



Science and
Technology
Facilities Council

Fire Risk Management Policy & Arrangements

STFC Safety Code No 32

Policy Owner: STFC Chief Operating Operator on behalf of STFC Executive Chair

Policy Manager: Head of Fire Risk Management

Document Control:

Any changes to this policy document must be approved and signed off by the policy manager as a minimum for minor changes. For more significant changes further approval may be required by the policy owner. Changes will as a matter of course be communicated with the relevant steering group/Consultation Committees/SHE Management Committees as required.

Version Number	Revision Date	Details of Revision	Approved By
1.0	20 Feb 26	Complete revision of previous version of SC32.	SP

Document Review and endorsement:

This policy should be reviewed on an annual basis as a minimum or in other circumstances that determine a review may be required. Circumstances to trigger a review could be; legislation changes, following a fire, on advice from a statutory body or following an audit. The policy manager is responsible for arranging the policy review and ongoing endorsement by the policy owner.

Review Date	Reason for Review	Reviewed By	Endorsed By
20 Feb 26	Initial Issue of revised document	SP & FSSG	STFC SHE Management Committee

STFC Safety Code 32

Fire Risk Management Policy & Arrangements

Rationale:

It is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005 to ensure there are adequate documented management arrangements in place for the ongoing management of fire safety & fire risks. The purpose of this safety code and associated fire codes is to document STFC's policy, technical guidance and arrangements in relation to fire risk and articulate how the organisations Fire Risk Management System (FRMS) will function.

Applicable Legal Requirements, Standards, Policy & Guidance:

Regulatory Reform (Fire Safety) Order 2005
Fire (Scotland) Act 2005
Fire Safety (Scotland) Regulations 2006
Building Safety Act 2023
British Standard 9997:2017 Fire Risk Management System Specification
Publicly Accessible Specification 79-1:2020 Fire Risk Assessment
UKRI Safety Code 40
All relevant STFC Safety & Fire Codes

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STFC Fire Risk Management Policy Statement

As the STFC Executive Chair I am deemed the senior accountable person for fire risk management matters across STFC on behalf of UKRI who are the responsible legal entity. The Regulatory Reform (Fire Safety) Order 2005 places certain duties on me and others to ensure the safety of relevant persons from fire. As the senior Duty Holder, I am committed to ensuring that these duties are fulfilled to ensure fire safety is managed effectively. To meet my legal obligations, I will ensure that:

- A Fire Risk Management System (FRMS) is implemented, managed and effectively assured and continuous improvement is promoted.
- Competent persons are appointed to assist with the management of fire risks.
- Fire risk assessments are completed for all occupied buildings, reviewed as necessary and any identified risks are dealt with, or mitigated, until resolved.
- Passive and active fire safety systems are maintained, with any known shortfalls addressed and associated risks mitigated to ensure they are as low as reasonably practicable and tolerable.
- Site emergency plans are in place to ensure an adequate response to fire incidents.
- Communication of fire safety matters and risks is effective at all levels.
- Provide support, training and effective management of personnel with additional responsibilities regarding fire safety matters.

There are also obligations placed on all STFC personnel, contractors, tenants, users and visitors working or operating at STFC sites to assist with effective management of fire risks, therefore everyone is required to:

- Adhere to all fire safety policy and procedures in place and take all reasonable precautions to prevent a fire from occurring.
- Undertake and remain current in any fire safety training requirements for your role.
- Report all fires and near misses to allow organisational learning, effective investigations which will help prevent re-occurrence.

All employees, contractors, visitors, users and tenants are reminded that failure to comply with fire safety legislation, policies and the general fire precautions that are in place may result in further action. Any wilful damage, misuse or tampering with fire equipment or reckless behaviour will be dealt with accordingly.

Other duty holders, executive directors, directors and line management are to support the intent of this policy and take direction from our STFC fire risk management specialists to assist with the aims of keeping persons safe and protecting our buildings and equipment.

<Electronically Signed>

Professor Michele Dougherty CBE
STFC Executive Chair

1. Context

1.1. There are clear moral, financial, legal, political and reputational reasons to manage fire risks effectively. UK legislation and Fire Risk Assessments (FRAs) focus primarily on life safety, and this is also the primary focus within STFC, since the safety of our staff, contractors, tenants, users and visitors (thereafter referred to as Relevant Persons) is critical and the ability to protect people from fire is paramount.

1.2. UKRI property is largely self-insured so there are clear financial incentives as well as reputational reasons why we should ensure that buildings are not lost to fire. As a publicly funded organisation, UKRI has a responsibility to DSIT and the taxpayer to ensure buildings are resilient to the risks of fire.

1.3. The important role that STFC plays within the UK science and technology landscape, as well as internationally, provides additional emphasis to make sure fire risks are managed effectively. Some of our buildings house key strategic capabilities and assets that contribute to both other government operations and the wider industry, and any compromise of any of these could have severe political and reputational impacts.

1.4. The Regulatory Reform (Fire Safety) Order 2005 (FSO) is the primary legislation regarding Fire Safety in England and Wales along with allied legislation for Scotland¹. The STFC Fire Risk Management (FRM) policy will refer to the FSO primarily as this is the legislation most relevant in terms of where the vast majority of STFC assets lie, however, the legislation in Scotland mainly aligns with the FSO, albeit within slight differences.

1.5. The above legislation is statutory and places several duties on Responsible Persons (RPs) and Duty Holders (DHs). This document will outline and define those within UKRI and STFC with specific responsibilities and duties. The document also outlines the wider arrangements and details the key components that make up the overall Fire Risk Management System (FRMS) for STFC, which consists of multiple elements such as:

- 1.5.1. Legislation, policy & arrangements
- 1.5.2. Technical guidance (STFC fire codes/government fire guidance documents)
- 1.5.3. Related STFC safety codes
- 1.5.4. Safety forums, committees and meetings
- 1.5.5. IT systems which support FRM (SharePoint, Evotix, Totara, etc).

1.6. The RP in law is broadly defined as the person with control of the premises. For organisations such as UKRI, the organisation is the legal entity, known as the 'legal person'. In this context, and to enable the organisation to discharge its legal duties there is a series of DH at UKRI and STFC level who will act on behalf of the organisation. Details regarding these DHs are articulated in this document and due to the complexity of the organisation, effective cooperation and coordination between DHs is required to ensure those with duties and responsibilities can discharge them effectively.

1.7. Within UKRI and STFC, those who have fire safety responsibilities:

- 1.7.1. Executive & Department Directors
- 1.7.2. Director of Estates
- 1.7.3. Fire Risk Management Team
- 1.7.4. Tenants, Contractors & Visitors
- 1.7.5. Line Managers and Personnel

¹ Fire Scotland Act 2005 and Fire Safety (Scotland) Regulations 2006.

