

Fire Safety & Emergency Plan

Note to Author: This document must be project specific throughout and must be reviewed every three months as a minimum or more frequently should there be significant changes to either the projects or fixed facility buildings layout, storage arrangements, emergency assembly points or escape routes.

Plan details:

Project name	Stanhope Road Bridge Replacement		
Project start date	12/02/2024		
Project duration	11 months		
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Note: this document must be reviewed every twelve months as a minimum or more frequently if there is significant change.

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Instructions for use

This plan is designed for Offices/Projects/Depots/Frameworks to effectively identify, mitigate and manage fire risk on projects and fixed facilities and the associated control measures in line with Milestone Infrastructure standards and the Hierarchy of Control.

The red italic text is written to be included in the Fire Risk & Emergency Plan wherever it is applicable but should be assessed for suitability and then deleted or amended as appropriate. Each section should be completed and where, for example, there are no “Service Risers” the statement should be clearly made in the suitable section.

For all new projects this plan should be prepared at the earliest opportunity during the tender stage of the project.

The Fire Risk and Emergency Coordinator (FREC) will determine what areas are covered under a single plan, e.g.: offices, a single project, a depot, a whole area or a framework agreement covering multiple locations.

Relevant sections of the plan should be identified as applicable through the identification of elements of work related to Fire Risk Management in this contract / project. Each relevant section of this plan should be specific to the project it relates to.

This plan must be reviewed a minimum of every 3 months for projects or 12 months for contracts or following any significant changes.

This plan must be shared with relevant parties outlined herein with roles and responsibilities to allow works to be planned and risk assessments and method statements developed in line with the agreed control measures detailed within this plan.

This plan must be developed and read in conjunction with Milestone Infrastructure Health, safety, Wellbeing and Environment minimum standards and the project Construction Phase Health and Safety Plan.

Each section heading is collapsible and has sections contained within; please ensure you detail what is applicable and not applicable to your project/site.

- 3.6 Trade Contractor - Designated Person

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Introduction

This plan has been prepared to identify potential fire and emergency situations, reduce the risk of them occurring, ensure the earliest detection, provide an effective system for calling and assisting the emergency services and to mitigate the consequences by ensuring procedures are in place to save life, arrangements for evacuating persons from site, prevent damage and minimise the effects should a fire or an emergency occur.

- It is the project/building management team's responsibility to ensure that the appropriate site rules, procedures, and controls are fully implemented.
- Potential emergency situations include, but are not limited to:
- Fire or explosion resulting in major injuries, death or damage to property and plant.
- Death or major injury of any person on site due to the demolition or construction works.
- High profile near miss incident where severe injury or damage to property could have occurred.
- Collapse of buildings, hoists cranes, overturning plant etc.
- Release of gases/chemicals or other substances, which could render premises unsuitable or affect adjacent land/property and occupants.
- Discharge of contaminants to drains/water course
- Discovery or release of hazardous materials including asbestos.
- Falls of materials/plant on adjacent premises / external to the site boundary causing danger. i.e. onto adjacent roads, footpaths
- Riot or civil commotion.
- Terrorist activity e.g. bomb threats, firearms or weapons attack

Organisation & Responsibilities

Fire Management Lead (Projects Only)

Hassan Soboh – Senior Project Manager
 Lead on all aspects of construction fire safety
 Undertake risk assessments for non-complex locations as required
 Undertake fire risk management audits as required
 Liaise with the Milestone Infrastructure Head of HSW as required
 This role must be formally appointed by the Head of Health and Safety

External Fire Consultant

ZETA Compliance Services
 Undertake complex fire risk assessments as required
 Advise on the required control measures as required
 Assist with the development and implementation of the Fire Risk & Emergency Plan as required
 Undertake reviews of the fire risk assessment and Fire Risk & Emergency Plan as required

Fire Risk & Emergency Coordinator (FREC)

- Ryan Carley – Site Agent
- Appoint and liaise with the externally appointed External Fire Consultant (if appointed) to undertake fire risk assessment
- Prepare a location specific Fire Risk & Emergency Plan based on the outcome of the fire risk assessment and in consultation with External Consultant.
- Appoint Fire & Emergency Wardens as required, to implement the plan including a nominated Lead Fire & Emergency Warden in case of their absence
- Ensure the Fire Risk Assessment and Fire Risk & Emergency Plan are reviewed a minimum of every 12 months or following significant change
- Ensure routine Fire & Emergency checks are completed in line with the plan and that inspection and maintenance regimes are adhered to.
- Undertake audits and inspections against the Fire Risk & Emergency Plan as appropriate
- Review Out of Hours working requests to ensure suitable Fire & Emergency arrangements
- In the event of an emergency evacuation:
 - Establish the details associated with the incident & ensure the emergency services have been contacted if necessary
 - Communicate details with members of the Milestone Infrastructure Senior Management Team

- Coordinate with Fire & Emergency team and ensure each area of the building is being swept / evacuated and share details with Emergency Services.
- When site is confirmed safe and everyone has been accounted for, communicate with all relevant party's evacuation is complete and it is safe to return to work
- Ensure a recorded debrief is undertaken following emergency evacuations with relevant persons to identify and follow up on any possible learning outcomes
- The above is a not an exhaustive list, but the items listed are essential to all building evacuation/bomb alert, firefighting and emergency services requirements
- Ensure defined levels of trained First Aiders and first aid equipment is available during all working hours.

