

Safety Code of Practice 34: Part A

1st Edition, March 2013

FIRE SAFETY MANAGEMENT



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1 SUMMARY

This Safety Code of Practice sets out the organisational arrangements, responsibilities, standards and procedures for fire safety within the University.

Schools, service heads, building management, tenants and all occupants of all University premises must have arrangements in place for:

- The appointment of competent people to manage fire safety in the premises (Building Managers, Evacuation Officers, Fire Wardens)
- Eliminating or minimising any fire safety risks from work or student work activities
- Evacuation if there is serious and imminent danger (see Safety Guide 5 on Fire Drills and Safety Guide 6 on Emergency Evacuation)
- The provision of information and training as appropriate to staff, students, building occupants and visitors in fire safety and emergency procedures
- The provision of Personal Emergency Evacuation Plans (PEEPs) as necessary
- Fire inspections
- Keeping emergency exits and escape routes clear at all times
- Ensuring that furniture, fixtures, fittings, work equipment and other materials such as flammable substances do not prejudice the building fire safety standards
- Enforcing the University 'No Smoking' policy, where this applies
- Reporting fires
- Reporting faults in the fire protection systems to Estates and Facilities (E&F)
- Co-operating with other building occupants with regard to the fire safety arrangements
- Ensuring the competency of third parties (designers, consultants, engineers etc) appointed to design, install, build, commission and maintain fire prevention systems in University premises.
- Co-operating in the preparation, maintenance and compliance with fire risk assessments

Safety Guide 34 Part B Fire Safety Design Guide sets out the building design standards that must be applied to all new University building and refurbishment projects. This includes: means of escape doors, signs, fire alarm systems, secondary lighting, means of escape facilities for disabled persons, access for fire fighting purposes, building emergency folders, fire hydrants, fixed fire fighting installations, portable fire fighting equipment, fire safety implications for ducting and ventilation systems, lift and refuge communication systems, teaching rooms.

Some of the arrangements in this Code of Practice do not apply to tenanted residential housing, in areas where people are not at work. However the general principles for fire safety management and effective fire safety precautions do apply, and other relevant legislation such as housing legislation and Building Regulations must be complied with. More information is given in section 2.5.

Guidance:

Halls of Residence are managed by UPP Ltd, who are responsible for all aspects of fire safety management. Arrangements are audited annually by the University.

2 SCOPE

This Safety Code of Practice applies to all University buildings, including academic and administrative buildings, and in some aspects, to residential housing. Compliance with this Code will ensure that the University meets the requirements of all fire safety management

legislation that applies to work premises, places of public assembly and overnight accommodation.

This Code sets out University policy, responsibilities and standards for fire safety, including:

- Management arrangements, organisation and responsibilities
- Building occupier issues

The main purpose of fire safety legislation and of this Code is to preserve life. However, in the event that a fire should occur, the application of appropriate fire safety design standards and good occupier practice will limit fire spread and the associated losses due to damage and disruption.

Safety Guide 34 Part B Fire Safety Design Guide sets out the building design standards that must be applied to all new University building and refurbishment projects.

3 ORGANISATION AND RESPONSIBILITIES

Figure 1 shows the fire safety management structure and delegation of responsibilities within the University.

