

**Health and  
Safety Unit**



## **University Technical Fire Policy & Procedures (General)**

## Contents

1. Introduction .....	4
2. General fire prevention .....	4
2.1 General .....	4
2.2 Arson .....	4
2.3 Furnishings .....	4
2.4 Storage of furniture, etc. in corridors and staircases.....	4
2.5 Fire stopping .....	5
2.6 Dangerous substances .....	6
2.7 Contractors .....	6
2.8 Maintenance of equipment (that might cause fire) .....	6
2.9 Fire safety inspections .....	7
2.10 Electric scooters, electric bicycles, etc.....	7
3. Fire detection/alarm equipment.....	7
3.1 General.....	7
3.2 Isolation (procedure).....	8
3.3 Testing and maintenance (who does what) .....	8
3.4 Fire alarm system failure .....	8
3.5 Alarm activations and incident reporting .....	8
4. Means of escape from fire .....	8
4.1 Escape routes/fire doors .....	8
4.2 Door furniture and locks.....	9
4.3 Fire safety signage .....	9
4.4 Classroom occupancy .....	9
4.5 Protection of means of escape, etc.....	10
5. Firefighting equipment and other systems.....	12
5.1 Portable firefighting equipment .....	12
5.2 Fixed firefighting equipment and fire safety systems .....	13
6. Emergency procedures .....	13
6.1 General.....	13
6.2 Disabled persons (PEEPs, etc.).....	13
6.3 Fire wardens .....	19
6.4 Accommodation emergency procedures .....	22
6.5 Emergency procedures outside of normal working hours .....	22
6.6 Evacuation drills.....	22
6.7 Visitors .....	23
6.8 Fire brigade attendance .....	23
7. Events .....	24
8. 3 <sup>rd</sup> party relationships .....	25
Appendix A .....	27
Appendix B .....	28

Appendix C .....29  
Appendix D .....31  
Appendix E .....34  
Appendix F.....35

# 1. Introduction

The purpose of this document is to provide technical and procedural guidance in respect of the various fire safety issues it deals with. It should be read in conjunction with the University's general 'Fire Safety Policy and Fire Safety Management' document.

## 2. General fire prevention

### 2.1 General

Plainly, it is extremely important that the risk of fires starting is minimized as far as possible. If fires are eliminated or, where they do occur, restricted in size, the risk to individuals is kept low, the threat of damage to University property is reduced and the work of the University is unlikely to be disrupted.

The fundamentals of reducing the risk from fire involve the elimination, as far as possible, of things that can burn and things that can cause heat. Where these cannot be eliminated, they should be reduced to a minimum and kept apart from each other.

[Appendix A](#) provides further information on this subject.

### 2.2 Arson

Arson is a common cause of fire. To combat it, all staff and students should be mindful of security and report any suspicious activity or perceived security weaknesses to Security. Material external to buildings is often a target for arson and consequently waste and similarly combustible material should be securely stored away from the building.

### 2.3 Furnishings

Furnishings used within the University should be procured through reputable suppliers, maintained in good condition and kept separate from ignition sources.

Upholstered furniture and mattresses within student accommodation should conform to the requirements of British Standards BS7176:2007 and BS7177:2008 respectively (medium hazard).

Furniture procured for publicly accessible/higher risk areas of non-residential University buildings should conform to the requirements of British Standards BS7176:2007 (medium hazard).

Furniture for low risk areas within non-residential buildings, such as offices, should conform to the requirements of British Standards BS7176:2007 (low hazard).

In student accommodation, publicly accessible/higher risk areas of non-residential buildings, fabrics used for curtains, drapes and blinds should comply with the requirements of BS5867-2:2008 (type B performance). In lower risk areas, fabrics with type A performance are acceptable.

Existing furniture that does not conform to these requirements need not be routinely replaced but should be assessed as part of a building's fire risk assessment.

### 2.4 Storage of furniture, etc. in corridors and staircases

Furniture and other items in corridors and staircases places the occupants of buildings at risk as it:

- a) May become involved in a fire (accidentally or deliberately) which may fill the escape route with smoke and render it impassable.
- b) May obstruct the escape of persons in the event of an emergency

In respect of b) above it should be noted that escape routes will be subject to much greater flows of people in an emergency and items of unfixed furniture can easily end up in the path of escaping individuals.

Of particular concern are routes that are specifically designed to be fire-resisting. Typically, these are:

- Staircases
- Sections of corridors where only one direction of escape is possible.
- Corridors in residential accommodation.

These areas must be kept completely free of obstructions and combustible material.

In other escape routes, a limited amount of items may be acceptable subject to the following conditions:

- i. There is a pressing reason why the escape route is being used and other options have been explored and deemed unviable.
- ii. Escape width remains adequate and will not be affected by dislodged items (furniture should be secured)
- iii. Any furniture/other items should be non-combustible or have low combustibility (for example, suitable solid plastic or hardwood chairs).
- iv. Fire detection should be present in the corridor
- v. Notice boards should be limited in size, number and proximity to each other. Notices on them should be limited in number and properly fixed.

## **2.5 Fire stopping**

The integrity of structures designed to prevent the spread of fire should be maintained where necessary by the provision of adequate fire stopping. This, for example, may be necessary where penetrations are made to accommodate pipes and other services.

In many large buildings, it is unfortunately not uncommon to encounter numerous holes in fire resisting structures. Consequently, any approach that is adopted to remedying these issues should be based upon risk so that resources can be allocated in a logical manner. Further to this, the priority order of work in terms of areas affected should generally be as follows:

1. Structures enclosing refuges
2. Structures enclosing residential staircases and protected routes.
3. Structures enclosing staircases and protected routes in non-residential buildings
4. Other fire resisting structures in residential buildings
5. Other fire resisting structures in non-residential buildings

Within these general categories, further prioritisation may be appropriate in respect of specific risk factors (a chemistry laboratory where there is a heightened fire risk would, for example, generally be a higher priority than a biology lab where little if any flammable substances are employed).

In respect of the size of openings that require attention, it is preferable that all penetrations are sealed with appropriately tested proprietary seals (such as pressure exerting intumescent collars or pipe wraps). However, in line with Approved Document B, where

openings are less than 40mm, fire stopping around pipes, etc is generally considered to be acceptable.<sup>1</sup>

When carrying out work that involves creating openings in fire resisting structures, holes should be kept as small as possible and as few as is necessary. Consideration should be given in advance to what method of fire stopping will be used to restore the fire resistance of the structure involved.

## 2.6 Dangerous substances

A standard fire risk assessment will cover the risks that arise from regular work activities. However, where there are substances or items that may create an explosion risk then a risk assessment that complies with the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR) needs to be carried out.

The responsibility for ensuring that the risk assessment is carried out lies with the Faculty Operating Officer/Director/Head of Unit responsible for the area in which the substance is used and/or located, following relevant University guidance published by the Safety Unit.

The substances should be:

- Stored and used in a manner consistent with the relevant legislation.
- Indicated by signage as necessary.
- Listed on an inventory readily accessible at all times by security staff.

## 2.7 Contractors

Contractors carrying out works for the University should comply with the legislative requirements placed on them by the *Construction (Design and Management) Regulations 2015* and the guidance that supports that legislation; in particular, the HSE's publication *Fire safety in construction* (HSG168). To this end they should provide both:

1. A fire risk assessment, and
2. A fire emergency procedure

Where a construction site forms part of an occupied building, the fire risk assessment for that building should be reviewed/revised as necessary. The building's fire emergency procedure and the site emergency procedures should be integrated as far as that is required to ensure the safe escape of all building occupants.

The Estates and Facilities Directorate is responsible for briefing contractors under their control in respect of fire safety procedures and controlling their activities so that they do not present a risk to themselves or others. Contractors under the control of other Directorates/Faculties/Units must be similarly briefed by the responsible person/s within that Directorate/Faculty/Unit. Project managers should ensure that contractors are provided with details of what is expected of them and their employees in respect of fire safety and ensure necessary safety inductions are carried out.

Project managers should pay particular attention to any work that involves physical alteration of any fire resisting structures. Where this does happen, the project manager should arrange for the fire resistance of the structure to be restored as necessary prior to completion of the works.

