



Fire Safety Policy

Policy owner:	Health and Safety Manager
Implementation date:	September 2025
Review date:	September 2028
Related policies:	Health, Safety and Wellbeing Policy
Related procedures:	Fire Safety Procedure

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Version History

Version	Approved by	Revisions made	Date
Draft V1		Draft	October 2014
Draft V2		Draft	November 2014
V3		First version	March 2015
V4		updated Prohibited and confiscation list	December 2015
V4 – minor amendments			January 2017
V5 – Changes within the Estates Department			September 2019
V6 –		minor amendments to names and locations	
V6 –		Updated fire alarm testing days	September 2020
V7 –		minor amendments to names and locations	December 2022
V8 –		minor changes to names and frequency of fire risk assessments	June 2023
V9	Health and Safety Committee	New format – split from general arrangements into separate policy and procedure	September 2025 (Approved 06/01/26)

1. Purpose

- 1.1 The University of Buckingham (referred to as the university throughout the rest of this document) is committed to achieving and maintaining the highest standards of fire safety for all employees, students and others who may be affected by the university's activities in compliance with the key legislation covering fire safety is the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and Fire Safety (England) Regulations 2022.

2. Scope

- 2.1 The policy applies to all buildings owned, leased or controlled by the university to:
- Ensure the safety of all university community, including staff, students, and visitors from fire hazards.
 - Adhere to all relevant fire safety regulations.
 - Implementing effective measures to manage fire risks, including fire safety management plans and periodic fire risk assessments.
 - Provide fire safety training to employees and students to ensure they understand their responsibilities and how to respond in case of a fire.
 - Establish procedures for fire emergencies including fire evacuation plans and regular fire drills.

3. Legislative context

- 3.1 The main legislation governing fire safety at the university area the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and Fire Safety (England) Regulations 2022:

[The Regulatory Reform \(Fire Safety\) Order 2005](#)

[Fire Safety Act 2021](#)

[The Fire Safety \(England\) Regulations 2022](#)

4. Policy statement

- 4.1 At The university of Buckingham, we are committed to protecting all members of our community, including students, staff, contractors, and visitors from the risks associated with fire.
- 4.2 We will ensure full compliance with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005 and the Building Regulations, Fire Safety Act 2021 and Fire Safety (England) Regulations 2022.
- 4.3 The university will proactively manage fire risk across all campuses and establish clear, consistent fire safety standards. This policy, alongside our supporting arrangements and procedures, ensures that fire safety is proportionate, effective, and aligned with the operational needs of our academic, residential, and support services.
- 4.4 Life safety our uppermost priority. We will also protect university property including buildings, equipment, and infrastructure through appropriate fire engineering controls that minimise damage and support business continuity.



- 4.5 All fire safety systems (e.g. alarms, extinguishers, emergency lighting) will be maintained in accordance with legal requirements, and comprehensive records will be kept to demonstrate compliance.
- 4.6 The university will maintain an up-to-date map of all fire compartments across its estate and manage changes through a robust permitting and approvals process.
- 4.7 All buildings will have a current fire risk assessment, reviewed on a three yearly programme. Year one will be undertaken by an external contractor, with an annual review undertaken at year two and three internally. Reassessment will be undertaken following change or incident.
- 4.8 All fire safety documentation will be stored centrally and made accessible to all those who need it.
- 4.9 Fire safety performance will be monitored through the Health and Safety Committee, and are committed to continuous improvement in line with university policy.
- 4.10 All members of the university community are expected to:
- Participate in fire drills and evacuations
 - Report fire safety concerns promptly
 - Follow fire safety instructions at all times
 - Failure to comply with fire safety procedures or evacuation instructions may be treated as a breach of the university's Health and Safety Policy.
- 4.11 We aim to implement the highest standards of active and passive fire protection Student accommodation, using engineering solutions where appropriate to reduce risk.
- 4.12 We will ensure that individuals requiring assistance during evacuation are identified and supported through clearly communicated protocols.
- 4.13 The university is committed to ensuring the safety of every individual on campus. We will establish and maintain clear protocols to identify and support anyone who may require assistance during an evacuation. This includes students, staff, visitors, and contractors.
- 4.14 We will ensure that:
- Appropriate support measures are in place for those who need them
 - Evacuation plans are tailored, where necessary, to individual needs
 - Information is communicated clearly, promptly, and sensitively to all relevant parties
 - Our goal is to ensure that everyone can evacuate safely and confidently in the event of an emergency.

