

## University of Exeter Fire Safety Management Standard

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	Updates to include: <ul style="list-style-type: none"> <li>• Fire Safety Act 2021</li> <li>• Fire Safety (England) Regulations 2022</li> <li>• Building Safety Act 2022 – article 156</li> <li>• Changes to role descriptions and subsequent training provision.</li> <li>• Updates to Fire Safety arrangements to include revised suite of guidance documents.</li> </ul>
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### 1.0 Commitment statement and aim

People are our most important asset, The University of Exeter (the University) proudly commits to ensuring the health, safety and welfare of all staff, students, visitors and contractors and that all necessary arrangements as are reasonably practicable are in place to protect them.

The Council of the University is charged with ultimate responsibility for health and safety and is committed to ensuring that this responsibility is effectively discharged throughout the University. The Council has delegated responsibility to the Vice-Chancellor who has appointed a team to disseminate safety instruction throughout the organisation. Through these devolved duties all staff have a role in creating and sustaining a healthy and positive working environment.

Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the University community, have a statutory responsibility in ensuring compliance with the law, and complying with the fire safety provisions defined within this fire safety Management Standard (hereafter referred to as the Standard) and associated documents, which may be amended from time to time.

Fire is recognised as a threat to the activities of the University. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise normal business activities. The University will ensure, so far as is reasonably practicable, that the risks associated with fire are managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 (the Order), and any other relevant legislation that may impact upon it.

The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the Order) places duties on “responsible persons” to the extent that they have control over premises, to:

- assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- to eliminate those risks, so far as is reasonably practicable, or to otherwise reduce those risks to a tolerable level.

The aim of this Standard is, therefore, to provide a robust fire safety framework aimed at protecting lives and minimising the effects of fire on society and the environment and to protect the University’s assets. This Standard sets down the framework by which the University community will be expected to meet their fire safety duties.

## 2.0 Scope and Exemptions

This Standard applies to all premises falling, to any extent, under the University's control.

This includes domestic premises (and domestic parts of student accommodation) which are excluded from the Fire Safety Order, but included within the Housing Act 2004, and temporary structures such as marquees.

### 2.1 Exemptions

Vacant premises where there are no relevant person's present are exempt from the managerial requirements of this Standard, fire safety maintenance processes are required.

## 3.0 Relevant legislation, regulation and standards

- The Regulatory Reform (Fire Safety) Order 2005 as amended. The Order came into force on 01/10/2006 with amendments made periodically thereafter.
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022 which came into force on 23rd January 2023.
- The Building Safety Act 2022 (Section 156) implemented on 01/10/2023 except for subsection 4, which refers to the competence of fire risk assessors.
- Relevant British Standard and guidance provided by the Secretary of State (Article 50), as applicable.
- A Guide for persons with duties under the Regulatory Reform (Fire Safety) Order 2005 (as amended) .
- Health and Safety at Work etc. Act 1974
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Children Act 1989
- The Building Regulations 2010
- The Building Regulations etc. (Amendment)(England) Regulations 2023
- Construction (Design and Management) Regulations 2015
- Building Act 1984
- Housing Act 2004
- Licensing Act 2003
- Local Government (Miscellaneous Provisions) Act 1982
- Safety Representative and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- British Standards
- Fire Risk Assessment Guides (as issued by the Secretary of State)

The University adopts British Standards and other guidance as a code of practice. Derogation from the recommendations within the British Standard or other guidance must be made by someone who is properly qualified and experienced.

## 4.0 Objectives

The objectives of this Standard are to ensure that:

- **Roles, responsibilities** and accountabilities are clearly defined and understood in order to secure fire safety and both corporate and individual compliance with relevant legislation.
- The University will produce a **fire risk assessment programme** with fire risk assessments carried out and updated in all University buildings.

