



Fire Management Safety Policy

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Revision Table

Revised on	Version #	Description	Approved by
01/05/2024	1.0	HP16-New Policy (Gary Anderson)	Ashley Barber
22/10/2024	1.0	Reissued to run in line with all other policies	Ashley Barber
07/10/2025	2.0	No Updates / Re-issue	Ashley Barber

Policy brief & purpose

- Comply with the Fire Safety Act 2021, Fire Safety (England) Regulations 2022, the Building Safety Act 2022 and applicable guidance.
- Ensure the risk of fires starting and spreading is minimised.
- Ensure employees, customers, subcontractors and visitors are safe when occupying or visiting our offices and construction sites
- Ensure subcontractors are competent and certified to carry out fire safety works.
- Ensure employees are aware of their roles and responsibilities regarding fire safety.
- Ensure adequate resources are provided to maintain fire safety.
- Ensure all machinery, plant and equipment is maintained in a safe condition.
- Ensure installed items have been commissioned correctly and maintenance regimes advised. To ensure compliance.



- Ensure Holmes Building Contractors carry out suitable / sufficient fire risk assessments and implement safety controls accordingly (review risk assessment as circumstances / construction changes)
- Ensure that in the event of a fire or fire safety incident, an investigation is undertaken, failings identified / new controls implemented to prevent reoccurrence.
- Provide training, instruction, information, and supervision to enable employees to perform their duties safely, competently, and efficiently.

Scope

This policy sets out the principles that Holmes Building Contractors Ltd (HBCL) will implement to ensure the risk of fire is mitigated and that it complies with all relevant legal and regulatory requirements.

These will include:

- preventing potential fires from starting.
- providing adequate precautions and resources to minimise the risk of fire.
- carrying out fire risk assessments.
- ensuring evacuation strategies are in place and followed.
- providing training, instruction and information to employees
- engaging with, and providing adequate information to staff, clients, visitors, on the risk of fire.

Policy Elements

HBCL recognises its legal and moral duty to ensure the health and safety of employees, customers, visitors and members of the public and the devastating impact fire can have on lives.

HBCL will therefore ensure fire risks associated with our construction activities are minimised as far as reasonably practicable.

Therefore we will

- Ensure that adequate resources are provided to maintain acceptable standards in fire safety across all our sites
- Carry out fire risk assessments where they are required.
- Ensure actions identified from fire risk assessments are actioned and completed in accordance with recommendations made by the competent persons.
- Provide training, instruction, and information to employees for them to perform their duties safely and efficiently.
- Sets minimum standards of fire safety performance expected from sub-contractors and other service providers.
- Implements strategies to reduce the risk of fire and unwanted alarm signals (false alarms)
- Actively reinforces employees' responsibility to:
 - work safely and take reasonable care of themselves and others by adhering to HBCL fire safety policy and procedures.



- report any incidents that have led or could lead to a fire.
- not to interfere with anything that is provided in the interest of fire safety.
- inform and educate customers of fire safety in their property, where applicable.

This policy applies to all premises that fall within the remit of The Regulatory Reform (Fire Safety) Order 2005 that HBLC have a defined responsibility to manage/control.
Fire risk assessments will be undertaken by a competent person.

Employees

All employees play a valuable role in fire safety and are responsible for:

- Undertaking their role safely to ensure fire safety arrangements are maintained.
- Reporting any fire incidents and remove or report any fire hazards identified in a timely manner.
- Co-operating fully with any control measures that are implemented to ensure fire safety and legal compliance.
- Highlighting any concerns to the management team in relation to fire safety.
- Attending fire safety training as and when required.
- Promoting and encouraging colleagues, customers, contractors and visitors to be fire aware.

Sub-Contractors and Visitors

- Where works are likely to impact on the existing fire safety strategy, notification must be communicated to the construction management team
- Sub- Contractors will be made aware of the fire management plan relevant to the area they are working in or are likely to attend.
- Where work is likely to involve a naked flame or mechanically induced heat source a 'Hot Work Permit' will be originated, agreed and issued prior to the commencement of the works.
- Members of the public or other visitors are required to be advised of the site / property evacuation plan.
- A Personal Emergency Evacuation Plan (PEEP). May need to be completed for people who have a disability.

Fire Prevention and Control

- To protect the safety of our employees, customers and the integrity of our buildings / sites, we will implement and maintain appropriate fire prevention and control measures.
- We will ensure that buildings fire safety equipment and systems are serviced and maintained to recognised standards.
- We will ensure that work is planned and undertaken with a safe system and safety controls in place

Building Design Considerations



- HBCL are not designers but we are clear that Fire safety is considered at the design stage of all new builds and refurbishment projects
- We understand that as works progress varying degrees of temporary safety controls will need to be implemented until the permanent fixtures are in place / design has been completed.
- We will ensure that procedures are put in place to effectively manage work during construction to ensure the integrity of compartment walls, floors, ceilings, fire doors and fire protection systems.
- All necessary testing and commissioning documentation will be included within the Health & Safety File / O&M Manuals and forwarded to Building Control as applicable.

Fire Risk Assessment

HBCL acknowledge the Regulatory Reform (Fire Safety) Order 2005 (FSO) requires those who oversee or manage buildings should undertake a suitable and sufficient assessment of fire risk and implement appropriate safety measures to minimise the risk of fire.

- A competent person within HBCL will undertake Fire Risk Assessments (FRAs) when required by the FSO.
- FRAs will assess the fire risk of the building / site to enable HBCL to:
- Provide /allocated resources to reduce the risk
- Prioritise improving control measures where failings have been identified
- Introduce reasonably practicable improvements that involve minor or limited cost.
- If risk is trivial no action is required, and no detailed records need to be kept.

Emergency Arrangements

See specific site Evacuation procedure, construction phase plan and site specific risk assessments

Record Keeping

HBCL will ensure that all records (electronic or paper) are kept in relation to fire safety arrangements. These may include (list not exhaustive):

- Fire Risk Assessments
- remedial actions (including evidence)
- repairs records
- certification
- inspection records
- logbooks – (to include fire drills & briefings and false alarms)
- PEEPs (Personal Emergency Evacuation Plans) and PCFRAs (Person Centred Fire Risk Assessment) where applicable
- action plans
- performance records
- training records





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Guidance and Training

HBLC will ensure employees have the competency to undertake their activities and understand the principles of fire safety and prevention. The training will include but is not limited to:

- at the induction stage for new employees
- on an employee being exposed to new or increased risks as a result of being transferred or given a change of responsibilities
- Changes in technology i.e. new fire safety equipment
- the introduction of a new or revised system of work
- periodic refresher training
- Fire Wardens will receive appropriate training

Monitoring and Review

This policy will be reviewed yearly or on the introduction of new legislation or best practice guidelines, whichever is the sooner.

Safety inspections will be undertaken at site level to ensure compliance with the policy

Note

This policy forms part of our Safety Management System and supports fire risk assessments and evacuation procedures.

This policy should be read in conjunction with:

- HBLC Health and Safety Policy
- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- Health and Safety at Work etc. Act 1974

G.M. Holmes

Signed..... Garry Holmes (Director) Date 07/10/2025

Neil Holmes

Signed..... Neil Holmes (Director) Date 07/10/2025





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Signed..... John Devany (Director) Date 07/10/2025

