Health and Safety Unit

UNIVERSITY OF GREENWICH

# University Fire Policy &

# Fire Risk Management System

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# 1. Introduction

The purpose of this document is to outline the fire risk management (FRM) system operated by the University of Greenwich. The approach adopted by the University, described in the pages below, is based on the widely used 'Plan, Do, Check, Act' safety system embedded in the BSI publication 'BS9997: 2015 Fire risk management systems — Requirements with guidance for use'.

The four elements that comprise the system are summarised below:

- Plan: establish the objectives and processes necessary to deliver results in accordance with the organization's fire policy.
- Do: implement the processes.
- Check: monitor and measure processes against fire policy, strategic objectives, and legal and other requirements, and report the results.
- Act: take actions to improve fire risk management performance continually.

It should be noted that the University is a large and complex organisation, and this document simply provides details of the fire safety management system fundamentals. Many other fire safety documents are consequently produced by the University, and others. These consequently need to be referred to as necessary where more detailed guidance and instruction is sought.

# 2. Policy statement

The University of Greenwich is committed to providing a safe environment for its staff, students and visitors so that, in the event of fire, they can safely and comfortably leave any University building. As part of this commitment, the University aims to ensure that its fire safety management processes are continually reviewed and improved so that the requirements of relevant legislation that relates to fire are fully met.

The purpose of this document is to both underline the University's ongoing determination to successfully manage the risk from fire and to provide a framework that supports this key organisational objective.

Although fire safety within the University is primarily the legal responsibility of the University itself, a legal obligation also rests on all staff, students, visitors, contractors and anyone else whose actions may influence the risk from fire on University premises. The University will support the above persons to meet their duties and in turn requires their full commitment and cooperation.

All faculty, departmental and unit guidance, policies and procedures that may impact on fire safety must align with the requirements of this document and any associated University wide fire safety procedures, policies and instructions.

## 3. Key definitions

### 3.1 Responsible person

Within the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), the person or entity that is required to ensure compliance with the legislation is known as the 'responsible person'. The responsible person is defined as:

(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;

(b) in relation to any premises not falling within paragraph (a)—

(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or

(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking

Responsible persons have a range of obligations, chief amongst which is a requirement to ensure compliance with the Fire Safety Order so that employees and others are safe from fire.

It is important to note that there may be more than one responsible person within a single building and that duties under the Fire Safety Order apply to individuals other than the responsible person.

### 3.2 Competent person

The responsible person must appoint competent persons to assist in the discharge of the duties imposed by the legislation. A person is to be regarded as competent where "he has sufficient training and experience or knowledge and other qualities to enable him properly to assist [in the execution of the relevant duty]".

### 3.3 Relevant persons

Under the Fire Safety Order and within this document, 'relevant persons' mean:

(a) any person (including the responsible person) who is or may be lawfully on the premises; and

(b) any person in the immediate vicinity of the premises who is at risk from a fire on the premises

### 3.4 General fire precautions

Under the Fire Safety Order and within this document, ‘general fire precautions’ mean:

(a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;

(b) measures in relation to the means of escape from the premises;

(c) measures for securing that, at all material times, the means of escape can be safely and effectively used;

(d) measures in relation to the means for fighting fires on the premises;

(e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and

(f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—

(i) measures relating to the instruction and training of employees; and

(ii) measures to mitigate the effects of the fire.

### 3.5 Premises

A premises, as defined within the Fire Safety Order, is “any place and, in particular, includes—

(a) any workplace;

(b) any vehicle, vessel, aircraft or hovercraft;

(c) any installation on land (including the foreshore and other land intermittently covered by water), and any other installation (whether floating, or resting on the seabed or the subsoil thereof, or resting on other land covered with water or the subsoil thereof); and

(d) any tent or movable structure

### 3.6 Contractor

A contractor is a person or firm that contracts to supply, to the University, materials or a service (or both).

## 4. Context of the organisation

### 4.1 The organization and its context

The University of Greenwich, established in 1992, traces its origins back to 1890 with the creation of the Woolwich (later Thames) Polytechnic. It is today a large multi-campus university, having a presence in Greenwich, Avery Hill and Chatham, Kent.

The University student body numbers just over 20,000, the majority of which are undergraduates. Accommodation for just under 2,300 students is provided by the University across its three sites.

Financially, the University's position is presently sound. In 2021-22, total income was £272.2 and expenditure was £258m (surplus £14.2m). Against this naturally needs to be set general economic uncertainty within in UK as well as sector specific potential impacts, such as possible restrictions on the numbers of overseas students.

Responsibility for maintenance of the University's estate lies with the Estates and Facilities Directorate (EFD). Currently, the delivery of the majority of maintenance is outsourced to a single external company. This naturally brings benefit as well as risks. In respect of risks, perhaps the most prominent is the complexity of arrangements that may develop and the difficulties in communication and control that may arise as a consequence.

A fundamental aspect any University is the presence of a large number of young adults, many of which, as touched on above, reside in University-controlled halls of residence. This naturally leads to a degree of risk as most of these individuals are grappling with the challenges of independent living for the first time. Within the University of Greenwich's halls, a careful balance in terms of control of risk is continually exercised by accommodation managers. Flats within halls are students' homes and as such they expect and entitled to quiet enjoyment of them. Set against this, is the need for the University to ensure that the risks students might expose themselves and others too is controlled as far as reasonably possible (an objective that can sometimes be in tension with students' general right of freedom from landlord interference).

Post-Grenfell, the fire safety legislative landscape has changed radically and continues to change. Many of these changes impact directly on the University – it has for example a hall of residence that falls within the category of 'high-rise residential building', as defined

by the Building Safety Act 2022. Ensuring compliance with these changes requires close monitoring of legal developments and effective pre-planning to meet often challenging demands.

### 4.2 The needs and expectations of interested parties

For the purpose of fire safety compliance, it is necessary for the University to, in varying degrees, consult, interact and cooperate with several other interested parties. Such parties include:

- Third parties occupying the University's buildings for the purpose carrying on their business
- Building owners (where the University occupies a building it does not own)
- The Student Union
- Neighbours
- Landlords
- The student body

These parties are listed on an 'Interested Parties Register' which details:

- The name of the party
- Its relationship with the UoG
- Risks and control measures
- Method and frequency of communication/consultation

In respect of control measures, listed below are key provisions that ought to be put in place.

- Sharing of information about risk
- Sharing emergency procedures
- Creation of contracts/agreements that codify responsibilities and expectations

### 4.3 Legal and regulatory requirements

Fire safety within England and Wales is primarily governed by the requirements of the Fire Safety Order. Other notable legislation that impacts on the operation of the University in respect of fire safety compliance includes:

- The Health and Safety at Work, etc Act 1974
- The Fire Safety Act 2021
- The Fire Safety (England) Regulations 2022
- The Building Safety Act 2022

- The Building Regulations 2010
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

The above legislation is complemented by a range of documents intended to guide those responsible for compliance with the legislation.

All legislation that has a significant bearing on fire safety is recorded on the University's 'Fire Safety Legal Register'.

