



Issue: F

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## 1 Introduction

### 1.1 Background

#### 1.1.1 The Regulatory Reform (Fire Safety) Order 2005

Fire safety legislation has in England and Wales now been brought under one regime; known as The Regulatory Reform (Fire Safety) Order 2005 (referenced as the RRO from this point). Previously fire safety has followed a reactive approach wherein legislation is changed following a fire where substantial loss of life has occurred. The RRO focuses on prevention and is therefore now more of a goal setting approach than a prescriptive one.

#### 1.1.2 Who is Responsible?

The RRO imposes responsibility for complying with the Order on the 'responsible person' principle. The 'responsible person' is the employer, and/or any other person who may have a degree of control of the premises, or the owner.

#### 1.1.3 Duties of Responsible Person

To take such general fire precautions as will ensure (articles 8-22 of the RRO), so far as is reasonably practicable, the safety of any of their employees and in relation to relevant persons who are not their employees.

#### 1.1.4 Self – Compliance

One of the primary changes is that the Fire Service is the Primary Enforcement Agency for occupied buildings and the Health and Safety Executive being the Enforcement Agency for construction sites. The duty of self-compliance is now placed upon the responsible person. As such, QMUL are required to demonstrate that suitable and sufficient means of escape are provided in their building portfolio and that adequate consistent arrangements are in place to manage and control those arrangements. Inspections of QMUL buildings will be carried out by Fire Brigade Inspection Officers, these inspections may be planned as part of a schedule or reactive following a fire incident within a QMUL building.

### 1.2 Objective

This document aims to clarify the demarcation of devolved responsibilities in the Estates & Facilities Directorate, the Health & Safety Directorate and other identified areas with regards to the management of fire safety under the RRO.

## 2. Management Structure and Responsibilities

### 2.1 Purpose

To provide a framework for fire safety management in the Estates and Facilities Directorate that clearly identifies roles and areas of responsibility.

#### 2.1.1

- Key Legislation and Local Policies
- The Regulatory Reform (Fire Safety) Order 2005 (RRO)
- The Emergency Preparedness and Response Sections of BS, OHSAS, 180001.
- Occupational Health, Safety and Wellbeing Policy 2012
- University Fire Safety Standard and Management Procedures 2012
- EMAP 42 Project Handover Arrangements
- EMAP 47 Dry Risers
- Building Regulations Approved Documents B,K,M and P

### 2.2 Responsibilities

#### 2.2.1 The Principal

##### 2.2.1.1

The Principal, as Chief Executive Officer of the University, has overall responsibility to the University Council for the health and safety of all persons using University land or buildings for legitimate purposes.

**2.2.1.2** The University Secretary will normally act on his/her behalf. In addition, the Principal may delegate the authority for carrying out the health and safety policy to senior members of staff.

**2.2.1.3** The Principal is the 'responsible person' as identified under Part 1 of the RRO.

### **2.2.2 Director of Health and Safety**

*For information only. Not subject to line manager control from within Estates & Facilities*

**2.2.2.1** Is the delegated senior member of staff with regards to compliance with the RRO for all premises under the control of the University.

### **2.2.3 Director of Estates, Facilities and Capital Development**

**2.2.3.1** The Director is the delegated senior member of staff within the Directorate in regards to compliance with the RRO and agreed best practice for all premises under the control of the University.

**2.2.3.2** The Director will ensure that all projects, whether new builds or the refurbishment of existing, full comply with Building Regulations.

### **2.2.4 Assistant Director of Estates & Facilities (Infrastructure and Maintenance)**

**2.2.4.1** Audit and monitor procedures to demonstrate and ensure compliance is being delivered.

**2.2.4.2** Implement a robust monitoring process for completing works identified as the responsibility of Infrastructure & Maintenance within the fire risk assessments

**2.2.4.3** Identify where works should be grouped within the long term maintenance (LTM) packages.

**2.2.4.4** Ensure that sufficient resources are in place for fire safety management including, but not limited to, the installation, testing, inspection, maintenance, examination and replacement of all components of firefighting or fire alarm systems.

### **2.2.4 Assistant Director of Estates & Facilities (Capital Projects)**

**2.2.5.1** Ensure that consultation with the appropriate regulating bodies is carried out and that compliance is demonstrated on all new building work and modifications to existing buildings. Account should also be taken of works necessary to comply with the RRO and Building Regulations during any proposed works.

