

## Fire Safety Policy

<b>Operational Owner:</b>	<i>Matt Purcell, Director of Health and Safety</i>
<b>Executive Owner:</b>	<i>Anne Poulson, COO</i>
<b>Effective date:</b>	<i>July 2019</i>
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<b>Related documents:</b>	<i>Health and Safety Policy</i> <i>Hazardous Working Policy</i> <i>Control of Hazardous Substances Policy</i> <i>DSEAR (HSE guidance)</i>

### Approval History

Version	Reviewed by	Amendment history	Approved by	Date
1	Colin Campbell (Fire Safety Manager)	First Draft	Health & Safety Committee	20 March 2014
2	Chris Gadney	<u>Second Draft</u> : updated throughout in line with latest legislation and best practice guidance. Updated format	Health & Safety Committee  Executive Board	27 June 2019  23 July 2019

<b>1</b>	<b>Introduction</b>
<b>1.1</b>	<b>Purpose</b>
1.1.1	<p>The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as FSO) places duties on “responsible persons” to the extent that they have control over premises, to:</p> <ul style="list-style-type: none"> <li>• assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and</li> <li>• to eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.</li> </ul>
	<p>The University of Surrey (hereafter referred to as the University) is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the University, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law, and complying with the fire safety provisions defined within this Policy.</p> <p>Fire is recognised as a major threat to the activities of the University. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities.</p> <p>The University will ensure, so far as is reasonably practicable, that the risk associated with fire is managed in compliance with the FSO, and any other relevant legislation that may impact upon it.</p> <p>The aim of this Policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the University Community and to protect the University’s assets.</p>
<b>1.2</b>	<b>Scope</b>
1.2.1	<p>This policy applies to all premises including temporary structures such as marquees and activities falling, to any extent, under the University’s control. The Policy sets down the framework by which the University, all staff, students, contractors and visitors will be expected to meet their fire safety duties.</p>
<b>1.3</b>	<b>Definitions</b>
1.3.1	<p><b>Responsible Person:</b> According to the FSO "responsible person" means:</p> <ul style="list-style-type: none"> <li>(a) In relation to a workplace, the employer, if the workplace is to any extent under their control;</li> <li>(b) In relation to any premises not falling within paragraph (a); <ul style="list-style-type: none"> <li>(i) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or</li> <li>(ii) The owner where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.</li> </ul> </li> </ul> <p>In the University context for the meaning of “Responsible Person” as defined by the FSO, this will be the Council of the University.</p>

	<p>The day-to-day operational functions and responsibility for ensuring these duties are undertaken will be delegated to individual officers within the University.</p> <p>The Council has delegated the day to day responsibilities for Fire Safety to the Vice Chancellor.</p>
1.3.2	<p><b>Dangerous Substances:</b></p> <p>(a) A substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CLP Regulations;</p> <p>(b) A substance or preparation which because of its physio-chemical or chemical properties and the way it is used or is present in or on premises creates a risk;</p> <p>(c) Any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere;</p>
1.3.3	<p><b>Principles of Control (General):</b></p> <p>The FSO defines the principles of control, in order of preference, as being:</p> <p>(a) Avoiding risks;</p> <p>(b) Evaluating the risks which cannot be avoided;</p> <p>(c) Combating the risks at source;</p> <p>(d) Adapting to technical progress;</p> <p>(e) Replacing the dangerous by the non-dangerous or less dangerous;</p> <p>(f) Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;</p> <p>(g) Giving collective protective measures priority over individual protective measures;</p> <p>(h) Giving appropriate instructions to employees.</p>
1.3.4	<p><b>Principles of Control (Dangerous Substances):</b></p> <p>The FSO states that:</p> <p>1. The responsible person must, in order of priority;</p> <p>(a) reduce the quantity of dangerous substances to a minimum;</p> <p>(b) avoid or minimise the release of a dangerous substance;</p> <p>(c) control the release of a dangerous substance at source;</p> <p>(d) prevent the formation of an explosive atmosphere, including the application of appropriate ventilation;</p> <p>(e) ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;</p> <p>(f) avoid:</p> <p>(i) ignition sources including electrostatic discharges; and</p> <p>(ii) such other adverse conditions as could result in harmful physical effects from a dangerous substance; and</p> <p>(g) segregate incompatible dangerous substances.</p> <p>2. The responsible person must ensure that mitigation measures include:</p> <p>(a) reducing to a minimum the number of persons exposed;</p> <p>(b) measures to avoid the propagation of fires or explosions;</p> <p>(c) providing explosion pressure relief arrangements;</p>

