



Guidance Note – Fire & Emergency Evacuation

Originator: Risk and Safety Manager

Date: June 2023

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The University has a fire risk assessment (FRA) which is reviewed and updated annually to comply with the Regulatory Reform (Fire Safety) Order 2005 and from recommendations made by West Yorkshire Fire Service, who have overall jurisdiction. This assessment is required by legislation, to verify the safety of occupants in premises and to ensure that they can safely escape it to reach a place of safety in the event of a fire, the assessment follows five steps:

1. Identify fire hazards. This stage of the FRA looks at the three components that make a fire, sources of ignition, fuel and oxygen.
2. Identify people in and around the premises at risk.
3. Evaluate the risk of a fire occurring; evaluate the risk to people from fire, remove and reduce fire hazards and risk to people plus checking and servicing firefighting equipment, means of escape and warning systems are maintained at all premises. Fire alarm activators and sounders will be tested on a weekly basis following a pre-arranged schedule.
4. Record findings, prepare an action plan and provide training.
5. Review

Fire-fighting equipment

Fire-fighting equipment is provided in accordance with the University's fire risk assessment, signs will indicate the position of extinguishers. Fire-fighting equipment will be examined and tested annually by a competent service engineer. Fire extinguishers that are suitable for the risk are strategically sited throughout the building.

Fire Alarm and Automatic Fire Detection

All internal areas within University buildings are covered by automatic smoke/heat detectors linked to the fire alarm. The systems are maintained, serviced and tested regularly to ensure they are working and optimised. The automatic fire alarm systems at Blenheim Walk and Vernon/Rossington Street are linked to a secure 24hr Notification Centre. The centre will contact the fire brigade to attend any site in alarm unless instructed by duty managers that the alarm activation is false.

Fire Alarm Call points

Call points are located on escape routes and, in particular, at all storey exits and all exits to open air.

Means of escape

Means of escape will be clearly marked. All staff will be required to be aware of the exits in their area and the location of their assembly point.

All means of escape must be available for use at all times. Access to these must be kept clear and unobstructed at all times. All staff are responsible for maintaining escape routes and reporting any defects or obstructions.

Fire resisting doors

Fire resisting doors are provided to ensure occupants can evacuate to a place of safety. Fire resisting doors will be provided to hold back fire and smoke, preventing escape routes becoming unusable as well as preventing fire spread from one area to another. Fire resisting doors will be fitted to protected corridors; between staircases and corridors or rooms and to define fire compartments. Fire resisting doors must never be propped or wedged open, the only fire doors that can be propped open are self-closing fire doors that are linked into the fire alarm system.

Fire Notices and signs

Notices and signs will be displayed throughout the University. Fire resisting doors fitted with self-closing devices will be labelled "Fire door keep shut" on both sides of the door at eye level.

Protected corridors and staircases

Protected corridors and staircases will be maintained as "sterile" and no items of furniture or large objects will be permitted in these areas as this will cause an obstruction to an escape route in an evacuation.

Waste materials

Waste materials must be kept to a minimum within University buildings and waste removed from University buildings on a regular basis.

Flammable materials and/or other high fire risk chemicals for disposal will be stored in an appropriate place, e.g. workshop areas, Blenheim Walk back yard chemical store or Vernon Street chemical store. Chemicals must be stored in accordance with the COSHH safety data sheets.

Construction of inner rooms

Construction of inner rooms is not be permitted without the express permission of Estates and the Senior Management Team. The layout and construction of the inner room must be in agreement with the Head of Estates and Risk and Safety Manager to ensure the update and inclusion within the fire risk assessment.

Fire separation

Fire separation will form a completed barrier with an equivalent level of fire resistance provided to any openings such as doors, ventilation ducts, service shafts, etc. Where services such as water pipes, electrical cables and telecommunications cable pass through fire resisting partitions, they will be adequately fire stopped. Where fire resisting partitions are installed, they will be extended to true ceiling height to maintain fire resisting integrity.

Health and Safety Induction

As part of the health and safety induction, all staff are made aware of the following:

- general fire prevention principles
- action to take on discovering a fire
- means of raising the alarm and the position of alarms
- action to take on hearing the alarm
- stopping work procedures
- location and types of fire-fighting equipment
- means of escape
- location of assembly points.

Individual's responsibility

Everybody has a responsibility to ensure a safe environment for themselves and others and ensure safe practices are followed at all times. Areas and departments are to be kept tidy and evacuation routes plus fire exits must be unobstructed.

Inspections

The Risk and Safety Manager and Facilities Manager will inspect the premises at intervals to ensure that the fire arrangements are being maintained in all University areas and from time to time the University may get unannounced inspections from West Yorkshire Fire Service.

Evacuation time

On activation of the main fire control panel, there is 3 a minute alarm delay to allow for the location of the activation to be investigated. Unless identified as a false activation after the 3 minutes the alarm will sound. Call points will sound the alarm without a delay. The time taken for occupants to evacuate a building or to reach a place of comparative safety within a building must not exceed 6 minutes.

Fire drills

Fire drills will be carried out twice a year at each building at 6 monthly intervals. The carrying out of drills will be the responsibility of the Risk and Safety Manager:

Blenheim Walk	-	October/November and April/May
Vernon Street / Rossington Street	-	October/November and April/May

Means of evacuation for people with mobility issues

Each individual will have their own personal emergency evacuation plan (PEEP) in place and will be fully briefed on what to do in the event of an evacuation, including, location of the nearest refuge point to their area and how to use the communication button to inform the person at the main control fire panel of their location.

Lifts

There are no fire safe lifts in any of the University buildings. Lifts must not be used when the fire alarm sounds and all lifts to go to ground.

Visitors and contractors

Visitors and contractors must first report to reception and sign in then the appropriate member of staff will be called to meet the individual. In the event of a fire evacuation the person hosting the visitor is responsible for escorting them to the designated fire assembly point.

Statutory testing

The fire alarm is tested weekly and the emergency lighting is tested monthly in accordance with the regulations.

Fire evacuation and actions for all sites

On discovering a fire:

- raise the alarm by activating the nearest call point/break-glass point
- leave the building by the nearest available exit
- proceed to the assembly point using the shortest route

On hearing the alarm:

- ensure the areas you work in are cleared of people and that colleagues and students evacuate
- leave the building by the nearest available exit
- proceed to the assembly point using the shortest route
- we are required to evacuate our building within 6 minutes
- if you have seen fire or smoke in the building please also inform a fire warden

If you are cut off by fire:

- close the door, use clothing etc. to block any gaps
- go to the window and attract attention

- if smoke enters the room, stay low, it is easier to breathe
- if you have access to a mobile phone, phone the University main contact numbers (Blenheim Walk 0113 202 8000/Vernon Street 0113 202 8030) or a colleague if you have their mobile telephone number and you know they are working on site
- wait for assistance

Dos and don'ts:

- do not put yourself at risk with even the smallest of fires
- do not attempt to move burning objects
- switch off any machinery which is being used if safe to do so
- if safe to do so, close windows and doors and secure confidential information
- if closed doors feel warm, do not open them
- do not use lifts
- ensure that any visitors you have also leave the building
- do not run and do not collect personal belongings
- do not return to the building until you have been told to do so by a fire warden
- never assume the evacuation is a drill
- never wander off in case we need to find you

Fire assembly points - Blenheim Walk

From 26th June 2023 to September 2024, **Assembly Point A** and all fire exits leading onto the Terrace will not be in use until the Café Build has been completed. This will leave Blenheim Walk two assembly points. (Assembly points B and C) We have agreed with our neighbors at Blenheim Point & Leeds Student Medical Practice that we can use their car park as a temporary alternative assembly point for the University until completion of the Café build.

In the event of a fire use the nearest emergency exit and then proceed to the designated assembly point for the area/exit as below.

Assembly points:

B (Green Zone) back yard near the large gates up to St Mark's Road

C (Red Zone) Archery Road

Blenheim Point
Assembly Point Blenheim Point & Leeds Student Medical Practice Car Park

