

# **UNIVERSITY POLICY AND MANAGEMENT PROCEDURE**

## **Fire Safety**

## **Statement**

*This Management Procedure was approved and authorised by the Health, Safety and Welfare Committee on 05 June 2007 on behalf of the University Council and forms part of the Health and Safety Policy of the University.*

*This document is a Management Procedure for good health and safety management practice. This Management Procedure provides Heads of Departments, College Provosts and all managers, staff and students with the necessary information to incorporate healthy and safety practices and relevant procedures into their activities. Divergence from this Management Procedure may result in Heads of Departments, College Provosts and the University being exposed to possible legal proceedings.*

*The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University and its community achieves compliance with its legal duties with regard to health and safety.*

*The most recent version of this Management Procedure is available at <http://www.york.ac.uk/admin/hsas>.*

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## UNIVERSITY POLICY

### 1. INTRODUCTION

Fire Safety is of paramount importance for the University of York (University). There are areas that are considered to have a high fire risk. There are large concentrations of people, many of whom may be unfamiliar with the buildings they occupy, for example students, visitors, members of the public, conference delegates and contractors.

The abundance of combustible and flammable materials imposes high fire loads within buildings, and there are many ignition sources.

The complexity of the University in terms of organisation and the need for free movement of individuals provides additional difficulties with regard to fire safety in relation to the clarity of roles and responsibility. This complexity affects both the management of fire safety and the operational response.

These factors need to be considered in developing a framework strategy for Fire Safety Management, which shall be a prime ingredient of successful premise management with the commitment to enable full legal compliance.

The University has a general legal duty to protect the health, safety and welfare of staff, students, visitors and the general public.

### 2. LEGISLATIVE FRAMEWORK

The University has an absolute duty to achieve compliance with the following legislation:

- The Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regulations 1999.
- The Building Regulations 2010, Approved Document 'B' (2007) Inc. 2013 and 2013 amendments.
- Regulatory Reform (Fire Safety Order) 2005.

This Management Procedure provides direction and guidance on fire safety management for University premises. Its purpose is to:

- Inform Heads of Departments and Managers of their duties and responsibilities.
- Inform the Building Co-ordinator/Facilities Managers of their role in facilitating

legal compliance.

- Provide guidance to enable managers to meet their obligations.
- Minimise the risk to life and property from fire.
- Ensure that all staff are aware of their duties in the event of fire and are adequately trained.
- Clarify the roles of responsible persons in matters of fire safety.
- Demonstrate best practice in fire safety.
- Ensure consistency in methodology of fire safety management.
- Identify the standards and procedures to be implemented and maintained.

### **3. SUMMARY OF DUTIES**

To ensure compliance with the legal duties imposed upon the University, the list below summarises the requirements:

- To provide premises which are constructed and maintained with suitable fire precautions to an agreed set standard.
- To provide fire detection; alarm systems; emergency lighting; firefighting equipment; evacuation signage and protected escape routes.
- To have evacuation and emergency procedures in place, and to provide relevant training to all occupants of University premises.
- To periodically test, monitor and audit all fire protection, precautions and prevention systems.
- To carry out fire risk assessment of all the University's Buildings, to assess the risks to the occupants from fire and to analyse the adequacy of the protection measures.
- To appoint a competent person known as "the Responsible Person" for fire safety within a designated area.

### **4. AIMS**

The University's Health and Safety Policy Statement and Arrangements requires, in so far as is reasonably practicable, the Health, Safety and Welfare of University employees, students, conference delegates and visiting members of the public, including those contractors appointed to work within University premises.

The University is committed to providing and maintaining safe buildings and effective management of their occupation through competent persons in the University direct

employment. This is in accordance with the current standards of best practice and in full compliance with legislation. This includes effective Fire Safety Management.

In the context of fire prevention, this includes the provision of suitable instruction and training when employees start work and to re-fresh this training at least annually, to conduct regular practice fire drills, and the posting of Fire Action Notices, (including floor plans where necessary) showing the location of fire alarm points, fire extinguishers and fire exits.

In order to ensure compliance this Management Procedure requires that no change to any premise or arrangement of space shall take place without prior consultation and agreement of the Head of Estates Operations and the University Fire Safety Officer (UFSO), and that suitable measures are undertaken to ensure fire breaks are not compromised.

Whatever the number of employees, it is vital that responsibility for action in the event of fire is assigned to a specific person(s). Premises with a large number of occupants may have fire sweepers who will oversee the immediate evacuation of any people from their area of responsibility. (The fire alarm system and/or Security Services staff will notify the Fire Brigade).

Heads of Departments (HoDs) are to nominate a 'senior person', for example, the Departmental Safety Officers (DSO) or Senior Manager to be responsible for all aspects of fire safety, overseeing of Fire Safety Log Book, (including equipment maintenance) and record keeping. This person will organise Personal Emergency Egress Plans (PEEP) and co-ordinate fire drills with Estates Services. This person is referred to throughout this Management Procedure as the Building Co-ordinator/Facilities Manager (BC/FM).

HoDs are to ensure that training is provided to all new employees and students; induction training should be followed by regular re-training sessions.

