

Fire Precautions and Procedures

1	Introduction.....	2
2	Responsibilities.....	2
3	Training.....	3
4	Equipment	3
5	Inspections	3
6	Fire Drills	4
7	Appendix I.....	8
8	Appendix 1.....	10
9	Appendix 2.....	11

1 Introduction

- 1.1 It is the aim of this procedure to ensure that all members of staff, students, apprentices and visitors can be safely evacuated in the event of a fire. It is essential that all members of staff fully understand their responsibilities in the case of an emergency.

2 Responsibilities

- 2.1 The Vice-Chancellor is responsible for ensuring that suitable fire risk assessments are undertaken and precautionary measures are maintained, in accordance with The Regulatory Reform (Fire Safety) Order 2005.
- 2.2 The Director of Estate and Facilities is accountable to the Chief Operating Officer for fire monitoring and detection systems and statutory and statutory compliance in the University, and he/she is to ensure that these are maintained in a fit state of repair
- 2.3 All staff have an individual responsibility for ensuring that they understand and follow fire precaution measures and ensure that any visitors or new members of staff under their control are made aware of the fire precaution measures
- 2.4 All students and apprentices have an individual responsibility for ensuring that they understand and follow fire precaution measures and ensure that any visitors under their control are made aware of the fire precaution measures
- 2.5 The Director of Student Support is responsible for ensuring that an effective system is in place to bring the fire precautions measure to the attention of all students.
- 2.6 The Director of Human Resources shall ensure that all new entrants receive a brief on the requirements of the Fire Procedure as part of their induction programme.
- 2.7 The H&S Officer will be responsible for undertaking regular Fire Safety Audits and bring all issues to the appropriate Directors, Managers and departments and Services attention for rectification. All issues will be prioritised via a 'Red, Amber, Green (RAG) traffic light system and it will be the responsibility of Directors, Managers services departments to ensure these issues are rectified
- 2.8 The H&S Officer will be responsible for providing up-to-date Advice and Guidance ensuring that the most up to date information and guidance is presented and displayed including relevant training material.

3 Training

- 3.1 It is the responsibility of all Heads of Department to ensure that staff under their area of control undertake and completed the University On-Line Fire Safety training course, and this should be retaken at least every two years.
- 3.2 All designated Fire Wardens must also complete a training course on the theory of fire and the practical use of fire extinguishers at least every two years.

4 Equipment

- 4.1 The Director of Estates and Facilities – working with the appropriate department/ Service Director, is to ensure that a spare stock of each type of extinguisher for the replacement of defective items. Fire Risk Assessments for individual building will identify which types of extinguisher should be provided.

5 Inspections

Equipment

- 5.1.1 The Director of Estate and Facilities is to ensure that inspections of fire fighting equipment are carried out by a suitable contractor intervals and that a record of inspection is affixed to each item of equipment. The spare equipment held by the Maintenance Department is to be included in these inspections.

Safety/Emergency Lighting

- 5.1.2 The Director of Estate and Facilities is to ensure that inspections of the Emergency Lighting system are carried out, by a suitable contractor, at regular intervals, which shall be at least once a month, in line with current British standards. A record shall be kept of each inspection.

Signs

- 5.1.3 The Health and Safety Officer is to tour all University Buildings once each term to inspect all fire signs, warning signs, exit signs, etc which are placed in corridors and areas of general circulation. Any issues identified requiring remedial action will be reported to the Director of Estates and Facilities without delay.
- 5.1.4 Senior Managers, Directors and Heads of Department are to carry out similar inspections once each term in their own areas, and also to include means of escape, fire doors etc and to keep a record of their findings.

Any person noticing a defective sign are to bring it to the attention of the of Estate and Facilities team.

Alarm Systems

- 5.2 The Director of Estate and Facilities is to ensure that regular testing, servicing and inspections of all fire detection systems including, alarms, smoke detectors firefighting equipment, emergency call points are carried out in line with the current regulation and legislations. He or she, working with the H&S officer is to ensure that all up to date fire and evacuation signage are displayed and run regular fire drills
- 5.3 The University has two alarm sounds, a single tone and a two tone sound. The former 'single tone' is a warning indicating that a nearby building may have a fire and anyone hearing this should prepare to evacuate. The latter 'two tone' sound means that people must evacuate immediately. ***If anyone is in any doubt as to which alarm is sounding they should evacuate the building without delay.***
- 5.4 The Alarm System Test is to be activated by the Estate and Facilities team between 9.00 a.m. and 10.00 a.m. and this will be carried out every week on a Friday morning. Staff, students and visitors do not have to evacuate when the alarm system is tested unless the alarm continues to sound.

