CAMPUS SERVICES (CS)
FIRE SAFETY MANAGEMENT GUIDE
(updated September 2024)

This document provides guidance on Campus Services (CS) management responsibilities with regards to the maintenance and management of the fabric and services of all non-residential buildings and property owned or used by the University (unless otherwise arranged through leasehold or other agreements).

NOTE: These are in addition to the general responsibilities contained within the Management Guide for Colleges and Professional Services which ensures the safety of staff and students on a day to day basis whilst working / studying at the University and the Halls of Residences (Residential Life) Management Guide which is specific for students residing in halls.

NOTE: The roles and responsibilities as detailed for Campus Services (CS) may be fulfilled by contractors appointed by CS as part of external Facilities Management (FM) contracts.

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1.1   Introduction

Campus Services (CS) is responsible for the maintenance and management of the fabric and services of all non residential University owned, leased or rented buildings (unless otherwise arranged through leasehold or other agreements).

Services include, centrally provided fixed installations, up to and including the point of delivery:

- Electrical installation (mains)
- Building heating system
- Steam supply system[1]
- Room / Building ventilation and air conditioning systems (as applicable)
- Communications: Fire and burglar alarms and safety systems
- Communications: Telephones, including emergency intercoms
- Drainage
- Piped gases and vacuum[2]
- Hot, cold and mains water supply
- Passenger and Goods Lifts
- Boiler and calorifier plant
- Fuel (oil & liquefied gas) and water storage and distribution

In addition, CS will assess the fire safety risk for all such buildings (unless otherwise arranged through leasehold or other agreements) by a formal Building Fire Risk Assessment process.

1.2   Key Contact – Fire Safety

Campus Services shall identify an appropriate person to act as the point of contact for fire safety related matters.   This person will have day to day responsibility for ensuring CS remains compliant with the requirements of the University's Fire Safety Policy and this Management Guide.

1.3   Building Fire Risk Assessments (BFRAs)

In addition, to the inclusion of fire in general risk assessments for the buildings CS occupy, CS will arrange for a competent person(s) to undertake BRFAs of all University buildings, which will consider the:

- Building structure and design.
- Fire resistance of fixtures and fittings.
- Activities carried out in the building.
- Number and location of building occupants.
- Existing fire safety systems / equipment.
- Impact on others eg neighbours, Emergency Services.

CS will review the BRFAs, prioritising and implementing actions, where practicable as per the hierarchy of controls and risk level.   Following this process CS will maintain copies of BRFAs in a central location with

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[1] Only where CS are managerially responsible for the steam generation and supply.

[2] Only where CS is responsible for those piped gases and gas supply. NOTE: Colleges / Services are responsible for the attachment of cylinders / laboratory gases supplied through (compressed) gas cylinders linked onto a building manifold system.

relevant information (including updates) distributed to Colleges / Services as necessary. CS will also make copies available to the Fire & Rescue Service as appropriate.

NOTE: It is planned BRFAs, updates and relevant fire risk assessment data will be input onto the CS data management system.

1.4   Building Related Project Work

CS will appoint Competent Engineers to design building project work and associated fire safety systems taking into account:

- All relevant statutory requirements.

- Appropriate fire safety guidance produced by HM Government.

- The content and actions contained within existing Building Fire Risk Assessments and Fire Strategies.

NOTE: A review of an existing BFRA will be undertaken following the completion of any works with new BFRAs arranged by CS if required.

1.5   Training and Information

Campus Services will develop appropriate Emergency Response / Fire Alarm Activation procedures, ensuring that suitable training on such procedures is provided to relevant CS staff. Refresher training will be provided as necessary.

1.6   Personal Emergency Evacuation Plans (PEEPs)

Campus Services (CS) will support the Personal Emergency Evacuation Plans process, making adjustments to facilitate staff and students where practicable. In addition, CS will provide and maintain Evacuation Chairs to facilitate the safe evacuation of a physically impaired person in the event of an emergency and / or lift break down. CS will also train relevant staff in the use of the Evacuation Chairs as required.

