



## Fire safety contact summary

The following sections outline the procedural guidance required for schools/departments/halls to deal with fire safety matters - a tabular summary of the most frequently required contact information is given in Section 1. It should be noted that most maintenance type items can be reported via the Facilities Management Directorate (FMD) Help Desk (extension 7000) – full details are given on the FMD Web Site ([www.rdg.ac.uk/FM](http://www.rdg.ac.uk/FM)) in the “WREN Web Interface and Help Desk” page. A number of items are covered in various Safety Guides, eg social events in Safety Guide 33.

### 1 CONTACT SUMMARY TABLE

Item		FMD Design Architect	FMD Design Engineer	FMD Maintenance Surveyor	FMD Maintenance Engineers	Area Safety Co-ordinator	Fire Safety Adviser	Telephone FMD	Emergency Control Centre - phone outside normal hours	FMD Admin WREN
Extinguishers	New equipment	✓					✓			
	Replacement or repair				✓		✓	✓		✓
Fire alarms	New installations		✓				✓			
	Defects				✓			✓	✓	✓
	Audibility				✓		✓			✓
	Special Facilities				✓		✓			
Fire safety	New signs	✓		✓			✓			✓
	Repair			✓						
	Non-standard			✓			✓			✓
Means of escape	New buildings	✓				✓	✓			
	Existing buildings			✓			✓			✓

Note: FMD – Facilities Management Directorate

## **2 FIRE EXTINGUISHERS**

Routine maintenance of extinguishers, fire blankets, sand buckets and hose reels is the responsibility of the Facilities Management Directorate (FMD) Maintenance Engineers via the FMD Help Desk (extension 7000). Requests for additional equipment should be confirmed with the Fire Safety Adviser. Where appropriate the department/hall will be requested to submit a WREN. Defective equipment should immediately be reported by telephone to the Maintenance Department via the FMD Help Desk (extension 7000).

## **3 FIRE ALARMS**

### **3.1 New installations**

New installations are the responsibility of the FMD Design Engineers. Standards applicable to comply with the current BS are agreed between the Design Engineers and the University Fire Safety Adviser.

### **3.2 Defects**

Defects should be reported immediately by the department or hall by telephone to the Maintenance Department via the FMD Help Desk (extension 7000). Emergency call-outs during outside normal hours periods should be requested via the Emergency Control Centre (extension 7799) who will arrange for the Duty Engineers to attend.

### **3.3 Audibility**

Departments or halls should report problems with the audibility of the alarm system to the Maintenance Section via the FMD Help Desk. Problems will be investigated by the engineers together with the Fire Safety Adviser at the next routine testing of the system.

### **3.4 Special facilities (eg visual alarms)**

Special facilities, eg visual alarms, should be reported by the department or hall to the Maintenance Department via the FMD Help Desk. Problems will be investigated by the engineers together with the Fire Safety Advisor at the next routine test of the system.

## **4 FIRE SAFETY SIGNS**

### **4.1 Requests for new signs and installation**

Departments or halls should send requests for new signs and installations to the Maintenance Department via the FMD Help Desk. Consultation with the Fire Safety Adviser (extension 8282) will be necessary to ensure the correct signage is installed.

Requests for signs in new building are the responsibility of the FMD Design Team and the appointed contractor. Consultation with the Fire Safety Adviser (extension 8282) may be necessary to ensure the correct signage is installed.

### **4.2 Repair or replacement of signs**

The department or hall should report repairs or replacement of existing signs to the Maintenance Department via the FMD Help Desk.

### **4.3 Request for non-standard signs**

The department or hall should make requests for non-standard signs to the Maintenance Department using via the FMD Help Desk. Fire safety signs should be confirmed in detail with the Fire Safety Adviser. If external signs are to be installed the Head of Grounds and Environment (extension 8312) must be consulted.

