

FIRE SAFETY POLICY

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Fire Safety Policy – Version 7 FINAL

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) will complete a Personal Emergency Evacuation Plan (PEEP) for each student who requires assistance evacuating University premises.
- Line Managers are responsible for informing the HSO (Fire) if they have a member of staff who may require assistance evacuating in the event of a fire and will require a PEEP.
- 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

Competent Person - A person with enough training and experience or knowledge and other qualities to enable them to assist in undertaking the preventative and protective measures.

Director of Professional Service - Those senior managers within Professional Services with responsibility for a Directorate or Department.

Project Manager – those with Project Management qualifications who are undertaking work on behalf of the Estates Department, from initial planning to final completion.

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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.

Defined Roles

Within various pieces of legislation and guidance, there are several defined roles for those people responsible or deemed competent.

1. The Vice Chancellor and Principal is the Responsible Person as defined by the Regulatory Reform (Fire Safety) Order 2005.
2. The Director of Estates has been delegated the 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) is the appointed competent person who will provide fire safety advice, as defined in the Regulatory Reform (Fire Safety) Order 2005.

They will provide advice and support on:

- Instructions for all staff 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 buildings.
- Fire strategies for new buildings and refurbishments.
- Strategies for the safe evacuation of students, staff, and visitors who are unable to self-evacuate (Personal Emergency Evacuation Plan - PEEP).
- Existing fire risk assessments.

Working with the HSO (Compliance) they will monitor fire safety compliance for all facilities owned or leased by the University.

4. The HSO (Fire) 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.

The Head of Residences 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 Faculty Deans, Heads of Professional Services, Heads of Department, and Health and Safety Coordinators. If in any doubt, they should contact the HSO (Fire) for advice and guidance.

All employees must receive Induction Training within 2 weeks of commencement of their employment. This training includes the arrangements and responsibilities in place for fire safety.

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 Campus Watch or the Fire 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.

Staff are expected to complete their mandatory training and Health and Safety induction within 2 weeks of their commencement date, which includes fire awareness.

9. Every member of staff is required to report fire safety concerns or missing and damaged fire safety equipment.

Staff must report any failure to provide adequate fire safety and must immediately inform the University of any work practice which could be seen as a serious and immediate fire risk.

Failures could include missing or defective fire safety equipment, obstructed fire doors and exits, and poor housekeeping leading to build up of flammable materials.

10. Line Managers are responsible for informing the HSO (Fire) if they have a member of staff who may require assistance evacuating in the event of a fire.

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

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 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 as detailed in the Accommodation Terms and Conditions. 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 Vice Chancellor and 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. If a fire is discovered, the emergency services must be called immediately. Campus Watch must then be informed, telling them the location of the fire to enable them to direct the fire service to the incident.

Fire Risk Assessment (FRA)

15. Fire Risk Assessments (FRA) will be carried out by the HSO (Fire).

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

16. The HSO (Fire) will ensure that arson is considered as part of University FRA and within any guidance provided to projects or other works.

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 must be considered.

The following topics must be considered:

- Security arrangements – for students, visitors, and members of the public,
- External lighting,
- CCTV coverage,
- Good housekeeping, including removal of combustible waste from refuse points,
- On-site 24 hr. security presence.

The HSO (Fire), along with Campus Watch, will provide extra advice where buildings have been designated a special risk.

17. The Head of Maintenance Services and Managers assigned actions from the FRA will manage any remedial works required, based on priorities provided by the HSO (Fire).

The HSO (Fire) 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 HSO (Fire) to determine and agree appropriate time scales.

18. 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 must have an action plan with clear identifiable and achievable timelines for action. The relevant Departments should be consulted on the actions.

19. The Head of Maintenance Services is responsible for the repair of existing fire safety infrastructure.

20. 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, in consultation with the Head of Residences.

21. Any training requirements identified are the responsibility of the Director of Health, Safety and Business Continuity.

22. The HSO (Training and Data) will manage a central list of FRA actions.

Fire Strategy

23. 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.

The Fire Safety Strategy 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 Fire Service in relation to incidents, and
- Details of any special risks, such as sleeping risks, bars etc.

The HSO (Fire) is responsible for ensuring that the Fire Safety Strategy is 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 basis.