## 2.8 Maintenance of equipment (that might cause fire)

Any equipment that might cause a fire, a category that will naturally include virtually every item that has an electrical supply, should be subject to a maintenance regime. Such a

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<sup>1</sup> Where the penetration is for a high melting point pipe, the diameter of the opening may be increased to 160mm. Where the penetration is within a structure enclosing a protected shaft (other than a stairway or lift shaft) the 40mm limit may be increased to 110mm.

regime might range from frequent and extensive servicing to occasional visual inspection. The [University's Code of Practice for Testing of Electrical Equipment](#) sets out what is required in detail.

## 2.9 Fire safety inspections

The Safety Unit will carry out:

- a) Triannual fire safety inspections of non-residential buildings.
- b) Bimonthly fire safety inspections of the common parts of student residential accommodation.

Individual student room fire safety inspections will not be routinely carried out. However, any staff that carry out work that involves entering student rooms (for example, fire door inspections, shower descaling, annual condition inspections, etc) should be briefed as to the importance of reporting any apparent safety breaches including, but not limited to:

- Interference with fire detectors
- Smoking in rooms
- Excessive amounts of combustible material
- Cooking in rooms
- Proscribed ignition sources (eg, candles, incense burners, etc)

## 2.10 Electric scooters, electric bicycles, etc.

Electric scooters, electric bicycles and similar forms of personal transport are not permitted within any University building due to the risk of fire (this prohibition includes the batteries of such forms of transport should they be removed). Electric wheelchairs are generally exempt, provided that they are maintained properly and used in accordance with manufacturers' instructions and the requirements of this policy. Where a residential student requires an electric wheelchair, a risk assessment should be carried out to ensure that the risks posed by the wheelchair are adequately considered and addressed as far as is necessary.

## 3. Fire detection/alarm equipment

### 3.1 General

All buildings will be provided with a suitable means for alerting the occupants in the event of fire. Generally, and as a minimum, this will be an electronic fire alarm and detection system designed, installed and maintained in accordance with the relevant provisions of BS5839-1:2013.

Unauthorised interference with a fire alarm system places individuals within University buildings at risk. Any such interference may ultimately result in criminal charges being brought against the person or persons responsible. Additionally, the University will not tolerate any such behaviour and will take disciplinary action against anyone found to be involved.

To assist with the escape of those who may not be able to respond to an audible alarm, other means of indicating that the alarm has activated should be installed where necessary.

False alarms can cause people to become complacent about fire alarm activations and consequently may delay their response during a real fire. Additionally, the fire service may charge the University where they attend what is subsequently established to be a false alarm. Staff and students should consequently be aware of the need to prevent accidental activations. Typical causes of false alarms are:

- Smoke from cooking

- Smoke from other activities (e.g. hot cutting/welding)
- Aerosols
- Steam (from showers, etc.)
- Hair straighteners/hair dryers
- Smoking/vaping
- Water ingress
- Dust (typically from building works)

Covers may be used to protect fire alarm manual call points in areas where there is a high potential for accidental damage or malicious activation in conjunction with a permit issued from Estates and Facilities Directorate.

### **3.2 Isolation (procedure)**

Isolation of fire alarms is a process controlled by EFD. Any isolations implanted should be:

Strictly Where it is deemed necessary to isolate all or part of any fire alarm system, permission to do so should first be sought from the Estates and Facilities Directorate a week in advance of the proposed isolation. Isolation of any part of a fire alarm system must not take place without formal written permission in the form of a permit. Where it is not possible to provide a week's notice, permission should be sought as soon as possible, and the permit completed at the earliest opportunity thereafter

### **3.3 Testing and maintenance (who does what)**

The Estates and Facilities Directorate is responsible for the testing and maintenance of all the University's fire alarms that are under their control. The regime should align with the relevant provisions of BS5839.

### **3.4 Fire alarm system failure**

In the event of a failure of a fire alarm every effort should be made to restore its full operation as soon as possible. During any period where the alarm is defective, activities within the affected area should be reviewed and, if it is felt appropriate, suspended temporarily. Regular fire patrols may need to be established so that any fire that may arise is identified relatively quickly.

Where the affected alarm covers area where people sleep, more frequent patrols and additional protective measures in the form of battery-operated smoke detectors may be necessary to give early warning to those sleeping.

### **3.5 Alarm activations and incident reporting**

Details of all alarm activations and fire incidents should be investigated, recorded and reported using the appropriate system. The relevant security supervisor on duty at the time should ensure that this happens.

## **4. Means of escape from fire**

### **4.1 Escape routes/fire doors**

It is essential that fire escape routes from University buildings are kept clear at all times. Whilst in normal use it may be possible to safely negotiate an obstruction, during a fire, when all the occupants of a building are required to leave simultaneously, any restriction along a route may significantly increase the time it takes for all of the occupants to escape which will, in turn, place them at risk of injury or worse. Combustible material within an escape route, were it to be ignited, would render the route unusable. It is particularly important that these provisions are observed for staircases protected by fire doors.

Fire doors are an essential safety feature of a building in that they are designed to hold back fire for a prescribed amount of time to allow for individuals within a building to



escape. Consequently, they must not be held open unless this is done by a suitable equipment that will release the door during a fire. Door wedges must not be used. This is of particular importance in a residential setting, where the risk from fire is high and where rooms are unoccupied.

On a six-monthly basis all fire doors should be inspected by Estates and Facilities to ensure that they are in a satisfactory condition. [Appendix B](#) provides details of what should be looked at.

New fire doors, whether installed as a result of a refurbishment or new build, should comply with the provisions of BS EN 16034 (in the case of door sets) or BS 8214:2016 (in the case of door assemblies) and ideally be produced by a manufacturer subject to third party certification. Existing fire doors need not be replaced as a matter of course upon the introduction of a new standard unless a risk assessment or other inspection indicates that this course of action is warranted.

## **4.2 Door furniture and locks**

According to the relevant legislation, emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency. In practice what is permissible will vary with, amongst other things, the number of persons who might use an exit in an emergency and their familiarity with the building. For this reason, a thumb turn lock might be acceptable on an exit regularly used but by few people but would not be satisfactory where there were larger numbers of people and panic might occur.

Where electronic door locks are fitted to doors on escape routes they should normally be linked to the fire alarm, so that they release when it actuates, fail to safe mode and can be manually overridden from the direction of possible escape (which may be both sides).

## **4.3 Fire safety signage**

Fire safety signage should be provided by the Estates and Facilities Directorate in accordance with the provisions of BS5499. Such signage will indicate, amongst other things:

- The means of escape
- Fire doors (and associated instructions)
- Firefighting equipment

Building occupiers should be careful to ensure that any changes they or their contractors make to their workspaces do not compromise any fire safety signage and, if necessary, seek the provision of new signage.

Within accommodation, emergency action notices should be provided within rooms and at call points. If not indicated on emergency action notices, assembly point locations should be indicated by signage at exits from buildings. In addition to emergency action notices, signs that graphically indicate escape routes should be fitted to the back of each flat entrance door.

## **4.4 Classroom occupancy**

Safe classroom capacity is determined by several factors. To guide those who manage or use classrooms, four key factors that should be considered are the number of exits within a room, the distance between seat rows, the length of seat rows and the width of gangways.

- i) Number of room exits

The maximum occupancy for a room with a single exit is 60 persons. For rooms with more than 1 exit (as long as the exits are 45 degrees apart) the number can be increased subject to the total number of exits and other factors, such as exit width.

ii) Distance between/length seat rows

The clear distance between seat rows (the 'seatway') is determined by the number of seats in a row and whether gangways are present on each side. As can be seen from the table below, short seat rows can have narrower seatways (as can rows of seats served by gangways at either end).

**Number of seats in a row**

Seatway width	Maximum number of seats in a row	
	Gangway on one side	Gangway on two sides
mm		
300 to 324	7	14
325 to 349	8	16
350 to 374	9	18
375 to 399	10	20
400 to 424	11	22
425 to 449	12	24
450 to 474	12	26
475 to 499	12	28
500 or more	12	Limited by the travel distance (see Table D.2)

BS9999:2017 Table D1

iii) Width of gangways

Gangways should be at least 1100 mm wide. For rooms occupied by fewer than 60 persons, this minimum figure may be reduced to 900 mm.