## **5. ROLES AND RESPONSIBILITIES**

The effective implementation of the requirements of this Management Procedure will require nominated personnel to perform certain duties. Some roles are created by the adoption of this Management Procedure as University Policy. These include the roles of BC/FM, Fire Warden and Evacuation Sweeper.

### 5.1 **Responsible Person (RP) - Fire Safety**

The nominated RP is to execute the lead duty for the management of workplace Fire Safety Management for the University through effective delegation and to liaise and consult with the relevant HoD. To monitor and support the Fire Safety Management of University premises. To ensure fire precautions shall be adequately considered by Department Health, Safety and Welfare and Committee meetings or, if there is no such named committee meeting, the most appropriate substitute meeting.

Key concerns shall be referred to the appropriate BC/FM, Estates Services and UFSO for consideration or action and if necessary to the University Health, Safety and Welfare Committee (HSWC):

- To ensure Fire Risk Assessments (FRA) are carried out for the designated areas, ensuring all corrective actions and non-compliance issues highlighted are closed out.
- To ensure suitable records are kept.

### 5.2 **Building Co-ordinator/Facilities Manager (BC/FM)**

A member of staff usually from the Directorate of Estates and Campus Services (DECS) or from an Academic Department and who is given the task of co-ordinating the Fire Safety activities. This person facilitates the University's Fire Safety Management within a specific buildings or areas of campus as directed by the requirements of this Management Procedure.

BC/FM shall assist in the undertaking of FRA in liaison with the UFSO and if appropriate the HoD in identifying the proportionate and most appropriate Fire Safety Management control measures. The BC/FM should have nominated deputies for this role.

### 5.3 **Fire Evacuation Controller**

A member of Security Services or an on duty Porter will be assigned to the Fire Assembly Point (FAP) to manage and control evacuating personnel and to assume control of the incident until the emergency services arrive on site (if required). It is necessary for the Evacuation Controller to be able to account for all personnel including students, visitors and contractors at the FAP and they will rely on the appointed Fire Wardens to provide this information.



## ARRANGEMENTS

### 6. PROCEDURES

The BC/FM is responsible for monitoring and maintaining the level of Fire Safety of the premise(s). The HoD in occupancy shall co-operate with the BC/FM to ensure the University fulfils its obligations especially with regard to the management of personnel directed to act as Fire Wardens/Sweepers.

BC/FM shall assist the UFSO to complete and undertake FRA. This will provide the direction in implementing effective controls and operational procedures. A FRA shall be provided for all buildings.

The prime responsibility of the BC/FM will be the establishment of a management structure including designating named persons responsible for each part of the plan:

- Action to eliminate hazards where practicable.
- Monitoring of unavoidable risks.
- Controls to prevent the spread of smoke and flames.
- Measure to ensure safety of students, staff and visitors.
- Measures to enforce fire safety.
- Document and maintain effective emergency procedures (in liaison with Security Services).
- Perform periodic inspection, audit and review.

#### 6.1 Fire Risk Assessment (FRA)

With all activities which may entail significant risk, suitable and sufficient assessment of the risk must take place. The Health, Safety and Security Department (HSSD) have produced a University Policy and Management Procedure – Fire Risk Assessment. The attention of all people with a responsibility designated to them to manage and control premises are reminded they should be consulted if there is doubt about the risk assessment process and inform the HSSD.

The HSSD have developed set protocols for FRA in line with the requirements of the Regulatory Reform (fire safety) Order 2005 and input from North Yorkshire Fire and Rescue Services (NYFRS).

A schedule for all buildings has been developed for the University; this has been based on a risk rating within the premises and previous findings as follows:

- Accommodation, life safety is paramount and all buildings containing a sleeping risk will be assessed as a priority. This group is further split dependent on type of construction, with the Consortium of Local Authority Special Projects (CLASP) buildings being of a higher priority.
- Public access, buildings across the campus which give free access to persons other than University staff and students.
- Commercial outlets, campus bars, food outlets and shops.
- Academic buildings (high risk), due to the nature of the operations undertaken in the premises.
- Academic buildings (medium risk).
- Academic buildings (low risk), office accommodation.
- Other University owned or University occupied buildings.

Dependent on the findings of the previous audit a schedule has been developed to cover all buildings over a three yearly cycle.

This schedule has been added to a shared file store, [\\projectfs\fire\risk](#), and will be made available to relevant persons to ensure FRA are scheduled with appropriate notice and allow for flexibility where changes to the schedule need to be agreed.

The HSSD Competent Person (CP) will, through regular meetings with the appointed Responsible Person, escalate where required any items which have not been appropriately actioned.

The RP will need to escalate issues at the appropriate management level if they feel action is not being taken in the agreed timescales or where a deviation has not been agreed, and documented, through regular meetings with appointed RP.

A review schedule for all buildings will be issued annually. This will be based on risk in line with the original assessment and buildings will be scheduled on type and known risk from the previous FRA based against the format below:

- Accommodation buildings.
- Public access buildings.

- Commercial outlets.
- Academic buildings (high, medium and low risk) office accommodation.

