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## **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 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 believe that excellence in the management of health and safety is a fundamental part of effective and efficient management, in support of academic excellence and innovation”***

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 as amended by the Fire Safety Act 2021, 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 as amended by the Fire Safety Act 2021. 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 Heads of Schools / Directorates. 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.

**This Fire Safety Management Plan document should be read in conjunction with Health & Safety Services Safety Code of Practice 02 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; 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 Directorates e.g. Estates**

## 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 9999:2019 and BS 9997:2020
- Comply with the Regulatory Reform (Fire Safety) Order 2005 as amended by the Fire Safety Act 2021 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 Directorates 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/Directorates 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/Directorate.

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 as amended by the Fire Safety Act 2021.
- 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 BS9999:2019 and in agreement with Estates.
- 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 as amended by the Fire Safety Act 2021.

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

Building Support Officers support the Heads of School / Directorate by supplying information on the building fire risk assessment and liaising with the Fire Safety Advisors 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 Head of Health & Safety Services) on the performance of the plan for review, including recommendations for improvement.

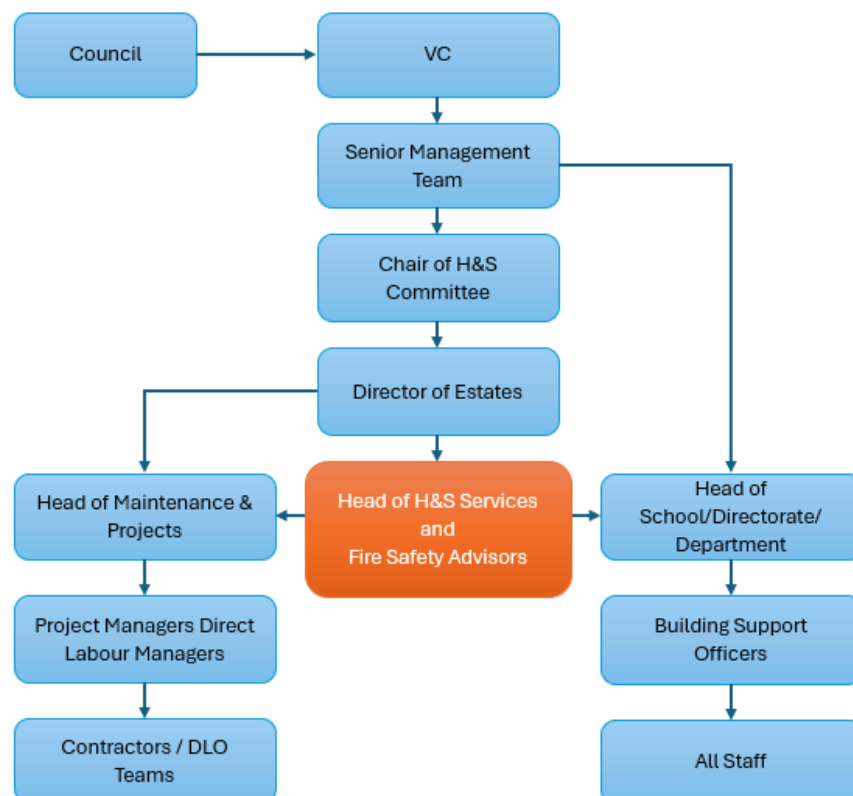
The Head of Health & Safety Services is a member of the University Health and Safety Committee.

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

Heads of Schools / Directorates 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.

