

# **FIRE SAFETY**

## **Corporate Health and Safety Policy**

December 2022

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<b>Document title</b>		
Fire Safety		
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<b>Approving body</b>		
Health, Safety and Wellbeing Committee		
<b>Date of approval</b>		
7 <sup>th</sup> December 2022		
<b>Review date</b>		
3 yearly or earlier if required		
<b>Edition no.</b>		
2		
<b>ID Code</b>		
UOP-CGHS-P-05		
<b>Date of effect</b>		
8 <sup>th</sup> December 2022		
<b>EITHER</b> For public access online (internet)? <i>Tick as appropriate</i>		YES
For public access on request copy to be mailed <i>Tick as appropriate</i>	NO	YES
<b>OR</b> For staff access only (intranet)? <i>Tick as appropriate</i>		YES
Password protected <i>Tick as appropriate</i>	NO	YES
<p>External queries relating to the document to be referred in the first instance to Corporate Health and Safety: email <a href="mailto:hsservicedesk@port.ac.uk">hsservicedesk@port.ac.uk</a></p> <p><b>If you need this document in an alternative format, please email <a href="mailto:hsservicedesk@port.ac.uk">hsservicedesk@port.ac.uk</a></b></p>		

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# Summary

## What is this document about?

The University of Portsmouth actively seeks to create and maintain a working environment safe from the risks of fire, in compliance with legislation. The University will ensure, so far as is reasonably practicable, the health, safety and welfare with regard to fire, of all its employees, students and any other persons in University buildings. The University also acknowledges its responsibility to protect its buildings and assets from the threat of arson, the accidental outbreak of fire and the risk of serious disruption to the University. This policy applies to all University premises including temporary structures, including but not limited to marquees and tents, falling under the University's control.

This policy is based on current legislative requirements in the form of the Regulatory Reform (Fire Safety) Order 2005. Both the legislation and guidance documents require businesses to implement a Fire Safety Policy and subsequent Fire Safety Management Protocols and Procedures document, which cover all University sites across England in regard to their fire prevention and protection arrangements. The preparation, approval, implementation, and review of this policy is the responsibility of the designated Board Director responsible for Health and Safety for the University.

## Who is this for?

This policy sets out the intention to ensure the safety of staff, students and others. It applies to all staff, including contract, temporary, agency and students. This policy will be applied throughout all University premises or parts of premises that the University owns, occupies or for which the University holds responsibility.

## How does the University check this is followed?

Corporate Health and Safety monitor University activities to ensure compliance with legislation, best practice, University policies, arrangements and procedures. The University monitors health and safety performance in a number of ways. Active methods monitor the design, development, implementation and operation of management arrangements. These tend to be preventive in nature, for example: inspections of premises, plant and equipment; health surveillance to prevent harm and auditing to ensure effective implementation of arrangements. Reactive methods monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of the University. For example: investigating accidents and incidents and monitoring cases of ill health and sickness absence records.

## Who can you contact if you have any queries about this document?

Any questions about this Policy should be directed to the [Corporate Health and Safety Team](#).

# Introduction

The University recognises that fire is a major risk to the lives of its staff, students and members of the public who visit the University. The loss of buildings and infrastructure due to fire also poses significant risks to the continuing research and teaching functions undertaken within the University. The University will, therefore, ensure that fire safety is a priority in all areas under its control. Ensuring, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work etc Act, the Management of Health and Safety at Work Regulations, and other relevant legislation. Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

The aim of this policy and relevant guidance is therefore to provide a fire safety framework which will be implemented to protect lives and protect University assets. To achieve this aim the University hereby makes the following commitments:

- To create and maintain suitable and sufficient fire risk assessments of all premises and activities within premises;
- To identify and implement reasonably practicable control measures to control risks from fire;
- To provide suitable and sufficient information, instruction and training in fire safety to all staff and to provide training in the use of fire extinguishers where appropriate;
- To specify from which of its building's emergency evacuation must be managed/supervised, and to provide a mechanism for developing, implementing and maintaining managed evacuation procedures;
- To regularly test evacuation and other emergency procedures and to maintain all emergency and precautionary equipment;
- To conduct regular fire safety inspections.
- To ensure effective liaison with the local fire authority where appropriate.

