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Appendix B – Fire Risk Control Plan (FRCP)

Plot Number:	<i>Nominated Person to complete</i>																										
Plot Owner:	<i>Nominated Person to complete</i>																										
Postal Address:	<i>Nominated Person to complete</i>																										
Nominated Person: (this is the person you have identified within your Construction Phase Plan)	<i>Nominated Person to complete</i>																										
Date Submitted GHVDC:	<i>Nominated Person to complete</i>																										
Date FRCP deemed sufficiently developed to commence on site	<i>GHVDC to complete</i>																										
DOCUMENT HISTORY As your project develops, revisions to the FRCP will occur. List here new versions and the date they take effect from. New versions must be provided to GHVDC	<table border="1"> <thead> <tr> <th>Version</th> <th>Date</th> <th>Changes</th> <th>GHVDC Acceptance</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Version	Date	Changes	GHVDC Acceptance																				
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<p>[list here main changes from the previous version]</p> <p>➤ <i>Nominated Person to complete</i></p>																											



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	FRCP Completion Notes
1.	What is the purpose of FRCP?
	<ul style="list-style-type: none"> ➤ To record the actions you will undertake to minimise the risk of fire breaking out on your plot. ➤ To set out the actions you will undertake if a fire was to occur on your plot. ➤ It is required to provide evidence to the insurers who provide the insurance cover for your plot, to ensure that the risk of fire is being appropriately managed.
2.	What are you required to do?
	<ul style="list-style-type: none"> ➤ Control potential sources of ignition. For example: Naked flames, electrical equipment. ➤ Minimise quantities of flammable materials (e.g. wood, plastic, petrol for power tools) stored on your plot. ➤ Set out how you will store flammable materials (e.g. wood, plastic, petrol for power tools) safely on your plot. ➤ Set out how you plan to prevent a fire spreading to your neighbour's plots or the communal areas. ➤ Put in place effective measures for maintaining good housekeeping, raising the alarm, safe evacuation and firefighting in the event of a fire. ➤ Set out your arrangements for implementing and reviewing this plan.
3.	Who should prepare the FRCP and when?
	<p>The Nominated Person (NP) (see Site Development Rules) or Principal Contractor, (PC) if you are appointing one, should prepare the FRCP and submit it to GHVDC to review at least one month before works are due to commence on site. (see question 6)</p> <p>GHVDC must confirm in writing to you that your FRCP is sufficiently developed before you commence your works on site, in order to comply with the insurance requirements.</p>



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4.	Who is responsible for ensuring compliance with the FRCP?
	Everyone who comes on to your site must comply with this FRCP. Specifically, the Nominated Person and OSC must ensure compliance with the FRCP at all times throughout the duration of your build.
5.	Updating and modifying the FRCP
	<p>The likelihood of a fire occurring may change as your build progresses e.g. through increased amounts of flammable materials, or by undertaking hot works. This is called the “fire risk profile”.</p> <p>As the build progresses, the NP should continually review the fire risk profile and the measures contained within this plan to ensure that they remain appropriate and effective.</p> <p>In the event of a reassessment that results in changes to this Plan, the NP shall submit a revised version to GHVDC Head of H & S (see section 6) as soon as the plan is changed. Note that you will need to update the front cover of the plan to advise the changes that you have made.</p> <p>The current version must be relevant to the actual risk present on site at that time.</p> <p>GHVDC may require amendments to the plan at any time to reflect the current fire risk profile or, if a revised version has been submitted and is deemed not sufficiently developed to cover the changed fire risk profile on site.</p> <p>You must update your plan if requested to do so by GHVDC.</p>
6.	Where do I submit my FRCP?
	<p>You should submit your FRCP to:</p> <ul style="list-style-type: none"> ➤ GHVDC Head of Health and Safety; Peter.Nickerson@gravenhill.co.uk AND ➤ your DLM with whom you have been working through your Customer Journey.
7.	Application of Legislation and Guidance



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	<p>In preparing this plan, you should refer to relevant guidance which is available online.</p> <p>This includes:</p> <ul style="list-style-type: none"> ➤ GHVDC site development rules require you to comply with the Fire Protection Association’s “Fire prevention on Construction sites”: the Joint Code of Practice, currently 9th Edition, which can be found here: <p>http://www.thefpa.co.uk/shop/shop_product_details.EAC93171-BAEA-45D1-95784B50DCA27065.html?shop_category=DEC2ADFB-B816-4043-B83BB310703D36B8</p> <ul style="list-style-type: none"> ➤ HSE guidance in HSG 168 ‘Fire safety in construction’ which can be found here: <p>http://www.hse.gov.uk/pubns/books/hsg168.htm</p> <ul style="list-style-type: none"> ➤ ‘16 Steps to fire safety’ 3rd Edition, Structural Timber Association which can be found here: <p>https://www.thenbs.com/PublicationIndex/documents/details?Pub=STAS&DocID=315419</p>
<p>8.</p>	<p>How do I fill in this plan?</p>
	<p>Orange Text is for your guidance and assistance</p> <p>Green text is mandatory and must be implemented by you in addition to your own specific details.</p>



