



UNIVERSITY COLLEGE LONDON

MANAGEMENT OF FIRE SAFETY STANDARD

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The UCL Management of Fire Safety Standard has the authority of the President and Provost who is responsible for ensuring its implementation.

Authorisation:

UCL Health & Safety Committee

On behalf of

Professor Michael Arthur

President and Provost

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1.0. STATEMENT OF INTENT

- 1.1. This standard reflects the importance University College London (UCL) attaches to Fire Safety Management. UCL is committed to achieving best practice in the management of fire safety by assessing and managing fire risks to prevent harm to 'Relevant Persons'¹ and anyone else that may be affected by its activities. UCL recognises that fire safety is an important management function and is committed to the integration of fire safety into the management of activities and facilities.
- 1.2. The aim of UCL's safety policy is to encourage and promote the safe management of departmental work activities so as to reduce the risk of a fire. This document details those responsibilities for the management of fire safety at UCL. It seeks to ensure that all members of staff and students are trained in such a manner that they know how to reduce the risk of fire occurring and what to do in the event of a fire.
- 1.3. The UCL Safety Policy establishes a framework for safety management at UCL and this document supports that policy, including the requirements for risk assessment, arrangements for those with disabilities and dealing with dangerous substances.
- 1.4. UCL will, as far as reasonably practicable, comply with the Regulatory Reform (Fire Safety) Order 2005 (referred to as the '*Fire Safety Order*' in this document) and any other applicable legislation.
- 1.5. UCL will seek to reduce fire incidences by:
 - minimising the potential for fire to occur, disrupt the work of UCL and cause damage to property and the environment;
 - minimise the potential for unwanted fire alarms to occur, which disrupt work and place an undue burden on the Fire Brigade;
 - provide appropriate instruction, information and/or training for all persons, including contractors and temporary staff, as necessary, on the actions to be taken in the event of fire;
 - provide relevant 'Duty Holders' with general fire risk assessments, emergency building evacuation plans and departmental action plans stating the precautions to be observed and steps to be taken to protect people and property;
 - ensure that measures that are commensurate with the risks, and the significance of consequential losses, are taken into account to protect buildings, installations and equipment from fire; with an emphasis on business continuity and containing and preventing the spread of fire.

1. **'Relevant Person'** under the Fire Safety Order, means any person (including the responsible person) who is, or may be lawfully on UCL's premises; and any person in the immediate vicinity of the premises who is at risk from a fire (or explosion resulting from a fire) on UCL's premises - this may include staff, students, visitors or members of the public on the street adjacent to the building.

2.0. RESPONSIBILITIES

2.1. UCL Staff & Students

The Provost and President requires all UCL Staff & Students to comply with the Fire Safety Order and all measures set in place by UCL and its Departments to ensure their safety with respect to fire. They must:

- not interfere with or misuse anything provided by UCL 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, evacuate the building as quickly as possible and only re-enter upon the instruction of the UCL Fire Safety Manager, Senior Fire Evacuation Marshal (SFEM), Security Officers or the Fire Brigade;
- cooperate fully with local fire safety induction and familiarisation arrangements.

2.2. UCL Council - The Employer

The 'Responsible Person' is the UCL body corporate as the organisation that employs people to work on the premises. UCL Council, as 'the employer' of UCL's staff, has the ultimate responsibility for fire safety management in respect of the activities and premises under UCL control. It has delegated the day-to-day running of UCL, which includes the management of fire safety, to the President and Provost.

2.3. President and Provost

Overall responsibility for fire precautions within UCL rests with the President and Provost. A Health & Safety committee exists to monitor the implementation of this Management of Fire Safety document.

In his capacity as Chief Executive of UCL, the President and Provost is the 'employer' who is the 'Responsible Person' under the Fire Safety Order.

The President and Provost shall authorise this UCL Management of Fire Safety document and the arrangements made under it. The President and Provost shall satisfy the UCL Council, that the document has been adequately implemented by Heads of Departments.

2.4. Health & Safety Committee (HSC)

The Health and Safety Committee is responsible to the President and Provost for the planning, consultation and dissemination of the arrangements made within this fire safety document and monitoring the adequacy of its implementation.

2.5. Duty Holders (Head of Departments, Schools & Institutes)

Head of Departments² are responsible as Duty Holder(s) for the fire precautions and safe management of fire risks in areas occupied by their department and, anyone else who may be affected by departmental activities at risk of injury from fire.

