LONDON METROPOLITAN UNIVERSITY

Fire Safety Policy

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Contents

1. Purpose

This document sets the overall Fire Strategy and explains the fire safety measures that the University has in place to reduce the risk of a fire occurring and support the safety of all its employees, contractors, students and visitors if a fire does occur. Fire in the workplace has the potential to cause injury, property damage and even death.
Systems are in place to enable the detection of fire and to ensure the evacuation of the University's buildings in the event of a fire alarm activation.

2. Strategy and Scope

This policy document is written to support the minimisation of fires, and unwanted fire alarm activations and, if they happen, to control their impact on:

- Life safety,
- Delivery of the University's core services
- The environment
- Property
- Ongoing works

This policy applies to all buildings and areas occupied by the University and to all staff, students and visitors including contractors.

The failure of University staff or students to comply with the requirements of this policy will be subject to disciplinary action.

London Metropolitan University is working towards a Category L2 fire protection regime (***L2 fire protection provides Automatic Fire Detection (AFD) installed on escape routes, rooms opening onto escape routes, as well as detection installed in high risk or hazardous areas. Examples of this could be Kitchens, boiler rooms, sleeping risk, storerooms if not fire resistant or if smoke could affect escape routes***). This will promote warning and protection in line with our student led learning ethos. We have also adopted the guidance contained in .HM Government Fire Safety Risk Assessment for Educational Premises.

3. Definitions

Incident Controller - In the event of a fire, the on duty supervisor for the Security Team becomes the Incident Controller and will manage the incident, including liaison with the Fire and Rescue Service if necessary.

Fire Marshal – Other members of the Security Team onsite, will be assigned duties such as managing access to building ; sweep of areas and delivering messages to staff in the assembly point.

Fire Warden – Wardens will support in the sweep and evacuation of all staff from building areas.

4. Legislation

London Metropolitan University will ensure, so far as is reasonably practicable, the risk from fire is managed in compliance with The Regulatory Reform (Fire Safety) Order 2005 (RRO); the

management of Health and Safety at Work Regulations 1999 and other appropriate regulations. The RRO introduced a risk based approach together with a general duty to ensure the safety of employees and others affected by our activities, so far as is reasonably practicable.

The RRO requires designation of a ‘responsible person’ and along with other health and safety liked legislation, the understanding of the role of the ‘duty holder’.

In London Metropolitan University terms:

The Responsible Person is the person with overall responsibility for the university community – the Vice Chancellor.

The Duty Holder can be one of many people depending on the circumstances. Usually the duty holder will be taken to be the most senior person at a place managed by the university. E.g. at Calcutta House it would be the Head of Arts, Architecture and Design School or at the Science Centre would be the Head of Human Sciences School but in their absence, it could fall to their deputy or any other taking control of the building or activities. Equally, it could be a contractor working in part of our building if they are currently in control of that space. Alternatively, if we let out to a third party, then their lead person becomes the duty holder for that time and in that place, but the University will share that duty as the owners of the premises.

5. Allocation of Responsibilities

5.1 The Board of Governors

The Board of Governors of London Metropolitan University has ultimate responsibility for ensuring that all staff, volunteers, students, contractors and others likely to be affected by our activities, are able to work and study in a safe way in our buildings.

5.2 Vice Chancellor and Chief Executive

As Chief Executive of London Metropolitan University, the Vice Chancellor acts on behalf of the Board of Governors as its 'employer' and is the 'Responsible Person' under the RRO (Regulatory Reform Fire Safety Order 2005) . The Vice Chancellor delegates this responsibility on a day-to-day basis, to the Deputy Vice-Chancellor and University Secretary as well as the Director of Estates.

5.3 The Deputy Vice Chancellor

In premises under the control of London Metropolitan University, the Deputy Vice Chancellor and Secretary is a 'Duty Holder' and will ensure:

- A competent person (Estates & Fire Safety Advisor) is appointed to provide advice, guidance, training, and assistance on fire safety management to London Metropolitan University staff.
- Anyone managing works on behalf of the university, which could affect current or ongoing fire management, is competent so to do and are using contractors who are competent to carry out the task assigned.
- An active fire risk assessment is available and there is a management plan in place.
- Funding is provided to ensure compliance.

- Periodic external scrutiny of systems and process is undertaken.
- Monitoring and reporting on fire safety is provided to Senior Leadership and the Board of Governors.
- The Head of Health and Safety supports the Director of Estates.

5.4 The Director of Estates

The Director of Estates and delegates are responsible for the fire precautions and coordination of the safe management of fire risks in common areas, such as those not specifically under the control of other Schools or Departments and areas such as centrally bookable teaching spaces and meeting rooms. This includes arranging fire drills (see 6.2) and managing fire evacuations through the campus operations team and more specifically:

- Ensuring structural fire precautions
- Safe design and adequacy of the means of escape from the premises
- Maintaining fire alarm systems
- Emergency lighting
- Fire-fighting equipment.

5.5 Head of Health and Safety

The Head of Health and Safety manages and supports the Estates & Fire Safety Advisor; and ensures effective fire risk management for the University by providing strategic review of fire management arrangements and oversees coordination of fire management, working with collaboratively with Estates and schools.

5.6 Estates & Fire Safety Advisor (EFSA)

The Estates & Fire Safety Advisor will:

- Design appropriate fire procedures and guidance to reflect the statutory obligations and fire risk management of London Metropolitan University.
- Carry out fire risk assessments for all London Metropolitan University buildings and prepare an action list to maintain the buildings, fire management and systems to an acceptable level of compliance with the RRO and to circulate the document to Estates and anyone else who has actions arising from the assessment.
- Monitor progress of actions arising from the fire risk assessment.
- Maintain a register of Fire Wardens, Incident Controllers, and other front-of-house staff and arrange training (through CPED) for them in their fire-related duties, including fire evacuation and fire alarm activation response.
- Oversee fire evacuation drills which will take place as far as possible during the second week of each term.
- Investigate all fire alarm activations and other fire linked incidents.
- Provide reports as required by the Head of Health and Safety.
- Act as the lead liaison with the London Fire Brigade fire safety team and local management.

