

## Fire safety framework and five year strategy

### **Introduction**

To enable the compliance of the university against its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (FSO), an effective framework model is established. This framework illustrates a clearly identified role structure within the university for responsibility at levels according to the needs of the organisation.

An underlying fire policy outlines the legislative needs and requirements of the university towards its staff, students, visitors and members of the general public.

The five year strategy outlines the forward planning approach which by end of 2022 will place the university in a strong position with not only compliance of fire safety, but with innovative progress in many factors. The university fire safety advisor (FSA) will produce an annual plan to support the annual health safety and wellbeing report each October. The plan will identify the key areas in relation to actions relating to fire safety matters against the five year target.

The target has been set from January 2017 when the current FSA commenced post.

The FSA has identified a mission statement which reflects the direction of the university:

*“It is the aim of the fire safety advisor to ensure the university not only continues to fully comply with legislative requirements of the Fire Safety Order, but to be innovative in its approach to overall fire prevention and proactive in relation to the creation of a fire safe culture through interaction with all vested parties. This will be completed by active engagement with the university's partners and customers to impart continuous improvement”*

### **The Responsible Person**

Article 3 of the FSO identifies the need for a responsible person (RP). The RP is a legal position for which the requirements of the order, as it applies to the university, sit. This includes general fire precautions, risk assessment, arrangements, provision of information and training together with co-operation and co-ordination matters.

Due to the demographics and complexity of the university the role of the RP is identified as the individual having responsibility for control of the buildings. Corporately, responsibility sits with the role of the Vice Chancellor as operational head of the university. In practice, primary responsibility sits with the Deputy Director of Information learning and Estates who controls all buildings both within the Lord Mayors Walk campus and satellite sites. The Deputy Director is assisted by the university fire safety advisor (FSA) under Article 18 of the FSO in providing an overall strategy for fire safety.

#### *Duties of the Primary Responsible Person*

- Policy and procedures in respect of overall fire safety are in place and available to all staff, students and visitors
- Provide effective `arrangements` in relation to overall fire safety
- Fire safety risk assessments are `suitable and sufficient` and documented
- The installation, testing and maintenance of fire alarms, emergency lighting, fire extinguishers and fixed/portable electrical equipment is undertaken, monitored and recorded
- Appropriate emergency signs, fire extinguishers, fire doors and other fire-resisting construction are in place
- The effective delivery of fire safety training to both staff and students
- The annual review of the fire safety strategy, implementation and execution

Heads of Schools, Directors and Heads of Service are required to assist the Deputy Director of information Learning and Estates. Responsibility for fire safety as a 'nominated competent person' allows the continued fire safety for each building/area to be more locally managed.

**N.B.** The Deputy Director for Information Learning and Estates will remain direct RP for all Estates Directorate buildings on/off campus.

