FIRE POLICY STATEMENT

Policy Statement

Fires cause loss of life and damages property and businesses every year. The company seeks to avoid such losses by managing fire risks to prevent fires if possible and to have in place safety and contingency procedures that mitigate the harmful effects of a fire should it occur.

This policy explains how these responsibilities are to be managed and how the fire risks are to be controlled. In the main, this will encompass company owned or leased buildings, and also off-site buildings used by the company but owned and managed by other parties.

The Company has responsibilities imposed under the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 in relation to fire safety, in which it is required to take the initiative in managing fire risks in its buildings.

Where appropriate, fire safety training and instruction will be given, together with the provision of safety devices, equipment and instructions to carry out the duties in a safe and proper manner.

General Management Arrangements for Fire Safety

Responsible Person:

The Managing Director as employer is designated as the 'responsible person' under the Regulatory Reform (Fire Safety) Order 2005. They shall delegate operational responsibility to competent persons to oversee management arrangements for fire safety.

Duties of the Responsible Person shall be responsible for:

- Ensuring the buildings that constitute the company's estate are safe for occupants to use at all times
- Fire safety in relation to all aspects of building design and development, new build works, alterations and refurbishments
- Fire safety in relation to the maintenance of and minor works to all buildings
- The control of contractors, in so far as they affect fire safety
- Ensuring that an Emergency Evacuation Plan is developed and implemented
- Co-ordinating the response of the company with the emergency services
- Monitoring the operation of fire alarm systems and related building fire precautions and ensuring the outcome is recorded in the Fire Logbook
- Assisting occupants in the evacuation of buildings in a fire
- Ensuring that practice drills are organised and conducted twice a year

The Responsible Person should also ensure:

a) They can evacuate their staff, and visitors in the event of a fire by appointing adequate numbers of Fire Marshals in accordance with the Emergency Evacuation Procedure

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b) Those members of staff with specific duties under the policy e.g. Fire Marshals receive appropriate training within 3 months of their appointment to the role
c) They manage fire risks and conduct housekeeping to prevent fires in accordance with this policy
d) That their staff are encouraged to report any defects in buildings which may impact upon fire safety
e) That the relevant sections of the Fire Risk Assessment are actioned in a timely manner

All Staff

It is the duty of all staff to assist management in its efforts to protect people and comply with fire safety law by ensuring that their work does not create fires or encourage the conditions under which a fire could start. They should assist their colleagues by raising the alarm if they discover a fire and follow the instructions given to them by Security or the emergency services.
All staff will be briefed on the Fire Risk assessments and evacuation procedures as part of induction and regular toolbox talks.

Building Fire Risk Assessments

The Fire Risk Assessment (FRA) is a methodical assessment of fire hazards in the building fabric, plant and services, hazards arising from activities, ways that people use a building weighed against the type of structure and the fire precautions that are in place. The purpose of the FRA is to identify any improvements needed to achieve a satisfactory level of fire safety, both in preventing fires or minimising their effects.
The Managing Director will ensure that a competent person is appointed to undertake FRA in all buildings owned and managed by the Company.
The aim of the FRA is;

- To evaluate whether existing precautions in each building are satisfactory in the light of its current uses and fire hazards
- To achieve consistent levels of safety in relation to fire risks across the company's estate
- To allow Management to decide on an appropriate fire protection strategy that takes into account the effect on business continuity

The Managing Director will review FRA's at regular intervals to accommodate changes in fire law, structural alterations to buildings, changes in fire precautions technologies or use by occupants, and ensure actions from FRAs are communicated to Responsible Person so they can act on those aspects of the FRA relating to their use of the building and particularly the fire hazards they introduce as part of their teaching, research or other activities.

Building Development

The company will ensure all building design work that affects a building's existing fire precautions or introduces new hazards for which these precautions are not compliant, conforms to good practice and relevant industry standards, including but not limited to:

- Approved Document B 'Fire Safety' Building Regulations 2010 (revised edition 2006)
- Institute of Electrical Engineers (IEE) Wiring Regulations (18th Edition) BS7671
- British and European Standards on building fire safety

- Regulatory Reform (Fire Safety) Order 2005

Proposed changes to the design of the building's fabric or services should be integrated sympathetically with the existing fire precautions including those described in the Fire Risk Assessment, Fire Policy and the building's Emergency Evacuation Plan. It must be recognised that the planning and design of development projects can change occupancy levels, building capacities and flow-rates on escape routes therefore additional fire precautions may be necessary or occupancy numbers reduced.

