

# Fire Safety Policy – Version 6

## Key Requirements:

- Every member of staff has a responsibility to ensure the safety of themselves and others who may be affected by their actions.
- All Managers with general responsibilities for health and safety also have responsibility for fire safety within their defined areas.
- The Health and Safety Officer (Fire and Accessibility) will complete a Personal Emergency Evacuation Plan (PEEP) for each student who requires assistance evacuating university premises.
- Line Managers are responsible for informing the Health and Safety Officer (Fire and Accessibility) if they have a member of staff who may require assistance evacuating in the event of a fire.
- Line Managers are responsible for informing the Health and Safety Officer (Fire and Accessibility) 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 raise the alarm and 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 university owned or managed buildings or other designated no smoking areas.

## Definitions

**Director of Professional Service.** Those senior managers within Professional Services with responsibility for a Directorate or Department. This includes roles such as Chief, Director, Assistant / Deputy Director, and Head of. The specific responsibilities will vary depending on the Directorate but will be aligned with either the Executive Dean and / or Head of Department.

## Fire Safety

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

3. The Director of Health, Safety, and Business Continuity must appoint a competent person to provide fire safety advice.

The Health and Safety Officer (Fire and Accessibility) 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 policies 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 those with a disability
- Fire strategies for new buildings and refurbishments.
- Strategies for the safe evacuation of students, staff, and visitors 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 university.

4. The Health and Safety Officer (Fire and Accessibility) will monitor fire safety best practice and ensure any relevant changes 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 Executive Deans, 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 and Accessibility) 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 and Accessibility) if they have a member of staff who may require assistance evacuating in the event of a fire.

The Health and Safety Officer (Fire and Accessibility) will advise Line Managers on any adjustments that may be required, including the provision of equipment and training of Department personnel to assist in an emergency. If a PEEP is required, then this will be created by the Health and Safety Officer (Fire and Accessibility).

More information can be found at Appendix 1.

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

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 and report any fire safety concerns.

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 university-owned or -managed buildings or areas.

This could include reporting a missing or damaged fire extinguishers or an alarm that is difficult to hear. This should be reported to the Estates Department helpdesk in the first instance.

This includes halls of residences, where students have a range of responsibilities, which can be found in their tenancy agreement. 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, Safety, and Business Continuity 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 and Accessibility) will ensure that arson is considered as part of university FRA and within any guidance provided to projects or other works.

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.

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.

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

## Fire Risk Assessment (FRA)

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

Where the university uses leased property or leases its property to others, it should be agreed in writing who will be responsible for the FRA and ensuring any resulting actions are completed.

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

The Health and Safety Officer (Fire and Accessibility) will select a risk rating based on the probability of a fire occurring and the severity of the outcome. The risk ratings can be found at Appendix 2.

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.

The methodology for the risk rating of university buildings and associated timescales for review of FRA can be found at Appendix 3.

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.

Where changes to infrastructure are required then the actions would be completed by the Head of Maintenance, but monitored by the Head of Residences.

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

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

If necessary, the Director of Health and Safety will escalate issues with the relevant managers.

## Fire Strategy

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

Currently, the Fire Safety Strategy is outlined at the top of the FRA, however for more complex or higher risk buildings a separate document should be created, which 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 Health and Safety Officer (Fire and Accessibility), supported by Director of Estates is 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 – on a permanent or temporary bases.

## 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 university.

Further advice can be sought from the HSO if required.

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 appointed supervisor, with assistance from the Health and Safety Officer (Fire and Accessibility), 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 and Accessibility).

25. The Project Manager will ensure that a fire safety manual for a building is handed over to the Director of Estates and Health and Safety Officer (Fire and Accessibility) on completion of the project.

The Health and Safety Officer (Fire and Accessibility) 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 and Accessibility) 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 Estates Help Desk 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 university's expectations with regard to fire safety.

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

Contractors will be expected to make good after any alternations that affect fire safety infrastructure, in particular any work that affects compartmentalisation. The Health and Safety

Officer (Fire and Accessibility) can assist in identifying the requirements and the expected remediation.

## Fire Safety Infrastructure

30. All work involving penetration of walls, floors, and ceilings to compartments must be approved by Estates to ensure that these are not compartments or that the correct stopping is implemented.

Any penetrations in a compartment must be sealed to form protection against the spread of fire and smoke.

Examples of penetrations include running IT cabling, fire alarm cabling, ducting, 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.

Best practice is to photograph the fire stopping to provide a record of what was completed. The photos, and any associated certification, should be provided to Estates.

32. Fire doors must be marked appropriately and must provide protection against smoke and flame penetration for the designated duration.

33. 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 (safety signs). In licenced premises, such as theatres, escape signage should have maintained escape lighting to BS 5266 (emergency lighting).

34. The Head of Maintenance Services is responsible for ensuring that the maintenance and inspection of the fire safety systems occurs within the required timescales and that third-party contractors update the fire safety logbook.

These Include:

- Fire alarm and detection,
- Emergency lighting,
- Extraction systems (including in kitchens),
- Fire curtains and emergency escape lifts / platforms,
- Any fire-fighting provisions, including wet / dry risers or fire hydrants
- Sprinkler systems,
- Fixed suppression systems (including in kitchens),
- Smoke vents,
- Very Early Smoke Detection Alarm (VESDA),
- Fire doors and associated hardware,



- Lightning protection,
- And any other fire safety equipment.

Fire doors in residential buildings must be inspected annually by a competent contractor.

Records should be easily accessible and available for inspection, as required by the Health and Safety Officer (Fire and Accessibility), 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.

35. The Health and Safety Officer (Compliance) must ensure that suitable checks are scheduled and completed by the Compliance Monitors.

This will be completed during the fire alarm testing includes the all door closers and smoke vents function correctly, that escape signage is in place, and a visual inspection of fire doors. For smaller premises all items may be checked, for larger premises a schedule should be created to ensure all items are checked.

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. Records should be available for inspection, as required by the Health and Safety Officer (Fire and Accessibility).

37. The Director of Health, Safety, and Business Continuity must arrange for Portable Appliance Testing (PAT) to be carried out in campus buildings, including halls of residence.

Testing frequency is decided using a risk-based approach, the details of which are outlined at Appendix 4. The university will not conduct testing on personal or third-party owned equipment.

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 and Accessibility) 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.

39. 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.

40. The Head of Maintenance Services must ensure that plant rooms are not used to store items less those required for the operation of the plant.

41. The Assistant Director Service Delivery must ensure that cabinets or rooms used to house IT infrastructure are not used to store items.

This role sits within the Information Technology (IT) directorate.

### **Management of Fire Safety**

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

43. All staff are responsible for ensuring that fire doors are not propped open and any door closers fitted are functioning correctly.

44. 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.

45. Any liquid or solid chemical classed under classification, labelling, and packaging (CLP) criteria as flammable or oxidising must be stored in a Control of Substances Hazardous to Health (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.

