THE UNIVERSITY OF SHEFFIELD

FIRE SAFETY POLICY AND PROCEDURES
Statement

This University Policy and associated procedures were approved by the Health and Safety Committee on 25 April 2013 on behalf of the University of Sheffield Council and forms part of the Health and Safety Policy of the University of Sheffield.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University of Sheffield and its community achieve compliance with its legal duties with regard to health and safety.

The most recent version of the University Policy and Procedures can be found at: -

https://hs.shef.ac.uk/documents

Table of significant changes since last review (February 2015):

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<td>Additional Roles added to the Policy - President &amp; Vice Chancellor &amp; Faculty Vice Presidents</td>
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<td>4.3</td>
<td>Notification period for fire drills amended from 8 weeks to 6 weeks</td>
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<td>4.7</td>
<td>Updated British Standards, to have covers on manual call points</td>
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By Health & Safety
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1 INTRODUCTION

The effects of a fire can be devastating in terms of lives lost, injuries, damage to property, the environment and business interests. Most fires are preventable and can be avoided by implementing fire safety policies and procedures and by fostering a fire safety culture.

All employers and building owners have a legal duty to take appropriate measures to control the risks posed by fire. The main laws that govern fire safety in respect of the University’s activities are:

- The Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2010
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- The Housing Act 2004

The general duties imposed upon individuals by The Health and Safety at Work etc Act 1974 (HASAWA) also apply to fire safety. Fundamentally, fire safety is everyone’s responsibility and everyone has a role to play in ensuring that the risks from fire are minimised.

The University’s aim is to have zero fires and false alarm activations. Even with this in mind, it must be recognised that despite our best efforts, there will be a residual risk. The purpose of this Policy is to ensure that this risk is kept as low practicably possible.

This Policy has been endorsed by the University Health and Safety Committee and compliance with it forms part of the terms and conditions of employment for all employees; and conditions of registration for students.

2 FIRE SAFETY POLICY

This Fire Safety Policy forms a part of the University’s over-arching Health and Safety Policy and Arrangements. The duties imposed by this Policy supplement those of the Health and Safety Policy. None of the requirements of this Policy shall be taken as removing or replacing any of the requirements of the Health and Safety Policy.

It is the Policy of the University of Sheffield to ensure that:

- The risk of a fire starting is minimised.
- If a fire does occur, everyone is alerted and all occupants can leave the building quickly, without undue risk and reach a place of safety.
- Measures are put into place to ensure that the potential for fire to pose a risk to life or cause damage to property, the environment or the University’s business, is minimised.

The University will fulfil the obligations placed upon it by:
• Providing an appropriate level of resourcing to ensure compliance with fire safety law.
• Appointing competent staff to advise on fire safety matters.
• Undertaking or reviewing a fire risk assessment for each building owned or occupied by University staff or students.
• Undertaking process risk assessments for all activities to ensure that fire risk is effectively managed.
• Providing appropriate information, instruction and training to ensure that everyone is aware of the risks posed by fire and the actions that they are expected to take.
• Developing and implementing appropriate fire emergency procedures.
• Providing a package of fire precautions for each building that minimises risk to life, property, the environment and the University’s business.
• Liaising with the Fire Service to ensure that we provide information relevant to the risks fire-fighters may face when dealing with fires in University buildings.
• Regularly reviewing fire safety policies, procedures and arrangements to ensure that they remain relevant and appropriate to the risks that fire poses.

3 ROLES AND RESPONSIBILITIES

President & Vice Chancellor

The President & Vice-Chancellor is responsible for achieving the objectives of the University’s Fire Safety Policy, namely to:

• Ensure that Heads of Departments know and undertake their individual responsibilities regarding fire safety, and that the requirements of the Fire Safety Policy are met.

Faculty Vice-Presidents

Faculty Vice-President have oversight of resources devolved from the President & Vice-Chancellor. As such, they have a duty for not only the application of these resources, but also its safe application. Faculty Vice-Presidents should satisfy themselves that the departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

The University Executive Board (UEB) is responsible for ensuring that an appropriate level of resourcing is made available so that the University can meet its fire safety obligations.

The University Health & Safety Committee will:

• Receive regular reports on fire safety training.
• Fire alarm activations.
• Fire safety incidents.

To satisfy themselves that appropriate fire safety systems and standards are being implemented across the University.

The Head of Health and Safety will:
• Ensure that competent staff are available to advise on fire safety matters and undertake fire risk assessments.
• Monitor the work of the fire safety team and provide regular reports to University senior managers and committees.
• Adopt future improvements in fire safety standards.

**The University Fire Safety Officer (UFSO) is responsible for:**

• Filling the requirements of the role of ‘Competent Person’ in relation to fire safety matters.
• Developing the University’s policy, procedures and guidance relating to fire safety and reviewing them at regular intervals.
• Determining the fire risk assessment programme to ensure that each building has a fire risk assessment in place.
• Using the findings of the fire risk assessment to determine an appropriate package of fire precautions for each building.
• Prioritising any remedial actions identified in the fire risk assessments to ensure that any defect with the fire precautions are dealt with in a timely manner.
• Ensuring that fire drills are conducted at all relevant buildings.
• Liaising with the Fire Service regarding statutory inspections and operational fire fighting matters.
• Advising Estates and Facilities Management (EFM) regarding the fire safety requirements for new buildings and refurbishment projects.

**The Fire Safety Team will:**

• Conduct fire risk assessments according to the risk based inspection programme and advise on any fire safety improvements that are necessary.
• Provide fire safety advice and instruction.
• Undertake fire drills in ‘higher’ risk buildings.
• Delegate fire drills in Medium & Low risk premises to Facilities Managers to complete.
• Investigate all fires, false alarms and other fire related incidents.
• Provide a fire safety advisory service to staff.
• Assist the University’s disciplinary committee if acts of misconduct are alleged.

**Heads of Departments (HOD) -** Each Head of Department will be responsible for ensuring that fire safety is effectively managed. In particular each Head of Department must ensure that:

• The University’s Fire Safety Policy and Procedures are effectively implemented within the areas for which they are responsible.

• All new starters receive a basic fire safety induction within one week of joining the University.

• All staff undertake fire training annually.
- Fire safety is considered when undertaking risk assessments of the department’s work activities and when conducting routine safety inspections.

- Issues identified for departmental action in the fire risk assessment are resolved within the allotted timescale.

- A departmental Disability Liaison Officer is appointed and a Personal Emergency Egress Plan (PEEP) is formulated for any of their staff or students that either requires help to leave the building in the event of fire or may who have difficulty hearing the fire alarm. The Disability Liaison Officer will also liaise with the EFM Facilities Manager for their area.

- Put in place a Generic Emergency Egress Plan (GEEP) to ensure that, in the event of an evacuation, assistance can be provided for any visitors to the department who need help to leave the building.

- An assessment is made of the department’s high fire risk activities so that staff requiring additional training in the use of fire fighting equipment can be identified.

- Sufficient fire marshals, door guards and a building representative are appointed to ensure that any evacuation of the building can be effectively managed.

- The Fire Safety Officer is informed of any significant change in the number of staff and students in the department.

**The Director of Estates and Facilities Management will ensure that:**

- The physical fire safety provisions that are provided in buildings are adequately inspected, tested and maintained.

- Defects reported by staff are rectified in a timely manner.

- All planned new buildings and refurbishment projects are discussed with the University’s Fire Safety Team and where necessary project briefs are amended to take account of the advice received.

- Defects highlighted by the fire risk assessment programme are dealt with within the identified timescales set by the Fire Safety Team.

- Chair the Fire Key Risk Review Group and monitor compliance with the University’s Fire Safety Policy.

- A portable appliance testing service is provided.

- An appropriate testing regime is in place for all fixed wiring and lightning protection systems.

- Plans detailing the fire safety provision for each building are available and up to date.

- A register is kept of all buildings owned, leased or occupied by the University.
• The Fire Safety Team are notified when buildings are vacated or the occupancy changes in a timely manner.

• The ‘Emergency Information Box’ contents, as detailed in Section B of APPENDIX F, are current and complete.

• Records are available within EFM detailing the commissioning, testing and maintenance of all services, installations and equipment relating to fire safety.

The Head of Accommodation and Commercial Services (ACS) will ensure that:

• Residents receive and understand fire safety information relevant to the building in which they will be accommodated.

• Policies and procedures are in place to deal with residents who either interfere with the fire safety provisions or fail to co-operate with fire procedures.

• Conduct fire drills for the residential buildings and report outcomes to the Fire Safety Team.

• Any defect relating to the fabric of the buildings is reported to either Lend Lease (Cofely) or EFM as appropriate.

• The Fire Safety Team are informed about any proposal or intention to change the residential occupancy type of a building from single occupancy domestic to multiple occupancy by students.

• Ensure that fire alarms are tested weekly in all student occupied residential buildings.

Facilities Managers (FMs)

• Conduct fire drills as allocated by the Fire Safety Team.

• In liaison with Project Managers, co-ordinate completion of the pre-occupation check list (See Appendix M for checklist).