The Company will ensure that the design of works is referred to the Statutory Authorities as appropriate, including, but not limited to, making Building Regulation Applications and consulting with the Fire Authority.

The Company will maintain appropriate as-built information including fire plans and building fire escape routes.

The Company will ensure that any person undertaking design work is competent.

Building Alterations

The Company will manage fire risks associated with construction and maintenance works in order to avoid fires.

The Company will engage contractors who can demonstrate suitable knowledge, qualifications and experience to carry out any works to the building's fabric or services that materially affect existing fire precautions.

The Company will:

- Supervise all such work
- Provide the principal designer and principal contractor with relevant existing fire plans, escape information, compartmentation drawings and FRA
- Monitor contractors' control of fire risks arising from all demolition & construction work
- Direct the principal designer to identify fire risks anticipated in the scope of the works, particularly hot-works and other high-risk activities and include these in the information pack to prospective contractors and designers
- Direct designers to consider fire risks associated with the designs they propose and mitigate those risks if necessary
- Remove or reduce the level of any materials or other hazards that introduce or increase the risk of fire during any construction or maintenance works prior to commencement
- Specify that contractors do not affect the existing fire precautions except where absolutely necessary and only in consultation with the Project and Health and Safety Team
- Ensure during the construction phase of a project that the existing fire precautions are maintained, or alternative suitable temporary arrangements are made and communicated to the Project Team, Fire Response Team, building users etc.
- Monitor the contractors' management of fire risks during construction and maintenance works, intervening where these risks are not being controlled adequately to prevent fires occurring

- At the end of each shift, the contractor will ensure that any 'bagged' automatic fire detectors (AFDs) are cleared of obstructions, are serviceable and that all fire alarm zones are returned to the fire alarm system after isolation. At the

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completion of works, the contractor will ensure that any breaches in the building's fire compartmentation (walls, firebreaks, risers, etc.) are reinstated to give protection against fire spread

Prior to the completion of construction works, the Company must request written confirmation from the contractor/designer to ensure that:

- All passive fire protection products are third party certificated and that they are installed by contractors holding third party certification for that product type
- All fire systems (detection, alarms, fire doors signage etc.) have been installed, tested and commissioned in accordance with the design and specification
- All fire systems are fully operational
- Relevant statutory consents/approvals are in place
- Update information (Fire Risk Assessments, Emergency Procedures etc.) as necessary
- All test certificates are received

Managing Fire Risks in Construction Work

The Company will ensure that contractors comply with the standards in the Health & Safety Executive's Construction Information Sheet 51 'Construction Fire Safety'.
Campus Services will ensure construction sites will mitigate fire risk in compliance to:

a) HSG168 – Fire Safety in Construction
b) Code of Practice on the Protection from Fire on construction sites and Buildings Undergoing Renovation. (9th Edition:2015)
c) Construction Design and Management Regulations 2015

Maintenance and Servicing of Building's Fire Safety Precautions

Fire Alarm Systems
The Company will ensure maintenance of each building's fire alarm system, in accordance with BS 5839-1 current edition. In circumstances where the installed fire alarm system is unserviceable, temporary arrangements will be provided to occupants for the manual raising of the fire alarm until such time as the fire alarm system can be repaired.

Emergency Lighting
The Company will ensure maintenance of the emergency light systems, in accordance with BS 5266-1 current edition.

Fire Fighting Equipment
The Company will ensure that all fire-fighting equipment, extinguishers, fire hoses and blankets used in its buildings are in accordance with BS 5306 current edition. All staff should notify the Responsible Person of extinguishers and other equipment that has been discharged or is defective.

Fire Doors
The Company will maintain all fire doors so that they meet the requirements of BS 476 – current edition and offer an effective barrier to fire and smoke in order to allow evacuation and deter fire spread throughout the building.

