Health and Safety Unit

UNIVERSITY OF GREENWICH

University Technical Fire Policy & Procedures (General)

Contents

1. Introduction

The purpose of this document is to provide technical and procedural guidance in respect of the various fire safety issues it deals with. It should be read in conjunction with the University's general 'Fire Safety Policy and Fire Safety Management' document.

2. General fire prevention

2.1 General

Plainly, it is extremely important that the risk of fires starting is minimized as far as possible. If fires are eliminated or, where they do occur, restricted in size, the risk to individuals is kept low, the threat of damage to University property is reduced and the work of the University is unlikely to be disrupted.

The fundamentals of reducing the risk from fire involve the elimination, as far as possible, of things that can burn and things that can cause heat. Where these cannot be eliminated, they should be reduced to a minimum and kept apart from each other.

Appendix A provides further information on this subject.

2.2 Arson

Arson is a common cause of fire. To combat it, all staff and students should be mindful of security and report any suspicious activity or perceived security weaknesses to Security. Material external to buildings is often a target for arson and consequently waste and similarly combustible material should be securely stored away from the building.

2.3 Furnishings

Furnishings used within the University should be procured through reputable suppliers, maintained in good condition and kept separate from ignition sources.

Upholstered furniture and mattresses within student accommodation should conform to the requirements of British Standards BS7176:2007 and BS7177:2008 respectively (medium hazard).

Furniture procured for publicly accessible/higher risk areas of non-residential University buildings should conform to the requirements of British Standards BS7176:2007 (medium hazard).

Furniture for low risk areas within non-residential buildings, such as offices, should conform to the requirements of British Standards BS7176:2007 (low hazard).

In student accommodation, publicly accessible/higher risk areas of non-residential buildings, fabrics used for curtains, drapes and blinds should comply with the requirements of BS5867-2:2008 (type B performance). In lower risk areas, fabrics with type A performance are acceptable.

Existing furniture that does not conform to these requirements need not be routinely replaced but should be assessed as part of a building's fire risk assessment.

2.4 Storage of furniture, etc. in corridors and staircases

Furniture and other items in corridors and staircases places the occupants of buildings at risk as it:

a) May become involved in a fire (accidentally or deliberately) which may fill the escape route with smoke and render it impassable.

b) May obstruct the escape of persons in the event of an emergency

In respect of b) above it should be noted that escape routes will be subject to much greater flows of people in an emergency and items of unfixed furniture can easily end up in the path of escaping individuals.

Of particular concern are routes that are specifically designed to be fire-resisting. Typically, these are:

- Staircases
- Sections of corridors where only one direction of escape is possible.
- Corridors in residential accommodation.

These areas must be kept completely free of obstructions and combustible material.

In other escape routes, a limited amount of items may be acceptable subject to the following conditions:

i. There is a pressing reason why the escape route is being used and other options have been explored and deemed unviable.

ii. Escape width remains adequate and will not be affected by dislodged items (furniture should be secured)

iii. Any furniture/other items should be non-combustible or have low combustibility (for example, suitable solid plastic or hardwood chairs).

iv. Fire detection should be present in the corridor

v. Notice boards should be limited in size, number and proximity to each other. Notices on them should be limited in number and properly fixed.

vi. Recycling bins should be kept to the minimum number necessary to comply with obligations in respect of recycling. The provision should reviewed as necessary by EFD to ensure bins excess to requirements are removed or relocated.

2.5 Fire stopping

The integrity of structures designed to prevent the spread of fire should be maintained where necessary by the provision of adequate fire stopping. This, for example, may be necessary where penetrations are made to accommodate pipes and other services.

In many large buildings, it is unfortunately not uncommon to encounter numerous holes in fire resisting structures. Consequently, any approach that is adopted to remedying these issues should be based upon risk so that resources can be allocated in a logical manner. Further to this, the priority order of work in terms of areas affected should generally be as follows:

1. Structures enclosing refuges
2. Structures enclosing residential staircases and protected routes.
3. Structures enclosing staircases and protected routes in non-residential buildings
4. Other fire resisting structures in residential buildings
5. Other fire resisting structures in non-residential buildings

Within these general categories, further prioritisation may be appropriate in respect of specific risk factors (a chemistry laboratory where there is a heightened fire risk would, for example, generally be a higher priority than a biology lab where little if any flammable substances are employed).

In respect of the size of openings that require attention, it is preferable that all penetrations are sealed with appropriately tested proprietary seals (such as pressure exerting intumescent collars or pipe wraps). However, in line with Approved Document B, where

openings are less than 40mm, fire stopping around pipes, etc is generally considered to be acceptable.[1]

When carrying out work that involves creating openings in fire resisting structures, holes should be kept as small as possible and as few as is necessary. Consideration should be given in advance to what method of fire stopping will be used to restore the fire resistance of the structure involved.

2.6 Dangerous substances

A standard fire risk assessment will cover the risks that arise from regular work activities. However, where there are substances or items that may create an explosion risk then a risk assessment that complies with the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) needs to be carried out.

The responsibility for ensuring that the risk assessment is carried out lies with the Faculty Operating Officer/Director/Head of Unit responsible for the area in which the substance is used and/or located, following relevant University guidance published by the Safety Unit.

The substances should be:

- Stored and used in a manner consistent with the relevant legislation.
- Indicated by signage as necessary.
- Listed on an inventory readily accessible at all times by security staff.

2.7 Storage and use of petrol on University premises

Small quantities of petrol (less than 275 litres) may be stored on University premises subject to the following conditions.

1. A risk assessment is carried out that takes into consideration the explosive nature of petroleum vapour.
2. Petrol must not be stored within living accommodation.
3. Petrol must not be dispensed within a building.
4. If petrol is stored within a building, the area in which it is stored must:
    a. Have a direct exit to open air.
    b. Be adequately ventilated to open air.
    c. Be a standalone storage building or, if connected to another building, be separated from it by 60 minutes fire resisting construction.
5. Petrol should not be used where it is stored (except within the fuel tank of an internal combustion engine or where small quantities (<150ml) are used for cleaning or as a solvent for repair purposes).
6. All reasonable precautions must be taken to prevent petrol being ignited by a source of heat or ignition.
7. H&S Services must be:
    a. Advised of stored amounts of petrol and where it is stored
    b. Provide with a confirmation that the requirements of this policy are being complied with

[1] Where the penetration is for a high melting point pipe, the diameter of the opening may be increased to 160mm. Where the penetration is within a structure enclosing a protected shaft (other than a stairway or lift shaft) the 40mm limit may be increased to 110mm.

2.8 Contractors

Construction work on University premises is generally controlled by the Estates and Facilities Directorate (EFD). Small scale works may be directly managed by other faculties. Whilst the entire process of ensuring safe construction sites is complex and documented in detail in other University policies, from a fire safety perspective, the key tasks that anyone managing construction work must ensure are carried out can be summarised as follows:

University obligations	Contractor obligations
Provide contractors with information they need to manage the risks associated with their projects	Carry out suitable and sufficient risk assessments of areas under their control
Provide contractors with direction in respect of any University requirements, policies or procedures	Produce emergency procedures to ensure those who may be affected by a fire on their site can safely evacuate
Review fire risk assessments where a project occurs in an occupied building	Ensure any implemented risk control measures are being properly observed
Coordinate procedures and activities, particularly in respect of work on occupied buildings	

As indicated above, where a construction site forms part of an occupied building, the fire risk assessment for that building must be reviewed/revised as necessary. Sufficient time (at least 28 days) needs to be provided for this to be done properly so that any changes that may be required in respect of the project can be implemented without undue disruption or delay. No project on an occupied building should be carried out without an adequate review of the building's fire risk assessment being made in advance and confirmation received that this has occurred.

The building's fire emergency procedures must also be considered and should, where work is carried out on an occupied building, be integrated as far as that is required to ensure the safe escape of all building occupants.

In respect of fire safety, two pieces of key guidance that should be followed as far as practicable and relevant. These are:

Fire safety in construction – HSG168 (published by the HSE), and

The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation (published by the FPA)

Anyone appointed by the University to manage construction works must ensure that the requirements of this section are met and monitored as required. Those responsible for managing works should pay particular attention to any work that may impact on any fire resisting structures or systems. Where this does happen, the person responsible for construction works should consult as necessary to ensure that the effectiveness of these features is not undermined.

2.9 Maintenance of equipment (that might cause fire)

Any equipment that might cause a fire, a category that will naturally include virtually every item that has an electrical supply, should be subject to a maintenance regime. Such a regime might range from frequent and extensive servicing to occasional visual inspection. The University's Code of Practice for Testing of Electrical Equipment sets out what is required in detail.

2.10 Fire safety inspections

The Safety Unit will carry out:

a) Triannual fire safety inspections of non-residential buildings.
b) Bimonthly fire safety inspections of the common parts of student residential accommodation.

