

Brunel University of London

Fire Safety Policy

Forward

Brunel University of London (Brunel) aims to have clearly defined Fire Precautions Policy in operation for its sites. Brunel accepts, and will take all reasonable steps to implement, all requirements and obligations placed upon it by statute to ensure the health and safety at work of their employees, students, visitors and other persons on, or within the curtilage of, all of its premises.

Brunel is committed to maintaining the highest of standards in fire safety in order to protect its employees, students, visitors and any other relevant people who are lawfully in its buildings or who may be affected by its activities. The aims and objectives of this policy, and the fire procedures for the various premises, are to prevent injury to persons and protect property.

Brunel will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks.

In summary, Brunel endorses the need for a Fire Prevention Policy and attaches prime importance to the prevention of fire. This policy will provide the framework for this goal to be achieved and I would encourage you all to adopt a positive attitude towards fire safety requirements at all times, in order to achieve our goal.

Professor Andrew Jones
Vice-Chancellor and President



Signed

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1. General Fire Safety Policy Statement

Brunel University of London (Brunel) is committed to reduce risk and protect relevant persons in case of fire in and around its premises. In addition, Brunel accepts responsibility placed upon it to protect relevant persons by implementing general fire precautions and other fire duties introduced by the Regulatory Reform (Fire Safety) Order 2005 (The Order).

Brunel shall ensure where there is a shared occupancy the Responsible Person(s) shall co-operate, share information and collaborate to provide preventative and protective measures.

Brunel shall ensure adequate financial provision for precautions to be put in place *where necessary* and to the extent that is reasonable and practicable in the circumstances of the case.

Brunel shall identify the Responsible Person from its premises and activities to ensure compliance with the Order, who shall appoint one or more competent persons to assist and carry out the relevant preventative and protective measures, as outlined in The Order.

The Responsible Person shall ensure Fire Risk Assessments are conducted which focuses on the safety in case of fire of all relevant persons and ensure Fire Safety arrangements are in operation that:

- Provide an effective means of escape, effectively maintained and kept clear at all times throughout the Campus buildings;
- Provide employees and students with clear and relevant information on the risks to them, the measures taken to prevent fires and adequate fire safety training; where applicable;
- Ensure fire procedures operate effectively in the event of serious and imminent danger to relevant persons and identify Fire Marshals to implement those procedures and inform and instruct relevant persons concerned;
- Ensure that the premises and any facilities, equipment & devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair;
- Ensure where a dangerous substance is present, that risk related to that substance is either eliminated or reduced so far as is reasonable practicable. In addition, ensure that there are additional emergency procedures to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises; and
- Ensure that responsibilities for short-term hire, leasing and shared use are established as part of the contract of hire to ensure that both parties can comply with the Order.
- Ensure all Fire risk assessments are subjected to a review in accordance with the level of risk the building has been awarded:

- High risk buildings: to be reviewed annually (score 17 and above on risk matrix)
- Med Risk buildings to be reviewed every 2 years (Score 10 to 16 on risk matrix)
- Low Risk buildings to be reviewed every 3 years (score 1 to 9 on risk matrix)
- A full fire risk assessment will be required following any refurbishment where significant alterations have been made to the building or management of the building.

2. Fire Safety Organisation and Responsibilities

2.1. Generic Responsibilities

Definitions:

- Fire Legislation identifies the key position of a 'Responsible Person' and states that they are responsible for fire safety in the organisation.
- Nominated Officers are members of staff who have been nominated to act as responsible persons during a fire or bomb alert evacuation. They are allocated specific tasks to ensure a safe, effective and quick evacuation of the premises during an emergency.
- Competent Persons are appointed, in accordance with the Order, to assist the Responsible Person in undertaking the preventative and protective measures required to ensure compliance with the Order. Primarily, these shall be a combination of the Professional and Technical Teams contained within Health & Safety Team, Operations and Estates. Additional Fire Safety Specialists are appointed, where required following consultation with the University's Fire Safety Officer (FSO).

Brunel has overall responsibility for the safety of premises, staff, and the students they are responsible for and will ensure that mechanisms are in place to:

- Ensure that staff, students, volunteers and contractors are made aware of the policy and adhere to this policy and that resources are available to ensure effective implementation.

Brunel will ensure that arrangements are made for a competent person to be available to:-

- Organise, implement, co-ordinate and maintain a fire prevention training program throughout Brunel, inspect each premise regularly for the purposes of checking on the general standards of fire prevention and fire safety and advise line managers on fire precautions within their own departments.
- Investigate and make a report on all fire incidents to the Associate Director Health Safety and Environment team

- Liaise with the Local Authority Fire Service and arrange topography visits as and when required.
- Advise on technical and legislative matters on fire precautions according to the relevant codes of practice and statutory requirements.
- Advise Management on fire precautions required in connection with new buildings, alterations to existing buildings and liaises with Estates regarding the maintenance and replacement of fire-fighting equipment.