- **Competent persons**, who are suitably trained and qualified through their knowledge and practical experience, are provided with such necessary instructions and levels of authority, to enable them to correctly carry out the required tasks.
- Identified **risks** are assessed and as far as reasonably practicable: eliminated, reduced or controlled to ensure any such risk is reduced to a tolerable level.
- **Satisfactory procedures** are devised, implemented and maintained, such that risks to relevant persons in the event of a fire are reduced to a tolerable level and all persons so affected are able to safely reach a place of safety in the event of an emergency.
- Appropriate **evacuation procedures** are developed, implemented and **tested** to reflect the occupancy of the building.
- University **premises** and any **equipment** provided in connection with assuring fire safety precautions are maintained, by a competent person, subject to a **suitable system of maintenance** and are maintained in an efficient state, in efficient working order and in good repair.
- All members of the campus community, including contractors and visitors, are provided with **clear and relevant information** regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire.
- All persons are provided with sufficient and appropriate **fire safety awareness training** and instruction.
- **The Passive & Active fire safety measures** in all University premises comply with relevant fire safety legislation and guidance.
- **University buildings are designed** in accordance with relevant standards.
- **Employees are properly consulted** about policy, procedures and arrangements for ensuring fire safety.
- Employees and residents are provided with **appropriate information**, instruction and training at appropriate intervals about the fire precautions in place at the University.
- The University **co-operates and co-ordinates**, as necessary, with any other responsible persons as defined by the Order.
- The University **liaises with relevant statutory authorities** as required by the Order and any other relevant statutory provisions.

## 5.0 Fire Safety Arrangements

To ensure the commitments and objectives of this Standard are met in full, the university has a series of university fire Safety guidance documents and procedures which set out the standards to which the University is committed to working:

Reference	Procedure Name	Responsible Person	Date of Approval	Version
FS001	University of Exeter Fire Safety Management Standard	Head of Health & Safety	03-2025	5.1
FS002	FSIG ToR	Assistant Director UCS (Compliance and Risk)	03-2025	1.6
FS003	Fire Risk Assessment Guidance	Senior Fire Safety Advisor	04-2024	3.2
FS004	Fire Safety Guidance- Building Design Phase	Senior Fire Safety Advisor	03-2025	3.1
FS006	Portable fire-fighting equipment	Senior Fire Safety Advisor	05-2024	2.0
FS008	Limitation of false alarm guidance	Fire Safety Advisor	03-2020	1.0
FS009	Means of escape guidance	Fire Safety Advisor	01-2025	2.0
FS010	Management of emergency evacuations	Fire Safety Advisor	06-2024	3.0

FS011	PEEP Guidance	Fire Safety Advisor	02-2025	3.1
FS012	Fire Service Information pack	Fire Safety Advisor	02-2024	2.1
FS013	Fire Safety Competency	Head of Health & Safety	03-2024	1.1
FS014	Information to employees	Fire Safety Advisor	03-2020	1.0
FS016	Co-operation and Co-ordination	Fire Safety Advisor	04-2024	3.0
FS017	Fire Safety Maintenance	Fire Safety Advisor	03-2020	1.0
FS018	Fire Incident Management	Fire Safety Advisor	08-2024	2.0
FS019	Third party accommodation providers	Fire Safety Advisor Deputy Director CRCS	07-2023	1.0
FS021	Third party Staff responsibilities	Fire Safety Advisor	07-2023	1.0
FS022	PiC appointment letter	Fire Safety Advisor	07-2023	1.0
FS023	PBSA fire safety compliance process	Fire Safety Advisor Deputy Director UCS	07-2023	1.0
FS024	FRA Master template	Senior Fire Safety Advisor	01-2025	1.4
FS025	PiC / DPiC Appointment pack	Fire Safety Advisor	03-2023	2.0
FS026	Conformity report template	Head of Health & Safety	09-2023	1.0
FS027	Regulation 38 Information	Fire Safety Advisor	02-2025	1.1
FS028	Fire Drill Guidance	Fire Safety Advisor	04-2024	1.0
FS034	Fire Safety PM spreadsheet	Fire Safety Advisor	Live doc.	Live doc.
FS035	Site Inductions	Fire Safety Advisor	04-2020	1.0
FS036	Fire Safety Training	Senior Fire Safety Advisor	03-2024	2.1
FS037	FRA Review Form	Fire Safety Advisor	04-2020	1.0
FS041	FRA Master (Short)	Fire Safety Advisor	01-2025	1.0
SharePoint	Estates Services Alarms Home Page	Assistant Director of Built Environment	Live doc.	Live doc.
Estates Services Recording system	Planned Preventative Maintenance requirements. Tested in accordance with prescribed British Standard.	Assistant Director of Built Environment	Live doc.	Live doc.
H&S Hub	Control Of Substances Hazardous to Health Standard (COSHH)	Head of Health & Safety	04-2024	2.2024
H&S Hub	Dangerous Substances and Explosive Atmospheres Regulations Standard (DSEAR)	Head of Health & Safety	04-2024	04.2024
H&S Hub	Lithium-Ion Batteries Safety Standard	Head of Health & Safety	11-2023	1.0

## 6.0 Fire Safety Roles and Responsibilities

The management of fire at the University is based on a model of effective delegation of roles and responsibilities. Through a network of key individuals, the University can fulfil its duties under the legislation and ensure that risk to life is minimised.

