



LEEDS
BECKETT
UNIVERSITY

HEALTH & SAFETY CONSULTATIVE COMMITTEE

08 October 2020
at 13:30 via Skype for Business

Sally Banton, Personal Assistant
Vice Chancellor's Group Office
Email: S.Banton@leedsbeckett.ac.uk Tel: 0113 81 29590



08 October 2020

AGENDA for the 08 October 2020 meeting

The 198th meeting of the Health & Safety Consultative Committee will be held via Skype for Business.

Part A: Preliminary Items		Reference	Led by
A1	Apologies	Verbal	Chair
A2	2020/21 Membership Update	HEA-2020-001	Chair
A3	Declaration(s) of interest	Verbal	Chair
A4	Minutes of the meeting held on 04 June 2020	HEA-2020-002 CHAIR APPROVED	Chair
A5	Matters arising	HEA-2020-003	Chair & Secretary
Part B: Major Topics		Reference	Led by
B1	Corporate Health & Safety Risk Assessment Update	HEA-2020-004	Stephen Thackray on behalf of Laurie Wilson
Part C: Local Reports		Reference	Led by
	Nb. Local reporting deferred to February 2021.	N/A	N/A
Part D: Safety		Reference	Led by
D1	Annual Accident and Incident Report 2019	HEA-2020-005	Stephen Thackray on behalf of Laurie Wilson
D2	Safety, Health and Wellbeing Policy Update	HEA-2020-006	Stephen Thackray on behalf of Laurie Wilson
D3	Fire Safety Policy and Procedures Annual Review	HEA-2020-007	Paula Johnston
*D4	Fire Safety Management Update Report	HEA-2020-008	Paula Johnston

Part E: Health & Wellbeing		Reference	Led by
E1	Report from Wellbeing Sub-Committee	HEA-2020-009	Jan Daley
E2	Test, Track & Trace Update (Students and Staff)	Verbal	Jan Daley and Sarah Swales
E3	Sickness Absence Report (Bi-annual)	HEA-2020-010 CONFIDENTIAL	Sarah Swales
E4	Covid-19 Stress Risk Assessment Report	HEA-2020-011 CONFIDENTIAL	Sarah Swales

Part F: Other Matters		Reference	Led by
F1	Health & Safety Training Compliance	HEA-2020-012	Stephen Thackray on behalf of Laurie Wilson

Part G: Other Business		Reference	Led by
G1	Any other business	Verbal	Chair
G2	Schedule of Business 2020/21	HEA-2020-013	Chair & Secretary

Date of the next H&S Consultative Committee meeting: *Thursday 11 February 2021, 13:30 -15:30 in G07 Old Broadcasting House, City Campus or alternatively via Skype for Business*

 *Shaded items indicate that the Committee is being asked to make a decision.*

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that they wish the item to be open for debate*

Health and Safety Consultative Committee – Membership 2020/21			
Membership role	Name	Job Title	School/Service
Co-Chair - Mgt	Trevor Armour	Director of Estates and Facilities	Estates Services
Co-Chair - TU	Roland Cross	Unison	Trade Union
Trade Union reps 2 from UCU and 2 from Unison	David Procter – Replaced by John Heathcote, Sareen Galbraith (Rotational basis?)	UCU	Trade Union
	Mobina Begum	Unison	Trade Union
	Jennifer Dods	UCU	Trade Union
	Carole Birley and David Page (Rotational basis)	Unison	Trade Union
SMG 2 Deans and 2 Directors	John Craig	Dean of Social Sciences	Leeds School of Social Sciences
	Lisa Stansbie	Dean of Leeds School of Arts	Leeds School of Arts
	Sally Griffiths	Director of Sport and Active Lifestyles	Sport and Active Lifestyles
	Trevor Armour [Also Co-Chair]	Director of Estates & Facilities	Estates Services
	Jan Daley	Associate Director	Student Services
School and Service reps (4 Schools & 4 Services min.) (On a 2-year rotating cycle from February 2020)	Victoria Johnson	Associate Director	Campus and Residential Services (CARES)
	Claire Williams	Head of Learning Resources	Libraries and Learning Innovation
	Tracy Commons	Associate Director – External Relations	Corporate Communications
	Denise Dixon Smith	Head of Admissions	University Recruitment
	Becky Nicholson	Programme Manager	IT Services
	Ian Richardson	Academic Services Manager	School of Health and Community Studies
	Duncan Webb	Course Director	School of Clinical & Applied Sciences
	Steve Burton	Head of Subject	Carnegie School of Education
	Hamera Bashir	Health & Safety Manager	Leeds School of Arts
	David Haigh	Head of Subject	School of Built Environment, Engineering & Computing
Nicola Queenan	Academic Services Manager	Carnegie School of Sport	
Students' Union reps 2	Jess Carrier	SU Officer	Students' Union

	Kerry Radford	Office Manager	Students' Union
In Attendance/Advisers to the Committee Appropriate individuals invited to attend as/when required for specialist advice, support or guidance	Sally Banton – New Secretary TBC	Committee Secretary	Vice Chancellor's Group Office



Minutes of the 197th Health & Safety Consultative Committee meeting on Thursday June 2020 (held via Skype for Business)

Present: Trevor Armour (Joint Chair)

Mobina Begum; Carole Birley; Alison Caswell; Jess Carrier; Tracy Commons; John Craig (*1st hour only*); Roland Cross [Joint Chair]; Denise Dixon-Smith; Jennifer Dods; Sally Griffiths; David Haigh; Victoria Johnson; Becky Nicholson; David Procter; Priscilla Preston; Ian Richardson; Lisa Stansbie; Claire Williams;

In attendance: Sally Banton (*Secretary*); Katie Dent; Paula Johnston; Laura McMahon; Damien Page (*2nd hour only*); Stephen Thackray;

Apologies: David Page; Nicola Queenan; Kerry Radford;

Attendees apologies: Laurie Wilson;

Preliminary Items

2019/20 Membership & Terms of Reference

112.2019.HEA The Chair presented the Terms of Reference for information and reported on changes to the Committee membership (paper reference HEA-2019-063). The following was **reported**:

- (a) A nominated representative for Carnegie School of Education was pending.
- (b) Carole Birley and David Page had been nominated as joint representatives of the Trade Unions, to attend on a rotational basis, following Roland Cross assuming the role of Co-Chair.

Declarations of interest

113.2019.HEA No declarations of interest were made.

Minutes of the meeting held on 27 February 2020

114.2019.HEA The Committee **agreed** that the minutes of its meeting on 27 February 2020 were an accurate record (paper reference HEA-2019-064).

Matters arising

115.2019.HEA The Chair presented a report on the matters arising from the previous meeting of the Committee held on 27 February 2020 (paper reference HEA-2019-065). The following was **reported**:

- (a) The Trade Unions now had full representation on the Wellbeing Sub-Committee membership (previous minute reference: 060b.2019.HEA).
- (b) Concerns were raised that presentation of the revised Corporate Health & Safety Risk Assessment had been deferred to the next meeting of the Health & Safety Consultative Committee meeting set to occur on 08 October 2020 (previous minute reference: 093.2019.HEA).

116.2019.HEA The Committee **agreed** that the Director of Estates would seek and share further clarity on the ownership and responsibility for updating the University Corporate Health & Safety Risk Assessment.

Major Topics

Working Safely at LBU During Covid-19

- 117.2019.HEA The Committee received a thematic presentation by the Director of Estates. The following was **reported**:
- (a) The main priority to date had been enabling colleagues to work from home following lockdown commencement in March 2020. The focus was now on enabling access to specialist equipment, full IT systems access and providing longer term solutions to create a safe remote working environment for staff.
 - (b) There had been a continual staff presence on campus throughout lockdown to maintain essential functions such as Security, IT provisions, Fire safety, Legionella testing and to oversee the retrieval of essential materials.
 - (c) Plans to facilitate a physical return to campus for the start of term were in progress. Although there was considerable appetite for the facilitation of face to face tutorials, it was envisaged that working from home arrangements would still stand for most Professional Services and Administrative colleagues.
 - (d) Preparation and planning for a return to on-campus activity had to date included updated floor plans, review of lift, stairwell and corridor capacities, assessment of toilet provision, planning for one-way systems and the feasibility of re-opening of practical teaching areas such as labs and studios.
 - (e) The associated Estates work streams had been and would continue to be co-ordinated by the University Major Incidents Team (MIT).
 - (f) A sub-group of the Joint Consultative Committee (JCC) had recently been established, entitled: 'Working Safely at LBU During Covid-19'.
 - (g) A proposed first draft of a pan-university Covid-19 Health & Safety Risk Assessment was circulated to members shortly before the Committee meeting and feedback invited (tabled paper reference: HEA-2019-080). It was noted that the draft document presented provided a comprehensive starting point which encompassed the current Public Health England (PHE) guidance. It was noted that the document focussed heavily on managing the risks of those presently working on campus but did not yet cover the risks associated with off campus activity, such as international travel and field visits. It was suggested that the document may benefit from further detail around the 'Emotional & Psychological' risks associated with the students taking part in blended learning activities.

- (h) It was acknowledged that the further development of the pan-university Covid-19 risk assessment should incorporate the views already captured from staff and students prior to website publication. It was also noted that this document would require underpinning with supplementary specialist risk assessments and method statements to be truly effective.
- (i) The University's existing Stress Risk Assessment provision would ultimately benefit from alignment to the pan-university Covid-19 risk assessment document.
- (j) The communications plan following the publication of the pan-university Covid-19 risk assessment would need careful consideration. It was noted that key messages would be reinforced with new signage and revised induction procedures and it was suggested a bespoke online learning module could be developed for staff to promote its correct application.
- (k) Consideration of the risks associated with lone working, reduced building occupancy and maintaining adequate First Aid and Fire Warden provision would continue and sector best practice would be adopted where possible.
- (l) The aforementioned workstreams would continue to be progressed 'offline' from formal Committee business to ensure that the University responds to the challenges presented in an agile and responsive manner. Although, the possibility of organising an extra-ordinary meeting of the Committee would be kept under consideration as the situation progressed.
- (m) Revised space capacity guidelines currently under consideration were:
 - i. Standard room utilisation reduced to 20% of normal capacity
 - ii. Lecture theatre utilisation reduced to 10% of normal capacity

118.2019.HEA

The Committee **agreed** that:

- (a) The Director of Estates would facilitate feedback arrangements on the draft University Covid-19 Health & Safety Risk Assessment utilising the central Health & Safety Team email address (H&S@leedsbeckett.ac.uk).
- (b) The pan-University 'Working Safely at LBU During Covid-19' and 'Working at Home' risk assessments would be published on the website to enable local managers to identify any areas where local risk assessments need to be conducted for activities not covered in the pan-University risk assessments.
- (c) The development of a pan-university Covid-19 Health & Safety Risk Assessment, incorporating campus planning scenarios, would continue to be progressed by the central Health & Safety Team following an opportunity for Committee member feedback and the finalised document would be circulated for information when complete.
- (d) The Director of Estates confirmed that proposals for adapted floorplans and special adaptations (e.g. Perspex screens, floor tape and sanitizing stations) at physical contact points (i.e. Reception areas and Helpdesks) would be drawn up and made available to Committee members for their review and comment.

Local Reports

Collated Report of Low Impact Areas

CHAIR APPROVED

- 119.2019.HEA The Committee received a verbal update from the Health & Safety Liaison Officer. The following was **reported**:
- (a) Update reports had not been received from all areas.
 - (b) No formal matters were raised for Committee consideration.
 - (c) Pre-lockdown, areas reported no significant incidents and only a couple of minor accidents. Since lockdown there have been no reported accidents/incidents.
 - (d) All areas had made regular contact with their staff since lockdown. In some cases, flexible working patterns had been agreed.
 - (e) Training compliance was above 90%.
 - (f) First Aid certifications would soon expire for some colleagues as consequence of the suspension of all face to face training provision.
 - (g) The following issues had been raised relating to home working:
 - i. Furniture requests (desks and chairs etc.)
 - ii. Additional DSE to facilitate longer-term home working.
 - iii. Lack of space to set up a home workstation.
 - iv. Requests for additional IT kit e.g. headsets
 - v. Workload concerns owing to at home distractions and caring responsibilities etc.
 - vi. Difficulty establishing work-life balance, leading to longer working days and a lack of distinction between work and home life.
 - (h) No musculoskeletal concerns had been raised to date.

120.2019.HEA The Committee **agreed** that the Health & Safety Liaison Officer would circulate an updated working from home risk assessment and supplementary checklist to Committee members for their review and comment.

Summary reports from High Impact Areas

CARES

- 121.2019.HEA The Committee received a verbal update from the Associate Director of Campus and Residential Services (CARES). The following was **reported**:
- (a) Training compliance was at 97%.
 - (b) Alternative First Aid provisions would need to be implemented to compensate for expired certificates.
 - (c) There had been only one reported incident of a small fire occurring in residences and this had been dealt with appropriately.
 - (d) Many staff from CARES had been unable to perform their duties since the commencement of lockdown. Efforts to maintain communications with those affected had been a top priority.
 - (e) Around 300 students had remained onsite since lockdown measures came into effect. There had also been a high level of activity to enable students to retrieve their personal possessions from site.
 - (f) A Staff Stress Risk Assessment review had recently been undertaken.

- (g) Site access requirements would continue to be reviewed and appropriate systems and procedures implemented to support this activity.
- (h) A review of campus cleaning regimes was in progress to address the additional requirements arising from the pandemic.
- (i) Procurement of additional PPE was under consideration.

122.2019.HEA The Committee also received a verbal update on the headline findings from the recent CARES Health & Safety survey. It was **reported** that:

- (a) 70 survey responses were received.
- (b) Most colleagues were clear of their role and responsibilities concerning Health & Safety.
- (c) Many colleagues were aware of the University accident and incident reporting procedures.
- (d) 4 out of 5 colleagues felt supported by their line manager concerning health & safety affairs.
- (e) Most colleagues felt comfortable requesting health & safety training.
- (f) Many colleagues expressed their preference for team briefings to discuss health & safety matters.

123.2019.HEA It was **noted** that written reports would normally be provided for high risk areas but that the Chair had authorised verbal reports to be presented on this occasion. However, following the Committee meeting, full local Safety, Health and Wellbeing Advisory Group (SHWAG) minutes would be published on the Committee webpages as normal.

124.2019.HEA It was **agreed** that the Associate Director of CARES would share the full CARES Health & Safety survey results with the Committee at the request of Unison.

Estates Services

125.2019.HEA The Committee received a verbal update from the Director of Estates. The following was **reported**:

- (a) Statutory estates maintenance was ongoing (plant room inspections, alarm and lift maintenance etc) and this activity would intensify immediately prior to campus re-opening.
- (b) Estates colleagues onsite continued to work whilst observing social distancing measures (split shifts etc.).
- (c) A booking system would soon be established to facilitate the collection of personal belongings from site.

Leeds School of Arts

126.2019.HEA The Committee received a report from the Dean of the Leeds School of Arts (paper reference: HEA-2019-066). The following was **reported**:

- (a) 3D printers had been deployed to aid with the manufacturing of PPE for the NHS.
- (b) Creative Safety's report for the Northern Film School was on hold given the suspension of all production during lockdown.

School of Built Environment, Engineering & Computing

- 127.2019.HEA The Committee received a report from the Head of Subject of the School of Built Environment, Engineering & Computing (paper reference: HEA-2019-067). The following was **reported**:
- (a) No accidents or incidents had been reported.
 - (b) Stress Risk Assessments were under regular review.
 - (c) The following specific issues had been raised relating to Covid-19:
 - i. Practicalities of office sharing
 - ii. Likelihood of LBU purchasing of testing kits
 - iii. The need to support our International student body
 - iv. The management of Degree Apprentice students that had been furloughed by their employers
 - v. Concerns raised about those undertaking offsite research involving the general public
 - vi. Food court provision and cleaning regimens following campus reopening
 - vii. Higher demand for parking spaces
 - (d) The Director of Estates confirmed that additional parking provision was being considered at a City-wide level in consultation with Leeds City Council.

Summary Report of School of Clinical & Applied Sciences, School of Health & Community Studies, Leeds School of Social Sciences (medium risk areas), and Leeds Law School (low risk area) Joint Summary Report

- 128.2019.HEA The Committee received a report from the Head of Subject of the School of Clinical & Applied Sciences (paper reference: HEA-2019-068). The following was **reported**:
- (a) Colleagues had begun to consider the implications of shared equipment in laboratory and practice areas.
 - (b) A review of DSE set-up had been encouraged for those working from home.
 - (c) Colleagues sought reassurance that lower building occupancy would be considered as part of the facilitation of a safe return to campus.
 - (d) All SHWAG actions would be fed into local School action plans to ensure appropriate escalation and follow-up.

Carnegie School of Sport

- 129.2019.HEA The Committee received a report from the Academic Services Manager of Carnegie School of Sport (paper reference: HEA-2019-069). The School Secretary in attendance at the meeting **reported** that the Learning Support Officers had now migrated into the new Carnegie School of Sport building. Appropriate risk assessments had been undertaken and colleagues had reported no health & safety concerns.

Sport & Active Lifestyles

- 130.2019.HEA The Committee received a report from the Director of Sport & Active Lifestyles (paper reference: HEA-2019-070). The following was **reported**:

- (a) Over 50% of Service staff were still unable to work following campus closure. A virtual away day had been planned to engage with these colleagues.
- (b) The Service continued to provide input and advice concerning plans for campus reopening.
- (c) The Service were poised and ready to respond to potential changes to First Aid training delivery.

131.2019.HEA The Committee **agreed** that The Health & Safety Liaison Officer would circulate the latest official guidance on First Aid provision.

Leeds Business School

132.2019.HEA The Committee received a report from the Academic Services Manager of Leeds Business School (paper reference: HEA-2019-071). The report was taken without discussion.

School of Events, Tourism & Hospitality Management

133.2019.HEA The Committee received a report from the Academic Quality Support Officer of the School of Events, Tourism & Hospitality Management (paper reference: HEA-2019-072). The report was taken without discussion.

School of Cultural Studies & Humanities

134.2019.HEA The Committee received a report from the Dean of the School of Cultural Studies & Humanities (paper reference: HEA-2019-073). The report was taken without discussion.

Summary reports from Medium Risk Areas

External Relations

135.2019.HEA The Committee received a report from the Associate Director of External Relations (paper reference: HEA-2019-074). The following was **reported**:

- (a) Discussions had taken place with the central Health & Safety team to address a lack of DSE trained assessors within the Service as a result of recent staffing changes.
- (b) Many First Aider certifications in the Service would soon expire without intervention.
- (c) A review of the Service Stress Risk Assessment was due to be undertaken.
- (d) The Service Risk Register remained under continual review as the Service continued to respond to challenges emerging from the Covid-19 situation.

IT Services

136.2019.HEA The Committee received a report from the StART Programme Manager of IT Services (paper reference: HEA-2019-075). The following was **reported**:

- (a) The main concern reported amongst colleagues pertained to mental wellbeing.
- (b) Service colleagues had expressed their appreciation for the daily corporate communications received since lockdown.

- (c) The Service would now focus on planning for a safe return to campus and ensuring effective delivery of frontline services.

Libraries & Learning Innovation

- 137.2019.HEA The Committee received a verbal update from the Head of Learning Services based within Libraries & Learning Innovation. The following was **reported:**
- (a) No formal matters had been referred to the Committee.
 - (b) The Service Stress Risk Assessment had recently been updated to reflect Covid-19 issues and concerns.
 - (c) The Service were working hard to maintain staff morale by enhancing communications and by hosting virtual service-wide events.
 - (d) The Service would continue to work with Estates Services to plan for a phased re-opening of on-campus delivery.

Carnegie School of Education

- 138.2019.HEA The Committee received a verbal update from the Dean of Carnegie School of Sport. The following was **reported:**
- (a) There had been no reportable incidents or accidents.
 - (b) Concerns were noted about those colleagues who may be more prone to feelings of isolation during lockdown and to address this, regular virtual coffee mornings had been initiated by the School.
 - (c) Some colleagues had noted issues in accessing I-Trent to record sickness absence data.
 - (d) The number of issues raised regarding working from home had begun to subside as colleagues had now adjusted to their new work set-ups.
 - (e) Many colleagues had expressed their excitement at the prospect of returning to campus, but some colleagues remained anxious.

University Recruitment

- 139.2019.HEA The Committee received a verbal update from the Head of Admissions. The following was **reported:**
- (a) Colleagues continued to report demand for the obtainment of additional IT/DSE equipment.
 - (b) Planning was underway for this year's confirmation and clearing activity.
 - (c) Colleagues had expressed concerns regarding space to work, caring responsibilities and feelings of isolation. The Service had maintained regular communications with the affected individuals and working hours had been adjusted where it was practicable to do so.
 - (d) Following the recent bereavement of team member, David Houston, the People Team had signposted colleagues in the Service to appropriate support resources.
 - (e) A recent virtual applicant day was hugely successful, and the Service would look to replicate these arrangements in the future.
 - (f) Most colleagues had adjusted well to working from home.
 - (g) The Services Stress Risk Assessment was due for review at the end of June.

- (h) Scenario planning had begun to facilitate a safe return to campus.

Student Services

- 140.2019.HEA The Committee received a verbal update from the Director of Student Services. The following was **reported**:
- (a) For the period of February – May 2020 there were no reported accidents or incidents.
 - (b) Health & Safety had been added as a standing agenda item at the now weekly Service Leadership Team meetings to allow the Service to address concerns without the need to wait for the less frequently scheduled SHWAG meetings.
 - (c) Training compliance was at 98%.
 - (d) The Service reported full compliance in terms of its DSE and First Aider provision.
 - (e) Full-service continuity had been maintained since lockdown despite all Service colleagues working from home.
 - (f) Wellbeing support guidance had been revised to reflect the Covid-19 situation and the Money Team were working hard to support students accessing financial aid.
 - (g) The Service continued to track Student Covid-19 cases and had contacted those affected.
 - (h) Targeted communications had been sent out to vulnerable students.
 - (i) Guidance to support colleagues working from home had been distributed and regular staff contact had been maintained through MS Teams conversations.
 - (j) Colleagues had expressed their gratitude for the regular email communication from the Vice Chancellor.
 - (k) Regular communications with vulnerable staff members had been facilitated and the Service would continue to support those colleagues with additional caring responsibilities and to adopt flexible working practices where feasible.
 - (l) The Service would continue to review the longer-term equipment and IT needs of those working from home (i.e. IT peripherals, access to desking, chairs, software, systems and training).

Safety

Accident and Incident Report

- 141.2019.HEA The Committee received a verbal update from the Health & Safety Liaison Officer. It was **reported** that the H&S team had received no HS1 report forms since full lockdown commenced on 23 March 2020 and only minor accidents and incidents had been reported prior to this date. 60 minor incidents were reported in March 2020, decreasing to 35 in April 2020. The incidents were largely Security related matters, i.e. skateboarders on site, false alarms, members of public accessing campus grounds for recreational activities.

Internal H&S Audit Proposal

- 142.2019.HEA The Committee received a verbal update from the Health & Safety Liaison Officer. The following was **reported**:

- (a) Callidus Consultancy were engaged with the Central Health & Safety Team and had provided specialist guidance on Health & Safety Audit delivery.
- (b) Sample question sets had been developed for those areas categorised as either high or medium risk.
- (c) Low risk areas would likely be asked to complete an online-only audit submission.
- (d) The audit process was on hold indefinitely as a result of current risk management being focused around working from home and returning to campus safely during the Covid-19 pandemic. Any revised audit proposals would need to be tailored to the new health & safety management context in which we operate.

Fire Safety Management Update

143.2019.HEA The Committee received a report from the Fire Safety Adviser (paper reference HEA-2019-076). It was **reported** that following the handover of the Carnegie School of Sport Building, a review of fire risk and building occupancy was underway.

144.2019.HEA The Committee **agreed** that the Fire Safety Adviser would circulate supplementary report figures pertaining to:

- (a) Staff and Student Personal Emergency Evacuation Plans (PEEPS).
- (b) Fire Safety Training completions.

Health & Wellbeing

Report from Wellbeing Sub-Committee and proposed ToR update

145.2019.HEA The Committee received a report from the Director of Student Services (paper reference HEA-2019-077). The following was **reported**:

- (a) The focus of the last Wellbeing Sub-Committee meeting was responding to the Covid-19 situation.
- (b) A proposed revision to the Wellbeing Sub-Committee's Term of Reference was presented for the Committee's consideration.

146.2019.HEA The Committee **ratified** the changes to the Wellbeing Sub-Committee's Term of Reference.

Annual Stress Risk Assessment Report

147.2019.HEA The Committee received a verbal update from the Employee Relations Manager of the People Team. The following was **reported**:

- (a) An annual Stress Risk Assessment report had not yet been compiled owing to the notable change in focus because of the Covid-19 situation.
- (b) HR Business partners would continue to support their respective areas in reviewing and updating their local Stress Risk Assessments factoring in Covid-19 matters.

148.2019.HEA The Committee **agreed**:

- (a) The completed annual Stress Risk Assessment report would be presented at the October 2020 Committee meeting.
- (b) The Employee Relations Manager would provide an update to the Committee on the work being undertaken between the People and Team and the Trade Unions, as a sub-set of the JCC meeting, concerning a review of the University Stress Risk Assessment process.

Bi-annual Sickness Absence Report

149.2019.HEA The Committee received a report from the Employee Relations Manager of the People Team (paper reference HEA-2019-078). The report was taken without discussion.

Other Matters

150.2019.HEA No other matters were presented.

Other Business

Any other business

151.2019.HEA It was **noted** that some of the web links contained within the local SHWAG reports were not functional following the changes made to the Committees composition.

152.2019.HEA The Committee **agreed** that the Secretary would remind SHWAG meeting Secretaries to update their local reporting templates with the up-to-date web links.

Proposed Schedule of Business 2020/21

153.2019.HEA The Committee received a report from the meeting Chair (paper reference: HEA-2019-079). It was reported that the Joint Chair (Trade Unions) would Chair the next meeting.

Date of next meeting

154.2019.HEA The next meeting of the Committee would be held on Thursday 08 October 2020 at 13:30 in G07 Old Broadcasting House, City Campus.

Confirmed by the Committee as a correct record and signed by the Chair:

Signed: _____ Date: _____

CHAIR APPROVED



Matters Arising

Executive Summary

This paper provides an update on matters arising from the previous meeting of the Health & Safety Consultative Committee on 04 June 2020.

Action Requested

The report is for information. The Committee is invited to note the report.