46. 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 (storage of flammable liquids) provides more information and guidance on the requirements for COSHH lockers, and HSG 71 (storage of dangerous substances) provides more information on the storage of flammable gases.

47. Hot Works will only be completed under a Permit to Work System, authorised by the Head of Maintenance Services.

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

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

49. Lecturers must inform students of the emergency exits for the room at the start of the each academic year.

This should occur at the start of any lecture with a new group of students or when delivering in a new room.

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

This may require the lecturer to wait for students to evacuate before they do so. They must not re-enter a building that may be on fire once they have exited.

51. Staff must not use their own electrical equipment in university buildings.

The sole exception to this requirement is mobile phone chargers and where staff bring their own device for working, such as a tablet or Mac computer. These are permitted but should be unplugged at the end of the working day. The university will complete Portable Appliance Testing on these items and if they are not compliant staff must remove them.

Should additional equipment be required for a reasonable adjustment, then this will be accommodated through the Reasonable Adjustment Policy, and the item would require Portable Appliance Testing.

In such cases, where a Head of Department establishes that it is essential for a member of their staff to use such equipment, they are required to liaise with the Maintenance Services Manager, identifying the need and jointly agreeing the arrangements necessary

52. Portable heaters must only be used for short periods of time and must be unplugged when rooms are not in use.

In offices, this would be at the end of the day, in teaching spaces or meeting rooms, this would be at the end of the meeting or teaching, and for student residences this would be where students were not in their rooms.; Residences are expected to inform students of this if portable heaters are issued.

Where possible, portable heating should not be relied on to provide an appropriate temperature for students and staff, but this may be required. In all cases, the use of portable heating should be minimised.

### Fire Alarm Testing and Fire Drills

53. 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 and Accessibility) 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.

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

In the case of sleeping risks, these should be conducted annually for students at the start of Term 1. A further test will be conducted for non-transient guests over the summer, such as Summer School guests. 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 and Accessibility)

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.

55. The Health and Safety Officer (Compliance) must ensure that all fire extinguishers are correctly commissioned and serviced to a defined program.

The Compliance Monitors completing this work must be suitably trained and supervised until their competence has been demonstrated.

### Fire Marshals

56. 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 people 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 and Accessibility)

## Fire Alarm Activations

57. 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.

58. Security will inform the Health and Safety Officer (Fire and Accessibility), Head of Residences, and Head of Hall Life of all fire alarm activations, fires, or fire safety-related events.

Unwanted fire signals are a major disruption for the university, 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, may result in disciplinary action being taken against the student or staff member. These actions potentially put lives at risk and will be dealt with under the appropriate disciplinary procedures.

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

The Head of Residences will ensure that appropriate action is taken against students who breach the Accommodation Terms and Conditions in line with the Student Misconduct Regulations, as per the agreed penalties. This process should be completed without undue delay.

In addition, the Hall Life Duty Officers and Assistants can levy fine and instigate bans from university accommodation should there be a serious break of university rules.

Follow-up management actions arising from incident reports will be determined by the university's Health and Safety Officer (Fire and Accessibility) 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.

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

Any requests received from the Fire Service to visit or conduct an inspection at buildings owned or occupied by the university must be forward to the Health and Safety Officer (Fire and Accessibility)

These could include:

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

60. 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.

61. 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 assist in any PEEP that they are aware of. They are not expected to enter a building where there is a confirmed 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.

Fire Marshals are not provided in student residences and are not expected to check these locations.

62. The Health and Safety Officer (Fire and Accessibility) 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 for non-residential buildings, 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.

If 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, who will inform those who have evacuated.

### **Evacuation of Those with Disabilities**

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

When students apply to live in halls of residence and inform the university of a disability that requires specific room characteristics or adaptations DNS will inform Residential Services of the application. This will provide the opportunity for a room suitability assessment.

Students who apply to accommodation and cannot evacuate in the event of a fire alarm activation will be subject to a Fitness to Reside assessment. If this determines that it is unsafe for them to live in residences, they will not be allocated a hall room. Where an individual's condition changes during occupation of a hall then the same assessment can take place and if additional support or changes cannot make it safe for them to live in residences then their contract will be terminated.

64. The Health and Safety Officer (Fire and Accessibility) will complete a PEEP for each student who requires assistance evacuating university premises.

The PEEP will cover the student's academic buildings (including any buildings they may need to transit through), the Students' Union buildings and EWD. Where the student is a resident in university managed accommodation this will also be included through liaison between Commercial Services and the Health and Safety Officer (Fire and Accessibility). The Health and Safety Officer (Fire and Accessibility) will demonstrate the use of any access equipment to the student. The completed PEEP will be shared with the student, DDS, the School, and any other Departments who need to be informed, such as when a student may need to transit through a building operated by another Department.

Students, are responsible for informing University of any personal circumstances that may affect their ability to evacuate premises throughout the course of their study/ residence.

More information on staff PEEP can be found in the Reasonable Adjustment Policy.

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

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

When informed by DNS of a residential applicant with a disability that impacts fire evacuation, Residential Services EHO or RCFM will make contact with the applying student. An assessment of the applicants needs will be discussed with them. Applying students with a physical or mobility disability will be advised to visit campus and view the accommodation where possible. Where a visit is not possible eg international students' information or virtual visits to the accommodation will be provided to assist them in identifying a suitable room.

Where physical adaptations are required to a room the Residential Services will identify what the university] can supply and what the applying student must supply.

A recommendation on which room "best" meets the needs of the student applying is submitted to DNS and the Student Service Centre so that the most suitable allocation can be made.

Where adaptations to a room are required by Residential Services they will put these in place before the applying student moves in wherever possible. For late applicant students this may result in a delay to their moving in date.

Residential Services will ensure that standard adaptations for fire safety are tested/serviced annually prior to the start of the academic year.

66. Heads of Department must ensure that when staff members inform the university of a disability, their areas of work are assessed for suitability and any additional information or training is provided to the staff member.

This may require local changes, a PEEP, the use of the Reasonable Adjustment Policy, or all three.

Staff and visitors are responsible for informing University of any personal circumstances that may affect their ability to evacuate university premises throughout the course of their study / residence / employment or visit.



## Fire Safety Training and Information

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

New staff includes agency staff, temporary workers, work-experience, contractors, and anyone else completing work on university property for a manager.

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 university, 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:

- What to do if they discover a fire
- 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,
- The time of fire alarm testing.

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

For undergraduate 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 university, 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 as outlined at requirement 62 above.

Personal Tutors will complete this for post-graduate students, particularly those new to the university.

69. 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.

70. All staff must complete basic fire safety awareness training and any other training as required by their role, Line manager, or the H&S Office, in a timely manner.

71. The Head of Facilities Management and Head of Residences are responsible for ensuring that fire action notices are posted throughout the university 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.

