



Property, Development & Retail Management

Firestopping and Passive Fire Protection

Mandatory - November 2019



Landsec
One Best
Way



One Best Way

Essential information about our
Health & Safety Standards.

Property, Development & Retail Management

Firestopping and Passive Fire Protection

Introduction and purpose

Firestopping, and passive fire protection are vital parts of fire strategies within building design, and when implemented and maintained correctly; are effective in stopping the spread of fire and maintaining compartmentation.

Firestopping works are currently underway across the portfolio to rectify known firestopping breaches, with all managed sites now in receipt of a firestopping survey where works completed any identified areas which require additional fire stopping will need to follow the following procedure. If you are already in receipt of a fire stopping survey or have not had fire stopping flagged as an action in your fire risk assessment (FRA), then you can address fire stopping on an ad hoc basis, as and when fire stopping issues are identified.

The purpose of this One Best Way standard is to provide a guide for firestopping installation and repairs. Note this process applies only in Landlord areas, and not within the tenants' demise.

Definitions

- **Firestopping** is a form of passive fire protection that is used to seal around openings and between joints in a fire-resistance-rated wall or floor assembly.
- **Passive fire protection** refers to materials within structures, which are intended to slow or prevent the spread of fire.

Overview

The procedure, in its simplest terms, is as follows;

- a) Firestopping breach identified.
- b) Approve installing contractor is contacted to visit site, conducts a survey ensuring all defects are logged onto the current iSnag system. The contractor will then submit a cost for repairs. Where breaches are less than 50mm diameter in existing penetrations then where training has been given to the inhouse maintenance team then these repairs can be completed by the appropriate staff. Again, all repairs will need to be logged onto the iSnag system.
- c) Competent firestopping contractor engaged to complete works
- d) Firestopping rectified and labelled by a competent contractor
- e) Firestopping contractor updates the iSnag system
- f) Trident or competent firestopping contractor sign off works completed

This procedure applies to;

- Vacant premises (voids and dilapidations)
- Post intrusive works (known via the permit process) and,
- Landlord areas
- Developments

A quick reference flow chart on how to manage each of the above is available in the appendices.

Vacant premises (voids and dilapidations)

When a premise e.g. a shop unit, becomes vacant, the Void and Dilapidations Procedure must be completed. As part of this procedure firestopping must be considered.

Post intrusive works (known via the permit process)

It is vitally important that any persons with the responsibility of controlling works or issuing permits fully understand the scope of work being undertaken. The permit process on RiskWise assists in identifying works where firestopping breaches may occur. Factors to be considered include:

- Will the works involve breaking through any fire resisting structures;
- How will the fire stopping be affected/compromised;
- How will the fire stopping be put back into place and to what standard?



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The permit process on RiskWise assists in identifying works where firestopping breaches may occur, by stating the following at gateways on the permit process;

— **When the contractor is applying for a permit, RiskWise states;**

Is this work likely to compromise any fire compartmentation?

Y/N

— **When you are approving the permit, RiskWise states;**

Is this work likely to compromise any fire compartmentation?

If yes, liaise with the contractor to ensure any breaches are rectified prior to closing the permit. As per OBW24.

Y/N

— **Prior to closing the permit, RiskWise states;**

Has this work resulted in any compromises to fire compartmentation?

If yes, liaise with the contractor to ensure any breaches are rectified prior to closing the permit. As per OBW24.

Y/N

In cases where there is potential for contractors to break through a fire-resisting structure, it is of the upmost importance that the area is inspected after the work has been completed, before the permit can be closed.

By inspecting the area, you can address any fire stopping issues that have resulted from the works with the contractor prior to their departure from site, where practicable. And if so, communicate with the contractor to ensure they have engaged with an approved Firestopping company OR liaise with local maintenance teams to assist in making good, before the permit can be closed.

Landlord areas

Following a premises or unit fit-out, part of maintenance inspections and fire risk assessments; it is likely that firestopping breaches will be identified on an ad-hoc basis. It is advised that any such breaches are logged, and an approved contractor is engaged as soon as practicable.

Developments

New and refurbishment works will require fire stopping to be completed as part of the construction works.

In buildings that are partly to be refurbished, adapted or amended (regardless of age) once the scope of works has been identified a survey must be carried out. By conducting the survey, you will receive a report identifying the areas which require additional fire stopping, this should be added to the scope of works for the project.

