

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD			
Evacuation			
Version Number	2022-Version 3	Date of Approval	December 2022
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Aims	<p>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.</p> <p>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.</p>		
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	<p>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.</p> <p>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.</p> <p>Simultaneous evacuation – A full evacuation of the whole building when the fire alarm sounds.</p> <p>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.</p>		
Responsibility for implementation	Director of Campus Infrastructure (CI) Director of Campus Services (CS) Faculty Deans/Head of Schools, Heads of Departments and Directors Head of Security Head of SHEW Managers Fire Wardens Employees		
Training availability:	Fire Warden training and online toolkit is provided by SHEW		
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 to ensure that escape routes are safe and available.	Director of CI, Director of CS, 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.	Director of Campus Infrastructure	
7	The installation of evacuation lifts will be considered in all new buildings.	Director of Campus Infrastructure	
8	An appropriate evacuation strategy is developed for use across the University. This includes developing guidance (and providing support) on the preparation of Personal Evacuation Emergency Plans.	Head of SHEW	Advice and guidance on the completion of PEEPs is available at: https://www.bath.ac.uk/guides/peeps-personal-emergency-evacuation-plans/
9	The evacuation procedures are implemented across all buildings to provide a single system which everyone can follow regardless of where they are.	Deans, 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).	Deans, 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 including evacuation routes and muster points.	Deans, Directors, Heads of Departments, Line Managers.	
12	Fire Drills for all non-residential 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.	All people using university buildings.	
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.	Director of Campus Infrastructure.	
16	Any member of staff who feels that they would be unable to evacuate a building without assistance should ensure that they inform their line manager so that a PEEP (Personal Emergency Evacuation Plan) can be prepared. Once complete, the PEEP should be retained by the individual's line manager with copies sent to SHEW, 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 who feels that they would be unable to evacuate a building without assistance should ensure that they inform their tutor / Director of Teaching or	Heads of Department Students	Advice and guidance on the completion of PEEPs is available at:

	Director of Studies so that a PEEP (Personal Emergency Evacuation Plan) can be prepared. Once complete, the copies of the PEEP should be sent to Security and a copy held by the individual concerned.		https://www.bath.ac.uk/guides/peeps-personal-emergency-evacuation-plans/
18	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 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 Security and the individual concerned.	Director of Campus Services. Students.	Advice and guidance on the completion of PEEPs is available at: https://www.bath.ac.uk/guides/peeps-personal-emergency-evacuation-plans/
19	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.	Director of Campus Infrastructure	

Standard Monitoring and Measurement Criteria	
SHEW 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.	
SHEW will monitor and report on the following:	
1.	SHEW 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 monitor the following:	
4.	All staff complete the basic Fire Safety Awareness training on moodle
5.	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 including evacuation routes.