### 6.1 All Heads of Departments & Line Managers

- Responsible persons are expected to apply measures to control risks and to mitigate the detrimental effects of fire.
- The University's Risk Assessment Policy requires hazards to be identified and control of all related risks as far as reasonably practical, then reviewed regularly. The University requires Line Managers to obtain and provide relevant information and necessary training to employees in respect of the risk of fire, which may arise at their workplace. In recognising the part employees play in maintaining a safe working environment, the University seeks the full co-operation of all staff and students with the fire safety arrangements.
- Heads of departments and Line Managers are expected to provide Fire Marshals/Evacuation Officers as required by the Person in Charge. These people will be given the time required to complete their tasks from within their contracted hours, with training provided by the Fire Safety Advisors.
- Those with a responsibility under the Order should be informed as to what that responsibility is through mandatory training. People Development hold written records for everyone who completes mandatory training.
- Site inductions for the provision of information to employees: information on emergency procedures and the identities of those with duties, i.e. PiC, DPIC, Estate Patrol. The information should be provided to employees in a form which takes account of language difficulties or disabilities.

### 6.2 All Employees

- All employees undertake induction and mandatory fire safety training, People Development hold written records for everyone who completes mandatory training.
- All employees are to instigate and commence the evacuation of the area they are in on actuation of a fire alarm, supporting colleagues, visitors and students to exit the building, taking an active lead.
- All employees have a duty under fire safety legislation to take reasonable care at work, and for others whom their acts or omissions may affect.
- All employees are expected to work safely and always consider the safety of others.
- All employees are required to observe local fire safety rules.
- All employees are to report hazards, fire emergencies via activation of the call point, or matters which could cause harm via the Person in Charge, Health and Safety Team, Estates Helpdesk, Estate Patrol or to their line manager.

### 6.3 Students

Students have a responsibility to comply with the University's fire safety procedures, this will include but not be limited to:

- Observing all instructions, information and training intended to support fire safety.
- Co-operating with the University on matters of fire safety.
- Not interfering with any building fabric or equipment provided in connection with fire safety.
- Reporting any defects or shortcomings in University fire safety arrangements or procedures.

### 6.4 Visitors

Staff hosting visitors are responsible for ensuring they follow the University's fire procedures.

- Fire Action Notices are provided in all buildings.

- Staff and students receive instruction on the University's fire procedures and will assist visitors to follow these in the event of a fire alarm sounding.

### **6.5 Head of Health and Safety**

The Head of Health and Safety will ensure that:

- Competent Fire Safety Advisors are engaged to enable the University to comply with its duties under this Standard, the Order and any other relevant Legislation and Standards.
- The Fire Safety Advisors employed to complete fire risk assessments for small to medium sized premises are trained to a minimum of Level 3 in Fire Safety and for large and complex premises a minimum of Level 4 to be considered competent.
- All Fire Risk Assessors to be registered on the Institute of Fire Safety Managers (IFSM) or Institute of Fire Engineers (IFE) fire risk assessors register.
- Fire risk assessments are undertaken, and findings brought to the attention of those responsible so that they may fulfil their duties under this Standard.
- Fire safety incidents are investigated, and relevant improvements identified. Where issues are identified these will be brought to the attention of the relevant duty holders for action.
- This Standard is monitored and reviewed and updates on fire safety performance submitted to the Health and Safety Consultative Committee.
- Appropriate guidance documents are available to enable the requirements of this Standard to be properly implemented.
- Appropriate fire safety information, instruction and training is made available to all members of the campus community as required.