	<ul style="list-style-type: none"> <li>(d) providing explosion suppression equipment;</li> <li>(e) providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion; and</li> <li>(f) providing suitable personal protective equipment.</li> </ul> <p>3. The responsible person must;</p> <ul style="list-style-type: none"> <li>(a) ensure that the premises are designed, constructed and maintained so as to reduce risk;</li> <li>(b) ensure that suitable special, technical and organisational measures are designed, constructed, assembled, installed, provided and used so as to reduce risk;</li> <li>(c) ensure that special, technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair;</li> <li>(d) ensure equipment and protective systems meet the requirements of the FSO;</li> <li>(e) where the work is carried out in hazardous places or involves hazardous activities, ensure that appropriate systems of work are applied including; <ul style="list-style-type: none"> <li>(i) the issuing of written instructions for the carrying out of work; and</li> <li>(ii) a system of permits to work, with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned.</li> </ul> </li> </ul>
1.3.5	<p><b>Place of Relative Safety:</b></p> <p>A place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.</p>
1.3.6	<p><b>Place of Ultimate Safety:</b></p> <p>In relation to premises, means a safe area beyond the premises.</p>
1.3.7	<p><b>Occupational Health, Safety and Environment</b> is defined as “the measures and systems aimed at preventing harm and ill health to those at work, whilst protecting the environment from damage that could result from work practices.”</p>
1.3.8	<p><b>Training and Briefing</b></p> <p>Briefing is informing such persons of relevant knowledge in relation to health and safety. Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.3.9	<p><b>Competent Persons</b></p> <p>A competent person has the skills, knowledge, attitude, training and experience to undertake the role effectively.</p>
1.3.10	<p><b>Accessibility</b></p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>

<b>2</b>	<b>Policy</b>
<b>2.1</b>	<b>Principles</b>
2.1.1	<p>The objectives of this Policy are to ensure that:</p> <ul style="list-style-type: none"> <li>• Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and both corporate and individual compliance with relevant legislation;</li> <li>• To produce a Fire Risk Management Strategy for the University.</li> <li>• One or more competent persons, who are suitably trained and qualified through their knowledge and practical experience, and provided with such necessary instructions, to enable them to correctly carry out the required tasks.</li> <li>• Fire risk assessments are carried out and updated as necessary in all University buildings;</li> <li>• Identified risks are assessed and as far as reasonably practicable: eliminated, reduced or controlled to ensure any such risk is reduced to a tolerable level.</li> <li>• Satisfactory procedures are devised and implemented to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of relative or ultimate safety in the event of an emergency.</li> <li>• To ensure appropriate evacuation procedures are developed, implemented and periodically tested.</li> <li>• University premises and any equipment provided in connection with assuring fire safety precautions are maintained, by a competent person, subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.</li> <li>• All members of the campus community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire.</li> <li>• All persons shall be provided with sufficient and appropriate fire awareness training and instruction.</li> <li>• All University premises comply with relevant fire safety legislation and recognised best practice.</li> <li>• University buildings are designed in accordance with relevant standards.</li> <li>• Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety.</li> <li>• Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the University.</li> <li>• The University co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the FSO.</li> <li>• The University will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.</li> </ul>
2.1.2	<p><b>Policy Statement</b></p> <p>The University has a duty of care under the FSO and other legislation to ensure, so far as is reasonably practicable, the safety and welfare of employees, and those persons who are not employees who might be affected by the activities of the University</p> <p>It is the University’s policy to provide safe working conditions for our employees, students, visitors and contractors. In addition, every effort will be made to ensure the safety and welfare of members of the public. These general responsibilities extend to the employees, students, visitors, contractors and members of the public and all other persons who have a legal right to be on or within the boundaries of the University and the satellite locations occupied by the University. Any such person shall hereby be known as “relevant persons”.</p>

Notwithstanding this Policy, persons that do not have the same legislative standing in statute as a relevant person shall be a person employed by a local authority or fire authority, specifically engaged in firefighting at the University or their satellite locations. Where said members of any such Fire Authority or local Authority fire services, are engaged in Intelligence gathering or familiarisation, any such person employed by said Fire authority or Local authority Fire and Rescue Service will be afforded the same rights and privileges and be regarded as a “relevant person”.

