

FIRE SAFETY – GOOD PRACTICE GUIDE

Version Control Sheet

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Schedule of Changes

Description	Version	Summary of Change



FIRE SAFETY – GOOD PRACTICE GUIDE

Royal Mail Group

Property and Facilities Management

FIRE SAFETY GOOD PRACTICE GUIDE

PURPOSE OF DOCUMENT

The purpose of this document is to provide further guidance and advice and help identify fire hazards in the work place. It is not designed to be a definitive guide to managing fire safety but as support material to all employees and any person undertaking a fire safety responsibility or duty.

CONTENTS

1. PURPOSE OF DOCUMENT	2
2. HOUSEKEEPING STANDARD.....	2
3. FIRE DOORS	6
4. EXIT ROUTES	6
5. FIRE ACTION & PROCEDURES	7
6. STAFF TRAINING	10
7. TESTING	10
8. FIRE EXTINGUISHERS	11
9. ELECTRICAL APPLIANCES	11
10. PORTABLE HEATERS	13
11. COOKING	13
12. FUEL INSTALLATIONS	13
13. SMOKING	14
14. CONTRACTORS	15
15. SIGNING IN.....	15
16. SAFETY CONSIDERATIONS	15
17. PERMIT TO WORK.....	16
18. ARSON.....	16
19. STORAGE	16
20. SECURITY	16
21. FIRE RISK ASSESSMENT	17
22. LOGBOOK (Site Log Book, Volume 3).....	17

FIRE SAFETY – GOOD PRACTICE GUIDE

1. INTRODUCTION

Safety has the highest priority in our organisation and must be integrated into the normal work routine to be successful. By introducing a system of fire safety management we are raising the awareness of the hazards and risks involved to our people and premises and as a result we are seeing a gradual increase in good fire safety practice. There are still however, a number of areas which continue to cause concern and are consistent in the way they are repeated across the RMG.

This guide has been prepared to assist you to properly manage your premises with regard to current fire safety legislation. The Manager with Person in Control responsibilities has the duty to ensure the premises are managed and maintained in a safe condition for persons in or around the building. Whether you are the PiC, the appointed Fire Precautions Officer, a general manager or an employee you have a duty under Royal Mail Group policy and Fire Safety Legislation to assist and maintain your work place to the highest possible fire safety standards.

Where the fire service discover fire safety breaches whether during a routine visit or following a fire it is normal for enforcement action to be taken. Should however it be discovered that any breach is due to wilful neglect or disregard by any individual it is now becoming common for action also to be taken against that person.

Fire Risk Assessments have been the main controlling method for identifying hazards and recording our safety processes since 2006. To ensure we correctly control our risk and fulfil our statutory duty we have a requirement to monitor how effective we are managing our fire safety responsibility and take action where standards are proved to be below an acceptable level.

The information below has been produced from the reports received from our external fire safety Consultants and summarises where it has been identified that particular problems of a similar nature exist across the RMG estate. It will assist the manager with Person in Control responsibilities to identify where and if any of these apply to their premises and help to determine what action to take to reduce, control or eliminate them.

Over the past year (2010) our Fire Consultants visited over 260 RMG properties. The list below shows the top 15 persistent management failings noted during these visits and should therefore be targeted by your team.

- Poor record keeping in Site Log Book
- Missing test records
- Weekly fire alarm testing not done
- Monthly emergency lighting checks not done
- Exit doors not checked regularly
- Blocked exit doors
- Blocked exit routes internally
- Blocked exit routes externally
- Poor housekeeping including combustible storage on escape routes and in boiler rooms and electric cupboards
- Fire doors wedged open
- Fire doors not closing fully onto door stops
- Evacuation drills not carried out
- Refresher training not carried out for general staff
- Refresher training not carried out for FPO, Wardens, etc.
- Apparent lack of interest or little/no spare time of PiC

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Visit from your local fire station - Pre arranged or at a moments notice?

2. HOUSEKEEPING STANDARDS

In many premises housekeeping standards fall below an acceptable level. Often the main work areas such as sorting halls, Post Office retail shop fronts etc are maintained to provide safe working areas and are cleared and cleaned regularly leaving no real cause for concern. It is the peripheral areas such as store rooms, plant rooms, admin offices, spaces under the stairs and so on which become long term ad hoc storage areas or dumping grounds creating the greatest fire hazard. The following will highlight all those areas identified as consistent offenders.

