

# Individual Decision

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The attached report will be taken as  
Individual Portfolio Member Decision on:

**Wednesday, 26th March, 2014**

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<b>Ref:</b>	<b>Title</b>	<b>Portfolio Member(s)</b>	<b>Page No.</b>
ID2739	<b>Automatic Fire Suppression Systems Policy</b>	Councillor Alan Law	1 - 24



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## Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Automatic Fire Suppression Systems Policy</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	26 <sup>th</sup> March 2014
<b>Forward Plan Ref:</b>	ID2739

**Purpose of Report:** To present the proposed formal policy and guidance related to Automatic Fire Suppression systems.

**Recommended Action:** To approve the Policy and Guidance

**Reason for decision to be taken:** The requirement for a formal policy document was established following the recommendations of the Safer Select Committee in 2011.

**Other options considered:** The policy is formed from the recommendations of the Safer Select Committee and does not explore alternatives.

**Key background documentation:** Scrutiny review into installation of automatic fire suppression systems in Council Buildings and DCSF guidance BB100 - Design for fire safety in schools.

Portfolio Member Details	
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## Implications

<b>Policy:</b>	Introduces a new policy to WBC
<b>Financial:</b>	Financial implications to both the capital cost of individual projects and the ongoing revenue costs of maintaining buildings.
<b>Personnel:</b>	NIL impact
<b>Legal/Procurement:</b>	NIL impact
<b>Property:</b>	Requires compliance with the policy and management of the process to ensure compliance on all projects.
<b>Risk Management:</b>	The policy will act to reduce risk to life and property on new buildings, extensions and major refurbishments.

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Outcome</b> (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at <a href="http://www.westberks.gov.uk/eia">www.westberks.gov.uk/eia</a>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not relevant to equality		<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Consultation Responses

### Members:

**Leader of Council:** To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting

**Overview & Scrutiny Management Commission Chairman:** To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting

**Ward Members:** To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting

**Opposition Spokesperson:** To date no response has been received, however any comments will be verbally reported at the Individual Decision meeting

**Local Stakeholders:** To date no response has been received, however any

comments will be verbally reported at the Individual Decision meeting

**Officers Consulted:** Corporate Board

**Trade Union:** n/a

<b>Is this item subject to call-in?</b>	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

## Supporting Information

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### 1. Introduction

1.1 Following a scrutiny review into the installation of automatic fire suppression systems in Council Buildings by the Safer Select Committee and recommendations in its report to the Executive dated 13th January 2011, the recommendations received approval by the Executive with immediate effect.

1.2 It was resolved by the Executive that:

- (1) The Head of Property and Public Protection develop a policy in relation to the installation of automatic fire suppression systems in all new building or buildings undergoing major refurbishment within the Council's property portfolio.
- (2) The basis of establishing the need to install automatic fire suppression systems is to be a fire risk assessment, the same or similar to that currently used for schools projects. The risk assessment process should include the ability to recognise the comparative savings that would be achievable with the installation of such a system, for example through altered building design or the use of different materials.
- (3) The policy is to indicate an assumption that automatic fire suppression systems will be installed unless the completed risk assessment provides sufficient argument against.
- (4) The policy is to state that consideration be given early in the design stages of a project as to where the components of an automatic fire suppression system would be located in order to reduce installation costs.
- (5) Further discussion is held with the Council's property insurers with the aim of achieving further savings.

### 2. Proposals

2.1 Contact was made with other local authorities to establish the position of our near neighbours toward inclusion of sprinklers in buildings and their policy approach.

The following was found:

- (1) Wokingham Simple policy statement clarifying sprinkler inclusion.
- (2) Hampshire Simple policy briefing note clarifying sprinkler inclusion.
- (3) Windsor & Maidenhead No formal policy
- (4) Bracknell No formal policy
- (5) Reading No reply to requests
- (6) Slough Not prepared to share information

- 2.2 In general where an authority has a comparable policy to that of WBC, policy documents are in the form of simple short statements or briefing documents, with no detailed clarification of how to apply the policy.
- 2.3 Interest has been expressed by local authorities to learn from the outcome of this task by WBC for potential to share information.
- 2.4 For the purposes of this policy an Automatic Fire Suppression System (AFSS) refers only to those systems subject to fully adopted national (British Standard) or fully adopted European or International (EN or ISO) design standards where available. In circumstances where this is not available, an installation compliant with a Draft British Standard may be selected, subject to West Berkshire Council insurers approval and evidence of 'fitness for purpose'.
- 2.5 Two documents have been produced, which are appended to this report. These are:
- (1) Automatic Fire Suppression Systems policy.  
  