Any layout changes or building works are to be notified to the HSSD prior to commencement to ensure fire precautions/means of escape have been included and are appropriate. On completion of any works the FRA will be reviewed and where appropriate modified and reissued to the RP.

## **6.2 Fire Prevention**

Proactive fire safety control measures should be implemented to reduce the source of ignition and risk from fire and actively reduce the number of false alarms/un-wanted activations:

- Reducing potential fuel sources.
- Control occupancy use and numbers.
- Ensure awareness of fire detection/alarm system.
- Reduce the threat of arson.
- Isolation procedures for automatic fire detection systems.

## **6.3 Electrical Safety**

The University has a large amount of residential accommodation and the amount of electrical appliances within this accommodation is increasing at a rapid rate. This Management Procedure includes reference to the condition and number of electrical appliances, and that they shall not be detrimental to safety. If Managers have concerns over the electrical safety of appliances they can request that these are tested. The College Provost/Principal of residential accommodation are responsible for enforcing the license/lease agreement and take appropriate disciplinary action in line with agreed procedures against residents who breach fire safety instruction and ignore any prohibitions.

Guideline on safety of electrical appliances is available from Estate Services.

## **6.4 Prohibitions**

To ensure a level of fire prevention the following activities are prohibited:

- No storage of combustible materials against buildings.
- No open refuse skips to be placed within ten metres distance of the building.
- No temporary buildings to be placed within ten metres distance of the building unless of one hour fire construction and class 1 surface spread of

flame.

- No gas cylinder storage on site by contractors without prior written permission.
- Where written permission is given; no storage of any gas cylinders is permitted overnight within buildings by contractors. At the end of the working day gas cylinders should be removed from the building to a secure area where they can be left (gauges and keys removed).
- No burning of rubbish onsite unless within a designated incinerator or area.
- No portable heaters (except in an emergency by agreement with the Building Co-ordinator and written permission from the University Engineer).
- No portable space heaters shall be used within University premise without agreement from Estates Services and the UFSO.
- No candles or other naked flames in any University premises.

*Items that are prohibited will be removed and the owner notified as to where they may collect them from etc.*

## **6.5 Fire Fighting Access**

Access to buildings must be maintained, control measures should be extended to the building curtilage, surrounding land use and vehicle access together with arrangements in the event of NYFRS attendance. Security Services, will when informed of the premise requirements, provide assistance in meeting the requirements in support of:

- Access
- Information
- Water Supply
- Salvage and Damage Control

## **6.6 Personal Emergency Evacuation Plan (PEEP)**

It is essential that this plan identifies employees or others within the University with a permanent or temporary need which may result in assistance being required in the event of an evacuation.

The BC/FM shall establish and maintain the disabled user-profile for the building, for example how many, where, when, the nature of their disability, whether ambulant, accompanied, employee or infrequent visitor, and ensure

the adequacy of arrangements. Where appropriate PEEP shall be developed, and include:

- The name and location of the person requiring assistance.
- The nature of assistance required.
- The method of evacuation.
- Any special training requirements.
- Names of any staff designated to assist in the safe evacuation.

Accommodation/Admissions Office (including HoD) will notify the BC/FM of all residents/employees who may require assisted evacuation and their locations.

A system of designated safe refuge areas is established and maintained in all buildings, the location of such refuges must be such that the person evacuating to the refuge should be protected from fire by a minimum of 30 minute fire resisting construction. A copy of the location of all safe refuge areas is to be forwarded to the Security centre and UFSO.

## **6.7 Monitoring and Review**

BC/FM shall establish a regular audit of the premise fire precautions. The audit shall be undertaken to a frequency demanded by the prevailing risk, but no less than yearly. Fire audit checks shall be undertaken prior to special events with large assembly and public entertainment events.

## **6.8 Building Refurbishment**

Estates Services Managers or appointed consultants responsible for organising works shall comply fully with the Approved Contractors' Code of Practice for Works on University premises available from Estates Services. Where the proposed alterations or refurbishment result in change to the internal design with consequences for fire safety, the project manager shall ensure consideration is given towards the premise's current compliance with standards. The UFSO must be informed and approve the alterations prior to consultation with 'City of York Building Control Department. A new FRA shall be produced in liaison with the occupiers and communicated to the BC/FM and HoD where any changes significantly affect the level of risk.

Where reasonable and practicable, fire precaution improvement to current standards shall be included in all future works. When works are not fully

undertaken, notice with details shall be provided to the Building Maintenance Surveyor for inclusion in the long-term maintenance programme.

Managers responsible for organising maintenance or similar type works shall comply fully with the Maintenance Code of Practice for Works in University premises available from Estates Services.

A full inspection of the passive/active fire precautions will be carried out prior to any re-furnished area being re-occupied, this is to include:

- Fire compartmentation.
- Fire stopping.
- Fire door installations.
- Automatic fire detection – cause and effect.
- Sounder level checks.
- Emergency lighting requirements.
- Portable fire extinguisher requirements.
- All fire safety signage.
- Formal Records and Handover.

