Health & Safety Services

1st Edition, April 2017

FIRE SAFETY MANAGEMENT PLAN
Policy, Organisation and Arrangements
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1 INTRODUCTION

The University of Reading 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.

The University recognises that strategic planning and financial decisions, from the highest level within the organisation down, will affect fire safety arrangements and effectiveness.

1.1 Fire safety management policy

This policy supplements the University of Reading’s Health and Safety Policy which states that:

“The University of Reading recognises its duty to provide a safe place of work and a healthy working environment. We understand how these are essential elements of a successful organisation. We believe that excellence in the management of health and safety is a fundamental part of our strategic plan.”

In compliance with this general principle the University is committed to meet all duties placed upon it by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation. Specifically we will maintain high standards in fire safety in order to protect our employees, students, visitors and any other relevant people who are lawfully in our buildings or who may be affected by our activities. The University will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks.

It is the University’s fire safety management policy, so far as is reasonably practicable to:

- Provide, and maintain, places of work, accommodation and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for any building occupants in the event of a fire
- Provide, and maintain, suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event
- Provide, and maintain, suitable and sufficient information and communication systems that ensure timely and efficient response by the University’s Security Services and that provide adequate details to the emergency fire services
- Provide suitable and sufficient information and instruction on fire safety to University staff, students and visitors
- Provide management arrangements for identifying and controlling fire risks including risks to life safety, business continuity and the environment.
- Provide all interested parties with appropriate and relevant fire safety advice by means of a directly appointed and properly qualified fire safety professional or by securing the services of external fire safety consultants.
2 LEADERSHIP AND COMMITMENT

Executive responsibility for fire safety lies with the Vice-Chancellor (VC) who is deemed to be the principal ‘Responsible Person’ for the University as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the senior administrative officers of the University: the Deputy Vice-Chancellor; Heads of Service; the Pro Vice-Chancellor (Resources), the Director of Estates and Facilities, and Heads of Schools / Functions. In addition all University managers and supervisors have duties as the ‘Responsible Person’ to the extent to which they have control of the buildings, and the activities operating within them.

All University employees have a duty to observe and comply with the University Fire Safety Policy and are responsible for the behaviour and safe evacuation of their visitors whilst they are on the University premises.

This Fire Safety Management Plan identifies the responsibilities and procedures (in relation to fire safety) that all parties must understand and undertake to ensure that fire safety in their areas of responsibility is sufficiently managed.

Guidance:

This Fire Safety Management Plan document should be read in conjunction with Health & Safety Services Safety Code of Practice 02 (Part A) which sets out the organisational arrangements and responsibilities for the management of health and safety within the University, in support of the University health and safety policy. Other parts of this plan cover other aspects of the safety management system, including: consultation and communication; emergency preparedness; training and competency; management of contractors; and monitoring and audit. This plan is supplemented by the Policies, Safety Codes and Notes published by Health & Safety Services on other specific health and safety topics, and by other policy documents published by University Functions e.g. Estates & Facilities.

3 FIRE SAFETY MANAGEMENT

This Fire Safety Management Plan sets out the mechanism, roles and responsibilities by which fire safety risks are to be managed. It includes details on how the University intends to meet the following fire safety objectives:

- Prevent the outbreak of fire at a University building
- Ensure (as far as reasonably practicable) that relevant people do not suffer death or serious injury following an outbreak of a fire at a University building
- Limit the damage to building fabric and contents following an outbreak of fire at a University building
- Limit the impact of a fire in a building causing disruption to the operations and business of the University
- Optimise people’s response to alarms by minimising their exposure to false alarms while giving them sufficient familiarity with alarms and evacuation procedure to respond appropriately when required
• Ensure (as far as reasonably practicable) that individuals with particular evacuation needs are identified and assisted appropriately
• Manage University buildings to an appropriate level as defined in BS 9999 and PAS 7
• Comply with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999
• Avoid as far as reasonably practicable legal action in respect of breaches of the above legislation
• Achieve continual improvement in the way that fire safety is managed.
• Minimise and prevent damage to assets which support core functions or priority research and teaching
• Minimise negative impact on the environment from efforts to fight fire

4 FIRE RISK MANAGEMENT STRATEGY

The University of Reading strategy for meeting the defined fire safety objectives is:

The University Health, Safety and Wellbeing Committee will take a strategic overview of fire safety performance. In particular, it will ensure relevant competence requirements are established for senior managers and monitor that they are being met.

Head of Schools/Functions will ensure staff are appointed and trained as competent for key roles relevant to fire safety. This includes fire wardens, evacuation officers, evacuation chair operators etc. They will also ensure fire safety performance is addressed by the local Health, Safety and Wellbeing Committee covering the School/Function.

Chairs of local Health, Safety and Wellbeing Committees will ensure that the Terms of Reference of their Committee is appropriate to address fire safety improvement.

In particular local Health, Safety and Wellbeing Committees will monitor:

• That there are fire risk assessments for all buildings required to have them by the Regulatory Reform (Fire Safety) Order 2005.
• That staff are trained for action in event of fire, with appropriate numbers of persons trained in fire prevention, fire protection and evacuation procedures and able to use fire extinguisher equipment.
• That systems effectively control work, in particular “hot works” and modifications, including temporary modifications to building structures and fire alarm systems.
• That arrangements have been established to provide maintenance and testing of fire safety systems in accordance with BS9999 and in agreement with Estates and Facilities.
• That robust communications are in place including for alerting building occupants in the event of fire.
• That procedures for responding to fire emergencies are maintained and exercised.
• That housekeeping standards and behaviours support fire prevention.
4.1 Fire Risk Assessment

Health and Safety Services will carry out overall fire risk assessments of buildings that are required to have them by the Regulatory Reform (Fire Safety) Order 2005.

Heads of Schools/Functions are responsible for ensuring risk assessments are carried out on all work and these must include the risk of fire and explosion.

Building Support Offices support the Heads of School / Function by supplying information on the building fire risk assessment and liaising with the Fire Safety Advisers on any significant changes.

5 SUPPORT

The University has determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of the Fire Safety Management Plan.

The University has authorised Health and Safety Services to employ a Fire Safety Advisor who irrespective of other responsibilities, has defined roles, responsibilities and authority for:

a) Establishing, implementing and maintaining the Fire Safety Management Plan; and

b) Reporting to senior management (via the Health & Safety Services Director) on the performance of the plan for review, including recommendations for improvement.

The Health & Safety Services Director is a member of the University of Reading Health, Safety and Wellbeing Committee.

Heads of Schools / Functions are to ensure staff members are appointed to key roles such as Fire Evacuation Officer and Fire Warden.

Heads of Schools / Functions are to ensure that their Health and Safety Committee meetings address fire safety in order to drive improvements.

The University has identified, documented and communicated the roles, responsibilities and authorities of those involved in the Fire Safety Management Plan and their interrelationships with the organisation.
Figure 1 below shows the fire safety management structure and delegation of responsibilities within the University.

Figure 1 Note 1: The reporting arrangements are for Health, Safety and Wellbeing to report to the UEB, which in turn reports to the Strategy and Finance Committee, then Council.