**2.2.5.2** Ensure that the means of escape, or means of giving warning, from existing buildings is not compromised by any project works, either within the building or adjacent to the building.

**2.2.5.3** Ensure that the Capital Projects team give due consideration to any recommendations made within a buildings fire risk assessment that have been identified as "to be completed during project works"

### **2.2.4 Asset and Contracts Manager**

**2.2.6.1** Ensure contracts are in place to maintain, inspect, examine, test or repair all equipment and systems relating to the preventative and protective fire safety measures at QMUL. The list below, although not exhaustive, shows typical examples of equipment and systems;

- Internal fire doors and hardware
- Final exit doors and hardware
- Emergency lighting

- Fire shutters
- Fire curtains
- Smoke vents
- Dry risers
- Wet risers
- Sprinkler systems
- Fire alarm systems Inc. all auxiliary devices fitted
- Fire hydrants
- Fire stopping
- Portable Fire Extinguishers

**2.2.6.2** To ensure all fire safety related statutory testing, as detailed within specific maintenance contracts, is completed within stipulated time frames as identified within the respective British Standards

**2.2.6.3** To monitor and audit service provision in accordance with contractual arrangements.

### **2.2.4 Head of Security and Emergency Planning**

**2.2.7.1** Ensure Security staff are trained in first response to interrogate and interpret the fire alarm systems including emergency communications equipment and evacuation equipment.

**2.2.7.2** Ensure arrangements are in place for any defects or failures in the protective or preventative fire safety measures to be rectified or reported to Estates & Facilities for remedial action. This includes;

- Defective portable firefighting equipment.
- Defective fire doors
- Obstructed fire exit doors

**2.2.7.3** Ensure that staff/students do not undertake activities that would compromise fire safety, in particular with regard to both means of escape and giving warning.

**2.2.7.4** Ensure that staff are able to respond to fire signals within buildings and initiate the appropriate actions.

### **2.2.7 Health and Safety Directorate, Fire Safety Manager**

*For information only. Not subject to line manager control from within Estates & Facilities.*

**2.2.8.1** Undertaking fire risk assessments of all QMUL buildings and embedded spaces within buildings under landlord lease agreements.

**2.2.8.2** Creating and disseminating University Fire Safety Policy in respect of Fire Safety Management. Specifically this will include:

- Identifying roles and responsibilities within QMUL as they relate to the RRO
- Develop appropriate guidance to enable the effective implementation of the policy.
- Carrying out risk assessments of departments, their activities and processes, which take into consideration fire safety management.

**2.2.8.3** Arrange risk based Fire Marshal Training for staff and other identified key personnel  
**2.2.8.4** Escort the Fire Service Inspector when undertaking audits of University premises and liaise with Estates & Facilities on performance data relating to passive and active fire safety protective measures including records of routine maintenance and checks.

**2.2.8.5** Liaise with Estates & Facilities and the Fire Service on fire safety matters related to structural alterations to buildings and new building work, particularly where means of escape and giving warning are involved.

### **2.2.9 Campus Maintenance Manager (CMM)**

**2.2.9.1** Review, record and close out (fire safety) maintenance related recommendations made within the building fire risk assessments.

**2.2.9.2** Close out (fire safety) maintenance related issues when raised by the Fire Safety Office or stakeholders.

**2.2.9.3** Monitor all fire safety related work requests made to the help desk, prioritising according to risk and available resource.

**2.2.9.4** Monitor and audit all statutory testing and maintenance (fire safety) tasks undertaken by QMUL's PPM service provider, reporting back to the Assistant Director of Estates and Facilities (Maintenance & Infrastructure) where omissions or concerns are identified.

**2.2.9.5** Provide details of all defects and deficiencies following test and inspection to the QMUL PPM service provider in a timely and concise manner.

**2.2.9.6** Establish a process and programme for closing out defects and remedial works identified through testing or inspection by the QMUL PPM provider. Reporting back to the PPM provider on completion.

**2.2.9.7** Ensure arrangements are in place for planned and reactive maintenance of the passive and active fire safety protective measures within buildings.

**2.2.9.8** Ensure that unwanted fire signals from new and existing fire alarm systems do not exceed the threshold levels within BS5839 pt. 1 sec 3.

### **2.2.9 Estates and Facilities Help Desk**

**2.2.10.1** To bring to the immediate attention of the respective CMM, or supervisor in the event of a fire safety related issue being reported to the help desk.

