



# Fire Risk Management Policy

## Durham University Fire Risk Management Policy

Durham University's Fire Risk Management Policy sets out the University's commitments and aspirations in respect of fire risk management and performance, and sets the framework for the University's Fire Risk Management System (FRMS) and the features used to assess its performance.

The Vice-Chancellor and Warden, and the Council of Durham University accept ultimate responsibility for health and safety; however, health and safety is everyone's responsibility. It is a prime responsibility of every level of management and we expect everyone to contribute to achieving our overall goals.



Professor Stuart Corbridge  
Vice-Chancellor and Warden

Date: 16<sup>th</sup> March 2021



Mr Joe Docherty  
Chair of Council

Date: 16<sup>th</sup> March 2021

## Fire Risk Management Policy

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## Fire Risk Management Policy

### 1. Introduction

#### 1.1. Status

This is Durham University's Fire Risk Management Policy, which has been agreed, in its entirety, by the University Executive Committee (UEC) and Council. The Policy sets out the University's commitments and aspirations in respect of fire risk management and performance, and sets the framework for the University's Fire Risk Management System (FRMS) and the features used to assess its performance.

#### 1.2. Standard

There are a variety of fire risk management systems available but the University has adopted the principles of fire risk management systems, as set out in the British Standards Institute's (BSI) BS 9997:2019 Fire Risk Management Systems: Requirements with guidance for use. This Policy sets out a FRMS that aligns with the requirements of BS 9997.

BS 9997 applies the Plan, Do, Check, Act model to implementing, maintaining and improving a FRMS. This approach closely mirrors the management cycle defined in the University's Occupational Health and Safety Management Policy, which implements an Occupational Health and Safety Management System (OHSMS) based on the Plan, Do, Check, Act cycle, as defined in ISO 45001 Occupational Health and Safety.

Where this Policy considers the process of Fire Risk Assessment, as it applies to the University, then the principles contained in the BSI's PAS 79 Fire Risk Assessment standard are applied.

### 2. The Context of the Organisation

The context of the organisation is described in the University Occupational Health and Safety Policy Statement and Arrangements, available on the Health and Safety Service, and University Policy Zone websites.

### 3. Scope of the Organisation and Arrangements

#### 3.1. Fire Risk Management System (FRMS)

A Fire Risk Management System (FRMS) is a formal framework, to assist in the management of risks from fire, which has, at its core, the elements of Plan, Do, Check and Act (PDCA) and embodies the principles of continual improvement.

The objective of the FRMS is to enable the University to control its fire safety risks in order to prevent injury and ill-health. This Policy makes explicit the components of the FRMS the University has adopted, and describes the means by which each of the components are made operational.



### 3.2. Scope

The FRMS and this Policy apply to all premises, which are, to any extent, under the control of the University, as owner, employer or principal occupier. The FRMS and Policy apply to all persons at those premises whether staff, students, visitors or contractors.

The requirements apply to all employees at all levels of the University, at all grades, whether full-time or part-time, contractually substantive, fixed-term, agency-appointed or voluntary. The FRMS and Policy apply to all students of the University irrespective of their status. Staff and students so defined are known as University members. The FRMS and Policy apply to all University members

The Policy and FRMS also apply to all members of all formally constituted subsidiaries of the University. In circumstances where University members are seconded, loaned, hired or placed at buildings not under the control of the University, the University expects equal standards of care to be applied by that organisation. Where premises are jointly occupied, or the University shares control of premises with other employers, the arrangements for fire safety will be coordinated, communicated and documented. In these premises, the fire safety arrangements of the host occupier shall apply, or local variations will be agreed and documented by all relevant parties and persons.

There are also elements of the FRMS and Policy which specifically apply to contracted providers of services to the University, whose conduct is expected to equal that expected of University employees. The needs and expectations of any other interested party can be accommodated by the FRMS, through the mechanisms described in this Policy.

### 3.3. Definitions

With few exceptions, this Policy adopts key definitions as they are given in the specification of BS 9997; for the purposes of this Policy, the following definitions apply throughout:

- **University Member:** any staff or student of the University, at whatever level or grade, who performs work or work-related activity, which is under the control of the University
- **Third Party:** any external organisation providing services to the University
- **Interested Party:** any person or organisation that can affect, or be affected by, or perceive itself to be affected by a decision or activity
- **Competence:** the ability to apply fire safety knowledge, skills and experience in the context of a role or activity
- **Responsibility:** an element of someone's role that is their duty to complete
- **Accountability:** a responsibility to ensure that duties have been completed
- **Duty Holder:** person on whom there is a duty to comply with fire safety legislation
- **Fire Risk Assessment:** formal process of identifying fire hazards and evaluating the risks to people, property, assets and environment arising from them, taking into account the adequacy of existing fire precautions, and deciding whether the fire risk is acceptable without further fire precautions
- **Fire Risk Assessor:** person who carries out and documents the significant findings of a fire risk assessment
- **Hazard:** source with a potential to cause injury or ill-health
- **Hot Works:** operations involving the use of open flames in the application of heat or friction




- **Risk:** combination of the likelihood of the occurrence of fire and consequence(s) (number and severity of injuries, damage to property or assets, business continuity and environment) likely to be caused by a fire
- **Incident:** occurrence arising out, or in the course, of work that could or does result in fire
- **Near Miss:** an unplanned event that did not result in fire but had the potential to do so
- **Fire Safety Observation:** the recognition of an unsafe condition or behaviour
- **Fire Safety Opportunity:** circumstance that can lead to an improvement in fire safety performance
- **Senior Fire Safety Engineer:** refers to the Senior Manager within the fire section of the Health and Safety Service, who has responsibility for the Fire Safety team and advising on the University's Fire Safety Strategy, alongside the Head of Health and Safety Services.
- **Conformity:** fulfilment of a requirement of this Policy and the FRMS
- **Nonconformity:** non-fulfilment of a requirement of this Policy and the FRMS
- **Process:** a set of interrelated and interacting activities which transforms inputs into outputs
- **Procedure:** a specified way to carry out an activity or a process
- **Documented Information:** information required to be controlled and maintained by an organisation and the medium on which it is contained
- **Measurement:** a process to determine a value
- **Performance:** measurable results
- **Monitoring:** determining the status of a system, process or activity
- **Audit:** systematic, independent and documented process for obtaining evidence and evaluating it objectively, to determine the extent to which the audit criteria are fulfilled
- **Continual Improvement:** recurring activity to enhance performance of the FRMS
- **DCS:** a Department, College or Service of the University
- **HSS:** Health and Safety Service
- **FRMS:** Fire Risk Management System, as set out in this Policy
- **HSCC:** Health and Safety Consultative Committee
- **UEC:** University Executive Committee.

## 4. Legal and Regulatory Requirements and Supporting Documentation

### 4.1. Regulatory and Guidance Environment

In the UK, fire safety is covered by around 70 pieces of fire safety legislation, the principal ones being the Fire Precautions Act 1961 and the Fire Precautions (Workplace) Regulations 1997/1999. In 2001, it was decided the legislation needed to be simplified and this was achieved by the introduction of the Regulatory Reform (Fire Safety) Order 2005 in England and Wales.

The Order is designed to provide a minimum fire safety standard in all non-domestic premises with a few exceptions. For workplaces, the Order designates the employer as Responsible Person. If any other person has, to some extent, control of the premises, they are likely to have duties under the Order. Those person(s), or person(s) acting on their behalf, are required to carry out certain fire safety duties, including ensuring the general fire precautions are satisfactory and conducting a fire risk assessment.



The risk assessment-based regime requires employers to take action to prevent fires and protect against death and injury of employees and relevant person(s), should a fire occur.

To support the Order, the Department of Communities and Local Government (DCLG) published a number of guidance documents, and the following are relevant to the University:

- Fire Safety Risk Assessment: Animal Premises and Stables
- Fire Safety Risk Assessment: Means of Escape for Disabled Persons
- Fire Safety Risk Assessment: Theatres, Cinemas and Similar Premises
- Fire Safety Risk Assessment: Educational Premises
- Fire Safety Risk Assessment: Sleeping Accommodation.

In addition, there are a significant number of British and European standards, covering a range of fire safety management devices and systems; including: fire doors; portable fire extinguishers; fire extinguishing installations and equipment; emergency lighting; fire detection and fire alarm systems; fire risk assessment; fire risk management systems; as well as the overall fire safety design, management and use of buildings.

#### 4.2. Emerging Legislation and Guidance

The Head of HSS, supported by the Senior Fire Safety Engineer, is responsible for alerting the University to emerging, or amended, health and safety legislation or guidance, directly linked to the requirements of the University's regulators.

#### 4.3. University Requirements

The University is committed to achieving legal compliance in all of its undertakings; this will be achieved and evidenced through the implementation of this Policy and the FRMS it describes.

### 5. Fire Safety Objectives

#### 5.1. University Fire Safety Objectives

This Policy describes the means by which the University will manage and report fire safety risks. In order to support the specification of the Policy, the following objectives have been developed and will be reviewed annually, to ensure they remain the most appropriate focus for fire safety activity.

