



Fire Safety Policy

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University Health and Safety Executive
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This document is a sub-policy of the University's Health and Safety Policy.

In this document, the following verbal forms are used:

“shall” and “must” indicates a requirement;

“should” indicates a recommendation;

“may” indicates a permission;

“can” indicates a possibility or a capability.

1. Introduction

Due to the outbreak of a large number of fires every year in University buildings nationwide, fire is recognised as a significant risk. Even the smallest fire could result in risk to both life and property, damage to the environment and a significant impact on University activities.

It is therefore the aim of the University of East Anglia to reduce the risk of fire within all university buildings and to minimise the impact of fire on life safety, delivery of service, the environment and property. This will be achieved by ensuring that statutory legislation and all appropriate regulations and standards regarding fire safety are complied with.

2. Policy statement

The fire safety strategy for the University is to ensure that outbreaks of fire do not occur, but if they do occur then:

- fires are rapidly detected and effectively contained; and
- building occupants are alerted to the fire and can evacuate promptly.

Fire Risk Assessments are the means by which the effectiveness and adequacy of arrangements, facilities and equipment provided for fire safety are assessed.

The University shall:

- ensure that all fire safety systems present are tested in accordance with appropriate relevant standards.
- ensure all staff are given adequate training in fire safety awareness and evacuation procedures.
- ensure all contracted companies and their staff comply with this University Fire Safety Policy and the Fire Safety Requirements <https://portal.uea.ac.uk/uss/intranet/safety-subjects/fire-safety-requirements>
- implement fire safety precautions through investment in the estate and personnel.

The commitment undertakes to ensure the priority of life over that of property, at all times.

The University shall comply with the following as a minimum:

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- All relevant British Standards
- Approved Document B, Volume 2 Buildings other than Dwellinghouses

3. Responsibilities

Under the Regulatory Reform (Fire Safety) Order 2005, the University as a corporate body is the Responsible Person for the University Buildings. Consequently executive responsibility for fire safety at the university lies with the University's Executive Team (ET).

The Director of Safety Services is responsible for putting in place arrangements for:

- ensuring that Fire Risk Assessments of University buildings (and their use) are undertaken, that the significant findings of these assessments are reported to the relevant Heads of School/Department/Divisions and actions tracked;
- providing competent fire safety advice, by appointing a competent Fire Safety Officer, to ensure that the University understands and can comply with its duties under this policy, the Regulatory Reform (Fire Safety) Order 2005 and any applicable fire safety standards;
- Advising University Health and Safety Executive on compliance with Fire Safety; DSEAR and other fire safety legislation requirements;
- making available fire safety information, instruction and training to members of the University community.
- Ensuring that this policy and the other elements of the fire safety management arrangements are audited within the H&S Audit Programme.

The Fire Safety Officer is responsible for:

- providing support to the Estates and Facilities Division to ensure fire safety is suitably addressed within all building and maintenance projects;
- liaising with the appropriate departments to advise on the adequate provision and maintenance of fire safety arrangements;
- developing and carrying out a programme of Fire Risk Assessments and reporting the significant findings and associated recommendations to relevant duty holders;
- meeting regularly with relevant duty holders in order to track and progress the significant findings and associated recommendations of Fire Risk Assessments;
- producing Personal Emergency Evacuation Plans (PEEPs) for persons with disabilities;
- establishing processes and providing guidance (and training) to enable relevant members of the University to implement any PEEPs;

- maintaining, developing and revising appropriate fire safety guidance, training and other resources to support the University to meet its responsibilities;
- investigating the cause of fires and fire alarms, where appropriate, and providing written advice to duty holders to support them to take appropriate action to prevent a reoccurrence and to comply with their responsibilities under this policy;
- liaising, where appropriate, with officers from external enforcement agencies on matters of fire safety and recording such liaisons;
- providing regular training, instruction and information for Fire Wardens;
- coordinating an annual programme of fire drills for all University buildings;
- providing support, advice and guidance for the appropriate implementation of requirements to address the DSEAR regulations;
- promoting compliance with relevant fire legislation across the University;
- provide regular reports for the University Health and Safety Executive on the status of fire safety arrangements at the University.

The Director of Estates and Facilities is responsible for putting in place arrangements within the Estates and Facilities Division for:

- the significant findings of fire risk assessments relating to building fabric, building structure, installed fire systems and installed fire equipment to be properly addressed;
- any plant, equipment and features of premises provided for the purposes of fire safety to remain in good working order and adequate condition, and to be subject to a suitable system of maintenance by a competent person;
- all new and refurbished areas to be so designed as to ensure compliance with any relevant fire-safety and building legislation, design guides and standards.

The Head of Security Operations is responsible for having in place:

- procedures and training (agreed with the Fire Safety Officer) for response and support provided by Security staff in response to fire alarms and fire incidents.

All Heads of School/Department/Divisions shall have management arrangements in place to:

- notify the Fire Safety Officer of any member of staff, student, contractor or visitor with a disability which may inhibit the individual in responding to alarms and evacuating any building (this is to enable the Fire Safety Officer to produce a Personal Emergency Evacuation Plan, PEEP);
- when necessary, work with the Fire Safety Officer to implement the requirements of any PEEP;
- where necessary, assist the Fire Safety Officer in coordinating and undertaking fire risk assessments for buildings that they, or their staff or students, occupy or for which they have some management responsibility;

- address actions, identified in the fire risk assessments, that come under the responsibility of their area;
- notify the Fire Safety Officer if any activities are being undertaken that are perceived as possibly increasing the fire risk in any buildings they, or their staff or students, occupy or for which they have some management responsibility;
- ensure that risk assessments which are required by DSEAR are carried out, if work under their management control involves the use of any flammable, explosive or oxidizing substances;
- ensure that there is an adequate number of Fire Wardens available for buildings or areas within buildings, under their control and that they have been trained. This must be done in conjunction with the Senior Fire Warden for the building <https://portal.uea.ac.uk/uss/intranet/safety-subjects/fire-safety-requirements/fire-evacuation-arrangements/appointment-and-role-of-fire-wardens> ;
- ensure all staff undertake their mandatory annual online fire safety training;
- ensure that any visitors or contractors are familiar, as appropriate, with the fire safety arrangements in the areas of the University in which they will be present.

All staff employed by the University must:

- report fire safety issues to the Fire Safety Officer and their line manager;
- attend a local fire safety induction course before or on their first day of work, this is to be repeated if there is a change of workplace <https://portal.uea.ac.uk/uss/intranet/safety-subjects/fire/training> ;
- complete the mandatory on line fire safety training annually;
- on hearing the fire alarm, to leave the building via the nearest safe fire exit and proceed a safe distance from the building. Where they have responsibility for students or visitors, ensure that these people evacuate the building as well;
- comply with any of the Fire Safety Requirements which apply to them <https://portal.uea.ac.uk/uss/intranet/safety-subjects/fire-safety-requirements>
- take reasonable care for their own safety and of other relevant persons who may be affected by their acts or omissions at work.