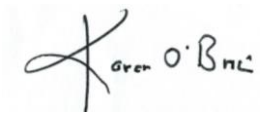# Fire Risk Management Policy

Durham University Fire Risk Management Policy

Durham University's Fire Risk Management Policy sets out the University's commitments and aspirations in respect of fire risk management and performance and sets the framework for the University's Fire Risk Management System (FRMS) and the features used to assess its performance.

The Vice-Chancellor and Warden, and the Council of Durham University accept ultimate responsibility for health and safety, including fire safety; however, health and safety is everyone's responsibility. It is a prime responsibility of every level of management, and we expect everyone to contribute to achieving our overall goals.

Professor Karen O'Brien
Vice-Chancellor and Warden

Date: 10th December 2024

Mr Joe Docherty
Chair of Council (on behalf of Council)

Date: 10th December 2024

Version	Date	Revisions	Author	Approved
0.1	April 2020	First draft	Andy Mulligan	Ops Board UEC
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1	April	Final version for implementation	Andy Mulligan	
1.1	September 2021	Throughout following implementation of new legislation	Allen Armstrong	HSCG UEC ARC
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2.1	September 2023	Bi-annual review, minor updates made.	Allen Armstrong	HSC UEC ARC
3	December 2023	Final version for implementation	Allen Armstrong	Council
3.1	October 2024	Annual review, minor amendments made	Allen Armstrong	HSC UEC ARC

1. Introduction

1.1 Status

1.1.1 Durham University recognises that fire is a major risk to the lives of its staff, students and members of the public who visit the University. The loss of buildings and infrastructure due to fire also poses significant risks to the continuing research and teaching functions undertaken within the University. The University will, therefore, ensure that fire safety is a priority in all areas under its control. The University recognises that strategic planning and financial decisions, from the highest level within the organisation down, will affect fire safety arrangements and effectiveness.

1.2 Standard

1.2.1 Durham University has adopted the principles of fire risk management systems, as set out in the British Standards Institute's (BSI) BS 9997:2019 Fire Risk Management Systems: Requirements with guidance for use.

1.2.2 BS 9997 applies the Plan, Do, Check, Act model to implementing, maintaining and improving a Fire Risk Management System (FRMS). This approach is closely mirrored by the management cycle defined in the University's Occupational Health and Safety Management Policy Statement and Arrangements, which implements an Occupational Health and Safety Management System (OHSMS) based on the Plan, Do, Check, Act cycle, as defined in ISO 45001 Occupational Health and Safety.

1.2.3 Where this Policy considers the process of Fire Risk Assessment (FRA), as it applies to the University, then the principles contained in the BSI's PAS 79 - 1 2020 fire risk assessment standard are applied.

2. The Context of the Organisation

2.1 The context of the organisation is described in the University Occupational Health and Safety Policy Statement and Arrangements, available on the Health and Safety Service, and University Policy Zone SharePoint Hubs.

3. Scope of the Organisation and Arrangements

3.1 Fire Risk Management System (FRMS)

3.1.1 A Fire Risk Management System (FRMS) is a formal framework, to assist in the management of risks from fire. Formal management systems have at their core the elements of Plan, Do, Check and Act (PDCA) and embody the principles of continual improvement.

3.1.2 The objective of the FRMS is to enable the University to control its fire safety risks in order to prevent injury and ill-health. This Policy makes explicit the components of the FRMS the University has adopted and describes the means by which each of the components are made operational.

3.2 Scope

3.2.1   The FRMS and this Policy apply to all premises, which are, to any extent, under the control of the University, as owner, employer, or principal occupier. The FRMS and Policy applies to all persons at those premises whether staff, students, visitors or contractors.

3.2.2   The requirements apply to all employees at all levels of the University, at all grades, whether full-time or part-time, contractually substantive, fixed-term, agency-appointed or voluntary. The FRMS and Policy applies to all students at the University irrespective of their status. Staff and students so defined are known as University members. The FRMS and Policy apply to all University members.

3.2.3   The Policy and FRMS also apply to all members of all formally constituted subsidiaries of the University. In circumstances where University members are seconded, loaned, hired or placed at buildings not under the control of the University, the University expects equal standards of care to be applied by that organisation. Where premises are jointly occupied, or the University shares control of premises with other employers, the arrangements for fire safety will be coordinated, communicated and documented. In these premises, the fire safety arrangements of the host occupier shall apply, or local variations will be agreed and documented by all relevant parties and persons.

3.2.4   There are also elements of the FRMS and Policy that specifically apply to contracted providers of services to the University, whose conduct is expected to equal that expected of University employees. The needs and expectations of any other interested party can be accommodated by the FRMS, through the mechanisms described in this Policy.

3.3 Definitions

3.3.1   With few exceptions, this Policy adopts key definitions as they are given in the specification of BS 9997; for the purposes of this Policy, the following definitions apply throughout:

- **University Member**: any staff or student of the University, at whatever level or grade, who performs work or work-related activity, which is under the control of the University
- **Third Party**: any external organisation providing services to the University
- **Interested Party**: any person or organisation that can affect, or be affected by, or perceive itself to be affected by a decision or activity
- **Competence**: the ability to apply fire safety knowledge, skills and experience in the context of a role or activity
- **Responsibility**: an element of someone's role that is their duty to complete
- **Accountability**: a responsibility to ensure that duties have been completed
- **Duty Holder**: person on whom there is a duty to comply with fire safety legislation
- **Fire Risk Assessment**: formal process of identifying fire hazards and evaluating the risks to people, property, assets and environment arising from them, taking into account the adequacy of existing fire precautions, and deciding whether the fire risk is acceptable without further fire precautions

- **Fire Risk Assessor**: person who carries out and documents the significant findings of a fire risk assessment
- **Hazard**: source with a potential to cause injury or ill-health
  Hot Works: operations involving the use of open flames in the application of heat or friction
- **Risk**: combination of the likelihood of the occurrence of fire and consequence(s) (number and severity of injuries, damage to property or assets, business continuity and environment) likely to be caused by a fire
- **Incident**: occurrence arising out, or in the course, of work that could or does result in fire
- **Near Miss**: an unplanned event that did not result in fire but had the potential to do so
- **Fire Safety Observation**: the recognition of an unsafe condition or behaviour
- **Fire Safety Opportunity**: circumstance that can lead to an improvement in fire safety performance
- **Conformity**: fulfilment of a requirement of this Policy and the FRMS
- **Nonconformity**: non-fulfilment of a requirement of this Policy and the FRMS
- **Process**: a set of interrelated and interacting activities which transforms inputs into outputs
- **Procedure**: a specified way to carry out an activity or a process
- **Documented Information**: information required to be controlled and maintained by an organisation and the medium on which it is contained
- **Measurement**: a process to determine a value
- **Performance**: measurable results
- **Monitoring**: determining the status of a system, process or activity
- **Audit**: systematic, independent and documented process for obtaining evidence and evaluating it objectively, to determine the extent to which the audit criteria are fulfilled
- **Continual Improvement**: recurring activity to enhance performance of the FRMS
- **DCS**: a Department, College or Service of the University
- **HSS**: Health and Safety Service
- **FRMS**: Fire Risk Management System, as set out in this Policy
- **HSC**: Health and Safety Committee
- **UEC**: University Executive Committee

4. Legal and Regulatory Requirements and Supporting Documentation

4.1 Regulatory and Guidance Environment

4.1.1 The University is required to comply with the Regulatory Reform (Fire Safety) Order 2005 in England and Wales (the 'Order' or 'FSO').

4.1.2 To support the Order, the Department for Levelling Up, Housing and Communities (formerly Department of Communities and Local Government) published a number of guidance documents, which could be referenced as part of the FRA process. In addition, there are a significant number of British and European standards, covering a range of fire safety management devices and systems. These include standards on fire doors; portable fire extinguishers; fire extinguishing installations and equipment; emergency lighting; fire detection and alarm systems; fire risk assessment; fire risk

management systems; as well as the overall fire safety design, management and use of buildings.

4.1.3   The Building Safety Act 2022 will apply to University premises over 18m in height or seven stories and have at least residential units.

4.2   Emerging Legislation and Guidance

4.2.1   The Director of Health, Safety and Business Resilience, is responsible for alerting the University to emerging, or amended, health and safety legislation or guidance, directly linked to the requirements of the University's regulators. This awareness is supported through the competent resource in the Service provided by the University Senior Fire Safety Engineer and Assistant Fire Safety Manager(s).

4.3   University Requirements

4.3.1   The University is committed to achieving legal compliance in all of its undertakings; this will be achieved and evidenced through the implementation of this Policy and the FRMS it describes.

5.   Fire Safety Objectives

5.1   University Fire Safety Objectives

5.1.1   This policy supplements the University's Occupational Health and Safety Policy Statement and Arrangements, which states that "*The University recognises its duty to provide a safe place of work and a healthy working environment. We understand how these are essential elements of a successful organisation. We believe that excellence in the management of health and safety is a fundamental part of our strategic plan.*"

5.1.2   In compliance with this general principle, the University is committed to meet all duties placed upon it by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation.

