



# Fire Safety Policy

July 2023

## 1. Introduction

This document sets out the London School of Economics and Political Science (hereafter referred to as LSE) policy, lists its objectives and the procedures and the processes that have been put in place to provide guidance for designated staff responsible for implementing the Fire Safety Policy. This supersedes the existing policy.

### The Policy:

- Clearly defines roles and responsibilities.
- Confirms the LSE's resolve in preventing or minimising the risk from Fire.
- Affirms LSE's commitment to have in place control measures that adhere to fire risk assessment and comply with The Regulatory Reform (Fire Safety) Order 2005 (RRO)
- Requires The LSE to have a control assurance system in place to ensure the measures are being implemented, are effective, records are kept, and the policy is reviewed on a yearly basis.

## 2. Statutory Requirements – Fire safety

The Health and Safety at Work Act 1974 sets out the broad legal requirements for the health, safety and welfare of employees and others (including visitors, contractors and the public).

The Regulatory Reform (Fire Safety) Order, 2005(RRO) is the primary fire safety legislation in England and Wales. The Order also referred to as the RRO, focuses on fire prevention in all non-domestic premises and applies to all workplaces, teaching spaces, sportsground and halls of residence at the school. It covers general fire precautions and fire safety duties required to protect the school as employer, employees of the School, anyone who may be lawfully on School premises and anyone in the vicinity of School premises who may be at risk in the event of a fire.

Universities UK/Guild HE Code of Practice for the Management of Student Housing

List of Acts and Regulations:

- The Management of health and safety at work regulations 1999
- The Housing Act 2004: part 1 – housing health and safety rating system
- The Housing Act 2004: part 2 – licensing of houses in multiple occupation
- Management of Houses in Multiple Occupation Regulations 2006
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988
- The Gas Safety (Installation and Use) Regulations 1998
- Electrical Safety Regulations 2002
- Equality Act 2010
- Fire and Rescue Services Act 2004

### Recommended codes of practice:

- Approved Document B Volume 2:2013
- BS999:2008 amended 2017
- Fire safety risk assessment: open-air events and venues
- Fire safety risk assessment: theatres, cinemas and similar premises
- Fire safety Risk Assessment in Educational Premises
- Fire safety risk assessment: sleeping accommodation
- Fire safety risk assessment: offices and shops
- Fire safety risk assessment: small and medium places of assembly
- Fire safety in construction produced by the Health and Safety Executive
- Fire safety risk assessment Supplementary Guide: Means of Escape for Disabled People

## 3. Objectives

### The LSE will:

- Provide protection against loss of life or injury from fire to anyone who lives, studies, works, visits, or by way of any business who occupies a London School of Economics premises.
- Provide clearly defined roles and responsibilities in relation to fire safety.
- Comply with the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation; Regulatory Reform (Fire Safety) Order 2005 (RRFSO).
- Provide suitable emergency plans in order to facilitate safe evacuation.
- Undertake Regular assessments of risk as required by article 9 of the Regulatory Reform (Fire Safety) Order 2005. In addition to take actions identified in the significant findings to eliminate where possible or reduce the risk of fire to as low as reasonably practicable.
- Identify and assess risk of fire starting and spreading, provision for evacuation and the adequacy of measures in place.
- Adopt a consistent approach to fire safety within the School to ensure clarity in communication on fire safety matters.
- Have in place assurance of control; implement monitoring and recording procedures to ensure that the measures put in place are adequate and effective.
- Provide regular training of all personnel involved in implementing the School's fire safety arrangements, to ensure they have a level of knowledge and competence commensurate with their involvement in the control procedure.
- Purchase and install equipment for new projects, or replacement programmes which prevents and or minimises the risk of fire.
- To maintain and improve both active and passive fire protection in existing buildings on the recommendations of fire risk assessment or changes in standards or legislation.

- Review Policy at least yearly and earlier if any legislation has been amended.

