



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

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

This Policy will be reviewed in 2023

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 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 the 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 procedural and physical controls.

2. POLICY STATEMENT

It is the policy of Bangor University, so far as is reasonably practicable, but 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 occurred. The Policy also outlines duties and responsibilities of staff, students, contractors and visitors of and to the University.

The Policy is supplemented by a number of Management Guidance documents that advise Colleges and Professional Services, Property & Campus Services and Halls of Residence on what is specifically required of them.

The Policy applies to:

- The University and all its Colleges and Professional Services.
- Each member of staff and students.
- Contractors and visitors to the University.

This Policy does not apply to:

- Temporary construction compounds.

3. RELATED POLICIES AND LEGISLATION

In addition to those general duties in law, particularly the Management of Health and Safety at Work Regulations, the University and its constituent Colleges and Professional Services (Services), has a specific obligation under the Regulatory Reform (Fire Safety) Order (RRFSO) to assess the risk of fire to manage fire safety within the workplace. The RRFSO places the following primary duties on the University to:

- a. Undertake a suitable and sufficient fire risk assessment.
- b. Train/instruct staff on emergency and general fire safety matters.
- c. Provide adequate fire detection and / or means of raising the alarm.
- d. Provide fire-fighting equipment.
- e. Provide a safe means of escape, including for those with protected characteristics.
- f. Design buildings so that they control the potential impacts of fire and smoke.

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

Other requirements, such as for student accommodation and events, also apply and are further detailed in the related guidance documents and on the H&S Website.

4. DEFINITIONS / TERMINOLOGY

RRFSO: Regulatory Reform (Fire Safety) Order.

BFRA: Building Fire Risk Assessments.

Responsible Person: The RRFSO requires 'employers' to state who is the 'Responsible Person' for fire safety. Due to the complex nature of buildings and activities Bangor University, as the employer, is the 'Responsible Person'.

5. DUTIES OF THE UNIVERSITY

The University will:

- a. Provide adequate resources to ensure fire safety risks arising from its buildings and activities are assessed, with appropriate management and physical controls put in place to manage risks and prevent fires, in compliance with the requirements of the RRFSO and other associated legislation.
- b. Establish and implement emergency management plans and arrangements to manage and mitigate risks which arise.
- c. Ensure appropriate fire safety arrangements are in place, including the provision of suitable information, instruction and training.
- d. Identify the Predominant Occupiers of buildings and allocate duties and responsibilities.
- e. Ensure 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 COLLEGES AND PROFESSIONAL SERVICES

Each College / Service is responsible for those areas and activities 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, Property & Campus Services (PACS) and others, to ensure the health, safety and welfare of staff, students and visitors to their College / Service.

Each College and Professional Service will:

- a. 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, including for events facilitated by the College/Service, are considered by their own Risk Assessments and controls put in place, where appropriate.
- c. For high-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/or mitigate impacts.

- d. Implement applicable recommendations provided by Building Fire Risk Assessments (BFRAs), as far as they apply to the College / Service.
- e. Communicate and cooperate with other building users and with PACS on risk management and emergency arrangements.
- f. Notify and liaise with PACS prior to introducing significant new fire risk, so that potential impact on fire containment and BFRAs can be assessed
- g. Ensure staff, students, short-term employees, visiting academics and others under their control receive suitable information on fire safety and emergency procedures, including participation in fire drills.
- h. Report all fire related incidents and assist with investigations.
- i. Those Colleges and Services which predominantly occupy buildings (Nominated Predominant Occupier) will, in addition to the above:
- j. Undertake or arrange regular Fire Drills.
- k. Carry out regular operability tests on the fire alarm system.
- l. Record details of all drills and alarm tests in the Fire Log Book.