Individual student room fire safety inspections will not be routinely carried out. However, any staff that carry out work that involves entering student rooms (for example, fire door inspections, shower descaling, annual condition inspections, etc) should be briefed as to the importance of reporting any apparent safety breaches including, but not limited to:

- Interference with fire detectors
- Smoking in rooms
- Excessive amounts of combustible material
- Cooking in rooms
- Proscribed ignition sources (eg, candles, incense burners, etc)

2.11 Electric scooters, electric bicycles, etc.

Due to the well documented fire risks associated with lithium batteries, electric scooters, electric bicycles and similar forms of personal transport are not permitted within any University building (this prohibition includes the batteries of such forms of transport, should they be removed).

2.12 Mobility scooters

Class 2 mobility scooters and electric wheelchairs manufactured by reputable companies may naturally be brought into University buildings (including residential buildings). Individuals are expected to use and maintain these mobility aids in good condition, in line with the manufacturers' guidance and not position them in such a way as to affect their or others' escape routes.

Where an individual wishes to keep a mobility scooter or electric wheelchair at their accommodation or charge it within any building, a risk assessment must be carried out first[2]. It should be noted here that risk assessments in respect of mobility scooters/powered wheelchairs are proportionate in order to comply with the provisions of the Equality Act 2010 (particularly those relating to discrimination).

Matters to consider within risk assessments

- Mobility scooter/wheelchair make and model. Scooters/wheelchairs should be made by reputable companies that can provide detailed specifications, guidance, and support to users. Checks should be made to establish whether any relevant recall notices are in force. Consideration should be given to the fire loading of the scooter/wheelchair itself (in the form of plastic components, combustible upholstery, etc)
- Battery type and size. What type of battery is used and what capacity is it? Larger scooters/wheelchairs generally use some form of lead acid battery. These batteries are relatively stable in themselves but still produce significant current which can, in the event of a short circuit, etc., generate enough heat to ignite combustible material. Lithium-ion batteries, though generally stable, can, as a result of defects or misuse, fail in a catastrophic manner, releasing a significant amount of heat and toxic gas.

[2] This does not necessary entail the creation of a dedicated risk assessment if the risk can adequately be assessed and controlled within another risk assessment.

- Charging process. Charging of scooter/wheelchair batteries generally involves increased risk. The charging process should consequently be in line with manufacturer's guidance using manufacturer approved equipment, subject to a reasonable degree of supervision, and not for longer than necessary/overnight.
- Charging locations (external). Areas where charging occurs should ideally be external and a suitable distance from other buildings. Here, consideration should be given to the construction of the building where charging takes place and the construction of any neighbouring structures. The risk of arson should be considered.
- Charging locations (internal). Internal charging locations should be provided with detection and be fire resisting (minimum 30 minutes)
- Charging locations (all). All charging locations should be:
  - Sufficiently ventilated to ensure batteries remain within safe operating temperatures.
  - Arranged and managed in such a way as to minimise the risk of fire spread should a fire originate in the scooter/wheelchair, or its battery (the area around a scooter/wheelchair being charged should be kept clear of combustible/flammable material).
  - Suitably separated from highly valuable/critical assets
  - Have suitable fixed electrical installations to enable safe charging.
- Storage arrangements. Within buildings, scooters/wheelchairs should be stored in areas that are provided with fire detection. If stored scooters become involved in a fire this should not create a risk to occupants or an unacceptable risk to property. In accommodation, scooters should be kept separate from sleeping residents by a minimum of 30-minute rated fire resisting construction. Removing batteries from scooters/wheelchairs or effectively isolating them will generally reduce the risk of fire (though this may not always be possible). Areas where scooters/wheelchairs are stored should be arranged and managed in such a way as to minimise the risk of fire spread should a fire originate in the scooter/wheelchair, or its battery.
- Escape routes. Scooters/wheelchairs should not be left in a position where they may impede the escape of occupants (whether as a result of the physical space the scooter/wheelchair occupies or the possibility of it becoming involved in/causing a fire). Here it should be noted that lithium-ion battery failure can result in a very rapid production of heat and smoke.
- Scooter/wheelchair numbers. Consideration should be given to the number of scooters/wheelchairs that might be co-located for charging or storage purposes.
- Firefighting arrangements. Fires involving mobility scooters/wheelchairs powered by lithium-ion batteries are likely to be beyond the scope of staff to deal with and the focus should be on restricting fire spread by ensuring fire doors to the affected area are closed. Fires in scooters/wheelchairs powered by lead acid batteries can be dealt with by trained personnel using water, water mist or CO2 extinguishers.

2.13 Electric vehicle (EV) charging

As noted above, lithium-ion batteries present a significant fire risk. Batteries can fail catastrophically for various reasons, an event that can lead to the rapid release of a significant amount of energy, which can in turn lead to the ignition of not only the item containing the battery but other combustible material nearby. This risk is increased when batteries are being charged[3]. Further to this, when determining safe arrangements for the charging of electric vehicles, the guidance within the RISC Authority's document 'RC59: Recommendations for fire safety when charging electric vehicles (V2 2023)' should be followed. Transport for London's document 'London's electric vehicle charge point

[3] FPA/RISC Authority, 'RC59: Recommendations for fire safety when charging electric vehicles (Version 2 2023)', p3

installation guidance (2019)' also provides authoritative guidance in respect of EV charging point design.

When considering the location of charging points, consideration must be given to the proximity of neighbouring structures where the part of the structure that may be affected by a vehicle fire is not wholly incombustible. Similar consideration should also be given to high risk or high value assets (such as cylinder stores, heritage buildings, etc). In respect of safe distances between EV charging points and these buildings, as a general rule, a distance of 5m should be maintained. This should ensure that in the event of a single vehicle fire, any neighbouring buildings are not placed at excessive risk (here it is assumed that, given the security presence on campuses and the proximity of local fire stations, fire service intervention will occur sufficiently early to prevent more significant fires).

2.14 Catering facilities

Catering provision varies widely across the University and the necessary fire safety requirements will naturally differ too. In order to maintain consistency and ensure a proportionate approach to fire safety is adopted, below are listed three distinct types of catering area, along with the minimum fire safety requirements for each.[4]

Kitchen

An area where meals are fully prepared and a full range of kitchen appliances are present (including regular ovens, hobs, deep fat fryers, etc).

Minimum fire safety requirements

Area enclosed in 30 minutes FR construction. Automatic fire detection. Emergency lighting. Suppression/firefighting equipment as deemed necessary.

Tea point (formal)

A room or area within a building designed to be used for making drinks and/or heating food. Appliances restricted to those connected with preparing hot drinks or heating/reheating food (toasters are acceptable assuming they are used in a way that prevents false alarms).

Minimum fire safety requirements

Automatic fire detection.

Tea point (informal)

A place within an office where hot drinks may be made.

Minimum fire safety requirements

None

As all three types of catering provision create some risk, it is important to only provide facilities that are reasonably necessary. This is particularly relevant in the case of informal

[4] It should be noted here that minimum fire safety requirements should not be seen as a default position and provision beyond the minimum is always desirable from a fire safety perspective.

tea points which tend to emerge in an unplanned manner and are often unnecessary due to the presence of existing nearby tea points or kitchens

3. Fire detection/alarm equipment

3.1 General

All buildings will be provided with a suitable means for alerting the occupants in the event of fire. Generally, and as a minimum, this will be an electronic fire alarm and detection system designed, installed and maintained in accordance with the relevant provisions of BS5839-1:2013.

Unauthorised interference with a fire alarm system places individuals within University buildings at risk. Any such interference may ultimately result in criminal charges being brought against the person or persons responsible. Additionally, the University will not tolerate any such behaviour and will take disciplinary action against anyone found to be involved.

To assist with the escape of those who may not be able to respond to an audible alarm, other means of indicating that the alarm has activated should be installed where necessary.

False alarms can cause people to become complacent about fire alarm activations and consequently may delay their response during a real fire. Additionally, the fire service may charge the University where they attend what is subsequently established to be a false alarm. Staff and students should consequently be aware of the need to prevent accidental activations. Typical causes of false alarms are:

- Smoke from cooking
- Smoke from other activities (e.g. hot cutting/welding)
- Aerosols
- Steam (from showers, etc.)
- Hair straighteners/hair dryers
- Smoking/vaping
- Water ingress
- Dust (typically from building works)

Covers may be used to protect fire alarm manual call points in areas where there is a high potential for accidental damage or malicious activation in conjunction with a permit issued from Estates and Facilities Directorate.

3.2 Isolation (procedure)

Isolation of fire alarms is a process controlled by EFD via a permit to work system (which normally entails the provision of at least a week's notice of any desired isolation). Where an urgent isolation is required, an EFD manager may, in response to a written request, approve an isolation pending the completion of a permit as soon as possible thereafter.

All isolations should be:

- Strictly controlled
- Limited to what is necessary to avoid likely false alarms
- Approved only by persons who understand the implications of the isolation they are authorising

Isolations can be made via an alarm panel or by physically covering heads using an approved method (both methods should generally not be used simultaneously as this is unnecessary and may lead to detection remaining isolated unintentionally). It may also be possible on some occasions to change smoke detectors to heat detectors. Where dust contamination of a head is likely it should be physically covered.

3.3 Testing and maintenance (who does what)

The Estates and Facilities Directorate is responsible for the testing and maintenance of all the University's fire alarms that are under their control. The regime should align with the relevant provisions of BS5839.