In line with the requirements of the applicable legislation all fire appliances will be inspected and tested by a specialist company at appropriate intervals. Each piece of equipment should carry a label indicating the date on which the inspection was carried out and the signature of the person carrying it out. Used or defective equipment must be reported to Estates immediately.

Brunel shall ensure that in sole occupancy and where there is a shared occupancy building, whether through external organisations or internal departments, **Nominated Persons** are identified who will;

- Supervise the day-to-day maintenance of the fire precautions, to ensure that all staff participate in training and fire drills and to co-ordinate and direct the action of staff in a fire emergency.
- The Nominated Officer is delegated the appropriate deputising authority to ensure that a responsible person is always available to fulfil the duties in their absence.
- In the absence of Nominated Officer, the most Senior Member of staff present shall be identified in this role.

2.2. University Council, Vice Chancellor

The Council, the Vice-Chancellor and President and, with our delegated authority, have overall responsibility for management and implementation of Brunel's Fire Safety Policy.

The Vice-Chancellor and President is ultimately designated as the "Responsible Person", however this duty is delegated through the line management structure of the Brunel, which requires a high degree of co-operation and co-ordination as outlined in this Policy.

2.3. Executive Board and Leadership Team *(This group typically consists of the Vice-Chancellor and President, Secretary, COO, Deans and Directors).*

Executive Board and Leadership Team are responsible for implementing this Fire Safety Policy within their area of responsibility and responsibility extends through management and supervisors to each member of staff and each student and they shall in support of the Vice Chancellor and President:

- Act as the *Responsible Person* for the activities they are in control of and shall cooperate with Brunel's Fire Safety Officer to ensure that a Fire Risk assessment is conducted which focuses on the safety in case of all relevant persons, in addition they shall:
- Ensure that they are familiar with the requirements of this policy, identify and act upon any learning needs highlighted by this policy and abide by any staff group's professional standards, any locally agreed standards, and any new legislation as it arises;

2.4. Senior Managers (*This group may include Directors, Associate Directors, Heads of Department, Executive Deans and equivalent roles*)

Senior Managers are responsible for supporting the Executive Board/ Leadership Team in implementation of this policy within their areas of responsibility by bringing this policy and its requirements to the attention of those within their area of responsibility and they shall:

- Ensure that there are effective means of escape provided, effectively maintained and kept clear at all times and co-operate with other managers, where responsibilities interface or overlap, to ensure that all fire safety issues are addressed in line with best practice;
- Provide employees with clear and relevant information on the risks to them, the measures taken to prevent fires and adequate fire safety training and co-operate with the FSO and nominate Fire Marshals to implement fire emergency procedures and inform and instruct relevant persons concerned. Furthermore, identify employee(s) to prepare Personal Emergency Evacuation Plans (PEEPS) if required;
- Ensure any equipment and devices provided and used in Teaching, Research and Commercial are maintained by competent persons and are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair;
- Ensure that working practices (including teaching and research and commercial) do not place others at risk, and a co-ordinated fire emergency procedure operates effectively. In addition, ensure where a dangerous substance is present, that the risk related to that substance is either eliminated or reduced, so far as is reasonably practicable. Furthermore, ensure that there are additional emergency procedures to safeguard all relevant persons from an accident, incident or emergency related to a dangerous substance in or on BUL premises;

- Ensure Fire Safety arrangements are in operation for the effective monitoring and review of the preventative and protective measures appropriate to the needs of the College, Institute and/or Professional Service.
- Store flammable goods safely and securely and where necessary the advice of Brunel's FSO must be sought.
- With procurement authority purchase goods that will conform to current flammability standards and store and use gas cylinders in accordance with the suppliers guidance.
- Ensuring any changes to the storage of dangerous or hazardous substances are communicated to the Health and Safety Team.

2.5. Line Managers (Section Leaders, Individual managers, technical managers, supervisors and Senior Administrators)

Line Managers are responsible for supporting their Senior Manager in implementation of this policy within their areas of responsibility by bringing this policy and its requirements to the attention of those within their area of responsibility.

2.6. Staff and student responsibilities

The law requires that staff (permanent or temporary) are responsible for taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions and complying with safe systems of work, Standard Operating Procedures (SOP's) or any other safety instruction that will safeguard them and other fellow employees, students and other users of Brunel.

