

Fire Safety Policy

The Regulatory Reform (Fire Safety) Order 2005 (RRO 2005) sets out 'general fire precautions' and other fire safety duties applicable to University Buildings'. The Order requires fire precautions to be in place and effective, covering both preventative measure and mitigation. Responsibility for complying with the Fire Safety Order rests with the 'Responsible Person'. The University will create and maintain a fire safety management system, which, together with the structure and maintenance of our buildings, will seek to protect both human life and operational interests and assets.

This Policy applies to and within all buildings across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. This Policy is supported by arrangements, instructions, and guidance on Fire Safety, which are available on the University's Health and Safety web pages.

Under the provisions of Ordinance 18, 'Health and Safety in the University', it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

Core Principles

1. Our fire safety measures include preventative measures and means of mitigating the direct and consequential damage by early detection, reducing fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire-fighting. In addition to this, we will ensure that we inform, instruct and train all the relevant people.
2. The University will ensure that suitable and sufficient assessments are made of the risks to employees, students and others from fire at work or at study. These Fire Risk Assessments will take account of any requirements imposed by the RRO 2005 and other applicable legislation. The assessments will evaluate the adequacy of the existing precautions and will identify any additional precautions required.
3. Fire Risk Assessments will be reviewed when relevant conditions change, including changes to the numbers of people present, the layout of premises, materials/processes/materials stored or used and changes to any relevant standards or legislation: assessments will also be reviewed following any fire safety incidents.
4. Control measures will include, but not be limited to: managing potential sources of ignition; reducing sources of oxygen; minimising the potential fuel for a fire; operating Permit for 'Hot Work'; fire detection and fire alarm systems; protected and identifiable means of escape; means of fighting fire; appointment of fire wardens, appropriate information and training; and, regular evacuation drills.
5. Where it is reasonably practicable, and in every case where disabled persons are employed, escape routes, refuge points, evacuation procedures and alarm systems will be suitable for use by disabled persons, and 'Personal Emergency Evacuation Plans' (PEEPs) will be developed as necessary.
6. All fire safety measures and equipment will be maintained in effective working order and appropriate checks/maintenance/test programmes will be implemented for:
 - fire doors, corridors and staircases
 - fire detection and alarm systems
 - fire fighting equipment
 - notices and emergency lighting
 - other fire safety measures or equipment.

7. Records will be kept of all Fire Risk Assessments undertaken; information and training provided; fire evacuation drills; and, all checks and maintenance carried out on safety measures and equipment.

Responsibilities

Ultimate responsibility falls upon the Vice Chancellor who is the Responsible Person as defined in 'The RRO 2005. Under the legislation the duties imposed on the responsible person are 'also imposed on every person ...who has, to any extent, control of those premises so far as the requirements relate to matters within their control' (Article 5(3)).

Heads of Departments therefore have responsibility for ensuring that arrangements for managing fire safety are in place and are regularly monitored. This includes acting upon the recommendations and requirements of Fire Risk Assessments and fire safety linked to a particular process or procedure within their control, and for ensuring that people for whom they are responsible are trained.

The Director of Estates is responsible for fire related elements of building structures (including hydrants, risers, fire doors, compartmentation and fire dampers); the appropriate design, installation and maintenance of fire detection, alarm, communications, lighting and door control systems; and the provision and maintenance of suitable portable fire-fighting appliances within buildings.

The University Fire Safety Adviser is responsible for ensuring building Fire Risk Assessments are conducted, providing fire safety advice on design, installation and operational fire safety matters, coordinating training courses, and for monitoring and auditing of fire safety standards and procedures.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

Review

This policy is dated March 2019. The policy will be reviewed at least annually.

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