**RIBA Plan of Work for Fire Safety Consultation**

Please complete this document and send it to [practice@riba.org](mailto:practice@riba.org) by **15 October 2018**.

The RIBA Plan of Work for Fire Safety diagrams can be downloaded at:

<https://www.architecture.com/knowledge-and-resources/resources-landing-page/plan-of-work-for-fire-safety-consultation>

|  |  |  |
| --- | --- | --- |
| **Question 1: Respondent details** | **Please complete below** | |
| Name |  | |
| Position (if applicable) |  | |
| Organisation (if applicable) |  | |
| Email address |  | |
| Telephone number |  | |
| Please state whether you are responding on behalf of yourself or the organisation stated above |  | |
| Are you happy to be contacted about your response? |  | |
|  |  | |
| **Question 2: What is your role?** | **Please select or specify below** |
| Architect |  |
| Architectural Technologist |  |
| Building Control / Approved Inspector |  |
| Construction Professional |  |
| Contractor |  |
| Developer |  |
| Engineer (please specify) |  |
| Facilities Manager |  |
| Fire and Rescue Authority |  |
| Insurer / Warranty Provider |  |
| Local Authority |  |
| Manufacturer |  |
| Other Consultant / Designer (please specify) |  |
| Project Manager |  |
| Property Manager / Landlord |  |
| Surveyor |  |
| Tenant |  |
| Other interested party (please specify) |  |
|  |  |
| **Question 3: Do you have any comments on the ‘Identifying existing fire safety issues’ process map?** | **Please add your response to the relevant project teams below** |
| Statutory Bodies |  |
| Client Team |  |
| Design Team |  |
| Construction Team |  |
|  |  |
| **Question 4: Do you agree with the allocation of roles by project team within the Proposed RIBA Plan of work for Fire Safety? Should other roles be added or removed, if so for which Plan of Work stages?** | **Please add your response to the relevant project teams below** |
| Statutory Bodies |  |
| Client Team |  |
| Design Team |  |
| Construction Team |  |
|  |  |
| **Question 5: do you agree with the use of CDM 2015 dutyholders?** | **Please explain your response below** |
| Client / Building Owner |  |
| Principal Designer |  |
| Principal Contractor |  |
|  |  |
| **Question 6: Do you have any comments on the draft fire safety deliverables list attached below?** | **Please add your response as free text below or amend the attached draft fire safety deliverables list with any comments you wish to make** |
| Statutory Bodies |  |
| Client Team |  |
| Design Team |  |
| Construction Team |  |
|  |  |
| **Question 6: Do you have any further comments?** | **Please add any additional comments below** |
|  |  |

The draft list of fire safety deliverables by role relates to the coloured boxes in the proposed Plan of Work for Fire safety. The RIBA recognises that this list is not exhaustive, nor complete; we need your input to ensure this list becomes useful to the construction industry. When making amendments, please add text wherever you think it is needed, particularly regarding your role within the industry.

Please use tracked changes or a different colour if amending the list below.