The University is committed to:

- preventing the outbreak of fire at any University building
- ensuring all reasonable practicable steps have been taken, so no University member or interested party (including members of the public) suffer injury, as a consequence of fire in a University building
- ensuring fire damage to any University building, or its contents, is kept to an absolute minimum
- ensuring disruption to University operations, as a consequence of fire, is restricted to an absolute minimum
- optimising the response to alarms by minimising the exposure to false alarms, as well as ensuring occupiers are fully aware of evacuation procedures
- ensuring the needs of any building occupants, who require additional support to evacuate during an emergency, are appropriately considered and provided for

- ensuring all University buildings are managed to an appropriate level, as defined by this Policy and BS 9997
- ensuring compliance with all relevant fire safety legislation, as defined in Section 4 of this Policy
- achieving continuous iterative improvement in the management of fire safety
- minimising any negative impact on the environment from tackling fire.

## **6. Fire Risk Management Strategy**

### **6.1. Fire Risk Management Strategy**

To ensure these objectives are met, the University has outlined the following broad, strategic approach:

- The Health and Safety Consultative Committee (HSCC) will take a strategic overview of fire safety performance, and ensure all relevant competence requirements, as set out in this Policy, are established and met
- The Heads of Departments, Colleges and Services (DCS) will ensure there are, at all times, appropriate designees to fill all roles required by this Policy, such as fire wardens, health and safety coordinators, evacuation chair operatives, etc.
- The Heads of DCS will ensure that fire safety performance is considered and reported, during their local Health and Safety Committee meetings. In particular, DCS Health and Safety Committees will ensure:
  - there are suitable and sufficient fire risk assessments for all buildings under their control, reviewed to an appropriate cycle, in accordance with the requirements of this Policy
  - University members are trained for action in the event of a fire, with sufficient numbers of people trained in fire prevention, fire protection, evacuation procedures and the use of fire extinguishing equipment
  - hot work is effectively controlled by a monitored process of permits and associated Risk Assessments and Methods Statements (RAMS)
  - where modifications occur in a building that may affect fire safety, systems must be implemented and controlled to ensure fire safety is unaffected
  - arrangements are in place to provide maintenance and testing of fire safety systems, in accordance with the requirements of this Policy
  - housekeeping standards and behaviours, at all times, support fire prevention.

## **7. Leadership and Commitment**

### **7.1. University Council**

Council is the governing body of the University and its Trustee Board and has ultimate responsibility for all University affairs. Council is the University's legal authority and, as such, it is Council's responsibility to ensure that systems are in place for meeting the University's legal obligations, including those arising from all applicable fire safety law. Accordingly, for the purposes of the Regulatory Reform (Fire Safety) Order 2005, Council is deemed to be the Responsible Person, and is ultimately responsible for meeting the duties of the Responsible Person, as required by legislation.

## **8. Roles and Responsibilities**

### **8.1. Management and Support Structure**

Management, at all levels, in the University plays the primary role in ensuring fire safety is fully integrated into the core business of all operations. The management

cascade is supported by officers with designated responsibilities, standing committees and a variety of support services.

## 8.2. Management Cascade


Council has ultimate responsibility for ensuring compliance with all of the University's legal requirements and is supported to realise these responsibilities through a cascade of managerial accountabilities: University Executive Committee (UEC), DCS and Health and Safety Consultative Committee (HSCC). Audit and Risk Committee regularly receives assurance from senior management as to operational risks and compliance.



### 8.2.1. University Executive Committee

UEC's role is to manage the University's strategy and steer its business, which includes taking ownership and management responsibility for key risks, including fire safety risks. UEC demonstrates leadership and commitment to the University's FRMS, by:

- taking overall operational accountability and responsibility for ensuring systems are in place to prevent, or mitigate, injury and ill-health to all University members and visitors, and the provision of safe environments and activities
- ensuring the Policy and related fire safety objectives are established and compatible with the strategic direction of the University
- ensuring the requirements of the University's FRMS are integrated into all business processes
- ensuring the resources needed to establish, implement, maintain and continually improve the FRMS are available
- communicating the importance of effective fire safety management and conforming to the requirements of the FRMS
- ensuring the FRMS achieves its intended outcomes, in accordance with the fire safety objectives
- appointing, directing and supporting officers with designated responsibilities, to contribute to the effectiveness of the FRMS
- ensuring and promoting continual improvement
- developing, leading and promoting a University-wide culture, which supports the intended outcomes of the FRMS
- preventing reprisals against anyone who reports incidents, hazards, risks and opportunities

- 
- ensuring the University's employee consultation and participation processes perform their required functions
  - ensuring this Policy, and its associated arrangements, are reviewed and approved annually.

For every hazard listed on the University Risk Register, there is a UEC member, who also sits on HSCC, designated as hazard owner. The hazard owner for fire safety is the Director of Estates and Facilities, who has overall responsibility for the management of fire safety, and is responsible for the regular review of the sufficiency of the management of fire safety across the University. Fire safety is considered in terms of infrastructure, an area directly under the control of the Director of Estates and Facilities, and operational fire safety management, an area where day-to-day responsibility is shared across multiple interested parties as described in this Policy.

### 8.2.2. Health and Safety Consultative Committee

The HSCC forms the central mechanism for the University to meet its legal requirements and consult with members of staff and other interested parties, including students, on matters which are material to their health and safety. Beyond this basic legal requirement, the HSCC allows for full and effective involvement, creating a culture of inclusivity where relationships between the University and its members are based on collaboration, trust and joint problem solving.

One of the roles of the HSCC is to provide advice to UEC on policy, strategy and assurance, regarding the effective delivery of all aspects of University fire safety. This is achieved by:

- providing advice and guidance to Council on the design, implementation and operation of the University's FRMS
- reviewing the University's FRMS, to ensure its continuing stability, adequacy and effectiveness
- monitoring and measuring legal compliance and conformity with the University's FRMS
- raising awareness of fire safety and promoting a positive fire safety culture
- providing assurance and information to UEC, and Audit and Risk Committee.

The approved terms of reference of the HSCC provides more detail on the makeup of the Committee and the means by which its objectives are realised.

### 8.2.3. Departments, Colleges and Services

DCSs are the principal, functional units through which UEC ensures the achievement of the requirements of the FRMS and this Policy, by:

- setting DCS objectives aligned to the University's fire safety objectives
- establishing arrangements and responsibilities, at DCS level, including appropriate local management and consultative forums
- establishing suitable communication mechanisms, such that the controls specified in any local fire risk assessment are known to all people to whom they apply
- monitoring fire safety performance and providing any required performance reports, as requested, through the management cascade or the HSS.

#### 8.2.4. Audit and Risk Committee

It is the role of the Audit and Risk Committee to advise and assist Council (as governing body), in respect of the entire assurance and control environment of the institution, this includes the operation of an FRMS

The Audit and Risk Committee is able to request use of internal or external auditors, with an appropriate level of technical expertise, to test and provide this assurance. As such, the performance of the FRMS is periodically reviewed, under the direction of the Audit and Risk Committee, and outcomes are reported back through the senior management structure.

### 8.3. Officers with Designated Responsibilities

In order to support UEC fulfil its duties under the FRMS, a number of University officers are allocated specific sets of responsibilities, which underpin the effective fire safety performance of the University, as a whole. These include the Vice-Chancellor, Executive Deans (ED) and Pro-Vice-Chancellors (PVCs), all Heads of DCS, and all managers.

#### 8.3.1. Vice-Chancellor

The Vice-Chancellor is the Accountable Officer, who leads the University's senior management team, with responsibility to Council for the overall strategic direction and performance of the University.

#### 8.3.2. Director of Estates and Facilities

The Director of Estates and Facilities is the UEC lead with responsibility for fire safety and is responsible for: ensuring the FRMS is implemented and performing to its requirements, in all University activities; the effectiveness of the University's arrangements; and ensuring the provision of adequate resources to enable all person(s), with specific responsibilities, to perform their duties properly, by:


- keeping UEC informed of significant fire safety issues, which affect the University
- ensuring the University, as a whole, has access to appropriate sources of competent advice and sufficient resources available, to effectively provide for the safety of all University members and visitors
- sponsoring an annual review of fire safety performance
- agreeing the appointment of the Head of Health and Safety Service.

The Director has the senior-officer duty to control the fire safety risks in the sections of the University under their control. The Director holds accountable all those within their designated area who have been allocated specific responsibilities to manage fire safety.

#### 8.3.3. Executive Deans and Pro-Vice-Chancellors

The EDs and PVCs are the UEC-level senior officers with ownership and management responsibility for key risks, which include fire safety risks. They *collectively* demonstrate this through the actions allocated to UEC described in section 8.2.1.

In addition to these collective responsibilities, each has the senior-officer duty to control the fire safety risks in the section of the University under their control. The EDs



and PVCs hold accountable all those within their designated area, who have been allocated specific responsibilities to manage fire safety.

#### 8.3.4. Heads of Departments, Colleges and Services

In all cases, Heads of DCS take lead responsibility for ensuring required, local arrangements, for the day-to-day management of fire safety within their function, are allocated, documented, implemented, operational and effective.

Heads of DCS provide appropriate assurances to the Director of Estates and Facilities, who has overall responsibility for fire safety, and their relevant ED or PVC, by:

- ensuring robust systems are implemented, to effectively disseminate fire safety communications, to all of its members in a timely manner
- appointing person(s) to fire safety roles, and allowing the time and resource to complete the requirements of the role, to ensure completion of all operational fire safety matters, within their areas of responsibility
- considering if sufficient resilience is provided by those allocated roles
- ensuring suitable assurances are received that required tasks (operational and actions arising) are completed, where aspects of operational fire safety (day-to-day management) are completed by persons outside of their control.

