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INTRODUCTION

The fire safety manual contains information to enable the safe evacuation of all staff, students and visitors.

It is the policy of the University of Sheffield to ensure that:

- The risk of a fire starting is minimised.
- Fire safety procedures that are both efficient and safe.
- If a fire does occur, everyone is alerted and all occupants can leave the building quickly, without undue risk and reach a place of safety.
- Measures are put into place to ensure that the potential for fire to pose a risk to life or cause damage to property, the environment or the University’s business, is minimised.

ROLES AND RESPONSIBILITIES

Heads of Department (HOD) along with the Departmental Safety Officer (DSO) and Section Safety Officers.

Each Head of Department will be responsible for ensuring that fire safety is effectively managed.

- The University’s Fire Safety Policy and Procedures are effectively implemented within the areas for which they are responsible.
- All new starters receive a basic fire awareness training within one month of joining the University. Refresher training is required annually thereafter.
- All staff undertake fire awareness training annually.
- Fire safety is considered when undertaking risk assessments of the department’s work activities and when conducting routine safety inspections.
- Issues identified for departmental action in the fire risk assessment are resolved within the allotted timescale.
- A departmental Disability Liaison Officer (DLO)* is appointed and a Personal Emergency Evacuation Plan (PEEP) is formulated for any of their staff or students that either requires help to leave the building in the event of fire or may who have difficulty hearing the fire alarm.
- Put in place a Generic Emergency Evacuation Plan (GEEP) to ensure that, in the event of an evacuation, assistance can be provided for any visitors to the department who need help to leave the building.
- An assessment is made of the department’s high fire risk activities so that staff requiring additional training in the use of fire fighting equipment can be identified.
- Sufficient fire marshals, door guards and a building representative are appointed to ensure that any evacuation of the building can be effectively managed.

*DLO for Students Charlotte Hollins

*DLO for Staff Lindsay Gilroy
Staff and Students will ensure that they:

- Undertake fire training as prescribed in this Policy.
- Take all reasonable care to conduct their activities in such a way as to minimise the potential for fires to start, spread or for false alarms to be caused.
- Co-operate with the University’s Fire Safety Policy and Procedures.
- Do not undermine or interfere with the fire safety provisions in the buildings that they use.
- Report any fire safety concerns that they have regarding their work activities or the buildings that they use.

Fire Alarm Tests for ScHARR

Weekly

Fire Alarm Test

Regent court: Thursday approx. 1.30pm
West court: Monday approx. 08.50am
Innovation Centre: Tuesday approx. 10.00am

Annually

Planned Full Building Evacuation
Building Fire Risk Assessment
FIRE SAFETY POLICY

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

Each member of staff, student and all visitors to the School should be made fully aware of all exits and escape routes.

Immediate evacuation of the building must take place as soon as the fire alarm sounds.

Re-entry of the building is strictly prohibited until the Fire Service officer in charge declares it is safe to do so.

Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

FIRE SAFETY PROCEDURES

What to do in the Event of a Fire

In the event of a fire please use a break glass call point device immediately. Break glass call points are located throughout the building along every escape exit route.

- DO NOT use the lifts, stop to collect personal belongings, run or shout as this may cause panic.
- DO NOT bring drinks out with you during a fire alarm evacuation as spillages could cause additional hazards.
- DO please proceed to an escape route as quickly and calmly as possible.
- Phone the Fire Safety Team on 0114 222(4444).

Escape Routes

The REGENT COURT building comprises of 4 floors. All floors are accessible through use of the stairs. Emergency egress from these floors is achieved using the same stairs. Ground and first through fourth floors are accessible by using the central lift.

Ground floor has accessible emergency exits that lead to the fire assembly point.

First through third floors have four fire exits accessible via the central and end corridors. Central corridors of these exits are nominated safe refuge areas and provide a disabled emergency call point which links directly to Control.

The WEST COURT building comprises of 3 floors. All floors are accessible through use of the stairs. Emergency egress from these floors is achieved using the same stairs.

PLEASE NOTE there is no lift or disabled access in West Court.

Ground floor has an emergency exit that leads to the fire assembly point.

