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## **Emergency Lighting Policy**

**EM&I C016**

**Version 4.0**

**15<sup>th</sup> May 2015**

UCL Estates Emergency Lighting Policy

Version Control

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## 1.0 Introduction

The University recognises its statutory obligations under the Health & Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005 to provide emergency lighting systems that are maintained in an efficient condition, in correct working order and in good repair, to provide a safe environment for its students, staff and visitors. It will do this by having procedures in place which provide for the correct selection, installation, operation, and maintenance of emergency lighting systems for escape purposes as an integral part of the regular UCL Fire Risk Assessment procedures. Emergency lighting systems are to be designed and installed to comply with the requirements of BS 5266 The Code of Practice for Emergency Lighting and BS 5499-4:2013 Safety signs, a code of practice for escape route signing.

Prior to the introduction of the Regulatory Reform (Fire Safety) Order emergency lighting installations were inspected by the Local Authority Fire Officer as a part of a buildings occupation certification, but now it is for the building occupier (the duty holder) to ensure that the building is safe for occupation, and continues to be so during its life, so regular fire safety inspections by competent persons are required, and any changes of use of any part of the building must be considered. The legislation is retrospective and older installations designed to previous standards should be reviewed to check that their illumination level and other provisions continue to be acceptable for the required applications.

This Estates Policy outlines systems and procedures to control the risks of accident or injury to students, staff & visitors due to panic when the supply to the normal lighting fails, or during an evacuation of a building due to fire alarm etc, during the concurrent loss of mains electricity. It does not cover specialist requirements for the safe shutdown of or evacuation from processes or special experimental facilities for which a special risk assessment would have been prepared to evaluate the extent of any special risks involved, taking into account existing precautions and their effectiveness. Nor does it cover any provision of standby lighting to allow normal activities to continue during the loss of mains electricity supply.

Emergency lighting is not only required within a building but wherever it is necessary to assist persons to escape safely to an identified place of safety, and this may include illumination external to buildings and along the nominated escape route up to the place of safety.

## 2.0 Purpose

The purpose of this document is to detail the UCL management arrangements to be followed to ensure compliance with its legal duty to control the risk associated with the emergency escape from a building to a place of safety and covers the following:

- Roles and responsibilities
- Records
- Training and competence

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- Monitoring & review

### 3.0 Scope

This document details how UCL will address the issue of the safety of the selection, provision, installation and maintenance of emergency lighting. The University has a duty of care to all Students, Staff and Visitors across its entire Estate and as such, this Policy shall be applicable to all UCL UK buildings, as listed on the UCL Building Register.

The only exception to this is with regards to leasehold buildings, where UCL does not hold the maintenance or repair obligations. In such areas, the UCL Responsible Person – Emergency Lighting - Operation shall ensure that the Landlord is carrying out such provision and maintenance to the same level of conformity and diligence as is required in the British Standard.

Where UCL has members of staff and students using these leasehold buildings there is a duty of care on UCL to ensure that the duty holder in those buildings has adequate risk assessments in place for fire safety and controlling emergency escape safety, or that UCL completes the necessary risk assessments for the area under our control.

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## 4.1 Roles & Responsibilities

The principal responsibilities for the management of health and safety are stated in the UCL Safety Policy. Specific responsibilities relating to the management of emergency lighting systems are stated below.

### 4.1.1 UCL Council – Duty Holder

UCL Council, as the employer, has the ultimate responsibility for health and safety and is the duty holder for UCL.

UCL Council has delegated the duty of the day-to-day running of UCL, which includes the management of health and safety, to the President and Provost.

### 4.1.2 The President and Provost

The President and Provost is the duty holder responsible to UCL Council for the day-to-day duty holder responsibilities of UCL in all of its activities, including the management of emergency lighting systems.

The role takes overall responsibility to ensure that the standard for the provision and management of emergency lighting systems is implemented and that appropriate funding is made available to carry out works and management activities.

The Council has constituted the Health & Safety Committee (HSC) to determine a policy framework for health and safety and the executive arrangements therein, which includes the management of emergency lighting.

### 4.1.3 Senior Management Team

The SMT are responsible to the Council for the planning, consultation and dissemination of the arrangements made within this emergency lighting policy and shall maintain details of appointees with responsibilities for the management of the provision and inspection of emergency lighting systems, and the reporting of relevant information to UCL Estates.

### 4.1.4 UCL Safety Services

UCL Safety Services are responsible for the provision of independent competent safety advice and for reviewing departmental organisation and arrangements.

### 4.1.5 UCL Director of Estates

The Director of UCL Estates has responsibility for the strategy and budget allocation for the management of emergency lighting systems at UCL.

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The Director of UCL Estates through the Director, Facilities & Infrastructure and Faculty Directors is responsible for day-to-day management control of the emergency lighting systems with the technical support from Safety Services.

