FIRE SAFETY CODE OF PRACTICE FOR
PROJECTS WORKS AND CONTRACTORS

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INTRODUCTION

The purpose of this document is to set out the measures that will be applied to all contract works undertaken at any Imperial College Campus. The measures are designed to mitigate any risk that the activities of contractors potentially introduce thereby safeguarding the business, its staff, students and visitors.

Buildings undergoing construction, major alterations, repair or maintenance are more vulnerable to fire and smoke spread as the fabric of the building and, hence its fire integrity is at risk of being compromised. This may come about as structural fire breaks and smoke barriers such as walls, partitions, doors, floors and ceilings will be in varying states of completeness. It may also be necessary for certain fire protection equipment e.g. fire dampers, sprinklers or smoke detectors to be deactivated during these works adding further to the risk of fire and its consequences.

Work methods may also introduce the use of equipment which has the potential to generate sparks, heat or flame or smoke and therefore increasing the risk of smoke and fire.

In addition to the requirements set out in this document contractors are expected to work to and demonstrate ‘best practice’ with respect to fire safety management and in particular their duties under the Regulatory Reform (Fire Safety) Order 2005 and Construction (Design & Management) Regulations 2007.

The issue of the College Fire Safety Code of Practice does not relieve Contractors of any responsibility for taking all necessary precautions during the works.

WORK ON FIRE ALARM SYSTEMS

Any work to be carried out on the College fire alarm systems e.g. fire alarm panels, heat / smoke detectors, call points, alarm sounders or fire suppression systems etc shall only be carried out following consultation with the Chief Fire Officer or the Engineering Project Co-ordination Manager. Any work includes fault finding, system testing, system upgrades / changes and isolations.

Only competent contractors appointed by the College will carry out works on Fire Alarm Systems with the exception of the installation of fire alarm cabling on refurbishments or new build works. In order to mitigate the impact of any works the contractor is required to apply the protocols as set out in the College Code of Practice – Fire Alarm System Failure (available on the Fire website).


This protocol will enable key personnel to assess the impact and the risks the works may have on fire safety and implement mitigating measures to minimise that impact.

Any work to be carried out which will result in a change to the specification of a Fire Alarm System must be notified to the Engineering Project Co-ordination Manager for approval using the following form :

https://www8.imperial.ac.uk/content/dav/ad/workspaces/buildingprojects/Engineering/EP03FireSecAlt.doc
GENERAL FIRE ARRANGEMENTS – MAJOR PROJECTS WORKS

The following arrangements apply to Major Project Works managed through the Projects Office where an external Contractor is appointed. The Contractor will assume the role of Principal Contractor as defined in the CDM Regulations 2007 and will be responsible for all aspects of health & safety and the necessary reporting on the project site.

1 Fire Safety Arrangements & Procedures.

Buildings which are being constructed or are subject to a major refurbishment are at a greater risk of fire as many of the fire prevention and control systems have the potential of being compromised. The Principal Contractor is therefore required to carry out a full fire risk and safety assessment for the project site and from this determine what control measures are required to prevent fire and safeguard lives and property. The fire risk assessment must be recorded and included with the documentation set as at 1.1 below.

The risk assessment must be reviewed at appropriate intervals throughout the project to ensure it remains current, suitable and sufficient.

1.1 The Contractor is required to submit in writing details of the fire safety arrangements, procedures and precautions for the project site and these working arrangements must be agreed in writing by the College Chief Fire Office prior to commencement of works. These ‘arrangements’ must include details of the contractors arrangements for managing hot works and address where appropriate all of the items noted within sections 1.2 to 3.6.

The agreed working arrangements and precautions may only be varied on the written authority of the College Chief Fire Officer.

1.2 The Contractor and their staff are to comply / co-operate with any College fire evacuations, drills and tests of the fire alarm which may be arranged during the contract period. Should the fire alarm sound within the building(s) in which the contract is situated, all site personnel must evacuate the building and assemble at the muster points as agreed with the College Chief Fire Officer.

The Contractor is to ensure that, in the event of a fire being detected within the project site, a means of raising the alarm in the building is provided and this is communicated to the Imperial College Security Control Centre.