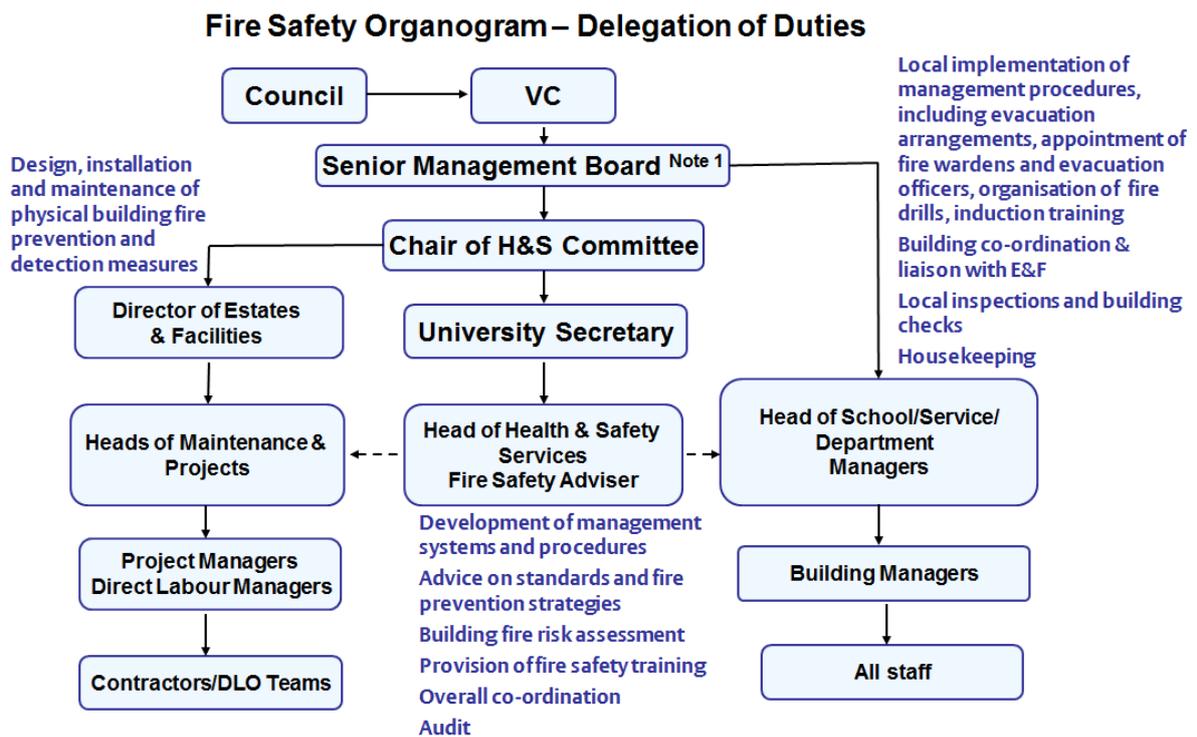


Figure 1 Note 1: Reporting to SMB, the Facilities Management Committee and the Strategy and Finance Committee have responsibilities for resources and building maintenance.

3.1 University occupied buildings

Overall management responsibility for fire safety in University-occupied buildings lies with the Vice-Chancellor of the University, representing the employer i.e. the University and University Council, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

3.1.1 Estates and Facilities (E&F)

E&F is 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 (see 2.1.2 below) 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

Responsibilities	Person responsible	Comment
Maintenance of existing fire alarm, detection and suppression systems, emergency lighting and fire separation systems (e.g. fire stopping, fire doors)	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 suppression systems and emergency lighting	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 E & F documentation/engineering standards. Third parties 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 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.
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 M&E Consultants in partnership with fire engineering contractors or for suppression systems, the specialist manufacturer/

Responsibilities	Person responsible	Comment
		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 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.

3.1.2 Health and Safety Services

Health and Safety Services (H&SS) are responsible for:

- Developing fire safety management standards and procedures. This will normally be achieved by the publication of Safety Codes of Practice (formerly Safety Guides), for example on building design aspects, emergency evacuation arrangements, organisation of fire drills etc.
- The provision of professional fire safety advice to Schools/Services/Units/management, university staff, students and third parties as required. Third parties may include consultants and contractors engaged by E&F, and tenants of University-owned property. However there is no obligation on the University to provide such advice to third parties
- Acceptance of overall fire strategies for buildings (new construction and refurbishment)
- Building fire risk assessment (see section 2.2 below)
- The provision of fire safety training for university staff and students
- Monitoring of the implementation of management standards and procedures within the University, including inspection and audit
- Reporting performance and deficiencies in fire safety management to Heads of Schools/Services, the Health and Safety Committee, the Senior Management Board (SMB) and University Council, as appropriate

- Liaison with the enforcing authorities.

