Fire Safety Policy – Version 5

Key Requirements:

- Every member of staff has a responsibility to ensure the safety of themselves and others who may be affected by their actions.

- Project Managers must ensure that any new buildings or alterations to existing buildings are completed in line with the most recent fire safety legislation and the existing fire safety management arrangements required by the college.

- The Health and Safety Officer (Compliance) will ensure a schedule is created and executed to ensure that fire alarm testing and fire drills are carried out.

- Heads of Department and Professional Services Director’s must ensure there are sufficient Fire Marshals within their areas of responsibility to enable safe evacuation in the event of a fire.

- The Health and Safety Officer (Fire) will complete a Personal Emergency Evacuation Plan (PEEP) for each student who requires assistance.

- Line Managers are responsible for informing the Health and Safety Officer (Fire) if they have a member of staff who may require assistance to evacuate in the event of a fire.

- Line Managers must ensure that the induction carried out for new staff includes the information they require to quickly and safely evacuate the building in the event of a fire.

- Staff, students, contractors, visitors and members of the public must not smoke or use vaping or e-cigarettes within the designated no smoking areas.
Fire Safety

This document will cover the general fire precautions and fire safety duties required to protect the college, employees of the college, anyone who may be lawfully on college premises, and anyone in the vicinity of college premises who may be at risk in the event of a fire.

Roles and Responsibilities

Within various pieces of legislation and guidance, there are several defined roles for those people responsible or deemed competent.

1. The Principal is the Responsible Person as defined by the Regulatory Reform Fire Safety Order.

2. The Director of Estates has been delegated responsibility for the management of fire safety infrastructure in the college.

   This will include appointing competent people and contractors to inspect, maintain, repair, and complete maintenance on fire safety infrastructure.

3. The Health and Safety Officer (Fire) is the appointed competent person who will provide fire safety advice, as defined in the Regulatory Reform Fire Safety Order.

   They will provide advice and support on:
   - Instructions for staff for all disciplines in relation to fire safety.
   - Undertaking the writing of fire safety polices and procedural/guidance documents.
   - Providing fire safety information for present and newly occupied buildings.
   - Familiarising Fire Marshals on the instructions for evacuation of new buildings.
   - Arrangements for disabled people.
   - Fire strategies for new buildings and refurbishments.
   - Strategies for the safe evacuation of students and staff who are unable to self-evacuate.

   Working with the Health and Safety Officer (Compliance) they will monitor fire safety compliance for all facilities owned or leased by the college.

4. The Health and Safety Officer (Fire) will identify any internal or external fire safety alerts and ensure they are communicated to students and staff.

   How this information will be provided will be dependent on the audience, urgency, and complexity of the message. The content of the messaging should be discussed with Internal Communications.

5. Within halls of residences, the Head of Residences is responsible for ensuring appropriate fire safety management.

   They will be required to liaise closely with Estates to ensure that areas outside of their responsibility are considered.
6. All Managers with general responsibilities for health and safety also have responsibility for fire safety within their defined areas.

This includes Heads of School, Heads of Professional Services, Heads of Department, and Health and Safety Coordinators. If in any doubt, they should contact the Health and Safety Officer (Fire) for advice and guidance.

7. Lecturers and those delivering training are responsible for the initial evacuation of those attending their sessions.

This includes assisting those who require assistance with evacuating safely, or immediately informing Security or the Fire and Rescue Service if they are unable to do so.

8. Every member of staff has a responsibility to ensure the safety of themselves and others who may be affected by their actions.

This includes:

- Observing fire safety arrangements,
- Not obstructing fire escape routes or fire exit doors,
- Not wedging open fire doors, and
- Not tampering with or defacing fire safety equipment.

9. Every member of staff is required to report fire safety concerns or missing and damaged fire safety equipment.

10. Line Managers are responsible for informing the Health and Safety Officer (Fire) if they have a member of staff who may require assistance evacuating in the event of a fire.

This is so that a PEEP can be created for each person.

11. Students have a responsibility to familiarise themselves with the fire evacuation procedures for the areas in which they study, attend lectures, or are in residence.

This could include a missing or damaged fire extinguishers or an alarm that is difficult to hear. This should be reported to the Estates Department help-desk on the first instance.

An online training video is available to remind students of basic fire safety principles and evacuation advice.

12. Students and staff are responsible for understanding and adhering to any fire safety rules or procedures in college-owned or -managed buildings or areas.

This includes halls of residences, where students have a range of responsibilities. Failure to comply with these rules may result in misconduct procedures. In the case of fire safety violations in halls of residences, serious or persistent violations may result in the student being asked to vacate their room.
13. The Director of Health and Safety must ensure there is a process for providing the Principal with assurance of the level of fire safety compliance.

