

Fire Safety Standard and Management Procedures

(Ref: QM_OHSD_FS001)

Table of Contents

1.0	Statement of Intent	3
2.0	Responsibilities	3
2.1	College Council (The Employer)	3
2.2	The Principal (Responsible Person)	3
2.3	Director of Occupational Health & Safety	4
2.4	Head of Schools, Institutes and Departments – (Duty Holders).....	4
2.5	Director of Estates	6
2.6	Project Managers.....	6
2.7	Senior Fire Evacuation Marshal (SFEM)	7
2.8	Fire Evacuation Marshal	7
2.9	Teaching and peripatetic staff	8
2.10	Disabled Persons.....	8
2.11	Staff and students	8
3.0	Statement of Intent	10
3.1	Fire Risk Assessments	10
3.2	Local Fire Safety Review	10
3.3	Managing Fire Precautions	11
3.4	Elimination or Reduction of Risk from Dangerous Substances.....	12
3.5	Procedures for Serious or Imminent Danger and Danger Areas.....	13
3.6	Shared Premises – Non Queen Mary, University of London Employers.....	13
3.7	Emergency Planning for Disabled Persons	14
3.8	Construction and Building Works	14
4.0	Training	15
4.1	Local Induction and Familiarisation	15
4.2	Annual Fire Familiarisation.....	15
4.3	Fire Safety Briefings.....	15
4.4	Fire Drills	16
4.5	Departmental Occupation of Refurbished or New Premises.....	16
5.0	Communication and Consultation.....	16
6.0	Record Keeping.....	16
7.0	Monitoring and Review	17
7.1	Fire Alarms / Unwanted Fire Signals.....	17
7.2	Monitoring – Standards and Procedures	17
7.3	Review.....	18
	Appendix 1	19



1.0 Statement of Intent

This Fire Safety Statement of Intent has been developed in support of the Queen Mary, University of London Occupational Health, Safety and Well-being Policy. This Fire Safety Statement applies to all staff, students, other members of the College, visitors, contractors and any other person using the College's premises.

Queen Mary, University of London recognises that fire can have a devastating effect on life as well as the Colleges' business and activities and requires all staff, students and other members of the College to be proactive in reducing the risk of fire and its consequences.

The Council of the College, requires the Principal to put in place measures to ensure that, as far as is reasonably practicable, fire safety arrangements to protect the safety of staff, students, other visitors to the College and the requirements of the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O 2005) are met.

The Principal and Queen Mary Senior Executive (QMSE) will ensure that competent persons are appointed to assist in the implementation of the preventative and protective measures in order to meet with the legal requirements of the RR(FS)O 2005.

The Principal and QMSE recognise that fire safety must be an integral management function in all activities and facilities and is committed to ensuring through a delegated framework of management that this is implemented throughout the College. The details of this delegated framework are to be found in this document.

2.0 Responsibilities

2.1 College Council (The Employer)

The Queen Mary, University of London Council, as 'the employer' of College staff, has the ultimate responsibility for fire safety management in respect of the activities and premises under the Colleges' control. It has delegated the duty of the day-to-day running of the College, which includes the management of fire safety, to the Principal.

2.2 The Principal (Responsible Person)

Ultimately, the Principal, as Chief Executive of the College, is responsible to the Council for all aspects of Health and Safety (including Fire Safety) management. However, the size and complexity of the organisation means that the Principal delegates operational management responsibilities to others. The Principal has constituted to the Director of Occupational Health and Safety to draw up and monitor the implementation of this Management of Fire Safety document. The Principal and QMSE shall authorise this college Fire Safety Management Document and satisfy the College Council that it



has been adequately implemented by Heads of Schools, Institutes and Departments.

In his capacity as 'Chief Executive' of Queen Mary University of London, the Principal is the employer who is the Responsible Person under the RR(FS)O 2005.

