



LIVERPOOL HOPE UNIVERSITY

FIRE SAFETY POLICY

Reviewed and Updated:	July 2016
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The Council and Rectorate Team of Liverpool Hope University are committed to establishing and maintaining a management system to ensure that all staff, students and visitors are protected from the risks of fire. This system will establish appropriate fire prevention and precaution measures and appropriate evacuation procedures which will be implemented and periodically tested. All persons shall be provided with sufficient and appropriate fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognised good practice. This policy is drafted in particular cognisance of the Regulatory Reform (Fire Safety) Order 2005. The general fire instructions and evacuation procedures appendix forms part of this policy.

1. Responsibilities

- 1.1 Ultimate responsibility for fire safety falls to the University as the employer. The Vice-Chancellor has delegated the duties of the Responsible Person to the University Secretary.. The University Secretary is accountable to the Vice-Chancellor for implementation of this policy, for compliance with legislation and for initial liaison with the fire authorities on any issues of compliance, but may delegate operational compliance to the appropriate University officers, e.g. Director of Estates, Legal Services Officer or the Legal Services and Health and Safety Assistant
- 1.2 Fire safety is everyone's responsibility. All staff, students and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of this policy. In addition to the legal fire prevention requirements, advice on specific fire prevention practices is available from the Legal Services and Health and Safety Assistant.
- 1.3 The Head of Estates is responsible for conducting fire risk assessments, providing advice, training, promulgating, monitoring and auditing the standards and procedures.
- 1.4 Deans and Managers are responsible for acting upon the recommendations and requirements of fire risk assessments and fire safety linked to a particular process or procedure under their control, and for ensuring that all persons under their responsibility have been given adequate training and instruction in the case of fire.
- 1.5 Staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by this policy and the Health & Safety Policy. Failure to comply with such instruction may lead to disciplinary action being taken. Students and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by this policy and the Health & Safety Policy. Failure to comply with such instruction may lead to disciplinary action being taken. Staff must also report any observed shortcomings in fire precautions to their supervisor/manager.
- 1.6 Contractors working on behalf of, or on property owned by, Liverpool Hope University will be given adequate information regarding fire safety and must comply with this policy and obey all instructions given to them in regard to fire safety by authorised University personnel. Contractors must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety procedures and arrangements and must be aware of and follow all procedures detailed in the Health & Safety Policy. Contractors or anybody carrying out work at the University must make good all alterations specifically including any alterations made to fire safety or fire prevention fittings, e.g fire doors, fire stopping.
- 1.7 All students residing in halls of residence managed by the University or otherwise must abide by this policy and adhere to the rules regarding health and safety and fire safety set out in the accommodation contract.

- 1.8 Lecturers are responsible for the safety of their students when in class and they must make themselves aware of the fire procedures for the buildings in which they lecture and any personal emergency evacuation plans that may be in place in relation to any of their students.
- 1.9 Failure to comply with this policy may lead to disciplinary action under the appropriate University policy, and if deemed appropriate by the University Secretary may be reported to the relevant law enforcement authorities

2 Fire risk assessments

- 2.1 Fire Risk Assessments are undertaken by an approved contractor. Where the findings indicate a need for a change to working practices this will fall to the manager of that particular Faculty or Department. Where the findings indicate a need for change in relation to the building and its structure or interior, this will fall to be implemented by the Estates department. Managers are to keep the Legal Services and Health and Safety Assistant informed of the progress of implementation and when it has been completed to allow the assessments to be amended.
- 2.2 Fire risk assessments will be reviewed on a rolling process every twelve months or if there is a change of use to a particular building or part of that building or the introduction of new equipment or processes that may change the fire risk profile of the building.
- 2.3 The fire risk assessment must pay particular attention to those at special risk, ie disabled and those with special needs, but must also take into consideration the effect that a fire may have on anyone in or around the premises. The assessment will be carried out in accordance with applicable fire safety legislation and relevant guidance.
- 2.4 Fire risk assessments must include consideration of any dangerous substance liable to be on the premises and the effect the substance may have on those using the building, the fire fighters entering the building in a fire situation and the environment.
- 2.5 Fire Risk Assessments will be lodged on the Health & Safety website of the University for general inspection

3 Evacuation

- 3.1 Preservation of life in a fire situation is the primary aim of this policy. To comply with this aim Liverpool Hope University has established procedures in accordance with applicable legislation to ensure that all persons working in or visiting buildings on any premises owned by the University are able to stop work and immediately move to a place of safety in the event of a fire alarm activation. Further detail in relation to evacuation can be found in the appendix.
- 3.2 To this end the University will ensure that:
 - 3.2.1 Means of escape from buildings are maintained free from any hazards.
 - 3.2.2 Fire doors are maintained to an appropriate standard to maintain building integrity, to limit the size and spread of fire in order to control the perceived risk and to allow access to protected escape routes, both vertically and horizontally, without any loss of fire resistance, and limit smoke movement in the structure forming these routes. Doors will open in the direction of escape.
 - 3.2.3 Fire doors are not locked or obstructed in any way so as to prevent opening or closure.

