



CONNECT SKILLED CONTRACTOR SERVICE LTD

FIRE SAFETY RISK MANAGEMENT ARRANGEMENTS

Construction Projects, Refurbishment, Fit-Out, Maintenance and Other Sites

Company: Connect Skilled Contractor Service Ltd

Trading Name: CSC Service

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Approved By: Managing Director / Director

Responsible Person: Director / Senior Management

Implementation: Project Manager / Site Manager / Supervisor

Applies To: Employees, subcontractors, labour-only subcontractors, agency workers, visitors and other persons affected by CSC activities

1. PURPOSE

Connect Skilled Contractor Service Ltd recognises that construction, refurbishment, fit-out, maintenance and alteration works can create significant temporary fire risks that may not exist in a completed building.

The purpose of this procedure is to establish documented arrangements for identifying, assessing, eliminating, reducing, controlling and monitoring fire risks arising from CSC activities on construction projects and other sites.

The procedure applies particularly where works involve:

- Hot works and naked flames;
- Welding, cutting, grinding and brazing;
- Bitumen and flame-applied products;
- Solvents, thinners, adhesives, paints and other flammable substances;
- LPG and other compressed or flammable gases;
- Temporary electrical installations;
- Battery charging;
- Plant, machinery and generators;
- Dust-producing activities;
- Combustible construction materials;
- Waste and packaging;
- Temporary heating;
- Roof works;
- Work in occupied buildings;
- Work affecting fire compartments, fire doors or fire-stopping;
- Work affecting escape routes;
- Temporary removal or impairment of fire alarms, sprinklers or other fire-protection systems;
- Work in residential buildings, schools, hotels, offices, retail premises and other occupied environments.

HSE's HSG168 **Fire Safety in Construction** specifically applies to construction projects and addresses elimination and reduction of fire risks during planning and construction.

2. LEGAL AND INDUSTRY FRAMEWORK

CSC will manage fire safety in accordance with applicable UK legislation and recognised guidance, including, as applicable to the project:

Primary legislation and regulations

- Health and Safety at Work etc. Act 1974;
- Construction (Design and Management) Regulations 2015;
- Regulatory Reform (Fire Safety) Order 2005;
- Fire Safety Act 2021;
- Fire Safety (England) Regulations 2022 where applicable;
- Building Safety Act 2022;
- Control of Substances Hazardous to Health Regulations 2002;
- Dangerous Substances and Explosive Atmospheres Regulations 2002;
- Electricity at Work Regulations 1989;
- Provision and Use of Work Equipment Regulations 1998;
- Management of Health and Safety at Work Regulations 1999;
- Personal Protective Equipment at Work Regulations 1992, as amended;
- Workplace (Health, Safety and Welfare) Regulations 1992 where applicable;
- Regulatory requirements relating to temporary works, plant, equipment and site arrangements.

The Regulatory Reform (Fire Safety) Order 2005 places duties on the Responsible Person in relation to fire risk assessment and general fire precautions in relevant premises.

The CDM 2015 framework requires construction work to be properly planned, managed and monitored, including the control of significant health and safety risks during the construction phase.

CSC will also have regard to relevant HSE guidance and recognised British Standards where applicable, including:

- HSG168 – Fire Safety in Construction;
- HSE guidance concerning construction fire prevention;
- HSE guidance concerning process fire risks;
- HSE guidance concerning hazardous substances and solvents;
- BS 5306 series – Fire extinguishing installations and equipment;
- BS 5839 series – Fire detection and alarm systems;
- BS 9999 – Fire safety in the design, management and use of buildings;
- BS 9991 where applicable to residential buildings;
- Approved Document B where applicable to building-regulation and fire-safety requirements.

The Building Safety Act 2022 and associated regulations will be considered where work affects buildings falling within the higher-risk building regime or where the project has additional building-safety duties.

3. MANAGEMENT RESPONSIBILITIES

3.1 Directors / Senior Management

Directors are responsible for ensuring that:

- Adequate resources are available for fire-risk management;
- Competent persons are appointed;
- Appropriate policies and procedures are maintained;
- Staff receive appropriate training;
- Fire incidents and significant findings are reviewed;
- Corrective actions are implemented;
- Fire safety arrangements are periodically audited;
- Lessons learned are incorporated into company procedures.