Notwithstanding legislative requirements, the University accepts the importance of a well organised, committed and tangible Fire Safety Policy which results in improvements in staff welfare, the general work environment and employee job satisfaction.

The University acknowledges the promotion of fire safety at work is an integral organisational objective and is of equal importance with the financial, operational and educational delivery of the institution.

Ensuring adequate fire safety at work on behalf of the University is the function and the responsibility of the Director of Health and Safety. Specialists will be available to advise and assist when necessary

The Council of the University have overall responsibility for the implementation of the Fire Safety Policy through the management structure. The University’s Fire Safety Policy and any subsequent revisions must be approved by Executive Board.

The FSO requires employers to carry out a suitable and sufficient assessment of the risks of fire to their employees and others, in order to identify the measures which, need to be taken to comply with statutory and duty of care requirements.

The University’s Risk Assessment Policy requires hazards to be identified and control of all related risks as far as reasonably practical, then reviewed regularly. The University requires line managers to obtain and provide relevant information and necessary training to employees in respect of the risk of fire, which may arise at their workplace. In recognising the part employees play in maintaining a safe working environment, the University seeks the full co-operation of all staff and students with the fire safety arrangements highlighted in this Policy Statement.

Employees and students also have a duty under fire safety legislation to take reasonable care at work, their place of study, and for others whom their acts or omissions may affect. All employees and students are expected to work safely and consider the safety of others at all times. All employees and students are required not only to observe local fire safety rules which are designed to prevent fire and promote sound health, but also to co-operate and participate with management or faculty in their aim to maintain and promote safe and healthy working conditions.

A regular system of joint consultation via the University Health and Safety Consultative Committee will be maintained to promote good practice in respect of fire safety.

2.2	<b>Roles and Responsibilities</b>
2.2.1	<p data-bbox="280 215 1404 257"><b>Council</b></p> <p data-bbox="280 264 1404 306">The Council will delegate the day to day responsibilities to the Vice Chancellor.</p> <p data-bbox="280 336 1404 423">The Vice Chancellor will ensure that adequate resources are made available to enable the University to fulfil their duties under the FSO.</p>
2.2.2	<p data-bbox="280 430 1404 472"><b>The Vice Chancellor (Responsible Person)</b></p> <p data-bbox="280 479 1404 589">The Vice Chancellor acting on behalf of the University is appointed as the responsible person with authority to act in taking decisions in the best interests of the University and is therefore legally ultimately responsible in this role of Fire Safety for the University.</p> <p data-bbox="280 618 1404 660">The “responsible person” will ensure that:</p> <ul data-bbox="280 689 1404 840" style="list-style-type: none"> <li data-bbox="280 689 1404 763">• Fire safety risks are assessed and that appropriate control measures are identified and implemented.</li> <li data-bbox="280 770 1404 840">• Appropriate resources are made available to enable the University to fulfil its legal duties under the FSO.</li> </ul> <p data-bbox="280 875 1404 1039">The Vice Chancellor delegates day to day responsibility for undertaking these duties through line management and identified roles. The following people are identified as having responsibility for fire safety issues in those areas, and for those relevant persons, that fall under their control.</p>
2.2.3	<p data-bbox="280 1046 1404 1088"><b>Chief Operating Officer (COO)</b></p> <p data-bbox="280 1095 1404 1254">The COO is responsible for ensuring that areas under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (<i>General and Dangerous Substances</i>) defined in the FSO. The COO is supported by the Director of Estates, Facilities and Commercial Services.</p>
2.2.4	<p data-bbox="280 1261 1404 1303"><b>The Director of Estates, Facilities and Commercial Services</b></p> <p data-bbox="280 1310 1404 1352">The Director will be responsible for ensuring that, in areas falling under their control:</p> <ul data-bbox="280 1382 1404 2056" style="list-style-type: none"> <li data-bbox="280 1382 1404 1491">• The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO.</li> <li data-bbox="280 1498 1404 1637">• All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair.</li> <li data-bbox="280 1644 1404 1709">• Competent fire safety advice is engaged to enable the University to comply with its duties under this Policy, the FSO and any other relevant legislation and standards.</li> <li data-bbox="280 1715 1404 1780">• All new and refurbished areas are so designed to ensure compliance with this Policy and the requirements of any relevant fire-safety legislation.</li> <li data-bbox="280 1787 1404 1852">• All relevant activities and processes are assessed for fire safety and suitable control measures implemented in accordance with University Fire Safety standards.</li> <li data-bbox="280 1859 1404 1924">• Where relevant, construction contractors engaged for, or on their behalf, undertake a fire risk assessment before commencing works on site.</li> <li data-bbox="280 1930 1404 2056">• Appropriate liaison and co-operation with other responsible persons is carried out, e.g. tenants / contractors, to ensure that they are aware of the University’s Fire Safety Policy and procedures and to identify any risks arising from their activities which could impact upon the University or members of the campus community.</li> </ul>