The Fire Safety Adviser, who is a member of H&SS, will take the lead in these activities, but is supported by the Head of H&SS and other members of the team.

3.1.3 Heads of Schools/Services

Heads of Schools/Services and other managers (including other employers in tenanted areas or areas under the control of contractors) are responsible for implementing fire safety arrangements in the areas under their control, taking account of the work organisation and activities and the behaviour of staff and students. This includes:

- Taking account of the risk of fire in risk assessments for department routine activities and for experimental and project work
- Eliminating or minimising any fire safety risks from university activities
- Co-operating with the preparation and maintenance of building fire risk assessments
- Planning and organising to ensure that procedures for serious and imminent danger are established and implemented (see Safety Code of Practice 5 on Fire Drills and Safety Code of Practice 6 on Emergency Evacuation)
- The provision of information and training as appropriate to staff and students in fire safety and emergency procedures
- The provision of Personal Emergency Evacuation Plans (PEEPs) where required
- Ensuring that emergency exits and escape routes are kept clear at all times
- Making fire safety and emergency information available to all building occupants e.g. by Fire Routine Notices, Area Health & Safety Codes etc.
- Ensuring that furniture, fixtures, fittings, work equipment and other materials such as flammable substances do not prejudice the fire safety standards specified by E&F
- Reporting faults in the fire protection systems to E&F
- Advising E&F on proposed change of use in premises e.g. store to office
- Co-operating with other building occupants with regard to the fire safety arrangements.

3.1.4 Building Manager

It is a legal requirement that 'competent' persons are appointed to implement emergency evacuation procedures. There is also a requirement that persons or employers who share a workplace co-operate with each other and that emergency procedures are co-ordinated. To meet these requirements, the University requires each academic and services building to have a person to co-ordinate fire safety measures within the building. This person is normally the Building Manager.

Guidance:

It is normally expected that the person appointed as Building Manager will be from within the School/Department/Service that is the largest occupier within the building. The Head of School or Service will appoint an appropriate person to take on this role and will advise Health and Safety Services of the appointment. Where a building is shared, the senior management of the occupying departments must agree a nominee. Where agreement cannot be reached, the issue must be reported to Health and Safety Services who will refer the matter to the Chair of the Health and Safety Committee for determination.

The duties of a Building Manager are set out in Safety Note 48.

Arrangements for investment properties managed by Estates Management and may be different, in that the occupying tenants have a duty to co-operate with each other in accordance with fire safety legislation.

The role of the Building Manager with respect to fire safety is to:

- Ensure that public and shared common areas are suitably controlled and inspected
- Check that all other areas in the building are inspected to identify and resolve workplace hazards (in shared buildings, this would normally be undertaken by the local manager or Area Health and Safety Co-ordinator, and the Building Manager's role would be limited to common areas)
- Liaise with the University Fire Safety Adviser to agree a fire strategy and evacuation plan for the building
- Ensure that adequate numbers of staff within the building are trained in fire prevention and awareness and fire fighting techniques, consistent with the agreed fire strategy (NB. Responsibility on this is shared with the AHSCs in the building)
- Ensure that sufficient numbers of fire evacuation officers, fire wardens, evacuation lift and chair operatives are appointed
- Ensure that emergency drills are undertaken e.g. fire drills
- Monitor and maintain the means of access, egress, escape, evacuation procedures and other emergency procedures throughout the building, with specific responsibility for common areas
- Close out actions that are allocated to local management arising from fire risk assessments
- Ensure that staff, students and tenants where appropriate are made aware of the outcome and significant findings of the building fire risk assessment
- Ensure that the Fire Safety checklists sent out periodically by Health and Safety Services (H&SS) are correctly completed by a competent person and returned to H&SS
- Where practical, provide support to E&F by undertaking routine testing of fire alarms, emergency lighting, communications and other safety equipment. NB This will vary from building to building, depending on the type of systems installed and the amount of remote monitoring that can be undertaken by E&F through the Building Management system (BMS);
- Maintain local documentation relating to fire safety e.g. the building emergency folder, records of false alarms.

