



# Capital Development Guideline — Series 7

## Fire Risk Management Policy and Procedures

Supported Community-based Houses

Fire Risk Management — 2013

7.4





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Supported Community-based Houses

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## Abbreviated Terms

The following abbreviated terms are used in this document.

<b>ABCB</b>	Australian Building Codes Board
<b>AFAC</b>	Australasian Fire Authorities Council
<b>AS</b>	Australian Standard
<b>BAB</b>	Building Appeals Board
<b>BCA</b>	National Construction Series – Building Code of Australia
<b>CDG</b>	Capital Development Guideline(s)
<b>CFA</b>	Country Fire Authority Victoria
<b>CSO</b>	Community Service Organisations
<b>DH</b>	Department of Health Victoria
<b>DtS</b>	Deemed-to-Satisfy
<b>FBIM</b>	Fire Brigade Intervention Model
<b>FEB</b>	Fire Engineering Brief
<b>FER</b>	Fire Engineering Report
<b>FERPTF</b>	Fire and Emergency Response Procedures and Training Framework
<b>FIP</b>	Fire Indicator Panel
<b>FRM</b>	Fire Risk Management
<b>FRMU</b>	Fire Risk Management Unit of the Department of Human Services
<b>FSE</b>	Fire Safety Engineer
<b>IFEG</b>	International Fire Engineering Guidelines 2005
<b>MFB</b>	Metropolitan Fire and Emergency Services Board
<b>NGO</b>	Non-Government organisation
<b>RBS</b>	Relevant Building Surveyor
<b>SOU</b>	Sole Occupancy Unit
<b>SWMS</b>	Safe Work Method Statement



# 1. Introduction

## 1.1 General

Guideline 7.4 – Supported Community-based Houses specifies the minimum *fire risk management* requirements for *supported community-based houses* owned, operated or funded by the Department or an *agency* that has a service agreement with the Department. The target groups for this Guideline include accommodation support services funded for:

- (a) disability services
- (b) aged care services
- (c) mental health services
- (d) alcohol and drug services.

This Guideline provides guidance on the selection, operation and protection of community-based houses, in order to achieve a level of FRM consistent with community expectations and the goals and objectives of the Department.

## 1.2 The purpose of this Guideline

The purpose of this Guideline is to provide appropriate levels of fire safety for staff, *clients* (as defined) and other occupants of a building subject to the Guidelines, in part by providing for appropriately qualified professionals such as *Fire Safety Engineers*, *Building Surveyors*, *Building Inspectors* and *auditors*, to audit, assess and recommend steps to minimise fire risk, and to assess and report on acceptable standards of fire safety, in specific settings.

The use of this Guideline is subject to the following:

- (a) The Guideline does not constitute all of the possible fire safety matters that could apply to a specific situation, but is provided for assistance in determining appropriate fire safety measures. It is up to individuals acting with appropriate professional advice to determine its application to particular situations.
- (b) This guideline must only be used for purposes within the range set out in the 'General' section at the start of this document.
- (c) In addition to the fire safety requirements and standards in the Guideline, owners, occupiers and operators of facilities and buildings may be subject to various other statutory, common law and contractual obligations. They should seek advice, including legal advice, on the existence and scope of these obligations.

## 1.3 Interpretations

In this Guideline, unless the contrary appears:

- headings are for convenience only and do not affect interpretation
- a reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them
- words in the singular include the plural and vice versa
- where a word or phrase is defined, its other grammatical forms have a corresponding meaning
- mentioning anything after include, includes or including does not limit what else might be included.

## 1.4 Definitions

Words and expressions used in this document and throughout the associated Guidelines that are shown in *italics* are defined terms. Appendix 1 of this document includes definitions used in this document.

## 1.5 Commentary

Commentary is provided in Appendix 2 for some clauses of this Guideline to provide explanatory or background information in relation to the clause. Clauses that have commentary are identified with an asterisk (\*) in the clause heading.

## 1.6 Field of Application

The fire safety measures described in this Guideline apply to supported community-based houses where:

- (a) houses are of one storey, typical domestic style, construction and layout
- (b) a maximum of eight *clients* reside, and where at least one requires physical assistance with daily activities and/or to evacuate the building during an emergency
- (c) staff who provide care, support or supervision, are present at all times that *clients* are present.

**Note:** Staff members are not considered as *clients*.

### 1.6.1 BCA Classification\*

A *supported community-based house* is a Class 3 building as described in the *Building Code of Australia* (BCA).

### 1.6.2 Sole Occupancy Unit

The sole-occupancy unit (SOU) must be taken to be the entire building.



## 1.7 Determining compliance with this Guideline

If the building complies with the BCA DtS provisions, and the matters in sections 2 and 3 of this Guideline, then compliance with this Guideline is achieved. The process for determining compliance is detailed in CDG 7.1 and CDG 7.2 and summarised in the process below.

- (a) Confirm applicable Guidelines to the building being assessed.
- (b) Undertake a *fire safety audit* of the building or a *desktop audit* of relevant design documentation for buildings not yet constructed.
- (c) Undertake a *fire safety compliance check* of the building against the relevant BCA DtS provisions and the matters in sections 2 and 3 of this Guideline from the information obtained during the audit. Undertake a *fire risk assessment* where the building does not comply and/or cannot be modified to comply. The *fire risk assessment* must be signed off by an *accredited fire safety engineer* who is responsible for the *fire risk assessment* in accordance with CDG 7.2.
- (d) Refer any *mandatory measures* (section 2 of the Guideline) which are not proposed to be complied with to the *FRM Review Panel* for a determination.
- (e) Prepare a *fire safety audit* report documenting the *fire safety compliance check* at least once every 5 years in accordance with CDG 7.2.
- (f) Prepare a *fire safety handbook* for the building documenting the *fire safety strategy*, including any alternative solutions produced by the *accredited fire safety engineer* and approved by the *accredited building surveyor* in accordance with CDG 7.2.

