

# Fire Safety Policy & Procedure



## 1. Fire Safety Policy Statement of Intent

**In particular, the Board of Governors affirms its commitment to the following aims:**

- 1.1 It is Bath Spa University's policy to provide safe working conditions for employees, students, visitors, and contractors. These general responsibilities extend to others who have a legal right to be on, or within the boundaries of the University and the satellite locations occupied by the University.
- 1.2 Bath Spa University (BSU) will ensure a suitable and sufficient assessment of the risks of fire is conducted, to identify the measures which need to be taken to comply with statutory and duty of care requirements set out in the Regulatory Reform (Fire Safety) Order 2005 and other relevant fire safety Regulations. Where appropriate and relevant to our properties, we will comply with the Building Safety Act 2022 and the Fire Safety (England) Regulations 2022.
- 1.3 Bath Spa University (BSU) seeks the co-operation of employees, students, and others with the fire safety arrangements set out in this policy and procedure.
- 1.4 Bath Spa University (BSU) is committed to achieving and maintaining high standards of fire safety in all buildings under its control and for all activities undertaken and will ensure so far as is reasonably practicable, that the risk from fire is effectively managed.

## 2 Scope

- 2.1 This policy applies to all premises and activities within Bath Spa University's control, including temporary structures, such as marquees and sets out how fire safety Regulations and best practice will be complied with.
- 2.2 Where third-party and partnership properties do not fall under university control, this policy does not apply to the owners/managers of those properties. However, the University expects assurance from the management of these properties that similar or better standards are maintained.

Georgina Andrews


Vice-Chancellor



November 2025

Jonathan Glasspool

Chair of Board of Governors

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November 2025

### **3 Responsibilities for Fire Safety**

#### **3.1 Board of Governors**

##### *Specific responsibilities*

- 3.1.1 The Board of Governors carry ultimate responsibility for fire safety within the University. They must ensure that, with regards to fire safety, clear lines of responsibility, together with suitable arrangements and systems, are in place throughout the organisation.
- 3.1.2 To ensure that they are in receipt of accurate and current information, the Board of Governors receive bi-annual health and safety reports that are produced by the Health and Safety Compliance Team. The bi-annual reports cover both health and safety and fire safety performance and updates. Annually, the Chair of the Board of Governors along with the Vice-Chancellor are required to co-sign the Fire Safety Policy statement of intent.

#### **3.2 Vice-Chancellor**

##### *Specific responsibilities*

- 3.2.1 The Vice-Chancellor represents the Board of Governors as the 'Responsible Person' for Bath Spa University, as per The Regulatory Reform (Fire Safety) Order 2005. The Vice-Chancellor has overall responsibility for fire safety in the University and delegates duties through line management and designated roles, as defined below:

#### **3.3 The Health and Safety Compliance Team**

##### *Specific responsibilities*

- 3.3.1 The Health and Safety Compliance Team will assist the employer at an operational level in undertaking the necessary measures to comply with the requirements and prohibitions imposed upon them under all relevant fire safety legislation.
- 3.3.2 The Health and Safety Compliance Team will:
  - Ensure that fire risk assessments are undertaken and reviewed for all Bath Spa University buildings.
  - Ensure that actions relating to structure, fabric, and fire systems, resulting from fire risk assessments are implemented, according to their priority.
  - Ensure that statutory testing is undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation, and records kept.
  - Ensure that the hot works permit, and fire alarm isolation process is adhered to during works carried out by employees and contractors.
  - Ensure that any faults identified with fire safety systems are rectified.

### **3.4 School Safety Managers (SSM) and Heads of Professional Services Departments**

#### *Specific responsibilities*

- 3.4.1 School Safety Managers (SSM's) and Heads of Professional Services Departments are responsible for the fire safety management of academic employees, contractors, students, and visitors who use, or operate within their areas/buildings of responsibility. SSM's and Heads of Professional Services Departments must ensure that personal working practices do not present an unacceptable level of risk. The university must ensure the competency of SSM's and Heads of Professional Services Departments to be able to undertake the role, and to manage safety.

