

| OPERATIONAL MAINTENANCE PROCEDURE | | |
|---|--------------------|---------------------------|
| Subject: MAINTENANCE OF FIRE SAFETY WITHIN BUILDINGS | E&CS31 | Rev. 03 |
| | Page 1 of 4 | Issue Date: 15/08/2017 |
| | Owner: T Tomlinson | |



1.0 PURPOSE

All buildings that are part of the University infrastructure have already attained building regulations part B approval (where applicable); the purpose of this procedure is to ensure that we maintain the fire integrity throughout the buildings general use and subsequent and inevitable alterations.


2.0 GENERAL

2.1 Introduction

The Regulatory Reform (Fire Safety) Order 2005 Part 2 paragraph 17 places a direct and legal obligation on the University to undertake regular maintenance of all items incorporated into a buildings fire protection such as:

- Fire alarm systems as per BS5839 weekly sounder test, initiated from a different call point each week, annual smoke detector test all faults repaired as P1 category.
- Fire doors and shutters/curtains annual check to BS8214 all repairs P1 category
- Emergency lighting as per BS5266 a monthly test plus annual battery 3 hour test
- Smoke extract systems as per BS5306, 6 monthly full function test
- Fire dampers as per BS5306, a pressure differential test to 300 Pascal's (0.003 bar) maintained for 15 minutes, test carried out every 2 years, full function test every 6 months.
- Fire fighting dry mains feed as per BS5306 6 monthly valve operation check, annual pressure test to 10 bars for 15 minutes.
- Fire compartments have been checked by fire safety engineers who have confirmed the compartment lines and produced fire strategies for each current building.

Before amending or breaching any walls the fire compartmentalisation shown in the fire strategy for the building must be checked, any breaches to a compartment wall must be made good.

| OPERATIONAL MAINTENANCE PROCEDURE | | |  UNIVERSITY OF LINCOLN |
|---|--------------------|---------------------------|---|
| Subject: MAINTENANCE OF FIRE SAFETY WITHIN BUILDINGS | E&CS31 | Rev. 03 | |
| | Page 2 of 4 | Issue Date: 15/08/2017 | |
| | Owner: T Tomlinson | | |

Any breaches must maintain the shown level of fire resistance of 30, 60 or 120 minutes, if in doubt check with our retained fire safety engineers 'Exova Warrington fire'.

- Emergency refuge communications systems as per BS5839, BS9999 and BS8300, weekly test of a different call point each week, competent person to carry out full function test and visual test of all components every 6 months.
- Emergency evacuation equipment annual service and inspection as per manufacturer's instructions
- FIRE Evacuation lifts (where fitted) as per manufacturer's instructions but must have a 6 monthly **statutory** inspection
- Fire extinguishers or other fire fighting equipment (covered in separate E&CS43 - Statutory testing fire extinguishers)

2.2 Aims of Procedure

The aims of this procedure are to identify and provide guidance on how best the University can carry out the planned maintenance, alterations or ultimate removal of any of the previously listed fire safety features or fixings within University controlled infrastructure.


3.0 General Duties/Responsibilities

For all of the previously listed equipment it is the role of Estates and Campus Services to ensure that the equipment is maintained correctly.

By default it will fall to the Vice Chancellor as the head of the organisation but would normally be delegated to the Director of Estates and Campus Services to ensure the work is carried out, this in turn would be further delegated to various members of the department to ensure the work is completed at the correct intervals.

Please note that although you can legally delegate the work to other people or organisations you cannot delegate the ultimate responsibility, which legally still remains with the Vice Chancellor who has a duty under the Management of Health and Safety Regulations 1999 to ensure that adequate resources and time are made available to ensure the work can be carried out.

| OPERATIONAL MAINTENANCE PROCEDURE | | |
|---|--------------------|---------------------------|
| Subject: MAINTENANCE OF FIRE SAFETY WITHIN BUILDINGS | E&CS31 | Rev. 03 |
| | Page 3 of 4 | Issue Date: 15/08/2017 |
| | Owner: T Tomlinson | |



**UNIVERSITY OF
LINCOLN**

4.0 NOTIFICATION

The fire preventative measures installed within our buildings are all interlocked and form a 'complete package' as such the knock on effect must be taken into consideration before allowing any parts to be removed or reduced.

For this reason work on the fire alarm system must be permit to work controlled.

Unoccupied buildings (i.e. weekend work) the fire alarm systems must be capable of partial or ideally full reactivation if the building is to be left vacant with no people in it for longer than 12 hours.

This rule can only be breached with prior notification and approval from the University insurers 'Zurich'.

4.1 Responsibilities and Enforcement

It will generally be the responsibility of the E&CS Compliance Officer to ensure through collaboration with the project manager that the fire integrity within all structures is maintained and that no work is being carried out to the fire safety systems that he is not aware of.


4.2 Monitoring and Reviewing

This procedure should be reviewed and if proven necessary amended on an annual basis.

4.3 Records of testing

All tests should be recorded via PlanOn

| OPERATIONAL MAINTENANCE PROCEDURE | | |
|---|--------------------|---------------------------|
| Subject: MAINTENANCE OF FIRE SAFETY WITHIN BUILDINGS | E&CS31 | Rev. 03 |
| | Page 4 of 4 | Issue Date: 15/08/2017 |
| | Owner: T Tomlinson | |



UNIVERSITY OF
LINCOLN

4.4 Reference's

Regulatory Reform (Fire Safety) Order 2005

The Fire Safety (Employees Capabilities) (England) Regulations 2010

The Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) regulations 2003

The Furniture and Furnishings (Fire) (Safety) Regulations 1988

The Building Regulations 2010 volume 2 - Buildings other than dwelling houses

BSEN 1366-2:1999 - Fire resistance tests for service installations - fire dampers

Plus the following British Standards

BS5266-1:2011 - Emergency lighting

BS5306-3:2009 - Commissioning and maintenance of portable fire extinguishers

BS5499-4:2013 - Code of practise for escape route signing

BS5839-9:2011 - Fire detection and fire alarm systems for buildings

BS7273-4:2007 - Code of practise for the operation of fire protection measures

BS8214:2008 - Code of practise for fire door assemblies

BS8300: 2009 - Disabled access and egress from buildings

BS9990:2006 - Code of practise for non automatic fire fighting systems in buildings

BS9999: 2008 - Code of practise for fire safety in buildings

E&CS63 Maintenance and inspection of fire doors