



## FIRE SAFETY POLICY

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Date for Review:			

## **1. Introduction**

### **1.1.1 Purpose: Why we have to control fire safety**

Every year in Britain, thousands of people are killed or injured by fire. The University undertakes many activities that could pose fire risks and for such a large institution, a spreading fire could have devastating results.

The Manchester & Cheshire Fire and Rescue Services are placing ever-increasing emphasis on preventing fire incidents. Fire safety education, research and awareness-raising all play vital roles in helping to make sure fires incidents never start.

In addition, legislation is in place to ensure we all work to prevent fires, and everyone knows how to escape if a fire does break out.

### **1.1.2 The legislation**

The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires the University to formulate a policy with respect to the management of fire safety and to bring this policy to the attention of all employees and students using University buildings.

The main (legal) responsibility for implementation of this policy lies with the Manchester Metropolitan University, which is represented by the University Board of Governors and the Vice-Chancellor as its principal academic and administrative officer.

To enable us to fulfil our duties under the above legislation the core standards as identified must be achieved as outlined in the fire safety guidance.

## **1.2 Scope and Policy Statement**

This information is aimed at minimising fire incidents within University premises, and minimising the impact of fire on:

- life safety
- delivery of service
- the environment
- property

These Standards apply to:

- all buildings and areas occupied by the University
- all staff
- all students
- all legal visitors

- The Board of Governors and the Directorate of Manchester Metropolitan University are committed to establishing and maintaining a management system to ensure that all staff, students and visitors are protected from the risk of fire.
- This system will establish appropriate fire precautions and prevention measures and appropriate evacuation procedures that will be implemented and periodically tested to assess their effectiveness.
- All persons shall be provided with sufficient and appropriate fire awareness training and instruction.
- All premises shall comply with relevant fire safety legislation and recognise good practice. The general fire guidance, instructions and evacuation procedures appendix forms part of this policy.

### **1.3 Roles and Responsibilities & Definitions**

**Responsible Person** - The “Responsible Person” under the RRO legislation is the head of the faculty or service.

For buildings occupied by more than one faculty or service, the head of the faculty or service that occupies the largest percentage of space becomes the coordinating “responsible person” for that particular building, with ultimate responsibility for the whole of the building or campus.

This does not remove the duties of the “responsible persons” for each faculty or service in the building, including carrying out risk assessments and operational procedures which affect fire safety. All Heads of Schools or Services must liaise with each other to achieve cooperation and coordination throughout the building.

#### **1.3.1 Responsibilities**

Ultimate responsibility for fire safety falls to the University as the employer.

- The Vice-Chancellor has delegated the duties as Responsible Person to the Deans of faculty or in their absence to the most senior responsible person for the building
- the day-to-day implementation of prevention and precaution measures being the responsibility of the University Human Resources Director
- The responsible person is accountable to the Vice-Chancellor for the implementation of this policy, for compliance with legislation and for

initial liaison with the fire and rescue authorities on any issue of compliance, but may delegate operational compliance to the appropriate University officers, e.g. Head of Facilities (Property) Legal Services and University Health and Safety Adviser.

- Director of Services will ensure appropriate provision of resources to meet the RRO so far as is reasonably practical and is responsible ensuring that the fabric and structure of the universities building is maintained and that there is adequate provision and maintenance of satisfactory fire detection and fire fighting equipment.

### **1.3.2 Deans and heads of service groups**

The key responsibilities for Deans and Heads of Service Groups are listed below.

#### **You must:**

- Ensure effective governance on fire safety issues
- Allocate resources (time and money) for heads of schools/services, safety supervisors and fire marshals to carry out their tasks

#### **Deans of Faculty and Heads Services**

Deans of Faculty and Heads of Services are responsible for fire safety management including the key responsibilities listed below.