6 COMPETENCE

The arrangements for ensuring fire safety competence are detailed as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Arrangements for ensuring competence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pro-Vice Chancellor</td>
<td>Coaching from HSS</td>
</tr>
<tr>
<td>Heads of Schools/Functions</td>
<td>Coaching from HSS</td>
</tr>
<tr>
<td>Health and Safety Services Director</td>
<td>Job Description/Person Specification</td>
</tr>
<tr>
<td>Chairs of local Health, Safety and Wellbeing Committees</td>
<td>Checks by the University Health, Safety and Wellbeing Committee</td>
</tr>
<tr>
<td>Health and Safety Co-Ordinators</td>
<td>Mandatory training</td>
</tr>
<tr>
<td>Fire Safety Advisor(s)</td>
<td>University Fire Safety Advisor(s) will have attended an appropriate training course in carrying out fire risk assessments and will be listed on the Institute of Fire Engineers (IFE)</td>
</tr>
<tr>
<td>Building Support Officers</td>
<td>Role Description located in Appendix 2</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------</td>
</tr>
</tbody>
</table>

**Risk Assessor Register for ‘Life Safety’ assessments.**

<table>
<thead>
<tr>
<th>Fire Evacuation Team Members</th>
<th>The detailed duties of members of fire evacuation teams are listed in Safety Code of Practice (SCOP) and Safety Notes (SN) No’s:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Fire Evacuation Officer</strong></td>
<td>• SCOP 5 - Fire Drills</td>
</tr>
<tr>
<td>• <strong>Fire Warden</strong></td>
<td>• SCOP 6 - Emergency Evacuation Procedure</td>
</tr>
<tr>
<td>• <strong>Evacuation Chair Operator</strong></td>
<td>• SN 20 - Evacuation of Disabled People</td>
</tr>
<tr>
<td></td>
<td>• SN 28 - Personal Emergency Evacuation Plans</td>
</tr>
<tr>
<td></td>
<td>• SN 39 - Fire Wardens and Evacuation Officers</td>
</tr>
<tr>
<td></td>
<td>• SN 60 - Evacuation Chairs</td>
</tr>
</tbody>
</table>

All of the above can be viewed at the Health and Safety webpages by following this link: [http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-guidance.aspx](http://www.reading.ac.uk/internal/health-and-safety/resources/hs-resources-guidance.aspx)

Members of Fire Evacuation Teams and Building Support Officers (BSO’s) are required to attend appropriate training courses provided by Health & Safety Services, including a module on Fire Safety – see course specification in Appendix 3 to this document

Fire safety systems are maintained by competent directly-employed Estates and Facilities staff and by utilising the services of specialist contractors. The procedures for assessing the competence of Estates and Facilities sub-contractors are determined by E&F.

The procedures for assessing the competence, letting to contract, induction to site and continual performance monitoring of specialist contractors is determined by E&F.

The strategy and coverage of Evacuation Officers and Fire Wardens and planning of warden search areas will be determined by fire risk assessment.

University buildings are required to hold fire drills with the purpose of:

- Testing and exercising the building fire evacuation plan and assessing the performance of Fire Evacuation Team members.
- Verifying the effectiveness of training
- Identifying weaknesses in emergency procedures and systems
• Identifying positive and negative reactions of staff with designated responsibilities
• Assessing the reliability of fire emergency equipment such as fire alarms, evacuation lifts, evacuation chairs and emergency voice communications equipment

The frequency and timing of fire drills is detailed in Safety Code of Practice No 5 – follow this link to access the information:

The University evaluates the effectiveness of the actions taken to ensure competence of all duty holders as follows:
• University staff members have in place ‘Performance and Development Reviews’ and ‘1 to 1 Review Meetings’ with line management
• New starting staff will be required to work a probationary period
• Estates and Facilities have attained ‘Gold’ accreditation standard for Investors in People

The University communicates the relevance and importance of its employee activities and how they contribute to the achievement of fire safety objectives by ensuring that all staff receive a basic level of fire safety information and training as part of the new staff induction process. This will include the watching of a bespoke University of Reading ‘Fire Safety Film’ that includes information on actions in the event of fire and basic fire prevention. A Health, Safety and Environment Induction Checklist is attached to this document as Appendix 4. All new staff starters will have access to online fire safety training as part of their induction process.

Heads of Schools / Functions are to assess the training needs of staff undertaking work activities in order to control fire risk.

7 AWARENESS

The University of Reading Fire Policy will be disseminated to University staff on their arrival as part of the new starter induction process. All contractors working at the University will receive a copy of the Safety Code of Practice No 51 – Site Rules for Working on University Premises for contractors and consultants. That document contains a section on Fire Safety – follow this link to access the document:

8 COMMUNICATIONS

The University has determined the internal and external communications relevant to this Fire Safety Management Plan and this will include:
• Health and Safety webpages that includes fire safety related Safety Codes of Practice, Safety Notes and bulletins
• The staff pages of the University of Reading web site will be used to disseminate information to staff as required e.g. on periods of fire service industrial action. This information will be issued as the needs arise
The ‘significant findings’ of fire risk assessments will be passed on to staff via Building Support Officers and local Health and Safety meetings. This information will be sent out following the review of a building fire risk assessment.

Fire risk assessments of ‘common areas’ of University buildings occupied by tenants will be sent out to interested parties following reviews of fire risk assessments.

Schools and Functions are required to have in place an ‘Area Health and Safety Code’ which will detail fire safety information to staff and students. Area Health and Safety Codes are available to all staff. The HSC for the School/Function will be responsible for developing and maintaining the code.

Fire ‘what to do’ posters are displayed prominently in all University of Reading Buildings.

All residents of sleeping accommodation rented out by the University of Reading Property Services department are sent out essential fire safety information for residents – an example is attached to this document as Appendix 5. These will be sent out to all new residents and thereafter once a year.

The University of Reading accommodation provider (currently UPP) are required to pass on to students occupying a Hall of Residence fire safety information as detailed in their Statement of Requirement for service provision.

Fire Brigade Emergency Folders that include detailed information on our buildings are made readily available to attending fire service crews by means of hard copies located in all buildings and also carried on IPADS held by Security Services who attend all fire alarm incidents.

The University of Reading has agreed protocols for communicating with the fire and rescue services in the event of a fire alarm at the University. Protocols for this are attached as Annex F to this document.

8.1 Internal communication among the various levels and departmental functions with the University.

The University has established, implemented and maintained a strategy for:

1. Receiving, recording and responding to relevant communications from wider stakeholders that require assurance.

2. The University Marketing and Communications Office leads on all University Communications – see the webpage: http://www.reading.ac.uk/internal/marketing-and-communications/communications/mac-communications.aspx.

3. Health & Safety Services procedures for communications are detailed in the H & SS Office Manual.

8.2 Communications with the Fire and Rescue Services.

The University has established, implemented and maintained a strategy for how and when to call out the Fire Service following a fire alarm in a building. This is detailed in Fire Action Posters and as detailed in the Security Control Room Protocols for responding to a fire alarm and calling out of the Fire Service.
9 DOCUMENTED INFORMATION

The University of Reading have determined that the following information is required to be documented in order to have in place an effective Fire Safety Management Plan:

- Fire Risk Assessments
- Fire Brigade Emergency Folders and a Major Incident Plan
- Test records of building fire equipment and installations including but not limited to fire alarms, emergency lights, extinguishers, fire shutters, refuge EVC, gas boilers, dry risers, fire dampers, AOV, fire doors
- Permits to work in buildings including ‘hot work’ certificates
- Safety Codes of Practice detailing the resources and authority of fire risk management at the University
- Training records and details of course content for the relevant fire safety courses such as fire wardens
- Electronic copies of all correspondence relating to the Fire Risk Management System including records of calls made to the emergency services.

9.1 Creating and updating of documented information

All HSS documented information will be created on a University of Reading Template as detailed in the Health and Services Office Manual.

Documents such as Health and Safety Services Safety Codes of Practice and Safety Notes will be subject to a periodic review as detailed on each document.

Documentation of external origin including but not limited to building fire strategies, fire risk assessments, fire brigade audits and inspection, certificates of compliance for the testing maintenance of fire safety systems such as fire alarms, emergency lighting, fixed fire suppression and fire extinguishers will be stored in Estates and Facilities EDMS.

Guidance:

Estates and Facilities operate an Electronic Data Management System (EDMS) operating with the Microsoft SharePoint software. As a result access to documents is controlled.

10 OPERATION

10.1 Operational planning and control

The University of Reading has a detailed strategy that details the future of the University up till 2026 and this can be viewed at the following webpage:
https://www.reading.ac.uk/closed/university-strategy/us-university-strategy.aspx
The University of Reading Estate is managed by Estates and Facilities. The Estate Strategy can be viewed at the following webpage: [http://www.reading.ac.uk/web/FILES/strategies-documents/EstateStrategy.pdf](http://www.reading.ac.uk/web/FILES/strategies-documents/EstateStrategy.pdf)

All spaces in buildings belong to the University and are allocated to Schools/Functions subject to review on the basis of demonstrable need and University Policy. The University of Reading Space Management Policy can be viewed at the following webpage: [http://www.reading.ac.uk/web/FILES/fmd/Space_Management_Policy_2014.pdf](http://www.reading.ac.uk/web/FILES/fmd/Space_Management_Policy_2014.pdf)

All changes of use of a University space will be controlled by the Estates and Facilities Project Department – see at the following webpage: [http://www.cms.rdg.ac.uk/fmd/projects/Project-Department.aspx](http://www.cms.rdg.ac.uk/fmd/projects/Project-Department.aspx).