Appendices

None

Author

Name: Sally Banton
Job title: Personal Assistant
Date: 05 October 2020

Matters Arising

This report summarises the matters arising from the last meeting of the Health & Safety Consultative Committee on 04 June 2020:

Arising from Minute:	Context	Action required	Responsibility	Status and Progress
055a-b.2019.HEA	<p>It was noted at the February 2020 Committee meeting that:</p> <p>a) Due to a recent staff leaver, a Committee membership vacancy had opened for the Carnegie School of Education.</p> <p>b) Due to a UNISON member now holding the position of Joint Committee Chair, a Committee membership vacancy had opened for the Trade Unions.</p>	<p>a) The Secretary would seek a new representative from Carnegie School of Education to fill the current membership vacancy.</p> <p>b) The Secretary would also seek a representative from the Trade Unions to fill the current membership vacancy.</p>	<p>Secretary</p> <p>Secretary</p>	<p>a) COMPLETE Steve Burton is confirmed to represent the Carnegie School of Education.</p> <p>b) COMPLETE Carole Birley and David Page are confirmed to represent UNISON at the Committee on a rotational basis.</p>
060a.2019.HEA (Previous minute reference(s): 007b.2019.HEA	It was noted at a historic Committee meeting, that the University's approach to the management of risk for its staff and students	Discussion between the Insurance and Risk Officer and the Health & Safety Adviser with regards to revaluating and redefining the institutional approach to the risk	Laurie Wilson (in consultation with Martin Watson)	<u>UPDATE PENDING</u>

and 124c.2018.HEA)	travelling overseas warranted re-evaluation.	management of staff and students who travel overseas would continue and any further developments would be reported back through the Committee.		
060c.2019.HEA (Previous minute reference: 029.2019.HEA)	This action pertains to a historic Committee member request that future accident and incident reports should reference the University's reputational accountabilities in the management of Health & Safety.	Future accident and incident reports would reference the University's reputational accountabilities in the management of Health & Safety.	Laurie Wilson	<u>UPDATE PENDING</u>
063.2019.HEA	At the February 2020 Committee meeting, recent amendments of the University Safety, Health & Wellbeing Policy were presented. It was agreed that further policy revision would be necessary to truly reflect the University's approach to the management of staff and student wellbeing.	A short life working group would be established to re-work the Safety, Health & Wellbeing Policy to encompass the University's approach to the management of staff and student wellbeing. An invitation would be sent to all representatives to join the working group and the existing and proposed SHW Policies circulated for comparison. The working group's progress would be reported back at the June 2020 Committee meeting.	Laurie Wilson	<u>IN PROGRESS</u> This item has been added to the agenda for the 08 October 2020 Committee Meeting.
069.2019.HEA	At the February 2020 Committee meeting, it was noted that a survey had been distributed to	The Associate Director of CARES would share the headline CARES Health & Safety staff survey findings	Vicki Johnson	<u>COMPLETE</u> A <u>verbal</u> update was provided at the 04 June 2020 meeting.

	CARES colleagues to gauge their perceptions of Health and Safety and that the results of this survey would be used to help inform the Services 2-year Health & Safety plan (2020-2022).	within the next cycle of localised SHWAG reporting.		
093.2019.HEA	At the February 2020 Committee meeting, the Committee received a bi-annual update on the recent amendments to the University's Corporate Health & Safety Risk Assessment. The Committee members present agreed upon several revisions to the existing document.	A revised version of the Corporate Health & Safety Risk Assessment would be presented and discussed at the June 2020 Committee meeting and would include biological safety detail, Covid-19 risks and risk ownership.	Laurie Wilson	<u>IN PROGRESS</u> This item has been added to the agenda for the 08 October 2020 Committee Meeting.
097.2019.HEA	At the February 2020 Committee meeting, the Committee received a verbal update on the ongoing management of fire equipment, highlighting key changes to the procurement and management of fire extinguishers.	An update on the changes to the management of fire equipment would be provided by the Estates Services representative at the June 2020 Committee meeting.	Trevor Armour & Paula Johnston	<u>COMPLETE</u> A Fire Safety Management Update report was presented to the Committee on 04 June 2020.
102.2019.HEA	At the February 2020 Committee meeting, it	The Fire Safety Adviser would re-engage School and Service colleagues	Paula Johnston	<u>COMPLETE</u>

	was noted that the University's existing approach to the management of fire drills was unrepresentative of a real fire emergency because fire drills were extensively communicated in advance.	to agree on a revised fire drill management procedure and report back to the Committee.		A Fire Safety Management Update report was presented to the Committee on 04 June 2020.
108.2019.HEA	At the February 2020 Committee meeting, the Committee received a verbal update on proposed changes to the University's future Health and Safety Audit approach following counsel received from an externally appointed consultant.	A Health and Safety Audit proposal report would be presented at the June 2020 Committee meeting.	Laurie Wilson	<u>COMPLETE</u> A <u>verbal</u> update was provided by Stephen Thackray at the 04 June 2020 Committee meeting.
116.2019.HEA	Concerns were raised that presentation of the revised Corporate Health & Safety Risk Assessment had been delayed.	The Director of Estates would seek and share further clarity on the ownership and responsibility for updating the University Corporate Health & Safety Risk Assessment.	Trevor Armour	<u>UPDATE PENDING</u>
118a-d.2019.HEA	a) A draft pan-university Covid-19 risk assessment was tabled at the meeting for comment and review.	a) The Director of Estates would facilitate feedback arrangements on the draft University Covid-19 Health & Safety Risk Assessment utilising the central Health & Safety Team email address (H&S@leedsbeckett.ac.uk).	Trevor Armour	a) <u>COMPLETE</u> The meeting Secretary emailed Committee members in this regard on 09 June 2020.

		drawn up and made available to Committee members for their review and comment.		
120.2019.HEA	Committee members were keen to have sight of the updated working from home risk assessment and supplementary checklist, for review and comment, prior to its implementation.	The Health & Safety Liaison Officer would circulate an updated working from home risk assessment and supplementary checklist to Committee members for their review and comment.	Stephen Thackray/Trevor Armour	<u>COMPLETE</u> The meeting Secretary circulated the updated Working from Home Risk Assessment to Committee members on 09 June 2020.
124.2019.HEA	The Committee received a verbal update on the localised Health and Safety survey recently undertaken within CARES.	The Associate Director of CARES would share the full CARES Health & Safety survey results with the Committee at the request of Unison.	Victoria Johnson	<u>UPDATE PENDING</u>
131.2019.HEA	Committee members sought further clarity on the current guidelines for dealing with expired First Aid certifications.	The Health & Safety Liaison Officer would circulate the latest official guidance on First Aid provision.	Stephen Thackray	<u>UPDATE PENDING</u>
144a-b.2019.HEA	The Committee received a Fire Safety Management Update report, but further clarification was sought pertaining to the number of PEEPS in situ and also the number of Fire Safety training completions.	The Fire Safety Adviser would circulate supplementary report figures pertaining to: a) Staff and Student Personal Emergency Evacuation Plans (PEEPS). b) Fire Safety Training completions.	Paula Johnston Paula Johnston	<u>UPDATE PENDING</u> <u>UPDATE PENDING</u>

			<u>university/governance/health-and-safety-consultative-committee/</u>
--	--	--	--



Corporate Health and Safety Risk Assessment Review

Executive Summary

The purpose of the report is to update the Corporate Health and Safety Risk Assessment in line with identified changes to both university procedures and protocols and governing body guidance or legislation

Action Requested

This report is **discussion**. The Committee is invited to note the report and allow time for discussion for any identified amendments.

Appendices

Appendix 1 - Corporate Health and Safety Risk Assessment

Author

Name: Laurie Wilson

Job title: Health & Safety Adviser

Date: 23/09/20

Approval Route

October 2020

Trevor Armour

Corporate Health & Safety Risk Assessment Categories

- 1) Asbestos**
- 2) Cash Office Robbery, Conflict and Aggression**
- 3) Chemicals and Hazardous Substances**
- 4) Children accessing University premises**
- 5) Estates Management Activities**
- 6) Fire**
- 7) Food Provision**
- 8) General Workplace Activities**
- 9) Health**
- 10) Lone Working**
- 11) Management of Contractors**
- 12) Noise and Vibration**
- 13) Occupational Road Risk**
- 14) Outdoor and Outward Bound Events/Volunteering**
- 15) Sports and recreational activities**
- 16) Student Placements**
- 17) Traffic**
- 18) Use of Workstations – Display Screen Equipment**
- 19) Working Overseas**
- 20) Work-related Stress**

Risk Matrix

Likelihood x	Risk factor x	Consequence	Risk factor =	Remaining Risk factor
Certain	5	Catastrophic	5	
Likely	4	Major	4	
Possible	3	Serious	3	
Unlikely	2	Minor	2	
Rarely	1	None	1	

Priority Timescales Calculator		
Total	Level of Risk	Time to Action
11-25	HIGH	IMMEDIATELY
6-10	MEDIUM	1 MONTH
1-5	LOW	LOW PRIORITY

Appendix 1

Please note the risk detailed in the risk register are in alphabetical order.

Description				Measures							Status and review				
Alphabetical Risk ID Code	Risk	Risk Owner	Persons at risk	Gross risk (pre-controls)		Total	Control Measures Employed	Net Risk (post-controls)		Total	Comments / Further Actions Required / Contingency Plan - including deadline dates	Last Review Date	Next Review Date	Current Status	Overall indicator
				Likelihood (1,2,3,4,5)	Consequence (1,2,3,4,5)			Likelihood (1,2,3,4,5)	Consequence (1,2,3,4,5)						
LBU 01 Aggression, Conflict, Raid, Robbery & Terrorism	Psychological harm, physical injury or death through involvement in aggression/conflict in the workplace, or robbery/raid of cash office. Terrorism	Director of Finance/ Director of CARES	Staff handling cash/Cash office Staff/Students/General Public	2	3	6	<p>24/7/365 Security provision in place, with appropriately trained staff. Security personal radio, with person down functionality. Installation of physical security systems to deter robbery/raid (e.g. Closed Circuit Television (CCTV), alarms, security doors).</p> <p>Specific cash office security risk assessment. Training for all cash office staff in how to behave during robbery/raid.</p> <p>Provision of counselling for staff/contractors involved in robbery/raid</p> <p>Training in conflict and aggression handling techniques.</p> <p>Post incident investigation.</p> <p>Access to counselling Mediation Service Employee Assistance Program.</p> <p>Extensive CCTV coverage/security presence on both campuses/patrols</p> <p>Clinical supervision in place for Student Wellbeing team, staff/team supervision for staff in Student Disability/Engagement teams, peer support</p> <p>Panic alarms installed at strategic locations and tested monthly</p> <p>Personal Safety Advice via security and access to Police Student Liaison Officer</p> <p>Lone Working Risk Assessment Procedure, and H&S Essentials Training/Safeguarding and Prevent</p>	1	3	3	<p>Post-robbery investigation to identify learning from incident</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	Unchanged	LOW
LBU 02Asbestos	Damage to health through inhalation of asbestos fibres	Director of ES	Staff/Contractors/Students/General Public	2	4	8	<p>Asbestos Management Plan containing:- Policy Statement, organisation and responsibilities for managing asbestos</p> <ul style="list-style-type: none"> Asbestos register detailing presence of asbestos in all University premises Procedures for controlling work with asbestos, including permit to work procedures. Use of asbestos contractors, analysts and consultants Removal of asbestos containing materials as per regulatory requirement as hazardous waste Emergency procedures for unplanned release of asbestos fibres Health surveillance and monitoring if required Training of university staff and use of trained/competent contractors <p>Periodic review of Plan effectiveness by Estates Services and Health and Safety Service</p>	2	2	4	<p>Post accident/Incident investigation review of risk assessment and effectiveness.</p> <p>Monitoring of existing control measures to ensure effectiveness. Any failures identified will have appropriate actions taken to rectify/control the failure as appropriate.</p>	20/09/2020	20/12/2020	Unchanged	LOW

LBU 03 Chemicals and Hazardous Substances	Damage to health through exposure to hazardous chemicals of substances, including radioactive substance and biological hazards	The University	Staff/Students/Visitors/Contractors	2	2	4	Control of Substances Hazardous to Health (COSHH) procedures – guidance, assessment and generic office COSHH assessments in place. COSHH Awareness training is available to all staff online or via face to face session. Access to specialist hazard advice is available via – Chemicals Advisor Wellbeing and Occupational Health Adviser and Occupational Health staff Biological Safety Advisor (and deputy) Radiation Protection Supervisor and Radiation Protection Advisor available through external provider. Staff and student training undertaken for higher risk areas where Bio Haz waste streams are produced. Local procedures adopted for all lab waste. Dedicated delivery point for compressed gases. Waste disposal is controlled by use of standard chemical disposal template and disposal is via the licensed waste disposal contract, this contract includes the disposal of clinical waste. Contract is controlled by Estate Services. Specialist cleaning techniques in place for dealing with bodily fluids – Campus and Residential Services with suitable disposal methods implemented through haz waste collection.	2	2	4	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	Unchanged	LOW
LBU 04 Children	Injury through slip, trip, fall, collision, burn etc.	The University	Children/Staff/Students/Visitors	2	2	4	University-wide policy/ procedures for controlling access of children to University premises are available on the SHW A-Z. Risk assessment and supervision for organised events. SCO team that regularly organise school/college visits and community events in place. with specialist advice being available from the SHW team. Student Access Support and Success Steering Committee in place overseeing university wide participation. Sport & Active Lifestyles employ a number of trained and experienced staff who co-ordinate and deliver an extensive programme of daily sporting activities for	2	2	4	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	Unchanged	LOW
LBU 05 Estates Management Activities	Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, fire etc. Damage to health through exposure to chemicals or noise, upper limb disorder, legionella	Director of Estates	University Estates staff Other staff Visitors Contractors General Public	1	5	5	Established procedures for risk assessment of property specific hazardous activities including Construction Design and Management, work equipment, permit to work, confined spaces, electricity, environmental, fire, flood, gas, lifts, lifting equipment & operations, vibration, radiation, noise, pollution, sewage and food safety hygiene. Managers in University Estates are trained to Institution of Occupational Safety and Health Managing Safely standard. Expert advice provided by health and safety support function and external consultant support where appropriate. Maintenance Helpdesk in place for the reporting of building related issues, and out of hours issues are emergency, procedure utilising on-call officer. Use of toolbox talks to promote health and safety initiatives. Audit of procedural compliance by University Health and safety support function. Contractor competency checks, approved contractor list and project and contractor management procedure	1	5	5	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	Unchanged	LOW

LBU 06 Fire	Physical injury – including burns, and damage to property & assets resulting from building fire	The University	Staff Visitors Students Contractors General Public	2	4	8	Established procedures for: <ul style="list-style-type: none"> • Fire Safety by means of the Fire Regulations and Procedures • Fire risk assessments and technical assessments with aligned competence • Building fire safety systems • Workplace fire safety measures • Use and storage of dangerous substances • Emergency fire safety arrangements • Co-ordination of fire safety Accommodation audit and other fire related matters with landlord & tenants • Training in fire safety management** • Regular fire drills and fire alarm testing** • Regular Liaison with West Yorkshire Fire and Rescue Service on fire safety related issues with site familiarisation visits conducted when requested • Contractor management procedures in place, liaison with Project Managers at design stage. • Fire-stopping procedure in place • Investigation of all fire related incidents • Bi-annual review of evacuation effectiveness by University Health and Safety Consultative Committee ** Covid secure procedures in place assisted by Ambassadors for 4 weeks start of term 	2	3	6	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020		Medium
LBU 07 Food Provision	Health issues as a result of incorrectly prepared food	Director of CARES/ Student Union Chief Executive Head of SAL's	Staff Visitors Contractors General Public Students	1	3	3	Food provision at the University is controlled by Campus and Residential Services/SU. Dedicated facilities are in place at both campuses. Established health and safety operating procedures and control measures in place which follow the Hazard Analysis Critical Control Point (HACCP) for food safety management:- <ul style="list-style-type: none"> • Food Service Policy and procedures • Risk assessment, quality control procedures & food labelling, and allergen controls in place to comply with Food Allergen Regulations • Food Policy & Hygiene Certification • First aid / Accident and incident reporting • Staff training • Temperature monitoring/record keeping • Maintenance and housekeeping • COSHH assessment • Experienced hospitality and kitchen staff • Conferencing office with experienced staff for events/external bookings • University SHW support function • Local Authority Inspections/external food audits by independent specialist • Audit of procedural compliance by University Health and Safety support function in conjunction with nominated external auditor. ** Food service suspended during Covid phase with onlt Grab abd Go/Coffee available.PPE Risk assessed for food service operatives during coronavirus phase of delivery 	1	3	3	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	UP	Medium

LBU 08 General Workplace Activities	Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, etc.	The University	Staff Visitors Contractors General Public	3	2	<p>6 General risk assessment procedures incorporating Health and Safety Executive guidance. Form B risk assessment for low/medium/high risk workplace activities. More specific risk assessments are available both online and paper based including;</p> <ul style="list-style-type: none"> • Slips, trips & falls • New & expectant mothers (online) • Lone Working (online) • Young persons • Manual handling • Office based activity <p>Risk assessment procedure included in health & safety management training</p> <p>University Health and Safety support function provide assistance in completing risk assessment process.</p> <p>Audit of procedural compliance by University Health and Safety support function.</p> <p>Safety Health and Wellbeing awareness and risk assessment training provided both online and via face to face sessions on a regular basis to assist with compliance.</p> <p>Estate and CARES services with helpdesks in place for building maintenance and support services.** Covid 19 risk assessments in place for: strategic operations,School</p>	2	2	<p>4 Post-accident/incident review of risk assessment presence and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	UP	Medium
LBU 09 Health- See Covid management below	Damage to health, through working conditions, hazardous chemicals, environments, disease, Meningitis, Pandemic and other major public health issues	The University	Staff Students Contractors General Public	2	2	<p>4 There are established procedures in place for dealing with the wide variety of potential health incidents:</p> <ul style="list-style-type: none"> • Access to health and medical services advice from Wellbeing and Occupational Health Service Team with campaigns run to highlight available external vaccine programmes • First Aid assistance/HR procedures • Membership of Leeds Public Health Forum • Meningitis procedures/ Pandemic website with specialist working group • Health surveillance for work related health issues provided by Occupational Health Service • Business Continuity & Emergency Plans • Allergy management advice available through CARES/OH/Safety Health and Wellbeing Service. • Electromagnetic Fields risk assessment and guidance in place for local service and schools. EMF risk assessment in place for general areas. <p>In addition</p> <ul style="list-style-type: none"> • Wellbeing and Engagement website • Counselling service for all staff/EAP • Access to first aid rooms and Occupational Health Service • University Websites University Safety, Health and Wellbeing support function. • University SHW Committee 	2	2	<p>4 Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	UP	Medium

*Covid 19	Damage to health through exposure to Coronavirus	The University	Staff/Students/Visitors/Contractors	3	5	15	University work from Home Directive. work from home measures implemented through health and safety risk assessment and ITS provision Online teaching delivery for students with management protocols for any face to face teaching or practical teaching delivery. Decicated Covid website to provide updated resource,guidlines and templates for the management of Covid. Liasion with external providers and PHE . MIT oversight of corporate and local Covid management protocols. Central Health and Safety Team support and advisory capacity for Covid management protocols. JCC Covid Sub Group for management of health and safety/Covid risk management . UET Sign off for Covid management protocols. Suspension of international travel and reduction in student placement. 2M social distancing policy. One way routes through all university buildings with supporting signage. Hand wash and sanitisation points available accross all university buildings. Face covering policy in place for university buildings. Covid microsite for staff and student facing communication and resource. Estates led protocols for Covid secure buildings inclusive of online resource to support student/staff induction.	1	5	5	continue to monitor government and LLC guidance on HE Covid safe workplaces. Monitor local area restrictions to ensure compliance with both Government and LCC guidelines. Continue with local planning meetings both at strategic levels and locally to ensure any issues are raised and mitigations put in place in appropriate timescales.	20/09/2020	20/12/2020	New	Medium
LBU 10 Lone Working	Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn, theft, acts of aggression etc., affected by lone working. Psychological harm from Lone Working	The University	Staff Visitors Contractors General Public	2	2	4	Risk assessment process in place both online and paper based ,for lone working whilst undertaking work related activity and during home working including; • Slips, trips & falls • New & expectant mothers(also online) • Young persons • Maintenance call out • Hazardous areas • Security provision • Research Lone Working training available online. Telephone access available locally or via Skype for Business. Extensive CCTV coverage /security presence on both campuses/ with regular patrols/ 24/7 control room. 24/7 library areas have additional night security cover. Security staff are first aid trained. Panic alarms installed at appropriate locations and tested monthly University Health and Safety support function provide assistance in completing risk assessments. Safety Health and Wellbeing awareness, risk assessment and on-line training provided on a regular basis. Audit of procedural compliance by University Health and Safety support function.	2	2	4	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	Unchanged	LOW

LBU 11 Management of Contractors	Physical injury through slip, trip, fall, electrocution, collision, fall from height, burn etc. Damage to health through exposure to chemicals, biological agents or noise, upper limb disorder.	The University	Staff Contractors Students Visitors General Public	2	4	8	Project managers undertaking requests for Covid management risk assessments and safe systems of work. University Estates Health & Safety procedures (see risk assessment for 'property activity risks') Project and contractor management procedure based on CDM 2015 in place, and contained within health & safety management system on intranet for Estates led projects. School and professional services project managers to ensure projects are managed within CDM 2015 guidelines Site induction procedure for all contractors To include Covid protocols Health & safety factors included in University procedures Permit to work/Permit to access procedures Audited as part of the university internal health and safety audit process In-house /external specialist support and health and safety management for all project contracts	1	4	4	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	UP	Medium
LBU 12 Noise and Vibration	Damage to health from exposure to high levels or prolonged periods of excessive noise	The University	Maintenance staff, maintenance contractors Staff Students General Public	3	3	6	Noise survey undertaken following reduction in action levels in Noise Regulations 2005. Hearing protection zones created in relevant plant rooms, lift motor rooms and generator rooms. Hearing protection provided as required. Induction process for contractors and site visitors to ensure awareness of noise. Vibration – exposure monitoring and assessment, use of low vibration tools and training are provide to minimise risk associated with vibration. Access available to noise and vibration specialist advice within the university. Specialist facilities i.e. music studios and acoustics laboratory within the University are only available under staff supervision. Audio limiters are in place in music studios. The use of headphones at workstations is covered within the requirements of DSE training/assessment/advice. Noise Awareness online training course in place via People Development Online.	1	3	3	Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	Unchanged	LOW

LBU 13 Occupational Road Risk	Physical injury through vehicle accident or collision whilst driving/cycling/walking on company business	The University	Staff driving on company business Vehicle Passengers Pedestrians, Cyclists Other road users	2	5	10 University guidance available on Finance web pages/linked from the SHW A-Z intranet page Driver risk assessment procedures for use of personal vehicles, checked during expenses process. Procedures for use of hire cars, including DVLA licence checks procedure.Risk assessment and method statement for operation of University-owned vehicles Provision of driver awareness and defensive driver training as required. Speed awareness through road safety events. The use of public transport by staff and students is promoted within the university. New staff intercampus bus service - pilot . Periodic review of effectiveness via audit and by University Health and Safety Consultative Committee. Cycle and pedestrian safety is covered within the Road Safety Guidance for all University Road Users with specific reference to the Highway Code.	2	4	8 Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	Unchanged	Medium
LBU 14 Outdoor and outward bound events/Volunteering	Injury through slip, trip, fall, collision, fall from height, burn etc. Damage to health through exposure to noise, hazardous chemicals, manual handling, environmental conditions etc. Psychological harm due to unforeseen circumstance	The University	Staff Students General Public Event organisers	3	2	6 Covid risk assessment undertaken alongside method statements detailing Covid management protocols both for CGO and Partners. Specialist function with the Carnegie School of Sport, Carnegie Great Outdoors who deal with outdoor and outward bound events and are AALA licensed. Specialist function in the International Office – Volunteering, who deal with local, UK & international based volunteering activity. Risk assessments and method statements completed for university organised activities. health and safety support function, review of risk assessments and method statement run by external organisers with annual external verification Management awareness of procedure through inclusion in health & safety management training. **all outdoor activity teaching to be risk assessed and include Covid management protocols	3	1	3 Post-accident/incident review of risk assessments and effectiveness Monitoring of existing control measures to ensure effectiveness Any deficiencies identified will have appropriate action taken to rectify/control – as required	20/09/2020	20/12/2020	Unchanged	Medium

LBU 15 Sports and Recreational Activities	Injury through slip, trip, fall, electrocution, collision, fall from height, burn etc.	The University	Sport & Active Lifestyles Staff Students Visitors General Public	2	3	6	<p>**SALS Introduction of Covid secure operating procedures and Temporary Operating Procedures aligned with government advice and industry sector specialist Sport & Active Lifestyles(SAL's) control access to sporting and recreational facilities. High risk sport equipment is maintained by specialist contractors. Estate services undertake maintenance activities on behalf of SAL's with Campus and Residential Services (CARES) also providing support function for housekeeping. Risk assessments and method statements completed for university sport organised activities.</p> <p>Location specific inspections and checks undertaken daily University sport review risk assessments and method statement run by external organisers. Support function provided by Health and Safety liaison personnel within Carnegie with additional support function from the Health and Safety team.</p> <p>Management awareness of procedure through inclusion in health & safety management training. Estates maintenance and CARES helpdesk reporting functions in place. Dedicated service improvement manager in place to implement and monitor health and safety practices and procedures</p>	2	2	4	<p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	UP	Medium
LBU 16 Student Placements	Physical injury through slip, trip, fall, collision, fall from height, burn, fire etc. Damage to health through exposure to noise, work-related stress, hazardous chemicals etc. Psychological harm due to unforeseen circumstance	The University	Students Staff Visitors General Public Staff/Students	2	3	6	<p>**Student placements overseas suspended during the Corona Virus Pandemic.UK based placements risk assessed to ensure covid secure environment. LBU Framework for the Management of Work-Based and Work-Related Activity, Placements and Exchanges - In Place – now operational.</p> <p>Access to the University and Colleges Employers Association, Health and Safety Guidance for the placement of Higher Education students has now been published to assist with placements.</p> <p>Schools have specialist placement offices undertaking student placements with dedicated experienced placement officers in place. Placement information available on School web sites.</p> <p>Health and safety support available from school liaison personnel, with access also available to the support function from the safety, health and wellbeing team.</p> <p>Access to personal safety information on the Campus and Residential Services security web site</p>	1	3	3	<p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	UP	Medium
LBU 17 Traffic	Physical injury through vehicle collision	The University	Staff Contractors Students Visitors General Public e.g. vehicle passengers, pedestrians etc.	1	5	5	<p>Vehicular access to campus is controlled by Campus and Residential Services security staff via gatehouse/ barrier control.</p> <p>Good Closed Circuit Television coverage, appropriate speed limits, signage, road markings, speed humps and other hard speed reduction measures are in place.</p> <p>Clearly identified crossing points, good footpath provision with good lines of sight.</p> <p>Staff car permit parking scheme in place during normal daytime operation. Students not permitted to park on campus.</p> <p>Regular road safety initiatives, supported by Leeds City Council equipment, and Taxi and Vehicle Licensing Officers and contact with West Yorkshire Police student liaison officer.</p> <p>Use of inter campus shuttle to travel.</p>	1	5	5	<p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	Unchanged	LOW

LBU 18 Use of Workstations and Display Screen Equipment- Inclusive of Home working	Work-related upper limb disorder and deterioration of eyesight, through incorrect use of workstation or poor working environment	The University	Workstation users	3	2	6	<p>Work from home directive where possible during Pandemic .Work from home guidelines,risk assessment and additional checklist for work from home. Online DSE template developed to be rolled out to staff. Protocols for staff equipment and furniture to be picked up undertaken. New Laptops provided to those required to work from home and IT support. Display Screen Equipment risk assessment and training undertaken online ,automatic enrolment 36 monthly via People Development Compliance function post completion of module. Procedure to assess correct workstation set-up and address working environment issues.</p> <p>Management of change risk assessment for changes to software and hardware.</p> <p>Trained Display Screen Equipment Assessors provided in local areas where appropriate, with specialist support provided from Health and Safety Team and Safety Health and Wellbeing Coordinators.</p> <p>Awareness of requirement for workstation assessment included in basic health and safety training modules and at induction.</p> <p>Estates helpline for reporting premise defects and working environment and Campus and Residential Services for furniture/housekeeping issues.</p>	3	1	3	<p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	UP	Medium
LBU 19 Working Overseas	<p>Damage to health through overseas air travel, working conditions, hazardous chemicals, environments, disease and personal safety</p> <p>Psychological Harm due to unforeseen circumstance</p>	The University	Staff Students General Public	3	3	9	<p>** no work overseas or travel overseas currently undertaken during the Covid PandemicThere are established procedures in place for overseas business travel, work and voluntary activities:</p> <p>University and Colleges Employers Association Guidance on working overseas Risk assessments Finance Control of overseas travel and voluntary activities Confirmation of approach for management of medical issues pre travel through OVP sign off Insurance and specialist travel briefings/advice Foreign and Commonwealth Office information</p> <p>In addition Documented procedures for managing response to an all incidents including emergencies Availability of free, confidential counselling service for all staff Access to personal safety information on the Campus and Residential Services security web site Audit of procedural compliance by University Health and Safety support function</p>	2	3	6	<p>Post-accident/incident review of risk assessments and effectiveness</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	UP	High

LBU 20 Work-related Stress	Damage to health from stress caused by exposure to excessive or prolonged work pressure, or other work environment factors.	The University	All Staff Students(indirectly)	3	4	12	<p>Work from Home stress management plan as per the stress management guidance and risk assessment protocols already in place. Stress Management Plan containing:-</p> <ul style="list-style-type: none"> • Policy Statement, organisation and responsibilities for managing stress • Risk assessment procedure for WRS • Training in stress management/risk assessment both online and face to face when identified • Stress management guidelines to assist managers identify suitable control measures • Wellbeing and Occupational Health Service in place to assist with work related stress management • People Service policies and procedures aligned to stress management good practice • Documented procedures for managing response to an incident of stress • Health Assured confidential counselling service • Range of staff wellbeing initiatives • Audit of procedural compliance by University Health and Safety support function • University risk assessment for management of change, workplace relocation and individual case management workplace for stress related issues • Wellbeing Action Plan and colleague liaison with Student Services • Annual review of effectiveness by University Health and Safety Consultative Committee/Wellbeing 	2	4	8	<p>Clinical supervision in place for Student Wellbeing team, staff/team supervision for staff in Student Disability/Engagement teams, peer support.</p> <p>Monitoring of existing control measures to ensure effectiveness</p> <p>Any deficiencies identified will have appropriate action taken to rectify/control – as required</p>	20/09/2020	20/12/2020	UP	Medium
----------------------------	---	----------------	--------------------------------	---	---	----	--	---	---	---	--	------------	------------	----	--------

08 October 2020

2019 Annual Accident and Incident Report

Executive Summary

This report advises the Committee of the 2019 annual accident statistics. It also includes a breakdown of the accidents/occurrences reportable to the HSE under RIDDOR (reporting regulations).