To provide an unambiguous statement of fire safety applicable to the University premises, the aim of the Fire Safety Policy is to assist the University Executive Board:

- To discharge its fire safety responsibilities as an education provider by ensuring that suitable and sufficient governance arrangements are in place to manage all fire related subjects and matters that arise concerning fire safety across the University.

- To proactively support development of working partnership initiatives with all relevant stakeholders and appropriate bodies to facilitate the provision of fire safety where reasonably practicable.
- To provide a clearly defined management structure for the delivery and maintenance of suitable and sufficient controls and monitoring measures for all the fire safety related subjects throughout the University.
- To assess and provide appropriate levels of investment in relation to fire safety measures across the estate and personnel to facilitate the maintenance to existing fire safety arrangements and support the implementation of suitable fire safety precautions as required.

## Facilitation

The University Executive Board expects those tasked with managing aspects of fire safety to:

- Diligently discharge their fire responsibilities as befits their position.
- Develop and manage the implementation of monitoring mechanisms that are relevant and suitable for the management of fire safety throughout the University.
- Develop Personal Emergency Evacuation Plans (PEEP) that are pertinent to each area/building/department throughout the University to ensure fire safety of all relevant persons, protect the associated property.
- Design and implement a programme of Fire Risk Assessments to review and identify associated fire risks across all relevant areas of the University.
- Develop, implement and support appropriate action plans, procedures and suitable control measures to support the mitigation of fire risks.
- Design and implement a programme for Fire Safety training for all University staff to include bespoke training for relevant accommodation and high-risk areas.

## Scope

This Policy shall have effect with a view to protecting staff, students, others affected by the University's business, property and assets against a fire risk to the safety of them, whether immediate or delayed. The Regulatory Reform (Fire Safety) Order and the Health and Safety at Work etc. Act and subsequent relevant legislation and guidance apply in all University premises and work situations where it is deemed to be in connection with the University.

Non-compliance may lead to formal action being taken under the relevant University disciplinary procedure.

# Implementation

The University Executive Board will have overall accountability for the Fire Safety activities and will discharge fire safety responsibilities through the Vice Chancellor of the University. The University Executive Board will ensure that appropriate assurance is received in relation to current fire safety legislation and relevant fire codes, regulations and guidance. The University Executive Board discharge the delivery of Fire Safety to competent persons to:

- Liaise with external agencies and enforcing authorities (fire).
- Obtain expert advice and information on fire safety legislation.
- Ensure that the University premises have an appropriate level of fire response teams.
- Constantly raise awareness of all fire safety issues and practices and their purposes.
- Ensure fire safety compliance is met in accordance with fire safety legislation, relevant British Standards and guidance.
- Develop, implement, and review the University's Fire Safety Policy and procedures and report where non-compliance exists to the relevant University Directors.
- Develop and deliver effective training programmes for all fire safety.
- Support the operational management of fire safety risks identified by the Fire Risk Assessment process.
- Support the development and implementation of the University's Fire Safety Strategy.
- Ensure that suitable and sufficient Fire Risk Assessments are undertaken, recorded and that identified deficiencies are suitably reported.
- Provide a suitable link to the relevant University Committees.
- Ensure fire incidents are reported accordingly, and the appropriate level of investigation is undertaken.

# Responsibilities

## University Executive Board

Areas of responsibility in relation to the senior team i.e. University Executive Board, Board of Governors, Vice Chancellor and associated committees and individuals are defined in the University Health, Safety and Wellbeing Policy. This Policy forms part of the University's Health, Safety and Wellbeing management system and should be read in conjunction with the Health, Safety and Wellbeing Policy which outlines senior responsibilities. In particular the following responsibilities are specific to this Policy:



## Responsible Person (Vice Chancellor)

The Vice Chancellor is the 'responsible person' under the RRFSO and has the overall accountability to ensure that the policy for managing fire safety is in place and regularly monitored. The responsible person will ensure that:

- Fire safety risks are assessed and that appropriate control measures are identified and implemented.
- Appropriate resources are made available to enable the University to fulfil its legal duties under the RRFSO.

