

## Fire Safety Management Policy

### Policy Statement

1. The Fire Safety Management Policy defines the roles and responsibilities for the continued management of fire safety at the University of the Arts London. The Policy has a series of subordinate documents attached as annexes<sup>1</sup>

### Statement of Intent

2. The University of the Arts London is committed to providing a safe environment for students, staff and visitors and ensuring adequate resources for the management of fire safety throughout the University:
  - To prevent fires and the spread of fire.
  - To ensure adequate evacuation procedures are in place for all staff, students and visitors to the University.
  - To have measures in place to limit the impact of fire.
  - University arrangements will be made in accordance with legal requirements and best practice including the relevant British and International Standards and Building Regulations.

### Roles and responsibilities

3. As identified by the Regulatory Reform (Fire Safety) Order 2005 (the Order) the University of the Arts London, as the employer, is the 'Responsible Person' with regard to ensuring fire safety. The University will ensure the provision of adequate resources and arrangements to fulfil the requirements of the RRO.
4. The University Board of Governor's and the Vice-Chancellor are responsible for discharging the University's legal obligations with regard to fire safety management
5. To ensure the effectiveness of the fire safety arrangements it is necessary for the Vice-Chancellor to delegate authority for the discharge of some legal obligations to the Pro-Vice Chancellors, Deputy Vice-Chancellors and the Director of Estates. The University retains responsibility for ensuring these duties are discharged effectively. This will be monitored through the H&S Committees, Governors Personnel Committee, Governor's Estates Committee and the Executive Board.

### The University shall ensure:

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<sup>1</sup> The Annexes can be found on the UAL H&S web pages ""insert URL""

6. The appointment of one or more competent persons to carry out the preventive and protective measures required by the Order. A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures effectively.
7. That suitable and sufficient fire risk assessments (FRA) are completed by a competent person for all University premises. That FRAs are kept up to date and reviewed at intervals of no more than 12 months. All recommendations from the FRAs are considered and acted on, with priority being given to the resolution of the most significant risks.
8. There are suitable and sufficient arrangements on all sites for the detection and warning of a fire, adequate emergency routes to evacuate premises and processes in place for the evacuation of all users of University sites.
9. The premises and any equipment provided in connection with fire fighting, fire detection and warning, emergency routes and exits are covered by a suitable system of maintenance, maintained by a competent person in an efficient state, in efficient working order and in good repair.
10. Suitable arrangements are in place for the control of dangerous, flammable and explosive substances as required by the Dangerous Substances and Explosive Atmosphere Regulations(DSEAR).
11. Employees and students are provided with clear, accessible and relevant information:
  - About the risks to them, as identified by the FRA.
  - The measures in place to prevent fires and how these measures will protect them if a fire breaks out.
  - Who the relevant competent persons are and the fire safety procedures for the premises.
  - Their responsibilities for co-operating with these procedures.
12. Appropriate information, instruction and training is provided to all employees and students about the fire safety arrangements in their workplace when they start working for/studying at the University and when moving to work/study at a different site and at regular intervals thereafter.
13. Employees and students comply with University fire safety arrangements to ensure University sites are safe from fire and its effects and do not do anything that will place them or other people at risk, including the mis-use of any equipment or systems provided in the interest of health and safety.
14. Visitors and contractors are informed of the relevant risks to them and provide information about fire safety arrangements. Contracted staff are provided, where relevant, the name and contact details of the relevant competent persons and any fire safety arrangements that will affect them while on site. These details should be provided to the staff working on site and their employers.
15. On sites shared with other employers the co-operation and coordination of activities informing them of any relevant information about fire safety.
16. Adequate consultation with recognised Trade Union Health and Safety Representatives about nominating people to carry out particular roles in connection with fire safety and about proposals for changes to fire precautions.

## **Specific Responsibilities**

17. The following positions have specific responsibilities to ensure the effective fire safety management:

[Pro-Vice Chancellors](#)  
[Deputy Vice-Chancellors](#)  
[The Director of Estates](#)  
[Head of Facilities](#)  
[Senior Facilities Managers](#)  
[Assistant Facilities Managers](#)  
[Head of Health and Safety](#)  
[Health and Safety Advisers](#)  
[Student Disability Advisers](#)  
[All Staff](#)

The specific responsibilities for each role are detailed below.

