



Estates & Facilities
Infrastructure Fire Safety
Management
Plan



UNIVERSITY OF
WOLVERHAMPTON

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POLICY

1. Introduction

1.1 The Management of Health and Safety at Work Regulations requires employers to put in place arrangements for the effective planning, organisation, control, monitoring, and review of the preventive and protective measures necessary to ensure health and safety at work is properly managed and to establish, where necessary, appropriate procedures to be followed in the event of serious and/or imminent danger.

This document should be read in conjunction with Fire Safety Strategy.

1.2 The Regulatory Reform (Fire Safety) Order 2005 - (RRFSO) places duties on 'responsible persons', to the extent which they have control, over premises and activities to:

- Ensure compliance with relevant legislation.
- Ensure suitable and sufficient fire risk assessments are carried out.
- Implement protective and preventative measures as required to ensure the safety of all 'relevant people.'
- Appoint competent person/s to assist in implementing the measures as required.

The below legislation and regulations will be referred to throughout this document as having a direct impact of the fire safety of a premises:

- a. The Regulatory Reform (Fire Safety) Order 2005
- b. Building Safety Act 2022
- c. Fire Safety Act 2021
- d. The Fire Safety (England) Regulations 2022

1.3 This policy relates to covered aspects including but not exhaustive of the below list: -

- Infrastructure condition surveys of all existing fire safety systems serving the University's estate and associated buildings.
- Production of fire safety schematic diagrams for the fire safety network serving the University's buildings
- Fire Safety installation compliance
- Clearly defining roles, responsibilities, and accountabilities with regards to fire safety
- Developing and implementing appropriate fire safety procedures and arrangements to safeguard all members of the campus community against the risks and consequences of fire and to enable them to reach, so far as is reasonably practicable, a place of reasonable or total safety in the event of an emergency.
- Appointing one or more competent persons to provide competent fire safety advice.
- Ensuring that risks associated with fire are assessed and control measures are identified and implemented, in accordance with the relevant "principles of control", to reduce these risks to a tolerable level.
- Ensuring that all aspects of our premises or plant or equipment provided to secure fire safety are maintained by a competent person in an efficient and fit state, in efficient working order and in good repair in accordance with fire risk assessments.
- Ensuring University buildings and facilities are designed and constructed in accordance with relevant fire safety standards.
- Providing employees and anyone else affected with appropriate fire safety information, instruction, and training.
- Cooperating and communicating with any other "Responsible Persons", as necessary, to ensure compliance with the RRFSO.

1.4 The University of Wolverhampton shall ensure that its operations will be executed by trained and competent persons in such a way as to ensure, so far as is reasonably practicable, the safety of all its students and employees, and all persons likely to be affected by its operations, by ensuring the safe execution of its responsibilities in the planning, design, and implementation of all fire safety practices in which it is involved.

2. Definitions

2.1 Responsible Person

- in relation to a workplace, the employer, if the workplace is to any extent under their control.
- in relation to any premises not falling within the above
- (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.

2.2 Relevant Persons

- Any person who is or may be lawfully on the premises and any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

2.3 Principles of Control (General)

The RRFSO defines the principles of control, in order of preference, as being:

- Avoiding risks.
- Evaluating the risks which cannot be avoided.
- Combating the risks at source.
- Adapting to technical progress.
- Replacing the dangerous with the non-dangerous or less dangerous.
- Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.
- giving collective protective measures priority over individual protective measures.
- giving appropriate instructions to employees.

2.4 Place of Reasonable Safety

A place within a building or structure where, for a limited period, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes of fire resistance and allow people to continue their escape to a place of total safety.

2.5 Place of Total Safety

In relation to premises, means a safe area beyond the premises.

3. Responsibilities

This encompasses all those who are involved in the execution, supervision, management, and monitoring of procedures relating to fire safety.

3.1 The Vice Chancellor shall, delegate the responsibility for managing the infrastructure of the Estate fire safety to the Director of Estates and Facilities who ensures:

- Fire safety risks are assessed, and appropriate control measures are identified and implemented.
- Appropriate resources are made available to enable the University to fulfil its legal duties under the RRFSO.
- Prepare and revise as necessary operational arrangements for the management and control of work and policy and procedures involving fire safety.

