

Safe Work Plan

Portable Fire Extinguishers
Fire Blankets
Cabinets & Signage
Evacuation Chairs
Dorgard
Trolley
Firekarts

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CONTENTS

1 Introduction	4
1.1 General Sequence of Work tasks	4
1.2 Periodic basic servicing of portable fire extinguishers	5
1.3 Periodic basic servicing of fire blankets	6
1.4 Extended servicing and refilling of portable fire extinguishers	6
1.5 Commissioning of new and service-exchange fire extinguishers/disposal of redundant equipment	6
1.6 Fitting of fire extinguisher wall cabinets	7
1.7 Fitting of signage	7
1.8 Installing and fitting a new Dorgard onto a door	8
1.9 Prior to installing Dorgard and the floorplate	8
1.10 Installation of Dorgard	8
1.11 Installation of floorplate	Error! Bookmark not defined.
1.12 Testing Dorgard to the fire alarm	9
1.13 Installing an appliance alarm	Error! Bookmark not defined.
2 Working Safely Together	10
2.1 At site communication	10
2.2 Firemark's delivery organisation & Emergency Contacts	10
2.3 Resources	10
2.4 Equipment, Tools & Materials:	11
3 Environmental and Waste Management Arrangements	12
3.1 Environmental management arrangements	12
3.2 Waste management arrangements	12
4 Emergency Arrangements	12
4.1 Site emergency arrangements	12
4.2 Reporting workplace incidents and safety observations	12
4.3 Security arrangements	13
4.4 Asbestos, ACM or suspected asbestos dust	13
5 Hazard Management	13
5.1 Work involving particular risks (CDM)	13
5.2 Significant risks	13
5.3 Firemark SafeStop Policy	14
6 Signatories	14

1 Introduction

Brief outline of work methodology

The periodic servicing, testing and recharging of portable firefighting equipment.

Personnel have a duty to take reasonable care for their own health and safety and that of others that may be affected by their acts or omissions at work. All employees are therefore required to follow procedures provided and correctly carry out the work activity in accordance with their training and the instructions they receive.

1.1 General Sequence of Work tasks

- Service Technician may contact the customer and confirm arrangements to attend site (advisory but not mandatory);
- Attend site, complete site entry requirements by liaising with Fire Team Leader;
- Meet site point of contact and confirm any site specific or contract requirements including:
 - Site specific Health & Safety requirements;
 - Specific Hazards, especially in hazardous areas such as Switch Rooms, Plant Rooms and Sub-Station compounds;
 - Evacuation Procedure;
 - Permit to work;
 - Site Fire Log Book;
 - Site Fire Risk Assessment;
 - Site Asbestos Register.
- Review area of work and ensure limit to 3rd party exposure whilst maintenance is taking place. Where required protect other persons from work area by using appropriate walkway diversion;
- Perform works as per scheduled detailed sequences (in the sections following);
- After works are completed, confirm all portable fire-fighting equipment has been satisfactorily maintained or recorded as non-conforming, where applicable;
- Complete Service Certificate;
- Detail findings to client representative and gain client signatures confirming works completed. Where authorisation has been given to replace any non-conforming



equipment, ensure new equipment is detailed on the report. Where authorisation has not been gained, ensure non compliances are confirmed to client representative and a report/quotation is generated;

- Ensure all waste materials and redundant equipment is removed from site and disposed of in accordance with the Firemark waste management policy;
- Complete and sign off any permits to work, complete site fire log book where required, sign out of site visitor/contractor register and leave the site.
- The Firemark service department office will then:
 - Examine service documents and raise quotations for any remedial works detailed with fault reports;
 - Issue service account update and any quotations to the client;
 - Follow up quotations within 14 to 21 days from issue date;
 - Complete the service file, updating records for next planned visit.

