

St George's

University of London

# Fire Safety Policy

St George's, University of London

## Document History and Change control

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## Version Control

This document is subject to formal document version control and an entry should be made in the Document History table below defining any changes to previous versions. Approved documents shall have full version numbers (1, 2 etc) and unapproved draft versions shall have the version number suffixed by a '0'.

The Document History Table should always be completed from the bottom up and show approved version in **bold**.

### Document History Table

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## Table of Content

1	POLICY STATEMENT.	5
1.1	Policy Purpose.....	5
1.2	Policy Scope.....	5
1.3	Fire Safety process.....	5
2	ORGANISATIONS.....	7
2.1	Roles and Responsibilities for Fire Safety.....	7
2.2	Principal.....	7
2.3	Council.....	7
2.4	Director of Estates and Facilities (Director of Estates and Facilities) .....	7
2.5	The Safety, Health and Environment (SHE) Office.....	8
2.5	Incident Controller/s Team .....	9
2.6	Heads of Institutes.....	9
2.7	Fire Marshals .....	10
2.8	Employees, Students and Volunteers.....	10
2.9	Contractors and Visitors.....	10
2.1 1	Estates & Facilities (E&F) Team.....	10
2.12	Health and Safety (H&S) Manager.....	11
3	ARRANGEMENT.....	1 1
3.1	Fire Safety Management.....	1 1
3.2	Fire Safety guidance for common building situations.....	12
3.3	Fire Risk Assessments.....	12
3.4	Fire Safety Training.....	12
3.5	Fire Evacuation drill.....	13
3.6	Local Induction of New Staff.....	1 3
3.7	Temporary Staff, Volunteers & Contractors.....	13
	Appendix: .....	14
	Reference: .....	15

# St George's

University of London

## 1 POLICY STATEMENT

The St George's, University of London (SGUL) Fire Safety Policy and associated fire safety procedures draw on the Regulatory Reform (Fire safety) Order 2005, the Fire Safety Act 2021, The Control of Substances Hazardous to Health Regulations 2002, The Dangerous Substances and Explosive Atmospheres Regulations 2002 and the primary legislation such as the Health and Safety at Work etc Act 1974 to maintain fire precaution compliance and as representing best practice.

This requires persons responsible for fire safety within the University premises to: -

- 1.1.1 Comply with current fire safety legislation.
- 1.1.2 Follow evidence-based best practice guidance where reasonably practicable.
- 1.1.3 Ensure that suitable and sufficient governance and assurance arrangements are in place to manage fire-related matters and demonstrate due diligence.
- 1.1.4 Have in place a clearly defined management structure for the delivery, control and monitoring of fire safety measures which is shared across the organisation.
- 1.1.5 Provide appropriate levels of investment in the estate and personnel to facilitate the implementation of suitable fire safety precautions.
- 1.1.6 Facilitate the development of partnership initiatives with stakeholders and other appropriate bodies in the provision of fire safety where reasonably practicable.
- 1.1.7 Ensure that suitable and sufficient fire training is provided and delivered to all staff.

### 1.1 Policy Purpose

The development and implementation of a robust fire safety management system is recognised to be the key factor to delivering the aims of this Fire Safety Policy and ensuring that the standards of fire safety within the University comply with all legislative requirements and thereby providing full assurances in respect to fire risk management to those that may need them.

### 1.2 Policy Scope

This policy applies to all SGUL employees, students, agency staff, volunteers, visitors and contractors who have a duty of care whilst at work.

- 1.2.1 To take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions.
- 1.2.2 To co-operate with the SGUL in ensuring all statutory Fire Safety and other requirements are complied with on the University premises and at the Halls of residents.
- 1.2.3 To observe the provisions of this policy and other SGI-JL policies, procedures and guidance relating to fire and health and Safety.
- 1.2.4 To not intentionally interfere with or misuse materials provided for fire safety.
- 1.2.5 This policy will be implemented across SGUL and at any premises occupied by SGUL staff, students, and is intended to safeguard all who have access to SGUL premises.