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

This may vary depending on the building and Residences are responsible for ensuring that students are informed of the required training and where it can be found.

73. 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 university 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.

74. 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.

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

## Smoking

76. Staff, students, contractors, visitors and members of the public must not smoke or use vaping or e-cigarettes within university owned or managed buildings or other designated no smoking areas.

No smoking areas include:

- In university buildings, including accommodation and those operated by the Students' Union.
- In or on any university owned, leased or hired vehicle
- In or on any privately-owned vehicle being used for university business in which passengers are being carried.
- At the entrance to any university building
- Within 5m of any university building to ensure that there is no harm or discomfort caused by smoke or vapour, less where a smoking shelter has been provided due to lack of space.
- Founders Square, less the designated smoking area on the Windsor Terrace.

The only exemption 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, Safety, and Business Continuity.

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.

77. 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.

Where the fire safety abuses are detected in residences and the culprit is confirmed and identified, student misconduct procedures will be applied. The ultimate sanction for commitment of offences is expulsion from university residences.

Examples of the offenses includes, but is not limited to:

- Fire alarm activations, where caused by malicious activation of emergency call point or malicious activation of fire detector, by smoking/ vaping indoors.
- For fire drills, where occupants refused to participate in evacuation and/or cooperate.
- When it's been discovered that fire detector was tampered with - removed/covered/damaged.
- When firefighting equipment is misused or tampered with.
- In any other circumstance, where safety of others may be intentionally put at risk in relation to fire safety.

78. 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, Safety and Business Continuity  
Version 6

**Approved by: Executive Board**

**Date: 30 May 2023**

**Review Risk: High (1 year)**

**To be reviewed: before May 2024**

**Appendixes:**

1. PEEP process
2. FRA Risk Rating
3. FRA Review Schedule
4. Portable Appliance Testing (PAT) methodology
5. Use of Portable Heating Appliances

## Roles and Responsibilities

<b>All Staff</b>	
8	Every member of staff has a responsibility to ensure the safety of themselves and others who may be affected by their actions.
9	Every member of staff is required to report fire safety concerns or missing and damaged fire safety equipment.
12	Students and staff are responsible for understanding and adhering to any fire safety rules or procedures in university-owned or -managed buildings or areas.
42	All staff are responsible for ensuring that means of escape are kept clear of obstructions and flammable materials.
43	All staff are responsible for ensuring that fire doors are not propped open and any door closers fitted are functioning correctly.
44	All staff are responsible for ensuring that no ignition sources, including power units, are placed in a means of escape.
51	Staff must not use their own electrical equipment in university buildings.
52	Portable heaters must only be used for short periods of time, such as during maintenance of the heating system, and must be unplugged at the end of each working day.
69	All members of staff must familiarise themselves with the fire evacuation procedures for their workspace.
70	All staff must complete basic fire safety awareness training and any other training as required by their role, Line manager, or the H&S Office, in a timely manner.
76	Staff, students, contractors, visitors and members of the public must not smoke or use vaping or e-cigarettes within university owned or managed buildings or other designated no smoking areas.

<b>Lecturers</b>	
7	Lecturers and those delivering training are responsible for the initial evacuation of those attending their sessions.
48	Lecturers must make themselves aware of the emergency exits and emergency assembly points for the buildings in which they teach.
49	Lecturers must also inform students of the emergency exits for the room at the start of the session.
50	In the event of a fire or emergency, the Lecturer must check that all students have evacuated and inform the Fire Marshal of this.

<b>Health and Safety Coordinators</b>	
45	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.
46	Any gaseous chemical classed under CLP criteria as flammable or oxidising must be stored outside in a gas cage, when not in use.

<b>Fire Marshals</b>	
61	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 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.

<b>Line Managers</b>	
6	All Managers with general responsibilities for health and safety also have a responsibility for fire safety within their defined areas.
10	Line Managers are responsible for informing the Health and Safety Officer (Fire and Accessibility) if they have a member of staff who may require assistance with evacuating, in the event of a fire.
16	The Head of Maintenance Services and Managers assigned actions will manage any remedial actions required, based on priorities provided by the Health and Safety Officer (Fire and Accessibility)
67	Line Managers must ensure that the induction carried out for new staff includes the information they require to quickly and safely raise the alarm and evacuate the building in the event of a fire.

<b>Directors of Undergraduate Education</b>	
68	Directors of Undergraduate Education or Personal Tutors must ensure that basic fire safety for students is included as part of the student induction process.

<b>Personal Tutors</b>	
68	Directors of Undergraduate Education or Personal Tutors must ensure that basic fire safety for students is included as part of the student induction process.

<b>Students</b>	
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.
12	Students are responsible for understanding and adhering to any fire safety rules or procedures in university-owned or -managed buildings or areas.
76	Staff, students, contractors, visitors and members of the public must not smoke or use vaping or e-cigarettes within university owned or managed buildings or other designated no smoking areas.

<b>Project Managers</b>	
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 university.
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.

25	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.
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.
28	Project Managers must give contractors adequate information on both the buildings and the university's expectations with regard to fire safety.
29	Project Managers must ensure that any work completed is inspected to ensure it meets the university's fire safety requirements.
30	All work involving penetration of walls, floors, and ceilings to compartments must be approved by Estates to ensure that these are not compartments or that the correct stopping is implemented.
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.
39	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.
33	Adequate signage must be provided to identify alternative escape routes.
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.

#### **Principal**

1	The Principal is the Responsible Person, as defined by the Regulatory Reform Fire Safety Order.
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#### **Heads of Department**

56	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.
66	Heads of Department must ensure that when staff members inform the university of a disability, their areas of work are assessed for suitability and any additional information or training is provided to the staff member.

#### **Directors of Professional Services**

56	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 university.
22	The Director of Health and Safety and Director of Estates are responsible for ensuring there is a Fire Safety Strategy for all university 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.
60	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.
78	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.

<b>Head of Residences</b>	
5	Within halls of residences, the Head of Residences is responsible for ensuring appropriate fire safety management.
19	The Head of Residences is responsible for the management of FRA actions arising in halls of residences.
32	Fire doors must be marked appropriately and must provide protection against smoke and flame penetration for the designated duration.
33	Adequate signage must be provided to identify alternative escape routes.
65	The Head of Residences must ensure that, when students living in halls of residence inform the university of a disability, their room is assessed for suitability and any additional information or training is provided to the student.
71	The Head of Facilities Management and Head of Residences are responsible for ensuring that fire action notices are posted throughout the university and halls of residences.
77	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.

<b>Head of Facilities Management</b>	
71	The Head of Facilities Management and Head of Residences are responsible for ensuring that fire action notices are posted throughout the university and halls of residences.

