Fire Safety Policy

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1. Fire Policy Statement

It is the policy of Loughborough University to ensure that all employees, students, contractors, and visitors are protected from the risks of fire. To achieve this aim, appropriate fire prevention/precaution measures shall be taken, including minimising the spread of smoke. Also, appropriate evacuation procedures shall be developed, implemented, and periodically tested. All persons shall be provided with sufficient appropriate fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognized good practice.

2. Regulatory Background

The regulatory framework within which the University operates is provided by the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O 2005). This legislation is enforced by the local Fire and Rescue Service, and therefore Leicestershire Fire and Rescue Service for most of the University's estate.

The legislation places a responsibility on a nominated Responsible Person to take general fire precautions as far as is reasonably practicable as to ensure the safety of employees, visitors, and contractors whilst on the Responsible Person's premises.

Fire safety is also governed by the Building Regulations 2010. It applies to all new buildings and many refurbishment

4. Arrangements

Duties and responsibilities of the "Responsible Person", "Competent Person" and "Duty Holder" and provided below.

Position	Designation under the Regulatory Reform (Fire Safety) Order 2005
Loughborough University	The university is named as the 'Accountable Person' for the purpose of the Building Safety Act 2022.
Vice Chancellor	The Vice Chancellor is the most senior member of the University body and as such is designated as the "Responsible Person" under the Regulatory Reform (Fire Safety) Order 2005. The post holder is responsible for ensuring that fire safety matters are delegated to appropriate members of staff and are planned and resourced appropriately.
Chief Operating Officer	The Chief Operating Officer ensures sufficient resources are made available to confirm fire safety is effectively delivered. The Chief Operating Officer ensures that monitoring arrangements are in place to make sure that fire standards are maintained. The Chief Operating Officer will also periodically receive reports on the adequacy of fire safety standards on the

	for the Fire Emergency Plan are produced and where this cannot be actioned, the issue is brought to the attention of the Chief Operating Officer. Where premises are occupied jointly, Duty Holders are responsible for cooperating with fellow duty holders insofar as this effect's areas under their joint control.
Director of Estates and Facilities Management	The Director of Estates and Facilities Management is designated as the "Main Duty Holder" under the RR(FS)O 2005. The Main Duty Holder is responsible for ensuring that University buildings are designed, built and maintained to be protected, so far as is reasonably practicable, from the effects of fire. The Director of Estates and Facilities Management may receive advice and information from the University Fire Safety Lead or their Deputy to assist them in discharging this duty effectively. The Director of Estates and Facilities Management is responsible for registering any HRB as required under the Building Safety Act 2022.

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x Students who may need assistance (for instance, a person with impaired mobility) from their residence have been assessed, and where applicable a

5. Key Legislative Requirements

The University will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the following:

x   The Health and Safety at Work etc Act 1974; (the Act), sets out the general duties which employers have towards employees and members of the public, and employees have to themselves and to each other. These duties are qualified in the Act by the principle of 'so far as is reasonably practicable'. In other words, an employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk.

x   The Management of Health and Safety at Work Regulations 1999 generally make more explicit what employers are required to do to manage health and safety under the Act. Like the Act, they apply to every work activity. The main requirement on employers is to carry out a risk assessment. Employers with five or more employees need to record the significant findings of the risk assessment.

x   The Regulatory Reform (Fire Safety) Order 2005, (RR(FS)O); implements a risk-based approach to fire safety in community, industrial and business premises. It requires the responsible person (usually the employer, owner or occupier) to carry out a fire safety risk assessment and implement appropriate fire precautionary and protection measures, and to maintain a fire management plan.

x   The Building Regulations 2010; set out the minimum requirements and basic performance standards designed to secure the health, safety, and welfare of people in and around buildings.

x   The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR); require employers to protect workers from the risks from explosive atmospheres. To ensure compliance, Departments and Professional Services are required to:

