



***Please Note: This protocol is currently under review and is still fit for purpose.***

# FIRE SAFETY MANAGEMENT PROTOCOL FIRE DOORS & FIRE DOOR ASSEMBLIES

This is a new procedural document, please read in full.



## Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

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## Contents

<b>Section</b>		<b>Page No.</b>
1	Introduction	3
2	Scope	3
3	Definitions	3-4
4	Context	4-5
5	Fire Door Specification	5
6	Roles and Responsibilities	5-7
7	Fire Door Installation	7-9
8	Fire Door Maintenance	9-10
9	Fire Door Modifications	10
10	Recording	10-11
11	Monitoring	11
12	Related Documents	12
Appendix 1	Equality Impact Assessment Form	13

## 1. INTRODUCTION

This protocol contributes to the fulfilment of developing fire safety protocols as stated in Health Technical Memorandum 05-01: Managing healthcare fire safety (second edition). This protocol addresses 'Fire Doors & Fire Door Assemblies'.

## 2. SCOPE

This protocol will be implemented throughout all premises, or parts of premises, that the Trust owns or those for which the Trust is responsible for maintaining the building fabric and/or services.

## 3. DEFINITIONS

### 3.1 Accreditation

Registration of a manufacturer, installing contractor or maintenance operative to a third party scheme intended to verify the competence of the contractor and their operatives in the manufacture, installation and/or maintenance of fire door assemblies.

### 3.2 Certification

Evidence that a fire door assembly has been independently tested to determine its fire performance when subjected to a standardised test, and the parameters for the fire door's application.

### 3.3 'Extended Field of Application (EXAP) documents

A set of documentation produced by a suitably qualified product assessor from a Notified Body detailing the full scope of application of a fire door assembly.

### 3.4 Fire Door

A door specifically engineered to maintain the fire performance of the fire resisting walls into which they are fitted.

### 3.5 Fire Door Assembly

A complete door set comprising the fire door(s), associated framing, intumescent and smoke seals (as required), ironmongery, glazing, and where necessary, surface and edge protection.

### **3.6 Fire Performance**

The ability of a fire separating element, such as a fire resisting wall, to resist the passage of fire and smoke for a given period. Fire performance is determined through standardised fire test and is specified as a series of durations in minutes relating to:

- load bearing capacity;
- integrity; and
- insulation

### **3.7 Fire Resisting Wall**

A vertical structure separating areas and intended to provide a specified fire performance so as to inhibit the spread of fire and smoke through the building.

### **3.8 Intumescent Seal**

An engineered component which expands when subjected to high temperature providing a seal between the fire door and associated frame such that the passage of fire and smoke is inhibited. The intumescent seals may be fitted to either the edges of the fire door, or to the associated frame, as specified by the fire door's certification.

### **3.9 Ironmongery**

The hardware components such as hinges, door closer, latches, locks and door handles fitted to a fire door.

### **3.10 Product Assessment**

A detailed assessment produced by the relevant fire test laboratory detailing the parameters of permissible variation and adaptation to a fire door assembly for which the certificated fire performance remains valid.

### **3.11 Smoke Seal**

An engineered component which provides a seal that inhibits the passage of smoke through the gaps between the fire door and associated frame until such time as the intumescent seal has activated. The smoke seal may be combined with the intumescent seal and fitted to either the edges of the fire door, or to the associated frame, as specified by the fire door's certification.

## **4. CONTEXT**

The safety of patients, visitors, staff and other building users from fire relies upon the fire precautions present within the building. A key element of these fire precautions is the physical

structure which includes the building supporting elements, floors, and the internal walls and partitions. Each of these elements are designed to restrict the spread of fire and the passage of smoke. Breaches in the fire resisting structures can allow the spread of fire and smoke through the building which may in turn impinge upon the safety of building occupants. Fire doors form a vital part of such fire resisting structures by providing a means of access through fire resisting walls whilst maintaining their fire performance.

It is vitally important that the appropriate fire door assemblies are used and are fitted and maintained correctly in order to preserve the fire performance of the walls in which they are installed.

