Fire Safety Arrangements and Guidance
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INTRODUCTION

Everyone has a responsibility for fire safety. All staff, students, contractors and visitors are expected to follow established procedures and practices to ensure the safe use of our different sites, facilities and buildings. This document describes the key fire safety arrangements in place and provides guidance on fire safety matters. In addition to the legal fire safety requirements, advice on specific fire safety issues is available from the Safety Services Office – Fire Safety Officer (tel. 252-2651).

1. POLICY

Organisational arrangements for Health and Safety, and Fire Safety are contained within the Statement of Health and Safety Policy and Statement of Organisation and Arrangements.

1.1 LEGISLATION

The Regulatory Reform (Fire Safety) Order 2005 lays down the main requirements and replaced almost all previous fire safety legislation. It is similar to health and safety legislation in that it is goal-based and places an absolute duty on the ‘responsible person’ to take general fire precautions to ensure that employees are safe but also includes other people who may lawfully be entitled to be on the premises.

The main emphasis is on the responsible person to carry out fire risk assessments aimed at identifying the hazards, the people at risk and the fire prevention measures to put in place including emergency plans to deal with any fire situation.

1.2 RESPONSIBILITY

Ultimate responsibility falls upon the President and Vice Chancellor who is the Responsible Person. Heads of Colleges/Departments and Offices have responsibility for ensuring that arrangements for managing fire safety are in place and are regularly monitored. Under the legislation the duties imposed on the responsible person are ‘also imposed on every person …who has, to any extent, control of those premises so far as the requirements relate to matters within their control’ (Article 5(3)). This means that Heads of Colleges/Departments and Offices have a legal duty and in some instances contractors can also be responsible e.g. maintenance contracts.

These responsibilities cannot be delegated; however, the functions related to that responsibility may be delegated. The Heads of Colleges/Departments and Offices who occupy the largest area in a building will take the lead and will also be responsible for monitoring and reporting on the maintenance of the circulation/areas of communal use e.g. lecture theatres.

The University Fire Safety Officer (Safety Services) is responsible for conducting building/premises fire risk assessments, providing fire safety advice, training courses, and the monitoring and auditing of fire safety standards and procedures.

The Director of Estates is responsible for building structures and maintenance.

Heads of Colleges/Departments and Offices are responsible for acting upon the recommendations and requirements of fire risk assessments and fire safety linked to a
particular process or procedure within their control, and for ensuring that people for whom they are responsible are trained. Staff should receive training when first employed and when exposed to new or increased risks and this should be repeated periodically where appropriate. Heads of Colleges/Departments and Offices are also required to ensure that all necessary fire safety arrangements and procedures are undertaken including the effective completion of the following:

- Preparation and review of the Emergency Evacuation Plan
- Fire Warden provision in accordance the evacuation plan
- Personal Emergency Evacuation Planning (PEEP) development and review (see Fire Safety Arrangements and Guidance – People Requiring assistance to Escape)
- Fire Safety awareness training (new staff/student induction)
- Fire safety testing and maintenance (As required by 2.10)
- Completion of the Fire Safety Log Book
- Disseminating appropriate information
- Liaison with the University Fire Safety Officer

Staff with management responsibility shall ensure that all local precautions and procedures are followed and that those for whom they have responsibility are given adequate training and instruction on actions to be taken in the case of fire.

Staff, students and visitors must comply with all instructions given to them with regard to fire safety and any other fire procedures as required. Staff must also report any observed shortcomings in fire precautions to their local management.

Contractors working on behalf of, or on property owned by, the University must comply with the arrangements in this document and comply with all instructions given to them in regard to fire safety by authorised University Staff. They must also ensure that all staff for which they are responsible are adequately trained and instructed in fire safety procedures and arrangements. Further information is contained in Contractors – General Code of Safe Practice.