### **Pro Vice Chancellors**

Pro Vice Chancellors shall, for their College, ensure:

18. Fire risk assessments are completed for each site. The FRAs must be:
- Completed by a competent person.
  - Up to date and the recommendations implemented.
  - Reviewed by a competent person annually, or more frequently if there have been changes to the site, the activities or the users of the site that may affect fire safety arrangements or level of risk. Such changes may be permanent or short lived, for example, the FRA must be reviewed when planning a large event or building work that will affect the usage of the building.
19. Employees and students are provided with accessible, clear and relevant information:
- About the risks to them, as identified by the FRA
  - The measures in place to prevent fires and how these measures will protect them if a fire breaks out.
  - Who the relevant competent persons are and the fire safety procedures for the premises; and
  - Their responsibilities for co-operating with these procedures.
20. Appropriate information, instruction and training is provided to all employees and students about the fire precautions in their workplace when they start working for/studying at the University and when moving to work/study at a different site and at regular intervals thereafter (no more than 12 months).
21. Employees and students comply with fire safety arrangements to ensure University sites are safe from fire and its effects and do not do anything that will place themselves or other people at risk.
22. Cooperation with the Assistant Facilities Manager to maintain fire safety, including the implementation of the Permit and Authorisation to Work systems and the management of events.
23. Emergency evacuation arrangements are in place for each site and practiced at least once a term. At the beginning of the first term fire drills

should be carried out within the first two weeks and no later than the fourth week of the term.

24. Adequate arrangements are in place and effectively implemented to check the evacuation of sites during an emergency i.e. fire wardens or fire marshals.
25. Appropriate action is taken against any member of staff or student who does not cooperate with fire safety arrangements including the arrangements for evacuation.
26. Evacuation arrangements are appropriate for all users of College sites including staff, students and other regular users of sites who require assistance to evacuate during an emergency (PEEPs), and visitors who require assistance to evacuate during an emergency (GEEPs).
27. Cooperation with other users of the site and the provision of information necessary to maintain the fire safety arrangements of the site. To inform other site users of any matters affecting fire safety arrangements.
28. Cooperation with the enforcing authorities during emergencies and routine visits and inspections.

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### **Deputy Vice Chancellors**

Deputy Vice Chancellors shall, for their Services, ensure:

29. Employees and students are provided with clear and relevant information:
  - About the risks to them, as identified by the FRA
  - The measures in place to prevent fires and how these measures will protect them if a fire breaks out
  - Who the relevant competent persons are and the fire safety procedures for the premises and
  - Their responsibilities for co-operating with these procedures.
30. Appropriate information, instruction and training is provided to all employees and students about the fire precautions in their workplace when they start working for/studying at the University and when moving to work/study at a different site and at regular intervals thereafter (no more than 12 months).
31. Employees and students comply with fire safety arrangements to ensure University sites are safe from fire and its effects and do not do anything that will place themselves or other people at risk.
32. Cooperation with the Assistant Facilities Manager to maintain fire safety, including the implementation of the Permit and Authorisation to Work systems and the management of events
33. Appropriate action is taken against any member of staff or student who does not cooperate with fire safety arrangements including the arrangements for evacuation.
34. Evacuation arrangements are appropriate for all users of University sites including staff, students and other regular users of sites who require assistance to evacuate during an emergency, and visitors who require assistance to evacuate during an emergency.
35. Cooperation with other users of the site and the provision of information necessary to maintain the fire safety arrangements of the site. To inform other site users of any matters affecting fire safety arrangements.

36. Cooperation with the enforcing authorities during emergencies and routine visits and inspections.

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### **Director of Estates**

The Director of Estates shall ensure, within the boundaries of their executive responsibility:

37. Adequate resources for the maintenance of fire safety management system.
38. The appointment and continuing performance of competent Estates staff to carry out their duties in the design, implementation and inspection of fire safety management systems.
39. The appointment and continuing performance of contractors involved in the design, implementation and inspection of fire safety management systems.
40. Regular updates to the Executive Board, Governor's Estates Committee and the University H&S Committee providing advice and information about any changes affecting fire safety management including; changes in law, University policy or procedures, as a result of advice from the enforcing authorities, as a result of an incident or near-miss anywhere within the University or other organisation or location that could affect the University.
41. Cooperation with the enforcing authorities during emergencies and routine visits and inspections.
42. Cooperation with the Head of Health and Safety and Health and Safety Advisers to ensure fire safety arrangements are appropriate and in place.

