

University Health & Safety Arrangements: Chapter 7



Fire Safety

Key word(s):	Fire safety; fire evacuations; fire alarm; automated fire detection systems; Fire Evacuation Marshals (FEMs); Regulatory Reform (Fire Safety) Order; Responsible person
Target audience:	All staff; Senior Managers, Heads Of Schools, those with specific fire safety responsibilities

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University Fire Safety Advisory Group (FSAG)

Membership

Chair	
Dr Sergey Utyuzhnikov	
Members	
Dr D Barker	Director of Compliance & Risk and Deputy Chair
Mrs V Ackerley	Director of Residential and Sport Services and Chair of the Residential Fire Safety Advisory Group (ex-officio)
Mr R James	University Fire Safety Officer (ex-officio), Estates and Facilities
Mr B Wills	Head of Facilities Maintenance & Compliance (ex-officio), Estates and Facilities
Mr. K Drury	UNITE Safety Representative
Mr Simon Holden	UCU Safety Representative
Mr K Gaskell-Clow	UNISON Representative
Mrs S Chisholm	University Safety Co-ordinator and Secretary (ex-officio)
In attendance	
Dr P Seechurn	Head of Safety Services
Mr J Ashley	Assistant Director of Estates and Facilities
Mr M Blake	Principal Health and Safety Manager, Estates and Facilities
Mr P Britton	Principal Surveyor
Mr G Rowe	Head of Security, Estates and Facilities
Mr P Greenlees	Deputy Head of Security, Estates and Facilities
Mr G Rowlinson	Assistant Maintenance Services Manager (Specialist Contracts), Estates and Facilities
Ms L Pepper-Kernot	Head of Disability Advisory Support Services
Mrs S Gumusgoz	Health and Safety Officer, Directorate for the Student Experience
Mr R Levy	House and Facilities Manager, Students Union
Dr S Chiu	Compliance and Risk Manager, Compliance and Risk
Ms D Bunker	Learning and Development Partner, Staff Learning and Development
By invitation	
Ms J Cheung	Faculty Safety, Compliance and Risk Manager Faculty of Science and Engineering
Ms F Marriage	Faculty Compliance And Risk Senior Manager, Faculty of Biology Medicine and Health
Ms L Rowlinson	Executive And Compliance Support Officer Faculty of Humanities

Terms of Reference

1. The Fire Safety Advisory Group (FSAG) will meet four times a year, and
 - a) advise the Health, Safety and Wellbeing (HSW) committee on matters relating to fire safety, including the provision and condition of monitoring systems and escape routes in buildings, and the practical implementation of emergency evacuation and risk control and mitigation measures;
 - b) submit to the HSW committee for its approval, arrangements to ensure the University fulfils its obligations to staff, students and others with respect to all aspects of fire safety;
 - c) monitor compliance with legislative documents, fire safety arrangements and local fire safety rules, and to recommend to the HSW committee any action necessary to improve compliance and/or performance;
 - d) promote co-operation and communication between the University, its staff and students in all matters relation to fire safety;
 - e) utilise the Fire Technical Working Group to complete specific objectives;
 - f) when required, set up ad-hoc Working Groups in order to achieve specific objectives; and
 - g) review this document every three years or on significant change and recommend appropriate revision as necessary.

Fire Safety Arrangements

2. The University will comply with all the requirements of legislation relating to fire safety and will, so far as reasonably practicable:
 - a) safeguard all persons on University premises from death or injury in the event of fire; and
 - b) minimise the risk of fire through appropriate control measures and limit the spread of fire through mitigation measures, should it occur.
3. The University will ensure that:
 - a) all University premises are subjected to a building fire risk assessment and where risks are identified, the University Fire Office and his team will action the findings and monitor progress;
 - b) as a minimum, all newly constructed buildings and refurbishment works are designed, specified, constructed and commissioned in accordance with current fire safety legislation;
 - c) the maintenance of buildings is carried out in accordance with current fire safety legislation and other legislation as appropriate;

- d) effective management procedures are in place to respond to any fire or emergency and to deal with any aftermath; and
 - e) so far as is reasonably practicable, appropriate instruction is given to all persons on University of Manchester premises in relation to fire safety with appropriate fire training being provided to designated staff who have an active role in the implementation of fire precautions and emergency situations.
4. All staff and students must:
- a) co-operate with managers and supervisors, and those with fire safety responsibilities, and comply with the implementation of the University Fire Safety arrangements;
 - b) ensure they know what to do in the event of fire, leave equipment in a safe condition, and be familiar with escape routes from their location;
 - c) consider the risk of fire from their activities and reduce or control that risk. Where there is any uncertainty, help should be sought from competent staff;
 - d) not interfere with or abuse any equipment provided for fire safety;
 - e) check during the weekly alarm tests whether the fire alarm is audible in their areas of work and report any deficiencies to the Estates Helpdesk;
 - f) if disabled, be familiar with evacuation equipment and procedures, or as described in their personal emergency evacuation plan (PEEP), if appropriate, taking responsibility for keeping this up-to-date.

