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**BOURNEMOUTH UNIVERSITY**

**FIRE SAFETY POLICY AND MANAGEMENT STANDARD**

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| Minor | 25/01/2023 | 6th Issue | David Gale | Rick White |

The Bournemouth University Fire Safety Policy and Management Standard has the authority of Vice Chancellor who is responsible for ensuring its implementation.

**Authorisation:**

**Bournemouth University Health & Safety Committee**

**On behalf**

**John Vinney**

**Vice Chancellor**

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1. **POLICY STATEMENT OF INTENT**

1.1. This standard reflects the importance Bournemouth University (BU) attaches to Fire Safety Management. BU is committed to achieving best practice in the management of

fire safety by assessing and managing fire risks to prevent harm to ‘**Relevant Persons1**

and anyone else that may be affected by its activities. BU recognises that fire safety is an important management function and is committed to the integration of fire safety into the management of activities and facilities.

1.2. The aim of BU’s fire safety policy is to encourage and promote the safe management of departmental work activities so as to reduce the risk of a fire. This document details responsibilities for the management of fire safety at BU. It seeks to ensure that all members of staff and students are trained in such a manner that they know how to reduce the risk of fire occurring and what to do in the event of a fire.

1.3. The BU Health and Safety Policy establishes a framework for safety management at BU and this document supports that policy, including the requirements for risk assessment, arrangements for those with disabilities and dealing with dangerous substances.

1.4. BU will, as far as reasonably practicable, comply with the Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] (referred to as the ***‘Fire Safety Order’*** in this document) and any other applicable legislation.

1.5 BU will seek to reduce fire incidences by:

* minimising the potential for fire to occur, disrupt the work of BU and cause

damage to property and the environment;

* minimising the potential for unwanted fire alarms to occur, which disrupt work and

place an undue burden on the Fire Service;

* providing appropriate instruction, information and/or training for all persons, including

contractors and temporary staff, on the actions to be taken in the

event of fire;

* providing relevant ‘Duty Holders’ with general Fire Risk Assessments and Fire Safety Plans stating the precautions to be observed and the steps to be taken to protect people and property;
* ensuring that measures that are commensurate with the risks, and the significance of

consequential losses, are taken into account to protect buildings, installations and

equipment from fire; with an emphasis on business continuity and containing and

preventing the spread of fire.

**1.'Relevant Person'** under the Fire Safety Order, means any person (including the responsible person) who is, or may be

lawfully on BU’s premises; and any person in the immediate vicinity of the premises who is at risk from a fire on BU’s premises - this may include staff, students, visitors or members of the public on the street adjacent to the building.

1. **RESPONSIBILITIES**

**2.1. Vice Chancellor - Responsible Person**

Overall responsibility for fire precautions within BU rests with the Vice Chancellor. A Health & Safety committee exists to monitor the implementation of this Fire Safety Policy and Management Standard. The Vice Chancellor is the ‘employer’ who is the '**Responsible Person’** under the Fire Safety Order. The Vice Chancellor shall authorise this BU Fire Safety Policy and Management Standard document and the arrangements made under it.

**2.2. BU Staff & Students**

The Responsible Person requires all BU Staff & Students to comply with the Fire Safety Order and all measures set in place by BU and its Departments to ensure their safety with respect to fire. They must:

* not interfere with or misuse anything provided by BU in the interests of fire safety.
* take reasonable care of themselves and all others who may be affected by their acts

and omissions.

* in the event of a fire alarm sounding, evacuate the building as quickly as possible and only re-enter upon the instruction of the Fire Marshal or the Fire Service.
* cooperate fully with local fire safety induction and familiarisation arrangements.
* report any perceived shortcomings in the fire safety provisions to the BU Fire Officer.

**2.3. University Health & Safety Committee (UHSC)**

The University Health and Safety Committee is responsible to the Vice Chancellor for the planning, consultation and dissemination of the arrangements made within this fire safety document and monitoring the adequacy of its implementation.

