# Fire Safety Management Policy

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Nature of Revision</th>
<th>Prepared by</th>
<th>Approved by the University Health and Safety Committee</th>
</tr>
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<tbody>
<tr>
<td>New Policy</td>
<td>January 2014</td>
<td></td>
<td>Angela Park</td>
<td>June 2014</td>
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## Consultation With:

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Date</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Mark Maguire [competent person]</td>
<td>January 2014 V1</td>
<td>Add specific auditing of passive and active precautions. Add auditing of fire safety management. Remove general section to replace with specific suite of guidance notes.</td>
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<tr>
<td>Mark Maguire [competent person]</td>
<td>February 2014 Rev3</td>
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## Equality Impact Assessment Outcome

<table>
<thead>
<tr>
<th>Comment</th>
<th>Date</th>
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<td>No adverse impact.</td>
<td>May 2014</td>
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1. **STATEMENT OF INTENT**
Lancaster University recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its employees and anyone else potentially affected by its undertaking, against fire and dangerous substances which could give rise to fire and the effects of fire.

The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on “responsible persons”, to the extent that they have control over premises, to:

- Assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- Eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

This Fire Safety Management Policy applies to all premises [including temporary structures such as marquees and tents] and activities [including outdoor events] falling, to any extent, under the University’s control. The policy sets down the framework by which the University and all members of the campus community will be expected to meet their fire safety duties.

2. **RELEVANT LEGISLATION AND NATIONAL GUIDANCE**
Regulatory Reform Fire Safety Order 2005 [RRO]

Health and Safety at Work Act 1974

Management of health and safety at Work Regulations 1999
3. POLICY OBJECTIVES

The objectives of this policy are to ensure, so far as reasonably practicable, that:

3.1. Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and both corporate and individual compliance with relevant legislation

3.2. One or more competent persons is appointed to provide fire safety advice

3.3. Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures commensurate with the general principles of control or the principles of control (dangerous substances) described in the RRO are implemented to either eliminate risk or to reduce residual risk to a tolerable level

3.4. Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency

3.5. Any aspect of University premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair

3.6. All members of the campus community, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire

3.7. University buildings are designed in accordance with relevant standards

3.8. Employees are properly consulted about policy, procedures and arrangements for ensuring fire safety

3.9. Employees are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the University

3.10. The University co-operates and co-ordinates, as necessary, with any other responsible persons as defined by the RRO

3.11. The University will liaise with relevant statutory authorities as required by the RRO and any other relevant statutory provisions.

4. ROLES and RESPONSIBILITIES

4.1. VICE CHANCELLOR

4.1.1. Overall responsibility for the safety of persons at Lancaster University rests with the Vice Chancellor.
4.1.2. A Health & Safety committee exists to monitor the implementation of the arrangements made. The Vice Chancellor shall authorise this document and the arrangements made under it.

4.1.3. The Vice Chancellor shall satisfy the Lancaster University Council, that the document has been adequately implemented.

4.1.4. The Vice Chancellor is the “responsible person” identified within the Regulatory Reform Fire Safety Order 2005.

4.1.5. The Vice Chancellor must ensure that adequate resources are made available to enable the University to fulfil their duties under the RRO.

4.2. THE DIRECTOR OF FACILITIES

The Director of Facilities will be responsible for ensuring that:

4.2.1. A competent person carries out fire risk assessments of all University owned buildings (building fabric and structure and means of escape only) and that any significant findings of fire risk assessments are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the RRO.

4.2.2. All passive and active fire precautions in University buildings: premises features (e.g. structural components, fire doors, partitions etc.) and automatic fire detection and suppression systems are installed and maintained in a fit and efficient state, in efficient working order and in good repair by competent persons.

4.2.3. Records are kept to demonstrate compliance.

4.2.4. Arrangements are in place for auditing the passive and active fire precautions in University buildings as indicated in 4.2.2.

4.2.5. All new and refurbished areas are so designed and constructed to ensure compliance with this policy and the requirements of any relevant fire-safety legislation and that suitable arrangements are made for relevant personnel to receive a fire safety briefing and building familiarisation before occupation or re-occupation.

4.2.6. Effective Arrangements are in place to make sure that Contractors:

4.2.6.1. Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the RRO.

4.2.6.2. Co-operate with the University on all matters of fire safety.

4.2.6.3. Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the University’s emergency arrangements.

4.2.6.4. Obey all instructions relating to fire safety given by authorised members of the University.
4.2.7. **Effective Arrangements are in place to make sure that Tenants:**

4.2.7.1. Co-operate with the University to ensure that the University can meet all relevant statutory requirements.

4.2.7.2. Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO and share any relevant findings with the University.

4.2.7.3. Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the University’s emergency arrangements.

4.3. **HEADS OF DEPARTMENT/COLLEGE & RESIDENCE OFFICERS/FACILITIES COMMERCIAL SERVICES**

Heads of Department are responsible as Duty Holders for the safe management of fire risks in areas occupied by their department and anyone else who may be affected by departmental activities at risk of injury from fire.

The have a responsibility to ensure that:

4.3.1. All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (General and Dangerous Substances) defined in the RRO. [see Policy on Fire Risk Assessments Manual of Safety Section 29]

4.3.2. Periodic inspections are carried out to monitor fire safety management arrangements in and around these activities, processes and space over which they have control.

4.3.3. All staff falling under their control receive training and instruction in fire safety matters where it is commensurate with their activities.

4.3.4. All staff, students, and visitors falling under their control comply with the requirements of the fire safety policy and receive appropriate information, instruction and training to enable them to do this.

4.3.5. Suitable emergency evacuation arrangements are made for all relevant persons working, studying in or visiting their department who have restricted mobility, sensory disabilities or who are temporarily incapacitated.

4.3.6. Where departments share a building or working space there must be joint co-operation of all parties to ensure fire safety arrangements are in place, understood and followed by all.

4.3.7. Suitable persons are identified and appointed to undertake all necessary fire arrangements and procedures
4.4. HEALTH AND SAFETY OFFICE
The Health and Safety Office will ensure that:

4.4.1. It liaises with the Fire Service with regards to audits of the premises under the control of the University.
4.4.2. The fire safety management policy and statutory requirements are monitored and reviewed and an annual report on fire safety performance submitted to the University’s Health and Safety Committee and University Council.
4.4.3. Appropriate guidance and standards are developed to enable the requirements of this policy to be implemented.
4.4.4. Appropriate fire safety information, instruction and training is made available to all members of the campus community as required.
4.4.5. Periodic audits of fire safety management are carried out across the University.

4.5. STAFF AND STUDENTS
Fire safety is everyone’s responsibility:

4.5.1. Staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice and additional guidance associated with or arising out of this policy.
4.5.2. Staff must also report any observed shortcomings in fire precautions to their local management.
4.5.3. Students and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice and additional guidance associated with or arising out of this policy.