

FIRE SAFETY POLICY

July 2016

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<http://www2.port.ac.uk/departments/services/corporategovernance/healthandsafety/firesafety/>

Summary

What is this document about?

The University is committed to providing a safe environment for its staff, students and visitors. Part of this responsibility is the provision and management of fire safety systems and procedures. This policy outlines the fire safety arrangements, procedures and responsibilities in place at the University.

Who is this for?

All staff and students of the University, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and compliance with the fire safety provisions defined within this policy.

How does the University check this is followed?

The Health & Safety Office will maintain an overview of the impact of the Policy and the University Health and Safety Committee and the Governors' Human Resources Committee will receive regular reports on fire safety management.

Fire Risk Assessments are carried out on all University buildings and reviewed periodically by the Health & Safety Office.

As part of the Fire Risk Assessment process, an audit of the pre-planned inspections and maintenance is carried out to ensure that all fire-fighting equipment is in safe and working order.

Who can you contact if you have any queries about this document?

Any questions about this policy should be directed to the Health & Safety Office on extension 5536 and additional details are available on the [Health & Safety webpages](#).

Introduction

The University of Portsmouth actively seeks to create and maintain a working environment safe from the risks of fire, in compliance with legislation.

The University of Portsmouth will ensure, so far as is reasonably practicable, the health, safety and welfare with regard to fire, of all its employees, students and any other persons in University buildings. The University also acknowledges its responsibility to protect its buildings and assets from the threat of arson; the accidental outbreak of fire and the risk of serious disruption to the University.

Legislation

The main pieces of legislation of specific relevance to Fire Safety are:

[Regulatory Reform \(Fire Safety\) Order 2005 \(RRFSO\)](#)

The RRFSO places duties on “responsible persons”, to the extent that they have control over premises, to:

- assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- to eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.
- The RRFSO applies not only to persons at work, but to all persons lawfully on the premises and those not on the premises that may be affected by fire on the premises.

[The Health & Safety at Work Act 1974 \(HSWA\)](#)

Section 2.1 of the HSWA requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

[The Management of Health & Safety at Work Regulations 1999 \(MHSW\)](#)

Section 3.1 of the MHSW Regulations requires "Every employer shall make suitable and sufficient assessment of:

- the risks to the health and safety of employees to which they are exposed whilst at work.
- the risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking."

[Dangerous Substances and Explosive Atmospheres Regulations 2002 \(DSEAR\)](#)

Dangerous substances can pose a risk of fire and explosion. DSEAR places duties on employers to protect people from risks to their safety from fires, explosions and similar events in the workplace, including members of the public who may be put at risk by work activity.

Roles and Responsibilities

Governing Body

The Governing Body has the overall accountability to ensure that the strategy for managing fire safety is in place and regularly monitored.

The Governing Body comprises the Board of Governors, the Chairman of the Board, the Vice-Chancellor and the Governors Human Resources Committee.

University Executive Board

The University Executive Board holds the ownership of this policy and are responsible for communicating it across the University. This accountability cannot be delegated, however the operational aspects of the policy may be delegated.

The University Executive Board comprises of the Vice Chancellor, Pro-Vice Chancellors, Chief Operating Officer, Executive Director of Corporate Governance, Executive Deans of Faculties and Directors of Professional Services.

Senior Managers

Seniors Managers are responsible for implementing this policy and its arrangements, the management of risks to protect staff, students, visitors and contractors and assign the resources required.

Senior managers comprise of Associate Deans, Heads of Departments or equivalent and Heads of Professional Services.

Line Managers

Line managers are responsible for implementing this policy and its arrangements and monitoring and checking its effectiveness.

Supervisors

Supervisors are responsible for monitoring and checking the policy and arrangements are being followed.

Employees

All employees should ensure that they are familiar with their fire escape routes and comply with the Fire Safety Policy and Procedures. Any short falls in fire precautions should be immediately reported to the Health & Safety Office.

Specific Responsibilities

Health and Safety Office

The Health and Safety Office is responsible for:

- Conducting fire risk assessments on all University buildings and reviewing these periodically.
- Providing advice and training in relation to the Fire Safety Policy.
- Monitoring and auditing the requirements of the Fire Safety Policy.
- Investigating fire incidents and produce reports and take necessary actions.

Director of Estates and Campus Services

The Director of Estates and Campus Services is responsible for the implementation of the Fire Safety Policy and Procedures where it applies to building structure in all University buildings.

Major Incident Team

The major incident team will assume responsibility for initial incident control. The team will supervise any fire evacuation until Hampshire Fire and Rescue Service arrive to take control.

In the event of a serious situation, this will be in accordance with the [Major Incident Action Plan](#).