### **6.6 Senior Fire Safety Advisor**

The Senior Fire Safety Advisor will ensure:

- The University create and develop a fire safety strategy, standard and related documents and keep management informed of fire risk management issues and new legislation/guidance that may impact on the University's activities.
- Fire risk assessments for the University's buildings are carried out and kept under review; and will monitor the actions required to address any shortcomings thus enabling the University to comply with relevant legislation.
- The provision of input for fire safety at the design stage, for capital and refurbishment projects, across the University's property portfolio.
- They provide professional fire safety leadership and support to the University community, enabling them to meet their fire safety responsibilities and to promote activities for the achievement of a positive culture, behaviours, and standards of fire safety performance.
- They review the University's fire safety training needs, including fire drills and evacuation plans. They will monitor and review the current training programme and, where required, make recommendations for change. They will assist in the development and delivery of fire safety training and, where required, source suitable training providers.
- They monitor the routine inspection and maintenance programme provided by Estates Services of passive & active fire safety equipment.
- They investigate reported fire incidents and monitor records of fires and false alarms, with the aim of identifying, making recommendations for and acting on areas requiring improvement.
- The appropriate control measures for the storage and use of dangerous substances (as defined by the Order) and other relevant legislation.

**Note:** Following escalation of issues and consultation with the Head of Health & Safety and other appropriate identified roles, the Senior Fire Safety Advisor has authority to stop activities that put people at imminent risk of harm.

### **6.7 Fire Safety Advisors**

The Fire Safety Advisors will be responsible for:

- Undertaking fire risk assessments on all University buildings, prepare reports and distribute to all relevant persons.
- Administering the appointment and training of persons in Charge / Deputy persons in Charge (PiC's and DPiC's).
- Provide training for Fire Marshals and Evacuation Officers and people in other fire safety roles.
- Auditing the PiC information to ensure that they are keeping and maintaining fire safety records, to comply with current fire safety legislation.
- Auditing fire safety of buildings in conjunction with Estate Services against relevant fire legislation, codes of practice and standards.
- Investigating and producing reports on all fires in University premises.
- Monitoring and working with Estate Services to manage all unwanted fire signals, prepare reports, and maintain records of all incidents.
- Providing fire safety advice and support to University staff, students and visitors.
- Liaise with local authority fire and rescue service to facilitate risk information systems, visits and fire safety campaigns.
- Providing fire safety advice to Estate Services regarding capital and refurbishment projects.

**Note:** In consultation with the Senior Fire Safety Advisor the Fire Safety Advisors have authority to stop activities that put people at imminent risk of harm.

### **6.8 Directors of Faculty Operation / Directors of Professional Service (PS)**

Where the Faculty / PS is nominated as "lead" for a building it is the responsibility of the Director to ensure that they appoint a Person in Charge, and where necessary a Deputy Person in Charge. The PiC / DPiC must be supported to fulfil the requirements of their roles and given sufficient time and the means to complete their tasks. It is the established norm that it takes in the region of five hours per month to complete the tasks involved. This will vary dependant on the size, type and occupancy characteristics of the building.

### **6.9 Persons in Charge (PIC)**

A holistic approach to fire safety is taken for each building and the Person in Charge (PiC) is appointed as the key contact for that building. They are the designated competent person providing a co-ordinated approach on behalf of all the responsible persons operating within the building.

A lead Faculty or Professional Service is identified for each building and the responsible person for that lead appoints the PiC through the appointment process.

PiC's undertake initial training prior to appointment and refresher training every three years. They are provided with checklists and templates to complete their tasks and a SharePoint logbook in which to record their actions.

There is a Person in Charge SharePoint page which contains the PiC fire safety logbook, this contains the necessary information for their role. The completion of logbooks is required as a source of compliance data.

The Fire Safety Advisors provide advice on demand and a monthly drop-in session where PiC's can raise any queries and attend toolbox talks if they wish to.

The PiC role includes (but not exclusively):

- Ensuring occupiers of the buildings are aware and complying with all fire safety instructions.
- Liaising with users, managers and others within the building to support anyone who identifies a need for a Personal Emergency Evacuation Plan (PEEP).
- Receive the fire risk assessment for the building and take appropriate actions to support and resolve identified actions. Supporting the buildings DPiC, Evacuation Officers and Fire Marshals to prepare and test the fire safety plans for the building.
- Liaising with Estate Services to ensure that any contractors working in or around the building are aware and comply with the fire safety requirements within the Control of Contractor's Safety Standards.

- Providing regular assurance via the Fire Safety Team to the Fire Safety Implementation Group (FSIG) of the building compliance through a reporting process. Maintain records in the PiC SharePoint Logbook provided.
- Acting to promote a positive fire safety culture within the building.

### **6.10 Deputy Persons in Charge**

The Deputy Person in Charge (DPiC) role is to support the PiC in the practical tasks involved in their role and to provide resilience in times of absence.

Appointment, training, and administration of the DPiC role is the same as the PiC role.

