permit should be not less than 60 minutes before the work period terminates. Fresh permits should be issued in respect of separate fire in the same work period.	
<b>A FINAL CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE (TIME):</b>	
The above location has been examined and the conditions listed on the reverse side of this form** have been complied with. I have carried out a risk assessment and consider that there is no reasonably practical alternative to burning the waste on site. I have been provided with evidence of appropriate Public Liability Insurance.	
<b>SIGNED</b>	<b>BLOCK CAPITALS</b>
<b>DATE</b>	<b>POSITION</b>
<b>CONTRACTOR (WHERE APPLICABLE)</b>	
<b>C. FOLLOWING COMPLETION OF WORK</b> <i>(to be completed by the Nominated Person before returning the permit to the Issuer)</i>	
The area in which the waste was burned and all adjacent areas have been inspected and found to be free of smouldering materials. <span style="float: right;"><input type="checkbox"/></span>	
<b>TIME INSPECTION COMPLETED:</b> <i>(this must be at least 60 minutes after the fire has been extinguished)</i>	
<b>SIGNED</b>	<b>BLOCK CAPITALS</b>
<b>DATE</b>	<b>POSITION</b>
<b>CONTRACTOR (WHERE APPLICABLE)</b>	
<b>D. SIGN OFF BY ISSUER OF PERMIT</b>	
The burning of waste materials has been completed	
<b>SIGNED</b>	<b>BLOCK CAPITALS</b>
<b>DATE</b>	

\*\* The conditions listed in section 18.9 should appear on the reverse of this permit form.

## ➤ REFERENCE DOCUMENTS

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2. Management of Health and Safety at Work Regulations 1999, SI 1999 No 3242 (as amended), The Stationery Office.
3. Regulatory Reform (Fire Safety) Order 2005 SI 2004 No 1541, The Stationery Office.
4. Fire (Scotland) Act 2005, asp5, The Stationery Office.
5. Fire Safety (Scotland) Regulations 2006, Scottish SI 2006 No 456, The Stationery Office.
6. The Fire Safety Regulations (Northern Ireland) 2010, Statutory Rules of Northern Ireland 2010 No 325, The Stationery Office.
7. Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) SI 2002 No 2776, The Stationery Office.
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9. BS 476-21: 1987: *Fire tests on building materials and structures: Methods for determination of the fire resistance of loadbearing elements of construction*, British Standards Institution.
10. BS 476-22: 1987: *Fire tests on building materials and structures: Methods for determination of the fire resistance of non-loadbearing elements of construction*, British Standards Institution.
11. Construction (Design and Management) Regulations 2015, SI 2015 No 51, The Stationery Office.
12. *Guide to Fire Safety Signs*, 5th edition, 2014, Fire Protection Association.
13. Loss Prevention Standard 1207, Issue 2.1: 2005: *Fire requirements for the LPCB approval and listing of protective covering materials*, BRE Certification.
14. Technical Schedule 63, *Reaction to fire performance requirements: materials used as temporary protective covering*, CERTIFIRE product certification scheme, Warrington Certification Ltd.
15. Loss Prevention Standard 1215, Issue 3.1: 2005: *Requirements for the LPCB approval and listing of scaffold cladding materials*, BRE Certification.
16. Technical Schedule 62, *Reaction to fire performance requirements: materials used to clad scaffolding*, CERTIFIRE Product certification scheme, Warrington Certification Ltd.
17. BS 5306-8: 2012: *Fire extinguishing installations and equipment on premises: Selection and positioning of portable fire extinguishers: Code of practice*, British Standards Institution.
18. BS 5306-3: 2009: *Fire extinguishing installations and equipment on premises: Commissioning and maintenance of portable fire extinguishers, Code of practice*, British Standards Institution.
19. *Code of practice for the protection of empty buildings: fire safety and security*, 2008, Fire Protection Association on behalf of RISC Authority.
20. BS 476-7: 1997: *Fire tests on building materials and structures: Method of test to determine the classification of the surface spread of flame of products*, British Standards Institution.
21. BS 476-3: 2004: *Fire tests on building materials and structures: Classification and method of test for external fire exposure to roofs*, British Standards Institution.
22. Loss Prevention Standard 1195, Part 1 Issue 4: 2005: *Fire test and evaluation requirements for the LPCB approval and listing of temporary buildings for use on construction sites*, BRE Certification.
23. BS 5839-1: 2013: *Fire detection and alarm systems for buildings: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises*, British Standards Institution.

24. RC30, *Recommendations for the selection of electrical and non-electrical equipment for use in atmospheres containing flammable and explosive gases or vapours*, 2005, Fire Protection Association on behalf of RISCAuthority.
25. RC49, *Reducing business interruption: Part 1: Acetylene cylinders involved in fires*. 2007, Fire Protection Association on behalf of RISCAuthority.
26. RC7, *Hot work*, 2012, Fire Protection Association on behalf of RISCAuthority.
27. BS 7671: 2008 + A3: 2015: *Requirements for electrical installations. IET Wiring Regulations*, British Standards Institution.
28. *Electricity at Work Regulations 1989*, SI 1989 No 635, The Stationery Office.
29. *Fire safety in construction work*, HS(G)168, 2010, Health and Safety Executive.
30. *Fire safety and waste materials*, 2003, Fire Protection Association.
31. *Smoke-Free (Premises and Enforcement) Regulations 2006*, SI 2006 No 3368, The Stationery Office.
32. *Smoke-Free Premises etc. (Wales) Regulations 2007*, SI 2007 No (W), National Assembly for Wales.
33. *Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006*, SSI 2006 No 90, The Stationery Office.
34. *Smoking (Northern Ireland) Order 2006*, SI 2006 No 2957 (NI20), The Stationery Office.
35. RC51, *Recommendations regarding smoking at work*, 2013, Fire Protection Association on behalf of RISCAuthority.
36. BS 9990: 2015: *Non-automatic firefighting systems in buildings. Code of practice*, British Standards Institution.
37. BS EN 54: *Fire detection and alarm systems* (several parts), British Standards Institution.
38. SS2004: *Code of practice for temporary alarm systems*, 2012, SSAIB

## ➤ FURTHER READING

- *Fire safety on timber frame construction sites* (version 3), 2013, TRADA.
- *Design Guide to separating distances during construction* (3 parts), 2012, UKTFA.
- *Construction Health & Safety Manual*, Construction Industry Publications Ltd.

## » INSURANCE PROVISIONS RELATED TO THE JOINT CODE OF PRACTICE

If an insurance policy provides cover for a site where the *Joint Code* is in operation, such a policy should normally contain an endorsement noting this, and outlining the respective rights and responsibilities of Insured and Insurer.

There is no mandatory version of such policy endorsement, and no requirement for any endorsement to be used. A model form is shown below. The form may need to be adapted to ensure consistency with the terms and conditions and terminology used in the balance of the policy wording.

### ***Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation***

The following endorsement is added to the policy.

The insured undertakes to comply with the *Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation* dated October 2015 or any subsequent amendment thereto or revised edition thereof current at inception or subsequent renewal of the policy hereinafter referred to as the *Joint Code*.

The appointed representative of the company shall have the right at all reasonable times to enter and inspect any construction site insured under the policy for the purpose of checking whether the conditions thereon in all respects comply with the *Joint Code*.

In the event of the company becoming aware of a breach of the *Joint Code* the company will inform the employer or his representative and the main/management contractor's construction site management of the nature of the breach specifying the remedial measures required by the company (the remedial measures) and the period within which these must be completed.