- 1.8. Articles 8 - 22 of the FSO are the general duties placed upon RPs and DHs. The aims and structure of the FRMS and Fire Risk Management Strategy is aligned to UK best practice². The STFC Fire Safety hierarchy is complex, and an organisational diagram can be found in Fig 1.0 to provide a visual representation of the associated information regarding roles and responsibilities will be captured within this policy document. A brief overview of articles 8 - 22 from the FSO is in below in Table 1.0:

8. Duty to take general fire precautions
9. Risk assessment
10. Principles of prevention to be applied
11. Fire safety arrangements
12. Elimination or reduction of risks from dangerous substances
13. Firefighting and fire detection
14. Emergency routes and exits
15. Procedures for serious and imminent danger and for danger areas
16. Additional emergency measures in respect of dangerous substances
17. Maintenance
18. Safety Assistance
19. Provision of information to employees
20. Provision of information to employees and the self-employed from outside undertakings
21. Training
22. Co-operations and Co-ordination between RPs

Table 1.0

2. Aim & Scope of Fire Risk Management System

2.1. The aim of the STFC FRMS is to demonstrate compliance with UK safety and fire safety legislation and other applicable regulations. In achieving compliance this should minimise the risk of death or injury to our staff and other persons, risk to buildings and critical assets to ensure they are protected, in turn ensuring that the risk of a fire compromising business as usual or our reputation is minimised.

2.2. The scope of the FRMS covers all STFC owned and/or occupied buildings, people and assets at:

- 2.2.1. Rutherford Appleton Laboratory³ (RAL)
- 2.2.2. Daresbury Laboratory (DL)
- 2.2.3. Chilbolton Observatory (CBO)
- 2.2.4. Royal Observatory Edinburgh (ROE)
- 2.2.5. Surface buildings - Boulby Mine⁴ (BM).

2.3. Buildings or part of buildings leased by STFC for use by STFC staff or tenants are also in scope. Staff working at other sites will be expected to meet host arrangements.

3. Organisation

3.1. Fire safety management on the STFC estate is complex. This FRM Policy has been developed to provide a framework for STFC to establish an effective management system to manage its fire risks.

² British Standard 9997:2019 Fire Risk Management Systems - Requirements with guidance for use.

³ Including Cosensers House, Abingdon.

⁴ Recognising that underground facilities will come under mine arrangements and legislation.

3.2. The STFC FRM hierarchy diagram in Fig 1.0 provides a visual representation of those with Fire Safety Management responsibilities and respective committees where fire risk management issues are discussed. Further details regarding these individuals and organisations and a brief narrative of their role can be found below, with details of specific roles and responsibilities articulated in Annexes A - H.

STFC Fire Risk Management Organisation

Arrow Indicates common interactions ↔

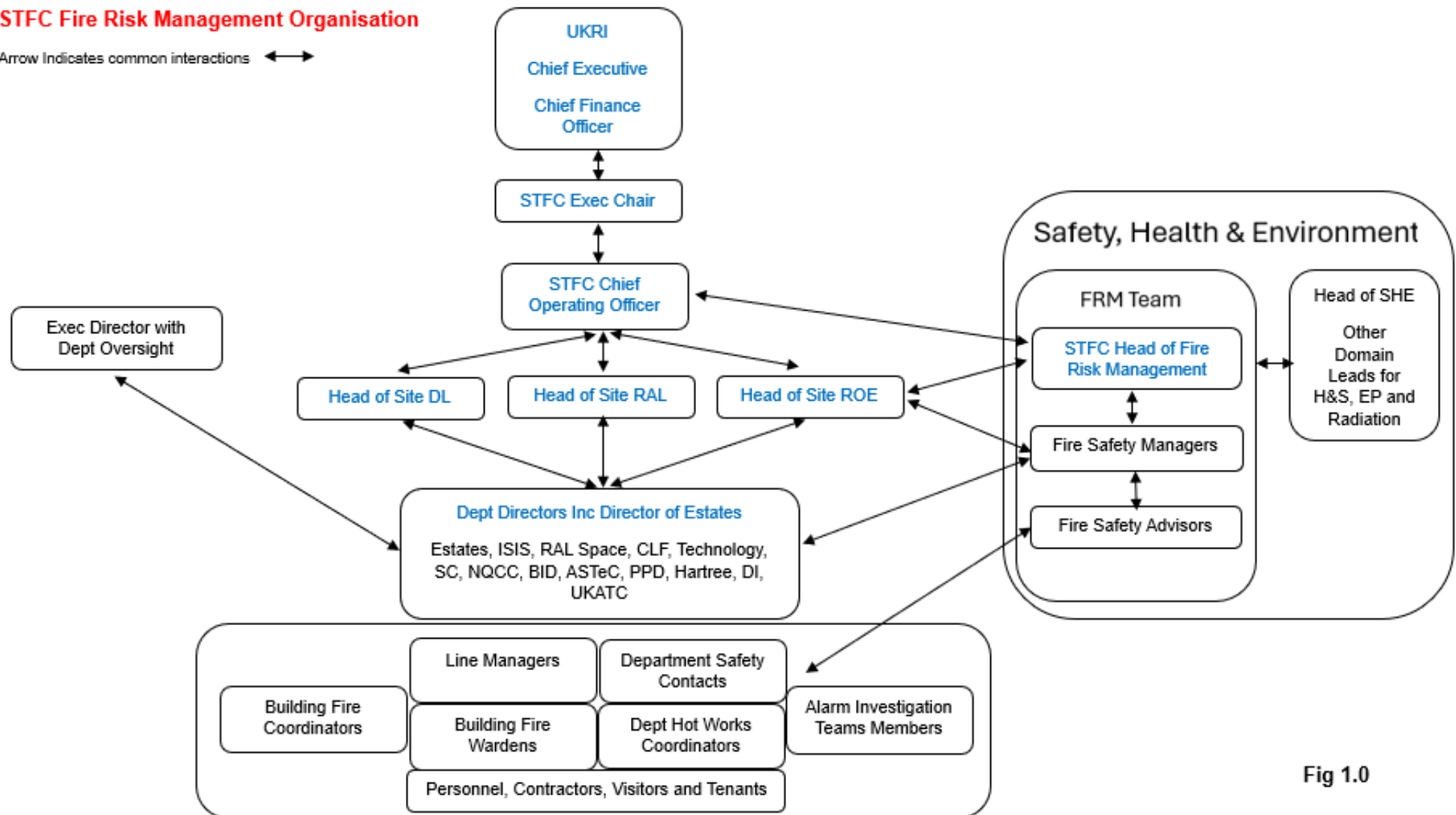


Fig 1.0

UKRI Organisation

3.3. **UKRI** - UKRI as the legal entity are the 'Legal Person' in law and therefore is the RP for Fire Safety. Where an organisation is the RP, duties and responsibilities relating to fire risk managements must be clearly articulated in policy and guidance to help demonstrate how the organisation complies with the requirements of the FSO. The Chief Executive Officer (CEO) of UKRI formally delegates responsibility for management of fire safety and risk management within individual councils to Exec Chairs of the respective councils within UKRI. The Chief Finance Officer is responsible to the CEO for gathering assurance from councils, assisted by the UKRI Health & Safety Lead, to ensure that arrangements are in place to help UKRI meet its legal obligations.

