

# SAFE WORKING PROCEDURE

## Fire Door Protocol Fire Door Replacement & Repair

CORPORATE HEALTH & SAFETY | VERSION 1.03 | February 2020

### STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Procedures for the repair and replacement of Fire Doors are in place and adhered to.
- Controls are in place to ensure a consistent approach and standard of work to meet compliance.
- Any work undertaken does not compromise the fire safety of the property.

### SCOPE:

The provisions of this Safe Working Procedure (SWP) applies to:

- All managers including head teachers;
- All employees of Southampton City Council;
- All contractors working for or on behalf of the Council.

**Version Control**

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

<b>Version Number</b>	<b>Date</b>	<b>Amendments</b>
Version 1.00	Mar 2017	
Version 1.01	Jul 2017	
Version 1.02	Oct 2018	Inclusion as section 9 - Fire Door Replacement/Repair/Maintenance – Specification and Industry Best Practice
Version 1.03	Feb 2020	General Review
<b>Review Conducted</b>		<b>Next Review Date</b>
October 2018		October 2020
February 2020		February 2022

**Content**

- 1. [Introduction](#)
- 2. [Selection Criteria](#)
- 3. [Design Advice](#)
- 4. [Administered Projects or Works](#)
- 5. [Responsive Repairs](#)
- 6. [The role of Fire Risk Assessments](#)
- 7. [Staff Training and Competence](#)
- 8. [Compliance](#)
- 9. [Fire Door Replacement/Repair/Maintenance – Specification and Industry Best Practice](#)
- 10. [Safe Working Procedures Relevant to This Document](#)
- 11. [Main Legislation and Guidance Relevant to This Document](#)
- 12. [Contact Address's and Guidance Links](#)

## 1. Introduction

- 1.1 This SWP applies to all works which require:
  - 1.1.1 The refurbishment/repair/replacement of Fire Doors
  - 1.1.2 Those commissioning (commissioning clients), designing and specifying such works
  - 1.1.3 Contract administrators (or those undertaking similar function)
  - 1.1.4 Those carrying out the works.
- 1.2 It is essential all who are involved in such works are aware of the impact on the fire integrity of the doors and the measures needed to ensure that integrity is maintained. Also the relationship of such works to the Fire Risk Assessment and the Fire Management Strategy for that property.
- 1.3 The objective of this SWP is to ensure a compliant, standardised and consistent approach is adopted in respect of works which impact on Fire Doors.
- 1.4 The document addresses two specific areas;
  - 1.4.1 Fully designed projects / schemes.
  - 1.4.2 Reactive repairs.
- 1.5 To achieve certified compliance with current performance standards, a Fire Door has to be fitted into a suitable frame and have appropriate ironmongery fitted.
- 1.6 Fire doors can either be fitted as:
  - 1.6.1 An 'assembly', whereby the door is purchased as an individual item separate to the frame  
or
  - 1.6.2 As a 'door set', whereby the door and frame is purchased as a unit.
- 1.7 The preferred treatment for Fire Doors is the use of Fire Door Sets rather than use of an assembly and using the existing frame which is in place. However in some cases, given suitable treatments, existing frames may be adequate. These doors and frames will require re-certification.
- 1.8 A factory produced door and frame procured as one composite set and installed in accordance with the manufacturer's recommendations can more readily demonstrate certified compliance.
- 1.9 If a new door leaf is fitted into an existing frame the following must be assessed:
  - 1.9.1 Frame: origin and installation details.
  - 1.9.2 Condition: does it show signs of warping, is general condition sound, how sound are fixings.
  - 1.9.3 Repairs: quality of past repairs and possible modifications.
  - 1.9.4 Ironmongery: is existing door furniture compliant – e.g. letter plate.

After the repairs / refurbishment is completed the door and frame will require to be certified by a competent person and this re-certification recorded on the property register ('Keystone' or Technology Forge or Information Exchange data base as appropriate)

- 1.10 Each method is acceptable as an approach to Fire Door replacement; however, the designer needs to ensure that any existing frame and new door leaf is capable of achieving a compliant assembly. This may require additional investigations to the existing frame and possibly additional works.
- 1.11 Each option should be carefully assessed and considered, prior to implementing a specific approach on any project or repair.
- 1.12 In summary, designers, specifiers and repair teams must carefully consider the approach to be taken for replacement or repair of Fire Doors prior to choosing which option i.e.: either a Fire Door assembly; or Fire Door Set approach.