- 3.2.4 Control measures are put in place to assist persons who have any impairment either permanent or temporary to evacuate the building should the fire alarm be activated.
- 3.2.5 Control measures are put in place to enable checks to be made that so far as is reasonably practicable buildings have been cleared of all personnel during evacuation procedures.
- 3.2.6 Emergency routes requiring illumination are provided with emergency lighting of adequate intensity in case of the failure of the normal lighting system.
- 3.2.7 Fire evacuation drills will take place in student accommodation once a semester and in all other buildings at least once each academic year. The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. The Legal Services and Health and Safety Assistant will also time the evacuation and compare the time to a previously determined acceptable time for the particular building, based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date. Reports on the effectiveness of drills will be produced and presented by the Legal Services and Health and Safety Assistant to the University Consultative Committee on Health & Safety.
- 3.2.8 The University will ensure that a system of fire marshals is in place for all of the main buildings at Hope Park and the Creative Campus. The Legal Services and Health and Safety Assistant shall be responsible for arranging training for all fire marshals.

4 Information and signage

- 4.1 All signage posted throughout the University for reasons of fire safety will comply with the requirements of current legislation. Where necessary, signage and instructions will be made in other accessible formats.
- 4.2 The evacuation procedures and assembly points on evacuation shall be displayed on Fire Action Notices located in all rooms and corridors throughout the University buildings.
- 4.3 Information such as that regarding materials used in building construction; building drawings; hazardous areas within a building; hazardous substances within a building or in close proximity to a building; the whereabouts of systems isolation; relevant master keys; and artefacts of value or historical interest shall be collated by the Estates department and provided to the local Fire and Rescue Service during regular Site Specific Risk Information visits.

5 Fire Detection and Firefighting Equipment, Fire Doors and Emergency Lighting

- 5.1 Fire extinguishers and alarm call points will be subject to regular testing
- 5.2 All fire doors and emergency lighting will be subject to regular maintenance and an annual audit by Estates.

6 Dissemination and Training

- 6.1 This policy will be posted on the University's website and copies held in Faculty and Departmental Offices
- 6.2 For each Faculty and Department, this policy will be received and discussed by at least one formal meeting each year

- 6.3 All staff will be provided with suitable instruction and training for fire awareness. This will take the form of staff safety induction sessions, fire awareness sessions and refresher fire awareness sessions.
- 6.4 In addition to standard fire awareness sessions staff in areas of high fire risk will also undertake training in the use of fire extinguishing equipment.
- 6.5 Staff with responsibility for the evacuation of persons with disabilities shall be given instruction and training in the use of equipment used in this type of evacuation.
- 6.6 At the beginning of the academic year all residential students are obliged to attend a fire safety induction session provided by the Fire and Rescue Service. During the session, students will be made aware of the relevant precautions and procedures for the residences and will be made aware of the dangers and penalties associated with tampering with fire safety equipment.

7 Monitoring

- 7.1 Legal Services will report on an annual basis to the Health and Safety Consultative Committee and Fire Safety Team on fire alarm activations, fire awareness training undertaken and fire risk assessments completed.
- 7.2 Supervisors and line managers shall, as part of their day-to-day duties ensure that fire safety precaution and prevention measures are in place and are working as they are intended to. This includes, among other things, ensuring that escape routes are not obstructed, extinguishers are in view and not obstructed, waste is not allowed to accumulate.
- 7.3 All fire-related incidents shall be reported as soon as possible to the Legal Services and Health and Safety Assistant. For false alarms the incidents must be logged on the appropriate form in the Security Lodge and in cases of actual fire shall be reported using the University accident and incident reporting form.
- 7.4 When appropriate the Legal Services and Health and Safety Assistant shall carry out an investigation and submit a report with recommendations to the University Secretary.
- 7.5 Data provided by completed incident forms and subsequent investigations shall be analysed periodically by the Legal Services and Health and Safety Assistant to identify trends and make recommendations.
- 7.6 Appropriate reports shall also be provided to the Health & Safety Committees and other bodies as required.
- 7.7 The integrity of the fire alarm system is to be maintained at all times and must not be isolated or disabled in any way without consultation with the Head of Estates.
- 7.8 The Legal Services and Health & Safety Assistant will report to each meeting of the Consultative Committee on Health & Safety on fire safety matters.
- 7.9 The University Secretary will report annually to the Council Standing Committee on Health & Safety.