Furthermore, reporting to their immediate supervisor/line manager any defects or deficiencies in plant, machinery, equipment, slip/trip hazards, blocked/obstructed fire exits or systems of work.

2.7. Temporary Staff

Recruiting Managers must ensure that any agency contracted to supply temporary staff, any temporary member of staff supplied by an agency has had the basic fire safety training before they are accepted to work at BUL.

Managers must ensure as far as possible that temporary staff and staff on short-term contracts are given adequate instruction in fire prevention and fire awareness on the commencement of their contract for site related fire safety issues where they will be employed in particular means of escape and assembly point.

Where outside contractors are employed they shall work within Brunel standards whilst operating on site. Where works are carried out under The Construction (Design and Maintenance) Regulations (CDM) the standards in the approved Safety Plan will be maintained at all times.

3. Arrangements

3.1. Campus Management

In each building occupied by Brunel staff the respective Leadership Team Member is responsible for that area and will ensure that a procedure is in place for the recording and accounting of all staff, students and bona-fide visitors to the site.

On sites where the students are free to access buildings 24/7 this should be considered and be part of any risk assessment process carried out. The depth of the risk assessment should be such that Brunel can show that it has taken all reasonable steps to account for the whereabouts of all persons under their responsibility at all times.

Under this Policy, Brunel through its Leadership Team is required to identify a member of Management who will fulfil the role of 'Nominated Officer' (Fire) in each of its premises, who shall supervise the day-to-day maintenance of the fire precautions, to ensure that all staff participate in training and fire drills and to co-ordinate and direct the action of staff in a fire emergency.

The Nominated Officer is delegated the appropriate deputising authority to ensure that a responsible person is always available to fulfil the duties in their absence.

Brunel's Fire Safety Officer, and appropriate members of the Health, Safety & Environment Team shall be entitled to visit contractor's sites or compounds to ensure that a good standard of fire prevention is maintained and that the occupants and fabric of Brunel premises is not put at risk.

3.2. University Health and Safety Committee

Brunel has a University Health and Safety Committee, and each institute and college has a Health & Safety Operational Sub Committee which in their terms of reference includes arrangements for the management of fire precautions through Brunel. All committee's will ensure that fire prevention is a standard item on its agenda and captured alongside Accident /Incident reporting.

3.3. Misuse of equipment

Any wilful damage or misuse of Fire Equipment or Fire Alarms will be viewed seriously. Disciplinary and/ or legal action will be considered against any individual involved. This applies to students and staff both on and off duty.

3.4. Reporting of Fires

It is the responsibility of managers in each department to ensure that in the event of a fire in their department once the premises Fire Procedure has been actioned, and at the conclusion of the incident to report to the Fire Safety Officer. Brunel's Fire Safety Officer is informed immediately by the Security Service as follows:

- Monday - Friday, during normal office hours, on 01895 266415

- At all other times by the on call officer 01895 266943 who will be able to contact the Brunel's Fire Safety Officer if required.

PLEASE NOTE THESE NUMBERS ARE FOR REPORTING ACTUAL FIRES ONLY.

Activation of the fire alarm/detection system, NO FIRE
(once the premises Fire Procedure has been actioned)

- Brunel Fire Safety Officer is informed by the automatic reporting system on a daily basis of all fire alarm activations; this is by the secure Apex reporting system .
- All fire incidents will be the subject of a formal report from Brunel Fire Safety Officer to the AD Health, safety and Environment and COO for the university.
- Where incidents have to be reported to an outside authority Brunel Fire Safety Officer will undertake the task.

3.5. Staff Training

All new staff will receive, with their pre-employment literature, a brief guide to fire precautions procedures. They will also receive fire training as part of their induction programme; this may be face to face or online. Thereafter **Staff** will be required to attend one session of fire training at the intervals as detailed below.

- Attend **both** the **induction** and the **refresher** sessions as detailed for their place of work, the session is to be a minimum of 90 minutes duration
 - a) Every two years for staff responsible for the student residences and Lancaster Hotel.
 - b) All other staff must attend a refresher every 3 years, either face to face or on line.
 - c) 2 year for fire marshal/warden refresher minimum of 2 Hrs for the fire Marshal and 2 hours for the fire warden extinguisher training a total of 4 hour duration and this will be face to face training for fire warden and online or face to face for the fire marshal course.

All training will be arranged in consultation with the respective Manager/ Head of Department and Brunel designated fire training specialist, using the online booking system managed by staff development group.

The training provided to Brunel's employees will ensure that they receive a basic knowledge of fire prevention and that they maintain their efficiency in the action to be taken in the event of fire. Where possible three fire drills will be carried out on each building annually.