This acts as the principal policy document and sets out West Berkshire Council's approach to the installation of automatic fire suppression systems in its buildings.
  - (2) Automatic Fire Suppression Systems procedure and guidance  
  
This acts as a supporting document to the policy document, setting out detailed guidance on the management of the policy.
- 2.6 The Automatic Fire Suppression Systems procedure and guidance document offers detailed guidance on the operational use and application of the policy.
- 2.7 This includes the following:
- (1) When the policy applies
    - (a) Freehold or long lease ownership by WBC
    - (b) Construction intended to be permanent
    - (c) New buildings, extensions and major refurbishment
    - (d) All construction (described in c) over 500 sq.m. or
    - (e) 20% or 50% of total gross internal floor area (depending on site size)
    - (f) Projects with a gross project budget of £350,000 or more.
    - (g) AFSS with an estimated cost no greater than 15% of the construction budget.
  - (2) The risk assessment approach
    - (a) AFSS risk assessment to be carried out for construction projects which fall within the criteria listed above.

- (b) Inclusion of automatic fire suppression systems to apply to risk assessments with a High risk or Average risk (not Low risk).
- (c) For schools, the risk score is to be established using the analysis tool provided within the Department for Children, Schools and Families (now Department for Education) Building Bulletin 100 - Design for Fire Safety in Schools.
- (d) For non school buildings the fire risk assessor is to offer their professional judgment on the high/average/low risk grading based on their risk assessment, consultation, design measures included and guidance/legislation.

Property Services will investigate, as part of the further development of this process, the potential for an analysis tool to be created for use on all non school projects.

- (e) The assessment is to include consultation with WBC Assurance team and WBC insurers.

### (3) Cost Benefit Analysis

- (a) Where an AFSS is estimated to represent a percentage no greater than 3% of the construction budget, the AFSS is to proceed without a CBA.
- (b) Where an AFSS risk assessment has recommended the inclusion of an AFSS, a cost benefit analysis is to be undertaken to establish if the system represents value for money.
- (c) In the case of schools the CBA template used is to be that provided in DCSF Building Bulletin 100.
- (d) In the case of non school buildings, the project cost consultant is to produce a project specific CBA (based on the principals in DCSF - BB100).

### (4) Legislation and Guidance

- (a) Consideration needs to be given to relevant legislation including:
  - (i) Regulatory Reform (Fire Safety) Order 2005
  - (ii) Building Regulations 2010
  - (iii) BS9999 COP for fire safety
  - (iv) BS9991 COP for fire safety in residential buildings

### (5) Design and installation standards

- (a) Where an AFSS is required, the installation is to be based upon established technologies to relevant current fully adopted standards where available.



- (b) Such standards are to include:
    - (i) BS EN 12845 - Fixed firefighting systems - Automatic sprinklers
    - (ii) BS 9251 - Sprinkler systems for residential premises
    - (iii) BS EN 15004 - Fixed firefighting systems - gas extinguishing
    - (iv) Loss prevention council recommendations and technical bulletins
  - (c) Where an adopted BS is available which complies with WBC insurers requirements and is suited to the proposed installation, it should be adopted in preference to a Draft BS (DD).
  - (d) In circumstances where this is not available, an installation compliant with a DD may be selected, subject to WBC insurers approval and evidence of 'fitness for purpose'.
- (6) Selection of installers
- (a) Specialist sub contractors are to be selected from certification bodies
    - (i) Loss Prevention Certification Board
    - (ii) Warrington Certification Limited
  - (b) Sub contractors are to demonstrate commitment through membership of professional bodies such as British Automatic Fire Sprinkler Association.
- (7) Maintaining systems
- (a) The Regulatory Reform (Fire Safety) Order 2005 places significant liability on the 'Responsible Person' should they fail to maintain fire safety equipment (including sprinklers)
  - (b) It is critical that any installed automatic fire suppression system is serviced and maintained by a competent person.

2.8 The report issued to the Executive 'Scrutiny Review into the installation of automatic fire suppression systems in Council Buildings' indicated estimated costs related to both the installation of systems and ongoing maintenance costs.

