

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

FIRE SAFETY POLICY

&

ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT THE POLICY

(VERSION 2)

SECTION 1 – POLICY STATEMENT

- 1) The Council of Royal Holloway, University of London, sets out in this document its commitment as both employer and provider of higher education, to the provision of an environment which is, as far as is reasonably practicable, and in accordance with the relevant statutory provisions, safe from the risk of fire to its premises.
- 2) The Council attaches great importance to the proper management of fire-related risks treating them, together with those relating to health and safety, as seriously as other corporate objectives. This importance is reflected in a pro-active approach to the management, planning, organisation, control, monitoring and review arrangements established under individual policies and procedures and other associated formal documents. It is by such arrangements that the management of fire-related risk will be undertaken.
- 3) The Council's fire-related duties will be conducted in accordance with the relevant statutory provisions and in doing so the resources necessary to discharge such obligations will be made available. Staff, students, contractors and visitors to College premises must meet their own legal responsibilities and not do anything that may prejudice the safety of themselves or others and assist the College authorities to achieve the objectives contained in this Policy and other formal documents.
- 4) The Council recognises the need for the support of staff and students and for them to be consulted and involved, particularly where allocated specific fire safety functions. An essential element in this communication process is the College Health and Safety Committee which draws together management, staff and students to achieve a place of work and study that is, as far as is reasonably practicable, free from fire-related risks.
- 5) Information, instruction, training and support will be provided to those charged with specific responsibilities under Section 2 below and individual policies and procedures and associated formal documents.
- 6) The Fire Safety Officer will be involved from the outset in issues/projects having fire-related implications. The post holder will normally act as the principal contact in formal communications/discussions with the regulatory authorities.

SECTION 2 – ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT THE POLICY

- 1) In meeting its statutory obligations, the Council has vested in the Principal, as Chief Academic and Administrative Officer, responsibility for the management of fire safety and for undertaking the duties of the College's 'Responsible Person' under article 3 of the Regulatory Reform (Fire Safety) Order 2005. The Principal and Health & Safety Adviser will formally report to the Council, via the Audit and Compliance Committee, annually and more frequently as may be necessary, on the College's fire safety performance.
- 2) The Principal is supported in his/her duties by the Vice Principals. However, it is the Deans of Faculty, Directors, Heads of School/Department and Managers, who have prime operational, day-to-day responsibility for ensuring the fire safety of personnel and for meeting the specific requirements identified in this Policy and in individual policies and procedures and associated formal documents. In doing so they will take such day-to-day measures as may be necessary to ensure the safety of staff, students, visitors and the physical environment and are, therefore, identified as having delegated 'Responsible Person' duties under the Regulatory Reform (Fire Safety) Order 2005 (see sub-section 3 below).
- 3) The organisational arrangements, as they relate to lines of communication and levels of responsibility, are detailed below.
 - a. The Council is responsible for:
 - (i) Ensuring the College is compliant with fire safety legislative requirements.
 - b. The Principal is responsible to the Council for:
 - (i) Undertaking the duties of 'Responsible Person' under article 3 of the Regulatory Reform (Fire Safety) Order 2005.
 - (ii) Implementing the College's Fire Safety Policy and associated formal documents.
 - (iii) Keeping under review the fire safety duties and responsibilities of those senior staff referred to under sub-paragraphs c. – h. below.
 - (iv) Monitoring and reviewing the effectiveness of College fire safety activities and its Fire Safety Policy, individual policies and procedures and associated formal documents and ensuring that, at the strategic level, performance standards and timescales are adhered to.
 - (v) The setting of fire safety standards and objectives.
 - (vi) The allocation of the necessary financial resources.

The post holder is assisted in the execution of these duties by those senior staff identified in c. – h. below.

- c. Vice-Principals are responsible to the Principal and support the post holder in the execution of his/her duties.
- d. Deans of Faculty are responsible to the Principal for:
 - (i) Ensuring that the requirements laid down in this Fire Safety Policy, individual policies and procedures and associated formal documents