### 10.2 Control of work on site

All construction and maintenance work at the University of Reading is strictly controlled by Estates and Facilities.

See this link to the document – Estates and Facilities – Authorisation to Work


The University ‘Hot Works’ Permit can be viewed here:

[http://www.reading.ac.uk/web/FILES/buildingmaintenance/Hot_work_permit_-_Blank_form_to_be_completed.dec14.pdf](http://www.reading.ac.uk/web/FILES/buildingmaintenance/Hot_work_permit_-_Blank_form_to_be_completed.dec14.pdf)

The University ‘Fire Protection (Fire Alarm System) Impairment Form’ can be viewed here:


For more information on their other general policies and procedures – follow this link:


External Contractors cannot work at the University unless they have been formally approved by Estates and Facilities. For more information on how the University of Reading works with external contractors follow this webpage:


### 10.3 Maintenance and testing

The University aims to ensure that, so far as it is reasonably practicable, the academic built-estate is maintained in a manner that provides a safe, reliable and secure environment, which is fit for purpose and complies with current legislation.

Estates and Facilities have a policy statement to this effect and this can be found here:

Estates and Facilities are responsible for the specification, installation, commissioning and maintenance of building fire protection systems. This includes fire separation, measures to limit fire spread, fire detection and alarm systems, fire suppression systems and emergency lighting. In doing so, E&F consults with the Fire Safety Adviser for advice on legal compliance and the application of relevant standards so that an agreed approach is adopted.

Within E&F, responsibilities are allocated in accordance with Table 1 below.

**Table 1** Delegation of responsibilities within Estates & Facilities for fire prevention systems

<table>
<thead>
<tr>
<th>RESPONSIBILITIES</th>
<th>PERSON RESPONSIBLE</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of existing fire alarm, detection and suppression systems, emergency lighting and fire separation systems (e.g. fire stopping, fire doors)</td>
<td>Planned Preventative Maintenance Manager, Estates Surveyors, Estates Management</td>
<td>Undertaken by Direct Labour teams, appointed competent contractors, or system suppliers as appropriate.</td>
</tr>
<tr>
<td>Appointment of competent third parties (system designers, engineers, contractors) to specify, design, install and commission fire alarm, detection and suppression systems and emergency lighting</td>
<td>Project Manager, Projects, Design and Feasibility, Estates Surveyors, Estates Management</td>
<td>Specifications and designs must be in accordance with University standards as set out in Safety Guide 34B and E &amp; F documentation/engineering standards. Third parties will normally be appointed contractors.</td>
</tr>
<tr>
<td>Design of the building fire safety strategy and general fire safety provisions e.g. fire separation</td>
<td>Architects and Designers</td>
<td>The design process should provide for consultation with the University Fire Safety Adviser, and if necessary with other third parties appointed by the University e.g. fire safety engineers. The University Fire Safety Adviser, or in his/her absence the Head of Health and Safety Services, will accept the overall fire strategy on behalf of the University.</td>
</tr>
<tr>
<td>Detailed design of fire alarm, detection and suppression systems and emergency lighting</td>
<td>Competent third parties appointed by the University, under the direction of the University Project Manager/Portfolio Manager or Framework Project Manager.</td>
<td>This service is normally supplied by the University’s appointed Framework M&amp;E Consultants in partnership with fire engineering contractors or for suppression systems, the specialist manufacturer/supplier.</td>
</tr>
</tbody>
</table>
## Installation of fire alarm, detection and suppression systems and emergency lighting

Competent third parties appointed by the University, under the direction of the Principal Contractor, or Project Manager, depending on the procurement approach. This service is normally supplied by the University’s appointed electrical contractor or the project’s appointed electrical contractor, depending on the procurement strategy.

## Appointment of competent persons to verify fire safety system designs, installation and commissioning (where required)

E & F Project Manager, in consultation with the Fire Safety Adviser. Verification is unlikely to be required for all installations.

## Acceptance of system documentation (e.g. log books, commissioning certificates, design drawings, mimics etc)

E & F Chief Engineer – Project Liaison. Generally undertaken at practical completion, during building handover from the Principal Contractor to the University. Pre-requisite to formal handover.

## Approval of fire safety elements of building design

Building Control, supported by local Fire Authority. Required to demonstrate conformity with Building Regulations.

Competent third parties are responsible for all elements of building design. The University’s role is limited to appointing competent consultants and contractors, overseeing the design and construction process and accepting the building and associated systems at practical completion.

There is a maintenance plan in place for fire safety systems that includes:

- Automatic opening doors
- Actuation of Release Mechanisms for doors
- Fire Doors
- Fire Alarms
- Smoke Control Systems for Means of Escape
- Evacuation Lifts
- Evacuation Chairs
- Refuge Emergency Voice Communication (EVC)
- Emergency and Escape Lighting
- Fire Fighting Hydrants
- Fire Blankets and Extinguishers
- Gaseous and Foam (wet chemical) Extinguishing Systems
- Gas Boilers
Gas Fire Watch Systems
Electrical Installation
Lightning Protection

Records of testing of fire safety systems are stored on the Estates and Facilities Electronic Data Management System and this can be accessed by following this link (access to this site is strictly controlled by Estates and Facilities):

https://edms.reading.ac.uk/sites/EF/BD/FireSafety/FS/_layouts/15/start.aspx#/  

11 FIRE RISK ASSESSMENTS

Building fire risk assessments will:

- Identify potential fire hazards in the workplace, and who might be harmed
- Evaluate the risks arising from the hazards and decide whether existing control measures are adequate or whether more should be done;
- Be recorded
- Identify an action plan for the implementation of further control measures, with responsibilities clearly allocated
- Be subject to regular review

Building fire risk assessments are completed by the University Fire Safety Adviser(s) or another suitably qualified person (who may be a fire safety consultant acting on behalf of the University). The system currently in use is a module within the E&F WREN database.

The Fire Risk Assessment Module has the following elements:

- Section 1 Identification of hazards
- Section 2 People at risk
- Section 3 Hazard control measures
- Section 4 Escape route provision
- Section 5 Detection and alarm systems
- Section 6 Arson risk control
- Section 7 Fire safety management
- Summary of fire risks and of existing control measures
- (Approximate) Number of staff
- (Approximate) Number of students
- Gross floor area
- Building Use e.g. academic, residential
- Date of assessment
- Identification of assessor
• Priority issues within the building
• Actions and recommendations
• Building fire risk assessment score

The system is used to:
• Confirm risk ratings (fire risk assessment score)
• Identify improvement actions
• Track improvement actions and provide records for the purpose of monitoring, audit and review
• Prioritise improvements and building upgrades, based on the overall risk rating.

11.1.1 Building fire risk assessment score

The assessment score for each question is based upon the following rating system:

<table>
<thead>
<tr>
<th>SCORE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Satisfactory, low risk. No further action required.</td>
</tr>
<tr>
<td>1</td>
<td>Indicates conditions which have the potential to increase the risk of a fire developing, or which may restrict evacuation. Conditions require management and/or correction, but are unlikely to prejudice life safety or escape.</td>
</tr>
<tr>
<td>2</td>
<td>Indicates conditions which further increase the risk of fire developing or which may prejudice escape. Conditions require management and/or correction, but are unlikely to prejudice life safety.</td>
</tr>
<tr>
<td>3</td>
<td>Indicates conditions which threaten life safety. Must be corrected as a high priority.</td>
</tr>
<tr>
<td>4</td>
<td>Indicates significant risk to life which must be corrected within a set time frame.</td>
</tr>
<tr>
<td>6</td>
<td>Indicates a building where there are sleeping people.</td>
</tr>
</tbody>
</table>

Questions are ranked in order of their impact on life safety and maximum possible scores are set for each question. Hence for some questions the maximum score is 1, while for others it is 6.

Building fire risk assessment score

A building fire risk assessment score is then calculated by totalling the scores for all questions. The following boundaries have been set to enable building risks to be prioritised:

0 – 36: Low Fire Risk
37 – 72: Medium Fire Risk
73 – 106: High Fire Risk

These scores are indicative; professional judgement may be used by the Fire Safety Adviser when advising on the need for building modifications or equipment and system upgrades, taking account...
of other factors such as the numbers of people at risk; sleeping risk; alternative strategies for reducing the risk; and the life span of the building. The University may also take into account business continuity issues in deciding priorities. However life safety is deemed to take priority over business continuity.