First and second floor have a fire exit accessible via the central and end corridors.
The **INNOVATION CENTRE** escape routes are located at each end of the building, the main front stairwell and the back stairwell. For staff using the staircase at the front of the building to vacate, the correct and quickest means of escape is the door at the bottom of the ground floor staircase. The main front door is not a fire exit.

The main front door is locked between 5:00pm and 9:00am Monday to Friday and throughout the weekend and is not a fire exit.

**Fire Evacuation Meet Point**

For Regent Court/West Court, the fire evacuation meet point is St George’s Churchyard.

For Innovation Centre, the fire evacuation meet point is the pedestrian zone between St George’s Church and Regent Court. As convenient as it is to rest on the wall on the corner we do require you to be further down the pedestrian zone between St George’s Church and Regent Court, this is for your own safety.

It is important to keep the road clear from Regent Street, across Portobello and on to St George’s Terrace.

**Risk Reporting**

Staff should report any fire risks or concerns to the DSO or Section Safety Officer, so that someone can investigate and take remedial action if necessary.

**Staff, Students or Visitors Requiring Additional Assistance PEEP**

Please inform us immediately if you have any members of staff or visitors that require support in the event of a fire. Specific arrangements can be put in place for anyone that requires assistance. A Personal Emergency Evacuation Plan (PEEP) will have been agreed between the Section Manager/Disability Liaison Officer and any new member of staff or student with a disability during the induction period. In the event of an emergency, any person with a disability may require additional help. An online (GEEP) Generic Emergency Evacuation Plan is available for any visitors known to ScHARR staff.

Note however, that there are refuges / waiting areas for those who cannot evacuate down the stairs unaided on the Central escape stairs (Please note this is NOT available in West Court). The refuge call points are linked to Security. Upon activation of a call point Security staff can identify which refuge point has been triggered and advise the Fire Service as necessary.

*Please report or sign in to ScHARR reception on the first floor of Regent Court if you have any visitors that may need assistance in evacuating the building in an emergency. This will ensure Security is fully aware of the situation.*

**Fire Safety Outside of Normal Working Hours:**

Outside of normal working hours there are often too few staff present to effectively implement the normal fire safety management procedures. For this reason, additional safeguards are required at such times. Out of Hours working is normally defined as work after 6pm, before 8am on weekdays or anytime on weekends, public holidays and days when the University is
officially closed. In practical terms, the definition of what constitutes out of hours working will need to be agreed locally. As a minimum the following must be in place:

- No high risk activities are to be undertaken outside of normal working hours.
- Anyone who requires out of hours access must ensure that they are in compliance with the University’s fire training requirements.

APPOINTED FIRE MARSHAL ROLE

Responsibilities

Please note that this procedure is only used during normal working hours and with the proviso “if safe to do so”. Nobody is expected to put themselves at any risk of harm.

In order to act as a Fire Marshal, you must complete the online Fire Marshal training.

Individuals are responsible for initiating arrangements to ensure that a Door Guard is placed at each external door to prevent anyone from entering the building until authorisation is received that it is safe to do so.

FIRE EVACUATION DRILLS/FIRE RISK ASSESSMENT FINDINGS

Fire evacuation drills will be held from the beginning of each academic year. The purpose is to acquaint people with the sound made by the fire alarm and to familiarise them with the correct procedures to be followed in an emergency. Please note that EVERYONE present is expected to participate.

On hearing the alarm all occupants should make an orderly evacuation of the building using the nearest available fire exit route and not the lifts and shut all doors behind you. Evacuees should NOT congregate outside the building but should proceed to their evacuation assembly point. Staff supervising students or external visitor to ScHARR at the time of the drill should ensure that their visitor/group is aware of the procedure, knows what is happening and is informed of the action that they are expected to take.

- Regent Court Assembly point: St George’s Church yard
- Innovation Centre Assembly point: pedestrian zone between St Georges Church and Regent Court
- West Court Assembly point: St George’s Church yard

New staff and students are informed of the fire procedures during their section inductions. Please see your Section Safety Officer or the DSO if you are unsure of these procedures.

- Reports will be produced of each evacuation and sent to the Dean indicating, where any follow-up action is required.
- Any evacuations which fail to meet basic fire safety requirements will be repeated.
Corridors, stairwells and lobby areas

Circulation spaces are vital escape routes in the event of fire or other emergency. These areas must be free of furniture, equipment, cardboard boxes or anything else that would impede the escape route and access in an emergency. Aisles within rooms, main corridors, lobby areas and stairwells must be kept free and clear of any materials or equipment that will block, hinder or slow egress during an emergency. Fire and rescue personnel enter these areas and any blockage can hinder them.