## **7. FIRE PROTECTION AND SUPPORT SERVICES**

Estates Services is responsible for establishing the standards and best practice in fire precautions and in the design and maintenance for fire protection. No works to the building fabric or services is to take place without prior approval from Estates Services, who will seek the required approvals before the work can go ahead.

### **7.1 Active Fire Protection**

Estates Services will provide and maintain to current standards, the active fire systems necessary to identify and respond to an incident and to enable quick escape including:

- Fire Detection.
- Emergency Lighting.
- Smoke Control.
- Fire Suppression.
- Fire Hydrants.

The responsibility for all testing and logging of results will rest with the Estates Services.

## 7.2 **Passive Fire Protection**

Estates Services are responsible for maintaining to current standards the permanent features that are part of the fabric and layout of the building including:

- Structural Fire Protection.
- Cable installations that may breach fire barriers.
- Means of Escape.
- Smoke Control.
- Fire stopping.
- Fire safety signage.

BC/FM responsibilities will extend to activities that interfere with fire precautions that are outside of Estates Services control, such as:

- Misuses of escape doors or obstruction to means of escape.
- Wedging open fire and smoke doors.
- Obscuring fire door notices and observation panels.
- Security measures that restrict emergency escape and evacuation time.

## 7.3 **Fire Fighting Equipment (FFE)**

Estates Services will provide and maintain FFE for use by University trained staff and the Fire Brigade. HoDs/ College Provosts/Principals are responsible for nominating staff for practical fire extinguisher training to be delivered by a competent person, BC/FM are responsible for ensuring that FFE remains in the proper position within the building and is not misused.

## 7.4 **Fire Safety Signage**

Estates Services will provide and maintain (including the fitting of) fire signage to ensure legal conformity. BC/FM are responsible for informing Estates Services where they consider the signage provision to be insufficient, perhaps due to changes in use, internal space arrangement or where users find interpretation in direction unclear.

Fire Action Notices (FAN) will be provided through Estates Services, but the controlled and effective display is the responsibility of BC/FM. FAN are most appropriately displayed adjacent to fire call points, main entrances, final escape doors (in all study bedrooms adjacent to the door) and not on the room inside door face. Poster display, signs or any other form of notice must not obscure fire door notices and vision panels.

FAP signs will be the responsibility of the BC/FM. All areas must have a designated signed assembly point agreed with the UFSO in the event of an evacuation.

#### **7.5 Means of Escape Doors**

Emergency escape doors, including those along escape routes must not be locked or fastened that they cannot be easily and immediately be opened by any person who may require them in an emergency. BC/FM shall ensure sufficient controls are in place to minimize the risk to emergency escape.

Alterations or replacement to provide new emergency escape hardware shall only take place after written assessment of user requirements and means of escape by the BC/FM and Estates Services Managers. Liaison with the Security Services and Support Services Manager shall take place to ensure optimum security levels are achieved under the prevailing circumstances.

No electrical locking mechanism or security system shall be connected into the fire alarm system in such a manner to act as primary means of opening the escape doors and raising the fire alarm. Persons considering the use of electrical locking mechanisms shall make themselves fully aware of the safety implications.

Automatic locking systems are only acceptable on doors to escape routes if they are automatically overridden by the fire alarm system, and incorporate other fail safe devices. Acceptance must be gained from the UFSO and in some cases NYFRS in writing prior to installing such systems.

#### **7.6 Fire Assembly Points (FAP)**

FAP will be assigned for all buildings on the University premises. The location of the FAP will be displayed adjacent to all fire alarm manual call points. All personnel evacuating the building must know where their FAP is and must be instructed to report there as quickly as possible in an evacuation.

In the event of an evacuation, Security Services Supervisors will assign an Evacuation Controller to the FAP to manage and control personnel. It is necessary for the Evacuation Controller to be able to account for all personnel including visitors and contractors at the FAP.



## 7.7 Hot Works

A satisfactory standard of fire risk management is more likely to be followed where a formal Hot Work Permit (HWP) is implemented. This must be under the strict control of nominated competent persons who will have the authority to issue HWP and ensure reasonable precautions are in place prior to the commencement of the work.

In order to limit this type of incident a University Hot Work Permit system is in place, formal risk assessments must be carried out for all work activities, including the generation of heat or use of naked flame. The use of the designated HWP scheme will result in a safer environment with fewer fire incidents attributed to hot working.

## 8. RECORDS AND REPORTING

### 8.1 Records

Estates Services shall maintain, readily accessible and in the building, a 'Fire Safety Log Book' which shall record all the fire related activities, training and servicing of equipment. The initial provision of this record book shall be provided by Estates Services. The contents of the 'Fire Safety Log Book' shall at the very least contain records of:

- Records of Manual Fire Alarm Tests, (weekly).
- Records of Emergency Lighting Tests.
- Records of Fire Fighting Equipment (FFE) Checks, Tests/Activations.
- Records of Maintenance and Inspection of the Fire System.
- Records of Isolations of the Fire System.
- Records of Modifications and Work undertaken on the Fire System.
- Records of Certificates/Endorsements/Exceptions and Restrictions.
- Drawings and Plans.
- Specific/Additional Supporting Information.
- Monthly fire door/fire extinguisher checks by department.
- Emergency isolation points for mains services.

