SITE SAFE

STRUCTURAL TIMBER ASSOCIATION

Building offsite solutions in timber

Site Safe registration
User guide for fire services

Version 1.1 August 2020

Introduction

The new online Site Safe registration system went live in February 2020. The Structural Timber Association (STA) developed it to replace the old system which was hosted on the old CFOA website and had ceased to work effectively.

The National Fire Chiefs Council (NFCC) has been consulted during the development and assisted with provision of information and the testing of the system.

The new system allows Fire and Rescue Services to receive notifications about potential new and evolving risks in their area on sites where structural timber construction methods are in use. If a Fire and Rescue Service is notified of a site, they can then register this 'temporary risk' in their area which may otherwise have gone undetected until the building work was complete. They can then decide on whether the site requires initial or on going inspection through the life of the construction project.

The principal purpose of the system is to assist FRS with their operational risk planning, however the information is also valuable for other functions such as fire protection.

Site Safe is an initiative to minimise the risk of fire on structural timber construction sites. Site Safe goes above and beyond current legislative procedures and relies on collaborative working of the entire construction supply chain to reduce the risk of fire on structural timber construction sites.

Structural Timber Association Members are required to complete the register as a condition of their membership. They are encouraged to provide additional information that will help the FRS to assess the risk. The system uses Google Maps and a list of postcodes provided by NFCC which is cross mapped to the relevant fire service area. The map can be viewed in standard Map View (default), Satellite View or Street View which you will probably be familiar with already. Of course, you can also view the map in full screen.

All sites should be registered. A pair of semi-detached houses should be considered as one building. For example: two semi-detached homes of 160m^2 each is considered as a building of 320m^2. For demonstration purposes only, fictional sites have been created around the postcode for the STA's office in Cooperage Business Park, Alloa, FK10 3LP.

This point is so important it bears repeating and highlighting here. When you receive a notification from the system you will be asked to 'Confirm' or 'Reject' the site, based on whether or not it is in your service area. This is a very important step because 'Confirming' will add the site to a downloadable list of all the sites in your service area as well as showing it on a map of your area.

Rejecting, or ignoring a site means that you think it is not in your service area and it will not appear on your map or list of sites.

If you have any questions please send an email with "Site Safe registration query" in the subject to **office@structuraltimber.co.uk**

