



UNIVERSITY
OF SUSSEX

Human Resources

MANAGEMENT OF FIRE SAFETY POLICY

1. OVERVIEW AND PURPOSE

- 1.1 The University is a complex and diverse environment where work, research, education and residential accommodation present a range of fire safety risks.
- 1.2 This policy sets out the fire safety arrangements in place at the University to comply with the Regulatory Reform (Fire Safety) Order 2005, and other applicable fire safety standards and guidance.

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2. SCOPE

- 2.1 This policy applies to all staff, students, contractors, visitors and other relevant persons.
- 2.2 This policy applies to all areas under the control of the University.
- 2.3 Third parties who undertake activities within the University are required to cooperate and coordinate with University arrangements for fire safety.

3. RESPONSIBILITIES

3.1 Vice-Chancellor

- 3.1.1 The Vice-Chancellor will provide leadership and executive oversight of fire safety requirements and arrangements. They are also accountable for ensuring that fire safety arrangements are suitable and sufficient, and in compliance with the Regulatory Reform (Fire Safety) Order 2005.

3.2 Executive Deans of Faculty and Directors of Professional Services

- 3.2.1 Executive Deans of Faculty and Directors of Professional Services are responsible for fire safety matters relating to the activities of their Faculty or Division, whether these are undertaken on the institution's premises or elsewhere, and must ensure that:
 - All fire safety risks within their Faculty or Division are identified.
 - All procedures and locations that could significantly impact fire safety are risk assessed and managed effectively.
 - Information relevant to fire safety, including control measures, is documented and communicated clearly and effectively.

- Training and supervision are provided to those who are required to carry out fire safety procedures, or who may be at risk from fire.
- Fire events are reported centrally to the Health, Safety and Wellbeing Team, including near misses or untoward occurrences involving risk from fire, and that appropriate remedial or improvement actions are implemented.
- Appropriate investigations are undertaken following any significant incidents.
- Arrangements are in place for effective communication, cooperation and coordination between all relevant parties on matters pertaining to fire safety.
- All equipment and facilities intended to ensure fire safety, or which could present a fire risk, are maintained and tested to ensure safe and effective operation, and records are maintained.

3.3 Director of Estates, Facilities and Commercial Services.

- 3.3.1 In addition to the responsibilities detailed in Section 3.2, the Director of Estates, Facilities and Commercial Services is responsible for monitoring compliance in relation to passive and active fire safety measures within buildings.
- 3.3.2 The Director of Estates, Facilities and Commercial Services is also responsible for maintaining the Fire Safety Sub-Committee.

3.4 Fire Safety Sub-Committee.

- 3.4.1 The Fire Safety Sub-Committee provides oversight and governance of fire safety as detailed in its' terms of reference. The Sub-Committee reports into the University Health and Safety Committee.

3.5 Assistant Director of Health, Safety and Wellbeing

- 3.5.1 The Assistant Director of Health, Safety and Wellbeing will ensure that:
- Suitable and effective arrangements are in place to deal with fire safety legislative requirements.
 - Investigations are undertaken following all significant incidents, near misses, or untoward occurrences involving risk from fire, and that appropriate remedial or improvement actions are implemented.
 - Arrangements are in place for effective communication, cooperation and coordination between all relevant parties on matters pertaining to fire safety

3.6 Line managers, Supervisors, Technical Managers and Principal Investigators

- 3.6.1 Line managers, Supervisors, Technical Managers and Principal Investigators are responsible for ensuring that they and their teams are aware of the fire safety arrangements in place for all activities and locations that are under their control.

This will include ensuring risk assessments are carried out prior to activities that could increase the risk of harm from fire or its effects.

- 3.6.2 They are also responsible for ensuring that all persons under their control are fully aware of, and understand, the fire safety risks and control measures, and that they are trained and competent to carry out activities safely, including in a fire emergency.
- 3.6.3 They are responsible for providing appropriate supervision and monitoring compliance with this policy and all local arrangements through accurate record keeping and assurance checks.

