

# **Fire Safety Strategy**

## **Teddington TE**

### **High Street, Teddington, TW11 8JD**



## **1. Introduction**

BT is committed to its statutory obligations to comply with the Regulatory Reform (Fire Safety) Order 2005. The purpose of this report is to provide an assessment of the risk to life, property and business continuity from fire in this building, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This strategy applies to install additional and replacement electronic communications apparatus to upgrade Telefónica UK Limited's base station at Teddington Telephone Exchange.

## **2. Consultation**

The original FRA should be reviewed again by a competent person by the date indicated above or at such earlier time as there is a reason to suspect that it is no longer valid, if there has been a significant change in the matters to which it relates or if a fire occurs.

At the time of writing no consultation with the Building Control authority has been undertaken, nor has a Building Control authority been formally appointed. Equally, no consultation with the local Fire Service has been carried out. Consultation with the relevant authorities typically occurs following any planning permission.

Nevertheless, this fire strategy outlined herein offers a suitable framework for the proposed additional to the current installation.

## **3. Fire Safety Strategy**

### **3.1 Statutory Requirements**

The principle statutory requirements for fire safety in that must be observed are as follows:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1992 as amended 1999
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Regulatory Reform (Fire Safety) Order 2005

### **3.2 Exclusions**

The FSS does not:

- Set out to specifically address insurance requirements, risks to business continuity or property protection. Recommendations or guidance provided for life safety purposes may or may not be beneficial regarding these issues.
- Address fire precautions relating to the property itself.
- Represent a design or specification; it is a series of principle recommendations that others may consider and relate to the design of the building as appropriate.

- Constitute a fire safety management strategy.

### 3.3 Basis of Design

The responsible person is BT Group and the BTFS Fire Consultant is David Collins (609262601) The area Facilities Services Manager (FSM) has day to day control of the premises, implements the fire policy on behalf of the company and will liaise with the Fire & Rescue Service crews visiting for familiarisation visits. Call 0800 223388 for further information.