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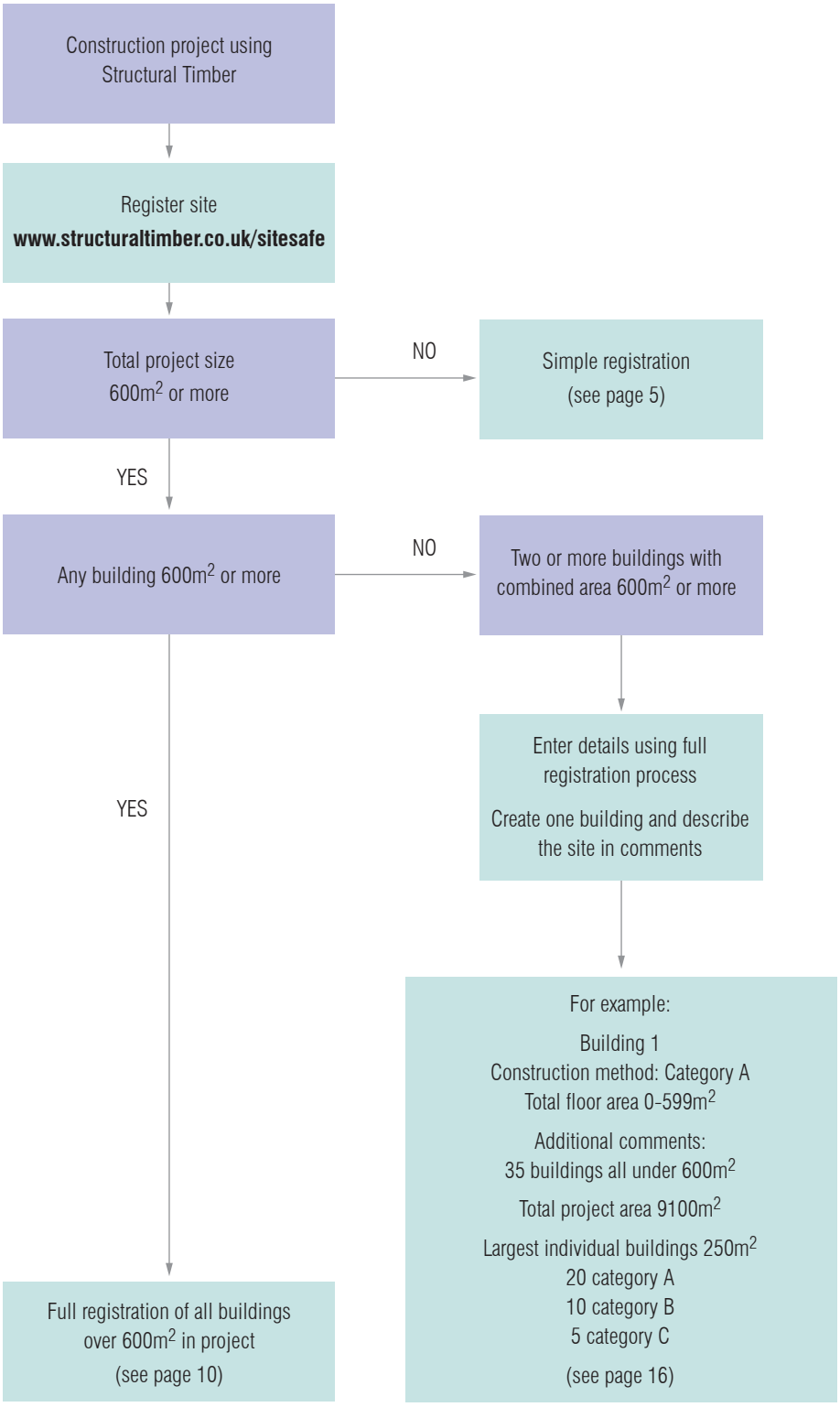
Flow chart

The flow chart from the guidance issued to STA members is reproduced here to enable you to understand the process they are asked to follow. Note that reference to page numbers in the flowchart are to pages in the STA Members' guidance which can be downloaded at www.structuraltimber.co.uk/sitesafe



