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NR/L3/FIR/105 Issue 4

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Issue:	4
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Level 3

Fire safety – Property, Business Space, Freight & Miscellaneous Property Portfolios

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Issue record

Issue	Date	Comments
1	December 2003	This Guidance Note supports the approach to the Management of fire safety detailed in the Company Fire Safety Policy NR/L1/FIR/100
2	April 2005	Minor changes to align document with the company standards hierarchy.
3	August 2006	Re-issue to reflect Network Rail re-organisation and changes to fire safety legislation.
4	September 2010	Amendments to the management of the high risk estate, new high risk criteria and inspection regimes. Change to 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 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/L3/FIR/105/F003	Fire Risk Management
NR/L3/FIR/105/F004	Fire Report Form

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1 Purpose

This standard sets the minimum standard required to meet the requirements of Fire Safety Policy NR/L1/FIR/100 within the Property, Business Space, Freight & MAP Portfolios ("the Portfolio")

2 Scope

This Standard applies to premises owned by Network Rail including vacant and let properties in the Business Space & Freight Portfolios and buildings in the MAP Portfolio measuring over 50 sq m (excluding Train Operator Companies (TOC's) Estate Stations and Light Maintenance Depots let to TOC's).

3 Roles and responsibilities

The Property Estate/Portfolio manager shall appoint a Person Responsible for the Management of Fire Safety (PRFS) for all multi-occupied premises, vacant premises and shared escape routes.

4 General Fire Precautions

Portfolio Managers shall be responsible for the effective management of fire risk within their dedicated portfolio. This responsibility includes the ongoing management of shared fire escape routes and multi-occupied premises owned by Network Rail as well as monitoring and prioritizing risk imported by tenants.

NOTE 1 Portfolio managers may be assisted by Portfolio Surveyors, Site Managers and Network Rail Fire Safety Engineers in the delivery of fire risk management.

NOTE 2 The Professional Head of Fire Safety is responsible for providing Portfolio Managers, Portfolio Surveyors and Site Managers with competent professional fire safety advice.

5 Procedure

5.1 Risk assessment

5.1.1 Fire Risk Assessment

The accommodation occupied by Network Rail Property personnel on a day-to-day basis shall be subject to the fire safety arrangements contained in NR/L3/FIR107 Fire Safety - Fire Risk Assessment.

Premises leased to third parties shall also be subject to fire risk assessment, however the tenant as the responsible person, is responsible for carrying out a fire risk assessment of their workplace.

Where premises are multi-occupied or several premises share a common escape route the Network Rail PRFS shall be responsible for putting arrangements in place so that a fire risk assessment is carried out and maintained for the common areas.

The Head of Fire Safety Policy shall arrange for annual inspections to be undertaken of all multi-occupied premises and shared fire escapes by the Network Rail Fire Safety Engineers and assist in the completion of the Fire Risk Assessments.

Where Network Rail has the responsibility for the fire risk assessment of common areas in multi-occupied premises, the PRFS shall follow the procedure in NR/L3/FIR/107 Fire Risk Assessment.

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5.1.2 Dangerous Substances and Explosive Atmosphere Regulations 2002

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) are concerned with protection against risks 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 The tenant/occupier is required to comply with these Regulations.

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

To assist in the management of imported fire risk each tenancy shall be subject to regular visits by Portfolio Managers, Portfolio Surveyors, Site Managers and Network Rail Fire Safety Engineers.

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

5.1.3.2 Tenants

The fire risk imported by tenants shall be assessed and risk ranked. The process is designed primarily to minimise the risk imported to the operational railway, i.e. what potential does the tenants' undertaking have on disrupting continued train operation. The initial assessment shall be carried out by the Portfolio Manager, Portfolio Surveyor or Site Manager.

NOTE 1 All new tenants receive a welcome pack from Business Space when they take up their occupancy; the pack includes guidelines on fire safety and the responsibilities of the tenant.

NOTE 2 Tenants also import the risk of prosecution to Network Rail within multi-occupied Network Rail owned premises. This risk is related to the responsibilities contained within Fire Safety Legislation, which cannot be abrogated through delegation or lease condition.

5.1.3.3 New Tenants

On receipt of an application from a prospective tenant sufficient information shall be obtained to permit a risk-based categorisation to be made. The proposed usage of the premises by the prospective tenant shall be compared against the list of "High Risk" uses in Appendix B.

If the proposed use includes:

- a) the use or storage of Oxy-Acetylene; or,**
- b) the storage of wooden pallets; or,**
- c) the storage of tyres; (except bona-fide tyre fitting centres)**

the tenancy shall be refused.

NOTE Where application is made to transfer a tenancy involving these risks it will be refused unless Network Rail is legally obliged to grant a transfer.