STFC Organisation, Roles and Responsibilities

3.4. The following roles and individuals are identified below. Roles that are DHs with legal duties are highlighted in **blue text** and those nominated to assist with fire safety responsibilities are in **black text**.

3.5. **STFC Exec Chair (EC)** - The EC is the senior DH for the council and has received formal written delegation from the UKRI CEO and is accountable for ensuring suitable safety management arrangements are put into place within STFC.

3.6. **STFC Chief Operating Officer (COO)** - The COO is the executive director nominated by the EC to ensure that adequate safety management systems are in place across the council. The COO chairs senior safety committees and is the line manager of the heads of safety within the council. They are responsible for liaising with other senior members with fire risk management responsibilities and will escalate serious issues and risks to the EC as appropriate. Further details of the role and responsibilities of the COO can be found in **Annex A**.

3.7. **STFC Head of Fire Risk Management (Head of FRM)** - The Head of FRM is appointed under article 18 of the FSO to provide specialist safety assistance to the organisation, with oversight of all fire risk management activity across the council and provide assurance to Exec Directors and Directors. They will line manage a small team of fire safety specialists across multiple sites and ensure they are competent for the roles they undertake. Further details of the role and responsibilities of the Head of FRM can be found at **Annex B**.

3.8. **Fire Safety Managers (FSMs) and Advisors (FSAs)** - FSMs and FSAs are appointed by the Head of Fire Risk Management to deliver the policy and technical guidance and provide specialist advice to the organisation within their respective area of responsibility. Their duties will include reporting to key safety committees, conducting reviews of fire strategy and risk assessment documents, assisting Building Fire Co-ordinator (BFCs) in conducting fire drills and provision of general fire safety advice and support to projects. Further details of the role and responsibilities of the FSMs and FSAs can be found at **Annex C**.

3.9. **Heads of Site** – Heads of site are responsible to the EC and COO for oversight of the management of fire safety at site level. They must co-operate and co-ordinate with department directors, the Head of Fire Risk Management, the wider Fire Risk Management team and others as necessary to seek assurance that the fire risk management policy and guidance is being followed and managed effectively. Heads of site chair site SHE management meetings where fire risks are discussed and are also responsible for ensuring that site emergency plans

are developed, implemented and tested. Further details of the role and responsibilities of the heads of site can be found at **Annex D**.

3.10. **Exec Directors** – Executive directors with department oversight, whilst not having any specific fire safety duties, are responsible for providing management and leadership support to their respective departments and for providing support for fire safety matters during executive level dialogue. This may include added resource or financial support.

3.11. **Director of Estates** - The director of estates is responsible for providing safe, legal and compliant infrastructure and for the maintenance of fire safety systems and equipment within their remit. They will also ensure that fire safety is considered in regard to projects. They will liaise with other DHs to ensure co-operation and co-ordination and raise issues where maintenance access is not provided to identify and aid resolution. Further details of the role and responsibilities of the director of estates can be found at **Annex E**.

3.12. **Department Directors** - Department directors are accountable for activities undertaken within buildings under their control and for all persons, including visitors, within their respective departments. They must appoint key personnel within their respective departments such as building fire co-ordinators, fire wardens, etc. They must also comply with any statutory and regulatory maintenance and testing as well as required remedial works. Further details of the role and responsibilities of the department directors can be found at **Annex F**.

3.13. **Tenants** - Tenants are responsible for activities in their areas under their control. A tenant senior manager is likely to be 'responsible persons' for areas and people under their control, however the infrastructure, fire safety systems will be managed and maintained by STFC. Tenants should comply with STFC policy as directed and any of their own company policies. It is important that tenants co-operate and co-ordinate with STFC and responsibilities and dependencies should be agreed in writing between an STFC DH and tenant RP, supported by the Head of fire risk management.

3.14. **Safety, Health and Environment (SHE)** - STFC SHE Group and STFC Head of SHE, is responsible for ensuring that there is a coherent and documented SHE Management System and for providing advice and support to line managers in discharging their responsibilities within this system. The FRMS forms part of the wider SHE Management System and systems such as Evotix, Totara are provided and managed by the UKRI & STFC Head of SHE supported by other members of the SHE Group.

3.15. **Departmental Safety Contacts (DSCs)** - DSCs have no specific fire safety duties however may provide additional support or liaison with regards to fire risk management dependant on their department arrangements. DSCs will conduct assurance of FRM matters during department safety tours.

3.16. **Line Management** - Line managers whilst having no specific fire safety duties must ensure that they lead by example regarding fire safety policy and support building fire co-ordinators and fire wardens with fire risk management matters. Line management should act at a local level to resolve any fire safety issues or breaches of policy and escalate where required to Directors or the Fire Risk Management Team.

3.17. **Building Fire Co-ordinators (BFCs)** - BFCs are appointed in writing by their respective director and are responsible for the day-to-day oversight and co-ordination of fire safety matters in the premise in which they are assigned the role. This will include a proactive

approach to management of fire safety, reporting of incidents or issues, assisting in the conducting and management of FRAs and assisting the FRM team with fire drills and routine inspections. Further details of the role and responsibilities of the BFCs can be found at **Annex G**.

3.18. **Building Fire Wardens (FWs)** - FWs are appointed in writing by their respective director and are primarily responsible for assisting with an evacuation of the premises in which they are assigned. They will also be trained to recognise good and bad fire safety practice and should support BFCs in the general management of fire risks. Further details of the role and responsibilities of the FWs can be found at **Annex H**.

3.19. **Department Hot Works Co-ordinators (HWCs)** - HWCs are appointed in writing by their respective directors and are primarily responsible for ensuring that any hot work conducted by department staff or contractors working on behalf of the department are managed effectively and safely. They will be trained in STFC hot works policy, fire precautions and the process for managing hot works permits. Further details of the role and responsibilities of the HWCs can be found in **Fire Code 6 - Hot Works Policy**.

3.20. **Alarm Investigation Teams (AIT) & Emergency Response Teams (ERT)** - AIT and ERT personnel are responsible for providing a swift response to fire alarm activations which may include assisting those in disabled refuges once fire alarms have been investigated. More details on the roles in which these teams play can be found in **Fire Code 3 - Fire Emergency Planning**.

3.21. **All Personnel** - All Personnel, contractors, visitors, tenants and users, thereafter defined as relevant persons in fire safety terms have a responsibility to ensure that they contribute to maintaining a safe working environment in regard to Fire Safety and risk management, in accordance with Fire Awareness training and the policy and guidance within **Fire Code 1 - General Fire Precautions, other relevant Fire Codes and wider Safety Codes**.

