

FIRE SERVICES DEPARTMENT
FIRE SAFETY STANDARDS
FOR
FACTORY CANTEENS WITH LOW FIRE POTENTIAL
(Explanatory Notes)

Introduction

1. This document consists of three parts :
 - 1.1 These explanatory notes, Form PPA/101(E)-1, containing information relevant to the safe operation of factory canteens with low fire potential;
 - 1.2 The standard requirements, Form PPA/101(E)-2, to be complied with prior to the issue of Fire Services Certificate required for the licensing of food premises under Section 33B of the Food Business Regulation (Cap. 132 sub. leg. X); and
 - 1.3 Fire precautions, Form PPA/101(E)-3, that should be observed for the safe operation of food business after issue of the licence.
2. For food businesses already licensed, the licensees are advised to upgrade the fire protection to the standard as stipulated in this document at the earliest opportunity.
3. For other types of food business classified according to the risks they impose, please refer to :
 - 3.1 PPA/101(A) - Food businesses in small houses;
 - 3.2 PPA/101(B) - Bakeries and food factories for manufacture only;
 - 3.3 PPA/101(C) - Bakeries and food factories for manufacture and sale on premises;
 - 3.4 PPA/101(D) - General (fast food) restaurants;
 - 3.5 PPA/101(F) - Light refreshment restaurants with low fire potential;
 - 3.6 PPA/101(G) - Light refreshment restaurants with high fire potential;
 - 3.7 PPA/101(H) - Barbecue/hot pot restaurants with low fire potential;
 - 3.8 PPA/101(I) - General restaurants with low fire potential;
 - 3.9 PPA/101(J) - Factory canteens with high fire potential, Barbecue/hot pot restaurants with high fire potential, and General restaurants with high fire potential.

Application

4. The contents of this document apply to factory canteens operating in industrial buildings to provide food service to regular users in the same buildings. These canteens are modestly decorated to pose a low fire potential which means either :
 - 4.1 The premises do not exceed 126 m² in area; or
 - 4.2 The premises, although over 126 m² in area, meet ALL the following conditions :-
 - 4.2.1 The average quantity of combustible materials in the premises does not exceed 60 kg/m²;
 - 4.2.2 The area partitioned by combustibles does not exceed 30% of the total area occupied;
 - 4.2.3 Combustible materials are not used for the false ceiling; and
 - 4.2.4 No more than 50% of the total area of designed openable/breakable windows or 25% of these on the upper part, are obstructed by decoration or sealed up.
5. Food premises over 126 m² in area but do not meet ALL the conditions as described in paragraph 4.2 are deemed as factory canteens with high fire potential in respect of which the contents of Form PPA/101(J) shall apply.

Restriction

6. This factory canteen shall not be located :
 - 6.1 In any buildings/structures which are of sub-standard construction;
 - 6.2 On level 4 of basement or below;
 - 6.3 On any floor below ground level, if liquefied petroleum gas is to be used;
 - 6.4 In areas designed for emergency use, such as “buffer” floor (also referred to as the “refuge” floor); and
 - 6.5 In premises designed for other use, such as car parks.

Fire Services Requirements

7. The Fire Services requirements as detailed in Form PPA/101(E)-2 are formulated for three purposes :
 - 7.1 To reduce the probability of fire;
 - 7.2 To mitigate the effect of fire; and
 - 7.3 To limit the spread of fire.

8. These requirements do not include those stipulated by the Building Authority, as the controlling authority on:
 - 8.1 Means of escape although whatever required under the Buildings Ordinance may be, after issue of licence, enforced by the Fire Services Department under Sections 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation (Cap.95 sub. leg. F); and
 - 8.2 Building construction such as compartmentation and fire resistance of building elements. For houses of sub-standard construction or where there have been serious alterations to affect the fire safety, the Director of Fire Services may refuse to issue Fire Services Certificate in accordance with Section 33B of the Food Business Regulation (Cap. 132 sub. leg. X).

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(Standard Requirements)

1. All fire service installations and equipment provided for the premises shall be retained and maintained in efficient working order. For all maintenance, alterations and additions, such works shall be carried out by a Registered FSI Contractor who shall issue Certificate(s) of Fire Service Installations and Equipment (FS 251) to the owner with copies forwarded to the Director of Fire Services within 14 days after completion of the works. A certificate of compliance (FSI/314A or FSI/314B as appropriate) shall also be submitted by the responsible Registered FSI Contractor to the Director of Fire Services for the alteration and addition works.
2. A sprinkler system shall be provided in premises occupying an area exceeding 230m².
3. A sprinkler system shall be provided in basement premises occupying an area exceeding 126m².
4. Portable fire fighting equipment of the approved type, over and above those installed for the occupation of the building, shall be provided as follows:
 - 4.1 _____ x 9L water type extinguisher at _____
 - 4.2 _____ x 4.5 kg CO₂ gas type fire extinguisher at _____
 - 4.3 _____ x 1.44 m² fire blanket at _____
5. The food serving opening between the kitchen and the seating accommodation not exceeding 0.2m² in area shall be protected by a drop hatch with not less than half-hour fire resisting period. For opening exceeding this area, fire shutters as approved by the Director of Fire Services shall be installed.
6. All exits shall be suitably indicated by illuminated signs bearing the word and characters “EXIT 出口” in block letters and characters of not less than 125mm high with 15mm strokes. The colour of the letters/characters and contrasting colour on the background shall comply with the Code of Practice for Minimum Fire Service Installations and Equipment.
7. Emergency lighting shall be provided to the premises and the attached requirements for Self-contained Luminaries Emergency Lighting System (PPA/104(A)) shall be complied with.