Where the company considers such a breach is of sufficient importance the company will confirm the same by notice in writing to the employer and main/management contractor at their respective addresses nominated by the insured at the inception of cover or as subsequently amended.

Under the terms of this or any subsequent notice, the company may suspend or cancel all cover under the policy from the date named in the notice not being a date earlier than the date named for the completion of the remedial measures it being understood that upon suspension such cover shall be reinstated when the company is satisfied that the remedial measures have been completed. Such notice shall be given by registered post recorded delivery, facsimile transmission or by hand.

The reference to suspension or cancellation of all cover shall apply only to the contract specified in the notice.

This endorsement shall not in itself be considered a condition precedent to liability but its inclusion shall not prejudice, waive or remove the rights of the company under the terms of other policy exclusions and conditions.

This endorsement does not apply to any public liability employer's liability or 21.2.1 insurance provided by the policy.

In the event of cancellation, only the company agrees to return to the Insured a pro rata proportion of the relevant part of the policy premium.

Subject otherwise to the terms exclusions and conditions of this policy.

*Notes*

# Construction Site Fire Prevention Checklist

## ➤ INTRODUCTION

Every year there are numerous major fires on construction sites and in buildings undergoing refurbishment. All have serious consequences: people are injured; buildings, plant and equipment destroyed; work delayed and completion dates missed.

### **Purpose of the Checklist**

This *Checklist* has been prepared for use alongside (but not instead of) the *Joint Code of Practice, Fire Prevention on Construction Sites*. It converts the *Joint Code of Practice* into a series of questions which an insurer or site fire safety coordinator should ask to find out whether or not fire precautions on a site are comprehensive and adequate in relation to the requirements of the *Joint Code*. The *Checklist* has been produced in a format which enables it to fulfil two functions (see below).

### **Using the Checklist**

- (1) The *Checklist* works on a tick-box principle for a satisfactory response to a question, but contains adjacent space for notes about findings made in the course of a survey. Its questions are arranged in sections which replicate the coverage of the *Joint Code* and they attempt to investigate compliance with the detailed measures of the *Joint Code*.
- (2) The *Checklist* permits the accumulation of information about adherence to fire precautions and best practice at work on a site. This is particularly important because it provides information about earlier findings when practices are being checked – possibly by a different person than originally – in the course of site re-inspection.

In the course of time, therefore, the *Checklist* can present a complete fire precautions history of a construction site or building under refurbishment.

Its format permits the addition of extra sheets, via tags through the top corner, so that features which require more extensive treatment can be catered for. By the same method, additional notes and documents of interest/importance, for example unique design features, can be accommodated. On a very large, fragmented site, separate folders can be used for separate parts of the works.

The *Checklist* does not, however, negate the need to complete fire risk assessments as required under current legislation, or to formulate the fire safety element of the construction phase plan.

### **Resurveys**

The date for a resurvey may depend upon the purpose of the resurvey. It may be to enable an assessor to re-inspect a problem area or it may simply be a scheduled visit. Whatever the reason, the assessor should check that all the features that were ticked as satisfactory on the previous visit are still satisfactory. The *Checklist* helps achieve this goal.

### **The safe-site philosophy**

Construction sites are dangerous workplaces and the *Joint Code*, if properly applied, can help make them safer. It is important to remind those who are responsible for site activities of a cautionary note which appears near the beginning of

### **Fire Prevention on Construction Sites:**

*'If compliance with this Code forms part of the insurance contract, non-compliance with this Code could possibly result in insurance ceasing to be available or being withdrawn, resulting in a possible breach of a construction contract which requires the provision of such insurance.'*

If an insurance policy provides cover for a site where the *Joint Code* is in operation, such policy should normally contain an endorsement noting this and outlining the respective rights and responsibilities of Insured and Insurer. While there is no mandatory version of such policy endorsement and no requirement for any endorsement to be used, a model form is shown on page 29 of the *Joint Code of Practice*.

### **Conclusion**

Care has been taken to match the questions of the *Checklist* to the measures in the *Joint Code* but, if in doubt, the user should give precedence to the latter. It is anticipated that this *Checklist* will play its part in securing compliance with the *Joint Code*, thus reducing the numbers of construction site fires and their attendant problems.

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➤ **SITE DETAILS**

<b>Address/description of works</b>	
-------------------------------------	--

Names/addresses/telephone numbers:

<b>Client</b>	
<b>Principal designer</b>	
<b>Other designer/s</b>	
<b>Principal contractor</b>	
<b>Other contractor/s</b>	
<b>Insurer/co-insurers</b>	
<b>Responsible person (for fire safety)</b>	
<b>Fire marshal</b>	
<b>Deputy fire marshal</b>	
<b>Building control officer</b>	
<b>Fire and rescue service (Contact)</b>	

<b>Date of this survey</b>	<b>Date of next survey</b>

## » REQUIREMENTS OF THE JOINT CODE OF PRACTICE

Tick box for

Yes

Notes

### 5. Design phase

- Where the project is notifiable to the Health & Safety Executive (HSE) under the Construction (Design and Management) Regulations (CDM Regulations), has the client required that client-appointed parties – principal designers, designers, principal contractors and contractors – are co-operating, co-ordinating and discharging their duties to identify and eliminate hazards and reduce the likely risk from hazards where elimination is not practicable? (5.1)
  - Has consideration been given to all potential fire hazards which have been identified at the design stage? (5.2)
  - Where a fire engineered approach to the design of the completed building has been employed, has consideration been given to the impact this may have on the construction phase? (5.3)
  - Has consideration been given to the proximity of an incomplete structure to the site boundary and to surrounding buildings? (5.4)
- 

### 6. Construction phase

#### 6.1 Responsibilities

- Has a 'responsible person' been identified as defined in the Regulatory Reform (Fire Safety) Order 2005 or equivalent legislation in Scotland and Northern Ireland? (6.1)
- For notifiable projects, have the principal contractor or contractor ensured that project-specific suitable management arrangements for health and safety are in place, including the production of a suitable health and safety construction phase plan (which includes a fire safety plan)? (6.1)
- Has the client ensured that the construction phase does not start until the plan is prepared and that suitable arrangements are made for welfare facilities to be present from the start of the work? (6.1)
- Are suitable records being kept identifying the person responsible in the construction phase plan and the fire risk assessment? (6.1)
- Where the client has only partial control, are they co-operating with other responsible persons to ensure fire safety measures for the site are co-ordinated and do not conflict? (6.1)
- Have all persons charged with fire safety roles and responsibilities received appropriate training and are they competent in their roles? (6.1)

Tick box for  
Yes

Notes

### 6.1.1 Responsible person

- Has the responsible person taken such general fire precautions as will ensure, so far as is reasonably practicable, the safety of his employees and, in relation to persons who are not his employees, taken such general fire precautions as may reasonably be required in the circumstances, including:
  - (a) all procedures, precautionary measures and safety standards as laid down in the site fire safety plan are clearly understood and complied with by all those on the project site(s)? (6.1.1a)
  - (b) where necessary, a system using hot work permits is established, and compliance monitored? (6.1.1b)
  - (c) weekly testing of the fire alarm (and any domestic style smoke detectors) and testing of other smoke and heat detectors on site as determined by a risk assessment? (6.1.1c)
  - (d) weekly inspections are conducted of escape routes, fire and rescue service access, firefighting facilities, temporary emergency lighting, the routing of temporary electrical cables and work areas. The requirements laid down in the site fire safety plan should also be monitored? (6.1.1d)
  - (e) liaison is maintained with the local fire and rescue service and they are invited to undertake site inspections and familiarisation tours? (6.1.1e)
  - (f) liaison is maintained with site security personnel where they are employed? (6.1.1f)
  - (g) a proper maintenance regime for fire protection equipment is instituted, including the keeping of a written record of all checks, inspections and tests? (6.1.1g)
  - (h) a written record of training of site operatives and of all fire patrols and fire drill procedures is maintained? (6.1.1h)
  - (i) the detailed arrangements and actual procedures for calling the fire and rescue service are regularly monitored and checked? (6.1.1i)
  - (j) during an alarm, those duties required for the safe evacuation of the site are executed, and all staff and visitors report to the assembly points? (6.1.1j)
  - (k) a fire safe working culture is proactively promoted at all times? (6.1.1k)
  - (l) have one or more competent persons been appointed to assist the responsible person in carrying out their duties? (6.1.1l)