## 4. Roles and responsibilities

### Management and Responsibilities

- 4.1 The Chief Financial Officer will be responsible for ensuring that adequate financial resources are made available for prevention or minimising the risk arising from Fire within the School.
- 4.2 The Chair of Council is classed as the Responsible person as defined by Article 8 of the RRO. In this Order “responsible person” means— (a) in relation to a workplace, the employer, if the workplace is to any extent under his/her control; (b) in relation to any premises not falling within paragraph (a)—(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him/her of a trade, business or other undertaking (for profit or not); or (ii) 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.
- 4.3 The Director of Facilities Management has been delegated the responsibility for day to day management of fire safety infrastructure in the School.
- 4.4 The Director of Estates will be responsible for appointing competent persons to assist in undertaking preventive and protective fire safety measures as required by Article 18 of the RRO.
- 4.5 The Fire Safety Advisor is appointed as the competent person to assist the responsible person in the undertaking of fire safety duties. He or she will provide advice on fire safety as appropriate in accordance with Article 18 of the order.
- 4.6 The Fire Safety Advisor will produce coherent strategies for newly occupied buildings and maintain and update strategies for presently owned and occupied buildings.
- 4.7 The Fire Safety Advisor will provide advice on and support:
  - Instructions for staff for all disciplines in relation to fire safety
  - Undertake the writing of fire safety polices and procedural/guidance documents.
  - Provide fire safety information for present and newly occupied buildings.
  - Familiarising fire wardens in instructions for evacuation or new building
  - Arrangements for disabled people
  - Advise on fire strategies for new buildings and refurbishments.
  - Strategies for the safe evacuation of students and staff who are unable to self-evacuate.
- 4.8 The Estates Department with the assistance of the Fire Safety Advisor will monitor fire safety compliance at all facilities owned or leased by The London School of Economics.
- 4.9 The Chairs of the Health and Safety Management Committee and The School Management Committee are responsible for ensuring that future or reactive fire safety measures are adequately discussed, communicated and implemented.
- 4.10 Heads of Departments and Service Leaders are responsible for promoting fire safety and for ensuring that Fire Wardens are appointed as required by this policy. The Fire Safety Advisor should be informed of the names of all fire wardens. (See Fire Wardens on Campus). The

appropriate number of fire wardens should be appointed in residential halls. Guidance can be found on the provision of Fire Warden's document available on the fire safety webpage.

- 4.11 Heads of Departments and Service Leaders should maintain the day-to-day fire safety of the department and complete approved check sheets at the stated intervals. This information is provided on the estates fire safety webpage.

<https://info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/internal/fire-safety>

- 4.12 Where local management cannot be accomplished via helpdesk requests or internal safety compliance, the Fire Safety Advisor should be contacted. The Fire Safety Advisor will audit fire safety arrangements within the buildings and advise as necessary through internal systems of compliance.

- 4.13 All staff with a line management responsibility for others must ensure that staff reporting to them have received instruction on the fire evacuation procedure for their workspace, that they have completed their fire safety training, that any local procedures and precautions are followed and that any fire safety concerns are referred promptly to the Fire Safety Advisor.

- 4.14 Every member of staff has a general duty under Article 23 (General duties of employees at work) to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions concerning fire safety and must co-operate with the school concerning any duty or requirement made under the Order. Every member of staff has a duty to:

- Cooperate with the responsible person.
- Observe fire safety arrangements.
- Not obstruct fire escape routes or fire exit doors
- Not to wedge open fire doors
- Not tamper or deface fire safety equipment.
- By their acts or omissions place themselves and others in danger

- 4.15 All staff must ensure that they understand the fire evacuation procedure for their workspace/building and complete their fire safety training, comply with any local procedures or precautions, and report any observed concerns about fire safety to their line manager who will ensure that the matter is referred to the Estates Helpdesk. The relevant Head of Department who can contact the Fire Safety Advisor for assistance. If staff feel the matter is urgent it should be reported to 2444 or 6244 immediately. Information can be found on:

- 4.16 <https://info.lse.ac.uk/staff/divisions/academic-registrars-division/timetables/fire-safety-information> In the halls of residence fire safety management is the responsibility of the relevant Service Manager and additionally in compliance with the UUK code for residential buildings. Where accommodation is provided for LSE students the Fire Safety Advisor will ensure adequate provision of fire safety arrangements in the following circumstances:

- As part of a set audit program
- After a complaint regarding fire safety arrangements
- After any enforcement action
- Any changes to fire safety legislation

- 4.17 Teachers and convenors of training sessions, meetings, public lectures and other events are responsible for taking charge of the initial evacuation of people, leading them safely into the protected means of escape.