## **5 MEANS OF ESCAPE**

Means of escape problems in general terms should be discussed with the Fire Safety Adviser in the initial stages. Items of door furniture that require repair or change, eg addition of disabled facilities, should be requested via the FMD Help Desk.

### **5.1 New buildings**

The FMD Design Team normally deals with new buildings. During the design and build the enforcing authority for Building Regulations would provide guidance on the standards applicable.

The Fire Safety Adviser would be available for guidance on specific means of escape detail and general standards applicable.

### **5.2 Existing buildings**

Proposed alterations to existing buildings should be requested through FMD. This should take the form of detailed proposals initially in memo form. The Design Team will discuss as appropriate with the Fire Safety Adviser.

## **6 EMERGENCY FOLDERS**

The provision of new folders is the responsibility of the Fire Safety Adviser. Minor amendments to the folder should be effected by the Area Safety Co-ordinator (ASC) within the department. Where amendments are extensive and new sheets are required the ASC should indicate details on the relevant sheet(s) and return it to the Fire Safety Adviser. A copy should be retained within the folder and kept within the premises.

## **7 ASSEMBLY POINTS AND EVACUATION PROCEDURES**

Changes to these procedures should be discussed and approved by the Fire Safety Adviser.

## **8 FIRE HYDRANTS**

### **8.1 Annual maintenance**

Annual maintenance is the responsibility of the FMD Maintenance Department and will normally be completed during the months May – September. The Fire Safety Adviser will liaise appropriately.

### **8.2 Repairs**

The FMD Maintenance Section effects installation repairs. Once the repair has been assessed the FMD or agent working on that departments behalf will complete the repair.

### **8.3 Reporting defects**

Fire hydrant defects (eg leakage) should be reported by telephone to the FMD Maintenance Department (extension 7000) via the FMD Help Desk.

### **8.4 Major works**

Construction work or road surfacing affecting a hydrant installation would be the responsibility of the Facilities Management Directorate. If access to the installation is affected this should be discussed with the Fire Safety Adviser. Specifications with outside contractors should take into account any effects upon these installations.

## **9 SECONDARY LIGHTING**

### **9.1 New installations**

New installations are the responsibility of the FMD Design Team engineers. Standards applicable to comply with the current EN/BS and agreed policy between the FMD Design Team and the Fire Safety Adviser are applied.

### **9.2 Defects**

The department or hall should immediately report defects by telephone to the Maintenance Department via FMD Help Desk (extension 7000). This should be confirmed by sending a WREN to the FMD Help Desk. Emergency call-outs during outside hours periods should be requested via the Emergency Control Centre (extension 7799) who will arrange for duty engineers to attend. It is anticipated that the routine testing of this equipment would identify defects prior to the above action.

Requests for additional secondary lighting should be submitted on a memorandum to the FMD Maintenance Engineers. This will initially be investigated by the engineers and where appropriate the Fire Safety Adviser.

### **9.3 Fire Signs**

Secondary lighting fire signs are provided on licensed premises, theatres, large lecture rooms, and specialised areas where natural light is not available. The department or hall should immediately report defective items by telephone to the Maintenance Department (extension 7000) and confirmed by sending a WREN to the FMD Help Desk. The procedure would then continue as for normal lighting defects. New installations are the responsibility of the FMD Maintenance engineers.

## **10 SOCIAL EVENTS**

Social events are dealt with in detail in Safety Guide 33. Departments or halls with specific issues related to fire safety should contact the Fire Safety Adviser (extension 8282). All proposed firework displays must be discussed with the Health and Safety Services.

## **11 FIRE RISK ASSESSMENTS - FIRE PRECAUTIONS (WORKPLACE) REGULATIONS**

The Fire Safety Risk Assessment Checklist should be completed each term by the department or hall ASC and sent to the Health and Safety Services. The Fire Safety Adviser collates the data. Any specific issues related to the completion of this form should be discussed with the Fire Safety Adviser (extension 8282).

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