1.7   University Emergency Management Plans and Procedures

CS staff are integral to the implementation of University Emergency Management Plans and Escalation arrangements. As such, CS will provide all relevant staff eg Security personnel with appropriate training / training exercises to ensure they understand relevant procedures and the action to take in such an event.

1.8   Emergency Services Information

Where practicable, CS will provide a Fire Cabinet in each building which will be located in an easily accessible location. Fire Cabinets will contain a Fire Log Book, Fire Alarm / Building Plans and other relevant information eg materials used in the building's construction such as asbestos, location of gas, electricity, water services and their isolation points.

Relevant CS staff eg Security will familiarise themselves with the location of Fire Cabinets.

1.9   Fire Drills

CS will undertake fire drills twice per year for the buildings their staff occupy. In addition, CS will supply relevant training and equipment to Colleges / Services so they can undertake fire drills in the buildings they occupy eg Fire Panel keys, Log Book, Zone Plans.

1.10   Fire Alarm Checks

CS will undertake weekly fire alarm checks for the buildings they occupy and others if agreed with the occupying College / Service. In addition, CS will ensure weekly fire alarm checks of unoccupied University buildings are carried out, with records kept of these checks and action taken where appropriate.

1.11   Fire Alarm Notifications

Upon receipt of a fire alarm notification (automatic notification / phone call / in person) Security staff will immediately call 999 if a fire is confirmed. If no fire has been reported the following procedures will be implemented during the time periods specified:

ALL TIME PERIODS: ACADEMIC BUILDINGS

08:00 - 20:00 ONLY: HALLS OF RESIDENCE

1. Three members of Security staff to attend site.

2. Information from plans and building occupants to be obtained before starting the investigation.

3. Two Security staff[3] to carefully proceed to the point of activation.

4. If a real fire is suspected Security staff to call Control immediately and evacuate.

5. If the source of the detector activation is discovered ask an appropriate building occupant to advise.

6. If the cause of the activation cannot be discovered and only if it is safe to do so reset the system.

7. After the system is reset authorise building reoccupation and advise an appropriate building representative of the exact nature of the activation.

8. Advise Control, who will complete the appropriate Report Form.

NOTE: At no time should Security staff put themselves at risk.

In the event of a real fire or a suspected fire / emergency, staff to contact Control and request 999 be dialled immediately.

20:00 - 08:00 ONLY: HALLS OF RESIDENCE / MANAGEMENT CENTRE

1. Check activation against 'planned' fire alarm tests or drills, if no planned alarm is recorded call 999[4].

2. Contact the Duty Supervisor; who will dispatch a Security Officer to the building.

3. Seek an appropriate building representative and ensure information on fire causation, special hazards or other relevant information is conveyed to the Fire & Rescue Service.

4. Report to the Duty Supervisor who will implement the 'Escalation' Policy as required.

5. Silence and re-set the fire alarm panel when authorised by the Fire & Rescue Service, or nominated University personnel.

6. Once authorised by the Fire & Rescue Service help coordinate building re-occupation.

Following a fire alarm activation / incidents the Duty Supervisor shall:

- Record details in the 'Building Fire Log Book' and complete the Fire Alarm Reporting Form.

- Distribute Fire Alarm Reporting Forms and information from the Fire Log Book as necessary.

- Notify faults immediately to the CS Helpdesk.

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[3] And / or other approved member of staff.

1.12   Post Fire Incident / Fire Alarm Activation Investigations

Multiple, unexplained fire alarm activations will be investigated by a Competent Person with necessary remedial action taken immediately to ensure no further false activation occurs.

CS will report all fires to central Health Safety, investigating in conjunction with Health & Safety, fire incidents and Fire Alarm Activation Report Forms (as appropriate), taking action as necessary.

1.13   Fire Alarm Statistics

CS will collate and maintain monthly and annual, fires and fire alarm activations reports, distributing the information to relevant person(s) as appropriate.