### **3.5 Area Safety Managers (ASM)**

#### *Specific responsibilities*

- 3.5.1 Area Safety Managers are responsible for the following:
- Leading on the Bi-Annual Health and Safety Inspections for their designated building(s), ensuring that any identified actions are addressed and resolved with the relevant parties.
  - Ensuring that Fire Wardens are appointed for their designated academic/professional services building(s)
  - Working closely with the Security Team to schedule the Bi-Annual Emergency Fire Evacuation Drills
  - Attending Health and Safety Operational meetings, ensuring that any health and safety and/or fire safety issues (relating to their designated academic building(s) and/or operations within their Department/School) are raised.
  - Ensuring that the IOSH Managing Safely training course is undertaken.
  - Ensuring that any concerns are raised with the Health and Safety Compliance Team.

### **3.6 Security Team**

#### *Specific responsibilities*

- 3.6.1 The Security Team are responsible for the following:
- Undertaking the required training and refresher training.
  - Act as first response attending to fire alarms as quickly as practicable and investigating, by way of dynamic risk assessment, whether the incident can be dealt with by the University, or whether the Fire and Rescue Service should be called.
  - Managing the evacuation drills and evacuation of a building by, carrying out a sweep of the building and, where required, assisting those with Personal Emergency Evacuation Plans (PEEPs), or those waiting at refuge areas, to evacuate the building safely. If applicable, Fire Wardens will assist the Security Team during the evacuation.

- Acting as the first point of contact with the Fire and Rescue Service in the event of a confirmed fire.
- Where instructed by the Fire Alarm Company and/or The Duty Manager, isolating any fire alarms, where required.
- Reporting all fire-related incidents on the relevant platforms and fire logbooks.

### **3.7 The Estates Team**

#### *Specific responsibilities*

3.7.1 The Estates Team are responsible for the following:

- Adhering to the Permit to Work Policy while issuing fire alarm isolations, such as, for hot works.

### **3.8 Fire Wardens**

#### *Specific responsibilities*

3.8.1 Fire Wardens are responsible for the following:

- Attending initial and refresher training, as required
- Assisting the Security Team with fire evacuations (both emergency evacuation drills and actual evacuations)
- Carrying out monthly Fire Warden checks for their designated building(s).

### **3.9 The Student Wellbeing Team**

#### *Specific responsibilities*

3.9.1 The Student Wellbeing Team are responsible for assisting students in creating Personal Emergency Evacuation Plans, where required.

### **3.10 The Student Accommodation Team**

#### *Specific responsibilities*

3.10.1 The Student Accommodation Team are responsible for arranging periodic familiarisation visits, of the Student Accommodation buildings with the Fire and Rescue Service.

3.10.2 The Student Accommodation Team are responsible for ensuring that contingency plans and alternative accommodation is in place for students that live at Bath Spa University premises, in the event of a fire.

3.10.3 The Student Accommodation Team are responsible for assisting the Security Team with the bi-annual fire evacuations drills for the student accommodation buildings.

### **3.11 Students' Union**

#### *Specific responsibilities*

3.11.1 The Bath Spa University Students' Union is a separate entity therefore the University expects the Students' Union to effectively manage their own fire safety for employees, contractors, students, and visitors. Bath Spa University Students' Union is expected

to have an appropriate fire safety management system in place, based on the risk profile.

3.11.2 Bath Spa University Students' Union is also required to:

- Work closely with the Bath Spa University Health and Safety Compliance Team, ensuring that communication is consistently maintained, particularly if significant fire safety issues are identified.
- Adhere to and align with the Bath Spa University Fire Safety Policy.
- Demonstrate that a Fire Safety Management System is in place, evidencing how effectively it is operating.
- Ensure that competent Fire Safety advice is obtained and acted upon in a timely manner.
- Provide information about how significant fire safety issues will be addressed, to ensure that the Bath Spa University Health and Safety Compliance Team can provide the appropriate level of support, where required.

### **3.12 All Employees**

#### *Specific responsibilities*

3.12.1 All Employees are responsible for the following:

- Cooperating with the university and following all information, instruction and training given to them, with regards to fire safety.
- Not misusing or interfering with anything provided for fire safety.
- Reporting any fire safety concerns to their Line Manager and/or the Health and Safety Compliance Team.
- Ensuring that any visitors that they are hosting are aware of the fire safety arrangements (including if additional measures are required from the Security Team to evacuate the visitor(s) safely).
- Using the smoking shelters/pits that have been provided, including for vaping.
- Ensuring that their Line Manager is aware of if they require a Personal Emergency Evacuation Plan (PEEP). Those employees that Line Manage must also complete PEEPs with their employees, where required.