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### **Head of Facilities**

The Head of Facilities shall ensure, within the boundaries of their executive responsibility:

43. Adequate resources for the maintenance of fire safety management system.
44. The appointment and continuing performance of competent Facilities staff to carry out their duties in the design, implementation and inspection of fire safety management systems.
45. The appointment and continuing performance of contractors involved in the design, implementation and inspection of fire safety management systems.
46. Regular updates to the Director of Estates, the Deputy Vice-Chancellor for Strategic Development, Pro Vice-Chancellors and the University H&S Committee providing advice and information about any changes affecting fire safety management including; changes in law, University policy or procedures, as a result of advice from the enforcing authorities, as a result of an incident or near-miss anywhere within the University or other organisation or location that could affect the University.
47. Cooperation with the enforcing authorities during emergencies and routine visits and inspections.
48. Cooperation with the Head of Health and Safety and Health and Safety Advisers to ensure fire safety arrangements are appropriate and in place.

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### **Senior Facilities Managers**

Senior Facilities Managers shall, for all premises for which they are responsible:

49. Support the Assistant Facilities Manager in the execution of their duties for fire safety management as detailed below.
50. Ensure and monitor the competence of facilities staff and contractors appointed to design, execute, maintain, inspect and test systems and equipment provided for fire safety management.
51. Ensure the allocation of resources necessary to provide adequate fire safety systems.
52. Provide timely advice to the local H&S Committees, the Head of Facilities and the Pro and Deputy Vice Chancellors about any changes affecting fire safety management including changes in law, University Policy or procedures, as a result of advice from the enforcing authorities, as a result of an incident or near-miss anywhere within the University or other organisation or location that could affect the College, Service or University.
53. Cooperate and co-ordinate with other users of the premises to maintain adequate fire safety.
54. Cooperation with the enforcing authorities during emergencies and routine visits and inspections.
55. Cooperation with the Head of Health and Safety and Health and Safety Advisers to ensure fire safety arrangements are appropriate and in place.

### **Assistant Facilities Manager**

AFMs will ensure the following for all premises for which they are responsible.

56. Fire safety arrangements are suitable and sufficient including arrangements for;
  - adequate means of escape.
  - suitable systems for the detection of fire and smoke
  - appropriate warning systems, including provision for deaf staff, students and visitors and noisy areas where an audible warning system may not be sufficient.
  - appropriate fire engineering including fire stopping, compartmentation and fire doors.
57. The premises and any equipment provided in connection with fire fighting, fire detection and warning, the prevention of the spread of fire and smoke, emergency routes and evacuation exits are covered by a suitable and sufficient system of maintenance and such maintenance is carried out by a competent person and kept in an efficient state, in efficient working order and in good repair.
58. Records of all maintenance and repair will be kept on the premises to which they refer and available for inspection at any time.
59. Estates staff have adequate information, instruction and training to properly carry out their assigned duties in addition to the general fire safety information, instruction and training required for all University staff. Such information, instruction and training should be completed when staff start working for the University, when they move site and at regular intervals throughout their employment, no more than every 12 months.

60. The competence of all Estates staff to carry out their assigned duties with regard to the maintenance and inspection of equipment, the inspection of sites including;
- repair of fire doors and all other items necessary for the prevention and control of fire and smoke.
  - escape routes are clear and free of obstruction and remain free of any temporary wall coverings that will allow the spread of fire.
  - final exits are kept clear and maintained to ensure their safe use by occupants.
  - Escape routes and final exits are accessible at all times buildings and that security concerns do not result in the locking of fire doors or obstruction of escape routes.
61. The competence of all Estates staff to carry out their assigned duties during an emergency evacuation or practice evacuation.
62. The competence of Estates staff to carry out their assigned duties with regard to the use and maintenance of fire detection and warning systems.
63. Staff assuming the role of Incident Manager have adequate information, instruction and training to carry out the duties effectively.
64. Cooperation and co-ordination with other users of the premises to maintain adequate fire safety controls and with the development and implementation of all General Emergency Evacuation Plans (GEEPs) and Personal Emergency Evacuation Plans (PEEPs).
65. Cooperation with the enforcing authorities during emergencies and routine visits and inspections.
66. Cooperation with Health and Safety Advisers to ensure fire safety arrangements are appropriate and in place.
67. The provision of such information as required by the emergency services and enforcing authorities, to include details of;
- the type and location of fire detection equipment, the type and location of the fire alarm panels and the information necessary to use the alarm panel,
  - location and specification of fire compartmentation and any other elements of the fabric of the building integral to the control and spread of fire including the location of any insulated board or other elements of the fabric of the building that may create a risk during the control of a fire.
  - The location and contents of facilities for the storage of dangerous substances of sufficient size and volume to affect the progress of a fire or create additional risks during the control of a fire, including the storage of waste.
  - the classification of sites as required by the DSEAR
  - the location of gas isolation valves, water supplies etc.
68. The Permit to Work and Authorisations to Work are properly enforced and all contractors subject to a PtW or AtW, and where appropriate their employers, are provided with all necessary information to allow them to control the risks of fire from their activities and comply with fire safety arrangements, including arrangements for evacuation.