- Ensure that adequate resources are made available to enable operational requirements to be met.

The Director of Estates and Facilities delegates day to day responsibility for undertaking these duties through line management and identified roles to the Estates Health, Safety Compliance & Risk Manager.

3.2 Estates Health, Safety Compliance & Risk Manager as far as reasonably practical shall ensure:

- Clear lines of responsibility are established for the plan's management and implementation. Detailed risk fire assessments of the infrastructure fire safety position are to be carried out in line with current regulations to include schematic plans of the fire safety system/ procedures.
- The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and control measures are implemented in accordance with the "principles of control".
- Competent contractors/persons are engaged to undertake work on any plant, equipment and features of premises provided for the purposes of fire safety.
- A maintenance regime is maintained to monitor/implement control measures, adequate records are maintained to ensure the plant, equipment or feature of the premises remains in good working order and is subject to a suitable system of maintenance by a competent person.
- Prepare and revise as necessary operational arrangements for the management and control of work involving fire safety appliances and/or installations.
- Ensure appropriate training, information and instruction is provided for colleagues in their control.
- Ensure that where specialist technical expertise, in relation to fire safety, is not within the operational area(s), then this is either obtained through the Fire Safety Manager or through a formal engagement with a competent external body.
- Liaise with the Fire Safety Manager to ensure Fire Safety Operatives who are required to work on fire safety appliances and/or installations have current certification for them to be deemed legally competent in undertaking fire safety 'work'.
- All new and refurbished areas are designed to ensure compliance with this policy and any relevant fire-safety and building legislation.
- All relevant activities and processes are assessed for fire safety and suitable control measures implemented in accordance with University Fire Safety standards.
- Appropriate liaison and co-operation with other responsible persons are carried out, e.g. tenants / contractors, to ensure that they are aware of the University's fire safety policy and procedures and to identify any risks arising from their activities which could impact upon the University or members of the campus community.

3.3 The Fire Safety Manager will so far, as reasonably practicable, ensure that:

- The University of Wolverhampton complies with the rules and registration requirements of The Regulatory Reform (Fire Safety) Order 2005 - (RRFSO) and ensure procedures are in line with SFG20 and other necessary industry standards.
- That Fire Risk Assessors are accredited under the United Kingdom Accreditation Scheme (UKAS) and are deemed 'competent' as defined by the Fire Safety Regulations to manage the asset infrastructure.
- Confirm that a sufficient number of Responsible People are appointed with specific responsibility for the management of work on Fire Safety Systems
- A Fire Safety Logbook is maintained and kept up to date. The Fire Safety Logbook shall contain copies of all relevant Fire Safety documentation pertaining to all works undertaken and including any certificate that has been subject to corrective action.
- The significant findings of the infrastructure fire risk assessments are addressed, and elements associated to the wider risk assessment are communicated to the University Health and Safety team for their action and dissemination.
- All relevant activities and processes are assessed for fire safety and suitable control measures implemented in accordance with the University Fire Safety Policy.
- Members of staff receive fire safety training on induction or on being exposed to new or increased risk and periodically thereafter.
- Regular fire safety checks of the infrastructure are carried out and significant findings are reported to the relevant body for appropriate remedial works to be carried out.
- Appropriate arrangements are put in place (for example, Personal Emergency Evacuation Plans) to secure the safety of all relevant persons.
- All relevant persons comply with the requirements of the fire safety policy.

- No works are carried out on building fabric or services or Estates provided/maintained plant and equipment without the prior agreement of Estates.
- Processes are assessed for fire safety and suitable control measures implemented in accordance with the University's Fire Safety Policy (i.e., included in the risk assessments for research activities and any appropriate information provided in connection with practical teaching activities).
- All relevant persons are given training and instruction in fire safety matters commensurate with their activities.
- All "relevant persons" comply with the requirements of the fire safety policy.
- To liaise with the Compliance Team to ensure the Control of Contractors Policy and Audit Process is implemented in accordance with the university guidelines.