3.2 Project Manager

The Project Manager is responsible for ensuring that fire risks are properly considered during project planning and delivery.

The Project Manager will:

- Review client information and existing fire-risk information;
- Identify significant fire hazards;
- Ensure fire risks are incorporated into project risk assessments;
- Ensure suitable RAMS are prepared;
- Coordinate fire controls with the Principal Contractor and other contractors;
- Ensure fire-related controls are included within site arrangements;
- Monitor subcontractor compliance;
- Ensure changes to the work are reassessed;
- Escalate significant deficiencies immediately.

3.3 Site Manager / Supervisor

The Site Manager or Supervisor is responsible for day-to-day implementation.

They will:

- Complete or contribute to site-specific fire-risk assessments;
- Inspect fire arrangements;
- Check escape routes;
- Monitor housekeeping;

- Control hot works;
 - Check storage of flammable materials;
 - Ensure appropriate extinguishers are available;
 - Ensure fire doors and compartmentation are not compromised;
 - Ensure fire alarms and other systems are not disabled without authorisation;
 - Brief workers and subcontractors;
 - Record inspections and corrective actions;
 - Stop unsafe work where an uncontrolled fire risk exists.
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4. PROJECT FIRE RISK ASSESSMENT

Before commencing work, CSC will identify fire hazards associated with its activities.

The assessment will consider:

Sources of ignition

- Welding;
- Cutting;
- Grinding;
- Soldering;
- Blowlamps;
- Gas burners;
- Smoking;
- Temporary heaters;
- Electrical equipment;
- Batteries and charging equipment;
- Plant and machinery;
- Hot surfaces;
- Static electricity;
- Arson;
- Deliberate ignition;
- Defective electrical equipment.

Sources of fuel

- Timber;
- Insulation;
- Packaging;
- Plastic materials;
- Foam products;

- Waste;
- Dust;
- Paint;
- Adhesives;
- Sealants;
- Solvents;
- Thinners;
- LPG;
- Diesel/petrol where applicable;
- Bituminous products;
- Combustible furnishings and contents in occupied buildings.

People at risk

The assessment will consider:

- Employees;
- Subcontractors;
- Visitors;
- Client representatives;
- Members of the public;
- Residents;
- Children;
- Persons with disabilities;
- Persons unfamiliar with the building;
- Persons working alone;
- Security personnel;
- Emergency responders.

Fire spread

Consideration will be given to:

- Temporary openings;
- Removed fire doors;
- Damaged fire stopping;
- Open service penetrations;
- Shafts;
- Voids;
- Cavities;
- Temporary structures;
- Combustible façades;
- Stored materials;
- Dust accumulation;
- Vertical fire spread;

- Horizontal fire spread;
- Fire loading;
- Adjacent occupied areas.

The assessment will follow the hierarchy of control:

1. Eliminate the fire hazard where reasonably practicable.
2. Substitute hazardous processes/materials.
3. Reduce quantities.
4. Separate ignition sources from combustible materials.
5. Provide physical protection and containment.
6. Establish administrative controls.
7. Provide suitable emergency arrangements.

5. SITE-SPECIFIC FIRE MANAGEMENT PLAN

Where CSC is responsible for construction-phase management, fire arrangements will form part of the project Construction Phase Plan and/or site-specific fire plan as appropriate.

The site fire arrangements will identify:

- Site access;
- Emergency vehicle access;
- Assembly point;
- Escape routes;
- Emergency exits;
- Fire alarm arrangements;
- Firefighting equipment;
- Fire points;
- Water supplies where applicable;
- Fire hydrants where applicable;
- Emergency lighting;
- Temporary fire protection;
- Contact arrangements;
- Out-of-hours arrangements;
- Security;
- Hot-work controls;
- Storage arrangements;
- LPG storage;

- Flammable-liquid storage;
- Waste storage;
- Fire compartmentation;
- Temporary fire doors;
- Protection of existing fire systems.

HSE guidance identifies risk assessment, means of escape, warning systems and firefighting arrangements as key elements of construction fire safety.

6. HOT WORKS CONTROL

Hot works are treated as a significant fire risk.