Number of seats exceeding	Recommended arrangement
50	Secure seats together in lengths of not less than four
250	Secure the seats together in rows and fix the ends of the rows to the floor or to each other by using chamfered floor bars
Over 600	Fix all seats individually to the floor

1. The fixing of seats together should be sufficiently secure to avoid easy separation or snaking under pressure.  
 2. Where it is impractical to fix seats to floor plates, for example on polished dance floors, chamfered floor bars may be used. This is not a recommended solution for a 'lively' audience, for example at a pop concert.

**4.5 Protection of means of escape, etc.**

Where work on University buildings (new or existing) involves the penetration of fire resisting structures it is essential that the original fire resistance is promptly and competently restored. It is strongly recommended that such work is carried out using third party accredited products and installers.



## 5. Firefighting equipment and other systems

### 5.1 Portable firefighting equipment

Portable firefighting equipment, i.e. fire extinguishers, are provided across the University's buildings with the exception of the halls of residence. Water and CO2 extinguishers make up the bulk of the provision and can be used on solid fuel and electrical fires respectively.

Extinguishers should only be used by those competent to do so (generally fire wardens and security staff) and should not be used where doing so might endanger the user.

Interference with firefighting equipment is a serious offence and will be treated in the same way as interference with fire alarm systems (as described in 4.1 above).

The table below indicates the University's general requirements in respect of extinguisher provision (extinguishers are not provided in student flats due to the risks associated with their use by untrained individuals).

Area	Minimum provision (FRA may indicate additional requirements)
General work/student areas (including tea points)	1 x 13A rated water/foam and 1 x 2kg CO2 extinguisher within 30 metres of any point on a floor, and, a minimum of one pair of the above extinguishers per floor per each protected staircase. Alternatively, in lieu of the above, 1 x 13A rated water mist extinguisher suitable for use on live electrical equipment (tested to 35kV).
Labs/workplaces where volatile substances used/stored	As above with, additionally, a fire blanket in each relevant lab/workspace, and, subject to risk assessment, 1 x 13A rated water mist extinguisher suitable for use on live electrical equipment (tested to 35kV).
Plant rooms	1 x 2kg CO2 within/adjacent to plant room
Significant IT rooms	1 x 2kg CO2 within/adjacent to IT room
Student accommodation kitchens	1 x fire blanket per kitchen
Kitchens where cooking involves hot fats	1 x 6 litre type wet chemical extinguisher/ 1 x fire blanket within kitchen

Extinguishers should be mounted on wall brackets in accordance with the requirements of BS 5306-3

#### i) Maintenance

Extinguishers should be maintained in line with BS 5306-3. Any extinguishers that are unsafe to use should be removed from service and replaced as soon as possible (signage should be placed at the site of the removed extinguisher indicating date removed and date to be returned by – which should be no longer than 1 month). Whilst it is inevitable that there may be a temporary reduction in extinguisher provision as a result of maintenance,

total numbers of extinguishers in any building should not drop below 75% of the approved complement.

## **5.2 Fixed firefighting equipment and fire safety systems**

Some of the University's buildings are provided with fixed firefighting equipment such as:

- Sprinklers
- Dry risers (system of valves and pipework for use by the fire service)
- Inert gas flooding systems

Fire safety systems such as emergency escape lighting and smoke ventilation equipment can also be found within buildings in the University.

Testing and maintenance of this equipment is the responsibility of the Estates and Facilities Directorate.

Some campuses are provided with private hydrants which will not be tested or maintained by the local fire authority/local water utility. Where these hydrants exist, they should be maintained by the local Estates and Facilities team.

## **6. Emergency procedures**

### **6.1 General**

Emergency procedures should be drawn up for every University building and should cover the following points:

- Action upon discovery of a fire/hearing a fire alarm.
- Fire alarm signals
- Calling the fire service
- Fire fighting
- Key escape routes
- Evacuation procedure (including staff roles)
- Provisions for the evacuation of disabled persons and others who may need assistance.
- Special fire hazards
- Necessary shutdown procedures
- Assembly point
- Safe re-admission
- Training

Fire action notices should be provided as follows:

- Adjacent to each fire alarm manual call point
- In bedrooms
- Within halls of residence kitchens
- Anywhere else where they may prove beneficial.

Anyone failing to comply with the provisions of any emergency procedure, for example by not evacuating in response to an alarm, will be subject to disciplinary action in accordance with the University's disciplinary procedure.

Emergency procedures should be reviewed annually.

### **6.2 Disabled persons (PEEPs, etc.)**

The University is explicitly required by law to establish appropriate procedures to be followed where persons in property that it controls are endangered by fire. This naturally entails developing policies and procedures that ensure that buildings under the

University's control are safe for both disabled and non-disabled persons. Such policies and procedures should not rely upon the assistance of the fire service to make them work.

Where an individual (student, member of staff or regular visitor) has an impairment (permanent or temporary)<sup>2</sup> that results in them needing assistance to either appreciate when a fire alarm has occurred or to physically escape in the event of fire a 'personal emergency evacuation plan' (PEEP) needs to be devised. It should be noted that there is no clear line between those individuals who require a PEEP and those who don't and some judgement will be required in respect of this decision process. Ultimately, a PEEP is a way of ensuring that people with disabilities can safely escape a building in the event of a fire. If, without a PEEP, an individual can safely and reliably escape in an emergency then a PEEP would not be necessary.

Devisers of PEEPs should be careful not to assume what a disabled person is and is not capable of; these are areas that should be explored during discussions with the individual. Further to this, it should also be observed that there is an acceptance that, in an emergency, disabled people might need to make exceptional efforts which would not be expected of them normally. Such efforts should not, however, be seen as necessary during false alarms or drills and measures will need to put in place to ensure that this is avoided via, for example, effective communication and management.

Regarding what areas disabled persons can safely access, there are some parts of the University which are problematic and it may be necessary to alter an individual's arrangements to accommodate this (for example, by locating a wheelchair user's lectures on the ground floor of a building where there is inadequate upper floor emergency egress provision). Action taken along these lines will, of course, need to be assessed against disability legislation to ensure that the University is not breaching those laws.

Disabled persons may naturally take longer to evacuate than other individuals and might slow the evacuation process as a whole were they to be evacuated first. It is therefore advisable that, where relevant, the evacuation of disabled persons occurs after the main body of people have escaped.

Where a person needs assistance to evacuate, this assistance will normally be provided as follows:

<b>Person requiring assistance</b>	<b>Who might help</b>
Regular staff	Colleagues (including staff from other teams)/security/fire wardens
Students	Teaching staff/security/fire wardens
Visitors	All staff/security

Arrangements will need to be in place to ensure that assistance, where required, is available whenever the individual might need it. Resilient procedures and effective means

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<sup>2</sup> Individuals who suffer from some condition, such as epilepsy, where incapacity is short and periodic should not normally require a PEEP when on campus. This is because the chance that an episode will coincide with a fire of a size and nature that would threaten them is very remote, and in these instances the general emergency procedure for buildings is regarded as an adequate arrangement. However, in residential settings, a PEEP should generally be devised due to the time spent in residential accommodation (often alone) and the need to highlight to security and/or the fire brigade the room the individual occupies so that it might be checked as necessary. Those whose conditions are affected by fire alarms will also need to be considered for a PEEP.

of communicating are consequently vital. It should be noted here that plans or measures that enable the individual to evacuate unaided are preferred to those based upon the support of others as the latter may be difficult to implement effectively and reliably.

## **A. Typical disabilities and possible solutions**

The types of disability that may necessitate a PEEP can be broadly divided into those where mobility, hearing, sight or cognitive functions are limited. These disabilities may affect an individual's ability to recognise an alarm, to evacuate following an alarm, or both. The following paragraphs provide further information on disabilities that will require a PEEP, along with general methods of safely evacuating those affected.

### **i. Mobility impairment**

This category will include a variety of people ranging from those who require wheelchairs to those whose movement is restricted due to, for example, breathing difficulties or dexterity issues. Heavily pregnant women may also come under this classification; though referral for a PEEP shouldn't be regarded as automatic as most pregnant women will be able to exit a building unaided up to the point of birth.