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1. MANAGEMENT ARRANGEMENTS		
1.1.	Person responsible for preparing & reviewing the FRCP.	<p>Guidance: State Who. Normally this should be the Nominated Person.</p> <p>Your description:</p>
1.2.	Person(s) responsible for implementing the FRCP.	<p>Guidance: State who. Normally this should be the NP and OSC.</p> <p>Anyone who comes on to your site is required to follow the FRCP and inform NP or OSC of anything that concerns them.</p> <p>Your description:</p>
1.3.	Persons Monitoring the implementation of the FRCP.	<p>Guidance: The NP (or someone you have appointed for this purpose e.g. a Health and Safety Advisor) shall undertake sufficiently regular monitoring visits, ideally at least once per fortnight, to ensure the FRCP remains relevant and is being implemented.</p> <p>OSC must report anything important relevant to the FRCP to the NP.</p> <p>Your description:</p>
1.4.	FRCP Review Frequency.	<p>Guidance: It is recommended that the FRCP will be reviewed monthly or on any change of circumstance that would materially affect the fire risk profile e.g. change of site layout, structure becoming sealed, advice from GHVDC / new guidance from external bodies or an incident has occurred.</p> <p>Note that you only need to issue an updated FRCP to GHVDC if a review results in changes to your FRCP.</p> <p>Your description:</p>



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2. INDUCTION ARRANGEMENTS

2.1.	Person responsible for ensuring all people visiting or working on your plot are inducted on the fire emergency response arrangements set out in this FRCP.	<p>Guidance: This is normally the OSC</p> <hr/> <p>Your description:</p>
2.2	Person responsible for Keeping a record of all inductions undertaken	<p>Guidance: This is normally the OSC</p> <hr/> <p>Your description:</p>
2.3	Person responsible for updating induction.	<p>Guidance: If the induction needs to be updated as a result of changes to this FRCP, this should be undertaken by either NP or OSC.</p> <p>Note the NP or OSC may need to re-induct persons who have been previously inducted with the updated induction.</p> <hr/> <p>Your description:</p>



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3. EMERGENCY ARRANGEMENTS		What do you need to provide/put in place?
3.1.	Alarm arrangements	<p>Guidance: State here any alarm equipment which you will install on site.</p> <p>A non-flammable gas powered air horn will be provided and kept on site in the designated location (show location on plan in appendix A)</p> <p>Your alarm equipment:</p>
3.2.	A charged, unlocked, mobile phone with reception to be on site at all times with location known to all on site.	<ol style="list-style-type: none"> 1. Provide a phone/ make a phone available. 2. Confirm the standard location the phone can be found in. 3. If phone has a PIN, ensure all on site know it.
3.3.	Alarm and evacuation drills	<p>Guidance: State here what you will put in place in relation to alarm evacuation drills and how often these will take place.</p> <p>Practice evacuations must be held at least every 6 months.</p> <p>No practice which involves testing of an audible alarm may take place without GHVDC and approval being given.</p> <p>Your arrangements:</p>
3.4.	Fire Fighting Equipment	<p>Guidance: You need to designate "fire points" for your plot. These are where firefighting and alarm raising equipment is located.</p> <p>State here any firefighting equipment deemed necessary. E.g. buckets of dry sand. A higher risk structure, e.g. timber frame, may require additional fire points. Once the structure is erected an additional fire point is almost certainly necessary for the upper floor(s).</p>



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		<ul style="list-style-type: none"> ➤ You shall keep on site a minimum of two 13A rated extinguishers at a designated fire point. ➤ Of these, one must be type A (for wood fires) and one must be type B (for electrical fires). ➤ These must either be new, or, accompanied by evidence that they have been tested by a competent person. More details are contained in the GHVDC Guidance Sheet included within the Development Rules. ➤ The position of all alarm, firefighting equipment and designated fire points are to be marked on the site plan at Appendix A to this FRCP. ➤ All persons shall have sufficient training on operation and use of fire extinguishers. <p>Your arrangements:</p>
3.5.	Emergency Exit routes	<ul style="list-style-type: none"> ➤ You must maintain sufficient emergency exit routes at all times. These should be marked with appropriate clear signage, and if applicable, emergency lighting. ➤ The OSC must, at all times, ensure all escape routes are safe to use, accessible, free from obstruction and clearly marked. ➤ These shall be marked on the site plan at Appendix A ➤ The site must not be locked when persons are present on it. <p>Your emergency exit routes – are to be marked on the plan at Appendix A</p>
3.6.	Muster Points	<ul style="list-style-type: none"> ➤ You must identify a muster point outside of your plot to muster all persons who are on your plot in the event of evacuation due to fire and mark it on the site plan at Appendix A and inform everyone of the location. <p>Identify the location of your muster point - and mark on the site plan at appendix A.</p>
3.7.	Site Plan Note that this plan may require to be regularly updated	<ul style="list-style-type: none"> ➤ You must prepare a site plan showing the plot and location of all matters relevant to this plan including: material storage & waste storage areas, emergency exit routes, alarm, extinguishers and fire points, position of proposed and actual structures. The plan should be attached at Appendix A.