7. DUTIES OF PROPERTY & CAMPUS SERVICES (PACS)

In addition to the general duties outlined in Section 6, PACS 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 other agreements). As such, PACS will:

- a. Appoint a person to oversee general fire safety arrangements in regards to the University building infrastructures and associated services.
- b. Arrange for a Competent Person(s) to undertake BFRAs for all buildings under the control of the University and review periodically, normally every 1-3 years.
- c. 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).
- d. Appoint Competent Engineers to install, inspect, test and maintain emergency systems and equipment.
- e. Provide suitable Emergency Response / Fire Alarm activation training or information to relevant PACS staff and contractors.
- f. Bring to the attention of the University the findings of the BFRAs and prioritise and implement (PACS) remedial actions that reflect risk levels.
- g. Distribute relevant BFRA information to Colleges / Professional Services, and thereafter update BFRAs with completed actions and revised risk scoring, as necessary.
- h. Investigate Fire Alarm Activation Reports and take appropriate remedial actions.
- i. Record all fire and fire alarm instances and collate fire management statistics.
- j. Produce and regularly review an overriding design document, Fire and Design Strategy, which sets-out base requirements to direct subsequent, more detailed, specifications.

For all building and refurbishment work, PACS will ensure:

- k. The Fire and Design Strategy (specifications) and good Sector practice are suitably considered prior to undertaking new build projects, during alterations to a building and when designing fire systems.
- l. Competent Engineers/Persons are appointed to design building project work and associated fire safety controls.
- m. The work and associated risks of appointed Designers and Contractors is managed.
- n. Compliance with relevant statutory requirements, Building Regulations and appropriate fire safety guidance and standards produced by HM Government, the Welsh Government and local authorities, and other applicable requirements (such as relevant parts of the UUK Code of Accommodation Practice).
- o. The content and actions contained within existing BFRAs are considered and addressed, where appropriate.
- p. A review of the existing BFRA is undertaken following completion of any works and / or new BFRAs arranged if required
- q. Plans and CAFM data are updated with information disseminated to others as required.
- r. The impact of fire safety upon disabled persons is considered, with suitable arrangements put in place.
- s. Third-party licensed occupants of University property cooperate and coordinate on fire safety matters.

8. ADDITIONAL DUTIES FOR COMMERCIAL SERVICES

A core function of Commercial Services is to support events across the University for University staff, students and the public. As such, in addition to the general duties outlined in Section 6, Commercial Services must ensure Event Organisers, formally booking events through the department are aware of their fire safety responsibilities when holding events at the University.

Commercial Services also manages University Halls of Residences. It is essential that the safety of occupants/users of residential buildings owned, leased or rented by the University (unless otherwise arranged through leasehold or other agreements) is assured. Specific fire safety responsibilities in relation to Halls includes:

- a. Confirming BFRAs are undertaken by a Competent Person for all Halls of Residence, including those managed or owned by a third-party.
- b. Ensuring specific contract agreements with third-party accommodation providers confirm fire safety standards and the requirements of UUK Code of Accommodation Practice for University Managed Student Accommodation are met.
- c. Ensuring all fire systems and arrangements are tested and maintained.
- d. Ensure needs of residents with a disability, which hampers their being made aware of a fire alarm or which impacts upon their safe evacuation, are considered and managed.
- e. Develop and implement suitable Emergency Response / Fire Alarm Activation procedures.
- f. Provide suitable Emergency Response / Fire Alarm training to relevant staff.
- g. Ensure residents receive suitable pre-arrival or upon-arrival fire safety information and fire drills are undertaken which residents must participate in.

9. DUTIES OF STAFF AND STUDENTS

Every member of staff and each student must:

- a. Participate and cooperate in Fire Drills and evacuate as speedily and safely as practicable.
- b. Attend relevant training.
- c. Follow all fire safety management controls and procedures.
- d. Not interfere with or mis-use systems / equipment supplied in the interest of safety.
- e. Report concerns to their Supervisor / Line Manager or appropriate University department.
- f. Not use, within Halls of Residence or offices, any naked flames; including candles, incense, oil burners.
- g. Seek Health and Safety office (Governance & Compliance) approval if wishing to use pyrotechnics or smoke generators.
- 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).

10. FURTHER GUIDANCE

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

11. 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 in order to safeguard their own health, safety and well-being. Any such consideration will be discussed with the individual and reasonable adjustments agreed.

12. REVIEW AND AUDIT PROCEDURES

Health and Safety, Governance and Compliance, 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.

In addition, the University's Health and Safety Committee may from time to time review the effectiveness of this Policy.

End.