**Bicycles are not permitted within any of the University’s buildings.**

Small “folding” bicycles, when folded, may be carried into buildings provided they are stored so that they do not cause obstructions to other building users.

Cycle users should make use of the proper cycle parking facilities which are available at strategic locations throughout the campus.
ESCAPE ROUTE AND MEET POINTS

Regent Court

St Georges Churchyard
Fire Evacuation Assembly Point
West Court

St Georges Churchyard

Fire Evacuation Assembly Point
<table>
<thead>
<tr>
<th>Significant Hazards</th>
<th>What harm might occur, and to whom?</th>
<th>Existing control measures</th>
<th>Risk Rating (with current controls)</th>
<th>Additional control measures</th>
<th>Residual Risk</th>
<th>Action no. (continues over page)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of electrical equipment</td>
<td>Electric shock and burns from contact with live parts. Fire from faulty electrical equipment.</td>
<td>All portable electrical equipment must be Visually inspected on purchase and PAT tested annually. Checks to ensure no overloading of power sockets. Turn off or unplug equipment when not in use.</td>
<td>2 8 M</td>
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<tr>
<td>Storage of paper</td>
<td>Increased risk of fire due to accumulation of combustibles, such as paper and rubbish.</td>
<td>Combustible material cannot be stored in corridors or egress paths.</td>
<td>1 2 L</td>
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<tr>
<td>Smoking</td>
<td>Increased risk of fire if not extinguished or disposed of correctly.</td>
<td>Smoking is not permitted in University buildings. Use approved waste containers to discard all smoking materials.</td>
<td>2 2 L</td>
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<tr>
<td>Deliberate ignition</td>
<td>Fire with deliberate intent.</td>
<td>Be vigilant at all times in the workplace.</td>
<td>2 S M</td>
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<tr>
<td>Item</td>
<td>Points</td>
<td>Key</td>
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<tr>
<td>Portable heaters or Radiators</td>
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<td></td>
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<tr>
<td>Increased risk of fire</td>
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<tr>
<td>Portable fan heaters are not permitted in University buildings. All heaters must be requested through EFM.</td>
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<tr>
<td>Keep away from combustible materials.</td>
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<tr>
<td>Do not dry or leave clothes on a hot radiator.</td>
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<td>Do not leave switched on overnight or in unoccupied areas.</td>
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<tr>
<td>Housekeeping</td>
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<tr>
<td>Increased risk of fire</td>
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<tr>
<td>Combustible material cannot be stored in corridors or egress paths.</td>
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<tr>
<td>Access to portable fire extinguishers and other safety equipment should not be obstructed.</td>
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<td>Empty waste bins regularly.</td>
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<tr>
<td>Likelihood</td>
<td>Guide Description</td>
<td>Likelihood</td>
<td>Guide Description</td>
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<tr>
<td>5</td>
<td>Very likely/imminent – certain to happen</td>
<td>5</td>
<td>Catastrophic – fatality, catastrophic damage</td>
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<tr>
<td>4</td>
<td>Probable – a strong possibility of it happening</td>
<td>4</td>
<td>Major – significant injury or property damage, hospitalisation</td>
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<tr>
<td>3</td>
<td>Possible – it may have happened before</td>
<td>3</td>
<td>Moderate – injury requiring further treatment, lost time</td>
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<tr>
<td>2</td>
<td>Unlikely - could happen but unusual</td>
<td>2</td>
<td>Minor - first aid injury, no lost time</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Rare – highly unlikely to occur</td>
<td>1</td>
<td>Very minor – insignificant injury</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Severity (S)</th>
<th>Risk Rating (RR)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>High Risk</td>
<td>Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level</td>
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<tr>
<td>4</td>
<td>Medium Risk</td>
<td>Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable</td>
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<tr>
<td>3</td>
<td>Low Risk</td>
<td>No further action, keep under review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Risk Assessor</th>
<th>Name / Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of any persons consulted</td>
<td></td>
</tr>
</tbody>
</table>