

Fire Safety Policy

It is the aim of the University of East Anglia to reduce the risk of fire within all University owned and managed buildings and to minimise the impact of fire on life safety, property, service delivery and the environment. This will be achieved by ensuring that statutory legislation and all appropriate regulations and standards regarding fire safety are complied with.

Scope

This Policy applies to all staff, students, and visitors to the University.

Policy Statement

1. UEA will ensure that the potential for fires is minimized through effective arrangements for fire prevention, detection, protection, firefighting, and emergency response systems.
2. UEA will ensure that suitable arrangements and procedures are in place covering fire prevention and control. This will include:
 - 2.1. The allocation of relevant responsibilities to suitably competent staff and students.
 - 2.2. The completion, documentation, regular review and updating of suitable and sufficient fire risk assessments covering all relevant premises, buildings. The aim will be to determine the likelihood of a fire occurrence and its consequences for people, property, and equipment and to remove or reduce the risk of fires.
 - 2.3. Ensuring that buildings and Buildings are designed, maintained, located, and constructed to minimise the potential for fires and protect all personnel at UEA campuses as well as the wider community.
 - 2.4. Ensuring suitable evacuation arrangements are in place for all relevant persons.
 - 2.5. The installation, inspection and maintenance of fire protection systems and equipment to ensure risks are kept at acceptable levels.
 - 2.6. The inclusion of fire safety aspects in emergency response plans taking account of the conclusions from relevant fire risk assessments as well as

the outcomes from alarm tests, evacuation practices and reviews.

- 2.7. The provision of appropriate training for staff and students.
- 2.8. The recording and investigation of fire incidents with appropriate corrective actions being taken to prevent a recurrence. Any lessons learnt will be incorporated into reviews of relevant fire risk assessments.
- 2.9. The implementation of suitable auditing arrangements to confirm that relevant UEA and regulatory requirements are met.

Responsibilities

1. In the UK, the Regulatory Reform (Fire Safety) Order 2005 (FSO) came into force in 2006, replacing and consolidating many existing fire safety related pieces of legislation. FSO places greater focus on risk assessment, fire prevention and overall reduction of risk by placing duties on the 'responsible person' to achieve legislative compliance. The 'Responsible Person' in this context is UEA as the employer.
2. **The Director of Safety Services is responsible for ensuring that:**
 - 2.1. Suitable and sufficient fire risk assessments are undertaken, and regularly reviewed and significant findings are reported to the relevant Heads of Schools, Department, or Divisions and those actions tracked.
 - 2.2. A competent Fire Safety Adviser is appointed, and that the University understands and can comply with its duties under this policy, the FSO and applicable fire safety standards.
 - 2.3. The Executive Team is advised on the University's compliance with Fire Safety, DSEAR and other fire safety legislation requirements.
 - 2.4. A Fire Safety Working Group (FSWG) is established and co-ordinated to produce regular progress reports to the Executive Team on all aspects of fire safety management across the University.
 - 2.5. Fire safety information, instruction and training are available to members of the University community.
 - 2.6. This policy and the other elements of the fire safety management arrangements are audited within the University Health and Safety Audit Programme.
3. **The Fire Safety Adviser (appointed by the Director of Safety Services) has responsibility for:**

