GC05 Fire evacuation and escape checklist

Company name		Project title	
Location		Contract no.	

Overview

What you need to know

- The danger to people on site of not being able to escape to a place of safety within a reasonable time.
- Where, when, what type and in what quantities flammable and highly flammable materials will be stored and used on site – the 'high risk periods'.
- How many people would have to evacuate the site at any one time and from which locations.

What you need to do

As part of the fire action plan, develop an emergency evacuation plan and keep it up-to-date, which should include:

- identifying one or more assembly points
- an effective method of detecting fires and raising the alarm
- an effective method of accounting for all who are on site, and instructing them what to do when they get to the assembly point
- providing appropriate and adequate fire-fighting equipment, at suitable locations, and training sufficient people to use it
- making a commitment to use site inductions to promote the plan and to communicate changes to it to those on site at the time
- deciding how to co-ordinate an evacuation where only part of the site has to be evacuated or where the site is in premises, parts of which are occupied by others
- periodically practising the emergency evacuation of the site to confirm the adequacy of the plan and highlight shortcomings
- liaising with the local Fire and Rescue Service as necessary
- compartmentalising the partially finished structure to prevent or slow the spread of fire
- nominating fire wardens whose job would be to ensure and confirm that their area of responsibility is clear of people when an evacuation takes place
- paying due regard to the adequacy of fire escape routes.

Escape routes must be:

- adequate in number and size for the number of people likely to use them (specialist advice might be needed)
- clearly designated by signage complying with the Health and Safety (Safety Signs and Signals) Regulations, particularly at changes of direction and level
- lit (including standby emergency lighting) if it is possible that they could be used when there is insufficient natural light
- not obstructed; if work is necessary that unavoidably blocks an escape route, an alternative route must be designated during the work, adjusted if necessary as construction progresses and inspected at least once a week.

Significant hazards and risks

Safety	Yes	No	N/A
1. Is there a danger of fatalities if people are unable to escape in time to a place of safety?			
2. If there is a rush to escape, is there a risk of slips, trips and falls that could result in crush injuries?			
Health	**Yes**	**No**	**N/A**
3. Is there a risk of burns and other heat-related injuries resulting from contact with fire or hot surfaces/atmospheres?			
4. Is there a risk of respiratory problems resulting from inhalation of smoke and toxic gases?			
Environment	**Yes**	**No**	**N/A**
5. Are there any issues directly related to emergency evacuation?			

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GC05 Fire evacuation and escape checklist *continued*

Significant hazards and risks *continued*

Managerial/supervisory tasks (including pre-planning)	Yes	No	N/A
6. Has an effective emergency evacuation plan been developed that identifies emergency escape routes and any changes to them?			
7. Has at least one assembly point been identified?			
8. Have the escape routes and assembly points been publicised through induction and refresher training?			
9. Have the escape routes and assembly points been indicated with signs (illuminated if necessary)?			
10. Have practise evacuations been planned and held? (Even a pre-notified practise evacuation is better than none.)			
Training/competency requirements	**Yes**	**No**	**N/A**
11. Is the person managing the fire risks aware of the location and type of hazards at all times and are they competent to develop an effective emergency escape plan?			
12. Have individuals been made aware of, through site induction and refresher training, the risk of fire and what to do if a fire occurs?			
13. Has specific training been provided for those with specific duties (such as fire wardens)?			
Safe systems of work/basic control measures	**Yes**	**No**	**N/A**
14. Have emergency vehicle access routes been identified and are they kept clear at all times?			
15. Are escape routes adequate for the maximum number of people, well signed, lit where necessary and their location publicised during induction and refresher training?			
16. Have the required number of assembly points been publicised and are people aware of what to do when they get to an assembly point?			
17. Have practice evacuations been carried out?			
18. Have the duration of the evacuation and people's behaviour been monitored?			
19. Has the effectiveness and accuracy of roll calls been established?			
Specific regulatory or special requirements	**Yes**	**No**	**N/A**
20. Has a responsible person, who carries the responsibility of ensuring that fire risks are adequately managed, been appointed in accordance with fire safety law?			
21. Is the responsible person someone senior within the company who may delegate the day-to-day responsibility for fire safety to a site manager?			

Further information

- HSE publication *Fire safety in construction* (HSG168).
- Fire Protection Association publication *Fire prevention on construction sites, Code of Practice and checklist.*

Comments

Name		Position		Signature		Date	

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