5.1.3   Specifically, we will maintain high standards in fire safety in order to protect our employees, students, visitors and any other relevant people who are lawfully in our buildings or who may be affected by our activities. The University will take precautions to reduce the risk of fire by eliminating and reducing those risks, where reasonably practicable, then managing and controlling the remaining residual risks. It is the University's Fire Risk Management Policy, so far as is reasonably practicable to:

- Provide, and maintain, places of work, accommodation and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
- Provide, and maintain, suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event.
- Provide, and maintain, suitable and sufficient information and communication systems that ensure timely and efficient response by the

University's Security Services and that provide adequate details to the emergency fire services.

- Provide suitable and sufficient information and instruction on fire safety to University staff, students and visitors.
- Provide management arrangements for identifying and controlling fire risks including risks to life safety, business continuity and the environment.
- Provide all interested parties with appropriate and relevant fire safety advice by means of a directly appointed and properly qualified fire safety professional or by securing the services of external fire safety consultants.

6.   Fire Risk Management Strategy

6.1   Fire Risk Management Strategy

6.1.1   To ensure these objectives are met, the University has outlined the following broad, strategic approach:

- The Health and Safety Committee (HSC) will take a strategic overview of fire safety performance, and ensure all relevant competence requirements, as set out in this Policy, are established and met
- The Heads of Departments, Colleges and Services (DCS) will ensure there are, at all times, appropriate designees to fill all roles required by this Policy, such as fire wardens, health and safety coordinators, evacuation chair operatives, etc.
- The Heads of DCS will ensure that fire safety performance is considered and reported, during their local Health and Safety Advisory Group meetings. In particular, DCS Health and Safety Advisory Groups will ensure:
  o there are suitable and sufficient FRAs for all buildings under their control, and that these are reviewed to an appropriate cycle, in accordance with the requirements of this Policy
  o University members are trained for action in the event of a fire, with sufficient numbers of people trained in fire prevention, fire protection, evacuation procedures and the use of fire extinguishing equipment
  o hot work is effectively controlled and systems are effectively implemented to control relevant modifications (including temporary modifications) to building structures and fire alarm systems
  o arrangements are in place to provide maintenance and testing of fire safety systems, in accordance with the requirements of this Policy
  o housekeeping standards and behaviours, at all times, support fire prevention.

7.   Leadership and Commitment

7.1   University Council

7.1.1   Council is the governing body of the University and its Trustee Board and has ultimate responsibility for all University affairs, subject to the advisory and other powers delegated to Senate. Council is the University's legal authority and, as such, it is Council's responsibility to ensure that systems are in place for meeting the University's legal obligations, including those arising from all applicable fire safety law. The Chair of Council signs off the Fire Risk Management Policy (on behalf of Council), as a demonstration of the University's commitment at the highest level.

7.2 Responsible Person

7.2.1 Executive responsibility for fire safety lies with the Vice-Chancellor (VC) who is deemed to be the principal 'Responsible Person' for the University, as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the senior administrative officers of the University: the Deputy Vice-Chancellor; Executive Deans; Pro-Vice-Chancellors; Heads of Service; the Director of Estates and Facilities, and Heads of Schools/ Institutes. In addition, all University managers and supervisors have duties as the 'Responsible Person' to the extent to which they have control of the buildings, and the activities operating within them.

7.3 Staff

7.3.1 All University employees have a duty to observe and comply with the University Fire Risk Management Policy and are responsible for the behaviour and safe evacuation of their visitors, whilst on the University premises.

7.4 Fire Risk Management Policy

7.4.1 This Fire Risk Management Policy identifies the responsibilities and procedures (in relation to fire safety) that all parties must understand and undertake to ensure fire safety in their areas of responsibility is sufficiently managed.

8. Roles and Responsibilities

8.1 Management and Support Structure

8.1.1 Management, at all levels, in the University plays the primary role in ensuring fire safety is fully integrated into the core business of all operations. The management cascade is supported by officers with designated responsibilities, standing committees and a variety of support services.

8.2 Management Cascade

8.2.1 University Council and the Vice-Chancellor and Warden have ultimate responsibility for ensuring compliance with all of the University's legal requirements. They are supported to realise these responsibilities through a cascade of managerial accountabilities, which run through UEC and DCSs.
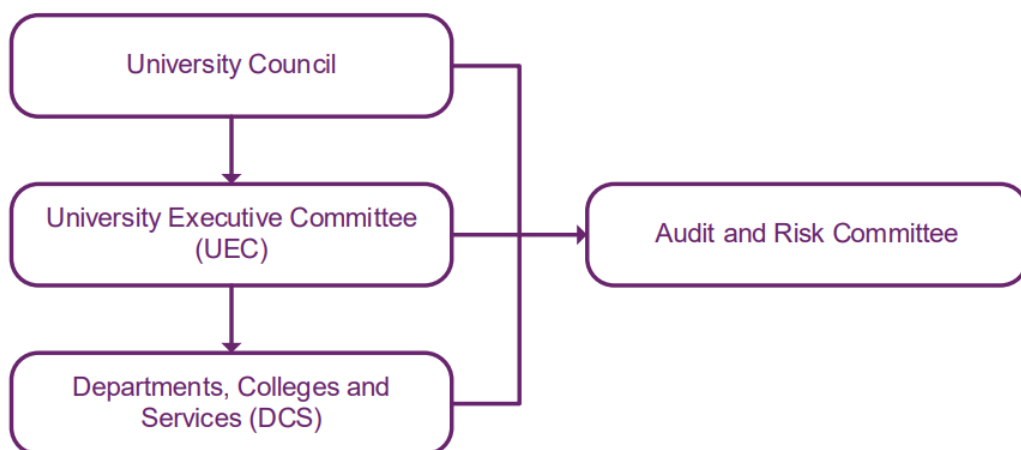
8.3 University Executive Committee

8.3.1 UEC's role is to manage the University's strategy and steer its business, which includes taking ownership and management responsibility for key risks, including fire safety risks. UEC demonstrates leadership and commitment to the University's FRMS, by:

- taking overall operational accountability and responsibility for ensuring systems are in place to prevent, or mitigate, injury and ill-health to all University members and visitors, and the provision of safe environments and activities.
- ensuring the Policy and related fire safety objectives are established and compatible with the strategic direction of the University.
- ensuring the requirements of the University's FRMS are integrated into all business processes.
- ensuring the resources needed to establish, implement, maintain and continually improve the FRMS are available.
- communicating the importance of effective fire safety management and conforming to the requirements of the FRMS.
- ensuring the FRMS achieves its intended outcomes, in accordance with the fire safety objectives.
- appointing, directing and supporting officers with designated responsibilities, to contribute to the effectiveness of the FRMS.
- ensuring and promoting continual improvement.
- developing, leading and promoting a University-wide culture, which supports the intended outcomes of the FRMS.
- preventing reprisals against anyone who reports incidents, hazards, risks and opportunities.
- ensuring the University's employee consultation and participation processes perform their required functions.
- ensuring this Policy, and its associated arrangements, are reviewed and approved annually.

8.3.2 For every hazard listed on the University Risk Register, there is a UEC member, who also sits on HSCC, designated as hazard owner. The hazard owner for fire safety is the Director of Estates and Facilities, who has overall, designated responsibility for the management of fire safety, and is responsible for the regular review of the sufficiency of the management of fire safety across the University. Fire safety is considered in terms of infrastructure, an area directly under the control of the Director of Estates and Facilities, and operational fire safety management, an area where day-to-day responsibility is shared across multiple interested parties, as described in this Policy.

8.4 Health and Safety Committee

8.4.1 The Health and Safety Committee (HSC) forms the central mechanism for the University to meet its legal and FRMS requirements, and to consult with members of staff and other interested parties (including students) on matters which are material to their health and safety. The HSC also allows for full and effective involvement, creating a culture of inclusivity where relationships between the University and its members are based on collaboration, trust and joint problem-solving. The HSC is a principal means of ensuring the needs and expectations of staff and interested parties are evaluated and incorporated into the scope of the FRMS.

8.4.2   The University places high value on this model of collaborative working in matters of health and safety, and its firm commitment to ensuring that appropriate time, resources and training are made available to participants.

8.4.3   The role of the HSC is to:

- Consult on the University's FRMS to assist in its continuing stability, adequacy and effectiveness.
- Review and consult on key performance indicators and other measures to demonstrate legal compliance and conformity with the FRMS.

8.4.4   The approved terms of reference of the HSC provide more detail on the makeup of the Group and the means by which these objectives are realised.

8.5   **Faculty and Directorate Health and Safety Advisory Groups**

8.5.1   Under the requirements of this FRMP and the FSMS it describes, Faculties and Directorates are expected to form and resource their own Health and Safety Advisory Groups.