Wheelchair users will normally (but not always) require assistance to descend the stairs. Their evacuation would initially involve the individual moving (aided or unaided) to a relatively safe place on the same level, i.e. a designated refuge. Once the person has reached the refuge they can then be brought outside (assuming this is necessary) using either:

- a. A designated evacuation lift (not all lifts can be used for evacuation)
- b. An evacuation chair
- c. The individual's own chair (aided or unaided)
- d. A combination of the above

It should be noted that some wheelchair users will be able to transfer to other means of transport or even walk short distances, whereas others will require physical assistance to move from their chair.

People with mobility issues who are not wheelchair users will likewise vary in level of disability and may simply need a little longer to evacuate or, if more seriously affected, physical aids such as handrails might be necessary.

Security staff play a key role in the PEEP process and can be summoned to a disabled refuge in an emergency using a dedicated communication system or, in some cases, a mobile phone. They are trained to evacuate staff and students using evacuation chairs/lifts and can also be called upon to assist in other ways, for example by walking an individual down a stairs. It is consequently vital that security are made aware of the presence of those who cannot evacuate unaided and all staff should be prepared to assist in ensuring this happens.

As stated, it may not be necessary for an individual to be evacuated from a refuge. Such a situation may arise where the cause of a fire alarm is quickly identified as false or minor in nature. Where there is any doubt, an evacuation should be initiated and prioritised over all other security tasks other than operation of the gatehouse.

### **ii. Visual impairment**

As with individuals with mobility impairment, the level of disability of visually impaired people will vary greatly. For some individuals, the simple provision of good design, space management, signage and orientation clues will enable them to escape safely. This might entail the provision of:

- a. Good lighting and colour contrasts to indicate escape routes
- b. Handrails on escape stairs
- c. Step edge markings
- d. Different floor textures
- e. Braille maps and notices
- f. Audio instructions
- g. Well thought out and maintained workspaces (free of obstructions, etc., that might impair a visually impaired person's escape)

However, those with more marked visual impairment may need assistance to escape, particularly as, at present, many of the features listed above aren't provided widely across the University. Typically, this assistance would involve escorting the individual directly out of the building or, if they are on an upper floor, to a refuge or other safe place on the same floor prior to being guided down a stair and out.

### iii. Hearing impairment

The principal challenge for those with a hearing impairment is, naturally, the audibility of any fire alarm to which they need to respond. To overcome this problem, the general options are to communicate the alarm in the following ways:

- a. Enhanced audio using a signal sent to a user's hearing aid.
- b. A physical indication of an alarm, such as a vibrating pager or, for residential settings, a vibrating pillow.
- c. A visual device such as a strobe or beacon.
- d. A text alert system

Where these means are not available or not reliable, the individual will need someone to alert to them in an emergency.

### iv. Cognitive impairment

Individuals that fall into this group may have a wide range of cognitive disabilities and may have other disabilities too. A key challenge for some in this group will be the ability to quickly comprehend an emergency situation and subsequently respond appropriately to it. Particular measures that may improve these individuals' responses would be those that make the route out clear via good signage, colour coding etc. Thorough rehearsal and the allocation of assistants may also be necessary.

## **B. Identification of those requiring PEEPs**

It is important to identify at the earliest possible stage those people who will access University buildings and may need assistance to leave in an emergency. To establish their precise needs, individuals should be asked to complete a PEEP questionnaire (see [Appendix C](#) for details). Once completed, this questionnaire should be sent to [firesafety@gre.ac.uk](mailto:firesafety@gre.ac.uk) along with any other relevant information. The responsibility for ensuring that this step is completed is outlined below.

### **New staff**

New members of staff should be asked to declare any disabilities or other condition that might limit their ability to move around the University's buildings. This information is then assessed by OH and HR and, where it appears a PEEP may be needed, passed on to the Safety Unit.

### **Existing staff**

Line managers should be mindful that staff can sustain an injury or develop a disability whilst in employment and should ensure that such staff are identified promptly and their details passed to the Safety Unit if a PEEP might be needed.



## **New students**

New students should be asked during the admissions process whether they can respond unaided to a fire alarm. Where an individual does highlight a problem, the Student Wellbeing Service should assess the information and, where it appears a PEEP may be needed, pass the details of the student on to the Safety Unit.

## **Existing students**

Programme leaders/personal tutors should be mindful that students may have had impairments overlooked or may sustain an injury or develop a disability whilst at University. In these instances, it is important that such students are identified promptly and, where a PEEP may be required, referred to the Safety Unit.

## **Visitors (regular)**

Visitors to the University will vary from those who attend regularly to those who might only attend once. Anyone who attends more than a few times in a year should be regarded as a regular visitor and a PEEP will be required if they have a disability that makes one necessary. It is the responsibility of the person who has arranged for the visitor to attend to establish whether a PEEP is necessary (taking guidance from the Safety Unit if necessary).

## **Visitors (irregular)**

It would be impractical to devise a PEEP for irregular visitors who happen to be disabled. Instead, the needs of these individuals should be addressed within the fire emergency plan for the building. This plan should detail what is provided in order to ensure the safe evacuation of disabled persons and should include:

- Locations of refuges
- How individuals communicate from refuges
- What assistance is provided (fire wardens and other staff should be briefed to identify, guide and assist any disabled visitors)
- What information is provided to guide disabled visitors in the event of fire (this will include signage and instructions for refuges)

The above guidance is primarily aimed at irregular visitors who attend without invitation (for example, visitors to exhibitions). Where a disabled irregular visitor attends a University building by invitation, a more proactive approach is warranted (as indicated at 7.7 below). Should any doubt exist as to whether a disabled visitor can be evacuated safely, the duty security supervisor should be contacted for advice.

Flowcharts illustrating the above processes can be found at [Appendix D](#).

## **C. Responsibility for devising PEEPs**

The Safety Unit will complete PEEPs for staff, students and visitors that access University controlled premises.<sup>3</sup> However, the responsibility for ensuring that individuals comply with the process is as follows:

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<sup>3</sup> The responsibility for devising PEEPs for students in residential accommodation managed and controlled by others rests with the organisations performing those functions.

Person requiring PEEP	Person responsible for ensuring compliance with process*
Member of staff	Line manager
Student	Student's faculty
Visitor	The person who has arranged for the visitor to attend

\*The Safety Unit (SU) will advise of instances where individuals are not complying with the process, i.e. the individual has failed to engage properly despite three approaches by SU.

#### **D. Familiarisation, practice and review**

Once a PEEP has been devised, the individual should be, as far as necessary, familiarised with the buildings it applies to – particular attention being paid to key aspects of the plan such as refuge locations and escape routes. Where there may be doubts as to a PEEP's practicality, it should be rehearsed to ensure that it functions as expected.

PEEPs should be reviewed at least annually, or sooner where changes may have occurred that might impact on the validity of the plan. Typically, this may be as a result of changes in the individual's condition or to the buildings to which the PEEP applies. Responsibilities in respect of reviewing PEEP's is as in C. above, i.e. the Safety Unit will carry out the review but the individual's line manager/student's faculty are responsible for ensuring that the review is completed when required.

#### **E. Disabled refuges**

A disabled refuge is a place within a building, normally within a staircase enclosure or adjacent to one, where those who cannot evacuate quickly, as a result of disability or other impairment, can remain temporarily and be protected from the effects of fire. Such protection should last a minimum of 30 minutes but, in a fire situation, evacuation should be completed in much less time (within 15 minutes).

Each staircase used for escape purposes should be provided with a refuge. Additionally, refuges should be provided where escape from a final exit is via an external stairs. Should refuges not be provided as widely as this, it may be acceptable to use a suitably fire protected area as a temporary refuge. In this instance, communication may need to be made via mobile phone, some other electronic device or through direct contact with security staff (by a fire warden, designated assistant, etc.)

In order to summon assistance to a designated refuge, and to be reassured that assistance will be provided, each refuge should be provided with emergency voice communication (EVC) that conforms to and is tested/maintained in accordance with BS 5839-9:2011.

Refuges should be suitably indicated and be provided with clear instructions in respect of the action to be taken by those using the refuge. They should also be clearly marked with an identifying location so that there is no doubt as to which refuge the individual is in.

Where refuges are unavailable for any reason, it is vital that this is communicated to those responsible for managing PEEP's so that any necessary remedial action can be taken.

Individuals may need to remain in refuges for some time and as a result may suffer discomfort due to extended exposure to the alarm sounders. To protect against this,

students should be equipped with hearing protection by Student Academic Services; employee ear protection should be managed by their line management.