- (1) Capital installation costs can vary between 2.3% and 15%, depending on the complexity of the system required and the economies of scale achieved on large projects.

Recent example of an installation is the Sixth Form block at Theale Green school which cost £175,000 of a £1.9M contract (approx 9%).

- (2) Ongoing maintenance costs can range between £500 and £5,000 per annum for the budget holder responsible for the building maintenance.

### **3. Equalities Impact Assessment Outcomes**

3.1 In the creation of this policy and its guidance no impact relevant to equality is anticipated.

### **4. Conclusion**

4.1 The proposed policy documents offer clarity of the stated policy requirements of the Executive and operational application of the policy for Officers.

### **Appendices**

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Appendix A – Automatic Fire Suppression Systems Policy

Appendix B – Automatic Fire Suppression Systems Procedure and Guidance

# Automatic Fire Suppression Systems Policy

## Document Control

<b>Document Ref:</b>	WBC/Educ/RT/2013	<b>Date Created:</b>	
<b>Version:</b>	1.0	<b>Date Modified:</b>	
<b>Revision due</b>			
<b>Author:</b>		<b>Sign &amp; Date:</b>	
<b>Owning Service</b>			
<b>Equality Impact Assessment: (EIA)</b>	Date undertaken:		
	Issues (if any):		

<b>Chief Executive</b>	Sign & Date:	
<b>Corporate Director (Community Services)</b>	Sign & Date:	
<b>Corporate Director (Children &amp; Young People)</b>	Sign & Date:	
<b>Corporate Director (Environment)</b>	Sign & Date:	

## Change History

Version	Date	Description	Change ID
1			
2			
3			

*This Policy is not for publication externally*



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## 1. **Purpose**

- 1.1 The purpose of this policy is to set out West Berkshire Council's approach to the installation of fire suppression systems in council buildings.
- 1.2 The Chief Executive and Corporate Board have approved the Automatic Fire Suppression Systems Policy.

## 2. **Applicability**

- 2.1 This Policy applies to:
- 2.1.1 All non-school based employees working for the Council, including those working from home or at non-Council locations.
  - 2.1.2 Other persons including Elected Members, Consultants, Agency staff and Contractors working for the Council, external organisations working with the Council, whilst engaged on Council business .
- 2.2 It is the responsibility of each employee and other person mentioned in Section 2.1.2 to familiarise themselves with and adhere to this Policy.
- 2.3 Adherence to this Policy is a condition of working for the council or using its assets.
- 2.4 This document is published separately as well as being incorporated into the WBC Employee handbooks.
- 2.5 This Policy has had consultation with Heads of Service and Trade Unions and has been ratified by the Council's Corporate Board.

## 3. **Policy**

- 3.1 It is the Policy of the Council that all new buildings and extensions to, or major refurbishment of existing buildings are to be subject to the requirements of the WBC Automatic Fire Suppression Policy.
- 3.2 The Policy is based on a three step approach, detailed within the WBC Automatic Fire Suppression Policy Guidance document:
- Establishing through agreed criteria if the Policy applies.
  - Carrying out a risk assessment to establish if an AFSS is required.
  - Cost benefit analysis to establish if the AFSS represents value for money.
- 3.3 Once established that the Policy applies to an individual project, the basis of establishing the need to install automatic fire suppression systems is to be a fire risk assessment. In all cases a risk assessment which offers a High Risk or Average Risk, with a recommendation from the Fire Risk Assessor for inclusion of an AFSS, is to include an AFSS in the design (subject to final cost benefit analysis).

- 3.4 Where, through risk assessment an AFSS is recommended, a cost benefit analysis is to be undertaken to establish if the AFSS represents value for money.
- 3.5 For the purposes of this Policy the term Automatic Fire Suppression System (AFSS) refers only to those systems subject to fully adopted national (British Standard) or fully adopted European or International (EN or ISO) design standards, or draft national standards (British Standard DD) where full standards area unavailable, subject to approval of West Berkshire Council insurers and establishing 'fitness for purpose' of the Draft British Standards.

#### 4. **Implementation**

- 4.1 This Policy will be supported and implemented by the development and publication of Standards (requirements), Procedures (how to) and Guidance (advice).