---

### 6.1.2 Fire marshals

- On high fire risk sites, has the principal contractor appointed a fire marshal and deputy fire marshal(s) that are permanently based on site to assist in the implementation of the site fire safety plan? (6.1.2a)

	Tick box for Yes	Notes
• Where circumstances dictate that the fire marshals' role should be part-time, has the fire marshal(s) been afforded sufficient time to execute their fire safety role? (6.1.2b)	<input type="checkbox"/>	
• Have they been adequately trained in fire safety matters, and do they have sufficient status and authority for the effective executive of their duties and responsibilities? (6.1.2b)	<input type="checkbox"/>	
• Has the fire marshal(s) liaised with the emergency services? (6.1.2c)	<input type="checkbox"/>	

## 6.2 Fire safety plan

• Is the site fire safety plan based on the fire risk assessment, specific to the site and reviewed and updated periodically as circumstances change? (6.2)	<input type="checkbox"/>	
• Does the fire safety plan detail, as a minimum, the following requirements stated in the <i>Joint Code of Practice</i> :		
(a) the organisation of, and responsibilities for, fire safety and arrangements for recording all training given to site operatives? (6.2a)	<input type="checkbox"/>	
(b) general site precautions, fire detection and alarm systems, temporary emergency lighting, fire extinguishers and fire points? (6.2b)	<input type="checkbox"/>	
(c) the need for clear access to the site and buildings to be maintained at all times? (6.2c)	<input type="checkbox"/>	
(d) the need for escape routes inside the building, including corridors and stairwells, to be clearly signed and kept clear of obstructions as far as is reasonably practicable? (6.2d)	<input type="checkbox"/>	
(e) the locations of designated smoking areas where they are provided in compliance with no smoking legislation? (6.2e)	<input type="checkbox"/>	
(f) the requirements for a hot work permit regime where hot work cannot be avoided by other means? (6.2f)	<input type="checkbox"/>	
(g) temporary buildings and temporary accommodation, including location, fire protection, construction and maintenance? (6.2g)	<input type="checkbox"/>	
(h) fire escape and communications (including an effective evacuation plan and procedures for calling the fire and rescue service)? (6.2h)	<input type="checkbox"/>	
(i) fire and rescue service access, facilities and co-ordination? (6.2i)	<input type="checkbox"/>	
(j) instructions given to those on site of the required actions in case of fire? (6.2j)	<input type="checkbox"/>	
(k) security measures to minimise the risk of arson? (6.2k)	<input type="checkbox"/>	
(l) a materials storage and waste control regime, with particular reference to flammable and highly flammable materials? (6.2l)	<input type="checkbox"/>	
(m) the maintenance of temporary electrical installations? (6.2m)	<input type="checkbox"/>	

	Tick box for Yes	Notes
(n) the location of inverters and associated isolators where photovoltaic panels are being installed? (6.2n)	<input type="checkbox"/>	
(o) the use of fire retardant coverings? (6.2o)	<input type="checkbox"/>	
(p) arrangements for plant and vehicles? (6.2p)	<input type="checkbox"/>	
(q) measures to prevent fire spread from the site (where appropriate)? (6.2q)	<input type="checkbox"/>	

### 7. Liaison with the emergency services

- During the design phase, has the principal designer or designer contacted the fire and rescue service to identify requirements for access? (7.1)
- At the commencement of the construction phase, has the principal contractor (where there is more than one contractor) or the contractor contacted the fire and rescue service, provided an initial site plan and agreed provision for water supplies? (7.2)
- Thereafter, have updated site plans been made available for the fire and rescue service to use, detailing the following requirements stated in the *Joint Code of Practice*:
  - (a) fire and rescue service access, firefighting shafts, fire lifts and temporary hoist facilities? (7.2a)
  - (b) dedicated emergency escape routes and staircases? (7.2b)
  - (c) sprinkler installations? (7.2c)
  - (d) floor loading limitations? (7.2d)
  - (e) positions of hydrants on or near the site, dry riser inlets and wet risers? (7.2e)
  - (f) fire points? (7.2f)
  - (g) temporary buildings and temporary accommodation? (7.2g)
  - (h) hazardous items (eg flammable liquids, gas cylinders, gas mains, electrical risers, temporary holes in floor slabs)? (7.2h)
- Where work on the site may have an impact on traffic movements in the vicinity, has liaison been established with the local police? (7.3)
- Has the local fire and rescue service been invited to visit the site to undertake regular familiarisation tours and review the access, water supplies and firefighting arrangements? (7.4)

### 8. Emergency procedures

- Has a means of giving warning of fire been established on site and is it readily identifiable as being a fire alarm? (8.1a)

	<i>Tick box for</i> Yes	<i>Notes</i>
• Is the sound of the fire alarm audible above background noises in all areas? (8.1a)	<input type="checkbox"/>	
• Where manually operated devices are used, have these been provided in multiple locations to ensure they can be accessed at all times? (8.1b)	<input type="checkbox"/>	
• Has a specific fire risk assessment been conducted where there are manually operated devices inside an enclosed building? (8.1c)	<input type="checkbox"/>	
• Where a remotely monitored or wireless fire alarm system is used, has consideration been given to ensuring that the signal system remains uninterrupted throughout the duration of the work? (8.1d)	<input type="checkbox"/>	
• Are written procedures that clearly identify the assembly point in case of a need to evacuate the site prominently displayed and also given to all personnel on site? (8.2)	<input type="checkbox"/>	
• Have nominated personnel (such as security guards) been briefed to provide clear access to the site in the event of an emergency? (8.3)	<input type="checkbox"/>	
• In the case of a fire, are procedures in place to ensure contractors determine that all personnel on site have been accounted for, and that they pass this information to site security staff at the earliest opportunity? (8.4)	<input type="checkbox"/>	
• Has the principal contractor ensured that all members of the workforce are aware of the emergency procedures and their duties, via inductions, refresher courses or other suitable processes; and has particular care been taken where people do not speak English as their first language? (8.5)	<input type="checkbox"/>	
• Have the emergency procedures been tested by carrying out regular fire drills at least every six months, evacuating the building to the assembly point? Have observations from fire drills been recorded in the fire log book, or similar document, and any appropriate changes made to management procedures or provision of sounders etc? (8.6)	<input type="checkbox"/>	

## 9. Fire protection

- Have the client, designers or principal designer ensured, so far as reasonably practical, that the project is designed and planned in conjunction with the contractor and their programming of the works to achieve the early installation and operation of:
  - (a) permanent fire escape stairs, including compartment walls? (9.1a)
  - (b) fire compartments within the building under construction, including the installation of fire doors, and the completion of fire-stopping, with special attention given to lift shafts, stairwells, service ducts and voids which offer a passageway to heat and smoke? (9.1b)
  - (c) fire-stopping, especially as work on buildings of modular construction progresses? (9.1c)
  - (d) fire protective materials to structural steelwork? (9.1d)