Logging in

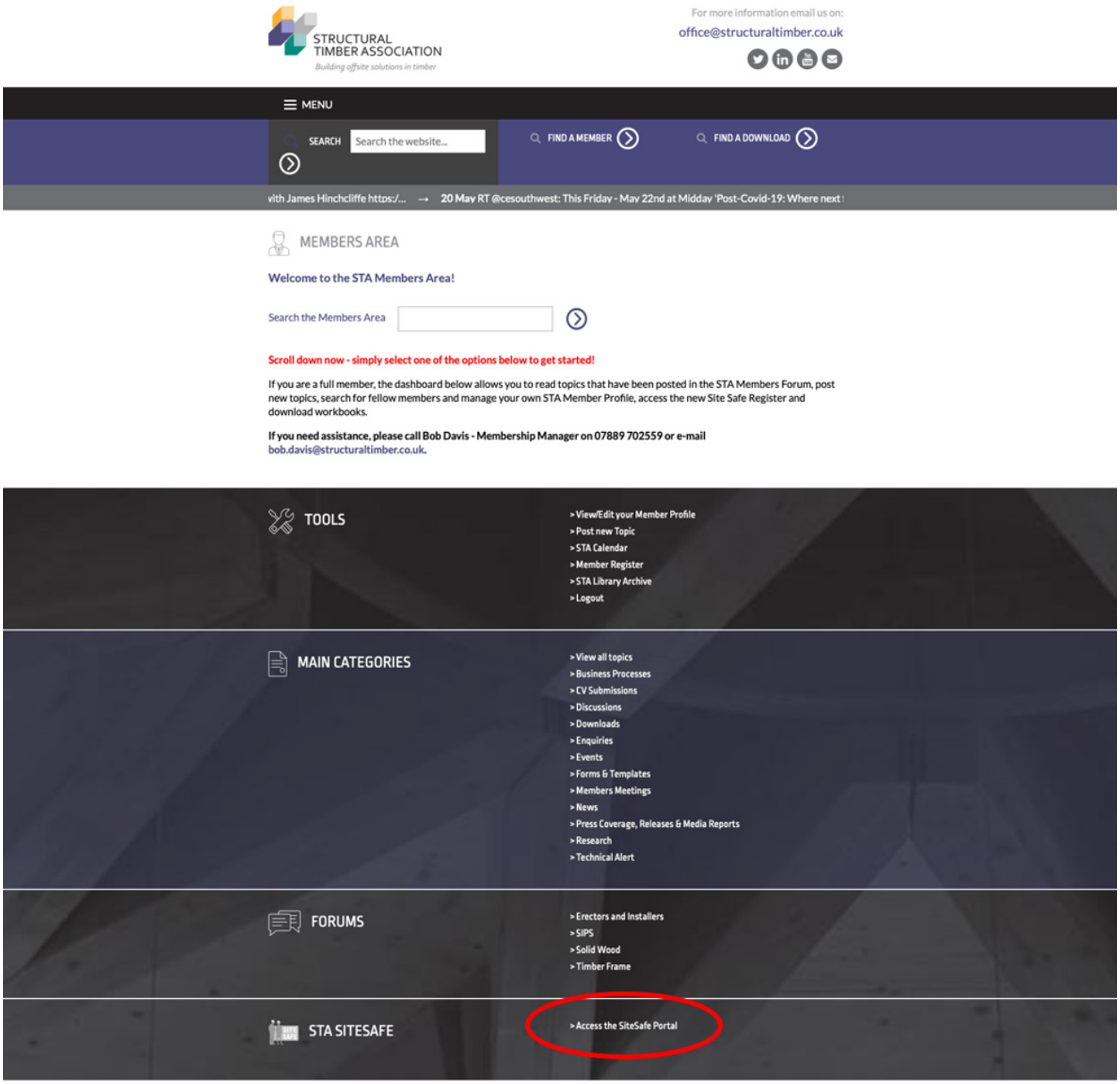
1. Every Fire and Rescue Service has been provided with their own secure login details http://www.structuraltimber.co.uk/login/

2. The main aim of the system is to assist operational risk planning, but the information is also useful to other service functions such as fire protection.

3. Each service is free to manage as many users as they see fit. However, the system can only send notification emails to **one** email address, but they can be further distributed internally. It is recommended that each service uses a generic address which can be accessed by several people. Some services have already chosen options such as SiteSafe@AnyFRS.gov.uk, while others use their existing operational planning, fire safety, control, or admin addresses. Having notifications sent to a named individual is not recommended because there is little resilience if that person is unavailable or leaves the organisation.

4. The portal is accessed via the link at the bottom of the 'Member's Area' page.

5. If you have any questions please send an email with "Site Safe registration query" in the subject to office@structuraltimber.co.uk



How it works

1. STA members are required to register all sites they are involved with as a condition of membership. This is part of a wider scheme known as STA Assure. Members are audited on performance and remedial action is taken if necessary.

2. All sites using structural timber are registered, but only details of those with a total floor area over 600m^2 are emailed to the appropriate fire service.

3. The email will contain details of the site including location, size, number of buildings, method of construction, project sector and a phone number for the site contact as well as information about the Principal Contractor. You will also receive emails as the site is updated.

