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Health and Safety

Fire Safety

Management Arrangements

SAF-MAN-9.2

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Introduction

These management arrangements are to accompany the fire safety policy, produced by the University Health and Safety Department (SAF-POL-FIR). For the most recent fire policy, this can be found on the Health and Safety Department website [here](#).

The policy has been written by the Fire Safety Advisor, and approved by the university health and safety committee. University policies establish standards and expectations for health and safety across the organisation and set the minimum standards expected.

Each unit, which may be a faculty, school, department or institute, will be referred to as business unit in this policy and should ensure its arrangements for reactive monitoring comply with this university policy. Where there is a discrepancy, the university policy takes precedence.

These management arrangements are in place to assist the university business units to comply with the requirements of the policy. Compliance with these arrangements therefore demonstrates that the business unit meets the requirements of the fire safety policy.

Any queries on the policy or the arrangements should be directed to the Fire Safety Advisor and Health and Safety Department.

Background

The policy had been written to ensure the University compliance with the legal requirements placed upon it by the laws and regulations enacted by the Government. The arrangements details how these legal requirements can be met and also compliance with industry best practise.

The University operates a Health and Safety Management system that is based upon the four stages: Plan, Do, Check, and Act, as endorsed by the Health and Safety Executive (HSE) in their publication, HSG65 (Health and Safety Executive 2013). Fire safety is a consideration of the Health and Safety at Work Act 1974, and therefore the HSG 65 document is applicable. However it should be noted that enforcement is undertaken by the Fire and Rescue Service, rather than the HSE, and that the primary method of fire safety enforcement is taken under the Regulatory Reform (Fire Safety) Order 2005, rather than the Health and Safety at Work Act.

It is proposed to follow this “Plan, Do, Check, Act” model for the improvement and maintenance of fire safety across the university.

Roles and Responsibilities

There are a number of roles that are defined within the Regulatory Reform (Fire Safety) Order. These are set out in Table 1.

Table 1: Defined roles within the Regulatory Reform (Fire Safety) Order

Role	Definition	University nominated appointment
Responsible Person	The Responsible Person is defined within the Regulatory Reform (Fire Safety) Order as the employer.	Council is formally the employers. However, in line with the University Policy, the Vice Chancellor has overall responsibility.
Competent Person	The Responsible Person can appoint one or more competent persons to assist in the undertaking of the preventative and protective measures.	The Director of Health and Safety has appointed the Fire Safety Advisor as competent person. The Director has authority to appoint other competent person(s) as they require.
Relevant Persons	A relevant person is any person who is lawfully or unlawfully on the premises and any person that is in the immediate vicinity of the premises who is at risk of fire on the premises.	This include all employees of the University, students, members of the public, contractors and all other occupants on the University estate.
Enforcing Authority	The enforcing authority for the University.	Nottingham Fire and Rescue Service for the vast majority of the Estate, but as the University has a presence outside of Nottinghamshire, other Fire and Rescue Services will be the enforcing authority in these areas.

University Council

- Receive annual assurance reports from the Health and Safety Department in association with the Director of Estates and Facilities on fire safety.

Responsible Person (Vice Chancellor)

- The Vice Chancellor has ultimate responsibility for health and safety and is accountable to University Council on implementation of health and safety policy.

The University Health and Safety Committee

- Be the formal oversight and compliance committee for the University and will provide assurance to University Council
- Promote good practice among University staff and students in relation to the management of fire safety
- Consider and advise on University fire safety and fire safety management policy and arrangements
- Be notified of any significant accident, incident or enforcement action
- Receive annual report of audits and assurance monitoring

University Executive Board (UEB)

- Ensure that they are provided with information on the significant risks from fire safety issues facing the institution
- Consider the risk implications of strategic decisions such as large projects
- Seek assurances that emergency plans are in place in case of fire
- Seek assurances that all mandatory requirements for fire safety management are met
- Seek assurances that all health and safety arrangements for fire safety management are adequately resourced
- Seek assurance that risk control measures to ensure safety from fire safety are in place and are being acted upon
- Seek assurances that those with fire safety management responsibilities are adequately trained and competent
- Seek assurance that there is a process for auditing health and safety performance for the management of fire safety
- Seek assurance that competent health and safety advice is available to assist in managing and assessing risks from fire
- Be notified of any significant accident, incident or enforcement action

Director of Health and Safety

- Appoint a competent fire safety advisor
- Provide and keep updated, policies, arrangements and guidance to ensure any statutory requirements for fire safety management are met
- Ensure appropriate oversight for compliance with fire regulations and provide reports to University Health and Safety Committee and UEB
- Have an oversight on fire related safety training and ensure adequacy through routine review
- Have an oversight of reported incidents concerning fire and make recommendations where necessary
- Lead on and co-ordinate visits by external agencies
- Receive annual assurance reports from the Director of Estates and Facilities on fire safety
- Monitor Business Units and contractors are adhering to the University Policy by carrying out audits (see University Health and Safety Monitoring Policy)

Fire Safety Advisor (Competent Person)

- Implement systems to ensure the management of fire meets the requirements as set out in University policy and associated arrangements
- Provide competent, practical and pragmatic safety advice and support the University on a range of hazards.

- Develop and maintain all required Fire Risk Assessments
- Make the findings of the fire risk assessments available to Duty Holders and to Estates
- Will liaise with the Director of Estates & Facilities on new builds and refurbishments of University projects to ensure that fire safety is being considered at discussed at an early stage of the project and to ensure that the buildings comply with Part B of the Building Regulations.
- Will coordinate the fire drill program for the Responsible Person to comply with
- Monitor fire drills to ensure that these are being undertaken and results being sent back, so reports can be made to the UEB.
- Complete and keep up to date, procedures for fire safety across the campus
- Work with and assist Duty Holders and Line Managers with personal emergency evacuation plans (PEEPs)
- Complete and keep up to date GEEP's for University buildings
- Keep a record of fire incidents on the University grounds for reporting to the UEB.
- Analyse fire incidents within the University to see if there are learning points and identify improvements areas
- Keep a central record of fire drills to indicate areas of non-compliance.
- Liaise and maintain a relationship with the local Fire and Rescue Service
- Accompany the local Fire and Rescue Service during fire safety audits under the Regulatory Reform (Fire Safety) Order 2005.
- Keep up to date with fire safety developments and where needed, update University policy and procedure to reflect changes to the Regulatory landscape.
- Develop and deliver fire safety training to University employees and students

Duty Holder of Building

- Comply with all policy's, arrangements and guidance both at a University
- Ensure the dissemination of the Uni's arrangements for the management of fire safety to relevant people in the Business Unit.
- Ensure staff and students are identified and ensure delivery of appropriate training
- Ensure Fire Drills take place in line with University schedules and the outcomes are reported to the Health and Safety Department and the Fire Safety Advisor.
- Communicate any changes to buildings or processes under their control that will have a fire safety implication to the University Fire Safety Advisor and Officer to ensure that risk assessments are updated.
- Ensure PEEPS are in place and communicated
- Inform and work with the Fire Safety Advisor to ensure that all activities within the building are accounted for and are able to be incorporated in to the fire risk assessment

The duty holder can be a group of people with the responsibilities spread across the group. For example, where a faculty have a health and safety lead and building managers, the duty holder would be the health and safety lead, but the building managers may undertake some of the work allocated to the duty holder. The idea is to have a singular point of contact per building for fire safety issues.