5.7 Heads of Departments, Heads of Schools

Heads of Departments and Schools are ‘Duty Holders’ under the RRO. As such, they are

responsible for the fire precautions and safe management of fire risks (in conjunction with the Fire Safety Adviser and Estates) in areas they occupy and for the safety of anyone else who may be at risk of injury from fire caused by the activities they manage. These responsibilities are supported by the Estates Fire Safety Advisor, so that there is collaborative working to achieve:

- Review and implement any actions linked to the Department/School's activities or the part of the building occupied by the School/Department as identified by the University's fire risk assessment .
- Ensure that the means of escape from their areas of responsibility are maintained in a safe, unobstructed condition and available at all times the premises are occupied
- Ensure that, where necessary, suitable, and sufficient risk assessments dealing with hazardous and dangerous materials and processes are provided and reviewed regularly.
- Ensure that training identified in this document is undertaken by all staff and students.
- Undertake Fire Warden training and provide sufficient numbers of Fire Wardens ensuring cover in absence periods and all occupied hours for their areas of responsibility (see section 5.11).
- Support the Fire Wardens and DSLO(s), to assist in the development, monitoring and review of the Department's arrangements for fire safety.
- Ensure that all staff, students, contractors, and visitors are adequately supervised by members of staff to ensure compliance and to protect themselves and others who might be affected by their acts and omissions.
- Ensure that specific and suitable arrangements are in place for all relevant persons working, studying or visiting the Department/School, who have restricted mobility, sensory disabilities or who are temporarily incapacitated; in particular they must ensure that safe egress from their area of responsibility to a place of safety in case of fire has been given due consideration, that arrangements are in place, documented and made known to appropriate members of staff as necessary (see 6.3 below);
- Where premises are shared, make arrangements for co-operation with other occupants outside the Department.

5.8 London Met Project Managers*

Project managers must ensure that, before the project commences, the contractors have adequate fire safety management plans and arrangements in place to demonstrate a clear fire strategy during the activity. The Estates & Fire Safety Advisor and the Senior Estates Facilities Manager should be invited to project meetings whenever fire safety is being discussed or may be impacted.

The fire safety management plans should include the protection of the means of escape or provision of an alternative means of escape, the maintenance of suitable fire compartmentation, storage, housekeeping and raising the alarm internally and externally to the site.
All building works must be undertaken to sustain or improve the fire safety provision of our buildings. After works have been completed, the structural integrity of compartmentation in relation to fire safety must be restored or enhanced i.e. any temporary breaches in compartmentation walls should be filled the appropriate fire stopping materials.

** Project Managers include Estates Project Managers, maintenance contractor engineers and their sub-contractor, ITS networking and telecommunications engineers, event planners or any consultants undertaking building and construction or mechanical and electrical works on London Met premises.*

5.9 Lecturers, Technicians and Demonstrators

Lecturers, Technicians and Demonstrators are responsible for the safety of their students when in class and they must make students aware of the fire procedures for the building in which they are teaching.

Lecturers must ensure that they are aware of any personal emergency evacuation plans that may be in place in relation to any of their students and where a student declares they may need help to evacuate, a referral to the DDS team should be made.

Detailed guidance notes for teaching staff are given in Appendix A.

5.10 Security

Security provides a 7 day a week service to the University, and are responsible for:
▪ The monitoring and receipt of fire alarm calls from all buildings within the University grounds.
▪ The immediate response of personnel to all fire alarm calls within the University grounds and University property.
▪ Responding to emergency phone calls from all University property, deciding on and implementing appropriate actions.
▪ Taking reasonable steps within the first five minutes, to investigate the cause of all fire alarm activations and using a dynamic risk-based approach, determine whether the incident can be adequately dealt with by the University or if it requires the attendance of the Fire & Rescue Service.
▪ Act as Incident Controller and liaise with Fire Marshals, Fire Wardens and Fire and Rescue Service as required until relieved.
▪ Completing a report at the end of each fire alarm activation and drill and forwarding it to the Health & Safety Team.

5.11 Fire Wardens

Fire Wardens are members of staff who volunteer for the role or are appointed by their Head of Department. The Estates & Fire Safety Advisor will give training and they are expected to assist the Incident Controller or other Fire Marshals in fire drills and evacuations. ‘Fire Warden’ duties include:

- Assist the local manager in all fire safety matters
- Monitor fire safety provision in their areas
- Report relevant defects
- Assist with local fire induction training for new staff and visiting staff
- If safe to do so, ensure that their defined areas are clear following a fire alarm activation
- In event of a fire, report to security and if required, assist in the evacuation
- Report the cleared areas and any people still in their areas to the Incident Controller or Fire Marshal
- Follow the instructions of a Fire Marshal when asked to assist in the evacuation

All staff of Grade 7 or above (Senior Lecturers and line managers) should make themselves available to assist Estates in the event of a fire evacuation. To ensure this, all Grade 7 or above staff members must attend Fire Warden training. However, we understand that some staff members may not be capable of performing the duties of a Fire Warden due to individual circumstances. If this applies to you, you are still required to complete the training to be aware of the correct procedures, but please notify the Estates and Fire Safety Advisor during the training so

that you will not be added to the list of Fire Wardens.

5.12 Estates Operations staff and any fire alarm engineers on site

In the event of fire alarm lasting for longer than 30 seconds, all Estates Operations staff and fire alarm engineers on site must report back to main reception to assist Security team (see section 6.4).

5.13 All other members of staff Students, and Visitors

The key responsibilities of members of staff with no specific fire safety role are:

- Leave the building on hearing the fire alarm
- Follow instruction given by the Fire Warden, Incident Controller and Fire Marshals
- Be responsible for your own safety
- Know the evacuation procedures
- Take reasonable care of others
- Co-operate with the University on fire safety matters
- Not to interfere with anything provided for fire safety
- Report any fire safety problems, e.g. blocked exit routes, report any accident or near miss through the University's incident reporting form or to their supervisor

5.14 Contractors

In addition to those responsibilities noted in 5.12, contractors are also required to:

- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the Fire Safety Order.
- Co-operate with the University on all matters of fire safety.
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this Policy and the University's emergency procedures.
- Obey all instructions relating to fire safety given by authorised members of the University such as project managers and CBRE.