**2.4. Duty Holders (Executive Deans of Faculties and Directors/Heads of Professional Services)**

**Executive Deans of Faculties and Directors/Heads of Professional Services** are responsible as **Duty Holder(s)** but may delegate the day-to-day tasks, they are responsible for the fire precautions and safe management of fire risks in areas occupied by their department and anyone else who may be affected by departmental activities at risk of injury from fire.

A ‘**Duty Holder**’ has a duty to the ‘**Responsible Person**’ (Vice Chancellor) to ensure the following:

* implement any actions identified by the BU fire risk assessment process within the recommended time periods (fire risk assessments are completed by the BU Fire Officer);
* that their areas of control and responsibility meet statutory and BU fire safety

standards.

* the means of escape from their areas of responsibility are maintained in a safe &

unobstructed condition and available at all times the premises are occupied (the means of escape and fire safety provisions are detailed on the fire safety plans for BU);

* that suitable and sufficient risk assessments dealing with hazardous materials and

processes are completed, and reviewed regularly.

* appoint a **Competent Person(s)** where necessary, to provide effective and appropriate procedures or special arrangements to safeguard ‘relevant persons’ related to the presence of dangerous substances within their departments.
* that training identified in this document for all staff and students is undertaken.
* that they provide sufficient and suitable numbers of Fire Wardens to cover holiday periods and all occupied hours for departments or areas of responsibility.
* their local Health and Safety Coordinator is involved in the creation, development, monitoring and review of the department’s arrangements for safety, including the fire safety arrangements and statutory compliance;
* ensure that all students and visitors to BU are adequately supervised by members of staff to ensure fire safety compliance and to protect themselves and others who might be affected by their acts or omissions.
* ensure that specific and suitable departmental arrangements are in place for all

relevant persons working, studying or visiting their department who have restricted

mobility, sensory disabilities or who are temporarily incapacitated. In particular, they

must ensure that safe egress from their area of responsibility to a place of safety in

case of fire has been given due consideration, that arrangements are in place,

documented by means of a [PEEP](https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/hsfire/peeps/) (Personal Emergency Evacuation Plan) and promulgated to appropriate members of staff as necessary.

* where the department shares a building with others, arrangements must be made to cooperate with other occupants.

**2.5. Director of Estates**

The Director of Estates is a ‘Duty Holder’ to both the Responsible Person and to the Executive Deans of faculties and Directors/Heads of Professional Services, with respect to:

* the structural fire precautions & means of escape from the premises;
* the fire alarm systems;
* the emergency lighting;
* the fire equipment;
* the fire services facilities (under Article 17 of the Fire Safety Order).

In premises under BU’s control, the maintenance of the building elements, systems and infrastructure provided for fire safety is the responsibility of the Director of BU Estates.

In premises leased by BU, the responsibility will be in accordance with the repairing obligations under the Lease or through the Landlord or their representatives.

The Director of Estates will ensure:

* a competent person (currently the BU Fire Officer) is available to provide advice, guidance and assistance on fire safety management to BU staff.
* that Fire Risk Assessments and Fire Safety Audits are carried out by a competent

person(s) and other areas or buildings occupied by BU for which they are responsible.

* that appropriate fire standards, procedures and guidance are designed to reflect the

statutory obligations and particular fire risk management needs of BU.

* that the BU fire risk assessment process is undertaken, and funding provided where necessary to ensure compliance.
* all contractors employed to carry out works on the Estate comply with BU fire safety policies and procedures.

**2.6. BU Estates Project Managers**

Are to ensure that during project works, the contractors have adequate fire safety management plans and arrangements in place, to demonstrate a clear fire strategy during

the works. This plan should include the protection of the means of escape, the maintenance of suitable fire compartmentation; storage, housekeeping and raising the alarm internally and externally to the site.

Furthermore, as part of any building project handover, that the fire alarm is tested to ensure that it works correctly and a fire familiarisation briefing as appropriate is arranged for the building occupiers.