8.5.2   Faculty and Directorate Health and Safety Advisory Groups are chaired by the relevant UEC lead or suitably senior member of staff, designated by the UEC lead; however, the UEC lead should attend a meeting at least annually. The Advisory Group includes a membership that is appropriate to the risks that the Faculty of Directorate is responsible for managing. Example terms of reference are provided on the HSS's intranet pages under 'Toolkits', but, generally, these Faculty and Directorate Health and Safety Advisory Groups meet their objectives by:

- Considering this Policy and the OHSMS (including FSMS) it describes, and applying its requirements at a local level.
- Ensuring all hazards under the scope of the Faculty or Directorate are identified, assessed and controlled.
- Developing Faculty or Directorate health and safety objectives and action plans, based on the implementation of the University's strategic objectives and the Faculty or Directorate's most significant risks.
- Considering any reports arising from inspections, audits or enforcement action relevant to the Faculty or Directorate's operations, and ensuring these are appropriately incorporated into the Faculty or Directorate's health and safety objectives and action plans.
- Reviewing the Faculty or Directorate's performance against their objectives and action plans and providing recommendations and actions, which will iteratively improve performance against them.
- Collating and communicating the needs and expectations of their members into the wider-OHSMS.
- Finalise and submit update reports to each Health and Safety Committee meeting.

8.6   **Department, College and Service Health and Safety Advisory Groups**

8.6.1   Under the requirements of this Policy and the FRMS it describes, most DCSs are expected to form and resource their own Health and Safety Advisory Group. Exceptions to this requirement are made to low-risk departments only, whose health and safety considerations form part of those of a larger grouping. The health and safety considerations of these low-risk departments

form an agenda item of the wider-Faculty or Directorate Health and Safety Advisory Group, at least termly.

8.6.2   DCS Health and Safety Advisory Groups are chaired by a suitably senior member of staff, designated by the Head of DCS; the Head of DCS should attend a committee meeting at least annually. The Advisory Group includes a membership which is appropriate to the risks that the DCS are responsible for managing. Example terms of reference are provided on the HSS's intranet pages under 'Toolkits', but, generally, these DSC Health and Safety Advisory Groups meet their objectives by:

- Considering this Policy and the FRMS it describes, and applying its requirements at a local level.
- Ensuring all hazards under the scope of the DCS are identified, assessed and controlled.
- Developing local health and safety objectives and action plans, which are based on the implementation of the University's strategic objectives and the DCS's most significant risks.
- Considering any reports arising from inspections, audits or enforcement action relevant to the DCS's operations, and ensuring these are appropriately incorporated into the DCS's health and safety objectives and action plans.
- Reviewing the DCS's performance against their objectives and action plans and providing recommendations and actions, which will iteratively improve performance against them.
- Collating and communicating the needs and expectations of their members into the wider-OHSMS.
- Providing updates to the Faculty or Directorate Health and Safety Advisory Group.

8.7   Audit and Risk Committee

8.7.1   The ARC keeps under review and advises Council on the effectiveness of the University's risk management culture, control and governance arrangements. It considers major findings of internal audit investigations and management's response. As such, the performance of the FRMS is periodically reviewed under the direction of ARC.

8.8   Officers with Designated Responsibilities

8.8.1   In order to support UEC fulfil its duties under the FRMS, a number of University officers are allocated specific sets of responsibilities, which underpin the effective fire safety performance of the University, as a whole. These include the Vice-Chancellor, Executive Deans (ED) and Pro-Vice-Chancellors (PVCs), Heads of DCS, and all managers.

8.9   Vice-Chancellor

8.9.1   The Vice-Chancellor is the 'Responsible Person', who leads the University's senior management team, with responsibility to Council for the overall strategic direction and performance of the University.

8.10 **Director of Estates and Facilities**

8.10.1   The Director of Estates and Facilities is the senior leader with responsibility for fire safety and is responsible for ensuring the FRMS is implemented and performing to its requirements, in all University activities, the effectiveness of the University's arrangements, and ensuring the provision of adequate resources to enable all person(s), with specific responsibilities, to perform their duties properly, by:

- keeping UEC informed, through regular reporting to their UEC lead, of significant fire safety issues, which affect the University
- ensuring the University, as a whole, has access to appropriate sources of competent advice and sufficient resources available, to effectively provide for the safety of all University members and visitors
- sponsoring an annual review of fire safety performance
- agreeing the appointment of the Director of Health, Safety and Business Resilience.

8.10.2   The Director also has the senior-officer duty to control the fire safety risks in the sections of the University under their control. The Director holds accountable all those within their designated area who have been allocated specific responsibilities to manage fire safety.

8.11 **Executive Deans and Pro-Vice-Chancellors**

8.11.1   The Executive Deans (ED) and Pro-Vice-Chancellors (PVC) are the UEC-level senior officers with ownership and management responsibility for key risks, which include fire safety risks. They collectively demonstrate this through the actions allocated to UEC described in section 8.2.1.

8.11.2   In addition to these collective responsibilities, each has the senior-officer duty to control the fire safety risks in the section of the University under their control. The EDs and PVCs hold accountable all those within their designated area, who have been allocated specific responsibilities to manage fire safety.

8.12 **Heads of Departments, Colleges and Services**

8.12.1   In all cases, Heads of DCS take lead responsibility for ensuring the required, local arrangements, for the day-to-day management of fire safety within their function, are allocated, documented, implemented, operational and effective.

8.12.2   Heads of DCS provide appropriate assurances to the Director of Estates and Facilities, who has overall responsibility for fire safety, and their relevant ED or PVC, by:

- ensuring robust systems are implemented, to effectively disseminate fire safety communications, to all of its members in a timely manner.
- appointing person(s) to fire safety roles, and allowing the time and resource to complete the requirements of the role, to ensure completion of all operational fire safety matters, within their areas of responsibility.
- considering if sufficient resilience is provided by those allocated roles.
- ensuring, where aspects of operational fire safety (day-to-day management) are completed by persons outside of their control, suitable assurances are received that required tasks (operational and actions arising) are completed.

8.13 **All Colleagues and Students**

8.13.1 Ultimately, all University members have responsibilities to ensure their own safety, and the safety of others around them, by:

- undertaking any fire safety tasks allocated to them in local arrangements.
- cooperating with managers and supervisors, and carrying out any assigned tasks or duties in a safe manner, following any safety instructions they have been given.
- taking reasonable care of their own fire safety and that of anyone who might be affected by things they do, or things they fail to do.
- not intentionally or recklessly interfering with, or misusing, anything provided in the interests of fire safety.
- reporting any incident through the University's GRaCE reporting system.
- reporting any near miss or fire safety observation through the University's GRaCE reporting system.

8.14 **Health and Safety Coordinators**

8.14.1 All Heads of DCSs appoint a suitable member of staff to be Health and Safety Coordinator, who reports directly on health and safety matters (including fire safety matters) to the Head of DCS and is given authority to act on their behalf in fire safety- related matters. The appointee must have appropriate seniority to enable them to influence colleagues, at all levels, to promote good standards of fire safety. The name of the Health and Safety Coordinator must be notified to the HSS, on appointment.

8.14.2 The period for which an individual holds the post is subject to local discretion but is reviewed at least once every three years. The Health and Safety Coordinator is allowed reasonable time to perform the role proportionate to the risk profile of the DCS, and to attend meetings and training courses, as necessary. Local arrangements must specify the FTE time allocated to the coordinator to complete their duties, again proportionate to the risk profile of the DCS.

8.14.3 It is within the remit of the Health and Safety Coordinator to disseminate fire safety communications, arising from the HSS, or elsewhere, within their area of responsibility.

8.15 **Senior Fire Safety Engineer**

8.15.1 The Senior Fire Safety Engineer, a member of the Health and Safety Service, is responsible for much of the day-to-day operation of the FRMS, including:

- supporting Heads of DCSs, the Director of Estates and Facilities, and any other person with designated fire safety duties, to ensure the requirements of the FRMS are understood and met
- providing fire wardens, evacuation chair operators and others with quality training to ensure their roles are understood and met, when required
- ensuring fire risk assessments are carried out, in accordance with the requirements of this Policy, for all new premises as soon as is practicable
- ensuring all existing fire risk assessments are periodically reviewed, in accordance with the requirements of this Policy

- providing liaison and support on all matters relating to fire safety provision, within the Estates and Facilities Directorate
- liaising with the Fire and Rescue Service on all statutory fire safety matters
- ensuring all fire safety incidents and calls to the Fire and Rescue Service are monitored and appropriately investigated.

8.16 Fire Wardens

8.16.1 The Fire Warden should be the focal point for fire safety issues, locally, acting as the fire safety "eyes and ears" within their local area. However, the fire warden does not have an enforcing role.

