



PRIFYSGOL
BANGOR
UNIVERSITY

Bywyd Preswyl
Residential Life

This document provides guidance on Halls of Residence (Residential Life) management responsibilities with regards to the inspection and maintenance of fire detection, notification systems and firefighting equipment and the day-to-day management of fire safety within all University owned Halls of Residence, and those owned and maintained on behalf of Residential Life by Pobl Group and CRM.

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	Contents	Page
1.1	Introduction	2
1.2	Responsibilities	2
1.3	Definitions	2
1.4	Consultation / Communication	2
1.5	Competent Fire Safety Advice	3
1.6	Building Fire Risk Assessments (BRFAs)	3
1.7	Homes in Multiple Occupancy Licence (HMO)	3
1.8	Training and Information	3
1.9	Fault Reporting	4
1.10	Personal Emergency Evacuation Plans (PEEPs)	4
1.11	Emergency Management Plans and Procedures	4
1.12	Emergency Services Information	4
1.13	Fire Drills	5
1.14	Fire Alarm Testing	5
1.15	Fire Incident / Fire Alarm Activation Investigations	5
1.16	Fire Alarm Statistics	5
1.17	Fire Detection and Notification Systems	6
1.18	Fire Fighting Equipment (extinguishers / fire blankets)	8
1.19	Means of Escape	8
1.20	Electrical Equipment	8
1.21	Heaters	9
1.22	Fire Safety Signage	9
1.23	Furniture / Furnishings	9
1.24	Gas	9
1.25	General Waste and Risk of Arson	9
1.26	Housekeeping	10
1.27	Smoking, E-Cigarettes and Vaping	10
1.28	Naked Flames and Smoke	10
1.29	Tampering with Fire Equipment	10
1.30	Unattended Cooking	10
1.31	Contractors	10
1.32	Visitors (non-estates related Contractors)	11
1.33	Inspections	11
1.34	Monitoring and Review	11
1.35	Schedule of Inspection, Test and Maintenance	12

1.1 Introduction

Fire is a risk that can affect everyone at the University, so it is important the likelihood of a fire starting is remote, the consequences of a fire if one occurred are lessened and everyone knows what to do if there is a fire or emergency.

This Fire Safety Management Guide has been produced to help Residential Life meet the general obligations expressed by the University Fire Safety Policy and UUK requirements to facilitate good fire safety management arrangements at a local level.

1.2 Responsibilities

As described within the University Fire Safety Policy, each College and Service has responsibility for those areas and activities under their control. In addition, for fire risks to be successfully managed and to prevent a fire, or lessen the impact if one were to occur, the support and cooperation of each College and Service is crucial. The Fire Safety Policy therefore places a clear duty to cooperate, coordinate, communicate and consult with others at the University and to plan for emergency situations.

The Head of Residential Life is responsible for ensuring suitable and sufficient management arrangements are put in place within all Halls of Residence (includes University owned Halls and those owned and maintained on behalf of Residential Life by Pobl Group and CRM) to meet the requirements of the University's Fire Safety Policy. As such Residential Life will:

University Owned Halls (Cefn y Coed, JMJ Bryn Dinas, Tegfan, Elidir, Neuadd Garth, Borth, Glyder, Bryn Eithin): Arrange for the fire safety detection and notification systems and firefighting equipment to be maintained by Estates Management - Campus Services (CS) approved contractors (as per an agreed Service Level Agreement), in accordance with the University Fire Safety Policy and UUK requirements, with procedures established to ensure, day to day fire safety hazards are managed by Residential Life.

Pobl Group Operated Halls (Adda, Alaw, Braint, Crafnant, Enlli, Ffraw, Glaslyn, Gwynant, Idwal, Llanddwyn, Peris): Ensure Pobl Group understand the standards (as per the University's Fire Safety Policy) which they must meet, as a minimum, with regards to the inspection and maintenance of fire detection / notification systems and fire-fighting equipment, and that they cooperate with procedures established by Residential Life to manage day to day fire safety hazards in Pobl Group Halls.