Where a building has multiple occupants and no clearly defined building manager, then the Compliance team within Estates will work with the Health and Safety Department to ensure that the requirements of the duty holder are undertaken.

Director of Estates and Facilities

- Ensure that the building safety infrastructure is maintained and tested as required – this includes but not limited to, fire alarms, signage and emergency lighting.
- Facilitate or undertake repairs to fire safety systems in a timely manner
- Ensure that new builds and refurbishment of existing buildings comply with this policy and the fire safety arrangements.
- Notify the Health and Safety Department and Fire Safety Advisor of any works in regards to fire safety.
- Ensure that contractors abide with the Universities permit to work systems and follow the hot works procedure.
- Keep up to date records (and make available to the Health and Safety Department) on maintenance and testing records
- Ensure that all regulation of the Building Regulations is complied with and all information from the practical completion of new builds and refurbishments are recorded
- Monitor the testing of infrastructure to ensure that required maintenance is being completed.

Head of Security Services

- Contact the Fire and Rescue Service when required under this policy and arrangements (when a fire occurs)
- Allow the Fire and Rescue Service access to the site
- Ensure attendance of fire alarm activation on campus and try and identify whether an alarm is a nuisance alarm or is the result of a fire event.
- Inform the Health and Safety Department of incidents and near-misses
- Assist in any fire investigations post incident

Business Units

Duty Holders

- Business units are responsible for appointing a duty holder for each building it occupies. Where in a shared building, they must liaise with the Health and Safety Department and Estates to have a duty holder.

Health and Safety Committees

- Business units should have a health and safety committee in line with the Local (business unit) Safety Committees policy, available from the Health and Safety Department.

Line managers

- Comply with all policies, arrangements and guidance both at a University and local level
- Take appropriate action in the event of an emergency as per University emergency procedure
- Ensure that staff they are responsible for receive relevant fire safety training and that this is recorded on HR records
- Ensure PEEPS are in place and communicated
- Report any shortcoming or defect in the current measures (fire drills, PEEPS)

All Staff and Students

- Report and incidents, near-misses or concerns, as appropriate
- Undertake any training that has been identified
- Comply with the fire safety policy and associated arrangements
- Take all reasonable steps to avoid false alarms
- Take all reasonable care of themselves and others during their work

Estates / Project Staff (Responsible for appointing or managing works)

- Ensure that all new construction and project work meets the requirements of this policy
- To ensure that standards are maintained for fire safety in relation to project work
- To ensure that all fire compartmentation is maintained

CDM Principal Designer

- Assess and provide fire safety information at Pre-Construction Stage

Contractors

- Contractors are required to comply with all guidance within the Contractors policy.
- Contractors should follow all risk assessments and method statements provided to the Estates team prior to works commencing.

Visitors

- Should take all reasonable steps to avoid false alarms
- Should take all reasonable care of themselves and others during their visit
- Should comply with fire safety signage

Evacuation Coordinators

- Evacuation coordinators are to collect the fire safety tokens during a fire evacuation of a building.
- Evacuation coordinators should ensure that they are visible during the evacuation

- There should be more than one evacuation coordinator, so that if there are absences, one will always be present during office hours.
- Once informed by Security or the Fire and Rescue Service, evacuation coordinators should allow the occupants to reenter the building.

Competence

Section 21 of the Regulatory Reform (Fire Safety) Order 2005 requires that staff are provided with basic fire safety training at the following points:

- At the time that they are first employed; and
- They are exposed to new or increased risks.

It goes on to state that this training should:

- Be repeated periodically
- Include suitable and sufficient instruction and training
- Adapted to take in to account new or increased risks
- By provided in a manner suitable to the risk identified within the fire risk assessment; and
- Take place during working hours.

Training

Therefore, to meet Section 21 of the order, the university will undertake fire safety training to all staff and students.

This training outcome and date will be recorded, so that the records can be made available to the Fire and Rescue Service to demonstrate compliance with Section 21.

The records will need to be accessible by the Health and Safety Department and the Fire Safety Advisor and Fire Safety Officer, so that the results can be given to the Fire and Rescue Service during these inspections.

The training data will be stored, so that the results can be dashboarded and provided to the Health and Safety Committee, showing how many people have been trained and what the state of training is (untrained, current or overdue).

Induction Training

Induction training will need to be undertaken by all staff and students within three months of starting at the university.

Data will checked monthly, and any non compliances will be raised with the business units to address. This will also be reported to the Fire Safety Group.

The induction training is to be undertaken every three years, as the content of the course will be updated regularly.

Staff and PGR's

Business units are required to undertake a fire safety induction for new staff during the new starters first day. This should cover the following:

- The fire alarm procedure
- Where the fire exits are within the work area

- Where the fire assembly point is
- The risk assessments for the work being undertaken; and
- Whether or not the new starter requires a PEEP

This induction training will be required to be recorded by the business unit and made accessible to the Health and Safety Department during audit and assessment inspections.

Staff and post graduate researchers will be required to sit the induction training every three years as a refresher.

Students

Students will be required to sit a fire safety induction at the start of their studies. This will be the same course as the staff, so that the students are aware of the fire safety procedures within the buildings they will be studying in.

Separate fire safety inductions will be needed for students that are staying within a university halls of residence, where the fire safety evacuation procedures differ to that of the rest of the buildings on campus.

Records of both need to be accessible to the Health and Safety Department, so that these can be shown to the Fire and Rescue Service during fire safety inspections.

Training Matrix

The following training matrix sets out the training that staff and students at the University of Nottingham will be required to undertake. To comply with legalisation and ensure that all staff and students know what to do in event of a fire, all will sit a basic induction.

However, further job roles have been identified that would benefit from additional fire safety training to assist them with their roles and to provide a basis of why specific fire safety arrangements are in place.