## 5. Means of Escape and Fire Doors

- 5.1 It is essential that all means of escape are kept clear of obstructions and flammable materials. All emergency exit doors must be clearly identified, should open in the direction of travel and should not require a key to open them. Gas cylinders, portable heating appliances, reams of paper or other sources of fuel or ignition must not be stored in escape routes and especially in 'Protected Escape Routes'.
- 5.2 Means of escape and protected routes leading to means of escape should be fire sterile which means that no ignition sources including power units should be placed there unless accompanied by a specific risk assessment.
- 5.3 Fire doors in corridors provide at least 30 minutes smoke and fire protection while the doors on Protected Escape routes should provide 60 minutes fire and smoke protection. Fire doors have automatic closures to ensure they are shut in the event of a fire activation. It is therefore vital that fire doors are not wedged open.
- 5.4 Where fire doors are held open by Maglocks, these locks should release the door in the event of fire alarm activation. This should be checked by the maintenance provider during the fire alarm test for the building. It is the responsibility of all occupants to ensure that all means of escape are kept clear and do not pose a fire risk due to poor housekeeping. The general fire safety inspection should ensure this is done through appropriate questions on the fire safety checklist.
- 5.5 There should be adequate signage provided on means of escape to provide a clear understanding of the routes to take. Signage should be of the same design on all means of escape. Further guidance can be provided on the fire safety webpage "Fire Safety Signage Instructions. In licenced premises such as theatres, escape signage should have maintained escape lighting to BS 5266.

## 6. Fire Compartmentation

- 6.1 All walls, floors and ceilings to compartments should be sealed to form protection against the spread of fire and smoke. Where there are penetrations to such compartment walls (e.g. to run IT cabling, fire alarm cabling or other piping), these should be fire sealed after the work is completed by a competent third party accredited contractor.
- 6.2 The project manager for each project whether it be on the residential or for the campus will ensure when works are completed. Identified compartment breaches have been sealed or correctly fire stopped where penetrations have occurred.
- 6.3 Where third party contractors are employed, they will need to satisfy the compartmentation assurance documentation contained in the Contractor Rules.

<http://www.lse.ac.uk/Search-Results?collection=lse-website-meta&query=Contractor+%2f+Technical&site=LSEWebsiteAll>

- 6.4 All compartment fire stopping should be completed by an authorised third-party accredited contractor as recommended under BS 9999 and approved document B.

## 7. Fire Risk Assessment

- 7.1 Fire risk assessments for all premises at the LSE are carried out by the Estates Division. Completed assessments are held by the Estates Division.
- 7.2 The frequency of fire risk assessments shall be:
- Biennially for all Halls of Residence, licensed premises, catering facilities, workshops and places where dangerous substances are used or present.
  - Biennially in respect of offices and teaching spaces
  - Following any significant refurbishment, redevelopment, or change of use.
  - When a premises is reoccupied or after initial occupancy has taken place to determine life risk to those occupants
  - Where new buildings are occupied by LSE staff
  - Prior to works effecting means of escape
- 7.3 Significant findings identified in the risk assessment should be actioned via:
- Capital Development in relation to fire alarms, emergency lighting where there is a need to extend the function. Where there is a recommendation for increased fire suppression systems. This also applies to compartmentation and fire doors.
  - Fire safety management in halls of residence and campus should be the responsibility of the local managers. Advice can be sought from the Fire safety Advisor.
  - Any training requirements will be dealt with via the Fire Safety Advisor.
  - Where the significant finding is deemed to be subject of poor fire safety practices by staff the Fire Safety Advisor will contact the relevant manager or person.
- 7.4 All potential issues identified in fire risk assessment should have an action plan with clear identifiable and achievable timelines for action.