The Vice Chancellor delegates the responsibility for undertaking these duties through line management and identified roles which are outlined in the Health, Safety and Wellbeing Policy.

## Chief Operating Officer

The Chief Operating Officer is responsible for ensuring:

- 1.1. That areas 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 RRFSO. The COO is supported by the Director of Estates and Campus Services.

## Head of Health and Safety

The Head of Health and Safety and collectively the Corporate Health and Safety Department are responsible for ensuring:

- 1.2. Monitoring of University staff and student activities is undertaken, ensuring compliance with fire safety policy, arrangements and guidance.
- 1.3. Governance and assurance is obtained and provided that Fire Risk Assessments have been undertaken, and significant findings brought to the attention of those responsible so that they may fulfil their duties under this Policy.
- 1.4. Governance and assurance is obtained and provided through the health and safety framework that competent fire safety advice is available to enable the University to comply with its duties under this Policy, the RRFSO and any other relevant legislation and standards.
- 1.5. 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.
- 1.6. The Fire Safety Policy and statutory requirements are monitored and reviewed and updates on fire

safety performance submitted to the University's Health, Safety and Wellbeing Committee.

- 1.7. Appropriate guidance and standards are available to enable the requirements of this policy to be properly implemented.
- 1.8. Appropriate fire safety information, instruction and training is made available to all members of the University community as required.

## Director of Estates and Campus Services

The Director of Estates and Campus Service is responsible for ensuring:

- 1.9. Fire Risk Assessments are undertaken and significant findings relating to premises and structures are properly addressed and control measures are implemented in accordance with the principles of control as defined in the RRFSo.
- 1.10. All recommendations arising out of Fire Risk Assessments for action are implemented and a record of this is maintained and communicated to the Head of Health and Safety.
- 1.11. Any plant, equipment and features of premises provided for the purposes of fire safety remains in good working order and is subject to a suitable system of maintenance by a competent person.
- 1.12. All new and refurbished areas are so designed as to ensure compliance with this policy and any relevant fire safety and building legislation.
- 1.13. Competent fire safety advice is provided to enable the University to comply with its duties under this Policy, the FSO and any other relevant legislation and standards.
- 1.14. Any fire safety related issues which need to be escalated are done so through the health and safety framework and the Head of Health and Safety informed.
- 1.15. All relevant activities and processes are assessed for fire safety and suitable control measures implemented in accordance with University Fire Safety standards.
- 1.16. Appropriate assurance and compliance reports are provided of fire safety compliance to the Corporate Health, Safety and Wellbeing Committee.
- 1.17. Appropriate liaison and co-operation with other responsible persons are carried out, e.g. tenants/contractors, to ensure that they are aware of the University's fire safety policy, arrangements and procedures and to identify any risks arising from their activities which could impact upon the University or members of the University community.

## Deans, Directors, Associate Directors and Heads

Deans and Heads are responsible for ensuring:

- 1.18. 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 RRFSO.

- 1.19. The significant findings of the specific fire risk assessments are properly addressed, and suitable control measures implemented, assurance is provided to Faculty Health, Safety and Wellbeing Committees and escalated to Corporate Health, Safety and Wellbeing Committee.
- 1.20. All staff falling under their control are given training and instruction in fire safety matters commensurate with their activities.
- 1.21. Sufficient numbers of people are appointed as Fire Marshals for all areas occupied by their faculty, division or units.
- 1.22. Appropriate arrangements are put in place (for example, Personal Emergency Evacuation Plans) to secure the safety of all relevant persons.
- 1.23. All staff, students, visitors and contractors falling under their control comply with the requirements of the Fire Safety Policy.
- 1.24. All relevant persons comply with the requirements of the fire safety policy.
- 1.25. No works are carried out on building fabric or services or Estates provided/maintained plant and equipment without the prior agreement of Estates.

