

FIRE SAFETY POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
1 st June 2012	Initial Issue	
27 th February 2020	Reviewed and approved by the Health, Safety and Emergency Management Task Group	17 th Oct 2019
23 rd January 2025	Reviewed and approved by the Health, Safety and Emergency Management Committee	

Policy Officer	Senior Responsible Officer	Initially Approved By	Date
Head of Health and Safety	University Secretary	Health & Safety Committee	23 rd May 2012

This Policy will be reviewed in 2028

1. INTRODUCTION

Fire has the potential to cause injuries, fatalities, extensive property damage and disruption. Legislation places a clear duty on the University to assess the risk to its employees and others from fire and related emergencies and establish necessary arrangements to control risks to ensure the health and safety of all. This includes measures to avoid fire in the first place (prevention), reducing the impact of fire (mitigation) and knowing what to do in the event of a fire (emergency procedures).

Fire can have a devastating impact and general fire precautions, and management arrangements put in place by this Policy seek to prevent fires from occurring, or to mitigate impacts/aspects should a fire occur, through education, awareness and appropriate managerial, procedural and physical controls.

2. POLICY STATEMENT

It is the policy of Bangor University, so far as is reasonably practicable, and in accordance with the relevant legislation, statutory requirements and good practice, to ensure the health and safety of staff, students and visitors to the University.

This Policy states the requirements placed on the University and its Colleges and Professional Services concerning the management of fire risk and states procedures to prevent fire and mitigate the impact of fire if a fire occurs. The Policy also outlines duties and responsibilities of staff, students, contractors and visitors of and to the University.

The Policy is supplemented by several Management Guidance documents that advise Colleges and Professional Services, and Campus Services on what is specifically required of them.

The Policy applies to:

- The University and all its Colleges and Professional Services.
- All University premises, including buildings leased from 3rd parties (subject to Lease agreement).
- Activities which involve dangerous substances, or which come under DSEAR¹
- Each member of staff and students.
- Contractors and visitors to the University.
- Those who Lease and Rent University buildings or spaces.

This Policy does not apply to:

- Temporary construction compounds.
- Grounds and lands away from property.

3. LEGISLATIVE DUTIES

In addition to those general duties in law, the University and its constituent Colleges and Professional Services (Services), has specific obligations under the Regulatory Reform (Fire Safety) Order and the Building Safety Act, to do what is reasonably practicable to ensure the safety of people.

The following primary duties are placed on the University, to:

- a. Ensure competent persons, with sufficient training, knowledge or experience, undertake a suitable and sufficient fire risk assessment.

¹ DSEAR: Dangerous Substances and Explosive Atmospheres Regulations

- b. Communicate key findings of fire risk assessments to residents of sleeping accommodation, to occupying Colleges and Services of non-residential buildings, and to others renting or leasing space within University buildings.
- c. Train/instruct and ensure relevant information on emergency and general fire safety matters are given to staff, students and contractors when they are first employed, enrolled or appointed.
- d. Provide suitable training and instruction to staff and students when they are exposed to new or increased fire risk.
- e. Provide adequate fire detection and/or means of raising the alarm.
- f. Provide fire-fighting equipment, as appropriate to the risk.
- g. Provide a safe means of escape, including for people with protected characteristics.
- h. Provide suitable fire and evacuation signage.
- i. Design buildings so that they control the potential impacts of fire and smoke.
- j. Ensure specific requirements associated with Higher Risk Buildings, as defined by the Building Safety Act and secondary Welsh legislation, are met.

In addition, for high-risk areas or activities, additional controls and assessments may be needed, including those stipulated by the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), which require detailed assessments and controls for potentially explosive environments.

4. DEFINITIONS / TERMINOLOGY

RRFSO:	Regulatory Reform (Fire Safety) Order.
BSA:	Building Safety Act.
BFRA:	Building Fire Risk Assessments.
Higher Risk Buildings:	Any building that is at least 18 metres in height or has at least seven storeys and contains at least 1 residential unit. ²
Responsible Person:	The RRFSO requires 'employers' to state who is the 'Responsible Person' for fire safety. It is confirmed that Bangor University, as the employer, is therefore deemed to be the 'Responsible Person'.

5. DUTIES OF THE UNIVERSITY

As the Responsible Person, the University, via the Executive Board, will:

- a. Ensure adequate resources are provided to assess fire safety risks arising from its buildings and activities.
- b. Require appropriate management and physical controls are put in place to manage risks and prevent fires, in compliance with the requirements of the RRFSO and other associated legislation.
- c. Establish and require the implementation of emergency management plans and arrangements to manage and mitigate risks which arise from fire, including provisions for those with a disability that would impact their ability to speedily evacuate a building.

