



## SITE FIRE CAPABILITY ASSESSMENT TEMPLATE

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### Introduction

The zero2five20 fire risk reduction approach is pragmatic and simple to adopt. The approach has been developed by highly experienced fire officers and seeks to avoid being over-elaborate. This simplicity also makes it easy for site managers and regulatory agencies to see at a glance, whether the site approach in place has a good prospect of success.

Fire Safety law requires every site to have a “Responsible person (RP)”. The RP has a duty to review the site and plan/prepare for escape in case of emergencies - this review is called a fire risk assessment. Recent changes to fire safety regulations, as a result of the Grenfell fire, now make the RP role more onerous.

All Responsible Persons must now record all findings from their fire risk assessment, regardless of the size or purpose of the premises. Previously, there was a requirement to record only significant findings in a fire risk assessment in buildings that had five or more employees. **This is no longer the case.**

All Responsible Persons must also now record their fire safety arrangements. These can be anything from procedures you need to have written down to policies you have in place.

In some circumstances, an RP might seek help and support to undertake their fire risk assessment and if this is the case, RPs must now record the identity of the individual employed, or contracted by them, to undertake or review any or all of the fire risk assessment. If you appoint someone to help undertake or review your fire risk assessment, they must be competent. In other words, they must have sufficient training and experience or knowledge. These changes mean that even the smallest of sites now has to undertake and record a fire risk assessment. To assist RPs, Packattack have developed their innovative zero2five20 approach, which CaSSOA have adopted.

### What is zero2five20?

The zero2five20 approach is a fire management system based on 4 simple actions with very clear objectives. Based on the operational experience behind the model, our zero2five20 approach enables a common-sense approach to fire risk assessment. It is important to recognise that everyday life involves risk assessment of some kind, and applying this inherent approach in a more structured way is the heart of the fire risk assessment process being required by regulations.

Risk assessment is literally common sense –and is simply a review of the site with the focus on the fire safety of workers and visitors - and ensuring that if there is a fire, they can safely escape. The zero2five20 approach brings an additional component, which is to protect the business as well as means of escape. The steps are simple.

### The four actions of zero2five20

**Step 1 - aim4zero-** the organisation seeks to achieve zero fires through a clear, effective, and pragmatic fire prevention approach.

1. Reflect on the fire hazards on your site – in other words what might cause a fire on the site, how likely is it to cause a fire, and if there was a fire, how would it affect your staff and your business.
2. Draw up a list and jot it down, then walk round the site and check the initial list of concerns reflects the actual concerns you find.
3. Think about People (smoking, vaping, and human error), Products (especially products you make or store that have ignition sources such as lithium batteries) and Processes (especially those involving heat and/or flames- such as hot work). We call these concerns- hazards.
4. Once you have a list of hazards and have made a judgement as to their likelihood of catching fire, gather your supervisors and colleagues together, for a few minutes and discuss your assessment. Get their active participation in drawing up a zero2five20 plan, after all the main point of the plan is to ensure their safety.

**Step 2-** detect in 2 minutes - systems and technology must be in place, and staff are trained to enable detection of a fire or excessive heat source within 2 minutes. This is vital given the propensity of lithium batteries in our society. On most sites CCTV is vital to meeting this aim.

**Step 3** – There is a clear understanding of the method of calling 999, and the site has ensured the local Fire and Rescue Service have up to date information about the site.

**Step 4-** think beyond the first five minutes and plan for first 20 minutes of the fire – liaise with the local FRS to understand how you can support an effective handover. Think about the information available to responding crews and consider the use of a Site Emergency Information Board, as a focus point for ensuring the FRS have accurate and up to date information. If there are dangerous substances on the site (such as LPG) displaying this information on the site is mandatory.

### **Next Steps**

Complete the Site Capability Assessment questions and gather all of the necessary information to support the answers. Pulling this information together and answering all of the questions is a simple way of recording your findings from your site assessment. If other businesses share your site ( such as a shop) you need to liaise with other RPs to share information about your individual and collective fire safety approach.

**Where the questionnaire asks if a policy is in place, and the answer is yes, a hard copy of the policy should be available, it required.**

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Answer all questions below, and if the balance is more towards the Yes than the NO, then you probably have a reasonably good grasp of fire safety on your site. If the tendency is towards No, then fire safety probably needs more of your focus and attention. It is for the Responsible person to make a judgement. If you are NOT SURE about an answer, then do more investigation.

Name of Responsible person and job title .....

Site address .....

Name of any person(s) supporting the assessment .....

