FIRE RISK MANAGEMENT PROCEDURE

1. INTRODUCTION

Keele University recognises the importance of having a procedure for fire safety management as fire is a hazard which has the potential to be catastrophic for the University. The consequences include threats to lives, damage to or loss of property and severe interruption to normal business activities or opportunities. This procedure has been formulated in order to reduce the potential for fire and the severity if a fire was to occur. Fire safety includes preventing outbreaks of fire and mitigating the direct and consequential damages. This is done through early detection, reducing spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting. These prevention and protection measures must be appropriate to the building use and occupancy, the inherent fire risk and also the legal obligations of the University as 'employer' or 'occupier of premises'.

This procedure expands on the requirements of the University Health and Safety Policy through the creation of fire safety management systems and standards that together with the provision and maintenance of safe buildings, protects human lives and University assets. These are in place to ensure that the University complies with the Regulatory Reform (Fire Safety) Order 2005

2. SCOPE

This procedure applies to the Keele campus, sites, and premises for which The Keele University is the occupier. The variety of building types and occupancies throughout Keele University is an exhausted list and varies from containment level three laboratories to high voltage electrical training facilities and from 500 seat lecture theatres to large student accommodation.

This Fire Risk Management Procedure does not directly apply to subsidiary companies, although they are actively encouraged to develop their own Policy and arrangements in line with the University's own FRMS

The Keele University community is primarily based on a (600 acres) campus on the outskirts of Keele village.

Keele University have a diverse and inclusive community, which is made-up of Approx. 12,000 students from all around the world, many of which are enrolled in courses across multiple academic disciplines, and Approx. 3,000 staff employed in a plethora of full and part time roles.

3. RESPONSIBILITIES

The legal responsibility for ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005 lies with University Council as the employing authority and also where the University is in control of a workplace or is the occupier of premises. Specific responsibilities may fall solely on University Council or jointly with others in shared premises depending on agreements in place with the relevant stakeholders.

The following responsibilities and tasks represent the performance standards required of Keele University in the management of fire safety. As with other management responsibilities, it is for the Directors and Heads of Departments to ensure that the task or outcome is delivered by delegating tasks and functions to others, if required, and monitoring the results. Roles and responsibilities are detailed in the Health and Safety Policy.

4. FIRE RISK ASSESSMENT (FRA)

4.1 General

In respect of premises used by non-university occupiers (leased or otherwise) the 'RPs' (that may include university as the Landlord) have a duty to ensure that a suitable FRA is in place. FRAs across the university shall follow the PAS (79) principles and be of a non-complex or complex nature of assessment as determined by the features of the building such as construction; use (occupancy group); height; sources of ignition; fire systems; means of escape; housekeeping; complexity of design; and other risk factors.

4.2 Methodology

The purpose of an FRA is to identify the general fire precautions the responsible person needs to take. The FRA should only be carried out when a premise is occupied and in normal use. If, in the case of a new or refurbished premises, there is a need to carry out a 'pre-occupation' FRA, a further assessment should be carried out as soon as the premises is in normal use.

This FRA will be conducted with regard to the principles and approach of the latest revision of Publicly Available Specification 79 (PAS 79), with the overall mission of ensuring that all has been done to reduce both hazard and risk to a level that can be demonstrated to be as low as reasonably practicable (ALARP).

The assessment, observations and recommendations are only relevant to the conditions within the premises at the time of the survey. This fire risk assessment is non-invasive unless specified otherwise, and the methodology is not intended to address:

- the protection of property (i.e., the premises and its contents)
- environment
- business continuity
- safety of fire-fighters in the event of a fire on the premises

It otherwise covers the relevant occupied areas, common parts, landlord areas and adjacent property risks.

4.3 **Review**

The FRA will be reviewed by a Fire Safety Manager periodically depending on risk and not resource. Reviews of the FRA are dependent on the risk grading given by the Fire Safety Manager through the Building Fire Priority Rating system. Typically, this will be no longer than:

a. Priority 1 (Annually)
b. Priority 2 (2 yearly)
c. Priority 3 (3 yearly)
d. Priority 4 (5 yearly).

The period for reviews and validations may be changed if it is the Fire Safety Risk Assessor's opinion that the risk, management of the risk or other risk related factors warrant or require a more or less frequent review. These factors could be.

a. Structural change with the building.
b. Building change of use.
c. Change of occupier within.
d. A fire related incident e.g., significant damage to property and/or injury.