1.3 FIRE RISK ASSESSMENTS

Fire Risk Assessments are undertaken by the University’s Fire Safety Officer. The fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of the fire risk assessment are:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable
- To decided what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises

In addition to the above consideration of any dangerous substance on the premises will also be included in the risk assessment. The significant findings of the risk assessment will be recorded and acted upon appropriately. This might involve physical alterations to the building, provision of further safety equipment, amendments to procedures and so on. The fire risk assessment will also be kept under regular review by the Fire Safety Officer.
2. PROCEDURES AND GUIDANCE

2.1 GENERAL

All staff must be familiar with the fire procedures as required by the Health & Safety at Work, etc Act 1974, and fire related legislation.

Fire procedures, in the form of Fire Action notices are posted throughout the University and can be found on exit routes normally adjacent to fire alarm call points or portable fire equipment.

Fire Action advice is provided to each student. The document is generic and provides information on what to do in case of fire throughout the University. It is available from Safety Services and may be used as appropriate.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed and should get to know their assembly points which are indicated on the Fire Action notices for the building.

2.2 EMERGENCY EVACUATION PLAN

The Responsible Person for each building (Heads of Colleges/Departments and Offices) will ensure that an emergency evacuation plan is in place. The purpose of having a clearly defined emergency evacuation plan, which will take the form of a written document, is to ensure that the building can be evacuated and checked systematically in the event of a fire or other emergency. The detail required will be determined by the size and complexity of the building and the nature of the activities undertaken within it.

The University Fire Safety Officer will assist in the formulation of the plan. The plan will identify the duties of particular members of staff, stating who will call the emergency services, who will monitor the evacuation, and who will liaise with the emergency services in respect of any special risks or features of the building. For the plan to be effective building users will need appropriate instruction in the following procedures, including taking part in regular fire drills.

• Raising the alarm.
• Calling the Fire Service.
• Evacuation of the Building.
• Evacuation of people requiring assistance.
• Tackling the fire.
• Emergency shut down of potentially dangerous or special processes.
• Assembly Point(s).

A detailed plan is likely to incorporate the following information:

• Introduction
• Occupancy of the building
• Fire safety features of the building
• Fire Wardens duties
• Evacuation Procedures and drills
• People requiring assistance to evacuate
- Building fire action
- Fire alarm tests
- Evacuation zone maps
- Building status incident record sheet

2.3  **EMERGENCY EVACUATION**

The emergency evacuation procedure for all University buildings is;

**Action on Discovering a Fire**
- Sound the alarm
- Call the fire service – Dial **888** Main and wider Campus
  - **999** certain buildings and halls of residence
  - **222** Robert Kilpatrick Building
- Tackle the fire if trained and it is safe to do so using the appliances provided but do not take personal risks. Otherwise close the door on the fire and leave the building by the nearest exit
- Proceed to the Assembly Point

**Action on Hearing the Fire Alarm**
- Leave the building by the nearest available exit
- Close doors in the vicinity and evacuate the building
- Do not
  - Stop to collect personal belongings
  - Use the lifts - unless authorised to do so
  - Re-enter the building
- Proceed to the assembly point

2.4  **DUTIES OF TEACHING STAFF**

In all situations the lecturer/trainer is responsible for the safety of students in their charge. This includes advising them of the actions to be taken in the event of a fire, including activation of the alarm, emergency exit routes and the location of the assembly points.

Staff and students should familiarise themselves with the procedures. In lecture theatres the evacuation procedure is posted on the lectern.

- When the fire alarm sounds all activities will cease and the lecturer will direct students to the escape routes and assembly point(s).
- Ensure all power and gas supplies directly involved in activities are turned off and the room is clear of students before leaving the room and closing the door.
- All Staff have a responsibility to encourage the movement of people away from buildings to the assembly points.
- No person is allowed to re-enter the building until informed it is safe to do so by the Fire Warden.
2.5 ACTIVATION OF AUTOMATIC FIRE ALARM SYSTEMS

Automatic Fire Alarm Systems

University buildings benefit from sophisticated automatic fire alarm systems comprising smoke and heat detectors, break glass call points, sounders and a fire panel. The systems are installed to protect life and will detect fire in its early stages of development; however, the systems also detect fire-like phenomena (dust etc).