New Buildings, Alterations, and Changes of Use

24. Project Managers must ensure that any new buildings or alterations to existing buildings are completed in line with the most recent fire safety and building legislation and the existing fire safety management arrangements required by the University.

Further advice can be sought from the HSO (Fire) if required. In general, the University will comply with Approved Document B, with BS 9999 as the second options. Fire engineered solutions should only be used after prior discussion with the HSO (Fire) and approved by the Director of Health, Safety and Business Continuity.

25. Where a Project Manager is not appointed, the Deputy Director of Estates (Projects) must ensure that there is a competent person to manage and supervise the works in line with the requirements of this Policy.

When alterations are being planned, the competent person, with assistance from the HSO (Fire), 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 competent person 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 HSO (Fire).

26. The Project Manager will ensure that a fire safety manual for a building is handed over to the Deputy Director of Estates (Projects) and HSO (Fire) on completion of the project.

The HSO (Fire) can provide advice on the content of the manual as required.

27. 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 HSO (Fire) can provide advice to ensure that any planned changes do not affect the fire safety of the building or any nearby buildings.

28. 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 must 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 Principal Contractor is responsible. All contract managers must ensure the Fire Evacuation Plan is understood and followed. The Estates Department retains the right to audit such arrangements to confirm understanding and compliance.

29. Project Managers must give contractors adequate information on the building requirements and the University's expectations relating to fire safety.

30. Project Managers must ensure that any work completed is inspected to ensure it meets the University's fire safety requirements.

Contractors must ensure that any works affecting fire safety infrastructure are conducted by suitably competent and qualified fire professionals. The HSO (Fire) can assist in identifying the requirements and the expected remediation.

Fire Safety Infrastructure

31. The Director of Health, Safety and Business Continuity must ensure there is a system to inform staff and contractors of compartment lines and that there is a permit system to ensure these lines are not breached without prior approval.

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 suitably competent person, such as a third-party accredited fire stopping professional.

32. The Deputy Director of Estates (Projects), Head of Maintenance, Assistant Director (Service Delivery) and Project Managers must ensure that work under their control complies with the above system.

Any breach of a compartment must be sealed by a competent person to a recognised third-party certification method. This will include a record with photographs of the breach (before and after), what compounds were used, and the name of the person completing it. In addition, a sticker or other marking should be affixed next to the area to identify when it was sealed. The photos, and any associated certification, must be provided to Estates.

33. Fire doors must be marked appropriately and provide required protection against smoke and flame penetration.

34. 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. In licenced premises, such as theatres, escape signage must have maintained escape lighting to BS 5266.

35. The Head of Maintenance Services is responsible for ensuring that the maintenance and inspection of the fire safety systems occur enswthin the required timescales and that third-party contactors update the fire safety logbook.

These Include:

- Fire alarm and detection including VESDA,
- Emergency lighting,
- Smoke extraction systems (including in kitchens),
- Fire curtains and emergency escape lifts,
- Any fire-fighting provisions, including dry risers and fire hydrants,
- Sprinkler systems,
- Fixed suppression systems (including in kitchens),
- Smoke vents,
- Fire doors and associated hardware,
- Lightning protection,
- And any other equipment for the purposes of fire safety.

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 HSO (Fire), another member of the Health and Safety Team, the Fire Service, or any other regulator or auditor with reason to access them.

36. The HSO (Compliance) must ensure that suitable fire safety checks are scheduled and completed by the Compliance Monitors.

This will be completed during the fire alarm testing and includes ensuring the 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 periodically checked.

37. 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 new installations should conform to the requirements of the latest edition of the Institution of Electrical Engineers' Regulations for Electrical Installations, and work must be carried out in accordance with the Electricity at Work Regulations. Records must be available for inspection, as required by the HSO (Fire). Existing installations must remain in a safe condition, with alterations meeting modern standards.

38. 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 unless this has been agreed with the HSO.

39. 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.

Acoustic Door Release Devices – devices attached to doors that release the door when they sense a fire alarm – may be permitted, if approved by the HSO (Fire). In general, these will only be considered where there is no sleeping risk or high fire risk. The department in control of the building will need to specify who will complete the required checks on such a system.

40. 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.