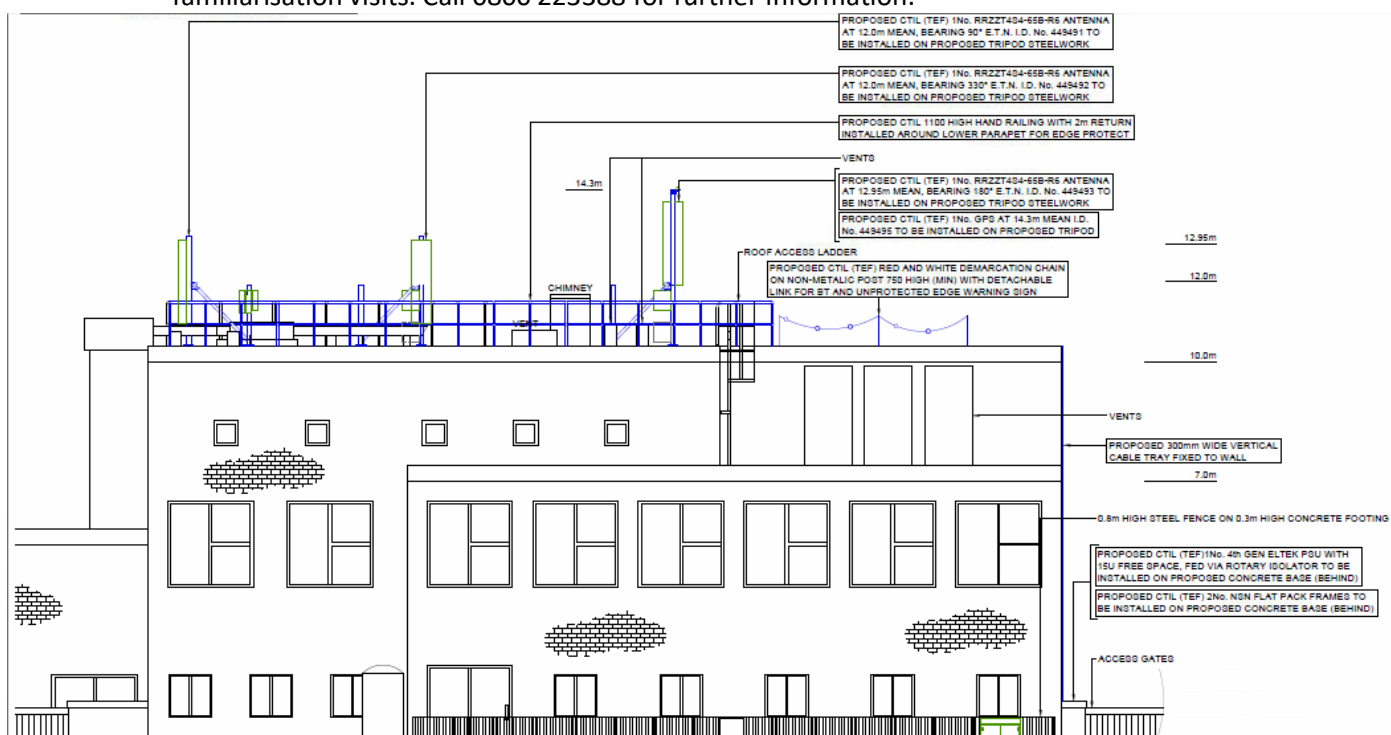


Fig 1. Proposed Antenna for which the FSS in the scope of.

### 3.4 Primary Authority Partnership Scheme

BT participates in the Primary Authority Partnership Scheme and has an association with the London Fire Brigade who provide a single point of contact for fire safety regulation advice. The aim of the Primary Authority Partnership scheme is for fire and rescue services to develop effective partnerships with businesses that achieve a national consistency in delivering fire safety enforcement advice. Key elements of Primary Authority scheme:

- Providing reliable and consistent regulatory advice that the business requires in relation to fire safety.
- If a fire and rescue service has concerns about how a business, which has a Primary Authority partnership with a different fire and rescue service, is complying with fire safety regulations it will discuss the issue with the Primary Authority at an early stage
- If a fire and rescue service believes that there is a statutory requirement for taking enforcement action it will notify the Primary Authority of the action it proposes to take. However, in some cases there will be a need for enforcement action to proceed immediately, for example where action is needed urgently to ensure the safety of employees or members of the public.
- Where actions of a business are potentially subject to enforcement action by a fire and rescue service, the business's Primary Authority will advise the fire and rescue service on whether it has given the relevant fire safety advice to the business and whether the enforcement action being proposed is consistent with that advice
- Fire Risk Assessment Reviews BT's estate mainly consists of telephone exchanges the majority of which



are small and present a low fire risk. A review programme has been implemented with this in mind that has the agreement of the Primary Authority. Buildings will have their FRA reviewed at intervals of 15yrs, 10yrs, 5yrs, 3yrs and 1 year depending on the size and fire risk rating of the building. If however

there is a reason to suspect the FRA is no longer valid, if there has been a significant change in the matters to which it relates or if a fire occurs, then a full FRA review will be undertaken irrespective of the review date.

**Routine Maintenance, Testing and Inspections**

Facilities Management (BTFS) are responsible for ensuring that statutory fire maintenance is carried out in BT buildings throughout the UK and Ireland. Listed below are the basic statutory tests and maintenance routines, which must be carried out to ensure that fire precautions are not compromised. These routines are programmed and recorded into BTFS Geneva system. Where applicable: Weekly Half Yearly • Fire alarms testing and inspection • Sprinkler installation inspection • Emergency escape lighting testing • Sprinkler system periodic inspection • Wet/dry riser maintenance • Fire fighting lift inspections Monthly Yearly • Emergency escape lighting testing • Visual checks of means of escape including fire doors, escape staircases and fire routes • Emergency escape lighting testing • Aspirated fire alarm systems • Fire Shutter maintenance • Smoke detector / heat detector check • Fire Hose-reels Inspection • Portable Fire Extinguisher (PFE) Maintenance • Lightning protection check • Testing of Fire fighting lifts Quarterly 5 Yearly • Fire alarms testing and inspection including testing of secondary interfaced equipment classed as a zone e.g. FFGD • Aspirated fire alarm systems • Thorough inspections of means of escape • Testing of fixed wiring

**Building Management**

The responsibility for the fire safety management of the building lies with BTFS. The Facilities Services Manager manages all routine maintenance, building inspections and formulation and implementation of fire evacuation procedures. A Building Incident Controller (BIC) will be appointed in larger buildings to manage any situations that present serious and imminent danger. Fire Wardens will also be appointed and trained to assist with any evacuations or building searches. The FSM is responsible for coordinating these activities and liaising with any third-party occupiers.

