

Fire Safety Policy

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Section / Dept:	Health & Safety
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Related policies:	Health and Safety Policy
Policy history:	Previous Policy 2009

Version History

Version	Author	Revisions Made	Date
1	Colin Campbell	First Draft	March 2014

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity Jo McCarthy-Holland	Compliant with E&D Analysis	March 2014

Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	20 March 2014

1	Introduction
	<p>The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on “responsible persons”, to the extent that they have control over premises, to:</p> <ul style="list-style-type: none"> • 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 • to eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.
1.1	Purpose
1.1.1	The purpose of this Fire Safety Policy is to ensure, so far as reasonably practicable, that the University operate effectively and allow its staff, students, contractors and visitors to undertake their activities without detriment to their health, safety and wellbeing.
1.2	Scope
1.2.1	This policy applies to all premises and activities falling, to any extent, under the University’s control. The policy sets down the framework by which the University and all staff, students, contractors and visitors will be expected to meet their fire safety duties.
1.3	Equality Analysis
1.3.1	<p>The University is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the University community. The University’s approach is to promote equality across the full range of its activities, in employment, teaching and learning and as a partner working with and within local, national and international communities. Equality analysis has been carried out in this context.</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 are prepared for individuals and Procedural documents are available on the Web.</p>
1.4	Definitions
1.4.1	<p>Responsible Person:</p> <p>According to the FSO "responsible person" means:</p> <ul style="list-style-type: none"> (a) in relation to a workplace, the employer, if the workplace is to any extent under their control; (b) in relation to any premises not falling within paragraph (a); <ul style="list-style-type: none"> (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 (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.

1.4.2

Dangerous Substances:

- (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 CHIP Regulations;
- (b) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present in or on premises creates a risk;
- (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;

1.4.3

Principles of Control (General):

The FSO defines the principles of control, in order of preference, as being:

- (a) avoiding risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risks at source;
- (d) adapting to technical progress;
- (e) replacing the dangerous by the non-dangerous or less dangerous;
- (f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- (g) giving collective protective measures priority over individual protective measures;
- (h) giving appropriate instructions to employees.

1.4.4

Principles of Control (Dangerous Substances):

The FSO states that:

1. The responsible person must, in order of priority;

- (a) reduce the quantity of dangerous substances to a minimum;
- (b) avoid or minimise the release of a dangerous substance;
- (c) control the release of a dangerous substance at source;
- (d) prevent the formation of an explosive atmosphere, including the application of appropriate ventilation;
- (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;
- (f) avoid:
 - (i) ignition sources including electrostatic discharges; and
 - (ii) such other adverse conditions as could result in harmful physical effects from a dangerous substance; and

	<p>(g) segregate incompatible dangerous substances.</p> <p>2. The responsible person must ensure that mitigation measures include:</p> <ul style="list-style-type: none"> (a) reducing to a minimum the number of persons exposed; (b) measures to avoid the propagation of fires or explosions; (c) providing explosion pressure relief arrangements; (d) providing explosion suppression equipment; (e) providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion; and (f) providing suitable personal protective equipment. <p>3. The responsible person must;</p> <ul style="list-style-type: none"> (a) ensure that the premises are designed, constructed and maintained so as to reduce risk; (b) ensure that suitable special, technical and organisational measures are designed, constructed, assembled, installed, provided and used so as to reduce risk; (c) ensure that special, technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair; (d) ensure equipment and protective systems meet the requirements of the FSO; (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"> (i) the issuing of written instructions for the carrying out of work; and (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.
1.4.4	<p>Place of Reasonable Safety:</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>
1.4.5	<p>Place of Total Safety:</p>
	<p>In relation to premises, means a safe area beyond the premises.</p>
1.4.6	<p>Training and Briefing</p>
	<p>Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to Health and Safety.</p> <p>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>
1.4.7	<p>Accessibility</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>

1.5	Legislative context
1.5.1	This Policy complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO) (and other associated legislation).
1.6	Health & Safety Implications
1.6.1	This Policy is the overarching statement of fire safety for the University
2	Policy
2.1	Principles
2.1.1	<p>The University of Surrey recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and the effects of fire.</p> <p>The objective of this policy is to ensure that:</p> <p>Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and both corporate and individual compliance with relevant legislation;</p> <p>One or more competent persons are appointed to provide fire safety advice;</p> <p>Risks from fire are assessed and controlled to reduce residual risk to a tolerable level;</p> <p>Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of reasonable or total safety in the event of an emergency;</p> <p>Any aspect of University premises and any 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;</p> <p>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;</p> <p>University buildings are designed in accordance with relevant standards;</p> <p>Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety;</p> <p>Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the University;</p> <p>The University co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the FSO;</p> <p>The University liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.</p>
2.2	Procedures
2.2.1	<p>Arrangements</p> <p>In the University context the “responsible person”, as defined by the FSO, will be the Council of the University of Surrey. On a day-to-day basis, the responsibility for</p>