## **2. Selection Criteria**

- 2.1 Work involving Fire Doors tends to fall in to one of two categories:
  - 2.1.1 Cat 1: Planned project of refurbishment, alteration, extension works, or new build development. Where the project incorporates a full designed service, the selection criteria will form part of that design process.
  - 2.1.2 Cat 2: Work identified as a reactive repair, forms part of a planned repair, and / or maintenance work, the selection process must meet the specific criteria required under this SWP and the regulations.
- 2.2 The designer / maintenance officer will determine which category to use from the Client Brief / Service delivery brief, which should clearly state, amongst other things, the output being sought by the Commissioning Client.
- 2.3 The Property Division team will support the client in the formulation of the client brief as necessary, and provide all advice in relation to statutory legislation and compliance. Schools may also seek this support.
- 2.4 If Property Division are not acting as project lead or technical lead, e.g. schools commissioning their own consultants or service supplier, the Commissioning Client must ensure they receive the necessary advice from competent persons on all aspects of the works to ensure they comply not only with this SWP, but all other relevant SWP's and relevant Statutory Regulations.
- 2.5 It is the Commissioning Clients responsibility and statutory duty to ensure the chosen advisors have the necessary qualifications and experience for the project. Where Property Division provide the technical / professional lead this requirement is deemed to have been met and adequately discharged.
- 2.6 If Property Division are not providing consultancy or advisers, it remains the Commissioning Client responsibility to ensure such advisers have the competence for the service they are asked to provide.
- 2.7 The Cat 2 services arise as part of the councils approach to reactive repairs. Whilst sometimes accompanied with a client brief, predominantly the commissioning for repairs and replacement can be both ad-hoc and reactive.
- 2.8 Where Property Division Officers direct such repairs they will ensure all works are compliant.
- 2.9 If such works are not directed or specified and managed by Property Division officers, the Commissioning Client must ensure they receive the necessary advice from a suitably competent person(s) on all aspects of the repair to ensure it will be compliant not only with this SWP, but also any

other relevant SWP and associated Statutory Regulations.

### **3. Design Advice**

- 3.1 All projects, refurbishment, alterations or new build involve an element of design. Who undertakes or provides 'design advice', may vary in accordance to the scale of the project. Those who provide such advice are undertaking the designer's role. It is the responsibility of the Commissioning Client to ensure those who provide such advice are competent to do so.
- 3.2 Where Property Division Officers provide the design lead they will advise on the measures required to ensure all relevant design requirements, compliance with SWPs, and Statutory Regulations is achieved.
- 3.3 This service delivery will include arranging for the third-party certification where the 'assembly option' is implemented.
- 3.4 If Property Division Officers are not commissioned to provide design services it is the Commissioning Client's responsibility to ensure all appropriate levels of professional advice are obtained from a suitably qualified source, including the third-party certification.
- 3.5 Designers will require the Commissioning Client to provide up to date copies of the current Fire Plan / Strategies and Fire Risk Assessments for buildings undergoing a major refurbishment, alteration or extension. These documents will inform decision making in relation to replacement of Fire Doors and frames.
- 3.6 It is the duty of the 'Responsible Person' to ensure copies of FP's and FRA's are logged on the Estate Database – Tech Forge, Information Exchange data base and Keystone. Designers etc. can request copies of the latest logged FP or FRA. Where others are commissioned to undertake FRA's or produce a FP, those commissioning these services must ensure the output is logged on the estate data base.
- 3.7 It should be noted works may trigger the need for a review of the Fire Risk Assessment and possibly the Fire Management Strategy.