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Fire Compartmentation
The Company will monitor any on-going construction and maintenance work so that breaches in fire compartment floors or walls can be repaired (that is, repaired so that they are resistant to smoke and fire).

Fire Signage
The Company will ensure that signs conform to the Health and Safety (Safety Signs and Signals) Regulations 1996 so that occupants are properly directed to exits, extinguishers and fire assembly points.

Dry Risers
Where a building has a dry riser, the Company will ensure these are maintained and in a serviceable condition at all times in accordance BS 9990 – current edition.

Acting on Recommendations in FRAs
The Company will incorporate recommendations from Fire Risk Assessments into planned maintenance and refurbishment program, giving due regard to the urgency of the recommendation in each case.

Acting on Reported Defects from Drills
The Company will record any evacuation in the Fire Logbook and identify any areas for improvement.
Information

Every person who works or studies at the company should understand how fire safety is managed and have access to the Fire Policy. This will help them to contribute to controlling fire risks while they work or study and to react in a way that protects their lives and the lives of others in the event of a fire. Information is provided through:

- The Fire Policy, which explains general arrangements for managing fire safety and includes the Evacuation Procedure
- The Emergency Evacuation Plan applicable to their particular workplace(s)
- Training and induction – see section 14 of this policy
- Fire escape routes and Fire Assembly Points
- Information on building hazards for emergency services
- Building services isolation points (for gas, electricity and water)
- Fire instruction notices (fire plans)

Checking and Testing

Regular tests and checks on the effectiveness of evacuations and the various elements of fire precautions for a building are essential if we are to be confident that they will work in an emergency. This ranges from simple checks that emergency lights work and emergency exit doors open to full diagnostics on a modern alarm system.

Weekly Fire Alarm Tests
The Company will ensure that weekly testing of fire alarm systems are completed each week as described in BS 5839 current edition. The purpose of this test is to ensure that all fire alarm sounders are working and making a noise loud enough to alert all occupants. The test requires the bells or klaxons to be run in short bursts (10-20 seconds). A different manual call point should be used at the time of every weekly test so that all manual call points are tested over a period of time. Any

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defects (no sound, low sound) are to be reported to the system maintainer. The results of this test will be recorded in the fire log book and retained on site for inspection.

Emergency Lighting

Where a building is fitted with emergency lighting systems, this will be tested in accordance with BS 5266 and any defects are to be reported to the system maintainer. The results of this test will be recorded in the fire log book and retained on site for inspection.

Fire Alarm Systems

The system maintainer will run diagnostics checks on each building's fire alarm control panel at 3-6-month intervals.

Fire Drills

The responsible person will arrange for two fire drills per year at each of the buildings owned or managed by the Company. During a fire drill, the alarm should be triggered at a manual call point (MCP) break-glass rather than simply operating the bell-test button on the fire panel. This is to ensure that all interfaced systems are activated (the bell-test button simply tests the function of the sounder circuits and is sufficient for sounder tests only). Devices that are interfaced with the fire alarm system should be identified for each building so that their operation can be monitored during drills and other activations.

The aim of a fire drill is to demonstrate that the building can be cleared of people in a reasonable time, commensurate with the size and complexity of the building and the associated risk. Staff who are supervising students should lead them to safety via the nearest escape route.

Emergency Evacuation Procedure

The emergency evacuation procedure is at appendix 1.

Building Occupants Management of Fire Risks and Housekeeping

Although the main responsibility for the installation and maintenance of building fire precautions lies with the company, it is often true that day-to-day control of fire risks is in the hands of each building's occupants. As well as being responsible for managing evacuations, management occupying each building need to reduce the chance of fires occurring as far as reasonably practicable. Managers should contact the Health and Safety Advisor if they need advice on fire safety or are unsure how to proceed.

