

Number: FRSD034 Effective date: 27/01/2021 Revision No: 01 Author: Annemarie Clayton

Project Name:	Wensley Road, Reading	Project Number:	2951
Address of site:	72 Wensley Road, Reading, RG1 6AE		

(NB:- An individual assessment must be completed for both the temporary site accommodation and the construction activity)

Description of works:	Demolition of 29 garages and development of 46 new dwelling units, including the provision of affordable homes, provided in a mixture of houses and apartments (1 bed / 2 bed / 3 bed / 4 bed) in blocks of between 2.5 to 4 storeys, and the provision of bicycle parking spaces, car parking spaces and public realm works.		
Project value: (Circle as appropriate)	☒ < 2.5m	☐ 2.5m - 20m	☐ > 20m
Date of assessment:			
Name of assessor:	Annemarie Clayton		
Signature:			
Name of person responsible for fire safety on site:			
Signature:			
Out of hours contact details:			

GUIDANCE

Additional documents

- The CDM Regulations 2015
- The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation – 9th Edition – (JCOP)
- 16 Steps to Fire Safety on Timber Frame Construction Sites (UK Timber Frame Association)

STEP 1 - IDENTIFY FIRE HAZARDS

POTENTIAL IGNITION SOURCES

Hazard	Yes/No /N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Is smoking permitted?	Y	M	Only in designated smoking areas
Does work involve a source of heat? E.g. welding, incineration or cooking?			
Have alternatives to hot working been explored?			
Are light bulbs or fittings near to combustible materials?			
Is there any faulty or misused electrical equipment (include wiring on machinery and the use of multi- point adapters)?			All tools will be required to be PAT tested every 3 months and visual checks carried out before each use. Any defective equipment is to be taken out of use immediately
Has Portable Appliance Testing been carried out?			
Has the temporary electrical supply been tested? (every 3 months)			
Is there a risk of static electricity?			
Is the heating system in a satisfactory condition and maintained?			
Are portable/radiant heaters used?			
Is there a potential for arson?	Y		All combustible materials are to be in a lockable skip and flammable materials stored as per COSHH assessments
Are there mechanically generated sparks or friction?			
Are there hot surfaces present?			

Other ignition sources?			
COMBUSTIBLE MATERIALS			
Hazard	Yes/No/ N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Are there highly flammable materials used or stored in the workplace (paints, thinners, adhesives, etc.)	Y	M	Flammable materials are to be kept in their original containers and not decanted. To be stored in COSHH store according to their COSHH Assessments and away from sources of ignition
Are there highly flammable gases such as LPG and or acetylene?			
Do walls/ceilings have combustible coverings? (I.e. decorations/displays made of hardboard, plastic tiles and flock wallpaper).			
Is any monoflex sheeting or debris netting to be used on site; If so is it fire retardant?			(NB: The requirement for these materials to be fire retardant is detailed in section 10 of the JCOP 9 th Edition)
Are flammable substances stored in appropriate containers?	Y	M	They are not to be decanted under any circumstances
Is combustible waste correctly managed? (Paper, dust, off cuts, etc.)	Y	M	Segregated skips will be used where space permits and dust will be controlled at source by on tool extraction
Are there any sources of oxygen present? (I.e. oxygen cylinders or oxidizing chemicals).			
Is vehicle parking at least 10m away from the actual construction activity?			

STRUCTURAL FEATURES			
Hazard	Yes/No /N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Does the workplace include any features that could promote the rapid spread, of fire, heat or smoke?	N		As the building is constructed, fire protection will be installed and photographed
Would these features affect the escape routes?			
In the case of temporary accommodation, have they been constructed using materials that do not significantly contribute the spread of fire, smoke or toxic / corrosive fumes?			(NB: The requirement for these materials to be fire retardant is detailed in section 13 of the JCOP 9 th Edition)
Are there any adjacent premises or facilities that may have a significant fire risk?			
Are procedures in place to control any changes or the introduction of additional hazards in the workplace?			
Has a strategy for installing temporary fire stops been developed in conjunction with the Designer?			(NB: The requirement for these materials to be fire retardant is detailed in section 9 of the JCOP 9 th Edition)
Has a strategy for the early compartmentalisation of the building been developed in conjunction with the Frencon Planner?			
If the building is of High Rise construction, have steps been taken to ensure that the integrity of the existing fire protection remains in place throughout the duration of the project? (i.e. integrity of fire doors etc?) If it cannot what steps have been taken to ensure that adequate alternatives are in place and have they been agreed with both the Client and the Fire Authority?	Y	M	Fire stopping, fire doors etc will be installed as soon as is reasonably practicable