4. Each building over 600m^2 on a site is registered separately as they may be different sizes and/or have different start and completion dates. Each building larger than 600m^2 needs a separate entry. Clearly, the risk profile of a 600m^2 site is different if it is one building of 6000m^2, ten buildings of 600m^2, or 100 buildings of 60m^2.

5. STA Members will provide the location of the site by a combination of post code and dropping a 'pin' onto Google Maps.

6. It is possible to drop a pin on a body of water. This may be necessary, for example if the site is a building at the end of a pier, but sometimes it results in anomalies on the map view. If you have a site that appears to be surrounded by 'clear blue water' keep zooming out until you can see land. Just be aware of this potential issue, STA members have been asked to add something in the comments box. A resolution would probably mean asking Google to change their entire mapping system!

7. Each building will be allocated a category

   Category A

   Category B

   Category C

   Combined Category B&C

   CLT (Cross Laminated Timber)

   Fire Engineered Combination Solution

8. The categories have been taken from 'Design guide to separating distances during construction for timber frame buildings'. This document has been endorsed by the HSE and provides a consistent, appropriately conservative, methodology to assess the fire risk to neighbouring buildings should a fire occur in a timber frame building during construction.

9. There is a separate guidance document for CLT buildings. See the 'Help' section on page 11 for information on where to download the guidance documents.

10. Finished timber structures are fully compliant with Building Regulation fire performance and as such the assessment is confined to the period during construction prior to completion of fire resistant finishes.

11. NFCC has provided a list of postcodes mapped to FRS service areas which has been used as the basis for the new system. It is expected that the new system will be more accurate than the old system but there may still be queries if the site is very close to a service boundary, or it is a 'greenfield' site which has not been allocated a postcode yet.

Managing your sites

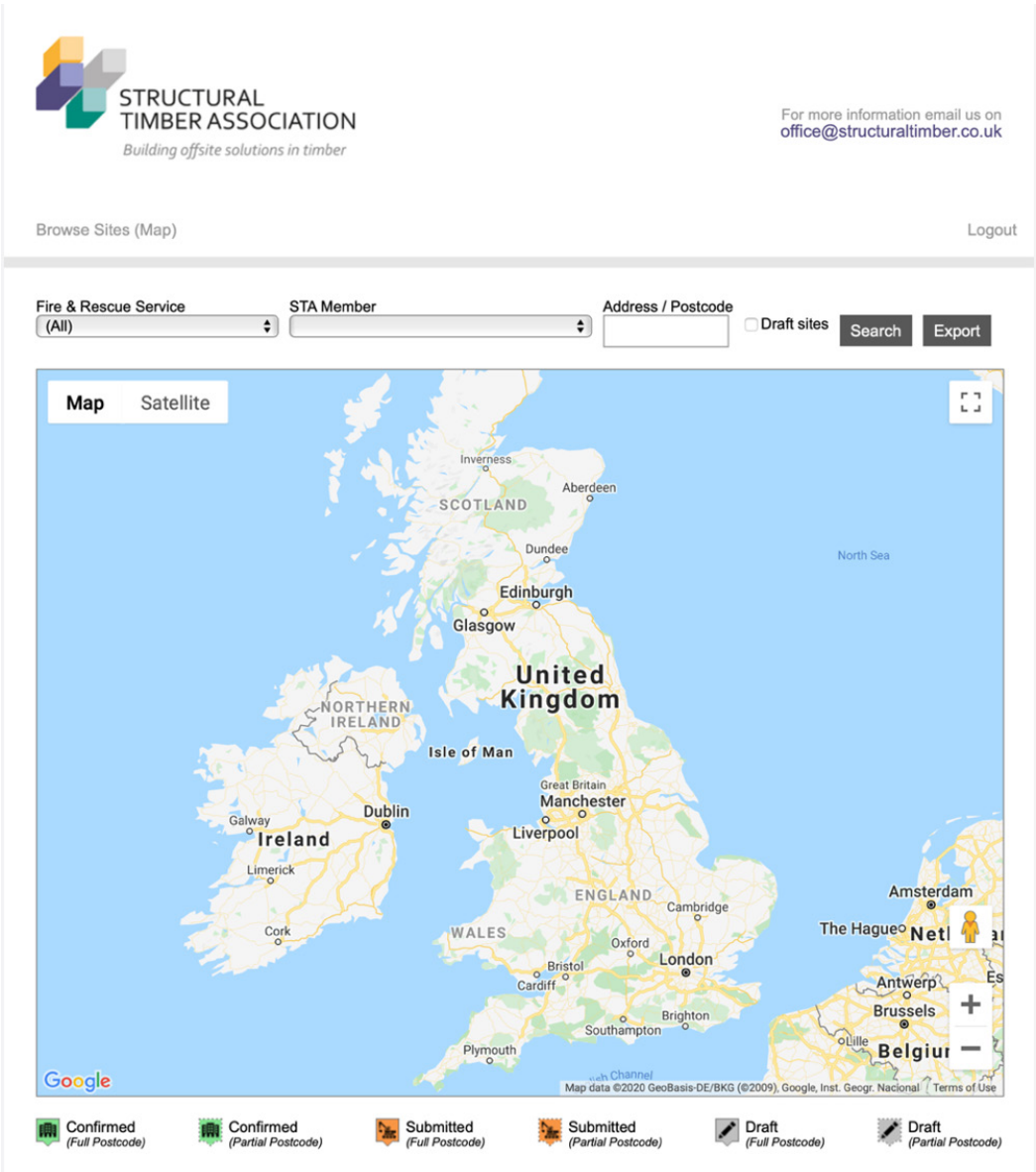
1. When you receive the email you will be asked to 'Confirm' or 'Reject' the site, based on whether or not it is in your service area. **This is a very important step because 'Confirming' will add the site to a downloadable list of all the sites in your service area as well as showing it on a map of your area.**

