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FIRE SAFETY IN DESIGN

1. New Build, Extensions, Alterations

All plans are to be submitted to the local authority building control or approved inspector who will consult with West Sussex Fire & Rescue Service under an agreed formal consultation procedure.

All new build projects are to satisfy the requirements of the Building Regulations 2000 (as amended) and many other authoritative documents.

By carrying out a Design Risk Assessment the Architect/Designer in consultation with the end user will determine the level of fire protection/alarms and/or fire suppression systems required. Any design must comply with the latest British Standards for Fire detection and fire alarm systems for buildings.

All new schools and those undergoing extensive refurbishment should have fire sprinklers installed. This is not compulsory but, in each case, the client must justify not doing so by demonstrating that the fire risk is low and that such an installation would not represent good value for money.

To assist with those decisions Department of Education has two electronic 'tools'; one is a risk assessment tool that ranks new or existing school buildings as high, medium or low, the other is a cost / benefit analysis that assists with decisions about value for money, these are available from the Department of Education website.

The end user will consult with the Architect/Designer to agree the details to be used in the risk assessment tool, and will also agree the category of fire alarm to meet the latest relevant British Standard, that will be required in the new building. (See also WSCC Construction Guide Design Supplement E/003)

Generally, sprinklers will not be retro-fitted into existing buildings unless the project extends the building to more than 50% of its original size, in which case the above assessment will be undertaken.

If considered appropriate, pre-build consultation can be offered in

conjunction with local authority building control / approved inspector as the lead authority.

The building control authority may issue a "Completion Certificate". West Sussex Fire & Rescue Service will only consider an inspection of major works upon completion at the express request of building control.

2. **Legislation**

Fire safety is governed by the Regulatory Reform (Fire Safety) Order 2005. The duties are not reproduced in this BCD, however the current Statutory Instrument can be downloaded from the HM Government website.

The West Sussex Fire & Rescue Service is the enforcing authority for this legislation in West Sussex. They have the right to take appropriate enforcement action if unsatisfactory or dangerous conditions are found or if there has been blatant disregard of fire safety requirements.

3. **Responsible person for fire safety in WSCC premises**

The "Responsible Person" for fire safety in WSCC premises is the Council where it is the employer of those who work there or where it has control over activities there. This role may be shared where the Council shares premises with another employer or may depend on the terms of a lease where the premises are either leased-in or leased-out.

The "Responsible Person" for operational fire safety in schools is the head teacher. Other fire safety responsibilities will be shared between the Council, the governing body and the head teacher depending upon who owns the school premises, who employs the staff working there and who has control over the maintenance of those premises. The end user is responsible for arranging the carrying out of and implementation of the Fire Risk Assessment.

4. **Provision of fire safety information**

Fire safety information must be provided to WSCC Capital & Asset Management at project completion.

Designers must provide the fire and emergency strategy details at the project completion. As a minimum, see Building Regulations, Approved Document B, Volume 2, Appendix G for guidance.

5. **Licensing**

A licence may be required for any form of public entertainment and the relevant District / Borough Council Environmental Health

Department should be consulted by the Lead Consultant/ Designer. An operating schedule should be produced by the End User. The West Sussex Fire & Rescue Service will be able to advise on the maximum numbers of persons who may safely resort to an area subject to the provision of adequate data in the form of a plan giving floor area, dimensions of exits, etc.

6. **Portable Fire Fighting Equipment**

The West Sussex Fire & Rescue Service will supply and maintain fire extinguishers in WSCC premises on a chargeable basis. Information regarding this service may be obtained from West Sussex Fire and Rescue Service,

7. **West Sussex Fire & Rescue Service Contacts**

Refer to West Sussex Fire and Rescue Services website for local F&R Fire Safety Offices covering West Sussex.

8. **Access and Water Supplies**

Refer to the latest version of West Sussex Fire and Rescue Services information sheet for guidance on access to the site and water supplies.

9. **Outstanding Doubts and Queries**

Outstanding doubts and queries should be referred to the relevant Capital & Asset Management Project Manager.