2.3 Director of Occupational Health & Safety

The Director of Occupational Health and Safety is responsible to the Principal for the planning, consultation and dissemination of the arrangements made within this Fire Safety Standard and Management Document and for monitoring the adequacy of its implementation.

The Director of Occupational Health and Safety shall ensure that;

- Competent persons are available to provide advice, guidance and assistance on the Colleges' fire risks. This is available to management at all levels enabling them to formulate fire safety arrangements, which are adequate for the College to discharge its legal duties.

2.4 Head of Schools, Institutes and Departments – (Duty Holders)

Head of Departments are responsible as Duty Holder(s) for the fire precautions and safe management of fire risks in all workplaces under their authority and control. Heads are responsible for fire safety within the areas occupied by their school or department and for ensuring that departmental activities do not place staff, students, visitors or members of the public (Relevant Persons) at risk of injury from fire.

Heads have a duty to The Principal to ensure the following:

- Areas under their control and for which they have responsibility are to meet statutory and the college Fire Safety Standards;
- That suitable and sufficient risk assessments dealing with hazardous materials and processes are carried out;
- That standards relating to the means of escape, the reduction or elimination of fire risks and their control measures are maintained;
- That their fire safety management arrangements are routinely monitored and that simple (local) fire safety reviews in respect of their areas of responsibility are undertaken at least annually or more frequently if the risks require;



Standard

- Review and implement any actions arising from corporate fire risk assessments, within agreed time periods;
- Report any defects or deficiencies in structural fire safety measures, means of escape or fire detection systems in areas under their control to Estates and Facilities
- That training identified in this standard as a requirement for all staff and students is undertaken;
- That they provide sufficient and suitable numbers of Fire Evacuation Marshals (FEMs) to cover holiday periods and all occupied hours, for the schools departments or areas of responsibility;
- Appoint a member of staff in each building that the school or department occupies, to become a Senior Fire Evacuation Marshal;
- Appoint a Safety Coordinator to assist him/her in the creation, development, monitoring and review of the department's arrangements for safety, including the fire safety arrangements and statutory compliance;
- Ensure that specific and suitable departmental arrangements are in place for all members of staff, students or visitors who work, study or visit their area who have restricted mobility, sensory disabilities or who are temporarily incapacitated. In particular they must ensure that safe egress from their area of responsibility to a place of safety in case of a fire or emergency evacuation has been given due consideration;
- Ensure that all students and visitors to their areas within the college are adequately supervised, in order to ensure that they comply with all fire safety requirements to protect themselves and others who might be affected by their acts or omissions;
- Where the a School or Department shares premises with others, arrangements must be made to coordinate fire safety and emergency response measures and co-operate with the other occupants to ensure that all building users are aware of the fire safety arrangements and their responsibilities. This applies whether the other occupants are college employees / students or not. An accepted method of cooperating and communicating with other building users can be via building user group meetings (BUG's) and these can be arranged in consultation with the Occupational Health and Safety Directorate.



2.5 Director of Estates and Facilities

Heads may have significant control over their premises; however, the Director of Estates and Facilities is a 'Duty Holder' to the Heads in respect to the structural fire precautions & means of escape, fire alarm systems, emergency lighting, fire equipment and Fire Brigade facilities etc. and has a 'duty' to maintain these facilities under the RR(FS)O.

In premises under the colleges' control, the maintenance of the building elements and systems infrastructure provided for fire safety is the responsibility of the Director of Estates and Facilities or other senior manager responsible for the relevant maintenance budget.

In cases where the Director of Estates and Facilities is not the budget holder, the responsible manager shall carry out all maintenance work identified by his/her estates manager or equivalent, or reasonably advised as being necessary by the Director of Estates and Facilities. In premises leased by the college the responsibility will be in accordance with the repairing obligations under the Lease.