#### **You must:**

- Release staff to attend and provide fire safety training
- Ensure sufficient competent, trained fire marshals are appointed
- Ensure designated fire marshals carry out their duties
- Ensure/ Allow sufficient working time for these duties to be carried out
- Ensure all staff and students are aware of the fire safety standards
- Ensure operational fire risk assessments and routine checks are carried out
- Ensure all minor building work is authorised by Facilities services or capital planning
- Ensure that all fires and fire alarm activations are recorded on the university's incident reporting system
- Where there is more than one School or Service in occupation of a building, the occupier with the most space must take the lead role in co ordination and co operation in respect of fire safety matters
- Where identified by the fire risk assessment a written local emergency evacuation plan should be produced and communicated appropriately

- Where identified in the fire risk assessment, measures need to be taken to eliminate or reduce the risk from dangerous substances. If this is not possible then appropriate controls must be put in place and communicated to all staff

### **1.3.3 Fire Marshals**

#### **You must:**

- Be deemed competent by attendance at the programmed Fire Marshal training
- Support the fire risk assessment process
- Support the annual fire evacuation drill
- Any faults found in fire precautions or fire fighting equipment must be brought to the attention of Facilities Services helpdesk or Health and Safety Advisor as appropriate
- Assist in the evacuation of the building

### **1.3.4 All Members of Staff**

The key responsibilities for members of staff are listed below:

#### **You must:**

- Evacuate on hearing of a fire alarm
- Be responsible for your own safety
- Know the evacuation procedures
- Raise any specialist requirement
- Take reasonable care of others
- Co-operate with your employer on fire safety issues
- Do not interfere with anything provided for fire safety
- Report any fire safety problems, eg blocked fire exits
- Report any accident or near miss to your local safety coordinators who can update the University incident reporting system

### **1.3.5 University Health and Safety Manager**

Carry out the duties as detailed in the fire safety policy:

- Ensure electrical and structural fire risk assessments of University buildings have been carried out
- Ensure fire safety is audited within faculties and services on an annual basis
- Carry out fire wardens' and other staff training

- Formulate policies for approval of the health and safety committee
- Give advice when requested
- Investigate significant fire incidents
- Liaise with regulatory bodies

### **1.3.6 Facilities Services**

Ensure that all fire safety equipment is adequately maintained as detailed in the University fire safety policy, including:

- Fire alarm and associated peripheral equipment (eg. automatic locks, door retainers, fire vents).
- Fire fighting equipment, including dry risers
- Fire resistant doors and partitions
- Mechanical fire safety devices (eg. damping on ventilation systems, manually controlled fire vents, automatic fire shutters and screens).
- External metal fire escapes
- Fire dampers will be inspected bi-annually.

### **1.3.7 Security Services**

Will undertake weekly and 6 to 8 weekly inspections covering

- Fire Alarm testing
- Magnetic lock testing of fire alarms
- Emergency lighting
- Fire Extinguishers are in place
- Fire Doors clear
- Emergency Evacuation Chairs

### **1.3.8 Contractors**

- Contractors working on behalf of, or on property owned by, Manchester Metropolitan University will be given adequate information regarding fire safety and must comply with this policy and obey all instructions given to them in regards to fire safety by authorised University personnel.
- Contractors must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety arrangements and procedures.
- Contractors or anybody carrying out work at the University must make good all alterations specifically including any alterations made to fire safety or fire prevention fittings, e.g. fire doors, fire stopping.

### **1.3.9 Staff and students**

- Staff and students living in halls of residence not owned or managed by Manchester Metropolitan University must comply with the fire procedures laid down by those responsible for the management of the establishment.
- All staff and students residing in halls of residence managed by Manchester Metropolitan University must abide by this policy and adhere to the rules regarding health and safety and fire safety set out in the accommodation contract.

### **1.3.10 Lecturers**

Lecturers are responsible for the safety of their students when in class and they must make students aware of the fire procedures for the building in which they lecture

Lecturers must ensure they are aware of any personal emergency evacuation plans that may be in place in relation to any of their students.

Failure to comply with this policy may lead to disciplinary action under the appropriate University policy and if deemed by the University's Directory of Human Resources may be reported to the relevant law enforcement authorities

## **2. Out of Hours**

While the principals 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 security. They are responsible for attending buildings where the fire alarm is activated and for ensuring, the fire procedures for that building are followed.

In the event of a serious fire members of the Universities Emergency Team would be contacted.

## **3. There is separate guidance covering the following areas**

- General Guidance covering the theory of combustion, fire fighting equipment, mean of escape, fire evacuation & fire safety strategy
- Practical Guidance covering Risk assessments, Maintenance of existing
- Fire Safety Management –structure & responsibility flowchart
- Fire precautions symbols for maintenance plan
- Fire Risk Assessment Document
- Security Fire check list
- Emergency egress questionnaire for disabled people
- Personal emergency egress plan (PEEP)