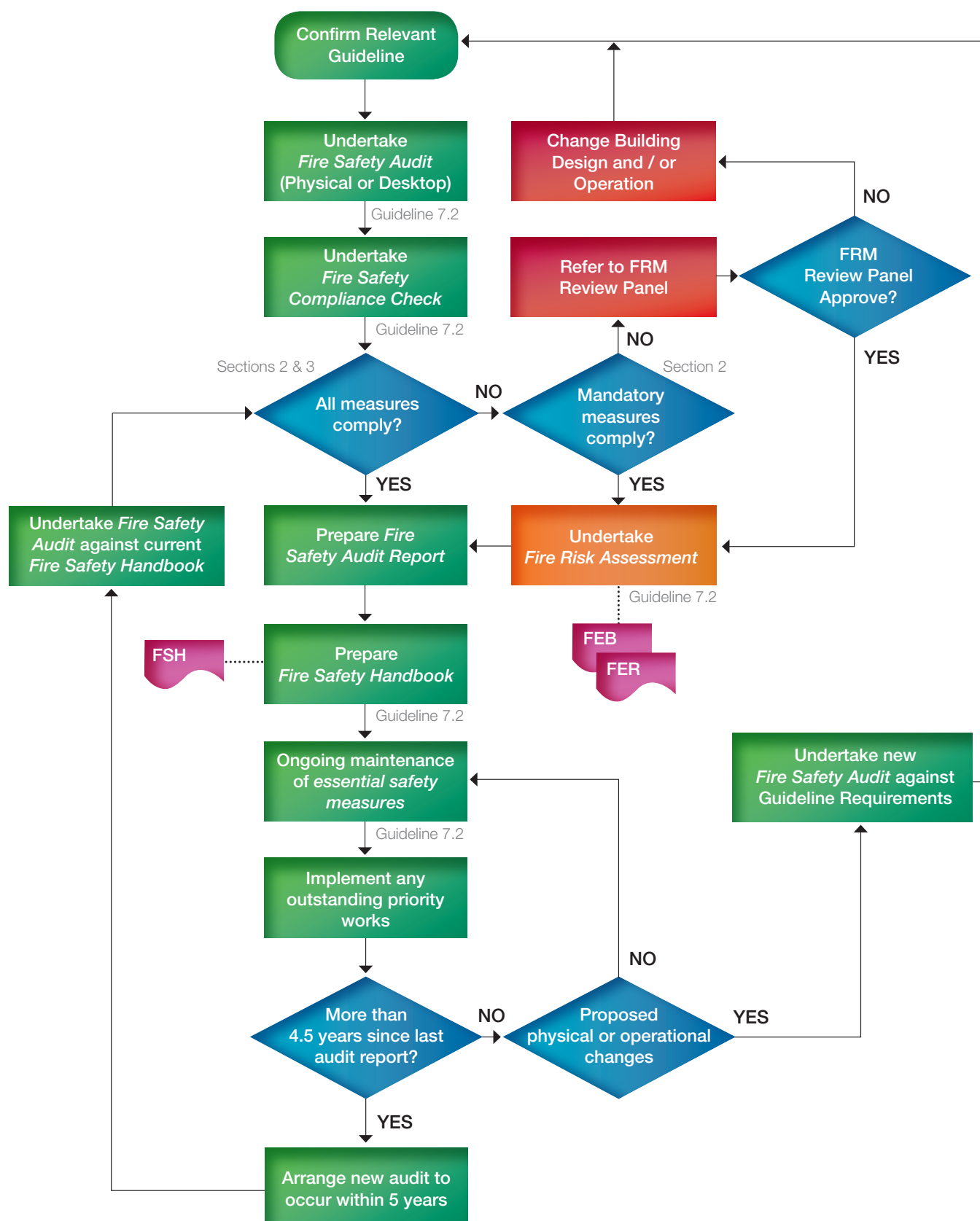
The process is simplified in the following flowchart in Figure 1.1.

## 1.8 Client and Staff Profiles

A guide to determining *client profile* and *staff profile* is set out in CDG 7.2.

The typical range of *client profiles* expected in a building covered by this Guideline is Type 2 to Type 5. The *staff profile* must not be less than Type 3.

Figure 1.1: Simplified Compliance Process



## 2. Mandatory Measures

### 2.1 Introduction

*Mandatory measures* must comply with the nominated design codes and standards, in addition to any requirements of the BCA DtS provisions or any alternative solutions.

Should a *mandatory measure* be considered inapplicable or inappropriate to adopt in full, then a written application outlining the reasons and including supporting justification must be made to the *FRM Review Panel* for its consideration. Unless there are exceptional or very specific circumstances, the *FRM Review Panel* is unlikely to approve a variation to any of the *mandatory measures*.

### 2.2 Physical Fire Safety Measures

#### 2.2.1 Rise in storeys

All new buildings must be of single storey construction.

New buildings mean both new construction and existing structures that are purchased or leased by the Department or *agency* for use under these Guidelines.

Some existing buildings, such as an existing building operating prior to the introduction of these Guidelines, may comprise of two or more storeys. This must be identified in a *fire safety audit*, but should not be identified as non-compliant (as an existing operating building).

The *fire safety handbook* must indicate that the building has more than one storey, and identify the number of storeys that exist.

#### 2.2.2 Automatic Fire Sprinklers

In all buildings providing sleeping accommodation for *clients*, including carports and garages attached or within 900mm, an automatic fire sprinkler system must be installed to comply with either AS2118.4 or AS2118.1 as set out below.

- (a) Where a system is already installed and complies with either AS2118.1 or AS2118.4, it must include:
  - i. residential heads in the residential parts of the building; and/or
  - ii. fast response heads in all other areas.
- (b) Where a system is to be installed, it must comply with either AS2118.1 or AS2118.4 and must include:
  - i. concealed residential heads in the residential parts of the building; and/or
  - ii. fast response heads in all other areas.