2.2.5	<p><b>The Director of Traded Services</b></p> <p>The Director will be responsible for ensuring that, in areas falling under their control:</p> <ul style="list-style-type: none"> <li>• The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO.</li> <li>• All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety are maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair.</li> <li>• Competent fire safety advice is engaged to enable the University to comply with its duties under this Policy, the FSO and any other relevant legislation and standards.</li> <li>• Liaising with other internal departments, local building control and the fire authority in the specification of fire precautions in new and existing buildings.</li> <li>• All new and refurbished areas are so designed to ensure compliance with this Policy and the requirements of any relevant fire-safety legislation.</li> <li>• Where relevant, construction contractors engaged for, or on their behalf, undertake a fire risk assessment before commencing works on site.</li> <li>• Appropriate liaison and co-operation with other responsible persons is carried out, e.g. tenants / contractors, to ensure that they are aware of the University's Fire Safety Policy and procedures and to identify any risks arising from their activities which could impact upon the University or members of the campus community.</li> </ul>
2.2.6	<p><b>Deans, Directors and Heads of Department</b></p> <p>Deans, Directors and Heads of Department will be responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>• All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (<i>General and Dangerous Substances</i>) defined in the FSO.</li> <li>• The significant findings of the specific fire risk assessments are properly addressed, and suitable control measures implemented.</li> <li>• All staff falling under their control are given training and instruction in fire safety matters commensurate with their activities.</li> <li>• Sufficient numbers of people are appointed as Fire Wardens for all areas occupied by their faculty, division or units.</li> <li>• All staff, students, visitors and contractors falling under their control comply with the requirements of the Fire Safety Policy.</li> </ul>
2.2.7	<p><b>Director of Health &amp; Safety</b></p> <p>The Director will ensure that:</p> <ul style="list-style-type: none"> <li>• Fire Risk Assessments are undertaken, and significant findings brought to the attention of those responsible so that they may fulfil their duties under this Policy.</li> <li>• Competent fire safety advice is available to enable the University to comply with its duties under this Policy, the FSO and any other relevant legislation and standards.</li> <li>• Fire safety incidents are investigated, and relevant improvements identified. Where significant issues are identified these will be brought to the attention of the relevant duty holders for action.</li> <li>• The Fire Safety Policy and statutory requirements are monitored and reviewed and an annual assurance statement on fire safety performance submitted to the University's Health and Safety Committee.</li> </ul>