The Contractor is to ensure that all the Contractor management are provided with the campus specific emergency telephone numbers for the Emergency Response Team and on-site Security.

1.3 Fire Wardens

The Contractor shall either appoint a Fire Warden or identify a named member of their staff who will be responsible for ensuring that all necessary and agreed fire precautions specified for the works are observed at all times for the duration of the works.

The Contractor will be responsible for ensuring that the Fire Warden or appointed person is properly trained in his duties.

1.4 Induction / Training

The Contractor must ensure that all staff attendant on the contract site have been fully inducted into the fire safety arrangements for the site and are clear and that their personal responsibilities have been clearly defined.
1.5 Fire Barriers / Hoardings / Escape routes

All fire precautions in areas adjoining the contract site areas are to be observed and any works affecting fire doors, fire alarms or other fire precautions in neighbouring buildings / areas must be advised and agreed with the Chief Fire Officer, prior to works commencing.

The Contractors fire safety arrangements must make sufficient provision for staff and contractors to evacuate the work site and ensure these routes are kept clear of obstructions at all times.

Where the work area is given over entirely to the Contractor, a fire resisting barrier of not less than 30 minutes FR is to be maintained between the Contract site and the remainder of the building, ideally a 1 hour FR barrier should be maintained.

Any opening made in fire resisting construction forming the site boundary is to be packed solid with mineral wool, intumescent pillows or putty at the end of the working day to maintain the fire integrity. These materials are to be supplied by the Contractor.

1.6 Inspections

Any work area comprising easily ignitable material and places where flame or spark producing apparatus or equipment has been used are to be regularly inspected by the Contractor. Inspections should take place as a minimum at meal breaks and at the cessation of work to ensure that no conditions exist which might lead to an outbreak of fire. (Also note 4.3 Hot Works Permits)

Additional inspections of the whole area of the works, temporary buildings and storage areas and access routes are required to be undertaken at a frequency to be agreed with the College Chief Fire Officer.

1.7 Provision of Extinguishers

Contractors are required to assess the requirement for and receive the approval of the College Chief Fire Officer for the provision of fire extinguishers for each area of work. The fire extinguisher types and quantity to reflect the nature of the work being undertaken and the area.

The Contractor shall be responsible for ensuring that all extinguishers are appropriately tested and in full working order throughout the duration of the works.

1.8 Protective Sheeting

Any necessary temporary protective sheeting and all weather sheets attached to the building, to scaffolding or hoardings shall be non-combustible.

1.9 Fire Alarm Panels

Fire alarm panels are programmed, serviced and tested by the College Fire Alarm Engineers and must not be altered or interfered with by persons other than the College Engineers unless agreement in writing has been received.

Any fire alarm panel located within the Project site must remain fully accessible by the College Fire Alarm Engineers and be suitably protected against any damage arising from construction activities,

1.10 Fire Alarm Cabling

The contractor is not to cut through or remove any fire alarm cables (normally coloured red) unless previously agreed in writing with the Chief Fire Officer or the appointed College Fire Engineers

The Principal Contractor will take full account of items 1.1 to 1.10 above and all of the requirements as set out in Annexe A when formulating their ‘Fire Safety Arrangements & Procedures’


October 2010
2. **Insurances**

2.1 The contractor is to provide evidence of adequate public and employer’s liability and professional indemnity insurance cover prior to commencement of works to the relevant College Project Manager. The contractor is solely responsible for arranging insurance cover for his own property and equipment as defined within the contract.

3. **Site Accommodation**

3.1 Location of Contractors accommodation

Contractors are required to submit plans of the proposed layout of accommodation, hoarding storage areas and rubbish skips, including those to be used by their sub-contractors.

Contractor’s site huts and accommodation may only be placed in locations agreed in writing with the College Chief Fire Officer. Site accommodation and hutting shall be constructed of materials which achieve a minimum 30 minutes FR.

To prevent the spread of fire, all temporary buildings, storage areas and specific combustible storage are to be located, wherever possible, outside the main buildings and as far apart as space allows.

**Any variation of these arrangements must be agreed in writing with the College Chief Fire Officer.**

3.2 Weeds & weed killer

Undergrowth and grass within 6m of temporary buildings and storage areas shall be kept short.

