

This document applies to sub-surface stations

Standard		S
Series No.	Role	Issue No.
Bb218	-	03
Persons involved: Station Supervisor Group Station Manager Fire Safety Manager Infraco staff Contractor staff		
Effective: 24 April 2005		
Page 1 of 5		

This document includes

Purpose
 Introduction to temporary exemptions
 Responsibility for applying for temporary exemptions
 Application for temporary exemption from any regulation *except 4.1* – Form A
 Application for temporary exemption from regulation 4.1 only – Form B
 Exemption notices
 Form A - Application for temporary exemption from Fire Precautions (Sub-surface Railway Stations) Regulations 1989
 Form B - Application for temporary exemption from section 4 (1) of the Fire Precautions (Sub-Surface Railway Stations) Regulations 1989

1 Purpose

This document explains when it is necessary to obtain a temporary exemption from The Fire Precautions (Sub-surface Railway Stations) Regulations 1989 (the 'sub-surface regulations') and how to apply for a temporary exemption.

2 Introduction to temporary exemptions

- 2.1 A temporary exemption from the sub-surface regulations is required
- if any work planned to be carried out during traffic hours contravenes or is likely to contravene the sub-surface regulations
 - if there is no approval for the works according to the requirements of Reference Manual document Bb224.
- 2.2 A temporary exemption is a written agreement between LUL and the fire authority for a defined area of a station to allow relaxation of parts of the sub-surface regulations for an agreed period of time. For example
- whilst works are undertaken
 - where fire protection or detection equipment has become defective
 - if compartmentation is breached.
- 2.3 An open-ended exemption is an exemption that allows part of the sub-surface regulations to be waived for an undefined period of time. The requirements relating to applications for open-ended exemptions are set out in Reference Manual document Bb224: compliance with fire precautions and the process for change.

Standard		S
Bb218	-	03
Page 2 of 5		

3. Responsibility for applying for temporary exemptions

3.1 Applications for temporary exemptions must be made in one of two ways

- Applications for a temporary exemption must be made via the Fire Safety Manager if any sub-surface regulation, *except* regulation 4.1, is to be contravened. The Fire Safety Manager is responsible for requesting such temporary exemptions from the fire authority.
- Applications for a temporary exemption must be made via the Group Station Manager (GSM) if regulation 4.1 is to be contravened. The GSM is responsible for requesting such temporary exemptions from the Fire authority. **[Note** - regulation 4.1 states: "All parts of station premises providing means of escape from the premises in case of fire, including railway platforms, escalators, travolators and lifts, shall be kept free from obstruction at all times when members of the public have access to the premises and shall be so maintained as to secure that they can be safely used as such means of escape at those times".]

4. Application for temporary exemption from any regulation, *except* 4.1 – form A

- 4.1 Applications for a temporary exemption relating to works on a station must be submitted to the Fire Safety Manager using the attached form A at least twelve working days before the required starting date of the exemption. Form A must not be sent directly to the fire authority.
- 4.2 Project Managers and others must note that groups of rooms or areas on a single application form will only be signed off together when all the works have been completed. If particular rooms or areas are to be signed off at different times a separate application must be made for each location.
- 4.3 The GSM (or his deputy) must give approval to the application and show this by signing form A.
- 4.4 The Fire Safety Manager will consider each application for a temporary exemption and make sure that there are sufficient grounds for submission to the fire authority.
- 4.5 Where the justification for any application is in doubt, the Fire Safety Manager will discuss the application with the Originator before proceeding further.
- 4.6 If the Fire authority approves the application, they will issue an exemption notice.
- 4.7 The Fire Safety Manager will issue the fire authority exemption notice to the
 - Project Manager (originator)
 - Group Station Manager
 - Assistant Company Secretary
 - Fire Safety Assurance Manager (Infracore)
 and retain a file copy.
- 4.8 On completion of all works, the Project Manager or originator must sign the relevant section on a copy of form A and send it to the LUL or Infracore Fire Assurance Manager as appropriate.
- 4.9 On receipt of a copy of form A, signed off by the Project Manager or originator, the LUL or Infracore Fire Assurance Manager (or designate) must verify that the rooms or areas are compliant with the requirements of the sub-surface regulations and relevant standards. When compliance has been verified, the relevant section on form A must be signed by the LUL or Infracore Fire Assurance Manager. The form must then be sent to the LUL Fire Safety Manager.
- 4.10 The Fire Safety Manager will only authorise the use of the rooms or areas concerned on receipt of a copy of the form A application completed to show the LUL or Infracore Fire Assurance Manager's signature.

<i>Standard</i>		S
Bb218	-	03
Page 3 of 5		

5. Application for temporary exemption from regulation 4.1 only – Form B

- 5.1 Project Managers or others must request the GSM to apply for temporary exemptions relating to the obstruction or closure of exits, exit routes and the erection of hoardings. GSMs may initiate applications themselves.
- 5.2 The GSM (or a nominated deputy) must apply directly to the fire authority using the attached form B.
- 5.3 The GSM must arrange a 'pre-start' meeting on site between the fire authority, the Project Manager and any other interested party prior to any obstruction or closure being made. If the fire authority approves the proposed closure, the fire authority will issue the GSM with a '4(1)' exemption notice at the end of the pre-start meeting.
- 5.4 The exemption notice (see section 6 below) will include any conditions imposed by the fire authority.
- 5.5 On receipt of the exemption notice, the GSM must send a copy to the Fire Safety Manager (and to the Project Manager, if not copied at the time of the pre-start meeting). It is essential that the Fire Safety Manager is made aware of the details of the Exemption notice in order to amend the compliance fire plans to show the position of the obstruction or closure.
- 5.6 On completion of works and removal of obstructions, the GSM must sign the relevant section on a copy of Form B and send it to the Fire Safety Manager. This is essential in order that the compliance fire plan can be amended to show the up to date layout of the station.
- 5.7 GSMs must monitor the expiry date of exemption notices, as failure to clear an obstruction or closure or alternatively to obtain an extension to the temporary exemption will be a contravention of the regulations.

6. Exemption notices

- 6.1 Fire authority exemption notices include the following information
 - date of issue
 - name of the station
 - exemption number
 - precise location where the exemption applies
 - use of each location to which exemption applies
 - reason for the exemption
 - terms and conditions of exemptions
 - date from which 4.1 exemption valid
 - expiry date of 4.1 exemption.