This is set out within the following training matrix. Further job roles and training courses may be added in the future, subject to changes in legalisation and guidance.

Table 2: Fire safety training matrix

Job Role	Induction Training	Fire Panel Training	Inspection Training	Incident Training	Audit Training	Additional training in the Fire Safety Order	Evacuation Coordinator Training
Staff	X						
Students (Undergrad and Postgrad)	X						
Hall Staff	X	X	X	X	X		
Porters and Building Attendants	X	X	X	X			
Security	X	X		X			X
Faculty Ops Directors	X				X	X	
Health and Safety Coordinators	X		X		X	X	
Senior Leaders	X					X	
Evacuation Coordinator	X						X

Role Specific Training

The training matrix set out in Table 2 shows the specific job roles that are considered to benefit from additional training, the basic content which can be summarised below.

Fire Induction Training

The fire safety induction training that all University staff and students are required to undertake will cover the following:

- Introduction to the fire safety roles at the University of Nottingham and who to contact
- Safety brief on the rules and legalisation
- Location of the fire safety policy
- Introduction on how fires occur
- Methods of prevention
- Evacuation strategy for the University
- Introduction to PEEP's
- Extinguisher type and basic use

Training should be refreshed every three years.

Fire Panel Training

This training provides additional training to the identified roles in the following areas:

- How to interpret data on the fire alarm panel
- How to reset the panel
- How to complete the fire logbook and electronic report mechanisms
- Who to contact if the fire panel is indicating fault
- What action to take if the fire panel is indicating fault; and
- Other items specific to the fire alarm systems

This training should be refreshed every three years, or if the systems within the buildings change.

Inspection Training

To ensure that fire safety measures in place across the campus are in place and working, these safety measures have to be inspected to ensure that they are in good condition. Whilst the university encourages people to report faults when seen and has external contractors attend site to undertake works, the first line of defence in ensuring that the fire measures are safe are for regular inspections.

This training module will provide information on the following items:

- Understand why the inspections are taking place
- How to inspect a fire door
- What to look for when inspecting a fire extinguisher
- What to look for from a fire safety perspective
- Completion of monthly fire safety inspection house keeping forms.
- Who to report issues to and escalation procedures
- Who to contact if there are any concerns or they are unsure

It should be made clear that these inspections do not mean those undertaking them have completed a fire risk assessment - these are purely inspections, which will be audited under the Health and Safety Department auditing process and incorporated in to the fire risk assessments undertaken by the Health and Safety Department.

This training should be refreshed every three years, or where additional legislation/updates have been announced.

Incident Training

In the event of a fire, certain members of the university are more likely to be present within the building or to attend the incident.

This training focuses on the following:

- Confirmation of what to do in event of a fire
- Completing of the post incident fire report
- Who to contact following a fire
- What the control mechanisms are for incidents
- Locking down a site after a fire; and
- Post fire investigation and reporting

This training should be refreshed every three years.

Audit Training

Audits of the fire safety measures are to be undertaken using BS 9997 (British Standards Institution 2019) and are to be undertaken in accordance with the recommendations of this British Standard.

To provide those that may have the closest contact with the auditors and to help provide them with the background and information that they will be required to share, training will be provided.

This will cover:

- What the auditing process is
- What the auditors will expect to see
- Why the auditors need to see the information; and
- What the outcomes of the audit will show

This training should be refreshed every three years, or following any changes to the auditing requirements.

Additional Regulatory Reform (Fire Safety) Order Training

To allow senior members of the university to understand fire safety and the requirements of the legalisation, a short training module outlining the following will be provided:

- Who is responsible for fire safety across the university
- What are the legal repercussions of failure to comply
- Where the hazards are located within the business
- What the potential risks are within the organisation
- What are the risks to the organisation; and
- What this means for those undertaking the course

This course should be refreshed every three years. New appointments should sit on the next available course date.

Evacuation Coordinator

Evacuation coordinators will receive additional training on what to do in event of a fire alarm, so that they can carry out the role safely. This will include:

- What the role entails
- How to carry it out; and
- What is expected of the evacuation coordinator

This should be refreshed every three years. New appointments to the role should sit on the next available course.

Extinguisher Training

The university policy is to “Get Out, Stay Out” in event of a fire, which is recommended evacuation procedure from the UK Fire and Rescue Services.

To assist in escape, should it be required, the university provides fire extinguishers across the estate.

Basic training in the use of these is provided as part of the basic induction training, so that in event of an emergency, an occupant can safely operate the correct extinguisher to help them escape.

Where required for insurance purposes or by specific risk assessments, practical training in fire extinguishers may be undertaken. These requirements should be discussed with the Health and Safety Department. A course can then be arranged with an external provider.

Fire extinguishers are a last resort and should only be used if required.

Drills

The university is required to undertake fire evacuation drills under Section 15 and 21 of the Regulatory Reform (Fire Safety) Order 2005.

The drills are there to demonstrate that occupants can safely evacuate a building, as well help to identify any issues.

The drills can help the university:

- Identify any weaknesses in the evacuation strategy
- Test the procedure following any recent alteration or changes to working practices
- Familiarise new members of staff with procedures; and
- Test the arrangements for disabled people.

A record of drills is expected by the Fire and Rescue Service during a fire safety inspection under the Regulatory Reform (Fire Safety) Order and therefore, all drills should be recorded locally within the fire logbook, and via the Health and Safety Department.

There are two types of fire drill, as shown in Table 3.

Table 3: Fire alarm drills

Drill	Information
Announced	Where the occupants on the building are made aware of the time and date of the fire drill before it occurs. An announced fire drill can be useful for refreshing occupants on the fire safety procedures with less pressure.
Unannounced	Where the building occupants are not aware of the drill before it occurs. This is typical of an actual fire alarm activation, and therefore is more likely to show how building occupants will behave in a fire.

The university policy is that two fire drills should occur for each building within the estate. One of these is to be undertaken by the business unit and may be an announced fire drill. The second, will be organised by the Health and Safety Department and should be undertaken as an unannounced fire drill.

The Health and Safety Department will provide a date and time to Estates and Security at the start of each year for each unannounced drill to take place. These will be organised for dates outside of the exam timetables that are provided on the University website to prevent disruption of exams.

Where a building has a large number of unwanted alarm signals and undertakes regular activations, this can be considered as meeting the business units organised drill. However, this has to be approved by the Fire Safety Advisor each year, and is on the basis that the Health and Safety Department will work with the business unit to reduce the number of unwanted fire signals. The unannounced fire drill organised by the Health and Safety Department will still occur.