Examples include:

- Welding;
- Oxy-fuel cutting;
- Brazing;
- Soldering;
- Grinding;
- Flame-applied roofing;
- Bitumen works;
- Blowlamps;
- Any process producing flame, sparks or significant heat.

CSC will use a formal **Hot Work Permit** system where required by the Principal Contractor, client or site fire plan.

Before hot works commence:

- The work area will be inspected;
- Combustible materials will be removed or adequately protected;
- Voids and concealed spaces will be considered;
- Fire extinguishers will be immediately available;
- Suitable fire-resistant screens will be installed;
- Adjacent areas will be checked;
- Smoke/fire detection arrangements will be considered;
- The responsible person will authorise the work;
- Workers will understand the emergency procedure.

Following hot works:

- The area will be inspected;
 - Smouldering materials will be checked;
 - Adjacent and concealed areas will be considered;
 - A fire watch will be maintained for a period appropriate to the risk and site rules;
 - The permit will be closed and retained as evidence.
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7. SOLVENTS, PAINTS, ADHESIVES AND FLAMMABLE LIQUIDS

CSC recognises that construction products including paints, thinners, adhesives and solvents can present both fire and health risks.

HSE identifies substances including white spirit, acetone, toluene, xylene and ethyl acetate among construction solvents requiring appropriate controls.

Before use:

- Safety Data Sheets will be obtained where applicable;
- COSHH assessments will be completed;
- Flammability information will be reviewed;
- Quantities brought onto site will be minimised;
- Suitable storage will be provided;
- Ignition sources will be controlled;
- Ventilation requirements will be considered;
- Spill arrangements will be established;
- Containers will remain closed when not in use.

Flammable liquids will not be stored unnecessarily in occupied areas, escape routes, staircases or locations where they could increase the consequences of a fire.

Waste solvent containers and contaminated materials will be removed and disposed of appropriately.

8. DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

Where dangerous substances may create a fire or explosion risk, CSC will determine whether the **Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)** apply.

The assessment will consider:

- Flammable vapours;
- Gas cylinders;
- LPG;
- Solvent vapours;
- Dust;
- Vapour accumulation;
- Confined spaces;
- Ventilation;
- Ignition sources;
- Static electricity;
- Explosion risk;
- Suitable equipment;
- Emergency arrangements.

Where an explosive atmosphere may occur, appropriate controls will be established before work starts.

9. LPG AND COMPRESSED GAS CYLINDERS

Gas cylinders will:

- Be secured upright;
- Be protected from impact;
- Be kept away from ignition sources;
- Be stored in designated areas;
- Be separated where required;
- Have valves protected;
- Be transported using suitable equipment;
- Be inspected for damage;
- Not be stored unnecessarily inside buildings;
- Be removed from the site when no longer required.

LPG cylinders will not be left unsecured or stored in escape routes.

10. ELECTRICAL FIRE RISKS

Temporary electrical systems and equipment will be:

- Installed by competent persons;
- Suitable for the environment;
- Protected from damage;
- Inspected and maintained;
- Subject to appropriate testing;
- Kept away from combustible materials;
- Isolated when no longer required.

Damaged cables, plugs, sockets, extension leads and electrical equipment will be removed from service.

Battery charging areas will be controlled to prevent overheating and ignition of combustible materials.

11. HOUSEKEEPING AND FIRE LOADING

Good housekeeping is a primary fire-prevention control.

CSC will ensure:

- Waste is removed regularly;
- Packaging is not allowed to accumulate;
- Combustible waste is segregated;
- Flammable materials are kept to minimum quantities;
- Escape routes remain clear;
- Staircases remain unobstructed;
- Fire doors are not wedged open;
- Materials are not stored against heaters;
- Combustible materials are not unnecessarily stored near ignition sources;
- Waste skips are appropriately positioned;
- Site security is maintained.

HSE specifically recommends reducing storage of materials and waste and keeping materials/waste in designated secure areas.

12. FIRE COMPARTMENTATION AND FIRE STOPPING

Where CSC works within existing buildings or buildings under construction, the potential impact of its work on fire compartmentation will be assessed.