It is important that all managers and staff who occupy company buildings take responsibility for:

- Managing any fire risks associated with their daily activities to avoid fires, including maintaining local fire precautions for processes and activities if necessary
- Ensuring that the Emergency Evacuation Plan is read and understood
- Ensuring that their own actions do not interfere with or impair the effectiveness of the building's existing fire precautions
- Conducting regular spot checks to maintain housekeeping standards to minimise fire risks and maintain escape routes
- Enforcing the company, No Smoking Code of Policy
- Ensuring that Portable Appliance Testing of electrical appliances is carried out regularly
- Organizing themselves so that they can evacuate everyone in the building quickly and safely and provide reasonable information on the status of that evacuation to Security

- Providing fire safety information at staff inductions
- Not introducing additional hazards into the building without referring to the Health and Safety Advisor

Successful management of fire risks arising from the normal range of activities in buildings is about keeping ignition sources and fuel apart, otherwise a fire could occur.
Fire risks can and do arise as a consequence of poor housekeeping, which leads to an accumulation of combustible materials or fire accelerants (flammable liquids and gases) or the unsafe storage of these, creating an increased risk of fire or fire load in that part of the building.
Managing fire risks means regular servicing and maintenance of plant & equipment used, which there is a risk of malfunction, overheating and fire. An example of this is where wear & tear on electrical components in a machine, leads to short-circuit or overload, which results in a fire. Even in offices, appliances such as desk fans, desk lamps etc. can cause fires if they are not inspected periodically and maintained in a safe condition.
Those engaged in workshop and similar processes (for example, welding, grinding, cooking and heating substances) need to be instructed and demonstrably competent as a result. They may also need to be supervised to achieve an acceptable level of safety.

To ensure that they have discharged their responsibilities and are managing fire risks for the building, managers should:

- Use the Fire Risk Assessment (FRA) for their building, to identify the main fire risks associated with their activities and then make local arrangements to control these fire risks
- Use the FRA to evaluate the adequacy of their arrangements during different periods when the building's mode of use changes (e.g. during construction work or times when there are large numbers of visitors)
- Ensure that their staff in all parts of the building
    - Don't create fire risks by poor housekeeping and maintenance
    - Manage hot-processes and other activities with higher risk of fire to control this, taking advice on how to do this where necessary
    - Don't compromise building fire precautions by blocking fire escape routes with furniture or materials, disabling parts of the fire alarm system or chocking open fire doors etc

Fire Evacuation

The company must ensure that there are suitable arrangements for evacuation as part of the Emergency Fire Plan for the building. This is part of their responsibilities under the Equality Act 2010 and the Regulatory Reform (Fire Safety) Order 2005.

Fire evacuation of buildings must consider:

- Those persons who work in, study, or regularly visit, the building
- Persons who are visiting the building.

All potential needs must be considered and all options explored.
Needs may include:

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- Limited or lack of mobility affecting movement
- Width of exit routes for wheelchair egress
- Difficulty in opening doors
- Visual impairment
- Hearing impairment
- Lack of understanding about what is happening
- Reassurance to help dispel anxiety

Options available include:

- Accommodating employees on the ground floor or close to final exits where possible
- Use of evacuation or fire-fighting lifts (Note that ordinary lifts must not be used in a fire situation)
- Use of refuge areas as part of a staged approach to evacuation
- Identifying employees or buddy's willing to accompany disabled people while a refuge is in use
- Provision of an intercom in refuge areas
- Provision of evacuation chairs and the training of personnel who will assist in an emergency
- Ensuring that those with language difficulties and visual, hearing, and learning impairment are made aware when a fire alarm is activated

The overriding aim is to be able to completely evacuate the building within a reasonable time, without having to rely on the Fire Service to rescue people from the building.

Training

All staff are required to successfully undergo Fire Safety Training / Toolbox Talk and receive instruction on the evacuation procedure, including specific instructions on local arrangements for the buildings in which they work.

<u>New Staff Inductions</u>
New employees are inducted into general emergency procedures when they start work, supported by a local induction which should include arrangements for the buildings they work in.

<u>Persons with special responsibilities</u>
There are staff, who should receive specific training according to their respective roles, as follows:

<u>The Fire Warden</u>

- The aims of this Fire Policy
- Their roles and priorities in a fire evacuation and what is expected of them as defined in the Emergency Evacuation Plan for that particular building
- How to respond safely
- How the various fire alarm systems work and correct interrogation of the fire panels and identification of activations and faults
- How to investigate activations safely

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- The Fire Response Team will receive instruction on responding to a request for assisted evacuation of a person or persons
- How to locate a person who requires assistance evacuating
- How to use the evacuation chair or other equipment e.g. evacuation lifts

Appendix 1

Emergency Evacuation Plan

The purpose of this procedure is to ensure a speedy and effective evacuation of a building in the event of a fire and the roles that various people need to play to achieve this.