8.16.2 The Fire Warden reports fire safety issues to the Assistant Fire Safety Manager(s), their line manager and Health and Safety Coordinators, who in turn will report the issues to their management. They should:

- act as a focal point on fire safety issues for local staff.
- organise and assist in the fire safety regime within local areas.
- raise issues regarding local area fire safety with line management.
- assist in the coordination of the response to an incident within the immediate vicinity.
- be responsible for the roll-call, if applicable, during an incident.
- be trained to tackle fire with first aid fire-fighting apparatus, where appropriate.
- support line managers/Health and Safety Coordinators on fire safety issues.

8.17 Support Committees
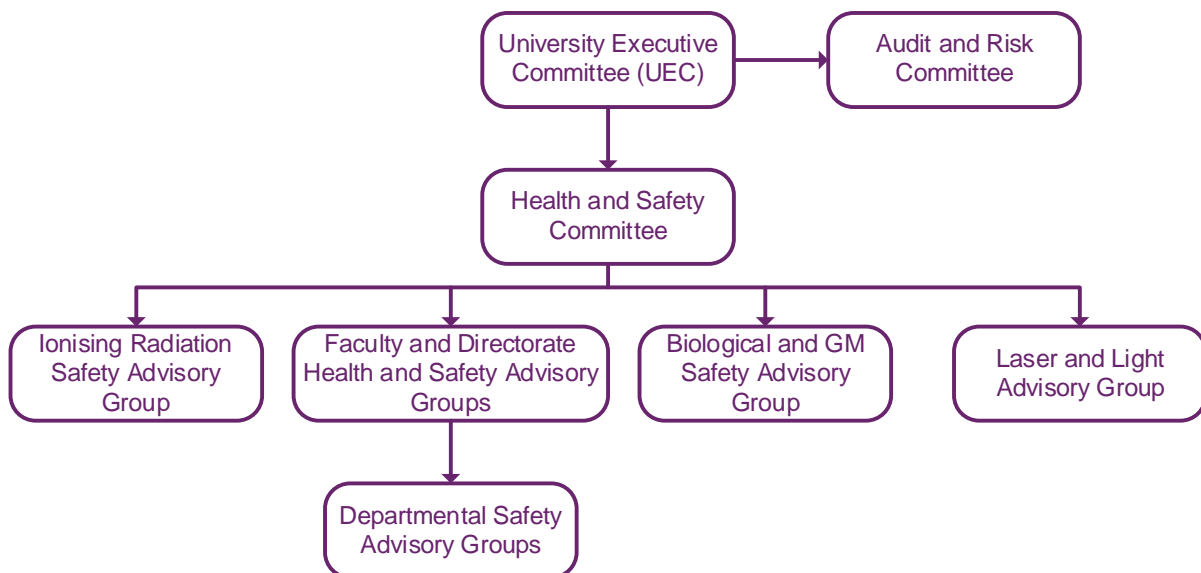
8.17.1 The University has determined and provided the resources needed for the establishment, implementation, maintenance and continual improvement of the Fire Risk Management Plan. The University has authorised HSS to employ competent fire safety staff who, irrespective of other responsibilities, have defined roles, responsibilities and authority for:

- Establishing, implementing and maintaining the Fire Risk Management Policy
- Reporting to senior management, via the Head of Health and Safety, on the performance of the Policy for review, including recommendations for improvement.

8.17.2 The Director of Health, Safety and Business Resilience is a member of the University's Health, Safety and Wellbeing Committee.

8.17.3 Heads of DCSs ensure staff members are appointed to key roles such as Fire Evacuation Officer and Fire Warden and their Health and Safety Advisory Groups address fire safety in order to drive improvements.

8.17.4 The University has identified, documented and communicated the roles, responsibilities, interrelationships and authorities of those involved in the FRMP.

8.18 Support Services

To support the effective operation of FRMS, the University provides a number of support services for distinct elements of the FRMS, and include the HSS and the internal audit service.

8.19 Health and Safety Service

8.19.1 The Director of Health, Safety and Business Resilience is the University's competent person, as required by the Health and Safety at Work Regulations 1999, though these duties are exercised by the combined expertise of the HSS team. The Team's primary function is to provide support and guidance, including advising on the implementation of the University-wide FRMS, as described in this Policy:

8.19.2 It is the Health and Safety Services' (HSS) function to work across all levels of the University, to ensure that the FRMS is understood and implemented, by:

- developing, reviewing and evaluating the FRMS, and advising on its implementation to ensure it is fit for purpose and promotes continuous improvement.
- collating information on, and reporting, the performance of DCSs against the FRMS.
- acting as the University's principal source of competent advice in matters of fire safety.
- providing specialist audits and inspections to DCSs, to support each to meet the requirements of the FRMS, as specified in this Policy.
- delivering fire safety training across the University.
- investigating all relevant, reportable, dangerous occurrences, as required under RIDDOR Regulations 2013, to ensure lessons are learnt and acted upon.
- conducting trend analysis on all fire incidents reported to HSS, to inform interventions.

8.20 Internal Audit service

The Internal Auditors are responsible for conducting an objective and independent appraisal of all University activities, including health and safety performance. It is responsible for

evaluating and reporting to ARC, Council and Vice-Chancellor, thereby providing assurances on arrangements for risk management, control and governance.

8.21 Strategic Planning and Insight and Portfolio Management Office

8.21.1 Strategic Planning and Insight (SPI) the Portfolio Management Office (PMO) support the University in developing, implementing, reviewing and, ultimately, achieving its strategy. SPO and PMO work extensively across the University to inform and strengthen strategic decision making; providing professional expertise in planning, policy analysis, business intelligence, business case preparation, and risk and change management.

8.22 Estates and Facilities Directorate

8.22.1 The Estates and Facilities Directorate (E&FD) provides a number of essential services to the University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the various buildings, including:

- Maintaining, and regularly reviewing, a maintenance programme, which takes account of short, medium and long-term needs of all University buildings and grounds.
- Implementing the works identified and funded within the various maintenance programmes and operating a system for dealing with day to-day requirements, including the continuing provision of an out-of-hours emergency service.
- Providing a professional technical service to the University for the design, construction and procurement of new buildings and adaptation works to existing buildings.
- Selecting, monitoring and managing competent contractors and consultants, where required, to deliver safe and healthy projects and infrastructure for the University, for all Estates and Facilities Directorate led projects with third party involvement.

8.22.2 E&FD has a critical role in ensuring the University's fire, health and safety compliance position and takes the lead role in infrastructure-related statutory compliance.

9. Competence, Training and Awareness

9.1 Competence

9.1.1 The University ensures that all members are suitably competent to conduct the tasks expected of them in a safe and healthy manner. Fire safety competencies are reviewed, acquired and maintained throughout University members' time with the organisation. Responsibility for review of fire safety competencies follows the management cascade described in Section 8.2.

9.2 Training Needs Analysis

9.2.1 All DCSs conduct training needs analyses, to ensure all members hold the appropriate skills to manage risk, including fire risk.

9.3 **Local Induction**

9.3.1 All DCSs will establish procedures to ensure all new members and interested parties are inducted, within the first days of their appointment, or arrival at the University. This will include, as a minimum, the Emergency Plan, covering the work location of the appointee, and local arrangements for emergency response and incident reporting. It must also include familiarisation with all available fire evacuation routes from their primary work or study location.

9.3.2 Although the University hosts staff and students from 150 nations worldwide, all learning experiences are given in English and all recipients are required to have proven competencies in the English language. Where this is not the case, e.g. courses delivered through the English Language Centre, induction information is provided in an agreed lingua franca.

9.4 **HSS Induction and Compulsory Training**

9.4.1 The University provides a proportionate induction programme for all new staff and students, including fire safety components. To support this, HSS also provides an online, general fire safety induction module, setting out the expectations of the University, with regard to fire safety management and the role all staff play.

9.4.2 This module, available through the University's online learning platform, is compulsory and must be completed within the first four weeks of appointment.

9.5 **HSS Training Delivery**

9.5.1 The HSS provides a fully structured programme of fire safety training throughout the academic year, including courses on the duties of Fire Wardens and use of evacuation chairs. The training programme is planned in advance, each academic year, and is published on the University's Oracle Learning Platform.

9.6 **Health and Safety Coordinators**

9.6.1 Health and Safety Coordinators must attend specific training for the role, provided by HSS. They are also required to complete a formal, recognised health and safety qualification, sponsored by the University and undertaken as soon as possible after appointment as Health and Safety Coordinator, unless they already hold such a qualification.

9.6.2 For higher risk DCSs, specifically Computing and Information Services, Accommodation and Commercial Services, Geography, Archaeology, Anthropology, Chemistry, Physics, Biological Sciences, Earth Sciences, Engineering, Catering, Experience Durham, Colleges Office and Durham Students' Union, the accepted qualification is the NEBOSH General Certificate in Occupational Health and Safety, or in the case of E&FD, the NEBOSH National Certificate in Construction. For all other DCS, the accepted qualification is IOSH Managing Safely.