Action Requested

The Committee is invited to receive and **note** the report.

Appendices

Appendix 1 - Annual Accident Report 2019

Author

Name: Laurie Wilson
Job title: SHW Adviser
Date: 20 September 2020

Approval Route

Trevor Armour, Director of Estates

2019 Annual Accident and Incident Report

Introduction

The University has moral, legal and financial responsibilities for managing risk and ensuring the health and safety of its employees, students and others.

A key part of any health and safety management system is measuring performance. The annual report examines, reactive data relating to accidents for 2019.

Measuring performance in relation to health and safety can elucidate trends, highlight safety issues and forms the basis for improvements in the future.

Failure to monitor accident data can have a detrimental impact on the management of health and safety in an organisation.

Conclusions and recommendations

The attached report advises the Committee of the 2019 annual accident statistics.

A total of 143 accidents and incidents were reported in 2019, compared to 193 in 2018, excluding sporting accidents.

This total includes accidents reportable to the HSE under RIDDOR (the reporting regulations).

There was a Increase in the number of RIDDOR accidents reported, from **4 in 2018 to 6 in 2019**

There was a slight increase in the **2019 significant accidents (14)** – which include the RIDDOR accidents/occurrences reportable to the HSE - when compared to **2018 (13)**.

The reports of dangerous occurrences/incidents rose to **200 in 2019 compared to 180 in 2018** - with one of the significant factor causing the increase in the total number reported in 2019 being due to the number of fire alarm incidents/lift entrapment reported.

It was pleasing to note that there was only 1 minor fire incident reported in 2019 relating to cooking process.

The Committee is invited to receive and **note** the report.

References and further information

2019 Annual Accident Report – Appendix 1.

Laurie Wilson
SHW Adviser
20 September 2020

Appendix 1 - Leeds Beckett University – Annual Accident Report 2019

Introduction

- 1.1** This report is presented to the Board of Governors, Health and Safety Consultative Committee, managers, and other persons with health and safety responsibilities.
- 1.2** It supplies historic information on accidents in the University and, through the analysis of trends, is intended to:
- (a) Enable action to be taken to reduce risks and
 - (b) Provide an overview to performance in accident prevention and control.

Reportable Accidents

- 2.1** This section of the review deals with those accidents which are reportable by the University to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). In general, they represent the more serious of the incidents reported over the year. The table below provides a breakdown of these accidents.

RIDDOR Cause	2019 Staff	2019 Student	2019 Others	2019 Total	2018 Total
Hit something fixed or stationary		1	0	1	0
Injured while handling, lifting or carrying	2	0	0	1	1
Slipped trip and fall on level	3	0	0	3	2
Occupational Health Disorder	0	0	0	0	0
Other	0	0	0	0	0
Dangerous Occurrence	0	0	0	0	0
TOTALS	5	1	0	5	4

- 2.2.1** It can be seen from the table that there was an increase of 2 in the number of reportable accidents when comparing 2019 with 2018. Monitoring of over 3 day accidents continues to take place.
- 2.3** Of the 3 RIDDOR accidents:
5 staff major injury, 1 student taken to hospital

Trend analysis of RIDDOR Accidents

Year	Total	Employees	Members of the public
2019	5	5	1
2018	3	2	1
2017	9	5	4
2016	5	4	1
2015	3	2	1

The reportable accident rate for employees has risen slightly

3. ALL ACCIDENTS

- 3.1** This section of the Report deals with accidents and incidents reported to, Health and Safety in 2019 (via the HS1 accident/incident report form).

Accidents only appear in the statistics if they (a) are accidents which lead to lost time at work (over 1 hour), (b) fires and dangerous occurrences/near miss incidents (c) are acts of violence causing injury. School and Service reports based on 2019 substantive arrangements, are detailed in the table below.

	Number of Accidents and Accident Rates for 2019				
	INJURED PERSON				
	EMPLOYEES		STUDENTS	VISITOR	TOTAL
	NUMBER	SEVERITY	NUMBER	NUMBER	NUMBER
School					
Leeds School of Arts	4	(1ser,1maj,2min)	1		5
School of Sport	1	(1min)			1
Other (on placement)	0	0			0
Services/Depts					
CARES	6	(3min,3maj,)			6
Estates	6	(5 min,1maj)			6
ITS	1	(1min)			1
QAS	1	(1min)			1
Accidents sub total	19				20
OTHERS					
FIRES	1				1
DANGEROUS OCC	124		1		125
TOTAL	143				143

NOTE: Hazard severity based on the University risk assessment criteria: Maj =major/Ser = serious – over 7 day absence from work, Min= minor – more than 1 hour time lost, but less than 7 days.

® = Reportable, @ = not reportable (# There was only 1 >3 day <7 days).

3.2 Trend Analysis - Total Number of Employee Accidents/Incidents

(Includes dangerous occurrences, but excludes sporting)

3.3.1 The reporting of accidents and incidents is encouraged, together with the inclusion of lift incidents and fire alarm activations. The reports of dangerous occurrences/incidents **decreased from 179 in 2018 to 124 in 2019.**

One of the significant factors in the variation in the total number reported being due to the reporting of fire alarm activations reported and lift related incidents:

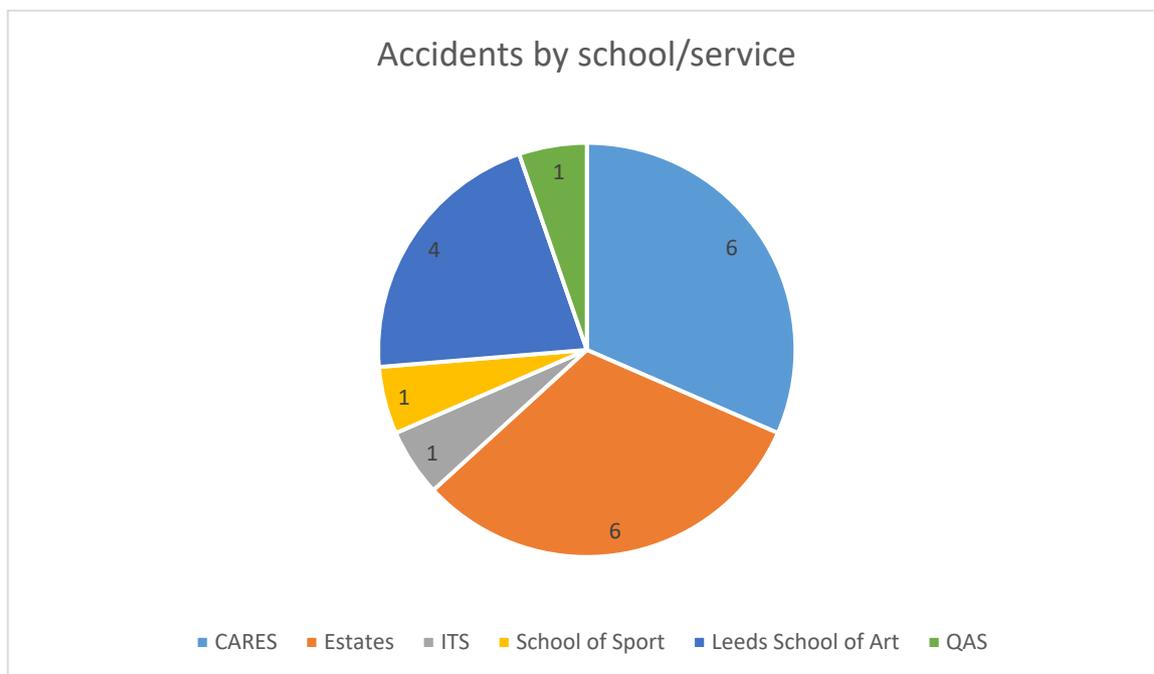
Fire alarm incidents-82

Lift related incidents-42

3.3.2 The data for employees shows a rise in the number of significant accidents (5) from 1 in 2018. In terms of the 2019 breakdown, there was a rise in the major category (5), a decrease of 1 in serious accidents, with an increase in the number of minor accidents for 2019 (13), when compared with 2018 (6).

	Total	Major	Serious	Minor
2019	143	5	1	13
2018	193	1	2	6
2017	159	1	5	3
2016	253	0	6	9
2015	166	0	4	2

- 3.3.3** In 2019, there were 98 other HS1 forms received where the accident was classified as 'slight', compared to 2018 when there were 116 other HS1 forms received.
- 3.3.4** The number of 'fires' on University premises has remained low, with 1 fire reported in 2019, which was minor in nature and as a result of a kitchen cooking process.
- 3.3.3** A very low number of accidents were reported across all school/services – with CARES and Estates showing the highest number at 6 in 2019. Graph below shows the accident data across all areas



4. ACCIDENT RATES – ALL ACCIDENTS

- 4.1** The graph below shows the trend for the accident rates per 1,000 at risk for Schools and Services for all injury accidents up to 2019, with a summary table showing consistently low levels of accident rates.

Trend analysis accident rates per 1000

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Staff	11.24	11.69	7.73	3.41	2.26	1.94	4.77	2.92	3.01	3.00
Students	0.35	0.22	0.27	0.04	0.15	0.11	0.07	0.34	0.08	0.07

4.2 Staff Accident Rates

- 4.2.1** Accident rates for staff continue to be very low due to the excellent reporting culture and robust follow up on all lost time accidents and injury.
- 4.2.2** The CARES/Estates accident (number are low in number based upon the hazard types encountered and the type of work activity risk. Where identified accidents/injury have been reported follow up with CARES/Estates has been implemented.

4.3 Student Accident Rates

- 4.3.1** The total accident rate for students has maintained very low based upon the numbers of students and is a testimony to excellent risk management in schools/services and departments. Health and safety induction plays a large part in consistently low student accidents.

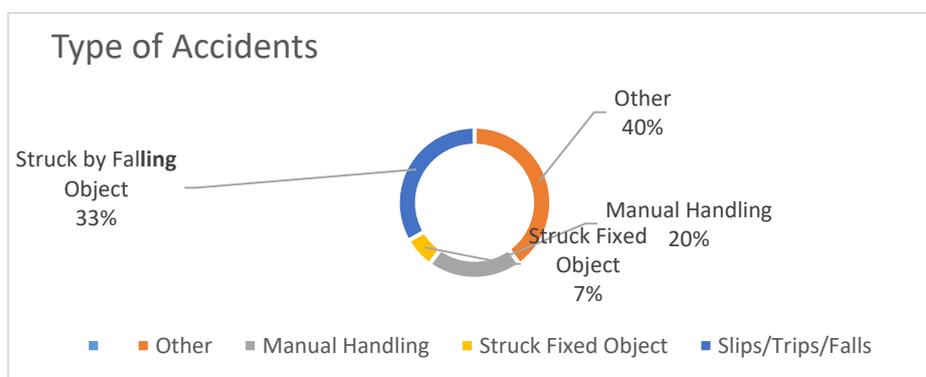
Accident rates for students are low when compared with those for staff, for a variety of reasons. Most environments have low or well controlled risks and there are a large number of part-time students. The rates are consistent with the rest of the higher education sector.

5. TYPE OF ACCIDENT

5.1 The table below shows the numbers of the different types of accidents (staff and student) that occurred over the year. (Pure sporting injuries, 'slight' injuries, and the 'others' category are excluded). The most common types of accidents (not all accidents) in the University for 2019 were:-

- 5 Slips, Trips and Falls, compared to 6 the previous year
- 1 Struck fixed object, compared to 1 the previous year
- 2 Struck by moving object
- 3 Injured whilst handling, lifting or carrying compared to 3 the previous year

5.2 Trend analysis – types of accident



Category	Slips Trips and Falls	Fall from Height	Struck fixed object	Struck by falling object	Handling Lifting And Carrying
2019	5	0	1	2	3
2018	6	0	1	0	3
2017	7	2	3	4	3
2016	10	0	0	3	1
2015	4	0	1	0	1
2014	2	0	2	1	3

6. Summary – 2018 vs 2019

- 6.1** In terms of total RIDDOR accidents/occurrences. It can be seen that there was an increase in reportable accidents/occurrences from 4 in 2018 to 6 in 2019 .
- 6.1.1** Excluding sporting accidents & medical incident reports – accidents/incidents reported – there were 193 in 2018 compared to 143 in 2019. There was 1 fire incident on university premises in 2019 the same as in 2018.
- 6.2** The number of staff accidents was the same in 2018 as in 2019 at 9 in total.
- 6.3** The number of Accidents to Students has decreased from 2 in 2018 to 1 in 2019.
- 6.4** USHA Accident Statistics –

Based upon USHA returns LBU continues to be well below the benchmark figure

7 Accident Statistics – Conclusion

- 7.1** There was an increase in the number of all RIDDOR accidents from (4) in 2018 to (6) in 2019. These were only 5 staff RIDDOR accidents, and (1) student RIDDOR
- 7.2** CARES and ES both had a low number of accidents reported in 2018 and 2019. The number of CARES accidents reported (6) was 2 more than the number reported in 2018 (4). For ES the number of accidents reported was also low, with (0) in 2018 compared with (6) in 2019.
- 7.3** The number of slips/trips/falls accidents has slightly decreased at (5) in 2019 compared to (6) accidents in this category for 2018. The number of manual handling accidents reported was the same with (3) in 2018 and 2019. Manual handling training is provided online via e-learning, by hosted sessions/refreshers, and through the use of toolbox talks.
- 7.4** Through a combination of influences, some of the factors used to promote greater awareness of health and safety in the workplace:
- The re-introduction of the full annual Safety Health and Wellbeing Audit process.
 - Training and support provided to SHW Coordinators.
 - The greater use of the Intranet to promote and raise awareness of wellbeing initiatives, health and safety issues, and training provision,
 - Improved training provision via People Development e-learning training provision
 - Continued strong advisory group and SLT support and prompt advice to managers by the Health and Safety team, and Trade Union influence via safety representatives and maintenance of good working relationships
- 7.5** The RoSPA President's (11 consecutive Gold's) Award 2020, based on 2019 data and arrangements further recognises the University's commitment to Safety Health and Wellbeing. This is a significant and welcome achievement for the University.

Thank you to all, for your efforts, and contribution to ensuring Leeds Beckett University is a healthy and safe place to work.



Corporate Health and Safety Risk Assessment Review

Executive Summary

The purpose of the report is to update the Corporate Health and Safety Risk Assessment in line with identified changes to both university procedures and protocols and governing body guidance or legislation

Action Requested

This report is **discussion**. The Committee is invited to note the report and allow time for discussion for any identified amendments.

Appendices

Appendix 1 - Corporate Health and Safety Risk Assessment

Author

Name: Laurie Wilson

*Job title: Health
and Safety Adviser*

Date: 23/9/2020

Approval Route

October 2020

Trevor Armour



LEEDS
BECKETT
UNIVERSITY

Appendix 1: **Safety,
Health and
Wellbeing
Policy**

leedsbeckett.ac.uk

Policy Statement

The University is committed to provide a safe and healthy environment for work and study in support of its core values and its mission to use knowledge and resources to make a difference to people, communities and organisations. This commitment exists alongside its wider legal and moral obligations to ensure the Safety Health and Wellbeing of its staff, students and members of the public who may be affected by its activities.

In order to achieve this aim, it undertakes, so far as is reasonably practicable, to:

- implement Safety Health and Wellbeing arrangements that are considered best practice and that comply fully with relevant Safety Health and Wellbeing legislation as it applies to its activities;
- provide safe and healthy working conditions, ensuring work and study activities are planned, organised and carried out so as to reduce the level of risk to the lowest reasonable level;
- develop and implement strategies and plans for developing and sustaining safety, health and wellbeing performance;
- ensure the safety, health and wellbeing of its staff and students is a consideration in all operational decisions thereby becoming an integral part of the way the University is managed;
- provide information, training, instruction and supervision to ensure an appropriate level of Safety Health and Wellbeing competence amongst staff and students;
- consult and liaise with trade union colleagues, working together in partnership to ensure effective communication, co-operation, and engagement on safety, health and wellbeing matters;
- provide a range of support measures, policies and interventions that help minimise accidents and ill-health, and facilitate healthy working relationships;
- provide expert assistance to support managers and staff meet their safety, health and wellbeing responsibilities;
- provide suitable and sufficient resources to meet the objectives set out in this Policy statement;
- regularly monitor, audit and review the effectiveness of this Policy and amend accordingly.

Professor Peter Slee
Vice Chancellor

Purpose and Core Principles

The purpose of this Policy is to meet the University's statutory Safety Health and Wellbeing responsibilities and to outline a wider approach to staff and student wellbeing that goes beyond achieving minimum legal compliance.

The University actively consults with its staff and students on safety, health and wellbeing matters, through the Safety, Health and Wellbeing Committee at a University level, and through the Safety, Health and Wellbeing Advisory Groups and Leadership Teams at a School/Professional Service level. Trade Union Safety Representatives provide a focal point for consultation on safety, health and wellbeing matters, and are a vital source of advice and guidance for union members.

Scope

This Policy is applicable to employees, students, governors, visitors and contractors.

Responsibility

Every member of the University has a responsibility for Safety Health and Wellbeing, these duties are outlined in this Policy. Estate Services has responsibility for monitoring the implementation of this Policy, and its supporting procedures, and will provide advice and guidance to managers, employees and students.

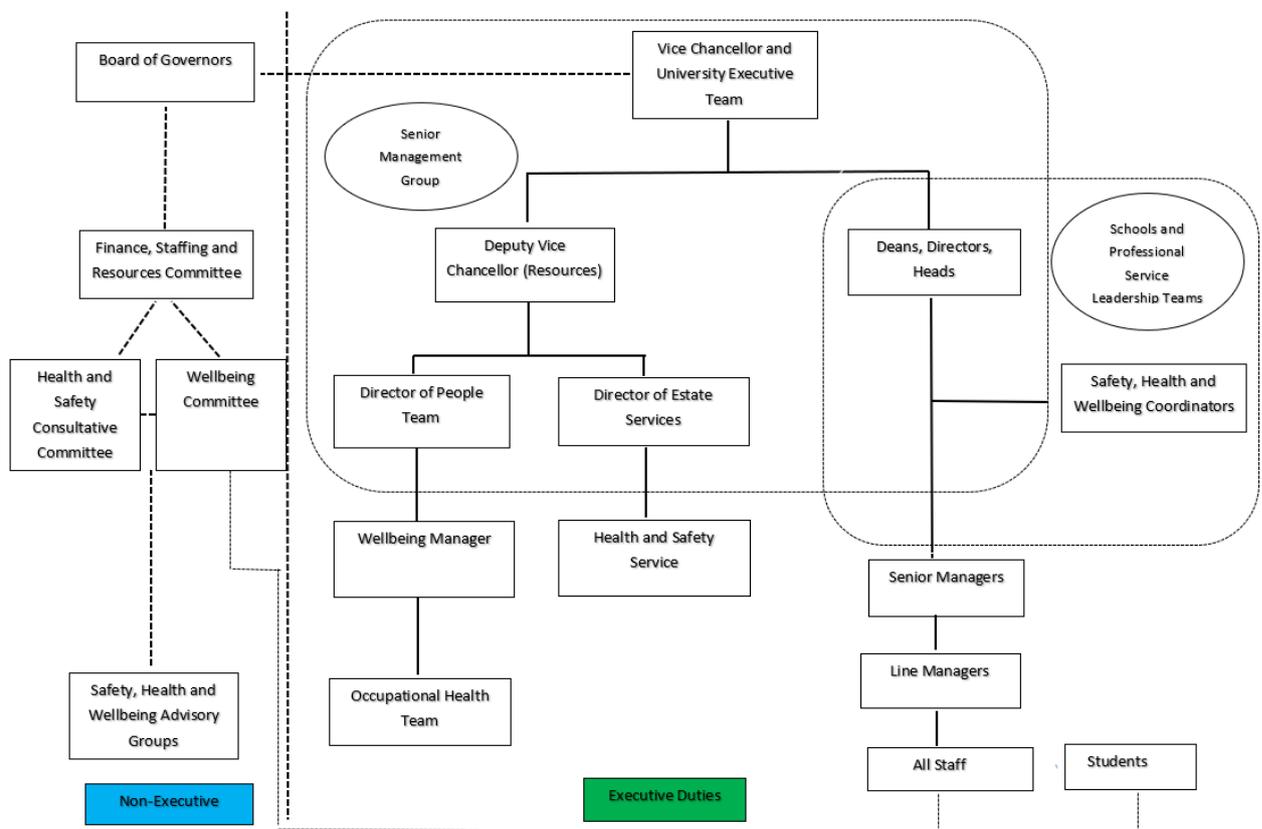
Monitoring and Review

This Policy will be reviewed annually, by the Vice Chancellor, University Executive Team, Health and Safety Consultative Committee/ Wellbeing Committee, and Finance, Staffing and Resources Committee. The effectiveness of the Policy will be monitored using a range of active and reactive performance measures, such as audit and inspection results, staff survey results, absence rates, accident and incident investigations, and testing activity. The Policy will be amended in light of the results of monitoring activity, any legislative changes, and changing organisational requirements as appropriate.

ARRANGEMENTS

1. The Organisation

1.1 The University has a clearly defined organisational structure for safety, health and wellbeing that mirrors the operational structure of the University. The executive duties relate to the management and operation of the University, and non-executive duties relate to the monitoring and oversight that accompanies this.



2. Corporate Safety Health and Wellbeing Risk Assessment

2.1 The University has a legal duty to undertake and maintain a suitable and sufficient assessment of the risks to the Safety Health and Wellbeing of staff and others affected by its activities. The principal document the University has in place to meet this requirement is its Corporate Health and Safety Risk Assessment.

This provides a central, high-level overview of the University’s activities, which involve significant Health and Safety hazards, and identifies the control measures it has in place to manage the risk associated with these activities. The risk assessment is maintained by the University’s Health and Safety Team and reviewed six-monthly by the, Health and Safety Consultative Committee and Sub group prior to formal review by University Executive Team.

3. Responsibilities and Duties

3.1 The objectives set out in the Policy Statement can only be, successfully met by the collective efforts of everyone at the University. As well as management responsibilities for providing a safe and healthy environment for work and study, everyone has responsibilities for the Health and Safety of themselves and others affected by what they do or fail to do.

3.2 Board of Governors

The Board of Governors has ultimate responsibility in ensuring the University has an appropriate Safety, Health and Wellbeing Policy in place and that this operates effectively. The Board delegates approval authority to the Finance, Staffing and Resources Committee.

3.3 Finance, Staffing and Resources Committee

The Finance, Staffing and Resources Committee approves the Safety, Health, and Wellbeing Policy and oversees its implementation, development and review. The Finance, Staffing and Resources Committee also monitors and evaluates the implementation of Safety Health and Wellbeing Strategies and receives regular reports on safety health and wellbeing matters.

3.4 Vice Chancellor and University Executive Team

The Vice Chancellor, as the University's most senior executive, has the ultimate responsibility for leading the Institution and demonstrating that safety, health and wellbeing matters are taken seriously and are strategically important. His duties and those of the University Executive Team are to;

- be satisfied that this Policy is being effectively implemented across the University;
- demonstrate commitment and support for the establishment of a positive safety, health and wellbeing culture across the University;
- act on recommendations from the Finance, Staffing and Resources Committee and the Health and Safety Consultative Committee as they relate to this Policy and its implementation;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- establish an operational structure for the University that ensures clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions and change initiatives;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy;
- ensure effective consultation with employees on safety, health and wellbeing matters through the operation of a Health and Safety Consultative Committee;
- ensure that suitable and sufficient resources are provided to team members to effectively meet the safety, health and wellbeing needs of their respective school/professional service.