**2.2.10.2** In the event of an issue being raised that is deemed a high fire safety risk, report this to the Fire Safety Office immediately.

**2.2.10.3** Monitor fire safety related jobs as raised through the help desk. Identifying trends and patterns.

### **2.2.11 Estates and Facilities Events Management**

**2.2.11.1** Ensure no external events (that will have an impact on the fire safety of the building) take place on the QMUL estate before the event has been authorised by the Fire Safety Office.

**2.2.11.2** Do not sanction any events that are likely to increase fire risk or have an impact on evacuation or the fire alarm systems within the buildings.

**2.2.11.3** Ensure all external events representatives are given a basic fire safety induction or briefing prior to commencement of the event.

**2.2.11.4** Request, receive and review all RAMS prior to an event commencing.

## **3. Competent Persons**

### **3.1 Purpose**

**3.1.1** Statutory Instrument 2010, No 471, 'The Fire Safety (Employees' Capabilities) (England) Regulations 2010' came into effect on the 6th April 2010. The purpose of the Statutory Instrument was to ensure the competence of any delegated persons by the responsible person with regards to Fire Safety under the RRO.

**3.1.2** As an employer, QMUL are expected to take employees' capabilities into consideration.

**3.1.3** Every employer must, in entrusting tasks to employees, take into account their capabilities in relation to health and safety, so far as those capabilities relate to fire.

### **3.2 Responsibilities**

**3.2.1** Any person who has been delegated a task to achieve or maintain within the RRO shall be assessed as being competent to undertake the task either by qualification, personal statement or interview.

**3.2.2** Examples of areas where competency should be addressed;

- Production of risk assessments or fire strategies,
- Maintenance of fire alarms, emergency lighting, Firefighting equipment and other passive and active fire systems that safeguard the buildings from fire.
- Fire safety related training of students and staff.

## **4. New Premises and Major Modifications to Premises**

### **4.1 Purpose**

**4.1.1** To comply with the requirements of B (1-5) of the Building Regulations 2000 on all new buildings and modifications to existing premises.

**4.1.2** To ensure compliance with the relevant Articles of the RRO during construction or modification and on building occupation.

### **4.2 Responsibilities**

#### **4.2.1 Assistant Director of Estates & Facilities (Capital Projects)**

**4.2.1.1** Is responsible for ensuring that consultation with the appropriate regulating bodies is carried out and that compliance is demonstrated on all new building work and modifications to existing buildings. To ensure that existing means of escape and giving warning are maintained throughout the works period.

**4.2.1.2** Ensure that adequate resources are in place to enable the above purpose to be complied with.

#### **4.2.2 Capital Project Managers**

**4.2.2.1** Ensure that all contractors undertaking works to systems or equipment that forms part of the buildings fire safety strategy are competent to do so and hold professional memberships and accreditations as required.

**4.2.2.2** Ensure that compliant means of escape, internal/external fire spread, and fire fighter access is designed into all new buildings and maintained in all modified buildings.

**4.2.2.3** Ensure that code compliant fire alarm and emergency lighting systems are installed and maintained during construction works.

**4.2.2.4** Ensure that fire safety information is provided in accordance with Regulation 38 of the Building Regulations.

**4.2.2.2** Ensure that all compliance certification is received and EMAP 42 is complied with.

**4.2.2.6** Ensure that existing means of escape and giving warning are not prejudiced by any proposed alterations.

**4.2.2.7** During refurbishment of buildings, adequate means of escape and giving warning are maintained for all remaining occupants of the building.

## **5. Means of Escape and Means of Giving Warning within Existing Premises**

### **5.1 Purpose**

**5.1.1** When the Fire Risk Assessment identifies areas of non-compliance instigate works to ensure that suitable and sufficient means of escape and giving warning are provided in all premises under control of the College in order to satisfy the RRO.

### **5.2 Responsibilities**

#### **5.2.1 Assistant Director of Estates & Facilities (Capital Projects)**

**5.2.1.1** To ensure that suitable resources are in place to enable the above purpose to be complied with.

**5.2.1.2** Has responsibility for ensuring that adequate means of escape is provided in buildings that have been identified as not complying with the RRO.

**5.2.1.3** Planning and implementing any works required to provide suitable and sufficient means of escape and giving warning.

