

Corporate Fire Safety Policy Statement

UPR HS13 version 01.0

Policies superseded by this document

This document supersedes Appendix I to UPR HS08 with effect from 5 April 2022.

Summary of significant changes to the previous version

No changes to the text in version 09.0 Appendix I to UPR HS08 have been made.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

Table of contents

1	Policy Statement	1
2	Statutory Requirements	1
3	Aims of the Fire Safety Policy	2
4	Roles and Responsibilities	2
5	Fire Risk Management Arrangements	3
6	Monitoring and Review.....	3

1 Policy Statement

- 1.1 This Corporate Fire Safety Policy Statement sits alongside the Corporate Health and Safety Policy HS08.
- 1.2 The University of Hertfordshire (UH) is committed to ensuring that life safety is a priority by maintaining the highest standards of fire safety for the protection of employees, students, contractors and visitors across the University's owned, controlled and/or managed buildings. The University will adopt measures to protect property and the environment from the threat of fire and will seek competent advice from specialists such as accredited external fire safety advisors and fire engineers.

2 Statutory Requirements

- 2.1 The University will comply with all legal requirements, set out in the Regulatory Reform (Fire Safety) Order 2005 (FSO) and Building Regulations. Where reasonably practicable the University will adopt guidance from relevant standards for the effective management of fire safety.

- 2.2 The University also recognises its duty to influence those with whom it interacts in order to improve fire safety, for example external stakeholders, contractors, private accommodation providers, suppliers etc.

3 Aims of the Fire Safety Policy

The aims of the fire safety policy are to:

- 3.1 provide and maintain, places of work, study, recreation and accommodation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for all building occupants in the event of a fire;
- 3.2 provide and maintain passive fire protection measures i.e. built-in compartmentation. These areas are designed to restrict the growth and spread of fire allowing occupants to escape and offering protection for firefighters;
- 3.3 provide and maintain active fire safety systems i.e. smoke control systems, fire suppression systems;
- 3.4 provide and maintain suitable and sufficient monitoring and alarm systems to ensure that building occupants receive adequate early warning of any fire related event;
- 3.5 provide and maintain, suitable and sufficient information and communication systems that ensure timely and efficient response by the University's Security service and enable the provision of adequate details to the emergency response services;
- 3.6 provide suitable and sufficient information and instruction on fire safety to University staff, contractors, students and visitors and other relevant people;
- 3.7 provide management arrangements for identifying and controlling fire risks and for monitoring and reporting on these risks;
- 3.8 ensure that insurance requirements are met in relation to design, maintenance and management of fire safety systems.

4 Roles and Responsibilities

- 4.1 The Fire Safety Management document ([link to document](#)) identifies responsibilities and procedures in relation to fire safety. It is essential that all parties understand and undertake their roles to ensure that fire safety in their areas of responsibility is addressed adequately.
- 4.2 The Vice-Chancellor is responsible to the Board of Governors for ensuring, so far as reasonably practicable that fire safety standards identified in the Regulatory Reform (Fire Safety) Order 2005 are met. In order to discharge these responsibilities, the Vice-Chancellor delegates duties and authority on a day-to-day basis to several senior managers:
- Secretary and Registrar;
 - Heads of Strategic Business Units (SBUs) and Deans of School;
 - Director of Estates (Chair of the Fire Safety Board);

- Dean of Students (responsible for monitoring that the University meets the requirements of the Accreditation Network UK (ANUK) code);
- Boards of Directors and where appointed, the Managing Directors of University's wholly owned subsidiary companies and their wholly owned subsidiaries;
- General Manager of the Student's Union.

4.3 In addition, all University managers and supervisors have duties as the 'Responsible Person' to the extent to which they manage buildings, and the activities operating within them.

4.4 The success of the Fire Safety Policy depends on all employees and students accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions, whilst at work or studying at the University. Therefore, all employees and students of the University are required to co-operate with senior managers in carrying out the duties necessary to comply with the law and with the University's policies. Failure to follow the requirements of this policy can lead to disciplinary action in accordance with the agreed procedures for both staff and students.

4.5 The Health Safety Sustainability (HSS) department provide assurance to the University on fire safety and liaise with enforcement bodies (Herts Fire and Rescue Service and Health and Safety Executive). The HSS Team will monitor to ensure the University fire management arrangements are being met, and that fire safety standards are continuously improved.

5 Fire Risk Management Arrangements

Effective fire risk management within the University requires strategic planning, monitoring, and appropriate decision making at the highest level (senior management) via the Fire Safety Board. In addition, Heads of SBUs and Deans of Schools are responsible for the implementation of their localised fire safety arrangements, relevant to specific fire risks.

6 Monitoring and Review

6.1 The fire safety objectives of the Board of Governors include:

- i a commitment to ensuring life safety is prioritised within its Estate (including land, buildings and equipment);
- ii to prevent outbreaks of fire; and if they do occur, minimise the impact on life safety;
- iii to ensure that suitable and sufficient fire risk assessments are undertaken regularly by the University at relevant intervals relating to the risks identified for each building and that any remedial actions identified are tracked through the Fire Safety Board;
- iv that practice evacuations are carried out at regular intervals to enable occupants of buildings to become and remain familiar with evacuation arrangements;

- v the commitment to ensure that anyone who needs support with evacuation from University buildings is given appropriate assistance and that this is communicated clearly.
- 6.2 The Board of Governors will monitor how well these aims are being met by receiving regular reports from the Director of Health, Safety and Sustainability and Director of Estates through:
- i an annual report;
 - ii regular reports to the Chief Executive Group (CEG).
- 6.3 This policy and its implementation will be subject to annual review.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **5 April 2022**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.