When an alarm system activates it sounds throughout the building and will continue to sound until it is silenced and the panel is reset. On the main campus an autodialer (automatic telephone message) contacts Security and informs them of the activation. Security respond by sending staff to the building and taking the necessary action in the Security Lodge. All activations of the fire alarm should be followed up by an 888 (2023) call from the affected building to confirm the fire alarm has activated and to convey relevant details about the incident taking place.

Defects – System failure

Should a fire alarm system become defective the Estates Office, Security and the Fire Officer should be informed immediately. Temporary measures can then be put in place including the provision of hand held klaxons, a stock of which will be maintained by Stores.

Fire and Rescue Service Response to Automatic Fire Alarm Activations

The Fire and Rescue Service have introduced a policy whereby they do not automatically respond to calls in occupied buildings when automatic fire alarm systems activate. The reason for this is that, through experience, 98% of calls attended turn out to be ‘false alarms’ e.g. activations caused by aerosols, people smoking, contractors, cooking fumes, dust, and so on. The remaining 2% of the calls have been to small fires which have required the minor involvement of the fire service due to the detection of the fire in its early stages of development.

The policy does **not** apply to;

- Attenborough Tower.
- Engineering Building
- Charles Wilson and,

*Unoccupied buildings* (buildings considered as unoccupied at any time)

‘Unoccupied Buildings’

* A University building is considered to be **unoccupied**

- Between1700 – 0830 hours Monday – Friday OR
- During Weekends OR
- During Bank Holidays OR
- During University Closure Days
- The David Wilson Library will be considered to be ‘unoccupied’ outside its published opening hours
Procedure at the University

Occupied Buildings

In occupied buildings the reason for the activation of the fire alarm system will be ascertained by the fire wardens as part of the emergency evacuation plan procedure (see 2.6).

Unoccupied Buildings

During periods when a building is classed as ‘unoccupied’ (see above) the Fire Service will be summoned immediately by Security when they are informed of the fire alarm activation via the autodialer (888) in the building. There will be no requirement to establish the cause for the activation of the alarm prior to contacting the Fire Service. When contacting the Fire Service it must be clearly stated by Security staff to the Fire Service Operator that the building is considered as ‘UNOCCUPIED’. If security staff attending the scene or the Fire Service requires technical assistance about the building Security will call out the On Call Maintenance Electrician.

2.6 APPOINTING FIRE WARDENS AND THEIR DUTIES

Sufficient Fire Wardens (FW), taking account of occasional absence, must be appointed by the Heads of Colleges/Departments and Offices to assist in the safe evacuation of all students, staff and visitors from buildings at all relevant times.

Fire Warden Functions When the Fire Alarm Activates:

A typical plan will need to consider the following items;

**Lead Fire Warden (LFW)**

A LFW is a trained FW who takes overall control of the evacuation. The LFW may be the first FW to reach the fire alarm panel but is more likely to be a designated person(s).

**Duties of the LFW During an Incident**

- From the information on the fire panel, identify the location where the alarm has operated. Call Security by dialling 888 (2023) (even though the alarm system may have an autodialer) however small the incident, and inform them of the incident and its location, so that they can provide accurate information to the Fire Service if necessary. However, If the fire alarm activation meets one of the following criteria;
  - the area where the alarm has activated cannot be investigate in reasonable time scales due to it being inaccessible e.g. void or duct, at the head of a lift shaft,
  - entry into the area would normally require protective clothing e.g. hard hats, protective footwear or would normally be by specialist staff e.g. plant or HV room,