3.4 The Compliance Team will:

- Liaise with the Estates Health, Safety Compliance & Risk Manager, and the Fire Safety Manager to ensure fire 'work' procedures and practice are in accordance with appropriate statutory obligations and industry standards.
- Liaise with the Estates Health, Safety Compliance & Risk Manager, and the Fire Safety Manager to establish, maintain and distribute procedures for fire safety to enable operations to be undertaken in accordance with this Fire Safety Policy.
- Bring to the attention of the Estates Health, Safety Compliance & Risk Manager all incidents which are required to be reported under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- Demonstrate an understanding of Fire Safety Standards and the responsibility of responsible persons.
- Ensure that, where a company is employed to work on fire systems, the individuals concerned are registered with the Registration Body and have a certificate of competence appropriate to the type of work and system to be worked upon.
- Maintain, for each geographical area, a database of sites on which fire systems are maintained or operated.
- Ensure that, for each geographical area, a database of competent staff is maintained.
- Undertake six monthly checks of the system, documents & records operated and maintained by the Fire Safety Manager
- Use their authority to stop works where it is considered that the works being undertaken is unsafe and may result in defects to the integrity of the building and fire stopping material.
- Ensure Fire risk assessments of building fabric and services are undertaken and that the significant findings of these assessments are reported to the relevant duty holders.
- Ensure Competent fire safety advice is available to ensure that the University understands and can comply with their duties under this policy, the RRFSO and any applicable fire safety standards.
- Fire safety incidents are investigated, and relevant improvements identified. Where significant issues are identified these will be brought to the attention of the relevant duty holders for action.
- The fire safety policy and statutory requirements are monitored and reviewed, and that fire safety performance is reported to the Estates Health, Safety Compliance & Risk Manager.
- Appropriate guidance and standards are available to enable the University to meet its duties under the RRFSO and this policy to be properly implemented.
- Appropriate fire safety information, instruction and training is made available to all members of the campus community as required. This will include specific fire safety training for appointed Fire Marshalls.
- Providing support to Estates to ensure fire safety is a key factor within all building and maintenance projects.
- Liaising with the appropriate Departments to advise on the adequate provision and maintenance of fire safety arrangements.
- Developing and carrying out a program of Fire Risk Assessments and reporting significant findings and associated recommendations to relevant duty holders.
- Promoting compliance with relevant fire legislation across the University.
- Maintaining, developing, and revising appropriate fire safety guidance, training, and other resources to support the University to meet its responsibilities under the RRFSO and this policy.
- Investigating the cause of fires and fire alarms, where relevant, and providing written advice to duty holders to support them to take appropriate action to prevent a reoccurrence and to comply with their responsibilities under this policy.
- Liaising, where appropriate, with officers from external enforcement agencies on matters of fire safety.
- Making available appropriate training and instruction and information for Fire Marshalls.

3.5 *Landlord*: As a landlord the University has responsibilities under the Regulatory Reform (Fire Safety) order 2005 to:

- Ensuring fire safety appliances, fixtures and fittings are maintained in a safe condition under fire safety regulations.
- Ensuring an annual safety check is carried out on each fire safety appliance. Before any new lease starts, must make sure that these checks have been carried out within one year before the start of the lease date, unless the appliances in the property have been installed for less than 12 months, in which case they should be checked within 12 months of their installation date.
- Having all installation, maintenance and safety checks carried out by a competent person.
- Keeping a record of each safety check for at least two years under the Asset section of the compliance dashboard.
- Issuing a copy of the latest safety check record or associated documents to the Building Manager within 14 days of the check being completed.
- Ensure residents of domestic premises are given all knowledge in relation to the Fire Safety conducted including preventative and corrective actions required and completed and the identity of those responsible for fire safety matters.
- Must keep records of all fire safety matters.
- When the responsible individual changes over, there must be a hand over of all relevant fire safety information.
- Must identify if there are one or more people responsible for the fire safety in the building and make these known to residents.