In addition the BC/FM shall retain on the premises the following records:

- Fire Safety Instructions
- Records of Staff Training including Fire Safety Inductions.

- Records of Fire Practices.
- Records of Fire Risk Assessments including Fire Safety Check Sheets.
- Records of Enforcement/Prohibition Notices.
- Records of Audits/Enforcing Authority/Local Authority Visits.

The UFSO will maintain a central register of all FRA.

## **8.2 Reporting of Incidents**

Any fire incident/alarm activation resulting in smoke or flames whether damage is evident or not, and any near miss resulting in damage by charring or overheating such as radiated heat from a heater or light source, or the overheating of electrical wiring necessitating wiring repairs, shall be reported to Security Services, giving a contact name and telephone number. Security Services will inform other relevant persons, but always the Head of Estates Operations, the Director of HSSD/UFSO and appropriate BC/FM. Security Services have an Incident Form designed for this purpose. Lightning strikes shall also be reported.

The UFSO will carry out follow up reports on all incidents of activation of the fire alarm system.

## **9. EMERGENCY PROCEDURES (INCLUDING EVACUATION)**

On all occasions it is the Security Services who will take charge of a fire incident until the arrival of the Fire Brigade

The UFSO is responsible for the development of University integrated emergency plans and procedures. BC/FM and HoDs, College Provosts/Principals are responsible for developing their own in-house emergency plans and procedures. Appropriate and reasonable procedures for normal business hours 9am to 5pm and out of hours shall be developed.

The University provides an effective emergency communication system through the Security Centre, which is staffed at all times.

The emergency procedures are documented and notices displayed within the premises. University staff should be familiar with the procedures specific to their place of

occupancy. BC/FM and HoDs, College Provosts/Principals shall ensure staff, students, conference delegates, visitors and contractors within the building and curtilage are informed of the action to take in the event of an emergency.

#### **9.1 Shutting Down Crucial Plant or Equipment**

It will be necessary to include in the departmental emergency plan, details of any arrangements implemented to deal with items of plant which if left unattended may contribute to the fire or result in damage or danger to the plant and must therefore not be unattended without good reason. The procedure will vary depending on the location and type of equipment and therefore a standard procedure has not been included.

#### **9.2 Campus Services**

Campus Services will implement and monitor the process of removal of prohibited materials/equipment from University premises.

Cleaning staff will receive suitable training to permit them to undertake this activity prohibited items will be given to Security Services. Campus Services staff will leave information regarding information regarding collection details. Where prohibited items are discovered in non-residential premises, Campus Services will inform the BC/FM, who will manage the removal.

#### **9.3 Security Services**

Security Services will provide an emergency response to all fire alarm activations; they will be assisted by the on duty Porters. This investigation will be a minimum of two persons to enter the building and one person at the FAP. Training for this response team will be refreshed every two years.

Security Services are to ensure that students are made aware that failure to comply with the accommodation contract will lead to action being taken. Security and Support Services Manager will formally notify the College Provost/Principal of any breaches.

#### **9.4 College Provosts/Principals**

College Provosts/Principals are to take disciplinary action as deemed appropriate where a breach of fire safety procedures has been identified.

The College Provosts/Principals will be involved in any remedial action to be taken as a result of any fire follow up reports and investigations issued by the

UFSO. A formal response will be required as requested.

## 10. FIRE ALARM ACTIVATIONS

The response to fire alarm activations at the University provides an initial response by the Security Services prior to the involvement of NYFRS. This approach is designed to reduce the number of activations attended by the local fire service and reduce down time to the University. A large proportion of alarm activations across the campus are deemed unwanted alarms, where no fire is detected but detection systems have been activated.

The type of activation impacts on the University:

- Disruption to core teaching functions.
- Downtime.
- Possible loss of revenue (Conference)
- Loss of confidence in the system leading to complacency and slow evacuation.

Impact of unwanted activation of the NYFRS:

- Diverting essential services away from genuine emergencies.
- Unnecessary risk to attending fire crew and members of the public whilst responding to activation.
- Impact on the environment with unnecessary vehicle movement.
- Drain on resource and finance.

It is recognised that this Management Procedure will not reduce the number of activations but will greatly reduce associated risks for the emergency services and allow the University to better manage unwanted alarm activations.

The University suffers from a high rate of unwanted fire alarm activations across the campus. Upon investigation, the vast majority of these activations have no attributed cause, or are traced to human error on the part of students, staff and contractors:

- Faults – technical in detection system.
- Unattended cooking leading to smoke formation.
- Failure to isolate detection for works.
- Miss-operation by users.
- Malicious activation.

The risks across the University from fire can be split into two distinct categories:

- Life risk, primarily from sleeping accommodation.
- Business risk, continuity issues resulting from loss.

The University response consider this and ensures that accommodation buildings with a high sleeping risk out of hours, will still receive a response from the Fire and Rescue Service.