Only weed killer which has a fire suppressant included may be used within the College grounds

3.3 Access to the College

Access routes for emergency vehicles and fire fighting appliances are to be maintained clear and unobstructed at all times; these routes are to be a minimum of 3.7m wide and not less than a 4m height clearance.

3.4 Fire Hydrants & indicators

All Fire hydrants are to be kept clear and readily accessible at all times

Hydrant indicator posts and plates and hydrant pit covers are not to be removed or obstructed.

3.5 Location of skips

The location and type of skip used for combustible materials **MUST** be approved in writing by the Chief Fire Officer

3.6 Storage of flammable materials

The storage of flammable materials under the site accommodation is prohibited.

4. **Hot Works**

A Hot Works Permit (HWP) is required for all hot works carried out on site e.g. welding, disc cutting, brazing, grinding, soldering or any activity or process that generates heat or smoke.

**Please Note:** It is the responsibility of the Principal Contractor to issue HWP’s and manage all Hot Works on the site whether undertaken by their own staff or one of their Sub-Contractors.
4.1 Permission to undertake hot works.

All Contractors are required to seek permission from the Chief Fire Officer to undertake Hot Works. A pro-forma is available on the College Fire web site (Hot Works Notifications) that must be completed and submitted to the Fire Office in advance of the works being undertaken.

Based upon the information provided by the Contractor the Fire Office will decide whether they need to inspect the work location to assess the implications of the intended Hot Works prior to giving permission. The Fire Officer may determine that permission for the Hot Works can be granted conditional upon certain measures being implemented to mitigate any hazards associated with the works. Where the measures prescribed include changes / adaptation to the local fire safety systems or arrangements these will be specified on the pro-forma and actioned by the Chief Fire Officer in liaison with the relevant Building Manager.

Where a particularly hazardous or fire sensitive operation is foreseen the Chief Fire Officer may require a detailed Method Statement to be submitted for approval prior to any work commencing.

**The above procedure gives permission for Hot Works to be undertaken but is not a Hot Work Permit.**

4.2 Contractor Competence

Imperial College requires its’ Principal Contractors to demonstrate their competence to manage all Hot Works undertaken by their staff or those of a sub-contractor. The College has determined that Contractors can best demonstrate their competence by signing up to the Fire Protection Association Hot Work Passport scheme which is a national benchmark of the knowledge and understanding required to effectively manage hot works.

The College actively works with and encourages all its Contractors to commit to this standard and ensure that those responsible for managing hot works on site are adequately trained to manage these tasks, in accordance with the FPA standard. The College will require the Contractor to confirm which of their staff are competent to manage hot works and provide evidence of competence.

4.3 Hot Works Permit System

All Contractors are required to demonstrate that they have a robust hot work permit system in place which sets out how hot works will be managed on site. The hot works permit system will form part of the Contractors Fire safety arrangements and must be agreed with the Chief Fire Officer prior to the works commencing.

4.4 Performance Monitoring

Imperial College retains the right to inspect the Contractor’s hot work system and work practice to ensure the Contractor complies with the standard advocated by the Fire Protection Association. The College Chief Fire Officer or his ‘representative’ have the right to enter the construction site to carry out random inspections.

**The Principal Contractors Hot Works System will take account of all requirements as set out in Annexe B.**
GENERAL FIRE ARRANGEMENTS – SMALL WORKS / MAINTENANCE

The following arrangements apply to small works and maintenance activities involving a single or ‘Approved’ Contractor.

5. **Fire Safety Arrangements & Procedures.**

5.1 Scoping the work and impact

It will be the responsibility of the Imperial College Project Manager or person ordering the work to assess the nature of the work being undertaken by the Contractor and determine:

- the extent to which the College fire safety systems could be affected; and
- the arrangements that need to be put in place for the safety of staff, students, visitors and Contractors at Imperial College.

5.2 Imperial College Induction

A number of Contractors are appointed by Facilities Management as ‘approved contractors’ able to deliver a range of services to the College which include planned maintenance, reactive maintenance and small project works.