**5.2.1.4** Prioritising the works with regards to the risk, nature and use of the affected building

**5.2.1.5** Obtaining any relevant compliance certification for works carried out.

## **6. Maintenance of Passive and Active Fire Safety Provisions**

### **6.1 Purpose**

**6.1.1** To ensure that all fire safety provisions within premises receive maintenance in line with their current relevant British Standards (or equivalent) or best practice where no such standards have been produced.

**6.1.2** To ensure compliance with Article 17 of the RRO.

### **6.2 Responsibilities**

#### **6.2.1 Assistant Director of Estates and Facilities (Infrastructure & Maintenance)**

**6.2.1.1** Monitor and review resources in place for planned and reactive maintenance of the passive and active fire safety provisions. Where additional resources are required put together a suitably detailed business case.

#### **6.2.2 Campus Maintenance Manager**

**6.2.2.1** Ensure only competent and accredited contractors are appointed to undertake works on equipment or systems to ensure compliance with legislation and relevant British Standards.

**6.2.2.2** Check that suitable arrangements are in place to maintain, inspect and test all passive and active fire safety provisions, in accordance with their current relevant British Standards.

**6.2.2.3** Implement arrangements for the maintenance, inspection and testing of portable firefighting equipment in accordance with the current relevant British Standard and to monitor those arrangements.

**6.2.2.4** Records are provided to demonstrate compliance.

**6.2.2.5** Passive and Active systems requiring maintenance by Estates & Facilities include;

- Fire alarm systems & all interfaces to lifts, hold open devices, magnetic locks, etc.
- Fire compartmentation e.g. where required following project works or through risk assessment
- Emergency lighting systems
- Internal fire resisting doors
- Final exit doors
- Fire Hydrants
- Booster pumps
- Dry Risers
- Fire & Smoke dampers
- Fire Service vehicle access

- Pressurised stairs
- Fire curtains and shutters
- Smoke control systems
- Hose reels
- Fixed extinguisher systems
- Emergency escape signage
- Portable firefighting equipment

### 6.2.3 **Estates and Facilities (infrastructure & Maintenance) Compliance Manager**

6.2.3.1 Responsible for the production, revision and audit of fire safety related EMAP's.

### 6.2.4 **Head of Security & Emergency Planning**

6.2.4.1 Arrangements are in place for any defects noted out of hours that impact upon fire safety, to be reported to maintenance for remedial action.

6.2.4.2 Ensuring that means of escape within common areas are kept unobstructed and readily available for use in the event of fire.

## 7. **Training**

### 7.1 **Purpose**

7.1.1 To comply with the requirements of the RRO and Section (2) of the Health and Safety at Work Act 1974 in the provision of suitable and sufficient training to ensure staff (and students) are made aware of the actions to be taken in the event of fire.

### 7.2 **Responsibilities**

#### 7.2.1 **Health & Safety Directorate, Fire Safety Manager**

*For information only. Not subject to line manager control from within Estates & Facilities*

7.2.1.1 Deliver general fire safety awareness and fire marshal training to all staff, students or visitors as identified within the Fire Safety Standard.

7.2.1.2 Provide bespoke fire safety training as requested by estates and facilities or where a need is identified within the fire safety risk assessment.

#### 7.2.2 **Campus Maintenance Manager**

7.2.2.1 Ensure that all directly employed operatives that maintain and work on the systems identified in (S) 6.3.1.5. are provided with suitable and relevant training to deem them competent for the task.

#### 7.2.3 **Head of Security & Emergency Planning**

7.2.3.1 Ensure that staff are able to respond to fire signals within buildings and initiate the appropriate actions in accordance with the Fire Procedures for Security document.

7.2.3.2 Ensure that staff have been trained in the evacuation techniques for persons with impaired mobility.

#### 7.2.4 **Estates and Facilities Project Managers**

7.2.4.1 Project Managers are required to make suitable arrangements with Heads of Departments for relevant departmental staff (e.g. Managers, Fire Evacuation Marshals and Departmental Safety Coordinators etc.) to have a fire safety briefing and building/area familiarisation visit prior to building re-occupation on completion of refurbishment or construction works.

- 7.2.4.2** Project Managers will take steps to ensure that the information and any relevant instructions relating to fire safety are cascaded promptly to all relevant persons. A record shall be kept by the Head of schools or department of those persons trained and made available to the Enforcing Authorities on request. Further guidance is available from the document;  
[QM\\_OHSD\\_FS009\\_May 2012\\_Fire Safety Familiarisation Requirements for Practical Completion](#)

## **8. Fire Risk Assessments**

### **8.1 Purpose**

- 8.1.1** To ensure compliance with Article 9 of the RRO by providing a suitable and sufficient fire risk assessment for all premises under control of the University.