6 Fire Drills

- 6.1 The Director of Estate and Facilities, Health and Safety Officer and relevant Heads of Service shall conduct fire drills at least once a term. Records shall be maintained of when these drills are undertaken, and a report shall be given to the Health and Safety Committee as to the effectiveness of the evacuation.

Fire Assembly Points

- 6.1.1 In the event of a fire alarm, persons occupying the University buildings are required to proceed to the appropriate Fire Assembly Point as indicated on Fire Instruction Notices displayed throughout the University. Staff, students and visitors should make themselves aware of the appropriate Assembly Points and inform visitors at the start of each Committee, lecture or other event of the nearest means of escape and Fire Assembly Point.

Assembly Point	Location
1	Walsingham Car Park
2	Grassed area adjacent to Dining Room
3	South Car Park
4	Grassed area adjacent to Bungalows
5	Grassed area between AKLC and St Albans
6	Grassed area opposite Jervaulx Hall
7	Grassed area Trinity Close
8	3G Pitch near the outdoor changing rooms
9	Grassed area opposite AKLC

Table 1: Fire assembly points

6.2 General

- 6.2.1 The Health and Safety Officer is to invite the West Yorkshire Fire Service to send a representative to the University to inspect and report on the adequacy of the University fire precautions, from time to time.
- 6.2.2 All staff are to ensure that waste is disposed of as soon as possible, in a safe manner and to ensure that corridors and exit routes are not blocked.

Conferences and Committees

- 6.2.3 The Head of Commercial Enterprises is to ensure that the visiting Conference Organiser is aware of University fire precautions and procedures before the start of a conference. Chairpersons of University Committees with external memberships should at the beginning of each Committee announce the location of the nearest exit points and fire assembly points in the event of the need for evacuation as a result of a fire alarm.
- 6.2.4 Where in-house conferences / Committees are held, the organizer responsible shall ensure that the location of the nearest fire exit(s) and fire assembly points in the event of the need for evacuation are announced.

Disabled Persons

- 6.2.5 The assistance and provision required by individual disabled persons should be clearly defined between the individual and the Disability Co-ordinator and their line manager . A Personal Emergency Egress Plan (PEEP) should be drawn up by the Disability Co-ordinator in consultation with the individual concerned and the Health and Safety Officer if required. The following guidelines should be implemented. Where disabled persons visit the university, the individual inviting them onto University premises shall be responsible for ensuring adequate provision for evacuation.

Blind/Partially Sighted Persons

- 6.2.6 In the event of evacuation, line managers and/or student mentors are responsible to ensure arrangements are in place to assist such persons. They should not work alone, unless they are in an area with an adjacent exit leading directly outside, and they are familiar with the layout of such an area.

Deaf/Hard of Hearing Persons

- 6.2.7 Line managers and/or student mentors are responsible for ensuring that arrangements are in place for any deaf or hard of hearing staff, students or apprentices requiring assistance in the event of activation of the fire alarm. Where such persons may be alone, consideration should be given to devices to achieve this such as fixed or portable flashing lights.

Wheelchair Users

- 6.2.8 Wheelchair users, should, where possible, occupy only the ground floor or floors with direct access outside. Where upper floors are occupied, the lift must not be used in the event of activation of the fire alarm.
- 6.2.9 In the event of the activation of the fire alarm, wheelchair users should proceed to a place of relative safety, either a linked adjoining building separated from the affected building, or a designated waiting area, such as staircase enclosure protected by fire resistant, self closing doors.

Fire Wardens

- 6.2.10 The University has designated Fire Wardens who in the event of activation of the fire alarm, shall be responsible for checking their areas of responsibility **if safe to do**, reporting to the Duty Porter (Fire Warden Co-ordinator) the whereabouts of anyone known to be left in the building
- 6.2.11 All Lecturers and Conference Organisers are responsible for checking **if safe to do so** to ensure that all staff, students, visitors etc within their charge safely evacuate from conference rooms, lecture theatres and lecture rooms, reporting to the Fire Officer/Duty Porter the whereabouts of anyone known to be left in the building.

Hot Work Permits

- 6.2.12 Hot work permits apply to all operations involving: blowlamps, bitumen boilers and metal grinding, flame, arc-welding, brazing, cutting equipment and other heat generating equipment (e.g. used during soldering). Staff or contractors carrying out any activity involving the above should be issued with a hot work permit by the relevant Head of Department experienced and competent in the nature of hot work permit prior to the commencement of work. The permit to work will specify the work to be done, precautions to be taken and the expected completion time. (See Appendix III).

N.B. Hot work carried out within activities covered by the Construction, Design Management Regulations remains the responsibility of the Principal Contractor and/or Planning Supervisor concerned.