Further guidance on operational fire safety is provided at Appendix 1, Section 1.

#### 8.3.5. All Colleagues and Students


Ultimately, all University members have responsibilities to ensure their own safety, and the safety of others around them, by:

- undertaking any fire safety tasks allocated to them in local arrangements
- cooperating with managers and supervisors, and carrying out any assigned tasks or duties in a safe manner, following any safety instructions they have been given
- taking reasonable care of their own fire safety and that of anyone who might be affected by things they do, or things they fail to do
- not intentionally or recklessly interfering with, or misusing, anything provided in the interests of fire safety
- reporting any incident through the University's IR1 reporting process
- reporting any near miss or fire safety observation through the University's Create Safety reporting system.

#### 8.3.6. Health and Safety Coordinators

All Heads of DCSs appoint a suitable member of staff to be Health and Safety Coordinator, who reports directly on health and safety matters (including fire safety matters) to the Head of DCS and is given authority to act on their behalf in fire safety-related matters. The appointee must have appropriate seniority to enable them to influence colleagues, at all levels, to promote good standards of fire safety. The name of the Health and Safety Coordinator must be notified to the HSS, on appointment.

The period for which an individual holds the post is subject to local discretion but is reviewed at least once every three years. The Health and Safety Coordinator is allowed reasonable time to perform the role proportionate to the risk profile of the DCS, and to attend meetings and training courses, as necessary. Local arrangements must specify the FTE time allocated to the Coordinator to complete their duties, again proportionate to the risk profile of the DCS.



It is within the remit of the Health and Safety Coordinator to disseminate fire safety communications, arising from the HSS, or elsewhere, within their area of responsibility.

#### 8.3.7. Senior Fire Safety Engineer

The Senior Fire Safety Engineer, a member of the Health and Safety Service, is responsible for much of the day-to-day operation of the FRMS, supported by the Assistant Fire Safety Managers, including:

- supporting Heads of DCSs, the Director of Estates and Facilities, and any other person with designated fire safety duties, to ensure that the requirements of the FRMS are understood and met
- providing fire wardens, evacuation chair operators and others with quality training to ensure that their roles are understood and met, when required
- ensuring fire risk assessments are carried out, in accordance with the requirements of this Policy, for all new premises as soon as is practicable
- ensuring all existing fire risk assessments are periodically reviewed, in accordance with the requirements of this Policy
- providing liaison and support on all matters relating to fire safety provision, within the Estates and Facilities function
- liaising with the Fire and Rescue Service on all statutory fire safety matters
- ensuring all fire safety incidents and calls to the Fire and Rescue Service are monitored and appropriately investigated.

#### 8.3.8. Fire Wardens

The fire warden should be the focal point for fire safety issues, locally, acting as the fire safety “eyes and ears” within the local area; however, the fire warden does not have an enforcing role.

The fire warden reports fire safety issues to the Assistant Fire Safety Manager, their line manager and Health and Safety Coordinators who in turn will report the issues to their management. They should:

- act as a focal point on fire safety issues for local staff
- organise and assist in the fire safety regime within local areas
- raise issues regarding local area fire safety with line management
- assist in the coordination of the response to an incident within the immediate vicinity
- be responsible for the roll-call, if applicable, during an incident;
- be trained to tackle fire with first aid fire-fighting apparatus, where appropriate
- support line managers/Health and Safety Coordinators on fire safety issues.

Competency requirements for the role are included at Appendix 1, Section 8

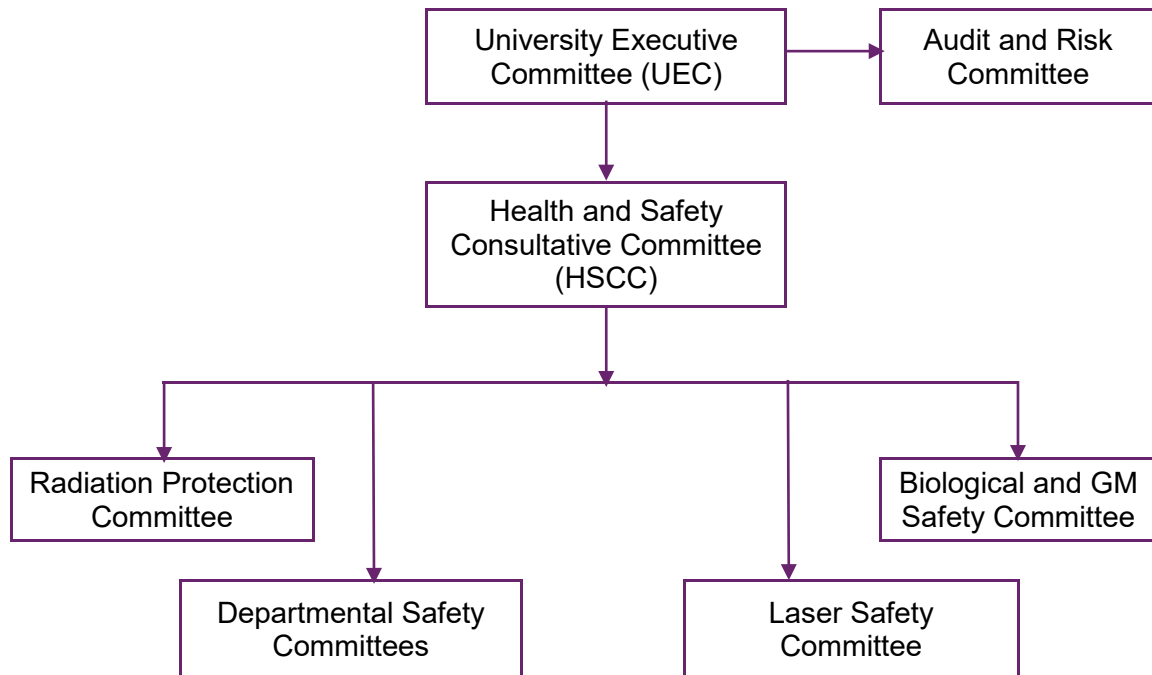
### 8.4. Support Committees

In addition to the HSCC described in Section 8.2.2, which has a key role in the governance and management cascade of the FRMS, the University also recognises a number of other committees and groups, each of which contribute a key function of the overall FRMS. The Audit and Risk Committee receives assurance, on behalf of Council, through the other committees indicated.

Although the various committees, as described in the diagram, form a single network of interlinked communication channels, their functions within the FRMS differ, and they



are described in the relevant section of this Policy according to their overall relationship to the FRMS.



#### 8.4.1. Department, College and Service Health and Safety Committees

Under the requirements of this Policy and the FRMS it describes, most DCSs are expected to form, and resource, their own Health and Safety Committee, exceptions to this are low-risk departments only, whose health and safety considerations form part of those of a larger grouping. The health and safety considerations, including fire safety, of these low-risk departments, form an agenda item of the wider-Health and Safety Committee, at least termly.

DCS Health and Safety Committees are chaired by a suitably senior member of staff, designated by the Head of DCS. The Head of DCS should attend a committee meeting at least annually. The Committee includes a membership which is appropriate to the risks the DCS is responsible for managing; example terms of reference are provided on the HSS's website under 'Toolkits', but, generally, these DCS Health and Safety Committees meet their objectives by:

- considering this Policy and the FRMS it describes, and applying its requirements at a local level
- considering any reports arising from inspections, audits or enforcement action relevant to the DCS's operations, and ensuring these are appropriately incorporated into the DCS's health and safety objectives and action plans
- considering any fire risk assessment reports, including significant findings, the means by which they are to be resolved and the timescales
- reviewing the DCS's performance against the fire safety objectives and action plans, and providing recommendations and actions, which will iteratively improve performance
- collating and communicating the needs and expectations of their members into the wider FRMS.

## 8.5. Support Services

To support the effective operation of FRMS, the University provides a number of support services for distinct elements of the FRMS, and include the HSS and the University Assurance Service (UAS).