	<i>Tick box for</i> Yes	<i>Notes</i>
(e) planned firefighting shafts duly commissioned and maintained? (9.1e)	<input type="checkbox"/>	
(f) lightning conductors? (9.1f)	<input type="checkbox"/>	
(g) automatic fire detection systems where planned? (9.1g)	<input type="checkbox"/>	
(h) automatic sprinkler and other fixed firefighting installations where planned? (9.1h)	<input type="checkbox"/>	
(i) automatic fire detection and extinguishing systems, where these are to be installed to protect large or costly items of equipment or plant? (9.1i)	<input type="checkbox"/>	
(j) temporary emergency lighting, which may need to be provided prior to the installation and commissioning of a fixed system? (9.1j)	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Have two means of escape from the structure been made available at all times, including from any basement area and roof? Where dead-end situations exist, even on a temporary basis, have they been subject to special attention? Has the site been planned and managed such that escape travel distances are appropriate for the level of fire hazard? Throughout the construction phase, have escape travel distances been minimised wherever possible? (9.2)</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Have adequate water supplies for firefighting been made available at the earliest opportunity as follows:               <ul style="list-style-type: none"> <li>(a) where extension of the fire hydrant main is required as part of the project, has this been installed as early as possible? (9.3a)</li> <li>(b) have rising and temporary mains been provided where planned? (9.3b)</li> <li>(c) as the building increases in height, have temporary caps been used to seal the riser as necessary? (9.3b)</li> <li>(d) if necessary, has the fire service inlet point been moved as work progresses? (9.3c)</li> <li>(e) have water supplies been tested periodically? (9.3d)</li> </ul> </li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• In the case of high fire risk sites, following the agreement for water supplies with the fire and rescue service, has on-site water flow been tested and recorded before work commences? Every three months thereafter, have all valves be exercised? (9.4)</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Are all hydrants clear of obstruction and suitably marked? (9.5)</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Are appropriate extinguishers (such as those containing carbon dioxide) provided close to distribution panels and items of electrical equipment? (9.6)</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Are clear signs installed and maintained in prominent positions indicating the locations of fire and rescue service access routes, escape routes, positions of dry riser inlets, fire extinguishers and manually operated devices used to raise a fire alarm (such as fixed call-points and hand-held klaxons)? Are signs reviewed regularly and replaced or repositioned as necessary? (9.7)</li> </ul>	<input type="checkbox"/>	

Tick box for

Yes

Notes

- Is a fire check undertaken at the end of each working day or shift, particularly in areas where hot work has been undertaken? (9.8)
  - Where 24-hour security is provided, are fire checks undertaken throughout the night, during holiday periods and at weekends? (9.8)
  - Has permanent occupancy of any part of a building site been prohibited until all fire protection measures and installations are complete and, where appropriate, have been commissioned? (9.9)
  - Have the insurers, local authority building control department and fire and rescue service been informed where occupancy is to be permitted? (9.9)
- 

### 10. Temporary protective covering materials

- When selecting a temporary protective covering material for finished surfaces, fittings or expensive items of plant and machinery, is regard paid to the relative fire load and potential for fire growth and spread? (10.1)
- Where flexible protective covering materials are used:
  - (a) do they conform to the requirements of LPS 1207 or equivalent standard? (10.2)
  - (b) are the materials manufactured in accordance with a quality assurance and certification programme? (10.2)
  - (c) is the protective covering material approved by a third party certification body accredited by UKAS?? (10.2)
  - (d) is the relevant approval mark printed on the material? (10.2)
- When flexible materials are used to clad scaffolding:
  - (a) do these materials conform to the requirements of LPS 1215 or equivalent standard? (10.3)
  - (b) are the materials manufactured in accordance with a quality assurance and certification programme? (10.3)
  - (c) is the scaffold covering material approved by a third party certification body accredited by UKAS? (10.3)
  - (d) is the relevant approval mark printed on the material? (10.3)
- Where overprinting of materials with advertising or images occurs, has confirmation been sought through testing of the printed materials by the certification body that this does not detrimentally affect their fire performance? (10.4)
- Are third party approved and certificated flame retardant temporary protective covering materials exclusively used on all parts of the project, including scaffold cladding, containment nets, temporary roof sheeting and other tarpaulins? (10.5)
- Has at least one fire escape stairway been kept free of all protective coverings (as flame retardant covering material can still burn)? (10.6)

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**11. Portable fire extinguishers**

- Are personnel sufficiently competent to be able to use the portable firefighting equipment provided on-site? (11.1)
- Are adequate numbers of appropriate portable fire extinguishers – approved and certificated by an independent, third-party certification body – provided throughout the site in accordance with the requirements of BS 5306-8: *Fire extinguishing installations and equipment on premises. Selection and positioning of portable fire extinguishers. Code of practice?* (11.2)
- In the case of high fire risk sites, have additional portable fire extinguishers been provided – especially on escape routes – in accordance with the fire risk assessment? (11.2)
- Are extinguishers located in conspicuous positions near exits on each floor? (11.3)
- In the open, are extinguishers situated in red boxes raised 500mm above ground level with a sign 'FIRE POINT' at a height readily seen above intervening huts or storage? (11.3)
- Is all firefighting equipment which is not designed to come into use automatically easily accessible? (11.4)
- Is all portable firefighting equipment serviced annually by a qualified person in accordance with BS 5306-3: *Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice*, and the maintenance service date recorded, including marking on the appliances? (11.5)
- As work progresses, is the adequacy of portable firefighting equipment reviewed? (11.6)
- Do all 'ride-on' mechanically-propelled site plant carry suitable extinguishers where reasonably practicable? (11.7)

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**12. Site security against arson**

- Has a separate risk assessment been undertaken to specifically consider the implications of wilful fire raising? (12)
- Are buildings suitably protected against theft and arson in accordance with the fire risk assessment? (12.1)
- Is the site secured against unauthorised entry as far as reasonably possible, ideally with a hoarding erected around the perimeter of the site, or, on refurbishment sites, by securing all access points such as windows and doors? (12.2)
- Is the site entrance locked and secured outside normal working hours? (12.2)
- Where the completed project provides for permanent security fencing, has it been brought forward in the programme and utilised during the construction phase? (12.3)
- Have pedestrian access points and vehicle gates been secured with high-security close or concealed shackle padlocks and chains of a commensurate quality? (12.4)

Tick box for

Yes

Notes

- Where the building envelope forms the site perimeter, have all accessible openings – such as ground floor windows and doors and vulnerable higher level windows – been secured against unauthorised entry? (12.5)
- Is access to upper levels via scaffolding prevented? (12.5)
- Are doors and windows fitted with locks, and secured when the building is vacant? (12.5)
- Are stores for flammable liquids, LPG cylinders and combustible materials fenced or suitably protected? (12.6)
- Has the installation of site illumination been carefully considered? (12.7)
- Are contracted security guards licensed under the Private Security Industry Act 2001? (12.8)
- Has the number of security staff and arrangements for touring, inspecting, and record keeping been subject to a risk assessment? (12.8)
- Has the installation of CCTV cameras been considered for high-risk and expensive projects? (12.9)
- Are all personnel on the alert for fires started maliciously by on-site staff? (12.10)
- In the event of suspension of site works, are the security and fire risk assessments reviewed and precautions agreed with the security provider? (12.11)
- Has consideration been given to the installation of intruder alarm systems in temporary buildings and temporary accommodation? (12.12)