   Rejecting, or ignoring a site means that you think it is not in your service area and it will not appear on your map or list of sites.

2. The system automatically sends emails to the fire service based on a list of postcodes provided by NFCC, so it is expected that this system will be much more accurate than the old system. However, some construction sites will be on greenfield sites which do not have a specific post code yet. You may need to liaise with your neighbouring fire service as some sites will need to be checked carefully to ensure the appropriate people are notified.

3. When you click on the link in the email you will see a summary of all the site details.

4. When you enter the Site Safe system you should see a blank map which shows most of the UK. You can zoom in and out, change to satellite or Street View, and view in full screen.



5. To see the sites you should select your fire service from the drop down list, then click 'Search'. This will show all the sites in your area. You can refine the search by STA Member or by using the Address/Postcode box.

6. The view will default to show the extents of all the sites that fit your search parameter. This means that if only one site meets your search, or it is the first and only site in your service, it will zoom in so far that you may not see any other features. You can either zoom out several times, or enter satellite view to help you orientate.

7. The Icons are colour coded as follows:

Confirmed *(Full Postcode)*	Site has been confirmed by FRS
Submitted *(Full Postcode)*	Site awaiting confirmation
Draft *(Full Postcode)*	STA member has not finished adding site details

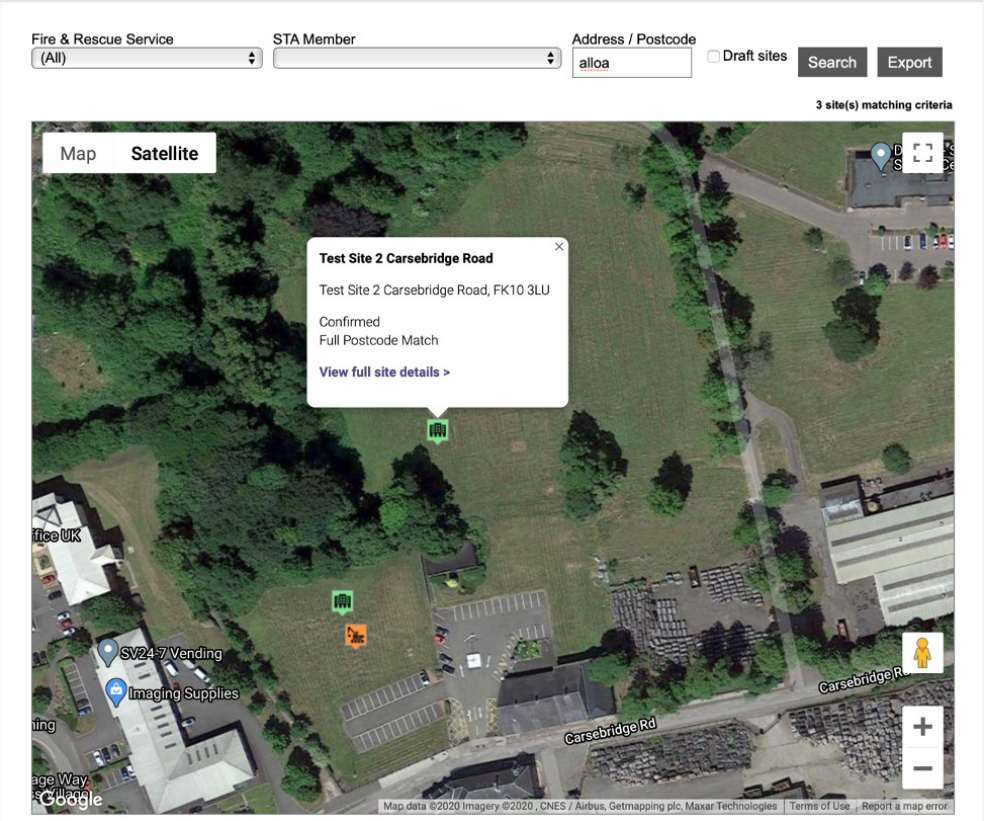
8. The outline of the icon is hatched if there is only a partial post code

9. STA members will indicate the Project Sector from a drop down list of:

