FIRE PRECAUTIONS - SUPPLEMENTARY GUIDANCE NOTES

[This guidance is for information purposes only and does not form part of a Legal Notice]

1. Fire Resistance and Means of Escape in Case of Fire

i. 30 Minutes Fire Resistance means the element of construction is to be capable of resisting the action of fire for a minimum of 30 minutes under the prescribed conditions of British Standard 476: Part 20 [Load Bearing Elements] 1987; or British Standard 476: Part 22 [Non-Load Bearing Elements]: 1987.

If tested prior to June 1987, the conditions of British Standard 476; Part 8, 1972 apply.

A fire resisting partition specified in conjunction with a fire resisting door where not continuous through the thickness of the floors is to be carried from floor to ceiling in the case of non-combustible floors, and in the case of combustible floors, carried from the upper surface of the floor boards at each floor level to the under surface of the floor boards at the next higher level and be trimmed tightly around any open joists.

ii. Under no circumstances should escape routes be obstructed or used as storage areas. Parts of the escape route likely to be prone to this problem should display notices to prevent such actions.

2. Fire Doors and Fittings

i. The door should be reasonably straight and true and lie flush against the rebate when closed. Any gap between the door edge and frame should not exceed 4mm. Where the gap below the door is excessive a threshold may be necessary.

ii. FD30 Standard Door is a doorset [door and frame] fitted with the necessary intumescent seals capable of resisting the action of fire for a minimum of 30 minutes under the prescribed conditions of British Standard 476: Part 22: 1987.

Intumescent strip should be continuous to top and both sides of door or frame, and not interrupted by hinge or latch fittings. Strip or paste can be used behind the fittings, or similarly a suitable proprietary system may be used.

iii. All fire resisting doors detailed using the suffix 'S' such as FD30 S, are to be fitted with an approved smoke seal to the top and both edges of the door.

An Approved Smoke Seal is a seal capable of preventing the passage of ambient temperature smoke under the prescribed conditions of British Standard 476: Part 31.1:1988.

iv. Door closers should be of the positive self closing type and any which necessitate removal of large portions of the door or frame are to be avoided.

'Self-closing' means that the self-closure of the door should be effected by an automatic self-closing device which cannot easily be removed from the door or tampered with; this term does not include rising butt hinges.

Closers of the spiral spring pattern or any which can be easily disconnected or locked in the 90° position are also not acceptable.

Concealed *PERKO* door closers are acceptable providing that they are the Double chain *PERKOMATIC* variety.

The method adopted must, in every case, be maintained to secure the effective closure of the door and overcome resistance of any latch.

When fitted under no circumstances should self closing fire resisting doors be wedged in the open position.

v. No part of a hinge, latch or door closer shall be made either of combustible material or of non-combustible material having a melting point less than 800°C.

Fire resisting doors should be hung on 1½ pairs of butt hinges, one of which is to be in the centre position. If however PERKO door closers are used then these should be located in the centre position with the extra hinge to one side.

vi. Postal slots are acceptable in 30 min fire resisting doors.

Self closing letter plates should be fitted to either side of the door and should be of metal construction throughout including any fixings.

Smoke seals should be fitted to the letter plates.

Alternatively a totally enclosed collecting box, which is of fire resisting construction, can be provided to fit over the slot on the inner face of the door.

vii. Latches when fitted should engage into the latch plate by at least 10 mm when the door is closed.

Rim locks should be positioned on the non-risk side of the door, or bolted through the thickness of the door. Where possible the latch mechanism and cut out parts should be coated with intumescent paste or paint.

3. Glazing for Fire Resisting Structures

i. In fire resisting doorsets, any plain glazing should be replaced by or backed with Georgian wired glass not less than 6 mm in thickness and in pane size not exceeding 0.4m^2 in area, in accordance with the requirements of BS 476 : pt 22.