The responsibility for the specification of fire stopping is with the project architect, documents issued must include the specifications for Fire / Smoke / Filler / Sealants / Mortars / Cushions Stopping (the use of foam is not permitted on any Landsec site) and must include the correct Fire Rating / Resistance between compartment. Importantly this specification must be coordinated with the Services Consultant to ensure cross compatibility between architectural and services components.

Works must be carried out by a competent and Landsec approved contractor, and fire stopping works must be documented as part of the client inspection, prior to handover and logged on iSnag.

Penetrations through Fire Stopping, throughout the design and construction phases, specifiers must take into consideration the compatibility of services, pipes and other penetrations with fire stopping materials and ensure warranties and guaranties are maintained and where necessary the correct sleeving is specified, used and certified.

All new developments will require a detailed register containing the following information in appendix E and F. The OBW15 for developments should be completed, with all firestopping and passive fire protection requirements discussed with the Health, Safety and Security team and satisfactorily demonstrated – prior to procurement (tender).



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Trident

Note the use of Trident is only required on medium to large retail or commercial units. Smaller projects can go directly to the approved firestopping contractor for survey, quote and complete the works. The contractor will issue an appropriate certificate once completed.

Trident have been approved by Landsec as our consultants for firestopping. Trident will where required;

- Visit site to determine firestopping works required
- Where required upload a drawing of the unit or premises and upload to iSnag
- Provide a scope of works required.
- Return to site when works are completed to sign off if required (Note competent firestopping contractor can self-certificate)

Please note Trident require at least 5 working days' notice for a site visit, and approved firestopping contractors 2 working days minimum. Trident costs vary dependant on location, and it is recommended that we only use where required. Trident can offer off site advice where required however there may be a cost associated with this. Contact Chris Murray for clarification.

Contact for Trident:
Peter Jones, Chartered
Construction Manager

Tel: 07890 664906

Email: peter@tridentcompliance.co.uk

iSnag

iSnag is an online snagging system which stores all data, in form of a register, on firestopping across the portfolio. When firestopping is identified and subsequently rectified, iSnag must be updated to ensure the firestopping register is kept up to date.

iSnag training has been conducted. Training guides are available on the HSS Knowledge Library (see Fire Safety section).

For any persons requiring access to projects please email support@domegroup.co.uk with the name of the project (site) and copy in chris.murray@landsec.com for authorisation.

Note all approved firestopping companies have the competence and access to update iSnag on behalf of Landsec.

Selecting a competent contractor

We have an approved list of firestopping contractors available on the Knowledge Library.

All companies are approved by one of the following bodies:

1. FIRAS: register on Warrington Certification website.
www.warringtoncertification.com/firas
2. EXOVA: Q-Mark Fire stopping installation scheme.
www.exovabmtrada.com
3. BRE: RedBookLive search facility.
www.redbooklive.com/search
4. LPCB: RedBookLive search facility.
www.regroup.com/products/lpcb

Companies on these registers will have undergone independent third-party accreditation in the specialisation they have selected and are deemed to be competent to undertake such work. This helps us ensure the materials used in any repairs are compatible with the existing fire stopping system.



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Action to be taken:

November 2019

Status:

Mandatory

Further help & contacts:

If you need any further information or guidance please contact any member of the Health, Safety & Security Team.

Ongoing maintenance

It is not necessary to engage with Trident to conduct a survey on all remedial repairs required, these can be completed by a competent approved contractor and instances where a breach in an existing penetration is less than 50mm, maintenance teams can rectify on site. To maintain continuity across the portfolio, all materials - unless otherwise specified - are to be from the Polyseam Protecta range of firestop systems.

Procedure for Small Single Service Penetrations - Gap up to 50mm

- Trim back/remove any damaged existing material
- Where possible pack void around service with loose mineral wool.
- Apply Protecta FR Acrylic Intumescent Sealant
- Repeat process for other side of wall (where accessible)
- Update iSnag with works completed including location, type of seal and photographic evidence.

Full installation instructions are detailed Appendix E and F, Trident: Specification for remedial firestopping works and in the following Polyseam documentation: A Technical Handbook To Firestopping of Service Penetrations' (Latest Issue)

Note: Any situations where solutions cannot be provided by the Protecta range of products MUST be referred to Trident for a bespoke specification. The use of the Protecta range across all sites has been developed using a risk assessment approach by Landsec.