### **4. Administration of Project or Works**

- 4.1 On projects where Property Division provide the design lead and contract administration they will, as part of that commission, ensure:
  - 4.1.1 The contractor is appointed in accordance with SCC FPR's and CPR's;
  - 4.1.2 The contractor complies with all aspects and terms of the building contract, associated; specification, and schedule of works etc.
  - 4.1.3 Those quoting or tendering for the project or works are aware of and conversant with SCC's SWP's etc.
- 4.2 Where Property Division provide the design etc. lead, as part of the procurement process the tenders will, amongst other things, be evaluated on health and safety processes and compliance.
- 4.3 If Property Division are not commissioned it is the responsibility of the Commissioning Client to ensure, amongst other things, the competency of the contractor to undertake the works, their compliance with all aspects and terms of the building contract, associated specification, and schedule of works, compliance with SCC SWP's and all relevant statutory regulations etc.
- 4.4 If Property Division were not commissioned, it is the Commissioning Client's responsibility to ensure they receive confirmation from the Designer / Contract Administrator (regardless of who they are), the

relevant sections of the councils Estate Database – Technology Forge, has been updated with the project details and the Building Manual has also been updated.

- 4.5 Where the 'assembly option' has been used, copies of the Compliance Certificates are to be placed in the Building Manual, Information Exchange data base and Keystone if relevant

## **5. Reactive Repairs**

- 5.1 Those issuing instructions for repairs to Fire Doors need to ensure they receive appropriate advice as to how the repair can be undertaken and the fire integrity of the door maintained. They must also ensure those appointed to undertake the repairs etc. have the competency to carry out the works and have been fully briefed on the nature and extent of the work required.
- 5.2 Where Property Division Officers manage the reactive repair service they will ensure all works are complaint.
- 5.3 If Property Division are not commissioned, it is the Commissioning Client's responsibility to ensure the completed works are compliant.
- 5.4 Any Fire Door repair / replacement work undertaken by the Direct Labour Organisation (Housing Operations) or other contractors must be undertaken by craft persons who hold the relevant accreditation as a Fire Door installer and issue the necessary certification of compliance and performance for recording on the relevant property records.
- 5.5 Alternatively the works can be assessed / inspected by a third party for testing and issuing of Compliance Certificates for that door.
- 5.6 In all other circumstances, the replacement of a Fire Door shall be subject to a third party inspection by an accredited company or a qualified Fire Door Assessor who will issue a Certificate as evidence of compliance. The commissioning officer must ensure the certificate is logged on the property data base.

## **6. The Role of Fire Risk Assessments**

- 6.1 The Regulatory Reform (Fire Safety) Order 2005 places a duty to ensure regular Fire Risk Assessments are undertaken by a competent person. If you are in control of any part of a commercial premises, you are under a legal obligation to ensure a detailed fire risk assessment to identify risks and hazards in the premises is undertaken. Having identified the risks, the Responsible Person for the property must ensure proposals are addressed and alterations/repairs etc. undertaken and otherwise 'managed out' or managed to reduce the risk to an acceptable level.
- 6.2 The SWP – Fire Safety, specifies an annual review of the Fire Risk Assessment.
- 6.3 The objective of the review is to identify if the level of risk has changed since the previous assessment.
- 6.4 The review of Fire Risk Assessments (FRAs) may also indicate a deterioration in the condition of Fire Doors and recommend reactive repairs

## **7. Staff Training and Competence**

- 7.1 It is the responsibility of the Manager of the Commissioning Client to ensure that person has the relevant experience and training to commission works etc.
- 7.2 It is the responsibility of the Commissioning Client to ensure those involved in any project or delivery of repairs and maintenance service have the relevant levels of expertise and professional training / status.

- 7.3 If Property Division are commissioned, it is deemed to meet the objectives of para 7.1 and 7.2, they will ensure all such checks are undertaken and documented as part of the procurement process
- 7.4 If Property Division are not commissioned, the Commissioning Client must ensure those undertaking these services have the relevant experience and skills to undertake the service.

