



Access arrangements to assist with the provision of servicing, testing and maintenance of portable firefighting equipment

Introduction

Core Fire Ltd have been awarded the contract to undertake the statutory servicing, testing and maintenance of fire extinguishers and fire blankets on a three year contract from 1st June 2023. As such, their operatives will require access to University buildings, including some controlled areas. This document provides the guidelines on managing this process, divided by role. Any issues or concerns, email fire@ed.ac.uk.

Fire Safety Unit, Health and Safety Department

Will provide Core Fire Ltd with a list of building names, building/facility manager contact details, ISG contact details for locked server rooms, contact details for Accommodation, Catering and Events (ACE) accommodation and Estates Department contact details for other restricted access as required. Any updates to Building contacts should be sent to fire@ed.ac.uk.

Core Fire Ltd

Will contact each building/facility manager (including ACE building contacts) at least 5 working days in advance to alert them to their visit and request onsite support. Once an induction has been provided by the building/facility manager, Core Fire Ltd staff are not required to be supervised unless required to access restricted or high hazard areas (expected to be very limited).

Core Fire Ltd will also send an email to the named contact with visit details should it be necessary to access any restricted server rooms managed by ISG (which will be in some buildings but not managed by that building/facility manager).

Will report any accidents, incident or concerns to the building/facility manager in a timely fashion, before leaving site for the day.

Will provide the building/facility manager with a contact number in case of emergency.

Will only be on site during building core opening hours and will follow all applicable building safety instructions as related to them by the building/facility managers, Estates Department or ISG staff.

Building/Facilities Manager

Will reply to Core Fire Ltd with either an acceptance of the date scheduled or explain why the date is not suitable and, bearing in mind that the servicing requirements are time sensitive, suggest an alternative time for Core Fire Ltd to attend.



Will meet, or arrange for someone suitable to meet, with Core Fire Ltd staff on their initial visit to provide an induction to the building, explaining any anomalies or intricacies with the building or access issues, as well as relevant details on any significant hazards that Core Fire Ltd may need to be aware of. Core Fire Ltd staff are not required to be supervised for the rest of their visit unless required to access restricted or high hazard areas (expected to be very limited).

Will try to avoid areas of restricted access by bringing any equipment into a shared areas, for example bring a fire extinguisher from a lab to the corridor, to avoid Core Fire Ltd accessing lab areas. If this is not possible, ensure safe access is given, including the provision of suitable PPE.

Will provide a local contact number in case of emergencies.

Estates Department

Will provide Core Fire Ltd with two 1-2 keys, in order that they can access plant rooms to service the fire extinguishers therein.

Will provide suitable induction (delivered by the Head of Estates Health and Safety or the Deputy Head of Estates Health and Safety) to Core Fire Ltd's staff, prior to their initial visit to those restricted access areas. This induction will include any areas of concern or high hazards that Core Fire Ltd may require to be aware of.

Will provide a contact number in case of emergencies.

ISG staff (for restricted access server rooms)

Will reply to Core Fire Ltd with either an acceptance of the date scheduled or explain why the date is not suitable and, bearing in mind that the servicing requirements are time sensitive, suggest an alternative time for Core Fire Ltd to attend.

Will meet with Core Fire Ltd staff on site to provide a short induction to the area, explaining any significant hazards Core Fire Ltd may need to be aware of and to arrange for access and security arrangement during and after their tasks in a particular area, before being given access to the restricted areas.

Will provide a local contact number in case of emergencies, or stay with the Core Fire Ltd staff member until they have complete their tasks, (as there are likely to be only a small number of pieces of equipment that require testing in these rooms).

ACE

Will reply to Core Fire Ltd with either an acceptance of the date scheduled or explain why the date is not suitable and, bearing in mind that the servicing requirements are time sensitive, suggest an alternative time for Core Fire Ltd to attend.



THE UNIVERSITY *of* EDINBURGH Health & Safety Department

To ensure no gaps in serving of equipment in HMO properties, Property Managers will contact Core Ltd 6-8 weeks before certification expiration date to ensure servicing is planned before current certification end date.

Local Property Managers will provide suitable induction and access arrangements to Core Fire Ltd's staff, prior to their initial visit to accommodation areas.

Will provide a contact number in case of emergencies.

Document version

Version number	Summary of change	Date and by whom
V1.0	New process	29/06/2023 CS

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255