Fire & Emergency Warden

- Mohammed Soboh – Site Supervisor
- Ensure the Fire Risk & Emergency plan is in place
- Ensure fire escapes are clear of obstructions, unlocked and lit
- Ensure emergency service vehicle routes are clear
- Ensure alarm call points are clear and visible
- Ensure fire points are clear and extinguishers in place
- Ensure the weekly Fire & Emergency Wardens checklist is completed and actioned as necessary
- Ensure a full evacuation drill in undertaken a minimum of twice per year
- Ensure all flammable gases/liquids/materials are correctly stored
- Ensure rubbish is not allowed to accumulate
- On hearing the evacuation alarm each Fire Warden, if safe to do so will check the area for which they are responsible to ensure it has been evacuated and report to the emergency assembly point controller for further instructions
- Where safe to do so the Fire & Emergency Wardens with assistance will aid in extinguishing small fires – only where this does not put themselves or others at further risk
- If nominated lead Fire & Emergency Warden, in case of FREC absence, coordinate evacuation and other Fire & Emergency Wardens and liaise directly with the emergency services as single point of contact

Hot Works Appointed Person

- Ryan Carley – Site Agent / Mohamad Soboh – Section Engineer
- Ensure that they understand the requirements of the fire plan
- Ensure that they are familiar with Milestone's Hot work Permits Process

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- Ensure permits requested are in advance of work activity and in accordance with approved method statements / risk assessments
- Ensure all relevant permit checks have been undertaken e.g.
 - Adequate Ventilation
 - Extinguishers & Blankets available
 - Fire watch in place
 - Flammable Fuel stored away from hot works
 - Gas cylinders away from burners
- Authorise permits with signature
- Maintain hot works permit register
- Monitor conditions of permit during work activity
- Check permit extension requests as initial issue process
- Close out permits on completion of activity
- Issue safety violations following permit sign off failure

Trade Contractor - Designated Persons

- In the event of an emergency evacuation, **Trade Contractor – Designated Person** is responsible for:
 - Pick up their company role call sheet from security and paddle board from next to the site entrance
 - At emergency assembly point, display company name and complete a role call for their respective company
 - Update the FREC after the roll call has been completed

Security Team

- The Security Team is responsible for controlling access to the site, outside working hours and at weekends.
- In the event of an emergency evacuation, the Security Team is responsible for:
 - On confirmation of the emergency evacuation print role call documents (including visitor sign in log) for each contractor on site and have the visitor log ready for pick up
 - Release the turnstiles to free swing mode for ease of evacuation
 - Share role call documents with persons who come to collect them
 - Ensure the fire logbook is available to the FREC at the emergency assembly point
 - Have the grab pack ready to share with the emergency services including photo of the hazardous substance mark up
 - When the site is confirmed safe to return to site, turnstiles must be reactivated so people can be accounted for when re-entering site

All workforce & visitors

- In the event of an emergency evacuation, all persons must leave site via the quickest safe route and report to the emergency assembly point. At the emergency assembly point, report to the designated person for their company taking the roll call
- Each person on site is responsible for responding immediately in the event of an emergency on site
- If you discover a fire on site, raise the alarm via the nearest call point
- Assess the scale of the fire, if it's possible to put it out with a suitable fire extinguisher and if you are comfortable to do so
- If it is not possible to put the fire out, immediately evacuate from site, via the safest shortest route, reporting to the emergency assembly point for rollcall *[insert project/site specific detail on the route and any specific instruction in terms of road risk or environmental risk with regards to the external walking route e.g. you must use the pedestrian crossing point and follow the rules of the red and green man. Cross road providing it is safe to do so] – to be updated once on site with designation fire evacuation routes*
- Fire & Emergency Wardens will marshal the people traffic with designated hi-vis vests on
- Communicate the details of the incident, by speaking to or calling any member of the Milestone Infrastructure Management Team or to your supervisor
- For all Supervisors managing teams on site, they must ensure workers in their area evacuate towards the site emergency assembly point
- Follow Milestone Infrastructure's and statutory procedures for reporting and recording accidents.

