Guidance for project managers issuing PW-14 Fire System Impairment Permit

1. Purpose: The PW-14 permit guides the Project Manager to safely impair (and reinstate) the University’s fire safety systems for life safety, asset and property protection, reduce false alarms and associated disruption and to prevent damage to the fire safety system.
2. Scope of Permit: This permit is required where
	1. the work will generate any conditions such as heat, dust, fumes, steam, other particles that will activate the fire detection, sprinkler and smoke ventilation systems

OR

* 1. the work leads to disruption of other fire safety measures and fire strategy (e.g. a means of escape becomes unavailable, emergency lighting disconnected, fire-fighting equipment removed, risers affected, directional signage removed or repositioned, emergency voice communication system or public address voice alarm affected, removal of evacuation equipment)
1. When should the Permit be requested? It must be submitted in advance, aiming for 48-72 hours’ notice, allowing sufficient time for assessment and implementation of temporary control measures.
2. Time limits: Alarm/detection systems must not be left isolated outside of normal working hours unless it has been approved (e.g. by University Insurance Office, Health & Safety Services or Building Services Engineer).
3. Who will approve the Permit?
	1. Impairment of fire alarm/detection, sprinkler systems or smoke ventilation
		1. Impairments involving temporary isolation of a few individual fire alarm detector heads only and not affecting the rest of the fire safety system or ventilation system – **Project Manager can approve and Authorised person approval not required**
		2. Impairments involving isolation of a larger number of fire alarm detection heads, affecting whole fire alarm zones or wider building including escape routes, smoke ventilation and sprinkler systems – **Authorised Person approval required**
		3. Impairments involving high risk conditions such as residential premises, overnight impairment, high-risk area (e.g. lab, workshop), entire floor/building affected, long term fire strategy affected and hospital sites - **Authorised Person approval required**
	2. For impairment of other fire safety measures (means of escape, emergency lighting, fire-fighting equipment, risers, signage, emergency or public communication systems, evacuation equipment, – **Authorised Person approval required**
4. Who are the Authorised Persons?
	1. [Health and Safety Business Partner (Fire Safety)](https://uniofleicester.sharepoint.com/sites/staff/health-safety/department-contacts/SitePages/Home.aspx)
	2. Building Services Engineer (Fire Safety)
	3. [Health and Safety Business Partner for the Building](https://uniofleicester.sharepoint.com/sites/staff/health-safety/department-contacts/SitePages/Home.aspx)
	4. [Insurance Office](https://uniofleicester.sharepoint.com/sites/Insurance?e=1%3a25f96f63e80442d5827ca93cb7fcd143)
5. Which impairments require the University’s Authorised Fire Safety Contractor?

When the impairment involves disablement of the fire alarm/detection system, smoke ventilation or sprinklers the Authorised Fire Safety Contractor must be involved and informed for both the impairment and more importantly the reinstatement of the system. The Fire Safety Contractor must confirm isolation before the work starts and reinstatement after completion of the work.

1. Who are the University’s Authorised Fire Safety Contractor and how do I contact them?

Currently the contractor is CDS or Complete Detection Systems. The Permit should be issued for CDS through process.

1. What are the acceptable methods of temporary isolation of fire alarm/detection systems?

Methods of local isolation include electronic and physical means such as reprogramming the alarm system to electronically isolate individual detector heads, bagging or capping individual detector heads, changing the detectors from smoke to heat (and associated system reprogramming) and temporary removal of individual detector heads (and associated system reprogramming). All isolations must be re-instated as soon as possible including removal of any bags or caps.