Appendix 4.2

Teaching Intensive Research Informed

The University of Bolton
Fire Safety Policy ('Policy')

A) FIRE SAFETY POLICY STATEMENT

It is the policy of the University of Bolton to take all reasonable and practicable steps to safeguard the safety of all employees and students from fire while at work and to protect other persons from hazards to fire safety arising out of the University's activities. It is a legal requirement that the University should provide a safe working environment and ensure that all safe working practices are followed. Equally, everyone connected to the University has similar responsibilities.

The following principles are fundamental to the management of fire safety in the University:

1. The maintenance and continuing development of fire safety management systems are priorities for the University. Not only do we wish to reduce the risks of injuries and ill health but we also recognize that the effective management of fire safety can make a significant contribution to the performance of the University by helping minimize losses and liabilities.
2. Fire safety matters are line management responsibilities. Accordingly, individual members of the University staff are required to take responsibility for fire safety in all areas/activities under their control.
3. The requirements of fire safety legislation set the minimum standards of fire safety performance which the University requires.
4. The development throughout the University of a culture supportive of fire safety is essential for the achievement of adequate control over risks.
5. Individual Heads of School and Heads of Support Services are accountable for:
    i. the implementation of this policy in a manner which is proportionate to the size and structure of their School/Service and the nature of its activities to ensure the effective cascading of the fire safety measures incorporated herein; and
    ii. seeking appropriate advice and guidance from the University's Fire Safety Officer to assist them discharge their fire safety responsibilities.
6. The University Health & Safety Manager and the University Fire Safety Manager have delegated authority under this Policy to condemn and close any area and/or activity which is found to be non-complaint with this Policy and/or an immediate fire safety risk.

To ensure the Policy is kept up to date, it will be reviewed at least once every two years and more frequently if circumstances demand.

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B) ORGANISATION AND RESPONSIBILITIES FOR FIRE SAFETY

1) The Board of Governors

The Board of Governors has overall responsibility for setting and periodically reviewing the Policy and for ensuring its effective implementation.

2) The Vice Chancellor

The Vice Chancellor has overall responsibility for implementation of the Policy.

3) Executive Board & Senior Management of the University

The Executive Board has been delegated authority from the Board of Governors (via the Vice Chancellor) to set and periodically review the Policy and to take necessary steps to ensure its effective implementation.

(a) Each member of the Executive Board is accountable for implementation of the Policy in their areas of control and, in particular:

- for ensuring that individual Heads of Schools/Support Services under their line management take necessary action to satisfy the requirements of the Policy; and
- for ensuring that adequate resources are allocated to Heads of Schools/Support Services to enable them to meet their fire safety responsibilities.

(b) The Executive Director of Human Resources is accountable for the delivery of training, including Health & Safety training to University staff, as recommended by the University Health and Safety Manager and the University Fire Safety Officer. The Executive Director of Human Resources may choose to delegate the responsibility for the delivery of courses or packages as may be appropriate from time to time.

4) University Health and Safety Committee

The Registrar who convenes the University Health and Safety Committee in her capacity as Chair, is also the member of the Executive Board.

The remit of the University Health and Safety Committee is as stated in the University's Health & Safety Policy and includes fire safety.

All members of the University Health and Safety Committee may escalate at any time any health & safety and/or fire safety issue to the University Health & Safety Manager.

5) The University Health & Safety Manager:

The University Health & Safety Manager reports to the Registrar, provides expert Health and Safety advice and guidance to the Board of Governors, Vice Chancellor, Executive Board and the University Health and Safety Committee, and oversees (as appropriate) individual Schools/Support Services' development, implementation and maintenance of their own health & Safety

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arrangements.

The University Health and Safety Manager must seek assurance of individual school/department compliance, and escalate to the Vice Chancellor (or the Registrar in his absence) where any failure of compliance, poses a serious and imminent danger to persons or property.

The University Health and Safety Manager is responsible for:

- determining (in consultation with the University Fire Safety Officer) the level of training required in association with this Policy; and
- providing (in consultation with the University Fire Safety Officer) training to Fire Wardens.

6) **The University Fire Safety Officer**:

The University Fire Safety Officer reports to the Director of Facilities and works with the University Health & Safety Manager, Director of Strategic Property Projects and Deans/Heads of Schools/Services.