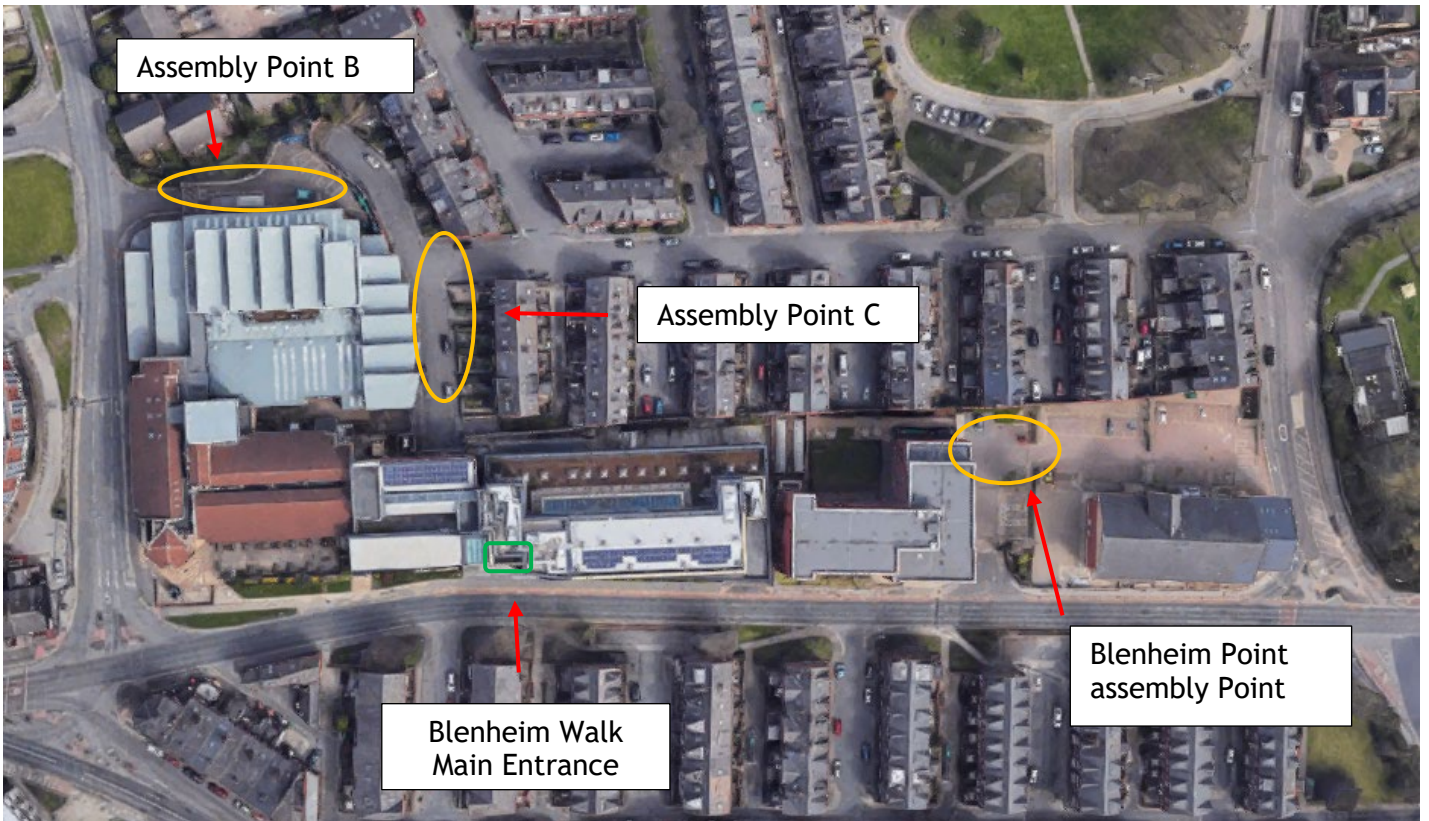
Depending on where you are located in the building will depend on which assembly point to use. Please ensure you make yourself familiar with the identified route for your area. You are also encouraged to have a planned secondary route in case the primary route cannot be accessed for any reason. For further detailed information, please refer to the fire evacuation procedure for Blenheim Walk, which is available on the Risk and Safety Portal page or by clicking on the following link: [Fire Evacuation Procedure \(Blenheim Walk\)](#).

Vernon Street has one assembly point, by the steps of Leeds City Museum.

See below for Assembly Point location plans.

Fire assembly points - Blenheim Walk

All evacuees must move to area specific assembly point marked orange circle below.



Entrance to Blenheim Point assembly point



Fire assembly points - Vernon Street/Rossington Street

Leeds City Museum - All evacuees must report to the stepped area outside the Leeds City Museum (to the area marked orange, below).



Version 2.1	HS5 Guidance Note	Fire & Emergency Evacuation	Leeds Arts University
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