• Assist the HOD to co-ordinate fire marshals and door guards in multi occupancy buildings.

• Assist with the management of fire emergency incidents.

Will ensure that visual inspections of buildings will be undertaken monthly by cleaning staff. Any Fire Safety or Health and Safety matters that are identified must be reported to the EFM Helpdesk within 1 working day.
Staff and Students will ensure that they:

- Undertake fire training as prescribed in this Policy.
- Take all reasonable care to conduct their activities in such a way as to minimise the potential for fires to start, spread or for false alarms to be caused.
- Cooperate with the University's Fire Safety Policy and Procedures
- Do not undermine or interfere with the fire safety provisions in the buildings that they use.
- Report any fire safety concerns that they have regarding their work activities or the buildings that they use.

4 ARRANGEMENTS TO SUPPORT THE FIRE SAFETY POLICY

4.1 Fire Training

- Requirements for Staff
  
  o **Initial Induction training:** This should be done on their first day of work. A record must be kept of the training which confirms that the recipient has received and understood the instruction that they have been given. When staff are new to the University they are presented with a large volume of information. It is important that the ‘initial’ fire safety induction does not add significantly to this burden. For this reason the information given should be limited to the bare essentials which are:

    ▪ How to activate the fire alarm and make an emergency call.
    ▪ What the fire alarm sounds like.
    ▪ Where the exit routes are.
    ▪ The assembly point location.

  o **‘On-line’ basic fire safety awareness** training is mandatory for all staff and this training must be completed within 1 month of joining the University. Refresher training is required annually thereafter. The online fire safety training programme will monitor levels of compliance with the requirement to undertake fire training. A reminder will be sent out one month before a person’s training is due to expire.

  o **Fire evacuation drills** are conducted annually for each building and all staff are required to participate.

  o **Practical fire training:** Departments are required to make an assessment of any high fire risk activities that their staff undertake so that staff requiring practical fire training can be identified. This will include:
- Staff who work with highly flammable materials.
- Catering staff.
- Staff who act as first responders to fire alarm activations.
- Any staff identified in the fire risk assessment as requiring additional training.

Refresher training is required every three years.

- **Requirements for Students**
  - **Initial Induction training:** For students, an initial induction should be given within their first week and a record must be kept of who attended. When students are new to the University they are presented with a large volume of information. It is important that this initial fire safety induction does not add significantly to this burden. For this reason the information given should be limited to the bare essentials which are:
    - **Basic fire safety awareness:** Any students who require access to academic buildings outside of normal hours must also undertake this training.
    - **Fire drills** are conducted annually for each building and all students are required to participate.
  - **'On-line' basic fire safety awareness** - This training is delivered via the web using a bespoke training package that tests the information has been understood and keeps a training record for each user.

- Levels of compliance with the fire training requirements will be checked as part of the departmental auditing process and fire risk assessments.

**4.2 Fire Risk Assessments**

- Fire risk assessment will be undertaken by the fire safety team in accordance with the ‘risk based inspection’ programme that will be determined by the University Fire Safety Officer. Where buildings are shared with other employers or responsible persons, the risk assessor will co-operate and co-ordinate the risk assessment process with all relevant parties to ensure that the resulting risk assessments take account of all relevant persons, activities and risks.

- Fire risk assessments will be reviewed following any significant fire related incident or if there are significant changes to:
  - The number of people using the building.
  - The use to which the building (or parts thereof) is put.
  - The structure of the building.
• The equipment or substances used within the building.

• If the fire risk assessment does not need to be reviewed as a result of any of the above then the normal maximum interval before a routine review will be as follows:
  o Higher risk buildings – every year
  o Medium risk buildings – every three years
  o Low risk buildings – every five years

• Defects identified by the fire risk assessment will be allocated both a risk category and a timescale within which the defect should be rectified. The timescales within which it is recommended that defects are rectified is determined by two criteria. The severity of the risk that the defect poses and the ease with which the defect can be rectified. Defects will be prioritised according to the following definitions:
  o Immediate action – These are issues that present a serious and imminent risk to the life safety of the people using the building. These problems need to be addressed immediately or the building/area must be closed until the issue is resolved or mitigated to a lower risk category.
  o High Priority – These issues pose a significant risk to life and/or property. A plan of action needs to be agreed within a maximum of 3 months and work put in hand to resolve the issue as soon as reasonably practicable thereafter. Where defects are deemed to pose a high risk but cannot be rectified quickly, it may be necessary to implement additional management controls to mitigate the risk in the interim.
  o Medium Priority – These issues pose a moderate risk to life and property. A plan of action needs to be agreed within a maximum of 1 year and work put in hand to resolve the issue as soon as reasonably practicable thereafter.
  o Low priority – These issues are unlikely to lead to significant harm or loss. These issues can safely wait until a suitable opportunity arises to address them. Lower risk defects may not need to be rectified with the same urgency but where there is a low cost solution that can be easily implemented the allotted timescale will reflect this.
  o Tolerable – These issues pose such a low risk that the cost to rectify the defect is disproportionate to the benefit that would be achieved by doing so.

• Fire strategy plans form an essential part of the fire risk assessment. Fire precautions information will be collected as part of the fire risk assessment. This information will be added to the AutoCAD plans for the building by the EFM CAD technicians. These
plans will be stored as a central reference resource for when alterations are planned.

- Each defect or significant finding that is identified by the fire risk assessment will be assigned to the occupying department or a section within EFM for responsibility to action.

- A record of the defects & significant findings from the fire risk assessment will be sent to the Head of Department and the Departmental Safety Officer. Where defects have been assigned to the department for action, it will be the Head of Department’s responsibility to provide feedback to the fire safety team as to what action they propose to take and when the problems have been resolved.

- Where defects or significant findings relate to the fabric of the building these will be added to a prioritised schedule of defects that EFM will use to programme remedial work.

- Anyone planning alterations to a building or to its use must reference the fire risk assessment held by the Fire Safety Team prior to any alteration being made. This will allow any restrictions that are in place to be highlighted and if necessary outstanding defects to be included into the planned schedule of work.

- Commissioning certificates, testing and maintenance records that are required to support the fire risk assessment must be kept and made available to the Fire Safety Team by EFM.

4.3 Fire Drills

- Fire drills will be conducted annually at all relevant buildings by the Fire Safety team and Facilities Managers.

- Notification of the proposed timing of the drill will be sent to departments 6 weeks in advance. Wherever possible fire drills will be planned to avoid causing excessive disruption.

- A target time has been calculated for the evacuation of each building and this will be used to benchmark the performance of the occupants.

- Wherever possible, fire drills will be scheduled such that buildings are at or near their maximum occupancy.

- If any fire drill is assessed as being unsatisfactory a repeat drill will be conducted.

- The weekly fire alarm test for a building will be cancelled for the week in which the drill is planned.
• **Roles and Responsibilities**

  o ACS is responsible for conducting fire drills at the residences and providing feedback to the residents.

  o The Fire Safety Team will co-ordinate the fire drill programme, disseminate relevant information to departments and produce a report to be considered by the University’s Health and Safety Committee.

  o Departments are responsible for ensuring that the Fire Safety Team are notified of any events during which a fire drill would cause excessive disruption.

• Defects identified during fire drills will be reported to the Fire Safety Team and then to EFM Helpdesk or via the Fire Risk Assessment (FRA) defects schedule as appropriate.

• The assessment criteria for the fire drills are set out in **APPENDIX A**.

### 4.4 Investigation of Fires, False Alarms and Other Fire Related Incidents

• All fires, false alarms and other fire related incidents will be considered and/or investigated as soon as reasonably practicable after the event.

• Any investigation will be co-ordinated by the Fire Safety Team but by necessity actions may be delegated to ACS, Security or Departmental staff.

• Results of investigations will be reviewed by the Fire Key Risk Review Group and if necessary reports will be provided for the Health and Safety Committee.

### 4.5 Fire Emergency Procedures

• Fire emergency procedures will be communicated to staff and students via the arrangements set out in section 4.1 above.

• An overview of the fire procedure will be provided in every building in the form of a ‘Fire Action’ notice. These will be provided adjacent to fire alarm call points, in all centrally bookable teaching spaces and in any other location identified in the fire risk assessment. In residential buildings a Fire Action notice will also be provided in every student study bedroom.

• All fire emergency calls are routed through the University’s Emergency Control Room. The University’s internal emergency number is 4444. Other emergency numbers such as 999 & 911 will automatically divert to 4444. Staff are encouraged to store the
emergency number in their mobile phones in case they need to use them to make an emergency call.

- If a fire is discovered then the fire alarm must be sounded and an emergency call (4444) made before any attempt is made to tackle the fire unless:
  - A person’s clothing is on fire.
  - A trained member of staff is present when ignition occurs and the fire can be quickly put out using an extinguisher that is IMMEDIATELY at hand.

- Staff are required to familiarise themselves with the fire fighting equipment that is provided in the areas where they work.

- Nobody is obliged to tackle a fire unless they can do so without undue risk to their safety.