4. Fire Risk Management System Approach

4.1. The STFC FRMS, associated policy, arrangements and technical guidance looks to address the following 7 strategic fire risk management factors. Duty Holders shall ensure that the policy and technical guidance is followed which should ensure that legal requirements are met.

- 4.1.1. Resources & Authority.
- 4.1.2. Fire Risk Assessment.
- 4.1.3. Fire Safety Training.
- 4.1.4. Maintenance & Testing.
- 4.1.5. Control of Works on Site.
- 4.1.6. Communication.
- 4.1.7. Emergency Planning.



Details regarding how the above factors are managed can be found later in this document or within a series of fire codes linked below.

4.2. The “Plan, Do, Check, Act” (PDCA) model principles should be applied to all of the above strategic factors to ensure continual improvement of the system. Using the PCDA model will assist DHs in demonstrating compliance with UKRI policy and UK best practice guidance for FRMS⁵.

4.3. Fig 2.0 provides a visual representation of the PDCA approach, which sets out the requirements of the FRMS. The following also gives brief descriptions of each element:

4.3.1. **Plan** - Establish clear and measurable objectives. Decide what needs to be done, how to do it, who will do it and to what standard. Consider legal and other requirements, leadership and management, resources, support, training requirements.

4.3.2. **Do** - Implement the plans and processes, do what was planned, maintain adequate records.

4.3.3. **Check** - Monitor and measure performance against fire policy, strategic objectives and the legal requirements. Document and report the results as necessary.

4.3.4. **Act** - Take actions to continually improve fire risk management performance.

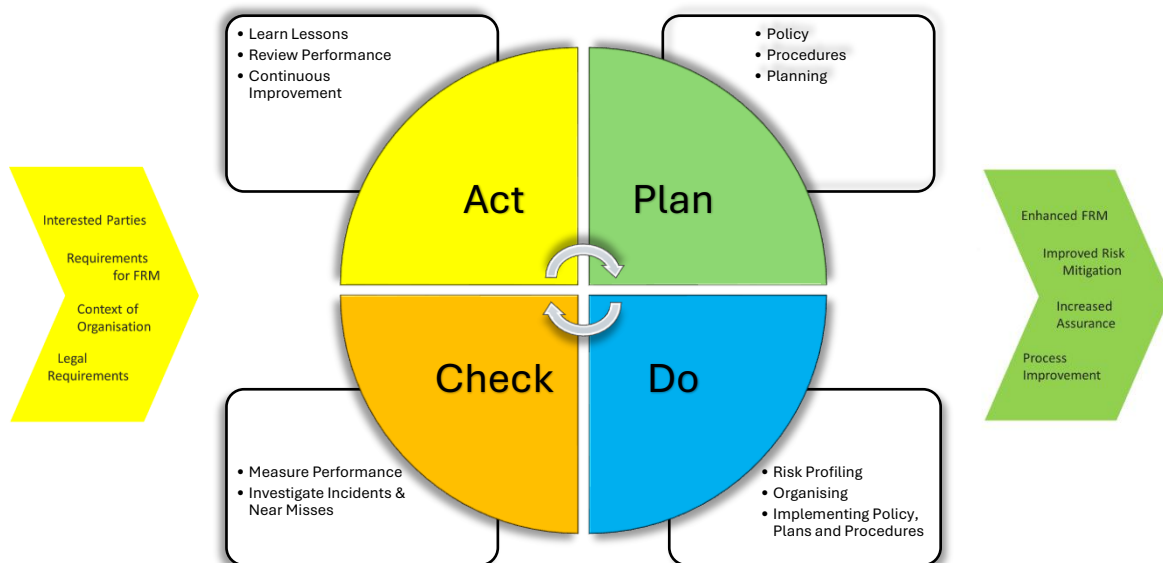


Fig 2.0

4.4. The [STFC Fire Risk Management Strategy 2024 - 2026](#) has been developed to drive improvement in fire risk management.

⁵ British Standard 9997:2019 Fire Risk Management Systems - Requirements with guidance for use.

5. Leadership Commitment

5.1. Executive Board and relevant Directors shall demonstrate leadership and commitment with respect of the FRMS by:

- 1.1.1. Ensuring that the FRMS policy and strategic fire safety objectives are established.
- 1.1.2. Ensuring that adequate resources needed to effectively operate the FRMS are available.
- 1.1.3. Ensuring the FRMS achieves its intended aim(s) and objectives.
- 1.1.4. Discussing fire safety management as a regular agenda item at senior management & safety meetings.
- 1.1.5. Communicating the importance of effective fire risk management to all personnel.
- 1.1.6. Providing clear direction and support to personnel managing elements of the FRMS.
- 1.1.7. Promote continuous improvement.

1.2. Although the exec directors, directors and other duty holders within STFC are accountable, all line managers have an important role to play in managing fire risks and should actively take ownership for fire safety matters within their respective areas of responsibilities (AoR) and this should be documented in the FRMS.

1.3. Department directors and their respective line management have an important role in fire risk management; appointing, monitoring and supporting BFCs, FWs and other relevant persons.

6. Communication

6.1. Effective communication is key in FRM, and sites shall establish a communication plan to ensure fire safety matters are discussed and communicated effectively and information is disseminated at all levels as appropriate. The STFC Fire Risk Management Team will ensure that the following communications are made in relation to fire safety management:

6.1.1. Routine fire safety matters will be communicated via email to BFCs for onward communication at building level. Any significant changes to fire safety legislation, regulation, policy or guidance will be issued formally by the Fire Risk Management Team. Any matters on a more departmental level will be passed via DSCs to disseminate within departments.

6.1.2. Directors must report fire risks that are rated above tolerable to the FRM team for further advice before potential escalation to other DHs for any significant risks these should be again raised with the FRM team and likely to Heads of Site and Department Exec Directors as appropriate to aid further discussion to determine what actions are required and if any further escalation is required.

6.1.3. BFCs shall ensure that risks pertaining to a particular building are disseminated to building occupants which includes tenants. This includes any significant findings from Fire Risk Assessments and any risk mitigations that individuals may be expected to comply with.

7. Governance & Assurance

7.1. Governance and assurance of FRM follows a similar route to the wider SHE management arrangements for routine matters. The Department SHE Management Committees are expected to be used to discuss FRM matters and risks, which, depending on the seriousness, may be escalated to site SHE committees chaired by the respective heads of site.

7.2. If further escalation is required, the STFC Health & Safety Management Committee is the senior SHE management forum within STFC. Further escalation of fire risks to UKRI level will be facilitated by the EC and COO, supported by the Head of FRM.

7.3. The organisational management and governance structure of STFC H&S is detailed in the UKRI & STFC SHE Management [chart](#) which also demonstrates governance beyond STFC to UKRI level.