## Managers / Supervisors (Inc Academic Supervisors)

Managers and Supervisors are responsible for ensuring they are familiar with and adhere to this Policy and in summary must ensure that:

- 1.26. All activities and processes are assessed for fire safety and suitable control measures implemented in accordance with the University's Fire Safety Policy, Arrangements and Guidance (e.g. inc. risk assessments for research activities and any appropriate information provided in connection with practical teaching activities).
- 1.27. All relevant persons are given training and instruction in fire safety matters commensurate with their activities.
- 1.28. All "relevant persons" comply with the requirements of the fire safety policy, arrangements and guidance.
- 1.29. Sufficient numbers of people are appointed as Fire Marshals for all areas occupied by their faculty, school, service and teams.
- 1.30. All relevant persons within their remit, report relevant incidents to Corporate Health and Safety and, where necessary.

Academic staff should be familiar with the fire safety and evacuation arrangements for every room in which

they teach. In all teaching rooms and shared areas, Academic staff are responsible for the safety of their students. This must include advising them of the actions to be taken in the event of a fire, including actuation of the alarm, emergency exit routes and location of assembly points.

## Health and Safety (Fire Safety) Advisor

The Health and Safety (Fire) Advisor is responsible for:

- 1.31. 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.
- 1.32. The provision of input for fire safety at the design stage, for capital and refurbishment projects, across the University's property portfolio.
- 1.33. Providing professional fire safety advice 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.
- 1.34. Liaising with Estates and Campus Services maintenance teams, projects team and contractors with regard to fire safety for maintenance, repair and project work.
- 1.35. Reviewing the University's fire safety training needs, including fire drills and evacuation plans.
- 1.36. Auditing faculties and directorates against relevant fire legislation, codes of practice and standards.
- 1.37. Monitoring compliance against relevant fire precaution standards.
- 1.38. Monitoring 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 evacuation plans, peeps, etc.
- 1.39. Investigation of reported fire incidents and monitor records of fires and false alarms, with the aim of identifying, making recommendations for and acting on areas requiring improvement.
- 1.40. Recommending the appropriate control measures for the storage and use of dangerous substances (as defined by the RRFSo) and other relevant legislation.
- 1.41. Ensuring that Personal Emergency Evacuation Plans are in place, and are suitable, for staff and students who require them.
- 1.42. Ensuring there are suitable and sufficient Fire Liaison Officers appointed by Heads and are appropriately trained.
- 1.43. Maintaining, developing and revising appropriate fire safety guidance, training and other resources to support the University to meet its responsibilities under the RRFSo and this policy.
- 1.44. Liaising, where appropriate and in collaboration with the Head of Health and Safety, with officers from external enforcement agencies on matters of fire safety.

- 1.45. Facilitating fire safety evacuation drills in every University building according to a planned schedule.

The Health and Safety (Fire Safety) Advisor has authority (in collaboration with the Head of Health and Safety) to stop activities that put people at imminent risk of harm.

## Fire Liaison Officer(s)

Fire Liaison Officers will be appointed by Heads of Departments or Head of Professional Services or equivalent in liaison with the Health and Safety (Fire Safety) Advisor to assist in the safe evacuation of all persons present in the buildings when the fire alarm sounds. Fire Liaison Officers are responsible for:

- 1.46. Immediately attending all fire alarm activations from the University building of which they are assigned and reporting to the dedicated pre-determined location.
- 1.47. Facilitating and receive verbal reports from the Fire Marshals.
- 1.48. Effectively communicating and liaising with Security staff and/or Emergency Services personnel in attendance.
- 1.49. Completing of all relevant training as appropriate.
- 1.50. A full understanding of emergency procedures for their assigned areas.
- 1.51. Reporting all incidents (including false alarm activations) to Corporate Health and Safety and completing a Fire Evacuation Record form. This form should report any procedural difficulties, including non-compliance with the Fire Safety Policy and Procedures.
- 1.52. Assisting the Health and Safety (Fire Safety) Advisor with fire incident investigations where appropriate and necessary.
- 1.53. Advising occupants when it is safe to re-occupy the building.
- 1.54. Receiving reports from Fire Marshals of any deficiencies on the fire system and reporting these to the Estates and Campus Services Helpdesk.

