

 <p>Mandatory Fire Safety Instruction</p>	 <p>OCCUPATION FIRE SAFETY FAMILIARIZATION REQUIREMENTS - UCL PROJECTS PRACTICAL COMPLETION</p>
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1.0. Introduction

- 1.1. The **Regulator Reform (Fire Safety) Order 2005** requires that occupants receive fire safety familiarisation on both initial induction, periodically and changes of work places.
- 1.2. This MI document addresses the requirements for UCL Estates in ensuring that departments are assisted in initiating adequate procedures to satisfy these duties.
- 1.3. Occupants moving into new buildings on completion of construction or refurbished works should be provided with a '**fire safety familiarization**' prior to moving into the premises. The following procedures are to be implemented to comply with UCL's Fire Safety Management Standard and to enable the **Project Managers**¹ to comply with these requirements.

2.0. Project Managers Responsibilities - Practical Completion

- 2.1. A fire / life safety Systems check is to be made to ensure the safety of '**Relevant Persons**²' prior to occupation of the refurbished / new-build areas.
- 2.2. **Project Manager** - to request that the UCL Fire Safety Manager [or other Competent Person(s)] be available prior to 'Practical Completion' of the project to review the fire safety arrangements for occupation by '*Relevant Persons*'; particularly focusing on:
 - **Means of Escape** - escape routes widths and directions of escape door opening, as well as features installed to protect the means of escape, including emergency door furniture, smoke control systems, etc.
 - **Fire Separation / Compartmentation, particularly in the case of multi-occupied spaces or buildings housing different purpose groups** - fire door provision - fire dampers and fire stopping;

1. Project Manager Means - any UCL Appointed Contract Administrator, UCL Estates Project Manager, Property Manager, Project Officer, Maintenance Surveyor, Building Services Engineer, Operations Maintenance Engineer and Telecommunications Engineer. Any: UCL Information Systems Division (ISD) Networking Engineers; any other UCL Institute Facilities Managers, Department Representative or Consultants undertaking Building & Construction (B&C) or Mechanical & Electrical (M&E) works.

2. 'Relevant Person' means under the Fire Safety Order 2005: any person (including the responsible person) who is, or may be lawfully on UCL's premises; and any person in the immediate vicinity of the premises who is at risk from a fire on UCL's premises - this may include staff, students, visitors or members of the public on the street adjacent to the building.

- **Fire Detections and Alarm Systems** - witnessing and testing of the fire alarm system to confirm adequate sound pressure levels, functionality and interface connections, and that commissioning certificates for the fire detection and alarm system have been provided, where relevant;
- **Emergency Escape Lighting** - confirm that installations have been subject to adequate testing and maintenance, and that coverage meets the requirements of BS 5266-8 and BS EN 1838 and the recommendations of BS 5266-1;
- **Fire and Rescue Service (FRS) Equipment** – witnessing and testing of the equipment and systems designed for use by the FRS (*such as certain types of smoke control system, dry-rising mains and fire-fighting lifts etc.*) have been undertaken, and that commissioning certificates for these systems have been provided where necessary.
- **Fire Extinguishing Equipment** - fire extinguishers have been supplied and fixed in accordance with BS 5306: Part 8.
- **Statutory Fire & Safety Signage** - that fire signage (*including Fire Action Notices*) have been supplied and fixed in accordance with Health & Safety (Safety Signs & Signals) Regulations 1996 and BS 5499:4, if this is part of the contract works.

Note 1 - the Project Manager determines whether Practical Completion will be granted. However, where life safety systems are found to be deficient under the building contract then Practical Completion should not be granted until resolved. These measures are to protect the 'Relevant Persons' / Occupying Staff and UCL Responsible Person(s) under the Fire Safety Order.