5. Responsibility

- 5.1 The FSO sets out a number of roles and responsibilities defined in law. These are:

Role	Definition	University nominated appointment
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Responsible Person	The Responsible Person is defined within the FSO as the employer	Council is formally the employers. However, in line with the university policy, the Vice Chancellor has overall responsibility.
Competent Person	The Responsible person can appoint one or more competent persons to assist in the undertaking of the preventative and protective measures.	The Vice Chancellor has appointed the Director of Estates (reporting to the Chief Financial Officer) and Health and Safety Manager as the competent persons. The Director of Estates has authority to appoint other competent person(s) as they require.
Role	Definition	University nominated appointment
Relevant Persons	A relevant person is any person who is lawfully or unlawfully on the premises and any person that is in the immediate vicinity of the premises who is at risk of fire on the premises.	Relevant persons include all employees of the university, Students, Members of the public, contractors and all other occupants on the university estate.
Enforcing Authority	The enforcing authority for the university.	Bucks Fire and Rescue Service for the majority of the university estate. Other fire and rescue services may be considered where there is a presence outside of the Buckinghamshire area.

5.2 Responsible person

5.3 Vice Chancellor: is the principal 'Responsible Person' for the university. The duties imposed, may be delegated, however the responsibility will always remain theirs. The Vice Chancellor must:

- a) Ensure the fire safety of the university is maintained.
 - (ii) Chief Financial Officer: Responsible for Estates, the duties imposed may be delegated.
 - (iii) Health, Safety & Wellbeing Committee: Responsible for determining the content of the fire policy, with final approval given by the Executive Committee.
 - (iv) Executive Committee: The duties imposed on the Vice Chancellor are also imposed on the Executive Committee.

5.4 Competent Persons



- 5.5 The Vice Chancellor by delegation appoints competent people to assist him in complying with the imposed fire policy.
- 5.6 Director of Estates Responsibilities:
- 5.7 The Director Head of Estates is responsible for, both directly and through delegation to the Health and Safety Manager and Estates Services Operations Manager to:
- a) Assist the VC to comply with his fire safety duties.
 - b) Carry out the fire safety duties identified in the Building Regulations and the CDM Regulations and to consider fire safety protection in all tasks completed.
 - c) Ensure that a suitable and sufficient integrated fire alarm monitoring and communication system is available and maintained.
 - d) Ensure all contractors are aware of and understand their responsibilities by providing induction training and briefings.
 - e) Assist the H&S Manager in the undertaking of fire risk assessments.
 - f) Ensure an agreed safe system of work is followed when servicing, maintaining and testing equipment which contributes to fire safety.
 - g) Ensure all staff are competent to carry out their duties.
 - h) Ensure that equipment which contributes to fire safety is maintained and tested as identified in the guidance, that any defects identified are rectified as soon as possible and that buildings are only left in a safe condition.
 - i) Ensure staff / contractors are available on call to rectify defects within a reasonable timescale, so far as reasonably practicable.
 - j) Ensure that the 'Permits to work' system is used by all contractors and staff.
 - k) Ensure appropriate persons are informed if the fire alarm system is to be isolated and when the system is back online.
 - l) Ensure all safe evacuation and fire safety information is communicated and displayed.
 - m) Ensure good standards of housekeeping are maintained and adhering to specific advice given during safety inspections and the findings of the fire risk assessment.
 - n) Co-ordinate installation of fire safety protection into refurbishments and new builds.
 - o) Liaise with all appropriate people on matters relating to fire safety including change of buildings use, new buildings, renovations, alterations and the installation and/or alteration of fire prevention and detection equipment.
 - p) Receive the fire risk assessment reports and liaise with the appropriate people to agree priorities and time scales for completion of all significant findings.



- q) Update Estates Management team on outstanding jobs so fire risk assessment can be maintained.
- r) Monitor and supervise the servicing and maintenance requirements of fire extinguishers and other firefighting equipment.
- s) Ensure fire extinguishing equipment and alarm systems operated maliciously, are restored to an operational condition as a matter of urgency and to advise on emergency measures in the interim period.
- t) Undertake routine inspections in all university premises, follow up unsafe situations and progress remedies.