9.7 **Fire Wardens**

9.7.1 The Assistant Fire Safety Manager(s) provide training to Fire Wardens to ensure they have the required competence to complete their role, including:

- knowledge of the fire safety evacuation strategy and fire emergency plan for the premises.
- awareness of human behaviour in fire-related situations.
- how to encourage others to use the most appropriate escape routes.
- how to search safely and how to recognise areas that are unsafe to enter.
- special evacuation arrangements in place, e.g. Personal Emergency Evacuation Plans (PEEPs).
- an understanding of other fire-related precautions such as fixed equipment.
- how to report faults in the general fire precautions, incidents and near misses.
- how to cooperate and communicate with other Fire Wardens and the Assistant Fire Safety Manager(s).

9.7.2   Fire Wardens may complete other complementary training such as safe use of fire extinguishers and evacuations chairs.

9.7.3   Where required, due to the complexity of a building, size, activity etc., a Senior Fire Wardens will be allocated. In addition to the above, a Senior Fire Warden take responsibility for:

- assigning roles and responsibilities in the event of an emergency to other Fire Wardens.
- considering and acting upon information provided by other Fire Wardens.
- acting as the point of contact for the Fire and Rescue Service.

9.7.4   Heads of DCSs will be responsible for allocating specific tasks to Fire Wardens, such as completion of Fire Precautions Checklists and basic General or Personal Emergency Evacuation Plans.

9.8   **Fire Extinguisher Users**

9.8.1   The Assistant Fire Safety Manager(s) provide training on the safe use of fire extinguishers. This can be completed as a complementary training course for Fire Wardens or independently for those whose work activity may increase the potential requirement. A tri-annual refresher period is required.

9.9   **Evacuation Chair Operatives**

9.9.1   An Evacuation Chair is a specially designed folding chair that can be used to transport mobility impaired people down a building fire evacuation staircase. The Assistant Fire Safety Managers provide training to Evacuation Chair Operatives, or will organise training via other competent person(s) on how to safely use and inspect evacuation chairs. Training is refreshed on a tri-annual basis.

9.10 **Fire Risk Assessors**

9.10.1   All Fire Risk Assessors, whether internal or appointed as consultants, should be competent to carry out these duties. They need not possess any specific qualifications, but should:

- understand relevant fire safety legislation.
- have a thorough knowledge and understanding of the Government guidance document, relevant to the premises being assessed.

- have appropriate education, training, knowledge and experience in the principles of fire safety.
- have an understanding of fire development and the behaviour of people in fire.
- understand fire hazards and risks, and relevant factors associated with occupants, especially at risk within premises of the type in question.
- understand the causes of fire and the means of prevention.
- understand the design principles of fire protection measures.
- have appropriate training and/or experience in carrying out fire risk assessments.

9.11 Registers and Refresher Training

9.11.1   Some fire safety training does not have an expiry schedule; however, most will require periodic refresher training. For internal training, the refresher date can be incorporated into the training booking system.

9.11.2   Central training records are not maintained by HSS, it is the responsibility of the DCSs to maintain an up-to-date training register for their area, which lists, by name, each member who requires training (other than mandatory training for all), the training they require and the date of any refresher training. These should be available, on request, during HSS inspections and audits.

9.12 Training Evaluation

9.12.1   The University expects all health and safety training to be evaluated and summary reports collated by the trainer, to identify areas for improvement.

9.13 **9.13.**   Awareness

9.13.1   A summary of this Policy is provided to all new University staff, as part of their induction pack. All contractors, working on University premises, are obliged to attend the University's health and safety induction, arranged by their University contact, which includes a summary of the requirements to manage hot works, and the hot works permitting process.

10.   Appointment of Third-Party Contractors

10.1 Relationships

10.1.1   In order to provide the full and diverse range of activity, which encompasses the experience of University life at Durham, the University engages with a wide variety of third party contractors. The University expects all third-party contractors to have fire safety aspirations matching the University's own, and will work to high standards of care when working on University property.

10.2 Procurement

10.2.1   The University requires all contractor appointments to be made through the Procurement Service, who provides a comprehensive procurement advisory service covering all aspects of supply chain management to DCSs. The University uses a source-to-pay procurement system, through which suppliers tender to work with the University. Contractors may apply either for specific contracts or to be approved to quote under the University's Supplier Framework.

10.3 Safer Systems in Procurement

10.3.1 In all cases, contractors are required to either confirm they are a participant member of a Safer Systems in Procurement (SSIP) Scheme, or complete the University's PAS 91-based pre-qualification health and safety questionnaire. SSIP is an umbrella scheme, which seeks to streamline the health and safety tendering process between contractors and their clients. Essentially, if a contractor is a member of an SSIP health and safety accreditation scheme (for example the Construction Health and Safety Assessment Scheme, known as CHAS, or Constructionline), they are considered to have met the health and safety qualification requirements in order to tender for work.

10.3.2 The procurement system allows contractors to upload their SSIP certification for verification, reducing the bureaucratic burden on contractors, particularly small or medium-sized enterprises, by removing the necessity to complete lengthy health and safety submissions with each tender for work. This approach is supported by the Health and Safety Executive (HSE).

10.4 Contract

10.4.1 Once a contractor has been awarded work, a contract is issued by the University, following the standard New Engineering Contract (NEC), Joint Contracts Tribunal (JCT) contracts, or, in all other cases, the University's standard terms and conditions. JCT contracts are used to standardise expectations between providers and clients.

10.4.2 The health and safety clauses in the University's standard terms and conditions are agreed by HSS and reviewed at least annually, or as emerging legislation and guidance dictates.

10.4.3 Where a contractor is specifically appointed to carry out FRAs, the requirement to complete these in accordance with the specification of PAS 79 will be contractually specified.

10.4.4 Contractors who undertake refurbishments or new works are required to undertake a fire risk assessment for their work area and acknowledge they are the responsible person.

10.5 Mobilisation

10.5.1 All third-party contractors, working on University property, must complete a Contractor Induction, arranged through their relevant University contact. Where a contractor's staff require information in a language other than English, the means of communicating the contractor induction information is agreed between the contractor and HSS.

10.6 Inspection

10.6.1 The University retains the right to inspect any ongoing works on University premises provided by contractors. This will usually lie within the prerogative of the HSS or E&FD.

10.7 **Review**

10.7.1 The University requires the review of all approved contractors, on an annual basis, usually requiring the resubmission, by the contractor to the University Project Manager or lead client contact, of the SSIP registration (along with certification) or the University's PAS 91 supplier health and safety questionnaire.

11. Third-Party Building Providers

11.1 **Contractual Arrangements**

11.1.1 The University will ensure clear, contractual arrangements are in place, to ensure the responsibilities of the University and third-party building providers are clear regarding fire safety responsibilities. The University will not enter into contracts unless there is clear, demonstrable evidence that the third-party building provider can demonstrate the building(s) is fit for purpose regarding fire safety. This should include the provision of the current fire strategy and management process for the building and risk assessment.

11.2 **Fire Safety Compliance Checks**

11.2.1 During the contract period, while the University continues to use, or be contracted to use a building, the testing and maintenance of all fire safety equipment and systems, in line with British Standards and or industry best practise, will be undertaken. Certification and records will be stored for audit purposes.

11.3 **Contract Management**

11.3.1 The contract management process will be managed by E&FD and delegated to Accommodation and Commercial Services. All information gathered will be held on file for a minimum of three years.

12. Communication

12.1 **Internal Communication**

12.1.1 Communications, originating from HSS, are proactively disseminated through the channels available in the management cascade, described in Section 8.2.

12.1.2 The University's commitment to visible fire safety practice means that all internal communication methods available may be used, at any given time, in particular, to communicate revised requirements and responsibilities for University members. Relevant communications are also proactively shared through monthly and special updates to Health and Safety Coordinators and, at-least termly updates, to Fire Wardens.

12.1.3 The HSS also operates a social network community of interest, which is accessible to all Health and Safety Coordinators and other interested parties, to promote communication and cooperation across the University.

12.1.4 In addition to these proactive processes of communication, new health and safety information is communicated through the HSS website. While some

information is shared externally, the majority is only shared internally, reflecting its intended audience of University members.

12.1.5 Beyond these central means of communication, DCSs also establish their own mechanisms for ensuring fire safety information is appropriately cascaded to all members within their area, in a timely manner. It is the responsibility of the Head of DCSs to ensure these communication methods are robust and mandated, and it is usually within the remit of the Health and Safety Coordinator.

12.1.6 Specific fire safety communications relevant to this Policy include:

- a Fire Safety microsite, hosted under HSS's [SharePoint Hub](#), containing extensive guidance on a broad range of fire safety issues. These contents are audited annually by a designated member of HSS to identify gaps in coverage and obsolescence.
- significant findings identified in building fire risk assessments, are shared with the Health and Safety Coordinator and, where relevant, the Building Manager for the premises under review.
- fire safety information, included in College Handbooks and Tenancy Agreements, provided to all residents of sleeping accommodation.

12.2 External Communications

12.2.1 In general, all external communications are managed through the University's Marketing and Communication Team, in consultation with other interested parties, including HSS, where relevant.