3.6 *Contractors* will:

- Carry out work in a competent manner in accordance with industry best practice.
- Co-operate with management in the adoption of safe systems of work as dictated by both this and other University of Wolverhampton Safety Rules & Procedures.
- Advise management of any work situation which could result in either serious or immediate danger to health and safety.
- Ensure that, where directly employed staff are engaged on work on fire safety systems, the individuals are trained to the appropriate standards and have a certificate of competence appropriate to the type of work and system to be worked upon, this also applies to sub-contractors.
- Maintain records of training of individuals assessed as competent and any assessments carried out by the Registration Body.
- Ensure that records of employment, training, and assessment of 'competent persons' are available to the Fire Safety Manager for audit purposes.
- Ensure that any modifications of any fire safety system are communicated to the Fire Safety Manager including the provision of an updated schematic drawing for the installation.
- Ensure that the Fire Safety Manager is informed of the installation or removal from a site of any fire safety system.
- All approved contractors must provide a commissioning certificate detailing compliance with Fire Safety Regulations, prior to leaving site on completion of any works. Certificates must be complete, signed and dated and then presented to the Fire Safety Manager for work or the relevant project manager for any other contractual site. If neither of these parties are available a copy of the certificate should be sent directly to the Fire Safety Manager prior to leaving the site.
- All approved contractors/sub-contractors' sites who are required to carry out fire safety work, shall present a site-specific method statement and risk assessment, detailing the procedures required to safely carry out the works to the Compliance Team for approval prior to commencing any such works.

4. Training and Competencies

4.1 All contractors and employees who are required to perform fire safety work either under direct instruction or otherwise by the University of Wolverhampton are required to have the work authorised by the Fire Safety Manager who, prior to giving authorisation will hold certified copies of original certificates of competence as relate to each individual operative filed in the Contractor section of the Compliance dashboard. This also applied to subcontractors.

4.2 Each non-FRAS certificated Operative is required to attend a training course to ensure that other maintenance tasks, in the vicinity of fire safety and other equipment, are clearly understood and can be carried out at a level of competent

person required in the scope of works they will be completing.

4.3 To ensure, so far as is reasonably practicable, the safety, quality and integrity of buildings, appliances and/or installations installed by contractors under the direct control and/or direction of The University of Wolverhampton, a Quality Control Process shall be undertaken as follows.

- (i) Physical monitoring of work and the competence of individuals.
- (ii) Management review of performance, feeding results back into the system for continual improvement.
- (iii) Live Work Inspection of fire safety documentation.

4.4 Quality control is applicable to all Contractors/Subcontractors of The University but may vary in relation to areas of work undertaken, (maintenance, defect rectification and/or installation,) etc. and the element of risk involved.

4.5 The University has a responsibility under fire safety legislation to ensure that staff are adequately trained in fire safety issues. Training is provided as part of Induction in both generic fire safety issues and specific site related fire safety issues including fire procedure awareness information appropriate to the specific needs of their location / workplace, and action to take on hearing the alarm, escape routes and location of assembly point(s).

4.6 Refresher training is provided at least once a year in both generic fire safety issues and site-specific fire safety issues. It must be ensured that records are kept of all fire training provided.

4.7 Fire Marshalls receive suitable training commensurate with the role of Fire Marshall.

4.8 All people, staff, students, and other visitors should receive induction training in fire precautions and the local fire procedure as is meaningful to them. Awareness of fire safety is an issue that needs to be built into the operation of all services and individuals' programs as part of their independence preparation.

5. Risk Assessment

5.1 The Management of Health and Safety at Work Regulations require all employers and self-employed persons to assess risk to workers and any others who may be affected by their undertaking. This will be conducted by The Compliance Team in conjunction with the Fire Safety Manager and ensuring all RAMS are completed and verified prior to any work commencing on site.

6. Inspections and Tests

6.1 Regular inspection of equipment is an essential part of any preventive maintenance program. Records of maintenance, including inspection and test results are to be maintained preferably throughout the life of equipment, completion and/or test certificates are mandatory.

6.2 The following lists the documents most common to the University's activities and are to be processed when applicable, copies of which are to be issued to and held by the Compliance Team:

- *Fire Risk Assessment (Annually)*

This fire risk assessment must:

- (i) Be carried out by a competent person. A person is to be regarded as competent where they have sufficient experience or knowledge and other qualities.
- (ii) Reflect the premises use and occupation.
- (iii) Record the significant findings, including the measures required to control the risks from smoke and fire including those which are already in place, those planned and any requirements / recommendations for further improvement.
- (iv) Be a working document, kept under constant review and regularly updated as a minimum at annual intervals.