1.2 Periodic basic servicing of portable fire extinguishers

- Assess the fire extinguisher location as to suitability to commence servicing in a safe manner, if required move to a suitable safe location to complete the required servicing;
- Visually assess that the suitability of the fire equipment provided is adequate and correct to the surrounding fire risk. If the equipment is found to be non-compliant, report findings and recommendations to the client;
- Visually check fire extinguisher location to ensure equipment is visible, accessible, and should be fitted correctly to the wall, on an approved stand or in an approved cabinet as per the requirements of BS 5306-8;
- Remove fire extinguisher from wall, stand, cabinet where required check brackets and fixings are correct, where required re-fix or replace brackets correctly;
- Confirm correct fire signage is installed locally in compliance to the applicable British Standards and legislation. Where incorrect replace signage or report deficiencies to client;
- Carry out basic service of fire extinguishers in accordance to the requirements of BS 5306-3 for annual servicing and specific manufacturer's recommendations. Replace all service-related parts as required;
- Where fire extinguishers are found not to comply with BS 5306-3, these are to be



marked as such, detailing the reason for non-compliance and made safe;

- Complete service record, detailing type of service completed on service label, ensuring next test date and engineer's identification is clearly marked.

1.3 Periodic basic servicing of fire blankets

- In addition to location and suitability check as section above:
- Check fire blanket is correctly fitted to the wall, where required re-fix correctly;
- Remove fire blanket from wall visually inspect fire blanket protective case and fire blanket as per the requirements of the FIA Code of Practice for the Commissioning and Maintenance of Fire blankets;
- Complete service record label detailing inspection, ensuring next test date and technician's identification is clearly marked.

1.4 Extended servicing and refilling of portable fire extinguishers

- Fire Extinguishers requiring periodic extended servicing will be removed to a safe and appropriate location to perform the discharge test and refilling following the requirements of BS 5306-3. Discharging into a drain connected to a public sewer can only be performed where the Firemark technician has confirmed with client's responsible person, that the premises holds valid trade effluent consent;
- Replace all gaskets, seals and service parts as per British Standards and manufacturers guidelines;
- Complete service record label detailing extended service ensuring next test date and technician's identification is clearly marked;
- Return fire extinguisher to correct location as per basic service requirements.

1.5 Commissioning of new and service-exchange fire extinguishers/disposal of redundant equipment

- Carry out initial commissioning service in accordance with the requirements of British Standard 5306-3;
- Complete service record label including next test date, initial weight and technician's identification;
- All redundant and non-conforming equipment to be made safe and transported in



Firemark vehicles to Firemark stores for environmental disposal via Firemark waste management policy.

1.6 Fitting of fire extinguisher wall cabinets

- In addition to location and suitability check:
- Check the client's Asbestos Register and ensure that no asbestos or asbestos-containing material (ACM) is present in the wall that is to be drilled;
- If wall contains asbestos, inform the client, do not drill the wall, and find another suitable location;
- Place cabinet in location;
- Drill fixings to wall using a battery powered hand-held drill;
- Ensure that fixings are safe and secure;
- Place extinguisher(s) in cabinet, and close;
- Check that there is no movement and that extinguishers are safely secured and accessible from the cabinet.

1.7 Fitting of signage

- In addition to location and suitability check:
- Check the client's Asbestos Register and ensure that no asbestos or asbestos-containing material (ACM) is present in the wall that is to be drilled;
- If wall contains asbestos, inform the client and do not drill the wall to mount the signage;
- Mastic adhesive may be used for surfaces that cannot be drilled, or if suitable for the sign;
- Drill fixings to wall using a battery powered hand-held drill, or stick sign securely with mastic adhesive;
- Ensure that fixings are safe and secure, holding mastic adhesive signs in place for at least 30 seconds or until secure;
- Check that there is no movement and that signs are safely secured and visible.



1.8 Installing and fitting a new Dorgard onto a door

- Dorgard is a wireless fire door retainer, designed to hold open a fire door safely, automatically releasing upon the sound of a fire alarm. It can be used to hold the door in any position between open or closed;
- Fire doors weighing more than 120kg, which have a closing force in excess of 120 Nm (that's a closing force of about 15kg, 800mm from the hinge) must have a floorplate installed in combination with the Dorgard unit. Dorgard can hold a fire door open safely without the floorplate installation if the fire door's weight and closing force are less than those listed above;
- When Dorgard is holding a fire door open, it listens for the continuous sound of a fire alarm. It needs to hear a fire alarm that exceeds 65dB (sound level) for longer than 14 seconds. At a general noise level of 80dB (Sound level) Dorgard will release. This facility has been built into the unit as a safety feature because noisy premises it is possible that 65dB alarms may not be heard.