Fire Checks – Shared Responsibility

- Daily checks by Construction Managers/Site Managers/Site Supervisors to ensure:
 - Fire escapes are clear of obstructions.
 - Emergency service vehicle routes are clear.
 - Fire call points are clear and visible.
 - Fire points are clear and extinguishers in place.
 - All flammable gases/liquids/materials are correctly stored.
 - Rubbish is not accumulated.
 - Ensure that the daily hot works procedures are being upheld by the floor Fire & Emergency Wardens.
 - Ensure that all escape routes are sufficiently lit
- Close of day checks by Team Member on late duty to ensure:
 - All doors, windows, perimeter fencing/gates secure
 - Plant is immobilised
 - All heaters are switched off
 - Electrical systems isolated (where possible)
 - Gases are correctly stored
 - Ensure all persons have left site
 - Check all hot work locations to ensure they are free of sources of heat / combustion
- Weekly checks by Fire Risk & Emergency Wardens to ensure:
 - Daily checks listed above are carried out
 - Fire extinguishers are in working order
 - Fire alarm tests to ensure fire alarm sounder units are in working order
 - Emergency lighting visual checks are carried out

Appointed First Aiders

- FREC to display appointed First Aiders on suitable notice board
- Provide first aid to sustain life
- Ensure the emergency services are contacted where necessary
- Liaise with the emergency services on arrival
- Ensure that the accident book is completed where necessary
- Ensure that the first aid station is replenished as necessary

Fire & Emergency Risk Summary

- The Fire Risk Assessment will inform this section with the key risks; store the Fire Risk Assessment in Appendix D.
- Potential causes of fire on this project are:
 - Arson
 - Failure to carry out Hot Works safely
 - Smoking
 - Unsafe storage and use of flammable materials
 - Faulty/leaking fuel tanks to plant and other flammable substance containers
 - Poor housekeeping
 - Faulty electrical tools and equipment
 - Faulty electrical systems, including site accommodation and plant
 - Excessive combustible materials stored
 - Heat sources in the restaurant / kitchens
 - Faulty site accommodation heaters or heating systems
 - Covered or unsighted heaters
 - Extreme weather – lighting to tree
- Potential causes of other emergencies on this project during the demolition, installation of Substructure and steel frame are:
 - Lifting equipment failure during a lift
 - Persons being trapped by loads or moving vehicles
 - Unintended collapse of structures and materials
 - Unprotected leading edges
 - Overturning of plant / equipment
 - Confined space works
 - Exposed voids
 - Exposure to asbestos
 - Injury in areas of restricted or limited access
 - Power failure
- Potential causes of Terrorist Attack at this site are:
 - Bomb
 - Vehicle attack
 - Firearms or weapon attack

An outline of controls for these risks are provided in the Fire Risk Assessment (Appendix D), details of specific Hot Works, Housekeeping and Emergency rescue plans will be provided within individual Safe Systems of Work and the General Risk

Assessments for the tasks and this project/site and subject to the normal review process.

General Site Precautions

Means of raising the alarm

- *To be updated on site once fire evacuation procedures outlines*
- *Fire points – in compound and on site – fire horns to be present*
- *Detail the means of raising the alarm on the project/fixed facility e.g. break glass call points and sounders, loud hailer, manual turn handle bell etc. Include a visual representation wherever possible.*
- *Clearly detail the location and types here.*

Site Evacuation

- *To be updated once on site and Zeta emergency plan assessment has been undertaken*
- *Detail the location of the emergency assembly point in case of evacuation. If, because of the nature of the emergency, or because of circumstances beyond the control of Milestone Infrastructure, the emergency assembly points identified above are deemed unsafe the Fire Risk & Emergency Coordinator (or if the Fire Risk & Emergency Coordinator is not present on site, their Deputy) will identify a suitable alternative location. This may be as a result of an instruction or direction from the emergency services.*
- *If the emergency assembly point must be relocated, members of the Milestone Infrastructure Management Team will be posted to redirect site personnel to the new location.*
- *How will the site be evacuated? Is there a phased evacuation?*
- *Fire / Emergency Evacuation drills must be undertaken at least every 6 months for both office and site.*
- *Include a visual representation (e.g. layout drawings) in Appendix A*

Communications

- The Fire Risk & Emergency Coordinator, or in their absence the Deputy, will co-ordinate facts of the incident and keep the Milestone Infrastructure Senior Management Team and workforce updated.
- Detail means of communication on site:
- e.g. Mobile telephone: calls and text messaging groups between Milestone Infrastructure Management Team
- Special consideration for radio channels (e.g. for crane team):

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- Crash channel (emergency frequency)
- Following an emergency, the incident details should be notified to the client.
- Note: media communication is managed by Milestone Infrastructure Communications Department. Upon request of information from media relating to Milestone Infrastructure, be helpful and explain you are not an authorised spokesperson to disclose information on behalf of the company.
- Signage
- Fire and emergency signage are displayed and kept up to date in all areas of site. Signage will include:
 - Escape routes - directional, final point of exit and emergency assembly point
 - First aiders, first aid provisions
 - Fire points – including extinguishers, alarm call points, Signage etc
 - Fire & Emergency Wardens (Name, Photo and Number)
 - Fire Action Notices at points of entry/exit

Escape Routes

- To be updated once received the ZETA on site fire assessment.
- Compound escape routes to be outlined below before starting works.
- Escape routes should be provided from all office and welfare areas with clearly displayed signage strategically placed along routes for ease of identification when attempting an exit in the event of an emergency.
- As far as is practicable, a minimum of two designated routes will always be provided for egress.
- These should be detailed on visual plans in Appendix A

