

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G016
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Introduction

The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on “responsible persons”, to the extent that they have control over premises, to:

- assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- to eliminate those risks, as far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

Purpose

The purpose of this guidance document is to ensure, as far as reasonably practicable, that the university operates effectively and allows its staff, students, contractors, and visitors to undertake their activities without detriment to their health, safety, and wellbeing.

Scope

This guidance document applies to all premises and activities falling, to any extent, under the university’s control. The guidance document sets down the framework by which the university and all staff, students, contractors, and visitors will be expected to meet their fire safety duties.

Fire Safety Arrangements (Roles and Responsibilities)

Arrangements

On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individual officers within the university.

Aberystwyth University Council (Responsible Person)

The Council will delegate the day-to-day responsibilities to the Vice Chancellor.

The Vice Chancellor will ensure that:

Adequate resources are made available to enable the University to fulfil its duties under the FSO.

Director of Estates, Facilities and Residences

The Director of Estates, Facilities and Residences will be responsible for ensuring that, in areas falling under their control:

The significant findings of fire risk assessments relating to building fabric and structure are properly addressed and suitable control measures implemented in accordance with the principles of prevention defined in Part 3 of Schedule 1 to the Fire Safety Order

All premises' features (e.g., structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained by a competent person, in a fit and efficient state, in efficient working order and in good repair.

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All new and refurbished areas are so designed to ensure compliance with this guidance document and the requirements of any relevant fire-safety legislation.

Where relevant, construction contractors are engaged for the purposes of; maintenance, repairs, installation, construction, demolition or other work, or on their behalf (sub-contractors), undertake a fire risk assessment before commencing works on site.

Appropriate liaison and co-operation with other responsible persons are carried out, e.g., tenants / contractors, to ensure that they are aware of the university's fire safety guidance document and procedures and to identify any risks arising from their activities which could impact upon the university or members of the campus community.

Faculty Pro Vice-Chancellors, Directors and Heads of Department

Faculty Pro Vice-Chancellors Directors and Heads of Department will be responsible for ensuring that:

All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (General and Dangerous Substances) (see Appendix A) defined in the FSO.

All staff falling under their control are given training and instruction in fire safety matters commensurate with their activities.

All staff, students, visitors, and contractors falling under their control comply with the requirements of the fire safety guidance document.

The Health, Safety and Environment Manager

The Health, Safety and Environment Manager will ensure that:

Fire risk assessments are undertaken (building fabric, structure and means of escape) and any significant findings brought to the attention of those responsible so that they may fulfil their duties under this Guidance Document.

The fire safety guidance document and statutory requirements are monitored and reviewed and a report at least annually on fire safety performance is submitted to the Aberystwyth University's Health Safety and Environment Operational Group.

Appropriate guidance and standards are available to enable the requirements of this policy to be properly implemented.

Appropriate fire safety information, instruction and training is made available to all members of the campus community as required.

Fire Safety Advisor

The Fire Safety Advisor will be responsible for:

Undertaking fire risk assessments for all Aberystwyth University premises.

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Liaising with other internal departments, local building control and the fire authority in the specification of fire precautions in new and existing buildings.

Ensuring the maintenance of fire safety guidance to reflect legal changes and industry best practise

Investigating Fires/Unwanted Fire Signals (UWFS), preparing reports and maintaining records of all incidents, ensuring that copies of fire reports are forwarded as appropriate.

Liaising with managers to provide advice to help them fulfil their responsibilities under the university fire safety guidance document.

Liaising with the appropriate departments to advise on the adequate provision and maintenance of all fire-fighting equipment, fire safety signs and notices as well as all other fire engineering provisions.

Development and delivery of fire safety training including building specific details to all new employees. Details of how to arrange training can be found in the relevant section of this document.