Regardless of the nature of the works or service provided all Contractor staff that will manage and supervise work on-site are required to attend a Day One Induction session. These managers and supervisors will then be expected to cascade the content of the induction to all their staff who will work at Imperial College.

All Contractors will, at the time of being appointed to the approved contractor list, be provided with copies of Imperial College policy and codes of practice pertinent to the nature of the work and, environment in which they will function. The contractor will also be provided with a copy of the Estates Group H&S Induction DVD.

5.3 Small Works / Projects

For Small Works and Projects the project fire and risk assessment is required to take place at a Site Induction meeting where the Imperial College Project Manager will meet with the Contractor and go through the full scope of works. Imperial College uses a standard agenda to facilitate these meetings which will cover such issues but not limited to the no smoking policy, hot works, access & egress, works separation, control of dust, storage of materials and many more.

The Imperial College Project Manager will ensure the Contractor has been fully briefed and orientated with the fire arrangements in place in the building(s) which are subject to the work. The Imperial College Project Manager will assess the implications the work being undertaken could have on the normal operation of the fire system and arrangements for the building e.g. a fire escape route being temporarily blocked due to the works or the generation of noise / dusts etc. The Contractors will prepare risk assessments and detailed method statements relevant to the scope of works to enable the assessment.

Where appropriate the Imperial College Project Manager will discuss and agree any modifications and or adaptations required to the fire detection system / fire arrangements with the Chief Fire Officer prior to work commencing.

5.4 Planned & Reactive Maintenance Works

The majority of planned and reactive maintenance works are carried out by ‘approved contractors’ who are managed through a ‘Measured Term Contractor’ (MTC) or directly by Facilities Management.
5.4.1 A planned maintenance specification will be provided by Imperial College which will define the scope and activity to be undertaken, this will be accompanied by a schedule setting out the dates / locations of the works.

All contractors are required to carry out their works in compliance with Imperial College Health & Safety policy and in accordance with industry ‘best practice’. This requires the contractor to carry out a full risk assessment for the work to be undertaken and submit a method statement to Imperial College for approval. Where the MTC is managing the contractor the responsibility for agreeing the method is the MTC.

Imperial College has in place an ‘Access Control System’ which designates parts of the College as requiring a Permit to Work to be issued to facilitate access by a non-authorised person. The granting of a Permit will in part be dependent upon a suitable and sufficient risk assessment / method statement being provided by the Contractor and it is at this stage that the Permit approver will assess any fire safety implications.

5.4.2 Reactive maintenance contractors are selected from the Imperial College ‘approved list’ and the works will originate from the Defect Reporting System provided by Facilities Management.

Specifications will be provided by Imperial College which will define the scope and activities to be undertaken and these will be accompanied by a schedule setting out the dates / locations of the works.

All Contractors are required to carry out their works in compliance with Imperial College Health & Safety policy and in accordance with industry ‘best practice’. This requires Contractors to carry out full risk assessments for the works to be undertaken and submit a detailed method statement to Imperial College for written approval. Where the MTC is managing the Contractor responsibility for agreeing the method statement rests entirely with the MTC.

Imperial College has in place an ‘Access Control System’ which designates parts of the College as requiring a Permit to Work to be provided to enable access by non-authorised personnel. The granting of a permit will be dependant upon a suitable and sufficient risk assessment / method statement being provided by the MTC / Contractor and it is at this stage that the permit approver will assess any fire safety issues.

**All Contractors are required to take account of all requirements as set out in Annexe A when undertaking work at Imperial College**

6 **Permits to Work**

Imperial College Facilities Management Team operates a Permit to Work system which grants contractors permission to enter those parts of the College which are under its direct control which are typically roofs, plant rooms, service tunnels, services risers and building circulation areas.

6.1 **Hot Work Permit (Planned Maintenance )**

All ‘hot works’ carried out e.g. welding, disc cutting, brazing, grinding, soldering or any process that generates heat or smoke will only be undertaken following the granting of a Hot Work Permit (HWP).

Any contractor undertaking hot works can apply *(in advance)* for a HWP by logging on to the Facilities Management Service Desk website and selecting ‘Permits to Work’. This is a process which operates through the email system therefore negating the need for contractors to attend the Fire Office etc to request a hot work permit.