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### 13. Temporary buildings and temporary accommodation

- Does the site fire safety plan include a suitable and sufficient fire risk assessment for all temporary buildings and temporary accommodation, and is the assessment reviewed periodically? (13.1)
- Are temporary buildings separated from the building under construction or refurbishment and other permanent buildings to provide as wide a fire break as reasonably practicable? (13.2)
- Are rows of temporary buildings separated to provide a reasonable fire break? (13.2)
- Has the aim been to provide a fire break at least 10m wide? Where this is not possible, has the aim been to provide, wherever practicable, a fire break at least 6m wide? (13.2)
- Are fire breaks kept clear of combustible materials? (13.2)
- Are rows of temporary buildings separated to provide a reasonable fire break with the intervening space being kept clear of combustible materials? (13.2)

Tick box for  
Yes

Notes

- Where the fire break is less than 6m, are temporary buildings constructed with materials that do not significantly contribute to the growth of a fire or the propagation of smoke and corrosive or toxic fumes? (13.3)
- Where it is not reasonably practicable to provide a fire break at least 6m wide, are temporary buildings designed and constructed so as to meet the criteria laid down in the *Joint Code of Practice* (section 13.3 (a)-(d) or to comply with the test specifications or procedures of an independent, third-party testing organisation (see section 13.3 of the *Joint Code* for further details)? (13.3)
- Where floors of temporary building(s) are raised above ground level, is the space beneath enclosed to prevent accumulation of rubbish, while still allowing under-floor ventilation? (13.4)
- Is temporary accommodation constructed with materials which will not significantly contribute to the growth of a fire, smoke or corrosive fumes? (13.5)
- Does the construction of the temporary accommodation meet the criteria set out in section 13.5 of the *Joint Code of Practice*? (13.5)
- Wherever possible, do fire exits from temporary buildings and temporary accommodation lead directly to the open air and away from the structure on which work is being undertaken? (13.6)
- Are escape routes subject to periodic assessment? (13.6)
- Where necessary, is temporary protection to provide at least 30 minutes' fire resistance provided to ensure the safe passage of personnel to a place of safety away from the site? (13.6)
- If it is necessary to install temporary buildings or temporary accommodation within the building under construction or refurbishment:
  - (a) do the temporary buildings or temporary accommodation meet the fire performance characteristics outlined in the *Joint Code of Practice* in sections 13.3 and 13.5? (13.7a)
  - (b) is there easy access for the fire and rescue service? (13.7b)
  - (c) is there easy evacuation for personnel? (13.7b)
  - (d) are they sited on the ground floor if possible? (13.7b)
- If there is no practical alternative but to site the temporary buildings or accommodation in a basement or on an upper floor:
  - (a) are precautions adopted following a suitable fire risk assessment and consultation with appropriate authorities? (13.7b)
  - (b) are these precautions maintained until the temporary buildings or temporary accommodation can be relocated to a safer position? (13.7b)

Tick box for

Yes

Notes

- Are temporary buildings or temporary accommodation which are located inside the building under construction or refurbishment, or inside another permanent building or within 10m of such buildings:
  - (a) fitted with fire detection systems complying with a recognised Category of installation as set out in BS 5839-1: *Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises?* (13.8)
  - (b) in the case of high fire risk sites, fitted with fire detection systems linked to an alarm receiving centre, unless there is a 24-hour site security presence on site? (13.8)
- Are heaters in temporary buildings and temporary accommodation:
  - (a) fixed, preferably above floor level? (13.9)
  - (b) fitted with securely fixed metal guards? (13.9)
  - (c) maintained in a sound condition? (13.9)
  - (d) thermostatically controlled, with enclosed elements? (13.10)
- Are coat stands and drying racks firmly positioned at a safe distance from heaters? (13.10)
- Are all heaters and cooking appliances properly installed and is adequate ventilation provided? (13.11)
- Where possible, are microwave ovens used to cook or heat food? Otherwise, are electrical or gas cookers chosen in preference to gas rings? (13.11)
- Has consideration been given to the installation of suitable automatic fire detection systems and intruder alarms in all temporary buildings and temporary accommodation? (13.12)
- In temporary buildings and temporary accommodation used for the storage of flammable liquids or gases and those used for cooking or the drying of clothes:
  - (a) are automatic fire detection systems installed? (13.13)
  - (b) do such systems comply with a recognised Category of system as set out in BS 5839-1? (13.13)
- Is the amount of combustible furniture and fittings contained in temporary buildings kept to a minimum? (13.14)
- Have open plan areas created by linking prefabricated units of temporary buildings and areas of temporary accommodation used for multiple purposes been sub-divided by fire-resisting construction to provide at least 30 minutes' fire resistance where deemed necessary by the fire risk assessment of the area? (13.15)

Tick box for  
Yes

Notes

- Have caravans, mobile homes and similar purpose-built sleeping accommodation been separated from the structure under construction or refurbishment, and been enclosed by a palisade, fence or hoarding such that there is no interconnecting route between the two areas? (13.16)
- On new build sites, are construction workers prevented from occupying living accommodation within a structure on which work is being undertaken? (13.17)

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#### 14. Site storage of flammable liquids and LPG

- Are flammable liquids and gases used and stored on-site subjected to a periodic assessment in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002? (14.1)
- Are containers of flammable liquids and LPG cylinders stored, as a matter of preference, in open compounds? (14.2)
- Are stores of liquid fuels surrounded by an impermeable bund sufficient to contain the maximum contents of the largest drum stored, plus 10%? (14.2)
- Are water and waste material prevented from accumulating in the bund? (14.2)
- Are flammable liquids and LPG stored separately? (14.2)
- Where it is necessary to store flammable liquids and gases in circumstances other than in accordance with the above criteria:
  - (a) is the quantity so stored kept to the minimum necessary and no more than a day's supply? (14.3)
  - (b) are the containers kept in a store, cupboard or bin which is of fire-resistant construction? (14.3)
- Are storage areas sited as far as reasonably practicable from permanent and temporary buildings, and at a minimum of 20m wherever possible in the case of high fire risk sites? (14.4)
- Where practical, given the constraints of the site, are containers and drums of flammable liquid or gas cylinders not be stored within 10m of any building or boundary fence (and in no circumstance closer than 4m) unless the boundary is a wall at least 2m high and constructed to provide a minimum of 30-minutes' fire resistance, and, in the latter case, are containers and drums at least 1m below the top of the wall? (14.4)
- Are products which could add to the intensity of a fire (such as acetylene or oxygen) or to the toxic hazard in the event of fire (such as chlorine) stored in separate compounds from flammable liquids and LPG? (14.5)
- Are appropriately worded warning signs (eg 'HIGHLY FLAMMABLE LIQUIDS', 'NO SMOKING' and 'NO NAKED LIGHTS') displayed prominently at the entrances to stores? (14.6)
- Are stores for flammable liquids or LPG cylinders:
  - (a) paved or compacted level? (14.7)