- *Fire Alarm Service (Bi-annual)*

- (i) All firefighting equipment, fire alarms and other installed systems should be tested and maintained by a competent person on a 6-monthly basis and saved in the asset file on the Compliance dashboard.
 - (ii) All structural fire protection and elements of fire compartmentation should be inspected, and any remedial action carried out.
 - (iii) Installed in accordance with BS 5839 (up to and including all latest revisions and amendments) to a minimum of L2/P2 unless the risk assessment indicates that a higher standard is required; The standard for sleeping accommodation is L1 with sounder beacons at all bed heads.
- *Fire Alarm Testing (Weekly)*

Fire alarm testing should take place on a weekly basis and should include the below:

- (i) Sound alarms to ensure all sections of the building hear the alarm sound.
- (ii) Rotate on a weekly basis the call point used to operate the alarm test.
- (iii) Ensure all automatic doors release and close upon alarm sounding.
- (iv) Ensure any locked doors release upon alarm sounding.
- (v) Record results in the fire logbook or appropriate IT system.

- *Fire Drills (Bi-Annual)*

All fire drills must be recorded and include the time taken to carry out the evacuation.

You should aim to evacuate all occupants from a protected area (sub compartment) to a place of reasonable or total safety within 2½ minutes of the alarm being raised. Staff training and pre-planning should assist to minimise the time to react to the alarm to maximise the time available to assist any occupants who need support to evacuate in accordance with their individual PEEP's.

Reviewing Fire Drills

There are three components that should be reviewed following on from a fire drill:

- (i) Length of time to evacuate the building. If time is within the acceptable range, there is nothing further to do. If not, staff need to analyse where the delays occurred and if these delays can be prevented in future drills.
- (ii) The performance of specific individuals, Fire Marshals and Security carrying out their appropriate actions, were specific individuals struggling to evacuate. However, Fire marshals are managed and arranged through the University Health and Safety Department.
- (iii) Concerns regarding the environment or fire alarm system. Any concerns noted should be reviewed to determine what correction is needed and what needs to be done to prevent a reoccurrence. For example: fire alarm was not heard in one of the rooms, or a fire exit route was blocked with items being stored.

- *Fire Fighting Equipment Servicing (Annually)*

All Fire Fighting Equipment should be serviced annually by a competent person and saved in the asset file on the Compliance dashboard, any issues should be reported in a corrective actions report and be remedied in an appropriate timeframe.

Equipment will be selected and installed in accordance with BS5306-8 (up to and including all latest revisions and amendments). Typically for Class A fire risk, the provision will be in accordance with the guidelines stated in BS5306-8. According to BS5306:8 there should be no less than 26A (provided by 2 extinguishers) of fire protection per floor, where the floor area exceeds 100m.

- *Fire Logbooks (Annually)*

Fire Logbooks should contain:

- (i) Premises details.

- (ii) Fire system and equipment inventory.
- (iii) Fire classifications & fire extinguishers.
- (iv) Fire alarm testing record.
- (v) Emergency lighting testing record.
- (vi) Firefighting equipment testing record.
- (vii) Automatic sprinkler testing record.
- (viii) Fire drills/evacuation record.
- (ix) Internal portable appliance check record.
- (x) Door guard check records.
- (xi) Fire door check records.
- (xii) Staff fire training records.
- (xiii) Copy of current fire risk assessment.
- (xiv) Copy of current fire safety policy.
- (xv) Copy of current annual fire extinguisher inspection.
- (xvi) Copy of current landlord's gas safety checks.
- (xvii) Copy of current annual Portable Appliance Tests.
- (xviii) Copy of current electrical installation condition report.
- (xix) Evacuation procedures (including service user PEEPS and landlords' procedures where applicable).
- (xx) Fire drawings / site plans.

- *Emergency Lighting Servicing (Annually)*

All Emergency Lighting should be serviced annually by a competent person and saved in the asset file on the Compliance dashboard. Any issues should be reported on a corrective actions report and be remedied in an appropriate timeframe.

Emergency lighting, when needed, should be provided in accordance with BS 5266-1 and BS 5266-7 (up to and including all latest revisions and amendments).