**2.7. Fire Wardens**

Fire Wardens’ responsibility in the event of the fire alarm sounding:

* sweep their areas of responsibility to ensure that all persons are instructed to leave the premises immediately by the nearest available fire exit.
* identify, assist or report the location of any individual requiring assistance as

necessary, to the Fire Marshal.

In addition, they must regularly check the means of escape, firefighting equipment and document checks on a check list, and reporting any other fire safety issues to the Duty Holders delegated representative.

[Fire Wardens](https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/hsfire/fire/) should undergo refresher training at intervals not to exceed three years.

**2.8. Fire Marshal**

Fire Marshals are appointed from the Estates Department.

The duties of Fire Marshals are:

* collate evacuation information from fire wardens.
* organise the evacuation of people waiting in the refuge areas.
* ensure fire service is called if required.
* act as ‘trained staff’ in the use of fire extinguishing equipment premises where safe &

practical to do so.

* relay all relevant information to the senior fire service officer.
* document the evacuation and send the relevant paperwork to the BU Fire Officer

**2.9. Academic Staff**

All academic staff have a 'Duty of Care' to students under their supervision whilst studying or carrying out associated activities. Staff should ensure that:

* student activities do not place persons at an increased risk from fire or hinder safe evacuation.
* as far as reasonably practicable, direct students to observe BU instructions in respect of fire safety while in their direct charge.
* students are provided with clear information and instructions in the event of a fire

situation, and take all reasonable steps to ensure safe egress of students in any

teaching space used by them, regardless of the location.

**2.10. Disabled Persons – permanent & temporary**

Disabled persons have a duty to make Duty Holders or their representatives aware of their condition, as far as it is relevant to the individual’s emergency planning and building evacuation in the case of fire. BU can only discharge its 'duty of care' to individuals, on being informed of their relevant requirements, whether permanent or temporary

1. **RISK ASSESSMENT & CONTROL MEASURES**

**3.1. Fire Risk Assessments**

Fire Risk Assessments and Audits will focus primarily on the condition and adequacy of the

building’s fire safety provision and fire service equipment and facilities. The audit will look

at general fire safety management and training requirements, taking into account the size of the department, the complexity of its activities and the premises. The frequency of the fire audits will be dependent on risk.

By adopting a risk-based approach, the Responsible Person(s)/Duty Holders will need to

look at how to prevent fire from occurring in the first place, principally, by removing or

reducing hazards and risks (ignition sources), and then looking at precautions to ensure

that people are adequately protected, if a fire were to occur.

**3.2. Managing Fire Precautions**

BU is committed to managing fire precautions and fire risks through the processes of risk assessment and risk control measures in respect of all facilities which it owns or leases. BU will take steps to ensure the safety of relevant persons on its premises, from death or injury in the event of a fire or an associated explosion.

BU will endeavour to:

* provide appropriate means of escape in case of fire, and ensure that the means of

escape is kept free from obstruction and suitably illuminated at all material times;

* provide fire alarm systems to detect and to give warning in the event of fire, and

maintain them in working order.

* provide, and maintain in working order, all fire extinguishing appliances.
* provide, and maintain in working order, equipment and facilities that are provided for

use by the Fire Service.

**3.3. Elimination or Reduction of Risks from Dangerous Substances [Article 12 of the Fire Safety Order]**

Where **dangerous substances** are present in their areas of responsibility, Duty Holders must ensure that all reasonable steps are taken to either eliminate or reduce the risks, by replacing the dangerous substance where possible. Where the risk cannot be eliminated, Duty Holders must apply measures to control the risk and mitigate the detrimental effects of a fire and its effect to relevant persons. Duty Holders and other relevant staff must, under these regulations, introduce suitable arrangements and controls, and consider the following:

* are there adequate department and research group controls of dangerous substances?
* is there adequate control of ignition sources, including hot surfaces, flames, sparks,

static discharge, etc.?