The Deputy PiC role includes (but not exclusively):

- Assisting the PiC by carrying out practical fire safety tasks.
- Conducting, report and record the monthly means of escape checks.
- Organising drills and assist in the preparation of the fire safety plans for the building/s.
- Organising team meetings and training sessions for the Fire Marshals and Evacuation Officers.
- Assisting with the collection and collation of information following fire events.
- Assisting in maintaining the fire safety logbook records in the Person in Charge SharePoint.
- Standing in for the PiC during times of absence, for a limited period, as required.
- Acting to promote a positive fire safety culture within the building.

### **6.11 Evacuation Officer / Fire Marshal**

The PiC/DPiC is responsible for recruiting and organising a team of Fire Marshals to facilitate the evacuation of their building and report necessary information to Estate Patrol and the Fire Service responding to a fire event. Evacuation Officers are drawn from the team of Fire Marshals.

Training is provided by the Fire Safety Advisors and facilitated by the PiC/DPiC on appointment and refreshed every three years.

The responsible persons, including third parties in occupation, are expected to provide people for these roles, there is no charge to the candidates and any training is carried out within normal working hours.

#### **General Responsibilities:**

- Informing the PiC/DPiC of a workplace change, to the premises or occupation.
- Reporting any perceived fire risks or hazards to the Line Manager/Responsible Person.
- Liaising with the PiC/DPiC to ensure all communal areas are covered.
- Undertaking training, attending meetings and participating in evacuation drills as required.
- Attending training if evacuation chairs are provided.

#### **Emergency Procedures – Fire Marshals**

- On hearing the fire alarm, begin the evacuation for their area of responsibility, by instilling a sense of urgency.
- Don a high visibility tabard, identifying themselves to the occupants of the building.
- Assisting the evacuation using the nearest available exit.
- Where possible, closing all doors and windows on the way out.
- Where required, ensuring those individuals who require the aid or implementation of a Personal Emergency Evacuation Plan (PEEP), are underway, and report this to the Evacuation Officer.
- Undertaking checks within their designated areas (including cloakrooms, refuge areas etc.).
- Proceeding to the Assembly Point.
- Immediately reporting all relevant information to the Evacuation Officer.
- Staying available to assist where necessary and in direct communication with the Evacuation Officer.
- Make attempts to stop people re-entering the building until it is safe to do so.

## **Emergency procedures – Evacuation Officer**

- On hearing the fire alarm, begin the evacuation for their area of responsibility, by instilling a sense of urgency.
- Don a high visibility tabard and proceed with clipboard/grab-bag to the assembly point.
- Usher all evacuees to the assembly point.
- Retrieve all details of the evacuation from the Fire Marshals.
- Collate all information regarding the evacuation, fire situation and associated risks.
- Report all details to the Estate Patrol.
- Assist Estate Patrol to establish communications with anyone in a refuge area or lift and assist with their evacuation if trained to do so.

## **6.12 Director of Estates Services**

The Director of Estate Services will be responsible for ensuring that, in areas falling under their control:

- The findings of fire risk assessments relating to building fabric and structure are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the Order.
- All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair.
- All new and refurbished areas are so designed to ensure compliance with this Standard and the requirements of any relevant fire-safety legislation.
- Where relevant, construction contractors engaged for, or on their behalf, undertake a fire risk assessment before commencing works on site.
- Appropriate liaison and co-operation with other responsible persons and PiC's is carried out, e.g. contractors, to ensure that they are aware of the University's Fire Safety procedures and to identify any risks arising from their activities which could impact upon the University or members of the campus community.
- They monitor the routine inspection and maintenance of equipment provided for fire protection and maintain auditable records of our fire safety arrangements in liaison with the Senior Fire Safety Advisor which will include up to date records of fire risk assessments, fire strategies and fire plans.
- They collate and provide the golden thread of the relevant building safety information, in digital format that allows the responsible person to understand a building and the steps needed to keep both the building and people safe, now and in the future.