The Fire Safety Working Group is the main forum for discussing and managing fire safety.

14. The Health and Safety Officer (Fire) will ensure that a management plan for combating arson is part of the overall strategy for dealing with fire safety issues.

Arson is the malicious setting of fire. Many fires attended by the Surrey Fire Brigade are recorded as having been started deliberately. Arson is preventable, if not in its entirety, then to a degree that will minimise its effects. Prior attention to the threat from arsonists will limit their ability to injure, kill, disrupt, or close services.

Where the prevention of arson is detailed as a significant finding on the Fire Risk Assessment (FRA), it must be actioned through local management practices or additional fire separation, and security should be considered.

Arson is also considered in the FRA and, where actions are stipulated in the significant findings, should be addressed.

The following topics should be considered:

- Security arrangements – for students, visitors, and members of the public,
- Fire containment and extinguishers,
- External lighting,
- Good housekeeping, including removal of combustible waste from refuse points,
- Avoidance of combustible material build-up next to buildings,
- On-site 24 hr. security presence, and
- Liaison with The Metropolitan Police in relation to specific risks.

The Fire Safety Officer, along with Security, will provide extra advice and mitigation where buildings have been designated a special risk.

**Fire Risk Assessment**

15. Fire Risk Assessments (FRA) will be carried out by the Health and Safety Officer (Fire).

Where the college uses leased property or leases its property to others, it should be agreed who will be responsible for the FRA.

16. Maintenance Services will manage any remedial actions required, based on priorities provided by the Health and Safety Officer (Fire).

The Health and Safety Officer (Fire) will select a risk rating based on the probability of a fire occurring and the severity of the outcome. The risk ratings below should be used.
<table>
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<th>Risk Rating 1</th>
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<td>Ongoing, credible, risk to life safety.</td>
<td>Potential for a credible risk to life safety.</td>
<td>Unlikely to cause a risk to life safety. Primarily an issue of property protection.</td>
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<td>Urgent action required.</td>
<td>Action required, but significant investment may be required.</td>
<td>Action required, but at lower priority.</td>
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<td>Immediate fix or additional control measures required.</td>
<td>To be resolved or work initiated within 3–6 months.</td>
<td>To be resolved or work planned within 12 months.</td>
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The Head of Maintenance Services may discuss large-scale works with the Health and Safety Office to determine and agree appropriate time scales.

17. FRAs will be reviewed based on the risk of fire for that building, and the timescale will be reflected in the FRA.

This could include:

- Yearly for all halls of residence, licensed premises, catering facilities, workshops, and places where dangerous substances are used or present,
- Three-yearly for offices and teaching spaces,
- Five-yearly for unoccupied buildings, such as stores for non-flammable items,
- Following any significant refurbishment, redevelopment, or change of use,
- When premises are reoccupied or after initial occupancy has taken place to determine life risk to those occupants,
- Where new buildings are occupied by RHUL staff, and
- After works affecting means of escape.

All issues identified in FRAs should have an action plan with clear identifiable and achievable timelines for action. These should be agreed with the relevant departments.

18. The Head of Maintenance Services is responsible for the repair of existing fire safety infrastructure, where deviations are identified in the FRA.

19. The Head of Residences is responsible for the management of FRA actions arising in halls of residences.

20. Any training requirements identified, requiring the development of training programs, are the responsibility of the Director of Health and Safety.

21. Where poor safety practices are identified by the Health and Safety Officer (Fire), these will be discussed with the relevant manager.

If necessary, the Director of Health and Safety will escalate issues with the relevant managers.
The Director of Health and Safety and Director of Estates are responsible for ensuring there is a Fire Safety Strategy for all college buildings.

The Fire Safety Strategy document will outline the:

- Description and use of building,
- Profile of building occupants,
- Maximum room capacities,
- Exit and stair capacities,
- Travel distance calculations,
- Compartmentalisation lines,
- Details of automatic fire systems within the building,
- Actions of lifts and gas isolation in the event of a fire alarm,
- Cause and effect of fire detection and alarm systems,
- Details of fixed and portable firefighting equipment,
- Any fixed smoke extraction units,
- Details of any other fire safety measures,
- Arrangements for evacuating persons from the building in the event of a fire, including persons with disabilities,
- Arrangements for liaising with the Surrey Fire and Rescue Service in relation to incidents, and
- Details of any special risks, such as sleeping risks, bars etc.

The Director of Estates, supported by the Health and Safety Officer (Fire), will be responsible for ensuring that the Fire Safety Strategy is maintained and updated as appropriate.

The Fire Safety Strategy should be referred to by relevant parties when:

- Considering alterations to the building fabric, such as compartmentalisation.
- Any works potentially compromising means of escape.
- Increasing numbers of occupants for the building.
- Wholly or partly changing the use of a building.