### 1.3 Fire Safety Process

This policy describes the arrangements to be followed by all staff and students in regard to fire safety. The university has undertaken to ensure that all statutory requirements relating to fire precautions and fire safety are observed on the sites for which they are responsible.

# St George's

University of London

The main statutory provisions are to be found in the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021 and the Building Regulations 2010 and the Health and Safety at Work etc. Act 1974.

The university will undertake to comply with the relevant legislation as required by the Secretary of State for the Department of Education.

It is the university's aim to minimise: -

- 1.3.1 The incidence of fire throughout its activities, university site and halls of residents including Horton Halls and other estates occupied by SGUL staff and students.
- 1.3.2 The impact from fire on life, safety, delivery of service, the environment and property.

To achieve this, the university undertakes the following and will: -

- 1.3.3 Assess the risks from fire with regard to the health, safety and welfare of employees, students, visitors and others who use the university services whilst they are on its premises and maintain a record of its findings as required under the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021 and the Management of Health and Safety at Work Regulations 1999.
- 1.3.4 Adopt a systematic approach to fire safety following current legislation which provide best practice whereby risks are eliminated or minimised by the correct selection and design of facilities, equipment and processes.
- 1.3.5 Provides fire safety information, operational policies, procedures and guidance, training, instruction and supervision to enable employees perform their work and students study in a safe manner.
- 1.3.6 Maintain suitable and sufficient records of training, testing and maintenance of fire safety systems.
- 1.3.7 Make available as appropriate all necessary fire safety devices.
- 1.3.8 Provide and maintain suitable reference building plans showing relevant fire safety management arrangements.
- 1.3.9 Maintain a constant and continuing interest in fire safety matters by consulting and involving employees or their representatives wherever possible.
- 1.3.10 Liaise with local fire authorities and other relevant enforcing bodies as and when required.
- 1.3.11 Liaise with any other contract management providers, such as EMCOR, and all other employers upon its sites where the activities of these service providers affect the fire safety of SGUL staff, students, visitors and people who use SGI-JL services; and where the activities of the university may affect the activities of other employers.
- 1.3.12 Communicate and collaborate with the Health and Safety team, the Waste Manager, the Fire Officers, and the Estates team of the St. George's University Hospitals, NHS Foundation and with members of South West London Pathology in issues relating to the physical estate and fire evacuation.

## 2 ORGANISATIONS

### 2.1 Roles and Responsibilities for Fire Safety

This section defines responsibilities for the management of fire safety for St George's, University, responsible persons and their roles and responsibilities.

The main responsibility for statutory compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021 is held by the University with the management and supervision of the regulations devolved via the Principal to the relevant Heads of Institute and to the Director of Estates & Facilities, who will ensure that the requirements of the duty holder's responsibilities in respect of the undertakings required to meet compliance with the Fire Safety.

This reflects the normal line management arrangements within the University.

### 2.2 Principal

Ensure that the requirements and aims of the Policy are emphasised at the highest level of management in St George's University to deliver effective fire safety measures to all staff and students;

Ensure that the Policy and its related procedures, guidance, mechanisms and strategies are effectively implemented;

2.2.1 Require managerial action to implement the Policy;

2.2.2 Promote awareness of the Policy within St George's University;

2.2.3 Delegate a Board level Director to take formal responsibility for fire safety.

2.2.4 Ensure there is access to competent fire safety advice.

2.2.5 Allocate financial resources as appropriate.

2.2.6 Ensure agreed programmes of investments in fire safety improvements are accounted for in the SGUL Organisational Plans.

2.2.7 Make detailed arrangements including a prioritised action plan as part of H&S Risk Register. 2.2.8

Adopt best practice to ensure that the aim and objectives of this policy are met.

2.2.9 Receive an annual report and information from senior managers and professional staff to ensure compliance.

### 2.3 Council

The Council is responsible for ensuring that a responsible person, fire protective measures / fire risk control systems and competent persons are in place. Fire risk control and protective measures are managed through the St George's University Council by application of this policy and its amendments.

