



SUMMARY OF THE PRINCIPAL DEPARTMENT FIRE SAFETY DUTIES FOR SENIOR MANAGERS

Introduction Notes

This document summarises the principal duties **Head¹ of Department** should have in place to comply with the **UCL Fire Risk Management Standard** and fire safety legislation in general:

- arrangements in place for all staff, students and contractors to undertake fire safety eLearning and building familiarisation initially on starting at UCL and regularly thereafter;
- appointed a member of staff and a deputy, as **Senior Fire Evacuation Marshal (SFEM)** for each building or area that your department occupies;
- appointed sufficient numbers of **Fire Evacuation Marshals (FEMs)** for all buildings or areas your department occupies;
- have arrangements in place for those persons that have restricted mobility, sensory disabilities or who are temporarily incapacitated, to safely evacuate your areas of responsibility in an emergency;
- have arrangements in place where your department shares premises with others to co-operate and coordinate with other internal UCL occupying department, and where tenants through the Landlord or their agents;
- have arrangements in place to undertake simple (local) fire safety reviews at least annually (or more frequently if the risks require) of your areas of responsibility (see **TN077** for guidance);
- have arrangements in place to undertake risk assessments in respect to any hazardous materials or processes undertaken within your areas of responsibility, and that they reviewed regularly;
- have arrangements in place to review and implement any actions identified by the UCL **fire risk assessment** (FRA) process within the recommended time periods;

Note the UCL Fire Safety Standard is currently being revised and not available. Any queries should be directed to the fire safety team until revision completed. (August 2021)

¹ **'Head of Department'** means for the purpose of the Regulatory Reform (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.