<b>Head of Maintenance Services</b>	
16	The Head of Maintenance Services and Managers assigned actions will manage any remedial actions required, based on priorities provided by the Health and Safety Officer (Fire and Accessibility)
18	The Head of Maintenance Services is responsible for the repair of existing fire safety infrastructure, where deviations are identified in the FRA.
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.
32	Fire doors must be marked appropriately and must provide protection against smoke and flame penetration for the designated duration.
33	Adequate signage must be provided to identify alternative escape routes.
34	The Head of Maintenance 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 logbook.



36	The Head of Maintenance Services must ensure that fixed electrical installations are tested to an approved schedule, in line with current guidance.
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.
39	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.
40	The Head of Maintenance Services must ensure that plant rooms are not used to store items less those required for the operation of the plant.
47	Hot Works will only be completed under a Permit to Work System, authorised by the Head of Maintenance Services.

#### **Assistant Director of Service Delivery**

41	The Assistant Director Service Delivery must ensure that cabinets or rooms used to house IT infrastructure are not used to store items.
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#### **Head of Security**

57	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.
58	Security will inform the Health and Safety Officer (Fire and Accessibility) of all fire alarm activations, fires, or fire safety-related events.

#### **The Head of Disability and Neurodiversity Services (DNS)**

63	The Head of Disability and Neurodiversity Services (DNS) will identify those students with a disability who may require assistance to evacuate in the event of a fire.
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#### **Health and Safety Officer (Fire and Accessibility)**

4	The Health and Safety Officer (Fire and Accessibility) will identify any internal or external fire safety alerts and ensure they are communicated to students and staff.
14	The Health and Safety Officer (Fire and Accessibility) will ensure that arson is considered as part of university FRA and within any guidance provided to projects or other works.
15	FRAs will be carried out by the Health and Safety Officer (Fire and Accessibility)
16	The Head of Maintenance Services and Managers assigned actions will manage any remedial actions required, based on priorities provided by the Health and Safety Officer (Fire and Accessibility)
17	FRAs will be reviewed based on the risk of fire for that building, and the timescale will be reflected in the FRA.
21	Where poor safety practises are identified by the Health and Safety Officer (Fire and Accessibility), these will be discussed with the relevant manager.

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.
39	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.
54	Fire drills will be carried out at a frequency determined by the Health and Safety Officer (Fire and Accessibility), but not less than annually.
59	The Health and Safety Officer (Fire and Accessibility) is responsible for strategic liaison with the Surrey Fire and Rescue Service.
62	The Health and Safety Officer (Fire and Accessibility) will provide the Head of Security with a call-out protocol and training for staff, as required.
64	The Health and Safety Officer (Fire and Accessibility) will complete a PEEP for each student who requires assistance evacuating university premises.
75	The Health and Safety Officer (Fire and Accessibility) will publish additional guidance notes for the Health and Safety Office webpages to provide additional information on specific issues.

#### **Health and Safety Officer (Compliance)**

35	The Health and Safety Officer Compliance must ensure that suitable checks are scheduled and completed by the Compliance Monitors.
39	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.
53	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.
54	Fire drills will be carried out at a frequency determined by the Health and Safety Officer (Fire and Accessibility), but not less than annually.
55	The Health and Safety Officer (Compliance) must ensure that all fire extinguishers are correctly commissioned and serviced to a defined program.

#### **Health and Safety Officer (Training)**

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

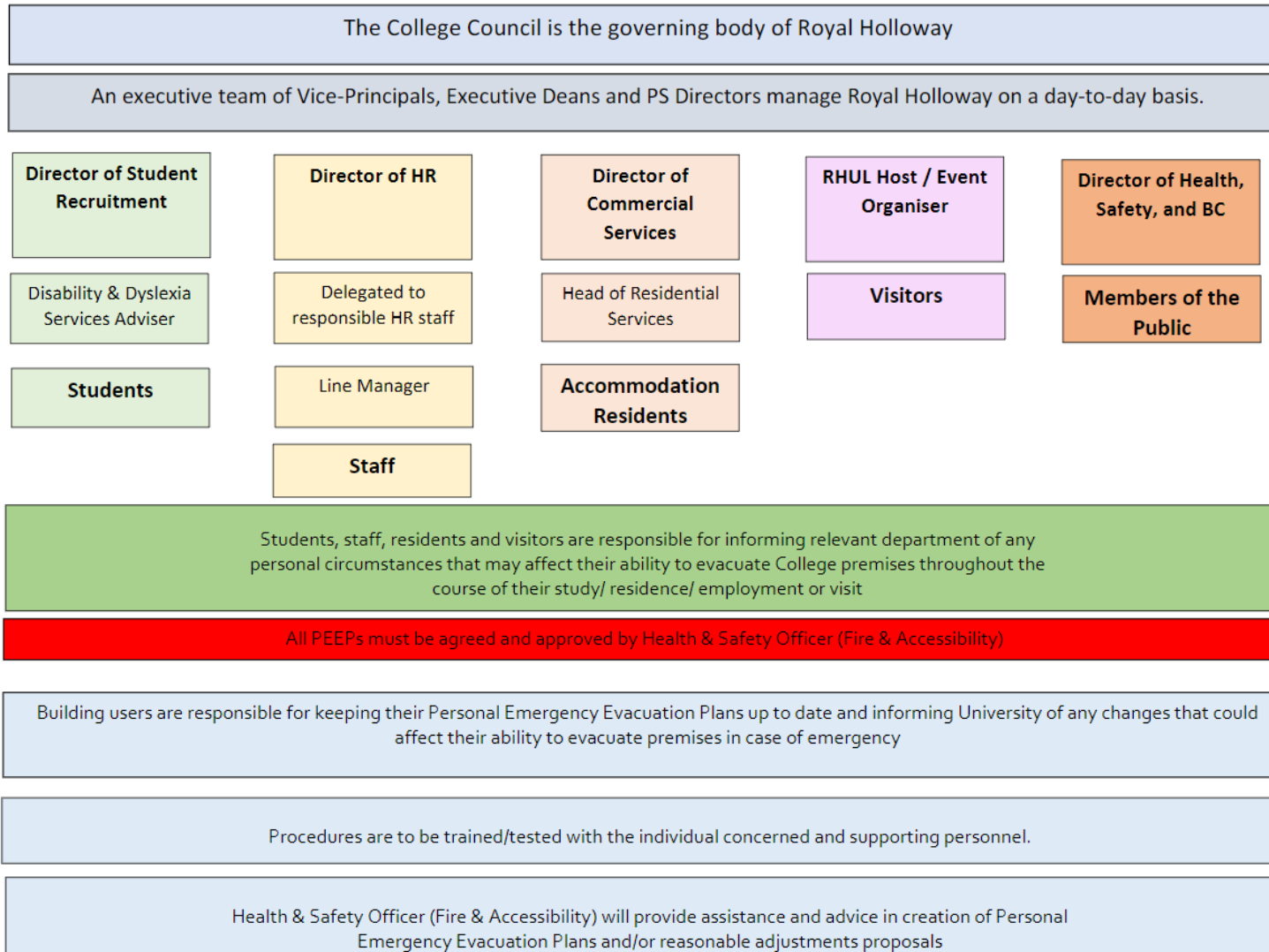
#### **Director of Health, Safety and Business Continuity**

3.	The Director of Health, Safety, and Business Continuity must appoint a competent person to provide fire safety advice.
13	The Director of Health, Safety and Business Continuity 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, Safety and Business Continuity.
22	The Director of Health, Safety and Business Continuity and Director of Estates are responsible for ensuring there is a fire safety strategy for all university buildings.
37	The Director of Health, Safety and Business Continuity must arrange for Portable Appliance Testing (PAT) to be carried out in campus buildings, including halls of residence.