41. The Head of Maintenance Services must ensure that gas safety is managed in line with the appropriate standards.

42. The Head of Maintenance Services must ensure that plant rooms are not used for storage.

Equipment required for the operation of the plant is permitted with authorisation from the HSO (Fire).

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

Management of Fire Safety

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

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

Any faults with fire doors must be reported to the Estates Helpdesk.

46. All staff are responsible for ensuring that no ignition sources are placed in a means of escape.

Any required deviation from this must be approved by the HSO (Fire).

47. 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 locker design maximum.

Those responsible for the use, storage, or purchasing of such chemicals are responsible for ensuring that this requirement is met.

48. Any gas classed under CLP or Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) criteria as flammable, oxidising or explosive 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, oxidising or explosive gases.

49. 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 HSO (Fire) to determine its effectiveness. Where permits are used, consideration must be given to occupants.

50. Lecturers must make themselves aware of the emergency procedures for the buildings in which they teach.

Fire Action notices are present at every exit from the building and are also available to print off to put in teaching spaces. (see Appendix 5).

51. Lecturers must inform students of the emergency procedures for the room/building at the start of 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/building.

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

Lecturers must not re-enter a building unless authorised by a Fire Marshal, RHUL Campus Watch or the Fire Service.

53. Staff who bring electrical equipment into University buildings must ensure these undergo Portable Appliance Testing.

Where staff bring their own electrical equipment onto University premises, such as coffee machines and kettles, the Health and Safety Office must be informed so these items can be added to the PAT testing schedule.

The 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 must be unplugged at the end of the working day.

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. See Appendix 4.

54. 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 where the central heating has failed or there is no fixed heating in the workspace. In all cases, the use of portable heating should be minimised.

See Appendix 6 for further information.

Fire Alarm Testing and Fire Drills

55. The HSO (Compliance) will ensure that a schedule is created and executed to ensure that fire alarm testing and fire drills are carried out.

The HSO (Fire) will review the requirements for the checks, including frequency, with the HSO (Compliance). The HSO (Compliance) will manage the provided resources to plan and implement this.

56. Fire drills will be carried out at a frequency determined by the HSO (Fire), but not less than annually.

In the case of sleeping risks, these should be conducted annually for students at the start of Term 1. Tests will be conducted for guests over the summer, such as Language School and Conference guests. Where a poor response to a fire drill has been noted, the drill may be repeated to ensure understanding.

Where possible, each fire drill will be observed by the HSO (Fire).

Each drill, where necessary, 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 all involved to determine its effectiveness and implement plans for future improvement.

57. The HSO (Compliance) must ensure that all fire extinguishers and fire blankets are correctly commissioned and serviced to a defined program.

The Compliance Monitors completing this work must be suitably trained and competent.

Fire Marshals

58. Heads of Department and Directors of Professional Services must make best endeavours to ensure there are sufficient Fire Marshals within their areas of responsibility to enable safe evacuation in the event of a fire.

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 HSO (Fire).

Fire Alarm Activations

59. Campus Watch staff will respond to fire alarm activations and, if required, will implement the call out protocol to summon the fire service.

In the event of a fire, Campus Watch would be expected to call the fire service then inform the on-call RHUL Silver Commander as per the Business Continuity and Emergency Planning Policy. They will then take action in line with the Major Incident Management Plan.

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 Campus Watch 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.

60. Campus Watch will inform the HSO (Fire), Head of Residences and Head of Hall Life of all fire alarm activations, fires or fire safety-related events in any University building.

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 will not be tolerated.

Malicious activation of the fire alarm system or tampering with fire 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 as detailed in the student Accommodation Terms and Conditions.

The initial investigation into any fire alarm activation will be made by the Campus Watch Officer attending the event, in accordance with normal Campus Watch procedures.

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. This process should be completed without undue delay.

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

Follow-up management actions arising from incident reports will be determined by the HSO (Fire) 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 Campus Watch should be involved in the investigation.

61. The HSO (Fire) is responsible for liaison with the Fire 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 HSO (Fire)

These could include but not limited to:

- Regulatory Inspections,
- Familiarisation visits,
- Licence Inspections,
- During-use Inspections, and
- After Incident Fire Investigations.

62. 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 or those which contain hazardous materials, a set of plans must be provided in the Emergency Information Box (EIB). The Health and Safety Coordinators for the departments using the relevant buildings must supply this information.