## **F. Evacuation chairs**

Evacuation chairs are provided where required and are only to be operated by those trained to do so – generally security staff. The equipment should be checked regularly to ensure its availability and inspected and serviced as required. Users of the equipment should be retrained on an annual basis.

Where necessary, and as long as any delay would be such as to not endanger anyone, it may be acceptable to use evacuation chairs located in one part of a campus to evacuate someone from a building elsewhere.

## **G. Residential PEEPs (notifications)**

Redacted summaries of PEEPs for students in halls of residence will be sent to Sodexo for inclusion in fire security boxes. Security and other relevant staff should be made aware of this process and access the information as necessary during an incident (and immediately bring it to the attention of the fire brigade should they attend). The contents of boxes will be reviewed as necessary and as a minimum once a year when the fire risk assessment is reviewed.

## **H. Recording of information during fire alarms**

It is vitally important that information received from callers within refuges is recorded properly and acted upon. The fire service, should they attend, will seek any information on persons within a building and the memory of any individual should not be relied upon. The aide-memoire found at Appendix E should be used on all occasions a refuge call is made and handed to the fire service should they attend.

# **6.3 Fire wardens**

## **A. Fire warden evacuation zones**

Every building within the University is divided into fire warden zones. These zones will vary in size but should not be so large or complex that they cannot be cleared within three minutes. Fire warden zones are based on a building's geography so will not always neatly map to an area occupied by a particular faculty or department. Zone maps are held on a central file accessible to H&S managers. In the same location as this file is a list of wardens allocated to each zone (the fire warden disposition list).

## **B. Staffing**

Most zones will have a quota of fire wardens drawn from the resident faculties or departments. The number of wardens appointed should be sufficient to ensure adequate cover, taking into account leave, etc. Where more than one faculty share a zone, efforts should be coordinated to produce enough fire wardens (who might come from either faculty or both).

Places intermittently occupied by staff will require all potential occupants of those areas to act as a fire warden in the event of a fire alarm. Such staff should consequently normally only be required to deal with the evacuation of just themselves or a very small number of staff. Similarly, areas devoted entirely to teaching will have no dedicated fire wardens and lecturers will need to clear these spaces during a fire alarm. Zones which have no staff, such as student areas, should be cleared, as far as possible, by fire wardens from faculties or departments adjacent to the zones. Areas containing only plant will not naturally have a defined complement of fire wardens and other measures will need to be in place to ensure persons leave these areas during an alarm. Any such measures should be detailed in the building's fire emergency plan.

## **C. Responsibilities**

### Fire wardens

Fire wardens are not to place themselves at risk in the course of their duties. During an incident, their role is primarily to encourage people within their zone to evacuate, and it should be remembered that the fire alarm itself should be sufficient warning for most occupants. However, fire wardens should be mindful of those who may require assistance to leave and offer support as appropriate. This might entail guiding people out or reassuring those who have sought safety within refuges. In respect of this latter group, in the unlikely event that evacuation is necessary, this will be carried out by security staff.

It should also be noted that members of the public may require assistance in terms of direction towards exits and the opening of any exit doors not fitted with panic hardware. Extra staff may be necessary to ensure this obligation is met.

Once fire wardens have swept their zone, they should report to the assembly point coordinator. A brief should be provided, highlighting any areas that may not have been fully evacuated – for example, rooms within their zone that could not be checked for whatever reason, or areas where people had not begun to move despite encouragement to do so.

Fire wardens are provided with training in the use of fire extinguishers so that they can operate them safely and effectively. In providing this training, there is naturally an assumption that there may be occasions where use of fire extinguishers is appropriate. However, as stated above, this is not a fire warden's primary duty, and an extinguisher shouldn't be used if it places the user at risk of harm.

On a daily basis, fire wardens should tour the zone or sector for which they are responsible to identify any fire safety matters that might require attention (see 'Fire safety inspections' section below).

### Lecturers

Lecturers are expected to ensure that their students are safely evacuated and, where their teaching space forms part of a larger zone, report that they have done this to the relevant fire warden. Where an evacuation zone comprises entirely of teaching space, the lecturer or lecturers should report its evacuation directly to the assembly point coordinator.

### Organisers of regular meetings/small events

Meetings or events of 50 persons or less should be evacuated by the organiser of the meeting/event in a similar manner to that described in the 'Lecturers' section above.

### Organisers of larger events/meetings

Organisers of larger events/ meetings should ensure that they are staffed by fire wardens according to the requirements of any risk assessment made (generally at ratios of 2:50, 3:100, 4:200).

### Assembly point coordinators

Assembly point coordinators should receive and document reports from fire wardens, lecturers and meeting/event organisers. Areas of concern, such as uncleared zones, should be reported to the security supervisor in charge of the incident. Those reporting incidents or drills on the AMS system should ensure that information gathered by the assembly point coordinator is captured in full.

## Safety Unit

The Safety Unit should provide fire warden training in accordance with demand. They are also responsible for reviewing the fire warden disposition database and evacuation zone plans.

### Faculty operating officers (FOOs), Directors of Professional Services and Heads of Units

FOOs, Directors of Professional Services and Heads of Units should ensure that a sufficient number of fire wardens are appointed and trained.

### Local H&S managers

Local H&S managers should support FOOs and ensure that the fire warden disposition list accurately reflects their faculty's complement of fire wardens, amending it as necessary. They should also provide basic fire warden guidance to provisional fire wardens where full training has yet to be provided. For areas under their control that do not have a dedicated fire warden, H&S managers should ensure that suitable equipment and instructions are present in order for individuals within those areas to fulfil the role of fire warden (a high visibility vest should be kept in a suitably accessible position).

### Campus managers

Campus managers should assist the Safety Unit in the devising of evacuation zone plans.

## **D. Fire safety inspections**

On a daily basis, fire wardens should tour the zone or sector for which they are responsible to identify any fire safety matters that might require attention. Things that should be checked include:

- Escape routes – are they clear and in good general condition?
- Fire doors – do they close properly and not held open by wedges?
- Are final exits unobstructed/do they open easily?
- Is the level of general fire safety housekeeping adequate (e.g. no excessive combustible material, combustible material adequately separated from ignition sources, soft furniture in good repair)
- Are extinguishers where they ought to be?

Where an area hasn't a dedicated fire warden, the faculty or department that controls the area should ensure suitable checks are made. Where an area hasn't a dedicated fire warden and does not come under the control of any one faculty/department (a lecture theatre for example), Estates should ensure that checks are made.

## **E. Training**

All staff expected to carry out fire warden duties should receive initial fire warden training delivered by the Safety Unit. Refresher training should be undertaken at 5 yearly intervals.

Subject to risk assessment, fire wardens may be appointed provisionally pending their attendance on a Safety Unit course. Where this happens, the individual should have completed, and refreshed as necessary, their online FireRite training and their fire warden responsibilities should be made clear to them.

Teaching staff that are expected to manage the evacuation of lecture theatres should have completed, and refreshed as necessary, their online FireRite training. Users of infrequently occupied areas that may need to perform the role of a fire warden during a fire alarm should be likewise qualified. In both cases, their responsibilities during an evacuation should be made clear to them by their faculty/department.

## **F. Role identification during incidents**

During an emergency, fire wardens should wear orange high visibility vests.

## **6.4 Accommodation emergency procedures**

The emergency procedures that apply to residential accommodation differ from workplaces in that there will naturally not be fire wardens present to clear affected buildings. There will generally be some security staff/resident assistants available, but their numbers will be very limited and a comprehensive area search will not consequently be practicable. This does not mean that no effort should be made to assist in any evacuation; security staff/resident assistants should do what they can to direct residents out of the building, focussing in particular on people most at risk (for example, individuals with PEEPs, and those close to or above a suspected fire). When doing this, individuals should not place themselves in danger and ensure that they can safely escape at all times.

In respect of the above guidance, it should be noted that the University's residential emergency procedures are based on the assumption that residents should generally be able to evacuate safely without assistance or direction during an emergency.

## **6.5 Emergency procedures outside of normal working hours**

Staff and students may occasionally require access to a University building outside of its normal opening hours. Such access must be arranged locally and in all cases permission must be sought from Campus Estates and Facilities. Such access should only be to areas where the absence of fire wardens does not present a significant risk in an emergency.

