

Any questions relating to this guidance document should be directed to the Heathrow Fire Safety Team via email to HFST@baa.com

1. **Purpose**

This document provides guidance to Property Customers to help reduce the risk of fires and false alarms in Property premises. It supports a framework of understanding with respect to the importance of staff training and on-going housekeeping and as such should be seen to compliment the Fire Risk Assessment process. It serves as a prompt to enable you to ensure that appropriate procedures are in place and being implemented to help reduce the risk of fire to as low as reasonably practicable. The checklist is generic and therefore is not intended to cover every eventuality or requirement. It has no legal standing and therefore no liability is accepted for its use. It should be customised to ensure it remains both suitable and sufficient to ensure compliance with the Regulatory Reform Fire Safety Order.

2. **Background**

Due to the open nature of modern terminal design, fires and false alarms can have a significant impact on terminal operations. Whilst the active fire systems associated with Property accommodation within Heathrow buildings forms an integral component of the overall Building Fire Safety Plan it is important to ensure that procedures are in place which reduces the probability of fire occurring to as low as reasonably practicable and working practices do not compromise any of our fire systems.

3. **Recommendations**

Following recent audits undertaken by BAA Property and Heathrow Fire Safety Team it was identified that there were varying standards applied for fire safety across Property accommodation. In order to assist customers manage areas that fall under their control and to ensure compliance with fire safety legislation the attached checklist should be used on a monthly basis to assist in ensuring that appropriate fire safety management procedures are in place.

4. **Applicable Legislation and Guidance**

- Regulatory Reform Fire Safety Order.
- BAA Airport Fire Safety Plan.

5. **Further Guidance**

If you require any further information regarding this guidance notice the please contact the following:

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Approver: John Boyce, Head of Heathrow Fire Safety - 14th June 2011

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Property Fire Safety Checklist	✓ / X / N/A	Priority	Target Date
Things that need to be on site			
Emergency Action Plan			
Has a responsible person and deputy been identified			
Has a Fire Risk Assessment been undertaken, its significant findings been reviewed and is it kept under constant review and a copy held on site?			
Do staff undertake daily checks for fire safety as an integral part of their daily tasks?			
Is there a Fire Safety Log book and is it up to date?			
Staff Awareness and Training			
Have staff undergone annual fire training?			
Do all staff know what to do in the event of a fire or alarm?			
Are staff aware what could lead to fire within the unit and how it could grow?			
Have staff been trained on the use of Fire Extinguishers and fire blankets?			
Do all staff know and understand the function of the passive (built in) fire safety precautions for your unit?			
Do all staff know how any automatic fire protection systems work and what they should do if the fire alarm sounds?			
Are staff aware that they should assist passengers in the event of a fire or unwanted fire alarm?			
Are staff familiar with the Emergency Plan and their specific roles?			
Has the emergency plan been rehearsed?			
Good Housekeeping			
Do you have a process in place for recording that staff regularly walk through the premises performing routine fire safety checks?			
Are fire doors, exits, fire equipment and fire notices within the premises kept unobstructed?			
Are self closers fitted to fire doors functional?			
Are staff aware that they must report any damage to fire equipment (extinguishers/fire doors etc)?			
Are the premises kept clear of combustible waste and refuse?			
Are quantities of flammable liquids in use (eg			

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cooking oils) kept to a minimum and when not required returned to safe storage?			
Are flammable liquids kept away from possible sources of ignition?			
Are toasters and Panini grills placed in appropriate staff managed areas?			
Are there restrictions on using unauthorised electrical equipment?			
Are electrical items subject to PAT testing?			
Are materials kept clear of lighting equipment, naked flames or other ignition sources and fire detection equipment and sprinklers (500 mm)?			
Are materials (stock) kept clear of any charging points (1m)?			
Are goods delivered in shrink wrapping placed in stockrooms away from heat sources?			
Are electrical rooms and cupboards kept clear and not used as stockrooms?			
Are fabrics furniture and furnishings in good condition and do they meet the appropriate British Standard performance requirements for fire safety?			
Does your electrical wiring pose a fire hazard – check for loose sockets, exposed wires, damaged plugs etc?			
Check isolation switches are readily accessible at all times?			
Are walls undamaged or if damaged have they been faulted?			
Information Provision			
Are notices informing staff and customers about what to do in the event of fire prominently displayed?			
Are fire safety toolbox talks held?			
Are fire safety escape routes clearly signed?			
Are staff aware of any special hazards or information that they may need to convey to incident responders?			
Have significant findings from the fire risk assessment been communicated to BAA Retail?			
Disability Issues			
Are staff aware of where safe refuges are (stairwells) near to their units?			
Are all management teams aware of any staff with disabilities and have personal emergency plans			