CSC will not:

- Remove fire-stopping without authorisation;
- Leave service penetrations unprotected;
- Damage fire-resisting construction without appropriate controls;
- Remove fire doors without an approved temporary arrangement;
- Compromise protected escape routes without an agreed alternative.

Where fire stopping is temporarily removed, the responsible person will ensure that the area is reinstated using suitable systems and competent installers.

Photographic records and installation records will be maintained where appropriate.

13. OCCUPIED BUILDINGS

Where work takes place in an occupied:

- School;
- Hotel;
- Office;
- Residential building;
- Healthcare premises;
- Retail premises;
- Public building;

CSC will coordinate with the Principal Contractor, Client and/or Responsible Person.

Particular attention will be given to:

- Separation of construction and occupied areas;
- Fire doors;
- Escape routes;
- Fire alarms;
- Sprinklers;

- Smoke control;
- Fire compartmentation;
- Temporary works;
- Public protection;
- Noise and disruption;
- Out-of-hours work;
- Emergency access.

Work must not compromise existing fire protection systems without formal authorisation and suitable temporary arrangements.

HSE specifically warns that in occupied buildings work must not interfere with escape routes, fire separation, alarms, dry risers or sprinkler systems.

14. FIRE DETECTION AND ALARM SYSTEMS

Where fire detection or alarm systems are present, CSC will coordinate with the Principal Contractor and Responsible Person before any alteration, isolation or impairment.

Where systems must temporarily be isolated:

- Authorisation must be obtained;
- The affected area must be identified;
- Temporary measures must be established;
- Relevant persons must be informed;
- The system must be reinstated as soon as practicable;
- Reinstatement must be verified.

No worker is authorised to independently disable a building fire alarm or fire-protection system.

15. FIRE-FIGHTING EQUIPMENT

Suitable fire-fighting equipment will be provided according to the identified risks and site arrangements.

Equipment may include:

- Water extinguishers;
- Foam extinguishers;
- CO₂ extinguishers;
- Dry powder extinguishers;
- Fire blankets;
- Hose reels where provided;
- Other specialist equipment where required.

Extinguisher selection will take account of the likely fire type and electrical or flammable-liquid risks.

Equipment will be:

- Clearly identified;
- Accessible;
- Unobstructed;
- Maintained;
- Inspected;
- Suitable for the environment.

Workers will not be expected to fight a fire where doing so would expose them to unacceptable risk.

The primary response is to **raise the alarm, evacuate and call the emergency services**.

16. EMERGENCY PROCEDURE

If a fire is discovered:

1. Raise the alarm immediately.
2. Warn persons in the immediate area.
3. Stop work where safe to do so.
4. Evacuate using the designated escape route.
5. Do not take unnecessary personal belongings.
6. Do not use lifts where prohibited.
7. Proceed to the designated assembly point.
8. Contact the emergency services using the site's established emergency arrangements.
9. Report to the Site Manager / responsible person.
10. Do not re-enter until authorised.

Only trained and competent persons may attempt first-aid firefighting, and only where there is a clear escape route and the risk is judged acceptable.

17. FIRE EVACUATION AND PERSONAL EMERGENCY EVACUATION PLANS

CSC will cooperate with the site's emergency arrangements and consider persons who may require additional assistance.

Where relevant, arrangements will consider:

- Mobility impairment;
- Hearing impairment;
- Visual impairment;
- Temporary injury;
- Visitors;
- Contractors unfamiliar with the building;
- Persons working alone.

Personal Emergency Evacuation Plans (PEEPs) will be used where required by the site arrangements and risk assessment.

18. TRAINING AND COMPETENCE

CSC will ensure workers receive information, instruction and training appropriate to their duties.

Training may include:

- Fire awareness;
- Emergency evacuation;
- Fire alarm arrangements;
- Fire extinguisher awareness;
- Hot-work controls;
- Flammable-liquid handling;
- LPG safety;
- COSHH;
- Site-specific induction;
- Emergency procedures;
- Fire prevention;
- Housekeeping;

- Reporting unsafe conditions.

Records of relevant training and briefings will be retained.

The Regulatory Reform (Fire Safety) Order includes requirements relating to employee safety training.

