

Policy: Fire Safety	PS/HR&OD/SHW/FI.02 Approval Date: (University Executive Board) Review Date: tbc
---------------------	---

Title: Fire Safety Policy

Doc No: SHW/FI.02

Issue: 3

Date: January 2023

Fire Safety Policy

University of Westminster Fire Safety Policy Statement

1. The risk that fire presents to University colleagues, student and visitor safety as well as the risk it represents to the University's properties and business continuity is recognised.

The University is committed to maintaining the highest of standards in fire safety and to make life safety an absolute priority in order to protect University colleagues, students, visitors and any other relevant people who are lawfully in its buildings and to protect those that may be affected by its activities.

Statutory Requirements

2. The University accepts the statutory requirements under the Regulatory Reform Order (Fire Safety) 2005, the Health and Safety at Work etc Act 1974, Building Regulations etc as the minimum standard, and notes that buildings may also be subject to requirements as laid down within the Housing Act 2004 (the University is subject to the UUK Code of Practice for the Management of Student Housing) DLUHC (Department of Levelling up, Housing and Communities) guidance and Post Grenfell legislation, insurer and other stakeholder requirements etc.
3. The University also recognises its duty to influence those with whom it interacts in order to improve fire safety, for example external stakeholders, private accommodation providers, suppliers etc.

Fire Management Arrangements

4. Fire management arrangements for a complex organisation, such as the University, require strategic planning and decision making at senior management level. The University will take precautions to reduce the risk of fire by eliminating and reducing risks where reasonably practicable, then managing and controlling the remaining residual risks, ensuring continual improvement in fire safety standards.

It is the University's policy, so far as is reasonably practicable to:

1. provide, and maintain, places of work, study, accommodation and recreation that are constructed, or refurbished, to ensure adequate structural protection and adequate means of escape for any building occupants in the event of a fire.

- II. provide, and maintain, suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event.
- III. provide, and maintain, suitable and sufficient information and communication systems that ensure timely and efficient response by the University's Security guarding service and that provide adequate details to the emergency fire services.
- IV. provide suitable and sufficient information and instruction on fire safety to University colleagues, contractors, students and visitors and other relevant people.
- V. provide management arrangements for identifying and controlling fire risks and monitoring and reporting on those risks.
- VI. provide and maintain fire-fighting, evacuation equipment and systems where required.
- VII. ensure that the University's Incident Management and Emergency Response Plan is regularly reviewed and available, and that all those who have responsibilities under it are trained. [Guidance for Fire Systems out of service](#) must also be followed.
- VIII. ensure that insurance requirements are met in relation to design, maintenance and management of fire safety systems

Roles and Responsibilities

- 5. The Fire Safety Policy identifies the responsibilities and procedures (in relation to fire safety) that all parties must understand and undertake to ensure that fire safety in their areas of responsibility is sufficient. Detailed information on fire safety arrangements is available elsewhere (Ref 1).
- 6. Executive responsibility for fire safety lies with the Vice-Chancellor & President (VC) who is deemed as the principal 'Responsible Person' for the University as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the senior administrative officers of the University; the University Secretary and Chief Operating Officer, the Director of Estates Planning & Services, the Heads of Colleges and the Directors of Professional Services Departments.
- 7. In addition, all University managers and supervisors have duties as the 'Responsible Person' to the extent to which they have control of the buildings, and the activities operating within them (Ref 2).
- 8. All University colleagues and students have a duty to observe and comply with the University Fire Safety Policy and are responsible for the behaviour and safe evacuation of their visitors whilst they are on the University premises (Ref 2) (Ref 3).
- 9. The Safety, Health and Wellbeing (SHW) Team provide professional advice to the University on fire safety, conduct fire risk assessments on its behalf, and liaise with enforcement bodies (London Fire Brigade, Health and Safety Executive etc). The SHW Team provides specific advice to University Management (and the UWSU) to ensure that fire management arrangements are fit for purpose, and that fire safety standards are continuously improved.

References

Ref 1: [Emergency](#) guidance

[Safety, Health and Wellbeing Policies](#)

[Student Wellbeing – Emergencies Page](#)

[University Health and Safety Policy](#)

Ref 2: [Organisational Arrangements – Responsibilities](#)

Ref 3: [Student Code of Conduct](#)

Legislation

[Code of Practice for the Management of Student Housing](#)

[Regulatory Reform Order \(Fire Safety\) 2005](#)

[Fire Safety Act 2021](#)

[The Fire Safety \(England\) Regulations 2022](#)

[the Health and Safety at Work etc Act 1974](#)

[Building Regulations](#)