STEP 2 - PEOPLE AT RISK			
Hazard	Yes/No /N/A	H.M.L. risk?	Proposed action to eliminate or reduce the hazard
Do employees work in areas of high fire risk?	N		
Can all employees react quickly to a fire or an alarm?	Y		Fire drill will be carried out every 6 months or more frequently if there is a sudden rise in labour on site or more hot works being carried out
Do employees work alone or in remote areas?	N/A		
Are all persons made aware of the emergency procedures? (i.e. visitors)	N/A		All visitors to site will receive an induction, and the emergency procedures will be briefed to them
Can large numbers of people who are unfamiliar with the site (i.e. visitors / tenants) be present?	Y		All visitors will be escorted by a member of site management at all times
Are any employees particularly at risk from the task they carry out? (i.e. hot works)	N		All hot works will be undertaken under a hot works permit. 1 hour after hot works have ceased, the area is to be checked to ensure there is no residual fire risk and the permit can then be cancelled
Are any persons with special needs at risk? (i.e. disabled, elderly)			
Is provision made for those persons sleeping in the premises?			

STEP 3 - EVALUATE FIRE MEASURES REQUIRED

FIRE DETECTION AND WARNING

System	Yes/No /N/A	H.M.L. risk?	Proposed action
Are arrangements in place for detecting a fire?			(NB:- Detection systems are a requirement of the CDM Regulations 2015 and the Joint Code of Practice 9 th Edition)
Are arrangements in place for giving warning in case of fire?			(NB:- Alarm systems are a requirement of the CDM Regulations 2015 and the Joint Code of Practice 9 th Edition)
Will the detection give sufficient early warning for people to escape?			(NB:- Fire Service Engineers will review this with you during their initial Fire Survey SF-HS-127)
Is automatic fire detection provided where people sleep on the premises?			
Is automatic fire detection provided where fires may develop unnoticed?			
Where existing fire detection and alarm systems are in place have we checked that our works will not affect their continued safe operation?			

MEANS OF ESCAPE			
System	Yes/No /N/A	H.M.L. risk?	Proposed action
Do escape routes lead to a place of safety and is the travel distance acceptable			(NB:- refer to the documents listed in the guidance section to determine distance parameters)
Are there sufficient exits for the number of people present in the workplace?			
Are escape routes free of combustible items and obstructions?	Y		All waste is to be removed to the designated skips on site throughout the working day. this will be managed by site management
Can all fire safety signs and fire exit signs be clearly seen?	Y		
Where necessary do fire exit doors open in the direction of escape?	Y		Fire doors will be installed as per Building Regulations Approved Document B
Are all internal fire doors clearly labelled / signed?	Y		As per Building Regulations Approved Document B
Are corridors/staircases protected where necessary?	Y		As per Building Regulations Approved Document B
Are escape routes of adequate width?	Y		As per Building Regulations Approved Document B

Are fire doors and their self-closing devices maintained and in working order?	Y		These will be checked weekly once installed to ensure they are not damaged or defective
Taking account of reaction time, can all people get to a place of safety in two or three minutes?			