## **5. FIRE DOOR SPECIFICATION**

The correct specification of fire door assemblies to suit each application is of paramount importance to ensure that the fire performance of the wall in which they are fitted is not compromised. Other factors such as radiation shielding, sound attenuation, security etc. may also be considered, however, such measures must not detract from the fire performance of the fire door assembly.

The fire performance of the fire door assembly will be determined by the building fire strategy, however, generally the fire performance of the fire door assembly will need to be at least that of the wall in which it is fitted.

All fire doors and fire door assemblies must be third party certified in respect of their fire performance and appropriate application. Products must appear on at least one of the following registers:

- CERTIFIRE product certification scheme- administered by Warrington Certification Ltd.
- LPS 1056 – administered by the Loss Prevention Certification Board.
- IFC Product Certification– administered by IFC Certification Ltd.
- Q-Mark fire door certification scheme – administered by BM TRADA.
- BWF-CERTIFIRE Fire Door and Doorset Scheme - administered by the British Woodworking Federation Ltd.

The detailed specification of fire door assemblies must ensure that all elements of the door assembly are compatible and included in the fire door certification and associated Product Assessment or Extended Field of Application documentation.

## **6. ROLES AND RESPONSIBILITIES**

Whilst it is incumbent upon all staff involved in construction, maintenance, and services installation to ensure that appropriate fire door assembly provisions are provided, key personnel have particular responsibilities as follows:

### **6.1 Project Manager / Consultant**

- Identify the need for fire door assemblies to any of the fire separating elements associated with the project works;
- Select / Specify and appoint a competent fire door assembly installation contractor;
- Ensure certified products are used;
- Review method statements and compliance with product certification;
- Check operative accreditation;
- Arrange for visual inspection of the fire door assembly installation, during project works and prior to project completion;
- Collate records of the fire door assembly installation as set out in this protocol.

### **6.2 Maintenance Team Leader**

- Identify the need for fire doors and/or fire door assemblies to any of the fire separating elements associated with maintenance works;
- Select and appoint a competent fire door installation and/or maintenance contractor;
- Ensure certified products are used;
- Review method statements and compliance with product certification;
- Check operative accreditation;
- Arrange for visual inspection of any fire door/fire door assembly installation, modification and/or repair during maintenance/repair works and prior to completion;
- Collate records of any fire door/fire door assembly installation, modification and/or repair undertaken as part of the maintenance function as set out in this fire doors and fire door assemblies protocol;
- Collate and report records of deficiencies in fire door provisions as identified by maintenance personnel, specialist fire door maintainer and/or the fire safety manager/adviser.

### **6.3 Maintenance Personnel**

- Identify any potential deficiencies in any of the fire doors/fire door assemblies associated with the maintenance works;
- Report deficiencies in any of the fire doors/fire door assemblies to the maintenance team leader

### **6.4 Fire Safety Manager/Advisor**

- Provide technical advice on:
  - The selection of fire door installation and maintenance contractors and their accreditation;
  - The selection of fire doors/fire door assemblies and their certification;
  - The methods of fire doors/fire door assemblies installation;

- Provide visual inspection of fire door and/or fire door assembly installation, modification and or repair during project/maintenance works and prior to project/maintenance work completion/acceptance;
- Report instances of deficiencies in any of the fire doors/fire door assemblies to the maintenance team leader.

#### **6.5 Specialist Fire Door Installer**

- Select appropriate materials and installation methods;
- Provide copies of operative accreditations and product certification prior to the commencement of works;
- Provide detailed method statements prior to commencement of works;
- Install fire doors/fire door assemblies in accordance with method statements and product certification;
- Collate record of information as detailed in this protocol;
- Provide certification of each fire door/fire door assembly installation.

#### **6.6 Specialist Fire Door Maintainer**

- Undertake detailed visual inspections of all relevant fire doors/fire door assemblies;
- Report instances of deficiencies in any of the fire doors/fire door assemblies to the maintenance team leader.
- Identify appropriate remedial measures and report to the maintenance manager for approval.
- Select appropriate materials and installation methods for the replacement or repair of existing fire doors/fire door assemblies;
- Provide copies of operative accreditations and product certification prior to the commencement of works;
- Provide detailed method statements prior to commencement of works;
- Install fire doors/fire door assemblies or undertake modifications/repairs in accordance with method statements and product certification;
- Collate record of information as detailed in this protocol;
- Provide certification of each fire door/fire door assembly installation, modification or repair.