3.4 Fire alarm system failure

In the event of a failure of a fire alarm every effort should be made to restore its full operation as soon as possible. During any period where the alarm is defective, activities within the affected area should be reviewed and, if it is felt appropriate, suspended temporarily. Regular fire patrols may need to be established so that any fire that may arise is identified relatively quickly.

Where the affected alarm covers area where people sleep, more frequent patrols and additional protective measures in the form of battery-operated smoke detectors may be necessary to give early warning to those sleeping.

3.5 Alarm activations and incident reporting

Details of all alarm activations and fire incidents should be investigated, recorded and reported using the appropriate system. The relevant security supervisor on duty at the time should ensure that this happens.

4. Means of escape from fire

4.1 Escape routes/fire doors

It is essential that fire escape routes from University buildings are kept clear at all times. Whilst in normal use it may be possible to safely negotiate an obstruction, during a fire, when all the occupants of a building are required to leave simultaneously, any restriction along a route may significantly increase the time it takes for all of the occupants to escape which will, in turn, place them at risk of injury or worse. Combustible material within an escape route, were it to be ignited, would render the route unusable. It is particularly important that these provisions are observed for staircases protected by fire doors.

Fire doors are an essential safety feature of a building in that they are designed to hold back fire for a prescribed amount of time to allow for individuals within a building to escape. Consequently, they must not be held open unless this is done by a suitable equipment that will release the door during a fire. Door wedges must not be used. This is of particular importance in a residential setting, where the risk from fire is high and where rooms are unoccupied.

On a six-monthly basis all fire doors should be inspected by Estates and Facilities to ensure that they are in a satisfactory condition. **Appendix B** provides details of what should be looked at.

New fire doors, whether installed as a result of a refurbishment or new build, should comply with the provisions of BS EN 16034 (in the case of door sets) or BS 8214:2016 (in the case of door assemblies) and ideally be produced by a manufacturer subject to third party certification. Existing fire doors need not be replaced as a matter of course upon the introduction of a new standard unless a risk assessment or other inspection indicates that this course of action is warranted.

4.2 Door furniture and locks

According to the relevant legislation, 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. In practice what is permissible will vary with, amongst other things, the number of persons who might use an exit in an emergency and their familiarity with the

building. For this reason, a thumb turn lock might be acceptable on an exit regularly used but by few people but would not be satisfactory where there were larger numbers of people and panic might occur.

Where electronic door locks are fitted to doors on escape routes they should normally be linked to the fire alarm, so that they release when it actuates, fail to safe mode and can be manually overridden from the direction of possible escape (which may be both sides).

4.3 Fire safety signage

Fire safety signage should be provided by the Estates and Facilities Directorate in accordance with the provisions of BS5499. Such signage will indicate, amongst other things:

- The means of escape
- Fire doors (and associated instructions)
- Firefighting equipment

Building occupiers should be careful to ensure that any changes they or their contractors make to their workspaces do not compromise any fire safety signage and, if necessary, seek the provision of new signage.

Within accommodation, emergency action notices should be provided within rooms and at call points. If not indicated on emergency action notices, assembly point locations should be indicated by signage at exits from buildings. In addition to emergency action notices, signs that graphically indicate escape routes may be desirable in some instances, such as where the escape route layout is not straightforward.

4.4 Classroom occupancy

Safe classroom capacity is determined by several factors. To guide those who manage or use classrooms, four key factors that should be considered are the number of exits within a room, the distance between seat rows, the length of seat rows and the width of gangways.

i) Number of room exits

The maximum occupancy for a room with a single exit is 60 persons. For rooms with more than 1 exit (as long as the exits are 45 degrees apart) the number can be increased subject to the total number of exits and other factors, such as exit width.

ii) Distance between/length seat rows

The clear distance between seat rows (the ‘seatway’) is determined by the number of seats in a row and whether gangways are present on each side. As can be seen from the table below, short seat rows can have narrower seatways (as can rows of seats served by gangways at either end).

Number of seats in a row

Seatway width	Maximum number of seats in a row	
	Gangway on one side	Gangway on two sides
mm		
300 to 324	7	14
325 to 349	8	16
350 to 374	9	18
375 to 399	10	20
400 to 424	11	22
425 to 449	12	24
450 to 474	12	26
475 to 499	12	28
500 or more	12	Limited by the travel distance (see Table D.2)

BS9999:2017 Table D1

iii) Width of gangways

Gangways should be at least 1100 mm wide. For rooms occupied by fewer than 60 persons, this minimum figure may be reduced to 900 mm.

Table 10. Recommended arrangements for temporary seating	
Number of seats exceeding	**Recommended arrangement**
50	Secure seats together in lengths of not less than four
250	Secure the seats together in rows and fix the ends of the rows to the floor or to each other by using chamfered floor bars
Over 600	Fix all seats individually to the floor
1. The fixing of seats together should be sufficiently secure to avoid easy separation or snaking under pressure. 2. Where it is impractical to fix seats to floor plates, for example on polished dance floors, chamfered floor bars may be used. This is not a recommended solution for a 'lively' audience, for example at a pop concert.	

4.5 Protection of means of escape, etc.

Where work on University buildings (new or existing) involves the penetration of fire resisting structures it is essential that the original fire resistance is promptly and competently restored. It is strongly recommended that such work is carried out using third party accredited products and installers.

5. Firefighting equipment and other systems

5.1 Portable firefighting equipment

Portable firefighting equipment, i.e. fire extinguishers, are provided across the University's buildings with the exception of the halls of residence. Water and CO2 extinguishers make up the bulk of the provision and can be used on solid fuel and electrical fires respectively.

Extinguishers should only be used by those competent to do so (generally fire wardens and security staff) and should not be used where doing so might endanger the user.

Interference with firefighting equipment is a serious offence and will be treated in the same way as interference with fire alarm systems (as described in 4.1 above).

The table below indicates the University's general requirements in respect of extinguisher provision (extinguishers are not provided in student flats due to the risks associated with their use by untrained individuals).

Area	Minimum provision per extinguisher point (FRA may indicate additional requirements)
General work/student areas including areas where small volumes of flammable liquids (typically less than 10 litres) may be involved in a fire.	1 x 13A rated water/foam and 1 x 2kg CO2 extinguisher within 30 metres of any point on a floor, and a minimum of one pair of the above extinguishers per floor per each protected staircase. Alternatively, in lieu of the above, 1 x 13A rated water mist/other type of extinguisher suitable for use on live electrical equipment (tested to 35kV). Labs and similar areas where volatile liquids ae handled must also be provided with fire blankets.
Areas that where fires may plausibly involve, in manner that permits safe and effective firefighting, a significant volume (typically more than 10 litres) of a flammable liquid	Class B extinguishers sized to match the hazard. Travel distances should be reduced to 10m.
Areas where it would be hazardous or ineffective to use a water-based extinguisher	1 x 2kg CO2 or suitably sized dry powder extinguisher (dry powder use requires specific training and protective equipment).
Plant rooms	1 x 2kg CO2 extinguisher
Significant IT rooms	1 x 2kg CO2 extinguisher
Student accommodation kitchens	1 x fire blanket
Kitchens where cooking involves hot fats	1 x 6 litre type wet chemical extinguisher/ 1 x fire blanket

Extinguishers should be mounted on wall brackets in accordance with the requirements of BS 5306-3

i) Maintenance

Extinguishers should be maintained in line with BS 5306-3. Any extinguishers that are unsafe to use should be removed from service and replaced as soon as possible (signage should be placed at the site of the removed extinguisher indicating date removed and date to be returned by – which should be no longer than 1 month). Whilst it is inevitable that there may be a temporary reduction in extinguisher provision as a result of maintenance, total numbers of extinguishers in any building should not drop below 75% of the approved complement.

5.2 Fixed firefighting equipment and fire safety systems

Some of the University's buildings are provided with fixed firefighting equipment such as:

- Sprinklers
- Dry risers (system of valves and pipework for use by the fire service)
- Inert gas flooding systems

Fire safety systems such as emergency escape lighting and smoke ventilation equipment can also be found within buildings in the University.

Testing and maintenance of this equipment is the responsibility of the Estates and Facilities Directorate.

Some campuses are provided with private hydrants which will not be tested or maintained by the local fire authority/local water utility. Where these hydrants exist, they should be maintained by the local Estates and Facilities team.
In the event of a defect in any fire safety system, the fire safety officer must be advised in order that a review of the relevant building's fire risk assessment can take place, Additionally, in residential buildings higher than 18m, where a defect in a relevant fire safety system is likely to take more than 24 hours to correct, the fire service should be informed (and advised again when the defect has been repaired).
In respect of this section, relevant fire safety systems include:

a) inlets for dry-rising mains;

b) inlets for wet-rising mains;

c) outlets for dry-rising mains;

d) outlets for wet-rising mains;

e) smoke control systems;

f) suppression systems.

g) (in common parts) fire detection and fire alarm systems including any detectors linked to ancillary equipment such as smoke control systems,

h) evacuation alert systems,

i) automatic door release mechanisms linked to fire alarm systems;

As with fire alarms, any isolation of a sprinkler system or part thereof must be done under a permit to work. This process must be observed in respect of planned as well as unplanned isolations.