## Fire Marshal(s)

Fire Marshals will be appointed by the Heads of Departments and Heads of Professional Services or equivalent to assist in the safe evacuation of all persons present in the buildings when the fire alarm sounds. Fire Marshals will be trained in this role and are responsible for:

- 1.55. Informing the Faculty and Services Health and Safety Coordinators of a workplace change, where it affects Fire Marshal cover. Equally informing the Fire Liaison Officer and Health and Safety (Fire Safety) Advisor of any changes that may affect fire marshal cover.
- 1.56. Liaising with the Fire Liaison Officer to ensure all areas are covered.

- 1.57. Reporting all concerns regarding fire safety measures to the Health and Safety (Fire Safety) Advisor.
- 1.58. Immediately attending all fire alarm activations from the University building and reporting to the Fire Liaison Officer at the pre-determined location.
- 1.59. Checking designated areas on their way out of a building to ensure that all persons have left or are leaving.
- 1.60. Checking disabled refuges in escape stairways and plan for evacuation of persons therein.
- 1.61. Collaborating and assisting the Fire Liaison Officer during an emergency.

## Security

Security staff provide a 24 hour, 7 days a week service for the University. Security are responsible for:

- 1.62. Monitoring and receiving all fire alarm transmissions from University buildings.
- 1.63. Immediately attending all fire alarm activations from University buildings and report to the fire panel to identify the location of the activation.
- 1.64. Carrying out the 'Search and Seek' procedure to investigate the cause of the activation and respond appropriately; either retreat and contact the Fire and Rescue Service (fire emergency) or silence the alarm to re-occupy the building (false alarm).
- 1.65. In the event of a fire, locating any persons requiring assistance in evacuating the building and aid this evacuation. The use of an evacuation chair may be necessary.
- 1.66. Completing the evacuation record in the fire log book, if not done by Estates and Campus Services staff in attendance.
- 1.67. Completing a FACT form in relation to the events that took place in attending the alarm and to the cause of the activation.
- 1.68. Reporting relevant incidents to Corporate Health and Safety and, where necessary, escalating issues to Senior Management in accordance with the University's Emergency Plan.

## Caretakers and Hall Staff

Caretakers and Hall Staff are responsible for:

- 1.69. Operating University building fire panels, if required to do so.
- 1.70. Assist the Fire Liaison Officer, Health and Safety (Fire Safety) Advisor, Major Incident Team and Emergency Services as required.
- 1.71. Assist Security staff with Search and Seek procedures to locate any person unable to evacuate the building.

## Employees/Students

All University employees and students must ensure that, not limited to:

- 1.72. They are aware of fire procedures and escape routes from buildings.
- 1.73. They observe all instruction, information and training relating to fire safety.
- 1.74. They do not interfere with any building fabric or fire safety equipment.
- 1.75. Any obvious defects or short falls in University fire safety arrangements, procedures or equipment are reported.
- 1.76. The University's Core Fire Safety on-line training is completed every 3 years or following a change in location.

Students and visitors must comply with the Fire Safety Policy and Procedures. Students living in Halls of Residence must comply with any local fire safety arrangements.

Staff and students are encouraged to disclose any health issues or disabilities to their Line Manager or Academic Supervisor or to Corporate Health and Safety if they require assistance to evacuate a building during a fire alarm activation and to participate in any necessary Personal Emergency Evacuation Plan (PEEP) process.

## Contractors

All Contractors are responsible for:

- 1.77. Assessing the fire safety risks arising from their works/activities and implement control measures in accordance with the principles of control defined in the RRFSo.
- 1.78. Co-operate with the University on all matters of fire safety.
- 1.79. Ensuring 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.
- 1.80. Obeying all instructions relating to fire safety given by authorised members of the University.

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.

## Tenants

Where facilities within a building are shared by more than one tenant and the building is owned or under University sole control, the University will take responsibility for ensuring adequate provision and maintenance of fire safety measures in the common areas only. If the University is a tenant, the University policy will apply to only the areas designated under the University's control and/or as described in leasing agreements. Tenants will have their own duties under the RRFSO. This will include the identification of a responsible person. This responsible person will have a duty to:

- 1.81. Co-operate and co-ordinate with the University to ensure that they and the University can meet all relevant statutory requirements.
- 1.82. Assess the fire safety risks arising from their works/activities and implement control measures in accordance with the principles of control defined in the RRFSO.
- 1.83. 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.