APPENDIX

GENERAL FIRE INSTRUCTIONS AND EVACUATION PROCEDURES

In a fire or emergency situation, preservation of life is the primary aim of the University. To comply with this aim the Council and Rectorate Team of Liverpool Hope University are committed to the establishment of pre-planned evacuation procedures; identifying the needs of disabled persons and taking into account good practice and current technical means, to ensure that all persons working in or visiting buildings on any premises owned by the University are able to move immediately to a place of safety in the event of a fire alarm activation.

The University recognises that it has an obligation to produce a personal emergency evacuation plan when it is aware that staff, students or visitors may have trouble responding to a building evacuation alarm. The University will ensure that all persons shall be provided with sufficient and appropriate training and instruction on evacuation procedures and where relevant the use of evacuation equipment.

1. Responsibilities

- 1.2 The University Secretary has been designated as the Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005. Responsibility for the co-ordination of emergency evacuation lies with the University Secretary; however the practical implementation of evacuation procedures has been delegated to the duty Campus Co-ordinator. Responsibility for the formulation and implementation of evacuation procedures has been delegated to the Fire Safety Group.
- 1.3 The Legal Services and Health and Safety Assistant is responsible for providing advice and training on, and promulgating, monitoring and auditing the standards and procedures for evacuation.
- 1.4 The evacuation plan will have arrangements for the evacuation of all people and will not rely on the assistance of the Fire and Rescue Service.
- 1.5 Function/conference organisers will be responsible for ensuring that all persons including disabled people attending conferences or functions are provided with information regarding evacuation in the event of an emergency and where appropriate a suitable plan for evacuation.
- 1.6 The responsibility for informing visitors of the evacuation procedures and for ensuring that a personal emergency evacuation plan is in place for any visitors who may be disabled is that of the University member of staff hosting the visit. Hosts should consult with the Legal Services and Health and Safety Assistant.
- 1.7 The Head of Estates shall be responsible for all standard evacuation plans for visitors or casual users of all University buildings. These standard plans may be presented as options for disabled people visiting the University to choose from and will be held at reception points within a University building and shall be advertised and offered to people either by the host or generally as part of any reception procedures.
- 1.8 On hearing the continuous sounding of the fire alarm, the lecturer must ensure that students under his or her supervision are made aware of the assembly point and that they leave the building by the nearest available exit route in a calm and orderly manner. The results of a roll call must be given to the Fire and Rescue Service.

2. General Instructions

- 2.1 Fire doors not held open on magnets must be kept closed at all times to maintain building integrity and to prevent the spread of the fire and/or toxic smoke.
- 2.2 Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or assist in the spread of a fire or to impede evacuation in an emergency.
- 2.3 Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.
- 2.4 All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire-fighting equipment must not be removed or repositioned without authority from the Head of Estates.
- 2.5 The automatic fire detection system is not to be isolated or disabled in any way without express permission from the Head of Estates.
- 2.6 Any obvious or suspected damage to, or misuse of, a fire alarm or fire-fighting equipment must be reported immediately to the Head of Estates.
- 2.7 All staff must be familiar with the fire procedures as required by current fire safety and health & safety legislation.
- 2.8 Fire procedures are posted in the form of the 'Fire Action' notice in all rooms throughout the University and on exit routes normally adjacent to fire alarm call points or portable fire-fighting equipment
- 2.9 All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.
- 2.10 Staff should get to know their assembly points which are indicated in the fire action notices.
 - 2.11 If you have to evacuate the premises:
 - 2.11.1 **DO** exit quickly and calmly
 - 2.11.2 **DO** go directly to open air
 - 2.11.3 **DO** close doors behind you
 - 2.11.4 **DO NOT** stop to collect bags
 - 2.11.5 **DO NOT** use lifts
 - 2.11.6 **DO NOT** enter an adjacent building
- 2.12 Any staff not at their usual work station on hearing the evacuation signal must leave the building and go to the designated assembly point. On no account must they return to their own department.
- 2.13 Staff must make themselves familiar with the location of the 'break glass' fire alarm call points which can be found on corridors and adjacent to final exit doors
- 2.14 Any instructions given by fire marshals to staff or students must be complied with as they are exercising their duties under the direct authority of the Vice Chancellor and Rector.