The Health and Safety Department will witness at least 24 fire drills a year, which is approximately 10% of the buildings on the UK campuses. This will equate to 5% of fire drills across the UK campuses.

When organising, the business units should complete the fire drill summary form, and return to the Health and Safety Department. This will confirm that the fire drill did occur and allows any issues to be highlighted. Where the Health and Safety Department attend to witness the drill, the Health and Safety Department will complete their own form.

When the fire alarm activates, the occupants should follow the evacuation procedure of the building and occupants should move directly and quickly to the nearest available exit.¹ This may not be the door that they entered the building by. During drills, the Health and Safety Department may simulate a fire by blocking an exit and observing the evacuation.

While the university has safety measures in place that should contain spreading smoke, these systems cannot be relied on and therefore it is expected that occupants leave the building within a reasonable time frame.

There is no defined time frame within guidance on how quickly a building should evacuate, so it is left to the risk assessor to determine how long this should take. In the case of the buildings at University of Nottingham, It is considered that a reasonable time for evacuation of most buildings on campus is five minutes². Specific buildings may have a long evacuation time due to the size or use of the building, which will be made clear to the business unit by the Health and Safety Department.

¹ Occupants may not need to leave the building, depending on the evacuation strategy of the building.

² This value is based on work by (Proulx 1995) and (Charters et al. 2003) which show an average pre-movement time of 2-3 minutes, and then the work of (Jeon et al. 2011) and (Fridolf et al. 2013) which gives a walking speed of 0.2 to 0.5m/s where occupants are effected by smoke. Taking this in to account, with the maximum distance to an exit of 45m within the majority of the buildings, this equates to approximately 5 minutes.

Table 4: Fire alarm escape times

Evacuation Time (minutes)	Result
Less than 5	Excellent
5 to 7	Reasonable
7 to 10	Cause for concern
10+	Unreasonable

Where drills show an unreasonable time for escape, then further investigation will be undertaken by the Health and Safety Department and further drills may be run.

Events

One off and regular events can pose additional fire safety risks to the organisation depending on what is taking place and who is visiting the university. There may be a requirement to provide additional fire safety measures for the event.

The organiser should provide a fire risk assessment for the event, using a template provided by the Health and Safety Department. This will cover items such as occupant capacity, increased risk factors (such as alcohol, pyrotechnics or other items that may effect the fire safety of the event), fire evacuation and fire service access.

A data flow diagram will be provided by the Health and Safety Department as to when additional fire safety measures are required and what these might be.

In some instances, involvement by the Health and Safety Department and Fire Safety Advisor will be required.

Fire Risk Assessments

Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are to be completed at regular intervals, and should be updated when there are significant changes within a building that may effect the building occupants, such as (but not limited to):

- Alterations are made to the structure of the building, which may include
 - Changes in access arrangements
 - Changes in pedestrian routes
 - Changes in access control
- An increase in building occupancy capacity
- A change in the alarm system
- Young persons are employed
- Hazardous substance storage is introduced or changed
- Changes to equipment, machinery or larger furniture and fixtures occur
- A fire-related incident or accident occurs

Business units should make the Health and Safety Department aware of any works that are undertaken that may mean that the fire risk assessment needs to be updated. If there is any confusion or queries on if a change would require a fire risk assessment update, these should be directed to FireSafety@nottingham.ac.uk, where the Health and Safety Department can respond.

Fire risk assessments are to be carried out according to the schedule set out below. These will be undertaken by the Health and Safety Department.

Methodology and Type

There a number of different types of fire risk assessment as set out by various guidance documents.

Based on the guidance produced by the Chartered Institute of Environmental Health (Chartered Institute of Environmental Health and Chief Fire Officers Association 2008) and the National Fire Chiefs Council (National Fire Chiefs Council 2017), there are four types of fire risk assessment. Whilst this is primarily written for residential accommodation, it is common practise within the fire sector for the assessment types to describe the inspection undertaken on non-residential accommodation.

Table 5: Risk assessment types

Type	Description	Destructive?	Assessment Scope	Notes
1	Common Parts Only	No	The assessment looks at common areas of the building, such as means of escape, stairs etc. However, accommodation rooms are not inspected. Construction is visually inspected, but no opening up of the building fabric is undertaken. Where reasonably accessible, voids, roof spaces and risers are inspected. False ceilings may also be lifted.	Minimum required to comply with the Fire Safety Order. NFCC state that this is normally sufficient for most assessments (of housing).
2	Common Parts Only	Yes	Same as a Type 1 assessment, however, a degree of destructive testing and opening up is undertaken. This may involve checking the integrity of the compartmentation and other structural items that may be hidden behind panels, walls and other construction.	Can involve additional cost and expense, as well as increased timescales and disruption.
3	Common parts and accommodation	No	The Type 3 assessment matches a Type 1 assessment, but goes beyond the scope of the Fire Safety Order and inspects areas that fall outside the scope (but fall within the scope of the Housing Act 2004). This means that flats and rooms are inspected. It is usually undertaken when there is reason to suspect serious risk to residents in the event of a fire in their own accommodation.	Due to how the halls of residence are occupied and rented, it is considered that a Type 1 assessment would cover the bedrooms. However, the Health and Safety Department will undertake a Type 3.
4	Common parts and accommodation	Yes	The Type 4 assessment covers the same scope as a Type 3, but includes destructive inspections both within the common areas and the residents accommodation.	

The university will undertake the following risk assessment types on the following buildings:

Table 6: Assessment types to conduct

Risk Assessment Type	Areas
1	All academic buildings and buildings without sleeping accommodation
3	All residential buildings, buildings with sleeping accommodation

Where there are concerns about the structure of the building, or the fire compartmentation, the Type 1 or 3 assessment will make a recommendation for a compartment survey or for a Type 2 or 4

assessment to be undertaken. The Health and Safety Department will then work with the Estates department and external contractors to undertake these assessments.

The assessments will follow the methodology within PAS 79 - Fire Risk Assessment – Part 1: Premises Other Than Housing - Code of practice (British Standards Institution 2020a) and Part 2: Housing – Code of Practice (British Standards Institution 2020b).

Template

The university has developed its own fire risk assessment template, based on the assessment templates provided in PAS 79.

This follows the same question set, but has added additional questions where necessary to focus on specific risks, as well as streamlining some of the questions where it was felt that repeated questions were being asked.

In addition, there are some items that address property protection, which is not a consideration of a PAS 79 fire risk assessment or needed to comply with the Regulatory Reform (Fire Safety) Order. These questions have been added to help assist the University with future planning, business continuity, and insurance renewals and claims.

