

## Appendix 5:- Information for contractors

Date:..... Building / Location:.....

Contractor Name:.....

Contractor Company:.....

QE2 Staff Member:.....

Defect:.....

Work involved:.....

### **Fire Safety**

**On hearing the fire alarm**, leave the building via the nearest exit and go to the assembly point in the main Car Park

**If you discover a fire**. Raise the alarm by activating a fire call point and inform QE2 Staff. Get out of the building.

If you feel it is safe to do so, using the equipment provided attempt to put the fire out, Never put yourself or others at risk.

**Hot Works:** If your work involves any heat production from blow torches etc please follow the code of practice below for your safety and the safety of our staff and clients.

**Contractors: Please ensure you follow the following precautions.**

- Hot Work Equipment is in good condition;
- Gas containers/flammable liquid containers to be changed/filled in the open.

### **WITHIN 15 METRES OF WORK**

- Combustible materials have been removed or are protected with non combustible curtains or sheets;
- Non combustible covers suspended beneath work to collect sparks.

### **WORK ON WALLS OR CEILINGS**

- Any combustible material has been protected against sparks or heat;

### **WORK ON ENCLOSED EQUIPMENT**

(Tanks, containers, ducts, dust collectors etc.)

- Equipment cleaned of all combustibles and dust;
- Containers purged of flammable liquids and vapours.

### **FIRE WATCH**

- Know where the nearest fire extinguisher and fire alarm call point are.

Time Work Commenced:..... Time Work Completed:.....

Work Is complete to a satisfactory standard and the area is fire safe.

Signed:.....(Contractor)

Signed:.....(QE2 Staff)

## **QE2 Activity Centre Staff**

### **PREVENT FIRES**

Prior to approving any hot work the Health and Safety Representative or his appointee shall inspect the work area and confirm that precautions as listed below have been taken to prevent fire. *(Check each item carefully)*

### **PRECAUTIONS**

- Fire Fighting Systems and Equipment in service where possible

### **WITHIN 15 METRES OF WORK**

- Working area cleared.
- Hazardous or flammable liquids have been removed

### **WORK ON WALLS OR CEILINGS**

- Combustibles moved away from other side of walls and away from metal through which heat can be transferred.

### **WORK ON ENCLOSED EQUIPMENT**

(Tanks, containers, ducts, dust collectors etc.)

- Equipment cleaned of all combustibles and dust;
- Containers purged of flammable liquids and vapours.

### **FIRE WATCH**

- 30 minutes after operation;
- Inform contractor of location of fire fighting equipment and call points.

### **FINAL CHECK UP**

To be made 60 minutes after completion of any operation

Signed.....QE2 Staff