### **8.2 Responsibilities**

#### **8.2.1 Health and Safety Directorate, Fire Safety Manager**

*For information only. Not subject to line manager control from within Estates & Facilities*

- 8.2.1.1** Liaise with High Risk Departments in “High Risk” buildings to create and maintain a building hazard profile and update this annually.

- 8.2.1.2** Undertake out audits of departments, their activities and processes, which take into consideration fire safety management.

- 8.2.1.3** Ensure that departmental activities with significant hazard profiles have such fire risks assessed and appropriate controls are implemented particularly in relation to DSEAR.

#### **8.2.2 Assistant Director of Estates & Facilities (Infrastructure & Maintenance)**

- 8.2.2.1** Place all building related significant findings in order, based on use of premises and risk to enable selected areas to be rectified in a prioritised manner.

#### **8.2.3 Heads of Departments/Managers**

*For information only. Not subject to line manager control from within Estates & Facilities*

- 8.2.3.1** Ensure local risk assessments are carried out with regards to any associated fire risk within their demise. Specifically laboratory and workshop areas.

- 8.2.3.2** Instigate the recommended actions to maintain effective means of escape.

## **9. DSEAR (Dangerous Substances and Explosive Atmospheres)**

### **9.1 Purpose**

- 9.1.1** To comply with the general requirements of Articles 12 & 16 of the RRO and the Dangerous Substances and Explosive Atmosphere Regulations 2002.

- 9.1.2** To develop procedural control standards for the management of potentially hazardous substances in premises under the control of Queen Mary University of London.

### **9.2 Responsibilities**

*For information only. Not subject to line manager control from within Estates & Facilities*

#### **9.2.1 Health and Safety Directorate, Fire Safety Manager**

**9.2.1.1** As part of the fire risk assessment process, where possible, identify any deficiencies in the safe use and storage of hazardous substances.

### **9.2.2 Heads of Department/Managers**

**9.2.2.1** Are responsible for ensuring that;

- Suitable and sufficient risk assessments are undertaken.
- Any control measures and emergency arrangements are implemented.
- Sufficient information and training is provided.

## **10. Unwanted Fire Signals**

### **10.1 Purpose**

**10.1.1** The Fire Service considers it to be the duty of the Responsible Person under the RRO to ensure that their fire alarm and fire detection systems are correctly maintained by a competent person. Any fire alarm systems that continue to give false activations are indicative of a failure in the management of the 'preventative and protective measures' required by law.

**10.1.2** BS5839 -1 Section 3 covers the responsibility for the limitation of unwanted fire signals for all parties involved in the specification, design, installation, commissioning, management at operational level and maintenance of the Fire Alarm system.

### **10.2 Responsibilities**

#### **10.2.1 Assistant Director of Estates & Facilities (Capital Projects)**

**10.2.1.1** Ensure that all new fire alarm systems have been designed , installed and commissioned in full compliance with section 3 of BS 5839 -1 2002.

#### **10.2.2 Campus Maintenance Managers**

**10.2.2.1** Ensure that maintenance of the fire alarm system is carried out as per BS 5839 -1.

**10.2.2.2** Monitor the cause of unwanted fire signals in premises under the control of Queen Mary University of London and take reactive measures where appropriate and reasonable within the circumstances of the individual issue.

#### **10.2.3 Health and Safety Directorate, Fire Safety Manager**

*For information only. Not subject to line manager control from within Estates & Facilities*

**10.2.3.1** Provide timely analysis of fire related data provided by security and added to fire safety spreadsheet and on emerging trends particularly where system issues appear to be the cause.