CBRE staff have additional responsibilities outlined in Appendix E: Fire Alarm: Servicing and Isolation.

5.15 Health and Safety Team

In the event of an evacuation at the University Campus, the Health and Safety Team will mobilise to support Campus Services colleagues, supporting the Incident Controller in decision-making and deployment of Marshals and Wardens.

Where an event occurs at other sites if members of the team are present, they will support and observe.

After the event, the Health and Safety Team will prepare a fire drill feedback report and plan of action for any issues noted during the evacuation.

6. Fire Safety Provision

6.1 Fire Risk Assessment

The Estates & Fire Safety Advisor will carry out fire risk assessments (FRA's) for all London Met buildings. Significant findings are risk assessed and added to a FRA tracker, which is managed by the Estates & Fire Safety Advisor. Regular meetings will be held with the necessary stakeholders to ensure significant findings are progressed.
The FRA will be formally reviewed annually with documented routine inspections undertaken at least monthly in between. Additional findings will be added to the FRA tracker and completed items closed with a remediation noted.

New FRA's should be undertaken in the event of:

- New buildings or major refurbishment
- When building works have significantly altered the interior of a building
- Where a change of use has occurred
- Where a significant change of staff numbers has occurred
- Following a fire incident.

Copies of FRAs should be held by:

- Heads of Departments,
- Director of Estates,
- Health and Safety team

6.2 Fire Drills and alarm tests

Fire Drills and alarm tests give the University an opportunity to trial its response to fire alarms and to practice its procedures.

Fire Alarm Tests
The automatic fire alarms will be tested by a ring once a week and silent testing will be carried out in the weekend. The activation is managed by the Security Team and records held by the Security and Resilience Manager.

Fire drills
Fire drills are arranged by Security Services at least once each semester and at each London Met building, the timing set in consultation with the Estates & Fire Safety Advisor and senior management, in order to avoid too much disruption. The Campus Operations team and the local Fire Wardens should be informed of the fire drill so that they may practice their role. A written report should be submitted by Security to the Estates & Fire Safety Advisor after each drill using the Accident/Incident form.

6.3 Personal & General Emergency Evacuation Plans (PEEPs and GEEPs)

The University provides an evacuation plan for persons with impairments and those who are temporarily incapacitated.
A generic emergency evacuation plan (GEEP) is an evacuation plan used by visitors to a building who may face barriers and may not be able to evacuate the building unaided.

A Personal Emergency Evacuation Plan (PEEP) is tailormade to secure the safety of a specific person in the event of an emergency evacuation and must be drawn up with the individual, so that the method of evacuation can be agreed. This should not rely upon the intervention of the Fire and Rescue Services.

It is important that all those involved in the process of planning for means of escape for persons with impairments understand that it is about planning for **exceptional circumstances** (i.e. not an everyday event). It must also be made clear that in negotiating 'reasonable adjustments', persons with impairments have a responsibility to co-operate with the provisions of their own escape plans in order to facilitate their escape.

Students will be offered a PEEP assessment meeting and after a third invitation attempt, records will indicate that the offer was not accepted. The DDS team will remind the student of the desirability of a PEEP and the reminder will be noted on their record. Support will be also requested from Head of School to ensure PEEPs are completed.

Where a PEEP is in place, the student or staff member is expected to follow it. If there is a change in circumstance, the PEEP holder must notify the Fire Safety Adviser, so that a review can be undertaken.

6.4 Procedure for response to Fire Alarm Activations

To ensure a swift response to potential fire situations, and reduce unwanted fire signals (UWFS) where the fire brigade is called out unnecessarily, the University is operating a “Seek and Search” policy operated by Security, where staffing numbers permits.

This requires at least two available members of Security staff, one at the fire alarm main panel, who becomes the Incident Controller, and at least one staff member who becomes the “Seek and Search” team. This team has five minutes to investigate the activation site and decide whether the fire brigade is required. When possible, Campus Operation staff will support the “Seek and Search” .

Only staff who have attended the Fire Warden training and have been inducted on actions to be taken by the Security team, are to undertake this role. For Holloway, the on campus duty supervisor or it the absence of the on campus duty supervisor, the person in charge of control Security becomes the Incident Controller on every occasion when the fire brigade is summoned and on a false alarm. For Aldgate, the members of security staff manning the security office at the time of the incident becomes the incident controller. This role may be taken over by a senior member of the Estates Operations team.

When there are insufficient staff numbers, or staff available are not trained or not considered suitable to carry out these duties, the fire brigade must be summoned to every alarm activation lasting longer than thirty seconds.

On alarm activation in all areas on all sites, all Estates Operations staff must report back to main reception. In addition, any fire alarm engineers on site must report back to main reception to assist, if necessary.

The alarm monitoring company will call the fire brigade if there is no response from the building Security team.

The Incident Controller must summon the Fire Brigade on the following occasions:

- During all activations where there are insufficient staff numbers to carry out “Seek and Search” procedures,
- During all activations where staff available are not trained or considered suitable to carry out “Seek and Search” procedures,
- When a fire is confirmed or suspected by the “Seek and Search” team,
- When a fire is confirmed or suspected by a London Met staff member,
- When there has been no contact with the “Seek and Search” team for over 5 minutes,

During all fire brigade attendances, the fire brigade officer in charge of the fire crews have overall command of the incident and has sole responsibility for allowing staff and students to re-enter the building.

<u>False Alarms</u>

When the “Seek and Search” team can verify a false alarm.

- The alarm can be silenced,
- The alarm panel can be re-set,
- The Incident Controller may allow staff and students to re-enter the building.

All alarm activations and evacuations must be recorded in the online Security Team compliance sheets and additionally through the Incident System.

A report of all alarm activations must be submitted to allow an investigation to be completed. The University has introduced a revised reporting form to do this. Please try to include as much detail as possible, for example probable causes and any other relevant information.