Security will be informed immediately and they will call the Fire Service. Security will also call the Maintenance Fault Line (2319), if necessary, to provide technical assistance at the scene.
• Immediately contact Security if they are informed of any signs of fire. Security will then summons the Fire Service stating there is a ‘CONFIRMED FIRE’.
• Ensure that the refuge telephone (when installed) by the alarm panel is staffed to receive calls from disabled refuges, and dispatch the lift accordingly. LFW will have been informed about the Personal Emergency Evacuation Plans for staff working in the building.
• Receive reports from Fire Wardens confirming that their area has been evacuated and will seek confirmation from them that there are no signs of fire in the zone from which the alarm has originated. (The alarm can be silenced when the building has been evacuated).
• Send a minimum of two fire wardens to the zone to identify the cause of the activation of the alarm (this will depend on the fire alarm system and detectors installed). If the cause has been established as a ‘false alarm’ the fire panel can be reset. Steps should then be taken to prevent a similar occurrence in the future.
• If, at any time, there is any doubt that there is a fire Security should be contacted immediately. They will then summon the Fire Service.
• Send FWs to the exits to prevent people coming into the building.
• Complete the Building Status Incident Record as FWs report If the fire service attend
• Communicate to the Emergency Services upon their arrival information about the affected area, the number of persons requiring assistance to evacuate and their last known location.
• Assist the Fire Service if requested with further information about the building, any necessary keys or other relevant help.
• When all staff and users have been evacuated, decide in consultation with the Senior Fire Officer if attempts should be made to save the contents of the building, following the procedures set out in the Disaster Recovery Plan (if available).
• At the conclusion of the incident, Security should be informed of all the relevant details so that they can conclude the incident log,

Duties of Fire Wardens During an Incident

• Assist in the orderly evacuation of people from their designated area to an exit or place of safety.
• Observe any effects of fire and report them to the LFW who will then contact Security.
• Assist with crowd safety and crowd control at assembly areas.
• Prevent re-entry until the “all clear” is given.
• Assist in the safe re-entry into the building.

On hearing the fire alarm, providing they are not at personal risk, they should:
• Put on a yellow tabard.
• If it is safe to do so walk through their designated area ensuring that staff and users are responding and moving towards the nearest exits. Direct people to the escape routes.
• If they see any signs of fire they will immediately inform the Lead Fire Warden and/or Security (extension 888 or 2023).
• Check toilets and rooms to ensure everyone has responded to the evacuation signal, and close but do not lock the doors.
• Not argue with people who do not respond or who delay their departure but note their name if possible and report them later to the LFW.
• Wait at the final exit from their area until everyone who is cooperating has left, and close the door.
• Report to the LFW at the fire panel to say whether their area is clear or whether there are people who cannot or will not co-operate with the evacuation signal.
• As requested by the LFW assist in establishing the cause of the activation of the alarm
• Assist the LFW with other tasks as directed.

FWs should not to take personal risks. Their main function is to assist in the progress of the evacuation and to report its progress to the LFW. If there are any indications of fire they should withdraw to a safe place and report as above.

Fire Warden Role – Excluding Incidents

Fire Safety Awareness – ensure good housekeeping practices are carried out
Fire Fighting Equipment – report any damaged or missing equipment

Escape Routes – ensure escape routes and doors are kept clear of obstructions and that fire doors are not wedged open.
Fire Safety Signs – reporting fire safety signs that are illegible or damaged

2.7 EVACUATION OF PEOPLE REQUIRING ASSISTANCE

People may have impairments or conditions, temporary or permanent, which may affect their ability to recognise that an emergency is taking place or which affect their ability to escape from a building unaided. In some circumstances where building users rely on the facilities within a building and/or assistance from others it will be appropriate to have a personal escape plan. These plans are known as Personal Emergency Evacuation Plans (PEEPs). A PEEP is an evacuation strategy specific to the needs and abilities of the individual in question. Those requiring PEEPs may be staff, students, regular and occasional visitors. The Head of School/Department in consultation with the local manager is responsible for the preparation of PEEPs which, when completed, should be placed on the appropriate departmental file and in the case of a student emailed to staff teaching the student. Fire wardens and other staff, where appropriate, must also be made aware of their role in any PEEP should evacuation be required.

