UNIVERSITY OF BATH

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD					
Evacuation					
Version Number	2019-Version 2	Date of Approval	20th December 2019	Review Date	Three years from acceptance by UHSC
Author and Lead	Mark Burton; Fire Safety Advisor				
Aims	The University is committed to ensuring the health, safety and welfare of all staff, students and visitors. Fundamental to achieving this is to identify, assess and control the risks in the workplace. To achieve this the University shall aim to make a suitable and sufficient assessment of all significant hazards to reduce the risk of harm to a tolerable level. The aim of this standard is to describe the University's arrangements for ensuring there are sufficient and safe evacuation procedures for all persons from a building that will not rely on the intervention of the Avon Fire & Rescue Service.				
Scope	The requirements of this standard apply to all premises and activities carried out on University owned or managed or occupied premises.				
Relevant Legislation	Regulatory Reform (Fire Safety) Order 2005				
Definitions	Fire Risk Assessment – A Fire Risk Assessment is an organised and methodical look at a building, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. Undertaken at the University by the Fire Safety Advisor.				
	Personal Emergency Evacuation Plan (PEEP) – Is a tailored evacuation plan for an individual who cannot use the standard evacuation plan for whatever reason. Written by the individual and his/her Line Manager.				
	Simultaneous evacuation – A full evacuation of the whole building when the fire alarm sounds.				
	Emergency voice communication system –A system to enable communication between the person at a disabled refuge point and a responsible person by the master communication system at the main entrance to the building.				
Responsibility for implementation	Director of Estates Faculty Deans/Head of Schools ,Heads of Departments and Directors Head of Security Head of UHSE Managers Fire Wardens Employees				
Training availability:	Fire Warden training and online toolkit is provided by UHSE				

	Standard to meet	Accountability	Reference documents and more information
1	Fire risk assessments will be carried out for all University owned, occupied or managed premises.	Head of SHEW	
2	Fire risk assessments shall identify all safe evacuation routes from all buildings	Head of SHEW	
3	The significant findings of fire risk assessments will be reported to relevant duty holders for action.	Head of SHEW	
4	The significant findings of Fire Risk Assessments relating to evacuation routes will be actioned in order to reduce such risks to a tolerable level.	Director of Estates, Deans, Heads of School, Heads of Department, Directors as appropriate	

5	Required actions will be monitored to ensure that they are being implemented with significant findings reported to University Health and Safety Committee	Head of SHEW	
6	Measures implemented at the University for safe evacuation including designated fire exit routes, fire safety signage, fire doors, fire alarm systems, emergency lighting systems and assembly points shall be adequately maintained.	Estates Department	
7	The installation of evacuation lifts will be considered in all new buildings.	Estates Department	
8	An appropriate evacuation strategy is developed for use across the University.	Head of SHEW	
9	The evacuation procedures are implemented across all buildings to provide a single system which everyone can follow regardless of where they are.	Directors, Heads of Department, Line Managers and anyone with responsibility for the management of specific buildings	
10	All new employees will undertake the University's fire safety training as soon as reasonably practicable after starting work at the University (and in any case within 3 months).	Directors, Heads of Departments, Line Managers, employees	University fire safety training is available online at: https://moodle.bath.ac.uk/course/view.php?id=54982
11	All people (including new employees, students, visitors and contractors) receive a departmental induction which includes information on local fire safety arrangements.	Directors, Heads of Departments, Line Managers.	
12	Fire Drills for all buildings will take place at least annually.	Head of SHEW	
13	Fire drills will be carried out in all University accommodation (both on and off campus) within the first four weeks of the new academic year starting.	Head of Security	
14	Those who are able to evacuate themselves should do so and make their way out of the building using the nearest available exit.	Employees	
15	Evacuation chairs will be made available in all buildings where there is a need (identified by Fire Risk Assessment), they will be sited in selected locations as determined by consultation with the University's Fire Safety Adviser for ready access by Security Officers.	Estates Department	
16	Anyone who feels that they would be unable to vacate any building without assistance should ensure that they inform their line manager, supervisor or other suitably responsible person so that a PEEP (Personal Emergency Evacuation Plan) can be prepared on their behalf. Once complete, the PEEP should be retained by the individual's line manager or supervisor with copies sent to UHSE, Security and the individual concerned.	Employees/Line Manager	Advice and guidance on the completion of PEEPs is available at: https://www.bath.ac.uk/guides/peeps-personal-emergency-evacuation-plans/
17	Any student living in University managed accommodation who feels that they would be unable to vacate their residence without assistance should ensure that they inform their Accommodation Manager. The Accommodation manager will then need to make sure that a PEEP (Personal Emergency	Students	

	Evacuation Plan) is prepared for the student. Students have a responsibility to cooperate with their accommodation manager to enable the PEEP to be carried out. Once complete, the PEEP should be retained by the individual's accommodation manager with copies sent to UHSE, Security and the individual concerned.		
18	An appropriate number of refuge points will be provided in all University owned or managed property where these are identified as being required in the fire risk assessment. These will be afforded a minimum fire protection of at least 30 minutes. Such refuges will be indicated by signage and will be equipped with an Emergency Voice Communication System.	Estates Department	

Standard Monitoring and Measurement Criteria	
UHSE has a programme of scheduled Fire Risk Assessment (FRA) inspections which is reported at each University Health and Safety Committee meeting. Actions from FRAs are checked for completion at the subsequent round of FRAs. UHSE will monitor and report on the following:	
1.	UHSE Fire Risk Assessment programme is on target.
2.	Actions from FRAs are completed by time of the subsequent FRA.
3.	The outcomes of fire drills are reported to Heads of Department and University Health and Safety Committee.
Heads of Department will report on the following as part of the annual statement of reassurance:	
4.	Fire Wardens complete regular checks to ensure escape routes are clear and free of combustible storage.
5.	All staff complete the basic Fire Safety Awareness training on moodle
6.	All people working within, or on official visits to, Schools, Faculties, Departments or Directorates receive an appropriate local induction that includes relevant information on fire safety matters.