The University Fire Safety Officer's key duties are:

- Develop and update fire prevention strategies.
- Audit fire safety provisions in all University premises and those used by the University in conducting its business.
- Receive and investigate reports of fire incidents to determine their cause and make appropriate recommendations for improvements and preventative measures.
- Organize, prepare and deliver training courses in fire safety measures, to staff, students and contractors as appropriate.
- Organize and monitor fire drills and in conjunction with the University Health & Safety Manager.
- Deliver training programs in the training of Duty Managers, First Responders, Fire Marshals and Fire Wardens, so keeping them informed about changes in fire safety policies and procedures, and that all appropriate training records are kept up-to-date.
- Develop polices, emergency plans and procedures.
- Manage the staff online fire safety training including managing the completion reports for Faculties and Professional Services and reporting an overview of completions to the Health and Safety Committee.
- Liaise with contractors and undertake the routine inspection and testing of firefighting equipment, fire detection and warning alarm systems, fire warning signs, refuge points and notices and all means of escape in case of fire. (in accordance with prevailing British Standards or manufacturer's information).
- Monitoring and auditing of Fire Door effectiveness and condition or willingness to undertake training.

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- Monitoring and auditing of compartmentalization and fire stopping. Including ensuring suitable controls over contractors working in areas where remedial fire stopping work has already been completed.
- Keep all records of all fires, false alarms and bomb warnings.
- Oversee local testing of fire evacuations.
- Keep records of debriefing and lessons learnt from all fires, false alarms and bomb warnings.
- Respond promptly to any request for advice in the development of a Personal Emergency Evacuation Plans of any member of the University community.
- Attend and contribute to the University's Health & Safety Committee, including the submission of an annual fire safety report and periodic reports on incidents.
- Maintain liaison with the appropriate enforcement agencies particularly Greater Manchester Fire and Rescue Service, the Health and Safety Executive, Environment Agency, Local Authorities, on matters relating to fire safety, and/or insurance company loss assessors and other outside agencies as appropriate.

The Emergency Fire Action Plan will set out details of the procedures to be followed by staff in the event of a fire and by any other persons present. It will be specific to the premises and items included are:

- How people will be warned if there is a fire;
- What staff should do if they discover a fire;
- What staff should do in the event of a fire;
- The arrangements for calling the Fire and Rescue Services;
- The specific action to be taken by the person in charge (Fire Marshall until GMFR arrives) when the fire alarm activates or a fire is discovered;
- The procedure to be followed to evacuate the premises, considering any personal emergency egress plans;
- Where persons should assemble or be taken after they have left the premises and procedures for checking whether the premises have been evacuated;
- Arrangements for fighting fire by staff trained in the use of portable fire extinguishers. No one should use a Fire Extinguisher for any purpose other than to facilitate safe evacuation from a building; Any processes, machines or power supplies that need to be stopped or isolated if there is a fire; and
- Procedures for meeting the Fire and Rescue Service on its arrival and notifying it of the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers.

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7) **Heads of Schools/Support Services**

The key to effective fire safety management in the University is the management action taken by individual Schools and Support Services. Nearly all of the activities of the University which give rise to significant risk take place under the control of University Schools and Support Services.

Each Head of School/Support Service must liaise with the University Fire Safety Officer in order to ensure an effective fire safety management system, including records, which is appropriate for the School/Support Service under their remit is developed, implemented and maintained.

The Head of School/Support Service is responsible for:

- ensuring that staff within their remit complete the training provided by the University (from time to time) in association with this Policy; and
- ensuring the accuracy of fire risk assessments for all activities within their area of control; and
- maintaining and keeping associated records for fire safety matters relating to all specialist equipment / consumables, procured and installed by Schools/Support Services; and
- notifying the Fire Safety Officer of any contractors appointed by the School/Support Service so each contractor can be made aware of the fire emergency procedures i including the emergency evacuation arrangements determined from the completed fire risk assessment for the premises; and
- ensuring that any member of staff or student within their School / Service who indicate they require a Personal Emergency Evacuation Plan, have one which is agreed between the individual and their tutor/line manager.

All students should make their tutor aware of any impairment which may impede their ability to quickly and safely evacuate from any University of Bolton, Bolton campus building.

All staff should make their Line Manager (and HR) aware of any impairment which may impede their ability to quickly and safely evacuate from any University of Bolton, Bolton campus building. [1]

The fire safety arrangements applicable to a particular activity in the University will be driven by this Policy and, in particular, **Appendix 1**.