6. Emergency procedures

6.1 General

Emergency procedures should be drawn up for every University building and should cover the following points:

- Action upon discovery of a fire/hearing a fire alarm.
- Fire alarm signals
- Calling the fire service
- Fire fighting
- Key escape routes
- Evacuation procedure (including staff roles)
- Provisions for the evacuation of disabled persons and others who may need assistance.
- Special fire hazards
- Necessary shutdown procedures
- Assembly point
- Safe re-admission
- Training

Fire action notices should be provided as follows:

- Adjacent to each fire alarm manual call point
- In bedrooms
- Within halls of residence kitchens
- Anywhere else where they may prove beneficial.

Anyone failing to comply with the provisions of any emergency procedure, for example by not evacuating in response to an alarm, will be subject to disciplinary action in accordance with the University's disciplinary procedure.

Emergency procedures should be reviewed annually.

6.2 Disabled persons (PEEPs, etc.)

The University is explicitly required by law to establish appropriate procedures to be followed where persons in property that it controls are endangered by fire. This naturally entails developing policies and procedures that ensure that buildings under the University's control are safe for both disabled and non-disabled persons. Such policies and procedures should not rely upon the assistance of the fire service to make them work.

Where an individual (student, member of staff or regular visitor) has an impairment (permanent or temporary)[5] that results in them needing assistance to either appreciate when a fire alarm has occurred or to physically escape in the event of fire a 'personal emergency evacuation plan' (PEEP) needs to be devised. It should be noted that there is no clear line between those individuals who require a PEEP and those who don't and some judgement will be required in respect of this decision process. Ultimately, a PEEP is a way of ensuring that people with disabilities can safely escape a building in the event of a fire. If, without a PEEP, an individual can safely and reliably escape in an emergency then a PEEP would not be necessary.

Devisers of PEEPs should be careful not to assume what a disabled person is and is not capable of; these are areas that should be explored during discussions with the individual. Further to this, it should also be observed that there is an acceptance that, in an

[5] Individuals who suffer from some condition, such as epilepsy, where incapacity is short and periodic should not normally require a PEEP when on campus. This is because the chance that an episode will coincide with a fire of a size and nature that would threaten them is very remote, and in these instances the general emergency procedure for buildings is regarded as an adequate arrangement. However, in residential settings, a PEEP should generally be devised due to the time spent in residential accommodation (often alone) and the need to highlight to security and/or the fire brigade the room the individual occupies so that it might be checked as necessary. Those whose conditions are affected by fire alarms will also need to be considered for a PEEP.

emergency, disabled people might need to make exceptional efforts which would not be expected of them normally. Such efforts should not, however, be seen as necessary during false alarms or drills and measures will need to put in place to ensure that this is avoided via, for example, effective communication and management.

Regarding what areas disabled persons can safely access, there are some parts of the University which are problematic and it may be necessary to alter an individual's arrangements to accommodate this (for example, by locating a wheelchair user's lectures on the ground floor of a building where there is inadequate upper floor emergency egress provision). Action taken along these lines will, of course, need to be assessed against disability legislation to ensure that the University is not breaching those laws.

Disabled persons may naturally take longer to evacuate than other individuals and might slow the evacuation process as a whole were they to be evacuated first. It is therefore advisable that, where relevant, the evacuation of disabled persons occurs after the main body of people have escaped.

Where a person needs assistance to evacuate, this assistance will normally be provided as follows:

Person requiring assistance	**Who might help**
Regular staff	Colleagues (including staff from other teams)/security/fire wardens
Students	Teaching staff/security/fire wardens
Visitors	All staff/security

Arrangements will need to be in place to ensure that assistance, where required, is available whenever the individual might need it. Resilient procedures and effective means of communicating are consequently vital. It should be noted here that plans or measures that enable the individual to evacuate unaided are preferred to those based upon the support of others as the latter may be difficult to implement effectively and reliably.

A. Typical disabilities and possible solutions

The types of disability that may necessitate a PEEP can be broadly divided into those where mobility, hearing, sight or cognitive functions are limited. These disabilities may affect an individual's ability to recognise an alarm, to evacuate following an alarm, or both. The following paragraphs provide further information on disabilities that will require a PEEP, along with general methods of safely evacuating those affected.

i. Mobility impairment

This category will include a variety of people ranging from those who require wheelchairs to those whose movement is restricted due to, for example, breathing difficulties or dexterity issues. Heavily pregnant women may also come under this classification; though referral for a PEEP shouldn't be regarded as automatic as most pregnant women will be able to exit a building unaided up to the point of birth.

Wheelchair users will normally (but not always) require assistance to descend the stairs.Their evacuation would initially involve the individual moving (aided or unaided) to a relatively safe place on the same level, i.e. a designated refuge. Once the person has reached the refuge they can then be brought outside (assuming this is necessary) using either:

a. A designated evacuation lift (not all lifts can be used for evacuation)
b. An evacuation chair
c. The individual's own chair (aided or unaided)
d. A combination of the above

It should be noted that some wheelchair users will be able to transfer to other means of transport or even walk short distances, whereas others will require physical assistance to move from their chair.

People with mobility issues who are not wheelchair users will likewise vary in level of disability and may simply need a little longer to evacuate or, if more seriously affected, physical aids such as handrails might be necessary.

Security staff play a key role in the PEEP process and can be summoned to a disabled refuge in an emergency using a dedicated communication system or, in some cases, a mobile phone. They are trained to evacuate staff and students using evacuation chairs/lifts and can also be called upon to assist in other ways, for example by walking an individual down a stairs. It is consequently vital that security are made aware of the presence of those who cannot evacuate unaided and all staff should be prepared to assist in ensuring this happens.

As stated, it may not be necessary for an individual to be evacuated from a refuge. Such a situation may arise where the cause of a fire alarm is quickly identified as false or minor in nature. Where there is any doubt, an evacuation should be initiated and prioritised over all other security tasks other than operation of the gatehouse.

ii. Visual impairment

As with individuals with mobility impairment, the level of disability of visually impaired people will vary greatly. For some individuals, the simple provision of good design, space management, signage and orientation clues will enable them to escape safely. This might entail the provision of:

a. Good lighting and colour contrasts to indicate escape routes
b. Handrails on escape stairs
c. Step edge markings
d. Different floor textures
e. Braille maps and notices
f. Audio instructions
g. Well thought out and maintained workspaces (free of obstructions, etc., that might impair a visually impaired person's escape)

However, those with more marked visual impairment may need assistance to escape, particularly as, at present, many of the features listed above aren't provided widely across the University. Typically, this assistance would involve escorting the individual directly out of the building or, if they are on an upper floor, to a refuge or other safe place on the same floor prior to being guided down a stair and out.

iii. Hearing impairment

The principal challenge for those with a hearing impairment is, naturally, the audibility of any fire alarm to which they need to respond. To overcome this problem, the general options are to communicate the alarm in the following ways:a.
Enhanced audio using a signal sent to a user's hearing aid.
b. A physical indication of an alarm, such as a vibrating pager or, for residential settings, a vibrating pillow.
c. A visual device such as a strobe or beacon.
d. A text alert system

Where these means are not available or not reliable, the individual will need someone to alert to them in an emergency.

iv. Cognitive impairment

Individuals that fall into this group may have a wide range of cognitive disabilities and may have other disabilities too. A key challenge for some in this group will be the ability to quickly comprehend an emergency situation and subsequently respond appropriately to it. Particular measures that may improve these individuals' responses would be those that make the route out clear via good signage, colour coding etc. Thorough rehearsal and the allocation of assistants may also be necessary.

B. Identification of those requiring PEEPs

It is important to identify at the earliest possible stage those people who will access University buildings and may need assistance to leave in an emergency. To establish their precise needs, individuals should be asked to complete a PEEP questionnaire (see **Appendix C** for details).Once completed, this questionaire should be sent to firesafety@gre.ac.uk along with any other relevant information.The responsibility for ensuring that this step is completed is outlined below.

New staff

New members of staff should be asked to declare any disabilities or other condition that might limit their ability to move around the University's buildings. This information is then assessed by OH and HR and, where it appears a PEEP may be needed, passed on to the Safety Unit.

Existing staff
Line managers should be mindful that staff can sustain an injury or develop a disability whilst in employment and should ensure that such staff are identified promptly and their details passed to the Safety Unit if a PEEP might be needed**.**

New students
New students should be asked during the admissions process whether they can respond unaided to a fire alarm. Where an individual does highlight a problem, the Student Wellbeing Service should assess the information and, where it appears a PEEP may be needed, pass the details of the student on to the Safety Unit.

Existing students
Programme leaders/personal tutors should be mindful that students may have had impairments overlooked or may sustain an injury or develop a disability whilst at University. In these instances, it is important that such students are identified promptly and, where a PEEP may be required, referred to the Safety Unit.

Visitors (regular)
Visitors to the University will vary from those who attend regularly to those who might only attend once. Anyone who attends more than a few times in a year should be regarded as a regular visitor and a PEEP will be required if they have a disability that makes one necessary. It is the responsibility of the person who has arranged for the visitor to attend to establish whether a PEEP is necessary (taking guidance from the Safety Unit if necessary).