- *Lightening Protection servicing (11 months)*

All Lightening Protection should be serviced every 11 months by a competent person and saved in the asset file on the Compliance dashboard. Any issues should be reported on a corrective actions report and be remedied in an appropriate timeframe.

- *Fire Marshalls (3 yearly)*

Fire Marshalls have the following responsibility, the training to fulfill these responsibilities should be refreshed every 3 years. This falls under the remit of the University Health and Safety department to manage, coordinate and ensure due process is in operation across all of the campuses.

The duties of the Fire Marshals are detailed below:

- (i) Know their area of responsibility, fire exits, evacuation routes etc.
- (ii) Discuss with other colleagues exactly where to cover.
- (iii) Know the area to 'sweep' during the evacuation.
- (iv) look out for fire related risks e.g., blocked fire exits; build-up of combustible materials (paper, boxes etc.) in evacuation routes, fire doors not shutting properly etc.
- (v) When the alarm sounds ensure all staff/students/visitors within their area are evacuating the building. Be visible wear armbands.
- (vi) Move everyone to the relevant Assembly Point.
- (vii) Find out from those present if anyone is missing (have a register if possible).
- (viii) Report findings to the Fire Safety Manager without delay.
- (ix) Wait for the 'all clear' from the Fire Safety Manager
- (x) De-brief: Talk to other Marshals to discuss what went well/not so well.
- (xi) Discuss any issues with the Fire Safety Manager
- (xii) Inform colleagues of any changes that may involve their area.

- *Fire Door checks (3 monthly)*

To include:

- (i) Check all fire doors are in good order as well as frames; any vision panels are in good condition and secured in their frame; any smoke seals / intumescent strips are in situ and good condition (see fire door check list in fire logbook for full checklist)
 - (ii) Any issues should be logged onto the HRAM reporting system for urgent attention.
- *Fire Escape routes and wayfinding checks (3 monthly)*

These should be located:

- (i) By each manual call point.
- (ii) By final exits into staircases or from buildings.
- (iii) In areas where large numbers of people congregate (such as lecture theatres and meeting rooms etc.).
- (iv) On staff or Health & Safety noticeboards.

This signage should be checked on a 3-month basis to ensure accuracy. All signs will comply with BS499 (up to and including all latest revisions and amendments). The maximum travel distance permitted to an escape route is 18 meters in a single direction of escape only and up to 45 meters where there is more than one escape route available.

- *Secure fire information boxes (Annually)*

Secure fire information boxes should be checked and updated annually and include the following information:

- (i) Floor plans with details of hazardous materials and substances, including any associated risks (cylinders, chemicals, radiation sources, biohazards, highly flammable liquids, oxidising substances, etc.)
- (ii) Details of building occupation and of its construction, including escape routes
- (iii) Photographs of the building from different elevations (ideally) this could be a 3d A4 plan.
- (iv) Locations of isolation points for electricity, gas and water, as well as emergency telephone numbers for the public utilities
- (v) Other useful information, such as the presence and location of asbestos and fire hydrants, and instructions regarding the salvage of high-value items
- (vi) Where there is no 24-hour presence on site, details of 'who to refer to' and contact details of key staff should be included.
- (vii) Keys for relevant areas
- (viii) Any codes for doors, gates, alarms etc.
- (ix) Vulnerable people on site
- (x) The name, address, and telephone number within the United Kingdom of the responsible person.
- (xi) The name and contact information of such other persons within the United Kingdom who are provided with the facilities to and are permitted to access the building as the responsible person considers appropriate.

- *Access control servicing (Bi-annual)*

All access control equipment and other installed systems should be tested and maintained by a competent person on a 6 monthly basis and saved in the asset file on the Compliance dashboard any issues should be reported on corrective actions reports and be remedied in an appropriate timeframe.

- *Floor and building plans containing fire strategy (Annually)*

To include:

- (i) the environs of the building.
- (ii) details of the use of the building, for example for commercial or residential purposes.
- (iii) access for fire and rescue appliances.
- (iv) the dimensions of the building.
- (v) information on the number of storeys of the building and the number of basement levels (if any);
- (vi) information regarding the presence of maisonettes or scissor section flats.
- (vii) inlets for dry-rising mains.