### 5.1 The fire safety management structure and delegation of responsibilities within the University.





## 6 COMPETENCE

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

| Role  | Arrangements for ensuring competence   |
|---|--|
| Pro-Vice Chancellor   | Coaching from HSS  |
| Heads of Schools/Directorates   | Coaching from HSS  |
| Head of Health and Safety Services  | Job Description/Person Specification   |
| Chairs of local Health and Safety Committees  | Checks by the University Health, Safety and Wellbeing Committee  |
| Health and Safety Co-Ordinators   | Mandatory training   |
| Fire Safety Advisor(s)  | 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) or Institute of Fire Safety Managers (IFSM) Risk Assessor Register.  |
| Building Support Officers   | Mandatory training, appropriate training courses provided by Health & Safety Services.   |
| Fire Evacuation Team Members <ul style="list-style-type: none"> <li>• <b>Fire Evacuation Officer</b></li> <li>• <b>Fire Warden</b></li> <li>• <b>Evacuation Chair Operator</b></li> </ul> | <p>The detailed duties of members of fire evacuation teams are listed in Safety Code of Practice (COP) and Safety Notes (SN) No's:</p> <ul style="list-style-type: none"> <li>• <b>COP 6 - Emergency Evacuation Procedures</b></li> <li>• <b>COP 56 - Personal Emergency Evacuation Plans</b></li> <li>• <b>SN 20 - Evacuation of Disabled People</b></li> </ul> <p>All of the above can be viewed at the <a href="#">Health and Safety webpages</a></p> |

Members of Fire Evacuation Teams and Building Support Officers (BSO's) are required to attend appropriate training courses provided by Health & Safety Services,

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

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

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 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 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 mandatory E-Learning Fire Induction training which includes information on actions in the event of fire and basic fire prevention.

Heads of Schools / Directorates 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: [Policies and procedures \(reading.ac.uk\)](https://www.reading.ac.uk/policies-and-procedures)

## 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 include fire safety related 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 Directorates 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/Directorate 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 in line with The Fire Safety (England) Regulations 2022. This information will be sent out to all new residents and re-provided whenever the document is updated and on an annual basis.
- 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 kept by Security.

### **8.1 Internal communication across 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: - [Discover our Marketing, Communication and Engagement team](#)
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' permits
- 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 Safety Management Plan 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 within the Estates electronic data management system.

**The Estates team uses an Electronic Data Management System based on Microsoft SharePoint, which allows controlled access to documents.**

## 10 OPERATION

### 10.1 Operational planning and control

The University of Reading has a detailed strategy that details the future of the University up until 2026 and this can be viewed at the following webpage: [Strategy](#)

The University of Reading Estate is managed by Estates. The Estate Strategy can be viewed at the following webpage: [Estate Strategy](#)

All spaces in buildings belong to the University and are allocated to Schools/Directorates 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: [Strategy and Space](#)

All changes of use of a university space will be controlled by the Estates Project Department – see at the following webpage: [Project Department](#)

### 10.2 Control of work on site

All construction and maintenance work at the University of Reading is strictly controlled by Estates, examples of where authorisation is required are: -

- Estates – Authorisation to Work Permit
- Hot Works Permit
- Fire Protection (Fire Alarm System) Impairment Form'

For more information on their other general policies and procedures – see [Our Policies and Procedures - Building Maintenance - FMD](#)

External Contractors cannot work at the University unless they have been formally approved by Estates. For more information on how the University of Reading works with external contractors follow this webpage: [Information for Partners and Contractors](#)

### 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 have a policy statement to this effect and this can be found here: [Policy, procedure and guidance](#)

Estates 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, Estates consults with the Fire Safety Advisor for advice on legal compliance and the application of relevant standards so that an agreed approach is adopted.

Within Estates, responsibilities are allocated in accordance with Table 1 below.

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

| RESPONSIBILITIES   | PERSON RESPONSIBLE   | COMMENT  |
|--|--|--|
| <b>Maintenance of existing active fire systems (e.g. fire alarm, automatic detection, suppression systems and emergency lighting), and passive fire separation systems (e.g. fire stopping and fire doors)</b> | Planned Preventative Maintenance Manager, Estates Surveyors, Estates Management          | Undertaken by Direct Labour teams, appointed competent contractors, or system suppliers as appropriate.  |
| Appointment of competent third parties (system designers, engineers, contractors) to specify, design, install and commission fire alarm, detection and   | Project Manager, Projects, Design and Feasibility, Estates Surveyors, Estates Management | Specifications and designs must be in accordance with university standards as set out in Safety Guide 34B and Estates documentation/engineering standards. Third parties |