Additionally, a folder containing the equivalent information will be held by the RHUL Campus Watch Team, who should make this available to the emergency services.

63. 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 place of safety.

Each University building has been split into 1 minute search zones and within each zone is a vest and a map. Fire Marshals will move to their nearest box and check the area marked on the map on the way out of the building and assist any persons with a Personal Emergency Evacuation Plan (PEEP) that they are aware of. They are not expected to enter a building where there is a confirmed fire.

Campus Watch or the Fire Service must 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.

64. The HSO (Fire) will provide the Head of Campus Watch with a call-out protocol and training for staff, as required.

Campus Watch staff attending fire alarm activations will investigate the cause of the alarm. If there is a clear indication of fire on attendance, the Campus Watch staff should not enter the building unless safe to do so, but support evacuation from the exit points. The presence of fire must be communicated to the Campus Watch Office.

If a fire alarm sounds or a fire is discovered, Campus Watch, supported by Fire Marshals for non-residential buildings, are responsible for ensuring that the building has been evacuated. All persons present will go to the nearest fire assembly point or place of safety and remain there until it has been confirmed safe to re-enter the building by the Fire Service or Campus Watch. The Fire Marshal for the building will inform Campus Watch whether anyone in their area of search is unaccounted for.

If the Fire Service was not called in response to the fire alarm activation, the decision to allow staff to re-enter will be made by Campus Watch, who will inform those who have evacuated.

Evacuation of Those with Disabilities

65. 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.

66. The HSO (Fire) 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 the Davison building. Where the student is a resident in University managed accommodation this will also be included through liaison between Commercial Services and the HSO (Fire).

The completed PEEP will be shared with the student, DNS, Campus Watch, the Faculty, and any other Departments who need to be informed.

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.

The PEEP will also consider the use and charging of electric wheelchairs in halls of residence.

67. 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.

DNS will inform Residential Services Environmental Health Supervisor (EHS) or Residential Contracts and Facilities Manager (RCFM) of a residential applicant with a disability that impacts fire evacuation. Residential Services will then make contact with the applying student. An assessment of the applicants needs will be discussed with them. Applying students with a disability will be advised to visit campus and view the accommodation where possible. Where a visit is not possible e.g. 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 is most suitable to meet the needs of the student applying is submitted to DNS and the Student Service Centre so that 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 in accordance with manufacturer's guidelines. This will include the safe charging of lithium-ion batteries for equipment such as wheelchairs.

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| <p>68. Heads of Department and Directors of Professional Services must ensure that when staff members inform the University of a disability, their areas of work are assessed and any additional information, equipment or training is provided to the staff member.</p> |
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This may require local changes, the use of the Reasonable Adjustment Policy, a PEEP, 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

69. 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, assembly points, and any other specific fire safety infrastructure. This should be done on their first day of work.

Line Managers must ensure their staff complete the online fire awareness course in line with their mandatory staff training. A record must be kept of the training, which confirms that the recipient has received and understood the instruction that they have been given. This training needs to be completed every three years.

70. Associate Dean (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 must be given within their first week, and a record kept of those who attended.

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

71. All members of staff must familiarise themselves with the fire evacuation procedures for their workspace.

This must include:

- Actions on discovery of a fire,
- How to raise the fire alarm,
- Actions on hearing the fire alarm,
- Where the exit routes are,
- Where to assemble in the event of a fire.

72. All staff must complete basic fire safety awareness training and any other training as required by their role, Line manager, or the Health and Safety Office, within the first 2 weeks of employment.

73. 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. Directional signage will identify exits from the building and give a clear guide to the assembly point.

Fire Action notices must be clear and legible at all times.

74. The Head of Residences will ensure there is an online training video for students on basic fire safety principles and evacuation advice.

Residences are responsible for ensuring that students are informed of the required training and where it can be found.

75. The HSO (Training and Data) will ensure there is an online basic fire safety awareness course for staff.

This training should be completed within two weeks of joining the University and every three years following.

76. The HSO (Training and Data) 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,
- Campus Watch,
- Any staff identified as requiring additional training,
- Managers with responsibility for fire safety,
- Fire Marshals.

Refresher training should be completed every three years.