Cooperate with the completion of FRAs and the recommendations arising from the FRAs.

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## **Head of Health and Safety**

The Head of Health and Safety will:

69. Provide timely advice to the Executive Board about any changes affecting fire safety management including changes in law, University Policy or procedures, as a result of advice from the enforcing authorities, as a result of an incident or near-miss anywhere within the University or other organisation or location that could affect the College/ University.
70. Monitor progress against the recommendations of FRAs, reporting to the University Health and Safety Committee and the Executive Board any significant findings and unresolved issues.
71. Cooperate with the Estates Department to ensure fire safety arrangements are suitable and sufficient and implemented effectively, including arrangements for visitors requiring assistance during an evacuation.
72. Cooperate with the emergency services and enforcing authorities with regard to fire safety.

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## **Health and Safety Advisers**

Health and Safety Advisers will:

73. Monitor progress against the recommendations of FRAs, reporting to the relevant health and safety committee and senior management team any significant findings and unresolved issues.
74. Develop the fire safety and evacuation arrangements. Communicate to all staff and students. The arrangements should be included in the local arrangements of the University Health and Safety Policy Part III and reviewed at least annually.
75. Provide timely advice to the senior management team about any changes affecting fire safety management including changes in law, University Policy or procedures, as a result of advice from the enforcing authorities, as a result of an incident or near-miss anywhere within the University or other organisation or location that could affect the College/ University.
76. Provide support to staff and students during the development and delivery of PEEPs for as detailed in the PEEP process.
77. Cooperate with the Estates Department to ensure fire safety arrangements are suitable and sufficient and implemented effectively, including arrangements for visitors requiring assistance during an evacuation.
78. Cooperate with the emergency services and enforcing authorities with regard to fire safety.
79. Carry out inspections of the fire safety arrangements to ensure they remain suitable and are being implemented. To include inspection of records for the maintenance, testing and inspection of fire safety systems. All arrangements must be inspected at intervals no greater than 12 months.

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## **Student Disability Advisers**

Student Disability Advisers will:

80. Provide support to College staff and students during the development and delivery of PEEPs for students as detailed in the PEEP.
81. Co-operate with Health and Safety Advisers and AFMs in the development and ongoing implementation of PEEPs to ensure the agreed procedures remain suitable and valid.

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## **All Staff**

All staff shall ensure they:

82. Understand and cooperate with fire safety arrangements in place on any University site in which they are working or visiting.
83. Complete fire awareness training, including the duties of a fire warden/marshal at regular intervals of no more than 12 months.
84. Follow the emergency evacuation procedures and when appropriate encourage students and visitors to evacuate promptly and follow the evacuation procedure.
85. Bring to the attention of the Estates Helpdesk any unsafe conditions that compromise fire safety arrangements
86. Bring to the attention of their line manager any requirements for assistance or adjustments necessary to evacuate for both their usual place of work or when visiting other sites as described in the Personal Emergency Evacuation Plan procedures (PEEPs)
87. Staff must not intentionally or recklessly interfere with or misuse anything provided in relation with the prevention or controlling the spread of fires including smoke detectors, fire extinguishers and fire doors. To do so is a criminal offence.
88. Staff must also make arrangements for their visitors to ensure they can evacuate in an emergency.
89. All staff must comply with fire warden/marshal procedure for their workplace.

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## List of Annexes

Annexe I	Example of local Fire Safety Arrangements for Part III of H&S Policy
Annexe II	Example of Fire Action Notice
Annexe III	Guidance and forms for PEEPs
Annexe IV	Example of GEEP