## 8. Fire Strategies

- 8.1 The Director of Facilities Management in conjunction with the Fire Safety Advisor will develop fire safety strategies for all School buildings.
- 8.2 The fire safety strategy document will outline:
- Description and use of building
  - Profile of building occupants/users including maximum capacities for escape routes
  - Details of automatic fire systems within the building
  - Actions of lifts and gas isolation in the event of a fire alarm
  - Cause and effect of fire detection and alarm systems
  - Details of fixed and portable firefighting equipment
  - Details of the means of escape
  - Any fixed smoke extraction units.
  - Arrangements for evacuating persons from the building in event of fire including persons with disabilities.
  - Arrangements for liaising with the London Fire Brigade and Surrey Fire and Rescue in relation to the sports ground.
  - Details of any special risks such as sleeping risks, bars etc.

- 8.3 The Director of Facilities Management and the Fire Safety Advisor will be responsible for ensuring that the fire strategy is maintained and updated as appropriate.
- 8.4 The fire safety strategy should be referred to by relevant parties when:
- Considering alterations to the building fabric such as compartmentation
  - Any works potentially compromising means of escape
  - Increasing numbers of occupants for the building
  - Change of use within the building

## 9. Maintenance of Fire Safety Systems and Equipment

- 9.1 The maintenance and testing of the fire detection and alarm systems at the school are the responsibility of Estates Division FM Maintenance. In relation to residences, it is the responsibility of the Building Manager to ensure the 3rd party contractors complete works in the timescales provided within the fire safety logbook These Include:
- Fire alarm and detection
  - Emergency lighting
  - Dry risers – 'fire engine'
  - Sprinkler systems
  - Fixed suppression systems
  - Smoke vents
  - Fire circuits
  - VESDA (Very Early Smoke Detection Alarm)
  - Fire doors and associated hardware

These systems should be checked in line with the recommendations of the relevant British Standards and recorded by Estates Division, Facilities Management.

<https://info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/internal/fire-safety/Home>

## 10. New buildings, alterations and change of use.

- 10.1 When new buildings or alterations are being planned, the project manager shall ensure that the proposed work meets fire safety legislative requirements, and the existing management arrangements at the school. When alterations are being planned, the project manager with assistance from the Fire Safety Advisor shall also consult the current fire risk assessment and fire strategy document for that building and any linked or neighbouring buildings to ensure that the proposed works do not compromise fire safety arrangements.
- 10.2 When new buildings or alterations are being planned the project manager will give adequate consideration to the arrangements for alerting hearing-impaired persons to fire alarm activation and evacuating persons with disabilities from the building. If in doubt advice should be sought from the fire safety advisor.
- 10.3 The project manager will be responsible for liaising with the Principal Contractor to ensure that a fire safety manual for the building is handed over to the Director of Facilities Management on

completion of the project. The Fire Safety Advisor will where required provide advice on the fire safety manual.

- 10.4 The Head of Property and Space Management will be responsible for ensuring that the building's fire risk assessment / fire strategy as well as consultation with the Fire Safety Advisor is consulted when planning departmental moves and or changes of use of premises to ensure that the proposed changes do not adversely impact upon fire safety.
- 10.5 The Head of Property and Space Management will ensure that their staff liaise with the Director of Facilities and fire safety when planning and implementing changes to enable the building's fire strategy document to be updated.

## 11. Fire Safety for Contractor Third Parties

- 11.1 Contractors working on behalf of, or on property owned by the LSE must be given adequate information from the Head of Maintenance/project manager regarding fire safety and must comply with the schools procedures and obey all instructions given to them in regards to fire safety by authorised School personnel.
- 11.2 All contract and maintenance contractors must also ensure that all personnel for whom they are responsible are adequately trained and instructed in LSE's fire safety arrangements and procedures.
- 11.3 All contract staff will be briefed by the LSE project manager on the fire evacuation procedures for the specific building unless it is a long-term building site in which case the area will be classed as a separate building. All contract managers should ensure the fire evacuation plan is understood and practiced. The Estates Department maintains the right to audit such arrangements to confirm understanding and compliance.
- 11.4 Contractors or anybody carrying out work at the school must make good all alterations, specifically any alterations made to fire safety or fire prevention fittings.