3. Fire Action Procedure

Any person discovering a fire, irrespective of size, or suspecting a fire, shall:

- Raise the alarm by breaking the glass of the nearest fire alarm call point.
- Do not attempt to fight the fire unless:
 - The location of the fire will make safe evacuation difficult.
 - You are absolutely certain that it is safe to do so,
 - You are confident in using the correct fire extinguishing equipment and that you have a safe means of escape.
- Make sure that other occupants in the vicinity are aware of the situation.
- Evacuate the building using the nearest safe exit, closing doors (and if safe to do so, windows) as you leave the building. **DO NOT USE LIFTS**
- Where necessary render assistance to anyone who is having difficulty in evacuating the building without putting your own safety at risk.
- Obey any instructions given to you by nominated fire marshals and Campus Service Operatives attending the scene of the incident as they are exercising their duties under the direct authority of the Vice Chancellor and Rector.
- Make your way to the fire assembly point indicated on the fire action notice
- If possible, at the assembly point a roll call or head count should be made and the results given to the Fire and Rescue Service
- **DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE Fire and Rescue Service, Fire Marshal or Campus Operatives attending the scene of the incident.**

The fire alarm at Hope Park is tested between 9am and 10:30am every Thursday and at 7:30am every Tuesday at the Creative Campus. The alarm sounds for a few seconds during these tests. Any person hearing a continuously sounding fire alarm shall abide by the procedures in this policy.

4. Personal Emergency Evacuation Plans (PEEPs)

- 4.1 It is essential to identify the needs of disabled people and to make proper arrangements for their assistance in the event of an emergency evacuation. The University shall encourage disabled staff, students and visitors to identify themselves and their particular disabilities.
- 4.2 This policy does not specify the adoption of particular procedures in any particular circumstances since they will vary as to the needs of disabled people, their relationship with the building and its structural characteristics.
- 4.3 The purpose of a PEEP is to ensure the safety of named individuals in the event of an evacuation. A PEEP should record the safety plan; identify the individual and any persons who will assist in an evacuation and any training or practice requirements. The aim of a PEEP should be to facilitate disabled people's independent escape as far as possible.
- 4.4 The responsibility for drawing up PEEPs for staff is delegated to the relevant Personnel Advisor and the manager for that specific member of staff as part of the induction process. Assistance will be provided as may be required from the Legal Services and Health & Safety Assistant.
- 4.5 The responsibility for drawing up PEEPs for students is delegated to the staff from the Support Service for Students with Disabilities initially as part of the admissions process. Assistance will be provided as may be required from the Legal Services and Health & Safety Assistant.
- 4.6 The person responsible for drawing up the PEEP must obtain consent from the disabled person to release the information contained in the plan to others who may be involved with the evacuation procedure.
- 4.7 A separate PEEP will be required for each work or study area that the member of staff or student may visit.
- 4.8 The PEEP should where possible be drawn up with the active participation of the person involved and others who may need to assist in the evacuation.
- 4.9 The PEEP should address work out of normal hours or areas where close supervision is not available. The evacuation of a person with mobility impairment may be hindered if they are working alone. In these circumstances, the person should report their location to the reception or security lodge before starting work in line with the University's Working Alone arrangements
- 4.10 A PEEP should be reviewed periodically particularly if there have been changes in the individual's disability or the building to which a PEEP relates.
- 4.11 When drawing up a PEEP, careful consideration must be given to any mechanical means required to help with the evacuation to ensure the suitability of the equipment.
- 4.12 Persons involved in the evacuation of disabled people are not expected to put themselves in a position that may cause undue risk to themselves or to members of the Fire and Rescue Service.

5. Refuge Points

5.1 A refuge is defined as;

“a place of reasonable safety in which a disabled person and others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to a fire-resisting escape route.”

(Fire Safety Risk Assessment - Education Establishments published 5 June 2006).
Where disabled staff, students and visitors are unable to use stairways without assistance, it will be necessary to make use of identified refuge areas. The Director of Estates shall be responsible for identifying and informing people of the refuges or places designated as a refuge.

5.2 Once a refuge has been identified, it should be suitably signed and kept free from obstructions

5.3 The University shall work towards ensuring that there is a system of communication within all refuges to a central staffed area. Disabled students and staff are asked to ensure that they have a fully charged mobile phone with them at all times. The disabled person's friend, colleague, assistant or the most senior member of staff should report to the security team or fire marshal the location of the disabled person awaiting evacuation.

6. Training

6.1 All staff involved with disability evacuation will be provided with suitable instruction and training in the use of equipment used in this type of evacuation.

6.2 All persons involved in the evacuation procedure for disabled people must receive adequate initial training in evacuation procedures with refresher courses at suitable intervals. Training should include disability awareness, disability evacuation etiquette and moving, lifting and handling techniques together with training in the use of fire extinguishing equipment.

7. Fire Extinguishers

7.1 It should be remembered that portable fire extinguishers are classified as first aid fire-fighting and as such they are designed for easy operation in an emergency. However, they should only be used if safe evacuation would be otherwise difficult and you are confident in using the equipment.