- including timescales set, are adhered to throughout their areas of responsibility.
- (ii) Overseeing the allocation of fire safety responsibilities at departmental level.
 - (iii) Ensuring that consistency of approach to fire safety issues is achieved throughout their area of responsibility.
 - (iv) Working with heads of department where limited resources may present difficulties in meeting the fire safety standards set, in order to resolve such difficulties.
- e. The Director of Finance, Registrar and Director of Operations, College Secretary, Director of Communications and External Relations and Director of Strategic Operations are responsible to the Principal for those duties identified in d. above for their areas of responsibility.
- f. Directors (other than those referred to in e. above), Heads of Department (academic and non-academic) and Managers are responsible to either a Dean of Faculty, or Director (as is administratively appropriate) for:
- (i) Ensuring that departmental activities are conducted in accordance with College, legislative and other relevant fire safety standards.
 - (ii) Ensuring the fire safety induction of new members of staff and the regular fire safety training of their staff.
 - (iii) Identifying and allocating staff (and where applicable students) having fire safety duties and responsibilities, including fire marshals, and taking such measures as may be necessary to ensure their roles and responsibilities are met.
 - (iv) Reviewing the above arrangements at regular intervals, making such adjustments as may be necessary.
- g. The Director of Facilities Management is responsible to the Registrar and Director of Operations for:
- (i) Undertaking the duties, at an operational level, of ‘Responsible Person’, within the post holders designated areas of responsibility, including those under article 17 ‘Maintenance’ of the Regulatory Reform (Fire Safety) Order 2005.
 - (ii) The overall management of fire safety within the Facilities Management Department. Specifically within the Academic Estate, this relates to the provision and maintenance of the buildings, their operating systems and relevant services provided, together with the grounds within which they are situated. For the Residential Estate, this covers all aspects of the provision and maintenance of the buildings, their operating systems, the grounds in which they are situated and all services provided within them.
 - (iii) In relation to the fire safety operating systems of buildings included in (ii) above, ensuring appropriate levels of protection and safety are provided for persons and properties as defined in article 4 “general fire precautions” of the Regulatory Reform (Fire Safety) Order 2005.
 - (iv) In relation to (i) – (iii) above, take such measures as may be necessary to ensure that legislative requirements and other formal standards are met.

- (v) Implementing the findings of fire risk assessments.
- h. The College Health & Safety Adviser is responsible to the College Secretary for providing comprehensive services on fire safety matters to Council, and those persons identified in a. – g. above, as well as Safety Representatives and Health and Safety Committee members, members of staff and students and other relevant personnel. The post holder, with the Fire Safety Officer, will also:
 - (i) Undertake those duties identified in article 18 ‘Safety assistance’ of the Regulatory Reform (Fire Safety) Order 2005.
 - (ii) Monitor and review the effectiveness of College fire safety initiatives and the Fire Safety Policy and associated formal documents.
 - (iii) Keep all levels of management informed of statutory, best practice and other fire safety-related requirements, as well as members of the Health and Safety Committee, and advise them of action necessary to meet such standards.
 - (iv) Provide, wherever necessary, training in accordance with the requirements of article 21 of the Regulatory Reform (Fire Safety) Order 2005.
 - (v) Provide advice on such policy, procedure and other relevant documents as is necessary to enable the Council, its senior officers and other College personnel, to meet their formal fire safety obligations.
 - (vi) Undertake fire risk assessments in accordance with the requirements of article 9 ‘Risk assessment’ of the Regulatory Reform (Fire Safety) Order 2005, and in accordance with relevant formal guidance, bringing the findings to those senior officers identified in this Fire Safety Policy above.
- i. Safety Representatives (trades union or non-trades union) should, within the department or area they represent:
 - (i) Assist with the promotion of fire safety practices.
 - (ii) Report personally, or endeavour to ensure that staff report any hazardous or potentially hazardous situations.
 - (iii) Familiarise themselves with the action required in an emergency situation relating to fire.
- j. Individual Members of Staff and Students will:
 - (i) Take all reasonable care for the safety of themselves and other persons who may be affected by their acts or omissions.
 - (ii) Cooperate with the College so far as is necessary, to enable any requirement imposed on it to be performed or complied with.
 - (iii) Inform their line manager of any situation which is considered to represent a serious and immediate danger; and any matter which it is reasonably considered could represent a shortcoming in the College’s protection arrangements for fire safety.
 - (iv) Advise their line manager of any considered shortcomings in their fire safety training and instruction.
 - (v) Co-operate and comply at all times with the information, instruction and training provided and bring without delay to their line manager, any hazards identified or improvements they feel are necessary.

- (vi) Cooperate with the College to enable it, or any other person, to comply with any duty or requirement imposed by the Regulatory Reform (Fire Safety) Order 2005 and any other relevant statutory provisions.
- (vii) Undertake these duties in accordance with the obligations imposed on them under article 23 of the Regulatory Reform (Fire Safety) Order 2005.

3 College Health and Safety Committee

The College Health and Safety Committee will, in respect of fire safety, keep under review and undertake periodic assessment of compliance with those duties identified in article 19 'Provision of information to employees' of the Regulatory Reform (Fire Safety) Order 2005.

The Committee will also monitor and keep under review the measures necessary to ensure the fire safety of employees, students and others engaged in legitimate activities on its premises. It will promote co-operation between management, staff and students in instigating, developing and carrying out measures to achieve fire safety at work, as well as in study and recreational activities. This work is an essential element in the development of a positive and progressive approach to fire safety and the development of the College's 'fire safety culture'.

4 Monitoring the Policy

This Fire Safety Policy will be reviewed by the College Health & Safety Adviser at periods not exceeding three years.

Dr Richard Fisk
Health & Safety Adviser
(Version 2)
20/06/2011

Signed by the Principal, Professor Paul Layzell on 23rd June 2011.

In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on the content of this document should be directed to the College Health & Safety Adviser.