



UHSP-16a: Fire Safety Policy



Prepared by: Keith Davis/Matt Taylor	Page 1 of 3	Date of Issue: 31/01/2020	
Name of Document: UHSP-16a Fire Safety Policy	Version: 1.0	Date of Review: 14/12/20	Next Review: 14/12/23



1. Objectives

The University of Leicester will prepare for and minimise the effects of fire to prevent injury to University staff, students and visitors. It will ensure adequate resources are in place to assess the risk of fire and do what is reasonably practicable to prevent or reduce its effects through robust fire safety management.

2. Legal Compliance

The University will comply with, and where possible strive to exceed, the requirements of the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). This will be achieved through an effective partnership with a Fire Service in accordance with the Primary Authority Partnership Scheme.

3. Scope

This policy applies to all University premises, staff, students, contractors and visitors in accordance with the University Health and Safety Policy statement of intent.

4. Responsibilities

The person responsible for fire safety at the University of Leicester, the 'Responsible Person' as defined by the RRO, is the President and Vice Chancellor, on behalf of Council (the University's governing body).

This responsibility cannot be delegated but persons are appointed to support the delivery of the fire safety policy. All staff and students must co-operate with the University and adhere to the fire safety procedures and arrangements to ensure the risk from fire is minimised (See UHSP16c: Fire Safety Responsibilities).

5. Fire Safety Arrangements

Procedures and arrangements to mitigate the risk and effects of fire are in place (See Fire Safety UHSP-16b: Fire Safety Arrangements document).

6. Fire Safety Governance

The University Health & Safety Committee will include fire safety within its scope and ensure staff, and their appointed trade union representatives, are consulted on fire safety matters. The committee will receive updates on fire related risks and ensure appropriate measures are taken to minimise the risk from fire (refer to UHSP-20 Health and Safety Communications and Consultation policy).

7. Information, Instruction and Training

Appropriate fire safety information, instruction and training will be provided to all staff, students, contractors and visitors (See Fire Safety UHSP-16b: Fire Safety Arrangements document).

Prepared by: Keith Davis/Matt Taylor	Page 2 of 3	Date of Issue: 31/01/2020	
Name of Document: UHSP-16a Fire Safety Policy	Version: 1.0	Date of Review: 14/12/20	Next Review: 14/12/23



8. Additional guidance information

Additional fire safety policy and procedure is outlined in the following documents:

- Fire safety arrangements (UHSP-16b)
- Fire safety responsibilities UHSP-16c)
- Evacuation of people requiring assistance (UHSP-16d)
- Fire safety – temporary arrangements (UHSP-16e)
- Fire evacuation drill procedure (UHSP-16f)
- Personal Emergency Evacuation Plan (UHSP-16d:F1)
- Emergency evacuation plan (UHSP-16b:F1)
- Fire evacuation drill report (UHSP-16f:F1)
- Fire incident report (UHSP-16a:F1)

9. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	1.0	Reviewed, no significant changes. Header and footer changed and accessibility check run