Fire Liaison Officer

Fire Liaison Officers will be appointed by the Heads of Departments or Head of Professional Services or equivalent in liaison with the Health and Safety Office to assist in the safe evacuation of all persons present in the buildings when the fire alarm sounds. Fire Liaison Officers will be trained in this role.

In the event of the fire alarm sounding, the Fire Liaison Officer will:

- Go to the front of the building.
- Report to and liaise with the major incident team (bronze).
- Receive verbal reports from the Fire Marshals as to the progress of the evacuation of the building, including the location of any person requiring assistance evacuating.
- Liaise with Estates and Campus Services staff, manning the fire panel for the building.
- Report to the Hampshire Fire and Rescue Service Officer in charge and advise:
 - The number and location of any persons left in the building
 - The location of the fire, if known
 - Any special hazards associated with the building
 - Names of key personnel with specialist knowledge
- Advise occupants when it is safe to re-enter the building.

- Receive reports from Fire Marshals of any deficiencies on the fire system and report these to the Estates and Campus Services Helpdesk.
- Complete a [Fire Evacuation Record](#) form. This form should report any procedural difficulties, including non-compliance with the Fire Safety Policy and Procedures. Copies need to be sent to the Health and Safety Office and the Estates and Campus Services Helpdesk.

Fire Marshals

Fire Marshals will be appointed by the Heads of Departments and Heads of Professional Services or equivalent in liaison with the Health and Safety Office to assist in the safe evacuation of all persons present in the buildings when the fire alarm sounds. Fire Marshals will be trained in this role.

In the event of the fire alarm sounding, the Fire Marshal will:

- Clear their designated area of the building to ensure all persons evacuate.
- Close any doors behind them, to stop the spread of fire and smoke, where and if possible.
- Report to the Fire Liaison Officer at the front of the building:
 - As to the progress of evacuation of the building
 - If any areas were unable to be checked
 - The location of any persons left in the building
 - Any deficiencies on the fire system
- Stay at the assembly point or designated exit point, to be available to assist the Fire Liaison Officer, until instructed to return to the building.

Academic Staff

Academic staff should be familiar with the fire safety and evacuation arrangements for every room in which they teach. In all teaching rooms and shared areas, Academic staff are responsible for the safety of the students in their charge. This must include advising them of the actions to be taken in the event of a fire, including actuation of the alarm, emergency exit routes and location of assembly points.

In the event of a fire Academic Staff will:

- Cease all classroom activities.
- Direct students to the nearest and safest exit/escape route and to their designated assembly point.
- If it is safe to do so, ensure all power and gas supplies directly involved in activities are turned off before closing the door as they leave the room.
- Once outside, Academic staff should assemble the class at the assembly point.
- Stay with students at the assembly point until instructed to return to the building.
- If any student refuses to leave the building, Academic staff should notify a Fire Marshal or the Fire Liaison Officer, who will in turn notify Security of their whereabouts.

Students and Visitors

Students and visitors must comply with the Fire Safety Policy and Procedures. Students living in Halls of Residence must comply with any local fire safety arrangements.

Security Staff

Security staff must be familiar with and comply with the Fire Safety Policy and Procedures.

In the event of a fire Security Staff will complete 'Search and Seek' procedures to:

- Ascertain where the fire is located and take appropriate actions.
- Locate any persons requiring assistance in evacuating the building and aid this evacuation. The use of an evacuation chair may be necessary.
- Complete the evacuation record in the fire log book, if not done by Estates and Campus Services staff in attendance.

Caretakers and Porters

Caretakers and Porters must be familiar with and comply with the Fire Safety Policy and Procedures.

In the event of a fire the Caretakers and Porters will:

- Operate the Fire Panel, if required.
- Assist the major incident team (bronze), Fire Liaison Officer and the Emergency Services as required.
- If necessary, remove the acetylene cylinder from the cage outside of Buckingham Building.
- Assist Security staff with 'Search and Seek' procedures to locate and rescue any person unable to evacuate the building.

Contractors

All contractors must comply with:

- the University Fire Safety Policy and Procedures.
- the [Estates Health, Safety and Environmental Guidelines for Contractors](#).

Arrangements for Managing Fire Safety

Fire Risk Assessments

The University has the legal requirement under the RRFSA 2005 to assess its workplaces to ensure that persons are not at risk of injury from the effects of a fire and smoke. Fire Risk Assessments will be carried out for each building. These will be reviewed periodically. This process will prioritise any management or building improvements necessary to comply with legislation, best practice and to maintain the fire strategy for each building.

Temporary Fire Risk Assessments

If a situation arises where the fire safety of a building is compromised, even for a short period of time, the Health & Safety Office or Estates and Campus Services Health & Safety compliance team will complete a Temporary Fire Risk Assessment to ensure adequate protective measures are in place in the interim.