- 3.1. Carrying out fire risk assessments in compliance with relevant legislation and guidance.
 - 3.2. Monitoring actions from significant findings and keeping under review existing fire risk assessments.
 - 3.3. Establishing and reviewing management processes for development and implementation of Personal Emergency Evacuation Plans (PEEPs).
 - 3.4. Co-ordinating and assisting with the formulation and organisation of evacuation strategies, emergency procedures, drills and fire safety training programmes for staff.
 - 3.5. Assisting with the development of relevant policies, procedures and guidance documents to define fire safety standards.
 - 3.6. Providing practical advice and guidance on all aspects of fire safety.
 - 3.7. Liaising with enforcing bodies to ensure compliance with statutory obligations and to maintain contact with outside agencies able to offer expert assistance.
 - 3.8. Co-ordinating and assisting with the preparation of fire safety plans.
 - 3.9. Undertaking periodic inspections of premises, fire safety systems, equipment and required documentation.
 - 3.10. Monitoring the implementation of fire safety plans and other fire safety standards or procedures.
 - 3.11. Ensuring Senior Fire Warden appointments have been made for each building that has staff in residence
 - 3.12. Reviewing fire safety plans following changes to building use, means of escape or other relevant fire safety measures.
 - 3.13. Assisting in the review of the Fire and Rescue Service risk files for all UEA buildings.
 - 3.14. Investigating fire incidents, ensuring that appropriate corrective actions are taken to prevent a recurrence and that lessons learnt are incorporated into reviews of the relevant fire risk assessment(s).
4. The Fire Safety Adviser is an appointed competent person within the meaning of Section 18 (Safety Assistance) of the FSO. Additional competent persons may be appointed from time to time by UEA.
 - 5. The Director of Estates and Buildings is responsible for putting in place arrangements within the Estates and Buildings Division for ensuring that:**

- 5.1. Fire safety specifications are incorporated into the planning of new build, refurbishment, or structural alteration projects in consultation with Building Control Officers and the Fire Safety Adviser, where appropriate.
- 5.2. The structure and fabric of UEA owned and managed buildings are maintained so that all means of escape are not compromised.
- 5.3. All fire safety systems and equipment (including fire alarms and emergency lighting) are maintained, inspected, and tested in accordance with any tenancy agreement, best practice standards and statutory obligation.
- 5.4. As-built drawings for each building indicating building fire zones, fire-fighting shafts, protected and other fire routes, refuges for disabled persons, location of detection and extinguishing devices or equipment are provided for inclusion in fire safety plans and that the drawings are kept up to date.
- 5.5. All proposed alterations to any UEA building likely to affect the means of escape or other fire safety provisions are notified to the Fire Safety Adviser so that the existing fire risk assessment is reviewed to take account of the proposed alteration to enable the review of the risk profile for the building.
- 5.6. The relevant planning authorities are consulted should proposed alterations to any UEA owned or managed building result in a material change of use, number of occupants or means of escape.
- 5.7. All fire detection and warning systems, portable extinguishers, hose reels and fixed fire-fighting systems, emergency lighting, smoke control systems and any other preventive or protective measures forming part of the building services are maintained, inspected, and tested by competent persons.
- 5.8. Suitable fire safety signs are provided and fixed in accordance with relevant British Standards and best practice guidance.
- 5.9. Maintenance, inspection, and testing are carried out to uniform and recognised standards throughout all UEA owned and managed premises by the selection and monitoring of competent contractors.
- 5.10. The UEA permit to work system is used to manage and control all operations involving the isolation, removal or disconnection of any fire safety system and that the Fire Safety Adviser, Security and Accommodation Management are notified before such work is done.
- 5.11. All buildings services contractors are informed of the building fire evacuation procedures and other fire safety provisions before starting

work.

- 5.12. The permit to work and hot work permit systems are used to manage building maintenance operations involving hot work, such as welding, flame cutting, use of blow lamps or portable grinding wheels in areas near flammable or combustible materials, whether carried out by employees or contractors.
- 5.13. Inspection and test records and defect reports for all fire safety systems and equipment are kept.
- 5.14. The significant findings of fire risk assessments relating to building fabric, building structure, installed fire systems, and installed fire equipment to be properly addressed in a timely manner.

6. The Head of Security Operations is responsible for ensuring that:

- 6.1. Response procedures to fire alarm activations are in place and appropriate fire alarm response training is provided for Security Officers.