Guidance:

The role and responsibilities of the Building Manager in no way diminishes the responsibility of School/Service /Department Heads and managers to manage fire safety in their local area.

Further information on building occupancy aspects is given in Section 3.

3.2 Fire risk assessments

The Fire Safety Adviser is responsible for managing the preparation and maintenance of building fire risk assessments for each University building. Information on the fire risk assessment system currently used within the University is given in Appendix 1.

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.

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

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.

Guidance:

The Fire Safety Adviser 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. In any building where there have been significant changes, the fire risk assessment will be reviewed.

3.3 Buildings shared with tenants

In any University owned building that has shared occupancy (i.e. University department(s) sharing a building with tenants), overall responsibility for fire safety lies with the University. The Building Manager has an overview of fire safety issues throughout the building, and co-ordinates arrangements. The E&F Head of Estates has primary responsibility for tenants in University property and should take the lead in communicating with tenants.

Tenants are responsible for the production of a fire risk assessment for the areas they occupy and where their organisation employs 5 or more people this risk assessment must be recorded. A copy of the fire risk assessment may be requested by the University.

3.4 Tenant occupied buildings

In buildings solely occupied by tenants, responsibilities will depend on the nature of the lease. In most cases the University retains responsibility for the fabric of the building and fire safety systems such as the installation and maintenance of fire doors, fire detectors and alarms. However the tenant(s) in control of the premises has responsibility for all other aspects, namely the provision of fire-fighting equipment; fire risk assessment of their own areas in so far as their activities may affect the building fire risk assessment; general fire safety arrangements including

procedures for serious and imminent danger, safety assistance, information to employees, training and co-ordination and co-operation with other tenants.

3.5 Residential housing

The general principles for fire safety management and fire precautions set out in this Code apply to university-owned tenanted residential housing. Other more detailed requirements for workplaces do not apply. However University policy is to follow national and local authority guidance for housing as described in the following documents:

- The LACORS (Local Authorities Coordinators of Regulatory Services) Housing – Fire Safety
- The guide to The Regulatory Reform (Fire Safety) Order 2005 for Premises Providing Sleeping Accommodation.

Tenants in University owned residential housing are issued with handbooks for occupiers which set out the fire safety arrangements in the individual premises. Fire safety standards within such premises are the responsibility of the Head of Estates, Estates and Facilities.

3.6 Identification of priorities and allocation of funding

The Facilities Management Committee, reporting to the Strategy and Finance Committee, is responsible for the allocation of funding for fire-related building safety improvements in academic buildings. Fire safety improvements are made in a phased order of priority, based on assessments of compliance with legislation and with the outcomes of building fire risk assessments.

4 BUILDING OCCUPIER ASPECTS

This section outlines the duties placed on departmental occupiers and tenants of University buildings with respect to fire safety, in terms of the way the building is used and managed.

4.1 Reporting fires

All fires - however small or apparently minor - must be reported to the University Health and Safety Services (extension 8888) using the University H&S [Incident Report Form](#) (available on the H&SS web site).

4.2 Reporting faults

Faults with building fire safety hardware or services should be reported to the E&F Help Desk (extension 7000) as a matter of urgency, stressing that the report relates to a fire safety issue.

4.3 Fire safety maintenance checklists

H&SS will send a Fire Safety Maintenance Checklist to Building Managers and Area Health and Safety Co-ordinators (AHSCs) at least twice per annum. This form must be completed by them and returned to H&SS by the date requested.

Guidance:

The checklists assess the adequacy of local fire safety arrangements in the building and supplements the building fire risk assessment (see section 2.2 above). It is essential that these checklists are completed accurately, by walking round the building and checking on the condition of the fire safety measures.

Local management are responsible for following up on any management issues e.g. related to training, evacuation procedures, and for reporting any defective equipment or building deficiencies (e.g. damaged fire doors) to E&F. A request for maintenance/repair (via WREN) should be raised. E&F Maintenance are then responsible for actioning the repair work.