Security

- An effective security system should be in place for securing the site. The security team should be briefed on the Fire Risk & Emergency Plan and their duties in case of fire or emergency.
- Visitors should receive a visitor's induction, be always signed in and remain with their Milestone Infrastructure contact during an evacuation.
- The site will be fully hoarded with fixed access gates in order to prevent unauthorised access. Where there is a requirement to use Heras fencing instead of a full timber hoarding, all fencing panels will be double clipped, adequately footed and kept closed at all times when not being used for access.
- On this project access to the site will be maintained in the following way:
- The site compound will be set up within the Channing School playing fields park on the corner of Stanhope Road and Avenue Road, the field is a secure field with high fencing and barbed wire with secure gated access. The compound within this field will consist of additional temporary fencing and gated access with chains and

padlocks and CCTV will be set up at access points to the compound stored within an on site server, remote monitoring for the site management team will also be set up

- Anything that does not appear normal, i.e. packages or boxes in places where they look out of place should be treated as suspicious and security or Milestone Infrastructure MUST be informed immediately.

Emergency Lighting

- Where provided, emergency lighting systems are to be inspected and tested every 12 months. Results are to be recorded and stored in the fire logbook along with other relevant test and inspection certification.
- Weekly visual checks of emergency lighting must be completed on the Fire & Emergency Wardens checklist. A minimum of 1 lux of lighting must be achieved on all emergency escape routes.

Emergency Services Access Routes

- Clear access must always be maintained.
- Access point locations are likely to be via the loading bay or the main site/office entrance depending upon the location of the fire / emergency incident.

First Aid & Defibrillators

- Milestone Infrastructure will ensure that at least 1 in 6 (target 1 in 3) of its safety critical staff are trained in Emergency First Aid, including electric shock treatment, and that at least 1 in 50 staff are trained in First Aid at Work.
- Conduct a First Aid assessment of need in terms of numbers of first aiders and provision of first aid equipment. The first aid assessment tool will be utilised for this.
- **Detail locations of First Aid facilities and Defibrillators in case of emergency;** further details should be contained within the Construction Phase Plan/Fixed Facilities Plan [insert hyperlink to relevant section]
- Detail the location of any burn's kits and those trained and competent to apply the right level of first aid.

Work at Height Rescue

- Trade Contractor method statements must include all relevant rescue procedures for specific work activities including rescue from restricted locations, Work at Height, MEWPs, Confined Space, Tower Crane. These must be signed off by a competent manager.
- Recorded rescue drills will be undertaken will be completed regular intervals to test the effectiveness of our rescue plans.

Out of Hours

- All Out of Hours working is to be co-ordinated initially through the Site Manager, when all requirements for Out of Hours working are met, they

shall be presented to the Fire Risk & Emergency Coordinator (or authorised deputy) for approval. See Appendix F - Out of Hours request form

- The Site Manager will then assess the validity of the extended working hour's request, the requirement for Milestone Infrastructure cover and arrange cover where necessary. The assessment will be based on number of men, location, complexity of operation, safety hazards such as work at height, crane lifting etc.
- Any other Permits required such as Hot Works, Lifting, Riser Access etc must be in place prior to the Out of Hours works commencing.

Environmental Considerations

- During firefighting, consideration should be made to mitigate the flow of firefighting water run off to ensure it is directed to sewer routes wherever practicable and protect surface water drainage wherever reasonably practicable. There are mitigating circumstances, however, this requires consideration. Liaise with your Environmental lead for further information.

Fire Control Measures

Site Accommodation (For Projects)

- Detail any temporary site accommodation arrangements here.
- Temporary accommodation units will be provided to the following standards:
 1. Category "A" i.e. of non-combustible construction and with 1/2-hour fire rated inside to out and outside to in (located inside, on or within 6 m of a building)
 2. Category "B" i.e. 1/2-hour fire rated inside to out (located within 10 m of a building)
- All site accommodation heaters to be securely always fixed to the wall with non-flammable backings and be kept clear of waste or furniture and other combustibles.

Fire Detection

- Detail detection methods i.e. battery-operated smoke detectors, heat detectors, hard wired mains connected systems etc – update on site

Compartmentalisation

- Detail here passive/active fire protection design for fixed facility; these should be checked and inspected as part of the design process and included within the project specification or within the O&M manuals for the fixed facility plans. New meetings rooms/offices must have their design checked by a competent surveyor for sign off and approval.

Service Risers

- Service risers need to be compartmentalised at the earliest opportunity to prevent vertical spread of fire through the building at the earliest opportunity (at a time when the building is becoming reasonably enclosed)
- Details of the locations of service risers should be included in the building layout drawings and Fire Risk & Emergency Plans; these should be included in the Fire Risk Assessment (Appendix D) and inspections maintained at regular intervals.

Limiting the spread of fire (Construction Phase)

- During the construction phase, newly formed compartments within the building at stairway access routes and corridors will provide enough protection to limit the spread of a fire along designated access routes. Fire rated compartments will be provided along areas deemed higher risk of fire. This ensures compliance with the requirements of the JCOP for fire prevention on construction sites 9th edition.