### 4.4 The scope of the FRM system

The FRM system detailed here applies in its entirety to all buildings/areas of buildings for which the University is the responsible person (as detailed in the register of buildings held by EFD). Where the University shares a building with another responsible person, the system applies to the part that the University controls. It does not apply to buildings where the University has an interest but is not a responsible person.

## 5. Leadership and worker participation

### 5.1 Leadership and commitment

Fire safety is monitored and promoted at senior level by the University Health & Safety, Safeguarding and Wellbeing Board (UHSSWB). Amongst other things, this body, chaired by the University Secretary, ensures a high-level focus on more serious risks and provides leadership and direction where required across the University.

The UHSSWB also provides an opportunity for unions to contribute to discussions concerning fire safety matters and to highlight issues that affect the staff they represent.

On an annual basis, the UHSSWB reports to the University Governing Body on safety matters. The Governing Body may, in turn, direct the UHSSWB where it feels action is required.

### 5.2 Organization roles, responsibilities and authorities

#### 5.2.1 The University Governing Body

The Governing Body is the responsible person where the University has control of a building that is consistent with this designation.

### 5.2.2 The Vice Chancellor

The Vice Chancellor acts on behalf of the Governing Body to ensure that statutory fire safety obligations are met across the University through the provision of adequate arrangements, management and resources.

### 5.2.3 Deputy Vice Chancellors and the Chief Operating Officer

Deputy Vice Chancellors (DVCs) and the Chief Operating Officer (COO) assist the Vice Chancellor to ensure that compliance with fire safety legislation/University fire policy and procedures is achieved in areas under their control.

### 5.2.4 The University Health & Safety, Safeguarding and Wellbeing Board (UHSSWB):

The UHSSWB, led by the University Secretary, provides for oversight and direction of fire safety compliance at senior management level, and provides an opportunity for formal consultation with unions.

### 5.2.5 The University Health & Safety Managers Forum (UHSMF):

The UHSMF provides a forum where fire safety matters can be discussed and consulted upon with faculty/departmental H&S managers.

### 5.2.6 Health and Safety in Halls Group (HSHG)

The Health and Safety in Halls Group brings together those responsible for managing safety within student halls in order to discuss fire safety issues and implement solutions to problems. It also provides a means by which residential students can be consulted on fire safety matters that may concern them.

### 5.2.7 The Health and Safety Unit (HSU) and the Fire Safety Officer

The HSU and Fire Safety Officer must ensure that:

- The University fire risk management system functions as designed, and that corrections and improvements are made where necessary or appropriate.
- In respect of buildings/building areas for which the University is the responsible person, suitable and sufficient fire risk assessments (FRAs) are delivered and reviewed as required.
- Faculties, departments and units are monitored and audited as necessary to ensure compliance with fire safety legislation and University fire policy and procedures.

- Competent fire safety advice is provided to the University in order for it to comply with its duties under the Fire Safety Order and other relevant fire safety legislation and standards.

- The UHSSWB is provided with the information necessary for it to comply with its duties under this Policy.

- Fires and fire safety compliance deviations are investigated as necessary and reported on for action by appropriate individuals or groups.

- Central fire safety policies, procedures, systems and guidance are developed as necessary to underpin effective fire risk management.

- Central fire safety training for staff and others is developed and delivered as required and as appropriate.

- Personal emergency evacuation plans (PEEPs) are completed for staff, students and visitors identified as requiring a plan.

- Fires, fire alarm activations, training performance, FRA action completion, fire drill performance, fire safety inspections and other relevant fire safety indicators are monitored and reported on as required.

- The fire service is liaised with regarding statutory inspections and operational firefighting matters.

- Staff within the University are provided with appropriate support and guidance in order for them to effectively discharge their fire safety duties

#### 5.2.8 Pro Vice Chancellors, Faculty Operating Officers, Directors of Professional Services and Heads of Units:

Pro Vice Chancellors (PVCs), Faculty Operating Officers (FOOs), Directors of Professional Services and Heads of Units must ensure that:

- Any University fire risk assessment actions under their control are resolved within appropriate timescales.

- All relevant activities, processes and systems under their control are assessed in respect of fire safety and suitable control measures and procedures are implemented in accordance with this policy, other relevant University documents and authoritative external guidance.

- All staff under their control have fire safety responsibilities made clear to them using appropriate means such as job descriptions, 1 to 1 meetings, etc.

- All staff, students, visitors and contractors under their control are provided with (and comply with as necessary) relevant fire risk information, fire safety training, instruction and guidance in line with University policy and procedures.

- A sufficient number of staff are appointed to carry out fire warden duties in areas they are responsible or jointly responsible for and suitable and accurate records of these individuals are kept.

- The Estates & Facilities Directorate and the Health and Safety Unit are consulted on significant changes within the spaces they use which may impact on fire safety arrangements or alter the fire risk.

- Principles of due diligence are observed in respect of any arrangements that are entered into with third parties, including other faculties/directorates/units within the University

- Appropriate liaison and co-operation with other responsible persons, as far as this is a matter under their control, is carried out so as to ensure risks to relevant persons are identified and managed as necessary.

- The Health and Safety Unit are provided with information necessary to carry out the duties imposed on them by this and other fire related University documents.

- Suitable arrangements, procedures and resources are put in place to ensure compliance with the requirements of this policy and any other fire safety related University procedures, policies and instructions.

### 5.2.9 The Director of Estates & Facilities:

In addition to the duties set out in 4.8 above, the Director of Estates and Facilities must ensure that:

- All plant, equipment, systems and features of University premises that from part of the general fire precautions are subject to a suitable system of inspection and maintenance by competent persons and that adequate electronic records are kept to evidence this requirement. Such records must be made available upon request for audit as and when necessary.

- Up-to-date and effective emergency procedures are in place for all University buildings and periodic fire evacuation drills are facilitated as necessary to test these procedures.

- An adequate number of appropriately trained security staff are on duty to effectively implement the University's emergency procedures.

- Equipment, plant, etc. that has a potential to cause fire or fire spread, for example, ductwork, boilers, plant rooms, fixed electrical wiring, lightning conductors is subject to a suitable system of inspection and maintenance by competent persons and that adequate records are kept to evidence this requirement.

- Appropriately detailed and accurate electronic plans, guidance documents, manuals and other information necessary for the University to effectively manage estates-related fire safety matters are produced, maintained, efficiently organised and made available to others as necessary.

- All building work (including repairs, alterations and refurbishments) is carried in accordance with Building Regulations, the Fire Safety Order, other relevant legislation and authoritative guidance, the requirements of this document and any other applicable University procedures and instructions.

- An up-to-date register is kept of all buildings owned, leased or occupied by the University.

- Third parties occupying University buildings are directed/cooperated with in respect of fire safety responsibilities and an 'interested parties register' is maintained for this purpose.

**5.2.10 The Director of Student and Academic Services (SAS)**

In addition to the duties set out in 4.8 above, the Director of SAS must ensure that:

- Necessary fire safety information and guidance is provided to all students.

- Residential students comply with fire safety arrangements and local emergency procedures, and that appropriate action is taken in cases where students fail to comply.