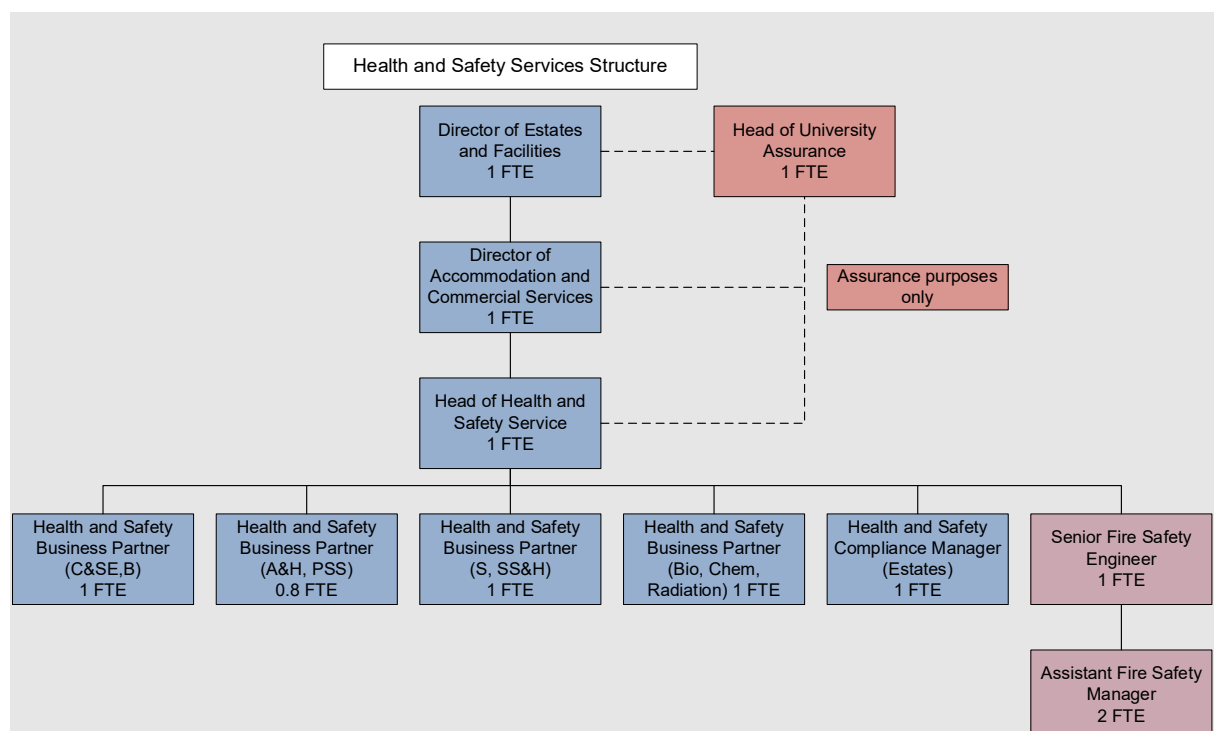
### 8.5.1. The Health and Safety Service

The Head of Health and Safety Service (HSS) is the University's competent person, as required by the Health and Safety at Work Regulations 1999, though these duties are exercised by the combined expertise of the HSS team, whose primary function is to support, and advise on, the implementation of the University-wide FRMS, as described in this Policy:

It is the HSS's function to work across all levels of the University, to ensure that the FRMS is understood and implemented, by:

- developing, reviewing and evaluating the FRMS, and advising on its implementation to ensure it is fit for purpose and promotes continuous improvement
- collating information on, and reporting, the performance of DCSs against the FRMS
- acting as the University's principal source of competent advice in matters of fire safety
- providing specialist audits and inspections to DCSs, to support the achievement of the requirements of the FRMS, as specified in this Policy
- delivering fire safety training across the University
- investigating all relevant, reportable, dangerous occurrences, as required under RIDDOR Regulations 2013, to ensure lessons are learnt and acted upon
- conducting trend analysis on all fire incidents reported to HSS, to inform interventions.

The HSS team structure is shown below, with the Fire Safety team highlighted in a different colour:





### 8.5.2. University Assurance Service (UAS)

The UAS is responsible for conducting an objective and independent appraisal of all University activities, including health and safety performance for which it may use outsourced specialists. It is responsible for evaluating and reporting to Audit and Risk Committee, Council and the Vice-Chancellor, and providing assurances on arrangements for risk management, control and governance.

### 8.5.3. Strategic Planning Office

The Strategic Planning Office (SPO) supports the University in developing, implementing, reviewing and, ultimately, achieving its strategy, working closely across the University to inform and strengthen strategic decision-making, and providing professional expertise in planning, policy analysis, business intelligence, risk and change management.

### 8.5.4. Estates and Facilities Directorate

The Estates and Facilities Directorate (EFD) provides a number of essential services to the University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the various buildings, including:

- maintaining and regularly reviewing a maintenance programme, which takes into account the short, medium and long-term needs of the estate
- implementing works identified, and funded, within the various maintenance programmes and operating a system for dealing with day-to-day requirements, including the continuing provision of an out-of-hours emergency service
- providing a professional, technical service to the University for the design, construction and procurement of new buildings and adaptation works to existing buildings.

These are achieved by allocating roles and responsibilities to staff within EFD, to ensure fire safety considerations throughout the life cycle of University buildings. Further details on the tasks completed by EFD and methods of working are provided at Appendix 2, Section 5.

## 9. Competence, Training and Awareness

### 9.1. Competence

The University ensures that all members are suitably competent to conduct the tasks expected of them in a safe and healthy manner. Fire safety competencies are reviewed, acquired and maintained throughout University members' time with the organisation. Responsibility for review of fire safety competencies follows the management cascade described in Section 8.2.

### 9.2. Training Needs Analysis

DCSs will ensure all roles are reviewed against the [fire safety training matrix](#), on the HSS website. This gives recommended levels of competency for staff in specific roles; advice and guidance can also be obtained from the HSS.

DCSs will be able to request additional training for staff from the Assistant Fire Safety Managers.



### 9.3. Local Induction

All DCSs will establish procedures to ensure all new members and interested parties are inducted, within the first days of their appointment, or arrival at the University. This will include, as a minimum, the Emergency Plan, covering the work location of the appointee, and local arrangements for emergency response and incident reporting. It must also include familiarisation with all available fire evacuation routes from their primary work or study location.

Although the University hosts staff and students from 150 nations worldwide, all learning experiences are given in English and all recipients are required to have proven competencies in the English language. Where this is not the case, e.g. courses delivered through the English Language Centre, induction information is provided in an agreed *lingua franca*.

### 9.4. HSS Induction and Compulsory Training

The University provides a proportionate induction programme for all new staff and students, including fire safety components. To support this, HSS also provides an online, general fire safety induction module, setting out the expectations of the University, with regard to fire safety management and the role all staff play.

This module, available through the University's online learning environment, is compulsory and must be completed within the first four weeks of appointment.

### 9.5. HSS Training Delivery

The HSS provides a fully structured programme of fire safety training throughout the academic year, including courses on the duties of fire wardens and use of evacuation chairs. The training programme is planned in advance, each academic year, and is published on the HSS's website.

### 9.6. Health and Safety Coordinators

Health and Safety Coordinators must attend specific training for the role, provided by HSS. They are also required to complete a formal, recognised health and safety qualification, sponsored by the University and undertaken as soon as possible after appointment as Health and Safety Coordinator, unless they already hold such a qualification.

For higher risk DCSs, specifically Computing and Information Services, Accommodation and Commercial Services, Geography, Archaeology, Anthropology, Chemistry, Physics, Biological Sciences, Earth Sciences, Engineering, Catering, Experience Durham, Colleges Office and Durham Students' Union, the accepted qualification is the NEBOSH General Certificate in Occupational Health and Safety, or in the case of the Estates and Facilities Department, the NEBOSH National Certificate in Construction; for all other DCS, the accepted qualification is IOSH Managing Safely.

### 9.7. Fire Wardens

The Assistant Fire Safety Managers provide training to Fire Wardens to ensure they have the required competence to complete their role, including:

- knowledge of the fire safety evacuation strategy and fire emergency plan for the premises

- awareness of human behaviour in fire-related situations
- how to encourage others to use the most appropriate escape routes
- how to search safely and how to recognise areas that are unsafe to enter
- special evacuation arrangements e.g. Personal Emergency Evacuation Plans (PEEPs)
- an understanding of other fire-related precautions such as fixed equipment
- how to report faults in the general fire precautions, incidents and near misses
- how to cooperate and communicate with other Fire Wardens and the University Fire Safety team.

Fire Wardens may complete other complementary training such as safe use of fire extinguishers and evacuations chairs.

Where required, due to the complexity of a building, size, activity etc., Senior Fire Wardens will be allocated. In addition to the above, a Senior Fire Warden will receive training and take responsibility for:

- assigning roles and responsibilities in the event of an emergency to other Fire Wardens
- considering and acting upon information provided by other Fire Wardens
- acting as the point of contact for the Fire and Rescue Service.

Heads of DCSs will be responsible for allocating specific tasks to Fire Wardens, such as completion of Fire Precautions Checklists (see Appendix 1, Section 2.3) and basic General or Personal Emergency Evacuation Plans (See section 15.3 and 15.4).

### 9.8. Fire Extinguisher Users

The Assistant Fire Safety Managers provide training on the safe use of fire extinguishers. This can be completed as a complementary training course for Fire Wardens or independently for those whose work activity may increase the potential requirement. A tri-annual refresher period is required.


### 9.9. Evacuation Chair Operatives

An Evacuation Chair is a specially designed folding chair that can be used to transport mobility impaired people down a building fire evacuation staircase. The Assistant Fire Safety Managers provide training to Evacuation Chair Operatives, or will organise training via other competent person(s) on how to safely use and inspect evacuation chairs. Training is refreshed on a tri-annual basis.

### 9.10. Fire Risk Assessors

All Fire Risk Assessors, whether internal or appointed as consultants, should be competent to carry out these duties. They need not possess any specific qualifications, but should:

- understand relevant fire safety legislation
- have a thorough knowledge and understanding of the Government guidance document, relevant to the premises being assessed
- have appropriate education, training, knowledge and experience in the principles of fire safety
- have an understanding of fire development and the behaviour of people in fire

- 
- understand fire hazards and risks, and relevant factors associated with occupants, especially at risk within premises of the type in question
  - understand the causes of fire and the means of prevention
  - understand the design principles of fire protection measures
  - have appropriate training and/or experience in carrying out fire risk assessments.

### 9.11. Registers and Refresher Training

Some fire safety training does not have an expiry schedule; however, most will require periodic refresher training. For internal training, the refresher date can be incorporated into the training booking system.