7 Appendix I

Actions To Be Taken by All Persons Upon Activation of Fire Alarms

7.1.1 Upon hearing the fire alarm, all persons must evacuate the building by the nearest fire exit and make their way to the nearest fire assembly point. They must not return to the building unless instructed by the duty porter or fire officer in charge that it is safe to do so.

Action to be taken by the switchboard operator

7.1.2 Upon receiving report of a fire the switchboard operator will summon assistance from the duty porter. If the location of the fire is uncertain refer to the alarm indicator panel adjacent to reception.

Action to be Taken By the Senior Duty Porter

7.1.3 Upon receiving a report of a fire alarm activation the duty porter will proceed to the location of the suspected fire and assess the situation. Where there are no signs of a fire he/she will reset the panel and fill in an incident report.

7.1.4 Upon discovering any signs of fire, he/she must only attempt to extinguish any fire **if it is safe to do so**. If it is not safe to do so, then he/she must telephone the Fire Service without delay and then co-ordinate the evacuation of the building and prevent anyone from gaining access to the building until the Fire Service arrive and take control of the situation.

7.1.5 Between the hours of 11.00pm and 06.00am the gates to the Westgate entrance should be opened upon calling of the Fire Service.

7.1.6 The duty porter will act as a Fire Warden Co-ordinator, positioning him/herself at the nearest Fire Assembly Point to the location of the fire collating information from Fire Wardens to ensure relevant buildings have been safely evacuated reporting findings to and assisting in checking any building(s) areas unaccounted, for in conjunction with instructions from the Fire Officer in Charge

Action to be Taken by The Buildings/Estates Staff

7.1.7 Upon receiving a report of a fire the appropriate member of maintenance staff will proceed to the area concerned to assist the Fire Officer in charge. Alarms are to be cancelled and reset only upon authorisation from the Fire Officer in charge.

7.1.8 The appropriate trained authorised member of maintenance staff is to cut off electricity and gas supplies to the affected area so long as it is safe to do so.

7.1.9 In high-risk areas, the appropriate Head of Department is to ensure that procedures are in place whereby the Fire Brigade may be informed of any particular risk (e.g., chemical, etc). Heads of Department are to provide a list of high risks (e.g. chemicals, gas bottles etc.) to the duty porter in order that this may be given to the Fire Service on their arrival.

Action to be Taken By Head Of Department/School

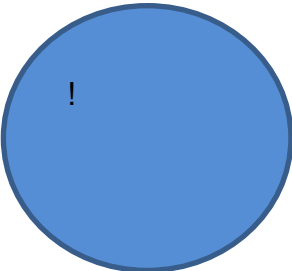
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Action to be Taken By Fire Wardens






7.1.11 In the event of activation of the Fire Alarm, designated Fire Wardens will wear their Hi-Viz armband and sweep their designated area **IF SAFE TO DO SO** and guide people towards the nearest fire escape route and fire assembly point instructing them to stay there until further instruction. They must then report their findings good or bad and the whereabouts of persons left behind to the Duty Porter (Fire Co-ordinator), who will be stationed at the nearest Fire Assembly Point to the building where the alarm has been activated.

7.1.12 If the fire is in any part of the main building, where there is more than one fire assembly point the Duty Porter will be stationed at Fire Assembly Point 5

8 Appendix 1



Fire Action

	Sound The Alarm
	Leave Building By Nearest Available Exit
	Report To Assembly Point <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>
	Do Not Return To The Building Until Authorised To Do So
	Do Not Use The Lifts

9 Appendix 2

Leeds Trinity University Hot Work Permit

Permit No. Date:

DESCRIPTION OF WORK, to include any plant, equipment and specific area to which this permit applies

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FIRE PRECAUTIONS REQUIRED (TICK WHERE APPROPRIATE)

- Area cleared of all loose combustible materials. Remove or protect all flammable liquids or gases
- Other sides of partitions/walls checked to ensure combustible materials will not be ignited by conducted heat
- Exposed wooden flooring or other immovable combustible material covered with sand or other non-combustible material
- Welding, cutting or grinding work screened using non-combustible material
- Smoking not allowed
- Ensure smoke and heat detectors rendered inoperable by disconnection or enclosing with plastic bag. These must be made operable immediately after completion of work
- Gas cylinders secured in vertical position
- Flash back arrestors fitted to gas cylinders
- Gas cylinders three meters from burners
- Appropriate extinguishers located in the working area
- Competent persons standing by with extinguishing equipment whilst work is in progress
- Check one hour after completion of work
- If operating adjacent to a gas supply, turn off gas or protect piping

RELATED DOCUMENTS PROVIDED (TICK AS APPROPRIATE)

- Risk Assessment
- Method Statement
- Isolation Certificate(s)
- Others (please specify)