#### 5. **Roles and Responsibilities**

- 5.1 The overall responsibility for Automatic Fire Suppression System policy within WBC rests with Property Services.
- 5.2 The responsibility for day-to-day management of the Automatic Fire Suppression Systems Policy throughout West Berkshire Council rests with the Head of Education Services, they are also responsible for maintaining this Policy, for reviewing all other security policies and procedures and for providing advice and guidance on their implementation.
- 5.3 All managers are directly responsible for implementing this Policy and any sub policies and procedures within their service areas, and for the adherence of their staff and others (2.1.2).
- 5.4 All personnel detailed at 2.1.1 and 2.1.2 have an individual responsibility to adhere to this Policy and any relevant Standards and/or Procedures.

#### 6. **Failure to comply with WBC Automatic Fire Suppression Policy**

- 6.1 This document provides staff and others with essential information regarding the installation and management of automatic fire suppression systems and sets out conditions to be followed. It is the responsibility of all to whom this Policy document applies to adhere to these conditions. Failure to do so may result in:
- withdrawal of access to relevant services
  - informal disciplinary processes
  - formal disciplinary action
- 6.2 Additionally if, after internal investigation, a criminal offence is suspected, the Council may contact the police or other appropriate enforcement authority to investigate whether a criminal offence has been committed.

#### 7. **Review**

- 7.1 This policy will be reviewed at least every 3 years or to react to identified changes in legislation which impact the policy.



## Glossary

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## Other Relevant Documentation

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Department for Children, Schools and Families, Building Bulletin 100 – Design for Fire Safety in Schools.



# Automatic Fire Suppression Systems Procedure and Guidance

Reference: WBC/Educ/RT/2013  
Version No: 1.0  
Issue Date: \*

## Document Control

Document Ref:	WBC/Educ/RT/2013	Date Created:	
Version:	one	Date Modified:	
Revision due	August 2016		
Author:	Richard Turner	Sign & Date:	
Head of Service:	Ian Pearson	Sign & Date:	
Equality Impact Assessment: (EIA)	Date undertaken:		
	Issues (if any):		

## Change History

Version	Date	Description	Change ID
0.1			

## Related Documents

Reference	Title	Tier
	Department for Children, Schools and Families, Building Bulletin 100.	



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## **1. Purpose**

- 1.1. The purpose of this document is to offer information related to the procedures associated with achieving the requirements of the Automatic Fire Suppression Systems Policy.
- 1.2. This document also offers guidance on the suitable application of this policy.

## **2. Applicability**

- 2.1. This Policy applies to:
  - 2.1.1. All non-school based employees working for the Council, including those working from home or at non-Council locations.
  - 2.1.2. Other persons including Elected Members, Consultants, Agency staff and Contractors working for the Council, external organisations working with the Council, whilst engaged on Council business .
- 2.2. It is the responsibility of each employee and other person mentioned in Section 2.1.2 to familiarise themselves with and adhere to this Policy.
- 2.3. Adherence to this Policy is a condition of working for the council or using its assets.
- 2.4. This document is published separately as well as being incorporated into the WBC Employee handbooks.
- 2.5. This Policy has had consultation with Heads of Service and Trade Unions and has been ratified by the Council's Corporate Board.

## **3. Roles and Responsibilities**

- 3.1. The Head of Education (or nominated person) has overall responsibility for ensuring that the Automatic Fire Suppression Systems Policy is managed appropriately in accordance with these agreed standards.
- 3.2. The Property Service is responsible for the day-to-day management of the Automatic Fire Suppression System Policy including ensuring implementation of this standard.
- 3.3. All WBC staff are responsible for familiarizing themselves with, and ensuring that they comply with this standard.

## **4. Introduction**

- 4.1. Following investigation by the Safer Select Committee into the need for a policy for the installation of automatic fire suppression systems in Council Buildings, the Executive, in January 2011 agreed the recommendations of the Safer Select Committee and resolved that a policy be implemented with immediate effect.
- 4.2. The Executive stated that the key elements of the Policy include:
  - 4.2.1. The Head of Property and Public Protection (now Property Services) develop a policy in relation to the installation of automatic fire suppression systems in all new

buildings and buildings undergoing major refurbishment within the Council's property portfolio.