8. If an area not exceeding 30% of the seating accommodation is partitioned by combustible materials, these shall be treated with two coatings of fire retardant paints on all exposed parts and certified by a Class 2 Registered Fire Service Installation Contractor.
9. All draperies and curtains, if installed, shall be made of fire resistant material and conform to British Standard 5867: Part 2 fabric type B when tested in accordance with British Standard 5438 or to another standard acceptable to the Director of Fire Services, or shall be brought up to any of those standards by treating with a fire retardant solution acceptable to the Director of Fire Services. In the latter case, the work shall be carried out by a Class 2 Registered Fire Service Installation Contractor and a certificate (FS251) to this effect from the Contractor shall be forwarded to this Department as documentary proof of compliance.
10. The premises shall not be installed with false ceilings, wall furnishings or carpets made of combustible material.
11. PU Foam
 - 11.1 All polyurethane (PU) foam filled mattresses and covering material used for fabrication of the mattresses shall conform to British Standard 7177 (for use in medium hazard premises/building); or Flammability Test Procedure for Mattresses for Use in High Risk Occupancies (Technical Bulletin Number 121) or Flammability Test Procedure for Use for Mattresses for Use in Public Buildings (Technical Bulletin Number 129) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
 - 11.2 All PU foam filled upholstered furniture and covering material used for fabrication of the furniture shall conform to British Standard 7176 (for use in medium hazard premises/building); or Flammability Test Procedure for Seating Furniture for Use in Public Occupancies (Technical Bulletin Number 133) as issued by the Bureau of Home Furnishings and Thermal Insulation, Department of Consumer Affairs, State of California; or to other standard acceptable to the Director of Fire Services.
 - 11.3 Each PU foam filled mattresses and upholstered furniture conforming to British Standard 7177 (for use in medium hazard premises/building) and British Standard 7176 (for use in medium hazards premises/building) respectively shall bear an appropriate label (Appendix).
 - 11.4 Invoices from manufactures/suppliers and test certificates from testing laboratories indicating that the PU foam filled mattresses and/or furniture items have complied with the specified standards shall be produced for verification. Test certificate shall be issued by a testing laboratory accredited to conduct test according to the specified standard, and be authenticated by the company's stamp of manufacturer/supplier.

12. The windows of the food premises shall not in any way be obstructed by any decoration or sealed up for more than 50% of the designed openable/breakable window areas totally, nor 25% of these areas located on the upper part, unless a dedicated smoke extraction system that conforms to the standard set out in Code of Practice for Minimum Fire Service Installations and Equipment as published from time to time by the Director of Fire Services shall be provided.
13. The requirements for the use of fuels in the kitchen are stipulated in Form PPA/102.

Remarks

Should the applicants have insurmountable difficulties in complying with the prescribed requirements, they can submit alternative proposals for FSD's consideration. For example, applicants can adopt the Fire Engineering approach, or submit a study report to explain how they will tackle problems of fire suppression, smoke control, evacuation and access of fire services personnel etc.

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(Fire Precautions)

Means of Escape

1. The following are deemed by the Director of Fire Services as means of escape within the meaning of Section 2 of the Fire Services (Fire Hazard Abatement) Regulation (Cap.95 sub. leg. F):-
 - 1.1 A passage of 1 metre wide linking any exit to the opposite end of the interior of the premises or other exits to form a clear route for circulation and evacuation;
 - 1.2 All exits giving onto any corridor leading to the open, or directly giving onto the open; and
 - 1.3 All parts of common area leading from designed exits/doors to a place of safety in open air either on the roof, the buffer floor or the street level.
2. All means of escape should be kept free from obstruction at all times when persons are present in the industrial buildings. In particular:-
 - 2.1 No matter or thing may be left in the area as defined at para. 1 above; and
 - 2.2 All exits/doors should be kept openable from the inside without the use of a key and all metal gates and shutters, where installed, should be kept in the open position when the building is occupied.
3. Failure to observe these precautions may result in the operator being prosecuted under Sections 14 and 15 of the Fire Services (Fire Hazard Abatement) Regulation (Cap.95 sub. leg. F) without prior warning.

