


ESTATES SERVICES PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: WORKING ON THE FIRE ALARM SYSTEMS	ESP 18	Rev. 02	
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	Owner: P Lawson		

**TO BE READ IN CONJUNCTION WITH ESP 21 PERMIT TO WORK,
AND ESP 23 AUTHORISING PERSONS PROCEDURES**

Work on fire alarm systems must be controlled, as not controlling could lead to a very serious risk to life. Failure to control can affect also the University infrastructure services which may in turn affect the business continuity of the University.

1.0 GENERAL

Most of the fire alarm systems utilised within the university of Lincoln infrastructure are addressable, in other words specified areas can be isolated to allow Hot works or maintenance to be carried out.

The only exceptions are Witham house on the Brayford campus, and most buildings on the Riseholme campus.

For the areas that are not addressable it would be necessary to switch off the whole system within the building.

2.0 DEFINITIONS

- 2.1 A fire alarm system can consist of two or more of any of the following components, **work on any part is a permit to work controlled activity**: a smoke, heat, aspirating, flame or beam detector attached to a sounder or warning beacon and or plant shut down valves, or lifts to an interface or control panel.
- 2.2 A heat, smoke, aspirating or beam detector can only be "**disabled**" from either the local fire alarm panel or the central module in the security office of the Minerva building (only for Brayford campus).
- 2.3 This procedure only covers hard wired components and systems; it does not cover battery powered or standalone components.


Simply masking or covering the detector is not fool proof and will not guarantee a false activation will be averted and tend to be forgotten and not removed as such:

THE COVERING UP OF DETECTORS IS NOT ALLOWED AT ANY TIME.

The sounders for the fire alarm systems are not addressable individually and can only either all be silenced as a whole building or as per the sounder circuits.

3.0 RESPONSIBILITIES

- 3.1 It is the responsibility of the person requesting the work to ensure that a permit to work has been requested at least 24 hours in advance of the isolation being required.

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- 3.2 Hot works are not to commence, until notification has been received from the maintenance contractor or authorising person that the relevant areas have been isolated, (where applicable).
- 3.3 It is the responsibility of the person authorising the work to ensure that the fire alarm system is re-installed at the end of the hot or dusty works.

4.0 RECORDING

All isolations must be recorded in section 4 (events log) of the building log book

5.0 RESTRICTIONS

- 4.1 Any work disabling fire detection equipment within sleeping accommodation is to ensure that it will not be left disabled overnight, whilst people are sleeping within that room.
- 4.2 Isolating any components during the day in non-accommodation buildings is permitted, providing contingency planning has allowed for additional fire watches and looking at whether the building is occupied.
- 4.3 Only the competent trained people can carry out work on the fire alarm systems;
- Isolations only** (from within the Estates Services)
- Phil Lawson, Simon Crampton, Mark Skinner
- Work on components** (from the Maintenance Contractor)
- Chris Broome, Mark Cook, Lou Webster and Paul Sumner
- Or any appointed fire alarm engineer.
- 4.4 A fire alarm component can only be isolated for a manned shift in an occupied area. Longer periods can be permitted providing both the university insurance company and the security section have been informed in advance via email to insurance@post01.lincoln.ac.uk and securitysupervisor@lincoln.ac.uk