4.4 No smoking policy

University policy prohibits smoking in all academic and service buildings and common areas of tenanted residential accommodation. All such buildings are formally designated as "No Smoking Buildings". In addition, no smoking is permitted within 10 metres of every building except when walking by on a designated footpath.

4.5 Housekeeping and storage

University buildings are designed and built to minimum corridor width with respect to the numbers of people intended to occupy and evacuate the buildings. Therefore storage within corridors e.g. lockers, etc. and any other obstructions such as bicycles, furniture, photocopiers etc. must not be permitted, unless with the express prior approval of the Fire Safety Adviser.

Due to the risk of arson and vandalism, all combustible materials outside buildings must be stored away from the immediate fabric of the building. This is particularly important for waste skips and readily flammable materials such as cardboard, paper and wooden pallets.

4.6 Notice boards

Notice-boards must not be located within means of escape ½-hour fire resisting staircase enclosures in multi-storey buildings.

Circulation corridors that form part of the escape routes may be used for notice-boards providing they are limited to 5% of the wall area. It is strongly advised that displays are contained behind safety glass or perspex to offer prevent unwanted material being displayed and to limit surface flame spread.

However, notice boards should not be located in circulation corridors of residential accommodation in order to reduce the availability of ignition sources. It is recommended that notice boards are located in areas frequented by students and staff e.g. staff rooms, JCRs and main office lobbies, and displays contained behind safety glass or perspex.

4.7 Furniture and fittings

All supplies of soft furnishings and drapes supplied by the University must comply with the following standards:

- BS 7176:2007 + A1:2011 Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites. Ignition source 5, medium hazard.
- BS 7177:2008 +A1:2011 Specification for resistance to ignition of mattresses, divans and bed bases. Ignition source 5, medium hazard.

- BS 5867-2:2008 Specification for fabrics for curtains and drapes. Flammability requirements.
- BS 5852:2006 Methods of test for the assessment of the ignitability of upholstered seating by smouldering and flaming ignition. Section 4.

Duvets and pillows supplied by the University in residential accommodation must be flame resistant.

4.8 Open flames

The use of open flames e.g. candles and oil lamps etc. is not permitted. Departmental managements have the authority to remove any items and appliances that they consider to be a fire risk or that would cause fire detection equipment to operate.

The exception to this policy is the use of open flame sources that form part of an approved process experiment or demonstration e.g. laboratory Bunsen burners.

4.9 Visitors and contractors working on site

Where practical, all buildings should operate a "booking in" facility where visitors and contractors report centrally and hence can be accounted for in an emergency. It is recommended that a conspicuous notice, advising visitors and contractors whom to report to (e.g. Building Manager, chief technician, reception, head of department's secretary etc) is posted in the foyer or main entrance area of the major University buildings.

Visitors and contractors should be:

- Briefed upon the safety procedures for the building
- Made aware of the fire routine for the building (see the displayed fire routine notices)
- Advised on the location of the building assembly point.

All contractors on site should be assessed as being competent prior to any work being carried out. This is normally achieved by assessment of the contracting company's arrangements for the management of health and safety (see Safety Code of Practice 2). Contractors and their employees should be briefed on safety considerations for the work to be undertaken. "Hot Work" permits must be obtained where appropriate and signed by the contractors and the person in control of the work from the University (normally an E&F supervisor or manager). The Building Manager must be consulted on the proposed work. E&F will normally conduct the necessary administration. Fire and general safety will form part of the work specifications issued by the University's project engineers. Only contractors approved by E&F are permitted to carry out "hot work". If an unapproved contractor has to carry out hot work unexpectedly it must be directly monitored by the E&F Project Engineer or supervisor.

4.10 Vehicles and fire exits

Vehicles must not be backed up against outward opening fire doors so that the door cannot be opened in the event of an emergency. Where this could occur, as a minimum a 'no-parking' zone should be marked by yellow hatching on the road. It may be necessary to install bollards to prevent close vehicular access to the doorway(s) concerned.