## 12. Hot Works

12.1 Hot works conducted at LSE sites are rare but on occasion unavoidable. Hot work procedures will be governed by a proactive Hot Work permit system which should be audited at set intervals by the Fire Safety Advisor to determine its effectiveness. Where permits are used strict consideration should be given to occupants with work conducted out of hours where appropriate. The management of contractor's booklet should be referenced.

## 13. Fire Alarm Activations and Evacuations

13.1 Security staff are the first responders to fire alarm activations on campus and will follow the agreed call-out protocol in respect of summoning the London Fire Brigade.

13.2 Security staff attending fire alarm activations will investigate the cause of the alarm for academic buildings (if safe to do so). If there is a clear indication of fire on attendance the security staff should not enter the building but support evacuation from the exit points.

13.3 In the case of Halls of Residence, there will be the provision of sub wardens and front of house staff as well as the contract security staff to help facilitate a safe evacuation.

13.4 In relation to the sports ground there should be a sufficient number of fire wardens onsite to facilitate a safe evacuation and account for those evacuated.

13.5 If a fire alarm sounds or if a fire is discovered, security staff supported by fire wardens are responsible for ensuring that the building has been evacuated and that all staff, students and other visitors present go to the fire assembly point(s) and remain there until it has been confirmed safe to re-enter the building by the Fire Service or Incident Manager (Security). The fire wardens for the building or place where the alarm has activated will verify whether anyone in their area of search is unaccounted for to the Incident Manager.

13.6 In the event that the Fire Brigade was not called in response to the fire alarm activation, the decision to allow staff to re-enter will be taken by the senior security officer/hall warden present.

## 14. Fire drills

14.1 Fire drills for all buildings, including Halls of Residence, will be carried out in accordance with the instructions in carrying out a Supervised Fire Evacuation Drill.

14.2 The frequency of such drills will be determined by the Fire Safety Advisor but should be at least annually.

14.3 In the case of sleeping risks, they should be conducted twice yearly to incorporate Summer School residents

14.4 Where a poor performance or attendance has been noted the drill may be repeated to ensure understanding and testing of the procedures.

14.5 It may be deemed by the Fire Safety Advisor acceptable for drills to be conducted annually in relation to low risk staff bases or areas which have no sleeping risk. Drills may also be

conducted reactively in relation to past fire incident or where the actions of those evacuating were deemed to be inadequate.

- 14.6 The guide specifies responsibilities for organising fire drills, roles of the fire wardens, security officers in fire drills and other staff together with the reporting process.
- 14.7 Each fire drill will be observed by the Fire Safety Advisor where possible.
- 14.8 Each drill was possible should have a scenario set where by one means of escape is not functional due to the area being effected by fire and smoke.
- 14.9 Each drill should have a full debrief to determine its effectiveness and implement plans for future improvement.

## 15. Evacuation of Persons with Disabilities

- 15.1 Personal emergency evacuation plans (PEEPs) must be completed in respect of staff, students, visitors and contractors who may require assistance in an emergency evacuation.
- 15.2 Policy and guidance documents are available at the Fire Safety Webpage.