4.4 **Implementation**

Implementation and the process of an FRA review is determined via the Building Fire Priority Rating system and Fire Risk Assessment Program.

4.5 **Fire Risk Assessment Action Plans**

Depending on the type of fire risk assessment deficiencies, these are communicated with, logged with and completed by Estates and Campus Services. Each action is prioritised, and time scaled.

In addition to, other fire risk assessment deficiencies are logged with Estates and Campus Services, communicated with and completed by the Director of the occupant of the building. Each action is prioritised, and time scaled.

4.6 **Line Manager Quality Assurance**

Once a fire risk assessment is completed by the fire safety manager, it is then subjected to a quality assurance check by the fire safety managers line manager. The Line Manager shall review suitability and sufficiency of the assessment. Only once this has been completed can the FRA be forwarded onto the Head of Department and actions assigned.

4.7 **Fire Risk Assessment Internal Audit**

A line mangers internal assessment of the fire risk assessment process will be conducted annually and will sample a number of assessments, completed that academic year based on the buildings risk profiles.

5. RESOURCE

The roles and responsibilities of the Fire Safety Manager along with other staff roles are defined in the Health and Safety Policy.

6. FIRE SAFETY TRAINING

6.1 Fire safety training and competences

All staff and students have been identified in the Health and Safety Policy, which has been communicated across the University.

The University tracks completion of fire safety training across all departments using a mixture of hard-copy attendance sheets and Learning Pool records to track attendance and completion rates, and to produce records and reports accordingly.

The 'Fire Safety Training' course is mandated to all staff at induction and every three years thereafter. Responsibility of ensuring staff have completed the training lays with the Heads of School / Department.

6.2 Staff Fire Safety Training

Members of staff shall be given information or training on:

- what action to take if they discover a fire.
- how to raise the alarm, the location of manual call points and the procedure for contacting the Fire Service.
- what action to take immediately on hearing the fire alarm.
- the location of escape routes from their place of work including those routes not used regularly for normal access and egress.
- their responsibility to direct or escort students, visitors, and members of the public in their charge to escape routes (and in the case of disabled persons to the nearest useable escape route or temporary waiting area (refuge area).
- the importance of keeping closed all fire doors to limit the spread of fire, heat, or smoke.
- how to safely isolate or shutdown process plant or equipment, where appropriate,
- Importance of good housekeeping in preventing the outbreak of fire and limiting its effects.

6.3 Student Accommodation Fire Safety

Students in halls of residence shall be given information and instruction prior to their arrival via the Student Contract Portal and will receive a verbal instruction via toolbox talk on kitchen fire safety on their arrival.

6.4 Schools

Schools shall ensure that their students are given fire safety instructions and information relating to the building or premises that they occupy and any work process or activity that creates a risk of fire.

6.5 Communication

Fire Safety Training requirements are communicated through Departmental Health and Safety meetings.

7. CONTROL OF WORK ON SITE

7.1 Project Management

Estates and Campus Services have University's project classification of 'Minor projects' and 'Major projects'; then within each classification the project phases have been aligned to the Royal Institute of British Architects (RIBA) stages. This gives a structure through which you can demonstrate that your project has addressed fire safety appropriately.

The Fire Safety Design team will dictate as to whether the Fire Safety Manager needs to be contacted for advice. The checklist questions are designed to ensure the project manager seeks appropriate advice where a project is likely to have an impact on existing fire safety measures and that the development of a facility is considered in a holistic way.

7.2 Hot Works

Hot work can create significant hazards that put workers, those around them, and the premises itself in danger. In particular, it can pose a major fire risk. A stray spark from certain hot work, such as welding or soldering, can easily ignite combustible materials and cause serious harm to the building and people involved.

More specifically, Hot Work is defined by the British Standards Institution (BSI) in BS 9999 as "any procedure that might involve or have the potential to generate sufficient heat, sparks or flame to cause a fire. Hot work includes welding, flame cutting, soldering, brazing, grinding and the use of other equipment incorporating a flame, e.g., tar boilers, etc."

The Estates Department manage and control all hot work permits and must ensure a permit generally includes:

- Details of the work.
- Hazards and risks.
- Precautions and procedures.
- Personal protective equipment.
- Reference to isolation certificates.
- Authorisation and acceptance.
- Training and competence.
- Handover procedures.
- Hand back and cancellation procedures.