4.11 Unwanted Fire Alarm Signals (Automatic Fire Detectors)

In some areas the automatic fire detection system may be too sensitive for the type of activities in the area, giving rise to unwanted alarms. For example, glass workshops or teaching laboratories may produce a very high working temperature that trips heat detectors, or laboratories may occasionally produce fine aerosols that trip smoke detectors, etc. Such instances should be reported to the E&F Maintenance Engineers via the E&F Help Desk (extension 7000) for system adjustment or modification of the method of detection. Intended changes in the sensitivity and/or type of detector head must be confirmed with the Fire Safety Adviser.

4.12 Response to fire alarms

Most fire alarm systems are linked directly to the Whiteknights Security Control Room. On receipt of a fire alarm signal from a building Security Control Room staff will routinely call the fire service. The fire service will not normally send a fire-fighting appliance unless an actual fire is confirmed by building occupants or Security. Therefore, on hearing the alarm or identifying a fire, building occupants must:

- For a suspected false alarm, phone Security Control on Ext 6300 (0118 378 6300 on an outside line) to advise them. They will notify the fire service.
- For a confirmed or suspected fire, phone 999 and ask for the fire service, and give them all available information about the fire. Then phone Security Control on Ext 6300 (0118 378 6300 on an outside line) to give them the same information.

4.13 Specialised work areas

Advice should be obtained from the Fire Safety Adviser for fire safety aspects relating to the design or significant changes to computer laboratories, kitchens, laboratories, lecture theatres/classrooms/seminar rooms, offices, PC rooms, photocopier location, plant rooms, print areas, stores, etc. Dangerous Substances (DSEAR) aspects are dealt with in Safety Code of Practice 24.

4.14 Piped gas installations

Refer to Safety Code of Practice 46 Part 3 Gas Safety. For further advice should be obtained from Health and Safety Services regarding the piping of specialised compressed gases into laboratory and other buildings.

4.15 Heating appliances and portable heaters

Only approved heating appliances purchased via Procurement preferred suppliers and meeting defined safety standards are permitted at the University. The use of personally owned heaters is not permitted at the University, except in tenanted investment properties and residential properties managed by Estates Management.

The University has adopted the following policy on the use of portable appliances:

- Heaters and cooling fans are permitted, but heaters should be oil filled radiators
- Radiant heaters i.e. with exposed heating bars or elements are NOT allowed.
- Appliances must be purchased through Procurement preferred suppliers, in accordance with Procurement policies and procedures
- Appliances must carry a European CE Mark
- All appliances MUST be PAT tested in accordance with Safety Code of Practice 12.

Portable heaters must only be used where absolutely necessary. Units must not be used on escape routes.

Where justified e.g. remote greenhouse areas that do not have electrical mains power, gas units may be used. These must conform to BS6230:2011. Usage must be in compliance with Safety Code of Practice 46 Part 3 and HSE guidance on the use of Liquid Petroleum Gas (LPG) i.e. be fixed in position to avoid being knocked over, guarded to prevent contact burns, precautions taken to avoid gassing/asphyxiation accidents, etc.

4.16 Overnight sleeping accommodation

The use of academic and support buildings as sleeping accommodation is generally not permitted. Health and Safety Services must be consulted and must give approval for any exceptions to this requirement. Approval will only be given in exceptional circumstances and only where the building design meets required standards for use as sleeping accommodation. Security must be informed when exceptional circumstances have been agreed. Departmental management must take action to prevent non-residential buildings being used as sleeping accommodation.

Guidance:

Exceptional circumstances could include extreme weather which prevents people on campus travelling home, and temporary shelter is provided by the University as part of a managed plan. It does not include allowing individuals to sleep overnight in offices, common rooms etc. for their own convenience.

4.17 Chip pans

Chip pans (including domestic deep fat fryers) are not allowed to be used in University buildings except where used by university catering staff in designated kitchens, and where permitted by Estates Management in tenanted residential properties).

