

Fire Safety Policy

Fire Safety

September 2018

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Purpose & Application	To create an overall policy to outline the legislative needs and requirements regarding fire safety as identified within the universities fire safety framework
Next Review Date	August 2019 (or as determined)
Related Policies	Fire Safety framework and five year strategy
Executive summary	This policy describes the arrangements for overall fire safety as it applies to all YSJU building assets .

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1. Statement

The Regulatory Reform (Fire Safety) Order 2005 (FSO) requires provision to be made for the prevention of fires and the safety of people in the event of a fire. York St John University acknowledges the extreme risks to life, property and the university's livelihood caused by fire, and the legal requirements to control and mitigate such fire risks.

It is the university's policy to maintain a high standard of fire safety practice, create an overall culture of vigilance and apply the most modern standards of building and personal control to allow a safe environment from fire for all those with vested interests in the university

2. Arrangements

2.1 The Fire Safety Advisor

The university will employ a Fire Safety Advisor (FSA) to provide an overall strategic direction to fire safety.

The FSA will be an outside consultant from within the fire sector who will have experience of general fire safety matters and an up to date knowledge base of local and national events.

They should ideally be associated with a national association and have a current continuous professional development programme to ensure up to date knowledge.

The FSA will be contracted on an annual basis and will be responsible for the key areas of the university fire safety framework

The FSA will work directly within the Information, Learning and Estates Directorate to advise the Deputy Director who is the Primary Responsible Person as identified within the university fire safety framework

2.2 General Provision

Under Article 4 of the FSO , the university must make a general provision for fire safety in relation to `fire safety precautions`

Such precautions include the following:

- Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
- Measures in relation to the means of escape from the premises
- Measures for securing that, at all material times, the means of escape can be safely and effectively used
- Measures in relation to the means of fighting fires on the premises

- Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises
- Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—
 - measures relating to the instruction and training of staff and students; and
 - measures to mitigate the effects of the fire

The university must also apply the `principles of prevention` of overall risk mitigation toward fire safety, these being:

- Avoiding risks;
- Evaluating the risks which cannot be avoided
- Combating the risks at source
- Adapting to technical progress
- Replacing the dangerous by the non-dangerous or less dangerous
- Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

The FSA will ensure the general provision under Article 4

2.3 The Responsible Person

Under Article 3 of the FSO there is a need to identify 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

As primary responsibility of all university buildings sits with the Deputy Director of Information learning and Estates, they will be the principal RP.

For the university, the RP will be directly advised by the FSA on all fire safety matters

Further information of the RP and the overall structure is contained within the university fire safety framework

2.4 Fire Risk Assessments

Under Article 9 of the FSO the RP has a legal duty to provide `suitable and sufficient` written assessments to all identified risks in relation to fire and fire safety. As well as identifying the risks the written assessments must also apply the general provisions highlighted within Article 4

For the university the responsibility for completion of the risk assessments falls to the FSA due to their unique position relating to fire safety matters

Based upon the nationally accepted PAS 79 application, fire risk assessments from 2017 will contain the following information:

- Introduction
- Risk matrix
- Premises description
- Fire hazards in the property, their elimination or control
 - Electrical Sources of Ignition
 - Smoking
 - Arson
 - Heaters(fixed and portable)
 - Cooking
 - Housekeeping
 - Lightning
 - Other risks
- Current fire precautions measures present
 - Means of escape 1
 - Means of escape 2
 - Means of escape 3
 - Means of giving warning
 - Emergency Escape Lighting
 - Fire Extinguishers and Associated Manual Appliances
 - Other Fixed Systems
 - Signs and Notices
- Management Procedures
 - Arrangements
 - Testing and Maintenance
 - Staff Instruction
 - Document Information
- Additional Information
 - Other Health and Safety Considerations
 - Further Comments/Conclusions
 - References

- Action Plan
- Emergency Plan
- Recommended Schedule for Maintenance and Testing of Fire Precautions
- Review

The FSA has identified that the variance of risks of the university is wide ranging as so has adopted a periodic inspection programme based on risk profile as:

Annual FRA Review:

- All YSJU controlled sleeping accommodation
- LMW Bio medical
- LMW Design and Technology
- LMW Holgate kitchen

The FSA will also request copies of all sleeping accommodation from the relevant RP for which the university has no direct control (e.g. Percys Lane/Brickworks etc)

Two yearly FRA review:

- All teaching buildings within the university estate
- All administration buildings within the university estate

N.B. To assist the FSA with a systemic approach the two yearly FRAs will be delivered over an alternative period to coincide with annual reviews of sleeping and higher risk sites

e.g. Year 1 Sleeping/high risk and teaching buildings
Year 2 Sleeping/high risk and administration buildings
Year 3 Sleeping/high risk and teaching buildings

2.5 Fire Action Notices

The RP will ensure that Fire Action Notices are displayed in all buildings by final exits and/or any fire alarm manual call point and display the following:

- Operation of nearest manual call point
- Calling university security
- Leaving the building by the nearest exit
- Report to and location of assembly point

- Do not stop to collect personal belongings
- Do not use lift (where applicable)

2.6 Signage

The RP will ensure that the correct signage is displayed in the correct locations, be clearly visible and outline unambiguously the nature of the signage.

This will include signage to BS 5499, ISO 7010 and any other types identified under the Health and Safety (Safety Signs and Signals) Regulations 1996

- Safe condition (green)
- Mandatory (blue) to BS 5499
- Information (red)
- Warning (yellow)
- Prohibition (red and white)
- Combination (multiple colours)

2.7 Training and Information

Article 21 of the FSO clearly outlines the requirement for employees and other relevant persons (students) to be given effective training in fire safety.

The FSA has devised the following:

- All staff to complete a six section online training programme via the university website. Staff support will monitor those completing
This online training is to be completed every three years
- University `First Responders` (see 2.10) will complete additional fire marshal and `evac chair` training as part of their identified role.
This training will be refreshed every 3 years with six monthly updates and `scenario` simulations
- Residential Support Assistants (RSA) receive additional fire marshal and `evac` chair training regarding their role in university controlled accommodation (see 2.10)
This training will be periodically as deemed by changes to RSA roles or by scenario input
- First year students will receive fire safety information within their university acceptance pack as well as the requirement to attend a 20 minute presentation by the FSA during welcome week.
All university controlled sleeping accommodation has fire safety information about electrical and kitchen safety placed with each kitchen.
Second and third year students are engaged via the Student Union and the FSA working with North Yorkshire Fire and Rescue Service community safety department and local private landlords
- Occupational Therapy students receive additional fire safety information regarding course placements

2.8 Fire Evacuation Drills

The FSA has taken a decision to concentrate upon fire evacuation drills on multi occupied university controlled sleeping risks only.

These are completed within welcome week (September) each year and include the following:

- City Residence
- The Grange Residence
Including Grange and St. Mary's House
- Lord Mayors walk Residence
- St John Central Residence
- Percy's Lane residence (while under the control of the Harrison Group they have deferred such arrangements to the university)

It is foreseeable that students are mostly at risk from these types of large `cluster flat` type accommodations and therefore risk management is aimed accordingly.

All drills will be set against specified targets, namely:

- RSET : Required Safe Escape Time (set individually for the building against its complexity and layout, but no longer than 4.5 minutes)
- ASET: Actual Safe Escape Time (taking into parameters of time of day and number of individuals)

The aim of the evacuations is for students to know and understand the sound of the alarm, together with the simultaneous evacuation procedures as early as possible within their educational year.

Single household accommodation units together with the staff managed teaching and administration units are considered of a lesser risk. Fire drill evacuations for all teaching and administration units is considered a potential disruption and any incidents within this areas will be picked up by the university `first responder` cohort.

2.9 Hot Work Permits

On occasions the university may employ external contractors or have its own maintenance staff carry out hot works.

Such works of introducing extraneous ignition sources or leaving work areas in a potentially ignition primed state must be controlled to minimise the risk of ignition and fire propagation.