5.8 Health and Safety Manager Responsibilities

5.9 The health and Safety Manager is responsible for:

- a) Undertaking fire risk assessment in year 2 and 3 of the 3 year cycle. Year 1 is undertaken by competent contractor and in years 2 and 3 is undertaken in house as per the fire risk assessment cycle.
- b) Supporting the Director of estates in managing, monitoring and reporting on fire risk assessment actions.
- c) Managing a process for routine visual inspections of fire extinguishers and emergency lighting in all university premises, report any unsafe situations or defects.
- d) Ensure all fire alarm activations, fire incidents are logged and an incident report form is completed and sent to the Director of Estates.
- e) Investigate and establish the cause of the fire alarm activation and contact the Fire and Rescue Service if the fire is confirmed.
- f) Keeping up to date with fire related legislation through the HSE updates and updates through the Barbour ESG service, and subsequently disseminating this information through the Health and Safety Committee and updating associated documentation.

5.10 Maintenance and Security Manager Responsibilities:

- a) Ensure the security staffing levels are adequate to carry out the fire procedures.
- b) Ensure fire extinguishing equipment and alarm systems operated maliciously or accidentally (out of hours), are restored to an operational condition as a matter of urgency and to advise on emergency measures in the interim period.
- c) Liaise with the appropriate people on matters relating to fire safety, i.e. change of buildings use, isolation of fire detection or removal of fire separations etc. so the fire risk assessment can be reviewed.
- d) Ensure the fire procedures are followed and undertake the duties of the incident controller, if required.



- e) Ensure all contracted security staff are adequately trained in the university's fire procedures and the duties.
- f) Follow the fire procedures, undertake the duties of the incident controller, if required.

5.11 Security Staff Responsibilities:

- a) Liaise with the Estates Department on matters relating to fire safety, i.e. isolation of fire detection including out of hours by using the escalation route.
- b) Contact the Health and Safety Manager and Estates and Facilities Compliance Administrator (or out of hours, the approved Contractor) to rectify faults and warnings indicated on the fire panel;
- c) Contact the Estates Department to rectify faults in fire precautions, fire equipment and housekeeping identified by security touring the buildings or grounds using the Job Request system.
- d) Record significant details on the security log i.e. when informed that the fire alarm system is to be isolated, complete an incident report form if required and send this to the Estates Management team for investigation.
- e) Handover any outstanding issues to the oncoming shift.
- f) Arranging fire evacuation drills and keeping suitable records.

5.12 Estates Employee Responsibilities:

- a) Liaise with the appropriate people on all fire safety concerns.
- b) Ensure employees report any fire safety defects and faults identified and these are reported to the Estates Department.
- c) Ensure that all staff receive adequate fire safety training and information.
- d) Ensure all hazardous chemicals are appropriately labelled, stored and assessed.
- e) Ensure all Safety Data Sheets are up to date and available.
- f) Report any fire safety faults and defects in fire precautions or fire equipment, identified whilst in the buildings, to their line manager.
- g) Ensure all equipment is stored away from fire routes and fire equipment.

5.13 Contractors Responsibilities:

- a) Ensure that all fire safety provisions, active and passive are maintained suitably.
- b) Liaise with the designated contact on all matters relating to fire safety provisions, active and passive.



- c) Undergo and adhere to the university contractor induction training and briefings.
- d) Adhere to any work permits issued.
- e) Ensure all equipment is stored away from fire routes and fire equipment.

5.14 Accommodation Department Responsibilities:

- a) Ensure suitable fire safety checks are carried out and that all faults are registered.
- b) Assist Health and Safety Manager in undertaking fire risk assessments in Accommodation blocks.
- c) Ensure good standards of housekeeping are maintained and adherence to specific advice given during safety inspections and the findings of the Fire risk assessment.
- d) To explain fire safety procedures and equipment when students arrive.
- e) To report fire safety issues / alarms to Estates Management team or Security (if out of hours).
- f) To investigate, where appropriate, misuse of fire safety arrangements e.g. fire equipment, fire alarms.

5.14 Dean of Faculty or Head of Department Responsibilities:

- a) Ensure sufficient resources (time, finance and facilities) are allocated to allow the Fire Warden to carry out their roles adequately.
- b) Ensure the Estates Management team is informed of any changes that occur to the layout or use in their areas of responsibility, which may affect fire safety.
- c) Address actions identified in the fire risk assessment that comes under their management responsibility.
- d) Provide assistance in undertaking fire risk assessment in areas their department and students occupy and those they have management responsibility for.
- e) Notify the Estates Department if any activities are being undertaken that are likely to increase the fire risk in the area they have management responsibility for, so the fire risk assessment can be reviewed and updated.
- f) Ensure the departmental fire risk assessment is carried out if significant fire hazards are identified, or the work under their control involves the use of any flammable, explosive or oxidizing substances.
- g) Ensure fire safety matters are communicated to all staff and students in their School/Department.