3.5 Deans, Directors and Heads of Service

Deans, Directors and Heads have the primary responsibility for ensuring this Policy is fully implemented in their area. Their duties in this are to:

- satisfy themselves that this Policy is being effectively and consistently implemented in their respective school/professional service;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- establish a local operational structure for the school/professional service that ensures clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions and change initiatives;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy and undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis;
- establish and maintain a local Safety, Health and Wellbeing Advisory Group, ensuring the membership is representative of the full range of staff and student activities undertaken in the school/professional service;
- ensure that for schools or services designated as 'low impact', that safety, health and wellbeing is reviewed at leadership team meetings and reported back to the University Health and Safety team.
- ensure that suitable and sufficient resources are provided to team members to ensure they can effectively meet the safety, health and wellbeing needs of their staff and students.

3.6 School/Professional Service Leadership Teams

Local leadership teams are responsible for the management of the affairs and activities in each school and professional service, and as such for local implementation of this Policy to provide a safe and healthy environment for work and study. Each team's duties in this are to:

- demonstrate commitment and support for the establishment of a positive safety, health and wellbeing culture within the school/professional service;
- act on recommendations from the University Executive Team, the Health and Safety Consultative Committee, and the local Advisory Group as they relate to the implementation of this Policy at a local level;
- appoint a member of staff as the school/professional service coordinator for safety, health and wellbeing, ensuring that they are sufficiently knowledgeable and empowered to influence and maintain awareness of local issues and performance;
- review safety, health and wellbeing matters at team meetings as part of a standing quarterly agenda item.

3.7 Senior Managers and Line Managers

Senior managers and line managers play a vital role in the local implementation of this Policy and its supporting procedures and practices. Their duties in this are to:

- ensure that activities planned and organised in their area that involve a significant risk to the safety and health of staff, students and others are appropriately risk assessed. This specifically includes:
- identifying any hazards associated with work or study that staff and students may be exposed to, and assess the level of risk that they may cause;
- implementing measures to eliminate or reduce any significant risk to an acceptable level;
- communicating effectively to any staff and students affected, ensuring they are aware of the measures in place for minimising risk of exposure to hazards;
- evidencing the identification, control and communication of hazards through the completion of documented risk assessments.
- ensure that all relevant safety, health and wellbeing records, risk assessments, documentation, notices and registers are maintained, up-to-date and are readily available;
- promptly communicate any Health and Safety accident or incident to the Health and Safety team;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- liaise, cooperate and collaborate with other line managers, senior managers and the local Safety, Health and Wellbeing Coordinator to align practice within the school/professional service and across the University;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy and undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis.

3.8 All Staff

All staff have a responsibility for their own safety, health and wellbeing and for those that might be affected by what they do. Their duties therefore are to:

- take reasonable care of themselves and others who may be affected by their acts or omissions;
- not undertake any activity that might pose a risk to anyone's safety, health or wellbeing;
- cooperate with their line manager and other colleagues on safety, health and wellbeing matters;
- ensure they are acquainted with and adhere to this Policy as it applies to their work activities;
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing;
- identify and report to their line manager any unsafe acts or conditions, accidents or incidents;
- treat other colleagues, students and others with respect.

3.9 Students

As regular visitors to University premises and participants in its activities, students also have responsibilities for the safety, health and wellbeing of themselves and others. They should:

- not undertake any activity that might pose a risk to anyone's safety, health or wellbeing;
- cooperate with the organisers of University activities particularly with regard to any safety health and wellbeing instructions issued;
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing;
- identify and report to their academic supervisor or other University staff any unsafe acts or conditions, accidents or incidents;
- treat other students, staff and others with respect.

3.10 Safety, Health and Wellbeing Coordinators

To assist managers and staff in each school/professional service, a safety, health and wellbeing coordinator will be appointed. The role will ordinarily co-exist alongside other responsibilities and the appointee will be empowered to represent and promote safety, health and wellbeing matters at a school/professional service management team level. Their duties in this role are to:

- communicate and share relevant safety, health and wellbeing information, new procedures etc to colleagues within the school/professional service;
- establish and maintain the school/professional service local Safety Health and Wellbeing operating procedures;
- assist with accident/incident investigations, and undertake workplace inspections;
- coordinate the provision of training in accordance with the local training needs matrix;
- provide general assistance to the Dean/Director and school/professional service leadership team on the implementation of this Policy at a local level;
- undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis;
- actively participate in the school/professional service Safety, Health and Wellbeing Advisory Group as required;
- obtain advice, guidance and support from the Safety Health and Wellbeing Team, as may be required;
- act as a single point of contact for local safety, health and wellbeing matters.

3.11 Safety Representatives

Trade union appointed Safety Representatives play an important role in ensuring staff are fully engaged in safety, health and wellbeing matters, and in helping establish a positive culture. As well as being represented at the Safety Health and Wellbeing, Committee, Safety Representatives have the following rights:

- represent staff generally and on specific matters that will affect their safety, health and wellbeing;
- represent staff when Health and Safety inspectors from enforcing authorities

- consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by members of staff they represent about their safety, health and wellbeing in the workplace;
- present the findings of investigations to University management;
- inspect the workplace.

3.12 Deputy Vice Chancellor (Resources)

The Deputy Vice Chancellor (Resources) is the University Executive Team champion for safety, health and wellbeing. The duties relating to this are to:

- provide senior management commitment and support for the establishment of a positive safety, health and wellbeing culture across the University;
- ensure participation and co-operation of all University Executive Team members on Safety Health and Wellbeing matters;
- chair the Health and Safety Consultative Committee.

3.13 Director of Estates

The Director of Estates is responsible for providing a central Health and Safety advice team. The duties relating to this are to:

- establish and maintain an effective central support team for the provision of safety health and wellbeing advice, support and guidance to managers, staff and students;
- ensure that team members engaged in the provision of safety, health and wellbeing support and advice have an appropriate level of competence, providing appropriate training and continual professional development as required;
- ensure the central support team is provided with suitable and sufficient resources to enable it to effectively support managers, staff and students on safety, health and wellbeing matters.
- ensure the structure, format and content of this Policy reflects requirements set out in relevant legislation, approved codes of practice and guidance notes;
- define and develop the strategy and plans for implementing this Policy;
- ensure active promotion of this Policy across the organisation;
- coordinate the monitoring and auditing of the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production.

3.14 Health and Safety Team

The central support service is the source of expert advice and guidance on Safety Health and Wellbeing matters. Their duties are to:

- identify new Safety Health and Wellbeing legislation or changes in interpretation, and assess the impact and relevance to University activities;
- organise and maintain the information and procedures contained in this Policy, ensuring a user-friendly tool to help everyone discharge their responsibilities;
- undertake accident and incident investigation as required, ensuring findings are actioned as required, and that all resulting data is collated for trend analysis;

- liaise directly with enforcing authorities as required on general matters of Safety Health and Wellbeing and in the event of a reportable accident or incident;
- provide central co-ordination of safety, health and wellbeing training built on a University-wide analysis of training needs;
- provide advice and guidance to the managers, staff and students on safety, health and wellbeing matters;
- obtain specialist safety, health and wellbeing advice as required by the nature of the University's activities;
- undertake the monitoring and auditing of the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production.

3.15 HR Director

The Director of HR is responsible for providing a central Wellbeing and Occupational Health Team. The duties relating to this are to:

- establish and maintain an effective central support team for the provision of occupational health and wellbeing advice, support and guidance to managers, staff and students;
- ensure that team members engaged in the provision of occupational health and wellbeing support and advice have an appropriate level of competence, providing appropriate training and continual professional development as required;
- ensure the central support team is provided with suitable and sufficient resources to enable it to effectively support managers and staff and on occupational health and wellbeing matters;

3.16 Associate Director HR

The Deputy Director is responsible for leading the wellbeing and occupational health team. The duties relating to this are to:

- provide support, advice and guidance to the Vice Chancellor, Governors, Deans, Directors, and Heads of Service on occupational health and wellbeing matters;
- coordinate the monitoring and auditing of the University's occupational health and wellbeing performance to enable internal and external benchmarking and report production;
- ensure appropriate stress management arrangements are in place.

3.17 Occupational Health Team

The central support service is the source of expert advice and guidance on occupational health, and wellbeing matters. Their duties are to:

- identify new occupational health requirements or changes in interpretation, and assess the impact and relevance to University activities;
- provide advice and guidance to the managers and staff on wellbeing and occupational health matters;
- provide advice on health surveillance, pre-employment assessment, risk assessment;
- provide advice on health related issues which may impact on ability to attend

- work or may be made worse by work;
- provide health promotion advice, and advice and information to staff travelling abroad as part of their work.

3.18 University Health and Safety Consultative Committee

The main function of the Committee is to provide a forum to formally consult on Safety Health and Wellbeing matters. In particular, this includes monitoring and reviewing the effectiveness of the Safety, Health and Wellbeing Policy, in addition to making recommendations to the Finance, Staffing and Resources Committee and University Executive Team. Additionally items of business will be escalated from the Wellbeing Sub Committee for discussion where relevant.

Its functions are:

- to keep under review the effectiveness of this Policy and recommend amendments via the University Executive Team to the Finance, Staffing and Resources Committee;
- to monitor compliance with this Policy and supporting procedures through the review of audit results, inspections, reports and observations;
- to monitor safety, health and wellbeing performance indicators through the periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other relevant reports and statistics;
- to receive and review reports on University-wide safety, health and wellbeing and act on recommendations where appropriate;
- to review the effectiveness and suitability of the University's program of safety, health and wellbeing training, information and supervision;
- to receive and review reports from representatives of the enforcing authorities and act on recommendations where appropriate;
- escalate critical Safety Health and Wellbeing issues to the University Executive Team through the Deputy Vice Chancellor (Resources).

Full details of the Committee's purpose, function, and membership are contained in its Terms of Reference.

3.19 Safety, Health and Wellbeing Advisory Groups

Schools and professional services considered to have a high/medium potential Safety Health and Wellbeing impact are required to operate a Safety, Health and Wellbeing Advisory Group. The main function of these groups is to provide a local forum to discuss, debate, monitor and review the implementation of this Policy within the school/professional service.

This includes escalating issues and making recommendations to its leadership team and the Health and Safety Consultative Committee. Its functions are:

- to keep under review local implementation of the University's Safety, Health and Wellbeing Policy;
- to monitor compliance with this Policy, school/professional service area Safety, Health and Wellbeing Policy, and relevant legislation through the review of audit results, inspections, reports and observations;
- to monitor safety, health and wellbeing performance indicators through the

periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other relevant reports and statistics;

- to make recommendations to school/professional service leadership teams on the implementation of the Safety, Health and Wellbeing Policy where identified by Policy monitoring;
- to receive and review reports on safety, health and wellbeing matters from Group members and act on recommendations where appropriate;
- to monitor and review local participation in the University's programme of safety, health and wellbeing training;
- escalate critical Safety Health and Wellbeing issues to the school/professional service leadership teams and the Safety Health and Wellbeing Committee (as appropriate) through the Advisory Group Chair;
- to prepare reports on the Group's work for each meeting of the Health and Safety Consultative Committee or Wellbeing Sub Committee as necessary

Full details of an advisory group's purpose, function, and membership are contained in its terms of reference. For those professional services that are categorized as low impact, and not required to operate Safety, Health and Wellbeing Advisory Group, the Dean of School/Director or Head of Service has a responsibility to ensure that Safety, Health and Wellbeing is a regular, standing item for discussion at leadership team meetings.

4 Auditing

- 4.1** The University's programme of Safety Health and Wellbeing audits helps assess the level of implementation of this Policy across the University and, as such, provide an important indicator of its effectiveness. The full audit report is provided to the Health and Safety Consultative Committee, University Executive Team, the Finance, Staffing and Resources Committee and Board of Governors as part of their ongoing responsibilities to monitor and review safety, health and wellbeing performance.

Related Policies and Documentation

A full list of the University's Safety, Health and Wellbeing policies is available on the Safety, Health and Wellbeing A-Z webpage.

LEEDS BECKETT UNIVERSITY

FIRE SAFETY POLICY

www.leedsbeckett.ac.uk/staffsite

HEA-2020-007



Policy Statement

[The Regulatory Reform \(Fire Safety\) Order 2005 \(RRFSO\)](#) places duties on the 'responsible person' within each workplace who is the employer or any person who has control of the premises. The Fire Policy is designed to assist the University to meet its legal and moral obligations to ensure staff, students, members of the public and contractors are protected from the risk of fire. The Fire Policy specifically sets out how the University will meet the obligations placed upon it within the RRFSO.

In order to achieve this aim, it undertakes, so far as is reasonably practicable, to:

- provide appropriate fire safety precautions
- undertake suitable and sufficient fire risk assessments of all premises and activities within premises
- ensure appropriate evacuation and other emergency procedures are developed, implemented, and periodically tested
- provide relevant fire awareness, training and instruction to staff, students contractors and members of the public
- ensure main campuses, satellite sites and those where the University has control of the premises comply with relevant fire safety legislation and recognise good practice
- provide instruction on emergency procedures and how the workplace must be managed to comply with fire safety legislation
- regularly conduct fire safety inspections
- provide expert assistance to support managers and staff in meeting their fire safety responsibilities
- ensure that suitable and sufficient resources are provided to meet the objectives set out in the Policy statement
- ensure effective liaison with the local fire authority where appropriate
- The policy will be regularly monitored, audited, and reviewed

Professor Peter Slee
Vice Chancellor

Dated:

Purpose and Core Principles

The purpose of this policy is to provide a robust fire safety framework which will be implemented to secure the health, safety, and wellbeing of everyone within the University community and to protect the University's assets.

Scope

This Policy applies to all premises and activities falling, to any extent, under the University's control and is applicable to staff, students, governors, visitors, and contractors.

Responsibility

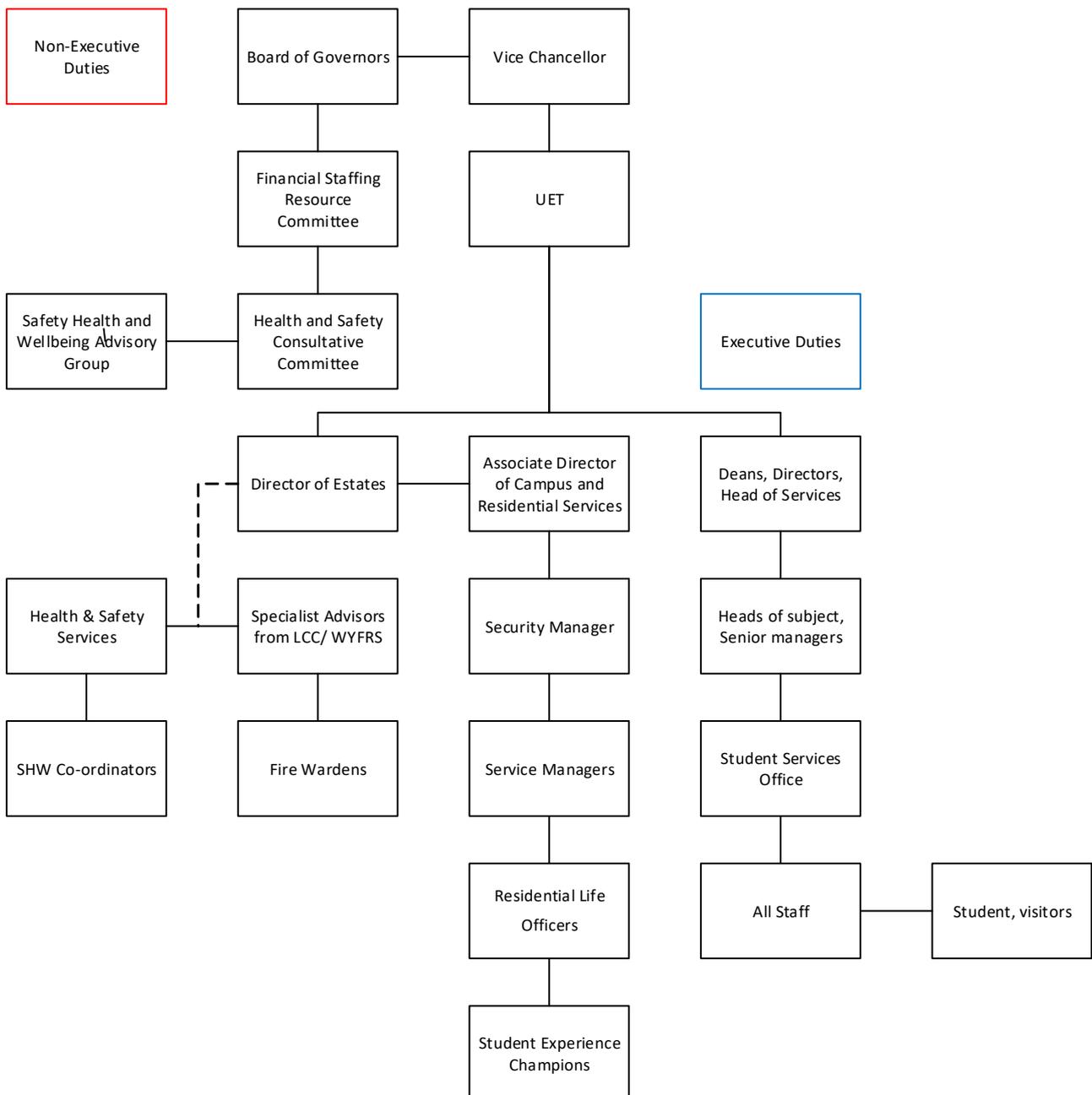
The fire safety policy sets down the framework by which the University is required to undertake its relevant duties. The main responsibility for statutory compliance, the Regulatory Reform (Fire Safety) Order 2005, is held by the University. The management and supervision of the regulations is devolved via the Vice Chancellor to the Deans, Directors and Heads of Service. Every member of the University has a statutory responsibility for fire safety. Some staff have specific responsibilities as part of their role. These responsibilities are outlined within this Policy. This fire safety policy applies to all premises and activities falling, to any extent, under the University's control.

Monitoring and Review

This Policy will be reviewed by the Vice Chancellor, University Executive Team, Health and Safety Committee, and Finance, Staffing and Resources Committee. The effectiveness of this Policy will be monitored by using a range of active and reactive performance measures, such as fire risk assessment, audit and inspections, fire practice drills, project reviews, accident and incident investigations, testing activity and staff survey results. The Policy will be amended in light of the results of monitoring activity, legislative and regulatory changes, industry guidance and changing organisational requirements as appropriate.

1. The Organisation

1.1 This section is designed to explain the responsibilities of various role holders in relation to fire safety at Leeds Beckett University. The organisational responsibilities chart reflects the organisational structure in relation to those roles. The executive duties relate to the management and operation of the University, and non-executive duties relate to the monitoring and oversight of fire safety that accompanies this.



2. Responsibilities and Duties

2.1 Responsible Person (Vice Chancellor) and University Executive Team

[The Regulatory Reform \(Fire Safety\) Order 2005](#) replaces all previous fire safety legislation. The Order requires fire precautions to be put in place where necessary to the extent that is reasonable and practicable and places the legal duty on the “Responsible Person”.

The person responsible for fire safety at the Leeds Beckett University is the Vice Chancellor. The University Executive Team are appointed to support the Vice Chancellor in the delivery of the fire safety policy, in addition to the key appointments outlined in this section.

2.2 Board of Governors

The board of Governors will ensure all reasonably practicable measures are taken in accordance with the policy and will ensure the Finance, Staffing and Resources Committee provide, and sufficient resources to minimise the risk of fire within their areas of responsibility.

2.3 Finance, Staffing and Resources Committee

The Finance, Staffing and Resources Committee will approve the Fire safety Policy and oversees its implementation, development, and review, including:

- Appointing staff to manage day to day fire safety within their University and provide those staff with the necessary training to fulfil their role
- Provision of fire safety awareness training for all staff
- Provision of more specialist fire safety/emergency response training for staff appointed to support emergency plans

2.4 Health and Safety Consultative Committee

Health and Safety Committee provides a forum to formally consult on fire safety matters in accordance with the committees Terms of Reference (ToR). Its functions are:

- To keep under review, the effectiveness of this Policy and recommend amendments via the University Executive Team to the Finance, Staffing and Resources Committee
- To monitor compliance with this Policy and supporting procedures through the review of audit results, inspections, reports, and observations
- To monitor fire safety performance indicators through periodic review including fire evacuation reports, accident and incident data and any other relevant statistics and trends

- To make recommendations relating to Fire Safety Management to Finance, Staffing and Resources Committee and the University Executive Team

2.5 Director of Estates

The Director of Estates is the DUTY Holder under the Regulatory Reform (Fire Safety) Order 2005. The Duty Holder is responsible for ensuring that University buildings are designed, built, and maintained to be protected, so far as is reasonably practicable, from the effects of fire. The Director of Estates will work collaboratively with and seek advice and information from the University Fire Safety Adviser and the wider Health and Safety team to assist him/her in discharging this duty effectively.

The Director of Estates will ensure that the necessary management arrangements and effective monitoring and reporting processes are in place across the entirety of the physical estate.

The Director of Estates (and/or other designated senior Estates officers) will ensure that:

- The design specification of projects involving new build and material alterations to existing buildings take account of fire risks and relevant fire safety and loss control standards
- Modifications to buildings receive the necessary statutory approvals from appropriate authorities
- Fire detection and warning systems, emergency lighting, dry/wet risers, fire hydrants, portable firefighting equipment, fire signage and fire safety measures for limiting the spread of fire and smoke are installed, tested, and maintained to the appropriate standards
- Permit systems are applied to any works instigated by Estates that introduce additional fire risks
- Any works that involve temporary or permanent changes to engineered fire safety measures or fire escape routes are referred to the Fire Safety Adviser, where relevant, for discussion prior to implementation
- They engage the services of a suitably qualified industry specialist for any works that involve temporary or permanent changes to engineered fire safety measures or fire escape routes
- Adequate resource is available to recruit and develop staff within the Estates Services Team to ensure competency
- A current fire strategy and/or Fire Safety plan is held for each building within the University
- All duties to prevent the risk of fire are met as specified in the [CDM Regulations 2015](#) and [Building Regulations, approved document B](#)
- Final sign off is provided to authorise building occupancy upon project completion

2.6 Deans, Directors and Heads of Service

The primary responsibility is to ensure this Policy is fully implemented in their area. The Deans, Directors and Heads of Service duties are to:

- Ensure modifications to the facilities under their control are made in consultation with the Estates Services team and that fire design strategy elements are integrated into any modifications
- Ensure sufficient resource is made available to meet training requirements and duties in relation to fire safety in relation to their school / service area
- Release staff to attend fire safety training and undertake fire related duties
- Ensure that all migration works to a building's fabric and its associated mechanical, electrical, and plumbing services are undertaken by Estates Services
- Ensure that where there is more than one School or Service in occupation of a building, the occupier with the most space must take the lead role in coordination and cooperation in respect of fire safety matters
- Ensure the implementation of appropriate Emergency Evacuation Plans (PEEP/GEEP) for all persons, including adequate Fire Warden provision
- Ensure that buildings and building services contractors are informed, before starting work, of the building fire evacuation procedures and other relevant fire safety provisions
- Ensuring fire risks presented by their local activities are identified, assessed, and mitigated to as low as is reasonably practicable. If this is not possible then appropriate controls must be put in place and communicated
- Ensure all staff are encouraged to actively challenge and / or report any fire safety related matters

2.7 Senior Managers and Line Managers

Senior Managers and line managers are responsible for taking a lead on all aspects of fire safety. They must:

- Act as a point of contact for information relating to fire safety matters in their department
- Disseminate relevant fire safety information
- Provide advice/guidance to help maintain fire safety standards in their department
- Report fire related incidents and fire related defects
- Deliver local fire safety information as part of induction of new staff

- Ensure fire safety is controlled in relation to any hazardous substance, work process or activity in their school using all available resource
- Ensure training needs are identified and all training is suitable and sufficient
- Liaise with Safety Health & Wellbeing Coordinators for advice where necessary
- Notify the Health & Safety Team of any staff member requiring a Personal Emergency Evacuation Plan (PEEP)

2.8 Residential Life Officer

- Must ensure that fire safety arrangements are communicated to students who reside in residential accommodation where this is managed by the University
- Where properties are not managed by the University, they must ensure Halls providers communicate all relevant fire safety information to students
- Must follow up all reported fire alarm activations and provide a report to the Health & Safety Team and the Halls provider
- Report any suspected damage to, or misuse of a fire alarm or firefighting equipment to the Health & Safety Team and the Halls provider. Take appropriate follow up action as defined in the [University Student Code of Discipline](#)
- Conduct satisfactory fire drills (in conjunction with Halls Management and Security) in line with the University requirements and report findings to the Health & Safety Team
- Provide details to Halls providers, of those students who require Personal Emergency Evacuation Plans and make relevant checks to ensure providers put suitable plans in place

2.9 Security Manager

The Security Manager has overall responsibility for managing security operations for all University premises and grounds. The security manager must:

- Ensure a current fire safety management plan is in place for each building
- Monitor and review the safe operating procedure for managing alarm activations to ensure the response is fit for purpose, including contacting Fire & Rescue Service
- Ensure staff receive adequate training to enable them to undertake their role
- Ensure the security of the building is maintained in the event of a building evacuation and including building re-entry
- Ensure security personnel are available to liaise with Fire and Rescue Service, provide relevant information and accompany them on site as applicable
- Ensure CCTV is monitored and respond to suspicious / malicious activity

- Include fire safety as part of regular workplace inspections

2.10 Fire wardens

The main responsibilities of Fire Wardens are to:

- assist in ensuring the safe evacuation of building occupants
- assist Security in preventing persons entering a building whilst an emergency is in progress and to provide additional resource to security where required
- to report significant findings from fire evacuations and fire drills to Security present and the Health & Safety Team, as appropriate.

This is a voluntary role for staff identified by the Dean of School or Director/Head of Professional Service area.

Additional fire wardens may be recruited from time to time on a temporary basis based to respond to changes in operational needs.

2.11 Student Services Office

Student Services has a duty to notify the Health & Safety Advisers of any new or existing student requiring a Personal Emergency Evacuation Plan (PEEP), prior to commencement of their studies.