## 16. General staff instruction

- 16.1 All members of staff should familiarise themselves with the fire evacuation procedures for their workspace i.e. what to do and where to go in the event of a fire alarm. They should include:
  - Actions on discovery of a fire incident
  - How to raise the fire alarm
  - Actions on hearing the fire alarm.
  - Where to assemble in the event of a fire incident
- 16.2 Fire action notices are posted throughout the school and residential halls. The fire action notices describe the location of the nearest assembly point as well as fire safety directional signage identifying the exits from the building giving a clear guide to the assembly point.
- 16.3 Fire Action notices should be always completed and be clear and legible. They should be provided with clear instructions which mirror those of the rest of the building unless otherwise stated in the fire safety strategy for that specific area.
- 16.4 All staff must ensure that they are familiar with alternative means of escape where these exists are located.
- 16.5 Staff are required to report fire safety issues or concerns, e.g., a missing or damaged fire extinguisher or an alarm that is difficult to hear, to Estates Division helpdesk, and their line manager, academic supervisor and hall staff immediately the fault or concern becomes apparent. A copy of the defect should be recorded in the Fire Safety Logbook where these are provided.

## 17. Academic Staff Instruction

- 17.1 Teaching staff should make their students aware of the evacuation plan at the beginning of a teaching session for the room in which they are teaching. This extends to lecture rooms, halls and theatres. <https://info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/internal/FM-Assets/Documents/Fire-Procedures-and-Advice-for-Teaching-Staff-MC.pdf>
- 17.2 In all teaching spaces and lecture rooms the lecturer must take charge of the students and ensure that they evacuate in the event of a fire alarm.
- 17.3 In the event of a fire alarm the lecturer must direct the students to the nearest escape route and ensure that all students leave the room.
- 17.4 In case of students/staff or members of the public who are unable to self-evacuate then the PEEP procedure for everyone shall be implemented.
- 17.5 At the assembly point the lecturer must assemble the class, remain with them and notify the fire marshal/security officer of any student who cannot be accounted for.

## 18. Student Procedures and Drills

- 18.1 Students should familiarise themselves with the fire evacuation procedures for the areas in which they study or attend classes or lectures and should also become familiar with the evacuation procedure if they are resident in halls or in accommodation provided by the School or other approved accommodation suppliers.
- 18.2 Fire safety in the halls of residence will comply with the requirements of the Universities UK/Guild HE Code of Practice for the Management of Student Housing.
- 18.3 Fire drills for each Hall will take place during the first month of the new academic year and set periods thereafter.
- 18.4 An online training video is available to remind students of basic fire safety principles and evacuation advice.

## 19. Inspection, Audit and Advisory Notices

- 19.1 All maintenance, including alarm testing logs, must be recorded for audit purposes.
- 19.2 The Fire Safety Advisor is responsible for fire safety audit and review of fire safety arrangements within buildings.
- 19.3 Where a deficiency in fire safety management is observed, the Fire Safety Advisor will serve an advisory notice. The notice will include:
  - The defect noted.
  - What section of the RRO has been breached
  - Remedy for rectification
  - Timeline for rectification

## 20. Investigation of Incidents and Malicious Use of Fire Safety Systems

20.1 All activated fire alarms, fires and other fire safety related events in any LSE property (including those leased by LSE) must be reported to the Fire Safety Advisor using the approved reporting sheet available on the fire safety webpage.

<https://info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/internal/fire-safety>

20.2 If a fire incident occurs this should be reported immediately after the incident to the fire safety advisor. He or she will then perform an investigation and make recommendations to prevent a reoccurrence.

20.3 False and unwanted fire signals are a major disruption for the school and a strategy of reduction is key to good fire safety arrangements. All false alarms should be firstly reported and then investigated to prevent reoccurrence and malicious use of the fire alarm system should not be tolerated.

20.4 Maliciously activating fire alarms. This puts lives in danger and is a criminal offence. Malicious activation of the fire alarm system or tampering with fire life safety equipment such as fire extinguishers or covering smoke detection devices may result in disciplinary action being taken against the student or staff member.

20.5 The Initial investigation into any fire alarm activation will be made by the security officer(s) attending the event in accordance with normal security procedure. In the case of residences and sports ground information will be sought from the fire wardens and local managers, or anyone who may have witnessed the incident.

20.6 Follow-up action arising from incident reports will be determined by the School's Fire Safety Advisor who, on receipt of the incident report, will ensure that relevant parties are contacted as soon as practicable to discuss remedial actions.

20.7 LSE Maintenance will investigate all technical aspects in relation to the incident and feedback conclusions to the School's Fire Safety Advisor.