Where staff and students do attend out of hours, they must sign in and out at the relevant security gatehouse so that, in the event of an emergency, it is known that there are persons occupying the building.

Out of hours access is not acceptable where security staff cannot attend within 6 minutes to investigate the alarm, coordinate the evacuation and liaise with the fire service should they attend.

In the absence of fire wardens and the limited numbers of security staff that may be available, staff and students attending buildings out of hours may need to provide information regarding the building's occupancy directly to security staff or the fire service should they arrive first.

The response of persons to fire alarms out of hours will be tested periodically. Anyone failing to evacuate in a timely manner will be subject to disciplinary action in accordance with the University's disciplinary policy.

## **6.6 Evacuation drills**

Evacuation drills are carried out periodically for the purpose of testing the effectiveness of the University's emergency procedures. There should generally be at least two drills per year, one of which should be announced in advance (the timing of unannounced drills may be shared with a limited group of individuals for the purposes of safety and avoiding disproportionate business disruption).<sup>4</sup>

During drills, the full range of exit options should be tested– something that can be achieved by 'blocking off' different means of escape in a non-hazardous manner. The performance of staff should also be assessed, particularly in respect of awareness of procedures and correct use of equipment, such as refuge communication hardware and evacuation chairs.

The results of all drills should be reported on AMS and the following details mentioned in all cases:

- Time to evacuate.

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<sup>4</sup> In simple buildings, where occupancy is very low or infrequent, one drill is acceptable.

- Fire warden coverage
- Training issues

Where necessary, actions should be raised to remedy problems encountered (for example, a lack of proficiency when using an evacuation chair).

Unplanned evacuations, as a result of a real or false alarm, can be regarded, for the purpose of this section, as one drill as long as the reaction of individuals to the alarm was observed and recorded. Where this occurs, a new AMS entry should be created as if the incident was a drill and the original incident referenced in that entry.

Poor performance during any evacuation may necessitate additional drills in order to improve the response to an acceptable standard.

Anyone failing to cooperate during evacuation drills will be subject to disciplinary action in accordance with the University's disciplinary procedure.

## **6.7 Visitors**

Visitors to University premises should be made aware of, as appropriate, the relevant emergency procedures. The person responsible for the visitor(s) presence on University property should ensure that this happens. The person responsible is in this instance defined as the person who extended the invitation to the visitor/visitors. It should be noted that where the risk is low, a building's emergency action notices (coupled to directional signage and the presence of fire wardens) may suffice as sufficient guidance vis-à-vis emergency procedures.

## **6.8 Fire brigade attendance**

EFD must ensure that relevant risk information, in a usable format, is immediately available to the fire brigade should they attend an incident at a University building. A lack of information, or information provided late may undermine the safety of those in or around our buildings, increase the risk of property damage and exacerbate business disruption.

Information provided should include:

- The occupancy of the building
- Details of any fire safety systems and how they operate
- Summary details regarding the construction of the building
- Plans
- Hazards and related matters (for example chemicals, cylinders, electrical intake rooms, boiler rooms, dangerous processes and features)

### **Specific arrangements for hazardous substances/items**

Details of hazardous substances/items listed below should be made immediately available to the fire service.

- Explosive substance/potentially explosive substances (including combustible dusts)
- Cylinders
- Piped combustible gases/piped O<sub>2</sub>
- Flammable liquids (quantities greater than 10 litres)
- Flammable solids
- Spontaneously combustible material
- Material dangerous when wet
- Oxidizing substances
- Organic peroxides
- Highly toxic/toxic substances (highlighted items below)
- Infectious substances
- Radioactive material

- Highly corrosive/ corrosive substances (highlighted items below)

Procedures should also be in place (through, for example, on call arrangements) to provide, as soon as possible and no later than 30 minutes from the time of arrival of the fire service, details of any unlisted hazardous substances/items. Acceptable reasons for not listing substances would be either the items do not appear in the list above or are of a sensitive nature.

## **Responsibilities**

### **Faculties/directorates in control of hazardous substances items**

Ensure accurate details of hazardous substances/items listed above are kept electronically and updated as necessary. EFD should be provided with this information and notified promptly of any changes. Ensure measures are put in place to ensure information on all hazardous substances can be made available in the manner described above.

### **Estates and Facilities**

Ensure information provided by faculties/ directorates regarding hazardous substances/items is kept safely and procedures are in place to make the information immediately available, in a usable format, to the fire service upon their arrival at an incident involving a relevant building/area.

### **Health and Safety Unit**

Audit system to ensure that electronic details kept by faculties/directorates align with records kept by EFD and reflect hazardous substances/items on site

## **7. Events**

### **A. Externally organised events – fire safety requirements**

Any person responsible for the hiring of parts of the University for use by 3rd parties should ensure the following requirements are imposed on and observed by the 3rd party.

- i. The hirer is responsible for fire safety matters related to the event. Further to this, they should devise a risk assessment in advance of the event and put in place any control measures deemed necessary for legal compliance. A copy of the risk assessment should be sent to the University 14 days prior to the commencement of the event.
- ii. The hirer should ensure that the fire emergency procedure for the building in which the event is being held is implemented/followed where necessary. They should ensure sufficient, trained staff are provided to ensure that this happens, and that all attendees at the event are safely evacuated in the event of fire. The hirer should ensure that, in advance of the event, event staff are made familiar with the emergency procedure and shown exit routes, refuges, methods of opening exit doors, and other relevant fire safety features.
- iii. The hirer shall not allow the maximum capacity for the venue to be exceeded and should put in place measures to ensure that this does not happen.
- iv. The hirer should ensure that their event complies with University policies and procedures insofar as they relate to their event.



- v. The hirer should, in particular, be mindful of the need to ensure that, in respect of the event:
- Exit routes are kept clear at all times.
  - Fire exit doors are checked to ensure that they are available for use at any time.
  - Fire doors are not held open.
  - No smoking is allowed anywhere on the premises.
  - Electrical equipment is safe to use and has been suitably inspected, maintained and PAT tested. Details of electrical equipment to be used should be submitted to the University/GSU.
  - Combustible material and potential ignition sources are managed so as to prevent fires.
  - Any fire safety matters observed by the hirer, or persons they have employed to manage/control the event should immediately be brought to the attention of a representative of the University.

## **B. Marquee events**

Marquees are not exempt from fire safety legislation. Consequently, any event held in a marquee will need to have a fire risk assessment and an emergency procedure. Key issues in respect of the fire risk assessment are:

- The flammability of the structure
- The flammability of the contents
- The presence and management of ignition sources
- A method of raising the alarm and evacuating occupants
- Fire-fighting provision
- Escape provision
- Exit signage
- Sufficient trained staff
- Space around the marquee to allow anyone escaping to safely vacate the immediate area.

Organisers of events involving marquees should at the earliest opportunity email the University Fire Safety Officer at [FireSafety@greenwich.ac.uk](mailto:FireSafety@greenwich.ac.uk) with a copy to the relevant Faculty/Directorate/Unit health and safety manager and EFD Campus Manager.

Marquees should generally be hired from companies that are members of the relevant trade body (for example, MUTA) and the erecting contactors must be inducted and comply with all University contractor rules.

To assist organizers of marquee, or other ad hoc events, a checklist of matters to be considered prior to and during an event can be found at Appendix F.

## **8. 3<sup>rd</sup> party relationships**

Individuals and organisations may share fire safety responsibilities and will, where this happens, have a duty to cooperate to ensure the safety of persons on or near their premises. Where the University shares fire safety duties, contracts should make clear what is being shared and how responsibilities are being divided, if necessary, through the

provision of detailed appendices to contracts. The fire safety officer should be consulted on this as necessary and appropriate.

Administrative mechanisms should be put in place to ensure adequate cooperation and coordination, for example, through regular meetings. The regularity of this contact will vary but intervals between communication should not exceed 12 months.

Where the University has a relationship with a 3<sup>rd</sup> party which doesn't extend to the assumption of fire safety responsibilities, within any contractual documents it should be made clear that the University expects the 3<sup>rd</sup> party to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005, and, in particular, have in place a suitable and sufficient fire risk assessment and emergency procedure. 3<sup>rd</sup> party accommodation providers should be approved members of the ANUK/Unipol National Code.