ALL STAFF AND STUDENTS IN ALARM AREA MUST EVACUATE ON EVERY CONTINUOUS ALARM ACTIVATION

- **Any variant on these arrangements can only be decided by the Fire Safety Adviser or in their absence the Head of Health and Safety**

6.5 Fire Action Notices

Fire Action Notices (FAN's) should be situated around all areas adjacent to manual call points (MCPs) to ensure all occupants are aware of:

- Their location of the call point
- Means of raising the alarm
- Evacuation procedures
- External fire assembly points
- Emergency telephone numbers

7. Training

7.1 Local Induction Training

Heads of Departments/Schools must ensure fire safety is included in the induction training completed on commencement of employment, relocation (staff) or on commencement of their studies (students). The training must cover:

- Recognise fire escape routes and exits,
- How to raise the alarm,
- The actions to take on hearing a fire alarm,
- Understanding fire safety signage,
- Location of external fire assembly points (FAP).

7.2 Fire Safety Awareness training

All staff will be provided with access to Weblearn and will be requested to complete Fire Safety Awareness as a mandatory training session. This should be completed for all new members of staff within the first 6 months and refreshed every 2 years.

7.3 Fire Warden Training

The Estates & Fire Safety Advisor will carry out initial Fire Warden training. Refresher training is carried out every 3 years. The training will cover Fire Legislation and building safety measures, actions to be taken in the event of a fire, Fire Warden responsibilities, classes of fire and extinguishing agents.

7.4 Fire Alarm Response Training

All Campus Services Assistants and front of house staff should receive Fire Warden training from the Estates & Fire Safety Advisor and have a clear understanding of the actions to be taken to support in the incident control. Refresher training should be given every 3 years.
Security team should receive training outlining their responsibilities as Incident controllers and Fire Marshals. This training will be delivered by the Estates and Fire Safety Advisor and refreshed every 3 years.

7.5 Fire Extinguisher Training

Fire Extinguisher training is provided to staff in specific high risk areas for schools and departments and the Security Team. Refresher training should be given every 3 years.

8. Records

8.1 Fire Logbooks

All the fire alarm records are kept online in the Security compliance sheets folder. Records are kept of:

- Weekly fire alarm tests
- Fire evacuations including planned fire drills

Records for Fire Alarm disablements and reinstatements; contractors visits for fire alarm PPMs and reactive maintenance are kept by the Facilities management contractor.

- Departments and Schools should keep records of staff safety induction training and liaise with CPED and the Estates Fire Safety Advisor to when refresher is required. The Health and Safety Team will keep records of staff which have completed Fire warden training and arrange for regular refresher to be carried out.

8.2 Records of Personal Emergency Evacuation Plans (PEEPs)

Copies of completed PEEPs for students are shared with Security team, Schools Safety Advisor and will be retained by the Disability and Dyslexia Service (DDS) and course leaders (for students) and by the H&S Tea and, the individual and line manager (for staff).

9. Monitoring and Review

The Health and Safety Team will periodically audit the safety performance of each Department/School and all fire-related records will be sampled. The Estates & Fire Safety Advisor will monitor all fire alarm activations and report to the Head of Health and Safety and the H&S Committee as required.

LONDON METROPOLITAN UNIVERSITY

Appendix A: Fire Evacuation Guidance for Student Facing Staff

In classrooms, lecture theatres, laboratories and workshops and where it is generally not possible to appoint permanent fire wardens, staff are responsible for ensuring that students and other persons attending their class or lecture evacuate from the room when the fire alarm sounds.

Staff must report to the Incident Controller or Fire Marshals on their way to the assembly point to advise them whether they are aware of any person is waiting at fire refuge point for assistance.

Lecturers and teachers are responsible for the safety of the students when they are teaching them.

Actions to be taken when the fire alarm sounds

- Stop teaching and instruct all persons to evacuate from the building and go to the Fire Assembly Point using the nearest escape route and staircase (indicated with green and white 'Fire Exit' signs). Fire Action Notices that show the location of the Fire Assembly Point are positioned adjacent to the entrances to stairs and exit points from buildings.
- Coats, bags, and other personal items may be taken if this will not delay evacuation.
- Ensure that you are leaving your current processes as safe as it is practicable (relevant for laboratory and workshop activities). If your PPE may be potentially contaminated (eg lab coats) leave them in the room or fold inside out to prevent cross contamination of clean areas upon evacuation.
- Close door(s) to the room.
- Ensure that all persons have left the lecture theatre or classroom, and then join the class at the fire assembly point.
- Lifts must not be used.
- Report to the Incident Controller or Fire Marshals to advise that the teaching space is clear of all occupants.
- Keep the class together at the fire assembly point until a fire marshal has advised that it is safe to return to the building, so that the class may resume as soon as it is safe to do so.
- If the evacuation continues beyond the normal end of the lecture/class, the lecturer should dismiss the students, so that they can proceed to their next class (if it is in a different building).
- Students must not be allowed to re-enter the building where the alarm sounded until it has been declared safe to do so by a fire marshal.

Additional considerations if the fire originates in a Laboratory, Workshop or Kitchen.

- Raise the alarm by pressing the red break glass call point
- Shut off ignition sources by using Emergency stops or Isolators if appropriate and safe to do so.
- Close all fume hoods and windows.
- Consider tacking the fire if you have been trained and it is safe to do so.
  (Never tackle a fire if it is starting to spread or the room is filling with smoke)

- Depending on the severity of the fire, evacuees may need to move to an alternative assembly point when prompted by the Incident Controller.

Actions to be taken if a student in the class is unable to leave the building without assistance