- Residential students are provided with a means to raise concerns regarding fire safety and an opportunity to contribute to discussions concerning fire safety management.

### 5.2.11 The Chief Executive Officer of the Students' Union:

The Chief Executive Officer of the Students' Union has the same responsibilities as those roles listed in 5.2.8 above (for areas occupied by the Students Union).

### 5.2.12 Health and Safety Managers:

Health and safety managers are required to:

Assist with the implementation and monitoring of fire safety within their faculties/departments/units.

As appropriate, inform colleagues within their faculties/directories of relevant fire safety information they have been provided with or have access to.

### 5.2.13 Lecturers, training providers, conference organisers and those with similar responsibilities:

Lecturers, training providers, conference organisers and those with similar responsibilities must ensure that, on hearing the fire alarm, all students, staff and visitors leave the room immediately and proceed to the designated assembly point (the lecturer, trainer or conference organiser must then report to security at the assembly point and report their actions and any relevant findings (for example, persons who failed or could not evacuate).

### 5.2.14 Fire wardens:

Fire wardens must ensure that:

- Upon activation of a fire alarm, persons in their designated area(s) are directed to evacuate.
- Details of their actions and findings during a fire alarm are reported to security at the assembly point.
- Minor fires are extinguished, if safe and reasonable to do so.
- Day-to-day monitoring of general fire safety standards is undertaken in the area in which they work and any issues are dealt with or reported as appropriate.
- Other staff are guided in respect of fire safety as required and as appropriate.

### 5.2.15 All staff and students

All staff and students must:

- Take all reasonable care not to put themselves or others at risk.

- Take all reasonable care not to cause a fire, explosion or other incident requiring a building to be evacuated. This includes ensuring that any items or equipment they (directly or indirectly) bring on to University property do not create a risk of fire due to inherent properties or misuse.

- Adhere to fire safety policy and procedures and follow instructions given in accordance with the requirements of fire safety legislation.

- Carry out any fire safety training required of them.

- Ensure that staff for whom they are responsible carry out training required of them to perform their duties safely.

- Report any faults or shortcomings in fire safety arrangements.

- Not damage, alter without approval or deliberately misuse any fire safety equipment, systems or features.

- Ensure that any visitors they are responsible for are aware of the relevant fire safety procedures so that they can safely escape in an emergency.

- Inform the Health and Safety Unit or Student Wellbeing service where they, a member of their staff, a student or regular visitor they are responsible for may require assistance to evacuate.

- As appropriate, assist and guide others in the event of a fire alarm, particularly those who may not be able to evacuate unaided, whose presence should be highlighted to fire wardens or security.

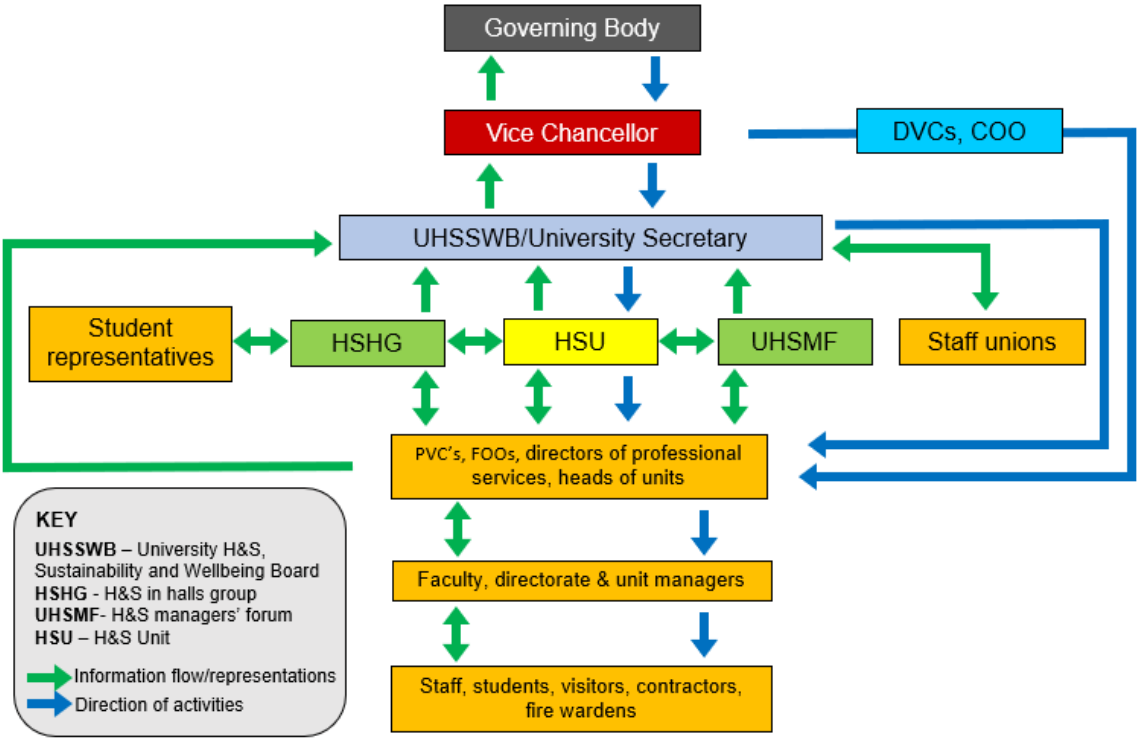


*Figure 1 - University fire safety management structure*

# 6. Planning

## 6.1 Actions to address risks and opportunities

The operation of the University creates a range of fire safety risks. Notable amongst these are:

- Fires causing harm to students, staff, contractors and visitors
- Fires causing property loss or business interruption
- Enforcement action/prosecution
- Reputational damage

Against these should be set the opportunities that exist to reduce risk. Such opportunities include those that relate to the items listed below:

- Improvements in individual or organisational behaviours (particularly in response to notable incidents in the University or elsewhere)
- Improvements in IT systems that enable better management, control or communication
- New technologies that reduce fire safety risk (for example, new suppression systems)
- Opportunities for improved funding
- Improvements in arrangements and procedures

In respect of managing risks and opportunities, the key systems and methods the University employs to meet this requirement are:

- Fire risk assessment process

- Safety meetings (UHSSWB, UHSMF and HSHG)
- Safety audits and inspections
- Accident/incident management system
- Legislative update system

### 6.2 Fire risk management objectives and planning how to achieve them

As highlighted at the beginning of this document, the University's prime fire safety objective is to ensure that its buildings are safe for those that use them. In addition, the University is focused on ensuring that fires and fire alarms do not cause financial loss, business disruption or reputational damage.

These broad aims are supported by having objectives and targets in respect of various leading and lagging indicators, for example, the number of fires and the training completion rate.

Specific details of these objectives are set out in Section 9.1 and Appendix A. The arrangements in place to achieve the objectives are described elsewhere in this document.

### 6.3 Planning of changes

Any changes deemed necessary to the University's Fire Policy and Risk Management System (such as may arise as a result of incidents, meetings or audits) will be submitted to the UHSSWB for consultation prior to implementation. An annual review of the system will always be carried out.