You will be required to enter your details and those of the work to be undertaken. Requests for a permit will not be accepted unless they are accompanied by a suitable risk assessment / method statement or the reference number of a previously approved RAMS has been inserted. Once submitted the permit request will go to the Facilities Management ‘Permit Office’ who will forward it to the relevant College personnel for authorisation.
Based upon the detail of the work requested and the suitability of the risk assessment / method statement provided the permit authoriser will decide whether they need to inspect the work location to assess the implications of the intended Hot Works prior to giving permission.

The permit authoriser may grant permission for Hot Works conditional upon certain measures being implemented to mitigate any hazards associated with the works. Where the measures prescribed include changes / adaptations to the local fire safety systems or arrangements, including isolations, these will be agreed in writing with the Chief Fire Officer and specified on the HWP.

Contractors will be notified by email when the permit has been approved or declined and will be advised whether they can print off the permit or collect it from the Authorising Officer.

6.1.1 Hot Work Permit (Emergency Maintenance)
Where a contractor is required to attend College in response to a reported ‘Defect’ or emergency which involves hot work, and there is insufficient time or opportunity to submit a permit request via the website, they must contact the FM Service Desk (or Shift Engineers if outside core hours) to seek permission. The Service Desk / Shift Engineers will take the necessary steps to contact the College personnel able to authorise hot works.

6.1.2 Contractor Competence

Imperial College requires all its’ Contractors to demonstrate their competence to undertake Hot works and has decided that Contractors can best demonstrate their competence by signing up to the Fire Protection Association Hot Work Passport Scheme which is a national benchmark of the knowledge and understanding required to effectively manage hot works.

The College will actively work with and encourage all its’ Contractors to commit to this standard and train their staff in accordance with the ‘best practice’ advocated within the Passport Scheme.

Where a Contractor opts not to accredit their competence through the Hot Work Passport Scheme they will be required to provide evidence of competence through the submission of a documented Hot Work System.

The Contractors Hot Works System will take account of all requirements as set out in Annexe B.

ANNEXE ‘A’

MEASURES GOVERNING THE USE OF HAZARDOUS MATERIALS & PROCESSES

1. Paint Stripping
1.1 Blowlamps
The use of blowlamps is strictly prohibited.

1.1 Electric Strippers
Electric element paint strippers will only be used with the permission of the College Chief Fire Officer. These are not to be left in contact with combustible material and the plug is to be removed from the socket during breaks and when work ceases for the day.
1.2 Paint Removers
Liquids used for the removal of paint, varnish or polish must conform to BS: 3761

1.3 Stripped Materials
Deposits of all stripped materials are to be collected twice daily and removed from site at the end of each working day.

2 Highly Flammable Liquids (flashpoints below 32 degrees C)

2.1 The Regulations
All relevant requirements of the Highly Flammable Liquids and Liquified Petroleum Gases Regulations 1972 and the HSE Guidance Note GS 40 are to be complied with.

2.2 Containers
Highly Flammable liquids are to be kept in strong screw capped cans, steel barrels, drums or jerry cans which must be capable of being securely closed. Petrol containers are to be marked ‘PETROLEUM SPIRIT - HIGHLY FLAMMABLE’. Containers for other flammable liquids are to be appropriately and legibly marked. None of these are to be brought into the buildings.

2.3 Storage
All storage containers are to be kept in a locked metal bin (maximum contents 11 gallons (50 litres) provided by the Contractor and kept in the open air. There must be a warning sign in the vicinity to indicate ‘NO SMOKING - PETROLEUM SPIRIT - HIGHLY FLAMMABLE’.

2.4 Source of Ignition
Highly flammable liquids are not to be exposed within 6 metres of a naked flame, electrical apparatus capable of igniting vapours, or any other possible source of ignition.

2.5 Decanting
Any decanting of these liquids is to be carried out in the open air. Caps and stoppers are to be replaced securely on all containers when not in use.