Training records are not maintained by HSS, it is the responsibility of the DCSs to maintain an up-to-date training register for their area, which lists, by name, each member who requires training (other than mandatory training for all), the training they require and the date of any refresher training; these should be available, on request, during HSS inspections and audits.

### 9.12. Training Evaluation

The University expects all health and safety training to be evaluated and summary reports collated by the trainer, to identify areas for improvement.

### 9.13. Awareness

A summary of this Policy is provided to all new University staff, as part of their induction pack. All contractors, working on University premises, are obliged to attend the University's health and safety induction, arranged by their University contact, which includes a summary of the requirements to manage hot works, and the hot works permitting process.

## 10. Appointment of Third Party Contractors

### 10.1. Relationships


In order to provide the full and diverse range of activity, which encompasses the experience of University life at Durham, the University engages with a wide variety of third party contractors. The University expects all third party contractors will have fire safety aspirations matching the University's own, and will work to high standards of care when working on University property.

### 10.2. Procurement

The University requires all contractor appointments to be made through the Procurement Service, who provides a comprehensive procurement advisory service covering all aspects of supply chain management to DCSs. The University uses a source-to-pay procurement system, through which suppliers tender to work with the University. Contractors may apply either for specific contracts or to be approved to quote under the University's Supplier Framework.

### 10.3. Safer Systems in Procurement

In all cases, contractors are required to either: confirm they are a participant member of a Safer Systems in Procurement (SSIP) Scheme; or complete the University's PAS 91-based pre-qualification health and safety questionnaire. SSIP is an umbrella



scheme, which seeks to streamline the health and safety tendering process between contractors and their clients. Essentially, if a contractor is a member of an SSIP participant health and safety accreditation scheme (for example the Construction Health and Safety Assessment Scheme, known as CHAS, or Constructionline), they are considered to have met the health and safety qualification requirements in order to tender for work.

The procurement system allows contractors to upload their SSIP certification for verification, which reduces the bureaucratic burden on contractors, particularly small or medium-sized enterprises, by removing the necessity to complete lengthy health and safety submissions with each tender for work. This approach is supported by the Health and Safety Executive (HSE).

#### 10.4. Contract

Once a contractor has been awarded work, a contract is issued by the University, following the standard New Engineering Contract (NEC); Joint Contracts Tribunal (JCT) contracts; or, in all other cases, the University's standard terms and conditions. JCT contracts are used to standardise expectations between providers and clients.

The health and safety clauses in the University's standard terms and conditions are agreed by HSS and reviewed at least annually, or as emerging legislation and guidance dictates.

Where a contractor is specifically appointed to carry out fire risk assessments, the requirement to complete these in accordance with the specification of PAS 79 will be contractually specified.

#### 10.5. Mobilisation

All third-party contractors, working on University property, must complete a Contractor Induction, arranged through their relevant University contact. Where a contractor's staff require information in a language other than English, the means of communicating the contractor induction information is agreed between the contractor and HSS.

#### 10.6. Inspection

The University retains the right to inspect any ongoing works on University premises provided by contractors. This will usually lie within the prerogative of the HSS or EFD.


#### 10.7. Review

The University requires the review of all approved contractors, on an annual basis, usually requiring the resubmission, by the contractor to the University Project Manager or lead client contact, of the SSIP registration (along with certification) or the University's PAS 91 supplier health and safety questionnaire.

### 11. Third-Party Building Providers

#### 11.1. Contractual Arrangements

Durham University will put in place clear, contractual arrangements for third-party organisations, before entering into any contract and there will be a requirement for fire safety to be maintained to the expected standards of the University.



Buildings must be considered fit-for-purpose and third-party providers will be asked for compliance information as part of the contractual review, including:

- Fire Strategy
- Management Processes
- Fire Risk Assessment

Where a third-party organisation cannot meet the assurances required by the University, a contract will not be entered into.

## 11.2. Fire Safety Compliance Checks

Third-party building providers will be expected to provide evidence of all maintenance and testing of essential safety systems, which support the fire safety of the building. A full list can be found in Appendix 2, Section 8.

Should any provider not be able to supply the information, support can be requested from HSS.

## 11.3. Contract Management

The contract management process will be managed by EFD, and delegated to Accommodation and Commercial Services. All information gathered will be held on file for a minimum of three years.

# 12. Communication

## 12.1. Internal Communication

Communications, originating from HSS, are proactively disseminated through the channels available in the management cascade, described in Section 8.2.

The University's commitment to visible fire safety practice means that all internal communication methods available may be used, at any given time, in particular, to communicate revised requirements and responsibilities for University members. Relevant communications are also proactively shared through monthly and special updates to Health and Safety Coordinators and, at-least termly updates, to fire wardens.

The HSS also operates a social network community of interest, which is accessible to all Health and Safety Coordinators and other interested parties, to promote communication and cooperation across the University.

In addition to these proactive processes of communication, new health and safety information is communicated through the HSS website. While some information is shared externally, the majority is only shared internally, reflecting its intended audience of University members.

Beyond these central means of communication, DCSs also establish their own mechanisms for ensuring fire safety information is appropriately cascaded to all members of the function, in a timely manner. It is the responsibility of the Head of DCSs to ensure these communication methods are robust and mandated, and it is usually within the remit of the Health and Safety Coordinator.

Specific fire safety communications relevant to this Policy include:



- a Fire Safety microsite, hosted under HSS's website, containing extensive guidance on a broad range of fire safety issues. The contents of HSS's website, including the Fire Safety microsite, are audited annually by a member of HSS to identify gaps in coverage and obsolescence
- significant findings identified in building fire risk assessments, which are shared with the Health and Safety Coordinator and, where relevant, the Building Manager for the premises under review
- fire safety information, included in College Handbooks and Tenancy Agreements, provided to all residents of sleeping accommodation.

## 12.2. External Communications

In general, all external communications are managed through the University's Marketing and Communication Team, in consultation with other interested parties, including HSS, where relevant.

## 12.3. Liaison with the Fire and Rescue Service

The University's fire safety regulators are County Durham and Darlington Fire and Rescue Authority, and Cleveland Fire Authority. All communications from any regulator, in whatever form, must be notified to HSS immediately, either directly by telephone during office hours, or through University Security outside office hours.

## 13. Documented Information

### 13.1. Information

The HSS maintains a website, which is available to all University members, hosting all approved guidance documents across the University's health and safety risk register. A limited set of information is available through HSS's publicly accessible website. The HSS also holds a library of industry guidance covering topics across the range of the University's risk portfolio.

### 13.2. Record Retention

The University maintains an up-to-date Record Retention Schedule, with a specific section (21), setting out the retention requirements for all health and safety-related documents, including training, risk assessments, health and safety inspections; incident reports and notifications to regulators; appointment of fire wardens; and inspections of fire-fighting systems and equipment.

The University does not hold a single record archive; documentation is held, retained and destroyed locally, both in physical and electronic copy, in accordance with the overall information governance structure. Locally retained physical records are stored in environments that protect them from loss, damage or deterioration.

## 14. Risk Assessment

### 14.1. Fire Risk Assessment

Fire Risk Assessment (FRA) is the core means of establishing how the infrastructure and operational fire safety measures interface and are facilitated by HSS, but require cooperation from building users and EFD. The Assistant Fire Safety Managers will ensure findings of FRAs are communicated to all interested parties and actions are allocated and completed by the relevant interested parties.

## 14.2. Principles

All FRAs carried out on behalf of the University, whether by the Assistant Fire Safety Managers or by a contracted provider of services, will be carried out in accordance with the principles set out in PAS 79 *Fire Risk Assessment: Guidance and a Recommended Methodology*. Where third-parties are appointed to carry out FRAs on behalf of the University, this requirement will be contractually specified.

Considering the nature of the University's property portfolio, of particular relevance in the guidance are the directions to be followed in circumstances where premises' design and fire precautions do not confirm to current standards. When carrying out a FRA of premises constructed before the introduction of current standards, the Fire Risk Assessor should have at least a basic understanding of the original standards applicable at the time of construction, if any. It should not be assumed that prescriptive application of current standards is necessary, but, where the original standard is considered to create significant risk, reasonably practicable measures should be recommended in the action plan.

## 14.3. Nine Steps to Fire Risk Assessment.

In accordance with the requirements of PAS 79, all FRAs should clearly document, in the FRA report, the following nine steps:

1. Obtain information on the premises, the processes carried out on the premises and the people present, or likely to be present, on the premises
2. Identify the fire hazards and means for their elimination and control
3. Assess the likelihood of fire, at least in subjective terms
4. Determine the fire protection measures currently in the premises
5. Obtain relevant information about fire safety management
6. Make an assessment of the likely consequences to people in the event of fire, at least in subjective terms
7. Make an assessment of the fire risk
8. Formulate and document an action plan, with recommended, prioritised actions
9. Define the date by which the fire risk assessment should be reviewed.


The FRA should be reviewed after a period of time defined in the FRA, at an earlier time if significant changes are made to the building/occupancy, or if there are other reasons to suspect the assessment is no longer valid.