CRM Operated Halls (St Mary's Village: Cybi, Cemlyn, Penmon, Quad, 1 – 14 Ffordd Tudno Houses & Halls (includes Barlows - 8)): Ensure CRM understand the required standards (as per the University's Fire Safety Policy) which they must meet, as a minimum, with regards to the inspection and maintenance of fire detection / notification systems and fire-fighting equipment, and that they cooperate with any procedures established by Residential Life to manage day to day fire safety hazards in CRM Halls.

More detail on specific CS and College / Service responsibilities is contained within the relevant Fire Safety Management Guide.

1.3 Definitions

All references to 'All Halls of Residence' are inclusive of all University, Pobl Group and CRM owned and / or operated Halls of Residence.

1.4 Consultation / Communication

Residential Life will schedule regular H&S Meetings, which Pobl Group and CRM must attend, to enable consultation and communication of relevant information between Residential Life, Pobl Group, CRM and other relevant CS Sections as required. Fire Risk Assessments and Fire Safety is a standing agenda item at these meetings.

1.5 Competent Fire Safety Advice

Residential Life will liaise with CS with regards to the inspection and maintenance of fire safety systems with additional assistance sought from Health and Safety (Campus Services) where necessary. In addition, Residential Life and representatives from Pobl Group and CRM will meet each Semester with the Fire and Rescue Service and other relevant University personnel to discuss concerns, seek advice etc.

1.6 Building Fire Risk Assessments (BFRAs)

Residential Life will ensure Building Fire Risk Assessments are undertaken for all Halls of Residence and which should consider:

- 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 e.g. neighbours, Emergency Services.

Currently BFRAs have been undertaken by a competent contractor, appointed by CS for all University owned / operated Halls of Residence. Pobl Group and CRM must arrange BFRAs for Halls of Residence within their area of responsibility.

To support this process CS will review the CS led BRFAs, prioritising and implementing actions, where practicable as per the hierarchy of controls and risk level. CS will maintain copies of the BFRAs in a central location with relevant information (including updates) and advice provided to Residential Life as necessary. Residential Life can access the BRFAs on request.

In addition, CS will, on behalf of Residential Life, consult with Pobl Group and CRM with regards to their BFRAs and will formally review documents as required. Residential Life will be responsible for ensuring any recommendations made by CS as part of BFRAs are communicated to Pobl Group and CRM with actions completed as necessary.

1.7 Homes in Multiple Occupancy Licence

Residential Life 'signs up' to abide by the requirements of the UUK Code of Accommodation Practice for the Management of Student Housing and therefore does not require an HMO Licence.

1.8 Training and Information

Residential Life will ensure all Halls Mentors have received appropriate training to enable them to manage general, day to day fire safety matters (e.g. smoking and cooking rules, electrical safety) and the action to take during an emergency evacuation of Halls.

In addition, training and instruction will be provided to students residing in all Halls of Residence in several formats e.g. documents, posters in bedrooms, Mentor led Fire Briefings, fire drills and the on-line Induction and questionnaire which all students must complete before they can receive their Accommodation card. This to ensure they understand:

- Specific Halls fire safety rules as per the Accommodation Handbook and Occupation Contract.
- The University and Halls No Smoking Policy.
- The prohibition of any material / equipment that produces a naked flame or smoke, including candles, incense, oil lamps etc.
- Fire safety risks.

- How to prevent / control these risks.
- The action to take in an emergency e.g. Exit Routes, Assembly Point, Emergency Contacts.
- The disciplinary process for students who do not follow the Residential Contract.

Visits by the Fire and Rescue Service will also be arranged for all Halls of Residence at the beginning of each academic year to raise student awareness with regards to fire safety and prevention.

NOTE: It is the Policy of Residential Life that all staff and students evacuate their Halls of Residence immediately on hearing the fire alarm (there is no second alarm system) and do not re-enter the building until authorised to do so by a member of the University Security Team and / or the Fire and Rescue Service.