The timber beading to the doorset should be screwed and glued to the frame and coated with intumescent paint, or covered with metal cappings, or consist of non combustible materials.

ii. Doors not designed to accept glazing should not be fitted with glazing of any type.

Glazing is not acceptable to doors in such rooms as, plant rooms, store rooms, cleaners cupboards and doors to separate lettings in flats or houses in multiple occupation.
Nor is it acceptable in doors to rooms bordering a single direction of escape corridor, staircase or dead end condition.

4. Fire Signage and Notices

i. Fire Safety Signs are to conform to British Standard 5499; Part 1: with regard to colour, graphic symbol/pictogram design and size of lettering where applicable.

Self luminous signs are to conform to B.S. 5499 pt 2.

ii. A *'Fire Action Notice'* is to be displayed adjacent to the Fire Alarm Control Panel and adjacent to every Break Glass Call Point.

iii. Fire resisting doors should be marked on both sides at eye level with a blue circle notice with white lettering not less than 5mm in height, bearing either

'Fire Door Keep Shut'

to self closing fire resisting doors

OR

'Fire Door Keep Locked' *(One side only)*

to cupboard doors required to be fire resisting.

iv. Doors fitted with panic bar or panic latch fittings should bear the letters *'Push Bar to Open'* in white block lettering of not less than 50mm in size positioned immediately over the operating bar.

5. Emergency Lighting

i. Where provision of escape lighting is necessary, it is to be provided in accordance with the recommendations of British Standard 5266: Part 1.

This should be a non-maintained emergency lighting system sufficient to enable persons to see their way out of the building in the event of failure of the general lighting.

A non-maintained system as defined in British Standard Code of Practice 5266, is a system designed and installed to operate automatically upon the failure of the local mains lighting sub-circuit. Self-contained units will be considered satisfactory.

ii. The installation of an emergency lighting system should be carried out by a registered NICEIC Contractor. On completion the Contractor who undertook the works must issue a NICEIC EMERGENCY LIGHTING COMPLETION CERTIFICATE **and** a NICEIC EMERGENCY LIGHTING INSPECTION and TEST CERTIFICATE.

iii The procedures for testing and servicing of the emergency lighting system are laid down in section 12 of BS 5266 : pt 1 :1988.

All appropriate testing and servicing should be undertaken in accordance with this British Standard.

Evidence of satisfactory testing and servicing may be required by the council periodically.

6. Means of Giving Warning in Case of Fire

i Where an Automatic Fire Detection system is deemed necessary it should be provided in accordance with the appropriate recommendations in BS 5839: pt 1: 1988, or BS 5839: pt 6: 1995 (for self contained flats).

ii The installation of an A.F.D. system should be carried out by a registered NICEIC contractor who, on completion of the works, must issue a NICEIC FIRE ALARM SYSTEM INSTALLATION AND COMMISSIONING CERTIFICATE.

iii The procedures for testing and servicing and the users responsibilities are laid down in the relevant sections of BS5839: pt 1: 1988 and pt 6: 1995.

All appropriate measures and procedures should be undertaken in accordance with this British Standard.

Evidence of satisfactory testing and servicing may be required by the council periodically.

7. Means of Fighting Fire

i. Extinguishers should be sited and installed in accordance with the recommendations of BS 5306: Part 3.

ii. The extinguishers must be serviced **annually** in accordance with BS 5306: Part 3 and Manufacturer's instructions.

After complete or partial use extinguishers must be recharged in accordance with BS 6643: Part 1 and Part 2 Dry Powder and Manufacturer's instructions.

Servicing and recharging must be undertaken by a trained competent person.

iii. Fire Blankets are to comply with the requirements of BS 6575 : 1985, and sited in accordance with the manufacturers recommendations.

Annually, the Fire Blanket is to be withdrawn from the container, unfolded and checked for the following :-

- damage and discoloration
- integrity of handle fixings

If there is any evidence of damage the blanket is to be discarded and replaced.

If the blanket is satisfactory then it is to be re-folded and replaced in the container as per the manufacturers instructions.