77. The HSO (Fire) will publish additional guidance notes on the Health and Safety Office webpages to provide additional information on specific issues.

Smoking

78. Smoking, vaping or use of e-cigarettes within University owned or managed buildings or other designated no smoking areas is prohibited.

No smoking areas include:

- All University buildings, including accommodation and those operated by the Students' Union.
- 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, unless where a smoking shelter has been provided.
- Founders Square, except the designated smoking area on the Windsor Terrace.
- 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.

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 Campus Watch if required.

79. 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.

Non-Compliance by Residential Students

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| 80. The Head of Residences must ensure an appropriate process is in place to manage non-compliance with this policy from students residing in halls of residence. |
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Where poor conduct affects fire safety in residences and the culprit is confirmed and identified, student misconduct procedures will be applied as detailed in the student Accommodation Terms and Conditions. The ultimate sanction for commitment of offences is expulsion from University residences.

Examples of the offences include, but not limited to:

- Malicious fire alarm activations of emergency call point,
- Activation of fire detector, by smoking, vaping or the use of e-cigarettes indoors,
- Refusal to participate in evacuation for fire alarms and drills,
- Fire detection has been tampered with/removed/covered/damaged,
- When firefighting equipment is misused or tampered with,
- In any other circumstance where safety of others may be put at risk in relation to fire safety.

Use of E-Bikes and Lithium-Ion Batteries

81. All staff must not charge or store e-bikes on University premises.

Although e-bikes are encouraged from an environmental viewpoint, they do pose a substantial fire risk. Staff are able to buy e-bikes on the Cycle to Work Scheme, but they must not be charged on University premises or stored inside University buildings.

E-Scooters and e-skateboards are banned from all University premises.

Students are not permitted to bring e-bikes onto University premises.

82. All staff must ensure rechargeable lithium-ion batteries are unplugged overnight and when the building is empty.

Lithium-ion batteries such as those for radios, cameras and drones must only be charged when there are members of staff in attendance. They must be unplugged overnight, or when the building is empty.

Lithium-ion batteries must be disposed of in the correct manner. The HSO (Fire) will advise on the current procedure. This includes the disposal of e-cigarettes and vapes.

Damaged batteries must be taken out of use and disposed of correctly.

Douglas Searle

Director of Health, Safety, and Business Continuity
Version 7 FINAL

Approved by: Executive Board

Date: 15 June 2026

Review Risk: High (2 year)

To be reviewed: before June 2028

Appendices:

Appendix 1 - PEEP process
Appendix 2 - FRA Risk Rating
Appendix 3 - FRA Review Schedule
Appendix 4 - Portable Appliance Testing (PAT) methodology
Appendix 5 - Fire Action Notices
Appendix 6 - Use of Portable Heating Appliances

Roles and Responsibilities

All Staff	
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 buildings or areas.
14	If a fire is discovered, the emergency services must be called immediately. Campus Watch must then be informed, telling them the location of the fire to enable them to direct the fire service to the incident.
44	All staff are responsible for ensuring that means of escape are kept clear of obstructions and flammable materials.
45	All staff are responsible for ensuring that fire doors are not propped open and any door closers fitted are functioning correctly.
46	All staff are responsible for ensuring that no ignition sources are placed in a means of escape.
53	Staff who bring electrical equipment into University buildings must ensure these undergo Portable Appliance Testing.
54	Portable heaters must only be used for short periods of time and must be unplugged when rooms are not in use.
71	All members of staff must familiarise themselves with the fire evacuation procedures for their workspace.
72	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, within the first 2 weeks of employment.
78	Smoking, vaping or use of e-cigarettes within University owned or managed buildings or other designated no smoking areas is prohibited.
81	All staff must not charge or store e-bikes on University premises.
82	All staff must ensure rechargeable lithium-ion batteries are unplugged overnight and when the building is empty.

Lecturers	
7	Lecturers and those delivering training are responsible for the initial evacuation of those attending their sessions.
50	Lecturers must make themselves aware of the emergency procedures for the buildings in which they teach.
51	Lecturers must inform students of the emergency procedures for the room/building at the start of each academic year.
52	In the event of a fire or other emergency the lecturer must check that all students have evacuated and inform the Fire Marshal of this.