2.12 Student Union

The main responsibilities of the Student Union are to:

- Act as a point of contact for information relating to fire safety matters in their buildings
- Disseminate relevant fire safety information
- Provide advice/guidance to help maintain fire safety standards in their buildings
- Ensure fire safety is controlled in relation to any hazardous substance, work process or activity in their school using all available resource
- Ensure training needs are identified and all training is suitable and sufficient
- Liaise with the Health and Safety team for advice where necessary
- Ensure reporting of all accidents / incidents in line with University procedure

2.13 Staff

All staff have a responsibility for their own safety and for those that might be affected by what they do. They must familiarise themselves with the fire and emergency instructions, fire precautions and action to take on discovering a fire. They must:

- Undertake fire related training as defined by their line manager and follow local procedures in an emergency
- Report any urgent fire safety issues immediately to their Manager and/or Security as appropriate
- Not misuse any fire equipment including inappropriate use of fire extinguishers including propping open of doors
- Ensure that any activity that might pose a fire risk is adequately risk assessed by a competent person, particularly attention should be paid to young persons and children visiting the university campuses
- Support the University in its planned fire drill schedule by treating all drills as if they are a real emergency and evacuate to plan
- Ensure that where a student or member of staff has a personal emergency evacuation plan (PEEP) in place, that this plan is implemented in the event of an emergency
- Course Leaders and academic members of staff must ensure that students are informed of their responsibilities as per this policy, of University fire safety arrangements and procedures including evacuation procedures and the assembly points as displayed on the fire action notices

2.14 Students and all Persons Working in or Visiting the University

All students, visitors, contractors, and members of the public must:

- Ensure they do not put themselves at risk of fire by their acts or omissions
- Know what actions to take in the event of discovering a fire, as highlighted on fire action notices displayed within all University buildings
- Upon hearing the alarm, evacuate the building by the nearest safe emergency exit
- Comply with all fire safety instructions provided by the University or by a fire warden or fire marshal
- Must not tamper with any fire safety equipment provided by the University
- Comply with emergency procedures and instructions at premises linked to but not controlled by the university (e.g. their residential accommodation)

2.15 Health & Safety Team

The Health & Safety Team advise the university in all aspects of fire safety management procedures that are both reactive and proactive, aligned with up to date regulatory framework guidance.

The Fire Safety Adviser works in conjunction with the wider team to advise on fire safety issues, provides fire safety information and best practice guidance to staff and students to enable the University to comply with legal obligations required by health and safety and fire safety legislation. Duties are to:

- Co-ordinate, undertake and monitor the University's programme of fire risk assessments
- Escalate actions as a result of fire risk assessments where appropriate
- Provide fire safety related training
- Consult with West Yorkshire Fire and Rescue Service, Leeds City Council Building Control, and other authorities on fire safety matters
- Comment on fire safety elements of building designs as required by the Estates Services
- Advise on fire issues relating to the day to day activities of occupants of halls of residence (where managed by Leeds Beckett University)
- Provide advice and guidance on fire safety for staff and students where a permanent or temporary mobility impairment is disclosed including providing Personal Emergency Evacuation Plans for staff and students where required
- Ensure satisfactory fire drills are carried out at all premises owned or where control falls to the University
- Investigate incidents involving fire and fire alarm activations, identify problems and advise on corrective actions
- Collate fire related data for Higher Education Statistics Agency (HESA) <https://www.hesa.ac.uk/data-and-analysis/publications> and present findings to the University Health & Safety Consultative Committee
- Undertake general day to day monitoring of fire precautions across both campus and at satellite buildings where Leeds Beckett University occupies the space
- Prepare reports on issues relating to fire safety to the University Committee as required i.e. fire drills, alarm activations, training
- Represent the University on fire safety issues and facilitate cooperation with other employers where 2 or more occupy the same premises i.e. Electric Press
- Ensure formulation and organisation of evacuation procedures, fire drills, written emergency plans and fire safety training programmes

- Develop and review relevant policies, procedures, and guidance with approval of the University Health & Safety Committee, to define fire safety standards and give practical guidance through the University intranet and written documents
- Ensure periodic inspection of University premises and the monitoring of fire risk assessment action plans and other fire safety standards or procedures
- Ensure that periodic evacuation drills are rehearsed at least annually in line with the University risk profile based upon occupancy, and appropriately recorded for all University buildings
- Liaise with other service areas and Students Union to support fire risk assessment and management of large events such as Open Day/Graduation

2.17 Safety, Health and Wellbeing Advisory Groups/Leadership Team Meetings

Advisory Groups and Leadership Teams will provide a local forum to discuss, debate, monitor and review fire safety issues within their school/service area, as part of a wider Health & Safety remit. Their functions are:

- To monitor compliance with fire safety arrangements within their school/service
- To monitor fire safety performance indicators through periodic review including fire evacuation reports, accident and incident data and any other relevant statistics and trends
- Escalate critical fire safety issues to the Deans of School/ Directors and Heads of Professional Service and the, Health and Safety Consultative Committee (as appropriate) through the Committee Chair
- To locally promote greater awareness of fire safety
- To ensure continuous improvement in local performance and to consider local issues relating to the fire safety of local employees, students and visitors
- To monitor its own performance against any fire safety related KPI

2.18 Safety Health & Wellbeing Coordinators

Safety Health & Wellbeing Coordinators are appointed to assist Schools and Professional Service areas and Departments in all matters related to fire safety as part of a broader role, supporting Safety Health & Wellbeing.

2.19 West Yorkshire Fire and Rescue Service – WYFRS

WYFRS is responsible for fighting fires, enforcing fire safety legislation, and providing fire safety advice. As a result, they may come onto campus to undertake routine familiarisation visits of buildings respond to emergency situations and investigate fire safety issues. Where possible, Fire and Rescue Service will be accompanied by the Fire Safety Adviser / a member of the Health and Safety team when they are on site.

3. Related Policies and Documentation

3.1 Fire Safety Arrangements: - Appendix 1

The arrangements section details the manner in which the University shall meet the responsibilities set out in this policy. The arrangements section specifies the procedure and actions to be followed in order to comply with the relevant legislation / standards and approved codes of practice (ACoP's). In addition, this section provides links to more detailed information held by individual service areas / schools.

3.2 Fire Safety Procedures: - Appendix 2

The procedures document details specific action to be in the event of a fire

3.3 A full list of the University's Safety, Health and Wellbeing policies is available on the Safety, Health and Wellbeing A-Z webpage.



LEEDS
BECKETT
UNIVERSITY

FIRE SAFETY ARRANGEMENTS

APPENDIX 1

Contents

1. Arrangements
2. Fire Risk Assessment
3. Fire Prevention
4. Fire Action notices
5. Fire Fighting Equipment
6. Fire Evacuation
7. Fire Warden
8. Fire Drills and Practices and related Procedures
9. Training
10. Smoking
11. Electrical Safety – PAT and fixed wiring
12. Storage of Flammable Substances
13. Construction Design and Management (CDM2015) Fire Safety
14. Reporting Fires
15. Means of Escape
16. Fire Safety Systems
17. Record Keeping
18. Glossary of Terms
19. Revision History

1. Arrangements

The key legislation covering fire safety is the [Regulatory Reform \(Fire Safety\) Order 2005 \(RRFSO\)](#). The order states that the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed. The purpose of which is to identify the general fire precautions the owner / occupier needs to take to comply with the requirements and prohibitions imposed on them, by or under this Order.

This section states how the University meets the requirements placed upon it and is supported by other guidance documents. Links to associated documents are contained within the arrangements.

All documents can be found on the University website under Staff, Estates Services, More+, Health and Safety, [Safety, Health and Wellbeing A to Z](#)

2. Fire Risk Assessment

Fire Risk Assessments will be undertaken to comply with the Regulatory Reform (Fire Safety) Order 2005 by either competent contractors, appointed by Health and Safety Services or by the University Fire Safety advisor and completed in the format of the PAS79 standard.

The significant findings of the risk assessment will be recorded and acted upon appropriately. Written assessments will be stored in the agreed location with access provided to relevant staff.

Central records of Fire Risk Assessments are stored electronically and held by the Health and Safety Team

Where actions giving rise to intolerable risks are noted, efforts will be made to immediately remove/control the risk. Such actions will be reported as a near miss occurrence in line with Health and Safety Policy and Directors/Deans of Schools/ Heads of Professional Service will be notified within 72 hours.

Fire risk assessments for all buildings which the University occupies, or has control of, will be subject to review when a significant change is identified, and periodically to ensure they remain up to date and compliant. Periodic Risk assessments reviews will be based on risk factors such as occupancy, work activities or sleeping accommodation.

Buildings deemed high risk are assessed annually with 'other' buildings working to a strategy of reassessment every 2 years. Buildings will be reassessed at such time as there has been significant change to either legislation, structure, layout or use of the premises. All buildings are assessed for suitable fire precautions and are fitted with automatic fire detection systems dependant on building type, age and use, emergency lighting and firefighting equipment.

New premises are assessed prior to and upon occupation, taking into account fire strategy documentation

Assessments include all accessible spaces including plant rooms but not above ceiling level. Assessment of risk above ceiling level is managed by the Estates / Projects Teams. Full details of the fire risk assessments and the current schedule are held by the Health and Safety Team. Significant findings are reported through the [Safety, Health and Wellbeing Committee](#). The assessment of fire risk above ceiling level is managed by Estates Services at such time as works in these areas are undertaken and via any planned preventative maintenance within these spaces as required.

The effectiveness of the management of Fire safety will be subject to periodic audits carried out by Health & Safety Services, the Fire Safety advisor and/or other appointed, competent persons. Accommodation partners / providers will receive a Fire Safety audit on an annual basis undertaken.

3. Fire Prevention

Fire prevention is everyone's responsibility and all employees, students and visitors are expected to practise good housekeeping to promote a strong fire safety management culture. This includes safe use of electrical and gas appliances; the safe use, storage and disposal of hazardous, flammable and/or combustible materials and the observance of the [Smoking Policy](#) on University premises. Guidance documents are available on the [Safety Health and Wellbeing A to Z](#) including Control of Substances Hazardous to Health, Project Contractor Management Procedure, Electrical Safety,

In addition to the legal fire prevention requirements, advice on specific fire prevention practices is available from the Health and Safety Office on (0113 81) 23814/29665 and 23941 specific to fire

Security staff actively patrol all University premises. Leeds Beckett University operates a 24/7 CCTV system to support crime prevention and assure the safety of our University community and the wider public. CCTV cameras are in place on all main University sites and cover the exterior and interior of key buildings, particularly those which facilitate free access to the public, contain items of particular value or are open outside traditional office hours. CCTV is reviewed whenever areas within our University are being redeveloped and a security assessment is undertaken.

The University is committed to manage all waste to remove the risk of arson/accidental ignition. The Deans of School and Directors/Heads of Professional Services will ensure employees, students and visitors in their areas adhere to University policy procedure and guidance.

In addition to the legal fire prevention requirements, advice on specific fire prevention practices can be sought from the Health and Safety Team.

4. Fire Action notices



Notices are placed at strategic locations above fire points in conjunction with first aid notices. They will outline the fire assembly point for that building, the nearest fire extinguisher location and emergency contact information to contact Security.

5. Fire Fighting Equipment

The University will provide suitable and sufficient firefighting equipment and extinguishers proportionate to the nature and level of risk. This will be assessed via fire risk assessment, as part of capital projects and minor works.

Fire safety provisions will be inspected, tested, maintained, and serviced by competent contractors appointed by the Estates and Campus Services team, where appropriate records will be held.

Fire extinguisher locations are set by the relevant building's fire strategy and identified by signage and must not be obstructed, removed, or repositioned without advice from the University Fire Safety Advisor. Full details including exact locations and types are held by the Estates Team.

Training in the Use of Fire-fighting Equipment and Extinguishers

Fire extinguishers are provided for first aid firefighting and must only be used by trained staff unless they are needed to facilitate escape.

The Health and Safety Team organise and provide resource for training sessions for University designated employees in the use of fire-fighting equipment and extinguishers. Other sessions may be organised through local Safety Health & wellbeing coordinators or through the health and safety team.

6. Fire Evacuation

In the event of a fire it is vital to get people out of the building quickly, normally without the use of lifts, and for them to assemble well away from the building. **Section 3** of the Fire Procedures Document should be familiar to all students and employees (see also fire action notices posted in circulation areas)

In the event of an alarm activation, staff, students, contractors, and visitors will vacate the building using the nearest safe fire exit or as directed by staff assisting with the evacuation. All security staff are trained to manage fire evacuation. This ensures a trained person is always available to respond to any incident.

Security Staff will report the activation of automatic fire alarms, fire-related incidents, and fires to members of the University safety team, including the fire safety advisor, by email/phone as soon as possible.

Where a fire has been reported the Fire Safety advisor will carry out an investigation and a written report produced, including remedial actions if required.

The security team will work to the written standard operating procedure detailing the action they take to respond to an incident. This procedure is reviewed annually or as a result of change in guidance or a significant event. In the interest of confidentially access to this procedure is restricted to security personnel however viewing rights can be requested via the Security Manager.

a) Employees

The University will identify 'nominated persons' to assist with additional duties during an evacuation and until such time that the emergency is declared over.

At the time of a fire and evacuation emergency the instructions given by employees with specific duties will be followed.

All fire evacuation procedures and the duties of designated persons will be regularly reviewed and updated by Heads of Service, Managers or nominees and Residence Life Manager. The Health and Safety Team will be notified of, and kept updated with, the local procedures.

Advice on the development and updating of local procedures can be sought from Health and Safety Team.

b) Students and visitors

Students and visitors be informed of the evacuation procedure by the Course Leader, Year Tutors or equivalent academic member of staff or the host. This will be completed as soon as

possible to the start date or on the day of the visit. Particular attention must be paid to young persons and children visiting the university (see separate advice section 1).

The Residential Life Officer will ensure that all students in university residential accommodation are similarly informed.

All students will be provided with the following information as part of the induction process:

1. There is a legal requirement to co-operate in fire drills and practices.
2. Each drill must be taken seriously.
3. Fire evacuation and fire procedures must be followed exactly.
4. Misuse of fire alarms and fire-fighting equipment is a breach of the law.

Further information on how evacuation is managed is available in Appendix 2 and in the Fire Section on the [Safety, Health and Wellbeing A to Z](#) on the University website.

c) Evacuation of Impaired Persons

The University has a legal duty to ensure the safe evacuation of any person who is unable to evacuate to a place of safety, unaided. The Health and Safety Team will ensure a suitable PEEP (Personal Emergency Evacuation Plan) is in place to meet the needs of the individual, where a disability is disclosed.

The University will ensure that General Emergency Evacuation Plan (GEEP) arrangements are in place for the safe evacuation of visitors to all areas of the University by way of management arrangements.

Fire safe refuges provide a place of relative safety for mobility impaired people during the initial stages of an emergency evacuation. In some buildings, Intercoms are installed to allow users to communicate with the Fire wardens in the event of an emergency evacuation. For buildings without an intercom system the evacuation plan will consider this and ensure an appropriate method for communication is established. (Refuge intercoms will be installed as part of the University's continuous improvement process). Areas protected from the effects of fire or smoke, for a minimum of 30 minutes, are provided and identified by signage.

It may not always be necessary to evacuate persons using a refuge until the presence of fire is confirmed. The Fire Warden will assess the situation and decide if evacuation is necessary.

Evacuation chairs are provided in buildings without fire safe lifts to facilitate the evacuation of mobility-impaired persons. Where a person cannot safely transfer from their wheelchair into the Evac Chair changes to timetabling, or other arrangements, must be made to ensure they are assigned to areas where they can self-evacuate (e.g. ground floor or buildings/areas where evacuation is possible.) Due to layout or equipment, some University Buildings are not accessible to people with mobility impairments. This must be considered when timetabling or preparing a PEEP.

Details of procedures can be found within Appendix 2 and in the Fire Section on the [Safety, Health and Wellbeing A to Z](#) on the University website.

7. Fire Warden

The term Fire Wardens applies either to the employees in certain premises, nominated by the School/Service Manager, or to the most senior employee present in other premises at the time of the fire emergency - hence all employees are responsible for fire evacuation. Specialist areas, e.g. Libraries, Refectories, Bars, Sports Centre, Swimming Pool etc, will have locally arranged procedures for co-ordinating evacuation in a fire emergency. Senior Residential/Residential Officers will act as Fire Wardens in University residential accommodation or managed accommodation when they are on duty.

Fire Wardens will follow the Fire Warden Procedures Including Evacuation Assembly Points found in the Fire Section on [Safety, Health and Wellbeing A to Z](#) on the University website. A full list of Fire Wardens can also be found on this page.

To assist in ensuring the safety of building occupants during a fire evacuation Fire Wardens will undertake the online training module together with any other training proposed by the Health and Safety Team. They will familiarise themselves with the evacuation routes and assembly points for relevant buildings.

Upon hearing an alarm, it is each person's responsibility to comply immediately with the evacuation procedure for the room/area and follow such instructions as may be given by the Fire Warden, senior employee, or other nominated person,

Senior Residential/Residential Officers also have specific additional responsibilities relating to fire safety in the Residential Accommodation to which they are appointed. **(see Fire Safety Procedures, Appendix 2 Section 11)**

It will be the responsibility of the relevant manager(s) in each location to ensure that the Fire Wardens are fully informed of, and kept updated with, the local evacuation procedures established for disabled persons, e.g. the names of designated employees Occupational Health Manager, deputies, temporary refuges and escort procedures **(see Section 6)**.

The relevant managers will ensure that in locations where disabled persons are present, the Health and Safety Team and/or the Head of Student Services are notified and kept updated.

In circumstances in which during a fire evacuation, a Fire Warden is not in their usual location/building, they will continue to perform Fire Warden duties providing direction and checking communal areas for the area they are in.

8. Fire Drills and Practices and Related Procedures

The University is required by law to conduct fire drills. The University recognise fire drills are an essential initiative to familiarise occupants and to test the University's fire evacuation and emergency procedures.

Health and Safety Fire drills covering all University premises or those for which we have control are arranged by the Health and Safety Team. Drills are scheduled based on the risk profile of the building, a minimum of once per year. Drills will be carried out twice per year for those buildings deemed higher risk and additional drills may take place if there has been significant change to either structure or use of the premises.

Fire drills for office and teaching and learning areas will be arranged by the Fire Safety Adviser in consultation with the Security Manager and other key employees.

Fire drills for University residential accommodation are arranged by the Residential Team.

Any issues or deficiencies observed during the drill must be acted upon to ensure the necessary improvements are made. Where learning outcomes are significant, a further drill may be arranged outside of the normal cycle to test the effectiveness of the remedial actions.

All significant findings are reported through the Health and Safety Consultative Committee via the Fire Drill Report.

9. Training

All University staff complete a Health and Safety Induction which includes basic fire safety. Staff will also complete mandatory Health and Safety Essentials training via the [People Development Online](#) provision within 3 months of commencing employment, of which fire safety training forms part of this module. In addition, the Health and Safety Team deliver specialist training including Fire Warden, Evacuation Chair and Fire Practical (fire extinguisher / blanket) upon request. Further guidelines and a training matrix can be found on the training section of [Safety, Health and Wellbeing A to Z](#) on the University website.

10. Smoking

The University prohibits smoking or use of vapour cigarettes (or other similar devices) in all University buildings, student accommodation, University vehicles and within 5 metres of building boundaries. Full details of the [Smoking Policy](#) are available on the Safety, Health and Wellbeing A-Z on the University website.

11. Electrical Safety – PAT and Fixed Wiring

Deans of School and Directors/Heads of Professional Services and Safety, Health and Wellbeing Coordinators are responsible for ensuring that arrangements are in place for the regular inspection of fixed wiring and testing of portable electrical appliances within their areas of control.

All new portable electrical appliances will be tested at 12 months' old, where they are not 'hard wired' to a fused connection unit. Testing may be carried out every 12- or 36-months dependant on the class of equipment. Staff are discouraged from bringing their own electrical equipment to University.

Ensuring portable electrical equipment provided by the department, or owned by department staff, is safe to use and subject to periodic testing/inspection e.g. select equipment with CE marking, promote user condition checks, not overloading plug sockets or daisy chaining and switching off equipment when not in use.

Portable Appliance Testing (PAT) is carried out by an approved external supplier on behalf of the University. Some areas of the University elect to use their own trained staff and undertake testing in their individual areas.

Further details are available within the electrical section on the [Safety, Health and Wellbeing A to Z](#) on the University intranet including the electrical [PAT procedure](#), electrical [PAT Risk Assessment](#), [PAT Service Level Agreement](#), PAT method statement and an Electrical Equipment Checklist.

12. Storage of Flammable Substances

Deans of School and Directors/Heads of Professional Services and Safety and Health and Wellbeing Coordinators are responsible for ensuring that suitable local procedures are in place for safe storage of flammable /explosive substances. They will ensure storerooms and similar areas used to keep highly flammable liquids, petroleum spirit, combustible gases and related waste materials are assessed, in accordance with the [Dangerous Substances and Explosive Atmosphere Regulations 2002 \(DSEAR\)](#). They will ensure that storage rooms and areas are segregated from other parts of the building by an appropriate combination of distance and non-combustible, fire-resisting structures.

Cylinders of compressed or liquefied flammable or explosive gases such as acetylene, hydrogen and LPG (propane) shall be kept in the open air in a store designed and constructed in accordance with relevant standards. Cylinders of such gases in use within University buildings will be kept to a minimum for the designed use or alternatively, based on risk assessment will be housed in a fire/explosion proof cabinet where practical.

All areas, both internal and external used for storage of, or processes involving high-risk flammable substances, will be subject to a risk assessment under the [Dangerous Substances and Explosive Atmospheres Regulations \(DSEAR\) 2002](#)

All areas used for storage or processes involving high-risk flammable substances shall have sufficient natural or mechanical ventilation to prevent the formation of flammable or explosive atmospheres. Building and experimental equipment and apparatus shall be designed, assembled and operated in accordance to prevent, or where this is not reasonably practicable, to adequately reduce the risk of fire in accordance with any risk assessment.

In order that the University complies with the [Control of Substances Hazardous to Health Regulations 2002](#) chemicals that may pose a hazard to health will be stored in a suitable/ lockable metal cabinet displaying the appropriate signage dependent on type and volume of substances stored. Incompatible chemicals are substances that produce a reaction when they come into contact with each other. In an uncontrolled environment, a reaction can cause serious damage or even be fatal. Chemicals that react to produce heat, pressure, fire, explosion, or another type of violent reaction are deemed to be incompatible and should be stored carefully to prevent uncontrolled mixing.

13. Construction Design and Management (CDM2015) Fire Safety

Estates and Campus Services must permit alterations to building infrastructure. No alterations are permitted to be undertaken by other University staff. This includes decorating, drilling through walls or ceilings or more significant alterations such as removing or adding walls. The University recognises the risk associated with any works which may result in a breach of fire compartmentation. Any requirements for alterations must be referred to the Estates team.

In order to ensure contractor work is controlled effectively, Safety and Guidance Notes are issued to all Contractors / Sub Contractors employed on Leeds Beckett University contracts and a formal induction is carried out by a competent member of the Estates Services Team. [The CDM Management arrangements](#), specifically sets out the arrangements for fire safety. This together with other induction information can be found on the [Safety, Health and Wellbeing A to Z](#).

Fire stopping of fire compartments **will only be undertaken** by third party accredited Contractors who have the relevant skill sets to perform the work and **they will** provide an audit system for each penetration and/or installation.

The associated method statements and risk assessments will identify the fire stopping requirements of the work and the remediation measures to be employed. Without this a permit to work application will be declined.

14. Reporting Fires

All incidents relating to fires will be reported as soon after the event as possible on an [HS1 accident / incident report. Reporting includes actual fires or](#) where an incident occurs where

there is actual or potential for smoke or flame to occur within University premises. All fire related incidents will be thoroughly investigated by relevant colleagues to ascertain the cause and any effect. All fire safety related incidents will also be reported by security through their internal reporting procedures. All reports will be submitted to the Health and Safety Team for recording and investigation. Accident / incident report forms can be found on the [Safety, Health and Wellbeing A to Z](#) and copies are also available from security or at strategic locations within schools / departments.

All fires identified as a dangerous occurrence, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, will be reported to the HSE in accordance with University policy

15. Means of Escape

Means of escape include fire exits, fire doors, corridors, and stairs.

a) Fire Exits

Fire Exits at the University will be easily opened (without the use of a key). Doors are fitted with either crash bars or pads, emergency green buttons or emergency green 'break glass' units positioned adjacent to fire exit doors. Doors and their operating systems will always be unobstructed and available for use and open in the direction of escape. Fire exits will be unobstructed and available for use at all times when the buildings are occupied. The external area outside the fire exit will also be clear of any obstruction such as overgrown vegetation.

b) Fire Doors

All fire doors, leading on to a means of escape and fitted with self-closing devices, will be kept closed when not in use and they **will not** be wedged open. Where doors have two leaf's they should both be capable of being used and should not be in the locked position. All doors fitted with electrically operated hold open mechanisms are interfaced with the fire alarm system and upon activation will release to prevent spread of smoke and flame.

Doors with electrically operated close devices will automatically release in the event of a power failure, and in the event of a fire alarm activating. They will also be fitted with a break glass release point or green 'mushroom' button on the side from which an escape is required as a failsafe to allow users to escape should the door not automatically release. Clear instructions on how to release the door for example: "In Emergency Break Glass in Green Box to Release Door" will be provided.

Fire doors will not be altered or changed as this would affect the fire rating integrity.

c) Corridors/Stairways

Items which pose a potential fire hazard and those which could cause an obstruction should not be installed or stored in corridors and stairway enclosures. The Health and Safety Team must be consulted in case of any potential or short-term issues associated with items in transit.

Notice boards, paintings and other wall furnishings should be kept to a minimum and kept to reasonable levels. Paper based items situated in protected routes i.e. safe refuges, escape stairwells etc. should be kept in a purpose built, sealed frames

d) Fire Signs

Estates Services will ensure that Fire Action Notices, fire assembly points, fire escape routes, final exits etc. are appropriately marked in the current standard (in the form of pictogram/running person and words). They will also ensure signs are maintained so that occupants are properly directed to exits and fire assembly points in the event of an emergency arising.

16. Fire Safety Systems

The provision of adequate warning of fire, and equipment to detect a fire and sound the alarm, is a requirement of Article 13 of the [Regulatory Reform \(Fire Safety\) Order](#).

All buildings are fitted with automatic smoke detectors / heat detectors as relevant for the nature of activity. Fire safety systems such as smoke detectors, fire warning devices and emergency lighting units will be maintained in effective working order by Estates Services and available for use at all times.

To reduce unwanted fire signals, some of the University buildings operate an investigation period before summoning the fire service. Full details can be found in the Fire Safety Procedures Appendix 2.

a) Fire Alarm Maintenance and Testing

Estates Services will maintain building fire alarm systems using competent fire alarm engineers. In circumstances where the installed fire alarm system is unserviceable, Estates will provide temporary arrangements to occupants for the manual raising of the fire alarm until such time as the fire alarm system can be repaired. This combined with notification to building occupants and security – with increased security patrols implemented until repairs have been completed.

Schools and Security staff will report faults to Estates Services using the Estates Help Desk.