The smoke detection and alarm system must be activated upon operation of a sprinkler head.

**Note:** Refer to the requirements of clause 4.5 of CDG 7.2 for installation and design of sprinkler systems. All sprinkler heads are to be concealed heads, unless otherwise approved by the FRMU.

### 2.2.3 Smoke Detection and Alarm\*

Smoke alarms must be installed on the ceiling in every bedroom, in exit routes, hallways, living areas and staff offices/areas.

Compliance for smoke alarms in bedrooms is achieved if:

- (a) they are located within 3m from the bed head / pillow position; or
- (b) When located more than 3m from the bed head/pillow position the sound level during an alarm measured at the bed head/pillow position is to achieve not less than 85dB(A) for 1 minute, and not less than 82dB(A) after 4 minutes of continuous alarm when measured during the 'on' phases of the signal.

The smoke alarms must be powered directly from the 240V main power supply with battery backup. All smoke alarms must be interconnected so that activation of a single smoke alarm will cause all smoke alarms in the building to sound. An alarm locate facility must be provided within the staff bedroom to enable the initiating smoke alarm to be readily identified.

The smoke alarm battery backup must be a type that is rechargeable, non-removable, that has a minimum expected lifespan of 10 years, and battery life of 6 months without primary (mains) power supply.

The interconnection between smoke alarms must be by hardwire interconnection or if wireless connection must have written approval of the FRMU.

Smoke detection systems (including occupant warning) complying with AS1670.1 are also acceptable. Where a smoke detection system is provided, the FIP or a mimic panel must be located in the staff bedroom and have facilities to identify alarms in individual bedrooms.

Smoke alarms or smoke detectors must be of the photo-electric type.

### 2.2.4 Door Hardware\*

The primary and secondary exit doors must be readily opened without a key from the side that faces a person seeking egress, by a single hand downward action which must be located between 900mm and 1.1m from the floor or pushing or pulling action on a single device which is to be located between 900mm and 1.2m from the floor. Alternatively, a door strike can be fitted.

**Note:** Where a door strike is to be used, a single hand downward action on a single device located between 900mm and 1.1m from the floor is still required.

Doors located along the path of travel to those exit doors (primary and secondary), must be readily opened without a key from the side that faces the person seeking egress, by a single handed downward action on a single device located between 900mm and 1.1m from the floor.

Where door strikes are to be used, they are required to automatically unlock upon activation of either:

- (a) the smoke alarm/detection system; or
- (b) the sprinkler system.

**Note:** The automatic unlock function must operate upon activation of either system independently. For example operation of the smoke detection/alarms and/or the sprinkler system will unlock the doors.

Power to automatic door locks (including door strikes) may be battery backed up to maintain security in the event of power failure. However, the locks shall be configured 'failsafe' such that, in the event of loss of power to the lock itself, the lock will revert to the unlocked state.

### 2.2.5 Egress Provisions

There must be at least 1 *primary exit* from each building or smoke or fire compartment containing *clients*.

## 2.3 Location of responding staff \*

If the responding staff member is not located in the building while *clients* are present, the distance from the *primary exit* or *secondary exit* of building containing the designated staff location to the primary exit of the building must not exceed 125m. Additionally, the smoke detection and alarm facilities must alert the staff when activated and identify, as a minimum, the building in which the detector was activated.

The distance between buildings shall be measured using the designated pathways between buildings.

## 2.4 Management in Use Measures

Management in use measures are operational systems, procedures and policies which:

- (a) minimise the potential for fire starts
- (b) minimise the potential fire growth and fire severity
- (c) maintain the reliability of physical fire safety measures so they are likely to operate in the event of fire
- (d) provide ongoing fire safety awareness to building *clients* and appropriate actions for staff to take in the event of a fire.

### 2.4.1 Fire Safety Handbook

The *fire safety handbook* shall be a continually updated document as required which consolidates the requirements from all *fire risk assessments*, audits and changes undertaken on the building over time in compliance with section 5.4 of CDG 7.2.

The *fire safety handbook* must be prepared using the template published by the FRMU.

### 2.4.2 Fire Prevention and Fire Safety Management

#### 2.4.2.1 Smoke free policy

The *Department* has a policy of smoke-free work places. The policy describes the phases for implementing the policy to prohibit smoking as far as is practicable, in all non-residential workplaces and restrict smoking in any residential Departmental workplace to designated external smoking areas only. This is a policy issue and does not form part of the Guideline requirements in relation to compliance.

#### 2.4.2.2 Designating external client smoking areas

There should be at least one designated external smoking area nominated on the site. This is a management issue and not to be taken as a failure of the audit.

#### 2.4.2.3 Exit paths

All exit paths must be kept free of any obstructions and not be used for storage purposes. These must be checked weekly by staff, with management systems in place to ensure that immediate corrective action is taken.

#### 2.4.2.4 Individual and portable heaters\*

Portable heating appliances **must not** be used or stored in *supported community-based houses*, except where alternatives are not practicable. In these situations, oil filled column heaters or electric panel heaters, that have an over heat cut out device fitted **must** be used provided that the *Department* has consented in writing to the installation.

Individual portable heating appliances that have been approved for installation by the *Department*, must be permanently fixed in position, and installed in accordance with the manufacturer's specifications and if applicable the relevant Australian Standards. Staff members must check all approved individual heating appliances weekly for compliance as part of their record keeping. All approved heating appliances must be inspected and tested in accordance with the AS/NZS3760.

Electric blankets must not be used or stored in *supported community-based houses*.

Solid fuel burning appliances and open fireplaces must not be used in *supported community-based houses*.

### 2.4.3 Fire and Emergency Evacuation Plans and Emergency Response Procedures

An emergency plan, including emergency response procedures, fire orders and evacuation plans must be developed and evacuation plans must be prominently displayed and maintained.