Health and Safety Coordinators	
47	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 locker design maximum.
48	Any gas classed under CLP or Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) criteria as flammable, oxidising or explosive must be stored outside in a gas cage, when not in use.

Fire Marshals	
63	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 place of safety.

Line Managers	
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 HSO (Fire) if they have a member of staff who may require assistance evacuating in the event of a fire.
17	The Head of Maintenance Services and Managers assigned actions from the FRA will manage any remedial works required, based on priorities provided by the HSO (Fire).
69	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.

Associate Dean (Education)	
70	Associate Dean (Education) or Personal Tutors must ensure that basic fire safety for students is included as part of the student induction process.

Personal Tutors	
70	Associate Dean (Education) or Personal Tutors must ensure that basic fire safety for students is included as part of the student induction process.

Students	
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 and staff are responsible for understanding and adhering to any fire safety rules or procedures in University buildings or areas.
78	Smoking, vaping or use of e-cigarettes within University owned or managed buildings or other designated no smoking areas is prohibited.

Project Managers	
24	Project Managers must ensure that any new buildings or alterations to existing buildings are completed in line with the most recent fire safety and building legislation and the existing fire safety management arrangements required by the University.
25	Where a Project Manager is not appointed, the Deputy Director of Estates (Projects) must ensure that there is a competent person to manage and supervise the works in line with the requirements of this Policy.
26	The Project Manager will ensure that a fire safety manual for a building is handed over to the Deputy Director of Estates (Projects) and HSO (Fire) on completion of the project.
28	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.
29	Project Managers must give contractors adequate information on both the buildings and the University's expectations relating to fire safety.
30	Project Managers must ensure that any work completed is inspected to ensure it meets the University's fire safety requirements.
32	The Deputy Director of Estates (Projects) Head of Maintenance, and Assistant Director (Service Delivery), and Project Managers must ensure that work under their control complies with the above system.
33	Fire doors must be marked appropriately and provide required protection against smoke and flame penetration.
34	Adequate signage must be provided to identify alternative escape routes.
39	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.
40	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.

Vice Chancellor and Principal	
1	The Vice Chancellor and Principal is the Responsible Person as defined by the Regulatory Reform (Fire Safety) Order 2005.

Heads of Department	
58	Heads of Department and Director of Professional Services must make best endeavours to ensure there are sufficient Fire Marshals within their areas of responsibility to enable safe evacuation in the event of a fire.
68	Heads of Department and Directors of Professional Services must ensure that when staff members inform the University of a disability, their areas of work are assessed and any additional information, equipment or training is provided to the staff member.

Directors of Professional Services	
58	Heads of Department and Directors of Professional Services must make best endeavours to ensure there are sufficient Fire Marshals within their areas of responsibility to enable safe evacuation in the event of a fire.
68	Heads of Department and Directors of Professional Services must ensure that when staff members inform the University of a disability, their areas of work are assessed and any additional information, equipment or training is provided to the staff member.

Director of Estates	
2	The Director of Estates has been delegated the responsibility for the management of fire safety infrastructure in the University.
23	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.
27	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.
62	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.
79	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.

Deputy Director of Estates (Projects)	
25	Where a Project Manager is not appointed, the Deputy Director of Estates (Projects) must ensure that there is a competent person to manage and supervise the works in line with the requirements of this Policy.
26	The Project Manager will ensure that a fire safety manual for a building is handed over to the Deputy Director of Estates (Projects) and HSO (Fire) on completion of the project.
32	The Deputy Director of Estates (Projects), Head of Maintenance, Assistant Director (Service Delivery), and Project Managers must ensure that work under their control complies with the above system.

Head of Residences	
5	Within halls of residences, the Head of Residences is responsible for ensuring appropriate fire safety management.
20	The Head of Residences is responsible for the management of FRA actions arising in halls of residences.
33	Fire doors must be marked appropriately and provide required protection against smoke and flame penetration.
34	Adequate signage must be provided to identify alternative escape routes.
60	Campus Watch will inform the HSO (Fire), Head of Residences, and Head of Hall Life of all fire alarm activations, fires, or fire safety-related events in any University building.
67	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.

73	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.
74	The Head of Residences will ensure there is an online training video for students on basic fire safety principles and evacuation advice.
80	The Head of Residences must ensure an appropriate process is in place to manage non-compliance with this policy from students residing in halls of residence.