11.1.2 Monitoring of Fire Risk Assessments

The Fire Safety Adviser is responsible for monitoring the implementation of the action plan(s). Building Support Officers, unit managers, E&F and others are responsible for completing the actions allocated to them and for advising the Fire Safety Adviser of this.

11.1.3 Review of Fire Risk Assessments

Fire risk assessments must be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the premises that has affected the fire safety precautions. Reasons for review could include:

- Changes to work activities or the introduction of new equipment
- Alterations to the building, including internal layout
- Substantial changes to fixtures or fittings
- The introduction, change of use, increase in storage, or removal of hazardous substances
- The failure of fire precautions e.g. alarm systems
- A significant increase in the numbers of people using the building
- The presence of disabled people
- A fire or significant ‘near miss’.

Any person who proposes or introduces any change that could affect the building fire risk assessment or the fire precautions must advise the Fire Safety Adviser.

The University currently operates a risk based approach to review of fire risk assessments. ‘High risk’ and ‘Medium risk’ buildings will be reviewed annually; this will normally include all sleeping accommodation and buildings with other fire risks such as large quantities of flammable materials. Other ‘Low risk’ buildings will be reviewed every 2 years.

11.1.4 Fire Risk Assessment Communication

On completion of a fire risk assessment the completed document will be sent as a PDF Document by e-mail to the designated Building Support Officer who will then disseminate the document to key stakeholders in the building. The email will also detail the fire risk assessment significant findings, recommendations where improvements are required and instructions on how to close out any fire actions issued.

Current fire risk assessments can also be viewed by (authorised people) by means of the Estates and Facilities Electronic Data Management System – see the link below:

https://edms.reading.ac.uk/sites/EF/WrenSS/SitePages/Fire%20Risk%20Assessments%20-%20Main%20Menu.aspx
11.1.5 Competency of Fire Risk Assessors

The Health & Safety Services Director will appoint all fire risk assessors working at the University of Reading including directly employed staff and any external third party person/organisation. As part of the appointment process an assessment of competency will be carried out using the criteria as detailed in the ‘Fire Risk Assessment Competency Council – Competency Criteria for Fire Risk Assessors’. This can be viewed by following this link:


All University of Reading Fire Risk Assessors will also have attended and successfully completed an approved Institute of Fire Engineers (IFE) Fire Risk Assessor Training Course. These can be viewed by following this link:

http://www.ife.org.uk/write/MediaUploads/Membership/FRR/Approved_Fire_Risk_Assessor_Training_0715.pdf

11.1.6 Audits of the Fire Risk Assessment Program

The University will audit the fire risk assessment programme after the delivery of the risk assessments as part of the audit for Schools and Functions for the University of Reading.

11.1.7 Fire Risk Assessment Planned Review Meetings

Health and Safety Services will carry out 3-monthly review meetings of the fire risk assessment program. Attending the review meetings will be the University Fire Advisor, Building Support Officers, E & F Maintenance Manager and others as required. The meeting will discuss and review the results of fire risk assessment audits, and efforts to address findings.

In addition ‘significant findings’ of building fire risk assessments will be an agenda item on School/Function Health and Safety Committee meetings.

12 INCIDENT RESPONSE COMMUNICATION

The University of Reading has established documented and maintained policies and procedures for Incident Response Communication, which includes:

Means of being alerted to fire

All University Buildings will have means of alerting building occupants to a fire. Typically the majority of University buildings will have a fire alarm system incorporating automatic fire detection. A limited number of small low risk buildings will have fire alarm systems comprising of manual call points and sounders and in very small premises there may be a manual rotary bell or it may be deemed that a shouted warning is suitable and sufficient. The University of Reading policy for the selection of a type of fire alarm is contained with Safety Code of Practice 34: Part B – Fire Safety Design Guide – follow this link to view the document:


Communications between management and between management and staff
The University of Reading has a Major Incident Plan in place that details the arrangements for communications at all levels. This controlled document is subject to regular review by the University Business Continuity Department.

**Communications to occupants** see above for details of the Major Incident Plan.

In addition the University of Reading controls communications via the Marketing and Communications Team – see the link: [http://www.reading.ac.uk/internal/marketing-and-communications/communications/mac-internalcomms.aspx](http://www.reading.ac.uk/internal/marketing-and-communications/communications/mac-internalcomms.aspx)

**Communications with the Fire and Rescue Services**

The University of Reading has in place procedures for calling out the fire and rescue services. Fire action posters are displayed in all University buildings.

University of Reading Security Services are responsible for calling out the fire services when they are alerted to a fire alarm sounding. This could be as result of the receipt of a fire alarm signal from a University building fire alarm signal or as result of a telephone, running call or from a Security Patroller via radio. There is an agreed protocol for Security to call out the fire brigade and this is attached to this document as Appendix 6.

**Communications with other businesses**

Other businesses with whom fire safety risk is shared will include:

**UPP Ltd**  
In December 2011, UPP entered a 125 year partnership for the running of the entire university estate of Student Hall of Residences. There are 3 monthly meetings with UPP, Fire Brigade, University of Reading Fire Safety Advisor and others with records of discussions taken. UPP Ltd has entered into a ‘Primary Authority’ arrangement with Royal Berkshire Fire and Rescue Services.

**Commercial Tenants**  
All or part of some University of Reading buildings is occupied by commercial tenants. When the commercial tenant occupies the whole of the building the procedures for communications with the Fire and Rescue Services will be decided by the occupiers. If the building is a shared occupancy then the University of Reading arrangements will apply – see above.

### 12.1 Emergency planning

The University has established, documented and maintains procedures for identifying and responding to any unplanned event, potential emergency or disaster. This is achieved by the University of Reading Major Incident Plan. The detail of which can be read by following this link: [http://www.reading.ac.uk/internal/businesscontinuity/mip/bc-majorincidentplanning.aspx](http://www.reading.ac.uk/internal/businesscontinuity/mip/bc-majorincidentplanning.aspx)
13 PERFORMANCE EVALUATION

13.1 Monitoring, measurement, analysis and evaluation

13.1.1 Acceptable rate of false alarms

The University of Reading has determined that the following fire safety systems need to be monitored and measured against BS 5839-1:2013 (Section 32; Acceptable rate of false alarms):

- Incidence of false fire alarm signals at University of Reading Halls of Residences which are managed on behalf of the University by UPP Ltd.
- Incidence of false fire alarm signals at all other University of Reading buildings that are fitted with automatic fire detection systems.

All fire alarm signals from a University of Reading building (including a Hall of Residence) are recorded in the Security Services Control Room. These are routinely sent out by Security Services to Health & Safety Services. Each report of a building fire alarm is then recorded by the University Fire Safety Advisor in the relevant building fire and on either the UPP Fire Alarm spreadsheet or the University of Reading Fire Alarm spreadsheet. The spreadsheets are maintained by the University of Reading Fire Advisor.

The incidence of fire alarm signals from a building is recorded by calendar year. The spreadsheets record the following information:

a) The building number and name
b) The number of fire alarm devices in the building
c) The acceptable rate i.a.w. 13.1.1 as detailed above
d) The totals of fire alarm signals from previous years
e) The running totals of fire alarm signals for the current calendar year

The monitoring, measuring, analysis and evaluation of fire alarm signals will take place every 3 months and will be carried out by the University of Reading Fire Safety Advisor.

Records of the above will be retained on file for 3 years by the University of Reading Fire Safety Advisor.

13.1.2 Fire Risk Management System Performance evaluation

The Director of Health and Safety Services at the University of Reading is required to overview the effectiveness of the University of Reading Fire Risk Management Plan. He/she will report annually to the University of Reading Council and quarterly at the University of Reading Health, Safety and Wellbeing Committee meetings.

The University of Reading Fire Safety Advisor is required to monitor the effectiveness of the Fire Safety Management Plan throughout the year reporting issues to the Director of Health and Safety Services as required.
13.1.3 Internal Audit

The University of Reading Fire Safety Management Plan will be subject to an internal audit at planned intervals to provide information on whether:

a) The FRMP conforms to:
   i) University of Reading’s requirements for its FRMP

b) FRMS is effectively implemented and maintained

This internal audit may be carried out by members of the University of Reading Internal Audits team or Health & Safety Services auditor.