Firefighting equipment

- Detail what firefighting equipment is provided on site; this needs to include the type and locations of fire extinguishing media included but not limited to Fire Extinguishers, Fire Blankets, Inert Material etc. – update on site
- Firefighting equipment will be provided to strategic locations around the project office, welfare areas and site.
- Provisions to be reviewed and updated as works progress/there are changes in office layout.

Smoking/vaping

- Detail the location and associated control measures i.e. disposal and checks/cleaning rota – update smoking area in compound and on site

Hot works

- Before any Hot Works take place, a hot work permit must be obtained from a Milestone Infrastructure authorised issuer.
- Hot works will only be undertaken after the issue of a hot work permit to the contractor carrying out the work, this is to include the use of a fire watch.
- Work areas will be checked after the completion of hot works by the competent fire watch to ensure the site is left in a safe condition. These checks will be recorded on the Hot Works Permits.
- During hot works 2no of the appropriate fire extinguisher must be at hand, fire extinguisher must have been inspected in the last year, pressure gauge must be in the green. Checks for the above will be recorded on the Hot Work Permit. Any hot work permit will be issued and closed out each day.

Housekeeping

- Good housekeeping must be maintained to prevent the build-up of combustible materials especially near sources of ignition, waste and obstructions to fire escape routes.
- Site team to daily inspect the level of housekeeping during the contract – welfare facilities are to be emptied / maintain weekly by provider. Any issues with welfare to be raised to site manager immediately.

Flammables/LPG/Fuels

- Flammable gasses will be kept to a minimum and will be stored in a locked ventilated cage with adjacent fire extinguisher. LPG, propane and oxygen will be stored in separate cages at least 6 metres apart.
- All gas cylinders will be stored and secured upright using proprietary trolleys when in use and fitted with flash back arrestors. Storage will be in appropriate cages with oxygen stored away from other flammable gasses.
- Gas cylinder and other fuel storage locations will be identified on the site plans and contained within Appendix A.
- A contractor using fuel on site must have refuelling procedures in place and a risk assessment to cover refuelling procedures.
- Asphalt/Bitumen Boilers: Bitumen boilers must be placed on heat resistant mats where positioned at roof level, with appropriate fire extinguishers in attendance always. Lit boilers must not be left unattended in any circumstances
- Combustible materials stored internally must always be kept to a minimum. Where combustibles need to be stored internally, they must be covered in LPS:1207 flame retardant covering.
- All gas installations to be carried out using 'Gas Safe' registered operatives.

Electrical equipment

- Workshop tools and on-site electrical tools will be inspected before use and PAT tested every 12 months.
- All temporary site electrical systems will be examined / PAT tested every 12 months. All installations terminal connections/ Cable restraints etc. will conform to BS7671
- Fixed electrical installations in offices, site welfare and site accommodation will be inspected by competent electrician.
- All electrical items used in the site/project office, site welfare and kitchen will be PAT tested every 3 years.

Other Emergency Considerations

Lifting Equipment Failure during a lift

- Refer to relevant lifting plan / contract lift plan for emergency procedures regarding lift failure.

- All lifting operations will be co-ordinated by the Milestone Infrastructure Lifting Co-ordinator to ensure each lift is properly planned and controlled by competent personnel.
- Lifting plans must be submitted to the co-ordinator in advance of any lifting operation being undertaken to allow a full review of the proposed lift. Milestone Infrastructure shall provide the Lifting Contractor the relevant information required (ground conditions etc.) to properly plan the lift.

Major Injury or Fatality

- For any major injuries, Multiple injuries or a fatality dial 999 immediately or report to nearest A+E outlined in the induction / briefing.
- All accidents and incidents must be reported to the project management team to allow the investigation process to begin. Initial details will be collated by the supervisor or manager responsible for the works, i.e. brief statements from witnesses, photos and measurements etc. It is important to leave the scene of all accidents and incidents untouched to preserve evidence for the investigating person (Project Health and Safety Manager) who will conduct a full investigation; only preserve the area if safe to do so. All incidents will be recorded on the EHS Database

Unintended collapse of structures and materials

- A full task and location specific RA & MS for works involving the demolition of the existing bridge structure and abutment walls will be drafted to ensure works, access and egress and demolition of the structure is completed in a safe and methodical manner

Confined space works

- Detail here any emergency arrangements associated with Confined space works, link wherever possible to specific works package plans or safe systems of work.
- The Person Responsible for the Works is responsible for the planning and coordination of all confined space operations on site required in accordance with this procedure to ensure that confined space operations can be delivered safely.
- The Person Responsible for the Works will compile a detailed specific risk assessment and give consideration to eliminate the need for a person to enter a confined space. Consideration should be given to remote CCTV surveys and other remote-controlled devices to be used. Failing this consideration should be given to declassifying the space to the extent where the occurrence of the specified hazards can be completely eliminated.
- The Person Responsible for the Works must ensure that suitable rescue procedures and facilities are available throughout the duration of the confined space entry work. The exact nature of the facilities will be determined through the risk assessment process and will be communicated to the team conducting and overseeing the work.
- If a gas monitor should emit an alarm tone (no matter what the cause) whilst work is being carried out in the confined space, then all staff within

the confined space will immediately don their escape breathing apparatus and make their way to the exit point in preparation to evacuate the confined space. The Entry Controller will co-ordinate the rescue arrangements in cases where there is a problem with vacating the team from the area. Once the team have successfully vacated the space, the access must be sealed, and the matter investigated.