20.8 Where incidents are in respect of criminal activity then the Head of Security should be contacted.

20.9 Key stakeholders will work in partnership to resolve issues identified in the incident reports.

## 21. Electrical safety

21.1 Electrical faults or overloading are a major cause of fire related incidents and as such a proactive approach to prevention should be instigated to prevent occurrences. Information is provided on the Fire Safety Webpage in relation to fire safety.

21.2 The Estates Division will arrange for fixed electrical installations to be tested every three years. All installations will conform to the requirements of the latest edition of the Institution of Electrical Engineers' Regulations for Electrical Installations, and all work must be carried out in accordance with the Electricity at Work Regulations.

- 21.3 The Estates Division will arrange for portable electrical appliances used on the campus, in LSE Halls of Residences and at the Sports Ground to be tested at appropriate intervals.
- 21.4 Residual Current Device (RCD) are maintained and serviced at a capacity of 20% per Year with an overall service period of 5 Years.
- 21.5 Residual-current circuit breaker with overcurrent (RCBO) are maintained and serviced at a capacity of 20% per Year with an overall service period of 5 Years.
- 21.6 Portable Appliance Testing is conducted via estates annually.

<http://www.lse.ac.uk/Search-Results?query=%2cLSE+Halls+of+Residence+PAT+Procedure>

## 22. Arson Prevention and security

- 22.1 Arson is the malicious setting of fire. Many fires attended by the London fire brigade are recorded as having been started deliberately. Arson is preventable, if not in its entirety, then to a degree that will minimise its effects. Prior attention to the threat from arsonists will limit their ability to injure, kill, disrupt or close services.
- 22.2 The Fire Safety Advisor will ensure that the management plan for combating arson is part of the overall strategy for dealing with fire safety issues for the building. Where the prevention of arson is detailed as a significant finding on the fire risk assessment, it must be actioned through local management practices or additional fire separation and security should be considered.
- 22.3 Arson is also considered in the fire risk assessment and where actions are stipulated in the significant findings, should be addressed.

The following topics should be considered:

- Security arrangements – for students, visitors, members of the public
- Fire containment and extinguishers
- External lighting
- Good housekeeping including removal of combustible waste from refuse points.
- Avoidance of combustible material build up next to buildings.
- 24 hr. security presence on site
- Liaison with The Metropolitan Police in relation to specific risks

- 22.4 The Fire Safety Advisor with Security will provide extra advice and mitigation where buildings have been designated a special risk.

## 23. Safety Alerts

- 23.1 Where these have been identified whether internal or external, they should be communicated to all staff and students via the estates fire safety webpage. Further guidance should be sought via:

24. <https://www.london-fire.gov.uk/about-us/our-campaigns/total-recalls-making-whitegoods->

## safer/total-recalls-what-are-we-calling-for/ Major incident and out of Hours Response

24.1 In the event of a serious fire the School's Major Incident Initial Response Plan (MIIRP) to be activated by the first responder of the Gold Team Member in accordance with the MIIRP.

<https://info.lse.ac.uk/Staff/Divisions/Risk-and-Compliance-Unit/Business-Continuity/Major-Incident-Initial-Response-Plan-MIIRP>

24.2 While the principles of the policy apply at all times there are different arrangements to cover fire procedures out of hours. The responsibility for fire procedures out of hours falls to security on campus and the Duty Officer in halls of residence. They are responsible for attending buildings where the fire alarm is activated and for ensuring the fire evacuation procedures for that building are followed.

## 25. Training

25.1 Managers must ensure that new members of staff (including temporary and part time staff) complete fire safety formularisation for their specific areas within their first day of service.

25.2 Heads of Department should ensure there are enough suitably trained fire wardens within their areas of responsibility to enable safe evacuation and provide basic fire safety information. They should refer to "Guidance on Fire Warden Provision" available on the fire safety webpage.

25.3 The Fire Safety Advisor or training provider provides bespoke fire safety training to departments where this need is identified.