3.7 **All staff, students, contractors, thirds parties and visitors**

- 3.7.1 Every individual (staff member, student, contractor, third party, and visitor) has a responsibility to:
 - Comply with all applicable fire safety arrangements and procedures.
 - Co-operate with and follow any fire safety instructions or directions from Line Managers, Supervisors, Technical Managers, and Principal Investigators, or safety personnel.
 - Report any accidents, incidents, or defects in equipment that relate to fire safety through the appropriate local reporting and escalation channels.
- 3.7.2 Staff and students acting in a manner that poses a risk to fire safety may be subject to disciplinary action. Individuals who are not members of the University, deemed to be acting in such a manner, may be asked to leave the site.

4. **POLICY**

- 4.1 Fire risks should be managed, so far as is reasonably practicable, through the application of safety codes of practice, operating procedures, and guidance which sit alongside this policy (as linked at the end of the document); ensuring fire safety measures are implemented in line with the hierarchy of control; as well as by assessing significant risks associated with fire, and only allowing those with the necessary competence to undertake tasks related to fire safety and fire safety arrangements.
- 4.2 This policy and related supporting documents also work to ensure that the University and the Vice-Chancellor as the accountable person, meet legal responsibilities as outlined in relevant legislation. The policy should be considered in addition to relevant Fire Safety legislation.
- 4.3 **Compliance with fire safety regulations is achieved by the following:**
 - 4.3.1 **Appointment of a manager for fire safety:** A competent person to manage fire safety arrangements for University areas and sites will be appointed.
 - 4.3.2 **Fire risk assessments:** Suitable and sufficient fire risk assessments will be carried out for all premises and activities on sites owned and managed by the University.

4.3.3 **Fire safety inspections:** Fire Safety Inspections will be carried out in accordance with relevant fire safety guidance, and the findings of those inspections will be actioned within the time frames identified.

4.3.4 **Provision of resources.** To the extent that it is reasonably practicable, suitable and sufficient resources for fire safety arrangements on campus will be provided, including time allocated, personnel and finances.

4.3.5 **Testing and maintenance:**

- All plant, electrical and gas systems at the University will be appropriately tested and maintained to minimise the risk of defects that could cause or exacerbate a fire.
- All fire safety equipment and systems on University premises will be appropriately inspected, tested and maintained, including control and indicating equipment and emergency lighting.
- Records of inspections, testing and maintenance carried out, that relate to firefighting activities and preventing harm from fire and the effects of fire, will be kept. These will be made available as necessary for the purpose of maintaining suitable and sufficient fire safety arrangements.

4.3.6 **Information and procedures:** fire safety information and procedures that are appropriate and adequate for all University premises and sites will be provided. This includes:

- Proactive provision of fire safety information and arrangements for people with disabilities.
- Emergency evacuation procedures and assembly points.
- Locations and instructions for fire safety equipment and raising the alarm.
- Information and liaison arrangements for the local fire authority, and fire and rescue services.

4.3.7 **Training:** Roles and expectations of personnel with responsibilities relating to fire safety will be identified, and suitable and sufficient training will be provided to ensure they are competent in those roles. This includes:

- Training a sufficient number of fire wardens for the buildings where they will be operating.
- Fire extinguisher training for personnel in roles that require competency to deploy firefighting media.
- Ensuring sufficient University staff are competent in the use of evacuation chairs and mats to meet evacuation requirements.

- Mandatory fire safety training for staff and students.

5. LEGISLATION AND GOOD PRACTICE

5.1 Legislation

5.1.1 Please see below for related key legislation relevant to this policy area:

- [Regulatory Reform \(Fire Safety\) Order 2005](#)

5.2 Codes and Standards of Practice

5.2.1 Please see below for related key codes and standards of practice relevant to this policy area:

- [UUK/GuildHE Accommodation Code of Practice \(ACoP\)](#)
- [Guidance in Support of Building Regulations England and Wales: Approved Document B, Vol 2, 2010](#)
- [HM Government Guides to Fire Safety Risk Assessment, DCLG](#)
- Please contact the Health and Safety team for details of relevant British Standards Institution fire safety standards.

Review / Contacts / References

Policy title:	Management of Fire Safety Policy
Date approved:	9th June 2026
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Revision history:	Version 2 - June 2026 Version 1 – June 2023
Next review date:	June 2029
Related internal policies, procedures, guidance:	Health, Safety and Wellbeing Policy Procedures, guidance and other Fire Safety related information is available on the Fire Safety webpages .
Division:	Human Resources
Policy Owner:	Executive Director of Human Resources
Point of Contact:	Fire Safety Manager