



Reference - *British Standard 5839-1, Fire Detection & Alarm Systems for Buildings - Code of Practice for System design, Installation & Servicing Section 4 - User Responsibilities*

1.0. INTRODUCTION

- 1.1. The **Responsible Person**¹ for the premises is to ensure that a Weekly Test of the building's Fire Alarm (FA) System is carried out under **The Regulatory Reform (Fire Safety) Order 2005 (Article 17)**.
- 1.2. The 'Weekly Test' set out below is in addition to the routine maintenance undertaken by a professional fire alarm engineering company in respect to the building's system. Weekly testing for most buildings on the UCL Estate will be carried out by UCL Maintenance Staff. However, in a number of premises Local Managers / Responsible Persons are responsible for the weekly testing of the fire alarm system and the up keep of records.

2.0. RESPONSIBLE PERSON

- 2.1. The 'Responsible Person' is to undertake or nominate a suitable person (*e.g. Residence or Facility Managers*) to supervise the fire alarm system. The person should have sufficient authority to authorise any necessary work to the alarm system immediately to ensure it is kept operational at all times.

3.0. KEEPING OF RECORDS

- 3.1. The 'Responsible Person' is to ensure that the Fire Alarm Logbook is kept up to date with the following events recorded in it:
 - Dates & times of alarms (genuine, practice, tests or false) together with their causes where known;
 - Dates, times & types of defects & faults, what action taken, reported to whom & when;
 - Dates of tests of the system (i.e. weekly, fire drill etc.);
 - Dates of servicing (routine or special);

1. In the Fire Safety Order '**Responsible Person**' means the employer in relation to a workplace, if the workplace is to any extent under his control.

- Dates & times of all periods of disconnection or disablement;
- Any alterations to the system.

3.1. It is vital that all actions are recorded accurately in the logbook for the protection of the 'Responsible Person' and made available to any authorised person (e.g. Fire Brigade).

4.0. WEEKLY TEST

4.1. At least one Manual Call Point (MCP) is to be operated to test the ability of the controlling equipment (FA Panel) to receive a signal, sound the alarm and operate any other devices fitted to the FA system. Carry out the weekly test as follows:

4.2. Equipment Required:

- A small call point triggering device (but in some cases you may need a screwdriver or Allen key to unscrew the front of older call points to simulate the breaking of the glass);
- Access / Enabling keys (or Enabling Codes) to the main fire alarm panel so as to cancel the alarm on activation of the system when triggered at a call point as part of the test;
- The Fire Alarm Logbook – to record the test and details of call point zone, location etc.;
- Access / Authorisation Codes to go '**off line**' with the Monitoring Company or Alarm Receiving Company (ARC) so that the fire brigade is not called; the main UCL Campus a Permit to Work on the fire alarm system where necessary / telephone number to inform the UCL Security Control Room is required. Contact the Monitoring Station / UCL Security Control after the test to ensure they received the signal - if no signal received, then take appropriate action to have the line checked out/repaired as necessary;

4.3. Actions Required at Test:

- Isolate any plant or systems as necessary prior to initiating fire alarm system,
- Check that where buildings have more than one FA panel networked together, that all panels activated and that the sounders operated throughout the building,
- Once alarm initiated and sounders cancelled, but before the system is reset – check the following functions:
 - Ensure that all doors fitted with '**Electromagnetic Door Security Locking Systems**' released as part of the fire alarm activation (fire alarm needs to be activated for this function, but sounders need not be ringing);

- Ensure that any doors fitted with '**Electromagnetic Hold Open Devices**' released and that the fire doors closed fully shut;
- Ensure that the '**Fire Alarm Activated Do Not Enter**' signs operate, where fitted to building entrances or building separation points;
- Test **Deaf Message System** connected to the some fire alarm panels using a mobile phone texting system (See Fire Safety Tech Note TN007);
- Ensure that the fire signal went back to Monitoring Station/UCL Security Control Room,
- Report or Repair any non-functioning devices, sounders, bells, door release or locking systems immediately.

Notes:

- All Manual Call Points (MCP) should be numbered so that they can be easily identified for recording purposes (using tape or similar) e.g. Zone 1 with 3 call points - Zone 1, Device 1 = 1.1, and so on 2.3, 3.2.....
- The activation of the '**Evacuate**' function key on the fire alarm panel **does not constitute a test of the system** under the British Standard. Only the operation of a call point/device in the relevant Zone as described below is acceptable;
- The Responsible Person is to operate a MCP in a FA Zone, using a different trigger point - **DO NOT** use the same MCP each week. The test should last for no more than 10 seconds or so. It is recommended that two persons carry out the test:
 - One person at the main fire alarm panel to cancel the bells/sounders ringing; once the sounders are cancelled, allow time to check other ancillary equipment such as door locks, hold open devices, before resetting the system;
 - One person to operate the call point and check fire doors, electronic door locks and Do Not Enter... signs etc.;
- The device location and number is to be recorded in the logbook on completion of the weekly test. The weekly test should be carried out at the same time and the same day of each week, to ensure occupants are aware that the short alarm is the 'weekly test'. Notices should be displayed to ensure that occupants are aware of the test day and time, so that at all other times the alarm will be real and treated as such.