Existing 3<sup>rd</sup> party relationships will be explicitly assessed during fire risk assessments and actions raised where arrangements are unsatisfactory.

## Appendix A

### General fire safety precautions

To cause a fire three principal elements (collectively known as the triangle of fire) need to be present alongside each other, namely:

- a. Combustible material
- b. Oxygen
- c. An ignition source



Many items around us are combustible, including paper, furniture, plastic goods, etc. Some material presents a greater danger due to its physical properties. Highly flammable material naturally presents a higher risk, as does material that can be easily ignited, such as shredded paper. It's still important to note, however, that once a fire develops objects that do not readily burn, such as tables and chairs, will be consumed as fuel.

Ignition sources also surround us at work. These include:

- i. Heating appliances
- ii. Smoking
- iii. Heat from processes (e.g. welding or grinding);
- iv. Electrical apparatus - either in normal use and in cases of overload or failure;
- v. Cooking appliances
- vi. The possibility of deliberate ignition

Oxygen is of course present all around us as a constituent of the air we breathe.

Preventing fires simply involves ensuring that these three elements do not come into close contact with each other simultaneously. Consequently, all staff should aim to:

#### Eliminate fuel and ignition sources

An example of this approach might be where the practice of using of a blowtorch to strip paint from woodwork is replaced by a mechanical or chemical method.

#### Reduce fuel and ignition sources

For example, ensure waste paper is regularly removed from areas where it might accumulate.

#### Isolate fuel from ignition sources and oxygen

This might be achieved by keeping stationery in a storeroom or locked cupboard as opposed to being left out in the open.

#### Adopt control measures to reduce fire hazards

An example of this might be a routine walk around by someone to identify and remedy any issues.

## Appendix B

### Fire door checks

<b>Door and frame</b>
Does the door appear to be in good condition and free from major defects?
Is it free from significant distortion and fit well in its frame?
Is the gap around the top of the door and both sides consistently around 3-4mm?
Is the frame fixed securely to the wall?
Are door stops fixed securely?
Does the door swing freely and not catch on the floor covering?
<b>Hinges</b>
Is the door fitted with three hinges?
Do they appear to be in good condition and properly secured to the frame?
<b>Intumescent and smoke seals (where fitted)</b>
Is the intumescent seal secure, in good condition and continuous (as far as possible)?
Is the smoke seal secure, in good condition, continuous (as far as possible) and touching the frame?
<b>Threshold</b>
Is the gap along the bottom edge no more than 8mm (3mm if smoke seals are fitted to the door)?
If a threshold seal is present does it contact the floor covering when the door is closed?
<b>Glazing</b>
Does the glass appear to be fire resisting (Georgian wire or marked as FR)
Are the glazing beads securely attached to the frame and free from damage?
Does the glass appear to be secure and free from damage?
If glazing panels are below 1500mm from the bottom of the door, is the glass safety glass?
<b>Door closers</b>
Does the door closer naturally and properly close the door?
Is the closer securely attached to the door and the frame?
Is the closer free from damage and not leaking oil?
If the door is unlatched is it held in line with the frame and intumescent seal (if fitted).
Do pairs of doors close properly and in line?
Where fitted/necessary, do door selectors function correctly?
<b>Signage</b>
Are fire doors fitted with self-closers indicated by a 'fire door - keep shut/closed' sign?
Are fire doors without closers (cleaners' cupboards, etc) fitted with a 'fire door - keep locked shut' sign?

# Appendix C

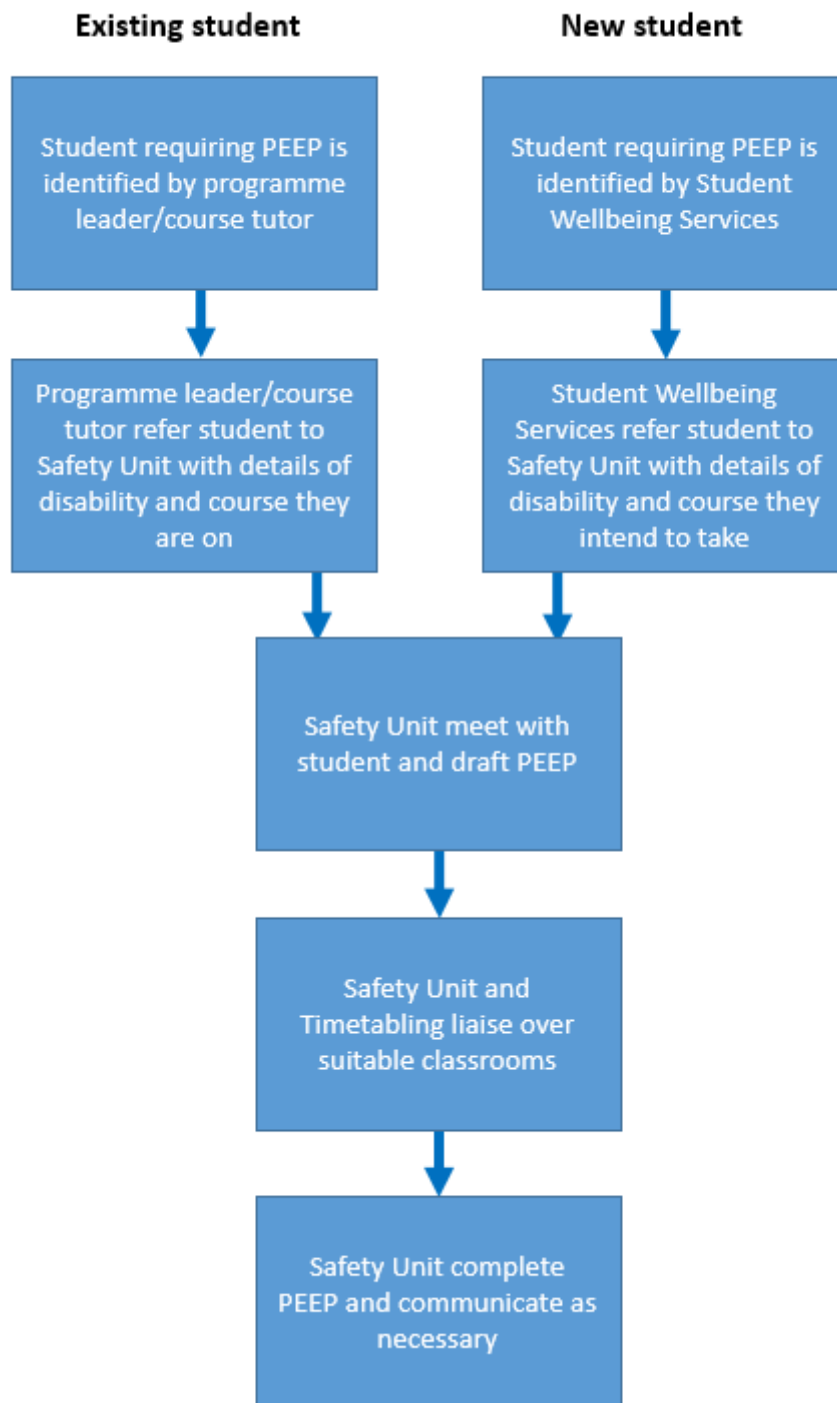


Personal Emergency Evacuation Plan (PEEP)	
Name	
ID number	
Faculty/department	
Staff/student/visitor	
Course end date	
Person devising PEEP	
Position	
Date PEEP devised	
Date reviewed	
Next review	
Places individual will access	
Present out of hours?	
Campus	
Disability	
Can individual identify an alarm situation?	
May need assistance to reach refuge	
May need assistance from refuge	
May need extra time to escape	
Uses a wheelchair	
Type of wheelchair	
Will need evac chair	
Needs assistance to transfer	
Additional measures required. Specify what equipment, procedures, assistance will be provided and how this will ensure safe egress. Be careful not to assume what the individual can and can't do - for eg., some individuals will need assistance to transfer to an evacuation chair whereas others will not.	
Has the individual had an appropriate familiarisation or been provided with details of relevant refuges, escape routes, final exits and assembly points?	
Has individual been provided with a copy of the PEEP	