The only exception to this Policy is staff and students who cannot evacuate via the stairs. In such circumstances the member of staff / student should have a Personal Emergency Evacuation Plan (PEEP) in place which has been prepared in conjunction with Residential Life, Disability Services, and Health and Safety. In the event of a fire alarm sounding the staff / student must take action as directed by the PEEP. Their relevant Halls Mentor / Senior Warden will liaise with University Security staff and / or the Fire and Rescue Service as required.

1.9 Fault Reporting

Details of the action students should take if they identify a fault or have a concern regarding their Halls of Residence will be provided in the Accommodation Handbook/Induction, posters in bedrooms, on the student's Accommodation Card and displayed on Halls notice boards. Information will include round the clock emergency contact details. Phones are also provided in some Halls of Residences foyers which allows students to dial the numbers displayed direct.

1.10 Personal Emergency Evacuation Plans (PEEPs)

Residential Life will liaise with Disability Services and Health and Safety to arrange a PEEP for students residing in all Halls of Residence who have declared a disability, with appropriate arrangements and training provided e.g. Deafguard Units/vibrating pillows. If physical adjustments are required to a room, Residential Life will liaise with CS, Pobl Group or CRM as appropriate, to ensure adjustments are made, where possible, to support the student.

In addition, Residential Life will ensure Halls Mentors are aware of any student who has declared a disability and / or received a formal PEEP. This will include the student's location so the Mentor can provide relevant information to University Security and / or the Emergency Services in an emergency evacuation.

1.11 Emergency Management Plans and Procedures

The University, as part of its Emergency Management Policy may from time to time wish to arrange training exercises for key staff (usually arranged through Governance Services) to ensure they understand the action to take during emergency situations and events. In addition, the Fire and Rescue Service may request to use a Halls of Residence as part of a training exercise. Residential Life will cooperate with any requests for training where possible, with notice given to students and others as required.

1.12 Emergency Services Information

Relevant building information is identified and held for all Halls of Residence by Estates Management, Campus Services e.g. materials used in the building's construction such as asbestos, location of gas, electricity, water services and their isolation points, and which Halls of Residence can request sight of if required. In an emergency, Security staff and relevant Estates Management staff and / or their nominated on-call contractor will be able to access information for referral by the Emergency Services as required.

1.13 Fire Drills

Residential Life will establish procedures to ensure Residential Support Managers and the Senior Warden Team arrange and carry out fire drills in all Halls of Residence. Drills will be overseen by trained Halls personnel e.g. Mentors, University Security and will include an unannounced fire drill as soon as practicable at the start of the academic year (within the first 3 months at least) and then one drill at least each semester at a time when the Hall's occupancy level is considered at its greatest. Records will be kept of all fire drills with actions monitored until completion.

1.14 Fire Alarm Testing

Weekly checks of the fire alarm system in each Hall will be undertaken with a different call point operated each time to ensure call points and the associated link is operational. Responsibilities are:

Halls	Weekly Check	Faults	Records ¹
University Owned Halls	University Security	Residential Life report all defects immediately to O&P for action. Security report to RL as appropriate.	Ffriddoedd Security Lodge
Pobl Group Operated Halls	University Security	Residential Life report all defects immediately to Pobl Group for action. Security report to RL as appropriate. Residential Life notified as appropriate	Ffriddoedd Security Lodge
CRM Operated Halls	CRM	CRM to arrange for all faults to be resolved with Residential Life notified as appropriate.	CRM

1.15 Fire Incident / Fire Alarm Activation Investigations

Residential Life will ensure multiple, unexplained fire alarm activations are reported to CS, Pobl Group or CRM as appropriate, monitoring the subsequent investigation and actions taken until the matter is resolved.

In addition, Security will issue a Incident Reporting Form to Residential Life, CS and Health and Safety on all Halls fires with the event investigated by Residential Life, CS and/or Health and Safety as appropriate. Residential Life will issue Security completed FA1 forms to Pobl Group or CRM for information purposes or to complete any actions as required.

Residential Life will ensure disciplinary action is taken, against students if improper actions are found to be the cause of a fire/ Fire Alarm activations.

1.16 Fire Alarm Statistics

The Security Team respond to all fires and fire alarm activations, producing an Incident Report Form for each event. Individual event data is then recorded on a central spreadsheet by the Security Team, with this information available to others on request for analysis, for example, Health and Safety.