4. EMERGENCY ARRANGEMENTS		What do you need to do in the event of a fire?	
		Responsible Person	Action to be taken
4.1.	What to do if a fire is discovered on your plot.	<p>Person discovering fire</p> <p>OSC</p> <p>OSC</p>	<ol style="list-style-type: none"> 1. Immediately inform OSC unless already extinguished by person discovering, then inform OSC. 2. Immediately assess whether fire can be extinguished promptly and safely without risk to persons on site. If so use extinguishers. 3. If there is any doubt on ability to extinguish the fire promptly and safely, commence evacuation immediately by the designated emergency exit routes to muster point (see 4.5).
4.2.	If the Fire cannot be extinguished or tackled safely and promptly.	OSC	<ol style="list-style-type: none"> 1. Sound the alarm and evacuate the plot immediately by designated emergency exit routes to muster point. 2. Roll call to ensure all persons on site accounted for. 3. Call emergency services on 999.
4.3.	Inform your neighbours of fire.	OSC	Inform OSC of all neighbouring plots of fire if safe to do so and have not evacuated already.
4.4.	Informing GHVDC of a fire.	OSC	As soon as possible, inform Graven Hill main office on 01869 396070 of the incident.
4.5.	What to do if there is a Fire or alarm raised on another plot.	OSC	<p>If a fire alarm is heard, or OSC is informed of a fire nearby, OSC to assess if it is necessary to evacuate the plot to a place of safety and undertake a roll call.</p> <p>Any directions given by the emergency services shall be followed.</p>



5. HAZARDS AND CONTROL MEASURES

5.1.	Hazard	Control Measures to be implemented by you:
5.1.	Hot Works.	<ul style="list-style-type: none"> ➤ The OSC or PC must complete a hot works permit prior to commencing any hot works on your plot. ➤ The hot works permit will set out the control measures for the specific hot works activity to be undertaken and these must be implemented.
5.2.	Combustible storage (Storage of flammable materials e.g. liquid gas, wood, plastic, fuel).	<ul style="list-style-type: none"> ➤ You should designate a safe area on your plot for the safe storage of flammable /combustible materials. You should attempt to maximise the distance from your structure and boundaries and potential ignition sources. Whilst this will be difficult to achieve at times you should seek to achieve 6 metres. ➤ Timber should be stored packed, so as to minimise surface area, wherever possible. ➤ Storage will be as far from access and exit routes/points as possible. ➤ Mark your location for combustible storage on the plan at Appendix A.
5.3.	Temporary coverings. This includes any covering of temporary structures, materials, plant or equipment within the curtilage of your plot, including within the property as required by the Joint Code of Practice.	<ul style="list-style-type: none"> ➤ All temporary coverings must be LPCB (Loss Prevention Control Board) approved. (Refer to the fire guidance note within the Site Development Rules for more details on this)
5.4.	Waste storage.	<ul style="list-style-type: none"> ➤ Solid waste (including timber) will be stored in either small quantities or in a non-flammable container with a non-flammable (typically metal) cover. Any storage not in container will be exceptional and removed as soon as possible.
5.5.	Housekeeping (keeping your site well organised and tidy).	<p>Good housekeeping will prevent a build-up of flammable materials:</p> <p>The OSC must:</p> <ul style="list-style-type: none"> ➤ conduct regular twice daily inspections and organise collection of flammable waste from around the plot. ➤ arrange for daily waste collected to be stored safely on site. ➤ review waste levels on at least a weekly basis and liaise with Nominated Person to have excess waste removed.



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		<ul style="list-style-type: none"> ➤ ensure storage of non-waste is in compliance with arrangements in section 5.2. ➤ Flammable wrappings and pallets should be removed as soon as possible after delivery to site and if necessary replaced by LPCB compliant coverings.
5.6.	Ignition Sources	<p>Guidance: once structure is more complete You could consider fitting a temporary fire detection system</p> <ul style="list-style-type: none"> ➤ No smoking is permitted ➤ No fires will be lit ➤ No burning of waste is permitted ➤ Only properly serviced equipment will be used in hot works <p>Add any other restrictions you wish to implement here:</p>
5.7.	Timber Frame considerations [if applicable]	Outline any special measures that will be taken here (see your supplier for assistance):
5.8.	Other considerations not already covered	Outline any specialities and how the risk will be controlled here:



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Site Plan

Attach here, your site plan. Check that you have included the following as a minimum:

Item	Provided?
Fire Alarm Location	
Muster Point Location	
Emergency Escape Routes	
Material Storage Location	
Waste Storage Location	
Mobile Phone Location	
Site Plan / FRCP location	