Fire Safety Responsibilities

Responsible Person

- 5. The Regulatory Reform (Fire Safety) Order 2005 replaces all previous fire safety legislation. The Order requires fire precautions to be put in place where necessary to the extent that is reasonable and practicable, and places the legal duty on the "Responsible person".
- 6. In the case of workplaces, the (Fire Safety) Order defines the Responsible person as the employer. In legal terms for the University of Manchester, this is the Board of Governors. The Board exercises this function through the University's Audit and Risk Committee and holds the President accountable for the day-to-day management of health and safety, including fire safety.
- 7. The general fire related safety duties placed upon the Responsible person are to:

- a. implement general fire precautions to protect the safety of all employees and others;
- b. make suitable and sufficient assessment of the risks to which persons are exposed;
- c. plan, organise, control, monitor and review the preventive and protective measures;
- d. eliminate or reduce risks from dangerous substances;
- e. equip premises with appropriate fire-fighting equipment, with fire detectors and alarms;
- f. provide clear emergency exit routes from premises which lead to a place of safety;
- g. establish procedures for serious and imminent danger;
- h. maintain facilities, equipment and devices in an efficient state, working order and good repair;
- i. appoint competent persons to assist in undertaking the preventive and protective measures;
- j. provide employees (including those from another undertaking where relevant) with comprehensible and relevant information;
- k. provide employees with adequate fire safety training at the time when they are first employed and on their being exposed to new or increased fire risks;
- l. co-operate with other Responsible persons where premises are shared;
- m. provide access to buildings for Emergency vehicles ie fire appliances.

Heads of Faculty, School or Directorate or equivalent (excluding residences)

- 8. "Senior Managers" (Deans, Heads of School, Directors of Institutes, Directors and Heads of Service in non-academic areas, the University Librarian, the Directors of the Manchester Museum and the Whitworth Art Gallery, and their equivalents) are responsible for health and safety within their organisational unit, specified areas or as a consequence of their activities, and for any additional activities as agreed and delegated to them (eg where they accept responsibility for day-to-day safety arrangements for staff who have other line managers, for reasons of geographical or other convenience).
- 9. The Deans of Faculties, Heads of Schools, Directorates and Institutes must ensure, within their area of control, that:
 - a. the risk of fire breaking out as a result of their activities is minimised through adequate risk assessment process and application of appropriate preventative controls and mitigation measures;

- b. staff, students and visitors are made aware of the action to take in the event of a fire or fire alarm activation, and refresh relevant training, information and instruction at appropriate intervals;
- c. records of such information, instruction and training are maintained;
- d. information is provided in advance about activities relevant to fire risk to the University Fire Safety and assist on request the Fire & Rescue Service in dealing with any fire safety issues or incident;
- e. the Faculty Estates Teams are informed of any significant proposed changes in use of a building or room or area that might affect the building fire risk assessment or the Building Fire Strategy;
- f. the University Fire Safety Officer or his team are informed of any information that might require amendments to information contained in the building fire safety information boxes (red boxes) positioned near the fire alarm panels;
- g. line managers, supervisors and Principal Investigators understand their responsibility towards people who may have difficulties in evacuating in the event of an emergency from a building;
- h. appropriate number of Fire Evacuation Marshals (FEMs) are appointed to have responsibility for each part of a building they occupy, using the following criteria, where practical, to assess how many should be appointed:
 - i. at least 1 FEM per floor per fire exit stair protected to a final exit
 - ii. FEMs should be able to 'sweep' an area without adding more than 1-2 minutes to their own evacuation time
 - iii. a higher number of FEMs may be needed in areas where special fire risks have been identified and a Building Fire Risk assessment shows that this is necessary
 - iv. sufficient FEMs to monitor each exit from the building (unless minor exits can be secured from premature re-entry)
 - v. where reasonably practicable, cover for absences
- i. assistance and support is provided in the investigation of any incidence of fire in accordance with these arrangements;
- j. all staff and students with disabilities are supported by a School nominee through the process of defining their emergency escape arrangements, and the production of a PEEP where appropriate;
- k. staff and students receive information about evacuations and fire safety arrangements at their induction.