The audit criteria will be to review and assess compliance with the FRMP and the effectiveness of the measures being taken. In particular the audit will examine the following seven factors of strategic fire risk management:

- Fire risk assessments of buildings that are required to have them by the Regulatory Reform (Fire safety) Order 2005
- Managers in place empowered and able to command sufficient resources to maintain the fire safety systems at the University
- All staff trained in action in event of fire procedures with appropriate numbers of persons trained in fire prevention, fire protection and evacuation procedures, and able to use appropriate fire extinguishing equipment
- A management system in place to control work on site, e.g. repairs to building structure, and in particular ‘hot work’
- Maintenance and testing of fire safety systems in accordance with BS 9999 and other relevant accepted codes of practice
- Robust communications procedures including means of staff being alerted to fire and communications with the fire and rescue service in the event of a fire
- Established, documented and maintained procedures for identifying and responding to any major fire event.

Audits of the FRMP cannot be carried out by the University Fire Safety Advisor(s) and must be carried out by a person deemed to be ‘competent’ to carry out an audit internal of the organisation.

The results and reports of the audit will be sent directly to the Director of Health and Safety Services and any other relevant stakeholder.

Audit records will be kept on file for a period of at least 3 years.

13.2 Management Review

The University of Reading - Director of Health and Safety Services will review this Fire Safety Management Plan annually.

The management review will include but may not be limited to:
a. status of actions from previous management reviews
b. changes in external and internal issues that are relevant to the FSMP
c. information on the fire safety performance, including trends in:
   1) Nonconformities and corrective actions
   2) Monitoring and measurement results
   3) Audit results
   4) Interested party feedback
   5) Evaluation of compliance with legal and other requirements

The outputs from the above management review will also consider and include decisions related to:

a. continual improvement opportunities
b. improvements related to interested party requirements
c. resource needs to enable improvement to the FSMP and its processes

The records of the management reviews of this FSMP will be retained for a period of 3 years.

14 IMPROVEMENT

14.1 Nonconformity and corrective action

When a nonconformity with BS 9999, PAS 7 or fire safety system occurs, the Director of Health and Services will:

a) react to the nonconformity, and as applicable:
   i) Take action to control and correct it; and
   ii) Deal with the consequences

b) evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by:
   i) Reviewing the nonconformity;
   ii) Determining the causes of the nonconformity; and
   iii) Determining if similar nonconformities exist, or could potentially occur;

c) implement any action needed;

d) review the effectiveness of any corrective action taken; and

e) make changes to the FRMP, if necessary

The corrective actions taken will be appropriate to the effects of the nonconformities encountered

The Director of Health and Safety Services will retain records as evidence of:

a) Nature of the nonconformities and any subsequent actions taken; and
b) Results of any corrective action

The Director of Health and Safety Services by nature of his/her role has the responsibility and authority for improvement of the FRMP.

The Director of Health and Safety Services will continually improve the suitability, adequacy and effectiveness of the FRMP.
## Appendix 1: Version control

<table>
<thead>
<tr>
<th>VERSION</th>
<th>KEEPER</th>
<th>REVIEWED</th>
<th>APPROVED BY</th>
<th>APPROVAL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Health and Safety Services</td>
<td>First Edition</td>
<td>University Health, Safety and Wellbeing Committee &amp; HSS Director</td>
<td>April 2017</td>
</tr>
</tbody>
</table>
Appendix 2: Building Support Officer – Job Description

Human Resources

<table>
<thead>
<tr>
<th>14.1.2 Vacancy reference:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1.3 Post Title:</td>
<td>Building Support Officers</td>
</tr>
<tr>
<td>14.1.4 Grade:</td>
<td>Grade 5</td>
</tr>
<tr>
<td>14.1.5 School/Department:</td>
<td>Campus Services</td>
</tr>
<tr>
<td>14.1.6 Reports to:</td>
<td>Building Support Services Manager</td>
</tr>
<tr>
<td>14.1.7 Responsible for:</td>
<td></td>
</tr>
</tbody>
</table>

Purpose

Working as part of a Team of Building Support Officers:

To act as the point of contact for the occupants (Schools, Functions and others) of designated Buildings within an assigned Zone of the University Campus, with University and external Services/providers to ensure the smooth operational running of the buildings and to enable the occupants to deliver their University business effectively.

Main duties and responsibilities

- Act as the ‘point of contact’ between building occupants and central service departments for all work or events that might disrupt ‘business as usual’ activity.
- Act as the Building(s) in a specified zone ‘Competent Person’ and co-ordinate the fire safety arrangements
- To be the point of contact for the Zone Building’s fire risk assessment and have access to the building fire risk assessments, closing down fire actions (where appropriate), pass on details of ‘significant findings’ to all building occupiers and understand what is a ‘significant change’ within their building(s) and notify these to the Fire Safety Advisor.
- Liaise with Estates & Facilities Maintenance Services, Projects, Schools, Functions and Technical Services to contribute to the planning of maintenance, project and inspection works and to ensure that work is scheduled, as far as reasonably practicable, within agreed access periods. Act as the point of contact for service reviews and collate customer feedback where requested.
- Liaise with Estates & Facilities Campus Services, Schools, Functions and Technical Services to ensure “soft service” delivery to the buildings is maintained to occupant satisfaction (cleaning, postal delivery/distribution, zonal Portering team and security), and to promote additional services as opportunities arise (i.e. deep cleaning, window cleaning etc.). Act as the point of contact for service reviews and coordinate customer feedback where requested.
- Liaise with other Estates and Facilities Departments and other Support Services (MCE, Events, Catering, IT, H&SS) to contribute to the planning of activities that may affect the normal operation of the building e.g. events.
• Liaise with respective Executive Support Staff from resident School/Function/other services to provide and ensure open channels of two way communications to all staff and students within the zonal buildings.

• Communicate news of emergency repairs, forthcoming disruptive works or events to the Executive Support staff for distribution to building occupants in a timely manner, including details of the areas affected, the likely impact and the expected duration of work.

• Act as a liaison point for Schools, Functions and others to provide advice on the procedures for proposing physical changes to the building and to communicate with Estates & Facilities in a timely manner to ensure the changes are approved appropriately and to follow the relevant processes i.e.: checking that an Authorisation to Work form has been completed prior to the commencement of works.

• Have an awareness of the specialist areas within the allocated Zone Buildings and where access is required, to refer to the appropriate member of Technical Services or H&S Coordinator to organise permit to work.

• To be responsible for the reporting of faults and damage in communal areas to the E & F Help Desk in a timely manner and to sign the fault where possible so building occupants are aware that the repair has been logged. Encourage building occupants to follow the procedure for reporting faults and damage within School specific space directly to E & F Help Desk.

• To have awareness of building key points: heating access/boiler rooms, water tanks, gas valves, location of asbestos and be aware of waste disposal legislation (working with the E&F Sustainability Team) to ensure compliance in this area to meet ISO14001 standards.

• To assist with the arrangements for periodic service visits and inspections fire detectors, extinguishers etc.) and engineering insurance inspections and liaise with relevant stakeholders: the contractor, insurance inspector, Fire Brigade, building occupants, Technical Services and Health & Safety Services to agree suitable times for such inspections.

• Working with the Building occupant Heads of School/Function/other to ensure adequate arrangements are in place for first aider responder provision in the building(s). Carry out a building first aid risk assessment and functional checks of defibrillators.

• Working with the Building occupants Heads of School/Function/other to coordinate the appointment of fire evacuation personnel (Fire Wardens, Evacuation Officers and evacuation chair operators) in the building, in line with the building evacuation plan. May be required to act as Fire Evacuation Officer for a nominated building and liaise with the Fire Safety Adviser on the organisation of fire drills and preparation of Personal Emergency Evacuation Plans

• Manage arrangements for disseminating information via the Executive Support s about building specific fire evacuation and first aid procedures to new staff/building occupants during their induction.

• To undertake weekly fire alarm tests of single call-point per building in rotation within the allocated zone.

• To work with Health & Safety Services staff to maintain and update building evacuation information, and notices. Ensure First Aid notices are up to date etc.