### **3.13 Students (including students that live in Bath Spa University Student Accommodation)**

#### *Specific responsibilities*

3.13.1 Students (including students that live in Bath Spa University Student Accommodation) are responsible for the following:

- Cooperating with the university and following all information, instruction and training given to them, with regards to fire safety.
- Not misusing or interfering with anything provided for fire safety.
- Using smoking shelters/pits that have been provided, including for vaping.
- Ensuring that they contact the Student Wellbeing Team to complete an Emergency Evacuation Plan (PEEP), where required.
- Reporting any concerns to their tutor and/or the Student Accommodation Team.

### **3.14 Contractors**

#### *Specific Responsibilities*

3.14.1 Contractors that carry out works at Bath Spa University are responsible for the following: -

- Cooperating with the university and following all information, instruction and training given to them, with regards to fire safety (such as hot works and fire alarm isolations).

## **4 Definitions**

4.1 Responsible Person – Section 3 of The Regulatory Reform (Fire Safety) Order 2005 defines a Responsible Person as ‘In this Order “responsible person” means—

- (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. At bath spa university the "responsible person", will be the Vice-Chancellor.
- PEEP — a PEEP is a Personal Emergency Evacuation Plan. This is required for any person who is unable to evacuate from a building unaided.
- Fire Risk Assessment— A fire risk assessment is an audit of a building’s current fire safety measures. If necessary, the assessment will include detailed recommendations to improve its fire safety. It is an organised, methodical, and thorough look at premises, the activities carried out and the likelihood that a fire could start and cause harm to those in and around the premises. A fire risk assessment is required for every university-owned, or managed building.

## **5 Arrangements for Fire Safety**

- 5.1 Fire risk assessments will be carried out by an external contractor, who will work in cooperation with the Area Safety Manager or nominated person for the building, and the Estates Team. Fire risk assessments will be kept by the Health and Safety Compliance Team and the Estates Department, and a copy will be given to the Area Safety Manager responsible for the building/area.
- 5.2 Fire risk assessments must be reviewed at regular intervals or immediately when:
  - There is a significant change in building layout, structure, or use;
  - New fire hazards are introduced; or
  - Following any fire incident or the issue of an alteration notice, enforcement, or prohibition notice.
- 5.3 Fire risk assessment reviews will be undertaken annually for high-risk areas such as sleeping accommodation and science buildings (this may be carried out by a member of staff with the relevant qualification and experience), and every 5 years for other buildings or sooner following significant changes to the building, its use, or its occupants. All University Buildings will be reviewed internally annually.

- 5.4 Any actions identified in the fire risk assessment should be implemented by a nominated person and according to their priority. Implementation will be monitored by the Health and Safety Compliance Team.

<b>Table 1. Fire Risk Assessment Roles and Responsibilities</b>	
<b>Role</b>	<b>Responsibility</b>
Responsible Person/Health & Safety Manager	Ensures that fire risk assessments are completed, reviewed, and updated; approves and resources action plans.
Fire Safety Assessor - Shield	Conducts competent assessments in accordance with current legislation and guidance. Assessors should be qualified as a minimum with:  IFE (Institute of Fire Engineers) Institute of Fire Safety Managers, or; IFPO (Institute of Fire Prevention Officers)
Managers/Site Leads	Implement and monitor actions identified in the fire risk assessment within the required timescales.
Health & Safety Manager	Maintains records, monitors compliance, and schedules of reviews.

- 5.5 Initial Fire Risk Assessment must be completed before occupation or use of any new, altered, or newly acquired building. Upon completion of an FRA, identified actions shall be categorised and addressed within the following timescales:

<b>Table 2. Fire Risk Assessment Risk Ratings</b>		
<b>Risk Rating</b>	<b>Example Issues</b>	<b>Target Completion Timescale</b>
Intolerable / High Risk	Blocked exits, defective alarm, missing fire doors	Immediate – within 24–48 hours
Substantial Risk	Damaged door closers, Fire Stopping, electrical or flammable Inadequacies	Within 1 month *
Moderate Risk	Poor housekeeping, signage improvements	Within 3 months
Tolerable / Low Risk	Administrative updates, training refresh	Within 6–12 months

*(\*Timescales may be dependent on budget allocation and/or works scheduling, specifically where the work is not carried out internally and would rely on procurement processes, lead times, and the availability of operational space to complete the works — which typically can only occur during scheduled downtime periods).*

- 5.6 A copy of each FRA, review, and action plan shall be kept for as long as it is valid or superseded. Records must include:
- Date of assessment and review
  - Name and competence of assessor
  - Summary of findings and risk level



- Action Plan with completion dates and sign off.