19. SUBCONTRACTOR CONTROL

CSC will require subcontractors to comply with:

- Site fire rules;
- Construction Phase Plan;
- RAMS;
- Hot-work permit systems;
- COSHH arrangements;
- DSEAR controls where applicable;
- Storage requirements;
- Emergency procedures;
- Housekeeping requirements.

Subcontractors will be required to provide suitable RAMS where their activities create significant fire risk.

CSC will monitor compliance and may stop work where fire controls are inadequate.

20. INSPECTION AND MONITORING

Fire safety inspections will be undertaken at a frequency appropriate to the project risk.

Inspection checks will include:

- Escape routes;
- Fire doors;
- Fire extinguishers;
- Fire points;
- Alarm arrangements;
- Emergency lighting where relevant;
- Fire signage;

- Hot-work areas;
- Flammable-liquid storage;
- Gas-cylinder storage;
- Waste;
- Housekeeping;
- Electrical equipment;
- Fire compartmentation;
- Fire stopping;
- Temporary protection;
- Site security;
- Access for emergency services.

Defects will be recorded and assigned to a responsible person.

Immediate action will be taken where a serious uncontrolled fire risk exists.

21. OUT-OF-HOURS AND SITE SECURITY

Construction sites can remain at increased fire risk outside normal working hours.

CSC will cooperate with site arrangements concerning:

- Site security;
- Temporary fencing;
- CCTV;
- Intruder alarms;
- Security patrols;
- Removal of ignition sources;
- Safe storage;
- Isolation of equipment;
- Temporary heating;
- Gas cylinders;
- Waste;
- Fire alarm systems.

Particular attention will be given to sites with significant fire loading or increased arson risk. HSE identifies security, lighting and other measures as relevant controls for higher-risk sites.

22. FIRE RISK DURING DESIGN AND PLANNING

Where CSC has a design or planning responsibility, fire risks will be considered before work starts.

The project team will seek to:

- Eliminate unnecessary hot works;
- Specify safer materials where reasonably practicable;
- Reduce quantities of flammable substances;
- Plan temporary fire protection;
- Maintain compartmentation;
- Plan access for emergency services;
- Maintain escape routes;
- Sequence work to minimise fire exposure;
- Coordinate temporary and permanent fire protection.

HSG168 places particular emphasis on eliminating or reducing fire risk during planning and pre-construction stages.

23. CHANGE MANAGEMENT

The fire-risk assessment will be reviewed when:

- The work sequence changes;
- New materials are introduced;
- Flammable substances are introduced;
- Hot works are proposed;
- Temporary fire systems are changed;
- Occupancy changes;
- Escape routes change;
- Fire compartments are opened;
- New subcontractors commence work;
- Site conditions change;
- An incident or near miss occurs;
- The Principal Contractor changes site arrangements;
- Relevant legislation or guidance changes.

No significant change will be introduced without considering its impact on fire safety.

24. INCIDENT AND NEAR-MISS REPORTING

All fires, smoke events, uncontrolled ignition, significant overheating events and fire-related near misses will be reported immediately.

Investigations will identify:

- Immediate cause;
- Underlying cause;
- Failed controls;
- Persons involved;
- Materials involved;
- Environmental conditions;
- Procedural failures;
- Corrective actions;
- Preventive actions.

Lessons learned will be communicated to relevant personnel.

Where legally reportable, incidents will be managed in accordance with applicable reporting requirements, including RIDDOR where relevant.

25. RECORD KEEPING

CSC will maintain appropriate evidence of fire-risk management, including where applicable:

- Fire-risk assessments;
- Project fire plans;
- Construction Phase Plans;
- RAMS;
- Hot-work permits;
- COSHH assessments;
- DSEAR assessments;
- Fire inspection records;
- Fire extinguisher inspection records;
- Training records;

- Toolbox talks;
- Site inductions;
- Emergency drills;
- Fire alarm impairment records;
- Fire-stopping records;
- Photographic evidence;
- Incident reports;
- Near-miss reports;
- Corrective-action records;
- Subcontractor assessments;
- Audit records.

Records will be retained in accordance with CSC's document-control and legal-retention arrangements.

26. AUDIT AND MANAGEMENT REVIEW

Management will periodically review the effectiveness of these arrangements.