7.4. The Fire Safety Steering Group (FSSG) has been established and overseen by the Head of FRM to review and provide oversight of FRM policy, arrangements and technical guidance, as required. The FSSG is made up of the organisation fire safety specialists, safety representatives from all STFC sites⁶ and individuals in safety facing roles within departments.

7.5. Most of the technical input into policy, arrangements and technical guidance will be provided by STFCs dedicated fire safety specialists, with support from the wider FSSG who will play a key part of the review process and endorse policy. Following FSSG scrutiny, Trade Union (TU) engagement and consultation will be undertaken ahead of endorsement at the STFC Health & Safety Management committee, chaired by the COO who is ultimately responsible to the EC for putting appropriate safety arrangements in place. Further stakeholder engagement will be conducted as necessary.

7.6. Assurance of FRM will be provided at various junctures. The Head of FRM and Fire Safety Managers will provide departments and directors with assurance both routinely and through the quarterly department SHE Committees. Further assurance will be provided to the Heads of Site regarding department performance and legislative compliance, which will in turn feed assurance at the STFC Health & Safety Management committee where the Head of FRM will report STFCs collective position to the senior DH with safety delegations for upward briefing to the EC and beyond as necessary.

7.7. Department directors are expected to conduct further assurance activity at department level for ongoing FRM through the DSCs, BFCs, FWs and line management to ensure that FRM policy is being followed to be able to provide assurance to Heads of Site and the COO regarding FRM compliance.

7.8. Any urgent or serious fire risks will be governed as appropriate. The Head of FRM will co-ordinate with liaison between DSCs, directors and heads of site. Further dialogue between exec directors with department responsibilities and the COO as required to ensure effective situational awareness and to ensure that DHs are aware of significant risks to enable appropriate management and mitigation.

⁶ RAL, DL, ROE, CBO, BM.

8. Fire Codes

8.1. The following fire codes are a series of documents to provide further detailed policy and technical guidance regarding specific factors and areas of fire risk management. The library will be updated and linked from this main document as new codes are produced and implemented. Fire Policy and Codes can be found following this [link](#).

Fire Code No	Subject	Version Number
1	General Fire Precautions	1.0
2	Management of Fire Risk Assessments	1.0
3	Fire Emergency Planning	1.0
4	Maintenance, Testing & Inspections	1.0
5	Fire Safety Training	1.0
6	Hot Works Policy	1.0
7	Personal Emergency Evacuation Plans (PEEPS)	1.0
8	Fire Safety in temporary structures	1.0

***If box is greyed out this Fire Code is currently being drafted and will be linked from this document when available.**

Roles and Responsibilities of STFC Chief Operating Officer

Role

1. The role of Chief Operating Officer (COO) in relation to Fire Risk Management (FRM) is to, on behalf of the Executive Chair, ensure that adequate FRM systems are in place to effectively manage fire risks and provide assurance that STFC are complying with relevant fire safety legislation, regulations and best practice as far as reasonably practicable and to escalate risks to UKRI level as appropriate. This role is a senior Duty Holder (DH) role within STFC.

Responsibilities

2. The COO shall:
 - 2.1. Ensure that a competent person is appointed⁷ to ensure that preventative and protective fire safety measures are in place across STFC. The STFC Head of FRM is appointed to undertake this role supported by other fire safety professionals whose responsibilities are detailed in Annexes B & C.
 - 2.2. Ensure sufficient resources are made available as far as practicable to ensure the FRM team can function effectively and deliver as per defined in STFC FRM policy.
 - 2.3. Provide assurance to the Executive Chair (EC) that there is an effective Fire Risk Management System (FRMS) in place and that it is functioning effectively.
 - 2.4. Provide assistance and support for any significant fire risks that need to be raised to exec level, working with other DHs to manage and mitigate risks.
 - 2.5. Escalate any significant risks to the EC or to UKRI dependant on the significance for further dialogue and action.
 - 2.6. Ensure that heads of site are appointed and seek assurance through the STFC SHE Management Committee that DHs⁸ are meeting their responsibilities as detailed in Annex D.
 - 2.7. Ensure that a director of estates is appointed and ensure they are fulfilling their role and responsibilities detailed in Annex E.
 - 2.8. Ensure that a head of Fire Risk Management is appointed and ensure they are fulfilling their role and responsibilities detailed in Annex B.
3. All appointments detailed should be made in writing and recorded on the STFC SHE directory.

Role Training/Briefing Requirements

4. To ensure competency for this role the COO is to arrange a briefing within 4 weeks of taking up the role with the Head of FRM and ensure regular updates thereafter at periods not exceeding a 3 monthly frequency⁹.

⁷ To satisfy article 18 of the Regulatory Reform (Fire Safety) Order 2005.

⁸ Such as Heads of Site, Department directors and the heads of estates and FRM.

⁹ Routinely these updates will be via the STFC Health & Safety Committee.

Roles and Responsibilities of STFC Head of Fire Risk Management

Role

1. The role of Head of Fire Risk Management (FRM) is to act as the senior appointed Competent Person under article 18 of the Regulatory Reform (Fire Safety) Order 2005, to assist Responsible Person(s) and Duty Holders with the implementation of preventative and protective measures relating to FRM. Ultimately supporting STFC's Exec Chair and Chief Operating Officer (COO) and any other Duty Holders to ensure that STFC activities are compliant with applicable Fire Safety Legislation, Guidance and Best Practice as far as reasonably practicable. This role is a Duty Holder (DH) role within STFC.

Responsibilities

1. Accountable for provision of competent advice to STFC Exec Chair, COO and other Duty Holders relating to fire risk management and in supporting the governance and assurance of the STFC Fire Risk Management System (FRMS) that functions across all STFC sites. Responsible for ensuring that fire risks are escalated to relevant duty holders as required and recorded and managed on CGR where necessary.
2. Develop and deliver STFC's Fire Risk Management Strategy and ensure this is implemented across all STFC sites. Ensure that the strategy is updated and maintained to reflect UKRI, STFC and Legislative requirements.
3. Accountable for developing, reviewing, implementing and the ongoing management of Fire Risk Management policy and technical guidance across STFC to ensure the latest legislation, guidance and best practice has been adopted and integrated.
4. Provide Assurance and support to UKRI, the Executive Chair and COO, and other Senior Duty Holders and Directors regarding the ongoing performance of the STFC Fire Risk Management System and highlight any significant issues or shortfalls.
5. Attend the STFC SHE Management Committee and prepare associated reports and information for action and/or consideration. Act as Chair for the Fire Safety Steering Group and member of STFC Consultation Committee.
6. Increase awareness and understanding of fire risk management at a strategic level through engagement with internal and external stakeholders to positively influence culture, behaviours and continuous improvement regarding fire risk management across the organisation.
7. As STFC's senior fire risk management Subject Matter Expert act as primary focal point for any engagement with Fire Authorities (Regulatory bodies) regarding post fire investigations or any enforcement action.
8. Accountable for ensuring that a suitable system is in place for the conducting and management of FRAs on behalf of UKRI and other Duty Holders within STFC. Working within budget constraints and procurement processes ensure that due diligence is conducted on any external FRA providers.