Appendix 1: PEEP Process

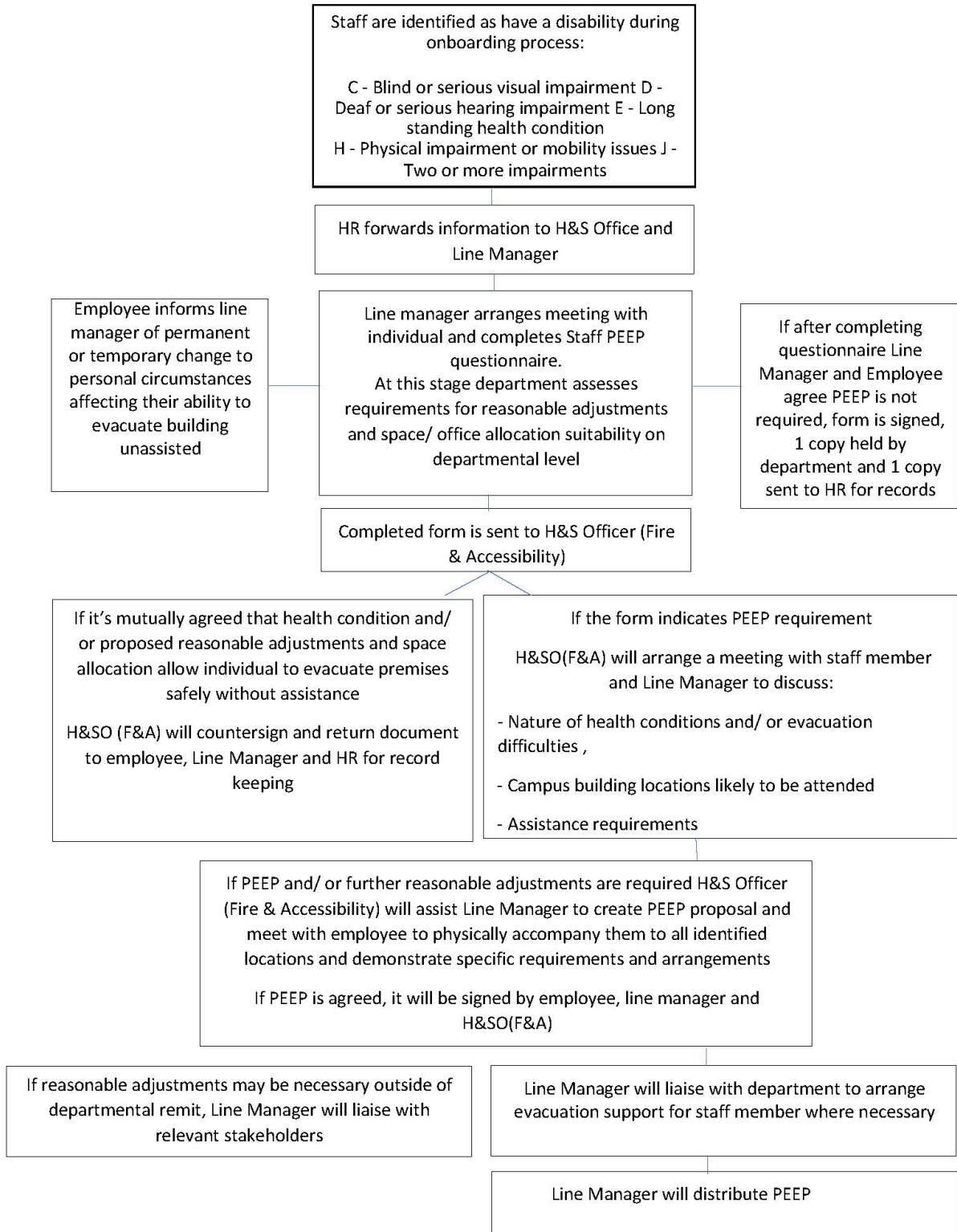
### Hierarchy of PEEP Management



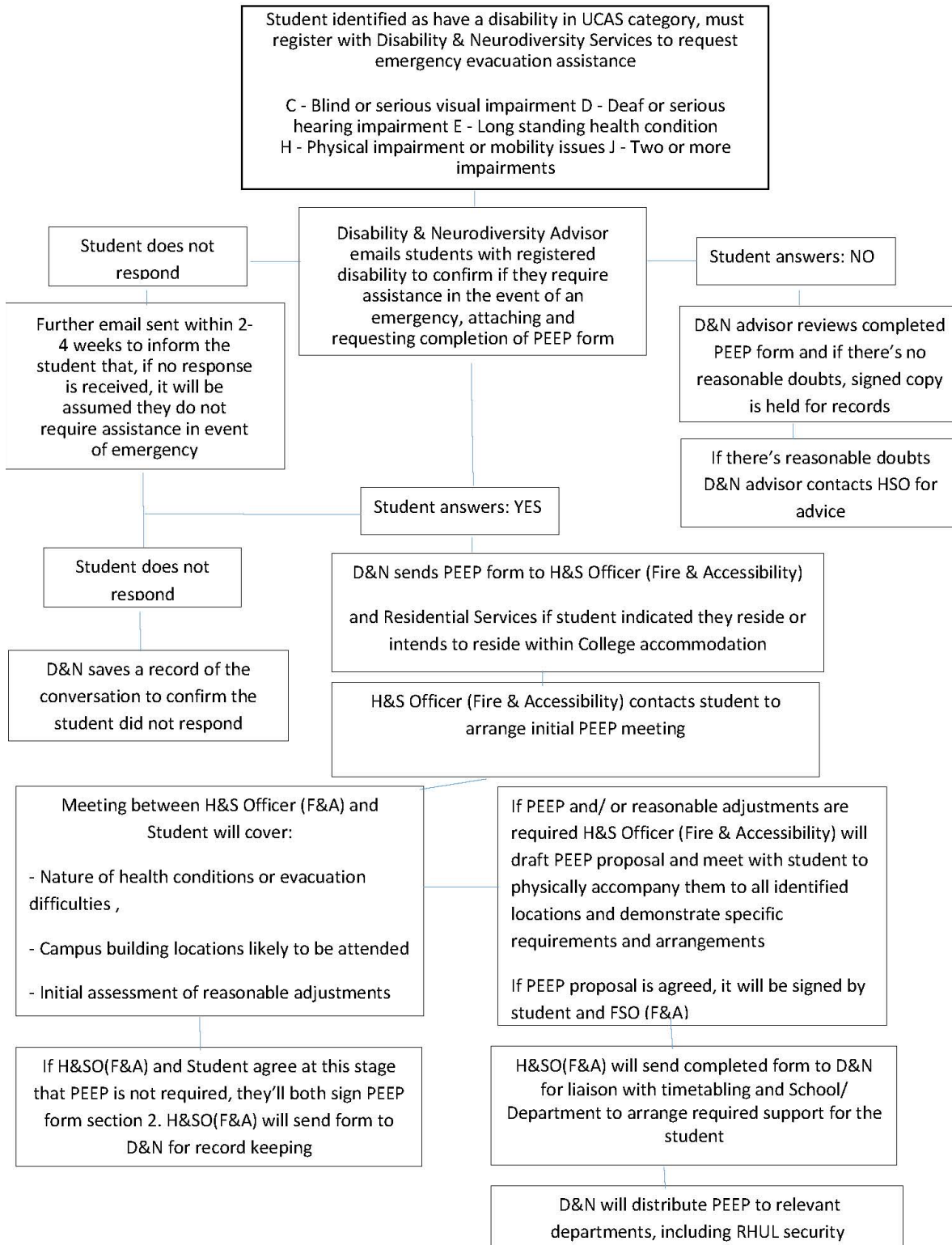
## Creation and Management of PEEP

Staff (during recruitment process or during current employment)	Students identified during enrolment or term time	Staff/ Student/ Guest identified during accommodation booking	Visitors
<p>Human Resources will identify person who has indicated they will require assistance in the event of an emergency whilst completing their onboarding for the new job.</p> <p>They will send the information to Line Manager</p> <p>Employees will inform line manager of emergency evacuation assistance requirements or any changes during the course of employment</p> <p>Line manager will meet with individual and complete PEEP questionnaire and assessment</p> <p>If PEEP is not required Line Manager and employee will sign document, retain 1 copy each and 1 copy will be sent to HR for records</p> <p>If PEEP is required Line Manager will contact H&amp;SO(F&amp;A) for assistance in creating personal emergency evacuation plan</p> <p>Agreed PEEP will be distributed to relevant departments, including RHUL security, by Line Manager</p>	<p>D&amp;N will email students who registered their disability to confirm if they require assistance, attaching PEEP questionnaire form for completion</p> <p>D&amp;N advisor will assist with form completion, if necessary</p> <p>If student confirms PEEP is not required D&amp;N advisor will review it, sign it under part 1 of PEEP questionnaire and keep form for records</p> <p>If PEEP is required or D&amp;N has reasonable doubts, they will send completed form to H&amp;SO(F&amp;A) for assistance</p> <p>If HSO(F&amp;A) confirms PEEP is required, they will arrange meeting with student and assist in creating personal emergency evacuation plan or indicate requirements for reasonable adjustments</p> <p>Completed PEEP agreed with student will be returned to D&amp;N for liaison with timetabling and School/ Department to arrange support for the student</p> <p>PEEP will be distributed to relevant departments, including RHUL security, by D&amp;N</p>	<p>D&amp;N will contact Residential Services to inform about any student accommodation applicants who may require reasonable adjustments or evacuation assistance.