

Fire Safety Policy

1 Introduction

- 1.1 This policy forms part of, and should be read in conjunction with, the University's Health and Safety Management Policy.
- 1.2 A breach of this policy may be addressed via the University's disciplinary and code of conduct policies.
- 1.3 This policy will be reviewed by Infrastructure Services on a regular basis or amended in response to changes in future legislation and/or case law.

2 Ownership

- 2.1 Infrastructure Services owns and manages this policy on behalf of The University of Northampton.

3 Organisational Scope

- 3.1 This policy confirms how The University of Northampton will address its responsibilities regarding fire safety management, prevention and control so as to protect staff, students, visitors and the environment.
- 3.2 All organisations, including educational establishments, are expected to develop and formalise procedures for dealing with fire safety based upon an assessment of need. The resulting procedures will cover fire safety personnel, equipment and practices and be designed in accord with legal standards and good practice.
- 3.3 This policy applies to all existing and proposed University property and activities, including those that do not take place on University premises but are organised or managed by the University.
- 3.4 Students Halls of Residences for the purposes of the Policy are deemed as workplaces and as such will be subject to the terms of this Policy including the requirement for Fire Risk Assessments.
- 3.5 University property occupied by the Student Union will be subject to the provisions of the Policy, the responsibility for compliance will rest with the Student Union as an independent employer.
- 3.6 The University of Northampton has a duty of care with regard to all persons including staff, students and others who may be affected by its activities therefore any resulting procedures and practices resulting from this policy will be expected to address their fire safety needs.
- 3.7 Students as well as staff will also be advised, as part of their induction as to the arrangements for fire safety including what to do on discovering a fire and what to do on hearing the alarm.

4 Definitions

4.1 Workplace

“Workplace” means any premises or part of premises, not being domestic premises, used for the purposes of an employer’s undertaking and which are made available to an employee of the employer as a place of work and includes –

- (a) any place within the premises to which such employee has access while at work; and
- (b) any room, lobby, corridor, staircase, road or other place -
 - (i) used as a means of access to or egress from that place of work; or
 - (ii) where facilities are provided for use in connection with that place of work other than a public road.

4.2 Premises

“Premises” includes any place and, in particular, includes

- (a) any workplace;
- (b) any vehicle or vessel
- (c) any installation on land
- (d) any tent or movable structure.

4.3 Risk Assessment

“risk assessment” means the assessment required by article 9(1) of The Regulatory Reform (Fire Safety) Order 2005 and states that the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this order.

4.4 Hazard

“hazard”, in relation to a dangerous substance, means the physical or chemical property of that substance which has the potential to give rise to fire affecting the safety of a person, and references in The Regulatory Reform (Fire Safety) Order 2005 to “hazardous” are to be construed accordingly.

4.5 Risk

“risk” means the risk to the safety of persons from fire.

4.6 Fire Wardens

An employee who has been nominated to assist the University with fulfilment of its responsibility to prevent fires and ensure adequate arrangements are in place for evacuation, should it become necessary.

5 Policy Statement

- 5.1 The University of Northampton will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform Order (Fire) 2005, The Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

- 5.2 Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

6 Responsibilities of Duty Holders

6.1 The Executive Deans & Directors must make arrangements to ensure that:

- These policies and procedures are implemented and adhered to on a sustainable basis in their areas of strategic responsibility.
- Processes are in place to ensure action plans, fire precautions and evacuation procedures, resulting from fire risk assessments, are implemented and control measures for controlling the risk from fire are maintained.
- Regular inspections are carried out on control measures to ensure their continued effectiveness.
- Risk assessments are carried out in accordance with the University's Risk Assessment Policy and in advance of work commencing;
- Risk assessments are reviewed regularly and whenever there are significant changes to the work or environment to ensure that they remain suitable and sufficient;
- Equipment and facilities are maintained and tested to ensure suitable and safe operation. These will be arranged and records held between the SHE team and 1st Degree Facilities.
- Records of all mandatory training and assessments will be maintained by the Safety, Health & Environment team;
- Accident and near misses involving fire safety equipment and facilities shall be reported immediately to the Safety, Health & Environment team, via the University's online reporting system <https://www.northampton.ac.uk/accident-and-incident-report-form/>.

While responsibility lies with the Dean, the tasks may be delegated to a designated responsible and competent person. Where this occurs it should be made explicit in the Health and Safety Management Policy.

6.2 The Safety, Health & Environment team will:

- Ensure that an appropriate system for carrying out and communicating fire risk assessments is in place and these are carried out for all premises.
- Collate information, monitor and report on fire alarm activations and fire related incidents and assist in the investigation of fires.
- Ensure that audits are carried out periodically to ensure the effectiveness of control measures.
- Produce procedures and offer guidance and training on relevant aspects of fire safety
- Co-ordinate and record all communication with enforcing authorities such as the Fire and Rescue Service and other external agencies.

6.3 Departmental & Faculty managers will:

- Will determine through a process of fire risk assessment if any additional provision or arrangements are required due to their intended use of premises, rooms and spaces i.e. art or fashion shows.
- Forward site specific/event specific fire risk assessment to The Safety, Health & Environment team.
- Ensure that audits are carried out periodically to ensure the effectiveness of control measures.

6.4 Head of Infrastructure Services will:

- Will ensure the fire safety provisions are implemented, maintained, inspected, tested and serviced

and appropriate records are kept of all findings.

6.5 Student Union management will:

- Will complete fire risk assessments and implement the findings at each of the premises it occupies, these assessments and resulting risk control measures will be provided to Facilities Management for their consideration as Landlord and where appropriate for inclusion in any testing and maintenance programme.

6.6 Staff and other individuals must:

- Be conversant with the risk assessments that apply to their work.
- Adopt safe practices (standard operating procedures) in all activities.
- Report any incident, accident or defect in equipment relating to fire safety.
- Cooperate with their supervisors and members of the SHE team

7 Associated Documents and references

7.1 The University of Northampton's associated documents:

- Health and Safety Management Policy
- Emergency Action Plan

7.2 References

- The Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- The University of Northampton Emergency Action Plan
- The University of Northampton Risk Assessment Procedure

8 Approval Process

- Trade Union Liaison Group
- Occupational Health, Safety, Welfare and Environment Committee

9 Equality Analysis

An Equality Impact Assessment must accompany this document.

10 Version Control

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