Visitors (irregular)
It would be impractical to devise a PEEP for irregular visitors who happen to be disabled. Instead, the needs of these individuals should be addressed within the fire emergency plan for the building. This plan should detail what is provided in order to ensure the safe evacuation of disabled persons and should include:

- Locations of refuges
- How individuals communicate from refuges
- What assistance is provided (fire wardens and other staff should be briefed to identify, guide and assist any disabled visitors)
- What information is provided to guide disabled visitors in the event of fire (this will include signage and instructions for refuges)

The above guidance is primarily aimed at irregular visitors who attend without invitation (for example, visitors to exhibitions). Where a disabled irregular visitor attends a University building by invitation, a more proactive approach is warranted (as indicated at 7.7 below). Should any doubt exist as to whether a disabled visitor can be evacuated safely, the duty security supervisor should be contacted for advice.

Flowcharts illustrating the above processes can be found at **Appendix D**.

C. Responsibility for devising PEEPs

The Safety Unit will complete PEEPs for staff, students and visitors that access University controlled premises.[6]. However, the responsibility for ensuring that individuals comply with the process is as follows:

Person requiring PEEP	**Person responsible for ensuring compliance with process***
Member of staff	Line manager
Student	Student's faculty
Visitor	The person who has arranged for the visitor to attend

*The Safety Unit (SU) will advise of instances where individuals are not complying with the process, i.e.the individual has failed to engage properly despite three approaches by SU.

D. Familiarisation, practice and review

Once a PEEP has been devised, the individual should be, as far as necessary, familiarised with the buildings it applies to – particular attention being paid to key aspects of the plan such as refuge locations and escape routes. Where there may be doubts as to a PEEP's practicality, it should be rehearsed to ensure that it functions as expected.

PEEPs should be reviewed at least annually, or sooner where changes may have occurred that might impact on the validity of the plan. Typically, this may be as a result of changes in the individual's condition or to the buildings to which the PEEP applies. Responsibilities in respect of reviewing PEEPs is as in C. above, i.e. the Safety Unit will carry out the review but the individual's line manager/student's faculty are responsible for ensuring that the review is completed when required.

E. Disabled refuges

A disabled refuge is a place within a building, normally within a staircase enclosure or adjacent to one, where those who cannot evacuate quickly, as a result of disability or other impairment, can remain temporarily and be protected from the effects of fire. Such

[6] The responsibility for devising PEEPs for students in residential accommodation managed and controlled by others rests with the organisations performing those functions.

protection should last a minimum of 30 minutes but, in a fire situation, evacuation should be completed in much less time (within 15 minutes).

Each staircase used for escape purposes should be provided with a refuge. Additionally, refuges should be provided where escape from a final exit is via an external stairs. Should refuges not be provided as widely as this, it may be acceptable to use a suitably fire protected area as a temporary refuge. In this instance, communication may need to be made via mobile phone, some other electronic device or through direct contact with security staff (by a fire warden, designated assistant, etc.)

In order to summon assistance to a designated refuge, and to be reassured that assistance will be provided, each refuge should be provided with emergency voice communication (EVC) that conforms to and is tested/mainatined in accordance with BS 5839-9:2011.

Refuges should be suitably indicated and be provided with clear instructions in respect of the action to be taken by those using the refuge. They should also be clearly marked with an identifying location so that there is no doubt as to which refuge the individual is in.

Where refuges are unavailbale for any reason, it is vital that this is communicated to those responsible for managing PEEPs so that any necessary remedial action can be taken.

Individuals may need to remain in refuges for some time and as a result may suffer discomfort due to extended exposed to the alarm sounders. To protect against this, students should be equipped with hearing protection by Student Academic Services; employee ear protection should be managed by their line management.

F. Evacuation chairs

Evacuation chairs are provided where required and are only to be operated by those trained to do so – generally security staff. The equipment should be checked regularly to ensure its availability and inspected and serviced as required. Users of the equipment should be retrained on an annual basis.

Where necessary, and as long as any delay would be such as to not endanger anyone, it may be acceptable to use evacuation chairs located in one part of a campus to evacuate someone from a building elsewhere.

G. Residential PEEPs (notifications)

Redacted summaries of PEEPs for students in halls of residence will be sent to Sodexo for inclusion in fire security boxes. Security and other relevant staff should be made aware of this process and access the information as necessary during an incident (and immediately bring it to the attention of the fire brigade should they attend). The contents of boxes will be reviewed as necessary and as a minimum once a year when the fire risk assessment is reviewed.

H. Recording of information during fire alarms

It is vitally important that information received from callers within refuges is recorded properly and acted upon. The fire service, should they attend, will seek any information on persons within a building and the memory of any individual should not be relied upon. The aide-memoire found at Appendix E should be used on all occasions a refuge call is made and handed to the fire service should they attend.

6.3 Fire wardens

A. Fire warden evacuation zones

Every building within the University is divided into fire warden zones. These zones will vary in size but should not be so large or complex that they cannot be cleared within three minutes. Fire warden zones are based on a building's geography so will not always neatly map to an area occupied by a particular faculty or department. Zone maps are held on a central file accessible to H&S managers. In the same location as this file is a list of wardens allocated to each zone (the fire warden disposition list).

B. Staffing

Most zones will have a quota of fire wardens drawn from the resident faculties or departments. As a guide, faculties and departments should aim to ensure that at least 25% of their staff are trained as fire wardens. These individuals should be distributed as evenly as possible across the areas the faculty/department occupies. Similarly, work patterns should be taking into account to ensure optimum fire warden coverage.

Places intermittently occupied by staff will require all potential occupants of those areas to act as a fire warden in the event of a fire alarm. Such staff should consequently normally only be required to deal with the evacuation of just themselves or a very small number of staff. Similarly, areas devoted entirely to teaching will have no dedicated fire wardens and lecturers will need to clear these spaces during a fire alarm. Zones which have no staff, such as student areas, should be cleared, as far as possible, by fire wardens from faculties or departments adjacent to the zones. Areas containing only plant will not naturally have a defined complement of fire wardens and other measures will need to be in place to ensure persons leave these areas during an alarm. Any such measures should be detailed in the building's fire emergency plan.

C. Responsibilities

<u>Fire wardens</u>

Fire wardens are not to place themselves at risk in the course of their duties. During an incident, their role is primarily to encourage people within their zone to evacuate, and it should be remembered that the fire alarm itself should be sufficient warning for most occupants. However, fire wardens should be mindful of those who may require assistance to leave and offer support as appropriate. This might entail guiding people out or reassuring those who have sought safety within refuges. In respect of this latter group, in the unlikely event that evacuation is necessary, this will be carried out by security staff.

It should also be noted that members of the public may require assistance in terms of direction towards exits and the opening of any exit doors not fitted with panic hardware. Extra staff may be necessary to ensure this obligation is met.

Once fire wardens have swept their zone, they should report to the assembly point coordinator. A brief should be provided, highlighting any areas that may not have been fully evacuated – for example, rooms within their zone that could not be checked for whatever reason, or areas where people had not begun to move despite encouragement to do so.

Fire wardens are provided with training in the use of fire extinguishers so that they can operate them safely and effectively. In providing this training, there is naturally an assumption that there may be occasions where use of fire extinguishers is appropriate. However, as stated above, this is not a fire warden's primary duty, and an extinguisher shouldn't be used if it places the user at risk of harm.

On a daily basis, fire wardens should tour the zone or sector for which they are responsible to identify any fire safety matters that might require attention (see 'Fire safety inspections' section below).

Lecturers

Lecturers are expected to ensure that their students are safely evacuated and, where their teaching space forms part of a larger zone, report that they have done this to the relevant fire warden. Where an evacuation zone comprises entirely of teaching space, the lecturer or lecturers should report its evacuation directly to the assembly point coordinator.

Organisers of regular meetings/small events

Meetings or events of 50 persons or less should be evacuated by the organiser of the meeting/event in a similar manner to that described in the 'Lecturers' section above.

Organisers of larger events/meetings

Organisers of larger events/ meetings should ensure that they are staffed by fire wardens according to the requirements of any risk assessment made (generally at ratios of 2:50, 3:100, 4:200).

Assembly point coordinators

Assembly point coordinators should receive and document reports from fire wardens, lecturers and meeting/event organisers. Areas of concern, such as uncleared zones, should be reported to the security supervisor in charge of the incident. Those reporting incidents or drills on the AMS system should ensure that information gathered by the assembly point coordinator is captured in full.

Safety Unit

The Safety Unit should provide fire warden training in accordance with demand. They are also responsible for reviewing the fire warden disposition database and evacuation zone plans.

Faculty operating officers (FOOs), Directors of Professional Services and Heads of Units

FOOs, Directors of Professional Services and Heads of Units should ensure that a sufficient number of fire wardens are appointed and trained.

Local H&S managers

Local H&S managers should support FOOs and ensure that the fire warden disposition list accurately reflects their faculty's complement of fire wardens, amending it as necessary. They should also provide basic fire warden guidance to provisional fire wardens where full training has yet to be provided. For areas under their control that do not have a dedicated fire warden, H&S managers should ensure that suitable equipment and instructions are present in order for individuals within those areas to fulfil the role of fire warden (a high visibility vest should be kept in a suitably accessible position).