The training material, which may include the use of videos (as an aid only not to replace the instructor) and practical demonstrations, will include the following:-

- Training in the specific Fire Procedure for the premises
- Training in the use of the Fire Alarm System
- Training in the use of First Aid Fire-Fighting Equipment
- Training in evacuation techniques
- Fire Drills
- Fire Marshal and Fire Warden Responsibilities

Fire Marshal and Wardens

- Staff nominated to act either as a Fire Marshal or Warden will be trained to the appropriate level of a fire marshal or fire warden; this will enable those nominated to be deemed as the competent person on site as detailed in the RRO 2005. This role may be part of an individual's role or they may do this as volunteers. Fire wardens, as a minimum, are required to attend sessions where they are obliged to extinguish fires using the fire training rig.

4. Fire Procedure Plan

Brunel is committed to achieving an appropriate planned response to all fire emergencies that seeks to minimise risks to students, clients, visitors and staff. To this end, a detailed fire plan and procedure has been drawn up for all locations and departments.

All buildings where the fire alarm panel will allow, will have a pre alert response by the fire response team, the aim of this is to reduce the disruption to all the occupants of a building. This pre-alert will be over ridden if a second device was to be activated or on the activation of a manual call point.

The evacuation of all buildings will be based on a cause and effect in large buildings where there is appropriate compartmentation, or physical separation to prevent fire spread, the aim of this is to reduce the disruption to the occupants and reduce the number of times they are needed to evacuate. All future replacement panels must be able to accommodate the pre alert phase on the alarm.

5. Policy Audit

This Fire Safety Policy and procedures form an integral part of the general risk management system of Brunel.

6. Review

This policy and procedures will be routinely reviewed every three years as a minimum, and also in line with any changes in relevant legislation, or following major fire incidents.

*If you require further advice or information in respect of any part of this policy document you should contact the Health, Safety and Environment Team (healthandsafety@brunel.ac.uk)*ppendix 1: Fire incident procedure

On discovering a fire

Raise the alarm by activating a red fire alarm call point if the alarm has not been activated automatically.

Evacuate the building closing all doors and windows if safe to do so.

- Do not go back to collect personal belongings
- Go to the assembly point.
- Call the LFB using, via phone, either mobile or landline
- Give full details of the building name and post code.
- Attempt to tackle the fire if you have been trained in the use of extinguishers.

On the activation of the alarm the fire response team (FRS) managed by security will attend the location and take on the duties of tackling the fire if it is small and will liaise with the fire brigade on their arrival.

In the event of a major fire Security will notify the senior management team for the University. Do Not Return until the security FRT give you permission to do so.

On hearing a fire alarm

Evacuate the building leaving by the nearest exit closing all doors and windows on the way out if safe to do so.

- Do not go back to collect personal belongings
- Go to the assembly point.

Fire response team will be alerted and will respond to deal with the situation, if required they will call the fire brigade.

Or if the FRS team do not respond in the required time, or a second devices is activated control will call the Fire Brigade.

Do Not Return until the security FRT give you permission to do so

Appendix 2: Fire Action Notice

Action to be taken on discovering or suspecting a fire

1. Raise the alarm using available means, e.g.
 - (a) break the glass of the nearest safe fire alarm point, or
2. Dial 9-999 and inform the Fire Brigade of the address of the incident,
E.g. Fire at IAC Centre Brunel of University Kingston Lane Uxbridge, state that this is a confirmed fire.
3. Attack the fire **if it is safe to do so**. If this is not possible, leave by the nearest safe exit taking with you any students and visitors, *particularly those who may need extra help*, and report to the assembly point.
4. All those staff, students and/or visitors who may need extra support should be moved to a refuge point where assistance can be called to evacuate them safely from the building.

Action on Hearing the Fire Alarm

1. Evacuate the building via the nearest safe exit and report to assembly point
2. Direct and assist students and visitors to the assembly point, *if necessary facilitating extra help for anyone who may need it*.
3. All those staff, students and/or visitors who may need extra support should be moved to a refuge point where assistance can be called to evacuate them safely from the building.
4. If possible check all rooms are empty and close doors on leaving.
5. Security fire response team will attend and they will call the LFB if required.

Do no re-enter the building until the Fire Brigade have declared that it is safe to do so.

Some sites have fire marshals and wardens, and may have a seek and search procedure. These will be explained in the site fire risk assessments on each site.

Appendix 3: Summarised duties

It is the duty of all employees to:

- 1 Learn the Fire Procedure.

- 2 Know the position and type of fire alarm points and how to raise the alarm.
- 3 Know where the nearest telephone is and how to call the Fire Brigade.
- 4 Ensure that all routes to fire exits are kept clear and how to evacuate the building.
- 5 Know the position of fire equipment and how to use it.