The objectives are:

- From the point at which a fire is detected, the building's occupants are able to get themselves and everyone else out of the building safely and as quickly as possible
- The Emergency Services are alerted at the earliest opportunity so that they can fight the fire
- The building's occupants are able to provide information to the Emergency Services and Management on
    - The state of the building's evacuation
    - Persons in need of rescue or assistance
    - Building hazards that present a continuing threat
    - Building access and services that will assist the Emergency Services in their work, helping to deal with the fire and minimising injury and other losses

Any Persons' Response on Discovering Fire

The following instructions should be noted for all staff:

- Are you trained, and can you SAFELY extinguish the fire? (Even if you do, you must still raise the alarm and contact Security for assistance)
- If not, leave the room, closing the door behind you to limit fire spread
- Activate the first manual call point you see as you escape. If you are in a small building without an alarm system, shout FIRE! as you leave
- Proceed to the nearest fire escape route out of the building
- Go to your designated Staff Assembly Point (SAP)

All Persons' Response on Hearing the Fire Alarm (Students, Visitors, Contractors, etc.)

All persons should:

- Leave the room/area (closing doors behind you) and proceed via nearest escape route to building exit
- Go to your designated Staff Assembly Point (SAP), giving information on evacuated areas if able to do so
- Await instructions from the most senior person present or Fire Officer before re-entering the building

Fire Wardens

A Fire Warden shall be appointed for each area of the building. Their duties will include:

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- Checking all rooms quickly in the vicinity where they are working (including toilets) before evacuating with everyone else. Knock loudly on toilet doors and shout FIRE to inform any occupants
- They should instruct anyone that they do find, to leave immediately
- They should assist any disabled person to the nearest Fire Refuge and call security for evacuation assistance
- Once they have left the building, they should go to the FAP and find the Senior person and report;
    - Any evidence of fire they witnessed
    - The areas/rooms they checked and were empty
    - Any persons unable or unwilling to leave the building
    - Specific location of any disabled persons in a Fire Refuge
- They may also assist in encouraging people toward the Staff Assembly Point (SAP)

Important Note:
Be alert for smoke or flame. Look through glass panels in closed doors before opening door and entering the room. Do not open a door if the handle feels hot to touch.

All Employees
In addition to following evacuation steps at (a) and (b) above, all employees can assist the appointed Fire Marshals to ensure that others evacuate the building in the event of an emergency.

Staff Supervising Visitors during an Alarm
Any member of staff who is supervising students or visitors in the building at the time of the alarm should lead those persons to safety.

Disabled Persons
Disabled persons should evacuate the building, drawing on assistance from colleagues as arranged.

Fire Refuges
All staff should familiarize themselves with the locations of the Fire Refuges in the buildings in which they work.

Emergency and Evacuation Team (the most senior person on site)

Their purpose is to assess the emerging situation, investigate the cause of the activation where safe to do so and communicate with the Emergency Services.

Emergency and Evacuation Team functions are to:

- Investigating alarm activation and location and progress of any fire; (using information gained from the fire panels, or witnesses)
- Learning the state of the evacuation and especially the location of any persons who need either rescue or assistance to evacuate the building
- Verifying the existence of a fire or false alarm, where able to do so
- Directing evacuees to keep moving to avoid bottlenecks in foyers and outside building entrances and to head towards the Fire Assembly Point (FAP)
- Directing evacuees away from public highways and to a place of safety adjacent to the FAP

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- Liaise with the Senior Fire Officer attending the scene by
    - Explaining the situation to the Senior Fire Officer
    - Giving the location of any persons remaining in the building who will need to be rescued;
    - Providing information regarding building hazards
- Assist Disabled Persons by
    - Being able to deploy trained staff who can use an Evac Chair if needed to assist a person with mobility impairment

Signed:

Dean Jump
Role: Managing Director

Date: October 2023

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