3.0. Project Managers Responsibilities - UCL Staff Familiarisation Briefing Prior to Building Occupation

3.1. **The Project Manager** is required as part of the arrangements for moving occupants or departments into the new accommodation at post practical completion of the project (*but prior to the occupation*), to undertake the following:

- Arrange with the Heads of Departments moving into the building/space that prior to occupation, that their senior departmental staff [*such as Managers, Fire Evacuation Marshals (FEMs) and Departmental Safety Officers (DSO)*] undertake a short fire safety familiarization briefing and site induction (including being walked escape routes and shown fire equipment, etc.) of the new accommodation. Annex A provides a briefing guide and Annex B is a sample copy of the training record.
- Small moves and projects – Project manager to show department around. Consultation with the UCL Fire Safety Manager (*or suitable person where UCL tenants the FM / Building Manager*) should be engaged in by the UPO to determine how best to facilitate familiarization briefing of relevant departmental staff in one (or more) sessions. This may

involve cascading of information to the UPO from the fire safety team in order that they can carry out the familiarization for their project.

- Head(s) of Department(s) should use their staff who are familiarized through these briefings to cascade this information to all other relevant persons in the Department, prior to those staff occupying the accommodation. Generally, those trained department staff will then need to brief other departmental staff by cascading information.
- A record of the staff attending the familiarization briefing will be kept by the UCL Project Manager and a copy will be sent to the Head of Department for their records. Heads of Departments are required to provide a training record for all of their staff trained by other departmental staff for auditing purposes by the fire and rescue authority.

4.0. OCCUPANT FAMILIARIZATION WALK AROUND (SUBJECTS TO BE COVERED)

4.1. As part of the department move-in process, **UCL Estates Project Manager / Move Managers** are required to ensure that the following fire safety items are implemented Liaise with new department(s) to arrange:

- **How to call the fire and rescue service either by dialling Ext: '222' or (9)999 (or as per local arrangements);**
- **A physical walk of the Fire Escape Route(s):**
 - **From the workstation to all floor fire exits** (*i.e. from work location to the stairs or external exits if on the ground floor*);
 - **From fire exits on the floor on which the workstation is situated to the relevant external exit doors of the building** (*i.e. from the stairs to the exit used to leave the building*);
- **A physical walk of route(s) to the building's Fire Assembly Point(s)** (*If not fire obvious from final exit*);
- **The identification of Fire & Smoke-Resisting Doors and their importance in preventing the spread of fire & smoke into occupants escape routes from the building** (*Doors marked, as 'Fire Door Keep Shut' / 'Fire Door Keep Locked' must not be propped or wedged open under any circumstances - see TN 014 / TN 015 / TN 016*);
- **Demonstrate the following, where applicable:**
 - **The Emergency Door Release Mechanisms** (*to ensure familiarization with the operation of door release mechanism such as 'Push Bars to Open', Thumb-Turn devices, Imperial break glass locks & other door release devices as appropriate see TN 002*);

- **Electromagnetic Door Locking Systems** (*Release & Emergency Break Glass overrides fitted to doors with electronic security systems, operation of the physical 'green box' override release. Note: most doors fitted with electromagnetic locks will release automatically on activation of the fire detection and alarm system and occupants should be advised to check this when the system is tested on a weekly basis, wherever possible, and report any defects to Estates - see TN 002 / TN 004*);
- **In addition, and where appropriate:**
 - **Informing individual members of staff of their 'duty of care' to assist in the evacuation of students, the public and disabled people** (*i.e. the requirement to evacuate occupants from libraries, museums, cluster rooms, lecture theatres and seminar rooms, whether any lifts can be used (i.e. if fire-fighting lifts or evacuation lifts are provided), local refuges (for temporary safe waiting) and arrangements for assisting those with disabilities, etc.*);
- **Specific or Other Relevant Local Information / Instructions:**
 - For those working in areas where 'Shut-Down' procedures apply (*Laboratories / Workshops / Kitchens safety shut down procedures in the event of fire - i.e. power/equipment / gas cylinder isolation or hazardous process shut down etc.*);

Note - for copies of the Fire Technical Notes (TN) see guidance – www.ucl.ac.uk/fire

