

The University has a duty to assess the risk to its employees and others from fire and emergencies and to establish arrangements to control these risks to ensure the health and safety of all. Although the University, via its Health and Safety Policy has delegated this duty to Colleges and Departments we ALL have some level of responsibility and a contribution that we can make with regards to fire safety.

HEADS OF COLLEGE / SCHOOL / DEPARTMENTS:

Ensure systems are in place so staff, students and others participating in College / Department led activities are aware of their fire safety responsibilities and the action to take in an emergency situation.

In addition, the Head of College / School will appoint a member of staff to implement and monitor fire safety arrangements against the requirements of the University's Fire Safety Policy Standard and associated Management Guide, with the Nominated Occupier duties fulfilled as appropriate.

STAFF / STUDENTS / VISITORS:

Are required to:

- Follow all instruction and training given eg general Health and Safety Briefing / Induction, information specific to their teaching and research.
- Familiarise themselves with Fire Action Notice information for the buildings they visit / occupy.
- Participate and cooperate in fire drills.
- Comply with the University's No Smoking Policy.
- Never interfere or mis-use systems / equipment supplied in the interests of safety.
- Know who to report health and safety concerns to.
- Never use candles, incense, 'open element' electric heaters within University buildings.
- Maintain good housekeeping standards eg never block Fire Exits / Routes.

ACADEMIC STAFF:

Often supervise and / or direct the activities of others. As such, they will ensure appropriate instruction, training and supervision is provided to ensure the activity is carried out safely with consideration also given to fire safety. For example, instruction on how to carry out an experiment safely and the action to take if the alarm sounds during a lecture, especially relevant when students first start at the University.

LOCAL H&S COORDINATORS:

Generally act as the key health and safety point of contact for staff and students and will usually be the person appointed by the Head of College / School / Department to ensure compliance with the requirements of the Fire Safety Policy Standard and relevant Management Guide eg weekly fire alarm checks.

CAMPUS SERVICES:

Monitors fire safety in relation to the maintenance and management of the fabric and services of buildings and services under the remit of the Department. In addition, the Department can advise on compliance with relevant fire safety legislation / guidance.

FURTHER INFORMATION:

Further information can be found in the [Fire Safety Policy Standard](#) and relevant Management Guide.

FIRE & EMERGENCY ARRANGEMENTS

It is essential all staff and students familiarize themselves with emergency procedures, Fire Exit routes, Call Point positions, Fire Action Notices and any special hazards in each building they use.



Call Point



Fire Action Notices look something like this



Fire Exit signs



Assembly Point signs usually have this symbol

IF YOU START OR DISCOVER A FIRE OR SEE SMOKE:

- Activate the nearest Call Point
- Dial **333** (internal phone)
- If safe to do so, switch off all gas appliances & dangerous electrical items
- Leave the building (**never use a lift**) by the nearest available safe Fire Exit
- Report to the Assembly Point (**do not return to building until authorised to do so**)

IF YOU HEAR AN ALARM:

- If safe to do so, switch off all gas appliances & dangerous electrical items
- Leave the building (**never use a lift**) by the nearest available safe Fire Exit
- If you cannot use the stairs proceed to a Refuge Point (details available [here](#))
- If safe to do so, close all doors on leaving
- Report to the Assembly Point (**do not return to building until authorised to do so**)

IF YOU SMELL GAS OR SUSPECT A GAS LEAK:

- Turn off all gas appliances (at isolation valve or meter if possible)
- Extinguish all naked flames, high heat sources and cigarettes
- **NEVER** turn electric switches **ON** or **OFF**
- If safe, open as many external windows & doors (except those leading onto corridors and adjacent rooms) as possible
- Evacuate the area affected and all adjacent rooms
- Where the smell of gas is in the whole building evacuate the entire building
- **9am – 5pm, Monday to Friday:** Call Campus Services on ext **01248 38 2783**
- **Outside of above Hours:** Call Security on **01248 38 2795** or ext **333** (Teams) or the Gas Utility Company on **0800 111 999**

NEVER TAKE RISKS OR USE A LIFT IF THE FIRE ALARM IS SOUNDING

(further information can be found in the Fire Safety Policy Standard & relevant Management Guide)