New Buildings, Alterations, and Changes of Use

23. Project Managers must ensure that any new buildings or alterations to existing buildings are completed in line with the most recent fire safety legislation and the existing fire safety management arrangements required by the college.

24. Where a project manager is not appointed, the Director of Estates must ensure that there is a competent individual to manage and supervise the works in line with the requirements of this Policy.

When alterations are being planned, the supervisor, with assistance from the Health and Safety Officer (Fire), should consult the current FRA and Fire Safety Strategy document for that building.
and any linked or neighbouring buildings to ensure that the proposed works do not compromise fire safety arrangements.

When new buildings or alterations are being planned, the supervisor should give adequate consideration to the arrangements for alerting hearing- and sight-impaired persons to fire alarm activation and evacuating persons with disabilities from the building. If in doubt, advice should be sought from the Health and Safety Officer (Fire).

25. The Project Manager will ensure that a fire safety manual for a building is handed over to the Director of Estates on completion of the project.

The Health and Safety Officer (Fire) can provide advice on the content of the manual as required.

26. The Director of Estates is responsible for ensuring that a building's FRA and Fire Safety Strategy is consulted when planning departmental moves and/or changes of use.

The Health and Safety Officer (Fire) can provide advice to ensure that any planned changes do not affect the fire safety of the building or any nearby buildings.

27. The Project Manager will ensure that any third-party contractors are competent in fire safety to the degree required for the work they will be completing.

All contract staff will be briefed by the RHUL Project Supervisor on the fire evacuation procedures for a building, unless it is a long-term building site, in which case the area will be classed as a separate building. All contract managers should ensure the Fire Evacuation Plan is understood and practiced. The Estates Department maintains the right to audit such arrangements to confirm understanding and compliance.

28. Project managers must give contractors adequate information on the building requirements and the college’s expectations with regard to fire safety.

29. Project managers must ensure that any work completed is inspected to ensure it meets the college’s fire safety requirements.

Contractors will be expected to make good after any alterations that affect fire safety infrastructure, in particular any work that affects compartmentalisation. The Health and Safety Officer (Fire) can assist in identifying the requirements and the expected remediation.

Fire Safety Infrastructure

30. All walls, floors, and ceilings to compartments must be sealed to form protection against the spread of fire and smoke. Where there are penetrations between compartments, these must be sealed or correctly fire-stopped.

Examples of penetrations include: running IT cabling, fire alarm cabling, or other piping. After the work is completed, sealing should be carried out by a competent person, such as a third-party accredited contractor, as recommended under BS 9999 and approved Document B.
| 31. | Project managers are responsible for ensuring that the integrity of the compartmentalisation is not compromised and that any plans are updated to reflect any changes. |
| 32. | Fire doors must be marked appropriately and must provide protection against smoke and flame penetration for the designated duration. |
| 33. | Where fitted, Maglocks on fire escape routes must release the door in the event of the fire alarm sounding. These will be checked by the Compliance Monitors during fire alarm tests. |
| 34. | Adequate signage must be provided to identify alternative escape routes. |

- Signage should be of the same design on all means of escape and meet the requirements of BS 5499. In licenced premises, such as theatres, escape signage should have maintained escape lighting to BS 5266 standard. |
| 35. | The Head of Maintenance Services is responsible for ensuring that the maintenance and inspection of the fire detection and alarm systems occurs within the required timescales and that third-party contactors update the fire safety log book. |

These include:

- Fire alarm and detection,
- Emergency lighting,
- Dry risers,
- Sprinkler systems,
- Fixed suppression systems,
- Smoke vents,
- Very Early Smoke Detection Alarm (VESDA),
- Fire doors and associated hardware,
- Lightning protection,
- And any other fire safety equipment.

Records should be easily accessible and available for inspection, as required by the Health and Safety Officer (Fire), another member of the Health and Safety Team, Surrey Fire and Rescue Service, or any other regulator or auditor with a reasonable reason to access them. |
| 36. | The Head of Maintenance Services must ensure that fixed electrical installations are tested to an approved schedule, in line with current guidance. |

In general, fixed electrical installations should be tested every five years. Residual Current Devices (RCDs) should be maintained and serviced at a capacity of 20% per year, with an overall service period of five Years. Residual-current circuit breakers with overcurrent (RCBOs) should be maintained and serviced at a capacity of 20% per year, with an overall service period of five Years.
All installations should conform to the requirements of the latest edition of the Institution of Electrical Engineers' Regulations for Electrical Installations, and work should be carried out in accordance with the Electricity at Work Regulations.

37. The Head of Maintenance must arrange for Portable Appliance Testing (PAT) to be carried out in campus buildings, including halls of residence.