Appropriate supervision of hot work is beneficial for monitoring safe working practices but is primarily necessary for checking the environment afterwards. A fire watch must remain within the area for at least an hour after the work finishes to ensure a fire doesn't start. This is crucial, as it's difficult to see a spark that has gone down a hole until it starts smouldering.

A fire watch can be anyone who is responsible and aware of the risks, such as a supervisor or someone who was involved in the work. They must have received fire extinguisher training and should monitor the main area where the work occurred, as well as any adjacent rooms and the floors immediately below and above it. Doing so ensures they're prepared to immediately suppress any smouldering or fires and prevent an emergency.

The exception is whereby hot works is part of a teaching activity or part of a worker's regular day to day activities. These activities are assessed via local risk assessments.

7.3 Fire Stopping

All fire stopping is installed by third party contractors. These contractors shall hold a UKAS accredited, to a third-party certification scheme, which demonstrates a minimum:

- Verification of the skills of operatives
- Verification of ability to evaluate suitable products and identify mismatched products or proposed designs that will not work
- Registration of operatives and supervisors
- Issuing of certificates of conformity on completion
- Audit trail of materials used in each job

7.4 Monitoring

Embedded within the Estates and Campus Services is a Health and Safety Co-ordinator, (CDM) and Project managers who are assigned to projects and through inspections they will monitor contractors within their areas of responsibility.

8 MAINTENANCE AND TESTING

8.1 Emergency Lighting Testing (Escape Lighting)

Responsibility for maintenance, testing and recording of Emergency Escape Lighting rests with Estates and Campus Services. IAW BS 5266 'Emergency Lighting'

- An inventory of all emergency lights tested, including location
- Inspection results and if the emergency lights failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.2 **Fire Dampers**

Responsibility for testing rests with the Estates and Campus Services in line with BS 9999 covering routine inspections and maintenance ventilation and air conditioning ductwork.

Maintenance of records is to take place through Estates responsibilities to include:

- An inventory of all dampers tested, including location and damper number on location plan
- Inspection results and if the damper failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.3 **Fire Extinguishers**

Responsibility for testing rests with the Estates and Campus Services in line with BS 5306-8 and BS 5306-1 covering routine inspections and maintenance.

Maintenance of records is to take place through Estates, responsibilities to include:

- An inventory of all fire extinguishers tested, including location
- Inspection results and if the fire extinguisher failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.4 **Fire Alarm Systems**

Responsibility for testing rests with the Estates and Campus Services in line with BS 5839 covering routine inspections and maintenance.

- An inventory of all fire alarms tested, including location
- Inspection results and if the fire alarm failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.5 **Emergency Water Supplies**

Hydrants located in and around the University estate are to be subject to periodic testing and maintenance by the Estates and Campus Services with records kept of testing.

- An inventory of all hydrants tested, including location
- Inspection results and if the hydrants failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

Dry risers are to be maintained and tested bi-annually for operation with records maintained in Estates and Campus Services.

8.6 **Disable Refuge Systems (Emergency Voice Communication (EVC) system)**

EVC Systems located in and around the University estate are to be subject to periodic testing and maintenance by the Estates and Campus Services with records kept of testing.

- An inventory of all EVC Systems tested, including location
- Inspection results and if the EVC System failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.7 **Automatic Opening Vents (AOV)**

AOV Systems located in and around the University estate are to be subject to periodic testing and maintenance by the Estates and Campus Services with records kept of testing.

- An inventory of all AOV Systems tested, including location
- Inspection results and if the AOV System failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.8 **Sprinkler and Suppression Systems**

Sprinkler/suppression systems located in our university buildings are to be subject to periodic testing and maintenance by the Estates and Campus Services with records kept of testing.

- An inventory of all building sprinkler/suppression systems tested, including location
- Inspection results and if the sprinkler/suppression system failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.9 **Fire Doors**

Fire Doors located in our university buildings are to be subject to periodic testing and maintenance by the Estates and Campus Services with records kept of testing.

- An inventory of all building fire doors tested, including location
- Inspection results and if the fire doors system failed to operate
- Detailed explanation and suggested corrective action
- Records demonstrating close out actions following remedial works

8.10 **Routine maintenance and checks**

Estates and Campus Services have the responsibility of conducting Planned Preventative Maintenance (PPM) checks which are recorded via the Estates electronic database and/or logbooks. Records should be suitable and sufficient and available for auditing.