Compliance Manager

The compliance manager will ensure efficient arrangements are in place for; testing, servicing, maintenance and recording of:

- Automatic fixed fire suppression systems
- Portable firefighting equipment including fire-blankets
- Emergency escape lighting
- Fire alarm systems
- Fire doors
- Fire dampers
- Dry risers
- Fire dampers
- Dry risers

Estates (Fire Safety) Technician

The fire safety technician is responsible for:

The servicing, testing, and updating of records for all portable firefighting equipment provided by Aberystwyth University in accordance with relevant codes of practice, including BS 5306-3:2017.

The inspection, testing and recording of fire doors inspections.

Weekly check of the fire sprinkler system installed in Pantycelyn in accordance with the manufacturer's instructions.

Estates Facilities and Residences (Security Team)

Security provides a 24-hour 7 day a week service to the university responsible for:

The monitoring and receipt of fire alarm calls from all buildings within the university estate.

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The immediate response and mobilisation of personnel to all fire alarm calls within the University estate.

Responding to emergency phone calls from all university property, deciding on and implementing appropriate actions.

Deciding within the first five minutes of any fire alarm call whether the fire service should be called to the incident.

Completing a report at the end of each fire alarm and forwarding it to the Fire Safety Advisor.

Supervisors/Managers are responsible for

All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (General and Dangerous Substances) (see Appendix A) defined in the FSO, i.e., included in the risk assessments for research activities and for practical teaching activities (e.g., included in lab scripts).

All staff and students falling under their control are given training and instruction in fire safety matters commensurate with their activities.

All staff, students, visitors, and contractors falling under their control comply with the requirements of the Aberystwyth University fire safety guidance document.

Staff and Students

Staff and students have a responsibility to comply with the Aberystwyth University fire safety guidance document. This will include, but not be limited to:

Observing all instructions, information and training intended to secure fire safety.

Co-operating with the university on matters of fire safety.

Not interfering with any building fabric or equipment provided in connection with assuring fire safety.

Report any obvious defects or shortcomings in university fire safety arrangements or procedures.

NB. Failure to comply with the requirements of this policy could result in disciplinary action being taken.

Contractors

Contractors are required to:

Assess the fire safety risks arising from their works/activities and implement control measures in accordance with the principles of control defined in the FSO.

Co-operate with the university on all matters of fire safety.

Ensure that they and all staff falling under their control have received appropriate information, instruction, and training to enable them to comply with this policy and Aberystwyth University's emergency arrangements.

Obey all instructions relating to fire safety given by relevant staff members of Aberystwyth University.

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NB. Failure to comply with the requirements of this policy could result in the contractor being asked to leave site and may affect future tender submissions.

Space Planning Manager

Notify AU fire safety advisor of any changes which may impact the existing fire safety arrangements. Examples include but are not limited to; change of use of the building, change of building occupants, increase or decrease in occupancy numbers, change of the processes undertaken within the building and reoccupying or vacating of buildings.

Head of Projects and Maintenance

Notify AU fire safety advisor of any changes which may impact the existing fire safety arrangements. Examples include but are not limited to; removal or construction of internal walls, alterations to the emergency escape lighting or fire alarm system, any breaches of compartment walls and floors, alterations to any final exit doors or replacement of hardware fitted to final exit doors, replacement or installation of fire doors, changes to external exit routes, replacement or installation of ceilings or surface linings.

Fire Alarm System

Aberystwyth University's premises are covered by suitable fire alarm systems. These may incorporate automatic fire and smoke detection and manual call points.

Note-electrically operating automatic Fire Alarm and Detection Systems are normally required although extremely small premises could have alternative systems for raising the alarm e.g., shouting 'fire,' manual alarm.

Aberystwyth University's appointed contractor, services the alarm system routinely on a six-monthly basis.

Estates Facilities and Residences Security team test the alarm systems on a weekly basis by activating a different alarm call point each time in rotation.

Penglais Academic buildings are tested on a Tuesday morning, Residential Accommodation is tested every Thursday or Friday as published: <https://www.aber.ac.uk/en/accommodation/current-students/living-residences/fire/#test-schedule>. Buildings on the Gogerddan site are tested every Thursday.