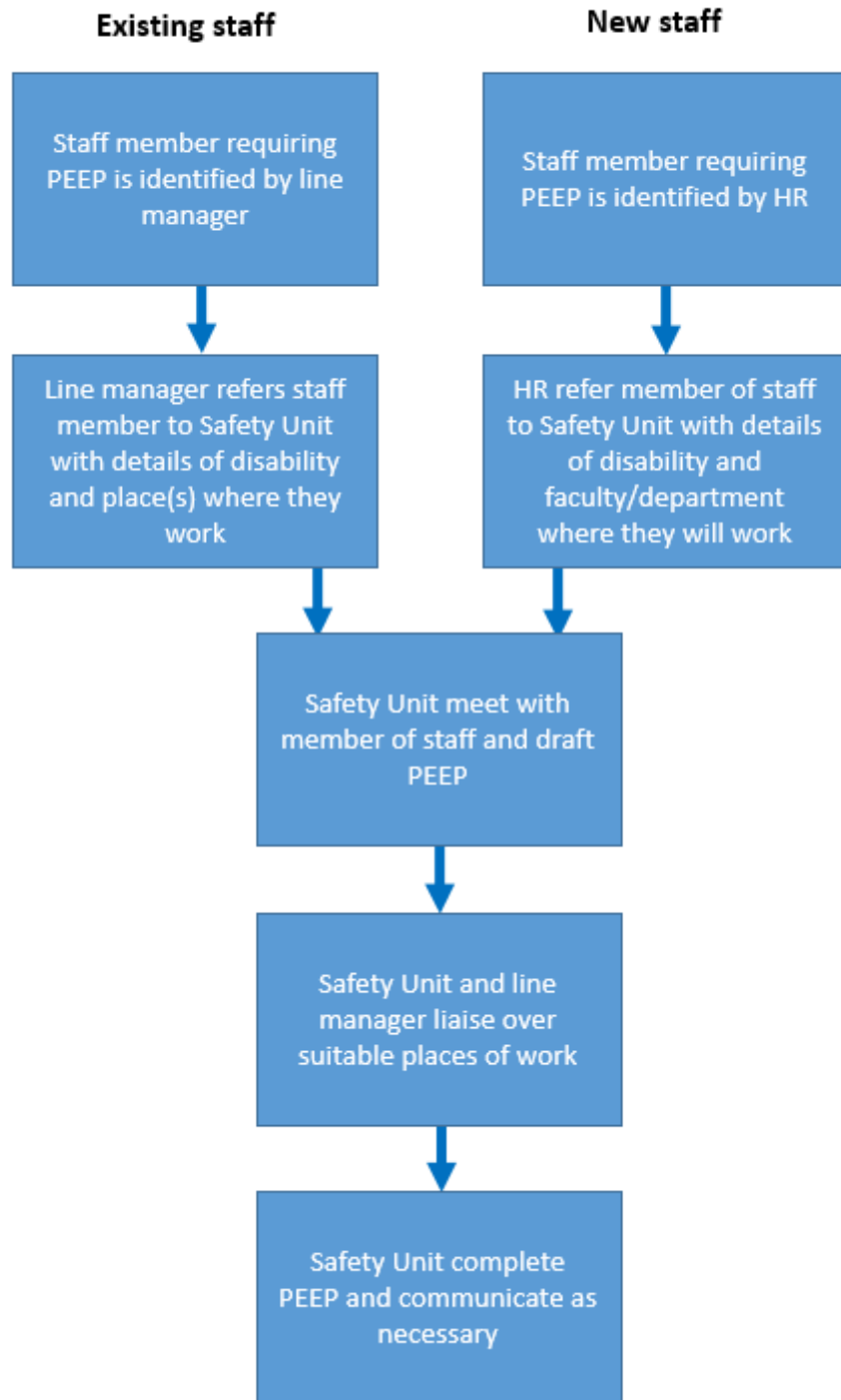
details of relevant refuges, escape routes, final exits and assembly points?	
Has individual been provided with a copy of the PEEP	
Have designated assistants been provided with a copy of the PEEP and understand their responsibility in respect of it?	
Has the PEEP been tested (this need only be a done where doubt exists as to the practicalities of some aspects of the plan)?	
Where the PEEP is for a student, do they reside in University of Greenwich accommodation and, if so, has this been accounted for above?	
If the student has been accommodated in other halls of residence, have they carried out a PEEP?	
<p><b><u>Ear protection</u></b> Some individuals find it uncomfortable to be in a refuge with an alarm sounding. To address this issue, ear protectors for students can be provided by Student Service Centres. Staff can obtain them by emailing 'efm@gre.ac.uk'.</p>	
<p><b><u>Data protection</u></b> In order to comply with the demands of the Regulatory Reform (Fire Safety) Order 2005, data from this document may need to be shared. Please see our privacy statement for further information.</p>	

## Appendix D

### PEEP flowchart - students

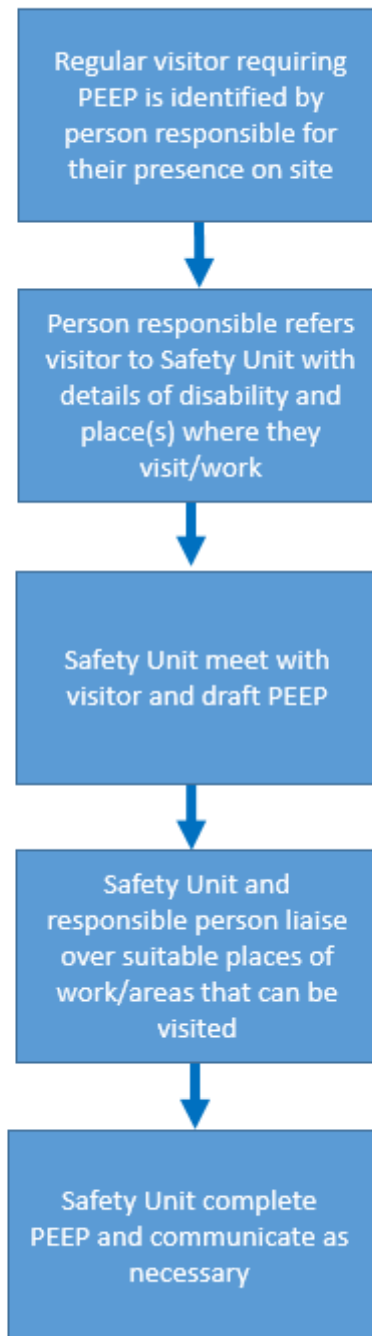


## PEEP flowchart - staff





## PEEP flowchart – regular visitor



## Appendix E

### Refuge call aide-memoire

1. Respond to call promptly
2. Confirm caller details (name, location and disability)
3. Advise caller whether immediate evacuation is necessary or not (evacuation should be initiated where there is a fire that is threatening the refuge).
4. If evacuation is necessary, see relevant building procedure
5. As soon as possible, arrange for a security guard or fire warden to attend the refuge to reassure individual and provide hearing protection if required
6. Refuges without fixed communication should be physically checked by security or fire wardens
7. Keep caller updated with relevant information – for example, when alarm is declared over

### Refuge call details (continue on separate sheet if necessary)

Refuge location	Caller details	Comments (eg. contacts made, actions taken)

## Appendix F

### Generic event check list

Item to check	Check prior to event	Check/monitor during event
Are sufficient staff in place to safely evacuate event attendees?	X	X
Are event attendees controlled adequately in respect of off-limits areas?	X	X
Has the safety of more vulnerable persons been properly considered (eg, disabled attendees and children)?	X	X
Is the number of attendees within safe limits?	X	X
Are escape routes unobstructed?	X	X
Have relevant personnel been advised of their responsibilities?	X	
Is existing fire safety directional signage adequate?	X	
Is there suitable limitation of electrical trailing leads and adapters?	X	X
Are electrical sockets used correctly and not apparently overloaded?	X	X
Is the use of electrical equipment consistent with UoG policy?		X
Are checks made at the end of the day to ensure electrical equipment is disconnected?		X
Are other potential ignition sources eliminated or controlled?	X	X
Are suitable measures taken to minimise the hazard of ignition of combustible materials?	X	X
Is the standard of housekeeping adequate?	X	X
Is there an avoidance of any unnecessary accumulation of combustible waste which increases the fire loading?	X	X
Are any other significant fire hazards properly controlled?	X	X