1.9 Prior to installing Dorgard and the floorplate

Ensure:

- The fire door is self-closing i.e., it has a door closer fitted;
- The fire door closes tightly against the door jamb;
- Where Dorgard is to be fitted, the door surface is perfectly smooth and flat;
- The closing force of the door closer has been determined (see note below);
- The fire alarm system is working correctly, i.e. the sounders work when activated;
- Dorgard forms part of the Fire Risk Assessment, as required by the Fire Precautions (Workplace) Regulations.

1.10 Installation of Dorgard

- Close the fire door. Place the template provided against the door on the side that shuts against the door frame. Ensure the template matches the view of the door;
- Make allowance for differing floor surfaces;
- Make pilot holes or mark the position for the holes through the template;
- To utilise the night-time release function, select the relevant DIP switches to the ON position;

- Using 2 of the 4 screws supplied fix Dorgard to the fire door at points A and B on fitting template. This will allow the Dorgard to be moved up and down slightly for final positioning. When the Dorgard is in the correct position secure all 4 screws.
- Open battery compartment using a Phillips or Pozidriv No.2 screwdriver. Insert the batteries supplied (+) positive side up. Close the battery compartment by tightening the screw down (do not over tighten as this may damage the battery lid);
- The Dorgard will beep and the LED will flash several times;
- Affix fire door sticker supplied at eye level on the same side as the Dorgard.

1.11 Testing Dorgard to the fire alarm

- Open fire door and depress the plunger activating Dorgard. If the plunger is up, the Dorgard will not respond to the alarm;
- Arrange an alarm test with the client and sound the fire alarm for a minimum of 30 seconds;
- The LED on top of the Dorgard will flash every second to show it is detecting the fire alarm;
- The Dorgard will release the door in approximately 20 seconds;
- Should the Dorgard not respond to the fire alarm, it may be that your alarm is too quiet. The Dorgard can be adjusted to compensate;
- When the Dorgard is ready to release the door, a warning tone will be sounded. After the Dorgard has released the fire door, it will take 10 seconds to reset, ready to be re-activated;
- The Dorgard self-tests every 7 days. During the self-test, if the fire door is held open, the Dorgard will release the door. Should the Dorgard detect an internal fault it will sound a warning tone. Instruct the client on this feature;
- Make a note on the PDA where the Dorgard cannot be tested.



2 Working Safely Together

2.1 At site communication

Any Firemark employee or contractor who is involved in site works briefings is encouraged to ask questions to clarify anything which is not fully understood. The briefer will ask for confirmation of understanding and facilitate feedback.

If required, all staff will sign client documentation to say that they have understood the content of the briefing.

Prior to the activities commencing all field technicians must ensure they have all associated documentation, tools and equipment with them.

Authorisation to proceed with the works must be granted by the local site manager or delegate.

If there is a change to the planned work instructions, the work team will stop to consider any safety or operational ramifications of change. They will seek the advice of a competent person who may conduct a dynamic risk assessment, record any change of work sequence in ink on the issued safe work plan, which will be initialled and briefed to anyone affected by the changes.

Where risks are considered too high to continue, or where risks cannot be quantified, the problem will be escalated to client management and Firemark management for further discussion.

Works may only continue when the new arrangements are considered suitable and sufficient to maintain safety and operational capability.

2.2 Firemark's delivery organisation & Emergency Contacts

The following individuals from Firemark's organisation will be involved during this work package:

Role	Name	Contact Number
Operations Director	Michelle Tuxford	01278 727460
Supply Chain Director	John Vickery	01278 727460

2.3 Resources

The following resources will be used for this work package:

People/Competence:

Number of People and their competence
<p>Technical/Safety competencies required:</p> <ul style="list-style-type: none"> • Valid portable fire extinguisher maintenance qualification; • Valid identification check (eligible to work in UK); • Valid UK Driving licence, Driving for Work, ROSPA driver safety (optional); • Firemark Health & Safety Induction; • Health & Safety in the Workplace (L2); • BAFE SP101 Registered Technician and BS5306 part 3; • Enhanced Disclosure and Debarring Service certification (DBS); • SPA Passport Food and Drink accreditation (if applicable); • SPA petrol forecourt accreditation (if applicable); • Briefing for Stepladder safety, Manual Handling, Asbestos Awareness; • Ability to perform suitable & sufficient dynamic technical risk assessment;