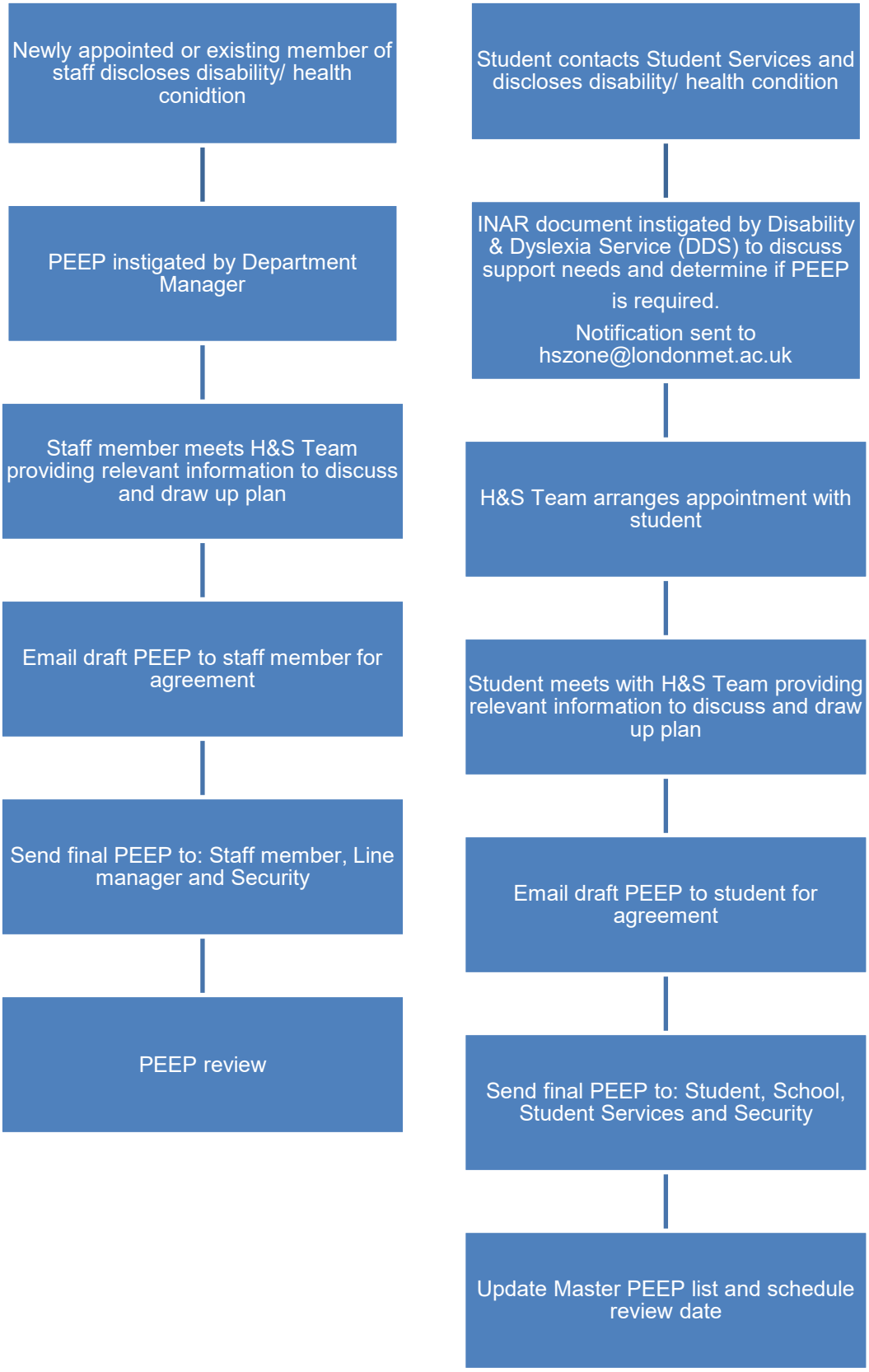
- Instruct/assist the student to follow their Personal Emergency Evacuation Plan (PEEP).
- Ensure that, if required and safe to do so, another student member of the class/staff stays with them and takes the student to the nearest refuge space, where the student should wait for assistance in safety while the accompanying staff/student is proceeding to evacuate.
- The lecturer must report to the fire marshal at the fire assembly point and give information relating to any student using a PEEP and any person who is aiding them.

General fire precautions when teaching

- The capacity of every lecture/classroom is based on the number of people who can evacuate safely from that room in the event of a fire alarm sounding – this capacity should never be exceeded.
- Fire exit doors (indicated by green and white signs) must always be kept clear. Teaching staff should ensure that they are not blocked by bags, tables, chairs, or any other items.
- Gangways in lecture theatres and in classrooms must always be kept clear.
- Fire doors (indicated by circular blue signs on the doors) must be kept closed.
- Any planned curricula activity, which has a potential for fire risk, must be subject to risk assessment and where local teams are unable to contain the risk, it must be discussed with the Schools Safety Advisor and Estates & Fire Safety Advisor prior to the teaching being undertaken.

LONDON METROPOLITAN UNIVERSITY

Appendix B: Personal Emergency Evacuation Procedure (PEEP) Process



Appendix C: Evacuation chair maintenance and locations.

1. Maintenance Procedure

The chairs should have a regular visual inspection by the Health and safety team and records

They should be serviced annually and after use in an evacuation scenario by a qualified person.

2. Documentation

Records of regular visual inspections to be held by H&S.
Servicing records should be kept by CBRE.

3. Locations

Evacuation chair locations, including latest servicing dates are kept in the H&S Team online fire folder.

Appendix D: H&S Standard: Fire Doors

Contents

1. Fire Door – Introduction

This guidance note is concerned with the identification, requirements and inspections of fire doors. It is intended to assist staff within the Estates, Facilities and Projects, whose responsibilities it is to help ensure that fire doors carry out their functions; to protect escape routes from the effects of fire so occupants can safely reach a final exit and/or to protect the contents and structure of a building by limiting the fire spread.

2. Identifying Fire Doors

The locations and ratings for fire doors are given in relevant guidance under building regulations and standards such as BS9999. This guidance note will assist in establishing where fire doors are required and identifying the fire doors within university buildings which need to be maintained and subject to regular inspection regimes.

2.1 Fire Door Ratings

Fire ratings for fire door assemblies are given in minutes and prefixed by the letters FD standing for “fire door”, thus FD30 equates to a 30 minute (1/2 hour) fire door or door set. All fire doors should be clearly marked with their fire resistance period.
The suffix ‘S’ indicates that cold smoke seals are fitted.

The most commonly specified integrity levels are:

- **FD30** - 30 minutes fire resisting with intumescent strips located within the frame or around the door leaves on both sides and the top. These doors are normally 44mm in thickness.

- **FD60** – 60 minutes fire resisting with intumescent strips located within the frame or around the door leaves on both sides and the top. These doors are normally 54mm in thickness and must have intumescent gaskets located behind the hinges, and gaskets around the locks.