#### 4.1.6 Director, Facilities & Infrastructure

The Director, Facilities & Infrastructure is responsible for the allocation of finances and resources for the management, risk assessment, inspection and maintenance of emergency lighting assets under their control, to mitigate any potential dangers.

The Director allocates resources to ensure training and competency is sufficient for the responsible persons to undertake their duties.

#### 4.1.7 Head of Engineering – Responsible Person - Emergency Lighting Safety Governance

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

The Head of Engineering has managerial responsibility for the governance of emergency lighting systems safety and risk compliance and providing supervision for implementation of the precautions through:

- Managerial responsibility for the UCL Estates Policy and SOP for the provision and management of UCL’s emergency lighting systems and equipment and takes managerial responsibility for the associated risks.
- Appointing, in writing, ‘Responsible Persons’ to be responsible for the day-to-day management of UCL’s emergency lighting and associated risks, and compliance with current regulations, this UCL Estates Policy and the UCL SOP.
- Ensures that the Responsible Persons are aware of their roles and responsibilities and that they are competent to carry them out.

The full details, expectations and requirements of this role are contained within the UCL Emergency Lighting Systems Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this Policy.

#### 4.1.8 Responsible Person – Emergency Lighting - Operation

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

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The Responsible Person – Emergency Lighting - Operation is a duty holder and has been delegated the primary role to act as administrator in the management of emergency lighting systems in accordance with the UCL Standards and has managerial responsibility for supervising the implementation of this UCL Estates Policy, the Standard Operating Procedure, and the management of the emergency lighting systems under the control of UCL Estates.

The full details, expectations and requirements of this role are contained within the UCL Emergency Lighting Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this Policy.

#### **4.1.9 Responsible Person – Emergency Lighting – Review & Change**

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

The Responsible Person - Emergency Lighting – Review & Change is a duty holder and has been delegated the managerial responsibility for reviewing the compliance and performance against this UCL Estates Policy.

The Responsible Person - Emergency Lighting – Review & Change produces and develops the policy and standard operating procedures for the management of emergency lighting systems risks on behalf of the Head of Engineering, and periodically audits their implementation.

The Responsible Person – Emergency Lighting – Review & Change has also been delegated the managerial responsibility for supervising the implementation of this standard and the management of any changes, additions to, or replacements of existing emergency lighting equipment under the control of UCL Estates.

The full details, expectations and requirements of this role are contained within the UCL Emergency Lighting Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this policy.

#### **4.1.10 UCL Estates**

(Project Managers, University Project Officers and University Service Managers)

Project Managers, University Project Officers and University Service Managers and the consultants they appoint are responsible for ensuring that emergency lighting systems supplied and installed in the UCL estate are designed and installed in compliance with the documents contained in the Reference section

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to this UCL Policy, and the requirements of this UCL Policy and Standard Operating Procedure.

The Responsible Person – Emergency Lighting – Review & Change is to approve each stage of the design and acceptance.

The Project Managers, University Project Officers or University Service Managers will be responsible for ensuring that emergency lighting systems are correctly installed and commissioned, that users and maintenance staff receive training from the installer or suppliers, and for the provision of O&M documentation and as fitted drawings at the time of handover, together with all commissioning data.

No system will be accepted unless the Responsible Person – Emergency Lighting – Review & Change has given the final written approval.

#### **4.1.11 Contractors** (and managers that employ contractors)

Those who employ contractors to supply, install or work on emergency lighting systems shall be responsible for ensuring the work complies with the requirements of this UCL Policy and SOP and that the works comply with relevant statutory regulations and the requirements of relevant product and installation standards.

Where equipment supplied has been imported into the EU it shall be properly CE marked and documented.

Reasonable enquiries are to be made to confirm the competency and training of contractors in the area of work, before entering into contracts for the supply or installation of emergency lighting equipment or systems, or the replacement, repair, maintenance or inspection and testing of existing systems and equipment.

Contractors are to be made fully aware of the duties and responsibilities assigned to them, and are to be familiar with this UCL Estates policy.

Only UCL Approved Contractors are permitted to work on UCL work equipment or equipment systems. Contractors are to have completed the necessary UCL Safety Questionnaires and their responses have been accepted.

<http://www.ucl.ac.uk/estates/procedures/new-project-management/forms/>

Contractors are to comply with the UCL Safety Policy ‘Safety Rules for Contractors employed on UCL Premises’, and sign the document accordingly. Contractors must also be registered on Constructionline.

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#### 4.1.12 Heads of Departments (other than UCL Estates), Responsible Person – Emergency Lighting – Governance

Heads of Departments are responsible for identifying, assessing and controlling the risks within their department, and/or departmental equipment that could present risk of danger. This will require the assessment of suitable provision of emergency lighting.