## **11. Auditing**

### **11.1 Purpose**

**11.1.1** To demonstrate self -compliance with the general requirements of the RRO.

**11.1.2** To demonstrate compliance with BS: OHSAS: 2007. 18001 Safety Management System requirements

### **11.2 Responsibilities**

#### **11.2.1 Assistant Director of Estates & Facilities (Infrastructure and Maintenance)**

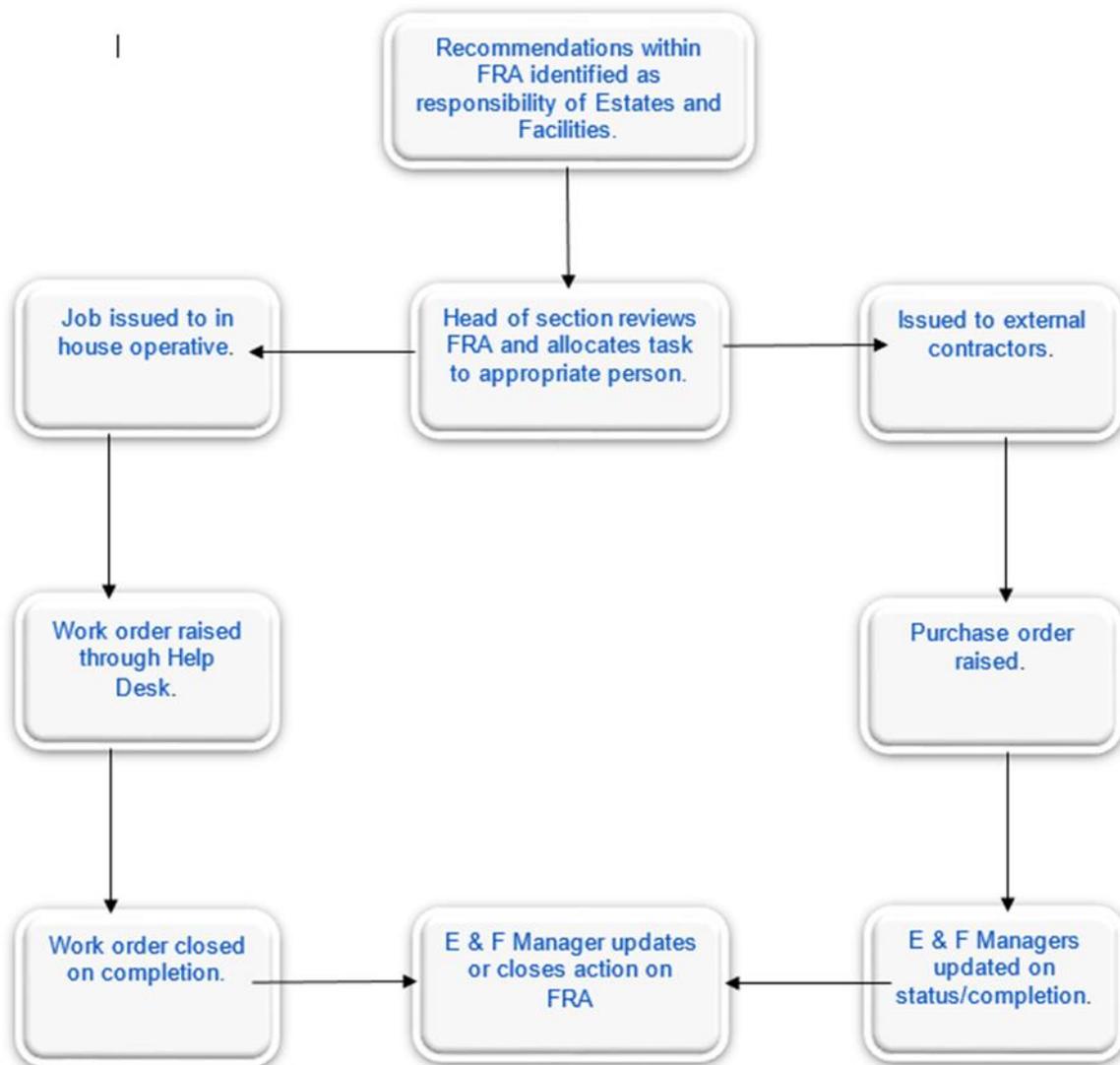
**11.2.1.1** Arrange spot audits of local procedures to demonstrate and evidence compliance is being delivered.

- 11.2.1.2 Implement arrangements to monitor that maintenance is being carried out at their determined frequencies.
- 11.2.1.3 Implement procedures for monitoring and auditing recommended actions arising from fire risk assessment visits.
- 11.2.2 **Assistant Director of Estates & Facilities (Capital Projects)**
- 11.2.1.2 To audit compliance with the handover procedures in EMAP 42.
- 11.2.3 **Health and Safety Directorate, Fire Safety Manager**  
For information only. Not subject to line manager control from within Estates & Facilities.
- 11.2.3.1 To liaise with the Fire Service (external audit) with regards to audit visits under the FRO and inform those responsible for undertaking remedial actions of any findings.