8.11 **Reactive maintenance**

Reactive maintenance is defined as any maintenance or building fault identified which can be completed within 30 days by a maintenance operative or specialist contractor. Reactive maintenance calls are reported to the Estates Service Desk, whereby call handlers will allocate a response priority.

Where a reactive maintenance call is allocated by the Estates Service Desk as a priority 1 or 2 response, will be escalated to the Fire Safety Manager to advise on the priority status given and to further escalate if required.

- Priority 1 Emergency Response: Immediate response required, usually within 2 hours, as the incident is likely to endanger life or cause structural damage to property if not corrected. An example would be the failure of a fire alarm or the emergency lighting system.

- Priority 2 Urgent, Same Day Response: Urgent response required within 24 hours, as the incident is likely to cause serious disruption to a building or damage to property. An example would be a fire alarm system showing an unknown fault or a fault with a refuge alert system

Escalation is outlined in 'Fire Safety System Failure Emergency Procedure'.

9 COMMUNICATION

Fire Safety information and communication is managed across the University through the health and safety intranet and the use of (as and when required) Safety Alerts. These methods are complemented by:

- Targeted or global emails to staff and students.
- Contractor safety induction.
- Student information handbooks and publications.
- Student Fire Safety enrolment video
- Safety manuals/safe operating procedures/safe work instructions.
- Safety signage

The primary method for consultation is through the Health & Safety department, and this provides local and central forums for staff and students via the representatives who attend the relevant committees.

Work Instructions will be provided with detailed guidance on how to carry out a task safely and outlines a number of responsibilities for the following subjects:

- Fire Door Guidance

- Fire Extinguisher Guidance
- Fire Risk Assessment Guidance
- Furniture Fire Safety Standards Guidance
- Fire Drill Guidance
- Personal Emergency Evacuation Plan (PEEP) & Generic Emergency Evacuation Plan (GEEP) Guidance
- Fire Service Building Information Box (PIB) Guidance
- Fire Safety Incident Reporting, Recording, Investigation and Analysis Guidance

10 EMERGENCY PREPAREDNESS AND RESPONSE

10.1 Major Incident

The Chief Operating Officer is responsible for major incident arrangements, supported by an Incident and Business Continuity Co-ordinator. Incidents are managed through an incident management command structure, using an established and widely used approach for managing the response to, and recovery from incidents and ensuring business continuity.

Resources have been identified to respond to actual emergency situations and prevent or mitigate associated adverse consequences. The Incident and Business Continuity Policy details the procedure for crisis response and who performs which role based on the nature and seriousness of the incident.

The Incident Command Structure is tested periodically through the use of 'table-top' exercises.

10.2 Fire Drills

A fire drill is a simulated emergency procedure which aims to emulate the processes which would be undertaken in the event of a fire or other similar emergency. Fire drills are an important evaluation of your evacuation procedures. An ideal opportunity to test how effective your emergency plans are, they allow you to quickly identify any flaws or weaknesses which may be present and then make any changes as a result. It is also intended to make sure your relevant fire wardens know exactly what they are doing.

All fire drills will be recorded by the University Fire Safety Manager. Any actions derived from the fire drill with be distributed to the relevant person for actioning.

Fire Safety Work Instruction F006 has more detail and outlines responsibilities.

11 PERSONAL EMERGENCY EVACUATION PLAN

The University encourages staff and students with disabilities to make themselves known by completing an independent assessment form, which will determine the level of assistance required. This is to enable their safe evacuation during an emergency procedure. This independent assessment should be strongly encouraged at enrolment for students and on

day 1 for staff. This is especially important where an individual is living in accommodation on campus e.g., halls of residence.

Implementation and the process of a PEEP is communicated via Fire Safety Work Instruction F008 which is available to everyone on the University Intranet site.

12. DOCUMENT CONTROL INFORMATION

[The table below should be completed by the document owner and included within every University Policy Document. The version control table will also be uploaded to the University Policy Documents webpage that hosts the procedure.]

Document Name	Fire Risk Management Procedure
Owner	Head of Health and Safety, Legal, Governance & Compliance
Version Number	1
Approval Date	23 July 2024
Approved By	University Executive Committee (UEC)
Date of Commencement	25 July 2024
Date of Last Review	
Date for Next Review	25 July 2027
Related University Policy Documents	Health and Safety Policy
For Office Use – Keywords	