



Fire Procedures and Associated Training

Reviewed November 2014.

NOTE: HEADS OF SCHOOL/RI/DEPARTMENT MUST ENSURE THAT ALL MEMBERS OF STAFF, STUDENTS AND VISITORS FOR WHOM THEY HAVE RESPONSIBILITY ARE FAMILIAR WITH THESE PROCEDURES. LIVES WILL DEPEND UPON THIS.

Background

The importance of protecting life and property and reducing fire damage is reflected in a number of detailed and carefully administered statutory provisions. The University is fully committed to ensuring these are fully implemented.

Most aspects of fire safety legislation are controlled by The Regulatory Reform (Fire Safety) Order 2005. This Order places the primary responsibility for fire safety in the workplace on the University as an employer. Fire risk assessment is a major thrust of this Order, and this work is carried out by Estates and Development and the Fire Safety Adviser attached to the Department of Health and Safety (DOHS).

Essential Features of the University Fire Procedures

The success of these procedures depends upon the actions of individuals together with a reliable system of record keeping. Firstly, all staff, students and visitors have a key role to play in ensuring full implementation of the fire legislation. Secondly, a Fire Log Book containing essential records sufficient to demonstrate to the enforcing authorities our ability to manage fire risk has been developed. A Fire Log Book is located in each University building so as to be available to members of Staffordshire Fire and Rescue Service or any relevant member of University staff.

Responsible Persons

Heads of School/RI/Directorate/Department

Heads are responsible for ensuring that every member of staff, student and visitor for whom they have responsibility is made familiar with these University

Fire Procedures and also with any specific fire procedures which apply within their area, as part of induction training and re-training.

In single occupancy buildings the Head must ensure that a Senior Fire Steward (SFS), Deputy (DFS) and sufficient fire marshals are appointed and that they carry out their respective duties.

Heads in multi-occupancy building should be aware of who has been appointed as the SFS and DFS for the building. This information is available on the DOHS website.

Senior and Deputy Fire Stewards

Normally one Senior and one Deputy Fire Steward is appointed in every building:

Responsibilities of Senior and Deputy Fire Stewards

The responsibilities of the SFS and DFS are outlined in the Fire Log Book. The persons appointed should normally hold a senior and responsible position in their building. Ideally they should have several years' experience in the environment and be thoroughly familiar with the various fire precautions. They must be of a character used to working under pressure. The main duties include

- taking responsibility within their building, in conjunction with Estates and Development and the Department of Occupational Health and Safety, for ensuring the successful completion of all actions outlined in the Fire Log Book and for their correct recording;
- selecting and deploying fire marshals throughout the building in a manner which enables the premises to be quickly cleared of all occupants;
- ensuring the Fire Log Book is kept in a position in their building so as to be available to members of the Staffordshire Fire and Rescue Service or any relevant member of University staff;
- ensuring, in conjunction with the Department of Occupational Health and Safety, that all relevant fire induction training and re-training takes place;
- ensuring a copy of the Fire Risk Assessment (FRA) is contained in the Fire Log Book.

The names of the Senior Fire Steward and their Deputy must be entered in the Fire Log Book.

Training of Senior and Deputy Fire Stewards

Training of Senior and Deputy Fire Stewards will be carried out by the Fire Safety Adviser attached to the Department of Occupational Health and Safety. The SFS will then be responsible for arranging for training of fire marshals.

Fire Marshals

Fire marshals are persons appointed within buildings to assist in the safe evacuation of their designated part of the building, in close liaison with the SFS/DFS. The number of fire marshals required will depend on the complexity of the building and will be determined by the SFS or DFS in consultation with the University Fire Safety Adviser.

Training of Fire Marshals

Training of Fire Marshals to ensure that they are familiar with the specific role in their area is carried out locally by the SFS/DFS and is considered to be a fundamental contribution to the success of these arrangements. In addition, Fire Marshals can attend a more formal short training package offered by DOHS through the Learning and Professional Development Centre.

All members of staff, students and visitors

Any staff or students noting a fault at any time with fire-fighting equipment must immediately advise Estates and Development. Examples of defects would include a broken tag, expelled contents, or an extinguisher off a support bracket.

It is a requirement that all occupiers evacuate the building on the activation of the fire alarm.