• Liaise with building occupants, Health & Safety Coordinators and Technical Services to understand any special risks within the building, e.g. high risk materials, processes, equipment, and the safety features installed within the building to control these risks. Understand the implications of service disruption on these and who needs to be consulted/informed about service disruptions.

• Liaise with Campus Services/ Campus Card Services and building occupants to ensure that arrangements are in place for locking and unlocking the building. Assist the Campus Card Manager and Estates & Facilities, where required, with the arrangements for lock suitiing and
with the School/Department Executive Support/appointed staff for card access rights for staff, students and visitors etc. Refer contractors etc. to the appropriate Function contact for access to individual rooms (Executive Support) or specialist areas (Technical Services).

- To be responsible for the management of Building Keys and locker keys, liaising with Executive Support to ensure appropriate issue/distribution (and retrieval) of office, locker and other non-Central room keys and to maintain appropriate records of key allocation.

**Health and Safety**

- To follow University Health and Safety regulations and guidelines and to attend training sessions as required.
- To report any incident that involves injury, damage to any person or property, pedestrian or third party immediately in line with University procedures.
- To ensure general H&S legislation is adhered to prevent the actions of others putting themselves/others at risk, i.e.: propping open fire doors, blocking exit routes etc.
- To contribute when required to incident investigations in communal/public spaces of multiple occupied buildings such as centrally booked rooms, toilets, corridors and staircases.
- Undertake workplace H&S inspections of common areas of the building(s)

**General/Office**

- Carry out Building related administration tasks using Microsoft Office software as required. Use University communications equipment following published policy guidelines (phones, radio’s etc.)
- To communicate with building occupants, visitors and service providers in a clear, concise and polite, professional manner by responding to inquiries by telephone, email and face to face. To be able to draft letters, email responses and other customer service documents as required.
- To provide advice to building occupants and external contractors on standards, processes and procedures; research and clarify as required.
- Participate in and carry out Building administration checks and audits as required to comply with ISO9001 QMS accreditation standard.
- To observe and carry out all responsibilities and processes to comply with University Environmental policy and ISO14001 accreditation standard.
- Other duties to assist with the general running of the section as and when required
- To operate within an allocated budget for building related spend: safety such as Hi Vis, warden search plans, first aid kits etc., for minor new works such as poster frames, safety notice boards and new fire extinguishers etc. and to fund work orders for removal of obstructions in means of escape routes

**Supervision received**

The Post reports to the Building Support Services Manager who will offer general guidance on day to day activities and more detailed supervision for strategic work.

**Supervision given**

None
Contact

All Schools and Departments and services occupying the buildings within the allocated zone.

E&F Service departments: Maintenance, Campus Services, H&S Services, Projects, Catering, Strategy & Space Management,

External contractors and service providers,

Students and academic staff from other areas of the University.

Central services such as HR, Finance, Student Services, IT, Technical Services and in particular the relevant Business Partners

External customers and visitors to the University

Terms and conditions

The post is full time (1.0FTE) Monday to Friday. Actual working hours to be agreed

Some flexibility will be necessary involving occasional earlier starts and later finishes. A willingness to be available for longer periods of overtime is essential. The Building Support Officer is required to be a “point of contact” for Security to be able to call regarding building related problems that come up out of hours.

The Building Support Officer is required to hold a full clean driving licence and be willing to undertake appropriate driver training as prescribed.

It is a requirement to wear the uniform provided at all times when at work.

Campus Services is proud to hold ISO9001 accreditation and actively works to maintain high quality service in accordance with the Standard.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 22nd July 2016
Appendix 3:  Building Support Officer – Fire Safety Training Module

INTRODUCTION:
Building Support Officers will be required to act as the ‘competent person’ and to co-ordinate the fire safety arrangements for their allocated buildings.

COURSE CONTENT:

Aims
- Understand the relevant fire safety legislation that applies to all University Buildings
- Understand how fire safety is managed at the University
- Make effective contributions to building fire risk assessments
- Be aware of fire safety systems within a building and their maintenance requirements
- Understand the key components of a ‘managed fire evacuation plan’ including people with disabilities and assist with the maintenance of plans

Enabling Objectives
- State the key requirements for the RRO
- Describe how fire safety is managed at the University
- Understand the key parts of a building fire risk assessment
- Understand their role in managing fire safety
- Be able to disseminate fire (and first aid) arrangements to staff and students in their allocated buildings
- Be able to close down a ‘fire action’ as part of the fire risk assessment process (use SharePoint to do this)
- Recognise what fire safety systems are located in buildings such as fire alarms, emergency lights, refuge EVC, Evacuation Lifts, drop down shutters, fixed fire suppression etc.
- Describe the maintenance requirements for fire safety systems and understand the plans in place for this to happen
- Recognise the potential disruption to building users when fire safety systems are being tested
- Understand how fire evacuation plans are structured and who produces them
- Be able to maintain and update existing fire evacuation plans to take account of staffing changes within a building
- Describe the aims and objectives of building fire drills and state the procedure for organising a fire drill
- Understand what is a GEEP (general emergency evacuation plan) and what is a PEEP (personal emergency evacuation plan)
- Where appropriate contribute to the preparation of a PEEP
- Carry out a weekly fire alarm test in a building
## Appendix 4: Typical Health and Safety Induction Checklist

### Health, Safety and Environment Induction Checklist
(for new staff and research students)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Job Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School / Service / Unit:</td>
<td>Start date:</td>
</tr>
</tbody>
</table>

Initial induction should to be completed within two weeks of starting work. Emergency procedures should be covered on the first day. When induction H, S & E training is completed, the relevant box(es) should be ticked. For items not covered, comments should be recorded giving reasons and date for completion. On completion, the new starter and person providing the induction should both sign the form and keep a copy.

In addition to the notes provided here, on line information for new starters is available on the University’s web site:
- Human Resources [http://www.reading.ac.uk/internal/humanresources/New_Starter_Welcome.aspx](http://www.reading.ac.uk/internal/humanresources/New_Starter_Welcome.aspx)
- New staff induction [http://www.reading.ac.uk/internal/newstaffinduction/hsi-home.aspx](http://www.reading.ac.uk/internal/newstaffinduction/hsi-home.aspx).

### First day

<table>
<thead>
<tr>
<th><strong>1. Health and Safety Policy &amp; Information</strong></th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Provide a copy of the University’s Health and Safety Policy and explain the expectations for safety.</td>
<td></td>
<td></td>
<td>Available on H&amp;S Website - Policy Page</td>
</tr>
<tr>
<td>1.2 Provide a copy of the University Leaflet – H&amp;S Information for University Staff &amp; Students.</td>
<td></td>
<td></td>
<td>Available on H&amp;S Website Forms Page (under Induction) - A to Z (1)</td>
</tr>
<tr>
<td>1.3 Explain the local arrangements for managing health &amp; safety and advise who their supervisor and/or Area Health &amp; Safety Co-ordinator (AHSC) is.</td>
<td></td>
<td></td>
<td>Health &amp; Safety Services publication of Safety Matters, School/Building notice boards, School/Service meetings etc.</td>
</tr>
<tr>
<td>1.4 Advise them of University/local arrangements for communicating H&amp;S information.</td>
<td></td>
<td></td>
<td>See University web site for more info on Security, Occupational Health, Counselling and Employee Assistance Programme.</td>
</tr>
<tr>
<td>1.5 Explain the School/Service Area Health &amp; Safety Code and provide a copy.</td>
<td></td>
<td></td>
<td>Health &amp; Safety services web site: <a href="http://www.reading.ac.uk/safety">www.reading.ac.uk/safety</a></td>
</tr>
<tr>
<td>1.6 Make the new starter aware of the following Services, and how to contact them:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Security Services <em>(Emergency Number – tel. 6300)</em> for fire, emergency services and personal safety/security issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Health &amp; Safety Services (tel. 8888, email <a href="mailto:safety@reading.ac.uk">safety@reading.ac.uk</a>)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- EmployeeCare Employee Assistance Programme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Occupational Health</td>
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</tr>
</tbody>
</table>
## 2. Emergencies, Fire and First Aid