Campus managers

Campus managers should assist the Safety Unit in the devising of evacuation zone plans.

D. Fire safety inspections

On a daily basis, fire wardens should tour the zone or sector for which they are responsible to identify any fire safety matters that might require attention. Things that should be checked include:

- Escape routes – are they clear and in good general condition?
- Fire doors – do they close properly and not held open by wedges?
- Are final exits unobstructed/do they open easily?

- Is the level of general fire safety housekeeping adequate (e.g. no excessive combustible material, combustible material adequately separated from ignition sources, soft furniture in good repair)
- Are extinguishers in the correct positions and fitted with intact seals?

Where an area hasn't a dedicated fire warden, the faculty or department that controls the area should ensure suitable checks are made. Where an area hasn't a dedicated fire warden and does not come under the control of any one faculty/department (a lecture theatre for example), Estates should ensure that checks are made.

E. Training

All staff expected to carry out fire warden duties should receive initial fire warden training delivered by the Safety Unit. Refresher training should be undertaken at 5 yearly intervals.

Subject to risk assessment, fire wardens may be appointed provisionally pending their attendance on a Safety Unit course. Where this happens, the individual should have completed, and refreshed as necessary, their online FireRite training and their fire warden responsibilities should be made clear to them.

Teaching staff that are expected to manage the evacuation of lecture theatres should have completed, and refreshed as necessary, their online FireRite training. Users of infrequently occupied areas that may need to perform the role of a fire warden during a fire alarm should be likewise qualified. In both cases, their responsibilities during an evacuation should be made clear to them by their faculty/department.

F. Role identification during incidents

During an emergency, fire wardens should wear orange high visibility vests.

6.4 Accommodation emergency procedures

The emergency procedures that apply to residential accommodation differ from workplaces in that there will naturally not be fire wardens present to clear affected buildings. There will generally be some security staff/resident assistants available, but their numbers will be very limited and a comprehensive area search will not consequently be practicable. This does not mean that no effort should be made to assist in any evacuation; security staff/resident assistants should do what they can to direct residents out of the building, focussing in particular on people most at risk (for example, individuals with PEEPs, and those close to or above a suspected fire). When doing this, individuals should not place themselves in danger and ensure that they can safely escape at all times.

In respect of the above guidance, it should be noted that the University's residential emergency procedures are based on the assumption that residents should generally be able to evacuate safely without assistance or direction during an emergency.

6.5 Emergency procedures outside of normal working hours

Staff and students may occasionally require access to a University building outside of its normal opening hours. Such access must be arranged locally and in all cases permission must be sought from Campus Estates and Facilities. Such access should only be to areas where the absence of fire wardens does not present a significant risk in an emergency.

Where staff and students do attend out of hours, they must sign in and out at the relevant security gatehouse so that, in the event of an emergency, it is known that there are persons occupying the building.

Out of hours access is not acceptable where security staff cannot attend within 6 minutes to investigate the alarm, coordinate the evacuation and liaise with the fire service should they attend.

In the absence of fire wardens and the limited numbers of security staff that may be available, staff and students attending buildings out of hours may need to provide information regarding the building's occupancy directly to security staff or the fire service should they arrive first.

The response of persons to fire alarms out of hours will be tested periodically. Anyone failing to evacuate in a timely manner will be subject to disciplinary action in accordance with the University's disciplinary policy.

6.6 Evacuation drills

Evacuation drills are carried out periodically for the purpose of testing the effectiveness of the University's emergency procedures. There should generally be at least two drills per year, one of which should be announced in advance (the timing of unannounced drills may be shared with a limited group of individuals for the purposes of safety and avoiding disproportionate business disruption).[7]

During drills, the full range of exit options should be tested– something that can be achieved by 'blocking off' different means of escape in a non-hazardous manner. The performance of staff should also be assessed, particularly in respect of awareness of procedures and correct use of equipment, such as refuge communication hardware and evacuation chairs.

The results of all drills should be reported on AMS and the following details mentioned in all cases:

- Time to evacuate.
- Fire warden coverage
- Training issues

Where necessary, actions should be raised to remedy problems encountered (for example, a lack of proficiency when using an evacuation chair).

Unplanned evacuations, as a result of a real or false alarm, can be regarded, for the purpose of this section, as one drill as long as the reaction of individuals to the alarm was observed and recorded. Where this occurs, a new AMS entry should be created as if the incident was a drill and the original incident referenced in that entry.

Poor performance during any evacuation may necessitate additional drills in order to improve the response to an acceptable standard.

Anyone failing to cooperate during evacuation drills will be subject to disciplinary action in accordance with the University's disciplinary procedure.

6.7 Visitors

Visitors to University premises should be made aware of, as appropriate, the relevant emergency procedures. The person responsible for the visitor(s) presence on University property should ensure that this happens. The person responsible is in this instance defined as the person who extended the invitation to the visitor/visitors. It should be noted that where the risk is low, a building's emergency action notices (coupled to directional signage and the presence of fire wardens) may suffice as sufficient guidance vis-à-vis emergency procedures.

6.8 Fire brigade attendance

EFD must ensure that relevant risk information, in a usable format, is immediately available to the fire brigade should they attend an incident at a University building. A lack

[7] In simple buildings, where occupancy is very low or infrequent, one drill is acceptable.

of information, or information provided late may undermine the safety of those in or around our buildings, increase the risk of property damage and exacerbate business disruption.

Information provided should include:

- The occupancy of the building
- Details of any fire safety systems and how they operate
- Summary details regarding the construction of the building
- Plans
- Hazards and related matters (for example chemicals, cylinders, electrical intake rooms, boiler rooms, dangerous processes and features)

Specific arrangements for hazardous substances/items

Details of hazardous substances/items listed below should be made immediately available to the fire service.

- Explosive substance/potentially explosive substances (including combustible dusts)
- Cylinders
- Piped combustible gases/piped O2
- Flammable liquids (quantities greater than 10 litres)
- Flammable solids
- Spontaneously combustible material
- Material dangerous when wet
- Oxidizing substances
- Organic peroxides
- Highly toxic/toxic substances
- Infectious substances
- Radioactive material
- Highly corrosive/ corrosive substances

Procedures should also be in place (through, for example, on call arrangements) to provide, as soon as possible and no later than 30 minutes from the time of arrival of the fire service, details of any unlisted hazardous substances/items. Acceptable reasons for not listing substances would be either the items do not appear in the list above or are of a sensitive nature.

Responsibilities

Faculties/directorates in control of hazardous substances items

Ensure accurate details of hazardous substances/items listed above are kept electronically and updated as necessary. EFD should be provided with this information and notified promptly of any changes. Ensure measures are put in place to ensure information on all hazardous substances can be made available in the manner described above.

Estates and Facilities

Ensure information provided by faculties/ directorates regarding hazardous substances/items is kept safely and procedures are in place to make the information immediately available, in a usable format, to the fire service upon their arrival at an incident involving a relevant building/area.

Health and Safety Unit

Audit system to ensure that electronic details kept by faculties/directorates align with records kept by EFD and reflect hazardous substances/items on site

7. Events

A. Externally organised events – fire safety requirements

Any person responsible for the hiring of parts of the University for use by 3rd parties should ensure the following requirements are imposed on and observed by the 3rd party.

i. The hirer is responsible for fire safety matters related to the event. Further to this, they should devise a risk assessment in advance of the event and put in place any control measures deemed necessary for legal compliance. A copy of the risk assessment should be sent to the University 14 days prior to the commencement of the event.

ii. The hirer should ensure that the fire emergency procedure for the building in which the event is being held is implemented/followed where necessary. They should ensure sufficient, trained staff are provided to ensure that this happens, and that all attendees at the event are safely evacuated in the event of fire. The hirer should ensure that, in advance of the event, event staff are made familiar with the emergency procedure and shown exit routes, refuges, methods of opening exit doors, and other relevant fire safety features.

iii. The hirer shall not allow the maximum capacity for the venue to be exceeded and should put in place measures to ensure that this does not happen.

iv. The hirer should ensure that their event complies with University policies and procedures insofar as they relate to their event.

v. The hirer should, in particular, be mindful of the need to ensure that, in respect of the event:

- Exit routes are kept clear at all times.
- Fire exit doors are checked to ensure that they are available for use at any time.
- Fire doors are not held open.
- No smoking is allowed anywhere on the premises.
- Electrical equipment is safe to use and has been suitably inspected, maintained and PAT tested. Details of electrical equipment to be used should be submitted to the University/GSU.
- Combustible material and potential ignition sources are managed so as to prevent fires.
- Any fire safety matters observed by the hirer, or persons they have employed to manage/control the event should immediately be brought to the attention of a representative of the University.

B. Marquee events

Marquees are not exempt from fire safety legislation. Consequently, any event held in a marquee will need to have a fire risk assessment and an emergency procedure. Key issues in respect of the fire risk assessment are:

- The flammability of the structure
- The flammability of the contents

- The presence and management of ignition sources
- A method of raising the alarm and evacuating occupants
- Fire-fighting provision
- Escape provision
- Exit signage
- Sufficient trained staff
- Space around the marquee to allow anyone escaping to safely vacate the immediate area.