9. Act as technical author and standard owner of the STFC Fire Safety Design Standard and ensure it is updated to reflect any legislative or regulatory change. Ensure the standards are met for applicable projects and that any deviation from the standard is escalated accordingly.
10. Act as the technical fire safety lead for capital/major projects across STFC ensuring adequate support and resources are provided where available to support estates and departments in regard to building regulations compliance (fire safety). Provide fire safety advice to projects commensurate with your qualifications and experience. Assist in the process of building handover prior to acceptance to ensure required standard have been met, passive and active measures are in good order and active systems are operational. Ensure that sufficient Regulation 38 information has been provided.
11. Accountable for provision of suitable Fire Safety training to ensure legal requirements are met and that personnel with fire safety responsibilities are trained to undertake their roles.
12. Facilitate cooperation and coordination regarding fire Risk Management matters across the organisation and lead continuous improvement processes.
13. Accountable for ensuring that all Fire incidents, fire false alarms and related near misses and unsafe conditions are investigated and documented on Evotix. Support dialogue at a strategic level to ensure that actions and lessons are articulated to the relevant persons to support continuous improvement.
14. Manage the Fire Risk Management Team effectively and ensure that individuals are competent to undertake their roles and responsibilities and facilitate CPD in support of development. Develop the required resourcing plans for continued effective delivery of Fire Risk Management across all STFC sites.
15. Provide support to UKRI Health & Safety lead regarding Fire Safety policy and guidance at UKRI level. Act as member on the UKRI H&S Working Group.

Role Competency Requirements

Qualifications

16. The minimum qualifications required to undertake the FSM role is **the Level 5 Fire Engineering Design** to support capital project works as well as previously undertaking the **Level 4 Diploma in Fire Safety (Fire Auditors)**.
17. Due to the requirement to develop and deliver fire safety training courses postholder must hold a Level 3 training or teaching qualification such as the Level 3 Award in Education and Training (AET) or equivalent such as PTLSS.

Professional Body Membership

18. Fire Safety Professionals are to hold membership at Member grade with either the Institute of Fire Safety Managers (IFSM) or Institute of Fire Engineers (IFE).

Experience and CPD

19. Individuals must be able to demonstrate experience in fire risk management and are required to undertake relevant CPD associated with the role. A minimum of 25 hours per year or 75 Hours over 3-year period with 50% being formal CPD. More details on CPD can be found on the [IFSM website](#).

Roles and Responsibilities of Fire Safety Managers & Fire Safety Advisors

Fire Safety Manager Role

1. The role of the Fire Safety Manager (FSM) is to support the Head of Fire Risk Management and STFC duty Holders in delivering competent advice as required under article 18 of the Regulatory Reform (Fire Safety) Order 2005. Key to the role is ensuring that STFCs Fire Risk Management System (FRMS) is implemented, and key functions are delivered within their area of responsibility to assist with compliance with applicable Fire Safety Legislation, Policy, Guidance and Best Practice as far as reasonably practicable.

Fire Safety Manager Responsibilities

2. Provide fire safety advice and guidance to Directors, Department Safety Contacts, Building Fire Co-ordinators and other key personnel in respect to fire safety legislation and its implementation as part of the STFC Fire Risk Management System. Assist departments in relation to managing fire risks using department risk registers.
3. Assist with the development and implementation of the STFC's Fire Risk Management Strategy and objectives.
4. Responsible for supporting the development, review and implementation of STFC Fire Risk Management Policy and technical guidance within your area of responsibility.
5. Provide assurance and support to Heads of Site and other Directors regarding site and departmental performance in relation to Fire Risk Management. Attend Site and department Safety Management committees and forums and prepare associated reports and information for action and/or consideration.
6. Promote a positive fire risk management culture and support continuous improvement in process to achieve greater protection of STFC's people and assets.
7. Increase awareness and understanding of fire safety through engagement with internal and external stakeholders to positively influence culture, behaviours and continuous improvement on fire risk management across the organisation.
8. Develop and maintain good working relations with the local Fire & Rescue Service (FRS) relative to each site with your Area of responsibility as well as site emergency controllers, emergency response and alarm investigation teams and other agencies. Facilitate familiarisation and planning visits with local FRS crews in line with requirements within Fire Code 3 - Fire Emergency Planning.
9. Ensure that a FRA review programme is in place for buildings within your area of responsibility in line with requirement within Fire Code 2 - Management of Fire Risk Assessments.
10. Develop and manage a fire evacuation drill programme for occupied buildings within your area of responsibility to test and evaluate evacuation procedures. Produce reports to document good practice/performance, identify areas of improvements and remedial action where required. Ensure remedial actions are tracked to closure.

11. Provide technical fire safety advice regarding Building Regulations compliance for new build projects, refurbishments and changes of use commensurate with your competency, qualifications and experience. Assist in the building handover process prior to STFC acceptance to ensure required standards have been met, passive and active fire protection measures are in good order and are fully operational. Ensure that sufficient Regulation 38 documentation has been provided and verified.
12. Ensure that a fire safety training programme is developed and delivered within your area of responsibility, working with Directors and other Duty Holders to ensure relevant persons receive the required fire safety training commensurate with their role. Assist with the development of fire safety training course content and materials and deliver training as required.
13. Ensure that there is a local fire safety audit programme to confirm Fire risks are being managed effectively and in line with STFC policy and guidance and that fire risks are as low as reasonably practicable.
14. Engage and support Department Directors, Building Fire Co-ordinators and others to ensure that fire safety is managed effectively, and, that appropriate control measures are in place and that they are fully implemented.
15. Responsible for ensuring that all fire incidents, fire false alarms, related near misses and unsafe conditions within your area of responsibility are investigated and documented on Evotix. Support dialogue to ensure that actions and lessons are articulated to the relevant persons to support continuous improvement.

Role Competency Requirements

Qualifications

The minimum qualifications required to undertake the FSM role is **the Level 4 Diploma in Fire Safety (Fire Auditors)** or equivalent as well as previously undertaking the **Level 4 Certificate in Fire Safety (Fire Auditors)** or equivalent.

Due to the requirement to develop and deliver fire safety training courses postholder must hold a Level 3 training or teaching qualification such as the Level 3 Award in Education and Training (AET) or equivalent such as Preparing to Teach in the Life Long Learning Sector (PTLLS).

Professional Body Membership

Fire Safety Professionals are to hold individual membership at Member grade with either the Institute of Fire Safety Managers (IFSM) or Institution of Fire Engineers (IFE).

Experience and CPD

Individuals must be able to demonstrate experience in fire risk management and are required to undertake relevant CPD associated with the role. A minimum of 25 hours per year or 75 Hours over 3-year period with 50% being formal CPD. More details on CPD can be found on the [IFSM website](#).