	<i>Tick box for</i> Yes	<i>Notes</i>
(b) provided with a suitable hard standing for the delivery and dispatch of cylinders? (14.7)	<input type="checkbox"/>	
(c) kept clear of all flammable materials, weeds and rubbish? (14.7)	<input type="checkbox"/>	
• Are any electrical fittings within stores (such as lights and switches) suitable for the environment in which they are to be used, and selected and installed by competent persons? (14.8)	<input type="checkbox"/>	
• Has the provision of automatic flammable gas detection equipment been considered for enclosed storage locations? (14.9)	<input type="checkbox"/>	
• Are adequate numbers of suitable fire extinguishers provided at storage area entrances? (14.10)	<input type="checkbox"/>	
• Where possible, are designated areas provided for fuelling plant and vehicles? Is the use of petrol generators in high risk structures avoided? (14.11)	<input type="checkbox"/>	

### 15. Acetylene

• Wherever reasonably practicable, has the use of acetylene on construction sites been eliminated and alternative methods of cutting and welding adopted? (15.1)	<input type="checkbox"/>	
• Where the use of acetylene is unavoidable, is the number of spare cylinders stored on site kept to the absolute minimum? (15.2)	<input type="checkbox"/>	
• Are acetylene cylinders removed from the workplace and returned to the storage area as soon as the period of work has been completed? (15.3)	<input type="checkbox"/>	
• Are acetylene cylinders removed from the site as soon as their use is complete? (15.4)	<input type="checkbox"/>	

### 16. Hot work

• Where possible, are alternative methods to hot work adopted? (16.1)	<input type="checkbox"/>	
• When there is no alternative to hot work, is the hot work undertaken – whenever possible – in a dedicated area away from the area of work or storage of materials? (16.2)	<input type="checkbox"/>	
• Is all hot work subject to a hot work permit:		
(a) once fitting out work has commenced on site? (16.3a)	<input type="checkbox"/>	
(b) in all buildings which are being refurbished? (16.3b)	<input type="checkbox"/>	
• Do hot work permits only cover specific, identified activities and locations, and are they signed off at the end of each work period? (16.4)	<input type="checkbox"/>	
• Are 'blanket' permits (eg covering hot work activities over an extended period or several days) prohibited? (16.4)	<input type="checkbox"/>	
• Before starting hot work:		

	<i>Tick box for</i> Yes	<i>Notes</i>
(a) has the area been cleared of all loose combustible material? (16.5)	<input type="checkbox"/>	
(b) if work is to take place on one side of a wall or partition, has the opposite side been examined to ensure no combustible material will be ignited by conducted heat? (16.5)	<input type="checkbox"/>	
• Are at least two fire extinguishers at hand? (16.6)	<input type="checkbox"/>	
• Is a careful watch for fire breaking out maintained whilst work is in progress? (16.6)	<input type="checkbox"/>	
• Has exposed wooden flooring and other items of combustible material which cannot be removed been covered with sand or other non-combustible material? (16.7)	<input type="checkbox"/>	
• When welding, cutting or grinding, has the work area been suitably screened using non-combustible material? (16.8)	<input type="checkbox"/>	
• Is it ensured that equipment and hoses used with oxy-acetylene and similar equipment:		
(a) is in good condition? (16.9)	<input type="checkbox"/>	
(b) is set up in accordance with the manufacturer's instructions? (16.9)	<input type="checkbox"/>	
(c) is subject to a visual inspection before each period of use? (16.9)	<input type="checkbox"/>	
(d) is a flashback arrestor fitted? (16.9)	<input type="checkbox"/>	
• Are gas cylinders always adequately supported in a vertical position, preferably by securing on purpose-built trolleys using straps or chains? (16.10)	<input type="checkbox"/>	
• Are welding and cutting procedures only carried out under the supervision of trained and competent personnel? (16.11)	<input type="checkbox"/>	
• Are tar boilers and similar equipment placed at ground level wherever possible? (16.12)	<input type="checkbox"/>	
• Are tar boilers only ever used above ground level if a risk assessment shows that using the tar boiler on the ground poses an overall greater hazard? (16.12)	<input type="checkbox"/>	
• Are the following precautions applied when using tar boilers:		
(a) is a non-combustible heat insulating base provided? (16.13a)	<input type="checkbox"/>	
(b) is the equipment supervised by an experienced operative who can monitor the bitumen level and temperature and ensure the lid remains on the boiler? (16.13b)	<input type="checkbox"/>	
(c) is the boiler sited where spilled material can be easily controlled? (16.13c)	<input type="checkbox"/>	
(d) are gas cylinders at least 3m from the burner, secured in a vertical position and connected by flexible armoured hose? (16.13d)	<input type="checkbox"/>	
(e) are at least two appropriate fire extinguishers to hand? (16.13e)	<input type="checkbox"/>	

	Tick box for Yes	Notes
(f) are hazardous materials removed from the location as soon as work is completed and before the hot work permit is signed off? (16.13f)	<input type="checkbox"/>	
(g) are lit tar boilers never left unattended? (16.13g)	<input type="checkbox"/>	
(h) are tar boilers not moved while lit? (16.13h)	<input type="checkbox"/>	
• Are any areas specified in a hot work permit subject to a fire watch that is maintained for at least 30 minutes after hot work is completed? Are further checks made at regular intervals, up to 60 minutes after completion before the permit is signed off? (16.14a)	<input type="checkbox"/>	
• On sites where hot work has been undertaken in high fire hazard areas, is the work area subject to a continuous fire watch for at least 60 minutes following cessation of hot work or for such period as determined by a suitable and sufficient fire risk assessment before the permit is signed off? (16.14b)	<input type="checkbox"/>	
• Where hot work has been undertaken within or adjacent to a timber framed structure, is a continuous fire watch maintained for at least 60 minutes and the area be carefully inspected at regular intervals for at least two hours after completion of the hot work prior to closing the permit? (16.14c)	<input type="checkbox"/>	

## 17. Electricity and gas

• Are all temporary and permanent electrical supply installations installed in accordance with the latest edition of BS 7671: <i>Requirements for electrical installations. IET Wiring Regulations</i> , and the Electricity at Work Regulations 1989? (17.1)	<input type="checkbox"/>	
• Does portable electrical equipment used on-site carry durable labels which display that it has been inspected and tested and is in satisfactory condition? (17.2)	<input type="checkbox"/>	
• Is all electrical work undertaken by a skilled electrician as defined in BS 7671? (17.3)	<input type="checkbox"/>	
• Are all installations (especially of a temporary nature) inspected regularly and tested at least every three months or when they have been altered, and are the results recorded in a register kept for the purpose? (17.4)	<input type="checkbox"/>	
• Is electric cabling (especially of a temporary nature) protected against damage from construction site activities in its vicinity? (17.5)	<input type="checkbox"/>	
• Where portable or temporary lights are required, are these located well away from combustible materials? (17.6a)	<input type="checkbox"/>	
• Where low voltage festoon lighting cannot be used, are sealed fluorescent light tubes used in preference to other options. (17.6b)	<input type="checkbox"/>	
• Is the use of unprotected quartz halogen lights discouraged? (17.6c)	<input type="checkbox"/>	
• Where possible, are main switches, other than those controlling fire protection, security and life safety systems, turned off when work ceases? (17.7)	<input type="checkbox"/>	