Co-operation and Co-ordination

The University will take all reasonable steps to co-ordinate the arrangements for managing fire safety, where premises are shared with other organisations. See [Appendix 2 for Co-operation and Co-ordination for shared premises](#).

Fire Safety Precautions

The University has fire safety systems installed and fire protection measures throughout the buildings to protect all persons, buildings and their contents.

All fire safety equipment must be kept free from obstruction so they are readily available for use in an emergency. Portable fire extinguishers must not be removed or repositioned without consultation with the Health and Safety Office.

Any damage to equipment provided for fire safety purposes must be reported immediately to the University Health and Safety Office and the Estates and Campus Services Helpdesk.

Testing and Maintenance

Fire safety equipment (detection, alarm systems, emergency lighting systems, fire extinguishers and signage) and fire protection measures (fire doors, means of escape and final exit doors) are subject to testing, inspection and maintenance to ensure they are in good working order, and all documentation kept in compliance with the University retention schedule.

Fire Log Books

A Fire Log Book assists the University in complying with the Regulatory Reform (Fire Safety) Order 2005. The [Fire Log Book](#) is the building record of maintenance and tests carried out on the University's fire protection systems. A Fire Log Book is kept and maintained for each University building.

Fire Doors

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentation of the building and to prevent the spread of the fire, smoke and toxic fumes.

Means of Escape

Corridors, stairways and landings are escape routes and as such must be kept clear at all times of anything that is likely to cause a fire, accident or to impede evacuation in an emergency.

Final exit doors must be kept clear at all times. Cars must not be parked in a way that blocks a final exit door from a building. This is a serious safety concern and disciplinary action will be taken against any member of staff, student or contractor.

Disciplinary action against staff will be taken in accordance with the [University's Disciplinary procedure](#).

Disciplinary action against students will be taken in accordance with the [Code of Student Behaviour](#).

Disciplinary action against contractors will be taken in accordance with the Estates and Campus Services contractor management procedure.

All University buildings will be visually inspected at the start of each working day by the caretakers.

Any issues with means of escape must be reported immediately to the Health and Safety Office, which will be forwarded to the Estates and Campus Service Helpdesk when applicable. Any issues that occur out of hours should be reported to Security.

Special Arrangements

Acetylene

The University does not store acetylene cylinders within its buildings. In a fire situation, acetylene cylinders are to be physically evacuated from the area by the Technical Staff and Caretakers.

Flammable Substances

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices. More information can be found on the relevant [Health and Safety Office web pages](#).

Hot Works

All hot works must be carried out using the Estates and Campus Services Permit to Work Procedure.

Works Producing Excessive Dust

Works that produce excessive dust could cause an accidental activation of the smoke detectors. This work should be carried out using the Estates and Campus Services Permit to Work Procedure.

Special Procedures

In some situations there may be a need to have special procedures in place (e.g. gas isolation, experiments, shut downs etc). These procedures will be produced by the relevant department in liaison with the Health and Safety Office. The relevant department will ensure that members of staff have been trained or briefed on the procedures as appropriate.

Working Out of Hours

Members of staff working out of hours should comply with the procedure outlined in the [Out of Hours Procedure](#).

Buildings Not in Use

When a building is not in use for a prolonged period of time, it is 'mothballed'. The term mothballed refers to closing the building down in terms of use but needing to keep it in a good condition for future use. In 'mothballed' buildings, all fire safety equipment is still maintained in line with the normal inspection/testing schedule.

New Buildings and Alterations

When new buildings or alterations are being planned the Director of Estates and Campus Services, in liaison with the Health and Safety Office, shall ensure that the requirements of fire safety legislation and recognised standards are considered and met throughout the project.

Fire Safety Procedures

For the University's fire-related procedures please see:

[Technical Guidance Note FS05 Fire Drill Procedure](#)

[Technical Guidance Note FS06 Fire Evacuation Procedure](#)

[Technical Guidance Note FS07 Personal Emergency Evacuation Plan \(PEEP\) procedure for staff](#)

[Technical Guidance Note FS08 Personal Emergency Evacuation Plan \(PEEP\) procedure for students](#)

These procedures should be read, understood and complied with by all staff, students, visitors and contractors.

If any member of staff is found to be non-compliant with these procedures, disciplinary action may be taken, in accordance with the [University's Disciplinary Procedure](#).

If any student is found to be non-compliant with these procedures, disciplinary action may be taken, in accordance with the [Code of Student Behaviour](#).

If any contractor is found to be non-compliant with these procedures, disciplinary action against contractors will be taken in accordance with the Estates and Campus Services Contractor Management Procedure.

Training

The University will provide fire safety training for all staff at the appropriate level. All new employees will receive a fire safety briefing as part of their [local induction plan](#).

All staff are required to complete the [fire safety e-learning training](#) package provided by the Health & Safety Office. A refresher of this training should be carried out every 3 years or when circumstances change that require it i.e. change of location, alterations to the building/procedures that affect means of escape.