12.3 Liaison with the Fire and Rescue Service

12.3.1 The University's fire safety regulators are County Durham and Darlington Fire and Rescue Authority, and Cleveland Fire Authority. All communications from any regulator, in whatever form, must be notified to the Senior Fire Safety Engineer immediately, via Teams, mobile or email during office hours, or through University Security outside office hours.

12.4 Consultation with Health and Safety Committee

12.4.1 The HSC forms the central mechanism for the University to meet with its legal requirements to consult with members of staff and other interested parties (including students) on matters which are material to their health and safety. Beyond this basic legal requirement, the HSC also allows for full and effective involvement, creating a culture of inclusivity, where relationships between the University and its members are based on collaboration, trust and joint problem solving. The HSC is a principal means of ensuring the needs and expectations of staff and interested parties are evaluated and incorporated into the scope of the FRMS.

12.4.2 The University places high value on this model of collaborative working in matters of fire safety, and offers its commitment to ensuring all appropriate time, resources and training are made available to participants. In respect of fire safety, the role of the HSC is to:

- consult on the University's FRMS, to assist in its continuing stability, adequacy and effectiveness.

- review and consult on key performance indicators and other measures, to demonstrate legal compliance and conformity with the FRMS.

12.4.3 The approved terms of reference of the HSC provides more detail on the makeup of the Committee and the means by which these objectives are realised.

13. Documented Information

13.1 Information

13.1.1 The HSS maintains a SharePoint page, which is available to all University employees.

13.1.2 A suite of Fire Safety Guidance Notes have been introduced and will be applicable to all staff, students, contractors, and visitors. These will be added to and updated, as required, by the Senior Fire Safety Engineer.

13.2 Record Retention

13.2.1 The University maintains an up-to-date Record Retention Schedule, published on its website. Please refer to the current version of this, before removing records.

14. Risk Assessment

14.1 Fire Risk Assessment

14.1.1 Fire Risk Assessments (FRA) are legal requirements of the Fire Safety Order, and are the core means of establishing how the infrastructure and operational fire safety measures interface. FRAs are facilitated by HSS but require cooperation from building users and E&FD. The Assistant Fire Safety Manager(s) will ensure findings of FRAs are communicated to all interested parties and actions are allocated and completed by the relevant interested parties. The frequency of review of an FRA will be set by the initial FRA significant findings.

14.1.2 An FRA will be reviewed for any of the following reasons.

- There is reason to suspect that it is no longer valid.
- There has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.
- A fire incident involving FRS attendance (such as injury, material loss or insurance claim).
- A review in line with Durham University policy.

14.2 Principles

14.2.1 All FRAs carried out on behalf of the University, whether by the inhouse Fire Safety Team or by a contracted provider of services, will be carried out in accordance with the principles set out in PAS 79 Fire Risk Assessment: Guidance and a Recommended Methodology. Where third parties are

appointed to carry out FRAs on behalf of the University, this requirement will be contractually specified.

14.2.2 Considering the nature of the University's property portfolio, of particular relevance in the guidance are the directions to be followed in circumstances where premises' design and fire precautions do not confirm to current standards. When carrying out a FRA of premises constructed before the introduction of current standards, the Fire Risk Assessor should have at least a basic understanding of the original standards applicable at the time of construction, if any. It should not be assumed that prescriptive application of current standards is necessary, but, where the original standard is considered to create significant risk, reasonably practicable measures should be recommended in the action plan.

14.3 Fire Risk Assessment Methodology

14.3.1 The FSO requires a suitable and sufficient risk assessment to be undertaken. An industry acceptable FRA process is PAS 79 and all FRAs conducted at the University will follow this process and be recorded with a clear action plan with assigned owners.

14.3.2 The FRA and review process is shown in detail at Appendix 2.

14.4 Process/Activity and Task Fire Risk Assessment

14.4.1 DCSs are responsible for ensuring systems are in place to ensure any processes, activities or tasks, liable to have an effect on the existing FRA, are suitably assessed. This includes but is not limited to: experiments or work with hazardous substances, which potentially present a risk of fire and/or explosion (a legal requirement under the Dangerous Substances and Explosive Atmospheres Regulations 2002); and events and/or activities that introduce large numbers of people into a space or potentially affect the control measures in place for fire safety such as escape routes. In the event any changes to process, activity or task are deemed to require an update or review of the existing FRA, this must be communicated to the Assistant Fire Safety Manager(s), at the first opportunity.

15. Emergency Planning

15.1 Fire incidents and fire alarm activations

15.1.1 All University buildings have means to alert building occupants of fire. Typically, this is a fire alarm system, incorporating automatic fire detection. In very small or temporary premises, this may be verbal only.

15.1.2 The principal mode of operation of the fire alarm system is by automatic detection of fires or smoke products or by temperature increase.

15.1.3 In all cases, the Fire Wardens manage the immediate evacuation of the building in exactly the same way. Following the event, all fire alarm activations, irrespective of cause or outcome, are notified to HSS. The Fire Safety team, who will carry out a review, to ensure relevant lessons are learned and false alarms minimised.

15.1.4   If a fire or smoke is observed, then a direct 999 call to the Fire and Rescue Service is to be made to confirm the incident.

15.1.5   All fire incidents are to be reported directly to the Senior Fire Safety Engineer, to determine the level of investigation.

15.1.6   For false alarm activation (unwanted fire signal (UWFS)) Security should immediately be contacted on the emergency number **0191 334 3333 (internal extension: 43333)**, who will call the Fire and Rescue Service if required.

15.2   Evacuation Plans

15.2.1   Evacuation plans are produced as part of the Fire Strategy document on all new buildings, or by local manager(s) with assistance from the Fire Safety team (or others). The University operates a system of simultaneous evacuation in all buildings, and evacuation plans reflect this. Evacuation plans must be reviewed if any changes, or temporary works, are liable to alter planned evacuation routes.

15.2.2   The Assistant Fire Safety Manager(s) must be consulted prior to adjusting any evacuation plans.

15.3   General Emergency Evacuation Plan

15.3.1   General Emergency Evacuation Plans (GEEP) should be completed by DCSs with assistance from the Assistant Fire Safety Manager(s), to support the safe evacuation of University members, visitors and members of the public who utilise University premises. This is a strict requirement where mechanical means, such as lifts, are the primary means of normal access and egress for persons where stair access and egress is not viable. Often such GEEPs are linked to the use of measures such as evacuation chairs.

15.4   Personal Emergency Evacuation Plan

15.4.1   A Personal Emergency Evacuation Plan (PEEP) is produced for every staff member or student, who has notified their line manager/academic tutor that they have a disability, from short-term, e.g. a broken leg to a longer-term issue, which may impair their mobility to the extent they would need help to be available in case of a fire.

15.4.2   Heads of DCSs are responsible for ensuring there is a local system in place to create a PEEP, when a line manager is notified by a staff member or student that they have a disability.

15.4.3   The relevant people, usually the Fire Warden or Health and Safety Coordinator, along with the Assistant Fire Safety Manager(s) and staff member/student, will meet to devise a PEEP setting out their evacuation plan for the area under the control of each Head of DCS.

15.4.4   The PEEP is recorded on an approved form and copies kept by the staff member/ student and also with the Operational FRA as part of the Emergency Plan.

15.5 **Major Incidents**

15.5.1 The University's Business Resilience team addresses issues of security, emergency response and business continuity, ensuring the University has the tools in place to respond to emergencies through an integrated emergency response plan framework (Major and Critical Incident Plans), including in-hours and out-of-hours emergency response arrangements for contacting HSS or E&FD, where necessary.

15.5.2 Business Resilience also seeks to minimise the risk of disruptive events, and maintains the required plans, procedures and skills to respond to these, if necessary, by:

- developing strategies and policies in relation to all aspects of security and business resilience.
- promoting business resilience and emergency preparedness across the University.
- developing a strategic security provision.
- delivering role briefing to key stakeholders and responders.
- developing and delivering incident management training across DCSs.
- working collaboratively with multi-agency partners.

16. Monitoring and Reporting

16.1 **Responsibilities for Monitoring**

16.1.1 Responsibilities for the monitoring of fire safety performance, on a day-to-day basis, follows the management cascade, described in Section 8.2, allowing poor performance to be considered and addressed, without the need for formal intervention to trigger action. Good quality monitoring not only identifies problems but helps understand the root causes, and changes needed to resolve them; and identifies, and enables the sharing of, good practice with wider-communities of interest.

16.2 **Active and Reactive Monitoring**

16.2.1 Active monitoring assesses the design, development, installation and operation of management arrangements, and tends to be preventative in nature, e.g. routine inspections of, and planned checks on, premises, plant and key pieces of equipment. The FRMS, as defined by this Policy, establishes the means by which active monitoring takes place across the University. The FRMS generates the Key Performance Indicators (KPIs) against which the performance of the FRMS is assessed, and these are reported, at least annually, through the Occupational Health and Safety Management Annual Report, submitted to UEC and Audit and Risk Committee.