- If a fire cannot be easily extinguished using a single fire extinguisher then it must be left for the Fire Service to deal with.

- When an emergency call is received in the Control Room confirming a fire, the Fire Service will be called immediately.

- Wherever possible the cause of automatic fire alarm activations will be investigated prior to the Fire Service being called.

- Staff who act as first responders to fire alarm activations must undertake practical fire training.

- The Fire Safety Team are responsible for identifying a suitable fire assembly point for each building. The location of the assembly point will be communicated to occupants as part of their induction training via fire action notices, by means of signs on the escape routes from each building and is available ‘on-line’.

- Heads of Department are responsible for implementing a system to check that everyone has left the building in the event of an evacuation. This can be either:
  - A procedure for taking a role call where this a practicable option, or
  - Nominating a sufficient number of fire marshals to check that all areas are clear.

- Key University staff are nominated to provide an emergency incident response service both during and outside of normal working hours. Additionally, all Heads of Departments are responsible for ensuring that a suitable number of emergency contacts are nominated within their department.
• Unauthorised entry to the building whilst the incident is in progress will be prevented by the provision of ‘door-guards’. Heads of Departments are responsible for ensuring that a suitable number of people are nominated to undertake this role. Where buildings are occupied by more than one department it is expected that they will cooperate to ensure that adequate provision is made. Guidance on the duties of door-guards is given in **APPENDIX G**.

• Authorisation to reset the fire alarm will **only** be given by:
  
  o The Fire Service  
  o The University Security Control Room  
  o A member of the Fire Safety or Health & Safety Team.

• When the incident has been dealt with, re-entry to the building will allowed in accordance with the arrangements set out in **APPENDIX I**, Guidance for Re-entry Procedures Following Fire Evacuations.

4.6 **Fire Service Liaison**

• The Fire Safety team are responsible for strategic liaison with the Fire Service.

• Where the Fire Service is called to attend an incident at a University building the Security team will be in attendance to assist. Additional University personnel will be contacted as appropriate for the type and scale of the incident. The staff who need to be contacted are detailed in the University’s Incident Procedures.

• Each building must be provided with basic plans showing the layout of the building and where applicable the fire alarm zones. For small and medium sized buildings a plan fixed to the wall in the vicinity of the fire alarm panel will suffice. In larger buildings and complexes, a set of plans should be provided in the Emergency Information Box (EIB).

• In addition to the above, the EIB must contain the relevant hazard information for the building as detailed in **APPENDIX F**. The occupying departments are responsible for supplying the information listed in Section A. EFM shall be responsible for providing the information listed in Section B.

• Any requests received from the Fire Service to visit or conduct an inspection at buildings owned or occupied by the University must be forward to the Fire Safety Team. These will include:
  
  o Fire Safety Audits  
  o Site Specific Risk Information visits  
  o Familiarisation Visits  
  o Licence Inspections  
  o During-use Inspections
4.7 Fire Alarm and Detection Systems

- All buildings will be provided with a suitable means for alerting the occupants in the event of fire. In most cases this will be an electronic fire alarm and detection system. Fire alarm and detection systems shall be designed, installed, commissioned, and tested in accordance with the relevant parts of BS 5839. Any variation from this standard must be agreed with the University Fire Safety Officer and recorded on the commissioning certificate.

- The minimum standard of automatic fire detection in buildings other than single occupancy domestic premises is a Category L2 system as defined in BS 5839 part 1, 2017 or a Category L1 system for sleeping risks.

- The minimum standard of fire detection in single occupancy domestic premises is a Category D, type-LD3 system of interlinked smoke alarms as defined in BS 5839 part 6, 2013.

- Designs for new fire alarm and detection systems and any alterations thereto must be agreed with the Fire Safety Team.

- Covers to protect fire alarm call points are required by BS 5839 part 1, 2017.

- All fire alarm system designs must take specific account of the use of rooms where detection is provided so that the potential for unwanted alarm activations can be designed out.

- The default type of automatic fire detector shall be optical smoke. Within rooms where work activities mean that smoke detection cannot be used, heat detection or aspirating systems can be used instead. Alternatively, detectors may be programmed to act as heat detectors during normal working hours and switch to smoke detection at other times.

- The minimum battery back-up duration for all new fire alarm systems shall be 72 hours.

- All fire alarm and detection systems will be subjected to a suitable testing and maintenance regime by EFM. This will include:
  
  - A daily check of the fire alarm panel by the DSO to check that the power is on and it is fault free.
  - A weekly test by EFM staff to verify that the system is functioning. This test is also intended to familiarise staff with the sound of the alarm and allow any problems with audibility to be reported.
o Routine maintenance shall be undertaken to ensure that all components are tested and maintained at least annually. Maintenance will normally be arranged such that 25% of the system is tested each quarter.

o Any auxiliaries that are connected to the fire alarm system must be checked at least quarterly to ensure that the fire alarm system generates the correct output and the required action occurs.

o The correct functioning of the fire alarm system will also be verified during the annual fire drill for the building.

- To ensure that fire alarm systems continue to provide an adequate level of protection it is essential that any faults are identified and rectified as soon as possible.

  o All faults must be reported to EFM Helpdesk as soon as they are identified.
  o Fire alarm faults will be investigated within 4 hours if reasonably practicable.
  o Where faults cannot be rectified at the time of investigation a risk assessment shall be undertaken by EFM Technical Services in consultation with the Fire Safety Team to determine what contingency measures are necessary while faults persist.

- When new alarm systems are installed, visual warning devices shall be provided in:

  o All WCs, bathrooms and shower rooms.
  o Plant rooms.
  o Rooms where work activities require the wearing of hearing protection.
  o Rooms routinely occupied by people with impaired hearing.
  o Any other areas identified in the fire risk assessment.

- With the exception of single occupancy domestic premises, provision must be made for all fire alarm system to be monitored remotely at the University’s 24 hour Emergency Control Room. This shall be done by the provision of an Emizon unit.

- Where maintenance work necessitates the disablement of part or all of a fire alarm system in an occupied building a risk assessment and fire alarm ‘permit-to-work’ must be completed by the Project Manager / EFM Engineer prior to the commencement of any work.

- Compensatory measures that are to be put in place for the duration of the work must be agreed with the University Senior Electrical Engineer and University Fire Safety Officer/Deputy Fire Safety Officer.

- Prior to the commencement of any building or refurbishment work the contractor must assess the impact of the proposed work on the fire alarm and detection system and agree any necessary contingency measures with the Project Manager and the University’s Fire Safety Officer/Deputy Fire Safety Officer.
• Commissioning certificates relating to the installation and any subsequent amendments to the system must be kept by EFM for reference. The commissioning certificates must include details of the audibility level recorded for each room/area.

• When fire alarm systems are decommissioned, consideration will be given to salvaging re-usable parts to use as spares in other building that have similar systems.

4.8 Emergency Lighting Systems

The majority of buildings will require the provision of emergency lighting to ensure that escape routes have sufficient lighting in the event that the primary lighting fails.

• All emergency lighting systems must be installed, tested and maintained in accordance with the relevant parts of BS 5266.

• The default type of emergency lighting system in University buildings will be non-maintained (i.e. emergency lights remain off unless/until the primary lighting fails).

• In licenced areas, maintained emergency lighting may be provided. (i.e. the emergency lights are illuminated at all times).

• The minimum duration of battery back-up for new installations shall be 3 hours.

• New systems comprising of more than 20 luminaires must be provided with the facility for self-testing and fault monitoring.

• To minimise the potential impact of power supply faults, it is recommended that self contained systems should be used in preference to central battery systems.

• Commissioning certificates relating to the installation and any subsequent amendments to the system must be kept by EFM for reference.

4.9 Fire Signage

Fire signage is primarily provided to inform people who are unfamiliar with the building. People who work regularly in a building are expected to familiarise themselves with the fire safety arrangements before the need to use them arises. The above notwithstanding, fire can create a degree of confusion and so fire signage has an important role in identifying escape routes, especially those that are not in normal use.

• All fire signage shall be provided in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and the recommendations of the relevant parts of BS-EN ISO 7010.
• For new build projects, the provision and design requirements of fire signage rests with the Project Manager. Responsibility for the on-going inspection and maintenance of fire signage rests with EFM. Adequacy of signage will be determined during fire risk assessments. If additional signs are required, the Fire Safety Team will provide EFM with details of the type, size and position. Location of signs will be recorded on the fire strategy plans.

• In licenced areas, regardless of whether a maintained or non-maintained system is provided, permanently illuminated final fire exit signs are required. In other areas non illuminated signs are acceptable provided that there is an emergency lighting luminaire with 2m of the sign.

• Where fire extinguishers and fire equipment are located in prominent positions, where they can be easily seen, signs denoting their location are not required. Equipment located in alcoves or any other areas where it cannot be easily seen must be provided with suitable signage to highlight its presence.

• A fire extinguisher missing sign shall be provided behind each fire extinguisher such that it is obscure when the extinguisher is in its correct location but will be visible if the extinguisher has been removed.

