

Responsibilities of the University's Fire Safety Team

The Fire Safety Team is responsible for ensuring the effective implementation of the University's Fire Safety Policy.

The team will meet at least six times per year. The Responsible Person will attend meetings periodically, or as required.

The remit of the Fire Safety Team is:

1. To monitor University Safety Policy with regard to Fire and ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (FSO).
2. To advise the University on its statutory requirements, implications and practical issues in respect of fire safety management of fire-related risks for the University Estate and activities
3. To ensure that the University is appraised of pending and potential changes to legislation
4. To develop guidance on fire safety management across the University Estate
5. To formulate strategy for fire safety training and review implementation
6. To review, monitor and audit fire safety management and maintain a register of all significant findings as identified by the fire risk assessment and periodically report on progress
7. To monitor the arrangements and standards for the fire risk assessment process in accordance with fire safety legislation; and to audit implementation and periodically report on progress
8. To advise Faculties, Schools and Departments when notified of fire risks related to activities or processes under their control or direction so that appropriate precautions are identified in accordance with the FSO
9. To provide a forum for discussion of matters relating to fire safety compliance
10. To liaise with all appropriate committees, sub-committees and working groups concerning matters of mutual interest or concern
11. To report to and provide assurance to the University Executive Board and Health and Safety Committee in relation to all aspects of Fire Safety Compliance

Membership of the Fire Safety Team

- Director of Estates
- Health and Safety Advisor
- Estates Services Manager
- Estates Department Building Surveyor
- Estates Maintenance Manager
- Chief Operating Officer as (Responsible Person)