38. Where fire doors are required to be held open, this must only occur using approved electromagnetic holders linked to the fire alarm. The Head of Maintenance and work supervisors must ensure that, if such systems are installed, they comply with the relevant guidance.

Any other system used to hold open a fire door, such as wedges, will be removed by the Compliance Monitors and others if and when they are seen.

Door Guards – devices attached to doors that release the door when they sense a fire alarm – may be permitted, if approved by the Health and Safety Officer (Fire). In general, these will only be considered as a short-term fix before a hard-wired electromagnetic system can be installed. The department in control of the building will need to specify who will complete the required checks on such a system.

Fire safety in the halls of residence will comply with the requirements of the Universities UK/Guild HE Code of Practice for the Management of Student Housing.

**Management of Fire Safety**

39. All staff are responsible for ensuring that means of escape are kept clear of obstructions and flammable material.

40. All staff are responsible for ensuring that no ignition sources, including power units, are placed in a means of escape.

Both of these requirements apply to protected escape routes. Any required deviation from this must be captured in the FRA.

41. Any liquid or solid chemical classed under classification, labelling, and packaging (CLP) criteria as flammable or oxidising must be stored in a COSHH locker, with the quantities not exceeding the design maximum.

Those responsible for the use, storage, or purchasing of such chemicals are responsible for ensuring that this requirement is met.

42. Any gaseous chemical classed under CLP criteria as flammable or oxidising must be stored outside in a gas cage, when not in use.

HSG 51 provides more information and guidance on the requirements for COSHH lockers, and HSG 71 provides more information on the storage of flammable gases.
43. Hot Works will only be completed under a Permit to Work System, authorised by the Head of Maintenance.

The process should be audited by the Health and Safety Officer (Fire) to determine its effectiveness. Where permits are used, consideration should be given to occupants, with work conducted out-of-hours where appropriate.

44. Lecturers must make themselves aware of the emergency exits and emergency assembly points for the buildings in which they teach.

45. Lecturers must inform students of the emergency exits for the room at the start of the session.

46. In the event of a fire or emergency the lecturer must check that all students have evacuated and inform the Fire Marshal of this.

Fire Alarm Testing and Fire Drills

47. The Health and Safety Officer (Compliance) will ensure that a schedule is created and executed to ensure that fire alarm testing and fire drills are carried out.

The Health and Safety Officer (Fire) should provide the requirements for the checks, including frequency, with the Health and Safety Officer (Compliance), then manage the provided resources to plan and implement this.

Where strict compliance with statutory compliance cannot be adhered to, advice must be sought from Surrey Fire and Rescue Service.

48. Fire drills will be carried out at a frequency determined by the Health and Safety Officer (Fire), but not less than annually.

In the case of sleeping risks, these should be conducted bi-annually to incorporate the Summer College residents. Where a poor performance or attendance has been noted, the drill may be repeated to ensure understanding and testing of the procedures.

Where possible, each fire drill will be observed by the Health and Safety Officer (Fire).

Each drill, where possible, should have a scenario set, where one means of escape is not functional due to the area being affected by fire and smoke, and should be followed by a full debrief to determine its effectiveness and implement plans for future improvement.

The Health and Safety Office may supplement physical drills with video training to demonstrate and explain the key principles.

Fire Marshals

49. Heads of Department and Professional Services Director’s must ensure there are sufficient Fire Marshals within their areas of responsibility to enable safe evacuation in the event of a fire.
In general, this will involve ensuring that there are sufficient marshals to evacuate department staff from any building in which they work. Where multiple departments share a building, they should work together to ensure there are the required number of trained people.

Detailed advice and guidance can be provided by the Health and Safety Officer (Fire).

**Fire Alarm Activations**

50. Security staff will be the first responders for fire alarm activations and, if required, will implement the call out protocol to summon Surrey Fire and Rescue Service.

In the event of a fire, Security would be expected to inform the on-call Silver Commander. They will then take action in line with the Major Incident Initial Response Plan (MIIRP).

While the principles of the policy apply at all times, there are different arrangements to cover fire procedures out-of-hours. The responsibility for fire procedures out-of-hours falls to members of Security on campus. They are responsible for attending buildings where the fire alarm is activated and for ensuring the fire evacuation procedures for that building are followed.

51. Security will inform the Health and Safety Officer (Fire) of all fire alarm activations, fires, or fire safety-related events.

Unwanted fire signals are a major disruption for the college, and a strategy of reduction is key to good fire safety arrangements. All alarms should be first reported and then investigated to prevent reoccurrence. Malicious use of the fire alarm system should not be tolerated.