Ratings

The outcome of the fire risk assessments is that each building will be allocated a risk rating. This risk rating follows a 3 x 3 matrix, as set out within PAS 79. However, the names of each rating has been changed from PAS 79 to reflect risk ratings already used across the institute.

The outcomes of the fire risk assessment will be one of the following outcomes, based on the severity of a fire if it occurred and the likelihood of a fire.

Table 7: FRA outcomes

↓Severity / Likelihood ↳	Low	Medium	High
Low	Very Low Risk	Low Risk	Medium Risk
Medium	Low Risk	Medium Risk	High Risk
High	Medium Risk	High Risk	Intolerable

The risk level can be summarised as follows Table 8.

Table 8: FRA risk levels

Risk Level	Action and Timescale
Very Low	No action is required. However, any actions raised still need to be closed out.
Low	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Medium	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
High	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Considerable resources are likely to be required to reduce the risk. Building (or relevant area) should not be occupied until the risk is reduced.

If a building is found to be intolerable, then the assessor will immediately make the Director of Health and Safety aware of the issues and this will then be raised with the buildings occupying business unit, the chair of the Health and Safety Committee, the Director of Estates and Facilities, the university insurance manager and other parties that may be required.

Schedule and review

The schedule of fire risk assessments is to be determined by the risk at the last fire risk assessment but there are also buildings that are considered to be of greater concern to the wider university and community, such as halls of residence and other specific buildings.

Therefore, the fire risk assessment schedule is to be defined by a priority system. This can be seen within Table 9.

Table 9: Inspection times for buildings

Priority	Inspection Time (months)	Buildings
Urgent	6	All Intolerable buildings New builds (after handover)
High	12	Halls of residence Listed buildings Buildings with sleeping accommodation Defined buildings High risk buildings
Medium	24	Medium risk buildings
Low	36	Low and Very low risk buildings

Based on the above, the following buildings are considered to be fixed high priority buildings and will be assessed every 12 months, without consideration of the outcome of the previous fire risk assessment. Further buildings may be added to the list in the future, depending on changes to the building. Defined buildings have been included, not necessarily due to fire safety risks, but due to the reputational, business continuity or cost issues that may arise if an incident were to occur within these premises.

Table 10: High priority buildings

Hall	Listed Buildings	Sleeping Accommodation Present	Defined Buildings
Ancaster	Cripps Hall	Coates Building	David Ross Sports Village
Beeston	East and West Lodge	Eviton House	KMC
Cavendish	Highfield House	Lenton Hurst	Portland Building
Cripps	Hugh Stewart House	St Michaels Flats	
Dagfa	Lenton Fields (Play Centre)	Xu Yafen	
Derby	Lenton Grove		
Florence Boot	Lenton House Lodge		
Hugh Stewart	Trent Building		
Lenton and Wortley			
Lincoln			
Melton			
Newark			
Nightingale			
Rutland			
Sherwood			
Southwell			
Varsity			
Willoughby			

An update to the fire risk assessment may take place outside of the scheduled review if there are changes to the building. These are defined as (but not limited to):

- Alterations are made to the structure of the building, which may include
 - Changes in access arrangements
 - Changes in pedestrian routes
 - Changes in access control
- An increase in building occupancy capacity
- A change in the alarm system
- Young persons are employed
- Hazardous substance storage is introduced or changed
- Changes to equipment, machinery or larger furniture and fixtures occur
- A fire-related incident or accident occurs

Business units and if needed, Estates, should inform the Health and Safety Department of changes that would require the fire risk assessment to be updated.

When a new build is due to hand over, there should be a fire risk assessment completed, ready for the hand over date. This is a legal requirement, under the Regulatory Reform (Fire Safety) Order.

This will detail just the building itself, as the business unit is unlikely to be in place on handover day, and therefore the assessment won't take in to account the management processes of the business unit moving in. Therefore, a second fire risk assessment will be undertaken within 6 months of the handover date, when the business unit has moved in and therefore a full fire risk assessment can be undertaken, taking in to account the use and management of the building. This should then also highlight any snagging issues for the contractor to address.

Actions

The fire risk assessment will raise a number of actions. These actions will be directed at who is considered to be the relevant person for that action - for example, a building infrastructure item will be directed towards the Estates and Facilities staff, whilst concerns with the management of the building is likely to be up to the business unit to address.

Actions are to be provided with two specific pieces of data

Table 11: FRA Actions

Data	Description
Risk	The risk to the building occupants if the action is left unresolved.
Timescale	The suggested timescale for the repairs to be undertaken.

Risk will follow the same risk levels as the main assessment (i.e. High, Medium and Low). Some examples are provided in Table 12 , but are no means an exhaustive list. However, other factors may effect the risk level provided to an action, such as:

- Location of hazard - Is the hazard on an escape route? Does it effect escape in any way?
- Number of the same action present - Repeated incidents within the same building may mean the risk level is higher. If a single fire door is propped open, the increase in risk is perhaps relatively low. However, if all fire doors within the building are open, then there is a larger risk to occupants.
- Severity of the hazard - Is it non-combustible furniture within an escape route, or flammable chemicals?
- Building use and occupancy - A hazard may be a higher risk within a building containing sleeping accommodation, in comparison to a building with only lecture theatres, as occupants may be asleep and need to wake up, before making an escape.

Table 12: FRA action risk levels

Risk Level	Description	Examples
Low	The highlighted action needs to be undertaken as it does not comply with the current guidance or legalisation. However the highlighted action is unlikely to significantly increase the risk of injury to building occupants.	Failure to keep and maintain up to date records
Medium	The highlighted action will increase the likelihood or extent of injury to building occupants and therefore needs to be addressed.	Items left within escape routes Fire doors being propped open
High	Failure to rectify the highlighted action could result in injury or death of the building occupants.	Locked or blocked fire exits Alarm disablement or errors

Therefore, whilst examples are provided with a suggested rating, it will be up to the risk assessor during the inspection to assess whether the risk fits within the example rating given, or if this needs to be changed.

The timeframe for completion of actions will be as set out in Table 13.