**4 Means of Escape**

The proposed installation increases the distance to the existing means of escape, within this being on the open air and there is no additional sources of ignition or combustible materials on the route the existing fire escape plan does not required modification.

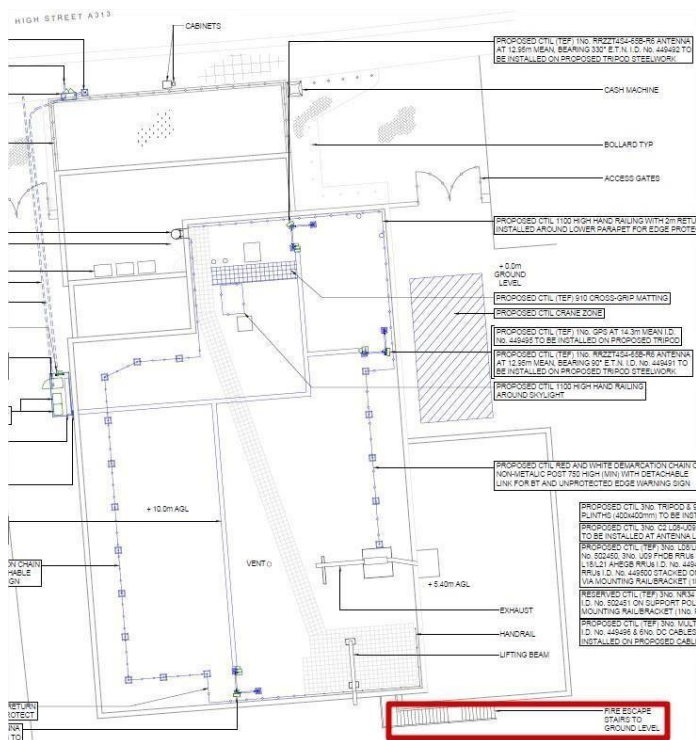


Fig 2. Proposed Antenna location distance from existing means of escape.

**Risk Assessment**

<b>Item</b>	<b>Comments and Deficiencies Observed</b>
Fire Doors	<p>A major programme has been implemented to identify fire doors for means of escape purposes. The location of the doors is shown on the associated fire plans where provided. These doors will be upgraded, subject to risk assessment, to comply with the general specification under BS8214 and door gaps will not be allowed to exceed 4mm.</p> <p>All fire doors were found to be in a serviceable condition</p>
Escape routes	<p>There is an adequate provision of exits available. All doors on means of escape routes likely to be used by more than 60 people or from an area of special fire risk open in the direction of travel. Doors with security devices are immediately openable where necessary. Travel distances are within those specified in the Fire Safety Risk Assessment Guide to Offices and Shops: Page 68: Table 2.</p> <p>Some escape routes have storage or electrical items on them – they should be kept clear of combustibles and sources of ignition. <b>See action plan.</b></p> <p>The single stairs are protected by an automatic openable vent.</p> <p>The control measure for external escapes is that any windows within the 1.8 metre zone should be at least 30 minute fire resisting. But as the premises has adequate smoke detection and the protected stair enclosure is separated from the alternative. It would be reasonable not to upgrade the glazing as its fixed shut and only one of the fire exits would be affected by fire and the occupancy is very low.</p>
Fire Safety Signs and Notices	<p>Some additional signage is required. <b>See action plan.</b></p>
Emergency Lighting	<p>Emergency lighting has been installed throughout the building and is maintained in accordance with the BTFS statutory maintenance programme.</p>
Use of Lifts	<p>BT policy is that lifts are not used for fire evacuations. In some cases an individual's PEEP will set out a clear plan where safe use of the lift may be suitable. Such a PEEP involving the use of lifts will be agreed and documented by a competent fire safety professional. A fall-back plan will also be in place in such cases.</p>
Number of Lifts in this Building	0