Managers, Supervisors including Principle Investigators (PIs)

10. Staff in managerial or supervisory roles are responsible for ensuring that any activity under their control is adequately risk assessed;
11. Managers and supervisors are responsible for ensuring that those who are in their charge have appropriate information, instruction and training to be able to work safely and take correct action in the event of a fire, and
 - a. identify, implement and monitor appropriate control measures for fire prevention through a suitable and sufficient risk assessment;
 - b. inform any contractors of the fire safety arrangements for the building;
 - c. identify fire safety training needs of staff and arrange for those needs to be met;
 - d. identify specific training needs for those working in high fire risk areas (such as those requiring Dangerous Substances and Explosive Atmospheres (DSEAR) assessments or use or manage laser cutters), and arrange for those training needs to be met, including, where necessary, training in the use of fire extinguishers;
 - e. provide information to their staff about any changes to fire safety arrangements.

Staff

12. All staff are expected to respond to the alarm (except the weekly test) and comply with reasonable instructions from those with formal roles during an emergency, and
 - a. note the essential information on the "Fire Action Notices" placed on all exit routes, including fire safety arrangements in each building, and when the fire alarm is tested;
 - b. respond promptly to all activations of the fire alarm (except the weekly tests at the designated time);
 - c. for staff with groups of students, stop teaching, instruct them all to leave by their nearest exit, and follow them out, ensuring that fire doors are closed as they exit the building;
 - d. during the weekly fire alarm test (carried out by Estates & Facilities), check that the alarm test is clearly audible in their work area(s) and report any problems with audibility or alarm defects to the Estates Helpdesk;
 - e. maintain good housekeeping standards in areas they occupy;
 - f. follow any controls stipulated in relevant risk assessments which may have an impact on fire safety

- g. arrange for routine maintenance of any equipment, plant or machinery to be completed that they are deemed responsible for;
- h. ensure all permitted portable electrical heaters are suitably maintained, tested and checked.
- i. ensure visitors are made aware of the action to take in the event of a fire or fire alarm activation;
- j. properly dispose of their own combustible waste materials and report any accumulations that are not being removed, or which obstruct fire exit doors or corridors via Estates & Facilities Helpdesk or to House Services staff.

Students

13. All students are expected to:

- i. comply with reasonable instructions from those with formal roles during an emergency and respond promptly to all activations of the fire alarm (except the weekly tests at the designated time), and not wait to be moved on by an FEM, warden or other person in authority;
- ii. familiarise themselves with the essential information on the "Fire Action Notices" placed on all exit routes, including fire safety arrangements in each building.

Staff or Students with a disability

14. The University arrangements Chapter 30 'Evacuation of Disabled People and Personal Emergency Evacuation Plans (PEEPs)' describes the roles and responsibilities for staff and students when considering or completing a PEEP.

15. A member of staff or a student with a disability that might hinder their escape in the event of an emergency is responsible for notifying their manager or supervisor (staff) or their School Disability Co-ordinator (student), of any significant change to their activities or engagement with the University that requires amendment or review of their PEEP.

Directorate of Estates & Facilities

16. The Director of Estates & Facilities is responsible for ensuring that the University's premises and service infrastructure are designed and constructed in such a way as to minimise the risk of fire breaking out and spreading and where opportunities arise and are practicable, to improve fire protection.

17. To achieve these objectives, the Director of Estates & Facilities must ensure that:

- a. competent staff and contractors are appointed to plan, design, install, commission and maintain fire safety equipment and infrastructure;
- b. new buildings and refurbishment areas comply with current legislation and best practice for fire protection and fire safety;
- c. significant findings from building fire risk assessments are actioned, and where appropriate, resolved on a prioritised basis and in a timely manner;
- d. suitable and sufficient fire alarm and fire detection systems are provided and maintained appropriately;
- e. fire information notices, emergency lighting, rescue aids, refuge signage and communications, and firefighting equipment are provided and maintained appropriately;
- f. contractors of Estates & Facilities have been given appropriate fire safety instruction, information and training, where required;
- g. contractor monitoring is undertaken for compliance with Estates & Facilities policies and procedures;
- h. building occupiers are notified of any alterations that may affect their means of escape or any additional fire risks created as a result;
- i. activities under the Directorate's control that present a fire risk are assessed and that appropriate precautions are implemented to either remove the risk of fire completely or control the risk so far as is reasonably practicable.

Security

18. Security Officers will respond to all fire alarm activations involving academic and residential buildings on campus.
19. Security Officers will complete fire safety training and refresher training as required for buildings that they can attend.
20. During an unplanned emergency fire evacuation, Security will:
 - a. have primacy over the event until the arrival of the Fire and Rescue Service;
 - b. monitor the central fire alarm panel;
 - c. validate the fire / cause of the fire if it is safe to do so and contact the Emergency Services in the event of an actual emergency;
 - d. meet the Emergency Services when they arrive on campus and direct them to the appropriate location of the fire / fire alarm activation;
 - e. assist the Emergency Services with any requests for information or in the evacuation of buildings;

- f. following an actual fire evacuation, where practical, ensure that the building remains secure;
 - g. During a fire evacuation, monitor the emergency communication panel and assist in the evacuation of persons in need of assistance when required;
 - h. maintain records of fire alarm activations;
 - i. co-ordinate short term evacuations along with building FEMs;
 - j. initially, investigate the cause of any fire alarm activation or fire in accordance with Security reporting procedures. Prepare, or assist in the preparation of more detailed reports as necessary to comply with these arrangements;
21. During protracted evacuations - whatever the cause - the Senior Security Officer on site will:
- a. consult as appropriate with:
 - i. the Senior Officer of any attending Emergency Services;
 - ii. the University Estates & Facilities Emergency Incident Co-ordinator, or most senior Estates & Facilities manager available;
 - iii. the University Emergency Incident Manager; and
 - iv. Health & Safety personnel.
 - b. assist in taking decisions about the building security and evacuation, and implement any associated actions with assistance, as necessary, from University personnel.

House Services

22. House Services staff will:
- a. remove and store combustible waste in accordance with their agreed protocols for each building, and report unusual accumulations of combustible waste to their supervisors which cannot be removed by them;
 - b. ensure that bulk waste containers and skips belonging to House Services are not stored near to buildings; and
 - c. secure, where practical, the external access / exit points of buildings after an evacuation, and at the end of the working day.

Facilities Maintenance & Compliance Unit

23. Facilities Maintenance & Compliance Services staff will:

- a. On a weekly basis, check that fire safety information boxes provided for each building contain the relevant information folder, and for informing the University Fire Safety Officer about missing or damaged folders;
- b. Carry out weekly fire alarm tests in academic buildings on campus;
- c. Report to the Fire Safety Advisory Group (FSAG), when requested, on the condition and performance of fire detection systems and emergency lighting installed in academic and halls of residence buildings.
- d. Maintain all emergency evacuation aids as per manufacturer's instructions;
- e. Maintain emergency lighting in accordance with relevant standards.

University Fire Safety Officer

24. The **University Fire Safety Officer** is responsible for: -

- a. advising on fire issues relating to building structure and fabric, services, alterations and maintenance;
- b. advising on new build fire safety requirements;
- c. co-ordinating and monitoring the University's programme of Building Fire Risk assessments including liaising with School Safety Advisors or equivalent;
- d. liaising with the Fire and Rescue Service and Authorities involved in fire safety;
- e. providing competent advice to building occupiers on fire related issues relating to their activities and / or equipment in all university buildings;
- f. providing advice and guidance on fire safety relating to disabled persons' evacuation and compliance with The Equality Act 2010 requirements, and the provision and maintenance of evacuation chairs and other fire safety or evacuation aids;
- g. advising University committees on fire safety issues relating to the above;
- h. giving advice and monitoring how incidents involving fire and fire alarm activations are investigated to identify problems and advise on corrective actions, and reporting on these to the Fire Safety Advisory Group (FSAG);
- i. effectively monitoring fire precautions relevant to the building infra structure or contractor activity;
- j. preparing annual reports on issues relating to fire safety;
- k. liaising with other managers and staff on fire safety issues;
- l. representing the University on fire safety issues and facilitating cooperation with other employers where two or more occupy the same premises;
- m. periodically reviewing or following a significant change, amend the information contained within the red boxes;

- n. monitoring and mitigation of unwanted fire alarm activations;
- o. notifying the Fire and Rescue Service of incidents of fire in accordance with these arrangements.

Directorate of Compliance and Risk

25. The Director of Compliance and Risk is responsible for maintaining and reviewing the University's Emergency Management Plan

26. Safety Services is responsible for:

- a. providing advice and guidance on compliance regarding the control of flammable substances relating to activities carried out under the Control of Substances Hazardous to Health (COSHH) Regulations, Dangerous Substances and Explosive Atmospheres Regulations (DSEAR);
- b. organising and monitoring building fire evacuation tests (except for Halls of Residence);
- c. liaising with the Health and Safety Executive (HSE) on fire safety issues;
- d. advising University advisory groups and the Health, Safety, and Wellbeing (HSW) Committee in relation to fire safety;
- e. recording (and retaining as necessary) reports of fire incidents, defining them and completing the annual Higher Education returns as required.
- f. arranging practise fire evacuations of all academic and administrative buildings on campus and informing the Fire Safety Officer of the findings.
- g. ensuring suitable fire induction training, fire safety training and training for FEMs is made available to staff, in conjunction with Learning and Organisational Development.

Fire Evacuation Marshals (FEMs) in Academic and Administrative Buildings

27. FEMs will initially undertake the Learning and Organisational Development training [TLCF100](#) and [TLCF101e](#) and will:

- a. Encourage occupiers to evacuate the building in the event of fire alarm activation and report defects or problems with the fire safety arrangements to the Local Safety Advisor or Estates Helpdesk.
- b. **During an alarm and evacuation** not put themselves at risk ie not carry out a rescue in a fire zone, or stay and tackle a fire. They will make reasonable efforts to ensure the evacuation proceeds smoothly and quickly, that all persons are responding to the alarm, and that the spread of fire (and especially smoke) is delayed by closing fire doors. FEMs will assist Security in coordinating short term evacuations.

Fire Safety in Halls of Residence

Directorate for the Student Experience

28. In all areas under their control, the Director for the Student Experience will ensure that: -
- a. the risk of fire breaking out is minimised;
 - b. the effects of fire incidents in student accommodation are effectively mitigated;
 - c. all staff, students and visitors are informed of what action to take in the event of a fire or fire alarm activation;
 - d. evacuation practices in all halls of residence are undertaken as soon as practicably possible with the aim of completing them within the first 2 weeks of the academic session;
 - e. records of information, instruction and training are maintained;
 - f. information about any activities relevant to fire safety is provided to the University Fire Safety Officer and Halls and Residential Life Advisors (Reslife);
 - g. assistance is given to the Fire & Rescue Service in dealing with any fire safety issues or incident;
 - h. Estates & Facilities are informed of any significant proposed changes in the use of a building or room and whether new fire hazards will be created as a consequence (so that the Building Fire Risk assessment can be amended);
 - i. assistance is provided to any person identified or known to have difficulties in evacuating in an emergency;
 - j. all significant findings from Building Fire Risk assessments are reviewed, and any recommendations resolved on a prioritised basis in conjunction with the University Fire Safety Officer and the E&F Compliance Committee
29. The Director of Residential and Sport Services and Halls of Residence Managers will ensure that:-
- a. any activities they undertake or become aware of that might create a risk of fire are effectively assessed;
 - b. effective control measures for fire prevention are implemented and monitored appropriately to mitigate the effects of any fire;
 - c. all relevant parties have appropriate information, instruction and training;
 - d. local fire evacuation arrangements are put in place and that those affected by these arrangements are informed;
 - e. all contractors engaged on site are made aware of any fire safety arrangements for the residential building; and
 - f. staff are appointed to assist in an emergency response.

30. Halls of Residence Reslife will:-

- a. receive and understand information, instruction and training about fire risks, fire safety and local fire safety systems;
- b. understand the correct actions to take in the event of a fire;
- c. provide suitable information and instruction to residents at the start of each academic year and at other times, as appropriate;
- d. take steps to minimise the risk of fire and fire alarm activations in halls including initiation of disciplinary measures to prevent malicious alarms and tampering with equipment provided for life safety;
- e. ensure halls are evacuated as quickly as possible and students are encouraged to evacuate;
- f. provide information to Security in the event of building evacuation, particularly about any local circumstances they have become aware of;
- g. assist in crowd control at assembly points;
- h. provide information to residents about any incident;
- i. ensure fire safety concerns are reported promptly to an appropriate person.

Students in Halls of Residence

31. All students in hall are expected to comply with reasonable instructions from those with formal roles during an emergency, including the wardens, pastoral staff and Security. They must respond to all fire alarm activations promptly by leaving their accommodation and proceeding to the designated assembly point.
32. Students must read the information provided within their induction packs on fire safety in student accommodation, and participate in any practice evacuation procedure.

Fire Evacuation Marshals (FEMs) in Halls of Residence

33. All Halls of Residence Managers, Supervisors, Residential Life Officers and Residential Life Advisors will undertake any necessary training to undertake the role of a FEM. This role requires staff to assist in the evacuation of people from a residence (or administration area) in the event of a fire alarm activation, and be familiar with the fire safety aspects of the buildings they work/reside in including but not limited to:
 - the means of escape;
 - the location and operation of fire alarm call points;
 - the alarm signals (particularly in buildings with zoned or 2 stage alarms);
 - the correct procedures to be followed when discovering a fire or hearing a fire alarm;

- the physical layout of the building including escape routes, points of exit and refuge areas;
- any PEEP(s) in place in the building.

34. The FEM will provide assistance in the event of a fire and ensure that staff and students evacuate effectively and by the nearest exit. The lead marshal will be the most Senior Manager on duty at the location of the fire evacuation and other marshals will report to the lead marshal to ensure all building exits are checked for complete evacuation, report those requiring assistance in evacuating and provide support for supervising assembly points.

Buildings off campus

35. Where Security staff are unable to respond to a fire alarm due to its location away from the main site or other security bases, senior managers need to ensure that site specific arrangements are developed and implemented in conjunction with the University Fire Safety Officer and Security.

Arrangements for Fire Safety

Building Fire Risk assessments

36. The University ensures that Building Fire Risk assessments of all buildings under its control including Halls of Residence are completed. These assessments consider all fire safety aspects of building structure and activities and are led by the University Fire Safety Officer in Estates, with contributions from building occupiers. Assessments identify fire risks and associated arrangements and precautions to protect people from the risks of fire. The assessments are recorded and kept up-to-date by Estates. Recommendations arising from the assessments are subject to a programme of works managed by Estates and Facilities.

Fire Safety Training

37. Fire extinguishers are provided primarily for use by trained staff and training needs should be reviewed as part of their Performance & Development Review. The following categories of staff may be considered for practical training in the use of fire extinguishers, where there is a high fire risk that cannot be mitigated in other ways:

- a. laboratory technicians and other permanent lab staff;
- b. chefs and other staff in kitchens;
- c. electricians and those involved in hot work such as welding, hot cutting, where sparks and hot surfaces are produced;

- d. staff involved in validating alarms: this includes Security, and in a few cases, building staff;
- e. Staff who operate laser cutters.
- f. Permanent workshop staff

Fire Evacuation Practices (Academic and Administrative Buildings)

38. Evacuation practices are a form of training. The University’s programme of fire evacuation practices is managed by Safety Services, and results and observations are reported annually to the Fire Safety Advisory Group. Its purpose is to ensure that everyone knows how to evacuate safely in case of emergency, and to test the physical building systems (alarm, audibility, exit doors, automatic shutters and doors, etc). Physical deficiencies are reported to Estates and Facilities and UFSO for appropriate remediation. Any managerial issues are reported to the appropriate line manager.

Arrangements for Fire Safety – Fire and emergency responses

Emergency Evacuations

39. The following table summarises the arrangements for emergency evacuations in different circumstances.

Scenario	Those at risk	Arrangements
Working day /normal occupation of building	Staff and students generally familiar with the building. Visitors	Heads of School/Directorates/Institutes appoint FEMs in accordance with these Fire Safety Arrangements Visitors inducted &/or accompanied by staff, and escorted during evacuations. Academics responsible for their own classes or groups of students. Routine reports on evacuation practices and evacuation issues made by University Safety Co-ordinators to appropriate groups (Building User Groups, managerial groups), or local H&S Committees. Note: Faculty Estates & Facilities Managers chair/service Building User Group meetings.
Conferences/ events/ meetings	Usual occupancy staff and students, and additional	In any building, the person booking the facility is responsible for completing a risk assessment (available from Central

Scenario	Those at risk	Arrangements
during working day in centrally timetabled space.	visitors unfamiliar with buildings, possibly in larger numbers or higher densities than normal for the venue.	Timetabling Unit), and ensuring sufficient FEMs are appointed and available.
Out of Hours Conferences/ Events	Visitors unfamiliar with buildings, and possibly in larger numbers or higher densities than normal for the venue.	Events must be booked in accordance with the Estates & Facilities Directorate document entitled "Process for the Out of Hours Buildings Use and Event Management", which has been approved by the University Senior Management Team. For information regarding events on University Grounds please contact the Humanities Faculty Estates Team.
Out of hours work in offices, low risk areas	Staff and students working late, early, at weekends or other holiday periods, possibly on their own or at least not in earshot of others.	Each individual remains responsible for ensuring their own escape, particularly when FEMs not likely to be present. Message incorporated into induction and fire safety awareness training.
Cultural Assets (WAG, JRUL, Museum)	Staff, and variable numbers of users & visitors, extended opening hours (up to 24/7). Most will probably not be familiar with the building.	Individual assessment of numbers of FEMs depending on circumstances. Responsibility lies with Director of Facility, advice from Safety Team or Faculty Estates Team. Provision can be by in-house staff, or contracted through Estates & Facilities and external security.
Buildings used predominantly for teaching (few if any permanent staff), e.g. Renold, Roscoe, Stephen Joseph	Large numbers of staff and students changeover every hour, may not be familiar with building. Building likely to have no FEMs.	Physical fire safety precautions checked annually in centrally timetabled rooms by Estates, and also by University Safety Co-ordinators carrying out annual evacuation practices. Evacuations – teaching staff responsible for their groups. All staff receive on-line fire safety information on induction which should be regularly refreshed. Students receive on-line fire safety information at induction. When they book the room teaching staff

Scenario	Those at risk	Arrangements
		reminded they are responsible for the evacuation of their students.

40. All buildings on campus have defined evacuation procedures summarised on fire action notices located on exit routes. All staff should complete fire awareness training at induction and undertake regularly refresher training (LAOD147) and therefore know what to do in case of fire alarm activation and actual fire. In the majority of buildings across the campus FEMs have been trained and appointed and they will lead and coordinate any evacuations that take place along with Security.

41. During an evacuation, whatever its duration, it is essential that the building(s) remain secure and vacant, except and unless express permission is given by the Emergency Services for conditional or accompanied re-entry.

42. Any building occupiers with concerns about personal property or the state of any laboratory equipment, etc must channel questions and information through the Senior Security Officer.

Fire Identification, Investigation and Reporting

Definition of fire

41. In order to participate in sector-wide collation of fire statistics, the University has adopted the following definitions put forward by the Universities Safety & Health Association (USHA):
- a) **Major Fire Incident** – an incident involving smoke, heat and flames causing property damage to multiple building fixtures or fittings
 - b) **Minor Fire Incident** – an incident involving smoke, heat and flames causing only localised damage to equipment or property. In this context, “localised” is interpreted as the maximum area directly affected by heat or smoke less than 0.5m² or damage confined to one small piece of equipment.
 - c) **Near Miss Fire Incident** – an incident involving only smoke, without flames, which may or may not cause damage. Examples include food burnt onto pans or pans burning dry which causes smoke but no flames and activates the fire detection system or causes occupiers to sound the alarm. An overheating fluorescent light fitting which is smoking would also fall into this category.

Fire investigation

42. The extent and complexity of an investigation into a fire incident depends on many circumstances, including, but not exclusively, the actual damage that determines the definition of the fire incident.
43. The University's response will fall into one or more of the following levels. Whilst the majority of cases are straight-forward and relatively simple, more complicated events may necessitate an investigation that moves through all these levels. Whilst these levels will guide those with responsibility for investigation, in some circumstances it may necessary for other lines of enquiry to be made.

Level 1 –this level of investigation is carried out routinely by Security for all fire alarm activations and reports of fire. Security officers complete a standardised form detailing the ignition source, room of origin, how fire was discovered, cause, injuries, damage and action(s) taken. All level 1 reports are forwarded to the University Fire Safety Officer.

Level 2 –local responsible persons such as managers, supervisors and local safety advisors may be asked by the University Fire Safety Officer to carry out a level 2 investigation. They will collate information from the scene itself, documentation such as training records, inspections of equipment and audit reports, and witness statements.

Level 3 –Investigation into the cause of the actual fire will generally be conducted by University Fire Safety Officer who will liaise with the Emergency Services, senior management and responsible university personnel. Schools may also decide to conduct an investigation in tandem. In certain circumstances, Safety Services may also lead on a level 3 investigation.

44. Copies of final versions of investigation reports should be forwarded to the Head of Safety Services for inclusion (and retention as appropriate) in the University's events database.

Reporting fires to the Fire & Rescue Service

45. The University Fire Officer will inform the Fire and Rescue Service of incidents of fire or damage caused by a fire, regardless of whether the fire has been extinguished by University staff. Some exemptions might include flambé food preparation if it remains a controlled process.
46. In most circumstances, the 999 call is made by Security staff who will differentiate between

- a) a controlled incident (fire has occurred but been extinguished as far as they can ascertain). The Fire & Rescue Service response will be to send a tender only at normal traffic speed to satisfy themselves that the fire is out and obtain details they need for their statistical response to the Government or
- b) an uncontrolled incident in which case the Fire & Rescue Service will attend as an emergency.

Monitoring

- 47. Compliance with these arrangements is monitored in various ways by reports to FSAG which reports in turn to the HSW committee:
 - a. The Building Fire Risk assessment programme is monitored annually with a report produced by the University Fire Safety Officer;
 - b. Progress on recommendations arising from the Building Fire Risk assessments are reported by the University Fire Safety Officer / Estates & Facilities annually;
 - c. Activations of fire alarms in all buildings are analysed regularly and reported to FSAG as required;
 - d. Condition and performance of fire detection systems is reported annually by Estates & Facilities, Maintenance Services Manager (Specialist Supervisor);
 - e. The programme of fire evacuation practices, which is arranged annually and carried out without prior announcement in every building on campus, is reported by Safety Services.