### 2.4 Director of Estates and Facilities

The Order requires that the responsible person (the person having control of the building or a degree of control) takes reasonable steps to reduce the risk from fire and makes sure people can safely escape if there is a fire, this includes all people that might visit the premises.

For the purpose of this policy and local arrangements the Director of Estates and Facilities will hold the position of the responsible person.

# St George's

University of London

The Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Act 2021 requires the responsible person to:

- 2.4.1 Champion fire safety issues at board level, including proposing programmes of work relating to fire safety for consideration, as part of periodic organisational planning.
- 2.4.2 Ensure that the Principal and the Council are given the appropriate reassurance that the requirements of fire safety legislation and fire precautions are being achieved and maintained.
- 2.4.3 Ensure that fire safety policies and fire strategies/procedures/guidance are fully implemented across the university.
- 2.4.4 Ensure that where fire safety knowledge has been identified for specific groups, institute, students or individuals, such training, information and/or instruction is provided and applied.
- 2.4.5 Ensure that full consultation with regard to fire safety takes place with other stakeholders of any site where SGI-JL has a presence.
- 2.4.6 Ensure that full liaison takes place with any partner contractors working on behalf of the university.
- 2.4.7 Determine the appropriate level of management knowledge within SGI-JL to identify and execute the university's fire safety arrangements and obligations.
- 2.4.8 Co-operate and co-ordinate with other responsible persons who also have presence in the building, e.g. St George's University Hospitals NHS Foundation Trust and Kingston University, and inform them of the significant findings of the risk assessment and the preventative / protective risk control measures put in place to ensure their safety
- 2.4.9 Liaise with the local fire authority regarding the fire safety arrangements within the university

## **2.5 The Safety, Health and Environment (SHE) Office**

The Director of Estates and Facilities is supported in the delivery of fire safety management by the SHE Office.

The SHE Office shall so far as is reasonably practicable:

- 2.5.1 Review Fire Safety Management policy, procedures, guidance and risk assessment annually subject to any significant changes or serious fire incidents.
- 2.5.2 Liaise with the local fire authority as required
- 2.5.3 Ensure that the fire emergency procedures and guidance are in place
- 2.5.4 Ensure that fire evacuation drills are carried out at least annually in compliance with legal requirement.
- 2.5.5 Provide appropriate fire safety information, guidance, instruction and training to employees and students of the university and where necessary, members of the St. George's University Hospital NHS Foundation Trust staff located with Hunter and Jenner Wings, members of Kingston university, members of the Joint Faculty of Health and Social Care during their normal working hours.
- 2.5.6 Carry out relevant checks to ensure the emergency evacuation and fire warning signage is compliant
- 2.5.7 Carry out an investigation of the incident, review the fire risk assessment and report the findings to the Safety Management Committee;



# St George's

University of London

- 2.5.8 Provide and review Personal Emergency Evacuation Plan (PEEP) for any persons with a disability / mobility issues they have been informed about via the persons line manager or registry and ensure recommendations and controls are actioned e.g. buddy system.
- 2.5.9 Hold central electronic copies of SGI-JL fire risk assessments
- 2.5.10 Ensure robust maintenance regime of fire prevention measures is in place and that any equipment provided in connection with firefighting are in efficient working order and in good repair by liaising with the Estates Department.
- 2.5.11 Establish suitable means of contacting the Emergency Services and providing them with any relevant information about dangerous substances at SGI-JL by liaising with the Estates Department
- 2.5.12 Maintain records for the maintenance and servicing of fire prevention measures e.g. emergency lighting, electrical installation taken as required by liaising with the Estates Department.
- 2.5.13 Ensure recommendations/controls deriving from the fire risk assessment are implemented accordingly
- 2.5.14 Provide employees with clear and relevant information on the risks to them identified by the risk assessment, the fire prevention measures, and the fire protection measures in St George's University;
- 2.5.15 Consult with St George's University employees about nominating people to support fire safety initiatives and improve SGUL risk management strategies.
- 2.5.16 Liaise with the Estates and Facilities Department to ensure that a "Permit to Work" system is operated where 'dangerous processes' exist e.g. hot works.
- 2.5.17 Identify and implement lessons learnt from fire incidents
- 2.5.18 Inspection monitoring and auditing of all fire safety systems.