4.18 End of day checks

Building occupants should turn off all unnecessary equipment before leaving the premises, double-check waste bins, etc, so that the chances of a fire occurring when the building is unoccupied are reduced.

Guidance:

Most large fires occur at night or during weekends because, in spite of automatic fire detection systems etc, there is no one present to spot and extinguish the fire, or to summon help whilst the fire is in its infancy.

5 FIRE SAFETY TRAINING

All employees must receive basic information and training on fire safety awareness and emergency procedures as part of local School/Departmental/Unit induction training.

Guidance:

A specimen induction form is available on the H&SS web site at H&S induction form.

Induction training currently must include watching the University fire safety video, available on the H&SS web site at Fire safety film.

For some groups of employees and students e.g. catering staff, laboratory technicians, security staff, AHSCs, appropriate managers, etc fire safety training appropriate to their role is a mandatory aspect of employment/research. Training courses are available from H&SS.

Guidance:

Currently, the following fire safety training is mandatory for selected employees/students:

Laboratory staff and postgraduate students in high risk areas: Fire awareness and use of extinguishers

Catering staff in catering kitchens: Fire awareness and use of extinguishers; Basic catering fire prevention and fire fighting

Staff with a role in building evacuation arrangements (where appropriate): Evacuation Officer training; Fire Warden training; Evacuation Chair operator training; Use of evacuation lifts

6 INSURANCE

Insurance policies are maintained by the University Insurance Officer (extension 8309) to protect the University's assets against fire loss. Personal effects used at the University are not covered – owners must make their own insurance arrangements.

7 DISASTER PLANNING AND BUSINESS CONTINUITY

The University has established a Major Incident Plan (MIP) to manage disaster situations, such as widespread fire, that could adversely influence University business for a prolonged period. This team is co-ordinated by the University Business Continuity Manager.

Computer files should be safeguarded using appropriate measures (e.g. fire proof safes, duplicate copies kept off-site).

8 FURTHER ADVICE

- Further help and advice is available from the University Fire Safety Adviser (extension 8282).

9 FURTHER READING

1. Regulatory Reform (Fire Safety) Order 2005, SI 2005/1541. The Stationery Office, 2005. ISBN 0 11 072945 5.
2. Management of Health and Safety at Work Regulations 1999.
3. Dangerous Substances and Explosive Atmospheres Regulations 2002, SI 2002/2776. The Stationery Office, 2002. ISBN 0 11 042957 5.

4. BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings. British Standards Institution.
5. BS 8300:2009+A1:2010: The design of buildings and their approaches to meet the needs of disabled people. Code of practice. British Standards Institution. ISBN 978 0 580 70730 8
6. BS 7176 +A1: 2011 Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites. British Standards Institution.
7. BS 7177 +A1: 2011 Specification for resistance to ignition of mattresses, divans and bed bases. British Standards Institution.
8. BS 5852 2006: Specification for fabrics for curtains and drapes. Flammability requirements. British Standards Institution.
9. Use of LPG, HSE Guidance Note CS4, ISBN 0 11 883539 4, HMSO.
10. The LACORS (Local Authorities Coordinators of Regulatory Services) Housing – Fire Safety
11. The guide to The Regulatory Reform (Fire Safety) Order 2005 for Premises Providing Sleeping Accommodation.

Appendix 1: University fire risk assessment procedure

Building fire risk assessments are completed by the Fire Safety Adviser 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
- Number of staff
- 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.

Building fire risk assessment score

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

Score	
0	Satisfactory, low risk. No further action required.
1	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.
2	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.
3	Indicates conditions which threaten life safety. Must be corrected as a high priority.
4	Indicates significant risk to life which must be corrected within a set time frame.
6	Indicates a building where there are sleeping people.

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:

Building fire risk assessment score:

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. Training requirements for fume cupboard users

Appendix 2: Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
X.X	H&S	Every four years	XXXXX	XX/XX/XX
X.X	H&S	Annually	XXXXX	XX/XX/XX