As a general guide, the following review scheme is adopted:

| Risk Category | Building Type                                                                                                                                                                                | Review Frequency |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| A             | <ul style="list-style-type: none"><li>• All residential/sleeping accommodation</li><li>• Buildings with high volume usage</li><li>• Buildings with storage of dangerous substances</li></ul> | 2 years          |
| B             | <ul style="list-style-type: none"><li>• All other buildings not classed as Categories A or C</li></ul>                                                                                       | 3 years          |
| C             | <ul style="list-style-type: none"><li>• Premises for the storage of non-dangerous substances</li><li>• Unoccupied buildings</li><li>• Buildings with fewer than 5 employees</li></ul>        | 4 years          |

## 14.4. Process/Activity and Task Fire Risk Assessment

DCSs are responsible for ensuring systems are in place to ensure any processes, activities or tasks, liable to have an effect on the existing FRA, are suitably assessed.



This includes, but is not limited to: experiments or work with hazardous substances, which potentially present a risk of fire and/or explosion (a legal requirement under the Dangerous Substances and Explosive Atmospheres Regulations 2002); and events and/or activities that introduce large numbers of people into a space or potentially affect the control measures in place for fire safety such as escape routes. In the event any changes to process, activity or task are deemed to require an update or review of the existing FRA, this must be communicated to the Senior Fire Safety Engineer, at the first opportunity.

## 15. Emergency Planning

### 15.1. Fire incidents and fire alarm activations

All University buildings have means to alert building occupants of fire. Typically, this is a fire alarm system, incorporating automatic fire detection.

The principal mode of operation of the fire alarm system is by automatic detection of fires or suspected fires, but they may also be activated by break-glass call-points for any other situation in which it is necessary to evacuate a building. In these cases, the Fire Wardens manage the immediate evacuation of the building in exactly the same way. Following the event, all fire alarm activations, irrespective of cause or outcome, are notified to HSS and the Fire Safety team, who will carry out a review to ensure relevant lessons are learned and false alarms minimised.

If a fire is suspected, i.e. smoke/flames are observed, Security is immediately contacted on the emergency number **0191 334 3333 (internal extension: 43333)** who will call the Fire and Rescue Service.

### 15.2. Evacuation Plans


Evacuation plans are produced as part of the Fire Strategy document on all new buildings, or by local manager(s) with assistance from the Fire Safety team (or others). The University operates a system of simultaneous evacuation in all buildings, and evacuation plans reflect this. Evacuation plans must be reviewed if any changes, or temporary works, are liable to alter planned evacuation routes. The Fire Safety team must be consulted prior to adjusting any evacuation plans.

### 15.3. General Emergency Evacuation Plan (GEEP)

General Emergency Evacuation Plans (GEEP) should be completed by DCSs with assistance from the Fire Safety team to support the safe evacuation of University members, visitors and members of the public who utilise University premises. This is a strict requirement where mechanical means, such as lifts, are the primary means of access and egress for persons where stair access and egress is not viable. Often such GEEPs are linked to the use of measures such as evacuation chairs.

### 15.4. Personal Emergency Evacuation Plan (PEEP)

A Personal Emergency Evacuation Plan (PEEP) is produced for every staff member or student, who has notified their line manager/academic tutor that they have a disability, from short-term, e.g. a broken leg to a longer-term issue, which may impair their mobility to the extent they would need help to be available in case of a fire.



Heads of DCSs are responsible for ensuring there is a local system in place to create a PEEP, when a line manager is notified by a staff member or student that they have a disability.

The relevant people, usually the Fire Warden or Health and Safety Coordinator, along with a member of the Fire Safety team and staff member/student, will meet to devise a PEEP setting out their evacuation plan for the area under the control of each Head of DCS.

The PEEP is recorded on an approved form and copies kept by the staff member/student and also with the Operational FRA as part of the Emergency Plan.

## 15.5. Major Incidents

The University's Business Resilience team addresses issues of security, emergency response and business continuity, ensuring the University has the tools in place to respond to emergencies through an integrated emergency response plan framework (Major and Critical Incident Plans), including in-hours and out-of-hours emergency response arrangements for contacting HSS or EFD, where necessary.

Business Resilience also seeks to minimise the risk of disruptive events, and maintains the required plans, procedures and skills to respond to these, if necessary, by:

- developing strategies and policies in relation to all aspects of security and business resilience
- promoting business resilience and emergency preparedness across the University
- developing a strategic security provision
- delivering role briefing to key stakeholders and responders
- developing and delivering incident management training across DCSs
- working collaboratively with multi-agency partners.


## 16. Monitoring and Reporting

### 16.1. Responsibilities for Monitoring

Responsibilities for the dynamic monitoring of fire safety performance, on a day-to-day basis, follows the management cascade, described in Section 8.2, allowing poor performance to be considered and addressed, without the need for formal intervention to trigger action. Good quality monitoring not only identifies problems but helps understand the root causes, and changes needed to resolve them; and identifies, and enables the sharing of, good practice with wider-communities of interest.

### 16.2. Active and Reactive Monitoring

Active monitoring assesses the design, development, installation and operation of management arrangements, and tends to be preventative in nature, e.g. routine inspections of, and planned checks on, premises, plant and key pieces of equipment. The FRMS, as defined by this Policy, establishes the means by which active monitoring takes place across the University. The FRMS generates the Key Performance Indicators (KPIs) against which the performance of the FRMS is assessed, and these are reported, at least annually, through the Occupational Health and Safety Management Annual Report, submitted to UEC and Audit and Risk Committee.



Reactive investigation of fire safety incidents assesses evidence of poor fire safety practice but can also identify better practices that may be transferred to other parts of the University.

Performance monitoring will be most effective when it includes elements of active and reactive and the appropriate balance between the two will vary, by circumstance.

### 16.3. Planned Emergency Evacuations (Fire Drills)

One of the primary means of actively monitoring fire safety is planned emergency evacuations (fire drills), which are completed **termly**, as a minimum, and the findings recorded and reported to HSS, with opportunities for improvement acted upon. Fire drills should include testing of any GEEPs or PEEPs in place, to ensure, in the event of an emergency, systems, equipment and required persons function in a manner that ensures the safety of those involved.

### 16.4. Incident Management

The University has an established and understood incident reporting mechanism. The mandatory online training module informs staff that **all** incidents **must** be reported to HSS using the [IR1 incident reporting form](#), which can be found on HSS's website. HSS investigates all reportable, or potentially reportable, incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), in order to learn lessons, which may help prevent recurrence. These investigations follow an agreed process of root cause analysis, and outcomes are communicated through all relevant information channels.

Incidents which are reportable to the regulator, under RIDDOR, should only be reported by HSS, for the avoidance of doubt, DCSs **must not** independently submit RIDDOR reports to the HSE.

HSS provides summaries of incident reports and the outcome of their investigations to EDs and PVCs, via their Health and Safety Business Partner, at least termly.

### 16.5. Create Safety Reporting System


The University recognises that formal incident reporting systems are most readily used for events which have already resulted in injury or ill-health. In order to promote an inclusive and proactive culture of health and safety engagement with our communities of interest, the University also operates and promotes a Create Safety Reporting System.

Through the Create Safety system and hotline, all staff and students are encouraged to report any near misses or health and safety observations (as defined in Section 3.4).

HSS provides summaries of Create Safety reports and outcomes to EDs or PVCs, via their Health and Safety Business Partner, at least termly.

### 16.6. Annual Performance Reports

Each year, at the beginning of the new academic year, HSS produces the Occupational Health and Safety Management (OHSM) Annual Report, which is reviewed by the HSCC, prior to submission to UEC, and Audit and Risk Committee. This annual report discusses activity and performance under the OHSMS and FRMS,



for the preceding academic year and identifies key areas for improvement for the coming academic year. Areas for improvement are included into revised strategic fire safety objectives, as described in Section 5.

## **17. Audit**

### **17.1. External Audit**

At non-fixed intervals, the University appoints external auditors to review the fire safety performance of nominated parts of the University. The terms of reference of these audits are agreed during the tendering process and include, as a minimum, performance against BS 9997 Fire Risk Management Systems: Requirements with guidance for use. The audit outcomes are reported to relevant managers and safety representatives, and summarised and reported to UEC, with actions identified integrated into DCS action plans.

## **18. Management Review**

UEC reviews the operation of the FRMS at planned intervals, of not greater than every two years, in order to ensure its continuing suitability, adequacy and effectiveness. These reviews include consideration of:

- the status of actions from previous reviews
- changes in external or internal issues which are relevant to the FRMS, including changes to legal requirements
- the extent to which the Policy and strategic objectives have been met
- information on performance and trends
- adequacy of resources allocated to maintain the FRMS
- communications with interested parties and regulators
- opportunities for continuous iterative improvement.

Through the application of the Plan, Do, Check, Act cycle, made explicit in this Policy, and the FRMS it describes, the University expects to continually improve its fire safety performance.

## Appendix 1: Operational Fire Safety Measures

### 1. Operational Fire Safety Checks

Roles and responsibilities are allocated in all DCSs to ensure that operational fire safety checks described below are completed. To facilitate this, DCSs cooperate with other building occupants or users, to ensure that all operational fire safety checks are completed, recorded and actions arising are completed in the required timeframe.

DCS must ensure equipment is tested in accordance with the schedule below:

| System Type                                 | Test Period |
|---------------------------------------------|-------------|
| Automatic Fire Detection System Test (AFDS) | Weekly      |
| Refuge System                               | Weekly      |
| Deaf Alerter                                | Monthly     |
| Mechanical Lifts (Evacuation Lift)          | Weekly      |
| Electronic Door Releases                    | Weekly      |
| Emergency Lighting (Operation Test)         | Monthly     |

### 2. Monthly Emergency Lighting Checks

#### 2.1. Addressable systems (monthly and annually)

- Where automatic testing systems are used, the results of the short or the full duration tests shall be recorded.