The review will consider:

- Fire incidents;
- Near misses;
- Inspection findings;
- Audit results;
- Training;
- Subcontractor performance;
- Client/Principal Contractor feedback;
- Changes in legislation;
- Changes in HSE guidance;
- Changes in company activities;
- Lessons learned.

Where deficiencies are identified, corrective actions will be assigned, monitored and closed.

27. STOP-WORK AUTHORITY

Any CSC employee has the authority and responsibility to raise a fire-safety concern.

Work will be stopped where there is an immediate or uncontrolled risk of:

- Fire;
- Explosion;
- Serious injury;
- Uncontrolled fire spread;
- Loss of escape;
- Failure of critical fire protection.

Work will only recommence when appropriate controls have been implemented and the responsible manager has confirmed that the activity can proceed safely.

28. COMPETENCE

CSC will ensure persons undertaking fire-safety-related duties have appropriate knowledge, training, experience and competence.

Where specialist advice is required, CSC will seek competent external assistance.

Examples include:

- Fire-risk assessors;
- Fire engineers;
- Competent fire-stopping installers;
- Electrical contractors;
- Gas engineers;
- Specialist fire-alarm contractors;
- Principal Contractor fire-safety personnel.

CSC will not undertake specialist fire-safety design or certification outside its competence.

29. BUILDING SAFETY AND HIGHER-RISK BUILDINGS

Where CSC works on a higher-risk building or a project falling within the Building Safety Act / Building Regulations higher-risk building regime, additional project-specific requirements will be

identified and incorporated into the Construction Phase Plan, RAMS and project fire-safety arrangements.

CSC will cooperate with:

- Client;
- Principal Designer;
- Principal Contractor;
- Accountable Person;
- Principal Accountable Person;
- Building Safety Regulator;
- Building Control;
- Fire and Rescue Service;

where their duties and the project arrangements require such cooperation.

The Building Safety Act 2022 establishes the wider building-safety framework, including responsibilities concerning safety risks in higher-risk buildings.

30. MINIMUM PROJECT FIRE-SAFETY CHECK

Before CSC starts work, the responsible manager will confirm:

- Fire-risk arrangements have been reviewed.
- Site induction requirements have been identified.
- Emergency arrangements are understood.
- Escape routes have been identified.
- Assembly point has been identified.
- Fire alarm arrangements are understood.
- Fire points/extinguishers are available.
- Hot-work controls are established where required.
- Flammable materials are appropriately controlled.
- LPG/gas cylinders are appropriately stored.
- Waste and combustible materials are controlled.
- Electrical equipment is suitable.
- Fire compartmentation has been considered.
- Fire stopping has been considered.
- Existing fire systems will not be compromised without authorisation.
- Subcontractors have received appropriate information.
- RAMS address relevant fire hazards.

- Workers have received appropriate briefing/training.
 - Changes to the work will be reassessed.
 - Fire-related defects are recorded and closed.
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31. REVIEW AND APPROVAL

This document forms part of CSC's Health, Safety, Environmental and Quality Management arrangements.

It will be reviewed at least annually and following significant changes to legislation, guidance, company operations, project activities or following a significant fire incident or near miss.

Document Issue: 1.0

Issue Date: 17 August 2026

Review Date: 17 August 2027

Approved By: _____Aleem Aziz_____

Position: Director / Senior Management

Signature: _____AAZIZ_____

Date: _____17/08/2026_____

REFERENCE SOURCES

This procedure has been prepared with reference to current UK legislation and HSE guidance, including:

- HSE HSG168 – Fire Safety in Construction;
- HSE construction fire-safety guidance;
- Construction (Design and Management) Regulations 2015;
- Regulatory Reform (Fire Safety) Order 2005;
- Fire Safety Act 2021;
- Fire Safety (England) Regulations 2022;
- Building Safety Act 2022;
- COSHH Regulations 2002;
- DSEAR 2002;
- Electricity at Work Regulations 1989;
- PUWER 1998;
- Management of Health and Safety at Work Regulations 1999;
- Relevant British Standards and Approved Document B where applicable.

Important: This company procedure does not replace the project-specific Fire Risk Assessment, Construction Phase Plan, RAMS, Principal Contractor's fire plan, emergency plan or statutory duties of the Responsible Person. Project-specific arrangements must always be followed where they impose additional requirements.