

CAPITAL DEVELOPMENT GUIDELINES SERIES 7

FIRE SAFETY HANDBOOK

Facility Name

Address

Prepared by: Name of Company/Organisation

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1.0 INTRODUCTION

1.1 Purpose

This document is a Fire Safety Handbook (FSH) prepared in accordance with the Capital Development Guidelines (CDG) Series 7 - Fire Risk Management, Policy and Procedures CDG 7.1 and Engineering Guidelines CDG7.2.

The Guidelines have been developed to aid compliance with the obligations of the Department and the Director of Housing for fire risk management in buildings that are operated or funded by the Department for the accommodation of people under statutory supervision of the Secretary of the Department of Human Services, Secretary of the Department of Health or Director of Housing or an Agency as applicable.

The Guidelines provide a general indication of the Department's expectations for fire risk management in buildings subject to the Guidelines, in specific settings.

The Guidelines do not constitute specific fire safety advice and are provided for assistance in determining appropriate fire safety measures. It is up to individuals acting with appropriate professional advice to determine their application to particular situations.

The purpose of the Fire Safety Handbook (FSH) is to define the fire safety strategy for the subject building/facility in terms of the required levels of compliance, performance, design parameters and maintenance requirements for each physical or human measure/factor.

The FSH also confirms any approved variations to the mandatory and non-mandatory requirements of the relevant guideline(s), including all departures from the BCA Deemed-to-Satisfy (DtS) provisions.

The FSH forms the benchmark for future fire safety audits and sets out the fire risk management framework and requirements for the facility, which will remain valid unless varied by a fire risk assessment or an alteration to the building or change in client profile in accordance with the DHS Fire Risk Management Guidelines.

1.2 Facility Name and address

Note *This section can be used for each building within a facility but not necessarily on the same site.*

Facility name

Building Address 1

Building Address 2

1.3 Scope and Limits of the Fire Safety Handbook

The FSH defines the fire safety strategy for the subject building / facility and is based on the referenced fire safety audit & fire risk assessment documentation as applicable.

The FSH does not contain detailed fire protection system design information, policies or procedures to be implemented or emergency management manuals. This FSH provides guidance for preparation of such documentation such that it is consistent with the fire safety strategy derived.

1.4 Relevant CDG Guidelines

The relevant Department of Human Services (Department) Capital Development Guidelines (CDG) Series 7 for Fire Risk Management are as follows:

- (a) CDG 7.0 – Handbook for first-time and infrequent users, 2013;
- (b) CDG 7.1 – Fire Risk Management Policy and Procedures, 2013;
- (c) CDG 7.2 – Fire Risk Management Engineering Guidelines, 2013;
- (d) CDG 7.X – Fire Risk Management in XXXXXXXXXX, 2013.

1.5 Other Relevant Documents

The following document(s) have been reviewed in development of this Fire Safety Handbook:

- (a) Fire Safety Audit Report prepared by XXXXX – Facility Name / Address, Reference number: XXXXXX, dated DD/MM/YYYY;
- (b) Fire Safety Risk Assessment Report prepared by XXXXX – Facility Name / Address, Reference number: XXXXXX, dated DD/MM/YYYY;
- (c) Essential Safety Measures Maintenance Determination and Schedule;
- (d) Building Regulation 2006 (as amended) Regulation 309 consent from the MFB / CFA, Reference no: XXXX dated DD/MM/YYYY.
- (e) Building Regulation 2006 (as amended) Regulation 1003 report and consent from the MFB/CFA, Reference no: XXXX dated DD/MM/YYYY.
- (f) Determination from the Building Appeals Board (or equivalent), Reference no: XXXX dated DD/MM/YYYY.
- (g) Determinations issued by the FRM Review Panel, Ref XXXXX dated DD/MM/YYYY;

1.6 Fire Safety Objectives

The fire risk management objectives of the Departments Guidelines can be divided into the primary objectives and supplementary objectives, as defined in the CDG 7.1.

The primary objectives are:

- (a) to safeguard from illness or injury due to a fire, the people residing to a building subject to the Guidelines;
- (b) to comply with relevant acts and regulations that relate to fire safety in buildings that are subject to the Guidelines;
- (c) to maintain a safe and secure environment from other risks in the building or facility (for example in secure facilities where some fire safety systems can present as hanging points and door locking processes will require management and should not be automatically opened upon a fire alarm);
- (d) To set clear Governance, accountability and reporting systems for fire risk management responsibilities that relate to fire safety in building that are subject to the Guidelines.

Compliance with the Guidelines is intended to satisfy the primary objectives.

The supplementary objectives are:

- (a) to maintain services to the local communities;
- (b) to enable continuation of operations (minimisation of business interruption);
- (c) to protect assets;
- (d) to achieve community expectations for service levels and standards.