² Excludes hotels (under BSA deemed a temporary leisure establishment) i.e. the Management Centre

- d. Require appropriate fire safety arrangements are in place, including the provision of suitable information, instruction and training.
- e. Ensure a process for investigating fire alarm activations is in place.
- f. Ensure the Predominant Occupiers of buildings are identified and allocate duties and responsibilities accordingly.
- g. Require that appropriate arrangements for buildings occupied by two or more 'Responsible Persons' to confirm fire safety risks are managed and emergency procedures are communicated.

6. DUTIES OF CAMPUS SERVICES

In addition to the operational duties outlined in Section 7, Campus Services is responsible for the maintenance and management of the fabric and services of all buildings and property owned, leased or rented by the University (unless otherwise arranged through leasehold or rental agreements). As such, it will:

- a. Arrange for a Competent Person(s) to undertake BFRAs for all buildings under the control of the University and review these periodically, normally every 1-3 years reflecting a risk rating.
- b. Bring to the attention of the University, through the Health, Safety and Emergency Management Committee, the key findings of the BFRAs and prioritise and implement pertinent remedial actions that reflect risk levels.
- c. Share relevant information from the BFRA with Colleges and Services, for those buildings they occupy, and thereafter update BFRAs with completed actions and revised risk scoring, as necessary.
- d. Ensure residential students and staff are provided with relevant fire safety information and pertinent information from the BFRA for their buildings.
- e. Ensure competent persons are available to advise on fire safety arrangements concerning the University building infrastructures, associated services and activities.
- f. Appoint a person or persons to oversee general fire safety arrangements concerning University building infrastructures and associated services.
- g. Ensure Event Organisers, formally booking events through Campus Services, are aware of their fire safety responsibilities when holding events at the University.
- h. Provide fixed and portable fire safety systems and equipment within all buildings owned, leased or rented by the University (unless otherwise arranged through leasehold or other agreements).
- i. Ensure all fire systems and arrangements, including safe refuge communications, are tested and maintained.
- j. Appoint Competent Engineers to install, inspect, test and maintain emergency systems and equipment.
- k. Manage and implement Emergency Response to fire alarm activations, ensuring training and information is provided.
- l. Provide suitable fire safety and fire alarm activation information to contractors.
- m. Investigate Fire Alarm Activation Reports and take appropriate remedial actions, recording all fire and fire alarm instances and collate fire management statistics.

For all building fire systems, new building developments, building refurbishment and building maintenance, Campus Services will:

- n. Ensure all work is undertaken in accordance with legislative requirements and that the impact upon disabled persons is considered, with suitable arrangements put in place.
- o. Establish and keep updated a University Fire and Design specification and follow good Sector practice, guidance to Fire Safety legislation and Building Regulations.
- p. Ensure only Competent Designers/Engineers/Persons are appointed to design building project work and associated fire safety controls.
- q. Capture actions from existing BFRA, where possible, and revise the risk assessment following completion of any works and/or new BFRs arranged if required.
- r. Ensure third-party occupants of University property cooperate and coordinate on fire safety matters.

Campus Services also manages University Halls of Residences and other residential property, and is required to:

- s. Ensure specific requirements of the BSA, and associated Wales legislation, for residential buildings are met.
- t. Ensure specific contract agreements with third-party accommodation providers confirm fire safety standards and the requirements of the Universities UK/Guild HE Code of Practice for the Management of Student Housing are met.
- u. Ensure the needs of residents with a disability that hampers their being made aware of a fire alarm or which impacts upon their safe evacuation, are considered and managed, with suitable arrangements in place to ensure their safety in the event of a fire or fire alarm.
- v. Develop and implement suitable Emergency Response/Fire Alarm Activation procedures.
- w. Ensure residents receive suitable pre-arrival or upon-arrival fire safety information.
- x. Ensure fire drills are undertaken which residents must participate in.
- y. Undertake regular recorded inspections of fire doors and fire safety equipment.

7. DUTIES OF ALL COLLEGES AND PROFESSIONAL SERVICES

Each College and Professional Service is responsible for their staff and students, those activities and locations under its control, and for managing the risks it creates or introduces.

Responsibility extends to the implementation of and cooperation with safety measures established by the University and Campus Services and by others, to ensure the health, safety and welfare of staff, students and visitors to their College or Professional Service.

