



UNIVERSITY
OF SUSSEX

Health and Safety Team
Human Resources Division

FIRE SAFETY POLICY

1. OVERVIEW AND PURPOSE

- 1.1 The Regulatory Reform (Fire Safety) Order 2005 (The Order) sets out 'General Fire Precautions' and other fire safety duties applicable to University Buildings'. The Order requires fire precautions to be in place and effective, covering both preventative measure and mitigation. Responsibility for complying with the Fire Safety Order rests with the 'Responsible Person'. The University will create and maintain a fire safety management system fire risk management system, in line with BS9997, which, together with the structure and maintenance of our buildings, will seek to protect both human life and operational interests and assets.
- 1.2 This Policy applies to and within all buildings under the control of the University's, this Policy is supported by arrangements, instructions, and guidance on Fire Safety, which are available on the University's Health and Safety web pages.
- 1.3 Under the provisions of the current 'Health, Safety & Wellbeing Policy,' it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

2. SCOPE

- 2.1 The aim of this Policy is to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the University community and to protect the University's assets.

3. RESPONSIBILITIES

- 3.1 Ultimate responsibility falls upon the Vice Chancellor who is the Responsible Person as defined in 'The Order. Under the legislation the duties imposed on the responsible person are 'also imposed on every person who has, to any extent, control of those premises so far as the requirements relate to matters within their control' (Article 5(3)).
- 3.2 Heads of Departments/Schools therefore have responsibility for ensuring that arrangements for managing fire safety are in place and are regularly monitored. This includes acting upon the recommendations and requirements of Fire Risk

Document Control					
Document No	HS P008	Version	1.0	Date Issued	September 2023
Author	Graham Gray	Reviewed by	Katie Bennett	Department	Health & Safety

assessments and fire safety linked to a particular process or procedure within their control, and for ensuring that people for whom they are responsible are trained.

- 3.3 The Director of Estates is responsible for fire related elements of building structures (including hydrants, risers, fire doors, compartmentation, and fire dampers); the appropriate design, installation and maintenance of fire detection, alarm, communications, lighting, and door control systems; and the provision and maintenance of suitable portable fire-fighting appliances within buildings. The Director of Estates is also responsible for the management of the maintenance contractor’s relationship with the occupiers in relation to fire safety matters.
- 3.4 The University Fire Safety Manager is responsible for ensuring building Fire Risk Assessments are conducted, providing fire safety advice on design, installation, and operational fire safety matters, coordinating training courses, and for monitoring and auditing of fire safety standards and procedures.
- 3.5 The Head of Health and Safety is responsible for advising senior management on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University’s Health and Safety website up to date with the related policy documents; and for ensuring assurance activity is undertaken in compliance with this Policy.

4. POLICY CORE PRINCIPLES

- 4.1 Our fire safety measures include preventative measures and means of mitigating the direct and consequential damage by early detection, reducing fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting. In addition to this, we will ensure that we inform, instruct, and train all the relevant people.
- 4.2 The University will ensure that suitable and sufficient assessments are made of the risks to employees, students, and others from fire at work or at study. These Fire Risk Assessments will take account of any requirements imposed by the The Order and other applicable legislation. The assessments will evaluate the adequacy of the existing precautions and will identify any additional precautions required.
- 4.3 Fire Risk Assessments will be reviewed when relevant conditions change, including changes to the numbers of people present, the layout of premises, materials/processes/materials stored or used and changes to any relevant standards or legislation, change of use of a building, persons ability to evacuate in an emergency: assessments will also be reviewed following any fire safety incidents.
- 4.4 Control measures will include, but not be limited to: managing potential sources of ignition; reducing sources of oxygen; minimising the potential fuel for a fire; operating Permit for ‘Hot Work’; fire detection and fire alarm systems; protected and

Document Control					
Document No	HS P008	Version	1.0	Date Issued	September 2023
Author	Graham Gray	Reviewed by	Katie Bennett	Department	Health & Safety

identifiable means of escape; means of fighting fire; appointment of fire wardens, appropriate information and training; and regular evacuation drills.

- 4.5 All students will have the opportunity to engage with 'Personal Emergency Evacuation Plans' (PEEPs) and in every case where a person with a disability or condition that requires assistance are employed, a PEEP will be undertaken. The escape routes, refuge points, evacuation procedures and alarm systems will be suitable, and PEEP's will be developed, as necessary.
- 4.6 All fire safety measures, and equipment will be maintained in effective working order and appropriate checks/maintenance/test programmes will be implemented for:
- fire doors, corridors, and staircases
 - fire detection and alarm systems
 - firefighting equipment
 - notices and emergency lighting
 - other fire safety measures or equipment.
- 4.7 Records will be kept of all Fire Risk Assessments undertaken; information and training provided; fire evacuation drills; and all checks and maintenance carried out on safety measures and equipment.

5. LEGISLATION AND GOOD PRACTICE

- 5.1 The University of Sussex will ensure that the risk from fire will be managed in compliance with The Order, the Management of Health and Safety at Work Regulations (1999), the Health and Safety at Work Act (1974), Building Safety Act (2022) and other relevant legislation.
- 5.2 The University of Sussex engages with East Sussex Fire & Rescue Service (ESFRS) through the Primary Authority Partnership Scheme allowing the University access to additional support such as technical advice and education.

6. REVIEW

- 6.1 This policy will be reviewed in August 2024 and thereafter the policy will be reviewed at least every 3 years or when new legislation is enacted.

Review / Contacts / References	
Policy title:	Fire Safety Policy
Date approved:	To be approved on 12 th September 2023
Approving body:	Health and Safety Committee
Last review date:	N/A
Revision history:	Revised June 2023
Next review date:	August 2024
Related internal policies, procedures, guidance:	https://www.sussex.ac.uk/hso/governance
Policy owner:	Health and Safety Team/ HR Resources Division
Lead contact / author:	Fire Safety Manager (GG)

Document Control					
Document No	HS P008	Version	1.0	Date Issued	September 2023
Author	Graham Gray	Reviewed by	Katie Bennett	Department	Health & Safety