The performance of a fire resisting “door set” is only as good as the weakest component and it is therefore essential that every part of the assembly contributes to the required level of performance.
A full door set includes:

- The door leaf (or leaves for double leaf doors)
- Frame (also termed the door lining)
- Fire door signs
- Intumescent seals
- Cold smoke seals
- Essential ironmongery (hinges; self-closers; locks; latches)
- Non-essential ironmongery (e.g. viewers and letterplates)
- Vision panels/Glazing

3. Where are fire doors required?

Fire doors are generally required in the following locations:

- Doors to kitchens and also to tea points which are in protected escape routes.
- Doors to service ducts and risers because of fire spread to other floors of the building.
- Doors to workshops, storerooms and plant rooms as these are high risk areas.
- Doors to laboratories (based on level of risk presented by the use of laboratory- if the use is deemed high fire risk then a fire door should be fitted).
- Mid-corridor doors which form a compartment or an extension to a fire escape route.
- Doors leading onto staircase from corridors or rooms, with the exception of toilets.
- Doors to circulation areas which extend the escape route from the stair to the final exit or to a place of safety, entrances and lobbies.
- All doors leading onto external fire escapes (except the door at the top of the fire escape).

- Doors between basement levels and staircase to upper floors.

3.1 (30) minute fire doors

In most situations a 30 minute fire door (FD30) should be installed. The door may require cold smoke seals.
Locations for 30 minute fire doors requiring smoke seals (FD30 S) to be fitted:

- Any door enclosing a protected staircase (escape staircase).
- A protected lobby approach to a stairway or corridor.
- All doors serving protected corridors.
- A door enclosing a protected shaft forming a lift or service shaft/riser.
- Doors to corridors connecting alternative exits. These are mid-corridor doors and should be in every corridor more than 12m long connecting two or more storey exits. The doors should be mid-way between the two storey exits.
- Doors in dead end (escape in one direction) portions of a corridor.

Locations for 30 minute fire doors NOT requiring smoke seals (FD30) to be fitted:

- A door forming an enclosure to a place of special fire risk.
- A door to a lift shaft that does not form a protected shaft.
- A door giving access to an external escape route except the door from the top storey.
- Any door within a cavity barrier i.e. a fire compartment break within the fire separation.
- Any door forming a protected entrance hall.
- In a compartment floor e.g. loft door.

3.2 (60) minute fire doors

The following locations will require a 60 minute fire door requiring smoke seals to be installed.

- Doors to fire-fighting lobbies where there is a fire-fighting lift or shaft.
- Doors to service ducts and risers if the wall is of 120 minute fire resistant construction.
- Doors within fire resisting compartment walls of 120 minute fire resistance or more. Please note: the fire door should be half the rating of the wall.
- In a fire compartment wall separating buildings.

Some fire doors may need to be of an extra fire rating to the above i.e. a door enclosing a protected shaft forming a lift or service shaft will need to be half the period of fire resistance of the walls in which it is fitted but a minimum of FD30.

It is possible that FD60 doors have been installed where only an FD30 is required- if this is the case there is no need to downgrade or change, but where an FD30 has been where and FD60 is required this must be changed and upgraded.

4. Door leaves and gaps

There are many ways of manufacturing a fire door but the most common for mass produced doors is wood frame in-filled with flax board and faced with plywood. The usual cause of fire door break down in a fire situation is distortion of the leaf and the main advantage of flax board construction is that the door does not contort easily during a fire. Laminated timber, solid joinery and particleboard cores can also perform well but each manufacturer's product behaves differently.

The gap between the door and the frame is extremely important and must be suitable for the intumescent seal fitted. In general the gap should not **exceed more than 4mm or less than 2mm** along the 2 long edges and across the top of the door leaf. The gap at the bottom of the door is usually around 8-10mm depending on the specification (check the manufacturer's instructions) for non-smoke conditions but 3mm when smoke seals are required.

4.1 Door frames

For FD30 doors, a good quality softwood frame is usually adequate providing it is of suitable thickness to bear the weight of a fire door leaf. A minimum of 32mm finished thickness is recommended, although frames as thin as 25mm can be used for lightweight leaves.

For FD60 doors, a frame manufactured from dense hardwood is essential due to the slow charring rate. A typical softwood frame would be expected to burn through in less than 60minutes and this should be borne I mind in refurbishment work where the existing frames are to be retained.

Doorstop size is immaterial: there is no longer a requirement for 25mm stops.

There may be instances where some fire doors are not made of wood but metal. If you are not completely sure of the integrity of such doors please contact the Estates & Fire Safety Advisor (EFSA).

4.2 Fire Door Signs

All fire doors MUST be marked with appropriate fire safety sign in accordance with BS5499 (2013). The sign should be 80mm x 80mm in size and fitted at eye level to one or both sides of the door.

Fire doors to cupboards and service risers should be marked on the outside with the appropriate fire door sign: all other fire doors will require appropriate signs on both sides of the door.

Sign, Colour & Pictogram	Description, Uses and Conventions
	Identifies a **Fire Door** fitted with a self-closing device that **MUST** be kept shut and unobstructed at all times. Signs are positioned at eye level on both faces of each leaf of self-closing fire doors. **Note:** door may be signed '*Fire Door Keep Closed' or similar*
	Identifies a **Fire Door** that **MUST** be kept shut at all times - *no self-closer fitted to the door requiring it to be locked shut to provide an effective fire barrier*. Signs fitted at eye level on the external door leaf. Signs are positioned at eye level on both faces of each leaf of self-closing fire doors. Used on fire doors for example to cleaner's cupboards, store rooms, plant rooms or service risers etc.

	Identifies a fire door that is held open by an electromagnetic hold open device, which to be effective must be kept clear and unobstructed at all times. Any obstruction may impede the door closing action or shutter when released by activation of the fire alarm. AFDKC signs are positioned at eye level on door leaf facing onto corridor or room, with a 'Fire Door Keep Shut' sign fitted on door leaf that faces the wall or partition when door is in the hold open position.

There are many other signs which may be displayed on fire doors. If you are unsure please refer to the relevant legislation for further guidance or contact the University Estates and Fire Safety Advisor.

5. Intumescent strips

Intumescent strips are designed for minimising the possibility of door edges being penetrated by fire and should be fitted to all fire doors as standard. An intumescent strip is applied to the edges of the door (with the exception of the bottom edge) so that a rise in temperature will cause the material to swell and close the gaps.