	<p>ensuring that these duties are undertaken will be delegated to individual officers within the University.</p>
2.2.2	<p>Council of University of Surrey (Responsible Person) The Council will delegate the day to day responsibilities to the Vice Chancellor.</p> <p>The Vice Chancellor will ensure that:</p> <ul style="list-style-type: none"> • Adequate resources are made available to enable the University to fulfil their duties under the FSO.
2.2.3	<p>The Director of Estates and Facilities Management The Director will be responsible for ensuring that, in areas falling under their control:</p> <ul style="list-style-type: none"> • 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; • 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; • All new and refurbished areas are so designed to ensure compliance with this policy and the requirements of any relevant fire-safety legislation; • Where relevant, construction contractors engaged for, or on their behalf, undertake a fire risk assessment before commencing works on site; • 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.
2.2.4	<p>Deans, Directors and Heads of Department Deans, Directors and Heads of Department will be responsible for ensuring that:</p> <ul style="list-style-type: none"> • 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; • All staff falling under their control are given training and instruction in fire safety matters commensurate with their activities; • Sufficient numbers of people are appointed as fire wardens for all areas occupied by their faculty, division or units; • All staff, students, visitors and contractors falling under their control comply with the requirements of the fire safety policy.
2.2.5	<p>Director of Health & Safety The Director will ensure that:</p> <ul style="list-style-type: none"> • Fire risk assessments are undertaken (building fabric and structure and means of escape only) and significant findings brought to the attention of those responsible so that they may fulfil their duties under this policy; • Competent fire safety advice is available to enable the University to comply with

	<p>its duties under this policy, the FSO and any other relevant legislation and standards;</p> <ul style="list-style-type: none"> • The fire safety policy and statutory requirements are monitored and reviewed and an annual report on fire safety performance submitted to the University's Health & Safety Committee and Council; • Appropriate guidance and standards are available to enable the requirements of this policy to be properly implemented; • Appropriate fire safety information, instruction and training is made available to all members of the campus community as required.
2.2.6	<p>Fire Safety Adviser The Fire Safety Adviser will be responsible for:</p> <ul style="list-style-type: none"> • Liaising with other internal departments, local building control and the fire authority in the specification of fire precautions in new and existing buildings. • Ensuring the maintenance of fire safety guidance. • Investigating Fires/Unwanted Fire Signals (UWFS) prepare reports and maintain records of all incidents, ensuring that copies of fire reports are forwarded as appropriate. • Liaising with managers to provide advice to help them fulfil their responsibilities under the University Fire Safety Policy. • Liaising with the appropriate Departments to advise on the adequate provision and maintenance of all first aid fire-fighting equipment, fire safety signs and notices as well as all other fire engineering provisions.
2.2.7	<p>Fire Safety Technician The fire safety technician is responsible for:</p> <ul style="list-style-type: none"> • The provision and testing of all fire extinguishers for the University. • Servicing all fire extinguishers to FETA standards. • Carrying out weekly fire alarm testing in accordance with BS 5839: Part 1. in all multi occupied academic buildings in liaison with Security. • Keeping a detailed record of weekly fire alarm testing in all University buildings.
2.2.8	<p>Security Security provide a 24 hour 7 day a week service to the University responsible for:</p> <ul style="list-style-type: none"> • The monitoring and receipt of fire alarm calls from all buildings within the University grounds. • The immediate response of personnel to all fire alarm calls within the University grounds. • Responding to emergency phone calls from all University property, deciding on and implementing appropriate actions. • Deciding within the first five minutes of any fire alarm call whether the fire service should be called to the incident. • Completing a report at the end of each fire alarm and forwarding it to the Safety Department.

2.2.9	<p>Supervisors/Managers (including Academic supervisors of research and teaching activities). Supervisors/Managers will be responsible for ensuring that:</p> <ul style="list-style-type: none"> • 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; i.e. included in the risk assessments for research activities and for practical teaching activities (e.g. included in lab scripts); • All staff and students falling under their control are given training and instruction in fire safety matters commensurate with their activities; • All staff, students, visitors and contractors falling under their control comply with the requirements of the fire safety policy.
2.2.10	<p>Staff and Students 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"> • Observing all instructions, information and training intended to secure fire safety; • Co-operating with the University on matters of fire safety; • Not interfering with any building fabric or equipment provided in connection with assuring fire safety; • Report any obvious defects or short-comings in University fire safety arrangements or procedures. <p>NB. Failure to comply with the requirements of this policy could result in disciplinary action being taken.</p>
2.2.11	<p>Contractors Contractors are required to:</p> <ul style="list-style-type: none"> • 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; • Co-operate with the University on all matters of fire safety; • 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; • Obey all instructions relating to fire safety given by authorised members of the University. <p>NB. 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>

2.2.12	<p>Tenants (Commercial properties).</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"> • Co-operate with the University to ensure that the University can meet all relevant statutory requirements; • 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; • 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.
3	Governance Requirements
3.1	Responsibility
3.1.1	This Policy is monitored and regularly reviewed by the Director of Health and Safety
3.2	Implementation / Communication Plan
3.2.1	The policy is communicated to all staff as part of the University Induction. Along with the University Fire Safety Handbook.
3.3	Exceptions to this Policy
3.3.1	The inside of student occupied study bedrooms.
3.4	Supporting documentation
3.4.1	See Health and Safety Website.

Equality Analysis Template

for all University Policies

For Equality & Diversity Team to Complete:

Organisational Sign Off by Equality and Diversity Team:	NAME OF POLICY: <u>Fire Safety Policy</u>
	<input checked="" type="checkbox"/> Low Equality Impact (Minor input to Policy to reflect equality considerations)*
	<input type="checkbox"/> Medium to High Equality Impact (Equality Analysis template completed)
	<input checked="" type="checkbox"/> Sign off received
	Signed off by: <u>Jo McCarthy-Holland</u>
	Position: <u>Equality Adviser</u>
Date: <u>12/3/14</u>	

Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#)

* Confirmation to be obtained from the Equality and Diversity Team where policies are deemed to be Low Equality Impact.