Residential	Retail/Leisure
Commercial	Mixed use
Education	Other

10. The email and site details will contain the name and phone number of the on-site Contact. This is the person that the Fire Service can contact to arrange a visit if they need to.

11. If you click an icon an information box opens with a link to the full site details.



Submission Dates

Date Created	26/05/2020, 4:42pm
Date Submitted	26/05/2020, 4:46pm
Last Modified	26/05/2020, 4:46pm
Date Confirmed	27/05/2020, 9:44am
Confirmed By	Scottish Fire And Rescue Service

Your Company Information

Company	Test
Contact Name	Mike Burroughs
STA Member Number	STA0000

Principal Contractor

Company	Bilda Ltd
Name	Sue Denim
Address	Bilda House
	Cooperage Way
City	Alloa
County	Clackmannanshire
Postcode	FK10 3LP

Installer/Erector Details

Company	Fixa Ltd
Contact Name	Toby Wan Kenobi
TFCAS Accredited?	Yes

Site Details

Address	Test Site 2 Carsebridge Road
City	Alloa
County	Clackmannanshire
Postcode	FK10 3LU
Contact Name	Neil Nail
Phone Number	07890 123456
Expected Completion Date	2021-05-31
Total Floor Area	600 m² or more

Buildings

Building 1

On-site Date	31/05/2020
Off-site Date	02/02/2021
Construction Method	Category A - standard timber frame and SIPS
Total Floor Area	6001-10000
No. of Floors	2
Additional Comments	35 Buildings all under 600 m2 largest individual building 260 m2 20 Category A 10 Category B 5 Category C

12. Note that in the example above “Total Floor Area” in the Site Details section is 600m^2 but in the Buildings Section it is 6001-10,000. This is because the area in the site details section is the ‘trigger point’ that means a notification is sent to the fire service. Sites under 600m^2 have a simpler registration process for the STA member and details are not sent to the fire service.