## Event Organisers

Any person organising an event in or on University premises, including residences, is responsible for:

- 1.84. A written structure for an organising committee or group or list of named individuals who will take responsibility for the event is produced.
- 1.85. Notifying Estates and Campus Services Helpdesk with details of the event at least 28 days in advance of the event.
- 1.86. Co-operate and co-ordinate with the appropriate University Services to ensure that they and the University can meet all relevant statutory requirements.
- 1.87. Assessing the fire risk of the event prior to the event taking place and ensuring appropriate measures are in place.
- 1.88. Notifying Corporate Health and Safety of all events which hold significant risk and/or those which have a predicted attendance of 100 or more.
- 1.89. Comply with any fire safety guidance provided.
- 1.90. Ensure there is adequate fire safety arrangements and equipment provided.

## Project Manager(s) Construction

Project Managers for new building works or modifications to existing buildings are responsible for ensuring:

- 1.91. The requirements of relevant fire legislation and standards are considered early in the planning and

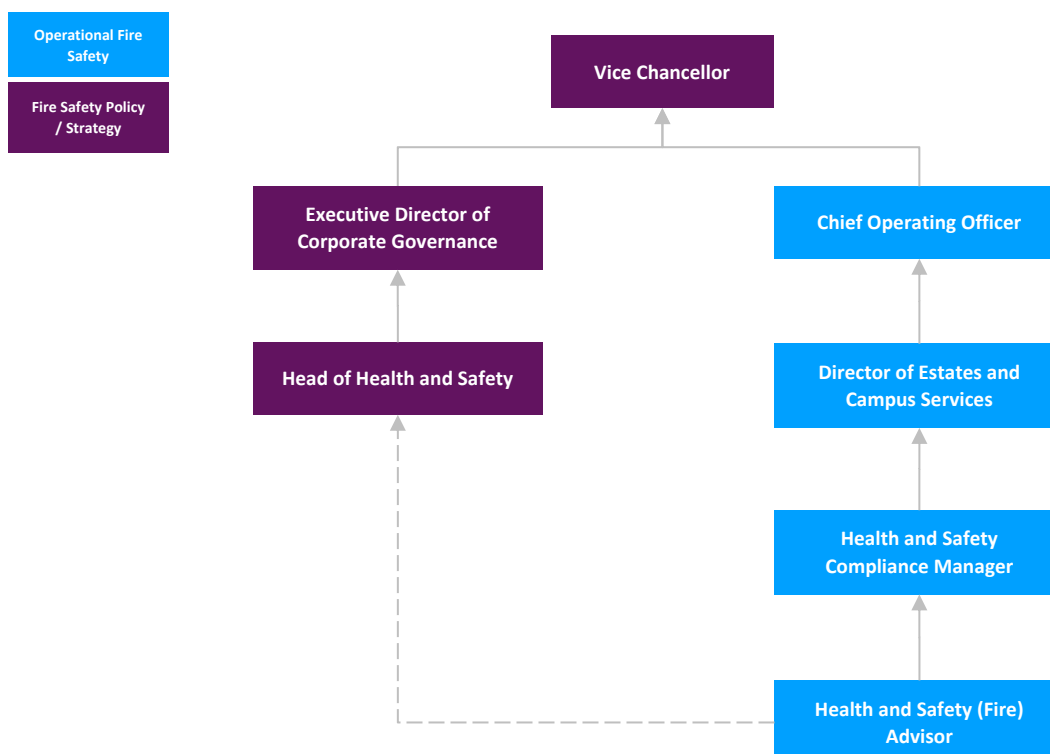


design stages of any work, consulting with the Health and Safety (Fire Safety) Advisor and other relevant parties, and that the proposed building or modification work meets those requirements.