Implementation

- 48. All senior managers are made aware of their roles and responsibilities during annual compliance exercises and compliance briefings. All new students are informed of what the University expects of them by the health & safety e-learning induction. All new staff are informed by induction procedures.

Document control box	
Title	Chapter 7: Fire safety
Date approved	5 Jan 2023
Approving body:	Health, Safety and Wellbeing Committee
Original Implementation date:	10 Sept 2012
Version:	<p>Version 3.17 (Jan 2023) –Minor changes:</p> <ul style="list-style-type: none"> • p3 Change of personnel in FSAG. FSAG to meet four times a year (was min of three). • p4 Change of name of SHE Committee to HSW. • p6 Change of name of Risk & Emergency Management Group to Audit & Risk Committee. • p8 Supervisors including PIs. • p9 Staff are expected to respond to the alarm. Staff are expected to follow relevant controls in RA. • p11 Change of name of PEEPs panel to emergency communication panel. • p12 Change of name of MSU to Facilities, Maintenance & Compliance Unit. • p14 Removal of Fire Trainer & Fire Evacuation Co-ordinator position; USCs now organise Fire Evacuations. Safety Services with L&OD ensure on-line training available. • p15 Review of Building fire RA to be by UFSO & E&F Compliance meeting • p18 Extending group of staff who may need to do Fire extinguisher training. • P18 extension of groups USCs may choose to discuss evacuation issues. • p20 Requirement to regularly refresh fire safety awareness training. • p22 Fire alarm activations analysed and reported to FSAG January 2023 <p>Version 3.16 (May 2018) Full review included the removal of duplication / ambiguity. Removal of Personal Emergency Evacuation Plans (PEEPs) (this is now covered in Arrangements Chapter 30). In addition:-</p> <ul style="list-style-type: none"> • Membership details of the committee members updated and include membership from Faculty Safety Representatives. • Added under the heading of Deans of Faculties, Heads of Schools, Directorates and Institutes that they must ensure, within their area of control, that: <i>“the risk of fire breaking out as a result of their activities is minimised through adequate assessment of the risks and application of appropriate preventative controls and mitigation measures”</i>

	<ul style="list-style-type: none"> • Clarified the role of Security during an emergency evacuation. Security "have primacy over the event until the arrival of the Fire and Rescue Service" • Removal of the role of Evacuation Control. In practice, this role never existed • Added additional responsibilities for the Maintenance Services Unit which included:- <ul style="list-style-type: none"> i. On a weekly basis, check that fire safety information boxes provided for each building contain the relevant information folder, and for informing the University Fire Safety Officer about missing or damaged folders; ii. Maintain all emergency evacuation aids as per manufacturer's instructions" • Reference is made to the University Emergency Plan and the role of the Director of Compliance and Risk in this. • Simplification of the role of the Fire Evacuation Marshal (FEM) for Academic and Administrative Buildings. (Previous information was considered ambiguous). • The table which summarised the arrangements for emergency evacuations in different circumstances has been removed. The arrangements for emergency evacuations in different circumstances are covered by the Fire Safety Trainer & Evacuation Co-ordinator during FEM training. <p>Version 3.15 (November 2016) "membership" and "terms of reference" amended. Approved at FSAG meeting 26th October 2016.</p> <p>Version 3.14 (May 2016) review date updated.</p> <p>Version 3.13 Review date updated.</p> <p>Version 3.12 Added section 47 'Buildings off campus'. Amended wording from the 'Universities Safety and Health Association' to the 'Higher Education Statistics Agency (HESA)'. Further minor changes throughout the document for consistency and update of FSAG membership, page 3. Approved by Chair of SHE committee following meeting on 11 June 2015.</p> <p>Version 3.11 – two changes to table in para 49 on mandatory fire training, changes to para 51, and update of FSAG membership, page 3. Approved by Chair of SHE Committee following meeting on 9 June 2014.</p> <p>Version 3.10 – Minor change to para 38, additional point added, approved by Chair of SHE Committee, following SHE Committee on 11 March 2013.</p> <p>Version 3.9 - Minor change to para 31 only approved by FSAG, 28 Nov 2012.</p> <p>Version 3.8, 2012/13.</p>
Next review date:	November 2025 or on major changes to policy, procedure or legislation.

Owner of this chapter	Fire Safety Advisory Group (FSAG) Chair: Dr. Sergey Utyuzhnikov Secretary: Sheila Chisholm
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