## **6.13 Assistant Director of Engineering Works**

The Assistant Director of Engineering Works will be responsible for ensuring that, in areas falling under their control they:

- Are responsible for the implementation of the actions and control measures arising, as identified by the fire risk assessment, within the timescales given.
- Notify the Fire Safety Advisors of adverse events such as a fire or dangerous occurrence, if developments suggest that the risk assessment may no longer be valid or there has been a significant change to the special, technical or organisation measures, extensions or conversions.
- Ensure fire safety arrangements are in place to include maintenance contracts, method statements, a means for employees to report deficiencies in general fire precautions, schedules for periodic reviews and tests of the various preventive and protective measures.
- Ensure the fire safety arrangements are recorded in digital format to provide the golden thread of information.
- Control contractors – ensuring that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety unless the person concerned has received adequate safety instruction.
- Provide adequate safety instruction.
- Any equipment and devices provided to protect relevant persons from the dangers of fire, such as fire extinguishers, alarm systems and emergency lighting, shall be subject to a suitable system of maintenance: they must be regularly checked and properly maintained (including inspection and testing by a competent person, as necessary) at suitable intervals and any faults found rectified as quickly as possible.

- Ensure that all 'safety assistants' (e.g. fire alarm engineers, maintenance engineers, specialist advisors) are competent to fulfil their roles. A person is to be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them properly to implement the measures referred to.
- Determine the level of training and competence needed for each type of work. All employees, including senior management, should receive relevant training.
- The responsible person must ensure that information is provided to the employer of employees from outside undertakings who are working on the responsible person's premises. This information must present the risks faced by that employer's employees in an understandable manner so that the employer can quantify those risks, as they relate to his employees. The information must be relevant to the work the employees will be undertaking.
- Provision of fire safety information where building work consist of or includes the erection or extension of a relevant building or is carried out in connection with a relevant change of use of a building.
- The person carrying out the work shall give fire safety information to the Fire Safety Advisors not later than the date of completion of the work, or the date of occupation of the building or extension whichever is the earlier.

#### **6.14 Assistant Director of Built Environment**

The Assistant Director of Built Environment will be responsible for ensuring that, in areas falling under their control:

- A concept fire strategy is provided to assist the Fire Safety Advisors in providing advice at an early stage as to what, if any, additional provisions may be necessary when the building is first occupied.
- Provision of fire safety information where building work consist of or includes the erection or extension of a relevant building or is carried out in connection with a relevant change of use of a building.
- The person carrying out the work shall give fire safety information to the Fire Safety Advisors not later than the date of completion of the work, or the date of occupation of the building or extension whichever is the earlier.
- Building regulations and fire safety procedural guidance are followed.

#### **6.15 Contractors**

Contractors are required to:

- Assess the fire safety risks from their works / activities and implement control measures in accordance with the principles of control as defined in the Order.
- Co-operate with the University on all matters of fire safety.
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this Standard and the University's fire procedures and emergency arrangements.
- Obey all instructions relating to fire safety given by authorised members of the University.

**Note:** Failure to comply with the requirements of this Standard may result in the contractor being asked to leave site and removal from the University's list of approved suppliers / contractors.

#### **6.16 Director of Commercial, Residential and Campus Services (CRC)**

The Director of CRC will be responsible for ensuring that, in areas falling under their control (all sleeping accommodation, commercial premises and appointed third parties):

- The findings of fire risk assessments relating to operational building management are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the Order.
- PiC's and DPiC's are employed as outlined in this Standard, to provide a holistic approach to the operational management of fire safety in relevant buildings.
- Appropriate liaison and co-operation with other responsible persons is carried out, e.g. tenants / contractors, to ensure that they are aware of this Standard and other procedures, and to identify any risks arising from their activities which could impact upon the University or members of the campus community.

- Where CRC commercial and sleeping accommodation premises are let to third parties, tenancy agreements that confirm the extent of landlord fire safety duties are in place.
- Checks are carried out to ensure that third parties are complying with the tenancy agreements and any actions arising from these checks are completed.
- For premises that are multi-occupied; each tenant (as employer or as an occupier engaged in a trade, business or other undertaking) must carry out a risk assessment for their occupancy, and for the routes to and egress from their occupancy. Where the risk assessment identifies failures in the premises (but beyond their occupancy), the tenant's risk assessment should identify that failure. The failure should be subsequently rectified through cooperation and co-ordination with the owner responsible person.
- Where a building contains two or more domestic premises, they provide information about the relevant fire safety matters to the residents.

**Note:** The Director of CRC delegates responsibility for actions to the Deputy Director of CRC, Head of Commercial Operations and Head of Security.

