

Safety procedures - guidance for premises managers and contractors (to be affixed to all safe working permits for hot work)

Fire Precautions

1. Fire exits must be kept clear and readily available for use at all times.
2. All emergency escape routes must be kept clear at all times, and not used for storage.
3. Work must not be carried out on escape routes and/or fire exits without the prior approval (i.e. before work commences) of the premises manager, and where appropriate, the Kent Fire and Rescue Service (NB: where the term “prior approval” is used below, it is deemed to have the same meaning as in this clause). Appropriate alternative means of escape and procedures must be provided and communicated to the building users.
4. Fire-resisting doors, self-closing doors and fire exit doors must not be removed, or blocked up, without the prior approval of the premises manager etc.
5. Fire-resisting doors and self-closing doors must not be wedged open.
6. No work must be carried out which will interfere with the fire alarm and/or emergency lighting systems, without prior approval. The systems must be reinstated to normal operating at the end of each working day.
7. A storage area for flammable materials must be provided, before commencement of the work, to the satisfaction of the premises manager and the Kent Fire and Rescue Service, where appropriate.
8. All flammable materials must be returned to the storage area provided when not in use and before leaving the site.
9. When any work is being carried out which produces heat or sparks which could start a fire, then adequate firefighting equipment must be provided adjacent to the immediate work area.
10. Ensure all employees are trained in what to do in case of a fire, including how to call the Kent Fire and Rescue Service, the use of firefighting equipment and the premises’ fire procedures.
11. All waste must be regularly removed.

Work on Sprinkler Systems

1. It is the responsibility of the premise manager to inform the Insurance team (03000 41 65 39) well in advance of the commencement of work.
2. Inform the local Kent Fire and Rescue Service well in advance of the commencement of work.
3. Provide additional portable fire extinguishers, as required.

Health and Safety

1. An adequate risk assessment (including the Control of Substances Hazardous to Health (COSHH)) must be carried out by the contractor and a suitable safe system of work introduced and communicated to all staff involved (or affected by the work), prior to commencement of the work.
2. Adequate first aid provision must be available at all times during the work.
3. Personal protective equipment, identified as being necessary for the work, must be provided and worn as instructed.
4. Unauthorised entry into the work area must be prevented.