**4.1 Travel distances**

<b>Aspect</b>	<b>Distance (m)</b>
Proposed structure	7

**5 Fire spread – structure**

<b>Provision of Fire Fighting Equipment Item</b>	<b>Comments and Deficiencies Observed</b>
Provision of PFE (Portable Fire Extinguishers)	First aid fire fighting equipment is provided in line with BT policy document FIRE/002. The provision consists of 6L AFFF and 2kg CO <sub>2</sub> extinguishers located at fire points by storey exits or on escape routes. These will be supplemented by fire blankets in the self messing areas and the main restaurant kitchen. The total travel distance to the nearest fire point will not exceed 30 metres. Some PFE requires attention. <b>See action plan.</b>
Hose Reels	No hose reels are installed in this building.
Sprinkler Systems	No Sprinkler Systems are installed in this building.
Foam Inlet	No Foam Inlet Installed.
Dry Riser	No Dry Risers Installed
Fire Suppression Systems	No Fire Suppression Systems are installed in this building

**Significant findings are listed in the action plan section 4.**

## **Fire service access and facilities**

### **5.1 Vehicle access**

Vehicle access that is currently in place provides cover for the propose installation as it is already within the distances for Pumps, High Reach and Special Appliances. It is accessed directly from the High Street with parking and hardstanding's available within the BT Exchange car park.

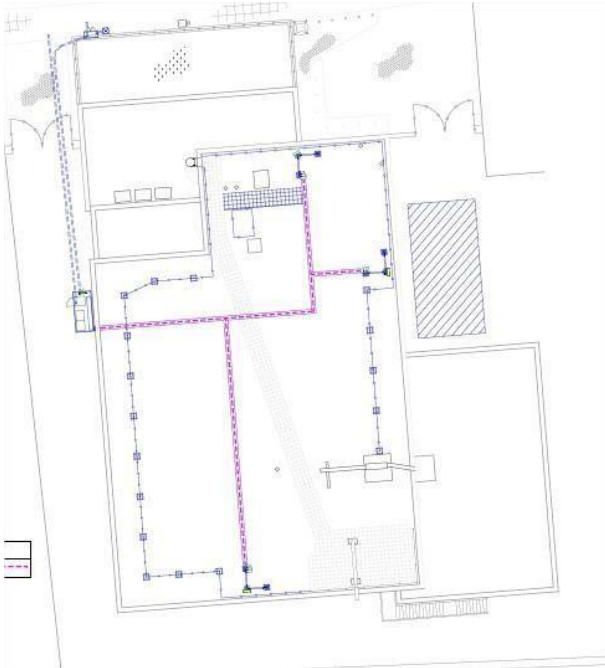


Fig 3. Proposed Antenna location within distance from existing route for Fire Services appliances.


### **5.2 Fire Wardens**

The list of trained fire wardens, the identity of the Building Incident Controller (BIC) and deputies are available on the BT key people database, which is maintained by BTFS. Fire fighting is not required and training in the use of PFE is generally only provided to fire wardens. Bespoke fire warden training is provided by BTFS and arranged by the building's Facilities Services Manager.

### **5.3 Fire Evacuation Procedures**

Larger sites may require building-specific fire evacuation instructions which will be agreed with the Facilities Services Manager and the building incident controller (BIC). These will be posted on statutory notice-boards and regularly briefed out to building occupants. Smaller sites and low-occupancy sites may make use of standard template instructions as set out in the BT Property – BTFS Fire Manual MFIRE1.

A set of site specific fire evacuation instructions are provided by the facilities team and located on the enterprise messenger system, which is available to all occupants. The instructions are reviewed and updated on a regular basis.

<b>Signed (Responsible person)</b>	<b>Date</b>
	20.04.2022