### **6.17 Deputy Director of Commercial, Residential and Campus Services**

The Deputy Director of CRC will be responsible for ensuring that, in areas falling under their control (all sleeping accommodation, nominated residential third-party providers):

- The implementation of managerial measures to control risks and to mitigate the detrimental effect of fire, as resulting from the fire risk assessment. Managerial actions arising from the fire risk assessment are completed within the timescale allocated.
- Where the premises are multi-occupied (by different Faculties, PS or third parties) they take primacy and take measures to address any failures in co-operation with the other occupiers.
- Report any significant changes to the occupancy or structure of the premises to the Fire Safety Advisors so that review of the fire risk assessment may be undertaken.
- Ensure that suitable records are kept as prescribed within this standard. Provide evidence of records kept for monitoring purposes.
- Ensure that measures are in place for the protection of persons identified as being especially at risk. Such as PEEPs for those with limiting disabilities, workers in remote locations, persons under the influence of drink or drugs, persons sleeping on the premises, separated groups, lone-working and young persons.
- Ensure access for fire risk assessment, maintenance and testing as required. To include access for and provision of information to the emergency services.
- Nominate competent persons (PiC's and DPiC's) to implement the measures under their control and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned.
- Ensure that anyone with a specific fire safety role has sufficient training and experience or knowledge and other qualities to enable them to implement the measures required.
- Establish a programme of safety drills and give effect to procedures that will keep people safe in the event of fire. Nominate competent persons to give effect to procedures, i.e. Fire Marshals and Evacuation Officers.
- Provision of information to all relevant persons i.e. What to do in case of fire notices that allow relevant persons to be informed of the fire and what is in place to protect them from it.
- Site inductions for the provision of information to employees: information on emergency procedures and the identities of those with duties, i.e. PiC, DPiC, Estate Patrol. The information should be provided to employees in a form which takes account of language difficulties or disabilities.
- Provision of information to residents of domestic premises where there are two or more sets of domestic premises (including student accommodation). Comprehensible and relevant information about the relevant fire safety matters displayed clearly, kept up to date and re-issued annually.
- Provision of fire safety arrangements relating to operational management i.e. schedules for review of means of escape checks, fire door checks, evacuation plans, drills, Fire Service/Estate Patrol information.

### **6.18 Director of Catering, Retail Services and Commercial Development**

The Director of Catering, Retail Services and Commercial Development will:

- Manage the contracts between the University and all commercial tenants and they will ensure this Standard is included within any lease agreements.
- Request and share commercial tenants fire risk assessments with the University Fire Advisors for review and comment.
- Where facilities within a building are shared by more than one commercial tenant, the University will take responsibility for ensuring adequate provision and maintenance of fire safety measures in the common areas.
- Tenants will have their own duties under the Order. This will include the identification of a responsible person, completion of their own fire risk assessment and cooperation and communication with the University.
  - Co-operate and co-ordinate with the University to ensure that they and the University can meet all relevant statutory requirements.
  - Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the Order.
  - Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this Standard and the University's fire / emergency arrangements.
- Where a licence applies to a premises or persons, the Fire Safety Advisors are notified of any representations made or actions required in respect of fire safety by the enforcing authority.

### **6.19 Head of Security**

The Head of Security manages the Estate Patrol fire response service. Estate Patrol provides a 24-hour 7 day a week service to the University, and are responsible for:

- The monitoring and receipt of fire alarm calls from all buildings that make up the Exeter Campus.
- The immediate response of personnel to all fire alarm calls within the University grounds and University property in Exeter.
- Responding to emergency phone calls from all University property, deciding on and implementing appropriate actions.
- Taking reasonable steps within the first five minutes, to investigate the cause of all fire alarm activations and using a dynamic risk-based approach, determine whether the incident can be adequately dealt with by the University or if it requires the attendance of the Fire & Rescue Service.
- Act as Incident Controller and liaise with Fire Marshals/Evacuation Officers/duty Technical Strategy and Operations representative and Fire Service as required until relieved.
- Completing a report at the end of each fire alarm and forwarding it to the Health & Safety (Fire Safety) Department.
- Where an evacuation lift or evacuation chairs are provided Estate Patrol should be trained to use them.

### **6.20 Director of Technical Strategy and Operations**

The Director of Technical Strategy and Operations will be responsible for ensuring that:

- All activities and processes falling under their control are assessed for fire safety and suitable control measures are being implemented and maintained in accordance with the principles of control (General and Dangerous Substances) defined in the Order, i.e. included in the risk assessments for research activities and for practical teaching activities.
- All staff and students falling under their control are given training and instruction in fire safety matters commensurate with their activities.
- All COSHH and DSEAR regulations are applied and followed.
- No new work activity involving a dangerous substance commences unless the risk assessment has been made and the measures required by it have been implemented.
- The Director of Faculty Operations and their Heads of Department undertake and share with Technical Strategy and Operations staff risk assessments on all activities involving dangerous substances before that activity commences.