| **Ref** | **Role** | **Draft Fire Safety Deliverables** |
| --- | --- | --- |
| **Stage 0** | | |
| **HSE0** | Health and Safety Executive |  |
| **LPA0** | Local Planning Authority |  |
| **BCB0** | Building Control Body |  |
| **FRA0** | Fire and Rescue Authority |  |
| **CBO0** | Client / Building Owner | Strategic definition and appraisal, comprising of:   * Business case * Strategic brief * Core project requirements * Programme |
| **U0** | Users / Residents |  |
| **FM0** | Facilities Manager / Building Safety Manager |  |
| **PL0** | Project Lead |  |
| **IN0** | Insurer / Warranty Provider |  |
| **CW0** | Clerk of Works |  |
| **PD0** | Principal Designer |  |
| **A0** | Architect / Architectural Designer |  |
| **SE0** | Structural Engineer |  |
| **BS0** | Building Services Engineer |  |
| **SC0** | Specialist Consultants |  |
| **PC0** | Principal Contractor |  |
| **MEPHC0** | MEPH Contractor |  |
| **SUBC0** | Specialist  Sub-Contractors |  |
|  |  |  |
| **Stage 1** | | |
| **HSE1** | Health and Safety Executive |  |
| **LPA1** | Local Planning Authority |  |
| **BCB1** | Building Control Body |  |
| **FRA1** | Fire and Rescue Authority |  |
| **CBO1** | Client / Building Owner | Provide information relevant to the delivery of the project:   * briefing document (accommodation / spatial requirements, use, budget etc) * land ownership documents (easements, rights of way, wayleaves etc) * existing fire strategy (refurbishments) * fire safety management expectations |
| **U1** | Users / Residents | Feedback on use of current building or as focus group of potential future users:   * access requirements * user feedback (behaviour) |
| **FM1** | Facilities Manager / Building Safety Manager | Use and maintenance requirements of the project:   * maintenance preferences * control and management * existing fire strategy or initial expectations |
| **PL1** | Project Lead | Assembly of a collaborative project team, programme and project parameters:   * schedules of services * employer’s information requirements * fire safety programme management (time, quality and cost) |
| **IN1** | Insurer / Warranty Provider | Provide information relevant to obtaining necessary insurance for the project once completed:   * building parameters & risks * technical requirements to qualify for insurance and warranty |
| **CW1** | Clerk of Works |  |
| **PD1** | Principal Designer | Advice to client on CDM and fire safety duties  Advice to client on necessary fire safety skills, knowledge, experience, time and resources within the design team |
| **A1** | Architect / Architectural Designer | Briefing and feasibility studies documentation:   * feasibility studies * building type / use * planning restrictions * number of occupants * fire brigade access * egress options |
| **SE1** | Structural Engineer |  |
| **BS1** | Building Services Engineer |  |
| **SC1** | Specialist Consultants |  |
| **PC1** | Principal Contractor |  |
| **MEPHC1** | MEPH Contractor |  |
| **SUBC1** | Specialist  Sub-Contractors |  |
|  |  |  |
| **Stage 2** | | |
| **HSE2** | Health and Safety Executive |  |
| **LPA2** | Local Planning Authority | Pre-planning application advice on site constraints and materials  *Planning application decision if early application is made* |
| **BCB2** | Building Control Body | Key regulatory issues related to early concept design  *Statutory consultee if early planning application is made* |
| **FRA2** | Fire and Rescue Authority | FRA access and fire safety strategy advice  *Statutory consultee if early planning application is made* |
| **CBO2** | Client / Building Owner | Information and feedback on proposals and requirements to inform fire, services and structural strategy:   * open or combined spaces / links * services concealed / exposed * exposed surfaces * finishes |
| **U2** | Users / Residents | Comments on concept design and fire safety management strategy |
| **FM2** | Facilities Manager / Building Safety Manager |  |
| **PL2** | Project Lead | Fire safety programme management |
| **IN2** | Insurer / Warranty Provider |  |
| **CW2** | Clerk of Works |  |
| **PD2** | Principal Designer | Fire safety strategy and strategic design risk management advice to design team members on their outputs |
| **A2** | Architect / Architectural Designer | General arrangement plans, elevations and typical sections with key fire safety issues identified / addressed:   * locations for Fire Brigade access * access / exit strategy * stair cores and locations * atria and voids * travel distances * compartment (size and extent) * elevations for adjacency calculations * venting strategy (design intent) * suppression systems (design intent) |