It is recognised that this Management Procedure will not impact on the numbers of unwanted activations across the campus but will allow better investigation and management of the cause by the in-house Security Services Team and will play a part in reducing the pointless drain on NYFRS resources.

Follow up reports will be carried out by the HSSD team and recommendations made back to the Responsible Person (Fire Alarm). The information passed to the Responsible Person and the relevant actions taken will enable the University to trend recurrent activations and action any remedial works, driving down the numbers of unwanted alarm activations.

#### **10.1 Evacuation From Safe Refuge Areas**

As part of the building evacuation, it may be necessary to assist in the evacuation of a person from a nominated refuge area. On confirmation that a person is located within a refuge, the investigating team will be made aware of the location. They will proceed to the alarm activation to ascertain if the call is genuine. On confirmation of the cause of activation, the Security Supervisor will advise the person within the refuge of the response; this may be assisted evacuation or to stay in the refuge until the alarm is silenced and then return to their area of work.

#### **10.2 Fire Wardens And Sweepers**

This Fire Safety Management Procedure sets out the requirements for departments to nominate sufficient numbers of fire wardens/sweepers to assist in the safe evacuation of designated areas of the building.

The main function of this role in the event of an alarm is to ensure that the area that they are responsible for is evacuated safely in a timely manner and to report this to the designated FAP.

To be effective, fire wardens/sweepers must react quickly and issue relevant instructions to all persons to leave the building. The sweep of the building is to include all areas open and accessible to the occupants of the building including toilet facilities.

At no time are fire wardens/sweepers to place themselves in any danger as part of this role. If a fire is discovered this information must be passed onto the Security Services staff in control of the FAP. Where first aid firefighting training has taken place and dependant on the nature and size of the fire, the fire warden/sweeper may tackle the fire in line with the guidelines issued during the training.

### **10.3 Use Of Barbecues**

Purpose built Barbecues have been constructed around the Campus for Residents use, the lighting of barbecues outside of these designated areas will require written permission from the College Provost/Principal. Any organised event must have supervision from a member of University staff and be submitted through the events management procedures.

Any person lighting a barbecue outside of the agreed designated area without permission from the appropriate College Provost/Principal will be subject to disciplinary action.

### **10.4 Fire Doors**

Fire doors are installed throughout all buildings in line with Building Regulation requirements to provide a safe and adequate means of escape for building occupants in the event of a fire and/or to provide structural fire protection to compartments which are required to be fire resisting. To allow day to day movement through a building these doors provide openings within the fire rated construction, these openings can be adequately sealed in the event of a fire by the correct installation of fire door(s).

A fire resisting door set is designed to function both as a door and as a barrier to a developed fire within the building. Although any closed door will have some delaying effect on the development of fire spread within a building, a fire door must be proved by testing to be capable of resisting the effects of a fire for a specific period as laid out in the relevant tests detailed in British Standard 476 part 22:1987.

## 10.5 Fire Evacuation Drills

Once the FRA has been carried out and fire drill schedule agreed for the building or department; relevant training for all persons must take place to evaluate the system's effectiveness. The best way to ensure that the plan is effective is to carry out a scheduled fire evacuation drill.

Fire evacuation drills should be carried out at least annually, or at a greater frequency if required as part of the FRA. To account for the natural turnover of staff/students, a drill should be carried out during each academic term for accommodation blocks. *(Additional drills will be required where two stage evacuation systems are in place).*

A well planned and executed fire evacuation drill demonstrates a level of understanding of procedures and provides useful information for the building occupants to assist with future training needs.

The purpose of the fire evacuation drill is to:

- Identify any weakness in the University's evacuation procedures.
- Ensure all building occupants are familiar with University procedures.
- Ensure all building occupants are aware of alternative exit routes from the buildings they occupy.
- Test any arrangements in place for the safe evacuation of occupants under a Personal Emergency Egress Plan (PEEP).
- Ensure that building alterations or fire system alterations have not compromised the evacuation procedure.

**Appendix 1**  
**University Policy and Management Procedure**  
**Fire Safety**  
**Fire Safety Training**

**Introduction**

All staff must receive Fire Safety Training according to their responsibilities. All staff/student induction must include a Fire Safety Brief. Details of all Fire Safety Training will be recorded in the departmental Fire Safety Log Books and kept in a form suitable for audit purposes. All staff and students will receive periodic refresher training (annually). All staff will be familiarized with fire precautions appertaining to their work location.

All departments will be responsible for providing their staff and students with sufficient information, training, instruction and supervision in respect of Fire Safety.

**Administration and Records**

HoDs, College Provosts/Principals, BC/FM will ensure that their staff receive Fire Safety Training applicable to respective staff groups and that departments maintain records in auditable form, giving details of the training received and the assessment results.

Arrangements for Fire Safety Training must ensure that the person giving the instruction provides details of the training and assessment for recording purposes.

Basic Fire Safety and Refresher Training can be provided by the BC/FM.

**Training Categories**

**General**

Training in fire safety falls into three categories:

- Basic Fire Safety Training.
- Fire Safety for Supervisors and Managers.
- Refresher Training.