</p> <p>Any accommodation guests are required to inform Residential Services if they are unable to evacuate unassisted or require special accommodation provisions at time of booking/ prior to arrival.</p> <p>RS will assess accommodation suitability/ requirements for reasonable adjustments</p> <p>If PEEP is required: For students this will be covered under Student PEEP assessment by H&amp;SO (F&amp;A)</p> <p>For any accommodation guests other than RHUL students, If PEEP is required Residential Services will create it in consultation with individual, contact HSO if support is required</p> <p>H&amp;SO(F&amp;A) will review proposed evacuation plan and if agreed sign and return to Residential Services, who will distribute PEEP to relevant departments</p>	<p>Visitors may be put at risk if their visit to the premises is not supported.</p> <p>Event organisers and hosts must take reasonable efforts to identify persons who may require emergency evacuation assistance</p> <p>Visitors are responsible for informing RHUL host of emergency evacuation assistance requirements</p> <p>It is the responsibility of the host person/department to ensure, as far as reasonably practicable, that the disabled persons needs are met and they can safely evacuate the building whilst visiting premises</p> <p>If a personalised PEEP is required a copy will be held by the individual, host and any persons that may be required to provide the evacuation assistance</p> <p>Guidance documents available at: <a href="#">Policies and Guidance Documents - Royal Holloway Staff Intranet</a></p> <p>Host will contact Health &amp; safety Officer (Fire) if assistance is required</p>

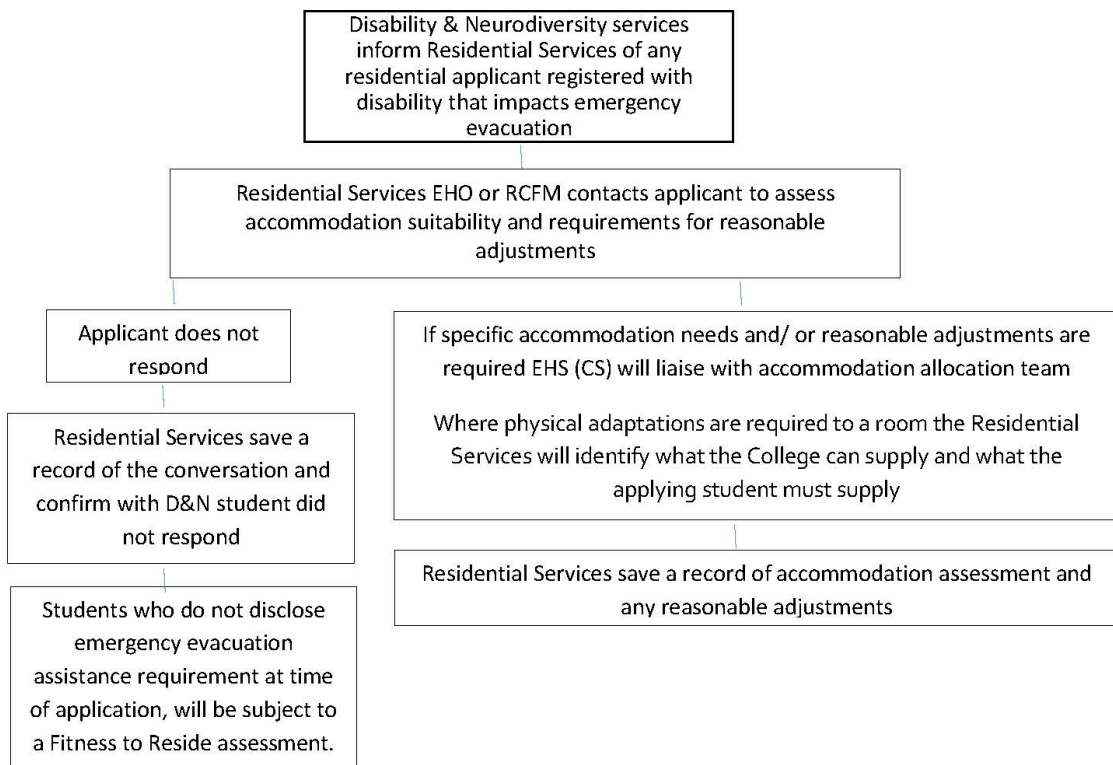
## Personal Emergency Evacuation Plan (PEEP) STAFF