A 'Duty Holder' has a duty to the President and Provost to ensure the following:

- undertake simple (local) fire safety reviews in respect of their areas of responsibility at least annually or more frequently if the risks require (see Technical Note TN077 at www.ucl.ac.uk/fire);
- review and implement any actions identified by the UCL fire risk assessment process within the recommended time periods;
- that their areas of control and responsibility meet statutory and UCL fire safety standards;
- the means of escape from their areas of responsibility are maintained in a safe, unobstructed condition and available at all times the premises are occupied;
- that suitable and sufficient risk assessments dealing with hazardous materials and processes are provided, and reviewed regularly;
- appoint a Competent Person(s) where necessary, to provide effective and appropriate procedures or special arrangements to safeguard 'relevant persons' related to the presence of dangerous substances within their departments;
- that training identified in this document 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 departments or areas of responsibility (see Technical Note TN099 at www.ucl.ac.uk/fire);
- appoint a member of staff in each building that the department occupies, to become a Senior Fire Evacuation Marshal (SFEM);
- appoint a Departmental Safety Officer (DSO) to assist in the creation, development, monitoring and review of the department's arrangements for safety, including the fire safety arrangements and statutory compliance;
- ensure that all students and visitors to UCL are adequately supervised by members of staff to ensure student compliance and to protect themselves and others who might be affected by their acts or omissions;

2. **'Head of Department'** means for the purpose of the Fire Safety Order 2005: Heads (or Directors) of Academic Faculties, Departments, Institutes, Centres and Schools etc., and the Heads (or Directors) of Professional Services; or anyone who is, or may be in control of all or part of a premise; and or is in control of financial resources and the management & control of staff within that part of the premise.

- ensure that specific and suitable departmental arrangements are in place for all relevant persons working, studying or visiting their department 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 fire has been given due consideration, that arrangements are in place, documented and promulgated to appropriate members of staff as necessary;
- where the department shares premises with others, arrangements must be made to co-operate with other occupants. This applies whether other occupants are or are not UCL employees.

2.6. Director of UCL Estates

The Director of UCL Estates is a 'Duty Holder' to both the President and Provost and to Heads of Departments, with respect to:

- the structural fire precautions, safe design, other measures and adequacy of the means of escape from the premises;
- the fire alarm systems;
- the emergency lighting;
- the fire equipment;
- the fire brigade facilities (under Article 17 of the Fire Safety Order).

In premises under UCL's control, the maintenance of the building elements, systems and infrastructure provided for fire safety is the responsibility of the Director of UCL Estates.

In premises leased by UCL, the responsibility will be in accordance with the repairing obligations under the Lease or through the Landlord or their representatives.

The Director of UCL Estates will ensure:

- a competent person is available to provide advice, guidance and assistance on fire safety management to UCL staff;
- that fire risk assessments and fire safety audits are carried out by a competent person(s) and other areas or buildings occupied by UCL for which he is responsible;
- that appropriate fire standards, procedures and guidance are designed to reflect the statutory obligations and particular fire risk management needs of UCL;
- that the risk based corporate UCL fire risk assessment process is undertaken and funding provided where necessary to ensure compliance.

2.7. UCL Estates Project Managers

UCL Estates Project Managers³, are to ensure that during project works, the contractors have adequate fire safety management plans and arrangements in place, to demonstrate a clear fire strategy during the works. This plan should include the protection of the means of escape, the maintenance of suitable fire compartmentation; storage, housekeeping and raising the alarm internally and externally to the site (see Mandatory Instruction MI02 at www.ucl.ac.uk/fire).

Furthermore, as part of any project handover that the fire alarm is tested to ensure that works correctly on completion and a fire familiarisation briefing is arranged for the building occupiers.

2.8. Fire Evacuation Marshals

Fire Evacuation Marshals' responsibility in the event of the fire alarm sounding:

- 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 of fire extinguishing equipment premises where safe & practical to do so;
- Identify, assist or report the location of any individual requiring assistance as necessary, to the SFEM or the Senior Local Authority Fire Brigade Officer.
- In addition they must regularly check the means of escape, firefighting equipment and report any other fire safety issues to the Head of Department (or their representative).

FEMs should undergo refresher training at intervals in relation to the risk level of the premises they are employed in. The duties of FEMs and further guidance are available from the fire safety web site (see Technical Note TN099 at www.ucl.ac.uk/fire).