Compliance with the Guidelines is expected to satisfy aspects of the supplementary objectives, although may not adequately address supplementary objectives for a particular building or facility. Input from management level is required as to the relative

importance of a building, or part of a building, in order to determine if there is a need for additional precautions in relation to supplementary objectives.

Additional precautions to address supplementary objectives **have / have not** been advised by management and are not addressed as part of the fire safety strategy for this facility.

1.7 Basis for Fire Safety Strategy

This FSH documents the fire safety strategy for the building / facility and has been derived using the following means **(delete those that are not relevant)**:

- (a) Prescriptive compliance with CDG7.~~X~~ (audit report referenced in section 1.5 above); and,
- (b) Fire risk assessment report(s) referenced in section 1.5 above, to address approved departures from **Department's Guideline prescribed measures / BCA DtS provisions** as outlined in section 4 of this FSH; and,
- (c) Determination(s) of the FRM Review Board as referenced section 1.5 above.

Note: There are other means available to achieve compliance with the Building Regulations (e.g. a determination by the Building Appeals Board or equivalent), however for the Departments Guideline compliance one or a combination of the above is required to establish the fire safety strategy documented in this FSH.

2.0 BUILDING DESCRIPTION

2.1 General

This section can be used for each type of building within a facility but not necessarily on the same site.

2.1.1 Building name and address

2.1.2 General construction materials (floors, walls, roof etc.)

The building classification and main characteristics with respect to the Building Code of Australia (BCA) are summarised in Table 2.1 below.

Table 2.1: Building classification and characteristics

BCA Classification	Class X
No. of Storeys	X
Rise in Storeys	X
Minimum required type of construction	X
Floor Area (m²)	X
Number of beds (maximum number)	X
Number of clients (maximum number)	X

2.2 Occupant Characteristics

2.2.1.1 Resident/client characteristics (type of clients, either intellectually or physically disabled, children, aged etc.)

2.2.1.2 Number of staff (including minimum staffing levels and timing – e.g. overnight shift, whether sleep over or active)

2.3 Building Characteristic

(type of building secured, i.e. custodial facility, hospital, aged care supported accommodation etc.)

3.0 CONCEPTUAL FIRE SAFETY STRATEGY

3.1 Overview

This section can be used for each type of building within a facility but not necessarily on the same site.

The fire safety strategy incorporates a range of physical (active or passive) and management measures to meet the fire safety objectives.

(a)

(b)

3.2 Conceptual Fire Safety Strategy

The conceptual fire safety strategy for the facility comprises the following key components:

(a)

(b)

(c)

(d)

5.0 PHYSICAL FIRE SAFETY MEASURES

5.1 General

This section can be used for each type of building within a facility but not necessarily on the same site.

The fire safety measures for the building/facility incorporates both the physical and management measures. The physical fire safety measures are primarily mitigating measures to minimise the impact of a fire and limit occupant exposure. These physical measures include both active fire safety measures (e.g. fire sprinklers) and passive fire safety measures (e.g. compartmentation).

This section of the FSH describes the physical fire safety measures forming part of the fire safety strategy of the building.

{Modify measures / insert additional measures / delete irrelevant measures as appropriate}