To minimise disruption, the alarm is sounded for a minimal amount of time. During the alarm test, we take the opportunity to check audibility of the alarm throughout the premises and to test the correct operation of equipment connected to the alarm e.g., doors, which are held open on devices designed to release automatically on sounding of the alarm.

The results of alarm testing and servicing are recorded and held by Estates Facilities and Residences (Security team). Weekly test records are kept in Penglais Security Lodge.

Emergency Escape Lighting

Emergency lighting systems are installed, in accordance with the approved code of practice, in all premises identified in the building Fire Risk Assessment (FRA). To test an emergency lighting system, a mains power failure on the normal lighting circuit/circuits or individual luminaries must be simulated. This will force the

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emergency lighting system to operate via the battery supply. This test is carried out manually or where possible automatically.

In buildings where monitored systems (including self-testing) are not provided, the systems are subject to a monthly activation test and an annual full discharge test. **Escape Routes and Exits**

In most situations, other than small buildings, escape routes are protected by fire resisting construction. The degree of fire resisting construction necessary is determined by the time required for evacuation, and the requirement for the structure to remain stable in the event of fire for a predetermined period.

Where building alterations are proposed which are likely to reduce the effectiveness of the existing fire safety measures, it is critical to ensure that the project includes steps to provide temporary protection during the work and to reinstate fire protection to the required level. Not all buildings have fire separation (e.g., small buildings may not require it).

Signage

Directional fire escape signs are displayed throughout buildings to indicate the location of emergency exits.

Fire Doors

The purpose of a fire door in everyday use is just as any other door. However, the risk of fire can never be eliminated at which point; the fire door must perform its prime purpose - to protect escape routes from the effects of fire for sufficient time for the occupants to escape. In addition, they will restrict the spread of fire throughout the building.

Fire doors are kept closed by self-closing devices and/or kept locked shut where designated e.g., store containing cleaning materials.

Where fire doors are designed to be held open, it is essential the area within the swing radius of fire doors are kept clear so that they can close correctly.

The Estates Facilities and Residences department checks the condition of each fire door including the presence and condition of door closers, intumescent and smoke seals annually. The results of escape route and fire door checks are recorded and held by the Estates Facilities and Residences, Compliance Manager.

Fire Extinguishers and Fire Fighting Equipment

Suitable numbers and types of fire extinguishers and firefighting equipment are provided in accordance with the findings of the fire safety risk assessment.

Fire Procedure

Each building has a specific procedure to follow in the event of fire.

Actions to be taken in the event of fire can be found on the fire action notices provided throughout Aberystwyth University's buildings (see picture below)

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Fire Marshals

The list below indicates buildings, which utilise a system whereby all members of staff, after training, can act as fire marshals. Building specific details including the actions to be taken by staff, can be found on the following page. <https://www.aber.ac.uk/en/hse/proc-prac/fire-safety/fire-safety-manuals/>

<ul style="list-style-type: none"> • Cledwyn 	<ul style="list-style-type: none"> • International politics
<ul style="list-style-type: none"> • Edward Llwyd 	<ul style="list-style-type: none"> • Physical Sciences
<ul style="list-style-type: none"> • New IBERS (Penglais Campus) 	<ul style="list-style-type: none"> • Elystan Morgan
<ul style="list-style-type: none"> • Penbryn 5 	<ul style="list-style-type: none"> • Edward Davies
<ul style="list-style-type: none"> • Visualisation 	<ul style="list-style-type: none"> • Rheidol
<ul style="list-style-type: none"> • 12 Science Park 	<ul style="list-style-type: none"> • Llandinam
<ul style="list-style-type: none"> • Carwyn James 	

In buildings which have not been transferred over to the new system, the existing arrangements, utilising dedicated fire marshals, will remain in place. <https://www.aber.ac.uk/en/hse/proc-prac/fire-safety/fire-safety-manuals/>

Training

All staff are required to undertake fire awareness training. Employees are required to undertake an initial fire safety-training course; details and how to book a place can be accessed via <https://www.aber.ac.uk/en/hse/training/fire-marshal/>)