2.9. Senior Fire Evacuation Marshal (SFEM)

Where a number of 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 administer and organise the duties of the department's FEMs, as required;

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

- to liaise within each building (if multi-occupied) with other departmental SFEMs to ensure a nominated SFEM gives assistance to the fire brigade, security and duty UCL estates engineers;
- to liaise within each building (if multi-occupied) with the Landlord's agents and/or other occupiers and to giving assistance to the fire brigade and others, as required;
- The duties of SFEMs and further guidance are available from the fire safety web site (See Technical Note TN099 at www.ucl.ac.uk/fire).

2.10. Deputy Registrar (Operations and Planning)

In consultation and co-operation with the Director of Student Residences, will designate as 'Appointed Persons'; all Wardens, Vice Wardens, Residential and Managerial Staff (where appropriate) for each Hall of Residence.

2.11. Student Halls of Residence - Appointed Person

The principal duties of an 'Appointed Person' are:

- raising the local fire alarm where necessary and ensuring that the Emergency Services are called by dialling '999';
- ensuring students (or guests) proceed to the appropriate Fire Assembly Point;
- liaising with the Senior Fire Officer in attendance in respect of providing key access, local information and general assistance as necessary, to deal with the incident.

2.12. Teaching Staff

All UCL teaching staff have a 'Duty of Care' to students under their supervision whilst studying or carrying out associated activities, to ensure that they are safe from fire. Staff must ensure that:

- student activities do not place 'Relevant Persons' at risk who may be effected by their acts and omissions;
- as far as reasonably practicable, direct students to observe UCL instructions in respect of fire safety while in their direct charge;
- students are provided with clear information and instructions in the event of a fire situation, and take all reasonable steps to ensure safe egress of students in any teaching space used by them, regardless of the location.

2.13. Disabled Persons & Temporally Incapacitated

Disabled or Mobility Impaired Persons have a duty to make Heads of Departments 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. UCL can only discharge its 'duty of care' to individuals, on being informed of their relevant conditions.

3.0. RISK ASSESSMENT & CONTROL MEASURES

3.1. Fire Risk Assessments

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 departmental fire safety management and training requirements. Taking into account the size of the department, complexity of its activities and premises which it occupies. These fire audits are risk based will normally take place between two and four years.

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 to occur.

3.2. Local Fire Safety Review

Heads of Departments have a duty to ensure that relevant persons 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 department's occupied and teaching space.

These risks include (but are not limited to):

- sources of ignition leading to fires;
- cause and effects of chemicals and gases;
- explosive or harmful atmospheres;
- flammable or dangerous substances;
- ionising radiation exposure;
- biohazards;
- experimental or industrial processes.

Heads of Department are required to undertake interim local fire safety reviews in respect of their areas of responsibility at least annually (see Technical Note TN077 at www.ucl.ac.uk/fire), or more frequent if there is a change or significant hazardous activities are undertaken in occupied space. These fire safety reviews should focus on:

- the department's fire and emergency arrangements;
- liaison with other departments, occupiers or the landlords of the building;
- the management of risks & hazardous processes generated by the department;
- ensuring fire 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 departments are adequate and in place.

3.3. Managing Fire Precautions

UCL is committed to managing fire precautions and fire risks through the processes of risk assessment and risk control measures in respect of all facilities, which it owns or leases. UCL will take steps to ensure the safety of relevant persons on its premises, from death or injury in the event of a fire or an associated explosion.

UCL will endeavour to:

- provide appropriate Means of Escape in case of fire, and ensure that the means of escape are kept free from obstruction and suitably illuminated at all material times;
- provide fire alarm systems to detect and to give warning in the event of fire, and maintain them in working order;
- provide, and maintain in working order, all fire extinguishing appliances;
- provide, and maintain in working order, equipment and facilities that are provided for use by the Fire Brigade.

3.4. Elimination or Reduction of Risks from Dangerous Substances [Article 12 of the Fire Safety Order]

Where dangerous substances are present in their areas of responsibility, Heads of Departments must ensure that all reasonable steps are taken to either eliminate or reduce the risks, by replacing the dangerous substance where possible. Where the risk cannot be eliminated, Heads of Departments must apply measures to control the risk and mitigate the detrimental effects of a fire and its effect to relevant persons. Heads of Departments, Departmental Safety Officers and other relevant

staff must, under these regulations, introduce suitable arrangements and controls, and consider the following:

- are there adequate department and research group controls of dangerous substances?
- is there adequate control of ignition sources, including hot surfaces, flames, sparks, static discharge, etc.?
- is there a need for intrinsically safe electrical fittings?
- are there regular reviews of dangerous substances in use, with the view to eliminate or reduce use as far as reasonably practicable?