## Student Personal Emergency Evacuation Plan (PEEP)



## Personal Emergency Evacuation Plan (PEEP) Student Accommodation





## Personal Emergency Evacuation Plan (PEEP) VISITORS

Visitors are identified as have a disability during visit booking/ arrangement, indicating they may require assistance in evacuating the venue; cause may include:  
C - Blind or serious visual impairment D - Deaf or serious hearing impairment E - Long standing health condition  
H - Physical impairment or mobility issues J - Two or more impairments

RHUL host/ hosting department/ event organiser will assess the visit/ event venue using Information on Personal Emergency Evacuation Plans (PEEPs) for people with disabilities at [Policies and Guidance Documents - Royal Holloway Staff Intranet](#)

Where further assistance in assessment of the venue is required, RHUL host/ hosting department/ event organiser will contact H&S Office

Where individual PEEP is required, visitor will be asked to complete Visitor PEEP form and return it to host

Host will explain the emergency procedures of the venue and physically show visitor nearest evacuation routes and refuge areas if applicable. Where evacuation assistance is required, they will explain who will deliver such assistance, in what circumstances. These details will be noted in PEEP form

PEEP will be signed by host and visitor and copy held by both for the duration of the visit

Above information will be shared by host with any relevant personnel and RHUL security

If event is of such nature that persons with various disabilities may be expected to attend and it's reasonably foreseeable, that they may access areas where emergency evacuation assistance is required, host must ensure sufficient number of trained and instructed personnel is present to provide such assistance

Host will hold written records of such arrangements

Contact Health & Safety Office for further guidance and training

## Appendix 2: FRA risk rating

This information has been adapted from PAS79:2020.

Potential consequences of fire → Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

In this context, a definition of the above terms is as follows:

**Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)

**High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

**Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

**Extreme harm:** Significant potential for serious injury or death of one or more occupants.

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

<p><b>Moderate</b></p>	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
<p><b>Substantial</b></p>	<p>Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.</p>
<p><b>Intolerable</b></p>	<p>Building (or relevant area) should not be occupied until the risk is reduced.</p>

### Appendix 3: FRA review schedule

For all university owned and managed buildings a new Fire Risk Assessment (FRA) will be completed every 5 years. The likelihood and severity of fire occurring in all buildings will be assessed by the Health and Safety Office and assigned a category of high, medium or low. This will determine the frequency that the FRA will be reviewed within that 5 years.

Risk	Review period	Reviews within 5 years
High	15 months	3
Medium	20 months	2
Low	30 months	1

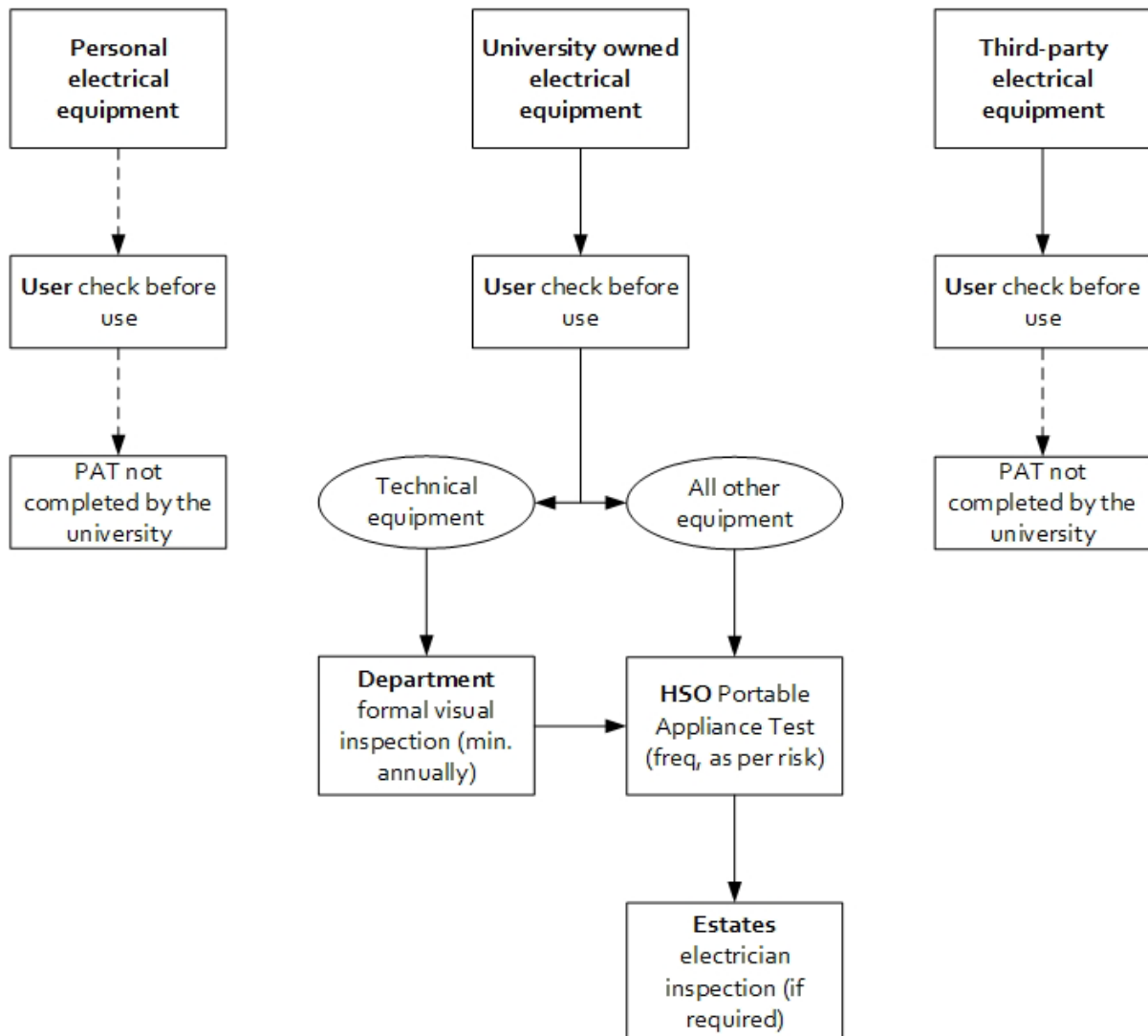
Risk	Criteria used
High	Sleeping accommodation
	Building used by intoxicated or potentially intoxicated patrons
	Laboratory using significant quantities of flammable liquids and / or compressed gasses
Medium	Small quantities of flammable liquids and / or compressed gasses
	Equipment capable of producing significant heat during routine operation
	Building capacity of more than 1,000 people
Low	All other buildings used primarily for routine teaching or as offices

