



University of
Nottingham
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Health and Safety

Policy

Fire Safety

SAF-POL-FIR

Fire Safety Policy

University policies establish standards and expectations for health and safety across the organisation and set the minimum standards expected.

Each working unit, which may be a Department, Site, Institute or School and will be referred to as a Business Unit in this policy, can produce its own arrangements, in order to locally implement these standards. Any standard(s) imposed at a local level must meet all requirements set out in this policy. Where there is a discrepancy, the University policy takes precedence.

1. Regulatory background

Fire safety within University is governed by the Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the FSO). This legalisation is enforced by the local Fire and Rescue Service, in the University's case, Nottinghamshire Fire and Rescue Service for the vast majority of the estate.

This legalisation places a responsibility on a nominated Responsible Person to take general fire precautions as far as reasonably practicable as to ensure the safety of employees, visitors and contractors whilst on the Responsible Person's premises. This responsibility includes areas where the Responsible Person is not the employer but is the owner (landlord).

Fire safety is also governed by the Building Regulations 2010. This applies to all new buildings and certain refurbishment projects. All new University buildings are to comply with the Building Regulations 2010 as required by law.

Breaches in the FSO can result in action being taken by the enforcing authority. For additional details please refer to SAF-MAN-2.10 'Interaction with external agencies'.

This policy details the roles and responsibilities specific for fire safety, in addition to the general roles and responsibilities as set out under University Policy.

2. Fire Policy Statement

All members of our University community will be protected from the risks associated with fire. This includes staff, students, contractors and all other visitors.

The University will comply with all legal requirements, set out within the FSO and the Building Regulations. It will also comply with the guidance within BS 9997, which will allow the University to meet the requirements of the FSO and will ensure that the University is meeting all policies and procedures.

The University will manage all risk associated with fire safety and establish management arrangements that sets University wide standards. This policy in parallel with the associated arrangements will ensure that appropriate and proportional fire safety is achieved for all of our buildings and the safety of our community whilst enabling the operations that are core to what we do.

The University will ensure that life safety is prioritised and takes precedent. We will also ensure adequate property (buildings and equipment) protection by using appropriate fire engineering controls to minimise damage and to support business continuity.

The University will maintain buildings and equipment as to ensure that all fire safety systems (including but not limited to alarms and extinguishers) are maintained in line with legal requirements. We will ensure that we keep comprehensive records in accordance with statutory requirements.

The University will establish a map of all of our building fire compartments and will maintain those compartments through a robust permitting and approvals process, as to protect life and property.

The University will maintain a fire risk assessment for all relevant buildings and ensure these are comprehensive and reviewed and updated on a regular basis as a minimum. No building will have a fire risk assessment which is older than three years old. All sleeping accommodation will have a fire review and revised risk assessment on an annual basis. We will ensure this information is held centrally and provided to all who need it.

As an organisation, we will monitor our performance in relation to fire safety and seek continual improvement, as established in the University policy and associated Health and Safety Management System.

Our University community is expected to ensure they meet their responsibilities for fire safety, by identifying and raising issues and by partaking in fire drills and evacuations. Failure to comply or evacuate when instructed could be considered to be a breach of University Health and Safety Policy. We will aim to ensure that everyone in our University undertakes a practice evacuation once a year as a minimum.

For sleeping accommodation we will ensure the highest standards in terms of active and passive fire precautions. We will establish standards that reduce risks in these areas by utilising engineering measures where possible.

The University is committed to ensuring the safety of everyone and will establish protocols for ensuring that anyone who needs support with evacuation from our buildings is given appropriate support and that this is communicated clearly and as soon as possible.

3. Roles and Responsibilities

The FSO sets out a number of roles and responsibilities that have a definition under law.

These are:

Role	Definition	University nominated appointment
Responsible Person	The Responsible Person is defined within the FSO 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 may be considered to be the enforcing authority.

University Council will:

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

The Responsible Person (Vice Chancellor) will:

- 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 will:

- 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) will:

- 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 will:

- 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)

The Fire Safety Advisor will:

- 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 will:

(Duty holders, as defined by the Health and Safety Department. Where multi-occupancy or no-occupancy buildings exist, the Health and Safety Department will take a lead).

- 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

Director of Estates and Facilities will:

- 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 will:

- 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

Line managers will:

- 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 will:

- 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) will

- 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

4. Scope

The scope of the FSO applies to all University buildings, with the exception of domestic premises, and buildings that the University occupies.

Where the building is shared with other occupiers, the Responsible Person is required to co-operate and co-ordinate with Responsible Person (or persons) of the shared occupiers as far as is necessary to enable them both to comply with the requirements and prohibitions of the FSO.

5. Risk assessment

The University will establish a process for producing and maintaining suitable and sufficient fire risk assessments. The assessments will take into account the local operations of the buildings, as to provide fire risk assessments that are comprehensive in relation to the fire risks.

The University will use PAS 79 as a minimum standard, building on that standard to produce a tailored approach for the University.

All residential/sleeping accommodation will have a fire risk assessment completed or reviewed at least once every 12 months. All other buildings will have an assessment no later than once every 3 years, dependent on risk. The assessment should also be updated if any significant changes occur to the building during this period of time. The University will categorise the risks within our buildings as to proportionally manage this process.

The University will establish a system for maintaining a comprehensive record of our fire risk assessment and these will be made available to all who need access.

6. Personal Emergency Evacuation Plans (PEEPS)

The University has a responsibility to ensure that we can safely evacuate all occupants of all of our buildings. In order to achieve this, the University will establish a systems of PEEPS (personal emergency evacuation plans) and GEEPS (generic emergency evacuation plans), in order to support those who are unable to self-evacuate and those who require additional support.

