

Category 1 Standard

S1088

Managing Changes to Stations Fire Precautions

Issue date: July 2015

Issue No.: A1

Review date: July 2020

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1 Purpose

- 1.1 The purpose of this standard is to define London Underground's requirements for the management of alterations to the general fire precautions on its railway station premises where these changes have the potential to affect the fire safety of stations and the safety of passengers, staff and emergency responders in the event of a fire on a station.

This standard describes the following requirements.

- 1.2 The mandatory process for the notification to the Fire Authority (FA) of maintenance or refurbishment work that could effect the fire precaution arrangements at railway stations managed by LU, and for gaining their approval of those works where necessary.
- 1.3 The mandatory process for obtaining exemptions where required against Regulations 5(2), 6(2) or 10(2) of The Fire Precautions (Sub Surface Railway Stations) England Regulations 2009, Regulatory Reform, (fire safety) Order 2005 from the FA.
- 1.4 The arrangements for updating Fire Plans and for maintaining their accuracy during the course of the works. It provides consistency of application for all parties requesting changes to the general fire precautions in these stations, and it maintains an auditable trail of those changes.
- 1.5 Works may be defined as follows:-
- Works affecting the means of escape
 - Short term works such as escalator/lift refurbishment
 - Minor works requests e.g. change of use for an area, Station Area Identification (SID) code change.
 - Works that materially alter the premises
 - Storage of materials and equipment for such work
 - Works requiring the isolation or temporary substitution of any fire system (see Note 1 overleaf)

2 Scope

2.1 This standard applies to all railway station premises where LU holds 'Responsible Person' duties under The Regulatory Reform (Fire Safety) Order 2005 (RR (FS) O).

2.2 It does not apply:

To work on the Permanent Way where it can be demonstrated that planned works are within tunnels and the work:

- does not alter the means of escape in case of fire for LU staff, contractors or passengers;
- does not impact on the station layout; and
- does not require the alteration of station exits/entrances

To changes to the train service alone, including suspension of service.

To works that take place wholly when the station is closed to the public, provided that when it is re-opened, there are no alterations (either permanent or temporary) to that premises.

To works using temporary and removable barriers that do not impact the station precautions.

To works involving the maintenance, renewal or refurbishment of fire precautions or fire protection provided that the configuration, compliance and required function of the assets being worked on are unchanged by those works and they are maintained serviceable at all times when the premises are open to the public.

Where smoke detection is being replaced by heat detection.¹

To LU Premises that are not stations.²

To retail unit or other premises that do not open into a station area, are separated by an imperforate one hour fire resistance wall, floor, ceiling and who do not share escape routes with the station.²

Notes: (1) In this instance the alteration must be assured in accordance with the relevant Cat 1 and 2 engineering standards under the management of the appointed maintainers of the system (Standard PR0630, Fire Detection Isolation, Smoke to Heat Detector Substitution refers)

(2) Where this standard does not apply it does not absolve the Project team from the requirements of the Regulatory Reform Order and that of the Buildings Regulations (16b) that require suitable and adequate documentation to be provided.

3 Requirements

3.1 Background

- 3.1.1 The Fire Compliance Team (FCT) maintains Fire Plans to record the necessary fire precautions at that location. This assists London Underground to demonstrate compliance with The Regulatory Reform (Fire Safety) Order 2005 (RR (FS) O).
- 3.1.2 These documents are available to project managers and other stakeholders to assist them to perform their tasks whilst understanding the importance of the fire precautions within the premises they are working on.
- 3.1.3 The FCT is the single point of contact with the Fire Authority (FA) which in the inner London area is the London Fire and Emergency Planning Authority (LFEPA) but for outlying premises may be another Fire Authority.

3.2 General

- 3.2.1 Where the work is as described in section 2.2, an application for change will be required as described in this standard. This could include a full or part closure of public areas, alterations to the means of escape or work affecting the fire precautions if this is undertaken in operational hours.
 - 3.2.2 If the fire precautions are not being changed then the works will be controlled through the use of pre start meetings and the Operational Assurance Notification (OAN) process. To decide whether the Fire Precautions are being altered the table at the start of the Attachment 7.2 should be completed.
 - 3.2.3 If the work involves the change of use of an area and a change to the Fire Plan the issuing of the Authority to Use (ATU) by the FCT will be required before the area can be utilised for this change.
 - 3.2.4 If the works require an exemption of the requirements within The Fire Precautions (Sub-surface Railway Stations) England Regulations 2009 by the Fire Authority (FA), the Accredited Fire Engineer from the Project will assist in the preparation of this through the FCT.
- 3.1.5 A process diagram is included in Attachment 7.1

3.3 Anomalies on the Fire Plans

- 3.3.1 Where the Area Manager (AM) becomes aware that there is an anomaly on the Fire plans (not associated with ongoing project works) they shall notify the Fire Compliance Team using the form in Attachment 7.3.

3.4 Initial Application

- 3.4.1 When a change as described in section 3.2 is being introduced which alters the general fire precautions then the applicant should assess the impact of the change on the fire risks and complete Attachment 7.2. This assessment will include impact

on fire load, potential sources of ignition, impact on evacuation times and escape routes and potential effect of the work on the fire safety systems.

- 3.4.2 Evacuation calculations will be required in support of the application where the means of escape is adversely affected due to the works. (LU Standard S1371)
- 3.4.3 A Works Impact Fire Risk Assessment (WIFRA) is produced by the applicant using Attachment 7.2 to assess the fire risk generated by the works. This assessment is used to identify other documentation and evidence to be supplied with the application.
- 3.4.4 All applications that affect the fire precautions for the station shall be agreed by a designated competent authority.. Assistance can be provided by the FCT if required. On some projects a Operational Task Manager (OTM) will be assigned to provide assistance
- 3.4.5 The AM or their delegated representative, will sign Attachment 7.2 to show that they accept the operational impact of the work to their station and that they will review the WRA/CRA's and CCEP for the station as necessary both for the duration of the works, and at completion.
- 3.4.6 The completed form is sent to the FCT so that the process of notifying the Fire Authority and updating the Compliance Fire Plans can be undertaken.

Note: Depending on the complexity of the works being undertaken, the FCT may request a Pre Start meeting where the applicant can explain to all interested parties the works that they are undertaking. If FA representation is required this will be arranged by the FCT.

3.5 Changes to Fire Precautions not requiring an exemption

- 3.5.1 Where exemptions against the regulations are not required the FCT sign Attachment 7.2 to confirm that the process has been completed and return it to the applicant.
- 3.5.2 The LFEPA has served 'Alteration Notices' under the RR (FS) O on LU for all sub-surface stations. This requires the Responsible Person to notify the FA of any changes to be made. In the case of London Underground the FCT undertakes this role on behalf of the Directors. Unless an exemption against the Regulations is required by the applicant for the works, once FCT approval has been granted, works can proceed.
- 3.5.3 The applicant informs the FCT of start of work (SOW) and this is noted on the application form in Attachment 7.2. The FCT provides Fire Approval Plans to the station and updates the London Fire Brigade (LFB) Box at the Rendezvous Point (RVP) where these are fitted.
- 3.5.4 These Fire Approval plans show the proposed change in a clouded area on the relevant Fire Plan layout(s) covering the extent of the works.