

FIRE AND EMERGENCY ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

Fire precautions at the premises and on site, and the emergency procedures everyone knows

KD-HSA-FE-014 Rev A0

The Regulatory Reform (Fire Safety) Order 2005 puts the fire risk assessment and the general fire precautions on the responsible person for the premises — the office, the yard and the workshop, and a construction site where this business is the principal contractor; CDM 2015 reg 29 requires the risk of fire to be prevented on site and reg 30 emergency procedures that everyone on site knows; HSG168 (3rd edition, 2022) is the guidance. The assessor asks for the fire risk assessment of the premises, the fire plan on site, the drill and alarm test record, and who the fire marshals are. The site fire risk assessment is KD-FIRE-RA-001, the fire plan KD-FIRE-FP-002, the marshal appointment KD-FIRE-FM-003, hot works KD-PTW-HW-001, the drill record KD-SITE-FD-030, the emergency board KD-SITE-EB-031 — this sheet is the arrangement that produces them, not a copy of any.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

THE PREMISES — OFFICE, YARD, WORKSHOP, STORES

ON EACH SITE

HOT WORKS

EMERGENCY PROCEDURES BEYOND FIRE

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Fire risk assessment of the premises, reviewed within the year; construction phase fire risk assessment — KD-FIRE-RA-001
- ☐ Construction phase fire plan for each site — KD-FIRE-FP-002; timber frame control sheet where relevant — KD-FIRE-TF-008
- ☐ Fire marshal appointments and training — KD-FIRE-FM-003
- ☐ Hot works permits and register — KD-PTW-HW-001, KD-FIRE-HR-004; fire watch certificates — KD-PTW-FW-002
- ☐ Fire drill and alarm test record — KD-SITE-FD-030; fire point and escape route checks — KD-FIRE-ER-005, KD-INS-FS-009
- ☐ Emergency arrangements board displayed — KD-SITE-EB-031; emergency procedures checklist — KD-INS-EP-013
- ☐ Extinguisher service records and alarm maintenance for the premises
- ☐ Arson and security checklist; temporary accommodation fire checklist — KD-FIRE-AR-006, KD-FIRE-TA-007

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.