Stairwells



Stairwells are part of the protected route out of the building and must be kept 'sterile' and free from anything combustible or which may cause a trip hazard. They should not be used as storage areas even on a temporary basis.

Our fire engineers recorded that combustible items are being regularly stored under stairs and near unsecured exit doors.

Administration Offices

Many administration offices are doubling as ad hoc storage areas normally for old files, redundant office equipment and excessive amounts of outdated stationary. The use of electrical office equipment greatly increases the potential for a fire especially where cables, chargers extension leads etc. are buried under paperwork or other combustible materials. This additional unnecessary storage hides potential fire hazards and ignition sources, increases fuel loading and reduces the potential time to spot a fire in the very early stages.



Being too busy does not excuse poor safety standards

Store Rooms and Restricted Access Room

Excess and untidy storage add to the problems by providing additional fuel to a fire, hiding potential ignition sources and creating trip hazards. All storage should be kept neatly stacked and where possible on shelving or racking. Flammable materials must be kept segregated and locked in a Flammables cupboard.



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Storerooms

Regardless of size, storerooms should always be kept tidy and have good access and egress to allow employees to quickly evacuate the area without the danger of trip hazards should the alarm sound or if a fire is discovered. Poor attention to storage creates fire hazards

Restricted Access Rooms

Gas or Electrical intake rooms and cupboards, boiler rooms, plant rooms server rooms etc. should not be used for any storage purpose and must be kept locked shut at all times. Access should only be allowed to those persons carrying out essential / routine maintenance or safety checks. Only too often these become unofficial cleaners' room or materials stores increasing the potential fire loading and risk, whilst creating a hazard to any person requiring access to service plant or equipment.



Notice boards

Avoid where possible placing notice boards on protected fire escape routes. Always maintain your notice boards and keep them trimmed to those that are absolutely necessary and no more than single sheets of paper pinned firmly to the board. Any out of date notices should be regularly removed

Housekeeping standards are particularly relevant to the fire risk assessment. The tidiness, order and general conditions within the building should be considered. Reference should be made to the recommendations contained in the Fire Precautions Guide, particularly in relation to arrangement of stacking, security of storage areas, and good practice in service installations.

Good housekeeping practice extends to all areas of the premises including outside.

Accumulated office files and paperwork or redundant office equipment not only create additional fire loading but also can obstruct exit routes, create fire and trip hazards as well as obstructing and concealing dangers and fire safety equipment. Separation of materials from ignition sources is fundamental in the prevention of fire. It should be confirmed that there is no untoward presence of combustible materials in close proximity to ignition sources such as electrical or heating plant. Boiler rooms and plant rooms are not storage rooms and fire inspectors will pick this up.



Storage next to plant



Fire alarm call point obscured

Ensure fire alarm call points and fire-fighting equipment is not obstructed. Over ordering stock items with insufficient storage space will increase fire loading and create a higher potential threat. Where significant amounts of combustible storage are required, a suitable control measure might be the provision of dedicated fire resisting storage rooms.

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3. FIRE DOORS

Limiting the spread of fire throughout the building is an important element of fire safety and has three main functions.

Prevent the rapid spread of fire and smoke which could lead to trapping the occupants,

Reduce the chance of large fires occurring and preserving the building,

Enable fire fighters to enter the building and tackle the incident in relative safety.

Fire Doors must not be wedged open

Fire doors situated on busy walk routes often become damaged where equipment (Yorks, ALTs etc) are frequently moved from one area to another. In such circumstances it may be possible to fit proprietary hold open devices which will allow the door to close on actuation of the fire alarm. This should only be considered where it is operationally essential. In all other cases, keeping fire doors shut is a legal requirement and the Person in Control must manage and brief staff accordingly. Where hold open devices are considered necessary, advice must be obtained from your Regional Property and Environmental Manager in the first instance.

Fire doors should be checked regularly for damage and to ensure the self-closing devices are operating correctly. The doors must shut against the doorstops. Check the intumescent and smoke seals around the door, where they are fitted, to ensure they are not damaged, missing or have excessive gaps (over 4 mm) where smoke can easily penetrate.