| **SE2** | Structural Engineer | Identification and outline assessment of applicable structural systems to suit design philosophy and requirements   * frame type (concrete, steel, timber etc) and suitability with architectural design concept * structural fire resistance (disproportionate collapse) * structural walls (consider loss of structural members) * façade options and structural strategy to suit. * compartmentation walls and stability in fire (rating, weight, movement joints etc) * structural stability to maintain escape route |
| **BS2** | Building Services Engineer | Identification and outline allowance for services to suit design philosophy and requirements, considering:   * geometry * access routes, e.g. horizontal and vertical services * plant rooms * future maintenance and access |
| **SC2** | Specialist Consultants | Risk assessment, strategy and outline design parameters for fire suppression and control:   * outline escape strategy to identify * risk assessment * fire suppression and control strategy * smoke strategy * sprinklers * drenchers * pressurisation |
| **PC2** | Principal Contractor |  |
| **MEPHC2** | MEPH Contractor |  |
| **SUBC2** | Specialist  Sub-Contractors |  |
|  |  |  |
| **Stage 3** | | |
| **HSE3** | Health and Safety Executive | Regulatory system oversight and enforcement  Risk management expertise |
| **LPA3** | Local Planning Authority | Planning application decision including fire safety planning conditions |
| **BCB3** | Building Control Body | Statutory consultee of planning application providing building regulations advice on fire safety strategy as planning conditions if necessary  Decision on support of application or not |
| **FRA3** | Fire and Rescue Authority | Statutory consultee of planning application providing advice on fire safety strategy, active and passive fire safety measures, fire brigade access and any additional fire brigade needs as planning conditions if necessary  Decision on support of application or not |
| **CBO3** | Client / Building Owner | Planning application submission including:  fire safety strategy drawings and annotated notes on how all fire safety related building regulations are intended to be met |
| **U3** | Users / Residents |  |
| **FM3** | Facilities Manager / Building Safety Manager |  |
| **PL3** | Project Lead | Fire safety programme management |
| **IN3** | Insurer / Warranty Provider |  |
| **CW3** | Clerk of Works |  |
| **PD3** | Principal Designer | Coordinated fire safety information and detailed design risk management advice to design team members on their outputs |
| **A3** | Architect / Architectural Designer | Criteria and locations to be identified to guide fire performance requirements:   * fire safety strategy drawings and annotated notes * coordinated structural design information * coordinated building services design information (vertical and horizontal spatial requirements) * shaft and void requirements * intumescent coatings / boards / sprays/ renders * fire performance ratings agreed (e.g. 30 - 240mins) and principles agreed * suppression systems * outline specification |
| **SE3** | Structural Engineer | Propose, review and integrate coordinated structural system with fire protection measures / options, covering:   * determination of limiting temperatures for all structural elements, to provide fire insulation, integrity and resistance * structural concrete (thicknesses / cover) * structural steel (intumescent coatings, fire case etc) * structural timber frame (charring rate, exposure and protection measures) * façade fire classification, protection and resistance   Use of assessment models and other protection measures:   * sprinklers, drenchers etc * structural thermal models * intumescent paints / sprays * linings |
| **BS3** | Building Services Engineer | Identification of all building services routes, risers and plant rooms, spatially coordinated with design team information |
| **SC3** | Specialist Consultants | When necessary:   * fire safety strategy advice * inclusive design access and egress requirements * fire safety advice relating to any specialist services |
| **PC3** | Principal Contractor | (Pre-construction services agreement if necessary)  Fire safety construction advice on:   * construction phase plan * additional specialist sub-contractors |
| **MEPHC3** | MEPH Contractor | (Pre-construction services agreement if necessary)  Descriptive (performance requirements) building services specification advice |
| **SUBC3** | Specialist  Sub-Contractors | (Pre-construction services agreement if necessary)  Descriptive (performance requirements) |