#### 2.4.4 Fire Emergency Procedures Training

All staff in *supported community-based houses* must receive training in fire prevention, *fire risk management* and emergency procedures and the training must be repeated at regular intervals in accordance with the Department's FERPTF.

Records of training must be documented in a Fire and Emergency Response Procedures Manual. The Department's FERPTF provides further details.

Staff must provide training/induction information to all *clients* so that they are familiar with the fire safety and evacuation strategy, and to enable them to act in accordance with the emergency response procedures.

#### 2.4.5 Evacuation Exercises

*Evacuation exercises* must be performed for each shift during the day and at night so that every staff member participates in at least one exercise per year. *Clients*, where practicable, must be encouraged to participate in the *evacuation exercises*.

Records must be made, submitted to management and retained. Records must include:

- (a) the facility name
- (b) the aim and objectives of the *evacuation exercise*
- (c) staff participating in the *evacuation exercises*
- (d) date and time of the *evacuation exercises*
- (e) fire scenario simulated and anticipated results
- (f) names of *clients* who participated
- (g) observers
- (h) comments
- (i) follow-up actions, including notification to managers of any issues arising.

#### 2.4.6 Client Capability and Case Management

Documented client management plans must be in place to provide appropriate assessment and selection of *clients*.

#### 2.4.7 Record Keeping and Documentation

In addition to information kept in the Fire and Emergency Response Procedures Manual, records must be kept of:

- (a) all fire safety installations, including (where available) schematics of fire protection systems
- (b) fire training and *evacuation exercises*
- (c) Fire Damage to Asset forms
- (d) any maintenance and testing undertaken
- (e) inspection and checks carried out by staff (fire safety weekly checklist)
- (f) details of fire safety issues reported (for example, blocked exits or faulty fire protection equipment), action required and evidence that actions have been completed satisfactorily
- (g) essential safety measures records/reports
- (h) other information required by CDG 7.1 and CDG 7.2 or resulting from the *fire risk assessment*.

#### 2.4.8 Maintenance

All essential safety measures must be regularly checked and maintained in accordance with the *fire safety handbook*.

Appliances (including ducted heating appliances) must be regularly serviced, cleaned and maintained in accordance with manufacturer's specifications. However, this is not a compliance issue, but rather, a maintenance issue.



Equipment that is inoperable, appears faulty or is otherwise not performing as designed that is subsequently installed may present a risk of ignition or fire hazard. It must be withdrawn from service until checked and/or repaired by an appropriately qualified person, or it must be replaced.

Maintenance contracts must be in place for all essential safety measures identified in the *fire safety handbook*, including mandatory fire safety measures, BCA DtS measures, measures arising from any BCA alternative solutions and other *Department* specific measures or any other requirement of the *Department*.

In between scheduled maintenance visits by maintenance providers, Staff must conduct weekly checks of systems and equipment in accordance with the *Department of Human Services* fire safety weekly checklist. Such checks include:

- (a) visual inspection of key equipment for presence and damage or obstruction (for example, smoke alarms/detectors, sprinkler heads, fire extinguishers, fire blankets, evacuation packs)
- (b) check of Sprinkler system pressure gauge (indicating water pressure available)
- (c) basic operation of smoke alarm system
- (d) confirmation that exit paths are clear and exit doors are easily opened
- (e) housekeeping to minimise accumulation of unnecessary combustibles.

Refer to the FRMU for the current checklist of activities to be undertaken.

## 3. Other Department specific measures

### 3.1 Introduction

In addition to the *mandatory measures*, there are a range of other fire safety measures that must be provided within the building to satisfy the *Department's* prescriptive requirements for *supported community-based houses*.

Any consent requested or required from a relevant authority (MFB or CFA) or any alternative solution requires approval in writing from the FRMU.

Although adoption of these measures (including BCA DtS provisions) is not mandatory, a *fire risk assessment* must be undertaken which addresses the measures which are not proposed to be implemented in full or in part. The *fire risk assessment* must be submitted to the FRMU for approval prior to implementation of the final design solution.

### 3.2 BCA Deemed-to-Satisfy Provisions

The BCA DtS provisions must be complied with unless as varied in section 3.3 below, or as varied by a *fire risk assessment* in accordance with CDG 7.2. The following sub-sections identify physical measures which vary from, or are in addition to, the relevant DtS provisions.

### 3.3 Measures which vary from the BCA DtS Provisions

#### 3.3.1 Fire separation of buildings\*

Where external walls of *supported community-based houses* are located more than 900mm from an allotment boundary or more than 1.8m from other buildings on the same allotment, they are not required to be designed or constructed to achieve a Fire Resistance Level (FRL) as determined by the BCA. Additionally, although openings in those external walls are not required to be protected, a *fire risk assessment* and alternative solution will be required where the distance does not comply with the DtS provisions of the BCA.

#### 3.3.2 Fire Hydrants in Buildings greater than 500m<sup>2</sup> \*

Where the floor area of a *supported community-based house* is greater than 500m<sup>2</sup>, but less than 750m<sup>2</sup>, and is located in a residential area served by street hydrants, a dedicated fire hydrant system to serve the building is not required, provided at least one street fire hydrant is located a maximum distance of 120m from the rear of the allotment.

Fire hydrants and fire plugs must be compatible with the relevant fire service equipment. Where the provision of fire hydrants and fire plugs do not comply with this requirement, fire hydrants must be provided to the satisfaction of the relevant fire authority.

It should be noted that approval from the relevant Fire Brigade in accordance with Regulation 309 and 1003 of the *Building Regulations* will still be required.

#### 3.3.3 Fire Hose Reels in Buildings greater than 500m<sup>2</sup> \*

Where a *supported community-based house* has a floor area greater than 500m<sup>2</sup>, but less than 750m<sup>2</sup>, a fire hose reel system is not required.