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Explain what to do if they discover a fire or hear the fire alarm, including the need to evacuate immediately, where the nearest fire escape routes/exports are, and assembly point.</td>
<td></td>
<td>All new starters must watch the <a href="#">University Fire Safety Film</a>, available on the H&amp;SS web site.</td>
</tr>
<tr>
<td>2.2</td>
<td>Explain where the fire extinguishers &amp; fire blankets are, what type of fires they are for, &amp; how to obtain training in how to use them.</td>
<td></td>
<td>See H&amp;SS web site for training information.</td>
</tr>
<tr>
<td>2.3</td>
<td>Explain when and how to call the emergency services (fire/police/ambulance).</td>
<td></td>
<td>(9/999, followed by University Security x6300; x2000 at Greenlands)</td>
</tr>
<tr>
<td>2.4</td>
<td>Point out the location of the nearest first aid box, eye wash station, first aid room &amp;/or emergency showers (if appropriate) and how to contact local first-aiders and Security.</td>
<td></td>
<td>Outside normal working hours, contact Security on x6300 for first aid.</td>
</tr>
<tr>
<td>2.5</td>
<td>Explain any special or additional emergency procedures that apply.</td>
<td></td>
<td>e.g. Response to spillages of hazardous materials in labs; special alarms.</td>
</tr>
<tr>
<td>2.6</td>
<td>Explain how to obtain non-emergency medical advice.</td>
<td></td>
<td>Phone 9/111 for non-emergency medical advice from the NHS helpline.</td>
</tr>
<tr>
<td>2.7</td>
<td>If new starter has a disability, is a Personal Emergency Evacuation Plan (PEEP) required? If Yes, please confirm one has been agreed.</td>
<td></td>
<td>See Safety Note 28.</td>
</tr>
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</table>

## 3. Welfare Facilities

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Point out the location of the toilets, washing facilities, kitchen &amp; rest areas, lockers etc (as appropriate).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 4. Accidents and Hazard Reporting

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Explain the incident / accident reporting procedure (accidents/incidents/near misses).</td>
<td></td>
<td>Use the H&amp;S on-line form, available on the H&amp;SS web site.</td>
</tr>
<tr>
<td>4.2</td>
<td>Explain how to report building faults/roads/paths/lighting etc.</td>
<td></td>
<td>Report building/campus hazards to the E&amp;F Helpdesk, Extn 7000.</td>
</tr>
</tbody>
</table>

## 5. Workplace Health and Safety

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Advise that work that could disturb the fabric of the building must not be undertaken, unless authorised by E&amp;F, due to the potential risk of disturbing asbestos and/or building services.</td>
<td></td>
<td>An ‘Authorisation to Work’ form must be submitted to the E&amp;F Help Desk.</td>
</tr>
<tr>
<td>5.2</td>
<td>Discuss the following issues with the new starter, where these are appropriate to their work:</td>
<td></td>
<td>Refer to Area H&amp;S Code and any Local Rules.</td>
</tr>
<tr>
<td></td>
<td>• General workplace, workshop or laboratory health &amp; safety (housekeeping, safe storage, local rules; lone working etc).</td>
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</table>
- Electrical safety, including pre-use checks of portable appliances, use of electrical heaters etc.

- Travel on University business, including driving safety & the need to have insurance for driving on business.

  Safe use of campus roads and footpaths by pedestrians, cyclists and drivers.

5.3 Explain the local / University arrangements for working outside normal working hours.

Include: work activities they are not permitted to undertake; equipment they are/are not authorised to use; substances they must not handle; any restricted locations; any signing-in/out system.

<table>
<thead>
<tr>
<th>6. Environmental impacts</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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<tbody>
<tr>
<td>6.1. Explain the University’s environmental policy and provide a copy.</td>
<td></td>
<td></td>
<td>Available on Clean &amp; Green web site. <a href="http://www.reading.ac.uk/cleanandgreen">www.reading.ac.uk/cleanandgreen</a></td>
</tr>
<tr>
<td>6.2. Explain the waste disposal and recycling routes for the types of waste generated.</td>
<td></td>
<td></td>
<td>Ensure that waste disposal routes for hazardous substances e.g. in labs, are clear.</td>
</tr>
<tr>
<td>6.3. Discuss your School/Department’s five top impacts on the environment, e.g. paper, lighting, travel, use of portable electrical appliances, including computers &amp; heaters.</td>
<td></td>
<td></td>
<td>Switch off appliances, monitors lights when not in use, avoid printing unless necessary, use double-sided printing if possible.</td>
</tr>
<tr>
<td>6.4. Advise to check travel section of Clean &amp; Green website for:</td>
<td></td>
<td></td>
<td>See Clean &amp; Green website for more information.</td>
</tr>
<tr>
<td>- Reading Bus passes and Bus + salary sacrifice scheme</td>
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<td>- University car club and Car Sharing schemes</td>
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<td>- Readybike</td>
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<tr>
<td>6.5. Complete the on-line Environmental E-learning course.</td>
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<td>Accessible from the Clean and Green Home page</td>
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Before starting specific work activities

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<tr>
<th>7. Risk assessments and Safe Systems of Work</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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<tbody>
<tr>
<td>6.1 If the work of the new starter involves a significant amount of DSE use, provide a DSE leaflet, notify the local DSE assessor of the new starter and check that the new starter completes the DSEasy on-line training module and assessment.</td>
<td></td>
<td></td>
<td>DSE = Display Screen Equipment (computer work)</td>
</tr>
<tr>
<td>DSE assessor to follow up on any issues reported via DSEasy.</td>
<td></td>
<td></td>
<td>DSE leaflet available from Health &amp; Safety Services or the H&amp;SS website A to Z (DSE).</td>
</tr>
</tbody>
</table>
6.2 Explain the need for risk assessments, safe systems of work or Standard Operating Procedures, including those specific to the work of the new starter. It is important that the new starter understands what they need to do to work safely. This may require specific instruction and training at a later date – if so, please complete Section 9 below.

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<td>e.g. Biological agents; hazardous substances (COSHH); radiation; noise; cryogenics; work at height; lasers.</td>
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6.3 Safe lifting techniques

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<tr>
<td></td>
<td>Refer to H&amp;SS leaflet 'Good manual handling practice'.</td>
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6.4 Safe use & maintenance of machinery and equipment, including safety features and how to use them.

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<td></td>
<td>See relevant Safety Codes of Practice on H&amp;SS web site for e.g. fume cupboards, workshop machinery.</td>
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6.5 Health surveillance (where required e.g. for potential exposure to hazardous substances, noise, hand arm vibration etc.) or health clearance.

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<td>See OH website for more guidance.</td>
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8. **Personal Protective Equipment**

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<td>Yes</td>
<td>No</td>
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7.1 Explain if personal protective equipment (PPE) or other safety equipment is required and why it must be used.

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<tr>
<td>7.2 Issue any necessary PPE, explain its proper use, storage, maintenance &amp; how to report defects/obtain replacements.</td>
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9. **Training**

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<td>9.1 List here any health, safety or environmental training needs identified (including timescales for attendance) or use the Training Needs/Matrix template: NB Details of H&amp;S training courses are on the Training Page of the H&amp;SS website.</td>
<td>Date completed:</td>
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<tr>
<td>i.</td>
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<td>ii.</td>
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10. Identify here any other information requirements, or any other comments.

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**Declaration**

*I certify that the above health, safety & environmental induction subjects have been explained:*  

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<tr>
<td>Induction conducted by: (please include job title)</td>
<td>Date:</td>
</tr>
<tr>
<td>Employee / student signature:</td>
<td>Date:</td>
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</tbody>
</table>
Appendix 5: Property Services – Residents Fire Safety Information

RESIDENTS FIRE SAFETY

Did you know?

- People living in rented or shared accommodation are more likely to have a fire.
- About 200 people a year die in accidental fires in the home.
- Not having a working smoke alarm makes the risk of serious injury or death about four times higher.
- Faulty electrics cause around 6,000 fires in the home each year.
- Candles cause about 3 fires a day.

Please read on to learn how to keep safe in your home.

WAYS IN WHICH FIRES START

Fires in residential buildings can start in many ways, including:

- Careless use of matches, candles, cigarettes and pipes;
- Careless use of cookers, especially leaving chip pans without watching them;
- Drying and airing of clothes and other items that could burn near heaters such as gas fires, and electric radiant, storage and convector heaters;
- Children playing with matches and cigarette lighters;
- Old or faulty domestic appliances, including electric blankets;
- Not taking out the plugs from electrical appliances at night or when away from home, unless they are designed for continuous operation, e.g. refrigerators, satellite receiver boxes and clocks etc.