MEANS OF ESCAPE continued

System	Yes/No/ N/A	H.M.L. risk?	Proposed action
Taking account of reaction time, can people in a high-risk area or with only one escape route, reach a place of safety or a point where more than one route is available, in about one minute?			(NB:- refer to the documents listed in the guidance section to determine distance parameters)
Can the alarm be raised without anyone being placed at risk?	Y		Fire alarms will be positioned at exit points throughout the construction area
Are door fastenings simple to open without the need for a key?	Y		As per specification
Where necessary do fire doors self-close?	Y		Will be checked during the construction phase
Are escape routes adequately signed using pictograms?	Y		Will be installed
Are escape routes normally adequately lit?	Y		Will be installed
Where necessary is escape/emergency lighting sufficient?	Y		Temporary lighting will be installed during the construction phase until the permanent lighting is installed
Have adequate escape provisions been made for people with special needs			

If the project involves the use of timber frame have shorter travel distances and additional escape routes been provided?			(NB for further guidance please refer to UKTFA 16 Steps)
If the project is High Rise are checks in place to ensure that the protected stairwells and escape routes are not compromised by work?			
PROVISION OF FIRE-FIGHTING EQUIPMENT			
Equipment	Yes/No/ N/A	H.M.L. risk?	Proposed action
Is there suitable and sufficient fire-fighting equipment of the correct type?	Y		Fire fighting equipment will be located throughout the construction area and will be checked weekly on the fire register
Are portable fire extinguishers, fire blankets suitably located?	Y		As above
Where reasonably practicable does all ride on plant have a suitable fire extinguisher on board?	Y		Will be provided
Is there fire-fighting equipment sited on exit routes or adjacent to exits?	Y		In all exit areas and escape routes
Are sufficient numbers of employees competent in the use of fire-fighting equipment?	Y		Site team will be fire marshal trained
Is fire-fighting equipment clearly visible and are fire instructions clearly displayed?	Y		Will be checked weekly
Has all fire safety equipment been regularly checked and maintained in accordance with manufacturer's recommendations?	Y		Will be serviced when required

STEP 4 - RECORDS AND EMERGENCY PLAN

FIRE EMERGENCY PLAN AND TRAINING

Emergency plan content	Yes/No/ N/A	H.M.L. risk?	Proposed action
Are there sufficient arrangements in place for calling the fire brigade?	Y		Will be the responsibility of the site team so that they give the correct address
Are there suitable evacuation procedures for all staff?	Y		Signs will be displayed
Are there suitable evacuation procedures for the disabled?	N/A		
Has liaison with emergency services taken place / on going?	Y		Local fire officer will be contacted before and during the construction phase
Has information been provided to the emergency services regarding rescue and fire fighting (in respect of any special risks involved in the workplace)?	Y		As above
Has training been carried out regarding the fire emergency plan?	Y		Fire drills will be carried out on site and the emergency plan practiced
Have Evacuation Muster points been established and sign posted?	Y		Will be highlighted on site plan and signs in place and highlighted during induction
Have specific persons been detailed to ensure buildings/sites are clear?	Y		Site team to ensure buildings are clear
Have specific persons been detailed to ensure a roll call is taken at the muster point?	Y		Responsibility of site management

Person detailed to take visitor's book (if applicable)?	Y		Site management
---	---	--	-----------------

FIRE EMERGENCY PLAN AND TRAINING continued

Emergency plan content	Yes/No/ N/A	H.M.L. risk?	Proposed action
Has a diagram(s) of the site / welfare units been completed showing: 1. Essential structural features.	Y		Will be highlighted on site plan
2. The location of the Fire Fighting Equipment.	Y		Will be highlighted on site plan
3. The locations of the Fire alarm points.	Y		Will be highlighted on site plan
4. The location of the control valves for sprinkler systems.	Y		Will be highlighted on as built drawings
5. The location of the main services shut-off valves, isolation points	Y		Will be highlighted on as built drawings
6. Designated escape routes and signs.	Y		

STEP 5 - REVIEW ASSESSMENT**Monthly Review:- THIS DOCUMENT MUST BE REVIEWED MONTHLY**

Month	Date	Reviewed by: Name	Comments / Amendment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Number: FRSD034 Effective date: 27/01/2021 Revision No: 01 Author: Annemarie Clayton

11			
12			
13			
14			
15			