

## DIRECTORATE OF ESTATES AND FACILITIES

## PROCEDURE AND INFORMATION MANUAL

## EPM HS31

**Fire Safety Fire Risk Assessment Management Policy and  
Procedure**

<b>Document originated:</b>	<b>July 2016</b>	<b>By:</b>	<b>CSU</b>
<b>Issue number:</b>	<b>2</b>	<b>No of pages:</b>	<b>6</b>
<b>Approved by:</b>	<b>DOEF</b>	<b>Status:</b>	<b>Working document</b>
<b>Last revised:</b>	<b>May 2021</b>	<b>By:</b>	<b>Policy &amp; Procedure WG</b>
<b>Next revision:</b>	<b>July 2024</b>	<b>By:</b>	<b>Russell James</b>

The purpose of this document is to set out how the Directorate of Estates and Facilities (DOEF) discharges its duties under the Regulatory Reform (Fire Safety) Order 2005 in respect of the conduct of Fire Risk Assessments (FRA) and the subsequent rectification of issues identified through that process.

## CONTENTS

<b>Section</b>	<b>Page No's</b>
1 <b>Introduction</b>	3
2 <b>Fire Risk Assessment and Fire Remedial Works</b>	3
3 <b>Items requiring action identified in the FRA</b>	3
4 <b>Remedial works strategy</b>	4
5 <b>Governance</b>	5
6 <b>Operational Fire Plans</b>	5
7 <b>Routine and cyclical maintenance on physical fire safety installations</b>	5
8 <b>Fire Signage</b>	5
9 <b>Monitoring</b>	5
Figure 1 <b>Directorate of Estates and Facilities Governance Meeting Structure</b>	6

## **1. Introduction**

- 1.1 This document sets out the Directorate of Estates & Facilities (DOEF) arrangements in relation to fire safety and how some of the statutory responsibilities under the Regulatory Reform Order (Fire Safety) 2005 (FSO) are to be met. This document principally concentrates on the requirements imposed by Articles 9 and 17 of the FSO but fire safety is not solely about statutory compliance and this document is therefore one of a series of interconnected policies and procedures which must be taken as a whole.
- 1.2 These arrangements deal specifically with the fire safety statutory compliance processes in relation to the physical estate. All other matters relating to fire safety policy, training, management and governance can be found within Chapter 7 'Fire Safety' arrangements.

## **2. Fire Risk Assessment (FSO Article 9) and Fire Remedial works (FSO Article 17)**

- 2.1 Article 9 requires the University to make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions needing to be taken to comply with the requirements and prohibitions imposed by the FSO. It is important to recognise that a FRA is both an assessment and an audit.
- 2.2 The assessment element considers the suitability or otherwise of the buildings fire safety infrastructure (the means of escape, the fire alarm and detection system, the emergency lighting, the firefighting equipment etc.) when balanced against the sources of ignition within the building, the likely speed of a fire developing and the nature of the occupancy. The audit element checks that fire prevention principles are being followed, that there are records for fire safety training, testing and maintenance and that the buildings infrastructure and fabric have not deteriorated since the last visit.
- 2.3 The DoEF will ensure that FRAs are undertaken for all buildings where it is deemed the University has responsibility under the FSO. The completion of FRAs is the responsibility of DoEF to organise. It is also DoEFs responsibility to appropriately address the assessment issues identified by FRA reports. However, fire prevention and good fire safety housekeeping is everybody's responsibility so in a perfect world, the audit element of FRAs should identify no issues because there should be a continuous local fire safety management regime in place to identify and rectify any such issues dynamically and as they arise. The FRA process is not an alternative to effective and continuous fire safety vigilance.

- 2.4 Fire risk assessments will be completed by competent persons engaged via the DoEF procurement Framework. FRAs will be undertaken at a frequency based on building risk. The Building Risk Profile will be determined by taking three elements into account:
- The risk to life in the building
  - The significance of the building to the university – including property value, heritage value and research value; and
  - Business continuity implications should it be lost because of a fire.
- These three elements will provide the Building Risk Profile Score
- 2.5 Fire risk assessments will be undertaken by third party accredited suppliers completed in accordance with the standard format as agreed as part of the procurement process and retained within the DoEF FRA database (GRATiK). The FRA programme will be managed by the Principal Fire Officer (PFO) and where necessary, an appointed Project Manager/Client Representative will ensure co-ordination takes place for access, notification to key building users, and agreement on programme delivery and agreed costs.
- 2.6 All completed FRA reports are submitted to the PFO, for scrutiny and processing of the issues requiring remediation. The PFO will use the Building Risk Profile Score to prioritise remedial actions building by building and then focus on priority items identified within each FRA and collate them into concise work packages for presentation to the DoEF Project Allocation process to allow for remedial works to be actioned.
- 2.7 Items requiring action as a result of a FRA fall within three clear categories, these being:
- 2.8 Category 1.  
Building management issues that need addressing locally. These could include:
- Means of escape obstructed;
  - Final exit doors locked
  - Flammable materials left on escape routes;
  - Fire doors wedged open;
  - Extinguishers missing
- These should be relatively rare because they should be identified and addressed through the local fire safety management processes prior to any visit by a Fire Risk Assessor.
- Management issues are communicated via the GRATIK system to nominated individuals within each Faculty. It is deemed the responsibility of the Head of School via the School Safety Advisor to address these items in a timely manner as agreed with PFO. Once communicated these should

be rectified immediately. There will normally be no financial implication attached to such issues.