General fire safety advice for residents

Small fires are surprisingly common and can cause serious injuries and extensive damage to your property and possessions. By following a few simple steps and maintaining a basic level of awareness you can considerably reduce the chances of fire in your home.

The following 12 tips will help keep you family and home safe:

1. **Where applicable test your fire alarm once a week** (if you occupy a self-contained flat or bedsit it is likely that the responsibility for testing the fire alarms lies with the landlord – if in doubt ask your letting agent for advice).
2. Make a fire action plan so that everyone in your home knows how to escape if there is a fire.

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Residents' Fire Safety

3. Keep the exits from your home clear so that people can escape if there is a fire (if your home has a secondary means of escape provided such as an additional escape door or window – ensure that it is, easily accessible and operational at all times)

4. Take extra care in the kitchen - accidents while cooking account for over half of fires in homes. Never leave young children alone in the kitchen.

5. Take extra care when cooking with hot oil. Consider buying a deep-fat fryer which is controlled by a thermostat. (if you don’t already have one)

6. Never leave lit candles in rooms that nobody is in or in rooms where children are on their own. Make sure candles are in secure holders on a surface that doesn’t burn and are away from materials that could burn.

7. Do not smoke in your home, not only is this a fire hazard but it is also a breach of your tenancy agreement to smoke in a University owned building.

8. Get into the habit of closing doors at night. If you want to keep a child’s bedroom door open, close the doors to the lounge and kitchen; it may well save their life if there is a fire.

9. Don’t overload electrical sockets. Use extension leads with care always following the maker’s instructions.

10. Keep matches and lighters where children can’t see or reach them.

11. Take special care when you’re tired or when you have been drinking alcohol.

12. Switch off and unplug all electrical appliances when not required for use.

Fire Escape Routes

Means of escape in case of fire is the most fundamental of all fire precautions required for safety of life. The means of escape in a shared residential building will be checked regularly to ensure it remains adequate. If your building is occupied by other people or families you must not compromise in any way the fire escape routes used by other residents and in particular;

Shared Corridors and Staircases

These should be kept clear of stored goods such as bicycles, prams and pushchairs, suitcases, boxes, waste bins, footwear or any other potential combustible material or trip hazard. There should be no ignition sources such as portable heaters or any other plug in electrical equipment.
Residents' Fire Safety

Final Fire Exits
(Doors that lead to the outside from fire escape routes)

- These should be accessible and not obstructed.
- The doors should open easily by a single self-evident means of opening such as a push pad or turn button. (You must not add additional locks or bolts to doors without the express permission of your letting agent.
- There should be no obstructions outside final fire exit doors.

Fire Exits from within residents flats

In some residents' flats alternative means of escape routes are provided. These may be a fire exit leading back into an internal escape route in order to bypass a high risk area such as a kitchen. There may be fire escape doors leading direct to fresh air. In some resident's flats certain windows may have been designated as 'escape windows'.

Where there is an alternative escape door or window from inside your home it is important that these are kept available for use at all times. A periodic simple check should be carried out to ensure that:

- The door or window is not obstructed.
- The door or window operation is indicated.
- The door or window opens easily.
- The exit route is correctly signed.

What to do if a fire starts in your home

- If you are in the room where the fire is, leave straight away, together with anybody else, then close the door.
- Do not stay behind to try to put the fire out.
- Tell everybody else in your home about the fire and get everybody to leave.
- If you occupy a building that has a manual fire alarm “Break Glass” call point then break the glass before you leave the building.
- Call the fire brigade from a safe location by dialling 999.
- Do not re-enter the building until instructed that it is safe to do so.
Residents' Fire Safety

What to do if you hear the fire alarm sounding

Your home may share a fire alarm system with other residents in the building and a fire being detected in another part of the building may cause the fire alarms to sound in your home. If you hear the fire alarm sounding in your building you must:

- Leave straight away, together with anybody else, then close the door to your flat or room.
- If you suspect a fire anywhere in the building then call the fire brigade from a safe location by dialling 999.
- If you suspect there has been a false alarm and no fire then contact University Security by dialling 0118 378 6300.
- Do not re-enter the building until instructed by University Security that it is safe to do so.

How to avoid false fire alarms

False fire alarms are a nuisance and can be disruptive and can lessen the urgency with which you and other residents respond to an alarm. Common causes of false alarms are:

- Careless cooking allowing food to burn with excessive smoke or fumes produced.
- Not turning on the cooker hood extract system.
- Cooking with the kitchen door open allowing fumes to drift into other parts of the building where there are smoke detectors.
- Bathing or showering with the bathroom door open allowing steam to set off a smoke detector.
- Using aerosol sprays directly under a smoke detector

FIRE DOORS

Fire doors in a building can normally be identified by having signs such as:

- In some residential buildings the doors leading into your home and accessed from a shared escape route will be fire doors but these may not be signed. This is because it is expected that you will generally keep your front doors closed.
Residents' Fire Safety

- Fire doors are an integral part of the fire protection of a residential building and they are normally designed to withstand fire and smoke for a minimum of 30 minutes.
- If there are fire doors in your building displaying signs like those above then the instructions on the doors must be followed. Wedging open a fire door or blocking the doorway where an Automatic Fire Door is located can cause fires to spread and put people’s lives at risk including yours.

FIRE EXTINGUISHERS

As a general rule fire extinguishers in residential buildings should only be found in shared spaces such as halls, corridors, landings and kitchens. The University of Reading has adopted a policy of withdrawing fire extinguishers from within your homes. Don’t attempt to fight a fire with an extinguisher unless you are confident in using it and you consider that it is safe to do so.

If your home has its own kitchen or cooking area then a fire blanket should be supplied.

If you use your fire blanket or suspect that it is not in good condition, or it is missing then report this immediately to your letting agent who will arrange for it to be replaced.
Appendix 6: Security Services Control Room Protocol for the calling of the fire services

University of Reading Security Control Room Protocol for Making a Fire Call to Fire Brigade When In Receipt of a Fire Alarm Signal

Situation:
The majority of University Buildings are fitted with automatic fire detection systems (AFAs). Most of these are linked directly to the Whiteknights Security Control Room. A fire alarm sounding in a building will send a fire signal to the Security Control Room.

Royal Berkshire Fire and Rescue Service (RBFRS) will not (as a general rule) attend any building (including sleeping accommodation) regardless of the time of day, if the fire signal is generated automatically, if it is known that the building is occupied and if the occupants cannot confirm a fire.

RBFRS will respond with a fire appliance to all reports of confirmed ‘fires’ and to 999 calls made by Security when Security state that they are unable to confirm whether or not there is a fire.

Security Service staff are the only university personnel who are trained to safely investigate fire alarm signals at a building when it is not clear what has caused the fire alarms to sound.

This protocol sets out the procedures to be followed when an AFA sounds in all University Buildings, including Halls of Residence, other sleeping accommodation and academic buildings i.e. not sleeping accommodation.
Handling a Fire Alarm Signal from any University Building

On receipt of an automatic fire alarm signal in the Security Control Room from any building including a Student Hall of Residence (or other sleeping accommodation):

1. Make a 999 call to the Fire Service, stating that:
   - This is University of Reading Security Control Centre
   - An automatic fire alarm is sounding from a building and that we cannot confirm a 'NO FIRE SITUATION'
   - Give the name and address of the premises where the alarm is sounding

2. State:
   - The approximate time in minutes (estimate when appropriate) before Security can check on the cause of the fire alarm
   - Then ask for a fire appliance to attend

3. Dispatch a Security patrol to the building where the alarm is sounding.

4. Once you receive reliable information from the Security Patrol that it is either a confirmed fire, or a false alarm, redial 999 and relay the information to the Fire Service Controller.

   IF APPROPRIATE AND PRACTICABLE MAKE USE OF ANY AVAILABLE CCTV TO CHECK FOR SIGNS OF FIRE

   A fire appliance should be on its way. If it is a false alarm, the fire appliance will be instructed to return to its station, and will not normally attend campus or other off-site address.

P D Lawther
Fire Safety Advisor
Health and Safety Services
University of Reading

3rd February 2015

University of Reading|Security Protocol|Calling Fire Brigade|V3 dated 3rd February 15