|   |  |   |
|---|--|---|
| suppression systems and emergency lighting  |  | will normally be appointed contractors.   |
| Design of the building fire safety strategy and general fire safety provisions e.g. fire separation | Architects and Designers   | The design process should provide for consultation with the University Fire Safety Advisor, and if necessary, with other third parties appointed by the University e.g. fire safety engineers. The University Fire Safety Advisor, or in his/her absence the Head of Health and Safety Services, will accept the overall fire strategy on behalf of the University. |
| Detailed design of fire alarm, detection and suppression systems and emergency lighting             | Competent third parties appointed by the University, under the direction of the University Project Manager/Portfolio Manager or Framework Project Manager.       | This service is normally supplied by the University's appointed Framework Estates consultants in partnership with fire engineering contractors or for suppression systems, the specialist manufacturer/supplier.  |
| 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             | Estates Project Manager, in consultation with the Fire Safety Advisor  | Verification is unlikely to be required for all installations.  |

|   |   |   |
|---|---|---|
| commissioning (where required)  |   |   |
| Acceptance of system documentation (e.g. logbooks, commissioning certificates, design drawings, mimics etc) | Project Liaison in consultation with Estates Contract Manager & Fire Safety Advisor | 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 & the Fire Safety Order.   |

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 & water sprinkler systems

- Gas Boilers
- Gas Fire Watch Systems
- Electrical Installation
- Lightning Protection



**Records of testing of fire safety systems are stored on the Estates Electronic Data Management System, access to this site is strictly controlled by Estates.**

## **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 additional actions are necessary.
- 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 Advisor(s) or another suitably qualified person (who may be a fire safety consultant acting on behalf of the University). The system currently in use to record the fire risk assessments is the Concerto Fire Safety module. See link for a [Sample Fire Risk Assessment Report](#).

### **11.1.1 Building fire risk assessment rating**

The assessor uses professional judgement to determine the likelihood and consequence criteria to provide a structured, consistent method for evaluating fire risk within the premises. By defining clear categories for the likelihood of fire; ranging from low to high based on ignition sources, occupancy type and control measures, and consequences of fire; ranging from slight to extreme harm based on building features, occupant characteristics, and existing fire protection arrangements, the assessment ensures that the level of risk is judged objectively. These definitions allow the assessor to determine how probable a fire is and how severe its impact could be, forming the basis for identifying appropriate fire safety actions and prioritising risk reduction measures

### **11.1.2 Monitoring of Fire Risk Assessments**

The Fire Safety Advisor is responsible for monitoring the implementation of the action plan(s). Estates, Building Support Officers, and others deemed in control are responsible for completing the actions allocated to them and for advising the Fire Safety Advisor 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 Advisor.

The Fire Safety Advisors currently conduct a full inspection of the building and review of all fire risk assessments on an annual basis to ensure they remain accurate and compliant. In addition to the yearly review, a shorter inspection is carried out every six months to confirm that key control measures are in place and that no significant changes have occurred that could affect fire safety.

#### **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. When deemed necessary, 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 Concerto.

#### **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 BS 8674:2025 – “Built environment – Framework for competence of individual fire risk assessors – Code of practice”.

All University of Reading Fire Risk Assessors will also have attended and successfully completed an approved Fire Risk Assessor Training Course.

#### **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 Directorates for the University of Reading.

## 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 are equipped with methods for alerting occupants in the event of a fire. Most facilities feature a comprehensive fire alarm system that includes automatic fire detection.

For a limited number of small, low-risk buildings, the fire alarm systems are simpler, consisting solely of manual call points and sounders. In very small buildings, a manual rotary bell may be used, or a shouted warning might be considered sufficient.