8) **The Executive Director of Facilities**

The Executive Director of Facilities is accountable through the University Fire Safety Officer for:

- ensuring that appropriate numbers of Fire Wardens, Fire Marshalls and First Responders are appointed in accordance with the guidance provided by the University Fire Safety Officer; and

[1] "[The employer] only has to make adjustments where [the employer] is aware—or should reasonably be aware—that a worker has a disability." Equality and Human Rights Commission (EHRC)

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- maintaining records for fire safety matters as regards the fabric, general fixtures and fittings of University buildings and installed fire safety equipment; and

- ensuring the routine testing and servicing and maintenance records of the fire safety installations and equipment and recording of same; and

- considering contingency plans for when systems relating to fire are out of order (for example, alarm panels, smoke detectors); and

- ensuring that all Estates' contractors are aware of the fire emergency procedures including the emergency evacuation arrangements determined from the completed fire risk assessment for the premises.

9) **Fire safety concerns**

It is expected that most fire safety related issues will be resolved by discussions within the School/Support Service concerned. An individual member of staff with a concern about a fire safety matter should discuss it initially with his/her line manager or with the local Safety Co-Ordinator/Adviser or the University Fire Safety Officer. If the matter is not resolved in this way, it should be brought to the prompt attention of the Head of School/Support Service.

If the matter remains unresolved, then the matter must be brought to the prompt attention of the University Health and Safety Manager or in their absence, the Registrar and/or Assistant Vice Chancellor (Resources).

10) **Fire Risk Assessments**

The purpose of assessments is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

(a) The carrying out of fire risk assessments is fundamental to the achievement of satisfactory standards of fire safety. Fire risk assessments will consider both the University's buildings (including fixtures and fittings) and the use to which those buildings are put by Schools/Support Services. A template Fire Risk Assessment can be found in **Appendix 3**.

(b) The University Fire Safety Officer will regularly carry out 'spot' assurance reviews of fire assessments arrangements within the University; the findings of which will be reported to the University Health & Safety Manager, the Health and Safety Committee and, if significant to the Executive Board.

(c) Fire risk assessments documents will be held by both the University Fire Safety Officer and occupiers of assessed buildings. Assessment documents have to be shown when requested to the relevant enforcing authority, which is the Greater Manchester Fire & Rescue service

(d) In respect of matters which come under their control, Heads of School/Support Service must:

- implement improvements identified in the assessment as under their

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control;

- agree with other Schools/Support Services in the same building and the University Fire Safety Officer, who will be responsible for supervising and implementing emergency evacuation arrangements, including the appointment of floor checkers where necessary, for the building and providing necessary information to the emergency services responding to an incident;
- Ensure that means of escape are kept in a condition such that they can be used safely at all times;
- Ensure the completion of fire safety training for their members of staff and students.
- Ensure staff within their remit make contractors and visitors aware of the fire safety arrangements and assembly points.

Relevant legislation (includes without limitation):

- The Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work 1999 (as amended)
- Health and Safety at Work Act 1974

Fire Safety Policy	
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Document History (e.g. rationale for and dates of previous amendments)	New document

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APPENDIX 1

FIRE SAFETY MANAGEMENT IN SCHOOLS/SUPPORT SERVICES

Each School/Support Service must manage fire safety in a way appropriate to;

- Its size and structure;
- The nature of its activities;
- The level of risk associated with those activities.

Whatever methods are adopted, the following core elements must be incorporated into each School/Support Service's health and safety management system.

a. Organization

i. Each Head of School/Support Service must work in consultation with the Fire Safety Officer to ensure that responsibilities for fire safety are devolved and cascaded through their operational area.

ii. The objective is to ensure that each activity involving significant risk is the clear responsibility of a member of the School/Support Service.

iii. Ensure that fire safety is on the agenda of School/Support Service local Health and Safety Committee.

b. Fire Safety Awareness and Competence

i. Each School/Support Service, in consultation with the University Fire Safety Office, must ensure that staff and students have an appropriate awareness of fire safety and of their own roles and responsibilities and also have the necessary competence to perform tasks which can impact on fire safety.

c. Fires and unwanted fire alarm signals

All fires and unwanted fire alarm signals should be reported by Security staff to Facilities and on to the University Fire Safety Officer who will investigate as appropriate and maintain a statistical record.

7. Sharing of facilities

A School/Support Service may carry out some of its activities jointly with other Schools/Support Service, organization's outside of the University. Some Schools/Support Services may share University facilities.

