

Safety Team

Fire Safety Arrangements – Hall 20

Version No: 1.00

Last updated: 06 October 2008

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1.0 General premises information

Name and Address of Premises	National Exhibition Centre Birmingham B40 1NT
Use of Premises	Facilitating Events and Exhibitions
Business Name	The NEC Group
Person in Control of Workplace	Kathryn James - Managing Director
Contact numbers	0121 780 4141

2.0 Designated responsibilities as required by the Regulatory Reform (Fire Safety) Order 2005

Responsible Person – Kathryn James Managing Director	<p>To ensure that company has policies, procedures and systems to enable the business to comply with;</p> <ul style="list-style-type: none">• Management of Health & Safety at Work Regulations 1999• The Regulatory Reform (Fire Safety) Order 2005• The companies Health and Safety Policy. <p>and to ensure that a suitable organisation and management team is in place to carry these out.</p>
Competent Person – Alan Evans Fire Safety Advisor	<p>Oversee and monitor Managers attention to the fire emergency procedures.</p> <p>Total control of the fire emergency procedures for the premises, risk assessment, staff training, fire alarm testing, fire evacuation tests, fire extinguisher servicing, procedures, workplace checks, audits, control of contractors and maintenance of the fire systems and equipment.</p>
All Employees	<p>Look after themselves and others who may be affected by their acts or omissions, and who may come onto the premises. Follow the company procedures and take care of the equipment provided for fire safety.</p>

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3.0 Description of the premises

Hall 20 is a solid construction consisting of a concrete floor, sandwich panel walls (Conforming to BS 5247) and an undulating apex roof. There are four vehicle entry doors and one main entrance. It is generally used as an exhibition hall but can be adapted for other functions. The hall has one licensed bar and one catering outlet with its own kitchen and staff quarters. Organiser's offices are sited at the front of the hall. A subway tunnel runs underneath the hall providing services (sewage disposal, water, compressed air and electricity) to the hall via dip traps. Ladies and Gents toilets are sited on the perimeter of the hall. The hall can be opened to inter connect with halls six and nineteen.

4.0 Occupancy and size

Times the premises are in use	Varied
Total number of persons employed to work within the premises at any one time	Not exceeding 50 out of tenancy
Total number of persons who may resort to the premises at any one time	7,200
Size (sq. metres)	10670
No. of Floors	1
No. of Stairs	0
Is the premises multi occupied?	No

5.0 Fire safety systems within these areas

Alarm System	Minerva fire warning system
Heat Detection	Catering pod
Smoke Detection	Subway, organisers, catering area & Plantroom above pod

6.0 Fire Warning System

Will the system alert all occupants in the event of a fire?	Yes
How will occupants be alerted of a fire in the event?	Public address

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7.0 Emergency Lighting

Emergency lighting maintained	'M' to BS5266
Emergency lighting non maintained	'NM' to BS5266

8.0 Fire Extinguisher Provision

Hall	5 x 6ltr AFFF, 5 x 2.5kg Co2
Organisers	2 x 6ltr water
Subway	8 x Dry Powder Ext
Catering area	1 x 6ltr wet chemical, 2 x 2.5 kg Co2, 1 x fire blanket
Plantroom above Pod	3 x Co2, 2 x Dry powder

9.0 Other information

Hall 20, catering outlets, kitchen, toilets and organisers offices are protected with sprinklers utilising 68C sprinkler heads

10.0 People at risk

Number of persons employed to work in the area / room / floor at any one time	Not exceeding 50 out of tenancy
Number of persons who may resort to the area / room / floor at any one time	7,200
Are there disabled people in the area / room / floor?	Yes
Is there varied working?	Yes
Are there areas where employees/others are isolated?	No
Do persons sleep in the premises?	No

11.0 Method for calling the Fire Service

The NEC security Control room will call the fire service dialling 9 for an external line then dialling 999 asking for the fire service, see Security Operational Instruction 6.1.1

12.0 Location of the fire assessment point

North 3 Car park and Staff car park adjacent to blocks A-D

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13.0 Fire safety signs and notices

Fire Exit – (running man)	on final exit door
'Fire Door – Keep Shut'	on all internal fire doors
Fire Exit - 'Keep Clear'	on the outside of all Fire Exit doors
General fire action notices	at each Fire Alarm call Point
Fire-fighting equipment	Above each fire extinguisher
Door operation	ie "Push bar To Open Push pad to open
'Fire assembly point'	To identify the assembly point

14.0 Fire system & equipment information

The fire warning system is checked annually
Fire alarm tests are carried out on a regular basis
Emergency lighting system checked at least annually
Emergency lighting system is operationally tested on a monthly basis
Fire fighting equipment is serviced annually
Fire extinguishers are checked regularly and ready for use

15.0 Building & equipment information

Portable Appliance Testing (PAT) - testing of electrical equipment and cables completed annually and any failed items removed from use
Fixed electrical installation system tested every 5 Years

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16.0 Training provision

Staff have received training in the follow areas:

- The action to take on discovering a fire
- How to raise the alarm
- The action to take on hearing the fire alarm
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits
- The arrangements for calling the fire service
- The evacuation procedures for everyone in the workplace
- The location and, where appropriate, the use of fire-fighting equipment
- The location of escape routes
- How to open all escape doors
- The importance of keeping all fire doors closed
- The reason for not using lifts
- The importance of general fire safety and good housekeeping