The Director of Estates and Facilities will ensure, in conjunction with the Occupational Health and Safety Directorate:

- Appropriate fire standards, building regulations and best practice are used in the design for new buildings, the refurbishment of existing buildings and in the maintenance of existing and proposed alterations to the colleges' building infrastructure and facilities;
- That competent persons are appointed to provide sufficient advice, guidance and assistance on appropriate fire safety arrangements to be incorporated into the design and use of college buildings and areas of occupation within leased premises. In accordance with Article 18.8 of the RR(FS)O 2005;
- That necessary funding is put in place to allow for works identified by the Fire Risk Assessments, to be implemented within agreed timescales so as to meet the statutory obligations and in particular, the fire risk management needs of the college.

2.6 Project Managers

Project Managers need to ensure that building projects are carried out in accordance with the latest version of the Construction (Design and Management) Regulations 2007, Approved Code of Practice and Queen Mary University of London Occupational Health and Safety Directorate Standards and guidance documents. Project Managers are responsible to the Director of Estates and Facilities.



2.7 Senior Fire Evacuation Marshal (SFEM)

Where a number of schools or departments share a building, Senior Fire Evacuation Marshals should be appointed.

The duties of SFEMs are:

- To co-ordinate the Departmental (building) Fire Evacuation Marshals (FEMs);
- To liaise within each building (if multi-occupied) with other school or departmental SFEMs to ensure a nominated SFEM gives assistance to the Fire Brigade, Security and Estates staff etc. at any incident during normal working hours;
- To liaise within each building (if multi-occupied) with the Landlord's agents and/or other occupiers giving assistance to the Fire Brigade and others, as required;
- To administer and organise the duties of the Department's FEMs, as required.

2.8 Fire Evacuation Marshal

Fire Evacuation Marshals' primary responsibilities in the event of the fire alarm sounding are to:

- Sweep their areas of responsibility to ensure that all persons are accounted for and are instructed to leave the premises immediately by the nearest available fire exit;
- Act as 'trained staff' in the use and safety procedures for employing fire extinguishing equipment supplied in college premises where safe and practical to do so;
- Identify, assist or report the location of any individual requiring assistance as necessary.

In addition, they should, where practicable, identify, assist or report any day to day damage or problems in respect to the means of escape, fire fighting equipment or fire safety issues, to the Head of school or department (or their representative), to ensure that suitable and relevant action is taken immediately or as soon as reasonably practicable after discovery.

FEM's should undergo refresher training at intervals not to exceed 2 years.



2.9 Teaching and peripatetic staff

All College teaching staff has a duty of care to students under their control whilst studying or carrying out associated activities, to ensure that they are safe from fire. Staff must ensure that:

- Student activities do not place other relevant persons at risk who may be affected by their acts and omissions;
- As far as reasonably practicable, direct and encourage students to observe legal obligations, regulations or College instructions in respect to fire safety while in their direct charge;
- Students are provided with clear information and instructions in the event of a fire situation regardless of their location and that they take all reasonable steps to ensure safe egress of students etc. in any teaching space used by them, regardless of the location.

2.10 Disabled Persons

Disabled Persons, including those persons who may have temporary disabilities, have a duty to make Heads or their representatives, aware of their condition, as far as it is relevant to the individual's emergency planning and egress in the case of fire. The College can only effectively discharge its duty of care to individuals who may be affected during an emergency, if it is informed of their relevant conditions as soon as reasonably practicable.