Malicious activation of the fire alarm system or tampering with fire life safety equipment, such as fire extinguishers or covering smoke detection devices, potentially put lives at risk. Such actions may result in the disciplinary or misconduct process being followed as appropriate for the student or staff member responsible.

The initial investigation into any fire alarm activation will be made by the Security Officer attending the event, in accordance with normal security procedure.

Follow-up action arising from incident reports will be determined by the college’s Health and Safety Officer (Fire) who, on receipt of the incident report, will ensure that relevant parties are contacted as soon as practicable to discuss remedial actions.

Where incidents involve criminal activity, the Head of Security should be involved in the investigation.

52. The Health and Safety Officer (Fire) is responsible for strategic liaison with Surrey Fire and Rescue Service.

This includes being the point of contact for any enquiries or legal notices served to the college. Any requests received from the Fire Service to visit or conduct an inspection at buildings owned or occupied by the college must be forward to the Health and Safety Officer (Fire).
These could include:

- Fire Safety Audits,
- Site Specific Risk Information visits or familiarisation visits,
- Licence Inspections,
- During-use Inspections, and
- After Incident Fire Investigations.

If formal enforcement action is taken, Surrey Fire Brigade will:

- Provide in writing details of how to appeal against any advice provided, actions required, or decisions taken, including any statutory rights to appeal.
- Maintain a point of contact until the matter is resolved.

Where Surrey Fire Brigade take formal enforcement action, RHUL have a statutory right to appeal. The appeals process will be explained in the notice, including timescales and procedures to follow.

53. The Director of Estates is responsible for ensuring that basic building layout plans are available for the Fire Service to use in the event of a fire.

Each building must be provided with basic plans showing the layout of the building and, where applicable, the fire alarm zones. For small- and medium-sized buildings, a plan fixed to the wall in the vicinity of the fire alarm panel will suffice. In larger buildings and complexes, a set of plans should be provided in the Emergency Information Box (EIB).

In addition to the above, the EIB must contain the relevant hazard information for the building. The Health and Safety Coordinators for the departments using the relevant buildings should supply this information.

Alternatively, a folder containing the equivalent information may be held by the First Response Security Team, who should make this available to blue-light responders.

54. Fire Marshals are responsible for ensuring that their defined area has been checked to ensure everyone has evacuated and that anyone requiring assistance is either helped from the building or directed to a fire rescue point.

Fire Marshals are expected to check their areas on the way out of the building and are not expected to re-enter a building where there is a fire or suspected fire.

Security or Surrey Fire and Rescue Service should be informed if anyone remains in the building or of any areas that could not be checked.

55. Evacuation Assistants will help Fire Marshals with their duties, as defined in their training.

56. The Health and Safety Officer (Fire) will provide the Head of Security with a call-out protocol and training for staff, as required.
Security staff attending fire alarm activations will investigate the cause of the alarm if safe to do so. If there is a clear indication of fire on attendance, the security staff should not enter the building but support evacuation from the exit points.

If a fire alarm sounds or a fire is discovered, Security, supported by Fire Marshals, are responsible for ensuring that the building has been evacuated and that all staff, students, and other visitors present go to the fire assembly point(s) and remain there until it has been confirmed safe to re-enter the building by the Fire Service or Incident Manager (Security). The Fire Marshal for the building will inform the Incident Manager whether anyone in their area of search is unaccounted for.

In the event that the Fire Brigade was not called in response to the fire alarm activation, the decision to allow staff to re-enter will be made by the Senior Security Officer.

Evacuation of Those with Disabilities

57. The Head of Disability and Dyslexia Services (DDS) will identify those students with a disability who may require assistance to evacuate in the event of a fire.

58. The Health and Safety Officer (Fire) will complete a PEEP for each student who requires assistance.

The PEEP will cover the student’s academic buildings, the Students’ Union buildings and EWD. The Health and Safety Officer (Fire) will demonstrate the use of any access equipment to the student. The completed PEEP will be shared with the student, DDS, and the School.

Policy and guidance documents are available in the Fire Safety section on the Health and Safety webpages.

59. The Head of Residences must ensure that, when students living in halls of residence inform the college of a disability, their room is assessed for suitability and any additional information or training is provided to the student.

Fire Safety Training and Information

60. Line Managers must ensure that the induction carried out for new staff includes the information they require to quickly and safely evacuate the building, in the event of a fire.

In particular, the induction for new staff must include the evacuation routes, emergency assembly area, and any other specific fire safety infrastructure. This should be done on their first day of work.

A record must be kept of the training, which confirms that the recipient has received and understood the instruction that they have been given. When staff are new to the college, they are presented with a large volume of information. It is important that the ‘initial’ fire safety induction does not add significantly to this burden.
For this reason, the information given should be limited to the bare essentials:

- How to activate the fire alarm and make an emergency call,
- What the fire alarm sounds like,
- Where the exit routes are,
- The assembly point location.