Organisers of events involving marquees should at the earliest opportunity email the University Fire Safety Officer at FireSafety@greenwich.ac.uk with a copy to the relevant Faculty/Directorate/Unit health and safety manager and EFD Campus Manager.

Marquees should generally be hired from companies that are members of the relevant trade body (for example, MUTA) and the erecting contactors must be inducted and comply with all University contractor rules.

To assist organizers of marquee, or other ad hoc events, a checklist of matters to be considered prior to and during an event can be found at Appendix F.

8. 3rd party relationships

Individuals and organisations may share fire safety responsibilities and will, where this happens, have a duty to cooperate to ensure the safety of persons on or near their premises. Where the University shares fire safety duties, contracts should make clear what is being shared and how responsibilities are being divided, if necessary, through the provision of detailed appendices to contracts. The fire safety officer should be consulted on this as necessary and appropriate.

Administrative mechanisms should be put in place to ensure adequate cooperation and coordination, for example, through regular meetings. The regularity of this contact will vary but intervals between communication should not exceed 12 months.

Where the University has a relationship with a 3rd party which doesn't extend to the assumption of fire safety responsibilities, within any contractual documents it should be made clear that the University expects the 3rd party to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005, and, in particular, have in place a suitable and sufficient fire risk assessment and emergency procedure. 3rd party accommodation providers should be approved members of the ANUK/Unipol National Code.

Existing 3rd party relationships will be explicitly assessed during fire risk assessments and actions raised where arrangements are unsatisfactory.

9. Use of UoG accommodation by persons other than UoG students

University accommodation may be used by individuals other than students as long as the general fire precautions in place are suitable for the protection of those individuals. The University Fire Safety Officer should be consulted for advice on this matter where any doubt exists.

Details of any groups that are scheduled to occupy university residential accommodation should be provided, to the University Fire Safety Officer, at least a month in advance using the appropriate form.

Appendix A

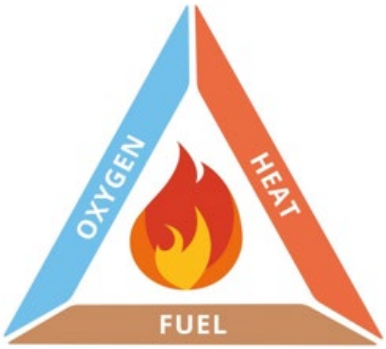
General fire safety precautions

To cause a fire three principal elements (collectively known as the triangle of fire) need to be present alongside each other, namely:

a. Combustible material

b. Oxygen

c. An ignition source



The triangle of fire

Many items around us are combustible, including paper, furniture, plastic goods, etc. Some material presents a greater danger due to its physical properties. Highly flammable material naturally presents a higher risk, as does material that can be easily ignited, such as shredded paper. It's still important to note, however, that once a fire develops objects that do not readily burn, such as tables and chairs, will be consumed as fuel.

Ignition sources also surround us at work. These include:

i. Heating appliances
ii. Smoking
iii. Heat from processes (e.g. welding or grinding);
iv. Electrical apparatus - either in normal use and in cases of overload or failure;
v. Cooking appliances
vi. The possibility of deliberate ignition

Oxygen is of course present all around us as a constituent of the air we breathe.

Preventing fires simply involves ensuring that these three elements do not come into close contact with each other simultaneously. Consequently, all staff should aim to:

Eliminate fuel and ignition sources

An example of this approach might be where the practice of using of a blowtorch to strip paint from woodwork is replaced by a mechanical or chemical method.

Reduce fuel and ignition sources

For example, ensure waste paper is regularly removed from areas where it might accumulate.

Isolate fuel from ignition sources and oxygen

This might be achieved by keeping stationery in a storeroom or locked cupboard as opposed to being left out in the open.

Adopt control measures to reduce fire hazards

An example of this might be a routine walk around by someone to identify and remedy any issues.

Appendix B

Fire door checks

Door and frame
Does the door appear to be in good condition and free from major defects?
Is it free from significant distortion and fit well in its frame?
Is the gap around the top of the door and both sides consistently around 3-4mm?
Is the frame fixed securely to the wall?
Are door stops fixed securely?
Does the door swing freely and not catch on the floor covering?
Hinges
Is the door fitted with three hinges?
Do they appear to be in good condition and properly secured to the frame?
Intumescent and smoke seals (where fitted)
Is the intumescent seal secure, in good condition and continuous (as far as possible)?
Is the smoke seal secure, in good condition, continuous (as far as possible) and touching the frame?
Threshold
Is the gap along the bottom edge no more than 8mm (3mm if smoke seals are fitted to the door)?
If a threshold seal is present does it contact the floor covering when the door is closed?
Glazing
Does the glass appear to be fire resisting (Georgian wire or marked as FR)
Are the glazing beads securely attached to the frame and free from damage?
Does the glass appear to be secure and free from damage?
If glazing panels are below 1500mm from the bottom of the door, is the glass safety glass?
Door closers
Does the door closer naturally and properly close the door?
Is the closer securely attached to the door and the frame?
Is the closer free from damage and not leaking oil?
If the door is unlatched is it held in line with the frame and intumescent seal (if fitted).
Do pairs of doors close properly and in line?
Where fitted/necessary, do door selectors function correctly?
Signage
Are fire doors fitted with self-closers indicated by a 'fire door - keep shut/closed' sign?
Are fire doors without closers (cleaners' cupboards, etc) fitted with a 'fire door - keep locked shut' sign?

Appendix C

Personal Emergency Evacuation Plan - Questionnaire		
You have been sent this questionnaire in order for an assessment to be made as to whether you need a personal emergency evacuation plan (PEEP). PEEPs are required when a person cannot evacuate a building unaided, or may take significantly longer to evacaute than other persons. For further guidance, please click here to see our web pages		
Student name		
Student ID		
Faculty/unit/directorate		
Buildings/rooms to be visited		
Resident in halls (yes/no)		
Residential location (hall & room)		
Likely to be on campus after 6pm (yes/no)		
Course end year		
1	**Vision**	**Answer/Comment**
a	Do you have any vision problems? *If the answer to this question is 'no', please go to section 2.*	
b	To what extent is your vision impaired?	
c	What aids do you use, if any?	
d	Do you have a guide dog?	
e	Are you provided with any other support?	

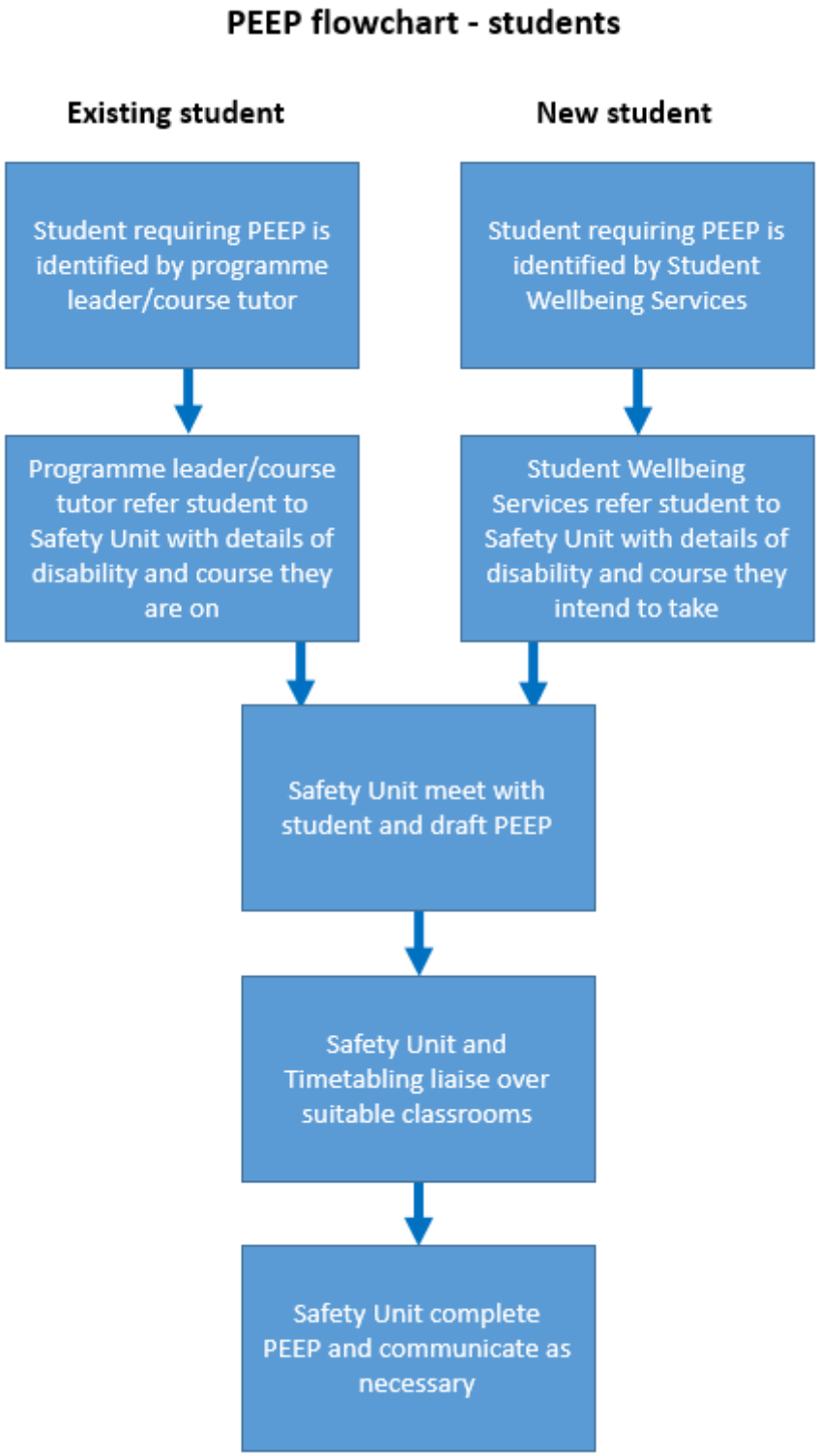
f	How comfortable are you navigating a building without assistance?	
g	Can you go down stairs unaided (even if a little slower than others)?	
2	**Hearing**	**Answer/Comment**
a	Do you have any hearing problems? *If the answer to this question is 'no', please go to section 3.*	
b	To what extent is your hearing impaired?	
c	What aids do you use, if any?	
d	Are you provided with any other support?	
e	Can you normally hear a fire alarm?	
f	Are there circumstances where you would find it difficult to hear the fire alarm (if you can usually hear it)?	
3	**Mobility**	**Answer/Comment**
a	Do you have any mobility problems? *If the answer to this question is 'no', please go to section 4.*	
b	What mobility problems do you have?	
c	Are the issues constant or do they vary in severity?	
d	What mobility aids do you use, if any ?	
e	Are you provided with any other support?	
f	Can you go down stairs unaided (even if a little slower than others)?	