5.2 Automatic Fire Suppression System

5.2.1 General Description

5.2.2 Relevant Design Standards

5.2.3 Approved Departures from Design Standards

5.2.4 Commissioning Requirements

5.2.5 Ongoing Maintenance and Testing Requirements

5.3 Automatic Fire Detection System

5.3.1 General Description

5.3.2 Relevant Design Standards

5.3.3 Approved Departures from Design Standards

5.3.4 Commissioning Requirements

5.3.5 Ongoing Maintenance and Testing Requirements

5.4 Building Occupant Warning System

5.4.1 General Description

5.4.2 Relevant Design Standards

5.4.3 Approved Departures from Design Standards

5.4.4 Commissioning Requirements

5.4.5 Ongoing Maintenance and Testing Requirements

5.5 Construction Requirements

5.5.1 General Description

5.5.2 Relevant Design Standards

5.5.3 Approved Departures from Design Standards

5.5.4 Commissioning Requirements

5.5.5 Ongoing Maintenance and Testing Requirements

5.6 Manual Fire Fighting Equipment

5.6.1 General Description

5.6.2 Relevant Design Standards

5.6.3 Approved Departures from Design Standards

5.6.4 Commissioning Requirements

5.6.5 Ongoing Maintenance and Testing Requirements

5.7 Egress Provisions and Door Operation

5.7.1. General Description

5.7.2. Relevant Design Standards

5.7.3. Approved Departures from Design Standards

5.7.4. Commissioning Requirements

5.7.5. Ongoing Maintenance and Testing Requirements

5.8 Emergency Lighting and Exit Signs

5.8.1 General Description

5.8.2 Relevant Design Standards

5.8.3 Approved Departures from Design Standards

5.8.4 Commissioning Requirements

5.8.5 Ongoing Maintenance and Testing Requirements

5.9 Manual Call Points (MCP)

5.9.1 General Description

5.9.2 Relevant Design Standards

5.9.3 Approved Departures from Design Standards

5.9.4 Commissioning Requirements

5.9.5 Ongoing Maintenance and Testing Requirements

5.10 Heating Ventilation and Air Conditioning (HVAC) Systems

5.10.1 General Description

5.10.2 Relevant Design Standards

5.10.3 Approved Departures from Design Standards

5.10.4 Commissioning Requirements

5.10.5 Ongoing Maintenance and Testing Requirements

5.11 Electrical Protection

5.11.1 General Description

5.11.2 Relevant Design Standards

5.11.3 Approved Departures from Design Standards

5.11.4 Commissioning Requirements

5.11.5 Ongoing Maintenance and Testing Requirements

6.0 FIRE SAFETY MANAGEMENT MEASURES

6.1 General

Management fire safety measures including policies and procedures can reduce the risk of fire start and mitigate the consequence of fire incidents.

{Modify measures / insert additional measures / delete irrelevant measures as appropriate}

6.2 Fire Prevention and Fire Safety Management

6.3 Appliance Safety

6.4 Fire Emergency Procedures and Training

6.5 Fire Orders and Evacuation Plans

6.6 Record Keeping and Documentation

6.7 System Maintenance

7.0 ONGOING EFFECTIVENESS OF THE FIRE SAFETY STRATEGY

7.1 General

The effectiveness of the fire safety strategy is a function of ongoing maintenance and reliability of the individual fire safety components.

In accordance with the Departments CDG, a fire risk assessment must be undertaken by an accredited fire safety engineer and independently certified by an accredited building surveyor to address any of the following in relation to impacts on the fire safety strategy:-

- (a) Change in use of the building (or part thereof);
- (b) Change in staffing profile (e.g. staff / occupant ratios, staff type);
- (c) Change in occupant characteristics (e.g. low – high care);
- (d) A new fire hazard not previously identified;
- (e) Fire safety measures not compatible with current operational requirements;
- (f) New or modified BCA Performance Requirements that impact on the fire safety strategy;
- (g) New or modified requirements notified by the Fire Risk Management Unit or the Fire Risk Management Panel of the Department that are applicable to the building/facility; or
- (h) Any proposed or actual modification of or addition to the building/facility structure whether of a permanent or temporary nature.

Appendix A Essential Safety Measures Maintenance Determination and Schedule

Note: If there is no occupancy permit, or current maintenance determination prepared or available then this is to be generated by the accredited building surveyor as an outcome from the fire safety audit and risk assessment and included here however approval is required from the Department to generate a new Maintenance determination.

Only list the Essential Safety Measures that are relevant to each building and not use a generic list with a generic set of maintenance frequency or list Australia Standards that are not relevant. If a fire safety system is not relevant then it should not be listed)

Fire Safety System	Maintenance Standards / Requirements	Maintenance Frequency
Sprinkler Systems		
Smoke Detection Systems		
Building Occupant Warning Systems		
Construction Requirements / Passive Fire Protection		
Egress Provisions		
Fire Hydrant Systems		
Fire Hose Reels		
Portable Fire Extinguishers		
Fire Blankets		
Emergency Lighting and Exit Signs		
Manual Call Points		
HVAC System		
Electrical Protection		
Fire Safety Management		

{Modify measures / insert additional measures / delete irrelevant measures as appropriate}

Appendix B Determinations Issued by the FRM Review Panel

Note: If there is no determinations issued by the FRM Review Panel, then state **Nil**

Appendix C Regulatory Approval Documents

Note: Include copies of any existing Building Permits/Certificate of Final Inspection, Occupancy Permits etc. for the building(s). If there are none available include reasons why.

Appendix D Fire Risk Assessment & Fire Safety Audit Report

Note: Provide a copy of the current Fire Risk Assessment (if applicable) and Fire Safety Audit Report.

Appendix E Floor Plans

Note: Floors plans must cover all buildings and areas covered by the Fire Safety Handbook, The plans do not have to be to scale but must be legible (may be the evacuation plans)

Floor plans must be kept up to date and take into account changes or modifications from time to time, whether of a permanent or temporary nature. The plans should identify all internal structures (e.g. partitions) whether temporary or permanent in nature as these may be relevant to fire safety.