	<ul style="list-style-type: none"> <li>• Appropriate guidance and standards are available to enable the requirements of this Policy to be properly implemented.</li> <li>• Appropriate fire safety information, instruction and training is made available to all members of the campus community as required.</li> </ul>
2.2.8	<p><b>Fire Safety Manager</b></p> <p>The Fire Safety Manager will ensure:</p> <ul style="list-style-type: none"> <li>• The University create and develop a fire safety strategy, Policy and related standards and keep management informed of significant fire risk management issues and new legislation/guidance that may impact on the University's activities.</li> <li>• Fire Risk Assessments for the University's buildings are carried out and kept under review; and will monitor the actions required to address any shortcomings thus enabling the university to comply with relevant legislation.</li> <li>• Where necessary, fire safety recommendations are made for new build, capital and refurbishment projects, across all of the University's property portfolio.</li> <li>• They provide professional fire safety leadership and support to the University community, enabling them to meet their fire safety responsibilities and to promote activities for the achievement of a positive culture, behaviours, and standards of fire safety performance.</li> <li>• They review the University's fire safety training needs; including Fire Drills and evacuation plans. They will monitor and review the current training programme and, where required, make recommendations for change. They will assist in the development and delivery of fire safety training and, where required, source suitable training providers.</li> <li>• They monitor the routine inspection and maintenance of equipment provided for fire protection and maintain auditable records of our fire safety arrangements, including up to date records of fire risk assessments, fire strategies and fire evacuation plans.</li> <li>• To investigate reported fire incidents and monitor records of fires and false alarms, with the aim of identifying, making recommendations for and taking action on areas requiring improvement.</li> <li>• To recommend the appropriate control measures for the storage and use of dangerous substances (as defined by the FSO) and other relevant legislation.</li> </ul>
2.2.9	<p><b>Fire Safety Officer</b></p> <p>The Fire Safety Officer will be responsible for:</p> <ul style="list-style-type: none"> <li>• Undertaking fire risk assessments on all accommodation buildings, prepare reports and distribute to all relevant persons.</li> <li>• Auditing faculties and directorates against relevant fire legislation, codes of practice and standards.</li> <li>• Monitoring compliance against relevant fire precaution standards.</li> <li>• Undertaking weekly routine fire alarm testing.</li> <li>• Delivering fire safety training as required.</li> <li>• Facilitating fire safety evacuation drills in every University building at least once a year.</li> <li>• The procurement, installation and maintenance of all portable firefighting equipment and evacuation aids for the University.</li> <li>• Keeping and maintaining fire safety records, so as to comply with current fire safety legislation.</li> <li>• Investigating and producing reports on all fires in University premises.</li> <li>• Investigating all unwanted fire signals, prepare reports, and maintain records of all incidents.</li> </ul>

2.2.10	<p><b>Security</b></p> <p>Security provide a 24-hour 7 day a week service to the University, responsible for:</p> <ul style="list-style-type: none"> <li>• The monitoring and receipt of fire alarm calls from all buildings within the University grounds.</li> <li>• The immediate response of personnel to all fire alarm calls within the University grounds and University property.</li> <li>• Responding to emergency phone calls from all University property, deciding on and implementing appropriate actions.</li> <li>• Taking reasonable steps within the first ten minutes, to investigate the cause of all fire alarm activations and using a dynamic risk-based approach, determine whether the incident can be adequately dealt with by the University or if it requires the attendance of the Fire &amp; Rescue Service.</li> <li>• Act as Incident Controller and liaise with Fire Marshals and Fire Service as required until relieved.</li> <li>• Completing a report at the end of each fire alarm and forwarding it to the Health &amp; Safety Department.</li> </ul>
2.2.11	<p><b>Fire Wardens / Fire Marshals</b> are responsible for:</p> <p><b>General Responsibilities (Wardens)</b></p> <ul style="list-style-type: none"> <li>• Undertaking regular fire safety inspections of your designated area of responsibility using the standard checklist.</li> <li>• Informing the Faculty Health &amp; Safety Representative of a work place change, where it affects Fire Warden cover.</li> <li>• Liaising with the Incident Controller to ensure all communal areas are covered.</li> <li>• Reporting all concerns regarding fire safety measures.</li> <li>• Undertaking suitable periodic refresher training every 3 years.</li> </ul> <p><b>Emergency Procedures (Wardens)</b></p> <ul style="list-style-type: none"> <li>• Activating a fire alarm call point if you find or suspect a fire.</li> <li>• Identifying themselves to the occupants of the building they are working in, with a high visibility tabard.</li> <li>• On hearing the fire alarm, begin the evacuation for the area of their responsibility.</li> <li>• Assisting the staff and student evacuation using the nearest available exit.</li> <li>• Closing all doors and where possible, the windows on the way out.</li> <li>• Ensuring any disabled persons in their area are complying with their Personal Emergency Evacuation Plan (PEEP) and report this to the Fire Marshal.</li> <li>• Checking all areas within their designated areas (including cloakrooms etc.).</li> <li>• Proceeding to the Assembly Point.</li> <li>• Immediately reporting all relevant information to the Fire Marshal.</li> <li>• Staying available to assist where necessary.</li> </ul> <p><b>Emergency procedures (Marshals)</b></p> <ul style="list-style-type: none"> <li>• Donning the high visibility tabard and proceed with clipboard to the assembly point.</li> <li>• Ushering all evacuees to the assembly point.</li> <li>• Retrieving all details of the evacuation from the Fire Wardens.</li> <li>• Collating all information regarding the evacuation, fire situation and associated risks.</li> <li>• Reporting all details to the Incident Controller.</li> </ul>