- If there is an incident within the confined space then the casualty (if conscious and mobile), should be encouraged to make their way to the access point so that they can be attached to the retrieval winch and be winched out of the area. If the casualty is unable to move or be moved, then the only option is to call for the rescue services to assist with the removal of the casualty.
- If there is an incident within the confined space and the casualty is unconscious (i.e. through injury or they have been overcome by gas, etc.) and the gas monitor starts to emit an alarm tone, then all remaining persons within the confined space must don their escape breathing apparatus and leave the area immediately.
- On no account must they attempt to rescue the casualty as the extra effort involved in carrying a casualty will deplete their own oxygen supply leading to further casualties. In this instance the relevant rescue services, (wearing self-contained breathing apparatus) must be called to retrieve the casualty (normally the fire brigade).
- All gas alarm activations that occur during confined space entry work must be reported as a positive intervention (hazard) within the Milestone Infrastructure Incident Management System.
- All incidents that occur during confined space entry work must be reported to the HSW team to ensure that they are investigated where required.

Overturning of plant and equipment

- All contract lifts to have full complete risk assessments detailing emergency procedures.
- All vehicles to be within the legal loading limit to reduce overturning risk

Exposure of multiple parties to harmful substances

- Detail here any emergency arrangements associated with harmful substances in use or inherent on the site/project. Link wherever possible to works package plans or safe systems of work and COSHH assessments.
- To ensure the project is compliant with the COSHH procedure, the person responsible for the works is to identify the product and activity (How to be used, Location, how long) they wish to use, and requests COSHH assessment from Hazardous Substance Co-ordinator. The COSHH assessment form (MIL_FOR_HS_006.1) and safety data sheet will outline the safer use procedure and safe storage.

Security & Terrorist Threat

- A potential threat to Milestone Infrastructure sites is that of a terrorist attack. This may be by inserting an explosive, chemical, biological device into the construction site or by parking a vehicle bomb explosive device as

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close to the building as possible. To deter and prevent these types of attack the site must be securely maintained. See Appendix G - Protestors Security and Terrorism Guidance

Telephone Warnings

- Telephone warnings from the police:
 - Establish the name of the caller and his/her station.
 - The location of the device.
 - Whether there is a need to evacuate the building.
 - Establish whether the normal emergency assembly point is safe. If not, ask for an alternative suggestion.
 - Establish the safest route to the emergency assembly point if an alternative is specified.
- **AS SOON AS THE CALL IS ENDED INFORM SECURITY / MILESTONE INFRASTRUCTURE WITH ALL DETAILS**
- Telephone warnings from an anonymous caller:
- **ALL CALLS MUST BE TAKEN SERIOUSLY**
 - Remain calm.
 - Make notes, if possible.
 - Ask if there is a code word
 - Establish the exact nature of the threat.
 - If explosive device, try and establish location and size/quantity.
 - Establish the time the device is expected to explode.
 - Who does the caller represent i.e. what group?
 - Why is the building being targeted?
 - Try to gain and remember as much as possible about the caller's voice and any background noise(s).
- **AS SOON AS THE CALL IS ENDED INFORM SECURITY WITH ALL DETAILS**

Nuclear, Biological, Chemical, Radiological Alert

- Initial actions to be taken on discovery of a suspicious package or object:
 - If you are suspicious of a package or envelope DO NOT OPEN IT.
 - If an envelope or package containing a suspicious substance has been opened, DO NOT TAMPER with the substance concerned or attempt to move it elsewhere.
 - Close all windows in the room/area.
 - Close all fire doors.
 - Switch off any air conditioning or extract ventilation systems.

- Evacuate all staff in the room/area to another room and record the names of those present at the time. Any further action will be dictated by the emergency services.
- Shut the door of the room involved or otherwise deny access to the area concerned.
- Inform Security at the earliest opportunity in order that the Fire Risk & Emergency Coordinator may be briefed.
- Nobody, other than the emergency services, is to enter the room or area until declared safe by the Fire Risk & Emergency Coordinator.
- The Fire Risk & Emergency Coordinator, having assessed the situation with the emergency services, should decide if any other staff should be moved.

Vehicle attack

- In the event of a vehicle attack is taking place:
 - Raise the alarm to those around you
 - Run away from danger
 - Hide in a place of safety (preferably with robust barrier between you and the attacker, remain quiet and hidden until it is thought safe to leave the hiding place)
 - Alert Site Security or Emergency Services to the situation

Firearm or Weapon Attack

- In the event of a Firearm or Weapon attack taking place on site:
 - Run away from danger
 - Hide in a place of safety (preferably with robust barrier between you and the attacker, remain quiet and hidden until it is thought safe to leave the hiding place)
 - Alert Site Security or Emergency Services to the situation when it is safe to do so

Suspicious Packages and Objects

- In the event of anyone finding a suspicious package or object the following procedures must be followed:
 - Report to Milestone Infrastructure or site Security - do not speak to any other persons about the situation.
 - Security to contact the Police.
 - Adopt emergency evacuation plan.
 - Place Security in strategic positions until police take over the situation.