|  |  |  |
| **Stage 4** | | |
| **HSE4** | Health and Safety Executive | Regulatory system oversight and enforcement  Risk management expertise |
| **LPA4** | Local Planning Authority | Planning requirements:   * approval of technical design planning conditions * approval of pre-commencement conditions |
| **BCB4** | Building Control Body | Full plans approval and inspection programme agreed |
| **FRA4** | Fire and Rescue Authority | Statutory consultee of full plans application providing advice on fire safety specification. |
| **CBO4** | Client / Building Owner | Full plans application including detailed information (drawings and specifications) on meeting building regulations including all fire safety requirements:   * A – structure safety requirements * B – fire safety requirements:   + B1 – Means of warning and escape   + B2 – Internal fire spread (linings)   + B3 – Internal fire spread (structure)   + B4 – External fire spread   + B5 – access and facilities for the fire service * M – access to and use of buildings * 7 – construction materials and workmanship |
| **U4** | Users / Residents |  |
| **FM4** | Facilities Manager / Building Safety Manager |  |
| **PL4** | Project Lead | Fire safety programme management |
| **IN4** | Insurer / Warranty Provider | Building insurance review of design performance requirements for approval  Review of fire strategy and performance against insurer requirements |
| **CW4** | Clerk of Works | Review of technical drawings and specification to:   * identify specification and / or design issues * make recommendations * review compliance |
| **PD4** | Principal Designer | Fully coordinated fire safety specification and construction information including Design Team and Construction Team design, conforming to approved plans and insurer/warranty providers requirements. |
| **A4** | Architect / Architectural Designer | Detailed technical fire design drawings and specification, coordinated with structural, building services and specialist subcontractor design and specifications:   * detailed passive fire protection measures: walls, floors, soffits / roofs, ceilings etc (fabric and fire resistance, insulation and integrity details and specification) * detailed active fire protections measures: sprinklers, drenchers, CO², detection, wet or dry risers etc * escape strategy technical details: signage, safety lighting, fire brigade / fire call points, fire extinguishers etc * fire barriers: cavity, floor, roof etc * fire door specification: rating, closers, seals, vision panel specification etc * detailed specification |
| **SE4** | Structural Engineer | Detailed structural specification, calculations, schedules and details, encompassing the coordinated fire protection design   * structural specification & schedules, with integrated fire protection design * technical details to enable fire protection systems to be installed |
| **BS4** | Building Services Engineer | Detailed services specification, installation details, and access and maintenance requirements   * detailed design schematics for MEPH, showing fire protections measures * generic riser protection details * generic type of protection for service penetrations * fire alarm requirements & schematics * fire protection measures and performance requirements i.e. sprinklers, drenchers etc * details of support systems * access and maintenance requirements for services and equipment * services and performance specification |
| **SC4** | Specialist Consultants | Detailed technical design advice and fire safety specification information to support design team outputs |
| **PC4** | Principal Contractor | Construction phase plan |
| **MEPHC4** | MEPH Contractor | Prescriptive fire protection systems to match the services design and specification   * provide all service penetration apertures for detailed design by specialist, or generic detail * builders work drawings * liaise and provide any 3rd party drawings (shop and fabrication drawings) for review and approval of developed design |
| **SUBC4** | Specialist  Sub-Contractors | Technical design construction information for specialist systems:   * detailed material take offs * details of all passive fire protection installed including:   + fire doors   + fire resisting ducts/dampers   + fire-stopping * engineering adjustments |
|  |  |  |
| **Stage 5** | | |
| **HSE5** | Health and Safety Executive | Regulatory system oversight and enforcement  Site inspections  Stop notice if necessary  Case review programme |
| **LPA5** | Local Planning Authority |  |