#### 2.2. Monthly (manual)

Short duration tests shall be carried out as follows:

- Test key: a test key will be required, consisting of a small 'fish tailed' key to insert into the test facility, normally found adjacent to, or forming part of, the lighting circuit. Alternatively the local lighting circuit may be isolated, if safe and accessible to do so.
- Switch on, in emergency mode, each luminaire and internally, illuminated exit sign from its battery, by simulation of a failure of the supply to the normal lighting, for a period sufficient to ensure that each lamp is illuminated.

### 3. Fire Detection Systems

- Daily Checks: carry out daily checks of the main fire alarm system control panel(s), throughout the site, to ensure "system healthy" indicators are displayed. Report any faults or observations requiring attention using the agreed reporting procedure.
- Weekly Manual Call Point testing procedure: carry out weekly testing at approximately the same time every week. Check correct operation of sounders and location of activation is displayed on the control panel correctly. A different call point should be used each week, so that all call points are tested in rotation throughout the building. Log each weekly test in the log book and report any faults or observations requiring attention using the agreed reporting procedure.
- Cause and Effect: during any weekly alarm test, auxiliary systems should also be checked for operation, including, but not limited to:
  - refuge systems
  - evacuation lifts
  - ventilation systems
  - fire curtains

- electronic locks
- Taking off-line procedure, including confirmation of signal received at Alarm Receiving Centre (ARC): where the fire alarm system uses a method to communicate an activation to an offsite ARC, follow the site specific procedure to take offline before carrying out the weekly test. Once the weekly test is complete, follow the site specific procedure to confirm signals were received at the alarm receiving centre and put the system back online. Report any faults or observations requiring attention using the agreed reporting procedure.
- Informing Security, before and after testing: inform Security before and after every weekly test, as activations from sites will appear on the BMS system, located in the Security Lodge.
- Fault reporting procedure: record any faults or observations requiring attention in the log book and report to Estates Helpdesk, giving as much information as possible.

#### 4. Completion of Fire Safety Checklists (fire precautions)

- Daily/Weekly Checks: fire safety checklists are required across all occupied buildings within the University. Where there is a sleeping risk such as residential accommodation, daily checks are completed. The checks will look at:
  - condition of the escape route
  - working condition of fire doors that support the escape route
  - presence of firefighting equipment to support the escape route
  - condition of the AFDS in the escape route
  - in non-residential buildings, checks are completed once a week.
- Monthly Checks: to ensure the condition of the equipment used to preserve the escape route, including:
  - fire doors
  - emergency lighting
  - fire fighting equipment
  - escape route signage
  - PEEPs
  - storage of flammables

These checks will be applied to all used/occupied University buildings.

All checks should be recorded and reported to HSS, either by use of the online fire precautions form via Microsoft Teams or by completing the [fire precaution forms](#) available on the HSS website.

#### 5. List of Prohibited Articles (Fire Safety)

A small number of items are prohibited, by the University, because they present a high risk of fire, including, but not limited to: block adaptors; plug-in air fresheners; heaters with an open bar heating element, or any access to the heating elements; and naked flames, such as candles. Naked flames are acceptable in laboratories, some kitchens, some teaching spaces and where religious activities require their use; however, these uses must be covered by a risk assessment.

#### 6. Fire Extinguishers

Fire extinguishers are provided across the estate and training on their use is provided, by HSS, for Fire Wardens and those working in higher risk areas. Fire extinguishers are classified as first aid firefighting equipment and life safety and are positioned in areas where they could be needed in an emergency, as part of the risk assessment



process. Any use of a fire extinguisher must be reported to HSS and the Estates Helpdesk, to ensure that incidents are investigated and extinguishers are replenished, in a timely manner.

As part of the maintenance of extinguishers, staff will be appointed to check them on a weekly and monthly basis. The weekly check will ensure units have not been tampered with and are still in the correct place and monthly checks are for operation, including a check of pressure gauges on stored pressure extinguishers and horn operation for carbon dioxide units.

For clarity, extinguishers provided are as follows:


**Know your Fire Extinguisher**

| <i>Symbols found on fire extinguishers and what they mean</i> |                                                                                     |  |  |  |  |  |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                               |                                                                                     | WATER                                                                             | FOAM SPRAY                                                                        | ABC POWDER                                                                        | CARBON DIOXIDE                                                                     | WET CHEMICAL                                                                        |
| Wood, paper & textiles                                        |    | ✓                                                                                 | ✓                                                                                 | ✓                                                                                 | ✗                                                                                  | ✓                                                                                   |
| Flammable Liquids                                             |  | ✗                                                                                 | ✓                                                                                 | ✓                                                                                 | ✓                                                                                  | ✗                                                                                   |
| Flammable Gases                                               |  | ✗                                                                                 | ✗                                                                                 | ✓                                                                                 | ✗                                                                                  | ✗                                                                                   |
| Electrical Contact                                            |  | ✗                                                                                 | ✗                                                                                 | ✓                                                                                 | ✓                                                                                  | ✗                                                                                   |
| Cooking oils & fats                                           |  | ✗                                                                                 | ✗                                                                                 | ✗                                                                                 | ✗                                                                                  | ✓                                                                                   |

## 7. Fire Alarm Failure Contingency Procedure

In the event of a fire alarm/detection system failure, the University operates a contingency procedure described in HSS guidance FSG020. The originating DCS, who detects the failure, must report this immediately to EFD either via the Estates Helpdesk during normal working hours (09:00 to 17:00) or via Security out-of-hours.

Following receipt of the report, EFD representatives will endeavour to ensure the failure can be rectified, to maintain continued safe occupation of the affected building. During repairs, interim measures, such as deployment of temporary smoke detection systems (Fire Angels) and/or a Fire Watch may be deployed. Where interim measures cannot be established or where rectifying the failure is likely to take an extended period, the failure and potential loss of the building may require escalation to a Major Incident.



All fire alarm failures must be reported to the University's insurers, UMAL, using the UMAL "fire alarm system impairment form". This should be completed and submitted, by any nominated person, as soon as possible but can be submitted up to eight hours after the impairment is confirmed. UMAL will only respond to the impairment form if there are any issues with the form.

## **8. Fire Watch**

In the event of a failure of a fire alarm/detection system, a fire watch may be required, until the impairment of the fire alarm system has been repaired and is fully operational. The number of persons in the fire watch team will depend on the size of the DCS and the University requires that, in all fire watch situations, fire watch personnel are prepared, including:

- familiarity with the layout of the area they are checking
- knowledge of all exit routes and locations of extinguishers
- provision of suitable materials to facilitate fast evacuation in the event of fire, including: reliable communication devices such as a mobile phone, walkie-talkie or portable radio; a portable horn to help sound an initial alarm; flashlight; writing materials; all keys to their area; and a copy of their specific duties.

Fire watch rounds must be completed regularly, in accordance with the agreed plan, and a log of each round recorded, including: name of fire watch personnel; address of the facility; time the patrol began and was completed; and detail of any communication that occurred. Fire watch personnel should also wear a visible form of identification and should not perform any other tasks or duties, except those relating specifically to their area of the building.

## **9. Fire Warden Competency**

The role of Fire Warden will require the person selected, either voluntary or by job role, to complete the Fire Wardens' Course, including training in the use of fire extinguishers, provided by HSS.

Training must be refreshed every three years, to ensure wardens are aware of current legislation.



## Appendix 2: Infrastructure Fire Safety Measures

### 1. Royal Institute of British Architects (RIBA)

The EFD applies the Royal Institute of British Architects (RIBA) plan of work to project work. In brief, when applied to fire safety, this is as follows:

- **RIBA Stage 1: Preparation and Brief**
  - Provision of fire safety requirements to the design team, including consideration of emerging or revised legal or other requirements.
- **RIBA Stage 2: Concept Design**
  - Concept fire strategy report.
- **RIBA Stage 3: Development Design**
  - Scheme fire strategy report
  - Fire engineering analysis
  - Fire strategy plan
- **RIBA Stage 4: Technical Design**
  - Detailed fire strategy report
  - Operations and Maintenance (O&M) Manuals
- **RIBA Stage 5: Construction**
  - Construction site FRA (to be monitored and reviewed as the construction phase progresses)
  - As built fire strategy report
  - As built fire plans
- **RIBA Stage 6: Handover and Close Out (hand over and agreement of):**
  - Construction site FRA/strategy
  - As built fire strategy report
  - As built fire plans
  - Ensure all fire signage is in place and compliant to the prevailing legislation and guidance
- **RIBA Stage 7: In Use**
  - Post occupancy FRA
  - Fire log book
  - Inspection and maintenance of installed fire safety infrastructure
  - Fire policy, strategy and procedures

Those allocated responsibilities for projects will ensure suitable and sufficient consultation takes place with the Senior Fire Safety Engineer, or suitable deputy in their absence, agreed with the Head of HSS, throughout the RIBA plan of work.