## 7. Support

### 7.1 Resources

The University provides, for the central management of fire safety, a Health and Safety Unit (which includes a fire safety officer as part of its establishment). In addition to this dedicated internal support, other staff within the organisation that play an important role in the management of fire safety include:

- EFD managers
- Faculty/directorate H&S managers
- Project programme managers
- Fire wardens

External to the organisation, resources in the form of contractor management teams and health and safety professionals are employed to assist the University meet its H&S commitments.

Where necessary, the University will seek external specialist assistance to support its fire safety management system. Such assistance might include:

- External auditors
- Specialist fire consultants
- Building and engineering consultants

### 7.2 Competence

#### 7.2.1 Individual competence

All staff should be aware of the risks posed to them and, in turn, the risk they may create or be required to manage. To ensure this happens, staff should be clear about their roles and responsibilities in respect of fire safety. They should, furthermore, have the necessary training, skills, knowledge and experience to ensure their own and others safety in the course of their duties. The result of any training provided for fire safety will be recorded and retained in accordance with the relevant University retention schedules. Where doubt exists as to training or competence requirements to carry out specific work, the HSU should be consulted for advice.

#### 7.2.2 Organisational competence

Organisations required to carry out fire safety work for the University should be members of 3rd party UKAS accredited schemes, where such schemes exist for the relevant activity. Those engaging contractors should ensure that they are on scheme registers in advance of engaging a contractor. In some instances, where risk is deemed sufficiently low or engaging a 3rd party accredited contractor is deemed impracticable for some other valid reason, this general policy requirement may be varied subject to consultation with the HSU. A summary of some of the main fire safety 3rd party accreditation schemes is listed in Appendix B.

#### 7.2.3 Fire safety officer competence

The University Fire Safety Officer is required to be competent to:

Advise the University in respect of compliance with fire safety legislation.

- Carry out fire risk assessments (in line with the requirements of the Fire Risk Assessment Competency Council's 'Competency Criteria for Fire Risk Assessors (V1- 21/12/11)'.
- Develop fire safety policies and procedures.
- Understand the requirements of and effectively liaise with emergency services.
- Provide fire safety training to staff.

The detailed competencies required to perform the role of University Fire Safety Officer are set out in Appendix C in the form of a person specification.

### 7.2.4 Assessment of competence

Assessment of competence is carried out in a number of ways. The table overleaf summarises the principal methods the University adopts to assess competence. These are complemented by other systems, such as the Accident Management System (AMS), where ad hoc identification of competence shortcomings may be identified and addressed.

| Competence | Key assessment methods |
|---|---|
| Necessary fire safety awareness amongst staff | Pass or fail fire awareness training, questioning during audits |
| Fire wardens - understanding and effective performance | Pass or fail fire training, questioning during audits, performance during fire drills |
| Security staff/others required to investigate and deal with fires/fire alarms | Pass or fail fire training, questioning during audits, performance during fire drills |
| Student awareness of responsibilities | Performance during fire drills and fire alarms |
| Contractors' awareness of fire safety matters and procedures | Questioning during audits and inspections |

*Table 1: Summary of competence assessment methods*

### 7.2.5 Training

All staff should receive general fire safety training on induction, biennially and when they (or others who may be affected by their actions) are exposed to increased or altered risks. To support this objective, the University provides online fire safety training via the 'Firerite' training programme. This online training must be supported by local fire safety guidance/training in respect of building specific risks, means of escape etc. Details of the entirety of training that staff should receive can be found in Appendix D.

Where staff work in a building other than their base location, their line mangers should ensure that they are properly inducted and are aware of the building's risks, means of escape and emergency procedure.

Evidence should be kept of all fire safety staff training and retained according to University retention schedules.

All students are provided with access to a video which covers both general health and safety and fire safety. Additionally, students in halls of residence are provided with fire safety talks by student resident assistants (RAs).

Full details of the central fire safety training provided to University staff and others can be found in the central health and safety training matrix. This sets out basic requirements and does not preclude faculties, directorates, etc providing additional training they feel may be necessary to address responsibilities to meet specific duties or requirements. Moreover, where a local training need is identified that may not be met by existing training provision, such training must be provided, and the HSU should be consulted for advice and guidance where reasonable doubt exists as to what should be put in place.

### 7.3 Awareness

The University's fire policy and fire risk management system, along with key fire safety procedures are open to all via the University's web pages. Employee responsibilities are set out in compulsory online training and further emphasized in this document, where the need for other relevant persons to comply with the fire risk management system is clearly set out.

Fire risk assessments and building fire emergency procedures are accessible to H&S managers via Teams so that they can assist in the discharge obligations set out within 5.2 and 7.2.4 above. These obligations include providing risk information to employees, visitors and contractors. In respect of the latter, EFD have in place detailed induction procedures which contractors are expected to follow.

The University will not tolerate behaviours that endanger relevant persons within their buildings. Serious potential breaches of relevant legislation or fire safety policy and procedures may be dealt with in a number of ways including:

- Termination of residence (for students in halls)
- Expulsion from course (all students)
- Disciplinary action (employees)
- Contractual penalties (external contractors)
- Contract termination (external contractors)

### 7.4 Communication

The University will communicate details in respect of a variety of fire safety matters. Fire safety policies and procedures are maintained on the University intranet and accessible to all staff and students (additionally, this document is publicly accessible).

Students will be contacted regarding fire safety matters by SAS, utilising either emails or resident assistants (or both). A student handbook is also provided which contains general fire safety information.

Details of fires will be communicated within 24 hours by security via the AMS system. The incident will subsequently be allocated to the relevant H&S manager who will be expected to carry out an investigation (with the assistance of the HSU as appropriate).

Details of fire alarms will be communicated in the same way as fires. Investigations will be carried out where it is deemed appropriate by the HSU. Investigations will normally be carried out by the EFD H&S manager (if simply an estates matter) or Accommodation Services (if the alarm was more due to student behaviour).

Incidents that may have led to fires but for chance are reported on the AMS by those discovering the near miss. These incidents will subsequently be allocated to the relevant H&S manager for investigation. Details in respect of the incidents will be circulated as appropriate among H&S managers via Teams. Incidents involving breaches of required fire safety standards will be managed in a similar way.

When fire risk assessments and emergency procedures are significantly revised, the HSU will update HSMs so that they may inform their faculties/directorates as necessary.

H&S audits of faculties and directorates are carried out at 5, 3 or yearly intervals depending on risk. These audits will include as part of their scope how faculties comply with University fire policies and procedures. Results of audits are communicated by the HSU to the faculty/directorate concerned and to the UHSSWB at the earliest opportunity.

Fire safety inspections of teaching buildings are carried out triannually. Results of these inspections are progressively communicated to relevant faculties/directorates via their HSMs. Student halls fire safety inspections are carried out monthly by the HSU. Results are communicated immediately for action to Accommodation Services.

Appendix A provides further details of formal monitoring and communication protocols.

**7.5 Documented information**

Fire safety documentation within the University will be kept:

- Digitally
- Securely
- Identified and arranged so as to avoid inaccuracy and duplication
- Available promptly to people who require it to carry out work

- Presented in a usable format
- Updated as necessary

The HSU maintains a register that records details of the fire safety documents it controls to assist with the control and management of those documents.