Except for induction and refresher training, all other Fire Safety Training must only be given by a qualified Instructor. Refresher training may, if required, be given by competent person(s) at local level. The refresher training of BC/FM and any competent persons with delegated responsibility for undertaking the Fire Safety Refresher Training of others must be given by a Qualified Instructor.



## **Basic Fire Safety Training**

### **All Staff**

All staff will be given basic training in fire safety. Details of the training contained in this module are summarized in the Fire Training Matrix.

### **New Staff**

New staff will receive a basic fire safety brief as part of their initial induction training. This brief must be undertaken within the first month of their appointment. New staff, temporary and agency staff must be given familiarisation instruction detailed in above as far as it is appropriate to their location at the commencement of their employment and included on any subsequent departmental fire safety briefs.

### **Existing Staff**

If it is discovered that a member of the existing staff has not received basic training, they must attend a basic fire safety brief as soon as is practicable.

### **Supervisors and Managers Training**

Subject to a person's grade, responsibility and location the basic training will be extended for certain staff groups by further training. The needs of those who require additional training can be identified from the Fire Training Matrix. The level of training will be appropriate to each post, and give training in additional aspects of fire safety specific to the duties performed.

### **Refresher Training**

To maintain an appropriate standard of fire safety awareness, all staff, will receive periodic refresher training. The frequency and nature of this will vary according to their grade, responsibilities and location but should be at least annually.

Refresher training does not take into account any additional training or instruction imposed as a statutory requirement in certain premises. Details of refresher training applicable to staff is detailed below:

- Basic fire precautions.
- Fire warning systems and communication.
- Fire evacuation and re-entry procedures.
- Practical use of portable fire extinguishers.

### **Assessment of Staff**

All staff undertaking training will be assessed as part of the training process. An unsatisfactory assessment result will require the trainee to be given appropriate additional training and reassessment. Assessment can take the form of a short question set or oral feedback to questions set by the trainer.

### **Fire Safety Training - Non University Staff**

Staff who are contracted to work in the University of York premises must have received Fire Safety Training commensurate with their duties and location. To satisfy these requirements suitable provisions must be included in the contractual arrangements under which staff is engaged.

### **Familiarisation/Induction**

Familiarisation of staff with the fire safety arrangements applicable to their location is necessary to consolidate training. This can be performed for new staff as part of their University of York Departmental Induction Briefing. Induction training must include recognition of the fire alarm, location of fire extinguishers, what to do in event of a fire, evacuation and re-entry procedures. To be carried out within the first month of start date and recorded.

### **Legislative Requirements**


There are additional statutory requirements for training and instruction to be given to employees in certain premises that are subject to the Regulatory Reform (Fire Safety) Order 2005. It is important that where fire safety legislation imposes a statutory duty in this regard, HODs, Provosts or College Principals and BC/FM and their nominated deputies are fully conversant with both the statutory requirements and industry standards and their responsibilities in respect of each.

### **Training Matrix**

The Fire Safety Training Matrix graphically illustrates the required levels of training for specific staff.

Appendix 2  
**University Policy and Management Procedure**  
**Fire Safety**  
**Fire Safety Training Matrix**

	All Staff	All Students	Visitors	Contractors	Responsible person	Fire Warden	Sweeper	Security & Support Services	Nominated staff only
Action to be taken on discovering a fire	☺	☺	☺	☺	☺	☺	☺	☺	
Action to be taken on hearing the alarm	☺	☺	☺	☺	☺	☺	☺	☺	
Fire alarm recognition	☺	☺	☺	☺	☺	☺	☺	☺	
Evacuation procedure	☺	☺	☺	☺	☺	☺	☺	☺	
Re-Entry procedure	☺	☺	☺	☺	☺	☺	☺	☺	
Practical fire extinguisher training				☺		☺		☺	☺
Importance of fire doors	☺	☺	☺	☺	☺	☺	☺	☺	
Un-wanted alarm call reduction	☺	☺	☺	☺	☺	☺	☺	☺	
Evacuation of person with a special need					☺	☺	☺	☺	☺
Inducting new staff / students					☺	☺	☺	☺	
Fire risk assessments					☺	☺			
Fire precautions log book					☺	☺			
Annual fire audits					☺				☺
Causes / spread of fire					☺	☺	☺	☺	
Statutory duties					☺	☺			☺
Special hazards	☺	☺	☺	☺	☺	☺	☺	☺	

 Any contractor engaged in carrying out hot works under the University of York's hot work permit must be fully trained in the use of portable firefighting equipment, evidence of this will be required prior to issue of permit.