2.6 Quantities
Only sufficient quantities of the liquid (half a day’s supply) are to be taken from stores.

2.7 Empty Containers
Empty containers are to be securely capped and returned to store.

2.8 Filling While Running
Tanks of petrol engines are not to be filled while the engine is running.

2.9 Electrical Apparatus
Where it is necessary to use electrical apparatus in the presence of highly flammable liquids such equipment must be in accordance with BS: 5345, Part I, 1976.

2.10 Highly Flammable Substances
Wherever possible, highly flammable substances should be replaced by less hazardous ones, e.g. petroleum based adhesive should be replaced with a water based product.

2.11 Staff who handle flammable substances or hazardous chemicals must be properly trained in their safe handling and understand the properties of the substances sufficiently to recognise circumstances which increase the risk of fire, e.g. they should know if heavier-than-air flammable vapours are given off and how these can travel considerable distances to reach a source of ignition.
3 Flammable Substances (flashpoint 32 - 66 degrees C)

3.1 Storage
Paraffin or other flammable liquids are to be stored in metal lockers, away from buildings and in a position previously approved in writing by the College Chief Fire Officer.

3.2 Stored Quantities
The maximum so stored is to be 11 gallons (50 litres).
Flammable paints in quantities exceeding 11 gallons (50 litres) are to be treated as flammable liquids.

3.3 Spraying
Spraying highly flammable liquids will not be permitted within the College estate without written permission from the College Chief Fire Officer.

3.4 Vapours
Some timber preservatives and adhesives give off flammable vapours and suitable precautions are to be taken before using insulation materials, laying vinyl flooring, or applying preservatives to structural timber etc.

3.5 Electrical Apparatus
Where it is necessary to use electrical apparatus in the presence of flammable substances such equipment must be in accordance with BS: 5345 Part I, 1976.

4. Compressed Gas Cylinders

4.1 Regulations
All relevant requirements of the Highly Flammable liquids and Liquefied Petroleum Gases Regulations: 1972 are to be met.

4.2 Compressed Gas at Night
All cylinders are to be sited away from sources of heat or potential fire risks, regardless of whether or not the contents of the cylinder are flammable, and whether they are full or empty. None shall be permitted to remain within the building overnight.

4.3 Storage
Full and empty cylinders are to be kept in a secure cage located in safe position agreed in writing with the College Chief Fire Officer.

4.4 Flammable Gases
Cylinders containing flammable gases such as acetylene and propane are to be kept separately from those which support combustion such as oxygen and compressed air. Cylinder stores are to be prominently indicated by suitable signs or notices.

4.5 Use of Acetylene
It is College Policy that Acetylene is not used. However, where there is no alternative, the College Chief Fire Officer is permitted to use his discretion and allow its use subject to the following:
Prior to the use of Acetylene on site, authorisation and a permit must be obtained from the College Chief Fire Officer. Acetylene cylinders shall be stored and used at all times in the upright position and shall not be left within any building overnight or at weekends. At the cessation of work the main valves must be firmly closed and cutting torches and tubing removed. In no circumstances may any gas cutting equipment be left alight and unattended.
4.6  **LPG Cylinders**  
Only the cylinders required for operating an appliance may be brought into any building and in the case of LPG, the cylinder capacity must not exceed 15 kg.  
Note: Unlike mains gas, LPG vapours are heavier than air and will accumulate at low level.

5  **Tar Boilers**  
5.1  Boilers for tar or other bituminous materials shall be sited in a safe place on a firm flat and level surface and a minimum of 3m away from their propane cylinders, and any building.  
5.2  **Attendant Duties**  
The boiler must not be allowed to overheat or run low and the gas supply must be turned off before leaving the boiler unattended, even for short periods. Lighted tar boilers shall be attended at all times.  
5.3  **Cylinder Quantities**  
Only sufficient cylinders for half a day's work are to be in the vicinity at any one time.