EFD must ensure that, for all new buildings and high-risk buildings (as defined within the Building Safety Act 2022) the information indicated as necessary for compliance with Regulation 38 of the Building Regulations (as described in Approved Document B, Volume 2 (2019 Edition)) is effectively gathered. For existing buildings, EFD must do the same and take all reasonable steps to secure the information where it does not have it.

EFD must also ensure that usable and suitably detailed maintenance and inspection records of fire safety systems and features are kept. This should be done in order to facilitate effective audits and provided reliable evidence of maintenance and inspection. EFD must do likewise in respect of any fire safety related surveys or remedial work that is carried out.

All the information that EFD gather, create, store and, as required, produce should align with the principles listed at the beginning of this section.

# 8. Operation

### 8.1 Operational planning and control

As far as is reasonable, performance criteria will be established/specified in respect of work done as part of this fire risk management system. This will include, but not be restricted to, for example, fire risk assessment actions, fire drills and fire safety inspections. Evidence to support this requirement shall be retained for a minimum of 5 years or as required in line with established retention schedules.

Anyone that outsources product supply, processes or services where fire safety ought to be a consideration should ensure that the requirements of this section are met. Further to this, any contract with 3rd party should reflect requirements of the FRM system before being entered into,

Any changes that have a bearing on way fire risk is managed should be appropriately planned. Any unplanned changes should be investigated, and corrective action taken as necessary.

### 8.2 Control of work on site

EFD have in place comprehensive policies and procedures in respect of contractor safety. Prior to being allowed to work on University premises, potential contractors must complete a questionnaire designed, amongst other things, to establish whether the contractor is, prima facie, suitably cognisant of the requirements of their health and safety obligations. Should a contractor pass this stage, prior to any works commencing, risk assessments and method statements must be provided to the University. Additionally, all contractor staff must, prior to their arriving on site, complete online H&S inductions.

To control the safety of work on site, several permit to work procedures are in place, notably (in respect of fire safety), procedures to control the risks posed by hot works and fire alarm isolations. Control of work on site is further underpinned by the conduction of UoG led safety inspections at the commencement and during works. Where safety issues are discovered, these will be raised with the University project manager responsible for the works so that they can be brought to the attention of the contractor (and addressed as necessary). In cases of serious safety deficiencies, it may be necessary to stop or limit work until the necessary steps have been taken.

### 8.3 Maintenance and testing

EFD are responsible for ensuring all fire safety systems, features and equipment are maintained in line with recognised standards. Such standards include British Standards (such as BS5839-1) or more general facilities maintenance standards, such as SFG20. Deviations from standards may be acceptable subject to consultation with the HSU and the overriding objective to meet functional legislative requirements.

Any implemented system should ensure that:

- Suitable arrangements are put in place to deliver an effective maintenance system.
- Items that require maintenance, testing and inspection are identified and recorded.
- Appropriate maintenance routines are determined.
- Competence requirements for those carrying out maintenance are established.
- Training is provided as necessary.
- Maintenance, testing and inspection processes are effectively implemented.
- Accurate digital maintenance records are created and maintained.
- Actions arising from maintenance activity are tracked and actioned as necessary
- Upon request, information is promptly provided to interested parties in a usable format.
- The system is monitored for effectiveness and any shortcomings identified and rectified.

Maintenance records will be requested from EFD in advance of FRA renewals and be assessed according prescribed standards (see Appendix E).

More detailed audits of maintenance provision will be carried out as part of routine H&S audits of the Estates and Facilities Directorate.

### 8.4 Fire risk assessment programme

#### 8.4.1 System overview and scope

The University's FRA system aligns broadly with that detailed in PAS79 (parts 1 and 2): 2020. It covers all buildings where the University is the sole responsible person or is a responsible person alongside others.

Fire risk assessments are created within the University's Evotix system and are managed and reviewed within the system as live documents. Additionally, PDF copies of FRAs are created at the time they are conducted and saved within the University's Teams site. University H&S managers are provided with access to these documents and should ensure that, on an annual basis, a check is made to ensure that any buildings/parts of buildings that they occupy are provided with an FRA. Confirmation that this has been done should be recorded on the faculty/departmental safety statement.

All University buildings are given a PAS79 derived risk rating as indicated in Table 2 below.

| Likelihood of fire | Likely consequence of fire | | |
|---|---|---|---|
| | Slight harm | Moderate harm | Extreme harm |
| Low | Trivial risk | Tolerable risk | Moderate risk |
| Medium | Tolerable risk | Moderate risk | Substantial risk |
| High | Moderate risk | Substantial risk | Intolerable risk |

*Table 2: FRA risk matrix*

These risk ratings, in turn, inform the FRA renewal intervals listed in Table 3.

| Building risk level (as defined in FRA) | FRA renewal frequency |
|---|---|
| Substantial | 1 year |
| Moderate | 2 years |
| Tolerable | 3 years |
| Trivial | 4 years |

*Table 3: FRA renewal intervals*

All buildings' FRAs will be also routinely reviewed annually or, in the case of buildings with a 'substantial' risk rating, biannually. FRA reviews will consist of an assessment of any significant changes that may have occurred since the last FRA. Such changes may include or relate to:

- Changes to work processes or the way that they are organized, including the introduction of new equipment.
- Alterations to the building, including the internal layout.
- Substantial changes to furniture and fittings.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, for example, fire detection and alarm systems, sprinklers or ventilation systems.
- A significant increase in combustible material.
- A significant increase in the number of people present.
- The presence of people who may need assistance to evacuate safely (for eg. disabled persons and young children).
- A significant increase in the number of fire alarms.
- Any item referred to in Appendix F (fire safety design checklist).

Ad hoc reviews, based on the list above, may also be carried out where it is considered that changes are likely to significantly affect the validity of a fire risk assessment. Anyone who initiates/controls a change described above, or becomes aware of such a change, must advise the University Fire Officer so that the necessary review can take place.

Within the FRA system, actions identified as necessary or desirable are grouped into three risk categories (high, medium or low) as set out in Table 4 below.

| | |
|---|---|
| High | Required for legislative compliance/potential for formal enforcement action/significant life safety risk |
| Medium | Required for legislative compliance/formal enforcement action unikely/moderate risk to building occupants. |
| Low | Action required for good fire safety practice/lower risk to building occupants |

*Table 4: FRA action risk categories*

Although risk rating and action timescales are naturally linked, in some instances (replacing major fire alarms, for example) the complexity and cost of an action will also have a bearing on when an action might be completed. Conversely, there may be occasions where low risk actions might quickly and easily be completed. For these reasons, FRA actions have separate timescales for completion, as detailed in Table 5.

| Timescale | Details |
|---|---|
| Immediate | To be implemented as soon as possible and include, where relevant, interim measures necessary to ensure the safety of occupants until permanent measures can be implemented |
| Short term | To be implemented within 1 to 6 months |
| Medium term | To be implemented within 6 to 12 months |
| Long term | To be implemented over a timespan in excess of 1 year or as and when a suitable opportunity arises |

*Table 5: FRA action indicative timescales*

### 8.4.2 Competence

Fire risk assessments or fire risk assessment reviews must only be carried by competent persons, as defined in The Fire Risk Assessment Competency Council's publication, *Competency Criteria for Fire Risk Assessors, Version 1* published on 21/12/11. Those managing actions (where that management involves an element of judgement of risk) must be similarly competent.