The University of Reading policy for the selection of a type of fire alarm is contained within Safety Code of Practice 34: Part B – Fire Safety Design Guide – follow this link to view the document: [cop-34-part-b-fire-safety-design-guide-2022-final.pdf](#)

### 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 Planning and Strategy Office.

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

In addition, the University of Reading controls communications via the Marketing Communications and Engagement Team.

### 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 service when they are alerted to a fire alarm sounding. This may arise from the activation of a fire alarm in a university building, or from a notification received via telephone, running call, or radio communication from a Security Patroller. Agreed protocols are kept and maintained by Security Services.

### 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 agreement to operate the full estate of student halls of residence at the University of Reading. Three monthly meetings are held involving UPP, the University's Fire Safety Advisor, and other

relevant parties, with comprehensive records maintained. UPP Ltd has additionally entered into a Primary Authority arrangement in relation to fire safety.

**Commercial Tenants** Some University of Reading buildings are wholly or partly occupied by commercial tenants. Where a commercial tenant occupies an entire building, the procedures for communicating with the Fire and Rescue Service are determined by that occupier. For buildings with shared occupancy, the University of Reading's procedures will apply.

## 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.

## 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 5839-1:2025 (Clause 31.1)

- 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 against the relevant building on the AFA spreadsheet.

The number of fire alarm signals for each building is recorded annually (calendar year) in a spreadsheet which also tracks the running totals.

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 Safety Management Plan - 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 Safety 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 Fire Safety Management Plan conforms to:
  - i. University of Reading's requirements for its Fire Safety Management Plan
  - ii. Requirements of BS 9997:2020 – "Fire risk management systems. Requirements with guidance for use".
- b) The Fire Safety Management Plan 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 Fire Safety Management Plan 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 as amended by the Fire Safety Act 2021
- 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 9999:2019 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 Fire Safety Management Plan 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 Fire Safety Management Plan
- c) information on the fire safety performance, including trends in:
  - Nonconformities and corrective actions
  - Monitoring and measurement results
  - Audit results
  - Interested party feedback
  - 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 Fire Safety Management Plan and its processes

The records of the management reviews of this Fire Safety Management Plan will be retained for a period of 3 years.

## **14 IMPROVEMENT**

### **14.1 Nonconformity and corrective action**

When a nonconformity with BS 9999:2019, BS 9997:2020 or fire safety system occurs, the Head of Health and Safety Services (delegated to the Fire Safety Advisor) will react to the nonconformity, and as applicable:

1. take action to control and correct it; and
2. deal with the consequences
3. evaluate the need for action to eliminate the causes of the nonconformity, in order that it does not recur or occur elsewhere, by reviewing the nonconformity as follows:-

- Determining the causes of the nonconformity; and
- Determining if similar nonconformities exist, or could potentially occur.
- implement any action needed;
- Reviewing the effectiveness of any corrective action taken; and
- Amending the Fire Safety Management Plan where 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:

- Nature of the nonconformities and any subsequent actions taken; and
- Results of any corrective action

The Head of Health and Safety Services by nature of his/her role has the responsibility and authority for improvement of the Fire Safety Management Plan.

The Head of Health and Safety Services will continually improve the suitability, adequacy and effectiveness of the Fire Safety Management Plan.

## 15 VERSION CONTROL

| VERSION | KEEPER                     | REVIEWED  | APPROVED BY  | APPROVAL DATE |
|---------|----------------------------|---|--|---------------|
| 1       | Health and Safety Services | First Edition   | University Health, Safety and Wellbeing Committee & HSS Director | April 2017    |
| 2       | Health and Safety Services | 2 <sup>nd</sup> Edition – Minor alterations to Section 13 - Internal Audit paragraphs | University H&SS Auditor and H&SS Fire Safety Advisor             | May 2019      |
| 3       | Health and Safety Services | Small adjustments to text and formatting; updated links and outdated standards.       | Head of H&SS & Fire Safety Advisor                               | January 2026  |

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Removal of out of  
date Appendices.

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