

Fire Safety Work Instruction F003

FIRE RISK ASSESSMENT (FRA)

INTRODUCTION

Across the University of Warwick, fire safety is supported by the use Fire Risk Assessments (FRA) and Action Plans (AP). The FRAs are used to enable the Responsible Person (RP) to comply with Fire Safety Legislation and incorporate departmental requirements and best practice.

FIRE SAFETY LAW

In accordance with Fire Safety Legislation the RP shall:

- a. Manage a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions required to comply with the Fire Safety Order.
- b. Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety employees.
- c. In relation to relevant persons who are not employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

RESPONSIBILITIES

HEAD OF DEPARTMENT

The Head of Department will be responsible for the completion of the Action Plans and will keep the Fire Safety Advisor up to date on the progress of works. Annex A - Fire Risk Assessment Process Flow, will support you in ensuring progress against the Action Plan.

FIRE SAEFTY ADVISOR

The University Fire Safety Advisor (FSA), by virtue of delegations and agreements, is an appointed person to undertake FRA(s) on behalf of Vice Chancellor to assist them in the discharging their legal obligations. The Fire Safety Advisor will also undertake checks and audits of FRA Action Plans.

HEAD OF MAINTENANCE

The Head of Maintenance will be responsible for ensuring maintenance related works are completed on the FRA Action Plan.

ESTATES COMPLIANCE MANAGER

Estates Compliance Manager will also undertake checks and audits of FRA Action Plans.

THE FIRE RISK ASSESSMENT PROCESS

In respect of premises used by non-university occupiers (leased or otherwise) the 'RPs' (that may include university as the Landlord) have a duty to ensure that a suitable FRA is in place. FRAs across the university shall follow the PAS (79) principles and be of a non-complex or complex nature of assessment as determined by the features of the building such as construction; use (occupancy group); sources of ignition; fire systems; means of escape; housekeeping; complexity of design; and other risk factors.

Completed FRA(s) with a covering email and a summary of the major findings will be sent by the Fire Safety Advisor to the Head of Department. The receipt of the FRA(s) is to be formally acknowledged by the Head of Department.

REVIEW FREQUENCY

The FRA will be reviewed by a Fire Safety Advisor periodically depending on risk and not resource. Reviews of the FRA are dependent on the risk grading given by the Fire Safety Advisor. Typically, this will be no longer than:

- a. Substantial risk - premises that fall into this grading may be subject to enforcement action and/or regular monitoring.
- b. Moderate risk - 3 yearly.
- c. Tolerable risk - 5 yearly.

Periodicity for reviews and validations may be changed if it is the Fire Safety Risk Assessor's opinion that the risk, management of the risk or other risk related factors warrant or require a more or less frequent review. These factors could be

- a. Structural change with the building.
- b. Building change of use.
- c. Change of occupier within.
- d. A fire related incident e.g. significant damage to property and/or injury.

STORAGE OF DOCUMENTS

Whilst an AP exists, both the FRA and the AP will be stored on the [Fire Risk Assessments Sharepoint](#). This will allow all users to access the AP and update accordingly, all whilst keeping version control.

Once an AP is completed it will stored on the Quemis Hazard Module for the relevant building. Document control of the FRAs will be overseen by the Health and Safety Department.

Any further information or support can be obtained from the University [Fire Safety Advisor](#)

Version	Date	Author	Checked By	Reason for Revision
1	23 rd October 2018	Simon Watson	Graham Hakes	Initial

Annex A – Fire Risk Assessment Process Flow