Costings of Fire Stopping

Landsec will agree a frameworks agreement with our current preferred suppliers to offer certainty of costs.

iSnag Costs

All void areas whether returning to Landsec management or been subject to fit-out require a new set of drawings to be uploaded onto the iSnag system. This cost will either be met by Landsec direct or by the fit-out contractor. These costs will need to be included in the contractors cost as only an approved contractor can authorise drawings to be uploaded. It is the contractor responsibility to ensure the drawings are available on iSnag before visiting site.

The current cost to upload a drawing is £100 per drawing.

Contractor Costs

The contractor will require as a minimum 48 hour's notice before visiting site. His costs will be as per the agreed frameworks agreement on a dayworks rate. His costs will include survey of the area and uploading defects onto the iSnag system. Where works can be completed within the initial visit the contractor will complete and update the system.

As a guideline the rate per operative per day is £340.00 plus materials.

Where a return visit is required the contractor will submit a cost for the works, again requiring at least 48 hours notice before returning to site to complete repairs.

Firestopping Register Reviews

All sites must keep the fire stopping register on iSnag as current as possible, updating when any works are completed. To ensure the register is kept up to date, and to review any unseen breaches, all sites must engage with Trident to complete a full inspection, as a maximum of every 5 years. This can be more frequently as you deem appropriate, based on the size of your site and the frequency or works conducted.