In such situations and in liaison with the University Fire Safety Officer:

i. The Schools/Support Services concerned must take steps to ensure cooperation on matters of fire safety with the other Schools/Support Services or organizations and

ii. The Schools/Support Services concerned must co-ordinate their fire safety arrangements to the extent necessary for the effective management of fire safety.

8. Staff and student involvement

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Every staff member and student are responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Whilst the management accepts main responsibility for the implementation of these arrangements, individuals are legally obliged to co-operate to ensure a working environment safe from the effects of fire.

Every staff member and student must:

- Ensure they are aware of the precautions to be taken to prevent the outbreak of fire; Participate in fire evacuation practices which the University organizes;
- Inform their line manager of anything relating to the premises which could represent a serious or immediate fire safety danger;
- Report any faults/improvements on the fire safety arrangements; and
- Co-operate with the University, so far as is necessary, to allow them to comply with the University's fire safety responsibilities.

9. Training and supervision of undergraduate and post-graduate students

Undergraduate Students

Initially undergraduate students should be assumed to be untrained in all matters of fire safety.

Each School should provide (in consultation with the University H&S Manager and University Fire Safety Officer) undergraduates with the training and supervision necessary to ensure their fire safety while working in University premises.

Postgraduate Students

Each School must provide (in consultation with the University H&S Manager and University Fire Safety Officer) postgraduate students with such supervision as is necessary to ensure their fire safety.

The duty to supervise postgraduate students is delegated by the University to the Head of School and thence to the member of staff directly responsible for the student.

New postgraduate students should be trained in School fire safety policies and procedures.

Supervisors must not discharge their duty to supervise by relying solely upon a postgraduate student's status or apparent competence. Supervisors must be able to demonstrate that they have exercised an active supervisory role.

Active supervision does not usually mean constant attendance. However, supervisors must ensure that;

1. Postgraduate projects are assessed for fire safety risks;
2. The necessary precautions are agreed with the student and, in all but the most elementary circumstances, are committed to writing;

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3. Regular checks are carried out to ensure that the student is working to the agreed procedures;

4. Postgraduate students understand that significant alterations in agreed procedures must not be introduced without the supervisor's knowledge.

5. Each School must make formal arrangements to cover for the temporary absence of a postgraduate student's normal supervisor.

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APPENDIX 2

Fire Wardens Responsibilities

What does a fire warden do?

The Regulatory Reform (Fire Safety) Order 2005 (FSO), in articles 13, 15 and 18, requires the responsible person to appoint one or more competent persons to assist them in undertaking preventative and protective measures. Fire wardens are competent persons who have been appointed to undertake these measures.

Duties of a fire warden

This will depend on the nature and size of the premises. However, the principal fire warden responsibilities are:

- making sure everyone one evacuates the building in a safe and timely manner
- making sure the area is visually searched to ensure no one is left inside

Additional responsibilities for fire wardens include:

- monitoring fire safety through frequent visual checks of fire escape routes, fire exit and final fire exit door sets for obstructions, defects, signage and operational conditions
- monitoring their areas, with frequent visual checks on fire equipment
- ensuring the people in their area can hear the fire alarms
- reporting faults and unsafe practices
- controlling the safe evacuation of their area
- supporting fire evacuation drills

How does a fire warden sweep a building?

Fire wardens sweep a building in the direction of travel of escape routes and final fire exits.

Wardens sweep their areas first and then visually sweep any adjacent rooms, cupboards, stores or toilets enroute to the direction of travel to escape routes and final fire exits.

How does a fire warden respond when they hear an alarm?

- advise people the alarm is to inform them there is a fire situation in the building, and that they need to evacuate the building
- implement the PEEPs, and ensure these acknowledge people in refuge points
- advise people not to delay their evacuation by finishing a task or collecting their belongings
- close windows, doors and cupboards
- make a visual sweep of the area for people and additional fire or smoke
- if they find people that do not want to evacuate the building, they must be polite and request these people leave; if they still remain at the location, the warden must leave the area, and when enroute to the fire assembly point advise the

person in charge (Fire Marshall until GMFR arrives) of the person(s) remaining inside and their location(s)
- if they discover a fire whilst sweeping the area, they must activate the nearest manual call point (even if there is an evacuation alarm going on), and if trained are able to tackle fires (see article 13 of the FSO)
- close doors as they leave the area and sweep adjoint rooms as they leave the building
- enroute to the assembly point, advise the person in charge (Fire Marshall until GMFR arrives) of the people in refuge points and whether the area is clear or not clear of people, fire and smoke
- go to the assembly point and ensure people stay in the location until further instructions are received

If your company requires you to complete a roll call, now is the time to complete it and then advise the person in charge (Fire Marshall until GMFR arrives) as to whether everyone is accounted for or missing.