Appendix A

Fire Risk Assessment Recommendations Process Flowchart

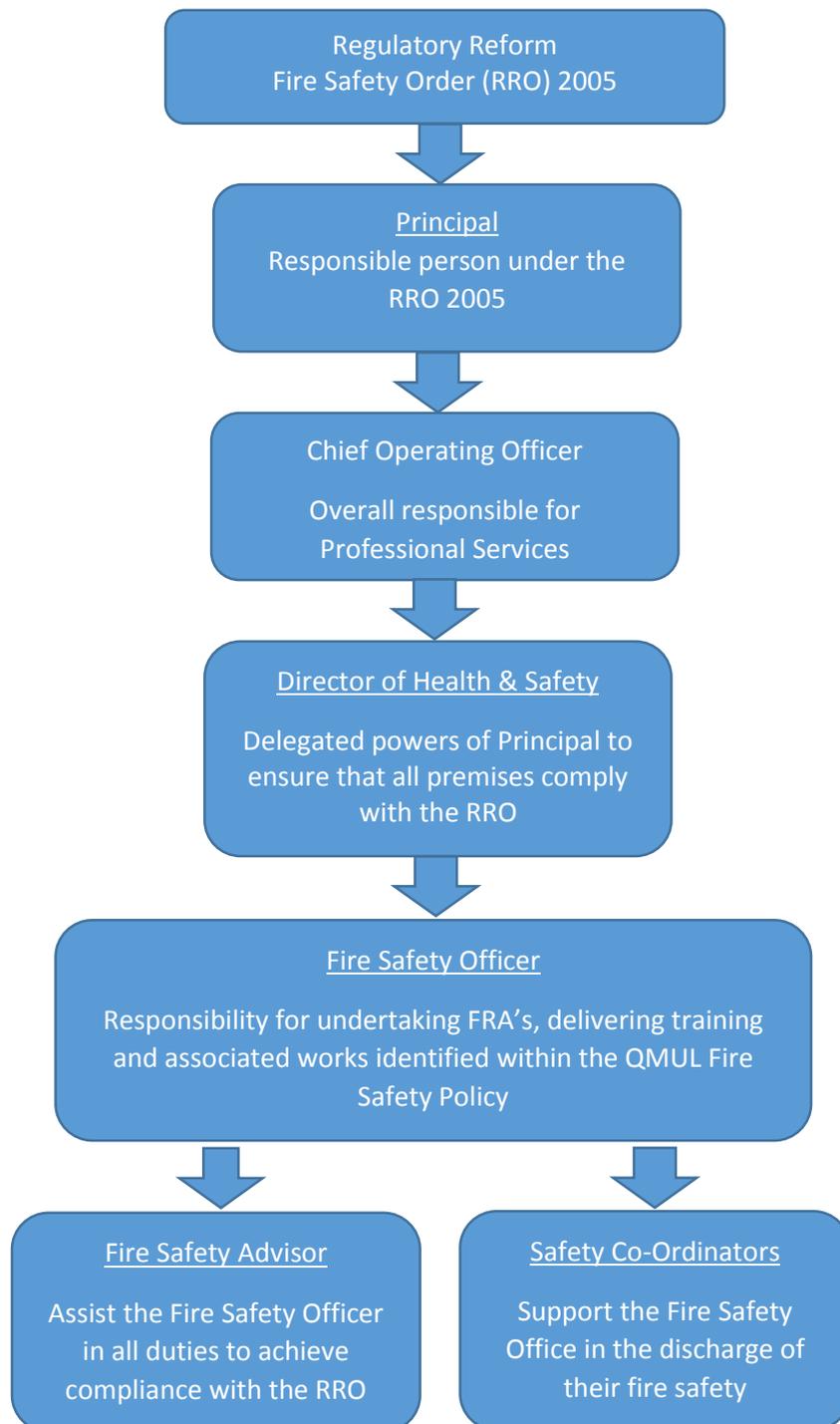
Process for closing out recommendations within fire risk assessments (FRA), where Estates & Facilities are identified as the action owner;