• Fire Action notices shall be provided adjacent to each fire alarm call point and in every seminar room and lecture theatre.

• In larger buildings, assembly point notices can be provided at each exit from the building and within escape staircases. In smaller buildings the location of the assembly point will be included on the ‘Fire Action’ notice.

• Where the action required to release a fire exit door is not immediately obvious, appropriate signs will be provided.

• All fire resisting doors must be provided with appropriate fire door signs.
  
  o Self-closing fire doors shall have a ‘Fire door keep shut’ sign on both faces of each leaf.
  o Fire doors to stores, plant rooms, risers, etc. shall have a ‘Fire door keep locked’ sign on the outer face.
  o Fire doors that are provided with hold-open devices shall have an ‘Automatic Fire door keep clear’ sign on the face that is visible when the door is in the held-open position.

• Where there is the potential for final exit doors to be obstructed on the outside, a ‘Fire exit keep clear’ sign shall be provided.
• Each designated refuge area shall be provided with a 'Refuge – Keep Clear’ sign.

• Fire signage will be checked as a part of the fire risk assessment programme, routine inspection and maintenance.

4.10 Portable Fire Fighting Equipment - (Fire Extinguishers)

Almost all buildings are provided with fire extinguishers. However, fire-fighting is only a legal obligation for the Fire Service and everyone is advised to consider their own safety as being their first priority when deciding whether to attempt to tackle a fire.

• The quantity, type, size and location of portable fire fighting equipment will be determined by the Fire Safety Team as part of the fire risk assessment process.

• For new build projects or major refurbishments, the responsibility for the provision of portable firefighting equipment rests with the Project Manager. Inspection, testing and maintenance of fire fighting equipment rests with EFM.

• All extinguishers provided will be in accordance with the relevant parts of BS EN 3.

• As a minimum, fire fighting equipment must be tested and maintained in accordance with the recommendations of the relevant parts of BS 5306. Records of all testing and maintenance must be kept by EFM Health and Safety.

• Extinguishers will be sited so that they are:
  o In prominent positions on escape routes such that they can be easily seen.
  o Near fire alarm call points.
  o Adjacent to exits from rooms or buildings.
  o Within or adjacent to high fire risk rooms identified by the fire risk assessment.

• In single occupancy domestic premises provision of fire fighting equipment shall be limited to a fire blanket in the kitchen.

• Students living in University accommodation are not trained in the use of fire extinguishers and as such are advised not to attempt to fight fires but to prioritise sounding the alarm and evacuating the building. On this basis fire extinguishers provided in student residential buildings must be of a type that minimises the potential for injury if the wrong type of extinguisher is used.

• Fire blankets shall be provided in all laboratories, kitchens and any other rooms where there is the potential for a person’s clothing to catch fire.
• Where specialist fire fighting equipment is provided (Class D & F extinguishers), the
staff who may need to use them must undertake practical fire training as described in
section 4.1 above.

• All extinguishers should be mounted on patresses where practicable. The minimum
size of the patress shall be 75mm wide, 500mm long, 20mm thick. The patress shall
be securely fixed to the wall such that the top of edge is 900mm above finished floor
level.

• If any fire fighting equipment is used to tackle a fire, this must be reported to EFM
Helpdesk as soon as reasonably practicable.

• Where automatic fire suppression systems are installed, EFM will have an inspection
and maintenance regime in place. Maintenance regimes with be in accordance with
the relevant British Standards and manufacturers’ recommendations.

• Health and Safety Technicians will be responsible for discharging, decommissioning
and disposal of redundant equipment. The University’s Waste Manager is responsible
for advising Technical Services with regard to complying with current waste and
environmental legislation. Wherever possible redundant extinguishers will be
rendered unusable and the component parts sent for recycling.

4.11 Fire Safety Design Approval

• The Fire Safety Team must be consulted as part of the planning and design process
for all building work, alterations and refurbishment projects in a timely manner prior
to work commencing (i.e. 14 days notice).

• Proposed designs for new buildings shall be in accordance with one of the following
design guides:

  o Approved Document B - volumes 1 and 2
  o BS 9999
  o BS 7974

• The design guide that has been used must be identified in the proposal and any
proposed variation from the guidance therein must be approved by the University
Fire Safety Team.

• It is the responsibility of EFM to provide existing and proposed plans at the earliest
opportunity to allow the Fire Safety Team to comment on the acceptability of the
proposals. The Fire Safety Team will ensure that any concerns they have regarding
the proposed design are returned within 1 week or a timescale agreed with the
Project Manager.
• Project Managers are responsible for ensuring that concerns raised by the Fire Safety Team are addressed before approval is given for work to start. Any subsequent changes to the agreed design must be approved by the Fire Safety Team.

• Where work is proposed to existing buildings, the Project Manager will be responsible for consulting the current fire risk assessment so that any outstanding issues can be included with the project where appropriate.

• On completion of the work the Project Manager will organise a pre-occupation visit/sign-off.

• On completion of the work EFM will be responsible for updating the AutoCAD plans of the building to reflect all changes to the layout and fire precautions.

4.12 Arrangements for Assisted Evacuation

The law requires that arrangements are in place to ensure that everyone can leave the building safely in the event of fire. This clearly imposes a duty to ensure that adequate arrangements are in place for anyone who may need assistance to leave the building. It is not the responsibility of the Fire Service to evacuate people with impairments, although they will usually assist when they arrive.

• Heads of Departments (HOD) are responsible for ensuring that a Personal Emergency Egress Plan (PEEP) is prepared for any of their staff or students who require assistance to evacuate the building or who has a hearing impairment that may mean they are unaware that the fire alarm has sounded.

• To cater for the needs of visitors, each HOD is required to arrange for a Generic Emergency Egress Plan (GEEP) to be formulated.

• Assistance is available to departments to formulate their PEEPs and GEEPs if required from the Dyslexia & Disability Unit, EFM and the Fire Safety Team.

• Any building or area from which assisted egress would be required shall have suitable refuge spaces identified.

• All refuge areas must be provided with a suitable means for people requiring assistance to summon help.

• In high rise buildings and buildings where there may be a significant number of people who require assistance, evacuation Lifts have been installed.
4.13 Disciplinary Arrangements

- It is expected that all University staff and students will comply with this Fire Safety Policy and failure to do so will be considered a breach of discipline. Likewise, disciplinary action will be taken against anyone who wilfully or negligently interferes with or undermines any of the fire safety provisions in their building.

- Behaviour likely to result in disciplinary action will include (but is not limited to):
  - Failure to leave a building when the evacuation signal is given.
  - Deliberate activation of the fire alarm system in a non-emergency situation.
  - Misuse of fire-fighting equipment.
  - Removing, altering, or obscuring fire safety signs.
  - Deliberately or negligently obstructing a fire escape route.
  - Using a wedge or any other unauthorised means to prevent a fire resisting door from closing.
  - Smoking inside a University owned or managed building.
  - Failure to undertake training as directed in this Policy.
  - Obstructing the Fire Safety Team in the execution of their duties.
  - Deliberate interference with smoke alarms or automatic fire detectors.
  - Re-entering a building following a fire evacuation before authorisation is given.

- For cases of serious misconduct consideration will be given to referring the matter to the Police to deal with.

- Any action that is taken for contravention of Fire Safety Policy or Procedures will be in accordance with the University’s disciplinary regulations.

4.14 Facilities for Use by the Fire Service

In order to assist the Fire Service in their fire and rescue duties the University is obliged to provide and maintain certain facilities for their use. These include:

- Dry and Wet Risers.
- Fire Hydrants.
- Fire-fighting and Evacuation lifts.
- Smoke control and extract systems.
- Protected fire-fighting access staircases.
- Fire-fighters’ switches and plant shutdown facilities.
- Site specific risk information and plans.

- The facilities that are required will be determined by the Building Control Authority for new and refurbished buildings and by fire risk assessment for existing buildings.
• EFM Technical Services will be responsible for the inspection testing and maintenance of these facilities in accordance with current legislation and the recommendations of the appropriate British Standards.

• The responsibility for the provision of site specific risk information and plans is shared jointly by occupying departments and EFM. Departments are responsible for providing and maintaining the information listed in section A of APPENDIX F. EFM is responsible for providing and maintaining the information listed in Section B of APPENDIX F.

4.15 Fire Safety in Contractor Controlled Areas

• Where control of an area or building is handed over to a contractor, the contractor will be responsible for fire safety within those areas. Where a contractor takes control of an area within a building that is occupied by University staff or students then the Contractor must agree to an interim fire strategy with the University Fire Safety Team.

• Where areas or buildings are handed over to contractors, University of Sheffield fire fighting equipment will be withdrawn by the Health & Safety Technicians and the contractor shall be responsible for providing equipment in accordance with their fire risk assessment.

• Any amendments to the fire alarm system and measures for the mitigation of false alarms must be agreed between the Contractor and the University Fire Safety Team before work commences by provision of a “Fire Alarm Permit to Work”.

