

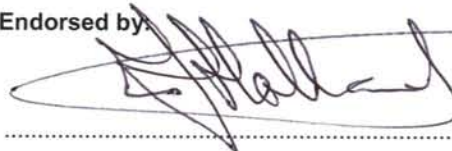
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Level 3

Fire safety – Offices and Competency and Training Delivery Centres

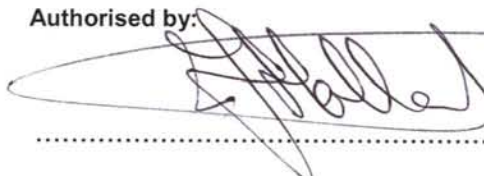
Endorsement and Authorisation

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Issue record

Issue	Date	Comments
Issue 1	February 2003	Document compliments RT/LS/P/100 offering guidance for delivery within Offices
Issue 2	April 2003	Minor change to section 6.1.5
Issue 3	April 2005	Minor amendments to align the documents with the Company Standards Hierarchy. Sections on Fire Risk Assessment and Fire Log Book have been removed and developed as separate business process documents
Issue 4	August 2006	Minor amendments to reflect new Fire Safety Legislation and reduction in the technical content of the document.
Issue 5	September 2010	Further amendments to reflect the Fire Safety legislation and to change the guidance document to a Level 3 standard.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 4 December 2010.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

SI 2005 / 1541	The Regulatory Reform (Fire Safety Order) 2005
	The Fire (Scotland) Act 2005
Scot SI 2006:456	Fire Safety (Scotland) Regulations 2006
SI 1989 / 1401	The Fire Precautions (Sub-surface Railway Stations) Regulations 1989 (As amended)
SI 2009 / 782	The Fire Precautions (Sub-surface Railway Stations) (England) Regulations 2009
SI 1996 / 341	The Health and Safety (Safety, Signs and Signals) Regulations 1996
SI 2007 / 307	The Health and Safety (Construction Design and Management) Regulations 2007
SI 2002 / 2776	Dangerous Substances and Explosive Atmospheres Regulations 2002
NR/L1/FIR/100	Fire Safety Policy
NR/L3/FIR/107	Fire Safety – Fire risk assessment
NR/L3/FIR/108	Fire Safety – Fire extinguishers
NR/L3/FIR/109	Fire Safety – Fire log Book

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Ref:	NR/L3/FIR/103
Issue:	5
Date:	04 September 2010
Compliance date:	04 December 2010

Contents

1 Purpose	5
2 Scope	5
3 Roles and responsibilities	5
4 General Fire Precautions	5
5 Procedure	5
6 Design advice	14
7 Performance review	14
8 Records	15
Appendix A Competence and Training Delivery Centres	16
Table 1 – Fire Safety Signs	10
Table 2 – Fire safety records	15
Table A.1 – Categorisation of Competence and Training Delivery and Administration Centres	17

Ref:	NR/L3/FIR/103
Issue:	5
Date:	04 September 2010
Compliance date:	04 December 2010

1 Purpose

This standard sets the minimum standard required to meet the requirements of Fire Safety Policy NR/L1/FIR/100 in Offices and Competency and Training Delivery Centres.

2 Scope

This Standard applies to Network Rail Offices and Training Delivery Centres and those areas occupied by Offices and Training Delivery Centres within premises managed by others and contractors appointed by Network Rail to work within Offices.

3 Roles and responsibilities

The Head of Workplace Management shall appoint the Workplace Soft Services Manager as the Person Responsible for Fire Safety (PRFS) who shall be responsible for completing the fire risk assessments.

The contracted facilities manager shall be responsible for the day to day management of fire safety and the maintenance of fire safety systems and equipment.

4 General Fire Precautions

The fire safety legislation requires certain general fire precautions to be undertaken these include:

- a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- b) measures in relation to the means of escape from the premises;
- c) measures for securing that, at all material times, the means of escape can be safely and effectively used;
- d) measures in relation to the means for fighting fires on the premises;
- e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including
 - a. measures relating to the instruction and training of employees
 - b. measures to mitigate the effects of the fire.

5 Procedure

5.1 Risk Assessment

5.1.1 Fire Risk Assessment

The PRFS shall carry out a fire risk assessment in accordance with NR/L3/FIR/107.

The PRFS is responsible for the maintenance of the fire risk assessment and it shall be maintained so that it is up to date at all times. The fire risk assessment shall be reviewed prior to any proposed change to the premises, following any change to the premises and annually.

Ref:	NR/L3/FIR/103
Issue:	5
Date:	04 September 2010
Compliance date:	04 December 2010

Where Network Rail are an occupier or tenant within a premises not owned or managed by Network Rail Offices, or their appointed agents, the PRFS shall carry out a fire risk assessment of the areas Network Rail occupies. In addition to sharing the findings of the risk assessment with staff, the significant findings shall be shared with the person responsible for the remainder of the premises.

In buildings where a contracted Facilities Manager is based they are responsible for the day to day management of fire safety and shall have day to day ownership of the fire risk assessment.

The PRFS in Training Delivery Centres shall manage fire safety in accordance with Appendix A.

5.1.2 Dangerous Substances and Explosive Atmospheres Regulations 2002

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) are concerned with protection against risk from fire, explosion and similar events arising from dangerous substances used or stored in the workplace. They set minimum requirements for the protection of workers from fire and explosion risk related to dangerous and potentially explosive atmospheres. The key requirements of DSEAR are that these risks are assessed and eliminated or reduced. The DSEAR risk assessment shall form part of the fire safety risk assessment.

NOTE 1 Further guidance on DSEAR is contained in NR/L3/FIR/107 Fire Safety - Fire Risk Assessment.

NOTE 2 Proper control and management of the storage and use of highly flammable liquids/gases and other combustible materials is essential to reduce the probability of a fire starting and to reduce the chances of a fire spreading.

5.1.3 Management of Imported Risk

5.1.3.1 General

The PRFS shall manage the imported fire risk in Offices and Training Delivery Centres

The PRFS shall carry out a routine fire inspection every 6 months

NOTE 1 This section assists Offices Management in identifying fire risks that are imported into our business and any actions, which are necessary to minimise those risks.

NOTE 2 An imported risk is one that is brought into or in close proximity to an Office that could cause ignition, or if ignition has occurred, could provide a fuel source these include.

- a) computers, printers, fax machines,
- b) kettles, drink machines,
- c) cooking facilities,
- d) heating and ventilation equipment,
- e) paper and other combustibles,
- f) heat sealing equipment e.g. laminators
- g) photocopiers,
- h) contractor hot working.

This list is not exhaustive; however these imported risks are managed through removal of unnecessary equipment, Portable Appliance Testing (PAT), regular pre-planned preventative maintenance regimes, clear desk policies, hot work permits and contractor control procedures.