| **BCB5** | Building Control Body | Building Control Completion Certificate to be issued upon completion of the works subject to occupation approval |
| **FRA5** | Fire and Rescue Authority | Occupation approval subject to satisfactory review of pre-occupation assessment |
| **CBO5** | Client / Building Owner | Pre-occupation assessment |
| **U5** | Users / Residents |  |
| **FM5** | Facilities Manager / Building Safety Manager | Pre-occupation assessment |
| **PL5** | Project Lead | Fire safety programme management |
| **IN5** | Insurer / Warranty Provider | Validation of independent inspection |
| **CW5** | Clerk of Works | Independent assessment of the works:   * Compliance * Review quality of the works, against the contract drawings and specification * Materials * Recommendations on works and rectification |
| **PD5** | Principal Designer | Inspection of works conforming to approved plans  Collated fire safety digital record and fire and emergency file for handover to Client/Building Owner |
| **A5** | Architect / Architectural Designer | Inspection of architectural design conforming to approved plans |
| **SE5** | Structural Engineer | Inspection of structural design conforming to approved plans |
| **BS5** | Building Services Engineer |  |
| **SC5** | Specialist Consultants |  |
| **PC5** | Principal Contractor | Construction reports  Confirmation of building built to approved plans and fire safety specifications |
| **MEPHC5** | MEPH Contractor | Install all MEPH services and complete commissioning of services:   * notify necessary statutory bodies, in respect of all installations approvals, tests, demonstrations and completion * updates to the final construction issue drawings * manage / complete testing and commissioning for all services and provide certificates for sign off.   Conformation of installation as conforming to approved plans  Digital record and fire and emergency file |
| **SUBC5** | Specialist  Sub-Contractors | Manufacture and assembly of specialist systems  Confirmation of installation as conforming to approved plans |
|  |  |  |
| **Stage 6** | | |
| **HSE6** | Health and Safety Executive | Regulatory system oversight and enforcement  Stop / rectification notice if necessary |
| **LPA6** | Local Planning Authority |  |
| **BCB6** | Building Control Body |  |
| **FRA6** | Fire and Rescue Authority | Continued occupation approval subject to satisfactory case review |
| **CBO6** | Client / Building Owner | Case review using fire and emergency file and digital record |
| **U6** | Users / Residents | Feedback on use of building and fire safety management (user behaviour) |
| **FM6** | Facilities Manager / Building Safety Manager | Feedback on building services and fire safety management  Maintenance schedules |
| **PL6** | Project Lead |  |
| **IN6** | Insurer / Warranty Provider |  |
| **CW6** | Clerk of Works | Defects inspection reports |
| **PD6** | Principal Designer | Defects inspection reports  Updated Fire safety digital record and updates to fire and emergency file if necessary |
| **A6** | Architect / Architectural Designer |  |
| **SE6** | Structural Engineer |  |
| **BS6** | Building Services Engineer |  |
| **SC6** | Specialist Consultants |  |
| **PC6** | Principal Contractor | Updated fire and safety digital record and Operation and Maintenance Manuals including fire and emergency file |
| **MEPHC6** | MEPH Contractor |  |
| **SUBC6** | Specialist  Sub-Contractors |  |
|  |  |  |
| **Stage 7** | | |
| **HSE7** | Health and Safety Executive | Regulatory system oversight and enforcement  Stop / rectification notice if necessary |
| **LPA7** | Local Planning Authority |  |
| **BCB7** | Building Control Body |  |
| **FRA7** | Fire and Rescue Authority | Compliance Review - regular site visit  Certify that the building requires no remedial works or provide remedial action notice |
| **CBO7** | Client / Building Owner | Case reviews using updated fire and emergency file |
| **U7** | Users / Residents | Feedback on use of building and fire safety management (user behaviour)  Refurbishment requirements prior to new project (Stage 0) |
| **FM7** | Facilities Manager / Building Safety Manager | Maintenance schedules  Updated fire and emergency file |
| **PL7** | Project Lead |  |
| **IN7** | Insurer / Warranty Provider |  |
| **CW7** | Clerk of Works |  |
| **PD7** | Principal Designer |  |
| **A7** | Architect / Architectural Designer |  |
| **SE7** | Structural Engineer |  |
| **BS7** | Building Services Engineer |  |
| **SC7** | Specialist Consultants |  |
| **PC7** | Principal Contractor |  |
| **MEPHC7** | MEPH Contractor |  |
| **SUBC7** | Specialist  Sub-Contractors |  |
|  |  |  |

© RIBA 2018