- 4.2.2. The basis of establishing the need to install automatic fire suppression systems is to be a fire risk assessment; the same or similar to that currently used for schools projects. The risk assessment process should include the ability to recognize the comparative savings that would be achievable with the installation of such a system, for example through altered building design or the use of different materials.
- 4.2.3. The policy is to indicate an assumption that automatic fire suppression systems will be installed unless the completed risk assessment provides sufficient argument against.
- 4.2.4. The policy is to state that consideration be given early in the design stages of a project as to where the components of an automatic fire suppression system would be located in order to reduce installation costs.
- 4.2.5. Further discussion is held with the Council's property insurers with the aim of achieving further savings.

## **5. When the Policy applies**

- 5.1. The Automatic Fire Suppression System Policy applies to the following:

- 5.1.1. For the purposes of this policy, the term AFSS refers only to those systems subject to fully adopted national (British Standard) or fully adopted European or International (EN or ISO) design standards or draft national standards (British Standard DD) where full standards are unavailable, subject to approval of West Berkshire Council insurers and establishing 'fitness for purpose' of the Draft British Standards.
- 5.1.2. Buildings in the freehold ownership of West Berkshire Council or where sufficiently long leasehold exists to create a strong degree of ownership (where the leasehold agreement allows such installation).
- 5.1.3. New buildings, extensions or major refurbishments where legislation requires the installation of an automatic fire suppression system.
- 5.1.4. New buildings, extensions or major refurbishments which meet the definition of The Town and Country Planning Act 1990 section 55: 'Meaning of Development' and are *permanent* in nature.

The definition of permanent with regard to this Policy is to mean a new building, extension or refurbishment which is intended to offer operational use for a minimum of 10 years from completion and;

In the case of a building which is subject to Planning Consent, the test is to be where an application does *not* propose a temporary duration for consent with a stated end date within 10 years and thus may be reasonably deemed as being permanent.

- 5.1.5. In the case of a new building, extension or refurbishment (or combination of each), the following minimum floor areas apply:

<b>For all Buildings/sites with a GIFA of buildings &lt; 500 sq.m.</b>		
Sq.m. of new/refurb		% of gross internal floor area
500 sq.m. or more	OR	50% of GIFA
<b>For buildings/sites with a GIFA of buildings &gt; 500 sq.m.</b>		
Sq.m. of new/refurb		% of gross internal floor area
500 sq.m. or more	OR	20% of GIFA
NOTE: This policy applies based on the <i>lesser</i> of the above GIFA criteria.		
Example: A school with a GIFA of 400 sq.m. has a proposed extension totaling 130 sq.m. This is 33% increase in GIFA and thus the WBC sprinkler policy does not apply, whereas if the extension were to be 210 sq.m. the policy would apply.		

- 5.1.6. Refurbishment for the purposes of this policy is to be based on the Royal Institution of Chartered Surveyors definition of refurbishment:

'The extensive repair, renewal and modification of a building to meet economic and/or functional criteria equivalent to those required by a new building for the same purpose. This may involve the installation of current standard of building services,

access, natural lighting, equipment and finishes, using historic fabric as the carcass of what is, effectively, a new building.’

This indicates a level of refurbishment beyond that required by ‘maintenance’ or ‘light touch’ refurbishment.

- 5.1.7. The installation of a sprinkler system can represent a significant capital cost, particularly on smaller projects.

This policy is to apply to projects with a gross project value greater than £350,000.

- 5.1.8. The policy is to apply to AFSS whose estimated cost is less than 15% of the approved construction budget.

Early in the design the project team, are to consider the inclusion and design of an AFSS and the project cost consultant is to produce an estimated value for the AFSS installation to assess against the construction budget.

- 5.1.9. New schools, either as a new provision on a new site or re-provision on an existing site no matter what the size of building provision.

## 5.2. Additional considerations

- 5.2.1. Where a either a building project does *not* meet any of the criteria stated in 5.1 and the policy does not apply, or criteria in 5.1 do apply but the Sprinkler Assessment has assessed a system is *not* required, the design team are to give strong consideration in the design to the potential benefits of installing an automatic fire suppression system and the ‘trade off’ design available through codes such as BS9999: 2008 – Code of Practice for Fire Safety in the design, management and use of buildings and BS9991: - Code of Practice for Fire Safety in the design, management and use of residential buildings.

- 5.2.2. While it is expected the risk assessment process will capture the critical criteria, in all cases and particularly where the AFSS Assessment does *not* recommend the installation of an automatic fire suppression system, the design team should give strong consideration to the installation of a system where:

- Sleeping accommodation exists within the building.
- Users of the building are ‘transient’ and unfamiliar with the layout.
- The building is used by vulnerable people.
- Heritage loss.