General

Do not use lifts during a fire alarm.

All incidents must be reported through the accident/incident reporting system.

When in doubt raise the fire alarm.

Faults on the fire alarm system should be reported to the Estates Department, West London Health Estates & Facilities Management.

Appendix 4

Brunel of University "Seek and search" Fire response teams procedure in the event of a fire alarm in any of our buildings, residential or non-residential.

1. The building of origin will be evacuated immediately on activation of the alarm.
2. Our Security Office will acknowledge the alarm within one minute of initial activation and will immediately dispatch security personnel to investigate at the building concerned.

If either (a) the alarm is not acknowledged within one minute or (b) there are no security personnel available to investigate, the brigade will be called immediately.

3. If there is a second activation within the same building, the brigade will be called immediately.
4. If the investigating security personnel do not confirm "All Clear" back to the Security Office within an overall 9 minutes from initial activation of the alarm, the brigade will be called immediately.

(The overall nine 9 minutes consists notionally of the 1 minute for acknowledgement and a further eight 8 minutes for investigation and report back).

5. If there is a fire alarm activation within another building at the same time, the brigade will be called immediately **unless** security personnel can comply with the 1 minute and 8 minute requirements **in the case of both buildings.**
6. If at any stage a fire is confirmed, the brigade will be called immediately.
7. If a call is received in the Security Control Room from a disabled refuge during a fire alarm activation security should take note of the location of the person making the call and advise them they are safe to wait in the refuge for further information.
8. If confirmed as a false alarm, then the panel will be reset, the building reoccupied and the personnel involved stood down.

All stages in these points 1 to 8 will be logged.

This has been discussed with the LFB officers, following various audits and all have stated that this is acceptable but, it is Brunel of University London's final decision.

Appendix 5

Management Strategy for Arson

Arson, from whatever quarter or motive, should be viewed as preventable - if not in its entirety, then to a degree such that its effect is minimised. Prior attention to the threat from arsonists will limit their ability to dislocate services, damage property and waste scarce resources.

Straightforward “good housekeeping” measures and improved management security arrangements should be implemented as quickly as possible. No waste materials should be allowed to accumulate anywhere in the premises. Well-constructed metal waste bins should be located in safe areas, and waste should be collected regularly and placed in covered metal skips outside the building prior to its disposal.

Some items of raw materials are easily ignitable, and special precautions should be taken to store these items in areas of maximum surveillance, additional specialist advice as required, regarding the storage should be obtained from the College or Institute directors. Hazardous materials and substances will also require particular safety/security actions.

The University and the externally and internally located storage areas are vulnerable to arson attacks from intruders, students with disturbed patterns of behaviour, employees and others who may enter the campus, including contractors. Stores, including those with chemicals or biological pathogens, may be targets for theft, and fires may be started to conceal a crime.

The security of the premises with regard to fire safety should be assessed to take account of these circumstances. Managers, with advice from the fire safety adviser on request, should carry out fire risk assessments on a regular basis as part of their routine duties. These assessments will include consideration of the arson hazards and significant findings and will be recorded in accordance with the Management of Health & Safety Regulations 1992.

A potential arsonist is assisted by one or more of the following:

- site accessibility, spanning 24 hours;
- the disperse nature of the site;
- the multiplicity of points of access to and from the campus, buildings on a number of levels, including plant-rooms and roof spaces;
- the ever changing nature of the University population - students, visitors and staff;
- easy opportunities for theft and pilfering and the accessibility of combustible materials and flammable liquids;
- bad “house-keeping” measures, for example poor management of waste collection, storage and disposal;
- The introduction of commercial enterprises, particularly shops, into the University, with their stocks and combustible materials.

The risk factors identified will be eliminated or reduced by management measures, for example:

- Site accessibility - ensuring doors/windows are secured against unauthorised entry;
- checking the identity of people in unusual places;
- reminding staff that identity badges must be worn at all times, including any visitors to a department;
- Recovering I.D badges from staff on the termination of their employment;
- changing the codes on key-pads frequently;
- Frequent visiting of unoccupied or vulnerable areas (i.e. boiler house, plant-rooms etc.);
- ensuring unoccupied areas are securely locked against unauthorised entry;
- Checking those people at greatest risk (those working alone or in lonely areas, those asleep etc.).

Fire Risk assessment Building risk level Matrix

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in Health and safety 5s

Increasing consequence	5	10	15	20	25
	4	6	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Increasing Likelihood				

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Score 1-9 Low

Score 10 to 16

Score 17 to 25 High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

Moderate harm

Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.