16.2.2 Reactive investigation of fire safety incidents assesses evidence of poor fire safety practice but can also identify better practices that may be transferred to other parts of the University.

16.2.3 Performance monitoring will be most effective when it includes elements of each and the appropriate balance between the two will vary, by circumstance.

16.3 Planned Emergency Evacuations (Fire Drills)

16.3.1   Planned emergency evacuations are completed termly, as a minimum, and the findings recorded and reported to HSS, with opportunities for improvement acted upon. This is one of the primary means of actively monitoring fire safety. Fire drills should include testing of any GEEPs or PEEPs in place, to ensure that, in the event they are needed, systems, equipment and required persons function in a manner that ensures the safety of those involved. The drills should be undertaken in the first two weeks of each term.

16.4 Incident Management

16.4.1   The University has an established and understood incident reporting mechanism. The mandatory, online training module informs staff that all incidents must be reported to HSS using GRaCE hosted on the HSS's SharePoint. Reporting is compulsory and HSS investigates all reportable, or potentially reportable, incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), in order to learn lessons that may help prevent reoccurrence. All investigations follow an agreed process of root cause analysis, and outcomes are communicated through all relevant information channels.

16.4.2   Incidents that are reportable, under RIDDOR, should only be reported by HSS. For the avoidance of doubt, DCSs must not independently submit RIDDOR reports to the HSE.

16.4.3   HSS provides summaries of incident reports and the outcome of their investigations, at least termly, to EDs and PVCs, via their Health and Safety Business Partner.

16.5 Create Safety Reporting System

16.5.1   The University recognises that formal incident reporting systems are most readily used for events that have already resulted in injury or ill-health. In order to promote an inclusive and proactive culture of health and safety engagement with our communities of interest, the University also operates and promotes a Create Safety Reporting System.

16.5.2   Through the Create Safety system and hotline, all staff and students are encouraged to report any near misses or health and safety observations, which have the potential to result in injury, including fire (as defined in Section 3.4).

16.5.3   HSS provides summaries of Create Safety reports and outcomes to EDs or PVCs, at least termly, via their Health and Safety Business Partner.

16.6 Annual Performance Reports

16.6.1   Each year, at the beginning of the new academic year, HSS produces the Occupational Health and Safety Management (OHSM) Annual Report, which is reviewed by the HSCG, prior to submission to UEC, and Audit and Risk Committee. This annual report discusses activity and performance under the OHSMS and FRMS, for the preceding academic year and identifies key areas for improvement for the coming academic year. Areas for improvement are included into revised strategic fire safety objectives, as described in Section 5.

17. Audit

17.1 External Audit

17.1.1   At non-fixed intervals, the Internal Auditors appoint External Auditors to review the fire safety performance of nominated parts of the University. The terms of reference for these audits is agreed during the tendering process and include, as a minimum, performance against BS 9997 Fire Risk Management Systems: Requirements with guidance for use. The audit outcomes are reported to relevant managers and safety representatives, and summarised and reported to UEC and ARC, with identified actions integrated into DCS action plans.

17.2 Fire and Rescue Service

17.2.1   The enforcing Fire and Rescue Service (FRS), with authority over the University's premises, also conduct routine audits. This is determined via their risk management database or following a fire.

18. Management Review

18.1.1   UEC reviews the operation of the FRMS at planned intervals, of not greater than every two years, in order to ensure its continuing suitability, adequacy and effectiveness, including consideration of:

- the status of actions from previous reviews.
- changes in external or internal issues which are relevant to the FRMS, including changes to legal requirements.
- the extent to which the Policy and strategic objectives have been met.
- information on performance and trends.
- adequacy of resources allocated to maintain the FRMS.
- communications with interested parties and regulators.
- opportunities for continuous iterative improvement..

18.1.2   Through the application of the Plan, Do, Check, Act cycle, made explicit in this Policy, and the FRMS it describes, the University expects to continually improve its fire safety performance.

Appendix 1: Fire Risk Management Plan Strategy

Fire precautions in buildings can address several aspects, including life safety, contents damage and avoidance of business disruption. The use of a building, or a part thereof, i.e. its designation or classification, has implications for all of these aspects.

The most important implications for life safety arise from the building population and the risk to which the people are exposed, usually related to fire load and ignition risk. The majority of recognised building design guides differentiate fire safety expectations by the occupancy type. In England and Wales, the Building Regulations 2010 are supported by supplementary documentation in which buildings are classified according to specific 'purpose groups'.

Different fire precautions may be required for the different purpose groups. The means of detecting, controlling and extinguishing a fire, the provisions for evacuating the building, the means of limiting the spread of fire and smoke within the building, and their impact on adjacent compartments and structures, as well as the facilities for firefighting, will all be influenced by the building's use. In essence, building designation is a recognition of the level of risk.
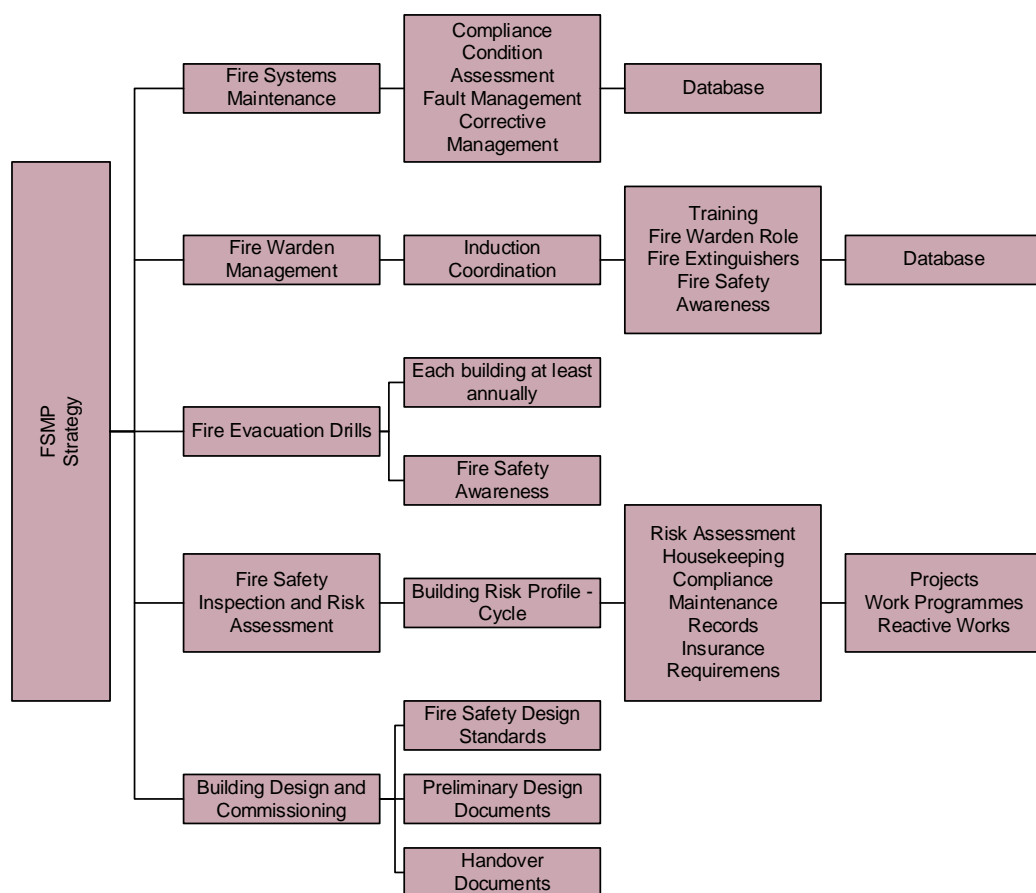
Appendix 2: Fire Risk Assessment and Review Process

Once the building work is completed and the premises occupied, the Regulatory Reform (Fire Safety) Order 2005 applies to all non-domestic premises, which includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation. This Order is enforced by the Fire Authority Having Jurisdiction (AHJ).

Fire Risk Management Strategies & Selection

Fire Risk Management Strategies & Selection

Fire Risk Assessment

FRM Strategy

Risk Removal or Avoidance
Risk Reduction
- Administrative Control
- Active Control
- Passive Control
- Personal Protection
Risk Transfer

Fire Risk Assessment

Action
Implement
Monitor
Review
(ISO 45001 DIS Plan/Do/Check/Act)

Factors affecting strategy selection

- Predicted effect
- Time required
- Time to results
- Effort required
- Associated costs
- Insurance costs
- Expense funding
- Cost/benefit
- Mandated

| Business Support (BS) issues review document six weeks before due date to RP. | BS checks return of review after three weeks. If received NFA, otherwise chaser sent. | BS checks return of review one week before due date. If received NFA, otherwise chaser sent. | BS checks return of review one week **after** due date. If received NFA, otherwise chaser sent. | BS confirms no audit returned. Email sent to Head of Service & RP | Non compliance recorded on tracker. Email to VC |

Appendix 3:   Fire Safety Guidance Notes

Fire Safety Guidance Notes (FSGN)are available on the Health and Safety SharePoint Hub. These notes cover a range of fire safety subjects and are applicable to all staff, students, visitors and contractors.