**Appendix 3**  
**University Policy and Management Procedure**  
**Fire Safety**  
**Fire Safety Log Book**

Fire Safety Log Book	
	<i>Main Building / Department Location:</i>
	<i>Dependencies:</i>
	<i>Dependencies:</i>
	<i>Dependencies:</i>
	<i>Dependencies:</i>
	<i>Dependencies:</i>

Content	Section
<b>Fire Safety Written Instructions / Local Evacuation Procedures</b>	<b>1</b>
<b>Records of Staff Training including Fire Safety Induction</b>	<b>2</b>
<b>Records of Fire Practices</b>	<b>3</b>
<b>Record of Fire Alarm Activations</b>	<b>3a</b>
<b>Records of current Fire Risk Assessment including Fire Safety Check Sheets</b>	<b>4</b>
<b>Records of Enforcement / Prohibition Notices</b>	<b>5</b>
<b><u>FIRE ALARM SYSTEMS</u></b>	
<b>Records of Weekly Manual Fire Alarm Tests</b>	<b>6</b>
<b>Records of Quarterly Maintenance and Inspection of the Fire Alarm System</b>	<b>7</b>
<b>Records of Isolations of the Fire Alarm System</b>	<b>8</b>
<b>Records of Modifications and Work undertaken on the Fire Alarm System</b>	<b>9</b>
<b><u>EMERGENCY LIGHTING SYSTEMS</u></b>	
<b>Records of Emergency Lighting Tests</b>	<b>10</b>
<b>Records of Fire Fighting Equipment (FFE) Checks, Tests / Activations</b>	<b>11</b>
<b>Records of Certificates / Endorsements / Exceptions and Restrictions</b>	<b>12</b>
<b>Drawings and Plans</b>	<b>13</b>
<b>Specific / Additional Supporting Information / Fire Alarm Device Schedules (where applicable)</b>	<b>14</b>
<b>Record of Audits / Enforcing Authority / Local Authority Visits</b>	<b>15</b>

**Section 1:**

**Fire Safety Written Instructions / Local Evacuation Plans:**

*This section is maintained by the Building Co-ordinator / Facilities Zone Manager*

**Section 2:**

**Records of Staff Training including Fire Safety Induction:**

*This section is maintained by the Building Co-ordinator / Facilities Zone Manager*

Date	Nature of Training	Name of Delegate	Signature of Delegate

**Section 3:**

**Records of Fire Practices:**

*This section is maintained by the Building Co-ordinator / Facilities Zone Manager*

Date	Time	Person in Charge	Section / Numbers	Time to Achieve Full Evacuation

**Section 3a:**

**Records of Fire Alarm Activations:**

*This section is maintained by the Building Co-ordinator / Facilities Zone Manager and Security and Support Services*

*(All Fire Alarm Activations MUST be recorded below).*

Date	Time	Name of Person	Department	Location of Alarm or Device	Reason for Activation	Time/Date of Silencing & System Reset

**Section 4:**

**Records of Current Fire Risk Assessment including Fire Safety Check Sheets:**

*This section is maintained by the Building Co-ordinator/Facilities Zone Manager*

**Section 5:**

**Records of Enforcement / Prohibition Notices:**

*This section is maintained by the Building Co-ordinator/Facilities Zone Manager*

**Section 6:**

**Records of Weekly Manual Fire Alarm Tests (as per BS 5839:1-2002):**

*This section is maintained by Estates Services*

Date	Time	Actuation Point	Results		Action / Findings	Date Fault Cleared
		Device/Location	S	F		

*Note: S= Satisfactory, F = Fault*

**Section 7:**

**Records of Quarterly Maintenance and Inspection of the Fire Alarm System (as per BS 5839:1-2002):**

*This section is maintained by Estates Services*

Date	Competent Person (Print Name)	Nature of Work Undertaken	Action / Findings Service Record Sheet Reference

**Section 8:**

**Records of Isolations of the Fire Alarm System (as per BS 5839:1-2002):**

*This section is maintained by Estates Services*

Date	Time	Competent Person (Print Name)	Nature of Work / Isolations	Time Reconnected	Comments

**Section 9:**

**Records of Modifications and Work undertaken on the Fire Alarm System (As per BS 5839:1-2002):**

*This section is maintained by Estates Services*

Date	Competent Person (Print Name)	Drawing / Plan Reference	Nature of Work / Modifications	Comments

**Section 10:**

**Records of Emergency Lighting Tests (as per BS 5266-1:2005):**

*This section is maintained by Estates Services*

Date	Time	Frequency of Test		Results		Action / Findings	Date Fault Cleared
		Monthly	Annual	S	F		

*Note: S = Satisfactory, F = Fault*

**Section 11:**

**Records of Fire Fighting Equipment (FFE) Checks, Tests / Activations:**

*This section is maintained by Estates Services*

Date	Competent Person	Service Record Sheet Reference	Action / Findings

**Section 12:**

**Records of Certificates/Endorsements/Exceptions and Restrictions:**

**Section 13:**

**Records of Drawings and Plans:**

*This section is maintained by Estates Services*

**Section 14:**

**Specific/Additional Supporting Information/Fire Alarm Device Schedules (where applicable):**

**Section 15:**

**Records of Audits/Enforcing Authority/Local Authority Visits:**

Date	Competent Person	Authority / Organisation	Nature of Audit / Inspection / Visit	Comments

*Note: Enforcing Authority/Local Authority Visit due to False Activation of the Fire Alarm System should not be recorded.*



Appendix 4  
 University Policy and Management Procedure  
 Fire Safety  
 Fire Alarm Activation Investigation