Estates Services electricians will carry out testing including activation of sounders every week by activating a designated call-point. A different call point will be tested each week; more than one call point may have to be tested so that all the call points in the building are tested within a 13-week period. The purpose of this test is to ensure that all call points work and that fire alarm sounders are working and sounding loud enough to alert all occupants. The test requires the bells or sounders to be run in short bursts (approximately 5-10 seconds). Any defects (no sound, low sound) are to be reported for repair via Estates Services maintenance team stating the building and location.

b) Devices Interfaced with Fire Alarm Systems

All devices that are interfaced with a building's fire alarm system will be switched to a safe condition whenever the alarm system is activated. This refers to devices such as automatic doors, access control systems, magnetic door locks, magnetic hold-back devices, gas cut-off for heating boilers or other plant and equipment. Where necessary, manual override systems will be fitted. Devices will be checked by a competent fire alarm engineer to ensure that they function effectively and that they fail to a safe state or condition in the event of a mains electrical power or other systems failure.

In each case, the aim should be to ensure that all devices that are connected to a building fire alarm system will respond to activation reliably or fail safely.

c) Emergency Lighting and Signage

Article 14(2) of the [Regulatory Reform \(Fire Safety\) Order](#) requires that: emergency routes and exits will be indicated by signs; and emergency routes and exits requiring illumination will be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

Estates services undertake checks/inspections of emergency lighting in accordance with current British Standards. Should any staff member, throughout the University, notice that the emergency lighting is not working, this should be reported via the Estates Services helpdesk.

17. Record Keeping

Records are kept in several locations dependant on the relevant area of responsibility safety management. These will be made available to the Health and Safety Team and/or Fire and Rescue Service upon request. Details of key records and their locations are detailed below:

Health and Safety Team

- ✓ Fire Risk Assessment
- ✓ Fire Incident Reports
- ✓ Fire Drills
- ✓ Fire Registers
- ✓ Building Inspections

People Development

- ✓ Fire related training (each staff member has an individual record).

Estates Services

- ✓ Fire Strategy documents
- ✓ Fire Extinguisher equipment provision /servicing
- ✓ Fire warning (alarm) and automatic detection system including design & installation certificate; commissioning certificate including sound pressure levels; signed

confirmation that full cause and effect test is tested and is working; zone plans (installed at each repeater panel); connected to external monitoring station test and commissioning certificate; log book and interval test records

- ✓ Fire Refuge system including commissioning certification
- ✓ Electronically controlled door release mechanisms / manual overrides
- ✓ False alarms
- ✓ Emergency lighting test certificate / Annual discharge records
- ✓ Electrical - circuit fixed wiring 5 yearly test certificates; Electrical schematics including equipotential bonding terminals and main earth terminals; Distribution board schedules in each board
- ✓ Heating system, dry riser, fire door installation certificates (including final exit)
- ✓ Fire curtains, lightening protection, dampers including certificate of installation, testing and commissioning and as fitted locations.
- ✓ Water suppression systems
- ✓ Gas suppression systems
- ✓ Electrical/ gas maintenance
- ✓ Maintenance, ducting where this extends beyond standard kitchen maintenance
- ✓ Fire stopping including 3rd party accreditation, certification, and logbooks
- ✓ Induction records for contractors
- ✓ Hot work/Access permits
- ✓ Risk Assessments and Method Statements

Schools and Professional Service Areas

- ✓ Portable Appliance Testing
- ✓ Risk Assessments and Method Statements
- ✓ Catering Equipment including ducting as per manufacturers routine maintenance
- ✓ mist suppression (CARES)
- ✓ Highly flammable liquids / compressed gases
- ✓ DSEAR/COSHH assessments

18. Glossary of Terms

Approved Code of Practice (ACoP). Gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code to comply with the law.

Automatic Fire Detection System. A means of automatically detecting the products of a fire and sending a signal to a fire warning system. See 'Fire Warning'.

Building Regulations. The aim of the building regulations is to provide for the safety and welfare of people in and about buildings. The building regulations apply to the design and construction of a new building (including a dwelling) or an extension to an existing building

Building Regulations, approved document B. Guidance issued by Government in support of the fire safety aspects of the building regulations.

CDM Regulations. The Construction (Design and Management) Regulations 2015 (CDM 2015) cover the management of health, safety and welfare when carrying out construction projects.

Combustible material. A substance that can be burned.

Competent person. A person with enough training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventative and protective measures.

Dangerous Substance. A substance which, because of its physico-chemical or chemical properties and the way it is used, or is present at the workplace, creates a risk.

- a. A substance subject to the [Dangerous Substances and Explosive Atmosphere Regulations 2002 \(DSEAR\)](#).

Emergency Lighting. Lighting provided to illuminate escape routes and will function if there is a loss of power where any lighting system is installed and will fail lighting falls.

Enforcing Authority. Is defined as The Fire and Rescue Authority or any other authority specified in Article 25 of the [Regulatory Reform \(Fire Safety\) Order 2005](#).

Escape Route. Route forming that part of the means of escape from any point in the premises to a final exit to fresh air.

False Alarm. A fire signal, usually from a fire alarm warning system, resulting from a cause other than fire.

Final Exit. Is defined as an exit from a building where people can continue to disperse in safety and where they are no longer in danger from fire and/or smoke.

Fire Compartment. A building, or part of a building, constructed to prevent the spread of fire to or from another part of the same building or an adjoining building.

Fire Door. A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed, is intended to restrict the passage of fire and/or smoke to a predictable level of performance.

Fire Precautions. The term 'general fire precautions' (GFPs) is used to mean the measures in places of work to reduce the risk of fire and its spread on the premises, and include: providing a means of escape from premises; ensuring that the means of escape can be safely and effectively used;

Fire Risk Assessment. A systematic and structured **assessment** of **fire risk** designed to determine the efficiency of existing **fire** precautions and detail the need for additional **fire** precautions in the Action Plan. The objective of the Action Plan is to set out measures that will reduce **fire risk** to a tolerable level.

Fire Strategy. A number of planned and co-ordinated arrangements designed to reduce the risk of fire and to ensure the safety of people in the event there is a fire.

Fire Stopping. A seal provided to close an imperfection of fit or design tolerance between elements of components, to restrict the passage of fire and smoke.

Flammable Material. Easily ignited and capable of burning rapidly.

General Emergency Evacuation Plan (GEEP). Is a Generic Emergency Evacuation Plan which enables visitors, members of the public to our buildings to become familiar with the layout, evacuation procedures, available equipment, and communication devices for use in an emergency.

Heat Detector – See also Smoke Detector. Device contained within one housing all the components, except possibly the energy source, for detecting heat and giving an audible alarm.

Highly Flammable. Generally, liquids with a flashpoint of below 21 °C. The Chemicals Hazard Information and Packaging for Supply Regulations 2002 (CHIP) gives more guidance.

Hazardous Substance – see also Dangerous Substance. A substance subject to the [Control of Substances Hazardous to Health. Regulations 2002 \(COSHH\)](#).

Means of Escape. Route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.

Personal Emergency Evacuation Plan (PEEP). A plan to ensure the safety of persons who are unable to evacuate a building unaided due to temporary/permanent mobility/physical impairment.

Place of total Safety. A place, away from the premises, in which people are at no immediate danger from the effects of a fire.

Premises. Any place, such as a building and the immediate land bounded by any enclosure of it, any tent, moveable or temporary structure or any installation or workplace.

Refuge. A place within a building or structure where, for a limited period of time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes' fire resistance and allow people to continue their escape to a place of total safety. Communication points may also be provided.

Regulatory Reform (Fire Safety) Order 2005 (RRFSO). Is a [statutory instrument](#), applicable only in England and Wales. The Order places the responsibility on individuals within an organisation to carry out risk assessments to identify, manage and reduce the risk of fire. The Order was made into law on 7 June 2005 and came into force on 1 October 2006.

Responsible person. The 'responsible person' is defined by article 3 of the Order (**RRFSO**) as:

- In relation to a workplace, the employer, if the workplace is to any extent under his control.
- In relation to any premises not falling within paragraph (a)
- The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business, or other undertaking (for profit or not)
- The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business, or other undertaking.

Safe Operating Procedure (SOP). A set of written instructions that document a routine or repetitive activity. SOPs detail how activities should be carried out to minimise risk and can also be used for staff training.

Significant Finding. A feature of the premises, from which the fire hazards and persons at risk are identified. The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke. The actions people need to take in cause of fire. The necessary information, instruction and training needed and how it will be given.

Smoke Detector - see also Heat Detector. Device contained within one housing all the components, except possibly the energy source, for detecting smoke and giving an audible alarm.

19. Revision History

Date of Issue	Version Number	Amendments made
02/10/2020	Ver 0.1	First Issue



LEEDS
BECKETT
UNIVERSITY

FIRE SAFETY PROCEDURES

APPENDIX 2

Contents

1. Safety Advice for Staff, Students and Visitors
2. Procedure upon Discovering a Fire
3. Evacuation Procedure
4. Evacuation Procedure for those with disabilities (PEEPS/GEEPS)
5. Evacuation Assembly points
6. Fire Alarms; Fire Alarm Systems and Procedures
7. Fire Precautions
8. Fire Warden Procedure
9. Procedures to be followed by Security employees on receiving an emergency fire call
10. Procedures to be followed by Security Manager on being informed of a fire
11. Fire Drills, Practices, and related Procedures
12. Fire-fighting equipment and Extinguishers
13. Location of payphones/cardphones on University premises
14. First Aid
15. Key Emergency Contacts
16. Information for persons/organisations hiring Leeds Beckett
 - a. University Premises
17. Revision History

NOTE: This complete document is arranged in Sections, each of which is 'freestanding' to facilitate the circulation of relevant sections to students, employees and others who attend the University premises.

1. Safety Advice for Staff, Students and Visitors

In the event of a fire it is vital to get people out of the building quickly, normally without the use of lifts, and for them to assemble well away from the building. The Evacuation Procedures, (see Fire Action Notices posted in circulation areas and **Appendix1**) should be familiar to all students and employees.

a. All Employees

To ensure the total and safe evacuation of all occupants of premises, nominated employees will have specific duties relating to the safety of wheelchair users, assisting mobility impaired persons, assisting visitors, maintaining security, marshalling evacuees, checking premises for clearance, checking that all persons are accounted for and ensuring that no person re-enters the building until it is officially announced that it is safe to do so by security, the fire service or health and safety representative. However, all employees must assist in ensuring buildings are evacuated to assembly points.

At the time of a fire evacuation the instructions given by employees with specific duties must be followed.

All fire evacuation procedures and the duties of designated persons will be locally planned and communicated and regularly updated by each School or Service Manager or nominees and Senior Residential/Residential Officers.

The Health and Safety Team should be notified of and kept up to date with the local procedures.

Advice on the development and updating of local procedures is available from the Health & Safety Team.

The duties of local and other key personnel are noted separately in this Fire Safety Procedures document (see Sections 8, 9,10,).

b. All Students and Visitors

As part of the induction/introductory process for all full-time, sandwich, part-time and short course students, Course Leaders, Year Tutors or the equivalent academic members of staff should ensure that students are informed of general and local Fire Procedures including Fire Evacuation Procedures and the location of Assembly Points as displayed on the Fire Action Notices. Organisers of formal visits to the University should make provisions for similar induction. (see sections 2,3,5,7)

Particular attention should be paid to young persons and children visiting the university, with further information found [here](#).

Senior Residential & Residential Life Officers should ensure that all students in university

residential accommodation are similarly informed.

It should be impressed on students that:

- There is a legal requirement to co-operate in fire drills and practices
- Each drill must be taken seriously
- The Fire Procedures must be followed exactly
- Misuse of fire alarms and fire-fighting equipment is a breach of the law

2. Procedure upon Discovering a Fire

- Activate the nearest red fire alarm call point. This will notify the building of the need to evacuate
- Students - If a University employee is in the vicinity report immediately to this person and follow exactly, the instructions given. In the absence of an employee follow the Employee Procedure immediately (section 3)
- University Employees - Follow local procedures detailed on fire action notices, which can be found in (section 3). Note: Fire action notices are located around in all premises along main corridors and fire escape routes
- Once safe to do so, call Security 0113 81 (4444) **Note:** Security will investigate or as appropriate, instigate a call to the emergency services and follow it up



When connected to **0113 81 (4444)** state:

1. name, job role. course /appointment, extension number
 2. exact location of fire, i.e. campus, building, floor, room number or area
 3. nature/cause of fire if known
 4. injured person(s)
 5. disabled person needing trained assistance to evacuate and the exact location of their temporary refuge
 6. Presence of any hazardous materials
 7. Presence of any compressed gas cylinders
- If circumstances permit, switch off all electrical and gas supplies/appliances

- Alert persons in the vicinity/shout for assistance and if safe, **and if trained to do so**, tackle a minor fire with the correct fire-fighting appliance (see Section 12)
 - ✗ Do not attempt to extinguish a fire single-handed
 - ✗ Do not take personal risks or put other persons at risk
 - ✓ Evacuate the room/area and the building.
- At the earliest opportunity after evacuation, report any calls made to Fire Service to Security via:

Internal phone Ext 23165 (Accessible Phone detailed on FA notice)
Mobile or payphone 0113 8123165

3. Evacuation Procedure – operative immediately in the event the fire alarm is activated including fire drills.

When a fire alarm is activated all persons in the building or buildings affected are required to follow the evacuation procedure as given on the Fire Action Notices displayed throughout the University.

If the fire alarm sounds and a wheelchair user is in a classroom/area, the PEEP will operate. If it is safe to do so, call security on **0113 81 (4444)** (or local procedure in non-university managed buildings) to state the exact location of the temporary refuge for this person (see sections 2 and 5).

If possible, to do so:

- ✓ Switch off all electrical and gas supplies/appliances
- ✓ Stop all experiments
- ✓ Close all windows and internal doors
- ✓ Switch off all lights
- ✓ Follow local security procedures as appropriate

Under the direction of a University employee, if present, evacuate the room/area and building by the recommended route, if safe, or alternative safe route. Close room doors behind you. Proceed calmly, quietly, and as quickly as circumstances permit.

Ensure that visitors are guided along the evacuation route. **DO NOT USE LIFTS.** (Except under Fire Service supervision).

Take personal belongings with you if it is possible to do so without delay.

Proceed to the specified Assembly Point (**see Section 5**) and remain there until all clear is given to re-enter the building. Inform the nearest Security employee or, in University residential accommodation inform the Manager/Security employee/Senior Residential Officer/Residential Officer (whoever is in attendance) of the following detail:

- ✓ Any person not accounted for and/or disabled person

Do not attempt to re-enter the building until it is officially announced that it is safe to do so.

The announcement that it is safe to re-enter the building will be made, Security staff or nominee, Fire Service Officer or nominee or Centre Service Manager or nominee

Evacuation Procedures for disabled persons requiring assistance will become operative immediately the fire alarm is activated including fire practices

Wheelchair Users/Mobility Impaired Persons requiring Trained Assistance (see also Section 4 persons with Disabilities)

A wheelchair user or a person with a severe mobility disability requiring trained assistance to evacuate the building should be accompanied throughout the evacuation procedures by one, or more, designated employee(s).

This procedure should be followed for all mobility impaired persons including those accompanied by a carer or carers.

If unable to evacuate directly to an assembly point the wheelchair user will be assisted to the designated temporary refuge in the building, i.e. an area protected by fire doors.

The designated temporary refuge will generally and where possible, be as near an exit as possible but avoiding being too near a noisy alarm point. If threatened by smoke or fire, then horizontal movement beyond a further fire door should be made, and security notified of exact location.

Where a disabled refuge has an intercom system installed, it should be used to communicate via the central speech unit to inform the building management/security of the location of a mobility impaired person(s) in order to assist with co-ordinating the evacuation. Further communication can be made via mobile phone to Security on 0113 814444.

DO NOT USE LIFTS. (Except under Fire Service supervision).

Take personal belongings with you if it is possible to do so without delay.

Only those persons trained to do so should lift, carry, or manoeuvre a wheelchair user or mobility impaired person downstairs, i.e. fire service personnel or trained employees. This should be via an approved method such as and evacuation chair.

The wheelchair user, carer(s) and designated employee(s) will remain at the Assembly Point until it is officially announced that it is safe to re-enter the building.

NOTE: Except in cases of impaired mobility which occur at the time of the fire, all wheelchair

users and mobility impaired persons will have a PEEP, to meet their needs, planned (**see Section 4**).

Evacuation chairs are strategically located across the University campus at the following locations:

City Campus

Lesley Silver Building Security Office
Rose Bowl 5th floor link bridge
Portland Building 9th floor main staircase
Electric Press 3rd floor lift end, above main entrance
Gallery House 2nd Floor within AET Studio
Broadcasting Place Humanities- floor 3
Broadcasting Place Arts-floor 6

Headingley Campus

James Graham Building Security Office
Carnegie Pavilion 5th floor adjacent to room 515
Carnegie Stand 3rd Floor lift lobby area
Swimming Pool Building rear ground floor exit

External Premises

Piece Mill -level 2
Gallery House 2nd Floor within Art Studio

Evacuation chairs must only be used by trained staff, or members of the emergency services. Health and Safety organise training sessions for employees in the use of Evacuation Chairs and maintain a record of trained individuals and Evacuation Chair inspections.

Persons with visual, hearing, or other impairment but who can mobilise. (see also Section 4)

A person with visual, hearing, or other impairment, but who can mobilise freely, should be accompanied throughout the evacuation procedure and during the period at the Assembly Point by a carer/friends/designated employee.

The designated carer/friends/employee will ensure that the disabled person is guided safely, according to her/his disability, downstairs and along the route to the Assembly Point.

× DO NOT USE LIFTS (except under Fire Service supervision).

- ✓ Take personal belongings with you if it is possible to do so without delay.
- ✓ Proceed to the Assembly Point and remain there until all clear is given to re-enter the building.

Do not attempt to re-enter the building until it is officially announced that it is safe to do so.

The announcement will be made by Security staff or nominee, Fire Service Officer or nominee

or Centre Service Manager of nominee

4. Evacuation Procedure for those with disabilities (Personal Emergency Evacuation Plans – PEEPS)

Staff members must notify their line manager or the Health and Safety Team if they require support in evacuating a building. The Health & Safety Team will work with the individual and a PEEP (Personal Emergency Evacuation Plan) will be formulated. A written copy of the plan will be provided to the employee and manager. The employee's manager will be responsible for implementing these procedures.

Disabled Visitors

Where a visit is planned, the employee making the visit arrangements will identify the person assuming the role of 'designated employee', as noted above, for the period of the visit. Specialist areas e.g. libraries, refectories, bars, sport facilities, swimming pool, etc will have local fire evacuation procedures in place with which the employee must be familiar and be able to implement should there be a fire emergency whilst the visitor is on the premises.

If the disabled visitor is spending time in a non-specialist area of the University, the employee should consult with and seek advice from Safety Health and Wellbeing coordinator or Health and Safety Team, in order to establish a local evacuation procedure, personal to each visitor, to become operative if a fire emergency occurs during the period of the visit.

On the occasions when an unscheduled visit is made by a disabled person, the employee visited will alert the manager responsible for the area so that existing local procedures or provisional arrangements, based on good practice, may be identified so that in the event of a fire emergency the visitor is not put at risk.

In areas accessible by members of the public without restriction such as café's and general circulation spaces, Fire Wardens will direct public to the nearest accessible exit or to the nearest safe refuge. Where a safe refuge is used, the fire warden will inform security of their presence

.

Disabled Students

The Student Services Disabilities Team will notify the Health & Safety Team of the students' details. Wherever possible this will take place in advance of the start of the course/program. The Health & Safety Team will liaise with the student, disabilities team and course leader and a PEEP will be formulated. A written copy of the PEEP will be provided to the student, course leader, disabilities team and where necessary, approval will be sought, and the plan will be shared with Security and the Safety Health and Wellbeing coordinator.

The **student's** PEEP will contain personal fire emergency and evacuation arrangements of which will be made available and will include the following detail dependant on the disability:

- ✓ Nomination of designated employees and their deputies,

- ✓ Specifying of one or several designated temporary refuges within the premises and the associated PEEP routine
- ✓ Communication process to Security
- ✓ Escort procedures and/or any other appropriate evacuation procedure in accordance with the student's needs.

The “Year Tutor” and student will be given written details of any support measures considered and implemented.

5. Evacuation Assembly Points

Note: Any changes including temporary changes will be notified to staff and posted on the Health and Safety Intranet site and highlighted to all Health and Safety Coordinators.

Assembly points are intended to be at a safe distance from the building threatened by fire.

HEADINGLEY CAMPUS

Estates Services Workshop	Grassed Area in front of Building
Estates Grounds Workshop	By Entrance Gate
Bronte	Rear of Building
Caedmon Hall	The Acre
Campus Central/Students Union	Rear of Priestley/Caedmon/ paved area outside student union
Carnegie Hall and Gym	Grassed Area in front of Arena Entrance
Carnegie Hall north exit	Side of Running Track
Cavendish Hall	The Acre
Churchwood	Drive to front of Building
CSS	Grassed Area in front of Arena Entrance
CSS north exit and strength and conditioning	Side of Running Track
James Graham Building	The Acre / Grassed Area to front of Estates Workshop.
Landscape and Resource Centre	Area by Entrance Gate
Leighton Hall	The Acre
MacCaulay Hall	The Acre
North Lodge	Paved Area to Front of Building
South Lodge	Paved Area to Front of Building
Priestley Hall	Students Union Paved Area/Rear of Building
Queenswood House	Front Drive
The Cottage	Pay on foot Carpark
The Grange	The Acre
The Coach House	Rear of Grange
Carnegie Stand	Carpark E Headingley Stadium
Carnegie Pavilion	Area adjacent to Main Gates / Replay Screen
Carnegie Teacher Education Building	The Acre

Blue Sports Hall/Arena	Grassed area in front of Estates Workshop
------------------------	---

Changing Rooms	Car Park
Green Sports Hall	Grassed area in front of Estates Workshop
Pavilion	Track
Carnegie Research Institute	Grassed area in front of Estates Workshop
Tennis Centre	Side of track
Pool and Dance studios	Grassed area in front of Estates Workshop

CITY CAMPUS

Woodhouse Building	Carpark Paved Area – Top of Access Road - Residences
Portland Building	. Carpark Paved Area – Top of Access Road - Residences
Lesley Silver Building	Carpark Paved Area – Top of Access Road - Residences
Calverley Building	Carpark Paved Area – Top of Access Road - Residences
Queens Square Houses	Queens Square
Queens Square House	Paved are adjacent to subway
Northern Terrace	Paved area adjacent to subway / Queens Square – The Square.
Electric Press	Paved Area Millennium Square
Old Broadcasting House	Carpark Bays to the side of Old Broadcasting House
The Rose Bowl	Level 2 external carpark adjacent to perimeter Fence.
Broadcasting Place A	Carpark Bays to the side of Old Broadcasting House
Broadcasting Place B	Carpark Bays to the side of Old Broadcasting House
Gallery House	Over Road – paved area in front of John Moore Gallery
Unit 3 Roundhay Road	Carpark area to front of unit

LEASED PREMISES

Piece Mill - Halifax	Plaza – Paved Area in front of Square Chapel Arts Centre
Bond Terrace – Wakefield	Paved Area adjacent to War Memorial to front of Building.

RESIDENCES

Woodhouse Flats	Carpark Opposite Flats
Kirkstall Brewery Flats	Carpark Adjacent to each Building
Sugarwell Court A, B, C, D Buildings	The Courtyard
Sugarwell court E, F, and G Buildings	Carpark Adjacent to each Building
Carnegie Village Headingley Campus	1. Block D – Carpark area, rear of The Grange 2. Bocks ABC – Carpark adjacent to Carnegie

	<p>Outdoor Reception</p> <p>3. Blocks EFGH – Carpark to rear of Fairfax</p> <p>4. Blocks IJK – Carpark to rear of Coach House</p>
--	---

6. Fire Alarms; Fire Alarm Systems and Procedures

a. Fire Alarm Activators

In all University premises where there is a significant risk to persons through fire, there are red break-glass call point(s) available to activate the fire alarm. The glass is designed to break and release safely.

Location: adjacent to the exit on each floor of University premises; in areas of high fire risk.



Red Break-Glass Call Points

Activation: in the event of a fire, firmly press the glass by pressing or alternatively use a pen or other object. The sounder will activate automatically within the building.

Effect: when activated the audible fire alarm, i.e. bell, two-tone sounder or siren is emitted as a continuous sound and a 'full fire alarm' state ensues.

b. Smoke Detectors; Heat Detectors; Carbon Monoxide Detectors (CO)

Location: As detailed on Leeds Beckett University fire risk alarm zone plans.

Activation: In the presence of a predetermined level of smoke, heat, or CO, as applicable, the detectors are automatically activated



Ceiling mounted detectors

In city campus buildings (the exception being Queen Square Houses 9-15) detectors are connected to a Central Control Panel which constantly monitors the detection system and automatically operates a three-stage alarm process: pre-alarm state, fire alarm state and full fire alarm state;

Effect: In city campus buildings (the exception being Queen Square Houses 9-15) when activated by the presence of smoke or heat the detectors automatically activate the audible fire alarms and automatically close those fire doors which have electromagnetic hold backs. Electro-magnetic locks on fire exit doors are automatically released; and the doors automatically closed.

Loud Hailers systems are used by library staff at city and Headingley campuses to further enforce evacuation by means of a verbal message to evacuate to the designated assembly

point.

c. Visual beacons, strobes, or text boxes

Location: in work areas where there are hearing difficulties due to background noise or insulation; or where provided

In University residential accommodation for hearing impaired students

Activation: will be activated whenever an audible fire alarm is activated for the location concerned to give a visual indication/warning

Effect: a flashing light, beacon, or visual text display.

Effect: Visual indication not to enter building or zone



Visual beacon/ strobe



Text boxes also warn occupants not to move to other parts of buildings due to fire alarm, where applicable.

d. Door hold open devices

It is important that the University controls the spread of smoke and flame to ensure occupants may evacuate a building safely. To control risk whilst maintaining an operational environment, several solutions are available.

Location – Some fire doors

Action – Various dependant on type

Effect – Door closes forming a barrier against smoke and/or flame.

Requests for doors to be held open must be referred to Estates Services via the Help Desk. These will be reviewed by a Building Surveyor in conjunction with the Health & Safety Team to determine the most appropriate solution.

Doors must not be wedged open under any circumstances.

e. Mechanical door hold backs

Action - A suction cup holds the door open for a limited period before allowing the door to close. Useful for example for store deliveries



Mechanical door hold backs

f. Electro-magnetic door hold backs

Action - These are provided to facilitate pedestrian circulation in corridors. Fire and smoke control doors with this facility will close automatically when a system goes into full alarm.



Electro-magnetic door hold backs

g. “Dorgards”

Action - These allow a door with a door closer to be open but will detect a fire alarm sounding to allow the door to close automatically. These are battery operated and are not connected to the fire alarm system



Dorgards

h. Electro-magnetic locks/ Green Emergency door release points:

Action - Certain fire doors and fire exit doors have electro-magnetic locks which are programmed to release when the alarm is activated from a break-glass point. Adjacent to each door is a green emergency break-glass point. This provides a failsafe override which will release the lock in the case of a system malfunction. Break the glass by firmly pressing or alternatively use a pen or other object. Please notify security of the location so that the glass can be replaced.