* is there a need for intrinsically safe electrical fittings?
* are there regular reviews of dangerous substances in use, with the view to eliminate or reduce use as far as reasonably practicable?

In particular, the use, storage and handling of the following:

* Hydrogen, Methane, and other similar flammable gases.
* Acetylene Gas.
* Liquid Petroleum Gas (LPG);
* Storage of flammable liquids / substances
* Bulk storage of flammable liquids / substances

**3.4. Construction & Building Works**

The management and control of the means of escape and the risk of fire during construction works is detailed in the BU Estates Health and Safety Statement. Where construction or refurbishment work is to be carried out in occupied premises, the Project Managermust ensure that suitable arrangements and risk assessments are in place, to establish the extent of the building’s fire safety arrangements likely to be affected by the works.

1. **TRAINING**

**4.1. Local Induction & Familiarisation**

Duty Holders must ensure that systems are in place by which all new staff and anyone who changes their job location (including agency and part-time staff), postgraduate research students and visitors (in the Department for more than 3 days) are shown all means of escape from their place of work to the assembly area. A record of completion should be maintained.

**4.2. Annual Fire Familiarisation**

Duty Holders must ensure that systems are in place by which all existing staff (including agency and part-time staff regardless of the number of hours they work), postgraduate research students and visitors are given information about their means of escape and are refreshed annually. A record of completion should be maintained.

**4.3. Undergraduates and Postgraduates**

Duty Holders are required to provide local fire safety briefings to undergraduate and post graduates at the start of each academic year.

The information they are required to give is:

* general fire safety advice
* how to raise the fire alarm,
* the action to be taken on hearing the fire alarm,
* the meaning of common fire signs,
* the location of the assembly area,

A simple record of the event should be kept indicating the subjects covered.

**4.4. Fire Drills**

Annual Fire Drills will be arranged by the BU Fire Officer; these are an important training activity and should be fully supported by all BU staff and students. Arrangements must be made at least once a year for a supervised fire drill, records of which must be kept.

**4.5. Occupation of Refurbished or New Premises**

Under the Fire Safety Order, a fire safety brief should be completed on occupation. The Project Manager should make suitable arrangements for Managers and Fire Wardens to have a fire safety brief and building/area familiarisation. The Duty Holder will takesteps to ensure that the information and any relevant instructions relating to fire safety arecascaded promptly to all relevant persons. A written record shall be kept by The Duty Holder of those persons trained.

1. **RECORD KEEPING RETENTION PERIODS**

The following records must retained for at least one year:

* **Attendance at Local Induction or Familiarisation Briefing** - these shall be maintained by Faculties and Professional Services.
* **Annual Fire Evacuation Drills** - shall be maintained by BU Estates and available for inspection.
* **Personal Emergency Evacuation Plans (PEEPs)** – a record of all completed PEEPs shall be maintained by the Health, Safety & Wellbeing Team and available as required,
* **Suitable Risk Assessments for working and storing dangerous substances**

**materials** - shall be maintained by the Department and available for inspection,

* **Fire Risk Assessments and Emergency Evacuation Plans** - shall be maintained by the BU Fire Officer and reviewed according to risk and as appropriate,
* **Equipment and Facilities provided for uses by the Fire Service** - shall be

maintained by BU Estates and available for inspection,

* **Equipment Provided for Life Safety** - shall be maintained by BU Estates and

records available for inspection.

1. **MONITORING & REVIEW**

**6.1. Monitoring - Fire Alarms / False Alarms**

All fire incidents and unwanted alarms should be reported to the BU Fire Officer This allows the Fire Officer to investigate the occurrence and to minimise the chance of recurrence.

**6.2. Monitoring - Standards & Procedures**

The Fire Officer in conjunction with the central Health, Safety and Wellbeing Team will audit the effectiveness of BU’s Fire Safety Policy and Management Standard and report annually to University Health & Safety Committee.