A guidance note is available which will assist in the development of PEEPs. Staff in the Safety Services Office – Fire Safety Officer, Access Ability Centre and Human Resources can also offer advice and assistance.

2.8 FIRE EVACUATION DRILLS

Fire evacuation drills should take place to familiarise occupants with a practical evacuation of the building and to test the effectiveness of the evacuation plan. An outcome may be that the evacuation plan may require modification. In large and more complex buildings fire
Evacuation drills should take place at least once per year. In small buildings, where there is predominantly a stable staff longer time scales may be acceptable between evacuation drills (the Fire Safety Officer can be contacted for advice). Fire evacuation drills should take place at the beginning of the first term and should be arranged so as not to disrupt examinations. When the fire alarm sounds the building occupants should immediately stop what they are doing and make their way out of the building.

The outcomes of the evacuation must be recorded in the Fire Safety Log Book and any problems or shortcomings must be acted upon. The University Fire Safety Officer can be contacted for advice.

When planning fire evacuation drills the following should be considered.

- The opportunity for a LFW to take charge by rotating the role
- Make an exit route temporarily unavailable (as if the location of the fire was at that point)
- Practice using any unusual means of escape routes that are not normally used
- Take the opportunity to practice PEEPS (personal emergency evacuation plans for the disabled) and see if they actually work

**2.9 FIRE SAFETY PRECAUTIONS**

**General**

All building users should be familiar with good fire safety practice, which includes means of escape, prevention of fires, housekeeping, location of fire fighting equipment and emergency procedures. This information should be considered by all members of staff, in particular Heads of Schools/Departments, Building/Departmental Safety Supervisors.

**Means of Escape**

Fire doors must be kept closed at all times and not wedged open (unless they are doors which automatically close when the alarm sounds) so as to prevent the spread of the fire and/or toxic smoke. The majority of damage and costs caused by fires is not by the effects of direct burning but by smoke damage and the consequential costs of cleaning and repair. Similarly, most fire deaths and injuries are caused by smoke inhalation and not by fire burns. Fire doors provided a very effective fire barrier but only if they are kept CLOSED.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Everyday objects such as boxes of paper left on an escape corridor pose serious obstacles during an emergency evacuation, particularly if visibility is reduced.

All fire fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire fighting equipment must not be removed or repositioned without advice from the Fire Safety Officer.

Any obvious or suspected damage to fire safety provisions or misuse must be reported immediately to the Estates Office.
Escape Routes and Exits

All escape routes and exits from buildings should be clearly indicated by appropriate signs and building users should be familiar with their location. Escape routes should be walked by staff immediately after commencing employment.

Final exits doors not in normal daily use should be opened regularly to ensure that they open easily and immediately. Where possible any special release device should be checked for correct operation at the same time. These checks should be incorporated in the monthly inspection of escape routes (2.10).

Staff have a responsibility to ensure that the means of escape are available for use. The type and nature of the escape routes will vary depending on the use and location of the building. All exit routes should be available and ready for use. Doors should be unlocked when necessary and escape fastenings working effectively. There should be no obvious fire hazards in escape routes, such as accumulated waste. Any issues of concern should be brought to the attention of the Heads of Colleges/Departments and Offices through the Building/Departmental Safety Supervisor.

New Building / Alterations

No structural alterations of any description may be made within Departments without first consulting the Estates Office as they may affect the means of escape.

When new buildings or alterations are being planned, the Project Manager will ensure that the requirements of relevant fire safety legislation/recognised standards are considered and that the proposed building/facilities meet the requirements. Details of the proposals will also be sent to the Safety Services Office – Fire Safety Officer who will check them for compliance with fire safety legislation, standards and good practice.