Fire Procedures

In the event of the fire alarm operating

SFS/DFS or senior member of staff:

- Make sure that the Fire Service has been called and that Security have been informed by dialing 888 so that they can guide them to the building. Then go to the Assembly Point, wearing the yellow tabard provided so you are easily identified as the reporting point for the fire marshals.

Fire marshals:

- On hearing the alarm, put on your yellow tabard and leave the building, checking on the way that the area of the building allocated to you is fully evacuated as far as is reasonably practicable, without putting yourself at undue risk;
- Close fire doors en route and liaise with other fire marshals to ensure the building is evacuated as far as practicable.

Note: If any part of your area of responsibility is smoke logged do not put yourself at risk.

- Go to the Assembly Point and report to the SFS or their Deputy to tell them whether to the best of your knowledge all persons from your area of jurisdiction are accounted for, and the location of any fire or smoke;
- after reporting to the SFS or Deputy, position yourself close to the external exits of the building (only if safe to do so) and ensure that nobody re-enters the building until the all clear has been given by the Fire Service Incident Commander, Security personnel or the SFS;

Fire Drill Training

- The Senior Fire Steward and/or their Deputy must ensure that fire drill training takes place at least twice a year.
- It is advisable to alter the intervals between them so that they fall at varying times, days, months etc to achieve maximum variety and prevent a predictable pattern. The element of surprise may reveal problems which would not otherwise have been disclosed.
- During each drill prevent the use of one exit by suitably positioning a person on that escape route. This blocked exit should not always be the same one. If challenged the fire marshal should explain it is 'closed by fire'.
- **BEFORE THE DRILL INFORM SECURITY THAT A FIRE DRILL IS DUE TO TAKE PLACE;**
- Record the time taken to evacuate the building so that this can be entered in the Fire Log Book;
- Cancel the alarm **before** allowing anyone to re-enter;
- **AFTER THE DRILL INFORM SECURITY THAT THE FIRE DRILL IS FINISHED.**
- Complete the Record Sheet in the Fire Log Book and note the date when the next drill should take place.
- Any problems which the fire drill has brought to light, such as inaudible or non-functioning alarms, automatic fire doors which fail to close, should be reported to Estates and Development immediately.

Other responsibilities of Senior and Deputy Fire Stewards

Fire Warning Systems Records of Tests

Weekly Tests

Weekly tests and examination must be carried out by Security staff or the SFS or their Deputy to ensure that the system is capable of operating under alarm conditions. It is normally a good idea to test the alarm when the building has few visitors.

- (a) If the building's fire alarm system is connected automatically to the 24-hour Watch Room in Darwin Building, Security must be given prior notification to ensure that the Fire Service is not summoned needlessly.
- (b) Operate a call point, or end of line switch on zone circuit. Zones should be tested in strict rotation, each zone being tested at least quarterly for a monitored system and weekly for an unmonitored system. Each time a zone is tested a different trigger device should be used.
- (c) Check that all doors with automatic releases close.
- (d) Report any faults immediately to Estates and Development.
- (e) Record the fire warning system test on the appropriate page of the Fire Log Book.

Inspection of Means of Escape

Inspection of means of escape must be carried out at least once a semester by the SFS or their Deputy. A list of the 13 items to be addressed can be found in the Fire Log Book. Any defects must be reported to Estates and Development and Head of School/RI/Department depending upon the particular circumstances. The Fire Log Book Record of Events sheet must be completed recording any action taken and the date for re-inspection.

Carried out by outside contractors:

Portable Fire Fighting Equipment Testing

Examination of portable fire-fighting equipment such as fire extinguishers and blankets) is currently carried out by external contractors on behalf of the Estates and Development. The examiners should enter the date of the examination in the appropriate part of the Fire Log Book. In addition a record of maintenance is attached to a label on each device.

The position of fire extinguishers and fire blankets should be indicated on the building floor plan.

Training in the safe use of portable fire-fighting equipment is arranged and publicised by the Department of Occupational Health and Safety. The SFS or their Deputy must ensure that Fire Marshals attend this training at three-yearly intervals so that they have the ability to carry out fire-fighting in cases where it is safe to do so.

Emergency Lighting Systems Record of Tests

This is currently carried out by the Estates and Development who have the responsibility for maintaining records.

Fire Signage

Fire signage must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996. These signs provide information on escape routes and emergency exits in case of fire;

Fire signage is invariably the 'running man' symbol, white on green. For clarity this can be further supplemented by directional arrows or supplementary text.

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