## **7. FIRE DOOR INSTALLATION**

New and/or replacement fire doors including complete fire door assemblies must only be installed by appropriately trained and certified personnel.

Contractors and/or individual personnel involved in the installation of fire doors and/or fire door assemblies must appear on at least one of the following registers:

- Firas register of certificated installer companies (specifically related to the fire door/fire door assembly being installed) - administered by Warrington Certification Ltd.
- LPS 1271 – administered by the Loss Prevention Certification Board.
- IFC Installer Certification (specifically related to the fire door/fire door assembly being installed) – administered by IFC Certification Ltd.
- Q-Mark fire door installation scheme – administered by BM TRADA.
- The Fire Door Installer Register – administered by the British Woodworking Federation Ltd.

All new and replacement fire doors or fire door assemblies must be installed in accordance with the manufacturer's installation instructions.

Where replacement fire doors are to be fitted to an existing frame, it is imperative that the installer verifies that the fire door and all other relevant components are compatible with the door framing and that the replacement doors do not detract from the certification of the fire door assembly. Where fire doors require replacement and the certification and hence the compatibility limitations of an existing fire door assembly cannot be ascertained, it will be necessary to replace the entire fire door assembly unless a detailed inspection by a suitably qualified and experienced fire engineer determines appropriate materials and methods of repair capable of maintaining the necessary fire door assembly fire performance.

Prior to commencing the installation of new fire doors and/or fire door assemblies, the contractor must submit detailed method statements to the project manager or maintenance team leader as appropriate.

## **7.1 Method Statements**

The method statements provided by the contractor must detail:

- the fire door and/or fire door assembly products to be used in each instance;
- the construction arrangements including:
  - key dimensions;
  - supporting elements;
  - fire performance;
  - fixing arrangements;
  - fire stopping requirements;
- installation methods

The project/maintenance team leader, in conjunction with the fire safety manager/adviser, will assess the details of the method statements to ensure that the proposed installations are within the parameters of the product test certification and associated Product Assessment or Extended Field of Application documentation.



## **7.2 Contractor and operative competence**

Prior to commencement of fire door and/or fire door assembly installation works, the contractor must submit evidence relating to the competence of the operatives that are to undertake the installation. In the case of a contractor that is accredited by the Firas scheme, the operatives should appear on the Firas register of competent employees. Those contractors accredited under the LPS 1271 scheme should provide copies of operative training records relevant to the type of installation. Contractors accredited under the IFC Certification scheme are required to provide details of the IFC competency assessments of their operatives.

## **7.3 Visual inspection**

During the course of any fire door assembly installation, and prior to completion and subsequent installation/replacement of ceilings, architraves or other structures that may conceal the installation, the contractor must allow for the visual inspection of the fire door assembly installation by the project manager and/or the fire safety manager/adviser or their appointed representative.

The fire door assembly installation will not be accepted without prior visual inspection.

## **7.4 Certification**

Upon completion of the fire door and /or fire door assembly installation, the contractor is required to submit the appropriate certification for the installation as detailed in the requirements of their accreditation.

The installation will not be accepted until the appropriate certification for the installation has been received and verified by the project/maintenance team leader.

# **8. FIRE DOOR MAINTENANCE**

All fire door assemblies must be subject to periodic inspection and/or maintenance to ensure their good order and correct functioning. The period between inspections should be determined following consideration of the volume and nature of traffic through the fire door, and the criticality of the fire door assembly performance to the building fire strategy. See DBH EF (PLANET) Database.

## **8.1 Selection of fire door maintenance personnel**

It is important that any person undertaking inspection and/or maintenance of fire door assemblies is competent to do so. All personnel appointed to provide fire door assembly inspection and maintenance services must demonstrate their competence prior to the commencement of their works.

The use of third party accreditation is considered to be the most appropriate means by which an operative's competency can be assured. To this end, any person providing fire door assembly inspection and/or maintenance services must be accredited by at least one of the following schemes:

- LPS 1197 – administered by the Loss Prevention Certification Board.

- Q-Mark Fire Door Maintenance Scheme– administered by BM TRADA.
- The Fire Door Inspection Scheme – administered by the British Woodworking Federation Ltd.

Prior to appointment of a fire assembly inspection/maintenance contractor, a copy of the contractor’s accreditation certificate should be obtained and its validity verified by means of a check with the accreditation body. The details of the accreditation certificate should be reviewed to ensure that the contractor has been accredited for the nature of the works to be undertaken.

## **9. FIRE DOOR MODIFICATIONS**

Where it is necessary for fire doors and fire door assemblies to be modified such as by the addition of glazed elements, air transfer grilles, the addition or removal of latches and security devices etc. such modifications must not be undertaken on site, but should be carried out in the controlled workshop environment. Modifications must only be carried out by suitably qualified and certified personnel, and must always adhere to the parameters of the test certification and associated Product Assessment or Extended Field of Application documentation.

## **10. RECORDING**

The collation of detailed records of fire door and fire door assembly installations is fundamental to the ongoing management of fire performance and the integrity of fire separating elements.

### **10.1 Labelling**

All doors should be provided with appropriate permanent marking as required by the relevant certification scheme.

All doors must be clearly labelled on each door leaf by means of an identification disc at least 45mm in diameter and clearly indicating the fire performance of the fire door assembly such as FD30, FD30S, FD60, etc.

Fire doors, fire door assemblies and fire door assembly components will not be accepted without appropriate labelling.

### **10.2 Recorded Information**

Upon completion of the fire door/fire door assembly installation, the contractor must submit record information to the project/maintenance manager in both hard copy and electronic copy format which includes:

- Details of the installer
- Details of the products used for each fire door/fire door assembly installation including:

- A unique identification number;
- Location;
- Details of the fire separating element to which the fire door assembly is installed;
- Product name;
- Manufacturer;
- The fire performance achieved (integrity and insulation);
- The date of installation.

In addition, before and after photographic evidence (both hard copy and in electronic jpg file format), referenced by the location unique identification number, should be provided for each fire door/fire door assembly installation.

Upon completion of fire door/fire door assembly modification or maintenance requiring repair, the modifying/maintaining operative must submit record information to the project/maintenance manager in both hard copy and electronic (comma separated value file) format which includes:

- Details of the modifying/maintaining operative;
- Details of their employer for the works undertaken;
- Details of the modification/repairs carried out including:
  - The unique identification number for the fire door assembly that has been modified/repared;
  - Location;
  - Details of the fire separating element to which the fire door assembly is installed;
  - Product name;
  - Manufacturer;
- The fire performance achieved (integrity and insulation);
- The date of modification/repair.

In addition, before and after photographic evidence (both hard copy and in electronic jpg file format), referenced by the location unique identification number, should be provided for each fire door/fire door assembly modification/repair.

The above to be uploaded onto the DBH EF (MICAD) Database.

## **11. MONITORING**

The ongoing performance of fire door and fire door assembly provision will be monitored and reported via the Fire Safety management system through reports generated by the Estates Helpdesk and records and reports generated by the Fire Safety manager, Fire Safety Advisor, Maintenance Team Leader and Maintenance staff.

In addition to the above independent third party audits will also be undertaken yearly or as required by the Trust Fire Authorised Engineer.

## **12. RELATED DOCUMENTS**

Relevant building manual and fire strategy report.

Relevant fire risk assessment reports.

Compartmentation survey reports.

Fire door assembly records

DOH (2015) Health Technical Memorandum 05-02: Guidance in support of functional provision for healthcare premises. [ONLINE] Available at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/473012/HTM\\_05-02\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473012/HTM_05-02_2015.pdf)

**APPENDIX 1 – EQUALITY IMPACT ASSESSMENT - PART 1 INITIAL SCREENING**

Service/Function/Policy/Project/ Strategy	Care Group/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment																														
FIRE SAFETY MANAGEMENT PROTOCOL 4 - FIRE DOORS and FIRE DOOR ASSEMBLIES	Estates and Facilities	Howard Timms	New	09.02.16																														
<b>1) Who is responsible for this policy?</b> - Name of Care Group/Directorate: Estates and Facilities																																		
<b>2) Describe the purpose of the service / function / policy / project/ strategy?</b> Who is it intended to benefit? What are the intended outcomes? - All Trust Staff. The Trust must continually monitor Fire Safety Precautions and Fire Doors and Fire Door Assemblies throughout all Trust Premises to ensure compliance with the Regulatory Reform (Fire Safety) Order and the DOH Firecode HTM 05 Series to minimise the incidence of Fire																																		
<b>3) Are there any associated objectives?</b> Legislation, targets national expectation, standards. - Regulatory Reform (Fire Safety) Order 2005 and the DOH Firecode HTM 05 Series																																		
<b>4) What factors contribute or detract from achieving intended outcomes?</b> Trust Staff awareness																																		
<b>5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief?</b> - No																																		
<ul style="list-style-type: none"> <li><b>If yes, please describe current or planned activities to address the impact</b> [e.g. Monitoring, consultation] - N/A</li> </ul>																																		
<b>6) Is there any scope for new measures which would promote equality?</b> [any actions to be taken - N/A]																																		
<b>7) Are any of the following groups adversely affected by the policy?</b> - No																																		
<table border="1"> <thead> <tr> <th data-bbox="112 826 584 866">Protected Characteristics</th> <th data-bbox="584 826 772 866">Affected?</th> <th data-bbox="772 826 2085 866">Impact</th> </tr> </thead> <tbody> <tr> <td data-bbox="112 866 584 898">a) Age</td> <td data-bbox="584 866 772 898">No</td> <td data-bbox="772 866 2085 898"></td> </tr> <tr> <td data-bbox="112 898 584 930">b) Disability</td> <td data-bbox="584 898 772 930">No</td> <td data-bbox="772 898 2085 930"></td> </tr> <tr> <td data-bbox="112 930 584 962">c) Gender</td> <td data-bbox="584 930 772 962">No</td> <td data-bbox="772 930 2085 962"></td> </tr> <tr> <td data-bbox="112 962 584 994">d) Gender Reassignment</td> <td data-bbox="584 962 772 994">No</td> <td data-bbox="772 962 2085 994"></td> </tr> <tr> <td data-bbox="112 994 584 1026">e) Marriage/Civil Partnership</td> <td data-bbox="584 994 772 1026">No</td> <td data-bbox="772 994 2085 1026"></td> </tr> <tr> <td data-bbox="112 1026 584 1058">f) Maternity/Pregnancy</td> <td data-bbox="584 1026 772 1058">No</td> <td data-bbox="772 1026 2085 1058"></td> </tr> <tr> <td data-bbox="112 1058 584 1090">g) Race</td> <td data-bbox="584 1058 772 1090">No</td> <td data-bbox="772 1058 2085 1090"></td> </tr> <tr> <td data-bbox="112 1090 584 1121">h) Religion/Belief</td> <td data-bbox="584 1090 772 1121">No</td> <td data-bbox="772 1090 2085 1121"></td> </tr> <tr> <td data-bbox="112 1121 584 1153">i) Sexual Orientation</td> <td data-bbox="584 1121 772 1153">No</td> <td data-bbox="772 1121 2085 1153"></td> </tr> </tbody> </table>					Protected Characteristics	Affected?	Impact	a) Age	No		b) Disability	No		c) Gender	No		d) Gender Reassignment	No		e) Marriage/Civil Partnership	No		f) Maternity/Pregnancy	No		g) Race	No		h) Religion/Belief	No		i) Sexual Orientation	No	
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<b>8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box</b>																																		
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<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4</i>																																		
<b>Date for next review:</b> January 2019																																		
<b>Checked by:</b> Mark Holloway Head of Estates			<b>Date:</b> 09.02.16																															