Table 13: FRA action timeframe for completion

Timeframe for Action	Description	Timeframe	Example
Immediate	It is expected the the action is addressed as soon as possible.It is not expected that there is any planning required for the action to be completed.	ASAP	Removing a prop from a fire door
Short	The action may need a line manager to sign off the expenses to complete.Items may need to be ordered and have a delivery time frame to consider.	Within 1 month	Replacing a sign
Medium	The action may need additional resources or funding to be undertaken, which will need to be signed off.Additional factors, such as contractor availability and lead time may need to be taken in to account.	Within 3 months	Replacement fire door ordered and installed
Long	The action requires significant work and may require a project manager to oversee the works.The action may require expenses that need to be signed off at director level.External contractors are likely to be required and will need to be on site for a period of time.	Within 12 months	Compartment survey and remedial works

As per the guidance above for action risk level, the assessor may make the decision during the inspection that the risk level present within the building means that the timeframe for an action should be reduced.

Communication

Under Section 19 of the Regulatory Reform (Fire Safety) Order, the Responsible Person myself provide employees with comprehensible and relevant information on:

- The risks to them identified within the fire risk assessment
- The preventative and protective measures
- The procedures and measures required for dangerous areas
- The identities of the persons nominated as the competent persons for the university and for tasks within dangerous areas
- The risks notified to them in regards to co-operation and coordination.

As such, the findings of the fire risk assessments are required to be shared with employees where the risk assessments identify cause for concerns.

Fire risk assessments are to be issued to business units on completion. These are then expected to be shared at the business unit Health and Safety Committee meetings, so that the committee are aware of the actions outstanding.

Fire safety training will include training on the preventative and protective measures in place for the majority of the university staff.

Should an employee of the University wish to access the fire risk assessment for their place of work, then the initial contact should be to the business unit Health and Safety Coordinator. If required, queries should be escalated to the Health and Safety Department.

Cooperation

To allow the assessors to undertake the duties placed upon them, the assessors will need to visit business units and buildings to undertake this work. The Health and Safety Department will look to contact business units with at least two weeks notice to arrange access for the fire risk assessment. Where access may be restricted due to the work being conducted within the building, then a suitable date and time will be arranged - it should be noted that this may exceed the time frame for completing the assessment if access is severely restricted.

Assessors will need to access all areas of the building and therefore may need to arrange access to plant rooms via Estates and Facilities.

If business units are happy that the assessor can safely visit the building without an escort, then the assessor can conduct the assessment without an escort. However, many buildings may contain restricted areas or areas that may require the assessor to be escorted and therefore it is expected the business unit provide an escort for the assessor. Where PPE is required to be worn, this should be notified to the assessor prior to arrival if they are to bring their own, otherwise PPE is expected to be provided. The assessors will follow all safety advice provided by the escort during the visit.

As a Type 1 and Type 3 assessment is the minimum fire risk assessment type that will be carried out, it is not expected that the occupants of buildings will face too much disruption. However, the

assessor may need to momentarily disturb occupants to access specific areas or to view equipment. If it is safe to do, it is expected that the assessor can undertake this work.

The risk assessment is a snapshot of the activities seen on the day of the inspection. Therefore, if not all areas of the building are accessible, then the assessor will make a note on the assessment and may look to rearrange a second visit. Any issues identified on the second visit will also be added to the assessment. Where access is continually not possible, then the issue will be escalated to business unit heads and the Director of Health and Safety.

Article 22 places a duty on the responsible person, that where two or more responsible persons share a premises, then each person must:

- Co-operate with the other responsible person as far as is necessary to ensure that each can comply with the requirements of the Order
- Take all reasonable steps to co-ordinate the measures to comply with the Order with the other responsible person(s) are taking to comply with the Order; and
- Take all reasonable steps to inform the other responsible person concerned of the risks to relevant persons, arising from business activities.

The generally accepted principle for this is that the Responsible Persons for each share the fire risk assessments with each other. Therefore, where the University shares or operates a building with a third party in, it is expected that fire risk assessments are shared between the two (or more) parties.

Incident Response and Reporting

It is important that the University is able to respond to fire safety incidents and that data on the incidents are tracked. This will allow problems or hazards to be identified throughout the estate and then the assistance of the Health and Safety Department can be used to help reduce them.

Where University of Nottingham buildings are occupied by commercial tenants then the commercial tenant occupies the whole of the building the procedures for communications with the Fire and Rescue Services will be decided by the occupiers. If the building is a shared occupancy then the University of Nottingham arrangements will apply – see below.

Incident Reporting

It is important that following a fire alarm activation, be that an unwanted fire signal, or confirmed fire incident, that the incident is reported to the Health and Safety Department and also logged on site. This allows the department to track activations across the university estate and focus efforts on reducing unwanted fire signals where repeated incidents are being found.

Unwanted fire signals are deemed to be anything that has activated the fire alarm system within the building, without a fire being present. It cannot be considered to be a false alarm, as the detection system has operated for a reason - however, that reason may not be the presence of smoke or heat.

Activation of the alarm should be reported to the Health and Safety Department via the following link - <https://forms.office.com/Pages/ResponsePage.aspx?id=7qe9Z4D970GskTWEGCkKHjmwGpcP-hlqPQ18v2WtMFUQUpsWkIUS1k3UIZIWURGOVVMUDJUN1VZWC4u>. A QR code is to be provided, which will link occupants direct to the reporting form. This will be placed at each fire logbook location for a building, therefore allowing responders quick access to the reporting form.



Figure 1: Unwanted Fire Signal Reporting QR Code

Activations of the alarm should be recorded within the logbook at the fire panel, so that the Fire and Rescue Service can see that the alarm is being monitored and checked. All fire alarm testing is to be recorded within this book.

Fire Alarm and Evacuation Procedures

The university would ideally have a single method of evacuation across its estate, so that occupants can visit any building on campus and know that the evacuation procedure is the same. However, due

to the size of the campus and the nature of the activities carried out by the University, there are different strategies in place.

Campus Wide

The University primarily operates a simultaneous evacuation strategy, whereby the entire building will evacuate in event of a fire alarm activation.

When the alarm sounds, occupants are expected to evacuate to the buildings evacuation point, which is noted on the fire action notices within the building. Occupants should evacuate using the nearest fire exit.

To assist the Fire and Rescue Service understand if the building is clear of occupants if they arrive, the University operates a fire token system, which is explained in more detail below. This is to be installed in all University buildings, other than halls of residence and the Medical School, due to the different methods of evacuation in these locations.

Where possible by building design and supporting alarm and detection systems, a phased evacuation can take place, where only sections of the building evacuate. This will be noted within the buildings fire strategy and agreed with the Fire Safety Advisor.

Where supported and signed off in the building fire strategy by the Fire Safety Advisor, a building can operate an investigation period on the alarm. This is where a detector activation sends a private alert to staff prior to sounding the alarm, giving them a brief period of time to investigate the activation and see if the building needs to evacuate. This is of most use where the buildings will serve members of the public or where there are high levels of unwanted fire signals. The system will need to be installed in accordance with British Standards. For this investigation period to be put into place, the business unit will have to provide the management arrangements for the system to satisfy the Health and Safety Department that the arrangements are suitable.

