FIRE SAFETY FOR FACILITIES MANAGERS

Topics being Covered today:

- What arrangements should facility managers have in place
- What should you be doing
- What should you not be doing
- Common issues
ARRANGEMENTS THAT SHOULD BE IN PLACE

The Company arrangements

Fire Policy – covering the following:

- Overall arrangements for fire management including:
- Eliminating where possible risk to H&S from fire or where not possible, effectively control those risks.
- To reduce fire incidents to the lowest possible level.
- Employees are competent and effectively trained to carry out their duties in relation to fire safety in a safe manner.
- To actively review risks from fire, and their controls, in an effort to constantly improve standards of fire safety in the light of new technology, legislation and best practice.
ARRANGEMENTS THAT SHOULD BE IN PLACE

The Company arrangements

Fire Management Responsibilities:

• Outlining who at Senior level has responsibility for:
  • ensuring that the fire safety policy is implemented effectively;
  • Has final authority on all fire safety matters;
  • Will monitor performance with respect to both statutory requirements and policy;
  • Fully endorses the fire safety policy and delegates the responsibility for policy implementation.
ARRANGEMENTS THAT SHOULD BE IN PLACE

The Company arrangements

Fire Management Responsibilities:

• Additionally if not Senior Level employee – someone needs authority to
  • ensuring that relevant staff are given adequate information, instruction and training
  • ensuring that fire risks over which you have control are eliminated or controlled;
  • appointing one or more “competent” persons to assist with fire safety matters;
Responsibilities of the Building Manager/Facilities Manager:

- all testing, maintenance of fire systems for which you are responsible is carried out;
- maintaining records of all fire maintenance and testing (Fire Log book)
- co-operating with the those that complete the FRAs and completing any actions identified
- ensuring that where fire evacuations are required that these are carried out
- Understanding the fire strategy for the building
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What should you be doing?

- FRA – scope – what and who should be included in terms of the building?
- FRA – who by – who is deemed competent – CBRE view
  • Occupiers – breaches in fire safety
    • Under the RRO – a FM Company can be held liable for the omissions and acts of our occupiers if they breach fire safety regulations.
      – FMS can be the main duty holder and hold much greater responsibility in terms of making sure the building remains safe from fire and smoke.
      – You need an escalation progress to deal with breaches (i.e. blocking communal fire exits)
What should you be doing?

- A formal log of incidents and actions taken shall be kept at site.
- If no response from the first written contact, then a second written follow-up shall be made.
- Ensuring that your contractors testing and maintenance records are accurate and up to date.
- Ensuring that process in place for other contractors activities – hot works, refurbishments etc.

- Occupier inspections – how often – why?
  - Should be based on risk/co-operation with landlord - the process for determining this and what is being checked should form part of your Fire Process/procedures.
What should you be doing?

- **Occupier inspections – how often – why?**
  - Should be based on risk/co-operation with landlord - the process for determining this and what is being checked should form part of your Fire Process/procedures
  - Should not be an audit or FRA
  - Be documented within the Building fire manual or similar
What you should not be doing and why

• **Occupiers FRAs**
  • If you obtain them – then you are obliged to review and ensure that they are suitable and sufficient
    • Are you competent to know their process
    • Know of their training regimes
    • Working hours and operations
    • Be willing to chase the occupier down to get actions completed?
Common issues

- Fire Stopping – commonly missed
- Alarm call points – need to be in rotation – do you check?
- False Alarms and fire service response – have you got it covered?
- Fire doors – ensuring automatic doors actually work
- Events in offices and shopping centres – specific assessment – have you a process for dealing? Means of escape, smoke ventilation and sprinklers, purging of flammable liquids, accords with fire strategy (i.e. additional fire load).
QUESTIONS?