

HUMAN RESOURCES POLICY STATEMENT HRPS 34

FIRE SAFETY POLICY



1. POLICY STATEMENT OF INTENT

Middlesex University is committed to reducing the risk of fire and protecting relevant persons in case of fire in and around Middlesex University premises. Middlesex University accepts responsibility placed on the University to protect relevant persons by implementing general fire precautions and other fire duties introduced by the Regulatory Reform (Fire Safety) Order 2005.

The Order requires the University to appoint a 'Responsible Person' and the Vice-Chancellor is designated as the 'Responsible Person'; however this duty is delegated through the line management structure of the Schools and Services, which requires a high degree of co-operation and co-ordination as outlined in this Policy. Deans, Directors and Heads of Management units that have delegated fire safety related duties are called 'Duty Holders'

Middlesex University shall ensure where there is shared occupancy the Duty Holders shall co-operate, share information and collaborate to provide preventative and protective measures.

Middlesex University shall ensure adequate financial provision for precautions to be put in place 'where necessary' and to the extent that is reasonable and practicable in the circumstances of the case.

Middlesex University shall identify the Duty Holders for University premises and activities to ensure compliance with the Order. The Duty Holder shall ensure a fire risk assessment is conducted which focuses on the safety in case of fire of all 'relevant persons'. In addition, the

Duty Holders shall:

- Appoint one or more competent persons to carry out the relevant preventative and protective measures;
- Ensure that there are effective means of escape provided, are effectively maintained and kept clear at all times;
- Provide employees (and contractors where appropriate) with clear and relevant information on the risks to them, the measures taken to prevent fires and adequate fire safety training;
- Ensure fire emergency procedures, developed by Estates and Facilities Management Service, operate effectively in the event of serious and imminent danger to relevant persons. Nominate Fire Wardens to implement those fire emergency procedures and inform and instruct relevant persons concerned;
- Ensure that the premises and any facilities, equipment and devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair;
- Ensure where a dangerous substance is present, that risk related to that substance is either eliminated or reduced so far as is reasonably practicable. In addition, ensure so far as is reasonably practicable any additional emergency procedures to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises;
- Ensure that responsibilities for short-term hire, leasing and shared use are established as part of the contract of hire;
- Ensure Fire Safety arrangements are in operation for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

This policy will be monitored and reviewed for a period not exceeding five years.

The Vice-Chancellor is responsible for ensuring implementation of this Fire Safety Policy.

2. FIRE SAFETY ORGANISATION AND RESPONSIBILITIES

2.1 Board of Governors

The Board of Governors carries and accepts ultimate responsibility for the discharge of the University's legal duties

2.2 Delegation

Implementation of the University's Fire Safety Policy is a line management responsibility. However, a significant degree of co-operation and co-ordination is required to ensure successful implementation of this Fire Safety Policy.

The Duty Holders shall be deemed to be those who have control of the premises and the activities taking place. Where there is more than one Duty Holder for a premises they must co-operate to ensure the implementation of this policy (also see 2.8.1).

2.3 Vice-Chancellor

The Vice-Chancellor is responsible for:

- The management of fire safety and the implementation of the University's Fire Safety Policy;
- Reporting to the Governing Board issues relating to the fire safety management of the University;
- The Vice-Chancellor is ultimately designated as the Responsible Person; however this duty is delegated through the line management structure of the Schools and Services, which requires a high degree of co-operation and co-ordination as outlined in this Policy.

2.4 Members of the Executive

Responsible for co-operating with the appropriate Duty Holder in:

- The implementation of the University's Fire Safety Policy;
- The management of fire safety within areas under their control, and commitment to reduce risk and protect relevant persons in case of fire;
- Bringing to the attention of the Vice Chancellor any part of the Fire Safety Policy where it is thought that revision is necessary.

2.5 Deans, Heads of Corporate Services or Heads of other Management Units reporting to Executive

Deans, Directors of Corporate Services or Heads of other Management Units reporting to Executive shall act as the Duty Holders for the activities they are in control of, and shall ensure a fire risk assessment is conducted which focuses on the safety in case of fire of all 'relevant persons'. In addition, they shall:

- Ensure that there are effective means of escape provided, effectively maintained and kept clear at all times;
- Co-operate with other managers, where responsibilities interface or overlap, to ensure all fire safety issues are addressed in line with best practice;

- Provide employees with clear and relevant information on the risks to them, the measures taken to prevent fires and adequate fire safety training;
- Co-operate with the Estates and Facilities Management Service and nominate Fire Wardens to implement fire emergency procedures, and inform and instruct relevant persons concerned. Furthermore identify employees who require Personal Emergency Evacuation Plans (Peeps) as required (please refer to PEEPs Guidance Note 33 in staff intranet);
- Ensure any equipment and devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair;
- Ensure that working practices (including teaching and research) do not place others at risk, and a co-ordinated fire emergency procedures operate effectively. In addition, ensure where a dangerous substance is present, that risk related to that substance is either eliminated or reduced so far as is reasonably practicable. Furthermore, ensure that there are additional emergency procedures to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises;
- Ensure Fire Safety arrangements are in operation for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.
- Define and implement arrangements for carrying out the Fire Safety Policy appropriate to the needs of the School/ Service;