Halls of Residence

As sleeping accommodation with a large number of occupants, the halls of residence operate on a simultaneous evacuation principle, whereby when the alarm activates within a block, that block evacuates.

Depending on the system and hall, it may mean that the entire hall evacuates in event of a fire alarm activation.

Where supported by the alarm system and with suitable management arrangements in place, an investigation period can be used for activations within a students bedroom. This investigation period should follow British Standard guidance and should be noted within the buildings fire strategy. An alarm within a common space should cause an immediate evacuation.

On hearing the alarm, occupants are to evacuate the building and head to the assembly point, where a staff member will take a roll call. Students are expected to sign in and out if they are not staying in the hall that evening, using the system provided by the halls management. This generates the roll call sheet for the evening.

There is no token system present within the halls.

Medical School

The Medical School follows a progressive horizontal evacuation (PHE) evacuation strategy to match the attached Queens Medical Centre.

In this building, there are two different alarms, one to alert occupants that they may need to move shortly, and another to confirm that they are required to evacuate the area and move to adjoining fire compartment. This places them in to a place of safety. If the alarm in this area changes to an evacuation tone, occupants are then expected to then move to the next compartmentation. Each floor within the building is a fire compartment and therefore occupants can evacuate down a floor to change compartments.

The fire compartments will be marked up on each floor to show where occupants should move to. The different alarm sounds are included within the building induction training that departments have in place.

There is no token system present within the building.

Fire Tokens

The fire tokens, or sweeper discs, is a method of evacuating a building and ensuring that occupants are leaving or have left the building. This ensures that occupants are not left behind during an evacuation and can inform the Fire and Rescue Service if they arrive as to whether the building is clear.

The token system is used instead of a roll call, as due to the activities the University carry out, occupants of a building may be temporarily in that building, such as a lecture or library, where signing in and out would be onerous or not possible. In addition, staff may be based in a specific building but be located in different areas of the campus for meetings, lectures, etc and therefore having fire wardens is not a suitable option either. Therefore, the token system is designed to ensure that buildings are clear of occupants.

The system should work as follows:

- Tokens are located around the buildings on campus - an example is shown in ==FIGURE==.
- These tokens break the building down in to small areas that can be quickly checked.
- The first occupant past the token is expected to pick up the token and sweep the area.
- They should then quickly sweep the area shown on the map next to the token - this sweep should be a quick check to make sure that occupants are starting to make their way out of the building and if they see any signs of a fire.
- Once they have swept the area, occupants should evacuate the building themselves.
- Once outside, sweepers should then provide the token to the evacuation coordinator and let them know if the area they swept was clear.
- If occupants are not moving from an area, the sweeper should mention the fire alarm and evacuation, but should not put themselves in harms way if occupants are not moving - they should then head outside and let the evacuation coordinator know that there are occupants within the building.
- Occupants should not put themselves at risk by sweeping the area - i.e. if they can see smoke coming from a room, they should not enter it and instead proceed directly outside to the evacuation coordinator and let them know that they have found a fire.

- If there are any concerns, then leave the building and raise the concern with the evacuation coordinator.

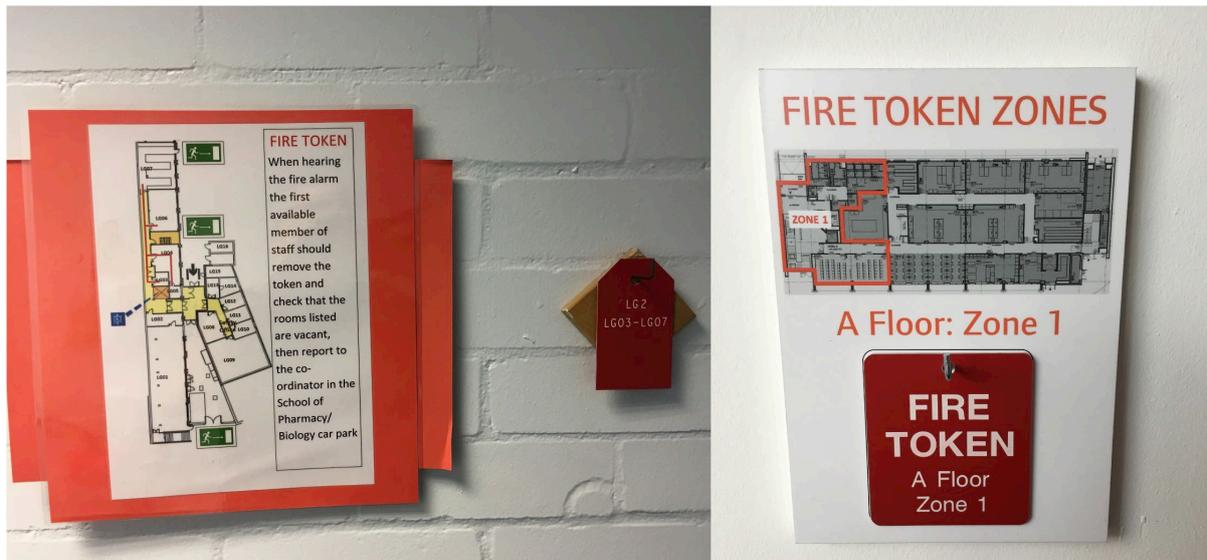


Figure 2: Example of two fire tokens across campus

Evacuation Coordinator

The evacuation coordinator is a member of staff within a building that is responsible for collecting the fire tokens that other staff members bring out with them.

Each building should have, as a minimum, one evacuation coordinator and a deputy to ensure that in event of absence, at least one person is present. The occupant should be based in that building and should be available during office hours. If needed, the role can be shared between occupants (should they work part time).

The role of the evacuation coordinator is to be visible during an evacuation and to collect the fire tokens from occupants leaving the building. A hi viz jacket will be provided, along with the token collection book or board at the main entrance to the building. This should be easily accessible on the way out of the building.

The building should be reoccupied once the evacuation coordinator allows everyone back in to the building - however, they do not have to make the decision that the building is safe to reoccupy, as that would be up to the responding Security team or if in attendance, the Fire and Rescue Service.

The evacuation coordinator should let the arriving Security team know if there are any missing tokens and what areas these cover and if anyone has raised any concerns during the escape. If the Fire and Rescue Service attend, then the evacuation coordinator can liaise directly with them.