2.11 Staff and students

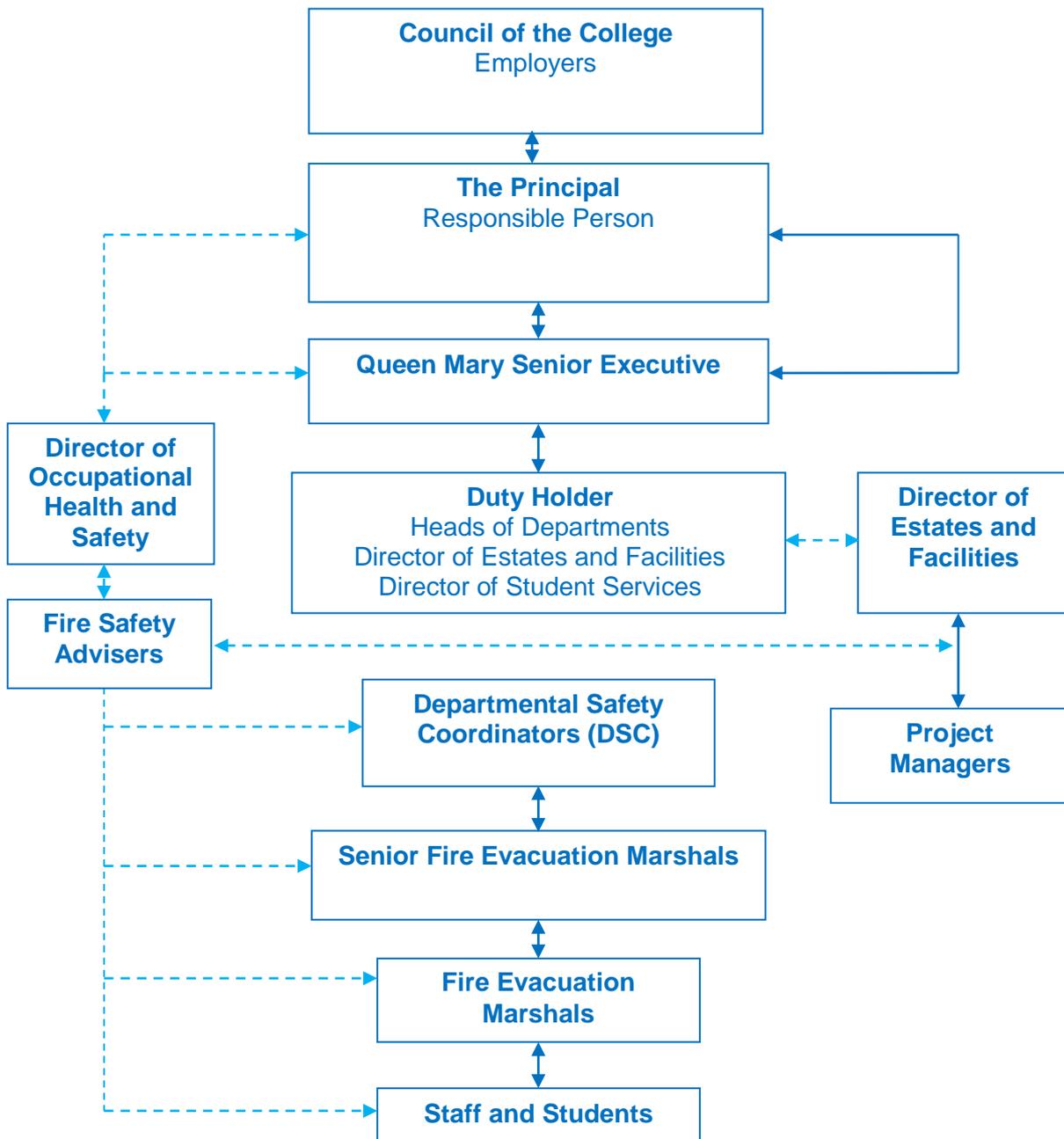
The Principal requires all college staff and students to comply with the Fire Safety Order and all measures set in place by the college and to ensure their safety with respect to fire. They must:

- Not interfere with or misuse anything, whether fire appliances, systems, building elements or systems of work provided by the College in the interests of fire safety;
- Take reasonable care of themselves and all others who may be affected by their acts and omissions;
- In the event of a fire alarm sounding in college occupied premises, all occupants are required diligently to evacuate the building as quickly as possible and may only re-enter upon the instruction of the college Fire Safety Advisers, Security Officers or the Fire Brigade;
- Cooperate fully with departmental arrangements for local induction familiarisation.