2.6 Generic Management Responsibilities for Associate Deans, Directors, Heads of Departments, Academics, Managers, Technical and Supervisory staff

Responsible for assisting their Dean of School, Head of Corporate Service or Head of other Management Unit reporting to Executive in ensuring the responsibilities as outlined in 2.5 are conducted which focuses on the safety in case of fire of all 'relevant persons'. In addition, they shall assist in:

- Adopting and ensuring implementation of the University's Fire Safety Policy in their area of responsibility;
- Ensuring Fire Risk assessments are carried out and that safe systems of work are in operation and followed by staff and students;
- Ensuring sufficient information, supervision, instruction and training is provided to staff, and students, to ensure that they operate in a safe and healthy manner, which incorporates fire safety training;
- Co-operating with other managers and supervisory staff where responsibilities interface or overlap, to ensure all fire safety issues are addressed in line with best practice;
- Ensuring health and safety inspections that are carried out incorporate fire safety, and ensures means of escape are kept clear at all times;
- Bringing to the attention of the Dean of School, Head of Corporate Service or Head of other Management Unit reporting to Executive any part of the Fire Safety Policy where it is thought that revision is necessary;
- Co-operating with the Estates and Facilities Management Service by nominating Fire Wardens to implement fire emergency procedures and inform and instruct relevant persons concerned;
- Ensuring that working practices (incorporating teaching and research) do not place others at risk and co-ordinated fire emergency procedures operate effectively. In addition, ensure where a dangerous substance is present, that risk related to that substance is either eliminated or reduced so far as is reasonably practicable. Furthermore, ensure that there

are additional emergency procedures to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises;

- Ensuring any equipment & devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair.

2.7 Employees and Students

Responsible for:

- Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions;
- Complying with safe systems of work or any other safety instruction that will safeguard them and other fellow employees, students and other users of the University; and
- Reporting to their immediate supervisor/line manager any defects in plant, machinery, equipment, slip/trip hazards, blocked fire exits or systems of work.

2.8 Additional Key Responsibilities

2.8.1 Co-operation and Co-ordination

All Duty Holders, Deans, Directors of Corporate Services or Heads of other Management Units reporting to Executive shall co-operate with each other as necessary, and with the Director of Estates and Facilities Management Service to ensure the full implementation of this policy.

The Director of Estates and Facilities Management Service must:

- Ensure Fire Risk Assessments are carried out for all buildings owned and occupied by the University.
- Ensure that Fire Risk Assessments are reviewed annually (or sooner if required) for high risk buildings, and every two years (or sooner if required) for normal risk buildings.
- Establish procedures to be followed in the event of serious and imminent danger to relevant persons.
- Ensure that fire safety responsibilities for short- term hire, leasing and shared use are established as part of the contract of hire.
- Ensure that the premises and any facilities provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair.

2.8.2 Portfolio Facilities Manager

Responsible for:

- Developing and promoting a pro-active fire safety culture on campus;
- Acting as the key co-ordinating officer for the campus they represent and ensure co-operation between Schools and Services with the Head of Estates and Facilities Management Service to implement this Fire Safety Policy;
- Liaising and progressing fire safety issues raised on campus with the responsible area; such as the appropriate School, Service or the Campus Estates & Facilities Management Service.

2.9 Fire Safety Advisory Services – “Competent Persons”

Competent Persons are appointed, in accordance with The Order, to assist the Responsible Person in undertaking the preventative and protective measures required to ensure compliance with The Order. Primarily, these shall be a combination of the Professional and Technical Team contained within EFMS, University Health & Safety Professionals. Specialist external Fire Safety Advisors are

appointed, following consultation with the appropriate Responsible Person, to assist the Responsible Person. In addition, these shall be supported by fire wardens and competent contractors, see below.

2.9.1 Fire Wardens

Campus EFMS Technicians and Fire Warden(s) who are in place to ensure established fire emergency procedures are followed in the event of serious and imminent danger to relevant persons.

2.9.2 Contractors

Competent maintenance engineers who are appointed to ensure that any facilities, equipment & devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair.

Competent contractors who are used to ensure the building and maintenance of the premises fire integrity is not compromised.

Deans, Heads of Corporate Services or Heads of other Management Unit reporting to Executive shall co-operate with the Head of Estates and Facilities Management Service to ensure that equipment and devices used in teaching are maintained by competent persons.