Campus Services – Estates Management (CS), Pobl Group and CRM must maintain records of the inspection and maintenance of fire detection and notification systems and fire extinguishers for the Halls within their area of responsibility.

Residential Life can request sight of records to confirm tests etc are being undertaken. In addition, such information is reported on at the Fire Liaison Meeting which the Fire & Rescue Service attend.

¹ Records must be presented to Residential Life on request eg Operations Meetings, UUK Audits

1.17 Fire Detection and Notification Systems

CS will ensure fire detection and notification systems within all University owned Halls of Residence are inspected, tested and maintained by a Competent Engineer (in addition to the Security Team's visual checks) in accordance with the following schedule. In addition, Residential Life will ensure this schedule is communicated to Pobl Group and CRM, seeking confirmation that Pobl Group and CRM understand and fulfil their responsibilities to test, inspect and maintain their fire systems in accordance with the schedule:

Fire Alarm System:

Every **6 Months** a Competent Engineer to:

- i. Check entries in the Fire Logbook and any action taken.
- ii. Examine / test batteries (the back-up and secondary supplies) and their connections.
- iii. Check 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/Pobl/CRM.
- iv. Visually inspect the building to assess if structural/ occupancy changes have affected the requirements for the location of manual call points, detectors and sounders.
- v. Check the operation of automatic notification links (where fitted) to the Security Base.
- vi. Check the operation of auxiliary devices (e.g. door releases) unless otherwise agreed.
- vii. Carry out further checks / tests as specified by the installer, supplier or manufacturer.
- viii. Record details in the building Log Book.

Annually a Competent Engineer to:

- i. Carry out the **6 monthly** checks outlined above.
- ii. Check the operation of each detector.
- iii. Report signs of damage immediately to Residential Life.
- ix. Record details in the building Log Book.

Emergency Lighting:

Monthly – Security staff for University owned buildings, CRM staff for St Marys Site:

- i. Trained Security personal carry out flick test on the emergency lighting system.
- ii. Visually examine the function of all luminaries and/or signs at this time.
- iii. Report any issues to Residential Life for actioning.
- iv. Record details as evidence of check.

Every 6 Months a Competent Engineer to:

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

- ii. Visually examine the function of all luminaries and / or signs during this period.
- iii. Energise each central battery system from its battery for 1 hour by simulating a failure of the normal lighting supply.
- iv. Visually examine the function of all luminaries and / or signs during this period.
- v. Provide a service record to Estates Management on completion.

Annually a Competent Engineer to:

- i. As 6 months above, except a full 3 hour discharge will be undertaken.
- ii. Provide a service record to Estates Management on completion.

Sprinklers:

A sprinkler system has been installed in the majority of sleeping accommodation areas (excludes Barlows, bar, gym, office, cinema) at the St Mary's campus and in JMJ Bryn Dinas. The system is linked to the fire alarm and if activated as a result of a fire and / or a malicious act will result in the fire alarm sounding and the area being evacuated.

Relevant CRM staff, Residential Life and Campus Services will be briefed in the sprinkler system's operation, the location of isolation valves and the action to take in the event of an activation, evacuation and the procedures to be followed with regards to the reoccupation of areas if the sprinkler system is in temporary 'shut down' and requires re-setting. In addition, a process document will be developed in support of this which will be communicated to relevant Halls staff.

Annually a Competent Engineer to:

- i. Undertake required tests, maintenance and inspections.
- ii. Provide a service record (for JMJ Bryn Dinas) to Estates Management on completion.

In addition, CRM will:

- Undertake periodic, recorded visual checks of the isolation valves and pressure gauges.
- Undertake monthly, recorded pressure checks.
- Arrange for the system to be serviced annually by a competent contractor.
- Arrange for an approved call-out engineer to attend site to re-set the sprinkler system and replace activated sprinkler heads as required.