## 2.6 Incident Controller/s Team

These are the members of the Estates and Facilities management team /SHE office who attend to fire incidents, take charge of the situation or support the person acting as the incident controller:

- 2.6.1 Responsible for updating and applying recommendations of the fire risk assessment as communicated by the SHE office;  
The Incident Controller is the first member of the Estates and Facilities / SHE Office management team to arrive at the Security Control Centre / Hunter Wing reception / Horton Halls reception and will take overall control of an incident and be easily identifiable in an orange hi vis.
- 2.6.2 They will liaise with the emergency services in the event of an emergency;
- 2.6.3 They will liaise with specialist personnel such as the Radiation Protection Adviser, Facilities Manager etc;
- 2.6.4 Coordinate the gathering of information in the event of an emergency and act accordingly, adjusting response if necessary;
- 2.6.5 Summon further assistance and advice as necessary (emergency services, staff etc.);
- 2.6.6 Liaise with St. George's University Hospitals NHS Foundation Trust personnel should the need arise;
- 2.6.7 Convey the "ALL CLEAR" or request activation of the Business Continuity Plan as appropriate.

# St George's

University of London

## 2.7 Heads of Institutes

The Heads of department are responsible for the fire safety of their respective departments and are;

- 2.7.1 To ensure their designated areas do not pose a fire hazard by informing the Head of Institute of any malpractice and/or misuse of firefighting equipment;
- 2.7.2 Responsible for updating and applying recommendations of the fire risk assessment on advice of the SHE office;
- 2.7.3 Responsible for appointing Fire Marshals for their department;
- 2.7.4 Responsible for ensuring that their staff attend Fire Awareness/Marshall training sessions;

## 2.8 Fire Marshals

Will support the incident and ensure their relevant areas are clear of all persons during evacuation, reporting area clear to the incident controller or deputy and that no one re-enters until it is established it is safe to do so and;

- 2.8.1 Ensure their designated areas do not pose a fire hazard by informing the Head of Institute of any malpractice and/or misuse of firefighting equipment;
- 2.8.2 Carry out such duties as required by the Fire Safety Management Policy and Procedures.
- 2.8.3 Ensure that disabled persons working have completed a person evacuation plan (PEEP) as necessary detailing evacuation arrangements for leaving the building, in conjunction with the SHE office, the Disability Advisor if necessary and the person's line manager.
- 2.8.4 A disabled person on short term visit such as attending meeting may not need a PEEP produced, but should be accompanied/assisted by their host.

## 2.9 Employees, Students and Volunteers

All staff and students have a responsibility to:

- 2.9.1 Make themselves familiar with this document and comply with the requirements;
- 2.9.2 Co-operate with the responsible and competent persons to ensure the workplace is safe from fire;
- 2.9.3 Not undertake actions that could place themselves or others at risk;
- 2.9.4 Follow the directions of the Fire Marshals. Non-compliance could result in disciplinary action;
- 2.9.5 Advise the Fire marshal of any individual believed to have established disability, not covered by risk assessment, to ensure relevant support is provided in event of an emergency.
- 2.9.6 Attend or complete any fire training relevant to their work.
- 2.9.7 To report unsafe conditions or activities to their manager or fire marshal so that remedial action can be carried out.
- 2.9.8 Make use of any fire safety measures or devices provided in accordance with instruction or training given.
- 2.9.9 Not to interfere with or misuse materials which is provided in the interests of fire safety.