Refresher training should be completed a minimum of bi-annually or more frequently, if changes to the building or work activities occur. Refresher training consists of an online “Health and Safety Essentials” training package titled “Meeting the threat from Fire” which can be accessed via: <https://www.aber.ac.uk/en/hse/training/hseessentials/>

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Control of Substances Hazardous to Health (COSHH)

COSHH assessments are a specialised type of risk assessment that must be undertaken where there is a risk of someone being exposed to a hazardous substance or biological agent during their work, or as a consequence of a work activity. Further information <https://www.aber.ac.uk/en/hse/proc-prac/coshh/>

Dangerous Substances and Explosive Atmospheres Regulations(DSEAR)

Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions, and similar events in the workplace, this includes members of the public who may be put at risk by work activity.

<https://www.aber.ac.uk/en/hse/proc-prac/dsear/>

Further Information

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

<https://www.labc.co.uk/professionals/building-regulations-guidance-documents/approved-documents-and-technical-guidance-wales/wales-approved-document-part-b-fire-safety>

<http://www.legislation.gov.uk/uksi/2005/1541/contents/made>

<http://www.mawwfire.gov.uk/Pages/Welcome.aspx>

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Appendix A

Definitions

Responsible Person

According to the FSO "responsible person" means:

- (a) in relation to a workplace, the employer, if the workplace is to any extent under their control.
- (b) in relation to any premises not falling within paragraph (a).
 - (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business, or other undertaking (for profit or not); or
 - (ii) the owner where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business, or other undertaking.

Dangerous Substance

- (a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether that substance or preparation is classified under the; Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015:
- (b) a substance or preparation which because of its physicochemical properties or chemical properties and the way it is used or is present in or on premises creates a risk.
- (c) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere.

Principles of Control (General):

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

- (a) avoiding risks.
- (b) evaluating the risks which cannot be avoided.
- (c) combating the risks at source.
- (d) adapting to technical progress.
- (e) replacing the dangerous by the non-dangerous or less dangerous.
- (f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment.
- (g) giving collective protective measures priority over individual protective measures.
- (h) giving appropriate instructions to employees.

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Principles of Control (Dangerous Substances):

The FSO states that:

1. the responsible person must, in order of priority.

(a) reduce the quantity of dangerous substances to a minimum

(b) avoid or minimise the release of a dangerous substance

(c) control the release of a dangerous substance at source

(d) prevent the formation of an explosive atmosphere, including the application of appropriate ventilation

(e) ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate

(f) avoid:

(i) ignition sources including electrostatic discharges; and

(ii) such other adverse conditions as could result in harmful physical effects from a dangerous substance; and

(g) segregate incompatible dangerous substances

2. The responsible person must ensure that mitigation measures include:

(a) reducing to a minimum the number of persons exposed

(b) measures to avoid the propagation of fires or explosions

(c) providing explosion pressure relief arrangements

(d) providing explosion suppression equipment

(e) providing plant which is constructed to withstand the pressure likely to be produced by an explosion; and

(f) providing suitable personal protective equipment

3. The responsible person must.

(a) ensure that the premises are designed, constructed, and maintained to reduce risk

(b) ensure that suitable special, technical, and organisational measures are designed, constructed, assembled, installed, provided, and used to reduce risk

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(c) ensure that special, technical, and organisational measures are maintained in an efficient state, in efficient working order and in good repair

(d) ensure equipment and protective systems meet the requirements of the FSO

(e) where the work is carried out in hazardous places or involves hazardous activities, ensure that appropriate systems of work are applied including

(i) the issuing of written instructions for the carrying out of work; and

(ii) a system of permits to work, with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned

Place of Reasonable Safety

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

Place of ultimate safety

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

Training and Briefing

Training is equipping staff, students (and others where the University has a duty-of care) with relevant skills to deal appropriately with a given Health and Safety situation. Briefing is informing such persons of relevant knowledge in relation to Health and Safety. Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students, and others.

Accessibility

The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability, have equal access to everything they need to do a job or study, as those persons without a disability.