25.4 Fire warden course are available on:

<https://apps.lse.ac.uk/training-system/userBooking/course/167768>.

25.5 Specialist fire training will be conducted for the following groups:

- Security first responders and first responder at halls
- Managers with responsibility for fire safety
- Fire Wardens
- Those involved in personal evacuation planning.
- Fire safety awareness for pre-identified groups or those at high risk

This training will be conducted by the Fire Safety Advisor or third-party group unless specific expertise is required from an outside body.

## 26. Liaison with Fire and Rescue Authorities

26.1 The Fire Safety Advisor will be the initial contact for any enquires or legal notices served by London Fire Emergency Planning Authority.

26.2 Any notices should be carefully scrutinised with a view to making safe any deficiency identified. In such cases where there is a clear breach of the articles of the Regulatory Reform (Fire Safety) Order 2005 funds should be made available for corrective actions to take place

26.3 In such cases where the issue is a managerial then corrective actions should be carried out immediately.

26.4 If formal enforcement action is taken London Fire Brigade will:

- Provide in writing details of how to appeal against any advice provided, actions required, or decisions taken, including any statutory rights to appeal.
- Maintain a point of contact until the matter is resolved.

26.5 Where London Fire Brigade take formal enforcement action, LSE have a statutory right to appeal. The appeals process will be explained in the notice including timescales and procedures to follow.

## 27. Policy Review

27.1 This policy will be reviewed after:

- **A fire incident**
- **Annually and detailed in section 1.**

## 28. Appendix 1 Emergency and Useful Numbers

<b>EMERGENCY AT LSE</b>	<b>666 (020 7955 6555 from a mobile or external phone)</b>
<b>EMERGENCIES IN PUBLIC PLACES</b>	999
<b>LSE main switchboard (8:30am to 5:30pm, Monday to Friday)</b>	<b>100</b> (Internal) 020 7405 7686
<b>LSE 24 hour security control room</b>	<b>2000</b> (Internal) 020 7955 6200
<b>Estates Help Desk (8:30am to 5:00pm) General enquiries Emergency (LSE)</b>	<a href="mailto:estates-help-desk@lse.ac.uk">estates-help-desk@lse.ac.uk</a> <b>7956</b> (Internal) <b>2444</b> / DD 020 7831 8713
<b>Director of Facilities</b>	6748 (Internal) 020 7955 6748
<b>Fire Safety Advisor</b>	1256 (Internal) 020 7955 1256 or 07789504727
<b>London Fire Brigade</b>	<b>T: 020 8555 1200 x89170</b> <b><a href="mailto:FSR-AdminSupport@london-fire.gov.uk">FSR-AdminSupport@london-fire.gov.uk</a></b>

## Review schedule

Review interval	Next review due by	Next review start
1 Year		August 2024

## Version history

Version	Date	Approved by	Notes
01	15.09.2017	Manager Estates	
02	02.11.2017	Health and Safety Management Committee	
02	13/03/2018	School Management committee	
03	11/07/2023	Manager Estates	To be approved by Health & Safety Management Committee

## Links

Reference	Link
01	Fire Safety Webpage <a href="https://info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/internal/fire-safety">https://info.lse.ac.uk/staff/divisions/estates-division/a-z-of-services/internal/fire-safety</a>

## Contacts

Position	Name	Email	Notes
Fire Safety Advisor	Tanzeem Qureshi	T.A.Qureshi@lse.ac.uk	

## Communications and Training

Will this document be publicised through Internal Communications?	Yes/ No
Will training needs arise from this policy	Yes/ No
If Yes, please give details	
<ul style="list-style-type: none"> <li>• Fire Wardens Training.</li> <li>• Fire Wardens Refresher Training.</li> <li>• Fire Awareness &amp; First Responds Training (Security).</li> <li>• Fire Safety Training.</li> <li>• Kitchen Fire Safety Training.</li> <li>• Evacuation Chair Training (Auto &amp; Manual Chair).</li> <li>• Evacuation Chair Refresher Training (Auto &amp; Manual Chair).</li> </ul>	