4.16 Fire Safety Management

Effective fire safety management is at least as important as building design in determining whether a building is safe or not. Heads of Departments are responsible for ensuring that departmental activities are conducted so as to minimise the risks posed by fire and ensure that the building’s fire strategy is not undermined.

• In order to comply with this requirement Heads of Departments must:
  
  o Appoint a suitable number of fire marshals, door guards and a building rep to assist with the evacuation procedure.
  o Maintain a high standard of housekeeping and implement a suitable departmental inspection regime so that fire safety concerns are identified, reported and rectified.
  o Ensure that the University’s guidance (see Appendix E) on the provision and use of notice boards is complied with.
  o Ensure that vision panels in doors and walls are not obscured.
  o Enforce the requirement to keep fire doors closed and maintain corridors and staircases free of unauthorised items.
  o Ensure that all staff and students comply with the fire training requirements.
• Undertake process risk assessments for work activities that involve material or equipment that introduce a significant fire hazard. Where necessary this will include any substance that comes within the scope of The Dangerous Substances and Explosive Atmospheres Regulations 2002.
• Keep a register of any substances, equipment or processes that could pose a hazard to fire-fighters.

• The Director of EFM will ensure that:
  • Contractor’s activities are adequately monitored and controlled.
  • A suitable portable appliance testing service is available to departments.

4.17 Gas Cylinders and Highly Flammable Materials

The presence of gas cylinders and other highly flammable materials within buildings can pose a significant hazard to fire fighters. If the Fire Service perceives this risk to be too high they are likely to adopt a defensive fire fighting strategy which could result in extensive damage to a building. For this reason it is important that risks within University buildings are controlled to the extent that the Fire Service are able to enter the building and adopt an aggressive fire fighting strategy.

• The storage or use of gas cylinders within building must be seen as a last resort that is only used when there is no other practicable option. Wherever possible gas cylinders should be located outside and the gas piped in.

• Stocks of flammable liquids must be located in purpose designed external stores. Where flammable liquids are stored within buildings quantities must be limited to the lowest practicable level.

• Suitable, purpose designed storage cabinets must be used when flammable materials are stored within buildings. The quantity of flammable liquid stored must be no more than 50 litres per cabinet.

• If gas cylinders have to be used inside then fire-proof cylinder cabinets should be provided.

• Details of high hazard materials within buildings must be provided on the door of the room where they are situated and in the Emergency Information Box.

• If more than one flammables cupboard is provide per room then they must be as far apart as is reasonably practicable.

• Departments where such materials are stored or used must nominate a suitable number of staff to undertake practical fire training.
4.18 Approved Security Arrangements

The need for University buildings to be kept secure is well understood by the Fire Safety Team. However, the need to ensure that everyone can safely leave the building in the event of fire cannot be compromised. Any security devices that are fitted to doors required for fire egress must be approved, prior to installation, by the University Fire Safety Team.

- Any security device fitted to a door required for fire egress shall be capable of being released without the need to use a key, code, card, fob, biometric data, etc.

- Doors that provide fire egress for more than 60 people shall open in the direction of escape and either have ‘panic bars’ fitted or else not be secured at times when the building is occupied.

- Where magnetic locks are used to secure fire escape doors, the following conditions will apply:
  - An interface to the fire alarm shall be provided to ensure that the lock releases when the fire alarm is activated.
  - The lock must fail safe in the event of power failure.
  - A local emergency door release facility is required. This will normally be a green break-glass call point, activation of which will disconnect the power supply to the lock.

- Doors provided for emergency egress should not be secured by more than one security device at time when the building is occupied.

- Where automatic doors or magnetic locks are provided, there is the chance that building security will be compromised in the event of a power failure. For this reason deadlocks may be fitted to doors for use in these circumstances. To ensure that these locks are not used at any other time the following safeguards must be in place:
  - Keys will only be kept by Security Services.
  - Ideally a thumb-turn will be provided on inside to allow emergency egress.
  - The locks must only be engaged when the building has been fully evacuated and confirmed as ‘clear’ by Security Services.

- Automatic opening doors must be provided with sufficient safeguards to ensure that they can be effectively used if they are required for fire egress. One of the following options must be provided:
  - A back-up battery facility to ensure that the doors will continue to operate normally, even if the primary power supply is lost.
  - An interface to the fire alarm to ensure that the doors are driven to the open position when the fire alarm activates.
A break-out facility that allows the doors to be pushed open if they fail to open automatically.

- Revolving doors are not acceptable on escape route unless:
  - Conventional doors of an appropriate width are provided immediately adjacent to the revolving doors.
  - A suitable break-out facility is provided.

4.19 Fire Safety Outside of Normal Working Hours:

Outside of normal working hours there are often too few staff present to effectively implement the normal fire safety management procedures. For this reason, additional safeguards are required at such times. Out of Hours working is normally defined as work after 6pm, before 8am on weekdays or anytime on weekends, public holidays and days when the University is officially closed. In practical terms, the definition of what constitutes out of hours working will need to be agreed locally. As a minimum the following must be in place:

- Each Head of Department is responsible for ensuring that a risk assessment is undertaken prior to authorising any out of hours working.

- An appropriate level of supervision must be provided for any undergraduate students who are allowed out of hours access.

- No high risk activities are to be undertaken outside of normal working hours.

- Anyone who requires out of hours access must ensure that they are in compliance with the University’s fire training requirements.

- An appropriate signing in and out procedure must be in place for each building.

4.20 Fire Safety at Home

The University takes fire safety very seriously and would encourage its staff and students to do likewise when at home. The University Fire Safety Team cannot provide specific guidance in this regard but are happy to endorse the advice given by the local Fire Service. The Health & Safety web pages provide a link to the South Yorkshire Fire and Rescue Service website.
APPENDIX A

ASSESSMENT OF FIRE DRILLS

The following criteria will be used to assess the performance of a building's occupants during the fire evacuation drills.

1. **Overall speed of evacuation.** Whilst it is important to get out as quickly as possible, please remember that this should not override other aspects of the procedure such as closing doors, directing guests, switching off equipment where appropriate, etc. It is also important that people do not run during the evacuation as this can lead to trips and falls. However, drills that are unacceptably slow will be repeated.

2. **Number of people who do not evacuate or need to be told to leave.** If anyone fails to evacuate immediately or if they re-enter the building before the stand down is given then this is likely to mean that the drill will have to be repeated. Everyone present has a legal duty to co-operate with the fire evacuation drill. Failure to do so could lead to disciplinary action.

3. **Direction given by staff to students and guests as they leave the building.** Departmental staff and lecturers are responsible for directing students and guests in the event that the building has to be evacuated. If this does not happen then the drill will take longer and will receive a lower rating in the assessment.

4. **The number of doors left open (especially fire doors).** The closing of fire doors is of crucial importance to peoples’ safe evacuation from a building and so we will be looking to ensure that this happens. Failure to close doors is another factor that is taken into account when considering whether a drill should be repeated.

5. **Whether all exits are used/over use of the main entrance.** Failure of staff to use their nearest available exit is the main reason for drills not being completed in a reasonable time.

6. **Knowledge and use of the correct evacuation assembly point(s).** Gathering outside the building rather than going to the correct assembly point will result in the drill being given a lower rating. Where people have to cross roads to get to their assembly point they must exercise due care and attention when doing so. This is especially the case for occupants of the Mappin and Crookesmoor buildings.

7. **Personal belongings.** Everything other than coats & handbags (if they are immediately to hand) must be left in the building. If it is noted that evacuees are carrying food, drinks, furniture or any other unnecessary items as they leave then the performance of the drill will be penalised. Similarly stopping to collect or deliver post is unacceptable.

8. **Door guards.** All exits should be guarded by departmental staff to warn anyone wishing to enter of the danger of doing so and to deter opportunist theft.
9. **Knowledge of the correct means for raising the alarm.** In buildings where the alarm is raised by shouting FIRE, one of the building’s occupants will be asked to go through the emergency procedure and initiate the evacuation. If the person asked is unsure of the correct action this will count against the drill as a whole.

In addition to the performance of the building’s occupants, Health & Safety will also check whether escape routes are clear and unobstructed, that all routes out of the building are freely available and that the fire alarm is audible. Any problems that are experienced by staff during the evacuation should be reported to a member of the Health & Safety Team when the drill is complete.
APPENDIX B

GUIDANCE ON CONTROLLING FIRE RISK IN THE WORKPLACE

This note is intended to provide brief guidance on what can be done at a local/departmental level to reduce both the chance of fires/false alarms occurring and to mitigate the risks from fire should one occur.

The importance of good housekeeping in both the prevention of fire and in minimising fire spread cannot be over-emphasised. Almost all fires can be prevented and regular attention in the following areas will help to significantly reduce the level of risk to both life and property.