7. All Heads of School/Department/Divisions are responsible for ensuring that:

- 7.1. The Fire Safety Adviser is notified of any member of staff, student, or visitor that they are aware of with a disability which may inhibit their response to an alarm or their evacuation from any building, so a PEEP can be developed and implemented if required.
- 7.2. Where requested, assist in the co-ordination and undertaking of fire risk assessment in their areas of responsibility and address actions from significant findings of fire risk assessment identified as their responsibility in a timely manner.
- 7.3. Risk assessments of activities or processes under their control or direction identify any relevant fire hazards and associated precautions to avoid or minimise the risk of fires.
- 7.4. Any fire prevention and protective or other controls identified by relevant risk assessments are made available, properly used and maintained if these are additional to those provided generally for the safety of the building and its occupants.
- 7.5. Ensure that risk assessments which are required by DSEAR regulations are carried out, if work under their management control involves the use of any flammable, explosive or oxidizing substances.
- 7.6. Where Line Managers occupy a Home Zone, collaborate with other building occupiers to ensure a Senior Fire Warden and a deputy are appointed for their building and ensure their staff are aware of their identity.

- 7.7. All staff undertake their mandatory annual online fire safety training.
- 7.8. All contractors and visitors they have responsibility for are informed of fire risks in areas where they may work, given instructions on fire evacuation procedures and, where relevant, arrangements for hot work or other permits.
- 7.9. Rooms are not used for purposes other than those for which they are designated, if doing so would increase the fire risk, e.g. by overcrowding or re-arrangement of furniture, excessive or insecure storage of flammable or explosive materials.
- 7.10. Materials that present a fire or explosion hazard, such as flammable liquids and gases, are controlled, safely and securely stored with quantities kept to a minimum consistent with efficient operation.
- 7.11. Any incompatible materials that could react to cause a fire or explosion are effectively segregated.
- 7.12. Materials and equipment that present a fire hazard are clearly labelled as such.
- 7.13. Corridors, stairways, lobbies and exits in their areas of responsibility always remain unobstructed. Placement of any items in circulation routes which form part of a means of escape must have the written authority from the Fire Safety Adviser.
- 7.14. Staff they have responsibility for, understand their role as Fire Warden in the event of a fire alarm activation.
- 7.15. New staff, either before or on the first day of work, are provided with relevant information regarding emergency evacuation, building escape routes and assembly areas and other relevant fire safety procedures detailed in the fire safety plan for the building they occupy.
- 7.16. Local school inductions for students contain relevant fire safety information and instruction.
- 7.17. Any work carried out by contractors or staff that requires a permit, disturbs the fabric of the building or breaks ground on site must be registered and approved by the UEA Permit Office or an Estates Appointed Person. This responsibility may be delegated to another member of staff acting as a "Host".

8. All staff and students are responsible for:

- 8.1. Reporting fire safety issues to their line manager and the Fire Safety Adviser if necessary.

8.2.	Undertaking induction and annual online fire safety training on employment regarding fire safety arrangements in the building they occupy.
8.3.	Swiftly evacuating a building via the nearest fire exit on alarm activation.
8.4.	Ensuring students or visitors they have responsibility for evacuate the building.
8.5.	Complying with all UEA fire safety requirements that apply to them.
8.6.	Taking reasonable care of their own safety and that of others who may be affected by their acts or omissions at work.

Governance	Detail
Policy owner	Director of University Safety Services
Underlying University strategy or plan	Health and Safety Policy
Underlying legislation	<u>The Regulatory Reform (Fire Safety) Order (2005)</u> <u>Fire Safety Act (2021)</u> <u>Health and Safety at Work etc Act 1974</u>
Recommended by	University Health and Safety Committee
Approved by	Executive Team 9 th October 2023
Effective working date	9 th October 2023
Review date(s)	October 2026
Future review date	Every 3 years
Supporting regulations	<u>Fire Safety Regulations (England) 2022</u> <u>Management of Health and Safety at Work Regulations 1999</u> <u>Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)</u> All relevant British Standards Building Regulations Approved Document B, Volume 2, 'Buildings other than Dwellinghouses'
Supporting operational processes	Fire Safety Management Arrangements

Supporting guidance for those running the process	Fire Safety Management Arrangements
Supporting guidance for this using the process	Fire Safety Management Arrangements Fire Safety Requirements USS Portal
Enquires	Queries on this policy should be addressed to: Director of University Safety Services (safetysservices@uea.ac.uk)
Key web search terms	Fire, Fire Safety, Fire Risk Assessment, Personal Emergency Evacuation Plans