The intumescent strip, about 3mm thick by 10mm wide, is cut into a groove in the door or the frame edge and is normally white or brown in colour. As soon as the temperature in the vicinity of the strip exceeds 150^{o}C it swells and seals the gaps sealing the door onto the frame.

There may be occasions where the fire door requires an intumescent grill to be placed within the door leaf to give ventilation to an area, for example a server room where ventilation is required to keep the room cool. Any ventilation grill proposed must be approved by the University Fire Safety Advisor (FSA) before installation. In the event of a fire and if the temperature reaches certain high levels, the grill- that incorporates a honeycomb style mesh- will seal to stop any hot gases or smoke being transmitted to/from the room cupboard. Where grills have been previously installed they should be checked to ensure they are of the correct type i.e. intumescent grills.

6. Cold Smoke Seals

In most circumstances, retention or control of smoke is also required. Where this is so, fire door installations can be fitted with appropriate smoke seals. These prevent the leakage of air (and therefore smoke) through the most vulnerable places i.e. gaps between door and frame, glazed openings and where appropriate, letter plates. See section 2.2 above for doors that require smoke seals.

- Installations fitted with such seals are designated by the suffix 'S' after the integrity rating i.e. FD30S meaning door has 30 minutes fire resistance with smoke seals for the retention of smoke.

- Cold smoke seals come in the form of a brush or rubber strip which should be in the same location as the intumescent strips on three sides of the door or within the door frame. It is preferred that all new smoke seals are brush type and not rubber strip type as the rubber strips are not as durable and long lasting in maintenance terms a brushes.

7. Self-Closing Devices

7.1 Selection of the correct size door closer

The following points will all have an impact on which door closing device to use. It is essential to ensure the most suitable door closer is fitted to doors. Manufacturers' information should be able to provide information on suitability.

- The width of the door is the main consideration in determining the correct size closer.
  Size here refers to the minimum spring power and hence the closing force, generated by the closer.
- Door size.
- Weight of the door.
- Environment conditions, which include wind, draughts, pressure differentials, which may be in place in the building.
- Typical user strength

7.2 Door closing devices

All fire doors should be fitted with a self-closing device except for door which are generally kept locked shut (doors to cupboards and to service ducts/riser cupboards).

8. Door hold open devices

It is possible to hold open certain fire doors with either a fusible link, automatic release mechanism or a door closer delay device. Some more of the common methods for hold open devices are described below.

- All door hold open devices should be regularly released as part of a routine; for example, the magnets in hold open devices can become stuck together if not regularly released. Every hold open device should also be tested as part of the weekly fire alarm test in the building to ensure they perform.

- Electromagnetic door hold open devices can hold fire doors open using magnets which are linked to the fire alarm system. On activation of the fire alarm system the magnetic devices will release allowing the doors to close via the self-closing device.

- Some hold open devices are incorporated into the self-closing device which is also linked to the fire alarm system and automatically release the doors on fire alarm activation.

8.1 Dorgard

A Dorgard is a device that can be used in certain locations and is a self-contained unit which is installed onto the fire door and is battery operated. It allows the fire door to be held open via a rubber stop. It operates by identifying a high decibel sound such as the fire alarm system which releases the rubber stop. Once activated it releases the door which will close via self-closing device. There are limitations where a Dorgard unit and the University is in a process of removing those from the buildings where other fixed alternatives are possible.

Fire doors may only be held open by devices that are certified to relevant guidance.

9. Electronic locking & break glass units

- The installation of electronic locking or means of securing doors on exit routes, between different occupancies or on final exit doors not in normal use can be used. It includes electronic locks and strike plates (electro-magnetic devices), electro-magnets and mag locks (electro-magnetic devices).
- Electro-magnetic devices are normally installed at the top of doors and their frames. Any form of security device installed in a fire door should not reduce its fire resistance below the requirements of the relevant enforcing authority. Surface mounted devices are unlikely to cause significant problems unless fixing screws, bolts, etc, penetrate deeply into the door structure. Fixings which pass through the door are unacceptable.
- Electro-magnetic devices normally fail safe in the open position on operation of the fire alarm system and on the loss of power as the magnetic force is lost.
- Care should be taken that any floating plate arrangement does not include locating pins or lip as an external force on the door may prevent it from parting.
- A break glass unit, identifiable by being coloured green or a commercial emergency control device should be connected so that it will cut the power supply directly to the door lock without reliance on a relay.
- All doors fitted with electromagnetic door security locking systems need to be released as part of the fire alarm activation in order to ensure they perform.

Fire doors should not be fitted with locks that cannot be opened by either electronic means or manual push bars.

10. Ironmongery

- Essential ironmongery in fire doors includes hinges, closers and latches that are required for the door set to work. In general, they should not be manufactured from low melting point materials.
- Remove the minimum amount of timber when fitting ironmongery. For FD60 or higher ratings, the use of intumescent gasket beneath hinge blades and around latch bodies is essential.
- Non-essential ironmongery includes spy holes, letter plates, locks including digital locks and similar items that can be overlooked when designing for fire resistance. Most perforate the door and some can interfere with internal strength within the leaf. Check suitability before installing on site.
- Non-essential ironmongery are items not typically required on fire-resisting doors for them to function, whereas essential ironmongery is require din all cases - -e.g. door closers.

11. Vision panels

Vision panels are provided for many reasons. One of the benefits of vision panels is that they can aid people to see into a room through the doors during an evacuation or an incident without having to always open the door. This is especially convenient in the event that the door is locked and the keys are not immediately available. Whether in a mid-corridor door or a door to a room, a vision panel should not be covered with any posters, coats, signs or any other materials.

- All doors to circulation areas, corridor doors, and stair enclosures must be fitted with vision panels. In the case of doors to laboratories and other areas where chemicals or other hazardous materials are used, vision panels reduce the possibility of an accident occurring due to collision.
- If a vision panel or glazing is required in a fire door then the glazing has to be fire-resisting

glazing of 30/60 minutes integrity (FRG30/60) meeting the relevant guidance.

- It is very important to be able to identify clear fire-resisting glazing. This is identified by an acid etching with the trade name in the corner of the pane marked BS 476 Part 22. If the acid etched trade name or BS 476 Part 22 information is not visible then the glazing will not be accepted as FRG30 and must be replaced.
- Georgian wired type fire resisting glass is not normally marked in any way but should be 6mm minimum in thickness.
- It is essential that all fire resisting glazed windows, doors, borrowed lights or fanlights, are permanently fixed shut and do not contain mechanical ventilators or other openings.

If a vision panel or glazing is required in a fire door or partition, then the glazing has to be Fire Resisting Glazing of 30/60 minutes integrity (frg30/60) meeting the relevant guidance and match the door fire rating.

12. Register of fire doors & inspection periods

- As with any fire safety component, a fire door and its components should be regularly checked to ensure it functions properly. Most of the time a fire door is used like any other door and is subject to wear and tear. The building and surrounding environment can also change and affect the door. Any slight alteration to the door or its surroundings can affect the performance of the door in a fire situation.
- The university, via estates, has a legal responsibility to ensure fire doors are subject to a suitable system of maintenance and are maintained in an efficient state, proper working order and in good repair. A register of all fire doors must be produced preferably using a unique numbering system. All defects and remedial works must be recorded on the associated record sheets.
  The university's planned preventative maintenance (PPM) regime requires designated fire doors to be serviced at regular intervals.
  All maintenance staff and supervisors undertaking or inspecting fire door PPM's should receive appropriate training, in addition to Project Coordinators who need to inspect fire doors on completion of a project. Where necessary, the Fire Safety Advisor will provide advice and guidance on the quality of a fire door installation, however larger projects should have a designated fire consultant that will carry out inspection of final works.

- Any defects with the fire doors reported to estates should be regarded as urgent tasks and repaired within the shortest possible timeframe.

Any defects on fire doors which prevent opening of fire exit doors on escape routes from occupied areas should be reported immediately to the Health and Safety team in addition to Estates and the occupants of the area. If required, the occupancy and use of the area(s) affected may be impacted until the issue has been resolved.

Appendix E: Fire Alarm: Servicing and Isolation

Contents

1. Purpose

This procedure details how the Fire alarm system is managed whenever Works, Servicing or Isolations are required. The Estates & Fire Safety Advisor will regularly audit the system.

2. Scope

The procedure is aimed at keeping false alarms from the fire detection monitoring equipment to a minimum due to maintenance works in areas that fire detection operates, by scheduling in advance isolations in areas were works are to be carried out. It is also aimed at checking and swiftly repairing faulty detection devices, keeping disruption to the monitoring system to a minimum.

3. Definitions

EFSA: Estates & Fire Safety Advisor
AFAS: Automatic Fire Alarm System
FAE: Fire Alarm Engineer
SEIM: Senior Estates Infrastructure Manager

4. Application

This procedure is applicable to all work undertaken on at London Met buildings, contractors, sub-contractors and their staff and university staff. It is intended to supplement any standard processes contractors would use when undertaking hot works , dusty works or works that can produce smoke.

5. Responsibilities

It is the responsibility of CBRE to notify in advance, the following staff of any servicing or testing to be completed by Fire Alarm Engineers:

- Security staff
- Holloway main control room
- SEIM
- Head of Estates Operations

In addition, it is the responsibility of CBRE to advise in advance the following of any fire alarm isolations or emergency works that need to be carried out to the fire alarm system:

- Security staff
- Holloway main control room

The Fire Alarm Engineer should be issued with a radio from security along with instructions so as to be able to be in contact with security at all times.

The Fire Alarm Engineer should notify the above, including CBRE when testing/servicing is complete and the status of the system.

It is the responsibility of Security staff on receipt of notice of testing or servicing of the Fire Alarm System to notify the monitoring station of this and the start and completion of the testing/servicing.

6. Maintenance Procedure

Any planned maintenance should be appended on the Control of Works Calendar.
Before maintenance begins by the Fire Alarm Engineer the link to the control room should be disconnected to avoid disruption to control room staff.
Sounders should be isolated for the duration of the maintenance to avoid unnecessary evacuations.
A FAE should always stay by the Fire Alarm Panel during testing in case of an Actual Fire Alarm Activation.

7. Fire Alarm Isolation Requests

All attempts must be made to avoid the isolation and impairment of the fire alarm system. The fire alarm system may only be isolated if an alternative means of conducting the required works is not achievable. Fire alarm isolations should always be planned for the shortest duration possible.

If any hot works or activities that could produce smoke, heat or dust are to be undertaken, then the Project Manager/Tutor needs to raise a job through the Facilities management help desk to have local detector devices isolated prior to works/activity taking place.

It is the responsibility of CBRE to ensure that isolations are in place before any works take place and fire watch in conducted where detectors have been isolated where necessary.

Firewatchers shall ensure that no condition arises, or action is taken, that will lead to a hazardous situation. Constant vigilance, checking of adjacent equipment and observance of safe work practices is essential.

For hot works, A hot work permit is required for any temporary operation involving open flames or producing heat and/or sparks and this will be managed by CBRE.

Note: Any isolation should only affect the automatic detectors and under no circumstances should the manual call points be isolated unless prior approval is received from the University Estates and Fire Safety Advisor.

If the works finish early, then the Project Manager/Tutor must inform CBRE who should check the area to make sure it is safe to de-isolate the devices.

NOTE: 24 hours' notice needs to be given for any isolation.
NOTE: Detectors should not be left isolated overnight.

8. Isolations Instigated Due to Device Faults

From time to time fire detection monitoring devices will go into fault condition**;** this can be for a variety of reasons. This needs to be investigated and if the fault cannot be cleared by resetting the panel then the device should be isolated and, Fire Alarm engineers notified of the fault.

9. Fire Panel Isolations

On occasions it may be necessary for Fire Alarm Engineers to isolate the panel to carry out maintenance works to either the panel or to the Fire Alarm system within the building. These isolations are arranged in advance by CBRE, and it is the responsibility of CBRE to ensure that security are notified of the isolation and that it is de-isolated as soon as possible after works are completed.

10. Documentation

Once testing/servicing or remedial works to the fire alarm system have been completed, documents should be saved onto the current CAFM system, FM Cloud.
Any permits and documents pertaining to the isolation of smoke devices will be kept by CBRE in their physical folder records.