## 2.10 Contractors and Visitors

Will either be familiar with the building and fire evacuation policy/procedures or require induction, they must:

# St George's

University of London

- 2.10.1 Comply with this Policy, associated guidance and procedures;
- 2.10.2 Comply with instructions given by University staff in regard to fire safety;
- 2.10.3 Inform the SHE office of any work which may increase the risk of fire or explosion;
- 2.10.4 Ensure all personnel working for them or their appointed sub-contractors are adequately trained and instructed in the SGI-JL fire emergency evacuation procedures.

## 2.11 Estates & Facilities (E&F) Team

E&F team have a responsibility to support SGI-JL Directors and departmental heads and take a strategic view and co-ordinate with the SHE office for fire safety arrangements for each SGIJL premises, or in the buildings within their control, and in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety Bill 2021.

E&F team are responsible for all University pre-planned maintenance and any fire work which have been identified in the fire audits. This should cover the university premises including the Horton Halls of residence.

All fire systems are to be serviced and maintained in accordance with British Standards as outlined below by the E&F team These systems include (non-exclusive list):

- Fire Alarm Systems — in accordance with BS 5839
- Emergency Lighting — in accordance with BS 5266
- Fire Extinguishers — in accordance with BS EN3 & BS5306

The E&F Manager's roles and responsibilities are to: -

- 2.1 1.1 Support the SHE Office in managing fire safety measures and during fire safety inspections.
- 2.11.2 The SHE team will complete the fire risk assessment/audit which will be electronically filed, and reports made accessible, as necessary.
- 2.11.3 It is the responsibility of E&F Managers to follow up significant findings, which they have responsibility for, from the risk assessments/audits and to ensure that any remedial action is undertaken.

## 2.12 Health and Safety (H&S) Manager

The H & S Manager will act as the professional lead and line manager for the university's H&S Advisor, who have responsibilities for providing relevant support.

The Health and Safety Manager roles and responsibilities are to: -

- 2.12.1 Ensure that Health and Safety considerations are incorporated into all aspects of fire safety management from contributing to relevant workplace risk assessments, through to advising on a range of possible mitigating measures.
- 2.12.2 H&S Manager will be supported by the SHE Administrator in data management including collecting, collating and storing relevant data. They will provide access to such data where required by relevant duty holders.

## 3 ARRANGEMENT

### 3.1 Fire Safety Management

All academic institutions are required to liaise with the SHE Office and the Estates & Facilities Department to develop a robust and integrated fire management system that reflects the individual nature of the institution and addresses the core elements listed below: -

- Fire Risk Assessments
- Fire Training
- Emergency evacuation plans
- New building specifications
- Alarm and Detection systems
- Fire-fighting
- Maintenance Records
- Fire Safety Inspections
- Fire Prevention
- Arson Prevention
- Fire Investigations.

### 3.2 Fire Safety guidance for common building situations

This Policy has been written to reflect the requirement of other statutory legislation and the Approved Document B (fire safety) volume 2: Buildings other than dwellings, 2019 edition incorporating 2020 amendments.

This Policy should be read in conjunction with other relevant SGUL policies including:

- SGI-JL Fire Safety Procedures
- SGI-JL Fire Safety Guidance — (Reduced staffing and student capacity)
- SGI-JL Health, Safety and Wellbeing Policy
- SGUL Asbestos Policy
- SGUL Risk Management Strategy

### 3.3 Fire Risk Assessments

It is a requirement under the Regulatory Reform (Fire Safety) Order that Fire Risk Assessments are undertaken for each university building or parts thereof.

It is also a requirement of Approved Document B (fire safety) volume 2: Buildings other than dwellings, 2019 edition incorporating 2020 amendments that such assessments are completed.

These are undertaken by the Fire Safety Consultants / SHE Office on an annual rolling programme. Copies of fire risk assessments will be held electronically in the SHE Office. The SHE Office have responsibility for uploading these onto the central data-base. Paper copies of the fire risk assessments and audits should be

# St George's

University of London

kept in the local fire logbooks. It is the responsibility of the institute / organisational unit manager to ensure that copies are available.

The Fire Authorities have the right to inspect such assessments at any reasonable time or in the event of any fire related incident.