6  **Drying Out, Heating, Lighting etc.**  
6.1  All drying out or temporary heating of the works shall be achieved using electrical appliances. Space heaters and LPG furnaces are not to be used.  
6.2  Temporary electric heating appliances are to be of the enclosed type, securely fixed and guarded.  
6.3  Temporary lighting must be of a good standard and in good repair. Any cable runs must not compromise fire escape routes. Temporary lighting must be supplied where works have disabled existing escape lighting.  
Halogen lighting is not permitted for internal use but can be used externally if fixed as opposed to mounted on stands.  
Gas lighting is prohibited unless in exceptional circumstances and approved by the College Chief Fire Officer.  
6.4  Electric kettles are to be of a type incorporating a safety cut out which will prevent them boiling dry. They are to stand on a non combustible base when in use.  
6.5  Cooking equipment will normally be restricted to microwave ovens.  
6.6  Food preparation is only to be undertaken in properly appointed mess huts but in the absence of these the College Chief Fire Officer will authorise messing arrangements.

7  **Smoking**  
7.1  **Prohibition of Smoking**  
Smoking is not permitted in any College building and contractors are required to restrict smoking to those locations on any campus that are designated for that purpose.  
At some Imperial College locations smoking is not permitted anywhere on the campus e.g. Hammersmith and St Mary’s which are medical campuses. In these circumstances, smoking is only permitted on the roads outside the campus boundary.
8. **Explosives or cartridge tools**
Explosives or cartridge operated fixing tools are not to be used or stored within Imperial College facilities without the written permission of the Chief Fire Officer and the Construction Safety Manager.

9. **Security and Accountability**

9.1 **Security**
Contractors and their staff, when working on College premises, are bound by the same security rules as College personnel. A copy of the Security Rules can be obtained from the Security Office on the ground floor of the Sherfield Building, South Kensington.

9.2 **Accountability**
Failure to comply with College security and safety rules may result in Contractors and their staff being removed from site.

**ANNEXE ‘B’**

**CONTRACTOR HOT WORK SYSTEM**

1) **Hot Work Permits**
All Contractors are to ensure that any site personnel who issue Hot Work Permits and authorise Hot Works are suitably competent.

2) **Fire Watcher**
Depending on the nature of the hot works being undertaken the Hot Works Permit authoriser will determine whether a ‘Fire Watcher’ is required for the duration of the works.

3) **Skilled Tradesmen**
Welding, cutting, brazing, disc cutting, plumbers furnaces and other flame or spark producing apparatus are to be operated only by skilled personnel, each of whom is to be made aware of the safety precautions relevant to the job in hand.

4) **Preparation of Site**
All litter, rubbish and combustible materials are to be removed from the works areas vicinity of the work to be undertaken. Where combustible material is fixed or immovable, it is to be protected with non-combustible material such as sheet metal, fire resisting board or a fire blanket.

5) **Protection of Floors**
Floors which might otherwise be damaged are to be protected from heat, sparks, flames or hot slag.

6) **Passage of Flame**
Special care is to be taken to prevent flame, sparks or molten metal from reaching or entering ducts, channels, chases or open ended pipes, or through openings in walls or floors. Non-combustible material is to be used for the plugging of holes.
7) Conduction of Heat
The possibility of heat being conducted by fixed metal work, i.e., through partitions, walls or floors, is to be investigated and combustible material in contact with such metal items is to be removed.

8) Flame or spark producing apparatus is not to be used near containers of highly flammable liquids or gases, whether they are full or empty.

9) Heat or flame producing apparatus are not to be left unattended when alight.

10) Fire Equipment
An adequate number of appropriate fire fighting appliances are to be placed readily at hand until all possibility of an outbreak of fire has passed.

11) Fan Shutdowns
If any air circulation fans in the immediate works area have not been shut down, this is to be requested from the College Project Manager, before any hot work commences.

12) Last Hour Prohibition and Inspection
Hot work is not to be undertaken during the last work hour of the day. Immediately after the last work hour the hot work and surrounding areas are to be closely examined by the appointed Fire Warden to ensure that there is no smouldering or incipient fire. The danger area may extend to include cavities, voids, rooms, cupboards, ducts or any concealed space where, despite the precautions taken, flame, hot sparks or conducted heat may have penetrated.

13) Emergency Stoppages
The College reserves the right to halt any works where working practices are considered to present a risk to the overall safety of the College, its’ staff, students, visitors or contractors.
Those authorised to take the above action include the Director of Safety, Chief Fire Officer, the Directors of Projects & Facilities Management and their appointed H&S personnel.