1. Control of Ignition Sources

a) To comply with the law and for the safety of all building occupants smoking is not allowed in University buildings.

b) Take care when cooking:

   i. Make sure any appliances are tested and maintained in good condition.

   ii. Rooms/areas where staff cook lunch/snacks should be provided with a fire blanket. Request a fire blanket from EFM Helpdesk if you don't already have one.

   iii. Any cooking should be supervised until it is finished and the appliance switched off.

   iv. Cooking or boiling kettles must not take place in rooms provided with smoke detection since this can lead to false activation of the fire alarm. It is also important to keep kitchen doors closed to prevent smoke or steam activating detectors in other areas.

c) Ensure that any electrical equipment that you use has been tested and inspected to reduce the possibility of a fault occurring that may cause a fire.

d) Be vigilant to the possibility of arson especially outside of normal working hours.

e) The use of portable heating appliances is prohibited in all but the following exceptional circumstances:

   i. A failure of the permanent heating system, or

   ii. The permanent heating system cannot achieve acceptable space temperature, or

   iii. A referral to occupational health for an individual staff member is made.

f) When one of the situations in section e) arises, a portable heater(s) will be provided by EFM who maintain a central store of oil filled thermostatically controlled and PAT tested appliances. EFM staff will collect and return the heaters to the store when repairs to faulty heating systems have been completed. EFM staff have the authority to remove any unauthorised and/or non-PAT tested portable heaters they identify during the course of their activities.
2. Control of Flammable Materials

a) Take care that flammable materials do not come into contact with heat sources.

b) Don’t allow rubbish to accumulate. Never store rubbish or redundant furniture etc in stairways or escape routes, even temporarily.

c) Try to keep your workplace tidy and where possible avoid accumulating excessive quantities of flammable materials.

d) Special storage arrangements may be required for any highly flammable materials. If in doubt ask Health & Safety for advice.

3. Escape Routes

a) Keep escape routes free from obstruction and available for use at all times. Storage of furniture, equipment or other materials on escape routes is not permitted.

b) Take care not to obstruct fire exits on the outside by careless parking or the thoughtless discarding of rubbish.

c) Exit doors must be able to be easily opened from the inside without the use of a key. Make sure that any additional security devices such as bolts are left in the open position whenever the building is occupied.

d) There are limitations on the size and location of notice boards on escape routes. Contact Health & Safety if you require advice in this regard.

e) Take care not to compromise the safety of escape routes by wedging fire doors open. Whenever possible doors to unoccupied rooms should also be kept closed.

f) Ensure that the fire-fighting equipment remains free of obstruction and available for use at all times.

g) Bicycles are not permitted in University buildings. Cycle racks can be provided by EFM if required.

4. Maintenance

a) If you are aware that any of the safety provisions are damaged or require maintenance then contact EFM Helpdesk immediately.

b) It is good practice to check fire exits that are rarely used to ensure that doors are unobstructed and will open easily. External parts of escape routes may require pressure washing or clearing of vegetation periodically. Any problems should be notified to EFM Helpdesk.

c) The fire alarm will normally be tested on a weekly basis. Any problems noted with the audibility or correct operation of the system must be reported to EFM Helpdesk immediately.
d) The fire fighting equipment will be serviced once per year. If at any time you feel that the fire fighting equipment requires attention, contact EFM Helpdesk.

5. Training

a) All new staff and students should receive departmental induction training as soon as reasonably possible after joining the University.

b) Remember that all staff must undertake fire training annually, as must anyone requiring out of hours access.

c) Health & Safety will arrange an annual fire evacuation drill where appropriate.

d) Any visitors, guests or students should be supervised and if they are to be left unaccompanied, they must be made aware of the fire procedure for the building.

e) Consider the needs of staff, students and visitors who have disabilities that may affect their ability to evacuate unaided in the event of fire. Health & Safety can provide information and assistance in this regard if required.

6. Liaison

a) To enable Health and Safety to keep the fire risk assessment for the building up to date we would appreciate your help by informing us of any changes in the following areas:

   i. Any increase in the number of occupants/visitors in your building

   ii. Proposed alterations to the structure or layout of the building.

   iii. Any change of work activity that introduces a new or increased risk of fire.

If you require any further advice or clarification then please contact the Fire Safety Team firesafety@sheffield.ac.uk

Please remember that safety is everyone's responsibility and your help and co-operation are fundamental in helping to minimise the risk of fire.
### DEFINITIONS

These definitions are provided to assist people in understanding some of the technical terms used in this policy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Access room</td>
<td>A room through which the only escape route from an inner room passes.</td>
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<tr>
<td>Alternative escape route</td>
<td>Escape routes sufficiently separated by either direction and space, or by fire-resisting construction to ensure that one is still available irrespective of the location of a fire.</td>
</tr>
<tr>
<td>Approved Document B (ADB)</td>
<td>Guidance issued by Government in support of the fire safety aspects of the building regulations.</td>
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<tr>
<td>As low as reasonably practicable</td>
<td>Is a concept where risks should continue to be reduced until a point is reached where the cost and effort to reduce the risk further would be grossly disproportionate to the benefit achieved.</td>
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<tr>
<td>Automatic fire-detection</td>
<td>A means of automatically detecting the products of a fire and activating the fire alarm system. Detection will usually be in the form of smoke or heat detectors.</td>
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<tr>
<td>Competent person</td>
<td>A person with enough training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures.</td>
</tr>
<tr>
<td>Dead end</td>
<td>Area from which escape is possible in one direction only.</td>
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<tr>
<td>Domestic premises</td>
<td>Premises occupied as a private dwelling, excluding those areas used in common by the occupants of more than one such dwelling.</td>
</tr>
<tr>
<td>Emergency lighting</td>
<td>Lighting provided to illuminate escape routes in the event that the normal lighting fails.</td>
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<tr>
<td>Escape route</td>
<td>A route by which occupants can safely leave the building in the event of fire.</td>
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<tr>
<td>Evacuation lift</td>
<td>A lift that has additional safety features such that it can be used as a part of the evacuation strategy for people who are unable to use the stairs.</td>
</tr>
<tr>
<td>External escape stair</td>
<td>Stair providing an escape route, external to the building.</td>
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<tr>
<td>False alarm</td>
<td>A fire signal, usually from a fire warning system, resulting from a cause other than fire.</td>
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<tr>
<td>Final exit</td>
<td>An exit from a building where people can continue to disperse in safety and where they are no longer at danger from fire and/or smoke</td>
</tr>
<tr>
<td>Fire alarm</td>
<td>A means of alerting people to the existence of a fire.</td>
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<tr>
<td>Fire compartment</td>
<td>A building, or part of a building, constructed to prevent the spread of fire to or from another part of the same building or an adjoining building.</td>
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<tr>
<td>Fire door</td>
<td>A door, together with its frame and furniture, which, when closed, is intended to restrict the passage of fire and smoke for a stated period of time.</td>
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<tr>
<td>Fire-resistance</td>
<td>The ability of a component or construction of a building to resist the passage of fire and smoke for a stated period of time.</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Fire strategy</td>
<td>A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people if there is a fire.</td>
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<tr>
<td>Fire stopping</td>
<td>A seal provided around pipes or cables that pass through elements of fire resisting construction.</td>
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<tr>
<td>GEEP</td>
<td>Generic Emergency Egress Plan. Generic arrangements that are in place to assist visitors who require help to leave the building in the event of an evacuation.</td>
</tr>
<tr>
<td>Inner room</td>
<td>A room from which escape is possible only by passing through another room (the access room).</td>
</tr>
<tr>
<td>Licensed premises</td>
<td>Any premises that require a licence under any statute to undertake trade or conduct business activities.</td>
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<tr>
<td>Material change/alteration</td>
<td>An alteration to the premises, process or service which significantly affects the level of risk to people from fire in those premises.</td>
</tr>
<tr>
<td>Means of escape</td>
<td>Route(s) provided to ensure safe egress from premises or other locations to a place of total safety.</td>
</tr>
<tr>
<td>PEEP</td>
<td>Personal Emergency Egress Plan. Person specific arrangements that are in place to assist staff or students who require help to leave the building in the event of an evacuation.</td>
</tr>
<tr>
<td>Place of total safety</td>
<td>A place, away from the premises, in which people are at no immediate danger from the effects of a fire.</td>
</tr>
<tr>
<td>Protected lobby</td>
<td>A fire-resisting enclosure providing access to an escape stairway via two sets of fire doors.</td>
</tr>
<tr>
<td>Protected stairway/route</td>
<td>A stairway or escape route which is separated from the rest of the building by fire-resisting construction.</td>
</tr>
<tr>
<td>Refuge</td>
<td>A place of reasonable safety in which anyone who is unable to leave the building by their own unaided effort, may wait for assistance.</td>
</tr>
<tr>
<td>Responsible person</td>
<td>The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005.</td>
</tr>
<tr>
<td>Relevant persons</td>
<td>Any person lawfully on the premises and any person in the immediate vicinity.</td>
</tr>
<tr>
<td>Self-closing device</td>
<td>A device that is capable of closing a fire door from any angle and against any latch fitted to the door.</td>
</tr>
<tr>
<td>Significant finding</td>
<td>An outcome of a fire risk assessment that details the action required to reduce fire risk to an acceptable level.</td>
</tr>
<tr>
<td>Storey exit</td>
<td>A doorway giving direct access into a protected stairway, lobby, or external escape route.</td>
</tr>
<tr>
<td>Travel distance</td>
<td>The actual distance to be travelled by a person from any point within the floor area to the nearest storey exit or final exit.</td>
</tr>
<tr>
<td>Vision panel</td>
<td>A transparent panel in a wall or door enabling people to be aware of hazards that may be present on the other side.</td>
</tr>
</tbody>
</table>
APPENDIX D

REQUIREMENTS FOR THE PROVISION AND USE OF NOTICEBOARDS IN ESCAPE ROUTES AND CIRCULATION AREAS

Background
The law requires that we take reasonable precautions to limit the potential for fire to spread through buildings via the materials that are applied to walls and ceilings in circulation areas and escape routes. This is normally achieved by using inherently non-combustible materials, such as plaster and plasterboard, for the surface finishes in these areas.