## 6. The Risk Assessed approach

- 6.1. Where a new building, extension or refurbishment falls within the criteria for the Automatic Fire Suppression System Policy to apply, the need for the inclusion of a suppression system will be based on a risk assessed approach.

- 6.2. An AFSS Risk assessment is to be carried out by a competent Fire Risk Assessor. Such assessment is to establish if the proposed construction represents a *High Risk, Average Risk or Low Risk*.

Inclusion of a sprinkler/AFSS will apply where:

6.2.1. The AFSS assessment indicates a *High Risk* or *Average Risk*. Cases of *Low Risk* will not immediately require sprinklers.

6.2.2. The AFSS assessment is to give due regard to:

- Physical constraints preventing or impacting suitability of AFSS installation.
- Technical implications of introducing an AFSS.
- Impact on suitability of an AFSS through statutory requirements (Town Planning, Listed Planning, Building Control).

Where these criteria impact the recommendation within the AFSS assessment recommendation, this is to be clearly shown in the summary assessment report.

6.2.3. Where improved design standards are introduced, normally on the recommendation of or following consultation with the risk assessor, this may impact sufficiently on the original assessment score to bring it down to a *low risk* when reassessed. If such design amendments are not introduced or do not impact the score sufficiently to alter the risk, installation of AFSS will apply.

6.2.4. The recommendation for inclusion of AFSS rests with the Assessor, following detailed consultation with the Client/stakeholders, review of the design proposals and full assessment of the associated risks.

6.2.5. Each AFSS risk assessment is to consult the WBC insurance team within Assurance, as well as where required, consultation directly with WBC insurers.

6.3. In the case of schools projects, recommendation for the inclusion of automatic fire suppression is based on the Department for Children, Schools and Families, Building Bulletin 100 – Design for Fire Safety in Schools.

DCSF Building Bulletin 100 applies to nursery/pre schools, primary schools, secondary schools, academies, sixth form colleges, special schools and PRU's.

The purpose of DCSF Building Bulletin 100 is the design for fire safety in *new schools*. The principals and methods in BB100 are to apply to this policy for the construction of new schools, new buildings at existing schools, extensions at existing schools and major school refurbishments.

The level of risk is established through use of a risk analysis tool created by the DCSF. This analysis tool is to be completed by the risk assessor.

The following table offers the relevant score thresholds applied through the analysis tool.

Proposed overall scoring		Proposed scoring Parts 1 and 2		Proposed scoring Parts 3 and 4	
Low risk	0 – 40	Low risk	0 – 20	Low risk	0 – 20
Average risk	41 – 100	Average risk	21 – 60	Average risk	21 – 50
High risk	101 – 230	High risk	61 – 85	High risk	51 – 145

Low Risk - The fire safety and fire protection survey and risk assessment indicates the school is at a low level of risk. Sprinklers may be beneficial.

Average Risk –The fire safety and fire protection survey and risk assessment indicates the school is at an average risk. A sprinkler system is recommended.

High Risk - The fire safety and fire protection survey and risk assessment indicates the school is at a high risk. Sprinklers should be provided.

- 6.4. In the case of non school buildings, DCSF Building Bulleting 100 and its associated analysis tools are not designed for, or suited to these building types.
- 6.5. For non-school buildings the fire risk assessor is to offer their professional judgment on the low/medium/high risk grading of the construction and their recommendation having given regard to:
  - Consultation with relevant Clients/stakeholders/building Responsible Persons/ design team members;
  - In the case of existing buildings/sites, the review of existing Fire Risk Assessments or creation of a FRA where one does not exist;
  - The fire safety measures within the design of the proposed scheme;
  - All other mitigating factors, impacting the outcome of the assessment (eg: security, management systems in place);
  - Relevant guidance and legislation.

## **7. Cost Benefit Analysis**

- 7.1. For systems which represent a low level of cost commitment, a cost benefit analysis (CBA) is not required.

Where the estimated cost of an AFSS is no greater than 3% the system is to be included in the project without referral to CBA.