## **8. Compliance**

- 8.1 Where an existing door or frame is upgraded, procurement of Third Party Certificates for Fire Door Compliance is required and must be uploaded.
- 8.2 When the 'Fire Door assemblies' option is chosen, a Certificates of Conformity must be obtained.
- 8.3 The procurement / proof of compliance by either certification or third party assessment is the responsibility of the Main Contractor. This must be clearly shown within the Specification issued as part of the tender package. The relevant wording will be the responsibility of the professional advisor / designer.
- 8.4 Works undertaken as reactive repairs - category 2, a procurement solution will need to:
- 8.4.1. Ensure the installer holds the relevant accreditation as a fire door installer
  - Or
  - 8.4.2. A third party assessor is appointed to issue the Certificate of Compliance.
- 8.5 In either case it is the responsibility of the contractor undertaking the repair to take the appropriate action.
- 8.6 Accredited Fire Door Installers
- 8.6.1. Where Property Division are commissioned to provide full design and contract administration service they will ensure all such checks will be undertaken as part of the Commission.
  - 8.6.2. Where Property Division are not commissioned, it is the Commissioning Clients reasonability they ensure a process is in place to validate such accreditation.
  - 8.6.3. This requirement applies to both project works and reactive repairs. Where a contractor undertake such works his staff, regardless of whether they are 'external' contractors or the Direct Works Organisation, will be required to prove they are using craftsman with the required level of competence / qualification and accreditation.

## **9. Fire Door Replacement/Repair/Maintenance – Specification and Industry Best Practice**

### **9.1 Dwelling Entrance Doors/Frames – Pre-Existing Installations (Housing)**

- 9.1.1 Pre-existing doors, frames and ironmongery within the stock (Housing) are currently subject to a programme of surveying to establish potential capital programmes for complete door-set replacement with fire door-sets that meet current requirements/standards. The approach is to adopt a pragmatic view to repairing these doors to limit the cost in advance of replacement but leave the doors to provide as a minimum the level of fire protection provided when they were installed originally.

#### **Door frame repairs will depend on the level of damage incurred:**

- 9.1.2 Minor damage may be repaired using a non-combustible filler, rubbed down and decorated
- 9.1.3 More substantial damage that may require scarfing-in or replacement of component parts of the frame will require the work to be carried out by a suitably qualified operative, filled using a non-combustible filler, rubbed down and decorated.



- 9.1.4 Where the frame is deemed beyond reasonable repair a new fire door set may be installed, to comply with the door specification for new fire door sets provided by Property Division. The style, type and finish of the door will vary dependant on the location of the property.

**Door leaf repairs will depend on the level of damage incurred:**

- 9.1.5 Minor damage may be repaired using a non-combustible filler, rubbed down and decorated
- 9.1.6 Door leaves that have more substantial damage such as panels “kicked-in” need to be replaced with a new 30 minute fire door blank complete with fire and smoke seals and new fire rated ironmongery including a suitable door closer should be installed as part of the replacement complete with intumescent backing to hinges etc.
- 9.1.7 The door leaf should be installed by an appropriately trained and qualified person. **Note – Under no circumstances should the fire door label be removed from the top of the door or other markers/indicators included in the manufacture to identify door fire ratings removed or obscured.**
- 9.1.8 Door furniture where damaged should in all cases be replaced with fire rated furniture
- 9.1.9 Intumescent door seals should be overhauled and replaced if damaged or over painted
- 9.1.10 Intumescent lock and escutcheon seals are to be included where new ironmongery is installed
- 9.1.11 Damaged glazing should be replaced with fire rated glazing using intumescent putty and glazing beads – Note; glazing must meet standards as appropriate for the location to include impact and fire.
- 9.1.12 A fault request is deemed to be irreparable if the frame, door leaf, or both, have substantial damage to them as detailed above

9.2 **Dwelling Internal Doors/Frames – Pre-Existing Installations (Housing)**

- 9.2.1 Internal fire doors that lead onto a protected lobby within the flat need to be able to provide the required level of fire protection.

**Door frame repairs will depend on the level of damage incurred:**

- 9.2.2 Minor damage may be repaired using a non-combustible filler, rubbed down and decorated
- 9.2.3 More substantial damage that may require scarfing-in or replacement of component parts of the frame will require the work to be carried out by a suitably qualified operative, filled using a non-combustible filler, rubbed down and decorated.
- 9.2.4 Where the frame is deemed beyond reasonable repair a new fire door set may be installed, to comply with the door specification for new fire door sets provided by Property Division. The style, type and finish of the door will vary dependant on the location of the property.