- (viii) inlets for wet-rising mains.
- (ix) the location of shut-off controls for any sprinklers.
- (x) access points for the building.
- (xi) the location of the secure information box.
- (xii) the location of the controls for any smoke control system.
- (xiii) the location of any firefighting shaft.
- (xiv) the location of the main stairways in the building.
- (xv) the location of the controls for any evacuation alert system.

- *Refuges (Annual)*

Refuges should be provided and constructed in accordance with guidance given in BS9999:2008 and in Approved Document M of the building regulations, which state:

- (i) The refuge needs to be of sufficient size both to accommodate a wheelchair and allow the user to maneuver into the wheelchair space without undue difficulty.
- (ii) It can accommodate a wide variety of wheelchairs in use, including powered wheelchairs.
- (iii) It provides a space not less than 900mm x 1400mm allowing for maneuvering.
- (iv) Has a clear door width opening of not less than 850mm, and a corridor width of not less than 900mm.
- (v) Has a minimum standard of 30 minutes fire resistance.
- (vi) Has a robust means of emergency voice communication (EVC), activated by pushing a button and which links the person in the refuge directly to the main fire control point in the building.
- (vii) To provide an enhanced response communication to the Main Security Office shall also be provided.
- (viii) The EVC system conforms to BS5839-9:2011 and consists of Type B outstations which communicate with a master station located in the building control room and to the main fire control point in the building.
- (ix) On external staircases the refuge must provide shelter from inclement weather.
- (x) The refuge must be protected from harmful noise i.e., fire alarms must not exceed a volume of 80dB within the refuge itself.
- (xi) The refuge must be signed accordingly.

Other items to be included in reference to fire safety and the building integrity of the university include:

- Fire Suppression system servicing (Annually)
- Generator Servicing (Bi-annually)
- Dry riser servicing - in compliance with BS 9990 (up to and including all latest revisions and amendments). (Annually)
- Ventilation and smoke suppression system servicing (Annually)
- Register of external wall construction material (Annually)
- Boiler Servicing (Annually)
- Portable Appliance Testing – PAT (Annually)
- Electrical Installation testing – NICEIC (5 Yearly)

6.3 All fire safety quality control documents should be recorded correctly and stored within the Fire Safety Logbook under the asset section of the Compliance Dashboard as evidence for inspection by an external body upon. The Compliance Team will maintain a statistical log of Fire Safety Certificates/assessments, which have been subject to any corrective action/escalation report.

6.4 The Fire Safety Manager shall engage the services of a competent external body to undertake an external review of the Fire procedures and the quality control process as and when necessary but no later than every five years.

6.5 The above documentation, as and when necessary, will be sent to the local fire service on an annual basis or when any significant change to the building has been made.

7. Documentation

7.1 All documentation relating to fire safety work should be signed and dated by the contractor on completion of the work. The contractor should submit the original certificate/job sheet in the appropriate manner for inclusion into the Fire

Safety Logbook saved under the asset section of the Compliance Dashboard.

7.2 These Certificates should then be inspected by the respective Compliance Team member and if found to be satisfactory signed off as acceptable and passed for inclusion to the Fire Safety Logbook.

7.3 Where the Certificate is incomplete, the Compliance Team should return it to the contractor for satisfactory completion. A copy of the certificate should then be sent to the Fire Safety Manager for entry into the Fire Safety logbook.

7.4 Where the Fire Safety Manager identifies Fire Safety Certificates, assessment or job sheet presented as incomplete, appropriate action will be taken, such as contact with the respective Contractor or line manager for clarification and may result in a physical work check. All discrepancies will be subject to corrective action.

7.5 The Fire Safety Manager will ensure copies of corrective action/escalation report and supporting documentation are filed with the Compliance Team, in the Fire Safety Logbook, as evidence of discrepancies being rectified.

7.6 The Fire Safety Manager will ensure that 100% of the completed Certificates are forwarded to the Compliance Team. The Compliance Team will store all original Certificates within the Fire Safety Logbook. These will be held for a period of not less than 7 years.

VERSION	1.0	AUTHOR/OWNER	Compliance and Support Manager
Approved Date	Dec 23	Approved By	Director of Estates & Facilities
Review Date	Dec 25		