In particular, the use, handling and storage of the following:

- Hydrogen, Methane, Silane and other similar flammable gases;
- Acetylene Gas;
- Liquid Petroleum Gas (LPG);
- Storage of flammable liquids / substances;
- Bulk storage of flammable liquids / substances;
- Storage of flammable liquids in Labs - further guidance is available from the fire safety web site (see Technical Note TN097 at www.ucl.ac.uk/fire).

3.5. Procedures for Serious & Imminent Danger & Danger Areas [Article 15 of the Fire Safety Order]

Heads of 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 to implement procedures. Heads of Departments, Departmental Safety Officers and other relevant staff must under these regulations 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 trained person to manage the evacuation?
- are there procedures in place to restrict exposure of relevant persons to special risks unless trained?
- Is there adequate information, instruction and signage?

3.6. Shared Premises

UCL 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 UCL staff work alongside the employees of another organisation, they shall work to the higher standard.

It is the duty of Heads of Post Graduate Institutes (PGIs) or Departments occupying part of Hospital premises, to ensure that all of their staff are made aware of the information and instructions relating to both UCL and local Hospital policies and procedures, as necessary. The Responsible Person who is the controlling authority over the Hospital premises 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. UCL Departments). Heads of UCL Departments/Divisions/Institutes in Hospital premises should manage their space in accordance with UCL fire safety instructions as far as reasonable practicable, but there will be a need to incorporate Hospital Instructions where necessary.

Where UCL is working in a shared premise the arrangements 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:

- a shared emergency plan;
- 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.

Where staff or students are visiting or working in external or shared premises it is important that they make themselves familiar with the local fire evacuation arrangements for the building as soon as possible.

3.7. Emergency Planning for Disabled or Mobility Impaired Persons

Once persons with disabilities or mobility impairments have been identified by the Head of Department then a suitable person (such as the Departmental Administrator, Line Manager or Departmental Safety Officer) shall be nominated to conduct a fire / emergency evacuation assessment. The form is called *'Assessment for Emergency Evacuation Planning of People with Restricted Mobility or Sensory Disabilities from UCL Premises'*.

Further guidance available from the fire safety web (see Technical Note TN09 & TN010 at www.ucl.ac.uk/fire)

3.8. Construction & Building Works

UCL Estates 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, Project Manager must 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 fire safety web (see Mandatory Instruction MI02 at www.ucl.ac.uk/fire)

4.0. TRAINING

4.1. Local Induction & Familiarisation

Heads of 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, all Means of Escape from their place of work to the assembly area. Record Form TN086 must be kept and made available to the London (or local) Fire Enforcement Authority if required.

4.2. 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 information about their means of escape and are refreshed annually. Record form TN086 must be kept and made available to the London (or local) Fire Enforcement Authority if required.

4.3. Undergraduate, Taught Postgraduate and Post-Experience Students

Heads of Departments are required to provide local fire safety briefings to undergraduate, taught post-graduate and post-experience students 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.

- Further guidance available from the fire safety web (see Technical Note TN086 & TN086a at www.ucl.ac.uk/fire)

4.4. Fire Drills

Annual fire drills will be arranged by the UCL fire safety manager for the Bloomsbury campus; these are an important training activity and should be fully supported by all UCL staff and students. Where the Department or part of the Department is not on the Bloomsbury Campus arrangements must be made at least once a year for a supervised fire drill, records of which must be kept.

Further guidance available from the fire safety web (see Technical Note TN103 at www.ucl.ac.uk/fire)

4.5. Departmental Occupation of Refurbished or New Premises

Under the Fire Safety Order, 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 Officers etc.) to have a fire safety brief 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 of Department will take steps to ensure that the information and any relevant instructions relating to fire safety are cascaded promptly to all relevant persons. A written record shall be kept by the Head of Department of those persons trained and made available to the Fire Brigade on request.

Further guidance available from the fire safety web (see Mandatory Instruction MI03 at www.ucl.ac.uk/fire)

5.0. COMMUNICATION & 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. Fire risk assessments and emergency plans are available at the UCL fire safety web site: www.ucl.ac.uk/fire (under 'Fire Risk Assessments' link).

