

# Safety Team

## Fire Safety Arrangements – Hall 6

Version No: 1.00

Last updated: 06 October 2008

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### 1.0 General premises information

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

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

<b>Responsible Person – Kathryn James Managing Director</b>	<p>To ensure that company has policies, procedures and systems to enable the business to comply with;</p> <ul style="list-style-type: none"><li>• Management of Health &amp; Safety at Work Regulations 1999</li><li>• The Regulatory Reform (Fire Safety) Order 2005</li><li>• The companies Health and Safety Policy.</li></ul> <p>and to ensure that a suitable organisation and management team is in place to carry these out.</p>
<b>Competent Person – Alan Evans Fire Safety Advisor</b>	<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>
<b>All Employees</b>	<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 six is a solid construction consisting of concrete floors, sandwich panel walls (conforming to BS 5427) and an undulating apex roof. There are vehicle three entry doors and one main entrance.  
It is generally utilised as an exhibition hall but can be adapted to use 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, gas 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 up to inter connect with hall seven and twenty.

### 4.0 Occupancy and size

<b>Times the premises are in use</b>	Varied
<b>Total number of persons employed to work within the premises at any one time</b>	Not exceeding 50 out of tenancy
<b>Total number of persons who may resort to the premises at any one time</b>	6800
<b>Size (sq. metres)</b>	1015
<b>No. of Floors</b>	3
<b>No. of Stairs</b>	2
<b>Is the premises multi occupied?</b>	No

### 5.0 Fire safety systems within these areas

<b>Alarm System</b>	MX digital & Minerva fire warning system
<b>Heat Detection</b>	Catering Pod,
<b>Smoke Detection</b>	Subway, organisers, Plantroom

### 6.0 Fire Warning System

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

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### 7.0 Emergency Lighting

<b>Emergency lighting maintained</b>	'M' to BS5266
<b>Emergency lighting non maintained</b>	'NM' to BS5266

### 8.0 Fire Extinguisher Provision

<b>Hall</b>	5 x AFFF 6ltr ext, 5 x 2.5kg Co2
<b>Organisers</b>	1 x 6ltr AFFF, 1 x 2.5 kg Co2
<b>Subway</b>	4 x Dry Powder Ext
<b>Plantroom</b>	4 x Co2 Ext
<b>Catering pod</b>	1 x 6ltr wet chemical, 3 x 2.5 kg Co2, 2 x AFFF ext 1 x fire blanket 3 x 6ltr Water

### 9.0 Other information

Hall 6, catering outlets, kitchen, toilets and organisers offices are protected with sprinklers utilising 68C sprinkler heads

### 10.0 People at risk

<b>Number of persons employed to work in the area / room / floor at any one time</b>	Not exceeding 50 out of tenancy
<b>Number of persons who may resort to the area / room / floor at any one time</b>	6800
<b>Are there disabled people in the area / room / floor?</b>	Yes
<b>Is there varied working?</b>	Yes
<b>Are there areas where employees/others are isolated?</b>	No
<b>Do persons sleep in the premises?</b>	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

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### 12.0 Location of the fire assembly point

Staff car park adjacent to blocks A-D and North 1 /3 car park
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### 13.0 Fire safety signs and notices

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