- h) Ensure fire safety arrangements, within their control, in their department / School are maintained.
- i) Ensure good standards of housekeeping are maintained and adherence to specific advice given during safety inspections and the findings of the fire risk assessment.
- j) Ensure all staff receive adequate induction, instruction and are sufficiently trained (via E Learning) and instructed in fire safety and any safe working practices necessary to ensure operations are completed safely, and suitable records are kept.
- k) Ensure all fire safety information is communicated to all staff, ensure safe evacuation and any fire safety information is displayed.
- l) Ensure sufficient personnel are trained and nominated for fire safety duties and they carry out those duties i.e. Departmental Safety Representative, Fire Wardens, or undertake this role if no formal appointment is made.
- m) Co-ordinate the evacuation procedures of all visitors in the department.

5.15 Departmental Safety Representative Responsibilities:

5.16 If a formal appointment of a Departmental Safety Representative is not made, the Head of Faculty/Department will automatically fill the post by default.

5.17 Liaise with other departmental Safety Representatives in a multi departmental building ensuring all fire safety issues are addressed, including:

- Report issues or concerns with standards of housekeeping,
- Adherence to advice given during safety inspections and in Fire risk assessment,
- To report any fire safety defects,
- Record training given.
- Report all defects regarding fire safety precautions and fire equipment identified during audits, to the Estates Department using the job requisition system.
- Liaise with the Estates Department to ensure that contractors and maintenance staff are informed of any hazards within the department.
- Ensure the Estates Department are informed of any changes that occur to the use of buildings.

5.18 Fire Warden Responsibilities:

- a) Undertake the Fire Wardens procedure, Figure 1.
- b) Undertake regular fire safety checks of designated areas of responsibility.
- c) Report defects identified to the Estates Department.
- d) Inform the departmental Safety Representative if your normal place of work changes as it affects the fire warden cover.



- e) Liaise with the Health and Safety Manager, departmental Safety Representative and other building Fire Wardens to ensure good standards of housekeeping are maintained.

5.19 Teaching Staff Responsibilities:

When allocated a teaching room all teaching staff must:

- a) Make themselves familiar with the nearest Call Point, emergency escape routes and a secondary escape route.
- b) Ensure that students are instructed to evacuate the building when the fire alarm is activated and always accompany the students.
- c) Assist any person having difficulties to evacuate.
- d) Report to Disability Officer any person so that suitable procedures can be put in place.
- e) Report any difficulties encountered during an evacuation to the Estates Management team.

5.20 Staff Responsibilities: All staff must:

- a) Not tamper with any fire equipment.
- b) Not leave propped open fire doors unattended.
- c) Take care of themselves and others who may be affected by their work.
- d) Co-operate with the university and line manager.
- e) Inform the line manager of any work situations which pose a danger.
- f) Inform the line manager of any failings in fire safety arrangements including defects in fire precautions, fire equipment and housekeeping.
- g) Evacuate immediately when the fire alarm activates in excess of 30 seconds using fire evacuation procedure as Appendix B.
- h) Report all fire incidents to the Estates Department for investigation.
- i) Report any faults during fire alarm tests and annual evacuation drills.
- j) Follow the university Fire Policy.
- k) Report where fire exits are blocked to the line manager or Estates helpdesk.

5.21 **Visitors Responsibilities:** Under guidance of the person hosting the visitor(s), they must:

- a) Evacuate immediately when the fire alarm activates.
- b) Inform their host if they have difficulties evacuating from the building.
- c) To follow the directions of the Fire Wardens in an emergency.

There is a duty on every person on the premises to act sensibly and not do anything that would expose any other person to danger from fire as a consequence of that action or inaction.

6. Relationship with other policies/procedures

Fire Safety Procedure

7. Definitions

Assessment Refers to all forms of work produced by students individually or in groups and submitted/ presented for formative or summative assessment as outlined in approved Module Specifications.



Staff

All paid university staff whether working on a permanent or temporary contract, apprentices, or engaged as “third party contract staff” working directly for the university.

Student

All students registered with the university (whether full or part-time) and includes those of undergraduate, postgraduate taught, post graduate research and professional programmes of study.