### 2. Fire Strategy Report

Fire strategy reports are required for all new buildings or major refurbishments, as a legal requirement under the Building Regulations 2010. The University requires ascending, in terms of level of detail, fire strategy reports as the build work progresses. At the point of Building Regulation submission, where works are delivered by third-parties, a detailed fire strategy document, which includes the following, as a minimum, must be supplied to, and stored by, EFD:

- **A description of the building/premises:** number of floors/approximate area/type of occupancy
- **Details of the related fire legislation and guidance, which has been applied in the construction:** this should include, but not be limited to, the application of the Building Regulations, relevant British Standards, and government fire safety guidelines

- **Means of escape:** describing how the building will be safely evacuated, including the provision of fire detection, alarms arrangements, travel distances, protection of escape routes, capacity of escape routes, capacity of rooms and the building as a whole, and routes to a place of safety once through the final building exit
- **Internal fire spread:** details of restrictions on lining materials for walls and ceilings, the period of fire resistance, compartmentation and enclosure of risks, fire stopping for walls/floor penetrations
- **External fire spread:** limitations of the materials used for the external envelope of the building, the proportion of glazing (unprotected area) in the external walls in relation to the distance to the site boundaries
- **Fire fighting provisions:** access and facilities provided to assist the fire and rescue service in fighting fires, including access for vehicles, the provision of specialist equipment such as dry/wet risers, smoke venting arrangements, etc.
- **Fire protection measures:** water sprinkler or misting systems, alternative fixed extinguishers such as gases or foam, smoke ventilation and other active systems such as smoke or fire curtains
- **Fire engineering:** identification of non-compliant features and the fire engineering solutions, including the applicable calculations to demonstrate the engineered solutions sufficiency.

Fire strategies must be prepared by a suitably competent Fire Engineer.

### 3. Fire Strategy Plans

In addition to the Fire Strategy Report, the University requires the provision of Fire Strategy Plans (drawings), in a media that can be readily interrogated and adapted, as may be required over time, and include the following, as a minimum:

- escape routes and travel distances
- fire detection systems (detector heads, manual call points and fire alarm panels)
- exit signage
- evacuation and emergency lighting
- fire resistance for compartment doors, walls and floors
- locations of special fire safety items, such as fire/smoke curtains.

Following completion of any building or refurbishment work, the person allocated responsibility by the Director of Estates and Facilities will ensure the fire strategy plan reflects the as built drawing and fire strategy.

### 4. Certificates of Conformity and Commissioning

Following completion of any construction or refurbishment project, the person allocated responsibility by the Director of Estates and Facilities will ensure all relevant certificates of conformity and commissioning for fire safety measures are provided. Items where this is required must be established as part of the fire strategy and will include, but not be limited to:

- linings of walls and ceilings
- cables (low smoke and flame, dependant on location)
- wall and floor construction methods
- fire doors
- fire stopping products used to seal penetrations in compartment walls
- deployment of fire curtains
- activation of fire or smoke curtains

- activation and operation of fire detection systems.

Commissioning must consider the fire strategy holistically and not only test elements in isolation.

All new build construction projects will be designed and built to comply and conform, as far as is practicable, to the prevailing legislation and guidance, such as British Standards. Further information on design standards are held in the EFD Design Guide. All new residential buildings will have active fire-fighting or suppression measures installed, such as sprinklers or misting systems. In non-residential buildings, active fire-fighting or suppression measures will be considered at the design stage on a risk basis.

Refurbishment projects will seek to upgrade and improve fire safety infrastructure, to comply and conform to the prevailing legislation and guidance provided, as far as is reasonably practicable. As a minimum, refurbishment projects will ensure that core fire safety infrastructure is fit-for-purpose, including, but not limited to: fire doors; compartmentation; dampers fitted to duct work; and means of detection. Major refurbishment of residential buildings will consider the feasibility of installing active fire-fighting or suppression systems.

All planned, or intended, modifications to buildings liable to affect the fire safety infrastructure or strategy applied, including: escape routes; compartmentation; methods of detections etc., must be managed by EFD. Other DCSa are not permitted to conduct works that will have an impact on the fire safety infrastructure.

## 5. Inspection and Maintenance of Fire Safety Infrastructure

EFD is responsible for ensuring all measures employed, as part of the fire strategy for a building, are inspected and maintained to ensure they are fit-for-purpose and serve their primary role in life safety. The Director of Estates and Facilities allocates roles and responsibilities to ensure, as far as is reasonably practicable, this is achieved. EFD will maintain equipment on the frequency stated below:

| System Type                                            | Maintenance period +/- 1Month |
|--------------------------------------------------------|-------------------------------|
| Deaf Alerter System                                    | Six Monthly                   |
| AFDS                                                   | Annually                      |
| Emergency Lighting System                              | Annually                      |
| <b>Fire Doors</b>                                      |                               |
| Priority 1                                             | Monthly                       |
| Priority 2                                             | Six Monthly                   |
| Priority 3                                             | Annually                      |
| Wet/Dry Risers                                         | Annually                      |
| Mechanical Ventilation Systems and Protection Barriers | Six Monthly                   |
| Fire Dampers                                           | Annually                      |
| Fluid and Gas Suppression                              | Six Monthly                   |
| Hydrant Ring Main                                      | Annually                      |
| Hydrant Pit Inspection                                 | Monthly                       |
| Refuge Systems                                         | Annually                      |
| Evacuation Equipment (evac chairs)                     | Annually                      |
| Fire Fighting Equipment (extinguishers)                | Annually                      |
| Mechanical Lifts                                       | Annually                      |
| Disabled Access Equipment                              | Six Monthly                   |
| Fixed Wiring Tests                                     | Five Years                    |
| Lightning Conduction Systems                           | Annually                      |

## 6. Compartmentation

Fire compartmentation needs to be maintained; any planned work that creates a breach in a wall, ceiling or floor must be returned to its solid state by means of fire stopping, following any penetration of a fire line (red line).

All DCSs must report any work to EFD that may potentially breach a compartment line.

A permit to breach should be completed for all proposed work, which will breach a compartment wall. For advice and guidance on compartment lines, contact the Senior Fire Safety Engineer.

## 7. Building Acquisitions

All building acquisitions need to meet an established level of fire safety. To facilitate this, a history of the building should be gathered to provide the information stated below:

- fire strategy documents, including the design of the building and all systems, will include the AFDS
- the most recent FRA should be reviewed and assurances gathered that all outstanding actions have been completed
- any previous enforcement notices provided by the local fire enforcement agency.

A fire safety professional should attend to conduct a review of the buildings fire safety precautions and submit a report

The Senior Fire Safety Engineer, or a suitably qualified fire professional, should complete the inspection.

## 8. Third Party Buildings Information required.

All third party buildings should provide the following information to EFD before being accepted into the University.

| System evidence or document needed      | Minimum information required                                                                                                                                                                                                                                                 |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Risk Assessment (FRA)              | <ul style="list-style-type: none"><li>• Digital copy of FRA and supporting action plans, with outstanding action points highlighted</li></ul>                                                                                                                                |
| Fire Evacuations (minimum one per year) | <ul style="list-style-type: none"><li>• Reports of fire evacuation exercises for the previous three years</li></ul>                                                                                                                                                          |
| Automatic Fire Detection System         | <ul style="list-style-type: none"><li>• Certificate of Installation, including the L, P or M rating of the current system.</li><li>• Annual testing reports for three years</li><li>• Weekly alarm testing records for three years</li></ul>                                 |
| Fire Extinguisher Service History       | <ul style="list-style-type: none"><li>• Site specific plans of locations of all Fire Fighting Equipment (FFE)</li><li>• Five years of service history</li></ul>                                                                                                              |
| Fire Doors and Compartmentation         | <ul style="list-style-type: none"><li>• Site plans, including red line drawings, with a full inventory of the number and location of fire doors</li><li>• Supporting certification for individual fire doors</li><li>• Any building surveys in the last five years</li></ul> |



| System evidence or document needed                          | Minimum information required                                                                                                                                                                                                                                        |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency Lighting                                          | <ul style="list-style-type: none"><li>• Full installation plans and modification drawings of the system</li><li>• Annual service, 100% of system history for five years</li></ul>                                                                                   |
| Fire hydrants                                               | <ul style="list-style-type: none"><li>• Testing records of onsite testing for three years</li><li>• Site plans</li><li>• Annual service records for three years</li></ul>                                                                                           |
| Wet or Dry Risers                                           | <ul style="list-style-type: none"><li>• Monthly testing for twelve months</li><li>• Site plans</li><li>• Annual service records for three years</li></ul>                                                                                                           |
| Smoke ventilation and Damper systems                        | <ul style="list-style-type: none"><li>• Monthly testing for twelve months</li><li>• Site plans</li><li>• Annual service records for three years</li></ul>                                                                                                           |
| Fire Suppression Systems                                    | <ul style="list-style-type: none"><li>• Six-monthly testing for three years</li><li>• Site Plans</li><li>• Certificate of instillation</li><li>• Annual service record for five years, dependant on manufacturer's instructions (six-monthly or annually)</li></ul> |
| Refuge systems                                              | <ul style="list-style-type: none"><li>• Site Plans</li><li>• Annual service records for five years</li><li>• Weekly testing for twelve months</li></ul>                                                                                                             |
| Disabled support system (access and egress or deaf support) | <ul style="list-style-type: none"><li>• Site Plans</li><li>• Six-monthly service records for three years</li></ul>                                                                                                                                                  |
| Five-year fixed wire testing                                | <ul style="list-style-type: none"><li>• Certificate of commissioning</li><li>• Five-year fixed wire test report</li><li>• Records of completed work on C1, C2 and C3 faults.</li></ul>                                                                              |

Any building newer than three years shall submit all records since date of handover from constructor to current occupant.