Due to the nature of the University’s work, it is both necessary and desirable to be able to use wall space in entrance lobbies and circulation areas, to display posters and notices. However, unrestricted use of wall space for displays has the potential to undermine the requirements for controlling fire spread. For this reason the following guidance has been drawn up, in consultation with the Fire Service, so that a balance can be reached between the requirement to control fire risk and the need for noticeboards and display space.

Enclosed Noticeboards
Glass fronted noticeboards, and other types of fire resisting enclosure can be used in all areas as they will not contribute to fire spread. They do however need to be lockable to ensure that the enclosures remain closed.

Unenclosed Noticeboards
Due to their potential to contribute to fire spread, the provision and used of unenclosed noticeboards is subject to the following restrictions:

- Unenclosed noticeboards are not permitted within dead-end corridors or protected staircase enclosures.
- Automatic fire detection is required in any corridor or circulation area where unenclosed noticeboards are provided.
- The materials from which the noticeboard is made must be inherently fire retardant.
- The maximum size of any single display area shall be no larger than three metres wide by one metre high (or equivalent).
- If the required area of display space exceeds the above limit, it will need to be subdivided into separate blocks such that there is a minimum gap of one metre between each display area.
- The total length of unenclosed noticeboards on any particular wall shall be no more that 25% of the length of the wall on which it is situated.
- Any materials to be displayed on the noticeboards must be fixed at all four corners and be no more than a single sheet in thickness.

If you require help to determine whether any existing or proposed noticeboards or displays meet the above criteria then please contact firesafety@sheffield.ac.uk who will be happy to advise.
APPENDIX E

GUIDANCE ON SUITABLE LOCATIONS FOR SHARED PHOTOCOPIERS AND PRINTERS

The following potential locations for shared photocopiers and printers are ranked in order of preference. If you propose a location other than in a room, you need to be able to demonstrate that there is no other practicable location in any of the location categories higher up the list.

Rooms

- Where possible photocopiers/printers should be located in a room.
- The room will require adequate ventilation.
- Depending on the type and use of the proposed room, it may need to be a fire rated enclosure. The University Fire Safety Officer may need to advise on this.

Corridors that have escape routes in both directions

- The corridor must be provided with smoke detection.
- Where possible photocopiers/printers should be located in alcoves or recesses.
- If there are no alcoves or recesses then photocopiers/printers must be located such that there is a minimum 900mm gangway between the photocopier/printer and the opposite wall.
- If the corridor serves as an escape route for more than 100 people then you must contact the University Fire Safety Officer to determine the minimum width of gangway that is required.
- To limit the fire loading, the consumables must be stored elsewhere (in a room).
- An appropriate maintenance contract and PAT testing regime must be in place.
- The photocopier/printer must be plugged in via an RCD protected socket or socket on an RCD protected circuit.

Dead-end Corridors

- The corridor must be provided with smoke detection.
- The photocopiers/printers must be located at the far end of the corridor to minimise the number of people who would need to pass it in order to get out.
- Photocopiers/printers must be located such that there is a minimum 900mm gangway between the photocopier/printer and the opposite wall.
- To limit the fire loading, the consumables must be stored elsewhere (in a room).
- An appropriate maintenance contract and PAT testing regime must be in place.
- The photocopier/printer must be plugged in via an RCD protected socket or socket on an RCD protected circuit.
APPENDIX F

EMERGENCY INFORMATION BOX CONTENTS:

SECTION A. HAZARD INFORMATION

1. Gas cylinder locations: -
   - flammable gas cylinders
   - oxidising gas cylinders
   - asphyxiant gas cylinders
2. Radiation source locations
3. Radioactive waste storage locations
4. Solvent store and large scale distillation locations
5. Waste solvent storage locations
6. Chemical store
7. Large scale gas generation equipment
8. Cryogen volumes > 50 litres
9. NMRs & other strong magnetic fields
10. Biological materials ACDP Classes 3 & 4
11. Hydrofluoric Acid storage
12. High value assets

SECTION B. OTHER INFORMATION – plans showing: -

1. Gas isolations valve(s) for the building
2. Electrical isolation switch(es) for the building
3. Dry / wet Riser/hydrant location(s) in the building
4. Asbestos information – plan per floor
5. Fire Precaution plans
APPENDIX G

GUIDANCE FOR DOOR GUARDS

Please note that this procedure is only used during normal working hours.

Individual Heads of Departments are responsible for initiating arrangements to ensure that a Door Guard is placed at each external door to prevent anyone from entering the building until authorisation is received that it is safe to do so.

The above notwithstanding:

- Where buildings are occupied by more than one department, liaison will be required to ensure that appropriate arrangements are made for each door to be guarded.
- Door Guarding is only required at exits where there is the possibility of people gaining access to the building during the course of an evacuation or before re-occupation is allowed. Doors that close automatically and re-secure need not be guarded.
- At some buildings it may be possible for a one person to supervise more than one door.

Actions for Door Guards

- Go to your assigned position as soon as you can after the alarm sounds. NB: If you also act as a Fire Marshal please refer to the ‘Guidance for Fire Marshals’ document and ensure completion of online Fire Marshal training.
- If the fire is in the immediate vicinity of your assigned position then retreat to a safe distance (if necessary to the Assembly Point).
- Advice anyone wishing to enter before the ‘stand down’ is given that it is unsafe to do so. Do not put yourself at risk of personal injury by physically restraining anyone who insists on entering the building.
- Inform the Fire Service if anyone enters the building before the ‘stand down’ is given.
- Make a note of the details of anyone who enters against your instructions and pass the details on to Health & Safety.
- Advise anyone who is loitering to move away to the Assembly Point.
- When re-entry is permitted by the Fire Service, a message should be conveyed by the Building Representative to the Door Guards and the Fire Marshals and to those at the Assembly Point.
- Check that the door is re-secured when you receive the message that it is safe to re-enter.
- There is nothing unsafe about people re-entering the building via the fire exits but bear in mind that security arrangements within some buildings mean that this is not a practical option.
GUARDIAN FOR FIRE MARSHALS

In order to act as a Fire Marshal, you must complete the online Fire Marshall training.

The following duties only apply during normal working hours and with the proviso “if safe to do so”. Nobody is expected to put themselves at any risk of harm.

- When the alarm sounds, switch off equipment, close windows/doors and evacuate by the nearest available exit – in other words, do everything which you normally should do. **Lecturers should act as fire warden for the lecture theatre they are teaching in should the fire alarm sound.**

- Fire Marshals should work together to encourage occupants from the building and move them promptly to the identified Assembly Point. It may be necessary for one Fire Marshal to act as the Building Representative at the main entrance and be the point of liaison with the Fire Service. (Building Representative is defined in the ‘Re-entry Procedure’ document).

- Anyone known not to have evacuated must be reported to the Building Representative or directly to the Fire Service.

- If available for Fire Marshal duties, pick up your high-visibility vest on the way out if possible and put it on. As you sweep your area, close doors/windows in passing but not delaying you own escape unduly. Encouraging others to leave the building via the nearest safe exit, paying particular attention to unsupervised areas. The Fire Marshal would normally be the last person off their floor.

- With regards to people with disabilities, there should already be a PEEP in place to evacuate them safely, however if not reassure them that they are safe in the refuge areas (check where these are for your building) and ensure the building representative is made aware of their location.

- While evacuating it may be necessary to reassure people on staircases that they ARE protected from the fire whilst queuing to get out.

- Once outside, direct people away from the building and towards the identified Assembly Point.

- When everyone has been cleared away from the immediate vicinity ensure that there are sufficient Door Guards in place. If not required as a Door Guard then, continue on to the Assembly Point encouraging others as you go.

- When re-entry is permitted by the Fire Service, a message should be conveyed by the Building Representative to the Door Guards and the Fire Marshals and to those at the Assembly Point. It would be useful if Fire Marshals could try to manage returning evacuees to avoid them completely blocking the entrance.

- If you have difficulty with any individuals, try to get names or other details, pass these on to the Facilities Assistants or Health & Safety, who will then pursue disciplinary action against individuals who deliberately disregard safety procedures.
REMEMBER:

- No one expects you to do anything which will put you at risk.
- Your priority is ALWAYS to get out of the building safely.
- It would be greatly appreciated if you could continue to act as Fire Marshal once safely out of the building encouraging people to the Assembly Point.