5.7 All records should be available for inspection by the Fire and Rescue Authority or other enforcing bodies upon request.

## **6 Statutory Testing**

6.1 Statutory testing will be managed by the Health and Safety Compliance Team for the following:

- Fire alarm systems
- Emergency lighting
- Manual call points
- Smoke/heat detector heads
- Fire extinguishers
- Sprinkler systems
- Fire doors and door guards (or equivalent)
- Refuge systems
- Fire blankets
- Evacuation Mattresses
- Fixed electrical installation testing
- Portable Appliance Testing (PAT Testing)

6.2 Records of these tests will to be held by the Health and Safety Compliance Team electronically and where required in the building fire safety records box.

6.3 Statutory testing will be managed by each School/Department for the following:

- Extraction systems I.e., in workshops, science laboratories and catering venues.

## **7 Training**

7.1 Fire Safety training is provided for all employees. The level and extent of the training is appropriate to individual roles and responsibilities, which are listed below. During their induction, all employees are required to complete the Health and Safety E-Learning module, an online safety induction that includes a fire safety module. New employees will also be informed about the fire arrangements in the building they work in by their Line Manager.

7.2 Fire evacuation drills take place bi-annually in accommodation buildings. This is carried out by the Security Team.

7.3 Fire evacuation drills will be used as a means of assessing fire safety arrangements for the building and will be a way of giving practical training to building users on the arrangements in place for fire safety and the means of escape available in the building.

7.4 In non-accommodation buildings, bi-annual fire drills will be arranged by the Security Team and the Area Safety Managers. The Security Team will record the results of the fire drill and escalate any concerns to the Health and Safety Compliance Team, where appropriate.

7.5 Information about further training (such as Evacuation Chair training) is included below for specific roles, such as Fire Wardens and the Security Team.

## **8 The Security Team**

8.1 The Security Team are required to carry out their duties in line with the training that they have been given, including the responsibilities below:

### **8.2 Training**

8.2.1 Bespoke annual training for the Security Team is organised by the Health and Safety Compliance Team, which can be arranged by contacting [safety.admin@bathspa.ac.uk](mailto:safety.admin@bathspa.ac.uk). The training is delivered by an external company and will cover the following:

- Fire safety legislation, facts and figures
- Combustion principles and how fire spreads
- How to spot common hazards
- How to investigate and respond to a fire alarm activation
- Actions in the event of fire and evacuation principles
- Fire wardens' responsibilities
- Routine fire safety checks
- Fire extinguisher theory and practical

## **9 Fire Wardens**

9.1 Fire Wardens are required to carry out their duties in line with the training that they have been given, including the responsibilities below:

### **9.2 Training**

9.2.1 Fire Warden training is organised by the Health and Safety Compliance Team, which can be arranged by contacting [safetv.admin@bathspa.ac.uk](mailto:safetv.admin@bathspa.ac.uk). The training is delivered by an external company and will cover the following:

- Fire safety legislation, facts and figures
- Combustion principles and how fire spreads
- How to spot common hazards
- Actions in the event of fire and evacuation principles
- Fire wardens' responsibilities
- Routine fire safety checks
- Fire extinguisher theory and practical

### **9.3 Monthly Fire Warden Checks**

9.3.1 Fire Wardens are required to complete the Monthly Fire Warden checks for their designated building(s), to ensure that all fire safety equipment (such as extinguishers and fire exit signage) is in place and is also in good working order.

9.3.2 If any faults are identified, they must be recorded on the Monthly Fire Warden inspection form (on iProtectU) and a repair must also get raised on the appropriate platform (such as Planon). Faults which require urgent attention must be reported to the Health and Safety Compliance Team and/or the Security Team immediately.

9.3.3 Upon completion, the monthly fire warden check must be shared with the Area Safety Manager for the designated building(s).

9.3.4 During a fire evacuation (including emergency evacuation drills), Fire Wardens are required to:

- Carry out a sweep of their designated building, liaising with the Security Team if any building occupants require an assisted evacuation from the refuge area(s).
- Evacuate themselves and building occupants safely, to the designated external assembly point.
- Share information with the Security Team regarding any hazardous substances in the building that are likely to hinder or cause danger to the Fire and Rescue Service or the Security Team.
- Ensure that the Fire and Rescue Service (or a member of the Security Team) gives the building the "All clear" before any building occupants re-enter the building.
- Escalate any observations or concerns regarding the evacuation to the Area Safety Manager, Health and Safety Compliance Team, or the Security Team.