- Report unsafe conditions to the Estates and Facilities Helpdesk, the local safety coordinator or the OHSD, whichever is appropriate

Delegated Framework of Management



3.0 Statement of Intent

3.1 Fire Risk Assessments

The RR(FS)O 2005 requires a risk based approach where the responsible person and duty holders for premises must decide how to address the fire risks identified, while meeting certain basic requirements and standards. By adopting a risk based approach, the Responsible Person(s)/Duty Holders will need to look at how to prevent fire from occurring in the first place, principally by removing or reducing hazards and risks (ignition sources) and then looking at precautions to ensure that people are adequately protected, if a fire were still to occur.

Fire Risk Assessments and Audits will focus primarily on the condition and adequacy of the building's fire safety provision and fire brigade equipment and facilities. The audit will look at general school and departmental fire safety management, training requirements and will be carried out in a way which takes account of the size of the department and complexity of its activities and premises which it occupies. Within the College the Corporate Fire Risk Assessments will be carried out by the College Fire Safety Advisers, under the management of the Director of Occupational Health and Safety. Fire Risk Assessments will be reviewed at least every three years or after any significant change to the building or its use is made or there is reason to suspect it is no longer valid.

Local Fire Safety Review

Heads of Departments have a duty to ensure that staff, students, visitors or members of the public that may be affected by their acts or omissions are mitigated from exposure to fire risks and explosions as far as reasonably practicable within their occupied space and responsibilities.

These risks include:

- sources of ignition leading to fires;
- cause and effects of chemicals and gases;
- explosive atmospheres;
- flammable or dangerous substances
- experimental or industrial processes etc.

The risks to health and safety are increased if there are fires or explosions in areas where substances hazardous to health or radioactive materials are used or stored.

Heads are required to undertake simple (local) fire safety reviews in respect of their areas of responsibility at least annually, but may need to be more frequent if significant hazardous activities are undertaken



within the demise or premises. These simple fire safety reviews serve the purpose of interim reviews and should focus on:

The Department's fire and emergency arrangements:

- Liaison with other departments, occupiers or the landlords of the building, establishing responsibilities for and actions to take with respect to fire safety measures;
- The management of risks & hazardous processes generated by the Department and staff responsibilities;
- Ensuring fire safety precautions have been addressed locally;
- Fire safety training for staff on arrival, annually and changes of job or location etc.

The enforcing authorities may require evidence of these fire safety reviews to show that arrangements for fire safety in Schools or Departments are adequate and in place. Further advice is available from the College Fire Safety Team.

3.2 Managing Fire Precautions

Queen Mary University of London is committed to managing fire precautions and fire risks through the processes of risk assessment and risk control measures in respect to all facilities which it owns or leases. Relevant Duty Holders in the College will endeavour to:

- Provide appropriate means of escape in case of fire and ensure that the means of escape are available for use at all material times;
- Provide and maintain in working order the fire safety systems,
- Provide and maintain in working order all fire fighting equipment;
- Provide and maintain in working order, equipment and facilities that are provided for use by the Fire Brigade;
- To take all reasonably practical steps to ensure the safety of persons (including visitors) on the premises, in the event of a fire or associated explosion;
- Seek to reduce fire incidences by;



- a) Minimising the potential of their occurrence, which can disrupt the work of the college and cause damage to property and the environment;
- b) Minimise the potential for unwanted fire alarms to occur, which disrupt work and place an undue burden on the Fire Brigade;
- c) Provide appropriate instruction, information and/or training for all Staff and Students, on the actions to be taken in the event of fire;
- d) Provide relevant 'Duty Holders' with general Fire Risk Assessments, Fire Strategies, Emergency Building Plans and Departmental Action Plans stating the precautions to be observed and steps to be taken to protect people and property;
- e) Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken, to protect from fire buildings, installations and equipment with an emphasis on business continuity and containing and preventing the spread of fire.