Fire wardens

If fire wardens observe any of the following, then they should immediately report the issue to the facilities department:

- fire alarm cannot be heard in their area
- housekeeping in their area is unsatisfactory, and there is a build-up of combustible materials
- portable and fixed firefighting equipment is missing position or obstructed
- fire doors are wedged open and not working properly
- ensuring that the fire escape routes have no combustible or flammable materials stored in them, and flammable materials are not within three metres of the escape route
- fire signage is not visible or damaged

APPENDIX 3

FIRE RISK ASSESSMENT TEMPLATE

Building address and use	
FIRE RISK ASSESSMENT	
Name of employer	
Name of contact	
Job title of assessor	
Assessor's signature	
Date of assessment	

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STEP 1: identify hazards

Sources of ignition

Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard

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Fuel Sources		
Hazard	Steps taken to remove the hazard	Steps taken to reduce hazard

Action required?	Yes ❑ (record at step 4)	No action required ❑

STEP 2: identify people at risk

People at risk (including employees, visitors, contractors and neighbours)

People at risk	Why they are at risk	Measures in place to reduce/remove the risk

Action required?	Yes ❑ (record at step 4)	No action required ❑

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STEP 3: evaluate the risks of fire and assess existing fire safety measures

Evaluate the risks of fire

Accidental (eg smoking materials, candles or toasters)			
Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)

By act or omission (eg incorrectly maintained electrical equipment, waste being allowed to build up near a heat source)			
Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)

Deliberately (ie arson/wilful fire raising)			
Hazard	Severity of hazard (Slight, Moderate, High)	Risk of fire (Unlikely, Likely, Very likely)	Overall risk rating (High, Medium, Low)

Action required?	Yes ❑ (record at step 4)	No action required ❑

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Consider the effectiveness of existing fire precautions to manage identified hazards:
A – Provision and protection of escape routes
B – Emergency lighting (internal and external)
C – Emergency signage (eg running man signs, fire action notices)
D – Fire detection and warning system (eg smoke detectors)
E – Portable firefighting equipment

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F – Staff training and drills
Management policies (eg non-smoking policy, housekeeping policy, hot works policy, visitors' policy)
Evacuation plan (eg what duties staff have to perform to ensure all persons are evacuated, including any non-staff members such as customers and visitors)
Security measures to prevent arson and wilful fire raising
G – Provisions for disabled visitors and staff
H – Co-operation with neighbors
I – Fire brigade access

Action required?	Yes ❑ (record at step 4)	No action required ❑

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STEP 4: record significant findings, assess and plan

Significant finding	Priority Low, Medium or High*	Details of remedial action (if any)	Person responsible	Completion date and sign

Record overall assessment of risk (Low, Medium or High)

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Prepare your emergency plan			
Does your emergency plan identify:	Yes	No	N/A
The actions to take on discovering a fire?			
Who is responsible for calling the brigade?			
The actions to take upon hearing the alarm?			
Location of escape routes and any specific requirements for their use?			
Arrangements for fighting the fire?			
The location of the assembly point?			
Routines and responsibilities for turning off non-essential equipment?			
Routines and responsibilities for isolating gas and other fuel supplies?			
Arrangements for evacuation of people especially at risk such as young people, lone workers or those with disabilities?			
Who is responsible for checking the building is evacuated and detail relevant procedures including those for staff, visitors and members of the public?			
Who will greet the fire brigade when they arrive?			
Who will ensure the building is secure and that no one returns to the building until the all clear is given by the fire brigade?			
Who is responsible for conducting the roll call?			
If you have fire wardens, who are they and is their training up to date			

If the answer to any of the above is 'No', review your emergency plan	
Have you provided staff with copies of the emergency plan and given adequate training?	
Yes	(if 'No', detail actions taken to rectify)
No	

Where applicable have you liaised with neighbors and other occupants of the building on fire safety issues?	
Yes	(if 'No', detail actions taken to rectify)
No	

Are your fire action notices complete and prominently displayed and copies provided to all staff and visitors?	
Yes	(if 'No', detail actions taken to rectify)
No	

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STEP 5: periodic review

review date	
reviewed by	
reviewing person's job role	
reviewing person's signature	
reason for review	

Outcome of review