Departments are responsible for reporting to the Facilities Customer Services Help Desk when any permanent or temporary installations (i.e. Experimental Rigs) are installed that may give rise to danger, or when there is any change of use of any existing system or equipment, or any system or equipment is taken out of use or disposed of. The UCL Estates Responsible Person (Operation) will be responsible for arranging the removal of work equipment or equipment systems within any areas that are no longer required by the department.

In addition, subject to agreement by the Responsible Person (Operation), UCL Estates may be responsible for certain identified items of department equipment, upon acknowledged receipt of a UCL Estates Data Collection Sheet (Asset Register request).

Departments can seek advice/input on their risk assessments and safety measures from Safety Services and/or a UCL Estates Responsible Person.

UCL Estates will be responsible for amending the schematic drawings and any other records as appropriate.

#### 4.1.13 Appointed Person – Inspection and Testing

Where departmental equipment is managed by the department and not by UCL Estates, a local inventory of both specific items and types of equipment or installations that could present a risk of danger, as well as the provision of safety equipment, should be maintained by the Appointed Person (Statutory Testing) to ensure that the area is regularly assessed and continues to have appropriate emergency lighting provisions.

## 4.2 Records

Records must be kept to confirm compliance with the statutory regulations, this standard and the requirements of relevant codes of practice, and retained for the periods stated.

- All equipment and equipment systems must be uniquely identified with a specific asset tag and recorded on a UCL asset record system to allow it to be properly managed and maintained.

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- Job specific H&S risk assessments and method statements must be completed to conform to statutory requirements for any emergency lighting equipment and equipment systems and its environment for any maintenance, inspection or testing works upon them. The documents will categorise the level of risk of the building, the environment and the systems and equipment, and the appropriate management control necessary for the risks.
- The person or persons responsible for the installation of emergency lighting equipment and equipment systems or equipment management and its environment must provide sufficient information and documentation to comply with the requirements of the users for safe operation, user training and maintenance. Users must be properly trained for the equipment they are to use and all training must be recorded.
- All powered equipment and equipment systems must be inspected and tested and maintained regularly as necessary to keep it in a safe condition so far as is reasonably practicable, and the maintenance recorded. The identification of any damage, deterioration or dangerous conditions which are likely to lead to non-compliance is to be reported directly to a Responsible Person for management action.
- Any significant findings and action points of the risk assessments, training or maintenance and inspections must be prioritised and actioned accordingly.
- Staff and contractors training and competence records must be maintained.

These records must be retained throughout the period for which they remain current and for at least two years after that period. The results of any monitoring, inspection, test or check carried out, and the dates should include details of the state of operation of the equipment or system i.e. in use / not in use. All maintenance, inspections and testing must be recorded on the appropriate forms and the data should be reviewed periodically to assess trends.

### 4.3 Training and competence

Work equipment safety awareness training will be provided at 3 levels to suit the different roles of staff:

- Management – general training for supervision and training for the assessment of existing and new emergency lighting systems to check that their illumination level and other provisions continue to be acceptable for the required applications.
- Technical / maintenance staff – competent persons for maintenance, repairs or inspection and testing.
- Operator / user training – as required for the systems installed.

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- The training for maintenance staff shall ensure that they are aware of the correct operation of the system or equipment and its inspection and maintenance requirements.
- Training records and evidence of competence must be provided by contractors.
- All training must be recorded as noted in 4.2 above.

#### 4.4 Monitoring & Review

The Estates Standard Operating Procedure(s) and Risk Assessments detail the procedures for preventing, monitoring and controlling risk. These documents along with this standard shall be annually reviewed to ensure they remain up to date.

#### 5.0 References

- Health & Safety at Work etc. Act 1974.
- The Electricity at Work Regulations 1989.
- Management of Health and Safety at Work Regulations 1999.
- The Regulatory Reform (Fire Safety) Order 2005.
- BS 5266 The Code of Practice for Emergency Lighting, including BS EN 1838:1999 (BS 5266-7:1999) and BS EN 50172:2004 (BS 5266-8:2004).
- BS 7671 Requirements for Electrical Installations (IEE Regulations) current edition.
- BS 9999 Code of practice for fire safety in design, management and use of buildings.
- HSE Electricity at Work – Safe Working Practices (HSG85) 2013.
- HSE Five Steps to Risk Assessment (INDG163) 2011.
- UCL Design Brief for Mechanical, Electrical & Vertical Transport Services.
- The Estates Standard Operating Procedure(s) and Risk Assessments.
- DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT (DCLG). Fire safety – Risk assessment – Educational premises. The Stationery Office, 2006.
- The Building Regulations 2000 – Approved document B – Volume 2: Fire safety – Buildings other than dwelling houses. London: The Stationery Office, 2007.

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- CIBSE Society of Light and Lighting Guide 12 on Emergency Lighting.
- UCL Fire Safety Technical Guide TN 020 Emergency lighting design guidance.
- UCL Fire Safety Technical Guide TN 090 Fire exit and safety signs.

Safety Services References

Author(s)	
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