3.3 Elimination or Reduction of Risk from Dangerous Substances

Duty Holders must ensure that all reasonable steps are taken to either eliminate or reduce the risks of dangerous substances used or stored in their areas of responsibility. The risk can be eliminated by replacing the dangerous substance with a non-dangerous substance or introducing a process which eliminates the risk of fire or explosion. . Where some risk remains, Duty Holders must apply measures to control it and mitigate the detrimental effects of a fire and its effect on relevant persons. Duty Holders and other relevant staff must, under these regulations, introduce suitable arrangements and controls. The following should be considered:

- Are there adequate school, department and research group controls of dangerous substances
- Are there adequate controls of ignition sources including hot surfaces, flames, sparks and static discharges
- Are there regular reviews of the use of dangerous substances with a view to eliminate or reduce as far as reasonably practicable
- In particular the use, storage and handling in laboratories, preparation & equipment areas,



workshops and plant rooms or facilities etc. of the following;

- a) Hydrogen, Methane, Silane and other similar flammable gases;
- b) Acetylene Gas;
- c) Liquid Petroleum Gas (LPG) internal storage;
- d) Storage of flammable liquids / substances - internal and external;
- e) Bulk storage of flammable liquids / substances - purpose built facilities.

3.4 Procedures for Serious or Imminent Danger and Danger Areas

Heads of Schools and Departments must establish and where necessary put in place procedures to be followed in the event of serious and imminent danger to 'relevant persons' by nominating Competent Persons (Safety Coordinators) to implement agreed procedures and inform and instruct other occupants concerned. Heads, Departmental Safety Coordinators and other relevant staff must under this Standard consider the following:

- Is there an effective specific emergency plan for the dangerous substances and is it published
- Are appropriate emergency procedures in place
- Are there sufficient numbers of FEM's to manage the evacuation
- Are there procedures in place to restrict exposure of relevant persons to special risks, unless they have received suitable training
- Is there adequate information and signage

3.5 Shared Premises Occupied by Non - Queen Mary, University of London Employers

The College will co-operate with other employers with whom it shares a workplace and coordinate with them the measures it takes to control the fire risks arising from its activities. Where College staff work alongside the employees of another organisation, they shall work to whichever is the higher fire safety management standard.

It is the duty of Heads of merged Institutes or Departments occupying premises where the College is not the controlling owner/leaseholder, to ensure that all of their staff is made aware of the information and instructions relating to both the College and the controlling owner/leaseholder policies and procedures, as necessary.



The Responsible Person who is the controlling authority over the building is responsible for ensuring that emergency procedures are developed, promulgated and managed not only for their own staff, but also any other relevant persons including tenants (e.g. The College Departments). Heads of Queen Mary's Schools or Departments in these premises should manage their space in accordance with the college fire safety instructions as far as reasonably practicable, but there will be a need to incorporate owner/leaseholder instructions where necessary.

Where the college is working in shared premises, arrangements must be made for co-operation and co-ordination of the findings of risk assessments to ensure that fire precautions and protection measures are effective throughout the building.

This will involve:

- Clear allocation of responsibilities for fire safety management
- A shared emergency plan, indicating the actions to be taken in the event of a fire;
- Identification of fire risks and how they might affect others in the building;
- Identification of any fire-prevention and protection measures required in the building;
- Identification of any measures required to mitigate the effects of fire;
- Arranging any contacts with the emergency services and calling the fire brigade and rescue service.

3.6 Emergency Planning for Disabled Persons

Once persons with disabilities have been identified by the Head of School or Department a suitable person (such as the Departmental Administrator, Line Manager or Safety Coordinator) shall be nominated to conduct a fire/emergency evacuation assessment. Assistance and advice is available through the Occupational Health and Safety Directorate.

3.7 Construction and Building Works

The Estates and Facilities Directorate have implemented systems and procedures to enable the management and control of the means of escape and the risk of fire during construction works. Where



construction or refurbishment work is to be carried out in occupied premises, the responsible Project Manager must consult with the OHSD to help ensure that suitable arrangements and risk assessments are in place to establish the extent of the building's fire safety arrangements likely to be affected by the works.