g	Do you use a wheelchair/mobilty scooter? *If the answer to this question is 'no', please go to section 4.*	
h	Is your wheelchair manual or electric (if electric, or if you use a mobility scooter, please provide full model details)?	
i	Can you, if required, transfer yourself unaided to an evacuation chair?	
4	**Other**	**Answer/Comment**
a	Describe here any other issues that may affect your ability to identify an alarm or escape unaided. Please also add any information that you feel might be relevant to your safe evacuation from a fire.	

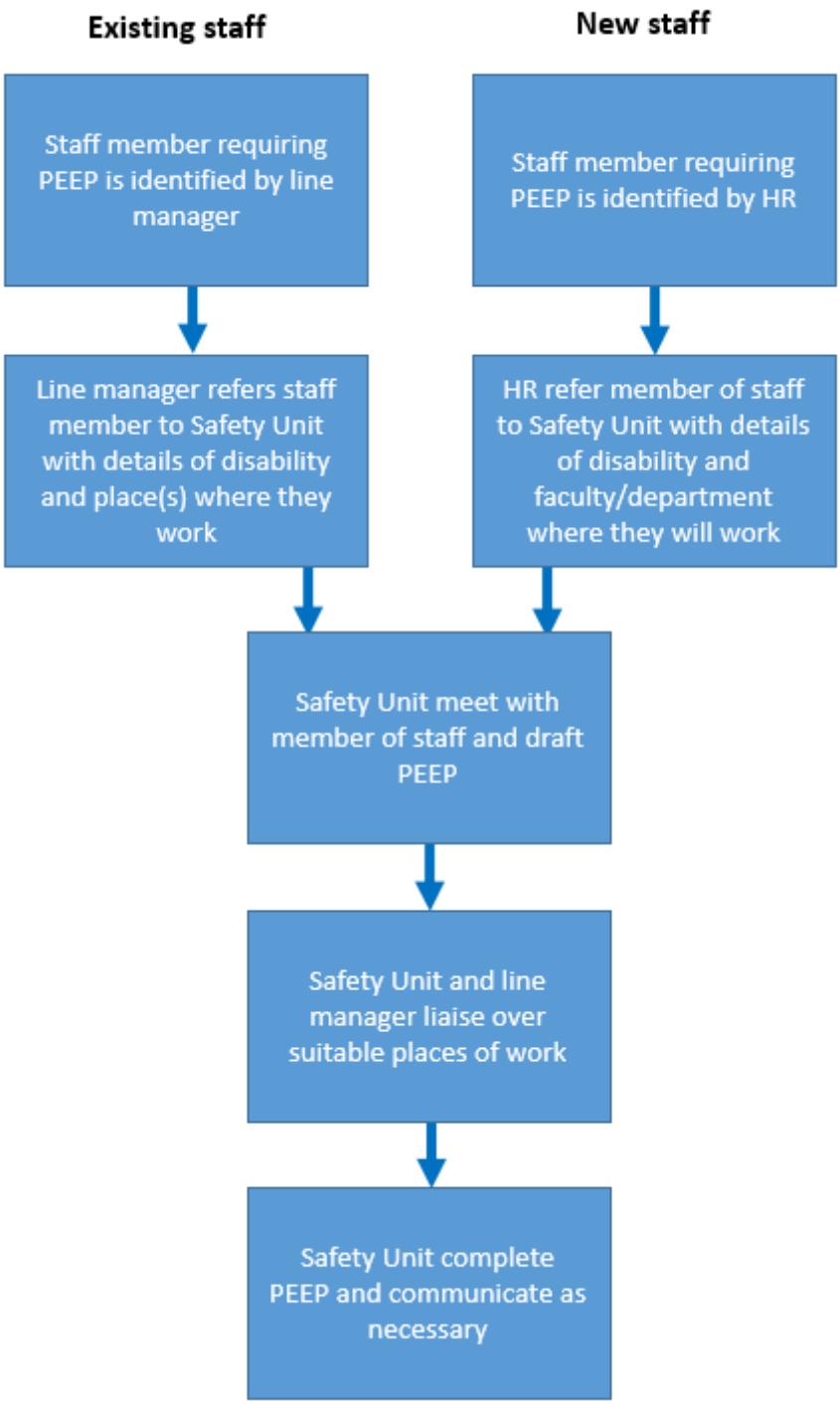
Data protection

In order to comply with the demands of the Regulatory Reform (Fire Safety) Order 2005, data from this document may need to be shared. Please see our privacy statement for further information.

Appendix D


PEEP flowchart - students
Existing student
New student
Student requiring PEEP is identified by programme leader/course tutor
Student requiring PEEP is identified by Student Wellbeing Services
Programme leader/course tutor refer student to Safety Unit with details of disability and course they are on
Student Wellbeing Services refer student to Safety Unit with details of disability and course they intend to take
Safety Unit meet with student and draft PEEP
Safety Unit and Timetabling liaise over suitable classrooms
Safety Unit complete PEEP and communicate as necessary

PEEP flowchart - staff



PEEP flowchart – regular visitor

Appendix E

Refuge call and PEEP aide-memoire

1. Respond to call promptly
2. Confirm caller details (name, location and disability)
3. Advise caller whether immediate evacuation is necessary or not (evacuation should be initiated where there is a fire that is threatening the refuge).
4. If evacuation is necessary, see relevant building procedure
5. As soon as possible, arrange for a security guard or fire warden to attend the refuge to reassure individual and provide hearing protection if required
6. Keep caller updated with relevant information – for example, when alarm is declared over

Refuge call details (continue on separate sheet if necessary)

Refuge location	Caller details	Comments (eg. contacts made, actions taken)

NOTES

Refuges without fixed communication should be physically checked by security or fire wardens

Safezone should be checked to ensure that no one registered on the system is present in the building.

Appendix F

Generic event check list

Item to check	Check prior to event	Check/monitor during event
Are sufficient staff in place to safely evacuate event attendees?	X	X
Are event attendees controlled adequately in respect of off-limits areas?	X	X
Has the safety of more vulnerable persons been properly considered (eg, disabled attendees and children)?	X	X
Is the number of attendees within safe limits?	X	X
Are escape routes unobstructed?	X	X
Have relevant personnel been advised of their responsibilities?	X	
Is existing fire safety directional signage adequate?	X	
Is there suitable limitation of electrical trailing leads and adapters?	X	X
Are electrical sockets used correctly and not apparently overloaded?	X	X
Is the use of electrical equipment consistent with UoG policy?		X
Are checks made at the end of the day to ensure electrical equipment is disconnected?		X
Are other potential ignition sources eliminated or controlled?	X	X
Are suitable measures taken to minimise the hazard of ignition of combustible materials?	X	X
Is the standard of housekeeping adequate?	X	X
Is there an avoidance of any unnecessary accumulation of combustible waste which increases the fire loading?	X	X
Are any other significant fire hazards properly controlled?	X	X

Review

Review Date	Reviewer	Summary of Review
6/11/25	Enda Rooney	Changes to policy in respect of mobility scooters New section concerning fire safety requirements for catering facilities Revisions of policy in respect of extinguishers Minor change to fire warden daily checks Minor change to refuge call aide memoire Policy version V25.1 created (passed by HSSWB as V1.2)