	<i>Tick box for</i> Yes	<i>Notes</i>
• Is all equipment unplugged when not in use? (17.7)	<input type="checkbox"/>	
• Where installed, have photovoltaic panels been fitted in accordance with the specification or relevant Code of Practice under the contract? (17.8)	<input type="checkbox"/>	
• Where photovoltaic panels are being installed, are signs displayed in accordance with the specification or relevant Code of Practice under the contract at the earliest opportunity to warn site staff and firefighters of the presence of live DC power supplies and the location of the isolators? (17.9)	<input type="checkbox"/>	
• Following their installation, have photovoltaic panels been isolated and not used to produce power for site use during the construction phase? (17.10)	<input type="checkbox"/>	
• Is a routine check made to ensure that all permanent gas supplies are installed by a registered gas fitter? (17.11)	<input type="checkbox"/>	
• Are all gas supplies to appliances by fixed piping or armoured flexible tubing? (17.12)	<input type="checkbox"/>	
• Are gas cylinders located outside buildings, secured and protected from unauthorised interference? (17.12)	<input type="checkbox"/>	
• Are gas appliances fitted with control taps? (17.12)	<input type="checkbox"/>	
• Where LPG is connected to an appliance by a flexible link, is this installed only by a competent person? (17.13)	<input type="checkbox"/>	

### **18. Waste materials**

• Is combustible waste kept to a minimum? (18.1)	<input type="checkbox"/>	
• Are waste packing materials, wood, shavings and oily rags removed from the workplace at least once a day? (18.1)	<input type="checkbox"/>	
• Is special attention paid to corners, bases of shafts and other out-of-the-way places? (18.1)	<input type="checkbox"/>	
• Is all non-essential combustible wrapping and packaging removed to a safe place away from the working area and disposed of at the earliest opportunity, at least once per day? (18.2)	<input type="checkbox"/>	
• Are separate metal bins with close-fitting metal lids provided for the disposal of flammable materials such as oily rags? (18.3)	<input type="checkbox"/>	
• Where practicable, are rubbish chutes constructed outside the building that are of fire-resisting construction? Are they situated so as not to obstruct escape routes? (18.4)	<input type="checkbox"/>	
• Are unwanted materials regularly collected from open areas of the site? (18.5)	<input type="checkbox"/>	
• Are all recycling collection points and other combustible waste materials awaiting disposal kept in an area as far as reasonably practical away from the building under construction, temporary accommodation, smoking shelters, stores and equipment? (18.6)	<input type="checkbox"/>	
• Is all dry vegetation cleared regularly? (18.7)	<input type="checkbox"/>	

	<i>Tick box for</i> Yes	<i>Notes</i>
• Is the burning of any vegetation or rubbish on-site avoided unless absolutely necessary and only considered in very limited situations, such as site clearance for major roadworks? (18.8)	<input type="checkbox"/>	
• In the rare circumstances when site burning is contemplated, have checks been made with clients, local authorities and the Environment Agency (or the Scottish Environment Protection Agency (SEPA) in Scotland)? (18.8)	<input type="checkbox"/>	
• Where site burning is permitted:		
(a) has a fire risk assessment been carried out? (18.9)	<input type="checkbox"/>	
(b) is it controlled by a permit-to-burn system? (18.9)	<input type="checkbox"/>	
• Where a permit-to-burn system is used:		
(a) have prior approvals and necessary permits been obtained from all of the relevant authorities? (18.9a)	<input type="checkbox"/>	
(b) are fires only lit on open designated ground that is far enough removed (typically 50m) from adjoining material, storage areas, flammable liquid stores, plant, structures or neighbouring property? (18.9b)	<input type="checkbox"/>	
(c) are materials only burnt in a properly designed incinerator, which is sited and maintained in accordance with the manufacturer's recommendations, and are regular checks made to ensure that the spark arrestor and flue do not become clogged or corroded? (18.9c)	<input type="checkbox"/>	
(d) are incinerators located to avoid overhead cables? (18.9d)	<input type="checkbox"/>	
(e) is the fire extinguished at least one hour before the site closes? (18.9e)	<input type="checkbox"/>	
(f) is a permanent fire watch maintained by a nominated person during the time that the fire is burning? (18.9f)	<input type="checkbox"/>	
(g) does the nominated person have a suitable number of appropriate fire extinguishers or other suitable equipment to hand and are they trained in their use? (18.9g)	<input type="checkbox"/>	
(h) is the area inspected periodically for at least an hour after the fire has been extinguished before the permit is signed off? (18.9h)	<input type="checkbox"/>	
(i) has material to be burnt been checked for dangerous items such as empty cylinders, aerosol cans and flammable substances, and have such dangerous items been removed and safely disposed of before the material is brought to the fire? (18.9i)	<input type="checkbox"/>	
(j) are flammable liquids prohibited from being used to assist fires? (18.9j)	<input type="checkbox"/>	

Tick box for  
Yes

Notes

## 19. Plant and vehicles

- Is all stationary plant with internal combustion engines:
  - (a) positioned in the open air or in well-ventilated, non-combustible enclosures? (19.1)
  - (b) sited so that exhaust pipes and exhaust gases are kept clear of combustible materials? (19.1)
- If plant and vehicles are to be refuelled on-site:
  - (a) are fuel tanks filled only when engines are switched off? (19.2a)
  - (b) are vehicles only fuelled in designated areas? (19.2b)
  - (c) is fuel stored in accordance with section 14? (19.2c)
- Are compressors housed singly away from other plant and in separate enclosure(s)? (19.3)
- Are plant and equipment protected against accidental impact? (19.4)
- Are air intakes positioned so that the air is cool, uncontaminated and free from flammable gases or vapours? (19.5)
- Where appropriate, are sand trays provided to absorb drips of fuel or lubricant, and are they changed at regular intervals? (19.6)
- As a general rule, is the long-term parking of vehicles prohibited within 10m of the building under construction? (19.7a)
- If possible, is a separate car park provided for workers' vehicles? (19.7a)
- Is long-term parking within the building prohibited without a suitable and sufficient fire risk assessment being undertaken? (19.7a)
- Are contractors' and subcontractors' vehicles only permitted to park on site within 10m of the building for the duration of unloading or reloading? (19.7b)

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## 20. Stored materials

- Where reasonably practicable, are combustible materials stored outside the building under construction or undergoing refurbishment and far enough from it to prevent fire spread from the materials to the building? (20.1)
- Where combustible materials are stored inside the building, are the areas used for storage:
  - (a) controlled in terms of access? (20.2a)
  - (b) not in an area where hot work is being carried out? (20.2b)
  - (c) covered by the site fire detection system or included on the route of regular fire checks? (20.2c)

	<i>Tick box for</i> Yes	<i>Notes</i>
(d) located with firefighting equipment close by? (20.2d)	<input type="checkbox"/>	
• Has the protection of combustible materials with a layer of material conforming to the requirements of LPS 1207 been carefully considered? (20.3)	<input type="checkbox"/>	

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## 21. Smoking

• Is a no-smoking policy established on site with the exception of designated smoking areas? (21.1)	<input type="checkbox"/>	
• Where a smoking shelter is provided, is it:		
(a) subject to a specific fire risk assessment? (21.2a)	<input type="checkbox"/>	
(b) constructed of non-combustible materials? (21.2b)	<input type="checkbox"/>	
(c) situated as far as reasonably practicable from any building or structure, but at least 20m on a high fire risk site, where possible? (21.2c)	<input type="checkbox"/>	
(d) provided with suitable metal ashtrays and a separate metal waste bin with a fitted metal lid? (21.2d)	<input type="checkbox"/>	
(e) provided with a suitable fire extinguisher? (21.2e)	<input type="checkbox"/>	
• Is the immediate area around the shelter, and the shelter itself, kept clear of combustible materials, including windblown debris and vegetation? (21.3)	<input type="checkbox"/>	
• Are concealed or semi-open spaces sealed to ensure combustible debris cannot accumulate beneath the shelter, and are raised, slatted floors and decking avoided? (21.4)	<input type="checkbox"/>	
• Is the use of combustible curtains, canopies and drapes to protect smokers from the elements avoided? (21.5)	<input type="checkbox"/>	
• Is the shelter sited away from:		
(a) windows? (21.6a)	<input type="checkbox"/>	
(b) ventilation intakes or extracts? (21.6b)	<input type="checkbox"/>	
(c) entrances and exits from the premises? (21.6c)	<input type="checkbox"/>	
(d) hazardous materials? (21.6d)	<input type="checkbox"/>	
(e) waste storage containers (such as skips or bins)? (21.6e)	<input type="checkbox"/>	
(f) a canopy or low-slung eaves? (21.6f)	<input type="checkbox"/>	
• Where no shelter is provided, are areas where smoking is permitted free of combustible materials and equipped with firefighting equipment, metal ashtrays and a separate metal waste bin with a fitted metal lid? (21.7)	<input type="checkbox"/>	