Further Guidance - available from the College Occupational Health and Safety Web Site: - see QM_OHSD_FS019_August 2012_Guidance Note for Fire Safety Measures for Project Work.

4.0 Training

4.1 Local Induction and Familiarisation

Heads of schools or departments must ensure that systems are in place by which all new staff and anyone who changes their job location (including agency and part-time staff), postgraduate research students and visitors (in the department for more than 3 days) are shown, by means of a walk round, all escape routes from their place of work to the assembly point. Records must be kept and made available to the Enforcing Authority if required. All new and existing staff should complete the Fire Safety Interactive e-training available to them through the College Health and Safety Website. Heads or their nominees will be allowed administrative rights so as to monitor the training undertaken by those persons for whom they are responsible. Regular checks on the uptake of this training will be carried out by the Occupational Health and Safety Directorate as part of the College's management system.

4.2 Bi- Annual Fire Familiarisation

Heads of Departments must ensure that systems are in place by which all existing staff (including Agency and part-time staff regardless of the number of hours they work), postgraduate research students and visitors are given fire safety familiarisation and that this is refreshed bi-annually. The familiarisation should inform them about the actions to take when hearing the fire alarm, raising the alarm when a fire is discovered and the means of escape from their place of work to the assembly area. Records of fire safety familiarisation must be kept and made available to the Enforcing Authority if required.

4.3 Fire Safety Briefings

Heads of schools or department are required to ensure the provision of local fire safety briefings to undergraduate, taught post-graduate and post-experience students at a suitable meeting at the start of each academic session. The information they are required to give is

- How to raise the fire alarm;
- The action to be taken on hearing the fire alarm;
- The meaning of common fire signs;
- The location of the assembly area.



A simple record of the event should be kept indicating the subjects covered. There is no need to record the names of those in attendance.

4.4 Fire Drills

Annual fire evacuation drills will be arranged by the Colleges' Fire Safety Advisers and/or Security for all halls of residence and academic buildings controlled by College Estates and Facilities. These are an important training activity and should be fully supported by all College staff and students. Heads will be notified in advance so that the evacuation drills do not interfere with examinations, international conference calls, etc.

4.5 Departmental Occupation of Refurbished or New Premises

Under the RR(FS)O, 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.

The briefing and familiarisation visits must be made **prior to any departmental occupation being permitted of the area or premises**. Heads 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.

5.0 Communication and Consultation

Each department must ensure that all persons who may be affected by its activities understand the nature of the arrangements for fire safety management as outlined in the Fire Risk Assessment and Emergency plans relevant to the buildings occupied by the department.

6.0 Record Keeping

Records that must be kept are:

- **Local Fire Safety Familiarisation** - these shall be maintained by the school or department and available for inspection.
- **Fire Risk Assessments and Emergency Evacuation Plans** - shall be maintained by the College Fire Safety Advisers and be available on request. .
- **Fire Safety Reviews** - shall be maintained by the school or department and available for inspection.



- **Disabled Evacuation Assessments and Personal Emergency Evacuation Plans (PEEPs)** - shall be maintained by the School or Department for as long as they are required for each disabled staff member and student and be made available for inspection.
- **Suitable and sufficient risk assessments for working and storing dangerous substances and materials** – the record of risk assessment shall be maintained by the School or Department and be made available for inspection.
- **Equipment and Facilities provided for uses by the Fire Brigade** – inspection records shall be maintained by the Estates and Facilities Directorate and be made available for inspection.
- **Equipment Provided for Life Safety** - shall be maintained by the Estates and Facilities Directorate and the relevant maintenance and service records shall be available for inspection.
- **Fire Evacuation Drills** – records of performance shall be kept by the College Fire Safety Advisers and Heads will receive copies so that remedial actions can be carried out where necessary.
- **Shared Workplace** - for those schools or departments that share premises with others, details of the arrangements made to co-operate with the other occupants must be maintained and available for inspection.