## Appendix - B

### Legal Compliance Flowchart – Queen Mary University of London

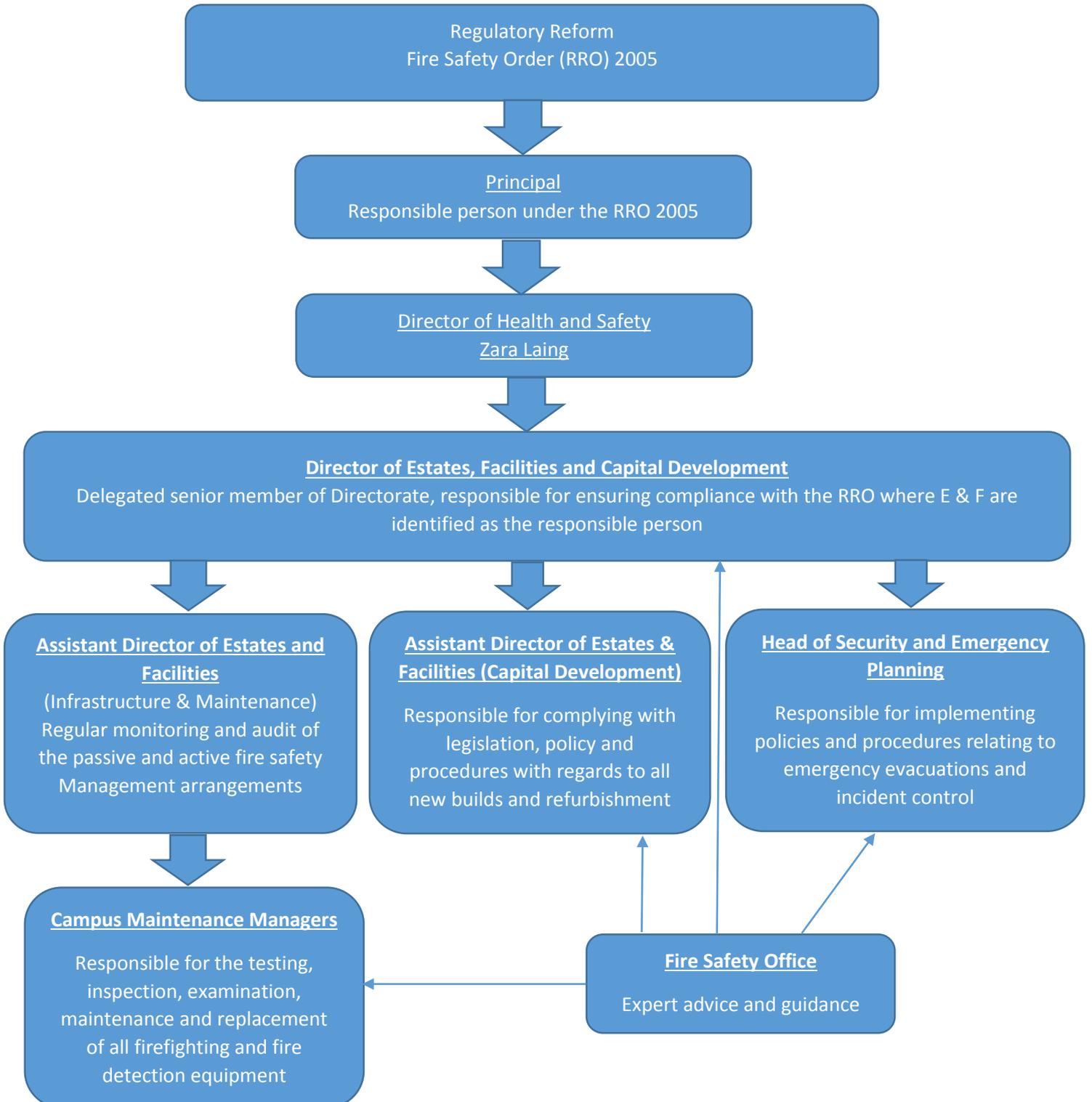
The flowchart identifies roles and responsibilities external to the Estates & Facilities Directorate for compliance with the RRO



## Appendix C

### Legal Compliance Flowchart – Estates & Facilities

The flowchart identifies roles and responsibilities within the Estates & Facilities Directorate for compliance with the RRO



**Appendix D**

**EMAP-43 Acceptance Form**

QUEEN MARY, UNIVERSITY of LONDON

Acceptance of EMAP-43 Fire Safety Management Arrangements

I confirm by signature below that I have received a copy of QMUL's EMAP-43

This document will be forwarded to colleagues within the company/department as appropriate.

I will take all necessary precautions to ensure full compliance with the requirements noted within this EMAP.

Signed \_\_\_\_\_

Name (Print) \_\_\_\_\_

Company/Department \_\_\_\_\_

Date \_\_\_\_\_