Housekeeping and the Prevention of Fire

Good housekeeping and fire precautions will reduce the possibility of a fire occurring. Poor housekeeping, carelessness and neglect not only make the outbreak of fire more likely they are also likely to contribute to fire development.

Common Causes of Fire:

- Faulty electrical wiring, plugs and sockets, which are overloaded or inadequately protected by the correct fuse or circuit breaker;
- Electrical equipment left switched on when not in use (unless designed to be permanently connected);
- Smoking and the careless disposal of smoking materials;
- Accumulations of rubbish, paper or other materials that are easily ignitable;
- Combustible materials left too close to sources of heat;
- Obstruction to the ventilation of heaters, machinery or office equipment;
- Open flame sources left unattended;
- Careless use and disposal of flammable liquids;
- Carelessness by contractors
Deliberate Fires and Arson

Deliberate fires and arson are often opportunistic but their effects can be devastating to the building and its users. The potential can be reduced by taking some simple measures

- Reducing the opportunity for fires to occur
- Making it harder for the arsonist to operate
- Taking steps to prevent it

Ways of achieving this include;

- Minimising the amount of combustible material that is left in and around buildings.
- Ensuring that property is secure with adequate locks on doors and windows and the provision of security lighting.

Specific precautions include;

- Making sure doors and windows are in a good state of repair and locked when not in use.
- Using good quality locks and padlocks
- Ensuring letterboxes have metal containers on the inside
- Ensuring that stored materials are not being stacked adjacent to fences and walls where it can be set alight from the outside. This is particularly appropriate to rubbish/recycling skips and recycling materials in bags.
- Informing staff of the potential for arson and deliberate fires
- Asking staff to challenge anyone who should not be on the premises and report any suspicious activity to Security.
- Ensuring the premises is secured at the end of the day, that alarms and outside illumination are turned on, and any flammable liquids and materials are locked away.

Fire Extinguishers

Fire extinguishers are provided for first aid firefighting only i.e. dealing with very small fires. Personal risks should not be taken and, after sounding the alarm and informing Security (888) (2023), withdrawing may be the most appropriate course of action.

All fire extinguishers are red, but have a coloured band to indicate the type of fire they are designed to tackle. There are two main types used throughout the University.

- **Cream band**
  Contain **chemical foam (AFFF)** and are used to smother fires. These can be used on fires that involve combinations of paper, wood, textiles, oils and fats. However, when intending to use foam extinguishers near electricity cut off the power first.

- **Black band**
  Contain **carbon dioxide** and are most effective on fires involving fat, oil in containers or fires involving live electrical apparatus. The gas is not toxic, **but it is an asphyxiant** and CO2 extinguishers should not be used in small confined spaces such as vehicles, store cupboards and the like without ventilation.
Occasionally, a third type of extinguisher may be provided:

contain a **dry powder**, which is non-toxic and does not conduct electricity. These extinguishers **can be used on any fire**, and are most effective on fat and oil fires. They have a powerful 'knock-down' effect but the powder may be messy. Found mainly in boiler houses.

**Fire Blankets**

These can be used to:

- Smother chip or frying pan fires
- Cover small appliances that are on fire
- Wrap around people whose clothing is burning.

### 2.10 TESTING AND MAINTENANCE

**Fire Alarm System Weekly Tests**

The Heads of Colleges/Departments and Offices should ensure that the fire warning system is tested weekly using a different call point for each successive test. The duration of the test need only be sufficient to check that the system operates satisfactorily. Any defects must receive immediate attention and a record of tests must be kept in the **Fire Safety Log Book**. The Security Control Room (tel. 2023) must be informed immediately prior to any test taking place if an automatic link is installed. Appropriate precautions must be taken if automatic isolation of building services or automatic fire suppression systems are installed.

**Means of Escape Routine Monthly Inspections**

The Heads of Colleges/Departments and Offices should ensure that a specific inspection of the escape routes is carried out on a monthly basis (walking the escape routes) to ensure that;

- Corridors and stairways are clear and that doors are available
- Fire doors are not wedged open, door closers are in good condition and good working order
- Signs and notices are in place
- Fire extinguishers are in place and available
- Final exit doors can be opened (It may be necessary to request assistance from Estates if doors are held closed by security devices).

