1.0. BACKGROUND

1.1. The Regulatory Reform (Fire Safety) Order (known Fire Safety Order) applies to England and Wales (Northern Ireland and Scotland have their own regulations, to which UCL premises in those areas of the UK, where applicable, will have to adhere).

1.2. The fire risk assessment required by the Fire Safety Order is the foundation of UCL’s fire safety management process. This provides a detailed overview of the preventive and protective measures in operation by UCL at each building on the Estate.

1.3. The purpose of this document is to set out the arrangements for ‘suitable and sufficient’ fire risk assessments and their use as the basis for suitable and sufficient fire safety management across the University.

1.4. This document also identifies the means by which the fire risk assessment process interacts with duty holders, and how significant findings and necessary actions arising from fire risk assessments are communicated and tracked.

2.0. GENERAL FIRE RISK ASSESSMENT (FRA) ARRANGEMENTS

2.1. The FRA programme delivery strategy is determined by the risk category of the building, which is a qualitative evaluation of the building construction, the occupying departmental activities and the building’s general fire safety management.
2.2. A qualitative review of UCL building risk categories is undertaken annually in December, to ensure that the Category of the building remains valid as a suitable frequency of fully reviewing the fire risk assessment.

2.3. Fire risk assessments are carried out and reviewed continually across the UCL Estate to a frequency determined by the risk category of the building, such that:

- **Category 1** buildings are fully risk assessed every four years;
- **Category 2** buildings are fully risk assessed every three years;
- **Category 3** buildings are fully risk assessed every two years;

2.4. The Fire Safety Order requires that fire risk assessments be reviewed 'regularly'. There is a further need to review fire risk assessments if there is a significant change to the premises, organization or the activities, or if there is a reason to suspect that the fire risk assessment in place is no longer valid, such as following a fire.

3.0. **SPECIFIC FIRE RISK ASSESSMENT METHODOLOGY**

3.1. All UCL premises have a base fire risk assessment (BFRA) which are uploaded to riskNET as the cornerstone of recording and communicating the significant findings of that assessment. RiskNET allows both the recording of significant findings and the allocation of specific actions arising from the fire risk assessment, with a full audit trail on actions taken in respect of compliance with the terms of the fire risk assessment. These form the basis of fire safety management within each UCL building.

3.2. **Base Fire Risk Assessment** - a base fire risk assessment will be carried out on each new building acquisition for the University. This will form the basis of the fire risk assessment process for the life of that building.

3.3. On top of the Base Fire Risk Assessment, reviews will be carried out (but not be limited to) each of the following points of intervention carried out by the fire team within Safety Services:

- At targeted timescales determined by the risk category of the building;
- Handover / snagging of refurbishment projects;
- Following any fires or serious fire safety-related incidents at the building;
- Following any departmental moves to or from the building;
- Following any change in the organization(s) present within the building;

3.4. There are three types of fire risk assessment reviews which will vary in scope and be recorded on the same document template in the audit / inspection module of riskNET.
3.5. **Type 1 Review** - a simple review that will look at only a section of the physical fire precautions in situ within a building, or an area of a building. It will not involve the management aspects, such as fire marshal numbers, training, etc., and an example of when this would be carried out is at the time of a refurbishment project handover. Any snagging items would be identified as actions requiring completion. All UCL buildings will be subject to a Type 1 review at the time of annual fire drills, as well as additional points of intervention (i.e. following refurbishments, etc.).

3.6. **Type 2 Review** - is a fire risk assessment with a restricted scope, such that it will look at a combination of the preventive and protective measures, including physical fire precautions and fire safety management aspects, although it will not be an exhaustive exercise covering all areas and departments of the premises. Type 2 reviews will be carried out at the mid-point between the comprehensive fire risk assessments.

3.7. **Type 3 Review** - is a comprehensive fire risk assessment, in accordance with PAS 79. The only difference between a Type 3 review and a new fire risk assessment is the format in which it is recorded. Each building will have a Type 3 review according to the frequency defined by the building category.

3.8. The completed review is attached to the Base Fire Risk Assessment. The assessor will inform one of the BAFE SP205-1 Scheme FRA Validators if any significant changes need to be made to the Base Fire Risk Assessment to ensure that it is up-to-date and reflects relevant information. This is done by selecting review in riskNET, which will create a new version of the Base Fire Risk Assessment.

3.9. This process will ensure that, not only can UCL demonstrate a process of continual review, but also that the Base Fire Risk Assessment will remain relevant and up-to-date, and form the foundation for fire safety management within each building on the Estate.

3.10. See illustrative diagram, below:
4.0. RECORDING OF FIRE RISK ASSESSMENTS

4.1. There are two pro forma report templates for recording fire risk assessments on riskNET as follows:
   - Specialist assessment – PAS 79 Fire Risk Assessment
   - Audit / inspection - AT0076: PAS 79 Fire Risk Assessment Review

4.2. These are contained respectively within the Risk Assessment module on riskNET and the Audit / Inspection module on riskNET.

4.3. In order to reduce administrative tasks associated with document management, fire risk assessments and reviews will be recorded directly on riskNET. Copies of the fire risk assessment documentation can be printed as a PDF document and stored in the document management system as a backup.

4.4. In accordance with the requirements of the BAFE SP205-1 Scheme, each fire risk assessment forming the Base Fire Risk Assessment, and any updated versions of that Base Fire Risk Assessment, will be issued with a BAFE certificate.

5.0. IDENTIFYING DUTY HOLDERS

5.1. In all cases at UCL, fire risks are owned by a duty holder. It is appropriate that the duty holder is made aware of risks that they own, as well as action to reduce or control the risk.

5.2. It is important that the correct duty holder is identified prior to distribution of the fire risk assessment and actions associated with the FRA.

6.0. DISTRIBUTION OF SIGNIFICANT FINDINGS AND ACTIONS

6.1. Communication of the findings and actions arising from a fire risk assessment are critical to ensuring that identified risks are controlled or reduced.

6.2. At the time of the fire risk assessment, efforts will be made to identify owners of risks in order that actions can be allocated accordingly. Whilst, ultimately, the risk owner may be the Head of Department etc., the action may be delegated to an owner who would not be the HoD but the person who will actually own the action practically (i.e. local manager who will actually complete the relevant action).

6.3. It is recognized that, on occasion, identifying a risk owner may prove to be practically difficult and time consuming. To minimize the impact on the fire safety team, such risks will be delegated to the Area Facilities Manager (UCL Estates) for them to take forward with the relevant department(s) / staff. Whilst they will not own the risk, they will be responsible for delegating it to the appropriate persons for resolution.
6.4. Actions will be allocated through the riskNET Action Tracker, which provides a comprehensive audit trail of the life of the action.

7.0. MONITORING AND CONTINUAL IMPROVEMENT

7.1. Arrangements for these items are detailed within the UCL BAFE SP205-1 Operations Manual.

8.0. FRA TIME LINES GUIDANCE

- **Fire Risk Assessment (FRA) Category 1 Risk Building - Action Time Line:**

- **Fire Risk Assessment (FRA) Category 2 Risk Building - Action Time Line:**

- **Fire Risk Assessment (FRA) Category 3 Risk Building - Action Time Line:**