The university will therefore ensure all hot works, whether carried out by external contractors or internal staff is controlled by the use of a `Permit to Work` (PTW) programme to include:

- Date
- PTW number:
- Activity

- Company details
- Responsible university representative
- Equipment to be used
- Length of time of activity
- Risk assessments and method statements of activity to be undertaken
- Area of activity
- Initial control measures
- Start time of activity
- End time of activity
- Post activity controls
- Fire sweeps
- Completed by
- Signed by (responsible university representative)

2.10 First Responders

Under Article 15 of the FSO the university, through the RP must ensure effective procedures for serious and imminent danger to include:

- Appropriate procedures to be followed in the event of serious and imminent danger to relevant persons
- Identify and nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises

The university must ensure that the number of staff appointed is available for them to fulfil their functions of assistance in times of serious or imminent danger, and that they have all means at their disposal to ensure they are safe to carry out this duty.

To enable the above the university has established a `first responder` cohort.

First Responders are volunteered members of staff who have been given appropriate training and instruction the following:

- Fire Marshal
- `Evac` Chair
- First Aid

First responders are based around the campus and are equipped with:

- Mobile phone (complete with `Page one` alerting application)
- Personal hold all containing:
 - First aid kit
 - Hi Viz `First Responder` surcoat
 - Torch
 - Any other equipment deemed as required

The university is contracted with Page One to provide an alert mobilising service for all first responders.

This software is placed within the university central security suite and is initiated through the following sequence:

- Fire alarm activation
- Fire alarm activation acknowledged by central security suite
- Alert of all first responders via Page One mobilising software
- Acknowledgment of First responders via mobile phone application
- First responders to attend fire alarm activation

N.B. As first responders are multi-skilled the same mobilisation pattern may be applied to other such emergencies including immediate first aid requirements.

First Responders operate an on duty roster with the central security suite and will be available on the main university campus and Haxby Road Sports Park only.

For all university controlled accommodation Residential Support Assistants (RSA) will adopt the role of First Responders in assisting with evacuation from the premises.

3. Guidance

3.1 Approved Documents and British Standards

The FSA will ensure the following major guidance documents, in their latest versions, are available for fire safety purposes at the university.

- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- Housing Act 2004
- Housing and Planning Act 2016
- The Building Regulations 2010 Approved Document B (ADB) Volume 2
- The Building Regulations 2010 Approved Document M (ADM) Volume 2
- British Standard 9999 code of practice for fire safety in the design, management and use of buildings

- British Standard 9991 code of practice for fire safety in the design, management and use of residential buildings
- LACORS Housing Guide `Fire Safety` 2008
- HM Government Fire Risk Assessment Guides

A whole suite of other British Standards and guides will be used by the FSA to further advise the RP or any other person requiring such information as deemed appropriate

3.2 General Fire Prevention

Under Articles 14 and 17 of the FSO the university, through the RP, must ensure :

14: Emergency routes and exits

- Emergency routes and exits must lead as directly as possible to a place of safety;
- In the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible
- The number, distribution and dimensions of emergency routes and exits must be adequate for the maximum number of persons who may be present there at any one time
- Emergency doors must open in the direction of escape
- Emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
- Emergency routes and exits must be indicated by signs
- Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of normal lighting

17: Maintenance of Fire Prevention Facilities

- In order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of fire prevention arrangements, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

To achieve evidence of both Articles 14 and 17 the university has adopted a planned preventative maintenance (PPM) programme which includes the following as per BS 9999:2017 Annex I where applicable:

Daily inspections (visual by appointed persons)

Fire detection and fire alarm systems
Emergency and escape lighting systems
Fire extinguishers

Weekly (recorded)

Fire detection and fire alarm systems (testing of manual call points as per BS 5839 44.1)
Smoke control systems for means of escape
Evacuation lifts and firefighters lift installations

Monthly (recorded)

Emergency and escape lighting systems
Gaseous, foam and powder extinguishing system
Automatic opening doors
Doors on hold-open devices

Emergency and panic escape doors

Three-monthly

Fire detection and fire alarm systems

Six-monthly

Fire detection and fire alarm systems
Fire doors
Fire mains

Annually

Fire detection and fire alarm systems
Emergency and escape lighting systems
Fire extinguishers
Gas Compliance
Fire Mains

Smoke control systems for means of escape
Evacuation lifts and firefighters lift installations

Automatic opening doors

Five Yearly

Mains fixed wiring condition reporting

To ensure the PPM remains consistent, up to date and relevant, the university has adopted a digital portal system via www.ariesfire.co.uk

The online portal allows all recording as required together with uploading of any compliance certification and associated fire risk assessments.

