



# Fire Safety

Standard

PRSG16.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS	Approved by:	GT	Version number:	2	Issue Date:	Nov 2012

## Introduction:

The University aims to minimise the incidence of fire within its premises and the impact of fire on life, people's safety, delivery of services, the environment and property.

## Standard

The University takes a management approach to fire safety based on the due diligence approach backed up by the need for legal compliance and expects that:

- A 'Building fire risk assessment' (structural and electrical) is carried out for every building owned by the University and signed off as determined by the risk schedule or after any significant change.
- Any remedial action identified in the 'Building fire risk assessment' (structural and electrical) is completed within the required timescale and notified to the Fire Safety Manager.
- Where there is more than one school/ service within a building, the Heads of School/ Service (HoSS) cooperate with each other on fire safety issues. This is coordinated by the HoSS with the largest space occupancy.
- An 'Operational fire risk assessment' on the University approved form is carried out by each school/ service, for each area they occupy in a building and reviewed annually or after any significant change.
- Fire hazards are identified and controls are included in the activity/ task health and safety risk assessments.
- Where the risk from 'Dangerous Substances and Explosive Atmosphere' (DSEAR) is not covered by the activity/ task risk assessment, a specific 'DSEAR risk assessment' is carried out using the University-approved form.
- Fire Wardens, Fire Marshals and where applicable Senior Fire Wardens are appointed for each area based on the risk identified.
- Fire precautions checks are undertaken as a maximum every six weeks using the University approved form and any issues identified are dealt with.
- All fire incidents and fire alarm activations are responded to, reported on the [University's online system](#) and investigated.
- When the fire alarm is activated all occupants evacuate the building or follow a specific approved emergency plan (e.g. swimming pool or Personal Emergency Evacuation Plans) until informed it is safe to return.
- Individual 'Personal Emergency Evacuation Plans' (PEEPs) are completed using the University's approved form for staff and students who have notified the school/ service of a disability (long or short term).
- A generic evacuation strategy for visiting people with disabilities is in place for each school/ service, and staff and students are aware of it.
- All staff and students are provided with a fire safety induction.
- All staff complete any training identified in the Fire safety training matrix and this is recorded.
- Fire Warden training is carried out and recorded centrally on SAP. Where Fire Marshal training is carried out this is recorded locally on SAP.
- Fire drills for each building are conducted on an annual basis and recorded on the Operational fire risk assessment form.

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- University Fire Safety Managers are consulted on and approve all design projects/ refurbishments/ alterations to buildings including any temporary changes to emergency exits throughout the project plan.
- Structural fire safety measures, electrical fire safety systems and firefighting equipment are maintained and always available for use.
- No items included in the list of prohibited articles (fire safety) are used on campus.
- Records are kept for all the points above.

## Legislation

- Health and Safety at Work etc Act 1974;
- Reform (Fire Safety) Order 2005
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Building Regulations 2006
- Health and Safety at Work etc, Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended).
- British Standard 9999/2008

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