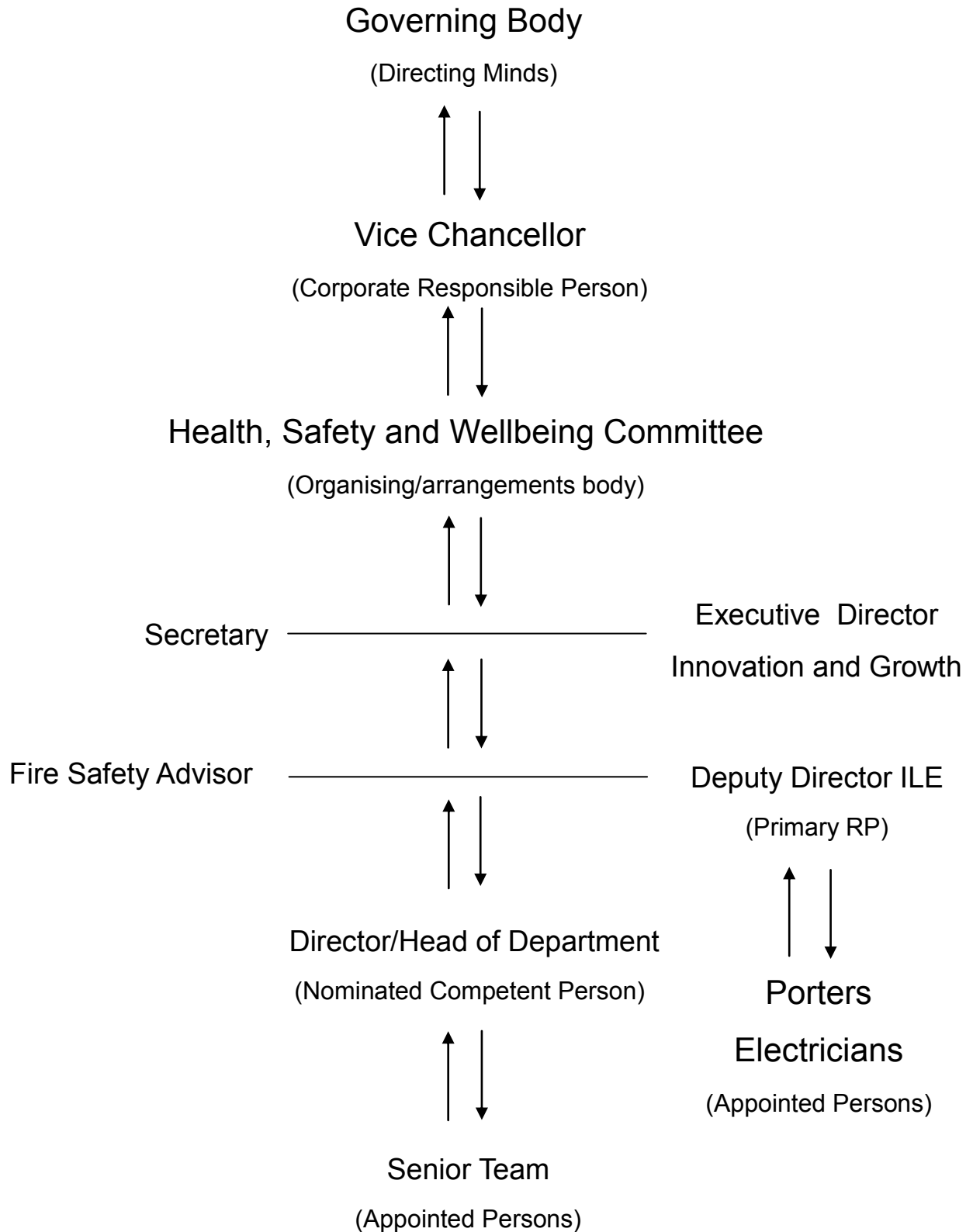
### ***Nominated Competent Persons***

Each Nominated Competent Person (NCP) thus has delegated duties regarding (Article 4) general fire precautions together with (Article 22) co-operation and co-ordination with the Deputy Director of Information Learning and Estates . This includes the day to day continuance of housekeeping, means of escape, fire alarm systems fire extinguishers, information and emergency evacuation support. The NCP will identify and appoint persons from within their senior teams to comply with the delegated duties.

#### *Duties of the Nominated Competent Persons*

- Promote good practice in all aspects of basic fire safety by fulfilling their role in relation to Article 4
- Identify and appoint persons to assist the with their duties
- Ensure that members of staff and students understand and observe relevant fire safety procedures
- Their staff (and students as applicable) have personal emergency plans in place if required
- Faults and defects which may constitute a fire hazard are reported to the facilities helpline

## Fire Safety Framework Structure



## *Communication Flow*

### *FSO Article 4 “general fire safety precautions” for all **nominated competent persons***

- \* measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises (good housekeeping)
- \* measures in relation to the means of escape from the premises (effective and clear)
- \* measures in relation to the means for fighting fires on the premises (extinguishers)
- \* measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises (fire alarms)

### *Appointed persons to nominated competent person*

- To carry out duties as outlined by Article 4
- Appointed person to complete all required recording on the online fire management programme
- Items of `immediate concern` to be raised with Information Learning and Estates as soon as practicable

**N.B.** `Immediate concern` are any perceived fire safety deficiencies relating to dangers of life or property and reported to the **primary responsible person** for action.

### *Primary responsible person to fire safety advisor*

- Pre arranged meeting with fire safety advisor to outline issues
- Fire safety advisor to audit/review fire management system and any immediate concerns

**N.B.** On occasions ( as required) the primary responsible person may delegate their role within the communication flow to the **Head of Maintenance Services** within estates management.

### *Primary responsible person to Secretary/Executive Director Innovation and Growth/Health Safety and Wellbeing Committee*

- Six monthly fire safety report via fire safety advisor and include strategic goals

### *Health Safety and Wellbeing Committee to Governing Body*

- Annual fire safety reporting within Health Safety and Wellbeing Committee report including strategic goals

### *Vice Chancellor to Governing Body*

- Acknowledgement/acceptance of fire safety reporting within Health Safety and Wellbeing Committee report

## Five Year Fire Safety Strategy 2017-2022

### Key Areas

1. Fire Risk Assessments

*Objective:* Complete review and improvement of Fire Risk Assessments (FRA) into a suitable and sufficient document as per Article 9 of the Fire Safety Order.

FRAs to be graded as :

Annual: All sleeping risks and areas of identified higher risk

Bi-Annual: All other teaching and administration buildings

2. Online fire management programme (Aries)

*Objective:* Develop and manage a campus wide digital fire management programme to allow effective recording and desktop auditing of all fire safety facilities as governed by Articles 14 and 17 of the Fire Safety Order

3. First Responder Programme

*Objective:* Develop a multi-skilled cohort of staff to provide effective fire marshal, evac chair and first aid coverage of main campus site and Haxby Road Sports Park.

4. Continuous Improvement Programme Projects ( Fire Safety)

*Objective:* To interpret and influence latest fire safety practices and innovations into planned estate projects to increase value and sustainability for the university assets.

5. Premises Information Box (PIB) provision

*Objective:* In collaboration with North Yorkshire Fire and Rescue Service operations to develop and provide critical incident information within premises information boxes to all accommodation and main campus/Haxby Road sites

5. `Inclusive Campus` Project

*Objective:* To establish all fire alarms with sensory arrangements to all main campus buildings and also at Haxby Road Sports Park

6. Fire Extinguisher Review

*Objective:* Complete comprehensive review of all fire extinguishers, provision and options with innovative alternatives and implement change out strategy

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