High	Medium	Low
Bourne	Estates Office/Workshop	Arts
Geochronology	EWD	Bedford Library
George Eliot	Hub	Bedford Square & Stewart House
Highfield Court 1,2,3	Kathryn Worth / Caryl Churchill	Boiler House
Medicine/Stumble Inn	Shilling	Bourne Annex
Munro Fox Labs and Seminar	Wolfson	Computer Centre
Packhorse		Derbyshire
Penrose Flats and Houses		EMU
Queens		Handa Noh
Students' Union		Horton
Tolansky/Wilson		Huntersdale
		International
		Jane Holloway Hall
		John Bowyer
		McCrea
		Moore and Annex
		Orchard
		Sports Centre
		Wettons Terrace and Annex
		Williams
		Windsor
		Woodlands and Cottage

## Appendix 4: Portable Appliance Testing (PAT) methodology

The Health and Safety Officer (Compliance) will manage the University PAT asset list and arrange a suitable inspection program with building users. This program will be based on testing of items on a risk-based system.

There are several types of checks that can be conducted on electrical equipment, with the full detail available on the HSE website [here](#).



Type of check	
User checks	All users of equipment can be reasonably expected to check items and report any defects. Where items are found to be damaged or in need of repair they would be removed from use, replaced or repaired. This is not a strong control, as it relies on common sense and users of varying levels of competence, but it is the first stage of the process.
Formal visual inspection	By the nature of their experience and qualifications many technical roles in Departments are competent through training or experience to carry out formal visual inspection of items in their areas, including the power cords. Examples include: Drama completing checks on theatre equipment such as lights, Media Arts checking items in and out of their store, and various Science Departments maintaining equipment used in either research or teaching. These checks are carried out either annually during down-time periods or throughout the year.
Portable Appliance Test	These will be carried out by Compliance Monitors who have completed appropriate training, using appropriate test equipment. This will not include an in-plug inspection unless there is a reason to suspect that the fuse has been removed.
Electrician inspection	In exceptional cases, a University electrician could be tasked to complete an inspection on an item. They are competent through qualification and experience.

**Inspection frequency.** The frequency of PAT will depend on several factors. All portable electrical items will be assigned a category with each being reviewed against the factors., which gives then give the frequency. The testing schedule will be kept by the Health and Safety Officer (Compliance).

- **Produces heat.** For all items that produce heat either as part of their function or because of it. This heat could cause additional wear on the item and increases the consequences of any failure. This could include toasters, cookers, or theatre lights.
- **Handled by users.** While all items considered are technically portable, many are not handled by users. When items are moved around, manipulated, or handheld in use then they are at greater risk of damage and the user is at greater risk of electric shock. This could include fans, cleaning equipment, or extension leads.
- **Handled by students.** This applies to items used by students without supervision. This may be within halls of residences or academic buildings. In general, their lack of experience means they cannot be considered competent to complete user checks consistently.
- **Used in a harsh environment.** Equipment used in locations where it is exposed to temperature, humidity, dust, or other factors outside those found in a typical office. This may result in additional damage to the item.

Items that do not meet any of these factors are classed as low risk. Where items are handled by users or students, but are checked by Department technical staff at least annually, they are classed as low risk. Items may change category if their use changes, such as an item being removed from an office environment to be taken on a fieldtrip.

Where the competent person identifies a risk, they will request a formal PAT.

<b>Factors</b>	<b>Inspection frequency (months)</b>
Produces heat & handled by users	12
Used in a harsh environment	12
Produces heat	18
Handled by users (incl. students)	24
Low risk	60

### **Categories**

Where possible, items will be placed in broad categories, such as cooking equipment, to allow for a manageable list of categories. Further information will be provided in the description column if required. For example: cooking equipment, toaster.

### **Exceptions**

Where Departments maintain a stock of IEC or power leads as spares these will not be checked or inspected until they are utilised. Users will complete a formal visual inspection and then request a PAT if they identify a risk. Power cables will be considered as part of the item they are used with and will be inspected as part of either a formal visual inspection or PAT. For example, a kettle power lead will be captured as 'kettle' and not two separate items.

Where patch leads are used by Departments these will not be PAT tested if a formal visual inspection is carried out by a competent user.

### **Failures**

Where an item fails the visual inspection, the Compliance Monitor will confirm with the Department if it can be repaired. If it cannot, then the plug will be removed so that the item cannot be used. Departments will take any repairable items out of use.

### **Fuse checks**

Where a competent person within a Department or a Compliance Monitor feels it is appropriate, they may choose to open the plug to check the fuse installed is appropriate. This will not be completed routinely to avoid damaging plugs unduly.

## **Appendix 5: Use of Portable Heating Appliances**

### **Provision of equipment:**

Use of portable heating appliances should be avoided where reasonably practicable.

Provision of supplementary heating should be approved by Head of the Department or their nominee and should only be considered as a short-term measure when:

- a. The central/ fixed heating system fails
- b. There is no fixed heating system in the workplace and temperature drops below 16 degrees Celsius for office spaces and 13 C for workspaces where physical labour takes place

Use of personal portable heating appliances is strictly prohibited within University premises.

### **Selection and use**

Where portable heating appliances are to be provided these will be selected using the following hierarchy:

1. Electric powered, oil filled radiators as a primary choice
2. Alternatively: electric convector, fan-assisted convector or electric fan heater type

Where deviation from this guidance is necessary department must consult the Health & Safety Office, before introducing appliances into University premises.

Portable heating appliances must be subject to suitable PAT testing schedule as per appendix 3 of Fire Safety Policy.

System must be in place to ensure any university owned appliances hired out/ lent to staff/ students/ visitors are visually inspected on return against any visible damage. Damaged equipment will be removed from use until it's repaired.

Operating portable heater must not be left switched on unattended.

Combustible materials such as paper, plastic, fabrics must be kept away from heater. Portable heaters must not be covered or used for any form of drying.

Portable heating appliance should be plugged in directly to wall socket, not an extension lead.

Heaters must be placed on stable, level surfaces.