Communication Systems: Refuge Points (RPs) & Lift Alarms (LAs):

Residential Life will confirm the following arrangements are in place in relevant Halls to test lift alarms on a monthly basis and Refuge Points weekly (rolling programme of RPs):

	System Test	Faults	Records²
University Halls	RPs: University Security LAs: CS	Defects reported to CS for action Residential Life notified so Halls Mentors and students informed as necessary	RPs: Ffriddoedd Security Lodge LAs: CS
Pobl Group Halls	RPs: University Security LAs: Stannah (Pobl Sub-contractor)	Defects reported to Pobl Group for action Residential Life notified so Halls Mentors and students informed as necessary	RPs: Ffriddoedd Security Lodge LAs: Pobl Group

² Records must be presented to Residential Life on request

CRM Halls	RPs: CRM LAs: CRM	CRM to action faults Residential Life notified so Halls Mentors and students informed as necessary	RPs & LAs: CRM
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Deafguard Units / Pagers:

Residential Life will provide staff and students with Deafguard Units / Pagers if identified as a requirement during the Personal Emergency Evacuation Process. Records will be kept of:

- The date the Unit / Pager was issued.
- The serial number of the Unit / Pager.
- The name of the person/Room number the Unit / Pager was issued to.
- Contact details of the person the Unit / Pager was issued to.
- Confirmation that the person has received the unit including the instructions in the use of the Unit.

Every 6 months Residential Life will recall all Deafguard Units / Pagers to service and confirm they are working.

1.18 Fire Fighting Equipment (extinguishers / fire blankets)

Residential Life will ensure through CS approved contractors, Pobl Group or CRM that suitable fire-fighting equipment is supplied in all Halls, and that each item is tested and maintained annually by a competent contractor with defects in the provision of equipment or serviceability rectified immediately, with a report made to Residential Life of any action taken.

In addition, Residential Life will arrange for all fire-fighting equipment in University and Pobl Group Halls to be visually inspected by Security staff each week with records of weekly inspections recorded in the Halls Log Book for review by Residential Life each Monday. All actions are passed onto a competent contractor to rectify any issues raised. Records are maintained on PLANON.

CRM will be required to implement the same weekly inspection and record keeping regime for fire-fighting equipment provided across the St Mary's campus.

1.19 Means of Escape

Residential Life will ensure:

- Security staff check fire exits and final exit doors weekly in University and Pobl Group Halls to ensure emergency exit routes and Fire Exits are kept free of obstructions. CRM will undertake checks to the same standard across the St Mary's campus.
- CS, Pobl Group or CRM maintain fire exits and final exit doors to ensure their continued operability.

In addition, Residential Life will make students aware of the importance of not blocking fire exits and escape routes, arranging for regular checks to be undertaken by Security staff and / or Halls Mentors. Disciplinary action will be taken against students if necessary.

1.20 Electrical Equipment

Campus Services will arrange for portable electrical equipment provided by Residential Life and / or supplied in University Halls to be PAT Tested annually by a competent person and will ensure Pobl Group and CRM apply the same standard in their Halls. PAT Testing Workshops are also arranged by Residential Life at the start of term to enable students to get personal portable electrical items PAT Tested.

In addition, Residential Life will provide students with information regarding electrical safety procedures, including the use of computers, extension leads, adaptors, overseas electrical equipment, prohibited items etc in the Accommodation Handbook/Induction. New electrical tourist adaptors are also offered to international students free of charge. Electrical items will be confiscated by the Halls Operations Team if necessary.

1.21 Heaters

Students will be notified that they must not bring their own heaters – gas / electrical into any Halls and that they will have 7 days to remove such items if found or possibly confiscated during occupied rooms inspections, confiscation sheet left. Students will also be reminded that they must not cover wall mounted electric heaters at any time through signage displayed around the heaters and in the Accommodation Handbook/Induction, the Prefect Iris systems also allows the Halls Office to monitor heater operation and take action if required. Residential Life will check students do not have their own heaters and are not covering wall mounted heaters during the twice-yearly inspections.

Any additional portable heating equipment supplied by Residential Life for use in rooms will be tested and inspected by a competent person as appropriate.