The FSGN will be renewed as required and monitored by the Senior Fire Safety Engineer.

Appendix 4: Royal Institute of British Architects (RIBA) Guide

The RIBA guide is an industry standard and must be followed for all projects. Additionally, the current version of the Durham University Building Engineering Services - Design Guidelines must be adhered too in particular the fire safety elements.

1.   Royal Institute of British Architects (RIBA)

EFD applies the Royal Institute of British Architects (RIBA) plan of work to project work. In brief, when applied to fire safety, this is as follows:
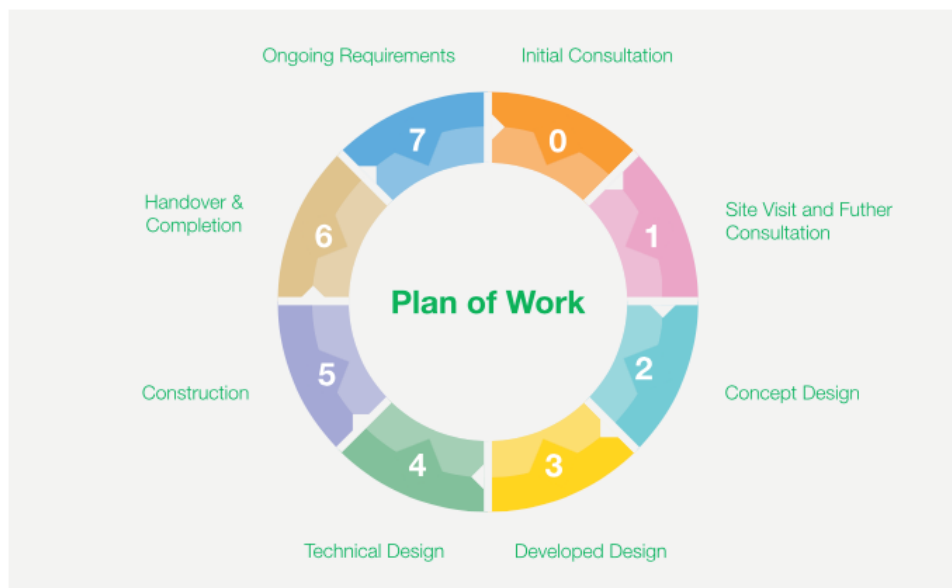
- **RIBA Stage 1: Preparation and brief**
  - Provision of fire safety requirements to the design team, including consideration of emerging or revised legal or other requirements.

- **RIBA Stage 2: Concept Design**
  - Concept fire strategy report.

- **RIBA Stage 3: Development Design**
  - Scheme fire strategy report
  - Fire engineering analysis
  - Fire strategy plan

- **RIBA Stage 4: Technical Design**
  - Detailed fire strategy report
  - Operations and Maintenance (O&M) Manuals

- **RIBA Stage 5: Construction**
  - Construction site fire risk assessment (to be monitored and reviewed as the construction phase progresses)
  - As built fire strategy report
  - As built fire plans

- **RIBA Stage 6: Handover and Close Out**
  - Hand over and agreement of:
  - Construction site fire risk assessment/strategy
  - As built fire strategy report
  - As built fire plans
  - Ensure all fire signage is in place and compliant to the prevailing legislation and guidance

- **RIBA Stage 7: In Use**
  - Post occupancy fire risk assessment
  - Fire log book
  - Inspection and maintenance of installed fire safety infrastructure
  - Fire policy, strategy and procedures

Those allocated responsibilities for projects will ensure that suitable and sufficient consultation takes place with the University Senior Fire Safety Manager (or a suitable deputy in his absence agreed with the Director of Health, Safety and Business Resilience throughout the RIBA plan of work.

2. Fire Strategy Report

Fire strategy reports are required for all new buildings or major refurbishments, as a legal requirement under the Building Regulations 2010. The University requires ascending, in terms of level of detail, fire strategy reports as the build work progresses. At the point of Building Regulation submission, where works are delivered by third- parties, a detailed fire strategy document, which includes the following, as a minimum, must be supplied to, and stored by, EFD:

- **A description of the building/premises**: number of floors/approximate area/type of occupancy
- **Details of the related fire legislation and guidance, which has been applied in the construction**: this should include, but not be limited to, the application of the Building Regulations, relevant British Standards, and government fire safety guidelines
- **Means of escape**: describing how the building will be safely evacuated, including the provision of fire detection, alarms arrangements, travel distances, protection of escape routes, capacity of escape routes, capacity of rooms and the building as a whole, and routes to a place of safety once through the final building exit
- **Internal fire spread**: details of restrictions on lining materials for walls and ceilings, the period of fire resistance, compartmentation and enclosure of risks, fire stopping for walls/floor penetrations
- **External fire spread**: limitations of the materials used for the external envelope of the building, the proportion of glazing (unprotected area) in the external walls in relation to the distance to the site boundaries
- **Firefighting provisions**: access and facilities provided to assist the fire and rescue service in fighting fires, including access for vehicles, the provision of specialist equipment such as dry/wet risers, smoke venting arrangements, etc.
- **Fire protection measures**: water sprinkler or misting systems, alternative fixed extinguishers such as gases or foam, smoke ventilation and other active systems such as smoke or fire curtains
- **Fire engineering**: identification of non-compliant features and the fire engineering solutions, including the applicable calculations to demonstrate the engineered solutions sufficiency.

Fire strategies must be prepared by a suitably competent Fire Engineer.

3.   Fire Strategy Plans

In addition to the Fire Strategy Report, the University requires the provision of Fire Strategy Plans (drawings), in a media that can be readily interrogated and adapted, as may be required over time, and include the following, as a minimum:

- escape routes and travel distances.
- fire detection systems (detector heads, manual call points and fire alarm panels).
- exit signage.
- evacuation and emergency lighting.
- fire resistance for compartment doors, walls and floors.
- locations of special fire safety items, such as fire/smoke curtains.

Following completion of any building or refurbishment work, the person allocated responsibility by the Director of Estates and Facilities will ensure the fire strategy plan reflects the as built drawing and fire strategy.

4.   Certificates of Conformity and Commissioning

Following completion of any construction or refurbishment project, the person allocated responsibility by the Director of Estates and Facilities will ensure all relevant certificates of conformity and commissioning for fire safety measures are provided. Items where this is required must be established as part of the fire strategy and will include, but not be limited to:

- linings of walls and ceilings.
- cables (low smoke and flame, dependant on location).
- wall and floor construction methods.
- fire doors.
- fire stopping products used to seal penetrations in compartment walls.
- deployment of fire curtains.
- activation of fire or smoke curtains.
- activation and operation of fire detection systems.

Commissioning must consider the fire strategy holistically and not only test elements in isolation.

All new build construction projects will be designed and built to comply and conform, as far as is practicable, to the prevailing legislation and guidance, such as British Standards. Further information on design standards are held in the EFD Design Guide. All new residential buildings will have active fire-fighting or suppression measures installed, such as sprinklers or misting systems. In non-residential buildings, active fire-fighting or suppression measures will be considered at the design stage on a risk basis.

Refurbishment projects will seek to upgrade and improve fire safety infrastructure, to comply and conform to the prevailing legislation and guidance provided, as far as is reasonably practicable. As a minimum, refurbishment projects will ensure that core fire safety infrastructure is fit-for-purpose, including, but not limited to: fire doors; compartmentation; dampers fitted to duct work; and means of detection. Major refurbishment of residential buildings will consider the feasibility of installing active fire-fighting or suppression systems.

All planned, or intended, modifications to buildings liable to affect the fire safety infrastructure or strategy applied, including: escape routes; compartmentation; methods of detections etc., must be managed by EFD. Other DCSs are not permitted to conduct works that will have an impact on the fire safety infrastructure.

5. Inspection and Maintenance of Fire Safety Infrastructure

EFD is responsible for ensuring all measures employed, as part of the fire strategy for a building, are inspected and maintained to ensure they are fit-for-purpose and serve their primary role in life safety. The Director of Estates and Facilities allocates roles and responsibilities to ensure, as far as is reasonably practicable, this is achieved. EFD will maintain equipment on the frequency stated below:

- Deaf alerter systems.
- Fire alarm systems (annual inspection and all maintenance).
- Emergency lighting systems (annual inspection and all maintenance).
- Fire suppression systems.
- Smoke ventilation systems.
- Motorised fire damper systems.
- Fire curtains.
- Fire shutters.
- Disabled refuge alarms.
- Institute of electrical engineers fixed wiring inspection and testing.
- Lightning conductors.
- Fire hydrants.
- Dry and wet risers.

6. Compartmentation

- Fire door maintenance.
- Servicing and replenishing of fire extinguishers.
- Replacement and repair of all fire signage.