Contaminated Persons

- The following action should be taken for any persons suspected of being in contact with a suspected chemical or biological device, prior to the arrival of the emergency services:
 - Wash hands in a weak bleach solution (one teaspoon of domestic bleach to one litre of water), and then rinse with ordinary soap and water.
 - Keep the person finding the device separate from others and available for immediate attention from the emergency services
 - Try to ascertain how many other people may have been exposed to the material
 - Keep all suspected contaminated people separate from others.

Vehicles

- Special vigilance must be paid to unattended vehicles which may be left adjacent to the site, concern will be raised with the local Police force.

Information, Instruction & Training

- Trauma & Stress - should an incident occur where emotional support is required those affected will be given access through the Milestone employee assistance programme.
- Fire Risk & Emergency Coordinators are advised of their responsibilities when they are appointed to the role and must have the appropriate competency as detailed in the Milestone Projects' Appointments Matrix
- Fire & Emergency Wardens must have attended practical fire warden training covering general fire safety, general duties and use of fire extinguishers. They will be briefed on their specific duties on this project, the contents of this plan and responsibilities.
- Trade Contractor Designated Persons are required to acknowledge their responsibilities as part of Fire Risk & Emergency Plan issue
- Site Security are advised of their responsibilities during an evacuation on commencement of their role
- Trade Contractor supervisors are advised of their responsibilities during an evacuation as part of the Supervisor Induction process and during regular toolbox talks
- Workforce are advised of their responsibilities during an evacuation as part of the Site Induction process and during regular toolbox talks
- Visitors are advised of emergency evacuation procedures via an information sign displayed at the site entrance or during the site visitor induction
- Trade Contractors' Co-ordination meetings will be held on construction projects during which all parties are to discuss their forthcoming work(s) with relevance to potential health and safety issues, including fire hazards, rescue procedures and emergency arrangements.
- The following information will be posted on site:

- First Aid & Fire & Emergency Warden Contact Poster (To be displayed at strategic locations on site)
- Fire Action Notice (To be displayed at fire points and other relevant prominent locations, i.e. main notice board etc)
- Site Layout Plan (To be appended to this Fire Risk & Emergency Plan, displayed at prominent locations, i.e. main notice board, site entrance etc. Showing location of fire points, evacuation routes and emergency services access routes to be kept clear)
- Hazardous / Flammable Substance Storage Locations (Appended to this Fire Risk & Emergency Plan, displayed on the site plan/held at the security desk)

Appendix F - Out of hours working request

The following information is required as detailed in the procedure for which application is being made.
Access to site outside normal weekday hours will not be permitted without the prior authorisation of this form.

Request for working on:	Day:	Date:		
Requested Working times:	From:	To:		
Trade Contractor:				
Location of Work:				
Details of work:				
Method Statement No:		Copy Attached:	Yes / No	If NO work is not to be approved
Applying Manager:		Signature		
<i>Information Checklist</i>				
Supervisors Names	Pass No	Emergency Contact Details / No's		
Other Permits Required				
Hot Works	Yes / No	Other (specify)	Yes / No	
Confined Space	Yes / No	Other (specify)	Yes / No	
Environmental	Yes / No	Other (specify)	Yes / No	
Limitation of Access	Yes / No	Other (specify)	Yes / No	
Lifting	Yes / No	Other (specify)	Yes / No	
Electrical	Yes / No	Other (specify)	Yes / No	
First Aiders Names (1 FA to 5 operatives)				
Name:		Name:		
Name:		Name:		
Expected Deliveries				
Date:	Time:	Who:		
Date:	Time:	Who:		
Date:	Time:	Who:		
To be Completed by Milestone				
First Aid Cover Adequate	Yes/No	Adequate Security Available	Yes/No	
Milestone Supervisor for Activity:	Name:	Tel. No.		
Approved By:	Name	Signature:	Date:	
Project Manager				
Fire Risk & Emergency Coordinator				
Work complete, all those detailed below have left site - Milestone Supervisor signing should be same as detailed above				
Signature:	Name:		Date/Time:	

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Trade contractor application form - Employee list

Contractor Name Day/Date

	Full Name	Pass No	Time In	Time Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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22				
23				
24				
25				
Note: repeat this sheet on a continuation page if necessary				

Appendix G - Protestors Security and Terrorism Guidance

If protestor action occurs on any Milestone Infrastructure site, then advice should be sought immediately from the local police. If any part of the site is occupied by any group, make the area safe. Do not engage with them. Staff should be mindful of their own safety and that of any protestor. We have a legal obligation to ensure safety of all persons on site, however they may be there.

1.0 Suspect packages/suspicious objects found without warning

All employees should be made aware that an explosive device might still be placed in a building without prior warning, even though all possible preventative measures have been taken. Anyone finding such an object should clear people away from the immediate area and follow the reporting procedure below.