1.22 Fire Safety Signage

Residential Life will ensure Fire Action Notices and Fire Exit and Assembly Point signs are displayed, completed and inspected in all Halls of Residence with any defects or concerns reported to CS, Pobl Group or CRM, as appropriate, immediately. Required actions will be monitored by Residential Life until completion.

1.23 Furniture / Furnishings

Residential Life will inform Pobl Group and CRM of the requirements with regards to the provision of furniture / furnishings to ensure the same standard is achieved across all Halls of Residence:

- All upholstered furniture complies with the Furniture and Furnishings (Fire Safety) Regs 1988 (as amended) and is labelled / identified accordingly.
- The covering of foam filled furniture is in good condition with damaged furniture replaced promptly.
- Curtains and drapes in escape, circulation and communal areas are labelled to indicate they are made from inherently fire-retardant fabrics or are chemically treated to achieve fire retardance.

1.24 Gas

Residential Life will ensure through CS and / or CRM that all gas boilers are installed and maintained by a Gas Registered installer. CS and (as appropriate) will maintain records of handover certificates and annual maintenance documents on behalf of Residential Life, providing such documents, including copies on request.

Residential Life will be responsible for ensuring gas systems within laundrettes are maintained with relevant documents provided to confirm this. In addition, Residential Life will provide students with information relating to gas appliances as necessary e.g. copies of gas safe certificates, instructions on safe use.

NOTE: There are no gas appliances in Pobl Group Halls of Residence.

1.25 General Waste and Risk of Arson

The risk of arson and general building security will be considered when locating bins which will be positioned and secured as far away from all Halls of Residence as possible (5 metres where possible). A Waste Recycling Hub is also available. At no time will bins obstruct building escape routes.

In addition, Residential Life will establish procedures / confirm procedures are in place to ensure:

- Leaves and general rubbish are cleared away from Halls through regular comms with Grounds and Refuse team.
- External bins are emptied regularly by a licensed Waste Carrier.
- Unexpected large waste disposals are dealt with promptly / correctly by relevant department.
- All Contractors are informed of waste handling requirements as part of their on site induction via CS.

1.26 Housekeeping

Good housekeeping is integral to fire safety management, with fire exits and escape routes kept clear always, with Residential Life ensuring students understand the importance of this. In addition, Residential Life will appoint the Facilities Ops Team (Campus Services) to clean communal / circulation areas in all Halls of Residence with waste disposed of promptly (see above). Security staff and Halls Mentors will routinely monitor whenever in Halls ensure escape routes / fire exits remain free from obstructions.

1.27 Smoking, E-cigarette, Vaping

Residential Life shall ensure staff, students (through Accommodation Handbook/Induction) and visitors are aware that smoking, e-cigarettes and vaping are prohibited within all Halls of Residence and that, with the exception of designated smoking areas, smoking on University land is also prohibited within five metres of any building. Disciplinary action is taken if needed. This will be monitored by RL room inspections.

1.28 Naked Flames and Smoke

Students will be made aware in the Accommodation Handbook/Induction, health and safety briefings etc the use of any material / equipment that produces a naked flame or smoke, including candles, incense, oil lamps etc is prohibited in all Halls of Residence and that disciplinary action will be taken if a student is found to be using such items. This will be monitored by RL room inspections.

1.29 Tampering with Fire Equipment

Students will be made aware in the Accommodation Handbook/Induction, health and safety briefings etc that they must not tamper with any item provided in the interests of health and safety and that disciplinary action will be taken by Residential Life if necessary. This will be monitored by RL room inspections.

1.30 Unattended Cooking

Students will be made aware in the Accommodation Handbook/Induction, health and safety briefings and talks by the Fire and Rescue Service of the dangers associated with unattended cooking. If alarm activation is caused by unattended cooking, the relevant Halls Mentor will discuss the matter with the student concerned. Further incidents of unattended cooking by the same student may lead to disciplinary action. This will be monitored by RL room inspections.

1.31 Contractors

As part of the contracts process Residential Life will inform Pobl Group and CRM of the University's contractor management procedures and will confirm Pobl Group and CRM have robust contractor management arrangements in place. In addition, Residential Life will instruct CS, Pobl Group and CRM of specific standards and behaviour expected by any Contractor appointed to work on a Halls of Residence.