Premises

4. The admission of members of the public to any industrial building may expose them to fire dangers they are unaware of, nor prepared to face. Therefore non-regular users of the building should be discouraged and persons in the following categories restricted from using any factory canteen:-
 - 4.1 Those who are of very old or young age to require care and attention of any other adult; and
 - 4.2 Those who are physically handicapped.

5. The number of persons permitted in the seating accommodation at any time should not exceed the limit approved by the Building Authority.
6. Food packaging made of expanded polystyrene foam should be stored in cupboards or contained in metal dispensers to avoid coming into contact with excessive heat or naked flame.
7. Failure to observe the precautions as described in para. 6 may result in the operator being served with a Fire Hazard Abatement Notice and failure to comply with the notice may lead to prosecution under Section 9 of the Fire Services (Fire Hazard Abatement) Regulation (Cap.95 sub. leg. F).

Kitchen

8. All walls, stoves and exhaust ducts should be cleaned regularly to remove the oils and grease accumulated as a precaution against fire.
9. The observance of this precaution is the responsibility of the operator as controlled by the respective food business regulation although in respect of serious breach constituting a fire hazard, a Fire Hazard Abatement Notice may be served to the operator and failure to comply with the notice may lead to prosecution under Section 9 of the Fire Services (Fire Hazard Abatement) Regulation (Cap.95 sub. leg. F).

Fire Service Installations and Equipment

10. All fire service installations and equipment provided should be:
 - 10.1 Kept clear from any obstruction;
 - 10.2 Clearly indicated as regard to their locations and methods of operation;
 - 10.3 Maintained in efficient working order at all times; and
 - 10.4 Inspected at least once every twelve months.
11. Failure to observe the precautions as described in para. 10.3 and 10.4 may result in the owner of the installations being prosecuted under Regulation 8 of the Fire Service (Installations and Equipment) Regulations (Cap.95 sub. leg. B).

Ventilating System

12. The ventilating system should be maintained in efficient working order at all times and every damper, filter and precipitator that embodies the use of ducting or trunking should be inspected at intervals not exceeding 12 months by a registered specialist contractor (ventilation works category).

13. Failure to observe the precautions as described in para. 12 may result in recommendation being made by the Director of Fire Services to the Food and Environmental Hygiene Department to revoke the food business licence.

Daily Closing Down Inspection

14. The factory canteen should be thoroughly inspected before closing down each day to:-
 - 14.1 Extinguish any possible source of ignition that may be left unattended;
 - 14.2 Switch off the electrical main supply if possible, or at least switch off those circuits that are not required; and
 - 14.3 Turn off the fuel supply.
15. This precaution aims to prevent fires occurring in unattended food premises, which account for a very high percentage of past statistics.

Emergency Procedures

16. All staff of the food premises should be made aware of the emergency procedures to be taken in the event of a fire. These include:
 - 16.1 Giving warning of the fire by operating the manual fire alarm provided as part of the building FSI, or by shouting "fire";
 - 16.2 Assisting to evacuate the occupants;
 - 16.3 Reporting to Fire Services Department through "999";
 - 16.4 Turning-off the fuel supply if the fire involves fuel in the kitchen;
 - 16.5 Turning the main switch to "OFF" position if the fire involves electrical installation. This should be done only after evacuation of the occupants and when it is safe to do so; and
 - 16.6 Attempting to extinguish the fire by using the FSI and equipment if it is safe to do so.
17. The local fire station should be consulted for advice if required.

Fire Services Department (06/2010)

This document is for reference only. Detailed fire safety requirements will be separately issued subject to the result of on site assessment.

Sample of Label (標籤樣本)

APPENDIX 附件

Sample I (樣本 I)

NOTICE

THIS ARTICLE IS MANUFACTURED FOR USE IN PUBLIC OCCUPANCIES AND MEETS THE FLAMMABILITY REQUIREMENTS OF CALIFORNIA BUREAU OF HOME FURNISHINGS TECHNICAL BULLETIN 133"/129"/121". CARE SHOULD BE EXERCISED NEAR OPEN FLAME OR WITH BURNING CIGARETTES.

告示

此家具為供公眾使用而製造，符合加利福尼亞州家具局技術報告(TB) 第 133"/129"/121" 的可燃性規定，請勿將此家具放近明火或有香煙的地方。

*Delete wherever inapplicable/請刪去不適用者

Note : The minimum size of the label shall be 5 x 7.5 cm and the minimum size of the type shall be 3 mm in height. All type shall be in capital letters.

註 : 標籤面積最小須為 5 x 7.5 厘米，字體高度最小須為 3 毫米。
(英文版告示的所有字體必須為大楷)

Sample II (樣本 II)

Sample III (樣本 III)



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