61. Directors of Undergraduate Education must ensure that basic fire safety for students is included as part of the student induction process.

For students, an initial induction should be given within their first week, and a record must be kept of those who attended. When students are new to the college, they are presented with a large volume of information. It is important that this initial fire safety induction does not add significantly to this burden. For this reason, the information given should be limited to the bare essentials.

62. All members of staff must familiarise themselves with the fire evacuation procedures for their workspace.

This should include:

- Actions on discovery of a fire incident,
- How to raise the fire alarm,
- Actions on hearing the fire alarm,
- What the exit routes are,
- Where to assemble in the event of a fire incident.

63. Where required by their role, Line Manager, or the Health and Safety Office, all staff must complete any assigned fire safety training in a timely manner.

64. The Head of Facilities Management and Head of Residences are responsible for ensuring that fire action notices are posted throughout the college and halls of residences.

The fire action notices describe the location of the nearest assembly point, as well as fire safety directional signage identifying exits from the building and giving a clear guide to the assembly point. Fire Action notices should be completed and be clear and legible at all times. They should be provided with clear instructions that mirror those of the rest of the building, unless otherwise stated in the Fire Safety Strategy for that specific area.

65. The Health and Safety Officer (Training) will ensure there is an online training video for students on basic fire safety principles and evacuation advice.

66. The Health and Safety Officer (Training) will ensure there is an online basic fire safety awareness course.

This training should be completed within one month of joining the college and every three years following. The Health and Safety Officer (Training) should manage the communication to staff about the training, monitoring of completion, and record keeping.
67. The Health and Safety Officer (Training) will ensure there is a practical fire training course for those staff identified as requiring it.

This will include:

- Staff who work with highly flammable materials,
- Catering staff,
- Staff who act as first responders to fire alarm activations,
- Any staff identified in the fire risk assessment as requiring additional training,
- Managers with responsibility for fire safety,
- Fire Marshals,
- Those involved in personal evacuation planning.

Refresher training should be completed every three years.

68. The Health and Safety Officer (Fire) will publish additional guidance notes of the Health and Safety Office webpages to provide additional information on specific issues.

Smoking

69. Staff, students, contractors, visitors and members of the public must not smoke or use vaping or e-cigarettes within the designated no smoking areas.

No smoking areas include:

- In college buildings, including those operated by the Students’ Union.
- In or on any college owned, leased or hired vehicle
- In or on any privately owned vehicle being used for college business in which passengers are being carried.
- At the entrance to any college building
- Within 5m of any college building to ensure that there is no harm or discomfort caused by smoke or vapour.
- Founders Square, less the designated smoking area on the Windsor Terrace. This requirement may be removed for certain events, which have been appropriately authorised in accordance with the Founder’s Square Policy and Events Guide.

The only exemption permitted under the Act and this Policy will be smoking by performers in cases where the smoking is appropriate in the interests of the artistic integrity of the performance. Prior approval for smoking must be obtained from the Director of Health and Safety.

Students, staff, contractors, visitors and members of the public may be asked to stop smoking or move by any member of staff if they are smoking or vaping in a no smoking area. Contractors, visitors, and members of the public may be asked to leave campus by security if required.

70. The Head of Residences must ensure an appropriate process is in place to manage non-compliance with this policy from students in residing in halls of residence.
71. The Director of Estates is responsible for the provision of appropriate signage and the provision of suitable facilities or services to dissuade smoking and provide appropriate locations for smoking.

Douglas Searle
Director of Health and Safety
Version 5

Approved by: Executive Board
Date: 22 June 2021
Review Risk: High (1 year)
To be reviewed: before June 2022
## Roles and Responsibilities

### All Staff

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<td>45</td>
<td>Lecturers must also inform students of the emergency exits for the room at the start of the session.</td>
</tr>
<tr>
<td>46</td>
<td>In the event of a fire or emergency, the Lecturer must check that all students have evacuated and inform the Fire Marshal of this.</td>
</tr>
</tbody>
</table>

### Health and Safety Coordinators

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>41</td>
<td>Any liquid or solid chemical classed under CLP (classification, labelling and packaging) as flammable or oxidising must be stored in a COSHH locker, with the quantities not exceeding the design maximum.</td>
</tr>
<tr>
<td>42</td>
<td>Any gaseous chemical classed under CLP criteria as flammable or oxidising must be stored outside in a gas cage, when not in use.</td>
</tr>
</tbody>
</table>

### Fire Marshals

<p>| | |</p>
<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td>54</td>
<td>Fire Marshals are responsible for ensuring that their defined area has been checked to ensure that everyone has evacuated and that anyone requiring assistance is either helped from the building or</td>
</tr>
</tbody>
</table>

---
directed to a fire rescue point. Fire Marshals must ensure that Security or Surrey Fire and Rescue Service have been informed if someone remains in the building.