1.14   Fire Detection and Notification Systems

CS will provide, maintain and inspect fire detection and notification systems within all University owned buildings. In addition, CS will ensure a Competent Person tests, inspects and maintains emergency systems in accordance with the following requirements (see 1.22 for summary of schedule):

Fire Alarm System:

Every 3 Months CS will ensure a Competent Person:

i.   Checks entries in the Fire Log Book and any action taken.

ii.   Examines / tests batteries (the back-up and secondary supplies) and their connections.

iii. Checks the fire alarm's control and indicating equipment by:

   a.   Operating a detector or call point in rotation

   b.   Testing the control panel's ancillary functions

   c.   Simulating fault conditions to check fault indicators and their circuits

   d.   Reporting signs of damage immediately to CS

iv. Visually inspects the building to assess if structural / occupancy changes have affected the requirements for the location of manual call points, detectors and sounders.

v.   Checks the operation of automatic notification links (where fitted) to the Security Base.

vi. Checks the operation of auxiliary devices (eg door releases) unless otherwise agreed with CS.

vii. Carries out further checks / tests as specified by the installer, supplier or manufacturer.

viii. Provides a service record to CS and completed Log Book.

Annually CS will ensure a Competent Person:

i.   Carries out the 3 monthly checks outlined above.

ii.   Checks the operation of each detector.

iii. Reports signs of damage immediately to CS.

iv. Provides a service record to CS and completed Log Book.

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[4] Where automatic notification is received from buildings where alternative pre-investigation procedures have been introduced, Security shall implement those local arrangements as required.

Emergency Lighting:

Every 6 Months CS will ensure a Competent Person:

    i.   Energises each self-contained luminaire and internally illuminated sign from its battery for 1 hour by simulating a normal lighting supply failure.

    ii.   Visually examines the function of all luminaries and / or signs during this period.

    iii.   Energises each central battery system from its battery for 1 hour by simulating a failure of the normal lighting supply.

    iv.   Visually examines the function of all luminaries and / or signs during this period.

    v.   Provides a service record to CS on completion.

Annually CS will ensure a Competent Person:

    i.   As 6 months above, except a full 3 hour discharge will be undertaken.

    ii.   Provides a service record to CS on completion.

Refuge Points / Emergency Phones:

Each Safe Refuge Point with be fitted with a radio, telephone or call point system, linked to the main Security Base (where possible) with signage also displayed instructing how to use them. Security will test a different refuge point / phone in each building weekly and maintain records of such tests.

The Security Team will be responsible for monitoring arrangements to confirm tests are undertaken.

Lift Alarms:

Lift alarms are tested monthly by Security staff, who notify all faults to CS immediately.

1.15   Remote Sites (away from Bangor and Menai Bridge)

CS will agree local fire alarm activation arrangements with the relevant College / Service for remote sites.

1.16   Fire Fighting Equipment

Campus Services will provide appropriate fire fighting equipment in all University buildings.

In addition, CS will arrange for a Competent Person(s) to test and maintain each item of fire fighting equipment in accordance with the requirements of the Building Fire Risk Assessment with defects in the provision of equipment or serviceability rectified immediately. CS will also facilitate the servicing of fixed fire fighting equipment eg automatic extinguishing devices on request from a College / Service.

Records of maintenance / inspections will be made available to the Fire & Rescue Service and / or appropriate University personnel as required.

1.17   Means of Escape

CS will ensure emergency Exit Routes and Fire Exits meet the requirements of the BFRA. In addition, CS will check periodically the operability of the final exit fire doors.

1.18 Signage

CS will provide the following signs:

- *Fire Action Notices:* Provide and display Fire Action Notices in buildings as appropriate. Colleges / Services will be responsible for completing the details on these Notices.

- *Fire Exit / Assembly Point Signs:* Provide suitable and sufficient signs, replacing signs as required eg damage, changes in legislation.