If damage is found and/or doors are not shutting correctly, do something to fix the problem. Remember fire doors must close gently and fully into the frame if they do not they will need repair or adjustment. (Call the Property & Facilities Helpdesk on 0844 800 9191 to report faults with any fire safety equipment). Remember it is your responsibility!

Final Exit Doors

It is important to ensure that fire exits are fitted with appropriate escape locks, open easily and that there are no obstructions outside the exits that would impede the efficient escape of people in the event of fire. This is particularly important in the case of exits that are not in normal use, as, over a period of time, the door may become difficult to open, obstructions, such as parked cars, may occur outside the exit, etc. In addition, devices such as panic bars and other security fastenings should be checked to ensure that they operate correctly and easily. Open them regularly, at least monthly, to ensure they work properly.

4. EXIT ROUTES

To escape a building in an emergency, people must be able to reach the exit doors without negotiating hazards or obstructions. Items such as, Yorks or other equipment stored on designated emergency exit routes could prevent safe and speedy egress or even cause an accident. It could be early morning with a power failure, which even with emergency lighting it will be darker and hazards may not be seen.

Exit routes do not stop at the exit door.



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If you have upper floors there may be external routes across flat roofs and external fire escape stairs. These routes can become slippery in wet weather. Ensure they are fit for purpose and are adequately guarded to prevent falls. Check their condition regularly.



Managers must ensure that all fire escape routes are kept clear at all times.

Encourage personnel to keep routes clear by stressing the importance. This is particularly a problem during the sorting and loading period. Check all routes on a regular

basis, perhaps when carrying out security checks.



Internal Protected Fire Exit Routes

The enclosed corridors and landings commonly used to reach a staircase or fire exit must be kept free from obstructions and combustible material. Do not allow fire doors to be wedged open or items to be stored or left unattended. Always check to ensure emergency lighting has been tested and is working correctly, floors and or coverings are in good condition, handrails are firmly fixed, safe to use and will not cause a hazard.

Check Exit signage is in place on or over the doors

Check Instructional signage is provided, i.e. 'push bar to open'.

External Routes

People must be able to get clear of the building to the designated assembly point. Often external fire exit routes pass close to the perimeter fence and the building or may even pass over flat roofs.

- Exit routes outside the building like those inside must be kept clear.
- Keep strict control of storage, accumulating rubbish to prevent trips hazards, fire or potential fire spread hazards, which may block the escape route.
- Regular inspections of external escape routes will identify any issues and allow appropriate action to be taken
- Check to ensure they have not become overgrown with vegetation and bushes or ad hoc parking areas for motorcycles, pallet trucks and redundant office equipment.
- Seasonal changes must be considered where ice, snow, fallen and rotting leaves will create a slip hazards.

5. FIRE ACTION & PROCEDURES

Emergency & Evacuation Procedures

The Person in Control has a direct responsibility to provide written details on what actions will be taken and by whom in the event of an emergency. Details should cover:

- Any actions staff should take and those with nominated duties such as fire wardens, receptionists, gatekeepers and any other person with special responsibilities,
- Procedures for calling the fire brigade, identifying the reason for the alarm, roll call at assembly points etc. as recorded in the Premises Fire Evacuation Plan.
- Appropriate emergency and evacuation plans must be in place including those for disabled persons where necessary.

Do not forget members of the public who may be in the public collection area or may be visiting the premises for some reason. Visitors should normally be accompanied and should be told what will happen in the event of an emergency at the start of their visit.

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Fire Action Notices

Standardised Fire Action Notices must be displayed throughout the building at call points and exits (where required). The fire action notice should include actions to be taken on hearing the alarm, on discovering a fire, who should call the Fire Brigade, location of assembly points and the number required to call the brigade i.e. 9 999.

In large or complex buildings a walk route diagram may be necessary to show safe routes out of the building.

Remember to use large clear print for priority actions.

Fire Precautions Officer

You are not expected to be a fire safety expert but have a good appreciation of the dangers of fire and understand the importance of the safety features within your building, why they must be maintained and the reasons for effective planning should an emergency arise. You should know your limitations and when to ask for advice or help in carrying out this duty.



The position of the Fire Precautions Officer should be seen as the overall coordinator. You should not be expected to manage the fire safety for your building by yourself. All managers have a responsibility towards fire safety and must share that responsibility across all management levels.

Fire Precautions Officer training is available to all staff via the intranet and should be undertaken prior to or soon after taking on any fire safety responsibility or duty. Further guidance on the duties and responsibilities can be found in the Fire Precautions Guide available to download from the Royal Mail Group Fire Safety Intranet pages.

Every manager is responsible for fire safety

Personal Emergency Evacuation Plan (PEEP)

Personnel must be aware of what action they will take in the event of a fire. It is most important that anyone with a disability has a Personal Emergency Evacuation Plan (PEEP). Discuss this with the individual to be sure you have covered all requirements. This will sometimes require the assistance of others to ensure safe evacuation, depending on the disability e.g. a simple 'buddy' system could be put in place for someone with hearing difficulties to ensure they are aware a fire alarm is sounding.

Complex, multi-user or special sites (e.g. Hubs, Administration buildings and Multi-storey premises)

Pre-planning

In large or complex facilities, there is a need for pre-planning emergency procedures with the fire brigade and for arrangements with local fire crews to familiarise themselves with the premises. It is essential that proper records are kept in order to:

- Ensure all actions are clearly defined, agreed and understood by both on site managers and the emergency services.
- Demonstrate if required, that all legislative obligations have been satisfied.
- Demonstrate that there have been no breaches of good practice that could result in litigation in the event of injury to an occupant of the building in the event of fire.



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It takes a well trained team to carryout an emergency evacuation

Joint Tenancy

It is a legal requirement that, in premises with more than one occupier (including inter Businesses), each tenant and employer co-operate with all other employers to ensure that fire precautions and fire procedures are adequate.

Where joint tenancy exists with either an internal business partner or external tenant, you have a legal duty to consult and agree fire safety arrangements, risk assessments and action plans with other occupiers, ensure common exits route are maintained, and to inform or be informed of any risk to others or yourselves.

Fire Wardens

A sufficient number of fire wardens must be appointed to assist in evacuating floors or areas. They must be properly informed of their duties and all employees should be made to understand the authority under which they act. They should be easily identifiable and sufficient in number to allow for sickness, leave or other absences.

Fire Evacuation Drill

All employees are required to participate in a full emergency fire evacuation drill once every 12 months. In premises where shift working is carried out, each shift should take part to ensure all employees have participated under their normal working conditions.

Make sure personnel use the nearest available exit and not just their usual route in and out of the building. Try blocking an exit, as could happen in a fire, to make them use alternative routes. Make sure they are at the assembly point in a reasonable time (benchmark is 2.5 minutes) and that disabled persons are assisted where required. Check that all persons are accounted for, including any visitors.

Record this drill in the site logbook (Vol. 3) with comments and observations on training requirements, including any problems highlighted during the evacuation drill. A debrief should always be carried out to ensure any problems encountered are rectified and do not happen next time. Give praise where it is due.

Every employee must know how to evacuate a building safely



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6. STAFF TRAINING

Initial Instructions on Induction

All employees must be given fire safety induction training when first employed or when starting at a new premise. New employees are required to view the fire training video “Introduction to Fire Safety” and complete the questionnaire on the last page of the Induction Handout Note. They must receive a full fire safety briefing to ensure they understand the emergency procedures of the premises and what actions they will be required to carry out in the event of a fire. Details should include the names of personnel with fire safety responsibilities, any hazards or risks within the premises and where they can obtain further information if required. Fire safety induction training should be carried out on the first day of employment and the details recorded in Volume 3 of the SLB.

Refresher Training

All employees must receive refresher training every year. This can be carried out at team briefings or after a fire drill. Refresher training is not only a legal requirement but will also ensure all staff will understand their responsibilities towards fire safety and fire prevention in your premises. You have a legal obligation to ensure employees are aware of the hazards particular to your building and any measures that have been put into place to reduce the risk. Record this in Vol. 3 of the Site Log Book.

Fire Wardens and those with special duties

Employees with specific fire safety duties must be trained in the duties they are required to carry out. Fire Wardens should be given instruction as to what they are required to perform to enable them to understand the limits of their responsibilities. Any person acting as an assistant to someone with a disability, will need to be given specific instruction in what they will be required to do depending on the nature and severity of the disability, for example, where they may be required to escort, assist or warn a person. Where special equipment is to be employed e.g. an evacuation chair, they will require training by an accredited company and refresher training every three years. In some cases the person with the disability can be the best person to provide input to the training such as warning of trip hazards, stairs, openings and traffic movements etc.

Fire Precautions Officer

Fire Precautions Officer training is available to all staff via the intranet (Managing Fire Safety) and should be undertaken prior to or soon after taking on the responsibilities of the FPO.

The names of nominated employees, the type of training and their duties must be recorded in Site Log Book, Volume 3 and included in the emergency action plan.

All fire training must be recorded in Volume 3 of the Site Log Book

7. TESTING

Fire Alarm

Daily



The main fire alarm panel must be checked every 24 hours. It is as simple as checking that there are no fault lights displaying. Report any faults at once and test the alarm to see if it is still working.

Weekly

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The fire alarm must be tested once a week by inserting the special key into a call point. (It is not acceptable to test the alarm using the panel test facility). A different call point should be used each week to ensure they are all tested over a period of time. In large buildings to ensure all the call points are tested within a reasonable period, it will be necessary to test more than one call point each week. It is good practice to number the call points for record keeping purposes and to identify and confirm the particular call points tested each week.

During the test you must ensure that all sounders are working and can be clearly heard and any devices connected to the alarm, such as door hold open devices, are working correctly. Record the test in the **Site Log Book**, Volume 3 together with the call point number and any comments you may have. The fire alarm test engineer should check any automatic detection fitted in the building during their maintenance visits.

Fire alarms must be tested weekly

Emergency Escape Lighting Testing



Emergency Escape lighting must be tested monthly. The PiC will be responsible to ensure Monthly Tests are carried out where key test switches are fitted. In the absence of key test switches, testing will be carried out by an engineer.

Test switches are easily identified. To test insert the key and briefly turn the test switch on. This simulates a power failure and tests the light or section of lights and ensures the emergency power supply is working. Do not forget any outside lights, which illuminate external exits and escape routes. Record these tests in the **Site Log Book**, Volume 3 and report any faults.



Test emergency escape lighting monthly

8. FIRE EXTINGUISHERS

Fire extinguishers are provided appropriate to the risk and should only be used by personnel who are trained to do so and then only for self preservation or to assist others to evacuate the building.

The standard adopted across the RMG, for general use is to use only two types of fire extinguisher, Foam, and Carbon Dioxide (CO₂). A fire blanket is provided where there are cooking facilities. Some water extinguishers are still in use but will be replaced when no longer serviceable.

Dry powder extinguishers can be found where it is appropriate to the risk i.e. in vehicle workshops etc.

A maintenance company will test the extinguishers annually and will mark the date on the extinguisher when it is done. A record should also be made in the **Site Log Book**, Volume 3.



Always ensure extinguisher mounting brackets are secure and stands are in good condition where used. Do not allow extinguishers to be blocked by anything and do not allow them to be used for such things as propping doors open!

9. ELECTRICAL APPLIANCES

Testing



The only electrical appliances that should be used in an establishment are those provided by Royal Mail. Appliances must be checked annually by an electrical engineer for a portable appliance test (PAT), and a test label placed on each appliance, to ensure their continued safety in use. Any personal electrical items allowed, such as radios, should be tested prior to use and then thereafter as above.

Safety

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Ensure electrical leads to any appliances do not present a trip hazard, particularly in an escape route, and do not allow 'daisy chains' of extension leads to be used to extend the reach of an appliance.

All electrical equipment not required to run 24 hours must be switched off when not in use.

If any electrical appliance shows signs a problem, turn off the electrical supply, report the problem and, if possible, put the appliance in a safe place to be checked by an engineer.



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10. PORTABLE HEATERS



Portable heaters should only be used when absolutely necessary. Carry out a risk assessment of the area(s) to be used. They must not be placed in a position that would hinder or prevent escape in case of fire, near to any combustible material or in a position where someone could accidentally burn themselves. Place guards around the heaters if necessary. Electric heaters must be PAT tested and trailing leads avoided as above.

Ensure portable heaters are removed and placed in safe storage when they are no longer required.

11. COOKING

Self Catering appliances

Microwaves

Most premises now only have microwaves for cooking. However, incorrect use of these appliances can lead to their malfunction and possible fire. Ensure the microwave is at a safe distance from the plug so that it can be easily isolated in the event of a problem.

Cookers

In establishments with a conventional cooker ensure the appliance is kept clean and free from grease. A fire blanket should be available near to the cooker but not so near that it cannot be reached in a flare up situation.

Toasters

Toasters are the cause of many false alarms. Burning toast has resulted in many activations of the fire alarm particularly if a smoke detector is in close proximity. Ensure they and oven grills are kept clear of breadcrumbs, which will eventually burn and give false alarms.

Remember to remind all employees never to leave any cooking appliances unattended when being used.

External Caterers

It should be confirmed that the Catering Manager has carried out a suitable risk assessment, with any substantial findings incorporated in the Site Emergency Fire Action Plan. Confirm catering staff ~~has~~ have been trained in fire safety procedures and fire safety awareness.

The catering company must provide you with a copy of their kitchen fire risk assessment, which should be filed in the Site Log Book, Volume 3.

12. FUEL INSTALLATIONS

Fuel installation will generally have been installed in suitable locations under local planning and licensing requirements and in compliance with appropriate regulations. All fuel pumps and tanks are installed to a high standard of safety and present very few problems when used and maintained correctly. Problems



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can occur when other hazards are introduced in close proximity or where lack of maintenance and bad house keeping habits take place.

Petrol

Few sites now have bulk storage of petrol but where containers are kept for small machinery etc. ensure proper segregation and secure facilities are provided. Suitable warning signs should be in place and clearly legible. Ensure there is adequate ventilation to reduce the build up of volatile fumes. Are there any surrounding risks in close proximity including neighbouring property?

Diesel

Although diesel fuel is not easily ignited it will provide additional fuel when allowed to soak into other flammable material. Above Ground tanks require bunding to ensure any leaks are captured and prevented from entering drains and waterways. These bunds need to be maintained to ensure they are free from water, refuse and debris such as fallen leaves reducing any potential for accidental ignition.

Hazards

Also consider if any new hazards have been introduced near to your storage and refuelling facilities. Fuel installations must be kept clean and tidy. Any fuel or oil spillages must be dealt with at once and drain interceptors must be inspected regularly to ensure they are not blocked. Damaged/split hose lines must be replaced at once.



Typical fuel installation showing the fire extinguisher not in weather proof housing

Fire extinguisher(s) must be available and if outside must be in a weatherproof housing and should be seen clearly and easily identifiable.

13. SMOKING

Smoking is not allowed inside any place of work by law. It is therefore reasonable to have a designated smoking area outside. Consider the location of the smoking area in relation to surrounding risk, building openings and storage areas. The designated smoking area must be at least 4 metres from the building.

Flowerbeds with top dressings and grassed areas are liable to ignition by a discarded cigarette end especially during dry periods. Materials, waste or other potential hazards stored near smoking areas may conceal a smouldering fire for many hours before being noticed.

Where designated smoking areas have been provided outside it should be ensured that there are suitable and safe means for disposal of smokers' materials.

It is good practice to provide cigarette bins at the entrance to the building, not only for use by employees but also for the use by visitors etc. prior to entering the building.

Many fires are caused by discarded cigarette ends. Only permit smoking in designated areas.

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14. CONTRACTORS

Under the current fire legislation all persons lawfully on the premises become the responsibility of the Person in Control of the Premises (PiC), this includes contractors. Any contractor entering the premises must be included within any emergency procedures and any temporary hazards created by the contractor must be controlled.



Controlling contractors and visitors is a required action of fire safety management

The following points are just some of the questions you should consider

- The Site Log Book (SLB) - accessible and up to date?
- Procedures in place to ensure contractors sign the attendance sheet in the SLB, and report to the PiC or deputy PiC on arrival?
- Does the contractor have a Safe System of Work and Method Statement for the work to be done?
- Are contractors monitored for safe working practice?
- Are temporary fire safety measures put into place?

15. SIGNING IN

Contractors must be aware of their requirement to sign in and out of the premises and acknowledge they have read and understood the fire procedures for the building. Generally most premises operate a manned reception or locked front door system, which requires contractors to request permission before gaining entry. All employees, where necessary, must be made aware and ensure signing in procedures are adhered to.

Work must not be allowed to commence without first gaining permission from the PiC or responsible deputy.

16. SAFETY CONSIDERATIONS

The contractor must state what work they will be carrying out and any hazards it may be likely to create to enable temporary measures to be put into place. Where necessary, they must also submit a Safe Work Method Statement and Risk Assessment.