Note with regards to cost please speak to your Portfolio manager



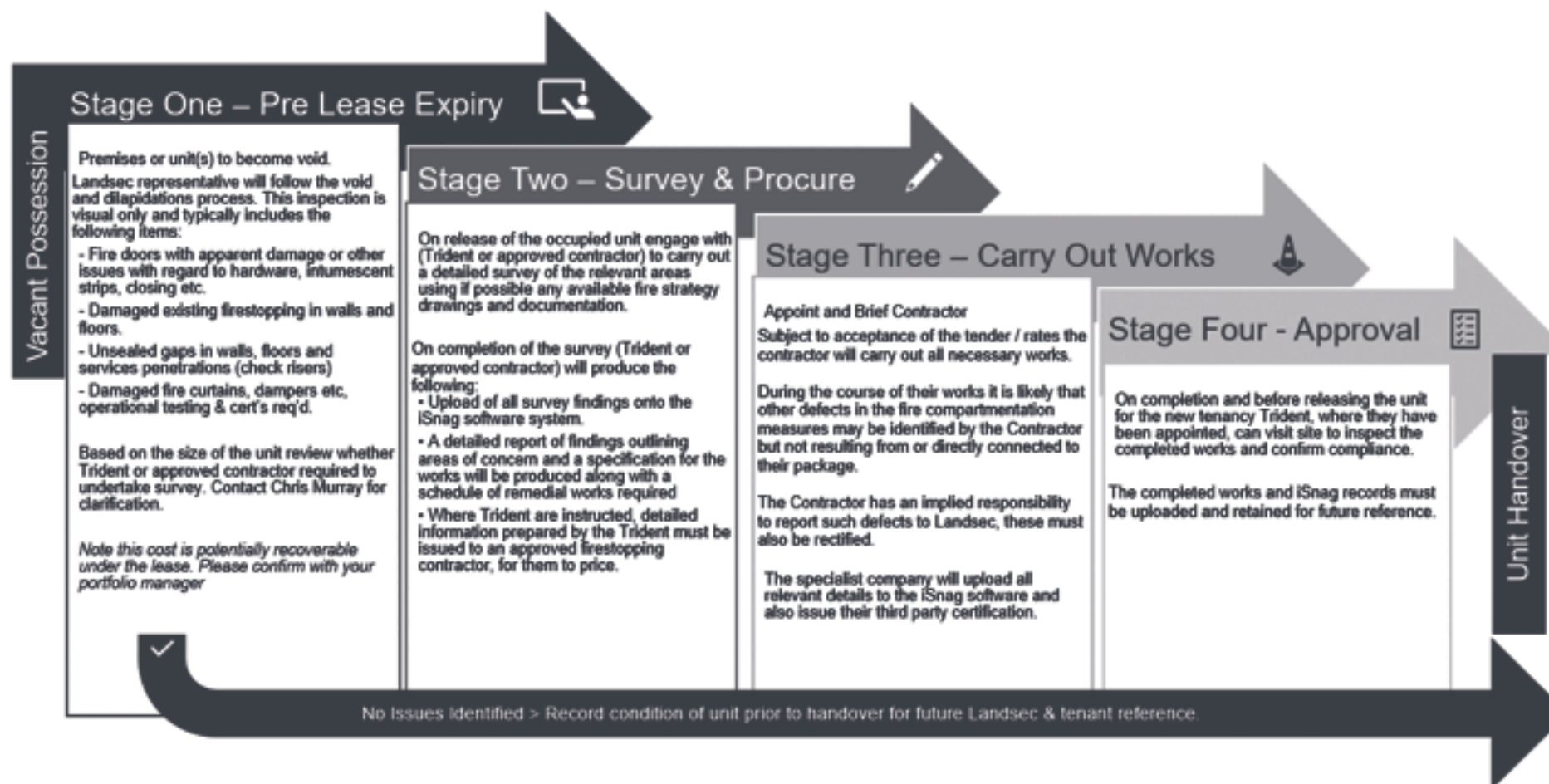


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Appendix A:

Flowchart, Firestopping in Vacant
Premises (Voids and Dilapidations)



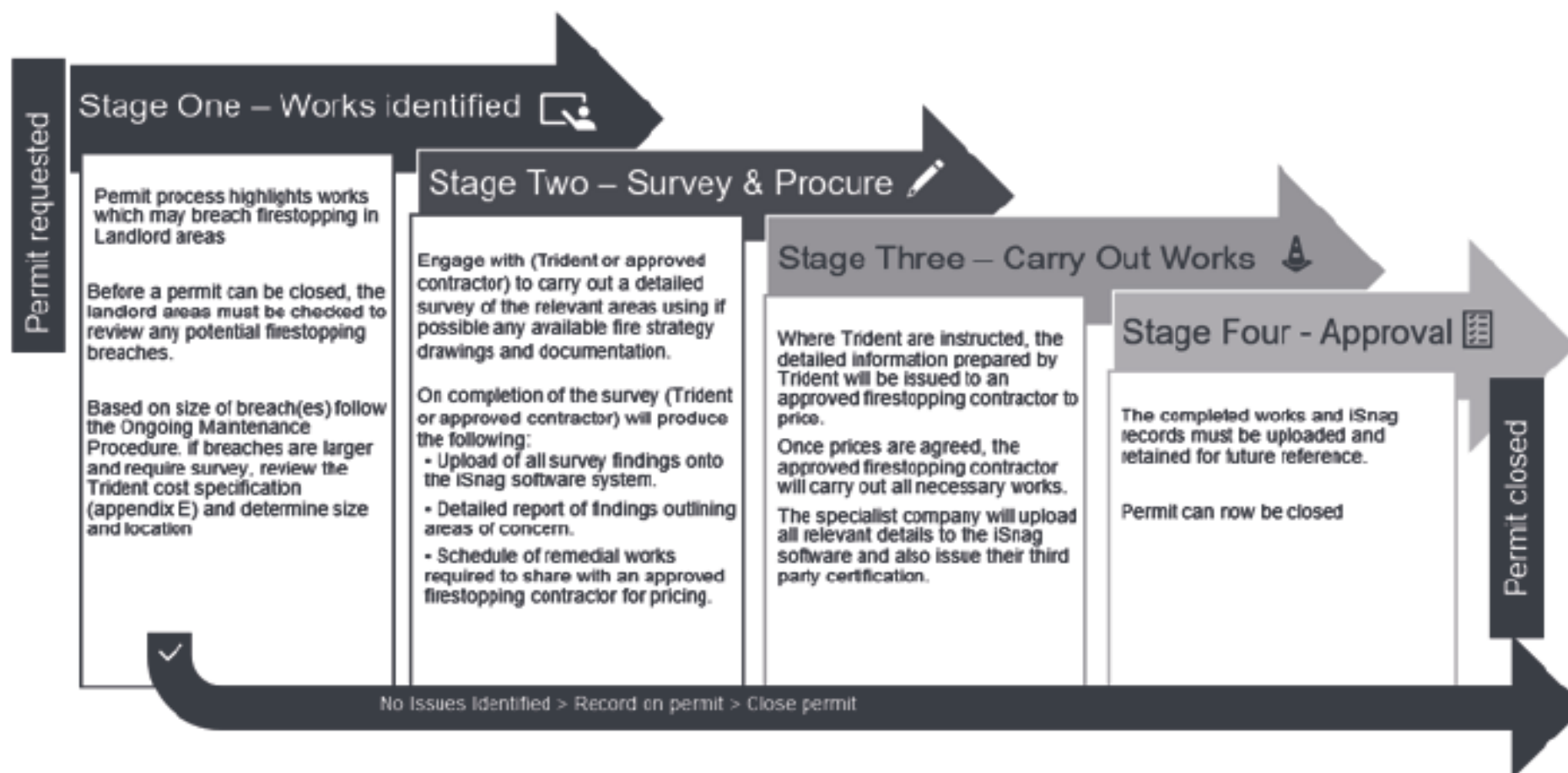


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Appendix B:

Flowchart, Firestopping Post
intrusive works



Appendix E: Trident: Specification for remedial firestopping works

Appendix F: Polyseam documentation: A Technical Handbook To Firestopping of Service Penetrations' (Latest Issue)

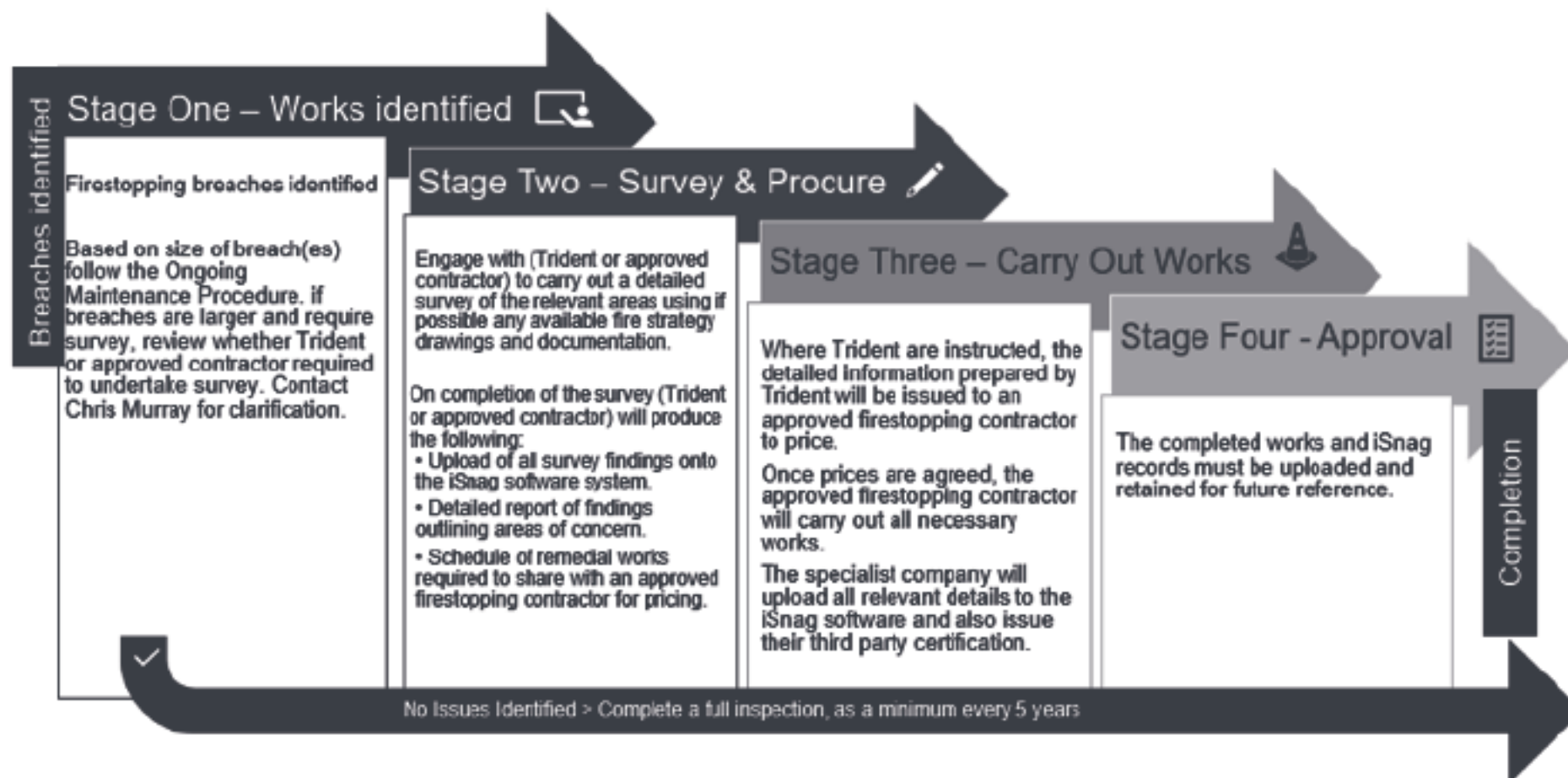


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Appendix C:

Flowchart, Firestopping in
Landlord Areas



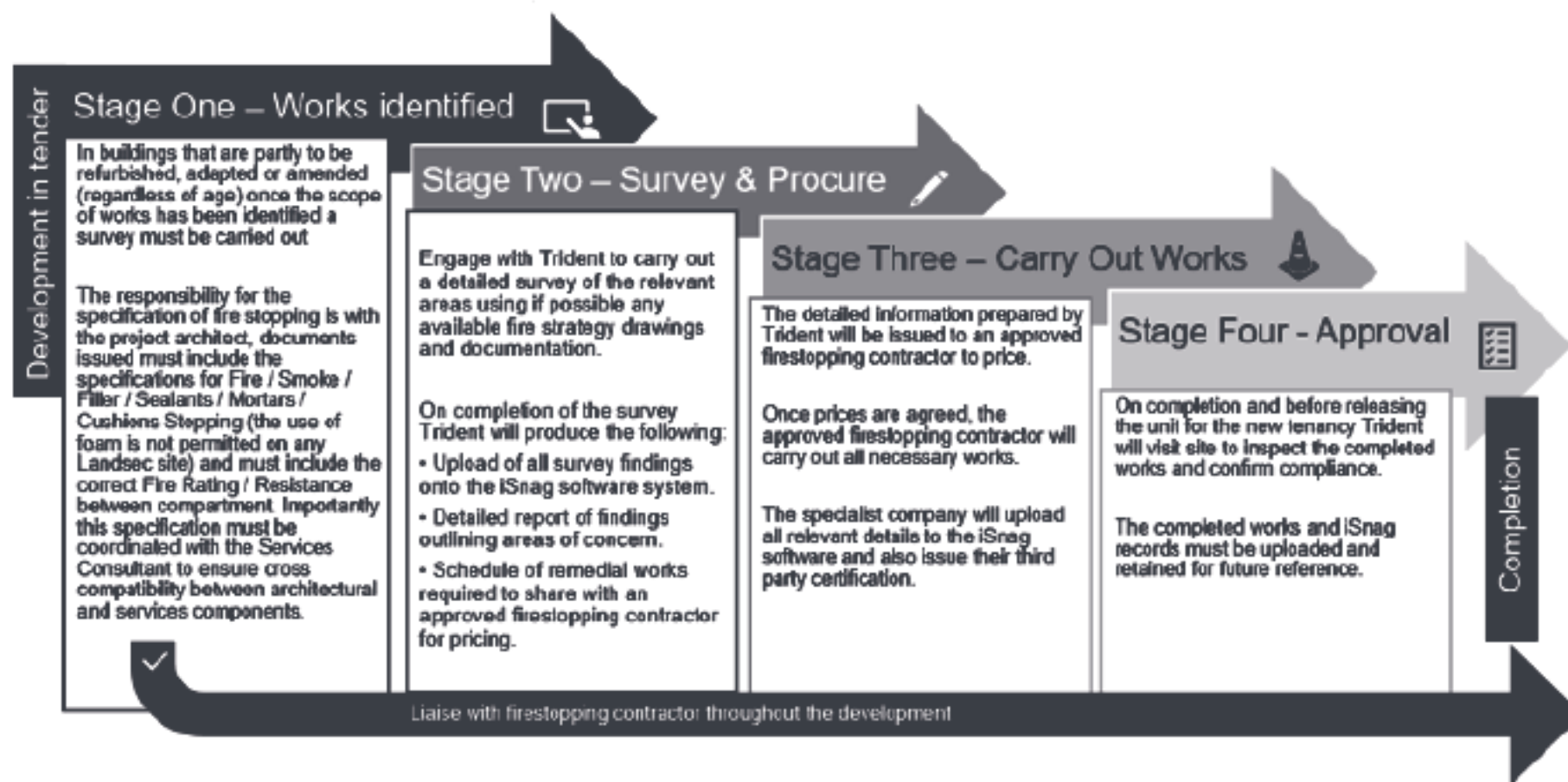


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Appendix D:

Flowchart, Firestopping in
Development



AspireAssist

24/7 HelpDesk

Landsec | *Aspire* offers a 24/7 support service,
direct from our innovative Customer Service Centre.

assist.landseclink.com



Landsec
Link

This document supports
the information on our
online customer portal.



AspireAssist
24/7 HelpDesk



My Property



Landsec
Portals



Knowledge
Base

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