However, in accordance with regulation 309 and 1003 of the *Building Regulations*, approval from the relevant Fire Brigade is required.

## 3.4 Measures which are additional to the BCA DtS Provisions

### 3.4.1 Egress Provisions\*

For some buildings egress to secure external areas in lieu of a road or open space may be necessary in order to maintain the safety of the *clients* and the community without necessarily compromising fire safety (for example, people with intellectual and/or physical disability, absconders or special needs). Advice must be sought from the *Department* if a secure external area is required and if adopted, such areas must permit all occupants (*clients* and staff) to collectively assemble and be at least 10m from the nearest part of the building. Additionally, access from the area to a road must be available by use of a master key carried by supervising staff.

### 3.4.2 Secondary Exit\*

A secondary means of exit must be provided in addition to the *primary exit*. This must comprise:

- (a) an alternative means of escape which satisfies the requirements for a *primary exit*; or
- (b) a window or other opening, easily opened without a key from the inside, provided in each bedroom with a clear opening not less than 500mm wide by 610mm high and not more than 1.2 metres above floor level.

If the *secondary exit* is fitted with bars or security screens the enclosing devices must also be readily opened from inside without the use of a key.

*Secondary exits* can be locked if they are automatically unlocked upon activation of either the smoke alarm/detection system or the sprinkler system.

Where a window or other opening is provided and used as a *secondary exit*, then a *fire risk assessment* must be undertaken.

### 3.4.3 Door Hardware in bedrooms

If bedroom doors are capable of being locked by a *client* (for example, to secure their belongings and/or provide privacy from other *clients*), a master key capable (or access card) of opening all doors must be provided to each staff member or be kept at a known secure location, readily accessible by staff in an emergency. Alternatively, a door strike can be fitted that will release the door lock on the activation of either the smoke alarm/detector and/or sprinkler system.

**Note:** The automatic unlock function must operate upon activation of either system independently. For example operation of the smoke alarm/detectors and/or the sprinkler system will unlock the doors.

All bedroom doors, however, must be readily opened without a key from the side that faces a person seeking egress, by a single hand downward action which must be located between 900mm and 1.1m from the floor or pushing or pulling action on a single device from inside the bedroom, which must be located between 900mm and 1.2m from the floor.

### 3.4.4 Portable Fire extinguishing equipment\*

A fire blanket complying with AS 3504 must be provided in each kitchen area.

A dry chemical powder type portable fire extinguisher complying with AS 1841.5 must be provided in each kitchen area. The fire extinguisher must meet the following criteria:

- (a) Minimum Rating: 2A:20B (E)
- (b) Minimum Agent Quantity: 2.1kg
- (c) Maximum Gross Weight: 4.5kg

The extinguisher must be installed so that the base of the extinguisher is not less than 100mm from the finished floor level and the handle is located not more than 1200mm from the finished floor level.

If the *client* characteristics are such that misuse of portable extinguishers or fire blankets is likely, then they may be installed in secure locations. However, they must remain readily available to staff in a fire emergency.

When an extinguisher is installed in a secure location, it must be installed so that the base of the extinguisher is not less than 100mm from the finished floor level and the handle is located not more than 1200mm from the finished floor level.

Fire Blankets and fire extinguishers must be located at least 1m away from stoves, cook tops similar appliances. Where there is only a single exit path from the kitchen, they shall be located so that they are accessible from the exit point of the kitchen without passing the cooking appliances.

Location signage for portable fire extinguishers and fire blankets are not required.

### 3.4.5 Siting of telephones

A fixed telephone (including a 'cordless' type) must be installed in one of the following locations:

- (a) staff area/room
- (b) as near as possible to the primary exit
- (c) in the possession of a staff member whilst the building is being occupied.

A mobile phone can be used instead of a fixed telephone if it remains in the possession of a staff member whilst the building is being occupied.

### 3.4.6 Emergency lighting and Exit Signs\*

Emergency lighting must be provided and located as follows:

- (a) in the main living area
- (b) within 3m from the primary exit
- (c) in every passageway, corridor, hallway or similar that is part of the path of travel to the primary exit, with a maximum spacing between fittings of 10.50m (5.25m from corridor ends).

Emergency light fittings must comply with AS 2293.3 and have a minimum luminaire photometric classification of D10 in both transverse ( $C_0$ ) and longitudinal ( $C_{90}$ ) planes.

Provision of exit signs is not required.

### 3.4.7 Special Provisions

Appropriate measures must be taken to minimise the risk to *clients* associated with adopting the nominated fire safety measures. For example, if *clients* are prone to inflicting self-harm, care must be taken in the selection and installation of fire protection equipment to reduce hazards and minimise harm to *clients* during evacuation.

### 3.4.8 Protection against external environmental hazards\*

If a new building is located in a designated bushfire prone area (as defined in the *Building Regulations*), or in a wildfire or bushfire management overlay in any planning scheme, the DtS provisions of the BCA for bushfire (including AS 3959) must be complied with.

For existing buildings if the site has been classified as a BAL of Low or higher in designated bushfire prone area (as defined in the *Building Regulations*), or in a wildfire or bushfire management overlay in any planning scheme, then it must be referred to the Department for any additional requirements.

If a building is located (where works are being proposed) in an alpine area (as defined in the *building regulations* and the BCA), the requirements of BCA Volume 2 for alpine areas must be complied with, if required by the Regulations or the BCA.

### 3.4.9 Electrical and Gas Safety

Whilst not forming part of these Guidelines, the following matters are assumed to be installed or included, as they form part of other legislation. However, they must still be checked by an appropriate qualified person at least once every 5 years.

#### Electrical protection

Earth leakage protection and Residual Current Device (RCD) must be installed to electrical switchboards and all electrical services in accordance with AS/NZS3000.