### 8.4.3 Action management and review

FRA actions are created within Evotix and allocated to individual users for management and completion. At bi-monthly intervals, action status reports are generated for the HSSWB for discussion and dissemination to those with managerial responsibilities in respect of FRA action management.

When FRAs are reviewed annually by the HSU, a detailed look at FRA actions (completed or outstanding) takes place and action owners contacted for comment where appropriate. Any actions closed without insufficient evidence will be reopened and reallocated (and may be recorded as a nonconformity).

Evidence for completion of FRA actions (or progress in respect of them) should be provided by the action owner for audit purposes.

### 8.4.4 Short fire risk assessment

For very basic or low risk premises a short form fire risk assessment may be more appropriate than a regular FRA. Such premises might include:

- Unoccupied buildings
- Simple marquees
- Generally unoccupied small storage buildings
- Low risk temporary buildings

It must not be used for sleeping accommodation, regular workplaces or higher risk temporary/storage buildings.

### 8.4.5 Risk assessments in new or refurbished buildings

Prior to occupation of a new building an emergency procedure will need to be formulated. The fire risk assessment should then be completed shortly afterwards – ideally within a week of occupation. In the interim, the safety of occupants will be underpinned by a handover inspection and the documentation of the building's safety in the form of building control/fire alarm commissioning certificates, etc.

It is also imperative that project managers ensure that contractors provide the fire safety information required by Regulation 38 of the Building Regulations 2010. Details of what should be provided can be found in Approved Document B, Volume 2 (2019 Edition).

### 8.4.6 FRA risk treatment and acceptance

The University aims to ensure that all its buildings fall within the tolerable risk category (or better). Any building that is rated as a substantial risk or higher will require immediate action to reduce the risk, action that may entail proscribing or restricting its use.

Other factors that will be considered in respect of this section include documented University policy approaches to risks, such as that which relates to breaches in fire resisting construction. These aspects of policy are designed to balance risk and benefit in order to direct resources to where they will provide the greatest value. It will consequently follow that some 'technical' breaches of ideal fire standards may be tolerated, as long as that toleration does not lead to unacceptable risks to relevant purposes. Such breaches, and their toleration, will be kept under continual review as part of the FRA system.

## 8.5 Basic fire inspection programme

The HSS will trianually carry out basic fire inspections of both residential and non-residential buildings.

In student accommodation, the inspections will be centred on the common parts and are designed to both support and assess local reporting of fire hazards by those staff who regularly work in accommodation buildings, for example, cleaners.

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) are 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)

Non-residential building inspections are also basic in nature and are designed to measure the effectiveness of the fire warden checking/reporting system.

## 8.6 Emergency planning

All University buildings are provided with fire emergency procedures. At a higher level, the University has an established Emergency Response Plan (implemented by the Emergency Response Group) which is designed to provide strategic direction in the event of major incidents. This plan is, in turn, supported by Business Continuity Plans, which aim to lessen the impact of any event on the University's general functioning.

All building fire emergency procedures are tested biannually by fire drills. The University's Emergency Response Plan is tested by regular exercises involving those who may be required to implement the plan.

# 9. Performance evaluation

### 9.1 Monitoring and measurement

The following items will be formally monitored as part of the University's fire safety performance evaluation:

- Fires
- False alarms
- FRA completion
- FRA risk profile
- FRA action completion
- Enforcement action
- Fire drills – completion and performance
- Near miss events
- Building fire inspection results (teaching and residential buildings)
- Training completion

Appendix A provides full details of objectives in respect of the above list and corresponding monitoring arrangements.

Long term trends will be measured continually in order to establish effectiveness of interventions taken. Similarly, audits of faculties and directorates will enable performance to be measured over time.

### 9.2 Internal audit

The FRM system will be internally audited as part of faculty/directorate H&S audits at intervals dictated by the University H&S policy. As part of the audit, the following tasks will be carried out.

- Interviews with teaching and non-teaching staff to establish awareness of general safety responsibilities and fire safety procedures.
- Interviews with fire wardens to establish awareness of their specific role.
- Interviews with management to explore their understanding of the FRM system and their obligations in respect of it.
- A review of fire drill performance in areas occupied by the faculty/directorate

- A review of fire risk assessments to establish sufficient action in respect of risk from fire.
- A review of training records.
- A review of workplace inspection records.
- An inspection of workplace areas.

### 9.3 Management review

At periodic intervals (no longer than 5 years), a top management review of the FRM process shall be planned and implemented. The review should take into account:

- The status of actions from previous management reviews
- Changes in external and internal issues that are relevant to the FRM system
- Information on the performance and effectiveness of the FRM system, including:
  - Feedback from relevant interested parties
  - The extent to which the fire risk management objectives have been met
  - Incidents, nonconformities and corrective actions
  - Monitoring and measurement results
  - Audit results
  - Evaluation of compliance with legal and other requirements
  - The performance of external providers
- The adequacy of resources
- The effectiveness of actions taken to address risks and opportunities
- Opportunities and recommendations for continual improvement

The outputs of the management review shall include decisions and actions related to:

- Opportunities for improvement
- Any need for changes to the FRM system
- Resource needs

The organization shall retain documented information as evidence of the results of management reviews.

## 10. Continual improvement

### 10.1 Incident, nonconformity and corrective action

Significant incidents are events that, but for chance, did not lead to a fire. Nonconformities are significant deviations from this or other fire safety policies and procedures.

Significant incidents and nonconformities will be recorded on the ‘Significant Incidents and Nonconformities’ register and reported on the University’s accident management system (AMS). Within the AMS, incidents and nonconformities will be:

- Recorded
- Investigated to determine causes
- Assessed as to potential broader impact
- Analysed to determine actions and changes that might be necessary

Any actions taken will be documented and assessed as to effectiveness.

### 10.2 Continual improvement

The University will seek to continually improve the safety of relevant persons from fire and take opportunities where they present themselves (for example, where improved technology can effectively address issues previously tolerated but undesirable). Instances of such improvements will be documented on the ‘Continual Improvement Register’.