6.0. RECORD KEEPING RETENTION PERIODS

The following records must be retained for at least one year:

- **Attendance at the Safety Induction Briefing** - these shall be maintained by UCL Safety Services;
- **Local Fire Safety Familiarisation** - these shall be maintained by the Department and be available for inspection;

- **Annual Fire Safety Review** - shall be maintained by the department and be available for inspection;
- **Annual Fire Evacuation Drills** - shall be maintained by UCL Estates and available for inspection. For those Departments not on the Bloomsbury Campus and which are responsible for conducting their own supervised fire drill, the results of such drills shall be forwarded to the UCL fire safety manager;
- **Evacuation Assessments and Personal Emergency Evacuation Plans (PEEPs)** - shall be maintained by the Department and available for inspection;
- **Suitable Risk Assessments for working and storing dangerous substances materials** - shall be maintained by the Department and available for inspection;
- **Fire Risk Assessments and Emergency Evacuation Plans** - shall be maintained by the UCL fire safety manager and be available on the web - updated 3 yearly or as necessary;
- **Equipment and Facilities provided for uses by the Fire Brigade** - shall be maintained by UCL Estates and available for inspection;
- **Equipment Provided for Life Safety** - shall be maintained by UCL Estates and records available for inspection;
- **Shared Workplace** - for those Departments that share premises with others that details of the arrangements made to co-operate with the other occupants must be maintained and available for inspection.

7.0. MONITORING & REVIEW

7.1. Monitoring - Fire Alarms / False Alarms

All fire incidents and unwanted alarms should be reported via RiskNET or via the UCL fire web site www.ucl.ac.uk/fire/incidents

This allows the UCL fire safety manager to investigate the occurrence and to minimise the chance of recurrence.

7.2. Monitoring - Standards & Procedures

The Director of UCL Estates is required to audit the effectiveness of UCL's Management of Fire Safety Standard within the premises for which he is responsible, and report annually to Health & Safety Committee (HSC)

The UCL fire safety manager is required to monitor the effectiveness of the Fire Safety Standard throughout the year.

7.3. Review

Progress in the implementation of new and revised arrangements for fire safety management is monitored throughout the year. In doing this, the Health & Safety Committee (HSC) takes into account views expressed by Heads of Departments and by staff representatives.

This Management of Fire Safety Standard will be revised and updated as necessary, and submitted to the President and Provost and Council for their approval at least once per year. A current copy of this statement will be available on the Internet and may be found in the UCL fire safety web site at: www.ucl.ac.uk/fire.

Appendix 1 - Glossary of Terms:

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.

Department - the basic management unit of UCL, 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 Departments that are in sole occupation of UCL premises. Similar duties are held by Heads of Departments in buildings occupied by more than one department, but only in respect to the part of the premises, which their Department occupies.

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 (or Directors) of Academic Departments, Institutes, Centres, Schools & Faculties etc. and the Heads (or Directors) of Professional Services Divisions, Dean of Students and Director of Student Residences.

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.

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

Responsible Person - under the Fire Safety Order (Article 3) the 'Responsible Person' is defined as *'the body corporate, the company or organisation that employs people to work on the premises'*:

- (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):
 - (i). 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
 - (ii). 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.

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.

Appendix 2 - Sources of Information:

Further fire safety information and guidance may be found at the Fire Safety website:
www.ucl.ac.uk/fire

Disability or Mobility Impaired Information:

All you need to know if your Department is responsible for students and members of staff etc., who have restricted mobility, sensory disability or who are temporarily incapacitated:

- www.ucl.ac.uk/fire/documents/UCLFire_TN_008.pdf
- www.ucl.ac.uk/fire/documents/UCLFire_TN_009.pdf
- www.ucl.ac.uk/fire/documents/UCLFire_TN_011.pdf

Fire Action Notices

Examples of the Fire Action Notices that are found around UCL detailing the action to be taken in the event of an emergency:

- www.ucl.ac.uk/fire/documents/UCLFire_TN_046.pdf

The (Fire Safety) Order 2005

Includes a summary of the Fire Safety Order 2005 together with links to the guidance produced by HM Government; it is here, that you will also find guidance on local induction training and the form used for record keeping:

- www.ucl.ac.uk/fire/documents/UCLFire_TN_076.pdf
- www.ucl.ac.uk/fire/documents/UCLFire_TN_078.pdf

Training and Fire Evacuation Marshal (FEM) Information

All you need to know about Fire Evacuation Marshals, local induction training (see above) and carrying out a fire evacuation drill. It is here that you will also find guidance on local induction training and the form to be used for record keeping.

- www.ucl.ac.uk/fire/documents/UCLFire_TN_099.pdf
- www.ucl.ac.uk/fire/documents/UCLFire_TN_086.pdf
- www.ucl.ac.uk/fire/documents/UCLFire_TN_086a.pdf
- www.ucl.ac.uk/fire/documents/UCLFire_TN_103.pdf

UCL Premise Fire Risk Assessments & Building Emergency Plans:

- www.ucl.ac.uk/fire/risk-assessments