Fire Safety Advisor Role

16. Fire Safety Advisors (FSAs) provide support to the Head of Fire Risk Management via the respective Fire Safety Manager for provision of competent advice as required under Article 18 of the Regulatory Reform (Fire Safety) Order 2005. Core to the role is the provision of effective fire safety advice and guidance, management and delivery of key functions such as Fire Risk Assessments, training and emergency planning all in direct support of delivering an effective Fire Risk Management System (FRMS).

FSA Responsibilities

17. Provide fire safety advice to staff, tenants, contractors, visitors and facility users in respect to fire safety legislation and its implementation as part of the STFC Fire Risk Management System.
18. Support the Implementation of the STFC Fire Risk Management Strategy and objectives.
19. Support the review and implementation of STFC Fire Risk Management policy, technical guidance and the development of working processes and practices in support of the STFC Fire Risk Management System.
20. Provide assurance and support to Department Directors regarding department performance in relation to Fire Risk Management. Attend department safety management committees and forums and prepare associated reports and information for action and/or consideration.
21. Engage, mentor and develop Building Fire Co-ordinators (BFCs) and department line managers to ensure that fire safety is managed effectively at department and building level. This includes audit and assurance activity during departmental safety tours and on an ad hoc basis to measure performance.
22. Manage Fire Risk Assessments (FRAs) within your defined area of responsibility and work with external fire safety consultants and stakeholders to facilitate visits and provide local technical advice in support of the FRA process. Work with BFCs, Departments, Estates and other stakeholders to ensure that action plans are managed effectively and closed out in a timely manner.
23. Undertake regular FRA reviews to ensure that the controls detailed in FRAs remain effective, and issues or deficiencies arising from such reviews are tracked and addressed in a timely manner. Ensure that in the event of significant change, a fire or serious occurrence that the adequacy of the FRAs is assessed and renew where required.
24. Assist with the delivery of the fire evacuation drill programme for occupied buildings which is developed to test and evaluate fire evacuation procedures. Produce reports to identify areas of improvements, actions and document good practice/performance where applicable. Ensure actions are tracked to closure.
25. Provide technical fire safety advice regarding for Building Regulations compliance for minor projects, refurbishments and changes of use commensurate with your qualification and experience. Assist in the building handover process prior to STFC acceptance to ensure required standards have been met, passive and active fire protection measures are in good order and are fully operational. Ensure that sufficient Regulation 38 documentation has been provided and verified.

26. Assist with the development and delivery of Fire Safety Training including Fire Awareness Training, Fire Warden Training, Building Fire Co-ordinator Training, Training for those attending Fire Alarm activations and Practical Fire Extinguisher Training.
27. Assist in maintaining a comprehensive team of trained building wardens and BFCs for sites within your Area of Responsibility (AOR) and ensure that training exercises are undertaken with the site's Security Team and any response teams. Provide support to wider exercises involving Emergency Controllers and during planned site emergency exercises.
28. Liaise, support, and advise the STFC Estate's Compliance Team to ensure that programmed maintenance of fire safety equipment is carried out in accordance with approved Codes of Practice and that accurate records are maintained.
29. Conduct investigations of reported fire incidents, fire false alarms and related fire near misses and unsafe conditions in a manner proportionate to the assigned risk level. Document investigations in STFC's incident reporting system (Evotix) ensuring that they are investigated, and root cause(s) of incidents are identified to drive continuous improvement and minimise likelihood of reoccurrence.
30. Ensure that fire signage and fire safety equipment, including fire extinguishers, are appropriately located. Ensure that Fire Information folders and packs held in buildings and those held by security and local Fire & Rescue services are updated and maintained.
31. Assist with the delivery of Fire Safety audit activity to ensure Fire risks are being managed effectively and in line with STFC policy and guidance and that fire risks are as low as reasonably practicable.

FSA Competency Requirements

Qualifications

The minimum qualifications required to undertake the FSA role is **the Level 4 Certificate in Fire Safety (Fire Auditors)** or equivalent.

Due to the requirement to develop and deliver fire safety training courses postholder must hold a Level 3 training or teaching qualification such as the Level 3 Award in Education and Training (AET) or equivalent such as Preparing to Teach in the Life Long Learning Sector (PTLLS).

Professional Body Membership

Fire Safety Professionals are to hold individual membership at Member grade with either the Institute of Fire Safety Managers (IFSM) or Institution of Fire Engineers (IFE).

Experience and CPD

Individuals must be able to demonstrate experience in fire risk management through and are required to undertake relevant CPD associated with the role. A minimum of 25 hours per year or 75 Hours over 3-year period with 50% being formal CPD. More details on CPD can be found on the [IFSM website](#).

Roles and Responsibilities of Head of Site

Role

1. The role of Head of Site in relation to Fire Risk Management (FRM) is to, on behalf of the Chief Operating Officer (COO), provide oversight of the management of fire risks at a site level, seeking assurance from department directors and the Head of FRM and Fire Safety Managers that fire risks are being managed effectively and in line with the Fire Risk Management System (FRMS). This role is a Duty Holder (DH) role within STFC.

Responsibilities

2. The Head of Site shall:
 - 2.1. Maintain oversight of FRM matters for their respective site, chairing the site SHE Management Committee which encompasses FRM, seeking assurance from the Head of FRM, Head of Estates and department directors that fire risks are being managed effectively in line with STFC policy and guidance. Raise any issues to the STFC SHE Management Committee as necessary.
 - 2.2. Co-operate and co-ordinate with the Head of FRM, department directors and exec directors to ensure sufficient risk management of any significant fire risks that arise, escalating to the EC via the COO as necessary.
 - 2.3. Ensure that fire emergency plans are in place to effectively manage a fire incident, as per the requirements articulated within **Fire Code 3 - Fire Emergency Planning** and wider major incident plans covered in **Safety Code 42 Emergency Preparedness and Response**. This includes but is not limited to:
 - 2.3.1. Defining the management organisation and arrangements in the event of a fire emergency, ensuring that individuals are formally appointed and trained to sufficiently to conduct the roles expected of them.
 - 2.3.2. Contact details for local emergency services, regulatory authorities, other external responders and internal resources that would be required in the event of an emergency.
 - 2.3.3. Ensuring specific standard operating procedures are in place for investigating fire alarm activations and reports of fires. This should include internal response and how we facilitate access for primary responders (such as the fire & rescue service) in support of incidents.
 - 2.3.4. Links to related emergency plans such as business continuity, communications, media plans, etc.
 - 2.3.5. Ensuring that a major fire incident exercise is undertaken on a 3 yearly basis to exercise site emergency plans. More frequent local level exercising/drills should be conducted as detailed in Fire Code 3 - Fire Emergency Planning and assurance sought from the Head of FRM that this is being conducted.