13. STA members have been advised that sites that have several small buildings, that have combined floor area over 600m^2, can be registered as a single building. These sites, for example a housing development, present a lower risk because it is unlikely that all the buildings will be in the same phase of construction at the same time so the amount of timber exposed and vulnerable to fire will be less. In many cases less than 600m^2 will be exposed at any one time.

14. In sites of this type:
    a. The "Total Floor Area" for the building will be the sum of all the buildings on the site.
    b. The "Category" will be the most common Category on the site.
    c. The "Number of Floors" will be for the tallest building.

15. STA Members have been asked to enter the following information as a minimum in the additional comments:
    a. Total number of buildings on the site. A pair of semi-detached should be aggregated as a single building e.g. 35 buildings, all under 600m^2.
    b. Size of the largest building e.g. Largest individual building 260m^2.
    c. List the number of buildings in each category.

16. Dates should be entered as DD/MM/YYYY format. However, some browsers (e.g. Safari on MAC computers) may default to the American format. Please contact **office@structuraltimber.co.uk** if you have any problems.

17. As the list of sites in your area grows you may find it easier to download a spreadsheet of the sites. For example you may want to know how many sites are in a particular area.

    a. Select your search criteria. It is suggested that you keep this at the highest level i.e. your fire service area, but you can also filter by other criteria.

    b. Click "Search". As well as resetting to show all the sites in your area it pre-populates the download file.

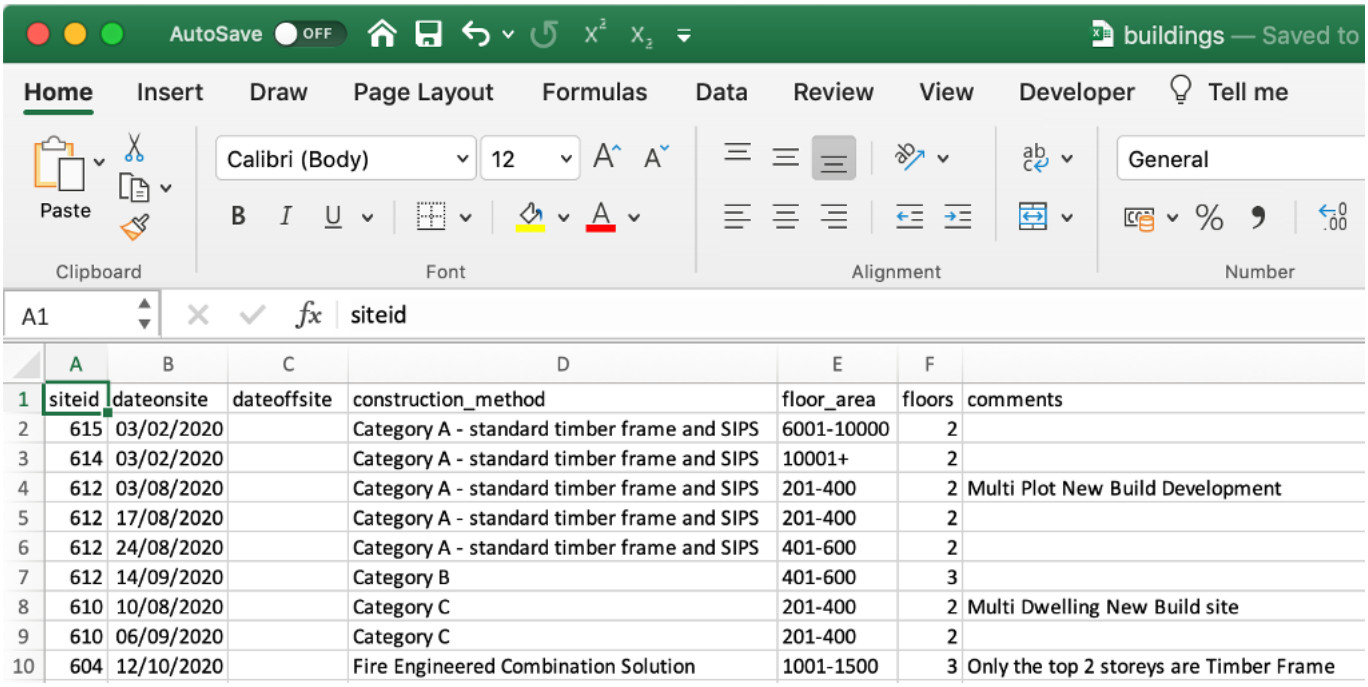
    c. Click "Export". This will save two .csv (Comma Separated Value) files that you can open with common spreadsheet software such as Microsoft Excel or Apple Numbers.