Responsibility for ensuring completion for PEEPS lies with the line manager or disability liaison officer (DLO) for students, however, this process should be collaborative and must include consultation with the individual in question. The Health and Safety Department and Fire Safety Team are available to offer support and guidance.

7. Standards for Fire Safety

The University will establish standards for our passive and active fire safety and for the associated management systems and protocols. These standards will be detailed in the arrangement SAF-MAN-FIR and must be considered as University Policy. We will ensure consistency across our buildings and campuses.

8. Evacuations and drills

The University will establish and communicate mechanisms for fire evacuation to our entire University community. Ensuring that accessible points, fire action notices and other fire signage is accurate and displayed. We will ensure consistency across our buildings and campuses.

The University will establish protocols for ensuring that all permanent occupants (including staff) receive at least an annual fire evacuation drill. In order to achieve this all buildings must have at least 2 fire evacuation drills a year to account for absences. The records of which will be maintained by the Health and Safety Department.

9. Training, Competency and Supervision

The University is required to provide employees with adequate training. This will be put together and delivered by the Fire Safety Advisor, however, it is line manager's responsibility to ensure that

initial inductions are provided to employees when they start. It is the responsibility of everyone to take reasonable care of themselves and others by their own actions during their work.

In addition, this training will need to be redone periodically, - this is set out in the arrangements statements for training. All employees would be required to attend the training.

Where specific processes or items of equipment are needed for work that poses a fire safety hazard greater than normal, line managers should ensure that the operators are suitably trained. This training may require discussion with the Fire Safety Advisor who will provide advice and support for the training.

Students will be required to undergo fire safety training, as whilst not employee's, they are considered to be relevant persons under the FSO and therefore can be effected by the actions of themselves and the employees of the University.

All training should be recorded to demonstrate compliance to the Enforcing Authority with Section 21 of the FSO.

10. Monitoring and Inspection

To comply with the requirements of the FSO, the University will keep fire risk assessments for all buildings. These will detail the significant risks, who these will affect and what the actions are to resolve them. The actions will then be passed to the Director of Estates & Facilities for the actions to be undertaken. The fire risk assessments will be maintained by the Fire Safety Advisor. The fire risk assessment process and holdings will be reported to the UEB in the regular annual reports.

The Director of Estates & Facilities will ensure that the maintenance and testing of the fire safety infrastructure under their control will be recorded and to made available to the Fire Safety Advisor and Health and Safety Department, as well as the enforcing authorities as required to demonstrate compliance with the FSO. The Fire Safety Advisor will monitor these regular checks as part of the fire risk assessment process to ensure that the required maintenance records are being kept. The Fire Safety Advisor will provide details on what needs to be checked and when.

Duty holders will be required to demonstrate compliance with the fire safety policy and to undertake the required number of fire drills during the year. This will be monitored, as fire drills are to be notified to the Health and Safety Department, Fire Safety Advisor, as well as Security and Estates, as necessary. Duty holders will be required to send a drill summary to the Fire Safety Advisor.

The FSO is enforced by the Enforcing Authority. The University is legally required to facilitate inspections by the Enforcing Authority when requested. To allow the required inspection audits to take place, they will generally contact the Fire Safety Advisor who will contact the individual duty holders to inform them of the date of inspection. The Fire Safety Advisor will accompany the Enforcing Authority during their inspections. It will be then up to the Duty Holder to inform line managers and employees of the inspection and how this will affect their day to day work. These will be designed to be of minimal disruption to the building occupants, however, it may be necessary to delay work to facilitate the inspection, depending on the area. The Fire and Rescue Service may have questions for relevant persons within the building during the inspection.

The outcome of the enforcing authority inspections will be reported back to the Fire Safety Advisor who will then disseminate this to the duty holders, Director of Estates & Facilities, the Director of

Health and Safety, as well as the Health and Safety Committee. The outcomes will also be included within the annual report to the UEB.

11. Accidents and Incident Reporting

All activations of the fire alarm should be reported to the Fire Safety Advisor. This falls to the Duty Holder and Security, who would be attending all activations. This is to occur even if the alarm turns out to be a nuisance alarm and is to help the University monitor and reduce nuisance alarms in the future.

Actual fire incidents (incidents where the alarm has activated due to the detection of smoke or fire products) should be reported as soon as possible after the event has occurred to allow the data to be recorded and then reported to the Health Safety Committee and the UEB during the annual reports. The Fire Safety Advisor, along with the Director of Health and Safety, will decide whether the incident needs further investigation. All incidents that involve the activation of an extinguishing system, be it fire extinguisher or fixed firefighting system, will be investigated. Where a major incident occurs, the Fire and Rescue Service and potentially the Police, will investigate and the Fire Safety Advisor will allow the emergency services to conduct the investigation instead.

Nuisance alarms should also be reported to the Fire Safety Advisor, as it allows for trends to be seen across the estate and to help identify where improvements may be needed for infrastructure, training or behaviour within these areas. Again, these should be reported as soon as possible by either the Duty Holder, or Security.

12. Buildings and fire safety

The Health and Safety Department, in consultation with Estates and Infrastructure will establish standards for buildings, including new builds and refurbishment work. Any changes to fire safety critical elements, including compartments is subject to approval by the Fire Safety Advisor and relevant management from Estates and Infrastructure.

13. Emergency Plans

The University will establish robust emergency plans to meet our policy statement, where life preservation is our primary aim. These plans will be established in the Fire Safety Arrangements (SAF-MAN-FIR).