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been put in place?			
Are shop staff trained to assist persons with disabilities?			
Maintaining Fire Safety			
Is kitchen equipment well maintained?			
Are fat fryers and other cooking equipment appropriately serviced?			
Are catering extract ducts and filters regularly cleaned to avoid the build-up of flammable deposits?			
Is the kitchen properly supervised and manned at appropriate times?			
Are all proposed modifications and changes to your unit assessed by professionals to ensure they do not impact upon fire safety measures and have these been approved by the relevant authorities and HAL?			
Are final exit doors kept unlocked or can they easily be opened from the inside whilst the building is in use?			
Are fire doors kept closed or will they close when needed when interfaced to the fire alarm system?			
Is the use of extension leads prohibited in the area?			
Are your fire extinguishers regularly serviced (annual)?			
Is all portable electrical equipment PAT tested?			
Is all audible equipment interfaced with the fire alarm system?			
Has cooking equipment been approved by HAL?			
Has Emergency Lighting been maintained by a competent person? And are records held on site or copies available?			
Has the electrical fixed supply within the unit been maintained by a competent person in accord with IEE guidelines?			
Has the ansul system been subject to periodic maintenance?			
Contractors			
Are contractors, tradesman, fully supervised when carrying out maintenance or building work?			
Are permits to work enforced?			

Toasters and Grills

This document is for guidance purposes and should be used as such. Any use of a grill or toaster should be risk assessed and suitable management plans put in place.

Toasters

All toasters shall comply with the requirements of BS EN 60335-2-48.

Only slot toasters specifically designed for toasting bread are to be used.

Roller/conveyor toasters can only be used within certain fire compartmented kitchen/food preparation areas.

Roller/conveyor toaster/grills that allow other foods to be grilled, counter top grills, salamanders or similar shall **not** be utilised.

Toasters shall not be located outside a fire compartmented kitchen/food preparation area without the prior agreement of BAA..

Toasters located and operated within a fire compartmented kitchen/food preparation area shall not be positioned under an extract ventilation canopy provided for appliances cooking or refinishing greasy food. If it is necessary to provide an extract canopy to remove heat from a toaster a minimum clearance of 1.0m shall be provided between the top of the toaster and underside of the canopy.

A clear zone free of combustible materials at least 500mm wide shall be provided on both sides of every toaster.

All toasters shall be connected to the electrical supply via a “Walsall Gauge” or similar 13A plug and socket and shall have:-

- ON indication
- Timer with audible indication of end of cycle
- Crumb removal trays
- Roller toasters shall additionally have:-
- Independent temperature control of each element
- Overheat protection
- Internal cooling fan
- Internal fuse protection

All toasters shall be portable appliance tested at least once every 12 months. PAT testing shall comply with BS7671 and IEE Guidance note 3.

Contact grills

All contact grills shall be of the clam type in which the food is enclosed while being heated and comply with the requirements of BS EN 60335-2-48.

All grills shall have the following features:-

- Max temperature setting of 200oC
- Over temperature protection with maximum setting of 225oC[1]
- Electronic audible timer with maximum setting of 10 minutes
- Self draining lower heat plate with removable grease collector tray
- Fully enclosed heating elements (not visible)
- Thermal insulation to electrical wiring and components

Grills shall be connected to the electrical supply via an industrial BS196 plug.

All grills shall be portable appliance tested at least once every 12 months. PAT testing shall comply with BS7671 and IEE

Contact grills shall not be located outside a fire compartmented kitchen area without the prior agreement of BAA.