2.2.12	<p><b>Supervisors/Managers (including Academic supervisors of research and teaching activities)</b></p> <p>Supervisors/Managers will be responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>• All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (General and Dangerous Substances) defined in the FSO; i.e. included in the risk assessments for research activities and for practical teaching activities (e.g. included in lab scripts).</li> <li>• All staff and students falling under their control are given training and instruction in fire safety matters commensurate with their activities.</li> <li>• All staff, students, visitors and contractors falling under their control comply with the requirements of the Fire Safety Policy.</li> </ul>
2.2.13	<p><b>Staff and Students</b></p> <p>Staff and students have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Observing all instructions, information and training intended to secure fire safety.</li> <li>• Co-operating with the University on matters of fire safety.</li> <li>• Not interfering with any building fabric or equipment provided in connection with assuring fire safety.</li> <li>• Report any obvious defects or short-comings in University fire safety arrangements or procedures.</li> </ul> <p>Note: Failure to comply with the requirements of this Policy could result in disciplinary action being taken.</p>
2.2.14	<p><b>Contractors</b></p> <p>Contractors are required to:</p> <ul style="list-style-type: none"> <li>• Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO.</li> <li>• Co-operate with the University on all matters of fire safety.</li> <li>• Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this Policy and the University's emergency arrangements.</li> <li>• Obey all instructions relating to fire safety given by authorised members of the University.</li> </ul> <p>Note: Failure to comply with the requirements of this Policy could result in the contractor being asked to leave site and removal from the University's list of approved suppliers / contractors.</p>
2.2.15	<p><b>Tenants (Commercial properties)</b></p> <p>Where facilities within a building are shared by more than one Tenant, the University will take responsibility for ensuring adequate provision and maintenance of fire safety measures in the common areas.</p> <p>Tenants will have their own duties under the FSO. This will include the identification of a responsible person. This responsible person will have a duty to:</p>

	<ul style="list-style-type: none"> <li>• Co-operate with the University to ensure that the University can meet all relevant statutory requirements.</li> <li>• Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO.</li> <li>• Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this Policy and the University's emergency arrangements.</li> </ul>
<b>3</b>	<b>Governance Requirements</b>
<b>3.1</b>	<b>Implementation / Communication Plan</b>
3.1.1	<p>The Policy is communicated to all staff as part of the University Policy website – and through induction training. Relevant information is also published on the University Health and Safety intranet site and Fire Safety Handbook.</p> <p>Also refer to: <b>Appendix 1: Stakeholder Analysis and Communication Plan</b></p>
<b>3.2</b>	<b>Exceptions to this Policy</b>
3.2.1	There are no exceptions
<b>3.3</b>	<b>Review and Change Requests</b>
3.3.1	<p>This Policy is regularly reviewed by the Director of Health and Safety.</p> <ul style="list-style-type: none"> <li>• Minor changes will be reviewed through Fire Safety Group and agreed through Health and Safety Committee.</li> <li>• Major changes will be reviewed through Health and Safety Committee and submitted to Executive Board for approval.</li> </ul> <p>Review will generally be every three years or in line with any relevant changes to Legislation (if sooner). Health and Safety Consultative Committee will be consulted during the review process, as required.</p>
<b>3.4</b>	<b>Legislative context</b>
3.4.1	This Policy complies with the requirements of the Health and Safety at Work etc. Act 1974 the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO), and other associated legislation.
	<p>This Policy sets out to comply with the required 'duty of care' placed upon the University. Under Health and Safety Law a 'duty of care' is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.</p> <p>The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.</p> <p>This duty of care cannot be delegated away; instead the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.</p>