### Evacuation Assistants

55 Evacuation Assistants will help Fire Marshals with their duties, as defined in their training.

### Line Managers

<p>| | |</p>
<table>
<thead>
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<th></th>
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<tbody>
<tr>
<td>6</td>
<td>All Managers with general responsibilities for health and safety also have a responsibility for fire safety within their defined areas.</td>
</tr>
<tr>
<td>7</td>
<td>Lecturers and those delivering training are responsible for the initial evacuation of those attending their sessions.</td>
</tr>
<tr>
<td>10</td>
<td>Line Managers are responsible for informing the Health and Safety Officer (Fire) if they have a member of staff who may require assistance with evacuating, in the event of a fire.</td>
</tr>
<tr>
<td>60</td>
<td>Line Managers must ensure that the induction carried out for new staff includes the information required to quickly and safely evacuate the building, in the event of a fire.</td>
</tr>
</tbody>
</table>

### Directors of Undergraduate Education

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>61</td>
<td>Directors of Undergraduate Education must ensure that basic fire safety for students is included as part of the student induction process.</td>
</tr>
</tbody>
</table>

### Students

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>11</td>
<td>Students have a responsibility to familiarise themselves with the fire evacuation procedures for the areas in which they study, attend lectures, or are in residence.</td>
</tr>
<tr>
<td>12</td>
<td>Students are responsible for understanding and adhering to any fire safety rules or procedures in college-owned or -managed buildings or areas.</td>
</tr>
<tr>
<td>69</td>
<td>Staff, students, contractors, visitors and members of the public must not smoke or use vaping or e-cigarettes within the designated no smoking areas.</td>
</tr>
</tbody>
</table>

### Maintenance Services

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>16</td>
<td>Maintenance Services will manage any remedial actions required, based on priorities provided by the Health and Safety Officer (Fire).</td>
</tr>
</tbody>
</table>

### Project Managers

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>23</td>
<td>Project Managers must ensure that any new buildings or alterations to existing buildings are completed in line with the most recent fire safety legislation and the existing fire safety management arrangements required by the college.</td>
</tr>
<tr>
<td>24</td>
<td>Where a Project Manager is not appointed, the Director of Estates must ensure that there is a competent individual to manage and supervise the works in line with the requirements of this Policy.</td>
</tr>
<tr>
<td>Page</td>
<td>Text</td>
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<tr>
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</tr>
<tr>
<td>25</td>
<td>The Project Manager will ensure that a fire safety manual for the building is handed over to the Director of Estates on completion of the project.</td>
</tr>
<tr>
<td>27</td>
<td>The Project Manager will ensure that any third-party contractors are competent in fire safety to the degree required for the work they will be completing.</td>
</tr>
<tr>
<td>28</td>
<td>Project Managers must give contractors adequate information on both the buildings and the college’s expectations with regard to fire safety.</td>
</tr>
<tr>
<td>29</td>
<td>Project Managers must ensure that any work completed is inspected to ensure it meets the college’s fire safety requirements.</td>
</tr>
<tr>
<td>30</td>
<td>All walls, floors, and ceilings to compartments must be sealed to form protection against the spread of fire and smoke. Where there are penetrations between compartments, these must be sealed or correctly fire stopped.</td>
</tr>
<tr>
<td>31</td>
<td>Project Managers are responsible for ensuring that the integrity of the compartmentalisation is not compromised and that any plans are updated to reflect any changes.</td>
</tr>
<tr>
<td>32</td>
<td>Fire doors must be marked appropriately and must provide protection against smoke and flame penetration for the designated duration.</td>
</tr>
<tr>
<td>33</td>
<td>Where fitted, Maglocks on fire escape routes must release the door in the event of the fire alarm sounding. These will be checked by the Compliance Monitors during fire alarm tests.</td>
</tr>
<tr>
<td>34</td>
<td>Adequate signage must be provided to identify alternative escape routes.</td>
</tr>
<tr>
<td>38</td>
<td>Where fire doors are required to be held open, this must only occur using approved electromagnetic holders linked to the fire alarm. The Head of Maintenance and work supervisors must ensure that, if such systems are installed, they comply with the relevant guidance.</td>
</tr>
</tbody>
</table>

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**Principal**

1 The Principal is the Responsible Person, as defined by the Regulatory Reform Fire Safety Order.

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**Heads of Department**

49 Heads of Department and Professional Services Director’s must ensure there are sufficient Fire Marshals within their areas of responsibility to enable safe evacuation in the event of a fire.