Tick box for  
Yes

Notes

- Is a 'no smoking' policy established in outside areas where fire hazards exist (such as refuse and storage areas containing combustible materials, flammable liquids – including refuelling supplies – gas cylinders, foam plastics, fibreboard and timber)? (21.8)
- Are 'NO SMOKING' notices displayed prominently in these areas? (21.8)

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## 22. High-rise construction sites

- Where construction progresses at heights at which normal fire protection measures may not be applicable, has a specific fire risk assessment been undertaken to develop appropriate provisions, primarily to ensure that people working in the structure can escape safely and without undue delay? (22.1)
- Has the fire risk assessment been undertaken after consulting with the fire and rescue service, and before work commences at a height at which mechanical rescue by the fire service is no longer viable? (22.2)
- Are fire doors with self-closers fitted to protect the escape stairs in accordance with the findings of the fire risk assessment, and are these in place when the structure reaches the criteria for a high-rise construction site? (22.3)
- Is at least one staircase designated as the firefighting stair, for the exclusive use of the fire service during the course of an emergency, and have any firefighting lifts included in the building been commissioned and brought into service at the earliest opportunity? (22.4)
- Where reasonably practicable, is the building horizontally fire compartmented at intervals not exceeding 10 floors? Is this being done using temporary fire-stopping materials having no less than 30-minutes' fire resistance, until the permanent fire-stopping arrangements can be put in place? Are all holes, shafts and openings closed off, including service risers, lift shafts and stairwells? (22.5)
- Where temporary fire-stopping is removed to allow construction operations in the area to be carried out, is it replaced whenever work stops and outside normal site working hours (eg at nights and at weekends)? (22.5)
- Are all openings to floors (from atriums, stairways, lift shafts and shafts used for crane towers) fitted with doors with self-closers to provide at least 30-minutes' fire resistance? (22.6)
- Are all other openings between floors and stairways, lift shafts and crane tower shafts fire-stopped as indicated above? (22.6)
- Are risers, shafts, ducts and similar openings between floors closed off with doors having 30-minutes' fire resistance, and are these doors treated in the same way as the temporary fire-stopping mentioned above (ie only opened on any given floor when work is actually in progress inside the shaft at that level)? (22.7)

Tick box for

Yes

Notes

- Are electrically operated fire alarm systems provided throughout the height of the building? Do these comprise break-glass (or similar) call-points and sounders on all levels, plus a link to a permanently occupied security office (or similar) from where the fire and rescue service can be summoned, firefighting system activated and other appropriate actions instigated? (22.8)
- Do all components or all parts of the system have battery back-up to ensure continuity of operation in the event of a loss of power supplies? (22.8)
- When work reaches a height at which the site is termed a high-rise construction site, is a wet riser provided fed by duplicate pumps as set out in BS 9990 so as to provide water in sufficient quantities and at sufficient pressure for effective firefighting? (22.9)

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### 23. Large timber frame structures

- Where large timber frame structures are under construction, have the site security measures set out in section 12 of this code been adopted? (23.1)
- When building in timber frame, has serious consideration during the design stage been given to constructing the ground floor from non-combustible construction (concrete, masonry or steel) as a means of reducing risk from low level accidental and deliberate fire raising? (23.2)
- Has the use of timber with appropriate fire protection treatment been seriously considered during the design phase of all timber buildings? (23.3)
- Where multiple large timber-framed structures are being built on one site, the period of maximum vulnerability is when structures are incomplete. Has this hazard been considered in detail and minimised as part of the fire risk assessment? (23.4)
- Has the building been compartmented and fire stopped at the earliest stage possible? (23.5)
- Have permanent fire-resisting doors, panels and firestopping been installed as early in the construction process as possible? (23.5)
- In order to reduce the spread of fire and smoke up a building through unstopped ducts and shafts, has consideration been given to fitting temporary horizontal fire retardant boarding as work progresses? (23.6)
- Has the final cladding to a building been put in place at as early a stage as possible? (23.7)
- Has serious consideration been given to mitigating the spread of fire to adjacent structures, by facing exposed timber construction and combustible insulation with fire-rated boarding at the earliest opportunity? (23.8)
- Has the use of fire-rated boarding been extended to window and door openings not required as a means of escape, as appropriate? (23.8)

Tick box for

Yes

Notes

- Are generators and similar stationary heat-producing equipment not used in structures where the timber frame is exposed? (23.9)
- Is refuelling of equipment undertaken outside any timber frame structure and in a designated refuelling/storage area located at least 20m from the building? (23.10)
- At the end of each day, are gas cylinders and flammable liquids removed from the building under construction and stored in a safe and secure compound, container or cage at least 20m from the structure? (23.11)
- Are temporary buildings closer than 20m to the timber frame structure of non-combustible construction? Wherever temporary buildings have to be located closer than 20m to the structure, is the safe distance determined by a life and property fire risk assessment carried out by a competent person? (23.12)
- Is heating, drying and dehumidifying equipment restricted to 110V blown air type and removed from the structure outside working hours? (23.13)
- Are all power and utilities, apart from those required for life safety, fire detection and security systems, turned off outside working hours? (23.14)
- Is automatic fire detection installed in enclosed spaces? Is the system extended as work progresses on large timber framed structures? Do detectors use multiple sensors to provide a degree of discrimination to minimise unwanted alarm signals? Is the system linked to an alarm receiving centre unless there is a 24-hour security presence on site? (23.15)
- Is the use of foam plastic materials on site minimised? Are fall arrest systems using polystyrene materials not used? (23.16)
- Is hot work on timber frame construction sites minimised? Where hot work cannot be avoided, in addition to the standard controls for hot work (see section 16), is the area in which the work has been undertaken continually monitored for at least one hour following completion of the hot works and be visited two hours after completion prior to closing the permit? (23.17)

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**Fire Prevention on Construction Sites**  
**Ninth edition**

*Incorporating*  
**Construction Site Fire Prevention Checklist**

This *Joint Code of Practice* on the protection from fire of construction sites and buildings undergoing renovation contains a series of measures which, if adopted, will ensure that adequate detection and prevention systems are incorporated during the building design and planning stages and that work on a site is undertaken to the highest standard of fire safety.

Contents: Notes to ninth edition; Objective of the Code; Compliance with the Code; Introduction; Definitions used in the Code; Design phase; Construction phase; Liaison with the emergency services; Emergency procedures; Fire protection; Temporary covering materials; Portable fire extinguishers; Site security against arson; Temporary buildings and temporary accommodation; Site storage of flammable liquids and LPG; Acetylene; Hot work; Electricity and gas; Waste materials; Plant and vehicles; Stored materials; Smoking; High-rise construction sites; Large timber frame structures.

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