	<p>The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity.</p> <p>In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff and visitors.</p>
<b>3.5</b>	<b>Stakeholder Statements</b>
3.5.1	<p><b>Equality:</b> Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the safety of persons with disabilities from the effects of fire. Personal Emergency Evacuation Plans (PEEPs) are prepared for individuals and Procedural documents are available on the Web.</p>
3.5.2	<p><b>Health &amp; Safety:</b> This Policy forms part of the overarching statement on health and safety for the University.</p>
3.5.3	<p><b>Executive Board, Health and Safety Committee, Fire Safety Group and Health and Safety Consultative Committee</b></p> <p>Roles and Responsibilities are referenced above under 2.2.</p>

Appendix 1



**STAKEHOLDER ANALYSIS AND COMMUNICATION  
AND IMPLEMENTATION PLAN**

**Policy Name:** *Fire Safety Policy*

**Operational Owner:** *Matt Purcell, Director of Health and Safety*

**Executive Owner:** *Anne Poulson, COO*

**Effective Date:** *July 2019*

**Policy Review Date:** *July 2021*

**Version History of the Communication and Implementation Plan**

Version	Date	Author	Amendment	Distribution
1.0	July 2019	Matt Purcell (Director of Health and Safety)	First draft in relation to Version 2 of Fire Safety Policy	HSC and EB

## Appendix 1

### 1. Roles and responsibilities

<b>Role</b>	<b>Responsibility</b>	<b>Name / position</b>
<i>Coordination</i>	<i>Ultimate responsibility for coordination of the implementation and communication</i>	<i>Matt Purcell, Director of Health and Safety</i>
<i>Stakeholder analysis</i>	<i>Gathering input from relevant stakeholders and incorporating into plan</i>	<i>Fire Safety Group, Health and Safety Committee, Health and Safety Consultative Committee, Executive Board</i>
<i>Training</i>	<i>Delivery of any specific training required.</i>	<i>Fire Safety Officer issued to Fire Wardens and Fire Marshals; Online Refresher available to all staff to retake every 3 years (General Fire Safety as part of general H&amp;S induction for all new staff)</i>
<i>Internal communications</i>	<i>Emails, announcements, web, face-to-face briefing sessions</i>	<i>Health and Safety Intranet updated; Policy Website</i>
<i>Change management</i>	<i>Where complete or significant change is required in working practices and there is a related change project established. Otherwise N/A</i>	<i>N/A</i>

### 2. Stakeholder analysis

<b>Stakeholder(s)</b>	<b>Department</b>	<b>What do we need them to know?</b>	<b>What do they want to know?</b>
Health and Safety Consultative Committee	N/A	Any significant changes	Any significant changes
Health and Safety Committee	N/A	Any significant changes	Any significant changes
Executive Board	N/A	Any significant changes	Any significant changes

## Appendix 1

### 3. Plan of Activities

	<b>Activity</b>	<b>Description</b>	<b>Responsible for delivery</b>	<b>Scheduled start</b>	<b>Scheduled Finish</b>
1	Policies Web	Updating Policy website	Secretariat	29/07/2019	30/08/2019
2	Health and Safety Intranet site	Updating Intranet site – linking to University Policy site	HS Team Admin	29/07/2019	30/08/2019
3	Fire Safety training (Training Matrix)	Updating training	Fire Safety Team	29/07/2019	30/09/2019
4	Health and Safety Newsletter	Update article notifying all staff of changes; noted in SurreyNet News	HS Team Admin / Internal Comms.	29/07/2019	30/09/2019