## **10 Bath Spa University Satellite Sites**

- 10.1 Employees working at Bath Spa University satellite sites, without the permanent presence of a member of the Security Team, must ensure that the Fire and Rescue Service (or a member of the Security Team) gives the building the "All clear" before any building occupants re-enter the building, following an actual fire or a fire alarm activation.

## **11 Personal Emergency Evacuation Plans (PEEPS)**

- 11.1 Should an employee require a Personal Emergency Evacuation Plan (PEEP), they must complete the PEEP template, which can be found on the Health and Safety SharePoint page. For satellite sites, this may differ, and employees are advised to check the process with their Line Manager. The information included on the form will be shared with the Human Resources Team, the Security Team and also the Student Wellbeing/Accommodation Teams (if the PEEP is for a Student), to ensure that the correct measures are in place to assist the individual during an evacuation.
- 11.2 It is the responsibility of the visitor to inform Bath Spa University employees if they have accessibility needs and require a PEEP to be put in place.
- 11.3 Should you have any questions, please contact the Health and Safety Compliance Team at [safety.admin@bathspa.ac.uk](mailto:safety.admin@bathspa.ac.uk).

## **12 Fire Alarm Activations and Isolations**

- 12.1 Please refer to Appendix 1 and Appendix 2 for the fire evacuation procedures.
- 12.2 Please refer to the Permit to Work Policy for further information on fire alarm isolations during works.

## **13 Smoking and Vaping**

- 13.1 For information on smoking and vaping, please refer to the Smoking Policy which can be found on the Bath Spa University SharePoint site.

## **Appendix 1: Fire Evacuation Procedure – Non-Accommodation**

The procedure listed below must be followed by occupiers of university buildings (excluding accommodation buildings), in the event of the fire alarm sounding.

### **Evacuating the Building:**

Upon hearing the fire alarm, all building occupiers should immediately leave the building and go to the designated fire assembly point. The only exception to this is those who cannot readily escape the building without assistance. These building occupants will go to a refuge point and use the emergency voice communications device to speak to the Security Team.

If a refuge point does not have an emergency voice communication device, the building occupant will be identified by a member of the Security Team (or a Fire Warden) during the sweep of the building, and the relevant assistance to evacuate will be provided. Building occupants needing assistance to evacuate will only be evacuated from a building if there is a confirmed fire, implementing their Personal Emergency Evacuation Plan (PEEP).

### **Re-Entering the Building:**

In the event of a confirmed fire, the Security Team are responsible for liaising with the Fire and Rescue Service to provide information and the location of the fire. The Security Team will liaise with the Fire Warden(s) when it is safe to re-enter the building and announce this to the building occupants. The Security Team and Fire Warden(s) will assist the building occupants when re-entering the building.

All building occupiers are encouraged to share any feedback with the Health and Safety Compliance Team following an emergency evacuation, or an emergency evacuation drill. This is an important part of ensuring continual improvement.

**In the event of an emergency, the use of lifts at all Bath Spa University sites is strictly prohibited.**

## **Appendix 2: Fire Evacuation Procedure – Student Accommodation**

The procedure listed below must be followed by occupiers of student accommodation, in the event of the fire alarm sounding.

### **Evacuating the Building**

Upon hearing the fire alarm, all building occupants should immediately leave the building and go to the designated fire assembly point.

The only exception to this is those who cannot readily escape the building without assistance. These building occupants will adhere to the measures outlined in their Personal Emergency Evacuation Plan (PEEP). The Security Team will carry out a sweep of the building, identifying if any building occupants require assistance evacuating the building.

Building occupants needing assistance to escape will only be evacuated from a building if there is a real fire or when putting their PEEP into practice.