- 7.2. As noted in section 5 – *When the Policy Applies*, the policy only applies to those AFSS systems estimated by the project cost consultant as being no greater than 15% of the net construction budget for the project.
- 7.3. Where a building project has identified a proposed scheme which falls within the requirement for compliance with the WBC Automatic Fire Suppression System Policy and the assessment has recommended inclusion of an AFSS, a cost benefit analysis is to be undertaken to establish if the AFSS represents value for money.
- 7.4. In the case where design changes are to be implemented which may impact the outcome of any re-assessment, the cost benefit analysis is to be revised to reflect the new design.
- 7.5. Where the cost benefit analysis demonstrates the introduction of an AFSS represents poor value for money, the decision may be made to exclude the system from the project.



- 7.6. In the case of schools projects (schools as described in 6.3 above) the DCSF BB100 standard cost benefit analysis template is to be used.

The CBA tool is to be completed by the project Cost Consultant, having consulted the Fire Risk Assessor, design team members and client representatives/stakeholders.

- 7.7. For non school buildings the cost benefit analysis tool contained within DCSF BB100 is not designed for these projects.

In the case of non school building projects, the project Quantity Surveyor/Cost Consultant is to produce a project specific CBA based on the principals in DCSF BB100.

The CBA is to be completed having consulted the Fire Risk Assessor, design team members and client representatives/stakeholders.

## **8. Legislation and Guidance**

- 8.1. When complying with this policy and through the design process, due consideration is to be given to, but not limited to the following list of relevant legislation and guidance (note – this list is not exhaustive):

8.1.1. the Regulatory Reform (Fire Safety) Order 2005;

8.1.2. Building Regulations 2010 (particularly part B of schedule 1);

8.1.3. BS9999: 2008 – Code of Practice for Fire Safety in the design, management and use of buildings;

8.1.4. BS9991: - Code of Practice for Fire Safety in the design, management and use of residential buildings;

8.1.5. Department for Children, Schools and Families – Building Bulletin 100: Design for Fire Safety in Schools.

(Note: although now the Department for Education, the document remains in use);

8.1.6. Regulation 17 of the Education (School Premises) Regulations 1999

## **9. Design and Installation standards**

- 9.1. The completion of the sprinkler/AFSS assessment and its recommendations as well as detailed design related to such systems are to ensure the design is based upon established technologies to identified current European/British standards, where available.

- 9.2. Design standards associated with, but not limited to system installation (note – this list is not exhaustive) include:

- 9.2.1. BS EN 12845: 2009 *Fixed firefighting systems – Automatic sprinkler systems – Design, installation and maintenance.*
- 9.2.2. BS 9251: 2005 *Sprinkler systems for residential and domestic occupancies. Code of Practice* (subject to outcome of expected major review)
- 9.2.3. BS EN 15004: 2008 *Fixed firefighting systems - Gas extinguishing systems. Design, installation and maintenance*
- 9.2.4. Loss Prevention Council recommendations and rules issued through Fire Protection Association: *LPC Rules for Automatic Sprinkler Installations* and associated Technical Bulletins (to supplement BS EN standards)

9.3. Where an adopted British Standard is available which complies with WBC insurers requirements and is suited to the proposed installation, it should be adopted in preference to a Draft BS (DD).

9.4. In circumstances where this is not available, an installation compliant with a DD may be selected, subject to WBC insurers approval and evidence of 'fitness for purpose'.

## **10. Selection of installers**

10.1. Relationships with specialist sub contractors will be determined by the form of construction contract for each individual contract.

10.2. Specialist installers either employed directly by WBC or as a sub contractor to a principal contractor are to be selected from the following certification bodies:

- Loss Prevention Certification Board (LPCB)
- Warrington Certification Limited (FIRAS scheme)

10.3. Further indication of competency should be demonstrated through membership of relevant professional body, example being British Automatic Fire Sprinkler Association.

## **11. Maintaining systems**

11.1. On accepting the requirement for compliance with this Policy and completion of the installation of a sprinkler/AFSS, the building owner accepts responsibility for the ongoing maintenance of the system to ensure its effective operation.

11.2. Article 17 (1) of the Regulatory Reform (Fire Safety) Order 2005, imposes significant liabilities on the 'Responsible Person' should they fail to maintain fire safety equipment (including sprinkler systems) intended for the protection of life from fire.

11.3. To maintain the validity of a Certificate of Conformity the system must be serviced and maintained by a sprinkler servicing contractor under a maintenance contract.

Example of definition of servicing contractor can be found in LPC Rules – Technical Bulletin TB 203.3.2.8

End of document.