- 1.92. Contractors minimise the fire and explosion risks associated with their work on University premises by following safe working procedures and any particular precautions and procedures required by the University.
- 1.93. That the possibility of incidental damage to fire safety structures or systems is explored and any necessary measures to ensure such structures and systems are protected and/or repaired are put in place.
- 1.94. Contractors provide any information necessary to ensure that during works the safety of those who may be affected by works is ensured. Such information may include information concerning persons on site, processes and materials, risk assessments and safety procedures.
- 1.95. Fire safety related work is carried out to the required standard, ensuring that any inspections necessary during or upon completion of works are carried out as necessary by suitably qualified personnel.
- 1.96. All necessary fire safety systems are properly commissioned, and all necessary fire safety information is handed over.

## Arrangements

Fire safety management is segregated into policy and strategy and operational fire safety. The organogram below demonstrates how fire safety is organised within the University.



# Fire Risk Assessments

The Director of Estates and Campus Services will arrange for and ensure Fire Risk Assessments of all buildings within the University are carried out according to schedule, this schedule must be communicated to the Head of Health and Safety and presented to the Corporate Health, Safety and Wellbeing Committee.

The buildings will be assessed for the risk of fire and also for the fire precautions/warning systems fitted in the building by competent persons. Fire risk assessments will be done based on the risk profile, on a prioritised system and according to the fire risk assessment frequency schedule, whereby:

- Sleeping accommodation is done first as it poses the highest risk of fatalities;
- Public access and high-risk technical buildings, e.g. science schools, not already in above;
- New buildings or buildings with refurbishment impending;
- Medium risk buildings with high risk aspects, not already in the above groups;
- All other, not already in the groups above.

A report will be produced with specific recommendations for the improvement of fire safety within the building concerned. These will include actions required to be undertaken by the managers of the building (e.g. improving housekeeping) as well as actions which will require modifications to the buildings which will be organised through Estates and Campus Services. These recommendations will be prioritised in terms of urgency of action.

A copy of the fire risk assessment for every building should be made readily available for viewing by any appropriate person.

Hampshire Fire and Rescue Services may inspect any building and will ask to see the Fire Risk Assessment. If there has been notification of a fire inspection by Hampshire Fire and Rescue, Corporate Health and Safety and the Health and Safety (Fire Safety) Advisor must be notified as soon as practicable.

The University utilises its own template to complete the fire risk assessments, which has been drafted following the PAS 79 standard, which has additional details specific to University buildings and activities.

If a situation arises where the fire safety of a building is compromised, even for a short period, the Health and Safety Advisor (Fire Safety) will complete a Temporary Fire Risk Assessment to ensure adequate protective measures are in place in the interim.

## Dangerous Substances and Explosive Atmospheres (DSEAR)

Dangerous substances can pose risks to people's safety on a number of different levels; DSEAR is concerned with the specific risks of fire and explosion and places a duty on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace. This also includes members of the public who may be put at risk by work activities.

Dangerous substances that could, if not properly controlled, cause harm to people as a result of a fire or explosion can be found in many workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), hydrogen etc., dusts from machining and sanding operations and dusts from foodstuffs.

DSEAR requires us to carry out a risk assessment in order to identify what dangerous substances are in our workplace and to determine the fire and explosion risks associated with those substances in the context of their intended use. To put control measures in place to either remove those risks or, where this is not possible to effectively control them. To put controls in place to reduce the effects of any incidents involving dangerous substances and prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances. Identify, classify and adequately sign areas of the workplace where explosive atmospheres may occur and ensure that employees are properly informed about and trained to control or deal with the risks arising from the dangerous substances.

The Director of Estates and Campus Services will arrange for and ensure DSEAR assessments of all areas and activities within the University are carried out where a risk has been identified. The Health and Safety (Fire Safety) Advisor will maintain a central register of all areas and activities which have been identified to ensure these are effectively reviewed and assessed. A DSEAR check will be completed during the undertaking of the Fire Risk Assessments to assist with identifying areas and activities which may require a DSEAR assessment. Where a building contains a DSEAR risk, the relevant information regarding DSEAR must be kept with the Emergency Response Pack with specific reference to the areas that it concerns. The central register must be communicated to the Head of Health and Safety and presented to the Corporate Health, Safety and Wellbeing Committee.

