

# HS16 Fire Safety at Work and Fire Drills | Standard Operating Procedure

## 1. Background information

### 1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure details the processes for fire safety at work and fire drills at SOAS University of London.

### 1.2. Definitions

1.2.1. Non-domestic premises are:

- All workplaces and commercial premises.
- All premises the public have access to.
- The common areas of multi-occupied residential buildings.

1.2.2. Shared Premises:

- In shared premises it's likely there'll be more than one responsible person.
- You'll need to coordinate your fire safety plans to make sure people on or around the premises are safe.
- For common or shared areas, the responsible person is the landlord, freeholder or managing agent.

### 1.3. Roles and Responsibilities

1.3.1. Designated Health and Safety (H&S) Person

- It will be the responsibility of the designated H&S person to ensure adequate fire extinguishers are available at all work locations.
- All fire extinguishers are to be checked annually by a specialist contractor.
- Where any hot works are to take place they will ensure that a suitable extinguisher is available at all times.

- The responsible H&S person must:
  - Carry out a fire risk assessment of the premises and review it regularly.
  - Tell staff or their representatives about the risks they've identified.
  - Put in place, and maintain appropriate fire safety measures.
  - Plan for an emergency.
  - Provide staff information, fire safety instruction and training.

## 2. Main Content

### 2.1. Alterations, Extensions and New Buildings

2.1.1. When building new premises or doing building work on existing premises, SOAS must comply with building regulations.

2.1.2. This includes designing fire safety into the proposed building or extension.

### 2.2. Fire/Emergency Fire Drills

2.2.1. In accordance with The Regulatory Reform (Fire Safety) Order 2005, SOAS will ensure the following precautions are taken and provisions are in place

- Fire Detection and Warning Systems: A fire detection and warning system must be in place. Different types of detectors may need to be installed depending on the type of building and the work carried out in it.
- Fire-fighting Equipment – The types of equipment needed depend on the business premises. All equipment must be properly installed and maintained. Furthermore, staff must be trained to use them if necessary.
- Maintenance and Testing: Regular checks will be conducted to ensure that:
  - All fire alarm systems are working.
  - The emergency lighting is working.
  - Any faults in systems and equipment are recorded.
  - All escape routes are clear and the floor is in good condition.
  - All fire escapes can be opened easily.
  - Automatic fire doors close correctly.
  - Fire exit signs are in the right place.

2.2.2. SOAS Fire drills and training must be undertaken as follows:

- New staff need to be trained when they start work and all employees must be told about any new fire risks.
- At least one fire drill per year should be conducted and the results should be recorded.
- The results must be kept as part of the university's fire safety and evacuation plan.

### Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue