



# General Code of Safety Practice for Contractors

## Fire Safety

A risk assessment of the proposed work area must be carried out to ensure the undernoted requirements are adhered to by contractors, sub contractors and workmen when working within University buildings. Further information can be obtained from Code of Practice “Fire Prevention on Construction Sites” or in consultation with the Premise Manager, Estates and Buildings and University Fire Safety Adviser.

### **A copy of the assessment must be given to the University**

- Contractors must confirm familiarity with the Fire Alarm and Detection system provided in the building and take appropriate steps to ensure that proposed work will not interfere with the system causing false alarms, i.e., Dust, smoke, vibration etc.
- All escape routes and staircases are maintained free from obstructions, storage and combustibles at all times. Where scaffold is being erected it must not obstruct any doors or routes internally and externally unless alternatives have been provided and suitably signed.
- Fire doors are not propped open. Where openings are made in fire resisting walls/partitions ensure that this does not affect the integrity of the building or escape routes especially if being in that condition for an undetermined time.
- Ensure all fire hazards associated with the temporary accommodation, i.e., smoking, electrical supplies, flammable liquids and gases are minimised.
- Have appropriate fire fighting equipment immediately available for use and ensure employees are conversant with the type and use in event of a fire.
- Waste materials must be removed from the work area at regular intervals during the working day and placed in appropriate containers outside the building.
- Confirm familiarity with the Fire Action Notices and evacuation procedures for the University building you are working in. You must have a recorded role call for your personnel and confirm evacuation of your personnel with the University Assembly Controller for that building.
- At the end of each working period carryout an inspection of the work area and ensure there are no potential risks of fire and all fire hazards are minimised.
- Ensure provisions are in place for the safe access and egress for Fire Service personnel for fire fighting purposes in event of a fire.

- Any temporary Security arrangements must be confirmed with Premise Manager, Estates and Buildings and keys provided for access. The location of keys, references must be registered with Security.