# Appendix A: Fire risk management – monitoring, objectives and reporting

| Fire risk management – monitoring, objectives and reporting | | |
|---|---|---|
| **Item** | **Objective** | **Monitoring and reporting** |
| Major fires | No major fires | Bi-monthly to UHSSWB. Triannually to HSHG and UHSMF. Annually to the VCG Group and Governing Body. |
| Minor fires (residential) | <2 per 1000 bedrooms (USHA 2012 fire statistics indicate an average of 2.5 minor fires per 1000 bedrooms) | Bi-monthly to UHSSWB. Triannually to HSHG. Annually to the VCG Group and Governing Body. |
| Minor fires (non-residential) | No minor fires (non-residential) | Bi-monthly to UHSSWB. Triannually to UHSMF. Annually to the VCG Group and Governing Body. |
| Near misses (residential) | No formal objective at present | Bi-monthly to UHSSWB. Triannually to HSHG. Annually to the VCG Group and Governing Body. |
| Near misses (non-residential) | No formal objective at present | Bi-monthly to UHSSWB. Triannually to UHSMF. Annually to the VCG Group and Governing Body. |
| Incidents of note (beyond the University) | No formal objective at present | Triannually to HSHG, UHSMF and UHSSWB. Annually to the VCG Group and Governing Body. |
| Relevant legislative changes | No formal objective at present | Triannually to HSHG, UHSMF and UHSSWB. Annually to the VCG Group and Governing Body. |
| Residential fire safety breaches/nonconformities (failures/deviations in respect of fire safety policies, procedures and systems) | No formal objective at present | Bi-monthly to UHSSWB. Triannually to HSHG. Annually to the VCG Group and Governing Body. |
| Non-residential fire safety breaches/nonconformities (failures/deviations in respect of fire safety policies, procedures and systems) | No formal objective at present | Bi-monthly to UHSSWB. Triannually to UHSMF. Annually to the VCG Group and Governing Body. |
| Fire alarms (residential) | No formal objective at present | Bi-monthly to UHSSWB. Triannually to HSHG. Annually to the VCG Group and Governing Body. |

| | | |
|---|---|---|
| Fire alarms (non-residential) | No formal objective at present | Bi-monthly to UHSSWB. Triannually to UHSMF. Annually to the VCG Group and Governing Body. |
| FRA completion | All FRAs and FRA reviews to be completed within 1 month of due date | Bi-monthly to the UHSSWB. Annually to the VCG Group and Governing Body. |
| FRA outstanding actions | No formal objective at present | Bi-monthly to the UHSSWB. Annually to the VCG Group and Governing Body. |
| FRA residential risk profile | No formal objective at present | Bi-monthly to the UHSSWB. Annually the VCG Group and Governing Body. |
| Enforcement action | No enforcement action to be taken in respect of fire safety matters | Triannually to HSHG, UHSMF and UHSSWB. Annually to the VCG Group and Governing Body. |
| Training | Annual online training completion rate to exceed 80% across the University. | Bi-monthly to UHSSWB. Triannually to HSHG and UHSMF. Annually to the VCG Group and Governing Body. |
| Basic fire safety housekeeping inspections (residential) | No formal objective at present | Triannually to UHSSWB and HSHG. Annually to the VCG Group and Governing Body. |
| Basic fire safety housekeeping inspections (non-residential) | No formal objective at present | Triannually to UHSSWB and UHSMF. Annually to the VCG Group and Governing Body. |
| Fire drills carried out | 100% of buildings to have had at least one fire drill, 90% to have had second fire drill. | Bi-monthly to UHSSWB. Triannually to HSHG and UHSMF. Annually to the VCG Group and Governing Body. |
| Fire drills (performance) | No formal objective at present | Bi-monthly to UHSSWB. Triannually to HSHG and UHSMF. Annually to the VCG Group and Governing Body. |

# Appendix B: Third party accreditation schemes

A wide range of 3rd party accreditation schemes exist within the fire sector. These schemes may apply to either fire safety products themselves, or installers of those products.

Below is a list of main areas of fire safety installation and maintenance work, along with notable companies operating 3rd party accreditation schemes (the list is mot exhaustive).

| Area of work | Companies operating relevant schemes |
|---|---|
| Fire alarm systems | BAFE<br>The Loss Prevention Certification Board |
| Emergency lighting systems | BAFE |
| Portable fire extinguishers | BAFE |
| Fixed Gaseous Extinguishing System | BAFE<br>The Loss Prevention Certification Board |
| Dry/wet riser servicing | BAFE |
| Kitchen suppression systems | BAFE |
| Sprinkler Systems | The Loss Prevention Certification Board<br>Warrington Certification Ltd<br>IFC Certification Ltd |
| Fire doors | Warrington Certification Ltd<br>IFC Certification Ltd<br>BM Trada<br>Bluesky Certification |
| Fire stopping | Warrington Certification Ltd<br>IFC Certification Ltd<br>BM Trada<br>Bluesky Certification |

# Appendix C: University Fire Safety Officer Competencies

## Fire safety officer person specification

| Criteria | Essential | Desirable |
|---|---|---|
| Training and qualifications | Science or engineering-based education; or extensive experience of fire safety.<br>Level 4 fire safety qualification.<br>Formal training qualification or extensive experience of preparing and delivering training.<br>Membership of a professional organisation (e.g. the Institution of Fire Engineers (IFE)) | Fire engineering/fire safety degree or other relevant academic qualification.<br>Corporate membership of professional organisation (Institution of Fire Engineers)<br>Professional qualification in a fire-related subject.<br>Registered as a fire risk assessor with a recognised accreditation body. |
| Experience | Several years' experience in fire safety.<br>Experience of preparing and delivering training courses.<br>Experience of working with external agencies and influencing internal change.<br>Experience of working across organisational boundaries to improve standards.<br>Experience and knowledge of undertaking fire risk assessments.<br>Ability to undertake fire safety audits.<br>Knowledge of:<br>• fire risk management<br>• fire legislation and codes of practice<br>• fire safety training | Knowledge and experience in the application fire safety within a higher education setting.<br>Understanding of fire modelling techniques.<br>Knowledge of risk management techniques.<br>Practical knowledge and interpretation of the Regulatory Reform (Fire Safety) Order 2005.<br>Practical knowledge and interpretation of the Building Regulations 2010. |
| Communication and relationship skills | Highly developed and effective negotiating and influencing skills and ability to develop and maintain constructive relationships with professional and managerial disciplines.<br>Highly developed and effective verbal and written communication skills. | Ability to assimilate, analyse and present complex problems, identify necessary action, make recommendations, and ensure actions are implemented. |
| Analytical and judgement skils | Ability to devise and deliver training programmes.<br>Understanding the principles of risk assessment.<br>Good organisational skills with practical and methodical project planning and ability to manage several concurrent schemes. | Ability to assimilate, analyse and present complex problems, identify necessary action, make recommendations, and ensure actions are implemented. |
| Planning and organisation skills | General computer literacy skills and ability to use Microsoft Office applications.<br>Ability to devise and deliver training programmes.<br>The ability to concentrate for long periods of time and prioritise and manage a varied and unpredictable work pattern. | Ability to use computer aided drawing software. |
| Physical skills | Able to satisfy the physical demands of the job.<br>Occasional working at heights and in confined spaces e.g. scaffold or roof voids.<br>Occasional moderate physical effort required as duties dictate.<br>Occasional moving of heavy equipment e.g. extinguishers, training equipment. | |
| Other | Highly motivated and resourceful with a proactive approach to problem-solving.<br>Innovator with a positive attitude and willingness to take responsibility.<br>Self-motivated and can use own initiative.<br>Good team player.<br>Ability to work within a changing environment.<br>Willingness to participate in continued professional development. | Active interest in own self-development. |

# Appendix D: Fire safety training

### Fire safety training

Adequate fire safety training must be provided to all staff. The type of training should be based on the particular features of your premises and should:

a. Take account of the fire policy and any policy related communications
b. Take account of the findings of the fire risk assessment;
c. Explain your emergency procedures;
d. Take account of the work activity and explain the duties and responsibilities of staff;
e. Take place during normal working hours and be repeated periodically where appropriate;
f. Be easily understandable by your staff and other people who may be present; and
g. Be tested by fire drills.