2.4 Equipment, Tools & Materials:

Quantity of Equipment, Tools & Materials	Tasks
Engineer's hand tool kit	Extinguisher servicing & Dorgard installation
Battery operated power tools	Extinguisher servicing & Dorgard installation
Personal Digital Assistant Device (PDA)	All tasks
Consumable spares parts and labelling	Extinguisher servicing
Air cylinders and regulators	Extinguisher servicing
Portable hanging weighing scale	Extinguisher servicing
Mastic Adhesive	Signage fitting

3 Environmental and Waste Management Arrangements

3.1 Environmental management arrangements

Environmental aspects for these activities and control measures are identified in the associated Activity Risk & Impact Assessment for this Safe Work Plan.

3.2 Waste management arrangements

Any waste generated during this site visit must be collected, removed from site and disposed either through appropriate Firemark recycling or general waste (for non-recyclable wastes streams), in accordance with the Firemark waste management policy.

4 Emergency Arrangements

4.1 Site emergency arrangements

In the event of an emergency where assistance is required, the on-site technician will contact the client and arrange for the emergency services to be summoned.

The site technicians will make themselves fully aware of site procedures for responding to emergencies and evacuation.

4.2 Reporting workplace incidents and safety observations

Any workplace accidents must be logged and reported to the Operations Director and site contact including the following data as a minimum:

- Date, Time, Location;
- Injured Party (IP);
- Nature of injury;
- Treatment;
- Further medical action or return to work;
- Significant events leading to incident.

This includes road traffic incidents and impact damage to vehicles.

Any near misses or incidents that could have led to an injury/loss, or observations of unsafe acts or unsafe situations must also be reported to the Firemark office. Safety information sent



back from the field helps in making safety improvements for all Firemark employees and helps us to look out for each other.

4.3 Security arrangements

Security arrangements will follow the client's local arrangements when on client premises. All incidents or losses will be reported to the client and Firemark operations management.

Any security related incident will be logged and reported to the client and Operations Director

- party or equipment;
- Nature of incident or loss;
- Significant events leading to incident.

4.4 Asbestos, ACM or suspected asbestos dust

If materials are discovered at any point during the works, which are suspected to contain asbestos or be made from asbestos-containing material (ACM), works will cease, the client's site management and Firemark management will be informed and the work team will withdraw under SafeStop until resolved by the client. Any clothing contaminated by suspect material must be carefully removed and double bagged/sealed and labelled as Asbestos waste. Hand washing and personal hygiene must be used to remove any potential contamination immediately, if required contact the local first aider

5 Hazard Management

5.1 Work involving particular risks (CDM)

The work in this package may involve the particular risk(s), as detailed in Regulation 12 (2), (Schedule 3) of the CDM Regulations 2015 including:

Working close to high power lines or sources (electricity sub-stations).

5.2 Significant risks

The most significant safety and health risks that apply during this work package are documented within the Core Risk Assessment. Refer directly to this document for all identified hazards and control measures.



5.3 Firemark SafeStop Policy

The purpose of this policy is to ensure that all Firemark employees are aware that there is the opportunity for individuals to stop working, should they consider the working environment or the working practice to be unsafe. Firemark does not expect any employee to work in an unsafe manner to achieve results.

It is Firemark's policy that no engineers are to use Rake Ladders on sites, alternative arrangements are to be made by the engineer and customer.

This policy will enable employees to feel confident that if they have any concerns about their safe work plans or if they identify unsafe acts, behaviours or conditions, they may express concerns or refuse to work without recriminations. This also includes being allocated tasks where employees feel they have insufficient training or experience, incorrect or faulty equipment, lack of protection, or if they feel endangered by workplace violence or vulnerabilities due to other factors.

Any employee who considers their or others safety to be compromised should:

- Cease work immediately, assuring themselves that doing so does not endanger themselves or others;
- Move to a place of safety;
- Communicate the issue to Firemark.

The result may be:

- Conclude the task is safe and return to work, or;
- Amend the Safe Work Plan and arrange a return to work, or;
- Agree that the task is unsafe and cease activities.

6 Signatories

We the undersigned confirm having read and understood this Safe Work Plan and will adhere to this document during the course of the works on site, and that any changes during the course of the works will be recorded and initialled on this document.

Signed:	Date:
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Signed:	Date:
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Signed:

Date: