Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust

Fire Safety Management Protocol
Fire Doors & Fire Door Assemblies

This procedural document supersedes: CORP/HSFS 14 v.6 – Protocol 4

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The Trust discourages the retention of hard copies of protocols/procedures 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.**

Executive Sponsor(s):	Alex Crickmar - Acting Director of Finance
Author/reviewer: (this version)	Howard Timms - Acting Operational Director of Estates and Facilities
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Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	**Date Issued**	**Brief Summary of Changes**	**Author**
Version 7	January 2023	• Updated into the new APD format. • Change of Executive Sponsor. • Minor format changes.	Howard Timms
Version 6	June 2020	• Minor layout changes	Howard Timms

Contents

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 PURPOSE

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.

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.

3 DUTIES 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:

3.1 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.

3.2 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/Advisor.

3.3 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.

3.4 Fire Safety Manager/Advisor

- Provide technical advice on:
    - The selection of fire door installation and maintenance contractors and their Accreditation.
    - The selection of fire door sets/fire door assemblies and their certification.
    - The methods of fire door sets/fire door assemblies installation.
- Provide visual inspection of fire door sets 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 door sets/fire door assemblies to the maintenance team leader.

3.5 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.

3.6 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.

4 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.

5 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 door sets, 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 door sets and/or fire door assemblies, the contractor must submit detailed method statements to the project manager or maintenance team leader as appropriate.

5.1 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.

5.2 Contractor and operative competence

Prior to commencement of fire door sets 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.

5.3 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 manger/adviser or their appointed representative.

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

5.4 Certification

Upon completion of the fire door set 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.

6 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.

6.1 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.

7 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.

8 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.

8.1 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.

8.2 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/repaired.
    - 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.

9 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

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. Monitoring will be reported to the Estates and Facilities Fire Safety Committee, the Trust Health and Safety Committee and Trust Board.

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

10 DEFINITIONS

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.

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.

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.

Fire Door

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

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.

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.
- Insulation.

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 though the building.

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. Brush type seals to be used in place of Fin type.

Ironmongery

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

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.

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.

11 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible, remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation, or religious belief. No detriment was identified. (See Appendix 1)

12 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Fire Safety Policy – CORP/HSFS 14

13 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021.

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:
https://www.dbth.nhs.uk/about-us/our-publications/information-governance/

14 REFERENCES

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.england.nhs.uk/wp-content/uploads/2021/05/HTM_05-02_2015.pdf

APPENDIX 1 – EQUALITY IMPACT ASSESSMENT - PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Division	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	Existing	31 October 2022

1) Who is responsible for this policy? - Name of Care Group/Directorate: Estates and Facilities

2) Describe the purpose of the service / function / policy / project/ strategy? 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

3) Are there any associated objectives? Legislation, targets national expectation, standards. - Regulatory Reform (Fire Safety) Order 2005 and the DOH Firecode HTM 05 Series

4) What factors contribute or detract from achieving intended outcomes? Trust Staff awareness

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? - No

- **If yes, please describe current or planned activities to address the impact** [e.g. Monitoring, consultation] - N/A

6) Is there any scope for new measures which would promote equality? [any actions to be taken - N/A

7) Are any of the following groups adversely affected by the policy? - No

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	

8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box

Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4

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

Date for next review: October 2025

Checked by: Sean Tyler - Head of Compliance/ Neil Colton - Fire Safety Advisor **Date:** 31 October 2022