#### Gas Appliance Safety

Gas appliances where a sprinkler system has been installed or to be installed must include a flame-guard system so that extinguishment of the flame will stop the flow of gas. Alternatively, where appropriate appliances are not available with flame guard devices fitted, a gas safety shut-off system must be provided in accordance with Energy Safe Victoria Gas Information Sheet No. 16.

#### Meter Location

Gas and electric meters should be externally mounted.

## 4. Reporting

### 4.1 General

All reporting must utilise nominated templates published by the FRMU using *accredited* practitioners available from the FRMU. Refer to website:

[www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/fire-risk-management](http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/fire-risk-management)

### 4.2 Fire Engineering Brief and Fire Engineering Report

The FEB and FER must be prepared in accordance with the IFEG, utilising templates published by the FRMU, and in accordance with section 5.2 of CDG 7.2.

### 4.3 Fire Safety Audit Report

The *fire safety audit* report is prepared to provide documentary evidence of completion of the *fire risk management process* utilising templates published by the FRMU, and in accordance with section 5.3 of CDG 7.2.

### 4.4 Fire Safety Handbook

The *fire safety handbook* is prepared to provide documentary evidence of completion of the *fire risk management process* utilising templates published by the FRMU, and in accordance with section 5.4 of CDG 7.2.

The *fire safety handbook* shall be a continually updated document as required which consolidates the requirements from all *fire risk assessments* and audits undertaken on the facility over time.

The *fire safety handbook* must be kept at the Divisional office responsible for the building or on a central database. A copy may be kept on site, but it is not necessary.

## Appendix 1: Definitions

The following definitions apply where used (either in lower or upper case) in these Guidelines.

### Accredited

Means a person accredited by the Department of Human Services in the appropriate category to undertake a specific task.

### Advisory Note

Means formal advice issued by the Department of Human Services in relation to application or interpretation of the Guidelines. Advisory notes are not mandatory but must be taken into account in any assessment process.

### Agency

A third party organisation provided with funding or support by the Department to provide care for *clients*. Often also referred to as a Community Service Organisation (CSO) or Non-Government Organisation (NGO).

### Auditor

Means a practitioner who is *accredited* to undertake *fire safety audits*. Accreditation may be limited to specific building or buildings and/or occupancy types.

### Bed-based care, support or supervision

Where overnight accommodation is provided for *clients* in buildings that are *owned, operated or funded* by the Department and the provision of special or personal care is provided as follows:

- (a) assistance with one or more of the following:
  - (i) bathing, showering or personal hygiene
  - (ii) toileting
  - (iii) dressing or undressing
  - (iv) eating meals; or
- (b) physical assistance for persons with mobility problems; or
- (c) assistance for persons who are mobile but require some form of supervision or assistance; or
- (d) assistance or supervision in administering medicine; or
- (e) the provision of substantial emotional support.

### Building Code of Australia (BCA)

The National Construction Code Series – Building Code of Australia, as published from time to time by the Australian Building Codes Board.

### Building Inspector

A person, who is registered in the category of building inspector (unlimited) by the Building Practitioners Board of Victoria or other appropriate Statutory Body for registering practitioners in the state of Victoria and has the appropriate experience in fire safety to apply and interpret these Guidelines and has been *accredited*.

### Building Legibility

Relates to the complexity of the building layout which has an impact on the ease of way finding by the occupants or rescue personnel.



### Building Regulations

Means the *Victorian Building Regulations 2006* or as amended.

### Building Surveyor

A person who is registered under the category of *building surveyor* (unlimited) or *building surveyor* (limited) and be registered or eligible to be registered in the category of building inspector (unlimited) by the Building Practitioners Board of Victoria or other appropriate Statutory Body for registering practitioners in the state of Victoria and has appropriate experience in fire safety to apply and interpret these Guidelines and has been *accredited*.

### Client

Is a natural person who is:

- (a) provided with accommodation, supervision and/or care or a young person on statutory supervision in the criminal justice system or any other person on statutory supervision in the care of the Secretary of the Department of Human Services or Secretary of Department of Health; or
- (b) provided with support for accommodation, supervision or care from another Authority, organisation or agency that has a service agreement with the Department of Human Services or Department of Health; or
- (c) a tenant or resident who is housed in rental accommodation provided by the Director of Housing or Department of Human Services.

Staff members, visitors or the public are not considered *clients*.

### Client Profile

Means one or more of the following:

- Ambulant (Type 1) – A *client* who is able to understand and respond to an alarm and able to independently evacuate without staff present in the building.
- Ambulant (Type 2) – A *client*, who is able to understand and respond to an alarm, can evacuate with staff intervention or can evacuate independently with a delay. For example, staff implement the evacuation plan including providing verbal instructions, coordination, supervision and limited physical assistance, such as hand or arm holding.
- Ambulant (Type 3) – A *client* who is not able to understand and respond to an alarm but, can evacuate with staff intervention. For example, staff implement the evacuation plan including providing verbal instructions, coordination, supervision and limited physical assistance, such as hand or arm holding.
- Ambulant (Type 4) – A *client* who is able to understand and respond to an alarm but, may not be able to evacuate independently or, will take extra time to evacuate independently. They will require verbal instructions and substantial physical assistance from staff to evacuate. For example, removal from bed and placement in a wheelchair or stretcher.
- Non-ambulant (Type 5) – A *client* who is not able to understand or respond to an alarm and not able to evacuate without physical assistance. The *client* will require verbal instructions and substantial physical assistance from staff to evacuate. For example, removal from bed and placement in a wheelchair or stretcher.

### Competent person

Is a natural person who holds required academic qualifications relevant to the activities they are undertaking under these Guidelines and is either:

- (a) not registered as a building practitioner in Victoria; or
- (b) is registered as a building practitioner in Victoria in the relevant category but either does not have the appropriate experience, or has not yet been assessed, for *accreditation* under these Guidelines.