Further Information

What extra responsibilities does a Fire Marshal have?
Apart from the actions listed above, a fire marshal will not take on any additional responsibility for fire safety. That remains with the Departmental Manager / Head of Department.

Who is responsible for providing Fire Marshals?
The Head of Department is responsible for fire safety. Day to day activities and the practical actions of fire safety may be delegated to the Departmental Safety Officer (DSO) or other nominated person. In practice it is likely to be the DSO or similar who makes sure there are enough Fire Marshals for the building. Where buildings are jointly used the respective DSOs must co-ordinate this to ensure adequate coverage. If a fire warden permanently leaves the building a replacement should be found.

How many Fire Marshals are needed in a building?
Ideally there should be sufficient wardens to cover all areas of a building. However, this is complicated by the size of a building and the complexity of its layout, plus the nature of peoples’ work as it often takes them out of their own building. Add to this scheduled holidays and other absences and it becomes apparent quite a few wardens could be needed!

Here are two examples:

- A small building with a single staircase and offices etc. off it may only need one Fire Marshal if that Fire Marshal is stationed on the top floor and rarely leaves the building. A Deputy is needed to cover for absences. Ensuring all staff in that building, know their role and responsibilities in a fire alarm will make the Fire Marshal’s role less onerous.

- A large building with lots of rooms and complicated escape routes may need to have each floor divided into sweep areas and a Fire Marshal, plus Deputy provided for each sweep area. This can only work where there is sufficient staffing in the building so again, all occupants need to know their roles and responsibilities with respect to fire alarm procedures.

Important things to remember:

Before an emergency evacuation:

- Work out the area for which you will be responsible for.
- Get to know your area, fire exits, evacuation routes etc.
- Discuss with other colleagues exactly where you will cover between you.
- Know the area you will ‘sweep’ during the evacuation; and
- BE VIGILANT – look out for fire related risks e.g. blocked fire exits, build-up of combustibles (paper, boxes etc.) in evacuation routes, fire doors not shutting properly etc. during an evacuation.

During an evacuation:
• When the alarm sounds encourage all staff/students and visitors within your area to evacuate the building.
• Be visible (hi-vis). Be confident and assured when asking people to leave
• Check your area, including toilets.
• Never open doors when you suspect there may be a fire behind it.
• Move everyone to the Assembly Point
• Find out from those present if anyone is missing, report your findings to the Building Representative
• Wait for the ‘stand-down’

Departments with 'local' Fire Marshall arrangements

Should any Departments provide 'local' variations to the general Fire Marshall policy, these can be found by following the link below:

Chemistry
APPENDIX I

RE-ENTRY PROCEDURE FOLLOWING A FIRE EVACUATION

Building Representative

Following an evacuation due to fire, the Fire Service Incident Commander will determine when it is safe for occupants to return to their building. This will be communicated to the ‘Building Representative’ at the appropriate time.

The Building Representative will be either:

- The duty Facilities Assistant (FA)
- The duty Facilities Manager (DM)
- The Security Services responder
- A member of the Fire Safety/Health & Safety team
- A senior member of the Departmental staff

As an incident develops, the Building Representative may change as more senior or experienced staff attend. However, during any changes of personnel undertaking this role, it is vital that a thorough brief of the Incident is given to the incoming Building Representative and that he/she is introduced to the Fire Service Incident Commander when safe to do so.

During a fire, this procedure will introduce a ‘single point of contact’ for the Fire Service Incident Commander to liaise with, maintain an effective communication path and ensure that actions to be taken by University staff such as allowing re-entry into the building are at the direction of the Fire Service Incident Commander.

As the Building Representative may be a senior member of staff, Departments are asked to nominate individuals who can act as such and be this point of liaison between the building’s occupants and the Fire Service when necessary. As the incident concludes, this person could also be responsible for communicating the signal that it is safe to re-enter the building to Door Guards and the building’s occupants waiting at the assembly point.

Silencing / re-setting of the fire alarm system

When safe to do so, the Fire Service Incident Commander will, after communication with the Building Representative, direct an authorised member of University staff to either ‘silence’ or fully reset the fire alarm system before re-entry is allowed. However, in some circumstances it may be acceptable or necessary to allow full or partial re-entry before the alarm has been fully reset.

This may be done to allow building equipment ‘controls’ to be reset or to avoid delaying reoccupation for excessive periods whilst dust clears or while a detector or other fire alarm system device is replaced.
The implications of allowing re-entry prior to a full reset are:

The automatic signal to the Emergency Control room will not work if the fire alarm activates again. This automatic signal is intended only as a backup facility to ensure that the Security Control room is alerted if the alarm activates when the building is unoccupied. If a fire is discovered and the fire alarm has not activated, the primary responsibility for alerting Security Control rests with the occupants of the building.

The detector that originally caused the alarm to be activated will no work until the alarm is fully reset. Automatic fire detection is a backup system to ensure that the alarm is raised if a person is not present to do so. (Note: for short periods, having one detector out of action does not pose a significant risk. However, a member of the fire safety team, Security or EFM engineer can only agree this).

With the exception of emergency release facilities, door controls will not function. This is largely an issue of convenience in that doors that are normally held open will revert to self-closing operation until the alarm is fully reset. However, there may also be security implications to consider as ‘mag-locks’ used to secure doors closed will not operate, resulting in an insecure building.

Re-entry without the Fire Service in attendance

After the fire

Although unlikely, It is possible that re-entry into the building can only occur after the Fire Service has left the incident. For example, the fire may be extinguished but for security or safety reasons, re-entry is not yet allowed.

Therefore, reoccupation of the building will have to be controlled by the Building Representative in liaison with other relevant parties e.g. Security and Departmental staff, Duty Managers etc.

False alarms

Although every effort is made to prevent it, evacuation of buildings do occur due to problems with the fire alarm system or by the effect of external influences on it e.g. contractor activities, burnt food, deliberate activations etc. i.e. a false alarm. In circumstances such as this after Security staff have confirmed there is no fire, the Fire Service are not requested.

Therefore, the responsibility of silencing and re-setting of the fire alarm, as well as controlling the reoccupation of the building, will fall to the Building Representative. Again, this should be done in liaison with other relevant parties e.g. Security and Departmental staff, Duty Managers etc.
BUILDING PRE-OCCUPATION FIRE SAFETY CHECKLIST FOR HEADS OF DEPARTMENTS

Points to cover for staff when moving to a new building and which should be included in staff induction training and in Staff Handbooks where relevant

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Fire Evacuation Procedure</strong> – see Fire Safety Policy for generic evacuation procedure.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Fire Assembly Point</strong> – check with Health &amp; Safety for an appropriate location for the potential building occupancy.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Fire Escapes</strong> – check where they are and that they are marked. During evacuations, occupants should use the fire escape stair and exit nearest to their workplace.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Fire Alarms</strong> – for buildings occupied by more than 1 department, fire alarm testing will be carried out by EFM Technical Services unless otherwise agreed with occupants. Timing of tests will be arranged with EFM Technical Services to fit in with their testing programme.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Fire Extinguishers</strong> – will be provided by EFM adjacent to each stairwell on every floor and adjacent to exits on the ground floor. Unless there are specific hazards, water and carbon dioxide extinguishers will be provided.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Fire Marshals</strong> – 2 per floor should be nominated to “check” and “sweep-out” any particularly slow leavers during fire evacuations. Hi-vis vests can be provided by Health &amp; Safety.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Door Guards</strong> – 2 per door, should be nominated for each exit to prevent unauthorised persons entering during an evacuation when doors are unlocked and accessible.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Re-occupation Procedures Following Evacuation</strong> – to ensure all evacuees and Door Guards are aware that re-occupation has been allowed by the Fire Service or other authorised person</td>
</tr>
</tbody>
</table>
## MEANS OF ESCAPE INSPECTION CHECKLIST

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are there fire doors wedged open?</td>
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<tr>
<td>2. Are the self-closers in good working order?</td>
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<tr>
<td>3. Are the corridors and stairways free of obstruction?</td>
<td></td>
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<tr>
<td>4. Are the corridors and stairways free of combustible materials?</td>
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<tr>
<td>5. Are the corridors and stairways free of ignition sources?</td>
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<tr>
<td>6. Is the University’s notice-board requirements being enforced?</td>
<td></td>
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<tr>
<td>7. Is the fire fighting equipment present and free of obstruction?</td>
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<tr>
<td>8. Are the external parts of the escape routes free of obstruction?</td>
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<tr>
<td>9. Are there any slip/trip hazards on the escape routes?</td>
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<tr>
<td>10. Can all exit doors be easily opened without a key?</td>
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<tr>
<td>11. Is the fire and safety signage adequate?</td>
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<tr>
<td>12. Are refuge areas free of obstruction?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Are there any other concerns regarding the escape routes?</td>
<td></td>
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</tr>
</tbody>
</table>

When the inspection is complete, any defects are to be reported to the EFM Helpdesk and the relevant occupying department.