**Door leaf repairs will depend on the level of damage incurred:**

- 9.2.5 Minor damage may be repaired using a non-combustible filler, rubbed down and decorated
- 9.2.6 Door leaves that have more substantial damage such as panels “kicked-in” need to be replaced with a new 30 minute fire door blank complete with fire and smoke seals and new



fire rated ironmongery including a suitable door closer should be installed as part of the replacement complete with intumescent backing to hinges etc.

- 9.2.7 The door leaf should be installed by an appropriately trained and qualified person. **Note – Under no circumstances should the fire door label be removed from the top of the door or other markers/indicators included in the manufacture to identify door fire ratings removed or obscured.**
- 9.2.8 Door furniture where damaged should in all cases be replaced with fire rated furniture
- 9.2.9 Intumescent door seals should be overhauled and replaced if damaged or over painted
- 9.2.10 Intumescent lock and escutcheon seals to be installed where new ironmongery is being installed
- 9.2.11 Damaged glazing should be replaced with fire rated glazing using intumescent putty and glazing beads – Note; glazing must meet standards as appropriate for the location to include impact and fire.
- 9.2.12 A repair request deemed to be irreparable if the frame or door leaf, or both, have major damage to them as detailed above

### 9.3 **Composite Fire Door Sets - Pre-Existing Installations (Housing)**

- 9.3.1 Composite door sets where damage is generally limited to glazing, door panels or ironmongery these should be replaced with suitably fire rated products to match where possible the existing door. In the case of glazing this should be fire rated - – Note; glazing must meet standards as appropriate for the location to include impact and fire.

### 9.4 **Generic Fire Door-Set Specification (Housing)**

- 9.4.1 Replacement door-set (door and frame) to be an FD30 or FD60 (as appropriate) single door-set, fitted with a minimum of 3 x BS EN 1935 Grade 13 hinges, intumescent and cold smoke seals, intumescent letter plate, and intumescent door viewer.
- 9.4.2 Door-set to be operational with an auto-engaging multi-point anti-bump locking system Euro cylinder with keyless access from the inside and be in accordance with Secure by Design Requirements.
- 9.4.3 The door-set to include a self-closing device. The type of self-closing device to be either:-
- Powermatic R100 integrated closer
  - Astra 3002 integrated closer
  - Or an equivalent approved by SCC (Property Division)
- Self-closing devices must be compatible and approved for use for the door-set manufacturer and certified/tested to BS EN 1154.
- 9.4.4 The door-set shall be fire tested or assessed with all components and Third Party Certificated and installed in line with the fire test evidence by a fully competent installer who holds a relevant Fire Door Set fitting certificate of training and competency.
- 9.4.5 Door sets to comply with **PAS 24:2016** and Secure by Design

## 10. Safe Working Procedures Relevant to This Document

- 10.1 Fire Safety
- 10.2 Control of Contractors and Service Providers
- 10.3 Workplace Safety

Note: Other Safe Working Procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's Staff Staff [Health and Safety Intranet](#). Forms can be found at [Forms Library](#).

## 11. Main Legislation and Guidance Relevant to This Document

- 10.1 [Health and Safety at Work etc. Act 1974](#)
- 10.2 [The Management of Health and Safety at Work Regulations 1999](#)
- 10.3 [Construction, Design and Management Regulations 2015](#)
- 10.4 [The Regulatory Reform \(Fire Safety\) Order 2005](#)

## 12. Contact Address's and Guidance Links

- 12.1 Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
- 12.2 A short guide to making your premises safe from fire <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>
- 12.3 Hampshire Fire and Rescue Service  
<http://www.hantsfire.gov.uk/forbusiness>
- 12.4 Gov.uk  
<https://www.gov.uk/government/publications/fire-safety-approved-document-b>
- 12.5 British Woodworking Federation  
<http://www.bwfcertifire.org.uk/>
- 12.6 Corporate Health and Safety Service  
[Health and Safety Intranet](#)  
[Fire Micro Site](#)  
[School Health and Safety](#)  
[School Fire Micro Site](#)