   1. Carry out a risk assessment of any work activities involving dangerous substances;
   2. Provide technical and organisational measures to e2 (g)-12.3 (nedhe D18.3 (equ)-1a( )TjEMTj-0.002 T0 Tw 12.566

8. Fire Alarm Tests

All fire alarms in University buildings will be tested at designated times, Monday to Friday of each week, (as agreed with the University Health and Safety Service). Details of the tests should be entered into the test register which is supplied by the University Health and Safety Service. It is the responsibility of Deans of School, Directors and Head of Professional Service and the Director of the residential organization to nominate an employee to carry out these tests and complete the test register. Defects must be reported immediately to the Maintenance Engineer within Estates and Facilities Management with jobs entered on Archibus. In the event of a complete system failing, the University Health and Safety Service and University Fire Safety Lead or their Deputy should be informed immediately; in turn temporary portable alarms will be provided for distribution throughout the building where possible and appropriate.

For further guidance on alarm tests, see Loughborough University's Alarm Test Guide.

9. Training, Instruction, and Information

All new employees shall be given local fire safety induction training by their Departmental Safety Officer (DSO), or other appropriate person, in the first week of employment. This will include identification of escape routes, location of fire extinguishers and call points, where the assembly point is and any local hazards th13.2 (i)35 (ei)3.2niarmsrdsdsafl12.3

11. Fire Risk Assessments

In accordance with the RR(FS)O 2005, fire risk assessments shall be carried out by the University Fire Safety Lead, their Deputy, or another competent person for every applicable University building and reviewed in accordance with the target frequency illustrated in. The fire risk assessments shall be amended as necessary when circumstances require it (e.g. building changes). They shall be reviewed whenever any changes to structure, layout or usage of the building takes place to ensure their on-going relevance and adequacy.

Risk Category	Building type	Target Review Frequency (Years)
High	Sleeping	

14. Further Reading

x

In this instance the recommendation would be to nominate 13 fire wardens:
- x   6 in the office area – 2 on each floor
- x   2 in the canteen – 1 per shift
- x   1 in the reception area
- x   4 to cover absences

15.1.3. High risk premises; fire marshal requirements:

Example:
A busy research building. The building has 300 employees working in several laboratories over 3 floors (100 persons per floor). One employee supports the reception area. The restaurant is only open during lunch periods and supports approximately 40 people.

In this instance the recommendation would be to nominate 20 fire wardens:
- x   1 in the restaurant area
- x   1 in the reception area
- x   4 per floor (split across any lab areas)
- x   Additional 2 per floor for absences.

15.2. Fire Marshal duties in the event of a fire alarm sounding
1. To ensure that a safe evacuation of the building is taking place.
2. To sweep a designated area – providing assurance to the marshal is in their designated area when the alarm is heard.
3. To identify if any occupants have been unable to evacuate the building and to report this fact to the Fire Safety Coordinator. This is particularly pertinent if people with limited mobility have been placed into fire refuge areas. Where the refuge area has a form of communication, the Fire Marshal shall ensure that Security Control have been notified, by activating the emer-8.1 ( )-1.2 (i)3.2 (on)-12.2 (n)-u-8.1 (i)-8.9 (ng.1 ( )-a)--19

After fulfilling the duties outlined in parts 1 to 3 in 15.2 above, the Fire Safety Coordinators duties are as follows:
1. To go immediately to the fire control point and notify Security that an evacuation is in progress.

NOTE: the first Fire Marshal or Security Officer to reach the fire control point will assume the duties of the Fire Safety Coordinator. Should for whatever reason the Fire Marshal feel uncomfortable or unwilling to take on the role of the Fire Safety Coordinator, the Security Officer in attendance will automatically assume that role.