3. ARRANGEMENTS

3.1 Generic Arrangements

Estates & Facilities Management Service shall develop fire emergency procedures to be followed in the event of serious and imminent danger to relevant persons, identify the required number of Fire Wardens to implement those procedures and provide training. These procedures shall be located in the appropriate Campus Facilities Office.

The University shall adopt the HM Government Guidance Documents “Fire safety risk assessment educational premises” and “Fire safety risk assessment Means of escape for Disabled People” as the minimum for compliance with fire safety law.

Subject to the Fire Risk Assessment safe systems of work shall be in operation to ensure adequate control of sources of ignition and control of dangerous substances. In addition, there shall be safe systems of work for the handling, storage and transportation of dangerous substances.

All employees and students will be given suitable instruction in basic fire prevention measures through their induction. Any employees and / or students involved in processes and activities that give rise to special fire hazards must be given training in advance.

Deans, Heads of Corporate Services or Heads of other Management Unit reporting to a member of Executive are to ensure systems exist for identifying the need for general and specific fire awareness training.

All staff, students and visitors shall ensure compliance with the University's No Smoking policy. In addition, all employees working from home shall ensure compliance with the Health & Safety requirements of the Homeworking Policy.

4. MONITORING

Good housekeeping is essential to reduce the chances of escape routes and fire doors being blocked or obstructed. In addition good housekeeping will lower the chances of fire starting, so the accumulation of combustible materials in premises shall be monitored.

Systems shall be in place to deal with this eventuality and these will be regularly tested to ensure that they are adequate i.e. fire evacuation drills, inspections of means of escape and maintenance of fire detection and warning systems and fire fighting equipment will take place regularly.

All activations of the fire alarm system may indicate that existing arrangements may be inadequate. Therefore, all activations of the fire alarm system shall be recorded, investigated and any actions recorded and followed up.

In addition, Deans, Heads of Corporate Services and other Heads of Management Units reporting to Executive shall assist in identifying the causes of any incident, under their control, and review and, if necessary, revise the fire risk assessment.

5. REVIEW

Deans, Heads of Corporate Services and other Heads of Management Units reporting to Executive are responsible for constantly monitoring actions to implement the Fire Risk Assessment, to assess how effectively the risk is being controlled. Appendix 1 summarises actions and responsibilities.

6. POLICY REVIEW DATE

This Fire Policy shall be reviewed in 2015.

Appendix 1 Key Activity	Sub Activities	Lead	Assisted by	Indicators
Fire Risk Assessment	Buildings Activities	DEFMS DEAN / HEAD	Health and Safety Professionals Portfolio/ Technical Managers Technical Managers / Competent Person s	Evidence of Fire Risk Assessment Evidence of Fire Risk Assessment
Fire Wardens	Co-operating with the Estates and Facilities Management Service by nominating Fire Wardens to implement fire emergency procedures and inform and instruct relevant persons concerned	DEFMS DEANS/HEADS	Health and Safety Professionals	As named and listed in the emergency evacuation procedures for each campus
Fire detection & warning system	Ensure Buildings are designed and efficient & effective fire detection warning systems are in operation at all times;	DEFMS	Portfolio/ Technical Managers / Health & Safety Manager	Maintenance Contract and inspection records
Fire fighting equipment	Appropriate fire fighting equipment and also to check that the equipment is in the correct position and in satisfactory order;	DEFMS	Portfolio Facilities Managers/ Technical Managers / Heads / Deans	Maintenance Contract and inspection records
Means of Escape (MoE)	To ensure that escape routes are suitable, easily, safely and immediately usable at all times. In addition adequate for the number of people likely to use them, and free from obstruction.	HEAD DEAN DEFMS	Portfolio FM Local School/Service Health & Safety inspections	Weekly Inspections report Quarterly Inspections Reports

Fire Safety Signage	Fire safety signage achieves compliance	HEAD DEAN DEFMS	Portfolio FM/Technical Managers/Competent Person Technical Managers/Competent Person	Clear visible signage to inform, instruct relevant people
Generic Information on fire safety Processes which give rise to fire hazards	Delivered through Induction As above and prior to the activity starting	HEAD / DEAN	Line management Line Management & Technicians	Student / Staff Induction Records Student / Staff Induction records
Fire evacuation procedures	Ensure a framework exists for the safe evacuation of premises in case of an emergency of all relevant persons	DEFMS	Head/Dean/Line management	Fire Drills
Fire Evacuation Procedures	Ensure a lead person is identified to ensure completion of the Personal Emergency Evacuation Plans (PEEPS) for all relevant people.	Head / Dean	Assisted by Port Folio Facilities Managers, Local Health & Safety Advisers, Course Tutors, Disability Unit, Equalities Officer and Health and Safety Professionals	PEEP's records
Lease Hire of premises	Ensure that responsibilities for short- term hire, leasing and shared use are established as part of the contract of hire	DEFMS	Technical Team	Lease Agreement