1.19 Events & Special Licenses

CS, will support Colleges / Services arranging events to ensure their activities are compliant with capacity numbers with information regarding licensing requirements available from Commercial Services. As part of this process, CS will identify if adjustments are required with the fire detection / notification system, arranging for adjustments to be made by a Competent Person as necessary.

NOTE: CS will liaise with the Fire & Rescue Service regarding events if required.

1.20 General Waste and Risk of Arson

The risk of arson and general building security shall be considered when locating bins / skips which will be positioned and secured as far away from a building as possible with combustible materials stored in enclosed skips.   At no time will bins / skips obstruct building escape routes. In addition, CS will ensure:

- Leaves and general rubbish are cleared away from buildings.

- Bins / skips are emptied regularly.

- Unexpected large waste disposals are dealt with promptly / correctly.

- All CS Contractors are informed of waste handling requirements.

1.21 Void and Vulnerable Properties

CS has developed a Safe Operating Procedure to ensure risks associated with voids in buildings and vulnerable properties across the estate are managed to minimise fire safety risks, such as arson.

1.22 Smoking

Colleges / Services shall ensure staff, students and visitors are aware that smoking is prohibited within all University buildings and hired, owned and leased vehicles. In addition, staff, students and visitors shall be made aware that on University land smoking is also prohibited within five metres of any building (with the exception of designated smoking areas), with smoking banned completely in some places.

1.23 Contractors

CS will provide Contractors with information on any specific fire safety risks identified by a College / Service when planning works, with additional on-site briefings arranged with a College / Service representative as necessary.   In addition, CS will provide Contractors with a copy of the Contractor Working Practices document which details the standards Contractors must comply with when working at the University and the process they must follow if their work will affect the fire risk of a building or if alterations / adjustments are required to the existing fire safety system. Any Contractor not complying with this document may have their contract terminated.

NOTE: Once on site it will be the Contractor's responsibility to familiarise themselves with the information provided on Fire Action Notices eg Assembly Point, Fire Exit routes.

1.24   Monitoring and Review

CS will nominate an appropriate member of staff who will review management arrangements against the requirements of this document and the University's Fire Safety Policy at regular intervals. Central Health & Safety may also undertake formal reviews of local CS fire safety management arrangements and / or University fire safety management arrangements.

In addition, the Head of Engineering (CS) (and / or their representative) will hold regular Progress Meetings with Contractors appointed to inspect, test and maintain fire detection and notification systems to ensure their continued performance against University requirements.

1.25 Schedule of Inspection, Test and Maintenance *(Halls may operate a different schedule)*

Test / Inspect. Exam. Period	Fire Alarm System	Emergency Lighting	Refuge Points / Lift Alarms / Pagers	Fire Fighting Equipment (extinguishers)
MONTHLY	NOTE: Tested during weekly fire alarm checks and any fire drill / fire alarm activation		Lift alarms tested monthly by Security staff	
3 MONTHLY	• Check Fire Log Book entries and action taken • Check batteries Back Up / Secondary and connections • Check Fire Alarm Function - operate a detector or call point in each zone • Check Automatic Notif. Links			
6 MONTHLY		• Simulate failure of normal lighting supply and energise each self-contained luminaries and internally illuminated sign from its battery for 1 hour • Simulate failure of normal lighting supply and energise each central battery system from its battery for 1 hour • Visually check all luminaries / illuminated signs during the above tests		
ANNUALLY	• As 3 Monthly above • Check each detector in-line with Manufacturer's guidance • Report any visible damage	• As 6 monthly above, except a full 3 hour discharge will be undertaken	• Recall and check pagers and associated equipment eg vibrating pillows	• Inspection / servicing of all fire fighting equipment in Academic / Administrative / Residential Buildings
OTHER:	NOTE: Service Record required for all the above	NOTE: Service Record required for all the above	NOTE: Security to test a different refuge point / phone in each building weekly	NOTE: Additional servicing as required by Fire Risk Assessment / Manufacturer's / UUK guidance