A *competent person* is permitted to undertake work in relation to these Guidelines under the direct supervision of an *accredited* person who takes full responsibility and liability for the assessment, report and work.

### Department

Is either the Department of Human Services (DHS) or Department of Health (DH) as appropriate that has authority to make decisions or has control, management or supervision of the subject matter or provides funding.

### Desktop (audit)

Used in reference to either a *fire safety audit* or a *fire safety compliance check*. This type of audit does not involve a physical site inspection and is therefore reliant on a careful examination of relevant documentation.

### Essential Safety Measures

Means same as definition in the Building Regulations.

### Evacuation Capability

The ability of the occupants (including *clients*, residents, visitors and staff), to evacuate a building. The evacuation capability takes account of the ability of staff and residents to assist each other during the evacuation.

### Evacuation exercises

Real-time, full scale practice evacuations done to test and record actual evacuation capability and time.

### Exercises

Training programs that are given to staff and/or residents to explain, promote and understand the emergency evacuation system. Examples could be walking residents through the egress system, explaining waiting areas, listening to alert and evacuation tones and practising door closing. Usually exercises are not done in real time as a 'test' evacuation, but are a training process. For example, additional exercises might be done to assist improving the drill time for a building.

### Existing Building

A building that existed prior to the adoption of these Guidelines, whether or not that building was used for the purpose being considered under these Guidelines.

### False alarm

Activation of an alarm system in a building that does not result from the effects of fire. For the purposes of this definition, a false alarm is alarm activation by water vapour (ie. steam), animal hair, lint, faulty installation, wiring, corrosion or lack of maintenance. Alarm activation resulting from burnt toast, cooking appliances or heating appliances is not a false alarm for the purposes of this definition.

### Fire Brigade Intervention

Means all fire agency activities from the time of notification up until fire extinguishment and overhaul and includes fire brigade operations.

### Fire Risk Assessment

An assessment of the potential for the realisation of an unwanted fire event, which is a function of the hazard, its probability and consequences. A *fire risk assessment* is one or more, but normally a combination, of:

- a qualitative analysis;
- a quantitative analysis; and
- a regulatory assessment;

Depending upon the particular application, *fire risk assessments* can be undertaken by *accredited fire safety engineers* for specific buildings, or may form part of the specific technical outcomes of a Guideline.

### Fire Risk Management (process)

The process of determining, by *fire safety audit* and *fire risk assessments*, whether an appropriate level of fire safety is achieved in a facility or building. As a minimum, an appropriate level of fire safety means the minimum statutory requirements applicable to that building or facility and implementation of the outcomes of a *fire risk assessment* based on use, building type, *client profile*, occupant profile, *staff profile* (if any), fire prevention training and ongoing maintenance.

### Fire Safety Audit

The structured auditing of fire safety measures in a facility or building against nominated audit criteria, including those relating to life safety as described in AS 4655. Definitions in AS 4655 have the same meaning when used in these Guidelines, unless otherwise noted. For a new building, change of use of a building, or where major renovation work is proposed the *fire safety audit* can consist of a *desktop fire safety audit*.

### Fire Safety Compliance Check

A check performed by an accredited *Building Surveyor*, *Building Inspector* or *Fire Safety Engineer* in lieu of a *fire safety audit* and *fire risk assessment* on buildings that comply, or are to be brought into compliance, with the relevant Department guidelines.

### Fire Safety Engineer

A person, who is registered in the category or engineer of class of *fire safety engineer*, by the Building Practitioners Board Victoria or other appropriate statutory body for registering practitioners in the state of Victoria, has appropriate experience in conducting *fire safety audits* and *fire risk assessments* and has been *accredited*.

### Fire Safety Handbook

A document that defines the fire safety strategy for a facility in terms of the essential safety measures and management in use requirements, levels of performance, design parameters and maintenance requirements for each physical or human measure/factor.

### Fire Safety Strategy

A combination of physical essential safety measures and human measures/factors including maintenance and management in use systems which have been specified to achieve the nominated *fire risk management* objectives.

### FRM Review Panel

The Board established in accordance the Capital Development Guidelines -Series 7, Fire Risk Management (FRM) to hear and make determinations in relation to any matter contained in the Guidelines and into the performance of any *accredited* practitioner pursuant to the Guidelines.

### Human Factors (Measures or Precautions)

Occupant characteristics, management practices, emergency control organisation, training and the like that may impact on fire safety. Human measures or precautions typically relate to facilities/building management issues.

### International Fire Engineering Guidelines

The provisions of the *International Fire Engineering Guidelines 2005* published by the Australian Building Codes Board that apply to Australia. Definitions in the *International Fire Engineering Guidelines 2005* have the same meaning when used in these Guidelines unless otherwise noted in the Guidelines.

### Interim Fire Safety Precautions

Temporary or permanent fire safety measures to address severe and urgent fire hazards prior to the implementation of full fire safety upgrade works. Interim measures do not, as a matter of course, ensure facilities are compliant but are required to address immediate significant risks.

### Lead Tenant

A service which provides semi-independent accommodation in a household for people who are in transition to independent living using a live-in volunteer to facilitate a supportive environment.

### Mandatory Measures

Provisions in the Guidelines that cannot be varied by a *fire risk assessment*, unless approved in writing by the *FRM Review Panel*.

### Owned, operated or funded

In relation to **owned**, means buildings or facilities that are owned by the Department of Human Services Victoria, Department of Health or Director of Housing or the Crown in the right of the State of Victoria and are under the control or management of the Department, or Director of Housing.

In relation to **operated**, means buildings or facilities that are operated, managed or controlled by the Department of Human Services Victoria, Department of Health, Director of Housing whether or not the building is owned by the Department or the Crown in right of the State of Victoria.

In relation to **funded**, means building or facilities that are directly or indirectly funded by the Department and for which the Department of Human Services, Department of Health or Director of Housing has a non-delegable duty of care to ensure adequate fire safety is provided.

