Safety Services Guidance

Guidance on fire safety checks when occupying new premises

Key word(s):	Occupying new premises; refurbishments; decants
Target audience:	Managers of teams moving into new, temporary or refurbished premises

Contents

Managers Responsibilities

1. Your responsibilities for fire safety can be found in Chapter 7 of the University's Health & Safety Arrangements. Safety Services also has a toolkit where all its fire safety documents can be found.

2. Moving into new accommodation is an opportunity to review and refresh your team's knowledge about fire safety in general, and to check everyone knows how to sound the alarm and exit to their muster point. You can do this at a routine team meeting, a tour round, a one-off meeting to discuss fire safety and any staff concerns, or by asking each member of staff to complete the attached checklist and return to you, by enrolling the whole team on the general fire safety awareness course (THS41E is the on-line version) or by a combination of these approaches.

3. Managers should also ensure that changes in their fire evacuation marshals are notified to the University's Fire Training & Evacuation Co-ordinator (tel: 306 4018).

What everyone should know

4. Everyone should be familiar with:

   - the location of their nearest fire exit and secondary route(s)

   - how to operate any door furniture along the route (e.g. push bar, "Redlam" bolt, magnetic door release)

   - the location of the nearest fire alarm activation point (red break glass boxes), and when and how to activate it

   - the location of the nearest Fire Extinguishers

   - the location of the assembly point (muster point) outside the building

   - the correct actions to take upon discovering a fire (raise the alarm, leave the building, call the fire brigade, provide any first-hand knowledge about the fire to Security and/or the Fire & Rescue Service)

   - their responsibility to lead visitors, visiting staff and students to a place of safety.

   - why they need to use the stairs only and not the lifts during an evacuation.

Checklist

5. The checklist in the appendix is designed to be issued by managers to individuals moving into new accommodation but could also be used as part of the induction of new staff members. Completed forms should be returned to the manager for retention, and any query or comment addressed.

Fire Evacuation Marshals (FEMs)

6. Where FEMs are moving with the group, they should check with their manager that the Fire Trainer and Evacuation Co-ordinator is informed of the move, and that any new training needs are met.

7. The list of FEMs per building is in preparation at the time of writing and will be available in the fire safety toolkit at
http://www.healthandsafety.manchester.ac.uk/toolkits/fire/evac_marshals/

Document control box	
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Appendix: Checklist for staff moving into new accommodation

Confirmation Checklist	Initial	Any additional comment
Building or area of building I have moved in to is:		
I have located my closest exit route		
I have located my secondary exit route(s)		
I have located my nearest fire alarm activation point		
I have located where my final exit doors are and I know how to open them		
I have located where my nearest fire extinguishers are		
I know what to do in the event of a fire		
I know what to do in the event of an alarm activation		
I know where my assembly (muster) point is located outside the building		
I know how and when to raise the alarm if I start a fire or I see one developing		
Print Name: Signed: Date:		
Manager's Name: Signed: Date:		