All staff with an identified fire safety role e.g. fire liaison officers, fire marshals, caretakers, porters and security staff, will receive sufficient training to ensure competency in their specific role. See [Appendix 1 for Training Matrix](#).

Training is organised through the Health and Safety Office, contact hstraining@port.ac.uk.

Fire Information

Fire Action Notices

Fire Action notices are posted throughout the University and can be found on exit routes, normally adjacent to fire alarm call points or portable fire equipment. These are available in other languages. If these are required, please contact the Health and Safety Office.

General Emergency Instructions

[General Emergency Instructions](#) for staff are posted throughout the University and cover fire safety and first aid procedures.

Building Evacuation Notices

[Building Evacuation Notices](#) combine the fire action notices with a building specific plan, highlighting escape routes and assembly points.

Record Keeping

All fire incidents and near misses must be reported to the Health and Safety Office immediately by phone/email and a [HS1 form](#) completed and sent to the Health and Safety Office. These are investigated and recorded on the University's HR System. The data collected is analysed by the Health and Safety Manager to identify trends and make recommendations. Appropriate reports are provided to the University Health and Safety Committee and University Board of Governors Committees.

All fire safety training is recorded on the University's HR System. Upon completion of fire marshal training the fire marshal's role will also be recorded on the University's HR system under "Offices Held". A refresher of this training should be carried out every 3 years or when circumstances change that require it i.e. change of location, alterations to the building/procedures that affect means of escape.

Further Information

[Health & Safety Web Pages: Fire Safety](#)

[Technical Guidance Note FS02 - Emergency Instructions for Event Stewards](#)

[Technical Guidance Note FS03 - Temporary Fire Risk Assessment](#)

[Technical Guidance Note FS05 Fire Drill Procedure](#)

[Technical Guidance Note FS06 Fire Evacuation Procedure](#)

[Technical Guidance Note FS07 Personal Emergency Evacuation Plan \(PEEP\) procedure for staff](#)

[Technical Guidance Note FS08 Personal Emergency Evacuation Plan \(PEEP\) procedure for students](#)

[Fire Evacuation Record](#)

Appendices

Appendix 1 – Fire Safety Training Matrix

The University will provide fire safety training for all staff at the appropriate level. This appendix identifies the specific fire safety training requirements for specific roles within the University.

Fir	Training							
	Incident Control Officer	Fire Marshal	On-line Fire Safety	Fire Extinguisher	Search and Seek	Evacuation Chair	Acetylene Cylinder Handling	NEBOSH Fire Certificate
Security Manager	Yes Compulsory	Yes	Yes Compulsory	Yes	Yes	Yes	Yes	Recommended
Fire Liaison Officer	No	Yes Compulsory	Yes Compulsory	No	No	No	No	Recommended
Fire Marshal	No	Yes Compulsory	Yes Compulsory	No	No	No	No	No
Caretaker	No	Recommended	Yes Compulsory	Yes Compulsory	Yes Compulsory	Yes Compulsory	Yes Compulsory	No
Hall Porter	No	Recommended	Yes Compulsory	Yes Compulsory	Yes Compulsory	Yes Compulsory	No	No
Security Staff	No	Recommended	No	Yes Compulsory	Yes Compulsory	Yes Compulsory	Yes Recommended	No
Manager (with Fire Safety responsibility)	No	Recommended	Yes Compulsory	No	No	No	No	Recommended

Technician	No	Recommended for certain roles ¹	Yes Compulsory	Recommended for certain roles ¹	No	No	Compulsory for certain roles ¹	Recommended
Health and Safety Co-ordinator	No	No	Yes Compulsory	No	No	No	No	Recommended
All Staff	No	Optional	Yes Compulsory	No	No	No	No	No

Footnotes:

¹ Roles to be identified by Department Managers in conjunction with Health and Safety Office.

Appendix 2 – Co-operation and Co-ordination for Shared Premises

The University will take all reasonable steps to co-ordinate the arrangements for managing fire safety, where premises are shared with other organisations. This appendix identifies the organisations that the University shares premises with.

Premises (and Tenants) where the University of Portsmouth is the Landlord

- Hampshire Terrace – Hampshire Constabulary
- Nuffield Centre – University Surgery
- St Andrews Court – International College of Portsmouth
- Student Union – Student’s Union charity
- Student Union – Blackwell’s bookshop
- Student Union – Co-operative shop
- Technopole

Premises where the University of Portsmouth is the Tenant

- 1 Guildhall Walk
- Hippodrome House
- Portsmouth Dockyard Jailhouse
- RAF Cranwell
- Unite Halls of Residence

Neighbouring Premises where Co-operation and Co-ordination is Required

- White Swan Building and New Theatre Royal

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