2. To check in each Fire Marshal as they arrive at the fire control point, noting reports on the whereabouts of people who are known to be left in the building and if any signs of fire have been seen during the sweep and evacuation of the building.
3. To evaluate the information received from Fiir a(g F)-5.4 (i)-9 (f)-112.2 ong poort dira (i)3.dur recei on oldand

k) Only consider trying to extinguish the fire if it is safe to do so and correct training has been given, e.g. knowledge of which extinguisher to use on each fire and how to use the fire extinguisher.
l) Do not place yourself or any other person in danger.
m) Direct staff, students, and visitors towards the fire assembly point No.
n) Ensure, so far as is reasonably practicable, that all floors are actively evacuating, and identify if anyone is unable to self-evacuate from the area.
o) Identify yourselves to the Fire and Rescue Service and other personnel in authority by wearing a Hi-Vis tabard were possible.
p) Provide any information to the OIC of the Fire and Rescue Service and inform them of any persons known or believed to be unaccounted for or the location of any staff, student or visitor who require assistance. **Do not re-enter the building to find them.**
q) Ensure communication is maintained with the personnel waiting at the assembly point.
r) Remain at the fire control point until told to stand down by the OIC of the Fire and Rescue Service.
s) Complete a fire incident report form.

In the absence of the Fire and Rescue Service, the building Fire Safety Coordinator or Security personnel have absolute control over ALL personnel on site.

16.3.3. Fire Marshals (The Charnwood Building)

On hearing the alarm:

a) Evacuate everyone from the area, directing staff, students, and visitors towards the nearest available fire exit, and then follow procedures e)-m) below.

On discovering a fire:

b) Raise the alarm by operating the nearest fire alarm call point.
c) Telephone Security Control on 888 on internal lines, or 0800526966 on external lines.
    a. Confirm they are in receipt of the alarm;
    b. Advise them of the location of the fire, your location, and what is on fire.
d) Only consider trying to extinguish the fire if it is safe to do so and correct training has been given, e.g. knowledge of which extinguisher to use on each classification of fire and how to handle the fire extinguisher.
e) Evacuate everyone from the area, directing staff, students and vi ta to y1 (i)-8.9dy AMCID2 (s)-8 c 0 Tw 0.89k Tc t e

17. Appendix C – Fire Risk Assessments

18. Appendix D – Fire Evacuation Exercise Report

<u>Controlled Fire Evacuation Report</u>

Building:	Assembly Point:	Date:	Time:
Expected Evacuation Time:		Actual Evacuation Time:	

Were Security informed? Choose an item.   Did Security attend? Choose an item.

19. Appendix E – Procedures and Guidance

19.1. General Instructions

All staff must be familiar with the fire procedures as required by the Regulatory Reform (Fire Safety) Order 2005.

Fire procedures are posted throughout the University and can be found on exit routes normally adjacent to fire alarm call points and lecture theatres.

All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.

Staff should get to know their assembly points which are indicated in the fire procedure for the building. Assembly points can be seen on the University interactive plan.

If you have to evacuate the premises:

- x DO exit quickly and calmly.
- x DO go directly to open air and report to the designated assembly point.
- x DO close the door behind you.
- x DO NOT enter an adjacent building unless directed by the Fire Safety Coordinator/Fire Marshal.
- x DO NOT stop to collect bags.
- x DO NOT use lifts.

Any staff not at their usual place of work on hearing the evacuation signal, must leave the building following the fire evacuation route signage, and go to the designated assembly point. On no account must they return to their own department.

The fire alarm call points can be found on corridors and adjacent to final exit doors.

Portable fire extinguishers are sited in 'high risk' areas and at regular intervals on corridors/exit routes.

In many buildings Fire Marshals/Wardens are utilised. Any instructions they give to staff must be complied with as they are exercising their duties outlined in the University Health and Safety Policy.

19.2. Fire Safety

Fire safety is everyone's responsibility. All employees, students, contractors, and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of the University's smoking at work policy.

In addition to the legal fire prevention requirements, guidance and advice on specific fire prevention practices are available from the University Health and Safety Service (UH&SS), and the Fire Safety, and Policies and Guidance links on the H&S web site.