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**Directors of Professional Services**

49 Heads of Department and Professional Services Director’s must ensure there are sufficient Fire Marshals within their areas of responsibility to enable safe evacuation in the event of a fire.

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**Director of Estates**

2 The Director of Estates has been delegated the responsibility for the management of fire safety infrastructure in the college.

22 The Director of Health and Safety and Director of Estates are responsible for ensuring there is a Fire Safety Strategy for all college buildings.

26 The Director of Estates is responsible for ensuring that the building’s fire risk assessment and fire strategy is consulted when planning departmental moves or changes to the use of premises.

53 The Director of Estates is responsible for ensuring that basic building layout plans are available for the Fire Service to use, in the event of a fire.
The Director of Estates is responsible for the provision of appropriate signage and the provision of suitable facilities or services to dissuade smoking and provide appropriate locations for smoking.

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<tr>
<th>Head of Residences</th>
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<tr>
<td>5</td>
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<td>64</td>
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<table>
<thead>
<tr>
<th>Head of Facilities Management</th>
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<td>64</td>
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<table>
<thead>
<tr>
<th>Head of Maintenance Services</th>
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<tbody>
<tr>
<td>18</td>
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<td>19</td>
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<td>37</td>
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<td>43</td>
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</tbody>
</table>
### Head of Security

50. Security staff will be the first responders for fire alarm activations and will implement the call-out protocol to summon Surrey Fire and Rescue Service, if required.

51. Security will inform the Health and Safety Officer (Fire) of all fire alarm activations, fires, or fire safety-related events.

### Head of Disability & Dyslexia Service (DDS)

58. The DDS will identify those students with a disability who may require assistance to evacuate, in the event of a fire.

### Health and Safety Officer (Fire)

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>3</td>
<td>The Health and Safety Officer (Fire) is the appointed competent person who will provide fire safety advice, as defined in the Regulatory Reform Fire Safety Order.</td>
</tr>
<tr>
<td>4</td>
<td>The Health and Safety Officer (Fire) will identify any internal or external fire safety alerts and ensure they are communicated to students and staff.</td>
</tr>
<tr>
<td>14</td>
<td>The Health and Safety Officer (Fire) will ensure that a management plan for combating arson is part of the overall strategy for dealing with fire safety issues.</td>
</tr>
<tr>
<td>15</td>
<td>FRAs will be carried out by the Health and Safety Officer (Fire).</td>
</tr>
<tr>
<td>17</td>
<td>FRAs will be reviewed based on the risk of fire for that building, and the timescale will be reflected in the FRA.</td>
</tr>
<tr>
<td>21</td>
<td>Where poor safety practises are identified by the Health and Safety Officer (Fire), these will be discussed with the relevant manager.</td>
</tr>
<tr>
<td>30</td>
<td>All walls, floors, and ceilings to compartments must be sealed to form protection against the spread of fire and smoke. Where there are penetrations between compartments, these must be sealed or correctly firestopped.</td>
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<td>Fire drills will be carried out at a frequency determined by the Health and Safety Officer (Fire), but not less than annually.</td>
</tr>
<tr>
<td>52</td>
<td>The Health and Safety Officer (Fire) is responsible for strategic liaison with the Surrey Fire and Rescue Service.</td>
</tr>
<tr>
<td>58</td>
<td>The Health and Safety Officer (Fire) will complete a PEEP for each student requiring assistance.</td>
</tr>
<tr>
<td>68</td>
<td>The Health and Safety Officer (Fire) will publish additional guidance notes for the Health and Safety Office webpages to provide additional information on specific issues.</td>
</tr>
</tbody>
</table>
### Health and Safety Officer (Compliance)

| 47 | The Health and Safety Officer (Compliance) will ensure that a schedule is created and executed to ensure that fire alarm testing and fire drills are carried out. |
| 48 | Fire drills will be carried out at a frequency determined by the Health and Safety Officer (Fire), but not less than annually. |

### Health and Safety Officer (Training)

| 65 | The Health and Safety Officer (Training) will ensure there is an online training video for students on basic fire safety principles and evacuation advice. |
| 66 | The Health and Safety Officer (Training) will ensure there is an online basic fire safety awareness course. |
| 67 | The Health and Safety Officer (Training) will ensure there is a practical fire training course for those staff identified as requiring it. |

### Director of Health and Safety

| 13 | The Director of Health and Safety must ensure there is a process for providing the Principal with assurance of the level of fire safety compliance. |
| 20 | Any training requirements identified, requiring training programs to be developed, are the responsibility of the Director of Health and Safety. |
| 22 | The Director of Health and Safety and Director of Estates are responsible for ensuring there is a fire safety strategy for all college buildings. |