Head of Facilities Management	
73	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.

Head of Maintenance Services	
17	The Head of Maintenance Services and Managers assigned actions from the FRA will manage any remedial works required, based on priorities provided by the HSO (Fire).
19	The Head of Maintenance Services is responsible for the repair of existing fire safety infrastructure.
32	The Deputy Director of Estates (Projects), Head of Maintenance, Assistant Director (Service Delivery), and Project Managers must ensure that work under their control complies with the above system.
33	Fire doors must be marked appropriately and provide required protection against smoke and flame penetration.
34	Adequate signage must be provided to identify alternative escape routes.
35	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 contactors update the fire safety logbook.
37	The Head of Maintenance Services must ensure that fixed electrical installations are tested to an approved schedule, in line with current guidance.
39	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.
40	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.
41	The Head of Maintenance must ensure that gas safety is managed in line with the appropriate standards.
42	The Head of Maintenance Services must ensure that plant rooms are not used for storage.
49	Hot Works will only be completed under a Permit to Work System, authorised by the Head of Maintenance Services.

Assistant Director (Service Delivery)	
32	The Deputy Director of Estates (Projects), Head of Maintenance, Assistant Director (Service Delivery), and Project Managers must ensure that work under their control complies with the above system.
43	The Assistant Director (Service Delivery) must ensure that cabinets or rooms used to house IT infrastructure are not used to store items.

Head of Campus Watch	
14	If a fire is discovered, the emergency services must be called immediately. Campus Watch must then be informed, telling them the location of the fire to enable them to direct the fire service to the incident.
59	Campus Watch staff will respond to fire alarm activations and, if required, will implement the call out protocol to summon the fire service.
60	Campus Watch will inform the HSO (Fire), Head of Residences and Head of Hall Life of all fire alarm activations, fires or fire safety-related events in any University building.

The Head of Disability and Neurodiversity Services (DNS)	
65	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.

Health and Safety Officer (Fire)	
4	The HSO (Fire) will monitor fire safety best practice and ensure any relevant changes are communicated to students and staff.
15	FRAs will be carried out by the HSO (Fire).
16	The HSO (Fire) will ensure that arson is considered as part of University FRA and within any guidance provided to projects or other works.
17	The Head of Maintenance Services and Managers assigned actions from the FRA will manage any remedial works required, based on priorities provided by the HSO (Fire).
18	FRAs will be reviewed based on the risk of fire for that building, and the timescale will be reflected in the FRA.
39	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.
40	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.
56	Fire drills will be carried out at a frequency determined by the HSO (Fire), but not less than annually.
61	The HSO (Fire) is responsible for liaison with the Fire Service.
64	The HSO (Fire) will provide the Head of Campus Watch with a call-out protocol and training for staff, as required.
66	The HSO (Fire) will complete a PEEP for each student who requires assistance evacuating University premises.
77	The HSO (Fire) will publish additional guidance notes on the Health and Safety Office webpages to provide additional information on specific issues.

HSO (Compliance)	
33	Fire doors must be marked appropriately and provide required protection against smoke and flame penetration.
34	Adequate signage must be provided to identify alternative escape routes.
36	The HSO (Compliance) must ensure that suitable fire safety checks are scheduled and completed by the Compliance Monitors.

40	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.
55	The HSO (Compliance) will ensure that a schedule is created and executed to ensure that fire alarm testing and fire drills are carried out.
56	Fire drills will be carried out at a frequency determined by the HSO (Fire), but not less than annually.
57	The HSO (Compliance) must ensure that all fire extinguishers and fire blankets are correctly commissioned and serviced to a defined program.

Health and Safety Officer (Training and Data)	
22	The HSO (Training and Data) will manage a central list of FRA actions.
75	The HSO (Training and Data) will ensure there is an online basic fire safety awareness course for staff.
76	The HSO (Training and Data) 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 Vice Chancellor and Principal with assurance of the level of fire safety compliance.
21	Any training requirements identified are the responsibility of the Director of Health, Safety and Business Continuity.
23	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.
31	The Director of Health, Safety and Business Continuity must ensure there is a system to inform staff and contractors of compartment lines and that there is a permit system to ensure these lines are not breached without prior approval.
38	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.

