

Fire Safety Policy

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1. Introduction

The University of Bristol recognises and acknowledges its responsibility to meet the requirements of The Health and Safety at Work etc Act 1974, the Regulatory Reform (Fire Safety) Order 2005 (RRO) and where applicable the Housing Act 2004 as regards fire safety.

This Fire Safety Policy applies to all premises and activities under the University's control. It sets out the framework by which the University expects to meet its fire safety duties.

2. Organisational Responsibilities

2.1 The University Council

The University Council is the "responsible person" under the RRO. In accordance with paragraph 4 of the organisational arrangements for health and safety (<http://www.bristol.ac.uk/safety/policies/>) executive responsibility for the implementation of this policy has been delegated to the Deputy Vice-Chancellor and the Registrar and Chief Operating Officer.

University Council will monitor the effectiveness of this policy via the Personnel and Health and Safety Committee.

2.2 The Director of Estates

In addition to the responsibilities of a Head of Division, the Director of Estates will, so far as is reasonably practicable, ensure that:

- A fire risk assessment is undertaken for each building the University owns or is the landlord of, excluding halls and residences which are the responsibility of the Director of Residential and Hospitality Services (see 2.3 below). To put this into practice the fire risk assessment and other associated fire documentation (Building Fire Manual, Access Statement) will be completed by the Facilities Manager, working closely with a representative or representatives from the building occupiers;
- The outcomes of fire risk assessments relating to building fabric, structure and fire safety systems are addressed and appropriate control measures implemented in all university-owned buildings;
- Where the University leases its buildings, fully or in part, to other organisations, the tenants are required to provide sufficient information concerning their activities to allow the University to complete an appropriate fire risk assessment;
- The building fabric, fire safety systems of the premises, and equipment provided in connection with assuring fire safety are maintained by a competent person, are fit for purpose and in efficient working order in all University of Bristol premises, including premises that are the responsibility of the Director of Residential and Hospitality Services. (See bullet above regarding outcomes of fire risk assessments);
- A review of the fire risk assessment is undertaken before commencing planned or reactive work on site;
- The Building Fire Manual is maintained and reviewed at least every two years or sooner if a significant change occurs, all relevant sections are up-to-date and testing logs completed accurately;
- An Access Statement is in place and up-to-date;
- Sufficient Competent Persons are appointed to carry out the preventive and protective measures required by the RRO.

- Lifts installed or refurbished to evacuation standard must have a suitable Management Plan in place for their use in an emergency with trained staff available to put the plan into effect.

2.2.1 Contractors working on behalf of Estates:

The Director of Estates will ensure, so far as is reasonably practicable, that contractors:

- Assess the fire safety risks arising from their works / activities and implement control measures;
- Co-operate with the University on all matters of fire safety;
- Have received appropriate information and instruction to enable them to comply with this policy and the University's emergency arrangements;
- Obey instructions relating to fire safety given by an authorised University member of staff.

2.3 The Director of Residential and Hospitality Services

In addition to the responsibilities of a Head of Division the Director of Residential and Hospitality Services will, so far as is reasonably practicable, ensure that:

- A fire risk assessment is undertaken in each hall and/or residence and that the outcomes relating to the building fabric, structure, means of escape and fire safety systems are brought to the attention of the Director of Estates;
- Actions relating to building fabric or fire safety systems, identified in fire risk assessments carried out by the Director of Residential and Hospitality Services, are reported to the Director of Estates and dealt with appropriately and in a timely manner;
- A review of the fire risk assessment is undertaken before commencing planned or reactive work on site;
- Building fabric, fire safety systems, and equipment provided in connection with assuring fire safety are maintained by a competent person, are fit for purpose and in efficient working order in all University of Bristol residences;
- An Access Statement for each hall and residence is in place and up-to-date;
- New residents of a university hall or residence receive a fire safety induction relevant to that building;
- Sufficient numbers of people are trained and appointed as fire wardens for all buildings under his control;

2.4 Deans, Directors, Heads of School

Deans, Directors, Heads of School will, so far as is reasonably practicable, ensure that:

- Activities and processes falling under their control that present a fire safety risk are risk-assessed under the Management of Health and Safety at Work Regulations and brought to the attention of the Facilities Manager for inclusion in the fire risk assessment where appropriate;
Where fire risks are identified, necessary steps are taken to reduce or mitigate the risks to fire safety and suitable control measures implemented;
- Where staff or students occupy a building in which the University of Bristol is a tenant, suitable liaison, coordination and cooperation is provided by the SSA on behalf of the Head of School, and the landlord or agent, as appropriate to allow them to comply with their responsibilities under the RRO;
- The SSA (or other person as nominated by the School or Service Head, will collaborate with the Facilities Manager to keep fire safety documentation (Building Fire Manual, Fire Risk Assessment and Access Statement) up to date and to ensure outstanding actions are dealt with;
- Staff under their control are given fire safety induction training and instruction in fire safety matters commensurate with their activities;
- Undergraduate and Postgraduate students receive fire safety induction when first joining the university or when their study takes them from one faculty to another;
- Sufficient numbers of people are trained and appointed as fire wardens for all areas occupied by their school or division;
- Staff and students under their control comply with university arrangements for fire safety;
- Visitors are informed of the fire safety arrangements for the building.
- A suitable Personal Emergency Evacuation Plan is developed for relevant staff, students or visitors that require them, to include details of any necessary people or equipment that may be required to put the Plan into effect.

(When the term “Head of School” is used it should be understood to include Heads of Administrative, and other, Units)

2.4.1 Contractors working on behalf of a School or Service

The Head of School will ensure, so far as is reasonably practicable, that contractors:

- Assess the fire safety risks arising from their works / activities and implement control measures;
- Co-operate with the University on all matters of fire safety;
- Have received appropriate information and instruction to enable them to comply with this policy and the University’s emergency arrangements;

- Obey instructions relating to fire safety given by an authorised University member of staff.

2.5 The Director of Safety and Health Services

The Director of Safety and Health Services will:

- Provide competent fire safety advice to enable the University to comply with its duties under this policy, the RRO and any other relevant legislation and standards;
- Audit the University's fire safety arrangements;
- Monitor and review the Fire Safety Policy and statutory requirements;
- Consult with relevant statutory bodies on matters of fire safety as necessary;
- Develop appropriate guidance and standards to enable the requirements of this policy to be properly understood and implemented;
- Make available to University staff relevant fire safety training.
- Assist staff to produce suitable and sufficient fire safety documentation;

2.6 Staff

Staff have a responsibility for:

- Observing all instructions, information and training intended to secure safety, including fire safety;
- Co-operating with the University on matters of fire safety;
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- Reporting any obvious defects or short-comings in University fire safety equipment, arrangements or procedures;
- Where a work risk assessment identifies an activity is likely to adversely affect fire safety, taking steps to reduce or mitigate the risk and informing the Facilities Manager so that the fire risk assessment can be updated accordingly.
- Staff are not expected to fight fires using portable fire extinguishers. Certain staff, e.g. security officers, porters, lab technicians receive fire extinguisher training as part of their roles but using an extinguisher will always be voluntary.

2.7 Students

Students have a responsibility for:

- Observing all instructions, information and training intended to secure fire safety;
- Co-operating with the University on matters of fire safety;
- Not interfering with any building fabric or equipment provided in connection with assuring fire safety;

Reporting any obvious defects or short-comings in University fire safety arrangements or procedures;

Students are not expected to fight fires using portable fire extinguishers.