    d. The files will download to a folder on your computer called Exported Sites - with a time code suffix of yymmdd-hhmmss for example: "Exported Sites - 20200803_155101". It will contain files called "sites" and "buildings". There are two files because while most sites will only have one or two buildings some will have 10 or more which makes a single spreadsheet unwieldy. There is no upper limit on the number of buildings that can be added to a site.

    e. The "sites" file contains most of the details, such as location and contact information. The "buildings" file contains details of the individual buildings such as "on-site" and "off-site" dates, construction method, floor area, number of storeys and comments. The site details can be found by cross referencing the "SiteID" in both files. So, for example, if you wanted to know how many buildings over 6000m^2 there are in your area under active construction you would filter column E "Floor_area".

    f. The SiteID will not be sequential because you can only see the sites confirmed as being in your area.

    g. In the example below site 615 has one building between 6001m^2 and 10,000m^2, Site 614 has one building over 10,000m^2, while site 612 has four buildings, all under 600m^2.



	A	B	C	D	E	F	
1	siteid	dateonsite	dateoffsite	construction_method	floor_area	floors	comments
2	615	03/02/2020		Category A - standard timber frame and SIPS	6001-10000	2	
3	614	03/02/2020		Category A - standard timber frame and SIPS	10001+	2	
4	612	03/08/2020		Category A - standard timber frame and SIPS	201-400	2	Multi Plot New Build Development
5	612	17/08/2020		Category A - standard timber frame and SIPS	201-400	2	
6	612	24/08/2020		Category A - standard timber frame and SIPS	401-600	2	
7	612	14/09/2020		Category B	401-600	3	
8	610	10/08/2020		Category C	201-400	2	Multi Dwelling New Build site
9	610	06/09/2020		Category C	201-400	2	
10	604	12/10/2020		Fire Engineered Combination Solution	1001-1500	3	Only the top 2 storeys are Timber Frame

Archive sites from the old CFOA registration system

1. The old system had over 5300 sites registered but had ceased to function effectively, particularly for new users. The data were rescued and spreadsheets containing information relevant to each fire service will be sent to them separately.

2. There are approximately 900 sites that had not had a completion date entered before the system was shut down. It is hoped that information about these will be updated as it becomes available; but that will be a manual process, outside the new system, so may take some time.

Interim sites that were not added to either system

1. One of the main problems with the old system was that new users could not be added. This meant that new members of the STA were unable to register sites. Information about these 131 sites was sent to fire services by standard email.

2. At the time of writing (August 2020) a solution to add these to an archive is being sought.

Help

You may find the following documents useful. They are all available to download free-of-charge from the STA Library. You may need to register (also free) before downloading:

http://www.structuraltimber.co.uk/library

- Design guide to separating distances during construction for timber frame buildings (Version 3.3 - October 2017)
- Design guide to separating distances during construction, Part 4 for CLT type frame buildings (Version 1.1 - November 2014)
- 16 Steps to Fire Safety. Promoting good practice on construction sites (Version 4.3 - October 2017)

If you have any problems or questions, please contact office@structuraltimber.co.uk

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