7.0 Monitoring and Review

7.1 Fire Alarms / Unwanted Fire Signals

All fire incidents and unwanted alarms must be reported by Security Staff to the College Fire Safety Advisers. This allows the College Fire Safety Advisers to investigate the occurrence and recommend action to minimise the chance of recurrence.

7.2 Monitoring – Standards and Procedures

The College Fire Safety Advisers are required by the Director of Occupational Health and Safety to monitor the effectiveness of the Fire Safety Standard throughout the year.

This will also include consideration of the numbers and causes of fire alarm evacuations, fire incident investigations and the findings of



Standard

inspections and audits carried out by the OHSD and the Enforcing Authority.

7.3 Review

Progress in the implementation of new and revised arrangements for fire safety management is monitored throughout the year. This document will be formally reviewed and revised every three years. The next review is due: June 2016.



Appendix 1

Competent Person - A person with sufficient training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures identified.

Dangerous Substance means - (a). A substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations; (b) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present in or on premises creates a risk; and (c) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere.

School or Department - The basic management unit of Queen Mary, who's Head, is responsible for allocating the financial and human resources for the management of health and safety. In the context of this Standard, a Department is a unit who's Head is also a 'Duty Holder'.

Duty Holder - The definition of the term 'Duty Holder' at Article 5(3) of the RR(FS)O would apply to the Heads of School or Departments that are in sole occupation of college premises. Similar duties are held by Heads of schools or departments in buildings occupied by more than one department, but only in respect to the part of the premises, which their function occupies

Enforcing Authority – For the majority of Queen Mary University of London premises the enforcing authority will be; London Fire Emergency Planning Authority (LFEPA). For buildings under construction the enforcing authority is the Health and Safety Executive. Please see Article 25 of the RR(FS)O for full definition of enforcing authority.

Fire Safety Management - Arrangements to monitor and control fire safety standards and to ensure that once the standards are reached, they continue to be implemented.

Head of Department - This term includes Heads of Academic Departments, Institutes, Centres, Schools etc. and the Heads of Professional Services and Executive Deans.

Large Floor Area - A floor served by more than two stair enclosures and more than 100 persons using the floor.



Leases - In leased buildings some of the responsibilities outlined below rest with the Landlord or Landlord's agent as the 'Responsible Person'.

Medium Floor Area - A floor served by two stair enclosures with more than 50 but less than 100 persons using the floor.

'Project Manager' means - Any: College Appointed Contract Administrator; Queen Mary Estates Project Manager, Property Manager, Project Officer, Maintenance Surveyor, Building Services Engineer, Operations Maintenance Engineer and Telecommunications Engineer. Any: college Information Systems Division (ISD) Networking Engineers; any other Queen Mary Institute Facilities Managers, Department Representative or Consultants undertaking Building & Construction (B&C) or Mechanical & Electrical (M&E) works.

Relevant Person - Under the Regulatory Reform (Fire Safety) Order 2005, means any person who is, or may be lawfully on the colleges' premises; and any person in the immediate vicinity of the premises who is at risk from a fire or explosion on the colleges' premises – this may include staff, students, visitors or member of the public on the street adjacent to the building.

Responsible Person - The Fire Safety Order (Article 3) - the 'Responsible Person' as defined:

- a) In relation to a workplace, the employer, if the workplace is to any extent under his control;
- b) In relation to any premises not falling within paragraph (a):
- c) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
- d) The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

Small Floor Area - As a simple guide any floor served by a single stair enclosure with fewer than 50 persons using the floor.

Unusual Means of escape - Anything other than a straightforward means of escape, for example, where the escape routes pass through other buildings, have long routes down or up other staircases and through passageways to street access, where there is additional travel to reach the fire assembly point etc.



Appendix

Workplace - means any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee of the employer, as a place of work.



Document Control

Initial Data

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