Residential Life will also ensure all work to be undertaken by a Contractor, irrespective of whether they are working on University, Pobl Group or CRM operated Halls is notified to Residential Life in sufficient time to enable Residential Life to liaise with others as necessary e.g. students, CS. Contractors will also be advised that they must sign in and out at the Residential Life Office or the Friddoedd and / or St Mary's Security

Lodge if working out of hours or if the Halls Office is unmanned. Residential Life will endeavour to provide all Contractors with a Contractor ID Card, preferably a picture id where possible.

All work on land around all Halls of Residence will be notified by Residential Life to Campus Services before the work commences.

NOTE: Work on the Ffriddoedd Site requiring a Permit to Work (e.g. working at height, electrical isolation, permit to dig) should be coordinated through Estates Management before the work commences. Permit records will be held by Estates Management. CRM will coordinate Permits for the areas of the St Mary's Site under their area of responsibility.

1.32 Visitors (non-estates related Contractors)

Every attempt will be made to schedule visits during Residential Life Office hours. In addition, all visitors will be requested to sign in at the Residential Life Office or the Ffriddoedd and / or St Mary's Security Lodge (out of hours) and carry an ID Card whilst visiting a Halls of Residence with the ID Card returned on leaving.

1.33 Inspections

In addition, to general monitoring and weekly kitchen inspections carried out by Halls Mentors, a full inspection (includes all bedrooms) will be undertaken 2 times a year, as part of a rolling programme in all Halls of Residence. Residential Life will record any actions with actions monitored until completion.

CRM will also implement their own inspection schedule across the St Mary's site.

1.34 Monitoring and Review

Residential Life will review management arrangements against the requirements of this document, the University's Fire Safety Policy and UUK requirements at regular intervals. In addition, UUK standards will be formally audited against every 3 years by an external provider and internally by Residential Life every year.

In addition, Residential Life will hold regular Progress Meetings with CS, Pobl Group and CRM to ensure standards, including those associated with fire safety are maintained. Quarterly Fire Liaison Meetings and H&S Meetings (which includes fire safety as an agenda item) also take place.

All meetings are minuted.

1.35 Schedule of Inspection, Test and Maintenance

Test / Inspect. Exam. Period	Fire Alarm System	Emergency Lighting	Refuge Points / Lift Alarms / Pagers	Sprinklers	Fire Fighting Equipment (extinguishers)
WEEKLY	Tested during weekly fire alarm checks and fire drill / fire alarm		Security (BU & Pobl Group Halls) and / or CRM (St Mary's campus) to test a refuge point (rolling programme) in each hall. CRM respectively test lift alarms and refuge points on weekly basis.	System Pressure Check – CRM	Visually inspected by Security staff (BU & Pobl Group Halls)
MONTHLY		Security carries out monthly flick test across all 90's blocks. CRM staff complete flick test monthly at St Marys.	Lift alarms tested monthly by the contracted Lift Engineer appointed by CS, Pobl Group.		Visually inspected by CRM (St Mary's campus).
3 MONTHLY	Check Fire Logbook 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	CRM arranges for Nationwide at St Marys check batteries Back Up / Secondary and connections. Check Fire Alarm Function - operate a detector or call point in each zone.	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 in above tests	Residential Life to recall and check Deafguard Units / Pagers and associated equipment e.g. vibrating pads		
ANNUALLY	As 3 Monthly above Check each detector in-line with Manufacturer's advice. Report any visible damage	As 6 monthly above, except a full 3-hour discharge will be undertaken. CRM arrange for Nationwide to carry out 3 hour drain down on emergency lighting at St Marys and carrying out any repairs under life cycle.		Annual servicing by Competent Contractor – arranged by CRM	Inspection / servicing of all fire-fighting equipment in Residential Buildings
OTHER:	NOTE: Service Record required for all the above	NOTE: Service Record required for all the above		NOTE: Service Record required for all the above	NOTE: Additional servicing as required by Fire Risk Assessment / Manufacturer's / UUK guidance