### **Re-Entering the Building:**

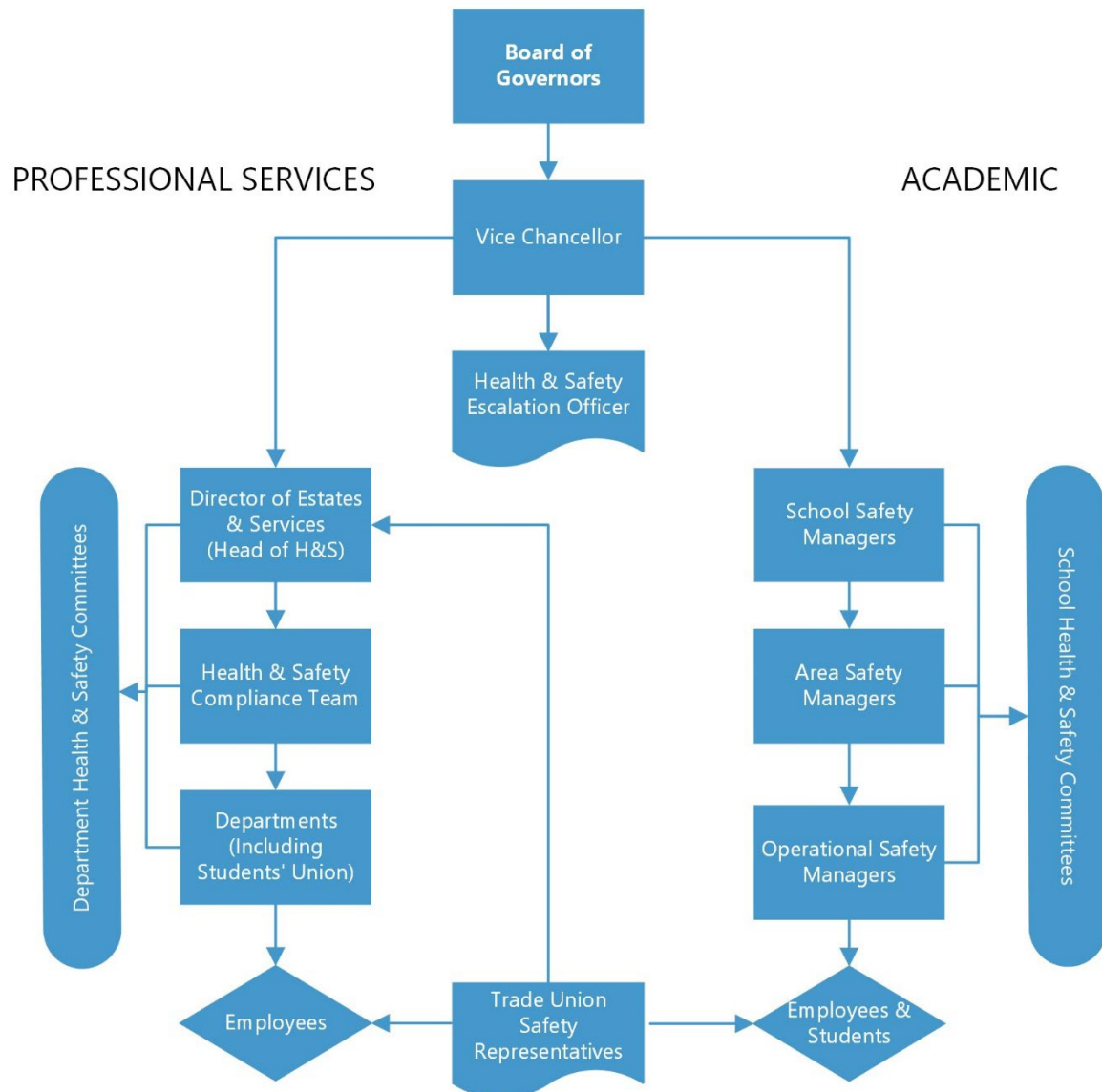
In the event of an actual fire, the Security Team are responsible for liaising with the Fire and Rescue Service to provide information and the location of the fire.

The Security Team will liaise with the students and the Fire and Rescue Service (in the event of a confirmed fire) when it is safe to re-enter the building and announce this to the building occupants.

All building occupants are encouraged to share any feedback with the Health and Safety Compliance Team following an emergency evacuation, or an emergency evacuation drill. This is an important part of ensuring continual improvement.

**In the event of an emergency, the use of lifts at all Bath Spa University sites is strictly prohibited.**

### Appendix 3: Bath Spa University Health and Safety Structure



## Document Details

**Responsible Office:** Health and Safety Compliance

**Responsible Officer:** Vice-Chancellor

**Approving Authority:** Board of Governors

**Date of Latest Approval:** June 2025

**Effective Date:** June 2025

**Amended (if applicable):** December 2025

**Related Policies and Procedures:** Health and Safety Policy

**Supersedes:** Fire Safety Policy (Jun25)

**Next Review Due:** June 2026