Fire Wardens will need to be made aware of the location of the contractor(s) particularly if working in plant rooms isolated or normally locked areas.

You should establish if they have received fire safety training especially if they intend to carry out hot works and they take suitable precautions to prevent a fire occurring.



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17. PERMIT TO WORK

Where any hot work is to be carried out the contractor is responsible for providing both a Safe Work Method Statement and a Risk Assessment. They must operate under, and be able to explain to you how the work will be carried out, the level of supervision and what safety precautions will be taken by their workmen. Remember, it is the contractor, not you, who provides the Permit to carry out Hot Work. Further guidance can be found in Volume 1 of the Site Log Book.

Contractors provide their own Method Statement, Safe System of Work and Permit to Work

18. ARSON

Frequently, combustible waste and rubbish provides fuel for ignition by the arsonist. Large, unnecessary accumulations of combustible materials should be identified, not only in the fire risk assessment but also on a day-to-day basis. Overflowing waste bins or rubbish sacks stored against doorways, under windows or against buildings is often an easy target, which can be avoided.

19. STORAGE

Most incidents of arson are often carried out by adolescent youths being mischievous, especially where security is lacking or poor. Many incidents can be prevented by ensuring perimeter and building security is maintained and combustibles kept out of easy reach. Combustible goods, timber pallets, rubbish skips, etc should not be stored close to the buildings; there should, if possible, be a sterile area for several metres radius around the entire perimeter of the building. Where possible avoid storing any materials or waste near perimeter fencing or buildings.



Secure storage areas including locked waste bins and compounds will greatly reduce the possibility of arson.

20. SECURITY

Obviously security becomes an issue when talking of arson and it is therefore necessary to consider the overall security measures of the premises. Highlight any weakness that may cause a potential risk of arson which could be associated with the control of visitors and members of the public i.e.

- Is the boundary fencing sufficiently secure to prevent intruders entering the premises out of hours?
- Are there any blind areas, which may be accessed undetected?
- Are entry control systems to non-public accessed areas working and functional?

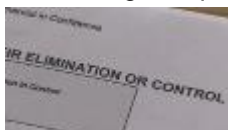


Where installed or carried out

- Does the CCTV cover the whole of the premises and is it fully operational?
- Does the intruder alarm and dial up system work?
- Do the security patrols keep you informed of any local problems?
- Do internal door entry systems restrict movement of staff and visitors to defined areas and are they working and fully functional?

FIRE SAFETY – GOOD PRACTICE GUIDE

21. FIRE RISK ASSESSMENT



It is a legal requirement for all premises to have a fire risk assessment (FRA). This is the practice used to identify and record any fire hazards on the premises and show the process, and systems of management already in place to control and reduce the risk and what further measures need to be undertaken to achieve the safest practical standard.

This assessment must be regularly reviewed, e.g. 12 monthly intervals, or sooner if the property is altered or if a new process and/or machinery is introduced to the building or if any other change in condition takes place that will impact upon fire related requirements – for example a disabled person is employed to work in the premises

Usually an initial risk assessment will have been done and it will be necessary for you to review it. Take a common sense approach. Make sure any significant findings within the last assessment have been dealt with. Before you begin, carry out a fire safety administration check, this will give a good indication of how well your fire safety has been managed to date. Carry out a physical review of the premises, any significant findings recorded must be dealt with at once. Items that cannot be done immediately, for example repairs to a fire door, must be reported to the Property & Facilities Helpdesk. Keep staff aware of any findings that are awaiting attention.

Your FRA and FRA Review must be kept in the Site Log Book, Volume 3.

22. LOGBOOK (Site Log Book, Volume 3)

Remember to keep the site log book up to date. All fire related tests, training, and drills, etc. must be recorded. There are pro forma sheets for this purpose.

Poor record keeping is one of the most consist recorded failures

Keep all test and inspection sheets completed by outside contractors. If contractors e.g. Romec, only keep electronic records they should still record the fact that they have carried out a test or inspection in the Site Log Book. To access electronically filed records of tests or inspection follow the procedure on page 2 of Volume 2 of the Site Log Book.

**Fire inspecting officers will want evidence of compliance.
It is important you keep the site log book up to date.**

For Further information and advice contact
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