## 3.4 Fire Safety Training

Fire safety training is mandatory for all SGI-JL staff, including agency workers, volunteers and contractors. Fire Safety awareness is a requirement for all SGUL students. This is a legal requirement under the Health and Safety at Work Act 1974, the Management of Health, Safety at Work Regulations 1999 and the Regulatory Reform Fire Safety Order (2005),

All SGIJL staff, volunteers and agency staff roles and responsibilities are:

- 3.4.1 All members of staff must complete the mandatory fire training provided by the university within the first week of joining and thereafter at annual intervals. Staff with more than basic responsibilities in a fire situation will be expected to attend the appropriate level of fire training that has been identified within the university.
- 3.4.2 All managers have a responsibility to ensure that they and their staff comply with the identified training requirements, and that training records are monitored and maintained on a corporate register.
- 3.4.3 Managers should ensure all staff under their control have up-to-date fire training.
- 3.4.4 Training will be provided by the SHE Office to all levels of staff on a regular basis and will include induction; face to face training; e-Learning; appropriate refresher training and specialist training to relevant groups e.g. Fire Marshals etc.
- 3.4.5 Records of staff attendances at training, maintenance and access to such records will be the responsibility of the SHE office. They will also support relevant committees and groups with such data as needed.

This training will cover the following (not exhaustive list):

- Fire safety legislation.
- The basic principles of fire safety.
- Actions to be taken on discovering of or suspecting a fire.
- Actions to be taken on hearing the fire alarm.
- Instruction on how to alert the Security Control Centre by calling 0909
- Training in Evacuation procedures.
- Staff responsibilities during a fire incident.
- Specialist roles for fire marshals.
- Physical training in the correct use of fire extinguishers
- Good Housekeeping.

## 3.5 Fire Evacuation drill

Fire evacuation drills/exercise must be undertaken at least once a year in line with the applicable legislation, the SGUL procedures and local fire safety arrangements. An evacuation due to an actual fire or false alarm during a year may be recorded as a fire drill.

### 3.6 Local Induction of New Staff

Managers have a responsibility to ensure that all new staff on the first day in their work area are provided with a suitable local fire safety induction. This should be recorded on departmental training records and record must be kept. Further information is accessible [here](#)

### 3.7 Temporary Staff, Volunteers & Contractors

If temporary staff are working within the department it is the managers responsibility to ensure that they are made aware of their own roles and responsibilities and the contents of the Fire Policy so as to be able to comply with these arrangements.

Appendix: Examples of fire prevention measures

## KNOW YOUR FIRE EXTINGUISHERS COLOUR CODES



### WATER

Safe for use on:  
Wood, paper & fabric fires

DO NOT use on: Electrical fires

DO NOT use on: Flammable liquids

DO NOT use on:  
M L Flammable metal fires

### AFFF

### FOAM

Safe for use on:  
Wood, paper & fabric fires

Safe for use on:  
Flammable liquid fires

DO NOT use on: Electrical fires

DO NOT use on: Flammable metal fires

### CO2

Safe for use on:  
Flammable liquid fires

Safe for use on: Electrical fires

DO NOT use on:  
Wood, paper or fabric fires

DO NOT use on:

DO NOT hold horn when operating

### DRY POWDER

Safe for use on:  
Wood, paper & fabric fires & fabric fires

**B** use on: Safe for use on: Cooking oil & deep fat fryers  
NOT use on: Flammable liquid fires

cal C tirc Safe for use on:

Gaseous

fires

use on:

fires

### WET CHEMICAL

Safe for use on:  
Wood, paper

Safe for

DO NOT use on: Electrical fires

Electri

DO NOT use on:

Flammable liquids

Safe for

DO NOT use on: Electrical

fires

Examples of other fire safety measures

# St George's

University of London



## Reference:

<https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

### Building Regulation's 2010

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-equipment-drills-and-training#:~:text=Fire%20drills%20and%20training&text=You%20should%20carry%20out%20at,fire%20safety%20and%20evacuation%20plan>.

<https://www.firesafe.org.uk/emergency-lighting/>