## Zero measures

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|---|--------|
| 1. Has Responsible person received training about their role  | YES/NO |
| 2. Does the site design and layout try to reduce risk through hazard separation                             | YES/NO |
| 3. Has the site considered sources of fuel, oxygen and ignition   | YES/NO |
| 4. Does the site have housekeeping policies to keep sources of ignition and flammable substances apart      | YES/NO |
| 5. Does the site have housekeeping policies to avoid build-up of rubbish, dust and debris that could burn.  | YES/NO |
| 6. Does the site have specific housekeeping policies around hazardous processes                             | YES/NO |
| 7. Does the site have clear procedures for reception of vehicles  | YES/NO |
| 8. Has the site considered the dangers of lithium batteries including                                       | YES/NO |
| 9. Does the site have clear close-of business fire safety procedures  | YES/NO |
| 10. Does the site use thermal imaging as part of its safety checking  | YES/NO |
| 11. Does the site have a staff training programme for fire safety   | YES/NO |
| 12. Does the site have a staff training programme about lithium batteries                                   | YES/NO |
| 13. Are you confident the lithium awareness training ensures staff will spot early signs of thermal runaway | YES/NO |
| 14. Does the site have a system of checking firefighting equipment  | YES/NO |
| 15. Is the responsible person/leadership team confident fire safety systems are being complied with         | YES/NO |
| 16. Does the site have separate storage for removable lithium batteries                                     | YES/NO |
| 17. Has the site got an out of hours plan   | YES/NO |

Where you have answered NO- what are next steps to improve?

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## 2-minute early detection measures

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|---|--------|
| 18. Are staff trained to understand the specific dangers of lithium batteries   | YES/NO |
| 19. Does the site use handheld thermal scanning for early detection   | YES/NO |
| 20. Does the site use conventional CCTV   | YES/NO |
| 21. Does the site use thermal imaging/flame detection CCTV  | YES/NO |
| 22. Does the site have some means to identify wind strength and direction   | YES/NO |
| 23. Does the site have a clear policy on what to do on discovering a fire, how to warn others if there is a fire and. calling the fire brigade. | YES/NO |

Where you have answered NO- what are next steps to improve?

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The above measures are all designed to prevent fires and if a hot spot or fire starts to develop, to enable early detection and warning. The 5 and 20-minute measures are concerned with what the site will do if a fire occurs. These measures are about active intervention, and personal safety is the number 1 priority.

**5-minute measures** - Which of the following suppression tools are used on the site?

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| 24. Personal Fire extinguishers (single use)   | YES/NO |
| 25. Conventional fire extinguishers (9 litres)   | YES/NO |
| 26. Small Fire Canisters (First responder)   | YES/NO |
| 27. Conventional Fire Blankets   | YES/NO |
| 28. Modern firefighting textiles (EVs and Lithium)   | YES/NO |
| 29. Conventional fire safety hose reels  | YES/NO |
| 30. Firefighting lay flat hose and handheld branches   | YES/NO |
| 31. Are staff trained and competent in the use of the site fire equipment  | YES/NO |
| 32. Do staff undertake regular practice drills (evacuation and firefighting)   | YES/NO |
| 33. Does the site record all fire training and fire drills   | YES/NO |
| 34. Do site policies include a clear definition of competence for all staff involved in actual firefighting or managing a fire incident. | YES/NO |

Where you have answered NO- what are next steps to improve?

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**20-minute measures**

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| 35. Do you know the attendance time and strength (engines) of your local FRS | YES/NO |
| 36. Does the site have good water supplies for a sustained fire attack       | YES/NO |
| 37. Are automatic suppression systems capable of operating for 20 mins       | YES/NO |
| 38. Does the site have a water run off plan                                  | YES/NO |
| 39. Have the site liaised with local FRS                                     | YES/NO |
| 40. Have local FRS crews visited your site                                   | YES/NO |
| 41. Has the site got a clear Site Incident RV point                          | YES/NO |
| 42. Has the site got a post incident clean-up plan                           | YES/NO |

Where you have answered NO- what are next steps to improve?

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**General considerations**

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| 43. How often is fire safety discussed on the site?                      | Daily/weekly/monthly/quarterly/annually |
| 44. How often do managers practice the theory of the plan?               | Daily/weekly/monthly/quarterly/annually |
| 45. How often do managers undertake practical drills?                    | Daily/weekly/monthly/quarterly/annually |
| 46. Does the site have a way of learning from incidents?                 | YES/NO                                  |
| 47. Is the site clear about the requirements of fire insurance policies? | YES/NO                                  |