### Practice Note

Means a *practice note* issued by the Department of Human Services in relation to an application or interpretation of the Guidelines. Compliance with *practice notes* is mandatory and may modify or enhance existing requirements of the Guidelines.

### Primary Exit

A continuous and unobstructed way of getting from any point in the building to a road or open space leading to a street which would be likely to be the first choice for an occupant in a fire emergency.

### RBS

Means the relevant building surveyor, which has the same meaning as Section 3 of the *Building Act 1993*.

### Secondary Exit

An alternative means of escape, which can be used if the primary means of escape is not available. Windows that can open and the like may be used as a secondary means of escape but not as a primary means of escape.

### Staff Profile

Means one or more of the following:

- Staff Profile 1 no Staff present.
- Staff Profile 2 at least one staff member present during part of any 24 hour period.
- Staff Profile 3 at least one staff member present during all of each 24 hour period, but staff may be asleep at night (also referred to as 'sleepover' staff).
- Staff Profile 4 at least one staff member present during all of each 24 hour period, staff awake during all shifts (also referred to as 'stand up' staffing).

### Supported Community-based Houses

Houses of a typical domestic type construction and layout, which may be on separate sites or grouped together on one site have 24-hour on-site support or care staff; where each house does not accommodate more than eight (8) *clients* and where more than one of the residents within that building requires significant (or physical) assistance to evacuate the building during an emergency.

### 24 Hour Support or Supervision

Staff support or supervision is provided whenever *clients* are in residence and includes active night rosters, sleepover rosters and the 24 hour worker model.

## Appendix 2: Commentary

The commentary below is provided for specific clauses in the body of this Guideline. The commentary is informative to provide explanation of specific requirements. However, the commentary must not be read to modify or change any of the requirements stipulated in the body of the originating text.

### Clause 1.6.1

As a *supported community-based house* is intended to provide accommodation for the aged, children or people with disabilities, it must be a Class 3 building (i.e. not Class 1b) per item (d) of the description of Class 3 buildings in section A3.2 of the BCA.

### Clause 2.2.3

Existing ionisation smoke alarms are acceptable to remain until they are eventually replaced (after not more than 10 years).

Carbon Monoxide (CO) alarms may be installed for other occupant safety reasons in addition to the required smoke alarms. However, they are not required by these Guidelines. CO alarms are not to be used in lieu of smoke alarms, but may be installed in addition to provision of the required smoke alarms.

### Clause 2.2.4

This provision is inserted as BCA Clause D2.21 and exempts doors within a SOU in a Class 3 building, and the whole building is classified as a single SOU (refer to clause 1.6.2).

The requirement for locked doors to automatically unlock must occur when either the smoke alarm/detection systems or sprinkler systems operate independently of each other. This is so that activation of either system will initiate unlocking of the doors.

### Clause 2.3

The designated staff location will be designated in the design of the building and will typically be the staff bedroom or office. The designated staff location should be identified in the *fire safety handbook* and should be confirmed during audits as the location may change over time.

### Clause 2.4.2.4

If solid fuel burning appliances and fire places are installed within existing buildings, they must not be used. The *Department* or *agency* is not precluded from purchasing an existing building that has such an appliance or fire place installed. However, they must not be used.

### Clause 3.3.1

This clause has been included as many buildings proposed to be used as a *supported community-based house* will have been constructed as a Class 1a building, and will become a Class 3 building when this Guideline is applied. A new Occupancy Permit will still be required to be issued by an *accredited building surveyor* and there is a requirement to comply with the *Building Regulations*.

### Clause 3.3.2 and Clause 3.3.3

*Supported community-based houses* are intentionally designed to be consistent with standard domestic residential construction and configuration so that *clients* can live in an environment that resembles a typical domestic building. Due to the increasing size of houses required to accommodate wheelchair access and/or bed movement, it is possible that some *supported community-based houses* may exceed 500m<sup>2</sup> (approximately 54 squares). As it is not intended to provide fire hydrants and hose reels in an environment that resembles a typical domestic building this provision has been inserted.

An upper limit of 750m<sup>2</sup> applies, because beyond this the building will be less domestic in nature by its very size.

It should be noted that this clause means that consent from the FRMU is not required to adopt this alternative solution. However, consent from the Chief Fire Officer/Chief Officer will still be required via the mandatory Regulation 309 *Building Regulations* consent process.

### Clause 3.4.1

The secure space must provide room for all occupants (*clients* and staff) to assemble collectively and be located such that no occupant is closer than 10m to the external wall of the building. 10m is selected for consistency with requirements for external hydrants. While the BCA DtS provisions would permit 6m.

### Clause 3.4.2

For existing two storey buildings that were constructed prior to adoption of these Guidelines, two exits from the top storey are not required.

### Clause 3.4.4

Portable fire extinguishers and fire blankets are not required by BCA DtS provisions within SOU. However, this Guideline requires the provision of basic first aid fire fighting facilities to trained staff. A maximum gross weight is specified (in addition to minimum rating and agent weight) to ensure that the extinguishers can be readily handled.

### Clause 3.4.6

In a single SOU, the DtS requirements do not require emergency lighting. However, each house is to be provided with at least one emergency light in the main living area closest to the primary entry/exit point. This provides functionality in the event of a normal power outage, not just in a fire emergency.

Although exit signs are not required, in order to satisfy BCA DtS provisions, a statement to this effect is made so that it is clear, given that emergency lights are to be provided. This is to maintain the domestic residential aesthetic of the building.

### Clause 3.4.8

For new buildings this is not an additional requirement as the DtS provisions already require assessment against AS3959 and the *Building Regulations* require a minimum Bushfire Attack Level of BAL-12.5.

For existing buildings, the site must be assessed to AS 3959-2009 and the relevant BAL applied.



## Notes

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