The results of the inspection should be recorded in the **Fire Safety Log Book** and any defects reported to the Estates Office via the online Maintenance Notification located on the Estates Web Page.

**Automatic Fire Alarm Systems, Emergency Lighting, Fixed Firefighting Equipment (dry risers, sprinklers), Portable Fire Extinguishers**

These systems require regular periodic testing and maintenance in accordance with the recognised standards and the manufactures recommendations. The Estates Office is responsible for arranging, carrying out and maintaining the records of tests and regular maintenance.
2.11 TRAINING, INSTRUCTION AND INFORMATION

The Heads of Colleges/Departments and Offices shall ensure that all new members of staff are given local fire safety induction training in their first week of employment as part of the general health and safety induction process. This will include identification of escape routes, location of fire extinguisher and call points, where the assembly point is and any local hazards that they need to be aware of. Details will be recorded in the departmental health and safety induction record.

The Heads of Colleges/Departments and Offices shall ensure that FWs have received training on the emergency evacuation plan. FW courses will be provided by Safety Services and all FW should undertake the course.

Residential students will receive a booklet Student Information - Safety for Students. Students will be advised of the relevant precautions and procedures for their specific residence and will be made aware of the dangers and penalties associated with tampering with fire safety equipment by the Warden/Sub Warden.

The Evacuation Procedures and the Assembly Points are displayed on Fire Action Notices located at strategic points throughout the University buildings. Checks to ensure that these are in place should be incorporated in the monthly inspection of escape routes (2.10).

2.12 SPECIAL / SPECIFIC PROCEDURES

In some cases (e.g. chemical stores, gas isolation, experiments, shut downs, etc) there may be a need to have special/specific procedures in place. These procedures will be produced by the relevant department in conjunction with Safety Services. The relevant department will ensure that members of staff have been trained / briefed on the necessary procedures.

2.13 DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS 2002 (DSEAR)

Under the Regulatory Reform (Fire Safety) Order dangerous substances must also be considered and risks eliminated or reduced. This is similar to the requirements for DSEAR. However, DSEAR is a separate requirement and risk assessments are required in accordance with the current legislation. Risk assessments of solvent stores will be carried out by Safety Services but day to day activities will fall within the remit of the Head of School/Department.

2.14 MONITORING AND AUDIT

Heads of Colleges/Departments and Offices shall ensure that delegated fire safety duties are carried out as part of the departmental safety inspections. Fire safety will also be included in the periodic Health and Safety audits carried out by Safety Services.

2.15 FIRE SAFETY LOG BOOK

A dedicated Fire Safety Log Book must be kept and maintained in every building occupied by the University. Heads of Colleges/Departments and Offices are responsible for ensuring
that the Log Book is completed. The pages should be placed in an A4 ring binder and maintained in the order detailed in the contents page. The Log Book consists of the following:

- Front Cover
- Contents
- Fire Alarm Weekly Test Record
- Fire Alarm Faults / Isolation Log
- Inspection of Escape Routes - Monthly
- Record of Evacuation Drills / Evacuations
- Fire Warden Training Record
- Emergency Evacuation Plan
- Plan of the Building

2.16 REPORTING AND INVESTIGATION OF FIRE INCIDENTS

Security Staff will report the activation of automatic fire alarms, fire-related incidents and fires to Safety Services – Fire Officer by email as soon as possible.

Fire investigations will be carried out by the Fire Safety Officer and a fire report will be produced if fire extinguishing media is used or if the Fire and Rescue Service intervene to extinguish fire.

Fire Investigation Reports will be submitted to the Fire Safety Sub-Committee together with recommendations made if appropriate.

Fire related data will be reported annually to the University Health and Safety Association (UHSA).