Green emergency door release points

i. Testing and resetting of Fire Alarms and Testing of Emergency Lighting

The testing and resetting of fire alarms, electromagnetic hold backs, door guards and the testing of emergency lighting will be carried out regularly by electrical maintenance employees and recorded in a register held locally in the appointed office. Audible fire alarms are tested weekly in all buildings and are sounded intermittently for 5-15 seconds. Different activation points are used, in rotation, to ensure that all points are tested.

University Emergency Lighting systems provide sufficient lighting to evacuate the building in the event of a power failure. They are NOT provided as operational lighting. Should any part of the Emergency Lighting system fail the following temporary arrangement MUST be implemented.

Where natural daylight is insufficient, provide hand-held torches/lamps in strategic locations and to all fire wardens to assist occupants to evacuate safely in the event of a power failure. Occupants must be informed of these arrangements to allow them to be initiated if required.

j. Temporary Arrangements

University fire alarm systems provide early warning of the presence of fire allowing Fire Wardens to investigate the cause and ensure building occupants evacuate safely. Should any part of the detection or warning system fail the following temporary arrangement MUST be implemented.

1. Installation of a temporary fire alarm system (wireless panel/devices):

The University have a 'stand-alone' wireless fire alarm system for use in the event the fire alarm system in any building fails. This must be installed as follows:

- Individual fire alarm call point/sounder stands must be installed in a sufficient number of selected locations around the building, and tested once in place, to ensure occupants can hear the evacuation sounders e.g. one on each landing, in corridors etc
- All call point/sounder devices must be linked to the base station in accordance with the manufacturer's instructions
- A test must be completed to ensure all devices operate correctly after installation
- Whilst this is a short-term arrangement, the system must still be tested weekly in accordance with the University testing routine

2. Installation of a fire watch procedure (required if the wireless panel is not available)

Persons appointed as Fire Watch must be properly briefed as follows:

- Be provided with hand-held air horns, a loud haler, and two-way radios to enable communication with all Fire Watch personnel and Security personnel
- Roam the building, during times of occupation, checking all parts for evidence of fire (Number of Fire Watch required depends upon the size and complexity of the building)
- If fire is detected, notify their colleagues via the two-way radio to commence evacuation of the building
- Sound the air horns, using short blasts, and use the loud haler to instruct occupants to leave the building via the nearest exit
- Notify Security via the two-way radio
- Make their way to the fire alarm panel as they move through the building sounding the air horns

If appropriate temporary arrangements cannot be established to ensure the safety of occupants, the building should not be occupied until the systems are restored or suitable temporary arrangements are in place. Partial occupation could be considered e.g. occupy ground floors only, move staff to another building or arrange for them to work from home.

Arrangements must be made to ensure all building occupants are aware of the temporary arrangements in place and when the system is restored to normal operation.

k. University Fire Recording Procedures

Records relevant to Fire Safety Management of all University buildings are held by Health and Safety Office and Schools or Service Areas where relevant as part of the recording procedures, a University Fire Alarm information record box will be kept local to each building. Each record box will include a record of the following:

- ✓ a log book
- ✓ an up-to-date drawing of the installation the fire alarm panel supplies
- ✓ a laminated “cause and effect” sheet which details locations of doors/lifts/extract systems that should trigger in the event of a fire.

Note This information must not be removed under any circumstances without consultation with the Maintenance Engineer.

Each logbook will be kept up to date by the persons responsible for fire precautions within the premise(s). Fire drills will be recorded on a report to the health and safety committee.

In leased premises, managed by non-university employees e.g. Centre Service Managers, similar arrangements will be in place as required under Service Level Agreements, (SLA) and will be checked during health and safety inspections.

Security Services have standard operating procedures in place to ensure the appropriate action in the event of a fire alarm activation.

I. De-activating the Fire Alarm System

In all cases in which a full fire alarm state has occurred and the Fire Service has attended the University, the permission of the Fire Officer in charge is required before the system may be re-set and the audible fire alarms silenced. The Security Manager will liaise with the Fire Officer at the appropriate time. For external leased premises, the duty will fall upon the Centre Manager or representative to liaise with the Fire Officer

When the audible fire alarms are silenced, visual and vibrating disc alarms are also switched off automatically.

Security / Estates will oversee resetting of all fire related systems.

m. Accidental Activation of a Fire Alarm

Should a fire alarm be activated accidentally the nearest Security employee should be informed immediately. The Security employee will investigate to ascertain the exact cause.

Normal procedures will apply until such time as the security employee confirms to the Security Manager / Security Supervisor that the incident is a false alarm. Re-entry will only be permitted once Security have confirmed that the fire alarm has been reset.

If a false alarm is confirmed, the evacuation of the building will continue until all personnel have evacuated the premises. Under no circumstances must an evacuation be halted mid progress. This is to ensure building occupants are familiar with the need to evacuate on every fire alarm evacuation. All incidents must be reported via the Security 'Standard Operating Procedure' and details passed to the Health & Safety Team.

n. Misuse of a Fire Alarm

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the statutory provisions" (*Health and Safety at Work etc. Act 1974, Section 8*).

Wilful interference with or misuse of a fire alarm may constitute a criminal breach of the Health and Safety at Work Act and is considered by the University to be a serious offence and may lead to the invoking of Disciplinary action.

Normal evacuation procedures will apply until such time as the Security employee confirms to the Security Manager / Security Supervisor that the incident is a false alarm. Re-entry will only be permitted once Security have confirmed that the fire alarm has been reset.

o. Fire Alarm Control Panels

Each building is connected to a Control Panel which gives a visual display relating to the current situation in the building concerned.

The repeater control panels are monitored continuously by the central control panel to display current fire alarm status.

City Campus

The central control panel is located at the Security Control Office, Leslie Silver Building, the panel responds to data from the building control panels and, in the event of a fire emergency/potential fire emergency in any building, gives a visual display showing the location of the emergency.

The central control panel is monitored by Security employees during normal operational hours and by an external monitoring provider out of hours.

Headingley Campus buildings

The central control panel, is located at the Security Control Office, located in the James Graham.

The panel responds to data from the building control panels and, in the event of a fire emergency/potential fire emergency in any building, gives a visual display showing the location of the emergency. The central control panel is monitored by Security employees.

Other University Premises – note external leased premises will have local arrangements

All other University premises have control systems appropriate for the building concerned.

p. Procedures relating to Red Break- Glass Call Points

In city campus buildings (the exception being Queen Square Houses 9-15)

- i. When a red break-glass call point is activated, the central control panel displays and relays the full fire alarm state and the relevant fire alarms will operate and a full fire alarm state will ensue.
- ii. All occupants of the premises will immediately commence evacuation (see **Sections 3 and 4**).
- iii. After activating the red break-glass, if safe to do so the person discovering the fire must call Security on **0113 81 (4444)** or, if not connected to the internal telephone system, call 999, (9-999 from an internal phone), as described in **Section 2**.
- iv. Security staff on duty will immediately contact the Fire Service.
- v. The Security Manager* (or other Security employee) will follow the procedures as given in Sections 9 and 10 of these Regulations and Procedures.

Headingley Campus

- i. When a break-glass call point is activated, the central control panel displays the full fire alarm state, and relevant fire alarms will operate, and a full fire alarm state will ensue.
- ii. All occupants of the premises must immediately commence evacuation, (see Sections 3 and 4).
- iii. After activating the red break-glass, if safe to do so the person discovering the fire must call Security on 0113 81 (4444) or, if not connected to the internal telephone system, call 999, (9-999 from an internal phone), as described in Section 2.
- iv. Security staff on duty will telephone immediately for the Fire Service.
- v. A Security employee, if present, will follow the procedures as given in Sections 9 and 10.

All Other University Premises

- i. When a break-glass call point is activated, the relevant fire alarms will operate, and a full fire alarm state will ensue.
- ii. All occupants of premises must immediately commence evacuation (**Sections 2 and 4**).
- iii. After activating the red break-glass, if safe to do so the person discovering the fire must call Security on **0113 81 (4444)** or, if not connected to the internal telephone system, call 999, (9-999 from an internal phone), as described in **Section 2**.
- iv. Security staff on duty will telephone immediately for the Fire Service.
- v. A Security employee, if present, will follow the procedures as given in **Sections 9 and 10**.

q. Procedures relating to Smoke Detectors or Heat Detectors

In city campus buildings (the exception being Queen Square Houses 9-15)

- i. When a smoke detector or heat detector is activated, depending on the amount of smoke or heat detected, the central control panel will immediately display
Either: a pre-alarm state and its location
Or: a fire alarm state and its location followed in five minutes by a full alarm state and its location.
- ii. At the pre-alarm and fire alarm states, the Security employee on duty at the Security Control Office will press the ACCEPT button to allow any further displays of pre-alarm or fire alarm states in other locations.

The Security Manager or Security employee on duty will radio immediately to all on-site Security employees to:

- ✓ give the location (i.e. building/floor) of the pre-alarm/fire alarm state (i.e. Fire Alert)
 - ✓ require them to make ready for the normal evacuation procedures
 - ✓ require them to await further instructions
- iii. The Security employees in the pre-alarm/fire alarm (i.e. Fire Alert) building will respond to the radio call
 - iv. All other on-site Security employees will leave the radio free for communication between the Security Control Office and the Fire Alert building.

- v. The Security Manager or Security employee on duty in the Security Control Office will:
- ✓ radio the Security employees in the Fire Alert building
 - ✓ require a named Security employee WITH A RADIO to search the precise location for the cause of the alert and to ascertain:
- Either:** that there is a fire, in which case the Security employee will operate the nearest break-glass alarm
- or:** that there is not a fire in which case the Security employee will radio the Security Control Office to state the cause of the Fire Alert.
- vi. In a case in which the search is not completed within the five-minute period (whether the cause of the fire alert has been identified) and the full fire state is activated by the smoke detector or heat detector, the Security employee will immediately abandon the search and assume evacuation duties.
- vii. In a case in which either the Security employee operates the red break-glass call point or the full-fire state is activated by the smoke detector or heat detector the Security employee on duty will call the Fire Service giving as much information as possible.
- viii. In a case in which the search is completed within the five-minute period and it is ascertained that there is not a fire, but evacuation has commenced, the Security Manager or Security employee on duty will allow the building evacuation to be completed, and only once confirmation has been received evacuation is complete. Any action to de-activate the smoke or heat detector(s), reset the Central Control Panel, or decide on any action necessary to prevent further false alarms will be taken only by the appropriate persons. In special areas or circumstances this may include calling the Estates electrician to isolate a detector.
- ix. In all cases in which the full fire alarm is sounding, the procedures detailed in **Sections 3, 4, 8,9 and 10** will operate.
- x. Student Residential Accommodation is managed and operated by different “landlords” and fire safety matters are specific to the buildings concerned. Where the university has a specific interest in a building there will be close liaison with the managing body.

Headingley Campus and all Other University Premises

- i. In all other University premises, when a smoke detector or heat detector is activated, the full fire alarm state is operational immediately and the fire alarms are activated.

- ii. All occupants of the premises must immediately commence evacuation (**see Sections 3,4 and 8**).
- iii. Security employees will follow the procedures as given in **Sections 9, 10**.

Breakdown of a Fire Alarm System

In the event of a breakdown of a fire alarm system, e.g. becoming apparent during the regular testing procedure, the following procedures shall apply:

- ✓ all occupants shall be informed of the situation via email to managers for dissemination
- ✓ immediate rectification of the fault shall be arranged
- ✓ a word of mouth fire alarm system shall be operated by all staff and/or Security until the breakdown is rectified
- ✓ additional patrols may be organised as necessary
- ✓ where above measures cannot be implemented, the building will be closed until such time that a safe operating procedure is in place.

All Other University Premises

All other university premises must have local arrangements in place and to ensure that all occupiers are familiar with relevant building emergency evacuation information. This would be delivered through local procedures and fire action notices. Information can be ascertained through local line management or another nominated person.

7. Fire Precautions

- a. **Fire/Smoke Control Doors:** Must always be kept closed (unless automatic doors) to maintain compartmentation of the building and prevent the spread of fire and/or toxic smoke.
- b. **Corridors, Staircases, Landings, Escape Routes and Fire Exit Doors:** Must be kept clear, always, of anything which is likely to cause a fire or accident or to impede evacuation in an emergency.
- c. **Hazardous Materials:** Must be stored, used, and disposed of in accordance with legal requirements and safe working practices.
- d. **Waste:** To remove the risk of arson / accidental ignition, all waste must be removed as soon as is practical to do so. External waste must be stored in lockable areas / skips and away from any source of direct heat and away from buildings.

- e. **Fire extinguisher/fire alarm call Points:** All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency; portable fire-fighting equipment must not be removed or repositioned without authority from the Health and Safety Office.

Damage to or Misuse of a Fire Alarm or Firefighting Equipment or Fire Extinguisher:

Any obvious or suspected damage to or the misuse of a fire alarm or fire- fighting equipment/ extinguisher must be reported immediately, in writing, to the local supervisor/manager/Senior Residential/Residential Officer/Manager who will be responsible for informing a member of the Health and Safety Team.

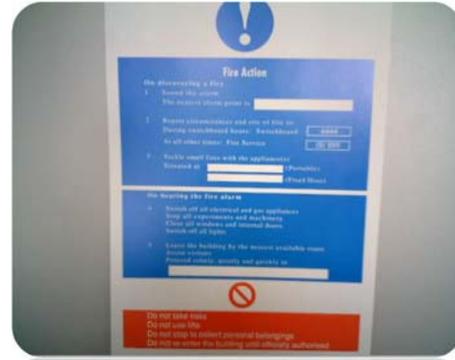
8. Fire Warden Procedures

To be followed upon hearing the fire alarm. *Specific guidance is available for residences and is held by the Senior Residential Manager.

Where it is safe to do so, take the following action:

- i. Ascertain the whereabouts of the fire.
- ii. Direct/oversee the evacuation of the building/floor indicated by green and white directional signage, ensuring personnel leaving are taking the most direct safe route.
- iii. Take whatever action is necessary to assist a wheelchair user or mobility impaired person, their designated employee(s), and carer(s) if present, to the previously established refuge.
- iv. Act in accordance with locally established procedures to facilitate the evacuation of persons with visual, hearing, or other impairment and their designated escorts.
- v. Quickly check the rooms, toilets, and communal areas in the building/floor to ensure all persons are being/have been evacuated, closing doors and windows where safe and all doors are closed.
- vi. Report in person or by a nominated runner to the relevant Security employee, upon exiting the building. This includes location of persons in temporary refuge areas, persons present at any location, area checked and any presence of smoke or flame.
- vii. Be available to assist the Fire Service particularly if the fire is in the building or the floor for which the Fire Warden is located.

Please note - Fire action information is present on fire action notices that are present in corridors/circulation areas, with fire exit routes being identified with green/white signage:



9. Procedures to be followed by Security employees on receiving an emergency fire call

These procedures shall also apply to a case in which a fire is reported, in person, at Reception desk.

On receiving an emergency call indicating that there is a fire on University premises, the Security employee will act as follows in the order given:

- ✓ Write the details of the incident in the Security Occurrence Book. (An internal security online report should be completed when the emergency has passed.)
- ✓ Name of person reporting fire, status, extension number and appointment, job title or course title
- ✓ Location of fire
- ✓ campus
- ✓ building
- ✓ floor
- ✓ room number or area
- ✓ nature and cause of fire if known

Other relevant details, i.e.:

- ✓ injured person(s) and severity of the injury(ies)
- ✓ disabled persons needing trained help to evacuate and the exact location of their temporary refuge
- ✓ presence of hazardous material
- ✓ Be on the alert for subsequent calls giving details of wheelchair users or mobility impaired persons and the exact locations of their temporary refuge.

- ✓ Notify the Fire Service by dialling 9-999
- ✓ Report severe injuries, i.e. those stated or judged to require hospital treatment, to the Ambulance Service by dialling 9-999.
- ✓ Provide first aid assistance as prioritised and based on resources available.
- ✓ Report location and other details of the fire to the appropriate Security

Emergency Control Centre i.e.:

0113 81 (4444)

City Campus - Ext 23154

Headingley - Ext 23165.

In the case of a fire occurring between 8.00 am and 4.30 pm on weekdays ensure that the Security Manager is made aware of the fact that there is a fire emergency, stating the exact location of the fire.

If the fire is in student residential accommodation, ensure the Head of Campus and Residential Services is informed:

Ext 26048 (internally)

Receptionist staff who receive fire reports must direct the calls to the security control room. They should not, however, remain on duty alone or put their safety at risk in a fire emergency.

The emergency control centre will have staff to assist with communications and as a safeguard.

10. Procedures to be followed by the Security Manager (or Senior Security Employee until the Security Manager arrives) on being informed of a fire

On being informed that there is a fire on University premises, the **Security Manager** or other employee **will**:

- ✓ act as liaison link between the University and the Fire Officers ensuring that they are given every assistance/facility to enable them to carry out their task
- ✓ provide follow-up status reports by telephone to members of a fire alarm management Group.
- ✓ liaise with the appropriate Campus Services/Estates Services Manager to ensure that:
- ✓ all unsafe areas are properly sealed off before personnel can re-enter buildings
- ✓ University premises are made secure

- ✓ all services (gas, electricity, water, heating, etc.) are operating correctly, and to action isolation(s) where required.
- ✓ authorise, in conjunction with the Fire Service, the silencing of the audible fire alarms and the re-entry to the premises and ensure that this is clearly announced using a loud hailer if available.

The **Security Manager or nominee** will:

- ✓ ensure that Senior Management is constantly updated on the situation and that any difficulties are reported
- ✓ prepare a written report, normally within five working days, on the fire incident which will incorporate any advice given by the Fire Officer in charge at the time of the incident
- ✓ send the report to the Head of Estates, the Fire Safety Adviser and the Insurance and Risk Officer.

11. Fire Drills Practices and Procedures

- ✓ Fire Drills are undertaken to familiarise occupants with the operation of audible, visual and vibration fire alarms and to adequately test emergency procedures
- ✓ ensure that all occupants become familiar with, and follow, the Fire Regulations and Evacuation and Assembly Procedures calmly and quickly
- ✓ provide a means of ensuring that the pre-arranged PEEP and the assistance for evacuation meet the needs of wheelchair users and mobility impaired persons
- ✓ enable the University to adequately test and monitor Fire Evacuation procedures and identify areas of improvement.

All occupants are required to co-operate fully with all fire drills and failure to do so may result in disciplinary action.

Fire Drill Programmes

a. Office, Teaching/Learning Areas, and other premises

A fire drill programme will be established annually with a view to holding a minimum of one practice in each twelve-month period, and will be held at least once per year, and twice per year for buildings in relation to their occupancy risk profile and will be for all premises occupied by University employees and, in teaching/learning areas, students.

b. Student Residential Accommodation

In Student Residential Accommodation the Residence Life Officer will conduct a satisfactory fire drill early in each of the following periods:

Semester 1 - autumn, **Semester 2**-spring

If possible, drills will commence early within each semester, and be repeated if planned evacuation times are not achieved.

Fire drills for residential groups who may attend during the summer months, are to be arranged by the University organiser responsible for managing the activity/event. The fire drill must be undertaken in conjunction with halls management, Security, and Estate Services. The fire drill must be monitored observe and duly recorded and be repeated if planned evacuation times are not achieved.

c. Procedures relating to the Organisation and Operation of Fire Drills in University Student Residential Accommodation

Each Residence Life Officer shall ensure that these additional procedures are implemented in the University residential accommodation for which she/he is on duty. Resident students are required to co-operate with the Residence Life Officer in ensuring that these procedures operate effectively and thus safeguard the safety of all residents.

To ensure full collaboration during a fire drill, residents in adjacent rooms in a flat shall be formed into a small group of approximately 3 to 6 members. Each group member shall accept responsibility for collaborating with the others in the group in the event of a fire drill or fire emergency.

Each group shall appoint a spokesperson from their number. After a fire drill this person will report to the Residence Life Officer, on behalf of the group, on the effectiveness of the evacuation from the flat concerned.

Each group member shall ensure that, in addition to informing the Residence Life Officer (or a member of the Representative Committee), she/he shall inform another member of the group when she/he is to be absent overnight. If the absent group member is the spokesperson, she/he shall nominate a deputy spokesperson to cover these duties.

If a disabled student is a member of the group, all other group members will familiarise themselves with the personal emergency evacuation plan, and procedures arranged by the Residence Life Officer for this student so that her/his evacuation is not endangered

On hearing the fire alarm, each group member shall be responsible for alerting the other members of the group including a disabled student by knocking on the doors and/or checking in adjacent communal areas to ensure that all members of the group evacuate and assemble according to the locally established procedure(s).

Monitoring of Fire Drills

d. Office and Teaching/Learning Areas

The Fire Safety Advisor / Health & Safety Adviser will nominate individuals to act as 'monitors' for each fire drill arranged. Monitors will be briefed beforehand and will report on findings immediately after the fire drill.

The Fire Safety Adviser/Health and Safety Adviser will note findings for inclusion in the Fire Drill report.

e. University Residential Accommodation

After each fire drill the Senior Residence Life Officer will report the details to the appropriate Manager who will report in summary to the Health and Safety Team

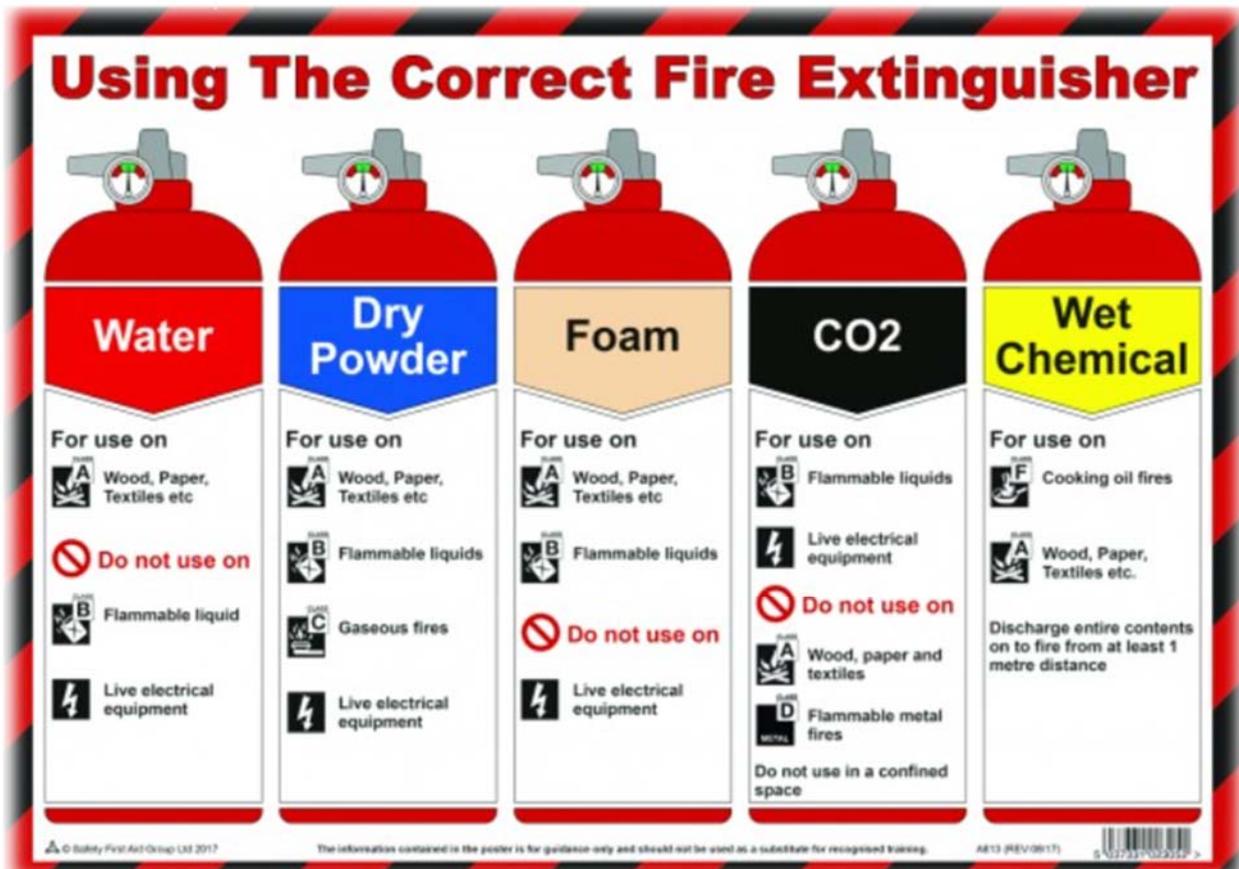
f. Fire Drill Reports

A fire drill report, based on the completed fire drill pro forma will be compiled by the Fire Safety Adviser after each fire drill, presented to the Health and Safety Committee and sent to the relevant responsible managers.

12. Training in the Use of the Fire-fighting Equipment and Extinguishers

All new fire extinguishers are coloured signal red. The colour coding below refers to a coloured band detailing fire extinguisher type. Specific rooms such as hub rooms may have inert gas flooding systems or other systems, and these are subject to local procedures.

Equipment Type	Colour	Use
Water Extinguishers	Red	May be used on wood, paper, textiles, but not on electrical, flammable liquid fires. Not to be used on foam items
Dry Powder	Red/Blue	General purpose, can be used on all types of fire
Foam Extinguishers	Red/Cream	For flammable liquid fires, but not generally suitable for use on live electrical equipment
Carbon Dioxide	Red/Black	For use on electrical equipment and flammable liquids
Wet Chemical	Red/Yellow	Wet chemical fire extinguishers are used on deep fat frier fires and fat fires (Class F), although some can also be used on A class fires (solids).
Fire Blankets	Red	Useful for kitchens, small fires in clothing and small spillages of liquid fires



All extinguishers have information on how to use them and the types of fire for which they are suitable. Fire equipment is serviced on an annual basis by a University appointed contractor.

Fighting Fire

After raising the alarm, employees may consider tackling the fire if they are trained in the use of fire extinguishers but only if there is no threat to personal danger and only after raising the alarm. When evacuation has commenced employees may consider tackling the fire if they are trained in the use of fire extinguishers but only if there is no threat or personal danger.

Take up a position where access to the fire is unrestricted but where there is a quick and safe retreat, e.g. on the side of the fire nearest an exit door or, when outside, to the windward side of the fire.

Always ensure that a fire is completely extinguished and is not liable to reignite or continue smouldering.

The Health and Safety Team organise training sessions for University designated employees in the use of fire-fighting equipment and extinguishers. The dates and times of general sessions are circulated throughout the University. Other sessions may be organised through local Health and Safety Liaison Persons and Health and Safety Liaison/Advisory Groups. In

addition, an interactive e-learning module is available through People Development where fire extinguisher information is available.

