


<b>ESTATES SERVICE PROCEDURE</b>			 <b>UNIVERSITY OF LINCOLN</b>
<b>Subject:</b> STATUTORY TESTING FIRE EXTINGUISHERS	ESP 43	Rev. 02	
	Page 1 of 1	Issue Date: 14/05/2018	
	Owner: T Tomlinson		

## **1.0 PURPOSE**

The purpose of this procedure is to assist the University of Lincoln Estates Services in discharging their health and safety responsibilities by ensuring that fire extinguishers are inspected and serviced regularly.

Estates Services sub contract the task of carrying out an annual service of fire fighting equipment and ensures that every piece of fire equipment is as per the fire plan recorded on the portal.

The plan is drawn up in accordance with the fire strategy provided as part of the health and safety file for each building or when these are not available due to the age of the building from specific reports from fire safety engineers, at this point where the end use of the room/building is taken into consideration with occupancy levels to determine the fire risk/load of an area, the health and safety department produce fire risk assessments.

## **2.0 GENERAL**

We currently have an annual inspection and service carried out on all known (as shown on the fire plan) fire extinguishers and fire blankets by the Fire Safety Company on behalf of the University of Lincoln.

A certificate of inspection and maintenance is issued after the servicing has been completed in each building. This will be added to the site log book ASAP and Audited alongside the Fire alarms every 3 months by Estates

This is further backed up by monthly inspections of all fire fighting equipment in University controlled student accommodation.

When the use of the building/room changes significantly, it will be picked up during the planning stages, however to ensure that the use is recorded and has not increased the fire risk please contact the Health and Safety department (extension 6169) who will confirm whether the new use does or does not increase the fire risk/loading and whether any additional fire safety equipment is required.

## **3.0 CONTACTS**

In the event that fire extinguishers have had the tamper seals removed, been discharged, or the dials indicate in the red zone then report the exact location via the Universities CAFM system, Estates services will arrange to get it rectified as a priority maintenance task.

In the event that any extra fire safety equipment is required for external visits by any of the academic colleges, a small stock of tested equipment is maintained and they can be loaned out as required this can be arranged through Trevor Tomlinson (extension 7062) ideally 1 weeks notice is required as a minimum to get the equipment and numbers delivered to the Brayford pool site in time.