### **6.21 Head of Health and Safety, FX Plus**

The Head of Health and Safety in FX Plus will ensure that University of Exeter staff based in Cornwall, are equally protected from the harm of fire, by:

- Ensuring there are FX Plus fire safety policies and procedures in place.
- Ensuring that University of Exeter Responsible roles identified in the FX Plus fire safety policy are communicated to those people who hold that responsibility at the University.
- Ensuring the fire safety policy is made available to the University.
- Fire risk assessments are suitable and sufficient.
- Actions arising from fire risk assessment are addressed appropriately.
- Competent safety personnel are appointed.
- Estate Services undertake all planned preventative maintenance and checks of fire safety measures and systems.

### **6.22 Chair of the Fire Safety Implementation Group**

On behalf of the University, is to ensure that there is adequate assurance that:

- Fire risk assessments are in place and actions are being carried out in accordance with agreed timescales.
- Via the annual conformity reporting process, ensure that Estates, CRC, FX Plus, Fire Safety Team and Technical Strategy and Operations report annually on their compliance with fire safety requirements and any actions required are monitored until complete.
- They report annually to the University Health and Safety Committee.
- They escalate any issues or risks that require additional oversight and support, to the Registrar.

## **7.0 Governance and Oversight**

The Fire Safety Implementation Group (FSIG) oversees the Management of Fire Safety at the University.

The Senior Fire Safety Advisor ensures that the objectives of the Standard as detailed in section 4 are being met and applied across all departments at the University through a process of continuous review, monitoring and stakeholder engagement and liaises with the Local Authority Fire and Rescue Service to ensure ongoing compliance with the Order.

Through a schedule of Conformity Reports, all matters of fire safety are assessed annually. This includes reports from:

### **The Fire Safety Team**

- Fire risk assessment programme.
- Fire incidents.
- Persons in Charge model and effectiveness of fire safety roles.
- Monitoring of fire safety procedures.
- A review of the Fire Safety Standard and Monitoring Criteria.

### **Estates**

- Fire risk assessment actions.
- Contractors.
- New builds and refurbishments.
- Planned preventative maintenance compliance rates.
- Long term maintenance planning.

## Commercial, Residential and Campus Services

- Third Party management.
- Accommodation.
- Estate Patrol.

## Technical Strategy and Operations

- Control Of Substances Hazardous to Health and Dangerous Substances and Explosive Atmospheres Regulations compliance.

## FX Plus

- Fire safety management.

**Note:** FSIG reports once per year to the University Health and Safety Committee, or by exception.

In addition, the Head of Health and Safety and Chair of FSIG are members of the University Compliance Committee and can report concerns when required. The Compliance Committee has a reporting programme and when requested, the Head of Health and Safety will report on compliance with relevant fire safety legislation.

The Compliance Committee is a Committee of the University Executive Board. The Health and Safety Committee is a Committee of Council.

The Assistant Director UCS (Compliance and Risk), Head of Health and Safety or Director / Assistant Directors in Estates / CRC can report fire safety risks of concern to the Chair of the Compliance Committee, outside of the meeting if required.

## 8.0 Monitoring

To ensure the continual effectiveness of this Standard, annually, the Head of Health and Safety and Chair of FSIG will report to the Health & Safety Committee on the following:

1.	That the Roles and Responsibilities for fire safety, in accordance with this Standard, are being met	From a sample of roles (no less than 5) within this Standard, a check will be made to identify if the responsibilities are being managed effectively
2.	That the supporting fire safety arrangements in section 5 are in place and up to date.	Review all documents and ensure they are updated as required. Where a revision is needed, ensure these are approved at FSIG
3.	That the Terms of Reference for FSIG have been reviewed within 12 months	A review of FSIG TOR against the minutes to identify that all matters required have been covered in the 12-month period
4.	That Conformity Reports have been received as required within the last 12 months.  That Conformity Reports include sufficient information to effectively gauge compliance.	Review the conformity reports to establish that all information required, has been received.  Action plans to address gaps are in place.
5.	Reporting to University Health and Safety Committee and, where required, Compliance Committee has been carried out.	Confirmation that upward reporting has been carried out as required.