Employees with special designated responsibilities are required to have undertaken a training session on the use of fire extinguishers through appropriate hosted sessions undertaken by the Health and Safety Team at agreed periods.

Employees working in environments which are considered to have a higher than normal risk of fire are required to attend a training session.

The Health and Safety Team maintain a Register of employees trained to use firefighting equipment and extinguishers and training records should be maintained in schools and services as appropriate.

13. Location of available Phones on University Premises

In case of an emergency, use the nearest available/accessible phone, whether Skype or mobile, and please report any issues to the security reception desks.

At city campus, security reception is located at the front main entrance to the Leslie Silver building. At Headingley campus, security reception is located at the front main entrance to the James Graham building.

The University emergency number is **0113 81 (4444)** via an internal extension, or 0113 812 **0113 81 (4444)** if a mobile number is used.

Accessible phones are available at I print in most university buildings and advisory signage is applied above.

14. First Aid

If first aid assistance is required in relation to any fire related incident, please seek assistance via the nearest security staff, or nominated first aider and follow reporting procedures as appropriate.

15. Key Health and Safety Personnel

Director of Estates Services	EXT 23669
Fire Safety Adviser	EXT 29665
Health & Safety Adviser	EXT 23814
Microbiological Safety Adviser	EXT 23856
Chemicals Adviser	EXT 23814
Radiation Protection Supervisor	CRI Headingley Campus

16. Information for persons/organisations hiring Leeds Beckett University premises

The hirer or her/his nominee shall be provided with a copy of the following sections from the Leeds Beckett University Arrangements section

- Section 1 Fire Prevention, Fire Safety, Fire Precautions
- Section 2 On discovering or suspecting a fire
- Section 3 Evacuation Procedure
- Section 4 Evacuation Procedures for disabled persons requiring assistance
- Section 6 Fire Alarms; Fire Alarm Systems and Procedures
- Section 16 Information for persons/organisations hiring Leeds Beckett University premises

- a. Hirers shall be responsible for taking all necessary safety precautions during the period of hire and shall familiarise themselves with the relevant sections of the Fire Safety Arrangements, such local procedures as apply to specific University premises and the Fire Action Notices displayed in all University buildings.
- b. Hirers shall be responsible for ensuring that all persons under their control and present on University premises as part of the terms of the hire know what to do in the event of a fire emergency, particularly:
 - Premises will be evacuated in all instances when the fire alarm is sounding
 - DO NOT USE LIFTS (except under Fire Service supervision)
 - Follow the evacuation route displayed on the Fire Action Notice.
 - i. On discovering or suspecting a fire, hirers should report immediately to any University employee and follow exactly the instructions given. In the absence of a University employee, hirers should locate the nearest call point and activate the fire alarm.
 - ii. Hirers **should not** attempt to extinguish fires.
 - iii. In the event of premises being evacuated, hirers **must not re-enter** premises until it is officially announced that it is safe to do so.
- c. Hirers must notify the University of any special circumstances which may apply to the persons using the premises under the terms of the hire, e.g. young children, elderly people, or disabled people.

17. Revision History

Date of Issue	Version Number	Amendments made
02/10/2020	Ver 0.1	First Issue



Health and Safety Consultative Committee

08 October 2020

Fire Safety Management Update	
Executive Summary	
The purpose of this report is to provide committee members with an overview of measures that have been taken to demonstrate good Fire Safety Management.	
Action Requested	
This report is for information . To be presented to the Health & Safety Consultative Committee.	
Appendices	
None	
Author	
<i>Name:</i>	<i>Paula Johnston</i>
<i>Job title:</i>	<i>Fire Safety Adviser</i>
<i>Date:</i>	<i>30th September 2020</i>
Approval Route	
<i>Date 30th Sep 2020</i>	<i>Approving Person / Body</i> <i>Trevor Armour MRICS MCIOB Director of Estates</i>

Fire Safety Management Update June-Oct 2020

1. Introduction

As part of the University commitment to manage fire safety, this report provides details of actions taken by the Health & Safety team in order to effectively manage fire safety at Leeds Beckett University.

2. University Fire Risk Assessment

Fire Risk Assessment (FRA) reviews have been undertaken in line with the schedule for those buildings where Leeds Beckett University have a legal obligation under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) prior to the cessation of usual business operations as a result of the Coronavirus Pandemic.

Where fire safety control measures fall below standard, these have been escalated to the appropriate School and/or Professional Service Area. Remaining actions continue to be monitored by the Health & Safety team in conjunction with Estates Colleagues, until the actions are either completed or assigned to a wider managed project.

Academic period	Total high risk annual FRA's Required	Total Completed	Total 2 yearly FRA's Required	Total Completed
Sep 1 st , 2019 to 01 st June 2020	19	13	7	2

Of the total FRA reviews required on an annual basis, 6 could not be completed as a direct result of lockdown. These include Lesley Silver Building, Broadcasting Place B, Tennis Centre, Carnegie Research Institute and Electric Press.

Of the total FRA reviews required 2 yearly, 5 could not be completed as a direct result of lockdown. These include Green Sports Hall, QS9, Carnegie Teacher Education Building, Landscape Resource and Blueberry Hill Studio.

As buildings have reopened, the program of FRA'S has been resumed. The schedule has been revised to prioritise those buildings of higher risk, where reviews could not be completed during lockdown.

As a result of lockdown a Fire Risk Assessment was completed for empty buildings. This was to identify significant risks to property, that empty buildings may present and to ensure the University continued to meet legal compliance for Fire Systems. Additional control measures remain in place for all buildings that remain unoccupied.

A Fire Risk Assessment was completed for Carnegie School of Sport in as part of the handover from the contractors. The building has now been added to the annual cycle of fire risk assessments. Work is continuing with the project manager and the School to ensure suitable and sufficient fire safety measures are in place.

Administration support has continued to be provided by Estates Services to monitor progress of actions.

3. Fire Drills

As a direct result of the required building shutdowns in order to limit the spread of Coronavirus, the Spring fire drills, scheduled to take place in March and April were suspended.

Advice has been sought by USHA (Universities Safety and Health Association) from the National Fire Service in relation to testing of fire safety measures during the coronavirus pandemic. The recommendation is that fire drills continue to be held in order to adequately test procedures.

Planning is underway to complete the Autumn fire drill program in line with the University Fire Safety Policy. Additional control measures such as wearing of masks during evacuation and social distancing and use of sanitisers at assembly points will be promoted.

4. Estates Projects

Fire Safety Advice has continued to be provided for both Capital Projects and minor works. This has included identification of location for fire fighting equipment at both Leeds School of Art and Carnegie School of Sport (CSS), a review of the fire strategy for CSS and subsequent advice to the project manager.

5. Personal Emergency Evacuation Plans (PEEP's)

The Health & Safety team have continued to work with staff and students to ensure plans are in place to manage safety of staff and students who require additional support, in the event of a fire evacuation.

The total number of plans for the academic year 2019 to 2020 remained at 59. This represented an increase of 73.5% on the previous academic year as reported in the June fire safety management report.

Plans have commenced for students for academic year 2020 to 2021. Numbers will be reported at the February 2021 committee.

The PEEP process review was put on hold during the summer to reflect changing priorities in response to the coronavirus pandemic. It is anticipated this review will resume and the revised process shared at the February committee.

6. External Occupied Premises

Advice has continued to be provided to the Business Enterprise Team to facilitate return to business operations. This includes the provision at City Campus, Bond Terrace Wakefield and Piece Mill Halifax.

7. Fire Safety Training

Fire warden training was delivered remotely to Campus ambassadors in September 2020 to facilitate return to Campus.

Face to face Fire Safety and Warden training was delivered to 20 staff members in Carnegie School of Sport.

8. Return to Campus

Advice has been provided as part of the 'Return to Campus' working group. This has included site visits, advice on one-way systems, protection of fire escape routes and staff training. This is ongoing to facilitate the return of students.

9. Conclusions and Recommendations

Based upon the content of this report Leeds Beckett University continues to provide a good standard of Fire Safety Management within the University. The University continues to work with business partners to review fire safety measures at other premises where students may reside, study and where staff are present.

10. References and further information

None

Paula Johnston, Fire Safety Adviser, 30th Sep 2020



Summary Report of the Wellbeing Sub-Committee – 09 September 2020

Executive Summary

This report provides the Committee with an update from the Wellbeing Sub-Committee. Due to current activity level across the University in terms of planning for our September intake and Covid measures, the agenda was limited, and a decision was taken by Priscilla Preston and Sarah Swales (as Co-Chairs) that the meeting take place by correspondence on this occasion. Papers were circulated to members who were asked to provide feedback. A summary is outlined in the attached report.

Action Requested

The report is **for information and to note**

On the 09 September 2020, the Wellbeing Sub-Committee met by correspondence and were invited to review the papers of the Sub-Committee and provide their endorsement where indicated no later than 22 September 2020.

The Wellbeing Sub-Committee approved the minutes from the last Wellbeing Sub-Committee meeting which took place on the 18 May 2020. The minutes were altered slightly pertaining to a minor amendment to committee attendance.

The Wellbeing Sub-Committee additionally received the following papers for their information and discussion:

- **Mentally Healthy Universities Project**
This paper outlined the aim, goals and scope of the Mentally Healthy Universities Project which will be jointly delivered by Leeds Beckett University and Mind during the 2020/21 academic year.
- **Occupational Health Update Report**
This paper provided an update of the University's Occupational Health activities.

The next Wellbeing Sub-Committee will take place on 21 January 2021 via Skype for Business.

Author

Name: Nicola Beaumont

Date: 22 September 2020

Approval Route

Name: Sarah Swales

Date: 02 October 2020

Health and Safety Training

Executive Summary

This paper provides an update on People Development Online health and safety training. The dashboard gives a comparison over a 3-year period on completed courses and also breaks down the figures for both health and safety and other relevant courses completed over a 6 monthly period. Additional reporting on Instructor led training is also included in this report.

Action Requested

The report is **for information**. The Committee is invited to note the report.

*The report is a starred item.

Appendices

Appendix A - **Total Annual Usage - Courses and Assessments**

September 2019 to September 2020

Appendix B- **Total usage of H&S Courses and Assessments**

February 2020 to September 2020

Author

Name: Laurie Wilson

Job title: Health and Safety Advisor

Date: 20/09/2020

Approval Route

Name: Trevor Armour

Job Title: Director of Estates and Facilities

TRAINING UPDATE

Introduction

This paper provides an update on the delivery of health and safety training, including progress made on the implementation of the University's People and Organisational Development system. The activity report for period of **September 2019 to September 2020** can be seen further in the report

People and Organisational Development Online implementation and progress

1. Face to face training has also been delivered across a number of school and service areas in subjects such as:
 - a) Online risk assessment
 - b) Covid Ambassador Training
 - c) Evacuation/Fire Warden Training including associate and Partners

Conclusions and recommendations

Excellent compliance levels can be seen across all areas of the university, both using online module provision and in the number of Hosted health and safety modules delivered both in house and by external provider.

Activity report graph for September 2019 to September 2020 for all health and safety Courses and Assessments

Courses completed - September 2019 to September 2020 total: **6091**

Assessments completed - September 2019 to September 2020 total: **755**

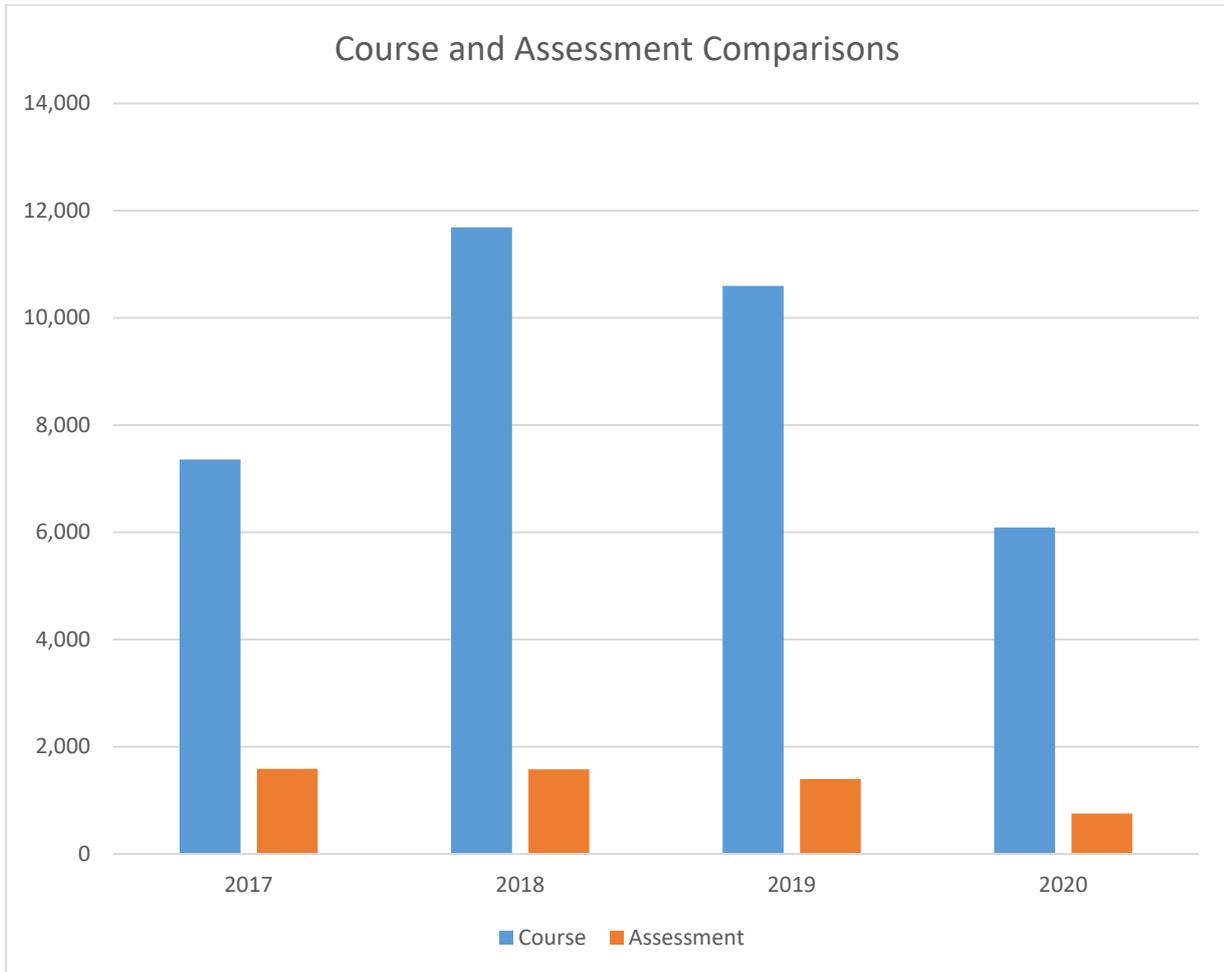
Total Courses and Assessments: **6091**

References and further information

Appendix A - Activity September 2019 to September 2020.

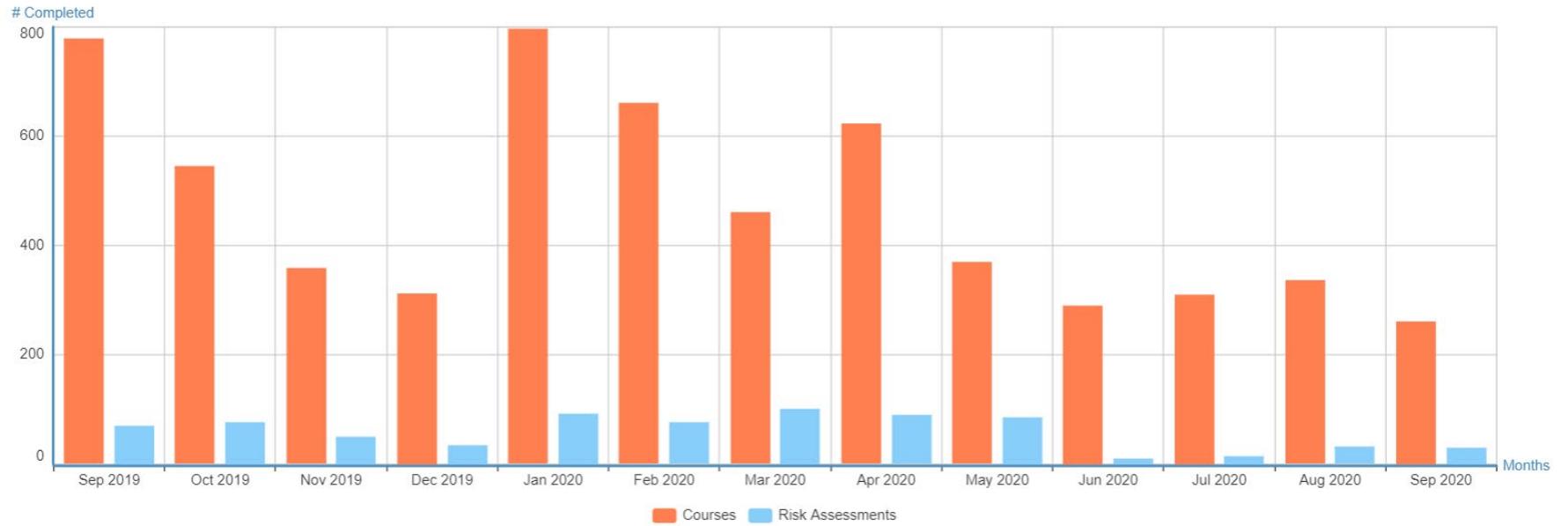
Appendix B - Activity Report Detail February 2020 to September 2020

Comparison of 2017 onwards Course/Assessment module completions per year:



Appendix A

Total Annual Usage - Courses and Assessments
September 2019 to September 2020



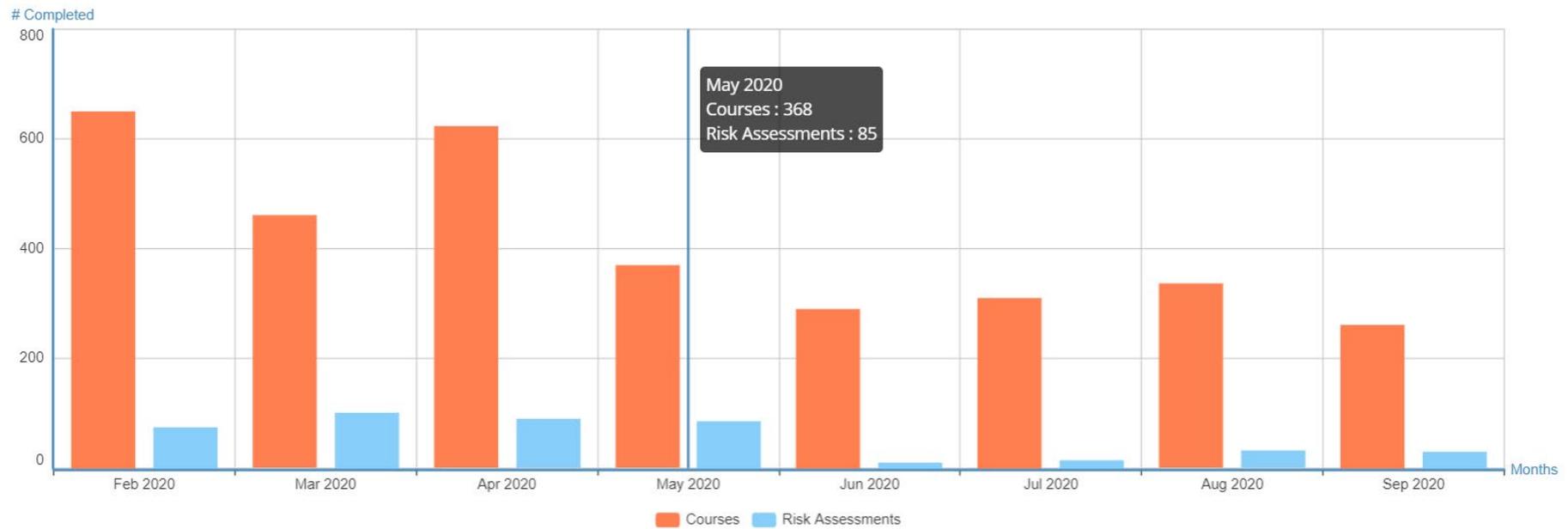
TOTAL USAGE

6846

Total usage – 6846

Appendix B

Total usage of H&S Courses and Assessments February 2020 to September 2020



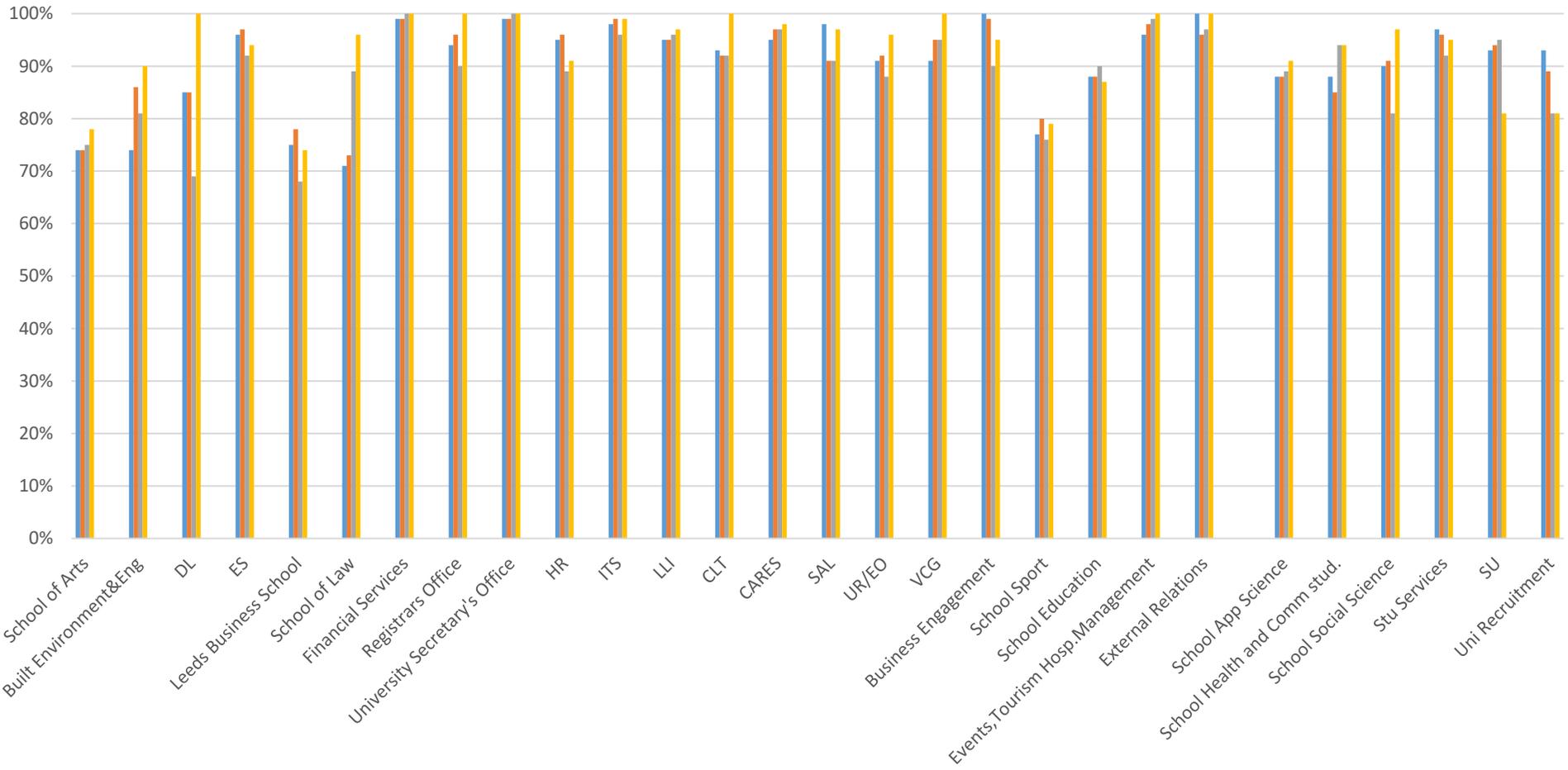
TOTAL USAGE

3727

Total usage – 3,727

Compliance % for all areas September 2020 (Health and Safety Courses and Assessments)

September 2020



Schedule of Business 2020/21

Thursday 08 October 2020, at 13:30-15:30 Via Skype for Business (Chair: Roland Cross)		Thursday 11 February 2021, at 13:30-15:30 in G07, Old Broadcasting House, City Campus (Chair: Trevor Armour)	Thursday 10 June 2021, at 13:30-15:30 in G07, Old Broadcasting House, City Campus (Chair: Roland Cross)
<i>Report deadline: Friday 02 October 2020</i>		<i>Report deadline: Thursday 28 January 2021</i>	<i>Report deadline: Thursday 27 May 2021</i>
<ol style="list-style-type: none"> 1. Fire Safety Policy and Procedures Annual Review – P Johnston 2. Sickness Absence Report (Bi-annual) – People Team 3. Annual Stress Risk Assessment Report – People Team 4. Annual Accident & Incident Report 2019 – L Wilson 5. Safety, Health and Wellbeing Policy Update – L Wilson 6. Corporate Health & Safety Risk Assessment Update – L Wilson 		<ol style="list-style-type: none"> 1. Autumn Fire Drills Report – P Johnston 2. Safety, Health & Wellbeing Policy Annual Review – L Wilson & People Team 3. PAT Annual Tender Process – L Wilson 4. Quarterly Accident & Incident Report – L Wilson 5. +/- Thematic Topic: TBC 	<ol style="list-style-type: none"> 1. Spring Fire Drills Report – P Johnston 2. Sickness Absence Report (Bi-annual) – People Team 3. Annual Stress Risk Assessment Report – People Team 4. Draft Schedule of Business 2021/22 – Chair 5. Quarterly Annual Accident & Incident Report – L Wilson 6. +/- Thematic Topic: TBC
Standing items	Part A: Preliminary Items	Terms of Reference and Membership Updates- Chair	
		Minutes of the Last Meeting - Chair	
		Matters Arising – Chair/Secretary	
	Part B: Major Topics	Listed above +/- 30minute thematic topic	
	Part C: Local Reports	*Local Summary Reports (including a collated report of low impact areas via central H&S Team)	
		Common Themes Report - L Wilson	
	Part D: Safety	Accident and Incident Report – L Wilson	
		*Fire Safety Management Update Report – P Johnston	
Part E: Health & Wellbeing	Report from Wellbeing Sub-Committee – J Daley		
Part F: Other Matters	Health & Safety Training Compliance - L Wilson		
	Good Practice - L Wilson (Add hoc)		
Part G: Other Business	Schedule of Business - Chair		

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary that they wish the item to be open for debate.*