Matters that should be covered during training include:

i. What to do on discovering a fire;
ii. How to raise the alarm and what happens then;
iii. What to do upon hearing the fire alarm;
iv. The procedures for alerting contractors and visitors including, where appropriate, directing them to exits;
v. The arrangements for calling the fire and rescue service;
vi. The evacuation procedures for everyone in your building to reach an assembly point at a place of total safety;
vii. The location and, when appropriate, the use of firefighting equipment
viii. The location of escape routes, especially those not in regular use;
ix. How to open all emergency exit doors;
x. The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke;
xi. Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire;
xii. The reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment;
xiii. The safe use of and risks from storing or working with highly flammable and explosive substances; and
xiv. The importance of general fire safety, which includes good housekeeping.

# Appendix E: Maintenance records – assessment requirements

Maintenance of fire safety systems and features across the University of Greenwich's buildings is the contractual responsibility of Sodexo PLC. With the exception of fire door checks/maintenance, the standard that Sodexo are expected to follow is the Building Engineering Services Association's SFG20 benchmark (current at the time maintenance was carried out).

As it is required as part of the fire risk assessment process to examine the maintenance provisions in place, evidence of maintenance of fire safety features and systems will need to be provided by Sodexo on a regular basis to underpin individual building fire risk assessments. Given that the University and Sodexo (UoG division) are each single entities with a relatively high degree of uniformity across the activities they engage in, an element of maintenance sampling is considered to be a suitable means by which to assess overall performance. To this end, maintenance records will only be requested upon renewal of building fire risk assessments (generally at either 2 or 3 year intervals). Additionally, the number and type of records will vary in order to build an overall picture of maintenance. For example, weekly alarm tests might be requested for Building A but not Building B. Conversely, monthly emergency light tests may be asked for for Building B but not Building A. In any event, typically 3-5 different sets of records (that is records that relate to individual SFG20 maintenance tasks) will be requested for each building. More maintenance records will generally be sought where systems are fitted that are not common to all buildings (for example, sprinklers) to ensure that records for every relevant SFG20 task are examined at least once during a 3 year cycle. The net result will be that around 50 sets of maintenance records will be reviewed annually as part of the FRA process.

The actual periods that records will be requested for will vary subject to the frequency of the check/test/inspection – see Table 1 below.

*Table 6 - record periods to be assessed*

| Frequency of test/check/inspection | Record period |
|---|---|
| Daily | 3 weeks |
| Weekly | 3 months |
| Monthly | 6 months |

| | |
|---|---|
| Quarterly | 1 year |
| 6 monthly | 2 years |
| Yearly | 3 years |
| Other frequencies | As determined by the assessor |

When reviewing maintenance records, the following matters will be assessed.

1. Timeliness of record production (records should be provided electronically within 5 working days of being requested)
2. Completeness of records requested (all records should be provided for the periods requested)
3. Clarity of records (it should be clear without further questioning what maintenance activity a record relates to – either by reference to a standard or by detailing the activities).
4. Authorship of records (it should be clear from the record what individual carried out the work and what organisation they work for (if not Sodexo)).
5. Evidence that any issues noted during inspections or tests have, where appropriate, had actions created in respect of them and that any such actions were processed appropriately.

Significant deviations from the above standards will be referred to EFD for action and recorded as a fire risk management system nonconformity.

# Appendix F: Fire safety design checklist

| Fire safety design checklist | |
|---|---|
| **Category** | **Item** |
| Alarm | Detection (category, type) |
| Alarm | Warning systems (sounders, VADs, voice) |
| Alarm | Alarm transmission |
| Alarm | Alarm interfaces |
| Alarm | Cause and effect |
| Alarm | Zoning (detection and alarm) |
| Alarm | Evacuation strategy |
| Contents | Potential ignition sources |
| Contents | Combustible material (including furniture) |
| Contents | Hazardous material |
| External fire spread | Spread of fire over roof |
| External fire spread | Spread of fire over external walls |
| External fire spread | Spread of fire to adjacent buildings |
| Fire service provision | Fire brigade access (to site and building) |
| Fire service provision | Fire control room |
| Fire service provision | Dry risers |
| Fire service provision | Wet risers |
| Fire service provision | Water run off |
| Fire service provision | Firefighting lifts |
| Fire service provision | Firefighting shafts |
| Fire service provision | Wayfinding signage for fire service |
| Fire service provision | Fire hydrants |
| Fire service provision | Firefighter protection (ventilation, cable fixing) |
| Fire service provision | Emergency building information |
| Internal fire spread (linings) | Suitable internal linings |
| Internal fire spread (linings) | Thermoplastic materials |
| Internal fire spread (structure) | Fire doors/shutters (suitable specification/installation arrangements) |
| Internal fire spread (structure) | Fire-rated glazing (type and location) |
| Internal fire spread (structure) | HVAC ductwork and dampers (fire/smoke/both) |
| Internal fire spread (structure) | Fire stopping |
| Internal fire spread (structure) | Compartmentation/fire resisting structures |
| Internal fire spread (structure) | Cavity barriers |
| Internal fire spread (structure) | Protected shafts |
| Internal fire spread (structure) | Structural fire safety/rating |
| Internal fire spread (structure) | Ventilation |
| Management | Emergency procedures/plans |
| Management | Fire strategy |
| Management | Regulation 38 compliance |
| Management | Maintenance arrangements |

| | |
|---|---|
| Management | Certification (specification, design, installation, commissioning) |
| Management | 3rd party accreditation |
| Management | Building management information |
| Management | Training requirements |
| Management | Assembly points |
| Means of escape | Protected stairs, corridors, lobbies |
| Means of escape | Smoke control |
| Means of escape | Travel distances |
| Means of escape | Escape routes (primary and secondary) |
| Means of escape | Corridor/gangway width |
| Means of escape | Storey and building exits (size, number, arrangement) |
| Means of escape | Pinch points |
| Means of escape | Merging flows |
| Means of escape | Evacuation lifts |
| Means of escape | Emergency power supplies |
| Means of escape | Emergency lighting |
| Means of escape | Fire exit signage |
| Means of escape | Fire door hardware |
| Means of escape | Fire door electronic locking and unlocking |
| Means of escape | Fire door retainers |
| Means of escape | Evacuation equipment |
| Means of escape | Refuges/refuge communications |
| Means of escape | Level egress |
| People | Occupant type/numbers/characteristics |
| People | Purpose group/risk profile |
| Suppression | Sprinklers |
| Suppression | Other automatic suppression systems |
| Suppression | Fire extinguishers |