Out of hours

When business units allow out of hours work, in line with risk assessments and University policy, then the token system is not a sufficient method of ensuring evacuation from the building.

Where this is to be a common occurrence, the business unit should put in to place a process and arrangements for accessing the building out of hours and ensuring who is present. A simple solution is a signing in and out book, so that occupants can sign in when present and then sign out when they leave. This means that the arriving Security team can take a roll call at the assembly point and

ensure that everyone is out of the building. Larger buildings with multiple entrances and exits may require a more sophisticated system, such as electronic sign in and monitoring.

There may be operational reasons where a building is not fully occupied during normal working hours, such as occupancy restrictions on the building. During these periods, an out of hours evacuation procedure would be more acceptable than the token system. Whilst no set limit for when an out of hours procedure should take precedence, the suggested “switch over point” is when there are no occupants based on every zone within the building.

Assembly Points

Each building on campus is required to have an assembly point - this is required to be displayed on a fire action notice within the building.

The university is to provide signposted assembly points around the campuses. This will allow occupants to see where they need to escape to and should prevent people assembling too close to the building or in unsuitable areas, such as roads and doorways.

Once in place, these assembly points will be displayed on the Health and Safety Department website, along with a list of what building is expected to escape to which point, allowing building occupants to use this information. Some large buildings may have more than one evacuation point, which will be noted.

Security Response

As part of the service level agreement with the University, Security are expected to attend fire alarm activations as a priority item.

On receiving a fire alarm activation, the security control room should direct security staff to the building to investigate. If the fire alarm occurs within a building with a sleeping risk, then this should be treated as an urgent response.

Security should attend a fire alarm activation with at least two staff members. This allows one staff member to stay by the panel, speak with the evacuation coordinator and the other to investigate. They should remain in radio contact throughout. The other security officer can also undertake a roll call if the fire has occurred out of hours and occupants have evacuated.

During office hours, Security should immediately speak with the evacuation coordinator to gain more information. If they cannot confirm if the fire is real, security staff should check the fire panel and investigate. Staff should remain within radio contact with the control room and let them know they are investigating. If security staff believe there is a confirmed fire, they should leave the building and call the Fire and Rescue Service. If they cannot find the cause of the activation or find that the alarm is an unwanted alarm activation, then they may reset the panel.

If the alarm goes straight to alarm after a reset, then this may be a sign that there is a fire and it hasn't been found, and the Fire and Rescue Service should be called, unless it is clear that it is a fault on the alarm system.

At no point should other staff be entering the building whilst the alarm is sounding, until security staff are clear that there is no fire. If staff need to enter the building, such as Estates and Facilities staff to reset a panel, this should only be permitted by security staff and only once it is clear there is no fire.

Out of hours, the security responders should immediately check the panel and perform the same actions as during office hours, though it is unlikely that there will be an evacuation coordinator present.

If security control is informed of a disabled occupant within a staircase, additional security staff should be directed to the incident. The newly arriving team should then assist the disabled occupant from the building, whilst the first team continues a building sweep.

Security staff should not put themselves at risk to investigate - therefore, they should obey standard warning signage and not access areas where PPE may be required, unless escorted. Training will be provided, under the Competence section of this arrangements.

If a fire is confirmed, security staff should immediately call the Fire and Rescue Service and then leave the building. Unless required to escape, security staff should not use fire extinguishers to put a fire out.

Alerting the Fire and Rescue Service

While the University fire alarm panels link back to the security control room and are tested weekly, if a building evacuates, Security should be contacted on the telephone number to let them know of the fire alarm activation. This ensures that the Security are aware of the fire alarm activation and can dispatch a security team to investigate.

However, if during an evacuation, fire or smoke is confirmed, then occupants should immediately call 999 and request the Fire and Rescue Service. Once the Fire and Rescue Service have been informed, Security should be contacted to let them know that the Fire and Rescue Service are on their way. This reduces the time for mobilisation of the Fire and Rescue Service would could lead to lives saved and damage reduction.

PEEPs

Personal emergency evacuation plans (PEEP's) are to be carried out for those staff that need them, in accordance with the PEEP's Policy, downloadable from the Health and Safety Department website.

Disabled Evacuation

Occupants that have a PEEP will follow the evacuation process detailed within the PEEP.

Evacuation points are fitted within stairs, which contain a phone that links back to security control. Occupants that need assistance evacuating should make their way to the building staircase and call Security from the provided phone. They should then remain in the staircase, as the staircase should be provided with fire safety construction which prevents fire spread in to the stair core.

The primary response for disabled egress in buildings where occupants may not have a PEEP in place (members of the public visiting, etc), Security will respond and help evacuate the occupant. All Security responders are to be trained in the use of evacuation chairs, so that they can evacuate disabled occupants from buildings. This is on the basis that they are potentially the only ones to be aware that someone is waiting within the stair core, as the disabled refuge phone links direct to the Security control room, who can inform the responding Security officers of the occupant awaiting assistance. Evacuation chairs are to be provided to all Security response vehicles, so that they are available if required.

When the Security control room receive a call on the disabled refuge phone, the staff member should keep the occupant on the line and reassure them that assistance is on its way. Occupants

may be scared and upset that they are stuck within the stair core and therefore having someone else at the end of the phone line can be a comfort.

Where a PEEP identifies that an evacuation chair is required, and there are local staff willing to be trained to assist the disabled occupant, then an evacuation chair will be provided to that building, along with training to the users. However, the primary method of disabled evacuation will be via Security.

Performance Evaluation

The performance of the Health and Safety Department will be via the University Health and Safety Committee.

Progress on fire safety measures, fire safety standards and fire safety actions is to be overseen by the fire safety group, a sub-committee of the University Health and Safety Committee. This committee will report regularly on its actions and concerns back to the main Health and Safety committee

Internal audit will carry out audits of the Health and Safety Department and its operations. On behalf of Universities UK (UUK), Internal Audit carry out audits of the fire safety (amongst other items) of the halls of residence to demonstrate that we are in compliance with the requirements of UUK.

Nottinghamshire Fire and Rescue Service and Derbyshire Fire and Rescue Service are external bodies that are the enforcing authorities for the Regulatory Reform (Fire Safety) Order. Fire safety compliance has to be demonstrated to these bodies during fire safety inspections.

The halls of residences are deemed to fall under Section 1 of the Housing Act 2004, and therefore Nottingham City Council are permitted to undertake inspection of the halls as required to ensure that fire safety is being addressed.

The Health and Safety Department will audit and inspect business units, alongside the fire risk assessments, to ensure that actions raised are being addressed.

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