Each College and Professional Service will:

- a. Identify, implement, manage and monitor fire safety arrangements to meet the requirements of this Policy and associated guidance.
- b. Ensure fire, smoke and explosion hazards and risks, are considered by their own Risk Assessments and suitable controls are put in place, where appropriate.
- c. Ensure fire and potential emergencies at events facilitated by the College/Service are adequately risk assessed.
- d. For higher-risk activities or areas (including chemical reactions, large volume storage of flammable materials and 'explosive dust and atmosphere' production) undertake a DSEAR Risk Assessment and implement controls to prevent an incident and to mitigate impacts.

- e. Implement applicable building-user recommendations provided by Building Fire Risk Assessments (BFRAs), as far as they apply to the College/Service.
- f. Communicate and cooperate with other building users and with Campus Services on fire risk management and emergency arrangements.
- g. Notify and liaise with Campus Services prior to introducing significant new fire risk, so that potential impact on fire containment and BFRAs can be assessed.
- h. Ensure staff, students, short-term & temporary employees, visiting academics and others under their control receive suitable information on fire safety and emergency procedures upon employment, enrolment or appointment.
- i. Ensure staff and students are provided with additional fire safety information or training when exposed to new and increased risk of fire or explosion.
- j. Ensure staff, and students under their control, participate in fire drills each year.
- k. Implement arrangements to ensure those who are not able to evacuate a building speedily or easily, including those with protected characteristics, are provided with information on safe refuge points and, as appropriate, a Personal Emergency Egress Plan is produced for them.
- l. Report all fire-related incidents and assist with investigations, as appropriate.

Those Colleges and Professional Services which predominantly occupy buildings (Predominant Occupier) will, in addition to the above:

- m. Appoint and instruct Fire Marshals who will assist in fire drills and evacuations and undertake regular fire safety checks of circulation and exit routes.
- n. Undertake or arrange for regular fire drills, normally at least twice a year.
- o. Confirm or carry out regular operability tests on fire alarm systems.
- p. Record details of all drills and alarm tests in the Fire Logbook.

8. DUTIES OF STAFF AND STUDENTS

Every member of staff and each student must:

- a. Participate and cooperate in fire evacuations and follow fire safety management controls and procedures.
- b. Upon hearing the fire alarm, evacuate speedily and safely by the nearest safe exit route, closing doors on the way and encouraging others to also evacuate.
- c. Attend or participate in relevant training.
- d. Not interfere with or misuse systems/equipment supplied in the interest of safety.
- e. Report fire safety concerns to their Supervisor/Line Manager or Campus Services.
- f. Not use, within Halls of Residence or offices, any naked flames, such as candles, incense, or oil burners.
- g. Seek Health, Safety and Campus Wellbeing approval if wishing to use pyrotechnics or smoke generators, and prior to hosting firework displays.
- h. Ensure electric heaters are used safely and are positioned away from combustible materials, are not covered and are switched off when unattended for any period (NOTE: the use of 'open element' electric heaters is prohibited).

For those members of staff who supervise others, including lecturers as supervisors of students and event and conference organisers, there are additional duties and responsibilities to ensure:

- i. Suitable fire safety and evacuation information is provided.
- j. That those under their supervision evacuate the building safely and speedily upon hearing the fire alarm.

9. FURTHER GUIDANCE

- Campus Services Fire Safety Management Guide
- Colleges and Professional Services Fire Safety Management Guide.
- Halls of Residence Fire Safety Management Guide.

10. EQUALITY IMPACT ASSESSMENT

Every effort must be made to support individuals, so they are treated equally and to enable them to participate in University activities in the same way as their peers.

University fire safety management arrangements make it clear that suitable consideration must be made for those with disabilities that may affect their speed of awareness of an emergency or their safe and speedy evacuation. In some cases, this will involve fitting local audible, visual or vibrating fire alarm systems and establishing a suitable safe refuge, pending assisted evacuation if required. However, in some rare instances, there may be a requirement to treat 'persons with a protected characteristic' differently to safeguard their own health, safety and well-being. Any such consideration will be discussed with the individual and reasonable adjustments agreed.

11. REVIEW AND AUDIT PROCEDURES

The central Health and Safety team will carry out general and periodic audits to ensure compliance against this or aspects of this Policy and applicable legislation.

Colleges/Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

The Health, Safety and Emergency Management Committee will review this Policy in accordance with the agreed Review Schedule, with any significant changes considered by the University Executive.

End.