2.0 Suspected letter/parcel bomb

A letter or parcel bomb can be almost any size that can travel by post. Visual clues include unusual postmarks, too many stamps for the weight, inaccurate delivery address, excessive weight for size, pin holes in the covering and the smell of marzipan, almonds or ammonia. To avoid unnecessary alarm and disruption, and wasting the bomb disposal unit's time, every effort should be made to authenticate the status and integrity of a suspect item. If the sender's address is shown it should be checked.

A letter or package that arouses suspicion should be handled as little as possible. It should be left where it is if it has not been handled and should not be moved or touched further. If the letter/package is being handled or is being opened, immediately place it on the nearest horizontal firm surface. It should not be moved or touched further. Do not prod, fold, cut or interfere with the letter/package in any way or place it in sand, water or a metal container. Evacuate the room/area opening all windows, if possible, and close all doors into the room/area. Prevent others from going into the room/area and follow the reporting procedure.

3.0 Suspect objects potentially containing a bomb

A bomb can be anything capable of holding explosives or incendiary materials, ranging from a matchbox to a suitcase, a crate, or even a vehicle. An indication may be the discovery of an object that is alien to the location, unusual in appearance, hidden from casual view, and of questionable ownership.

If you discover a suspect object do not open, move, cover, or interfere with it in any way.

If inside a building, arrange for all people to leave the surrounding area and if considered necessary, the whole floor, opening windows, if possible.

Visual clues for suspect letters/packages containing hazardous material might include oily stains on envelopes, discolouration or unusual smells, envelopes that are lopsided, rigid, bulky, discoloured, have an obvious or strange odour or feel like they contain powder, vapour is released when opened, or are leaking or weeping liquid.

If you find a letter/package which you suspect may contain hazardous material inside a building, **do not** touch, tamper with it, or move it. If it is a letter/package you are already handling, or it is being opened, place it in a transparent sealable bag or container, if

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available, and place it on the nearest horizontal firm surface. **Do not** tamper with it or move it further, and **do not** clean up spilled powder. Turn off portable air conditioning and office equipment. Evacuate the room/area, closing all windows and doors leading into the room/area. Prevent others from entering the room/area and follow the reporting procedure. Segregate yourself and any others who have come into contact with the suspicious letter/package, device or substance, to prevent further contamination. Do not rub your eyes; touch your face, or other people. Thoroughly wash your hands with soap and water as soon as possible.

4.0 Suspect objects or vehicles – outside a building

Where a suspect object or vehicle is discovered, clear people away from the immediate area, and if the object or vehicle is suspected of containing hazardous material, move upwind from it, as far away as possible. Do not touch or interfere with the object or vehicle in any way.

5.0 Reporting suspect objects or vehicles

All details of suspect letters/packages, objects or vehicles should be recorded. This includes make, colour, and model of the vehicle, along with any distinguishing features or names written on the sides. The exact location where there are parked, being driven. What time they were first observed. Any description of the driver or other occupants of the vehicle. Description of the any load on or in the vehicle. Why you feel they are suspicious.

Do not use a mobile telephone or two-way radio within 400m of any suspect package.

6.0 Good housekeeping

Good housekeeping makes it more difficult for a terrorist to plant a bomb, and also makes it easier for search teams to find should one be left

Areas outside buildings must be kept clean and tidy. Rubbish must not be allowed to accumulate as it provides an ideal place to hide a bomb and is unlikely to be properly searched. It may also act as an invitation to arson. Large rubbish bins, which can present a particular problem, should be kept in the building or in a lockable storage area if possible.

Shrubbery should not become overgrown, thereby reducing the risk of a bomb being concealed within.

Internally all rooms and stairways should be kept clean and tidy, particularly areas accessible to the public

7.0 Role of the Police

The police will advise on the management of the situation where a suspect letter/package, device or material is discovered. They will co-ordinate the response from the emergency services. The police have a legal right to take charge in these situations and their instructions must be followed:

- All reports should be directed in the first instance to;
 - the Police by dialling 999
 - then the relevant Milestone Infrastructure Director
 - then the Health & Safety Advisor

Milestone Infrastructure staff and employees, visitors and contractors on site should contact reception/emergency coordinator/fire warden who will then contact the Police and any other agencies required.

Fire Evacuation Procedure

- On Hearing the alarm, you must leave the building by the nearest exit and proceed to the assembly point which is on the left-hand side outside of the main gates.
- **DO NOT stop to collect personal belongings**
- **DO NOT re-enter the building until advised to do so by the official fire warden.**
- **DO NOT leave the assembly point without the permission of the fire warden.**
- Please inform your line manager if for any reason you are not able to hear the alarm or have a physical condition that makes it difficult for you to leave the building in an emergency unaided e.g. heart condition, temporary injury or pregnancy so a evacuation risk assessment can be completed.
- If you discover a fire, raise the alarm, and then leave the building as mentioned.
- Report to the fire evacuation point which is situated outside the front gates.
- Your Fire Wardens are highlighted below:

RYAN CARLEY – 07811 5810782

MOHAMAD SOBOH – 07731 982839

MOHAMMED SOBOH – 07890 415158