The FSA and the RP are administrators for the system with appointed `users` assigned to complete and upload inspections

3.3 Fire Extinguishers

Under Article 13 (1) a of the FSO the university estate is complete with an inventory of fire extinguishers.

Only identified staff persons, namely First Responders, Design and Technology, kitchen and Bio-Medical staff have been trained to use fire extinguishers as either part of their role, or location within a higher risk area.

Extinguishers are provided and maintained by an external competent person each year.

4. Inclusive Design

4.1 The Equality Act

The university has a legal responsibility to ensure that premises are compliant with the Equality Act 2010 in that it must make provision for the safe evacuation of disabled people from any of its estate buildings, whereby:

Part 2 Chapter 1.6 `Protected Characteristic - Disability`, any persons having:

- A physical or mental impairment
of which;
- the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

shall be accordingly provided for

4.2 The `Inclusive Campus`

The FSA has set a five year target from 2017 to 2022 to create an `Inclusive campus`.¹ Such a campus will cater for the fire safety needs of all staff and students, together with any visitors or members of the public regarding:

- Mobility Impairment
- Vision impairment
- Audio impairment

This means the campus will be available for physical access and emergency egress to the standards set within BS 8300:2009 Design of buildings and their approaches to meet the needs of disabled people , together with Building regulations Approved Document M Volumes 1 &2 `Access to and use of building` .

With regards to sensory impairment, the FSA will ensure the university is equipped with technological applications to assist with effective evacuation. While utilising the `principles of prevention` as identified within Article 10 and Part 3 Schedule 1 of the FSO by giving a priority to collective protective measures, in some circumstances individual measures may be required.

4.3 Personal Emergency Evacuation Plans

As dictated by Article 8 of the FS, the university, through the RP has a duty for the safety of all relevant persons, which must include all those with a protected characteristic under Part 2 Chapter 1.6.

To achieve this prior information gathering in to the form of a Personal Emergency Evacuation Plan (PEEP) should be offered to all relevant persons to enable effective assistance to be undertaken during any emergency evacuation.

The university has produced a specific PEEP for staff and students and is available on the university Moodle

For staff the PEEP is completed by the appropriate line manager and kept within the individuals department. A copy is sent to the university security services and first responder team.

For students the PEEP is completed by the university disability advice team. A copy is sent to the FSA, university security services and first responder team. For students staying in university managed accommodation a further copy is sent to the RSAs.

5. Review

5.1 Frequency

This policy is to be reviewed annually or as determined by the FSA to include any legislative or technological or legislative changes and be approved at an appropriate meeting of the university health safety and committee

¹ Including the London Campus and Haxby Road

6. References

Regulatory Reform (Fire Safety) Order 2005

Health and Safety at Work etc Act 1974

The Equality Act 2010

The Health Act 2006

Housing Act 2004

Housing and Planning Act 2016

The Building Regulations 2010 Approved Document B (ADB) Volume 2

The Building Regulations 2010 Approved Document M (ADM) Volume 2

BS 9999 code of practice for fire safety in the design, management and use of buildings

BS 9991 code of practice for fire safety in the design, management and use of residential buildings

BS 8300:2009 Design of buildings and their approaches to meet the needs of disabled people

LACORS Housing Guide `Fire Safety` 2008

HM Government Fire Risk Assessment Guides

BS5839-1 & 6 2013 Fire Detection and Fire Alarm Systems

BS 52661 & 8 2016 Emergency Escape Lighting

The Electricity at Work Regulations 1989

The Electrical Equipment (Safety) Regulations 1994

BS 7671 Inspection and Testing of Electrical Installations