## Co-operation and Co-ordination (Shared Premises)

The University will take all reasonable steps to co-ordinate the arrangements for managing fire safety, where premises are shared with other organisations. The Co-operation and Co-ordination (Shared Premises) Schedule is made available as a technical note.

# Training Requirements

The University will provide fire safety training for all staff at the appropriate level. All new employees will receive a fire safety briefing as part of their local induction plan. All staff are required to complete the fire safety e-learning training package provided by Corporate Health and Safety. A refresher of this training should be carried out every 3 years or when circumstances change that require it i.e. change of location, alterations to the building/procedures that affect means of escape.

All staff with an identified fire safety role e.g. fire liaison officers, fire marshals, caretakers, halls staff and security staff, will receive sufficient training to ensure competency in their specific role.

For details on how to access Fire Safety training or to book on to a course please email [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk).

## Monitoring Compliance

Element to be monitored	Lead	Tool	Frequency	Reporting Arrangements
Responsibilities as per Policy	Those associated with the specific responsibilities Line Manager(s)	Fire Safety Policy RRFSO BS9999 PDR Process (1-2-1s) Auditing and inspection Risk Assessment	Ongoing On intervention Annually As per program Determined by risk	Faculty Health, Safety and Wellbeing Committee(s) Corporate Health, Safety and Wellbeing Committee Escalation via management Estates and Campus Services Compliance Reporting
Policy Suitability and Effectiveness	Corporate Health and Safety	Audit and Inspection Programs, Staff News, H&S Newsletters, Communications. Risk assessments and incident reports.	Periodically at least every three years or following a significant change or incident.	Corporate Health Safety and Wellbeing Report. Audit Reports. Incident Reports.
Policy Implementation	Corporate Health and Safety	Staff News, H&S Newsletter, Email to H&S Coordinators.  All details including risk assessment and procedures are covered in the training provision.	When Policy has been approved by the University Health Safety and Wellbeing Committee. Ongoing.	Faculty Health, Safety and Wellbeing Committee(s) Corporate Health, Safety and Wellbeing Committee Escalation via management
Incidents and complaints	Senior Manager/Managers in conjunction with Corporate Health and Safety	Inspections, incident reviews and investigation. Risk Register(s)	When reported; ad-hoc and periodically when necessary.	Escalate concerns through Faculty Health and Safety Committee or directly with Corporate Health and Safety for Professional Services.

## Legislation

- [Health and Safety at Work etc. Act 1974 \(HSWA\)](#)
- [Regulatory Reform \(Fire Safety\) Order 2005 \(RRFSO\)](#)
- [Dangerous Substances and Explosive Atmosphere Regulations 2002 \(DSEAR\)](#)
- [The Management of Health and Safety at Work Regulations 1999](#)

## Associated University Documents

- Fire Risk Assessment Frequency Schedule (UoP-CGHS-TN-02)
- Fire Risk Assessment (UoP-CGHS-F-47)
- DSEAR Pre-Assessment (UoP-CGHS-F-64)
- DSEAR Assessment (UoP-CGHS-F-65)
- Co-operation and Co-ordination (Shared Premises) Schedule (UoP-CGHS-TN-05)
- Personal Emergency Evacuation Plan (PEEP) Methods (UoP-CGHS-TN-03)
- Fire Evacuation Drill Protocol (UoP-CGHS-TN-04)
- Fire Evacuation Protocol Action Card (UoP-CGHS-AC-01)
- Personal Emergency Evacuation Plan (PEEP) Protocol For Staff (UoP-CGHS-TN-06)
- Personal Emergency Evacuation Plan (PEEP) Protocol For Students (UoP-CGHS-TN-07)
- Fire Alarm Response Protocol (UoP-CGHS-TN-08)
- Security Fire Alarm Transmission Action Card (UoP-CGHS-AC-02)
- Academic Teaching Staff Action Card (UoP-CGHS-AC-TBC)
- Fire Liaison Officers Action Card (UoP-CGHS-AC-TBC)
- Fire Marshals Action Card (UoP-CGHS-AC-TBC)

## Associated Arrangements

- [Accident Reporting](#)
- [First Aid](#)

## Health and Safety Executive Documents

- [Fire Safety](#)