- 2.9 Category 2. Remedial repairs - e.g. replacement/repair of a defective door closer. However, it is expected that the majority of such defects will also have been identified and addressed through the local fire safety management processes/help desk prior to any visit by a Fire Risk Assessor.

The PFO will prioritise the remedial repairs that are identified in FRAs based on the building risk profile for the building and will also consider the overall impact of all the identified P1-P5s on the buildings standard of fire safety. Life safety will always be paramount. (See also, Section 3, Fire Safety Improvement Strategy)

- 2.10 Category 3. Upgrade works to the fabric of the building e.g. provide additional fire detection. The PFO will prioritise any upgrade works identified in FRAs based on the buildings risk profile and taking account of additional benefits any such upgrade would provide. (See also, Section 3, Fire Safety Improvement Strategy).

### **3. Fire Safety Improvement Strategy**

- 3.1 Necessary repairs to our existing physical fire safety provisions within buildings. Because repairs relate to our existing provisions, it is a priority to address these first because we have to maintain what we already have. The P1-P5 designation given to each issue will assist in the prioritisation of repairs against the available budget but remediation will be principally informed by the buildings risk profile.
- 3.2 Upgrades to our physical fire safety provisions. In the main these will represent additions to what we already have. Such additions may arise because of a change in design standards since the building was constructed, a change of use impacting the risk of fire or goodwill advice on the basis of property protection or business continuity benefits. In most cases upgrades will take second place to repairs. The P1-P5 designation given to each issue will assist in the prioritisation of upgrades but decisions on upgrades will be principally informed by the buildings risk profile.
- 3.3 The PFO will use professional expertise and judgement to determine which remediation and/or upgrade work is required and such decisions will be documented.
- 3.4 Fire Safety management Issues are of two types; those for which DoEF have responsibility and those for which Faculties and Schools are responsible. Unlike repairs and upgrades there are few, if any, costs

associated with addressing the identified management issues. However, each Faculty and School is required to implement and manage appropriate systems to ensure that their fire safety management responsibilities are discharged as a continuum. There is no reason why a fire risk assessor should identify management issues.

#### **4. Residential and Sports Services Division**

Residential Buildings – These will always be considered as high risk as they provide sleeping accommodation. Residential buildings will be fire risk assessed on an annual basis. Essentially the same Fire Safety Improvement Strategy will be applied but with monthly governance scrutiny, led by the Divisional Director.

Sports Building – These are lower risk buildings, they will be fire risk assessed less frequently but will also be subject to the same Fire Safety Improvement Strategy and monthly governance scrutiny.

#### **5. Governance**

- 5.1 Fire safety across the University is scrutinised and managed via a series of groups and committees within Faculties and Directorates. The outcomes of these groups and committees are then further scrutinised and managed by the Fire Safety Advisory Group, the Health, Safety and Welfare Committee and ultimately by the Board subject to the seriousness of the issue and the level of escalation necessary to manage it.

#### **6. Operational Fire Plans**

- 6.1 The aim of the University operational fire plans is to provide a consistent approach identifying hazards and risks in support of Greater Manchester Fire and Rescue Service (GMFRS) meeting their statutory duty to gather the necessary intelligence to enable them to deliver their core functions safely. (S7[2][d], Fire and Rescue Services Act 2004).
- 6.2 This information is collated by GMFRS and entered in their Operational Information System (OIS) using two methods; firstly local crews visit buildings to gather the information updating the OIS and the PFO forwards operational fire plans to GMFRS to ensure building plans are up to date.
- 6.3 Data for the operational fire plans is regularly updated on a risk based schedule, the higher the risk the more frequent the audit and review.
- 6.4 The Operational fire plans includes a Hazard and Risk Questionnaire which is forwarded via Faculty Estate Teams to responsible persons in University premises for completion. The data is collated by the University Fire Officer and shared with GMFRS. This information is held in a red document box (which contains the University operational fire plans for that building) provided in each building adjacent to the fire alarm panel for use in the event of an emergency incident.

## **7. Miscellaneous**

- 7.1 The arrangements and frequency of maintenance for items such as fire alarms, emergency lighting, fire suppression systems, firefighting equipment, and emergency egress equipment such as evacuation chairs etc. are all detailed within the DOEF procedures document 'EPM FM1 Maintenance Strategy'. This document should be read in conjunction with EPM FM1.
- 7.2 The maintenance of records is an important part of demonstrating compliance and their scrutiny is therefore part of the Fire Risk Assessment process. Such records include the testing and maintenance of all fire safety systems – electrical and mechanical as well as the training and exercising of personnel. It is the responsibility of Estates and Facilities to maintain electrical and mechanical records and the responsibility of Faculties/Schools and Professional Services to maintain the training records for their staff. These will be audited once annually by the Fire Risk Assessor for the whole area of responsibility to avoid unnecessarily repetitious audits on a building by building basis.
- 7.3 Fire Signage. DOEF management of signage requirements for fire safety signage is detailed within the Estates and Facilities document EPM HS30. This document should be read in conjunction with these arrangements.
- 7.4 Monitoring arrangements  
The PFO attends a number of meetings with regards to repairs and upgrade projects. These meeting are arranged by project managers and are undertaken on a monthly basis. At these meeting, progress is reviewed against the issues raised and actions are assigned to the relevant persons to ensure work progresses.
- 7.5 The implementation of the fire risk assessment schedule is monitored to ensure it is fulfilled and within the correct time periods. Any issues regarding delays are communicated from the project manager to the fire team, and appropriate action to achieve progress is taken.