Role Training/Briefing Requirements

3. To ensure that these responsibilities are fully understood and to allow for any questions to be answered for this role the Head of Site is to arrange a briefing within 6 weeks of taking

up the role with the Head of FRM and ensure regular updates thereafter at periods not exceeding 3 monthly frequencies¹⁰.

¹⁰ Routinely these updates will be via the respective site safety committees.

Roles and Responsibilities of Director of Estates

Role

1. The role of Director of Estates in relation to Fire Risk Management (FRM) is to, on behalf of the COO, provide safe, legal and compliant infrastructure that is maintained in line with applicable legislation, regulations and relevant standards. This includes specifically the maintenance and management of structural fire safety elements and systems working with other Duty Holders (DHs) to achieve compliance, and the design and construction of/within buildings.

Responsibilities

2. The Directors of Estates shall:

- 2.1. In relation to maintenance of active and passive fire safety systems they shall:

- 2.1.1. Ensure that fire safety systems and elements of structure are suitably tested and maintained in accordance with **Fire Code 4 - Maintenance, Testing & Inspections**, which provides STFC policy and technical guidance for maintenance of fire safety systems and structural elements regarding fire safety.

- 2.1.2. Ensure that there are systems in place to report any issues significant issues identified during maintenance¹¹ to the FRM team and Building Fire Co-ordinators to allow for an assessment of the risk presented and any required mitigation or escalation. Equally if any fire safety system fails outside of maintenance periods once reported to estates, the FRM team should be contacted to obtain advice and they can ensure relevant persons are informed and mitigations where possible are enacted.

- 2.1.3. Ensure that records for any inspections and testing are made readily available to both the FRM team and regulatory authorities as well as any other internal or external parties who may require these documents such as fire risk assessors, maintenance providers or department personnel.

- 2.1.4. Ensure that those conducting maintenance are suitably qualified and experienced to conduct the tasks that they are undertaking. They are responsible for ensuring that any contractors hold appropriate qualifications, experience and for some cases appropriate 3rd party accreditations as part of the due diligence process.

- 2.1.5. Ensure that any statutory maintenance that can-not be completed due to access issues is escalated to other DHs at the earliest juncture to allow resolution. The Head of FRM should be notified of any significant maintenance shortfalls caused by this to ensure risks are managed effectively.

- 2.2. In relation to projects they shall:

- 2.2.1. Ensure that fire safety is considered when designing or refurbishing buildings to ensure compliance with building regulations and that STFC fire design standards

¹¹ For example, a failure or partial failure of a system.

are followed as far as possible by estates project management staff. They must ensure that any deviation from STFC fire design standards follow the formal derogation process to ensure any associated risks are understood and signed off at the appropriate level.

- 2.2.2. Ensure that all estates projects that have an impact on fire safety ensure consultation with the FRM team. The Head of FRM is the initial focal point for all projects. Following assessment of the complexity of the project a suitably qualified member of the FRM team will be assigned as project lead to work with estates project teams and external parties.
 - 2.2.3. With the support of the Head of FRM ensure that all buildings have suitable fire strategy documents and that project managers work to these, ensuring that they are updated when any changes are made to infrastructure or fire safety systems.
 - 2.2.4. Ensure that project managers consult fire strategies at the earliest juncture when refurbishing any part of a building and that fire strategy drawings are kept up to date and managed consistently across the STFC estate.
 - 2.2.5. Ensure that any estates-controlled projects, modifications/disablement of fire safety systems or emergency access routes are fully communicated in good time to ensure that site emergency plans can be updated, and changes can be communicated to relevant persons to minimise impact in the event of an emergency. The FRM team will provide specialist advice on the impact of disabling fire alarm systems and support the estates isolation permit system.
- 2.3. They should, as far as reasonably practicably, ensure co-operation and coordination with other DHs in discharging the duties and responsibilities below. This role is a Duty Holder (DH) role within STFC.

Role Training/Briefing Requirements

- 3. To ensure that these responsibilities are fully understood and to allow for any questions to be answered regarding this role the Head of Estates is to arrange a briefing within 6 weeks of taking up the role with the Head of FRM and ensure regular updates thereafter at periods not exceeding 3 monthly frequencies.

Roles and Responsibilities of Department Directors

Role

1. In respect of Fire Risk Management (FRM), Department Directors are accountable for activities undertaken within buildings or parts of buildings¹² under their control and for personnel including visitors within their respective departments. They are also responsible for ensuring that fire safety policy is followed and making key appointments within their departments.

Responsibilities

2. Department Directors shall:

- 2.1. Ensure that they appoint:

- 2.1.1. Suitable Building Fire Co-ordinators (BFCs) for all buildings or parts of buildings occupied and operated by the respective department.

- 2.1.2. Fire Wardens (FWs) for all buildings or parts of building occupied and operated by the respective department. Number of FWs for each area/building will be determined with assistance from the Fire Risk Management (FRM) team.

- 2.1.3. Hot Works Coordinators to assist with the management of any hot works within the respective department.

- 2.2. Ensure that activities within buildings or parts of buildings within their Area of Responsibility (AoR) are conducted safely and in adherence with the general fire precautions within **FC01 - General Fire Precautions** and other related Safety codes.

- 2.3. Ensure that any locally purchased systems or equipment¹³ that is not maintained by estates, is tested and maintained as per requirements set out in **Fire Code 4 - Maintenance, Testing & Inspections** or as detailed in manufacturer's instructions.

- 2.4. Ensure that they seek assurance, through department quarterly SHE meetings, that monthly fire safety inspections are being conducted in buildings within their AoR. Further Details regarding these inspections, carried out by Building Fire Coordinators/Fire Wardens can also be found in **Fire Code 4 - Maintenance, Testing & Inspections**.

- 2.5. Ensure that buildings within their AoR have up to date Fire Risk Assessments (FRAs) and actions are being tracked. All occupied buildings should also have a fire drill at least annually and assurance that these have been conducted should also be sought. The FRM team will assist with providing details regarding FRAs and fire drills.

- 2.6. Ensure that any projects within buildings within their respective AoR consider Fire Safety provision. Any change of use, change of occupancy, increase in fire risk,

¹² Where a department occupies only part of a building, the department director is only responsible for the area under their control.

¹³ Such as a locally procured Uninterrupted Power Supply (UPS) unit.

changes to equipment or layout that may affect fire safety equipment or escape routes must be communicated with the FRM team to ensure the Fire Strategy or Fire Risk Assessments can be updated as necessary and for appropriate FRM advice to be provided.

2.7. Ensure, through line management arrangements, that all personnel within their respective department undergo fire inductions for the buildings they routinely operate within and other relevant fire safety training as determined in **Fire Code 5 - Fire Safety Training**.

2.8. They should, as far as reasonably practicably, ensure co-operation and coordination with other DHs in discharging the duties and responsibilities below.

3. This role is a Duty Holder (DH) role within STFC.

Role Training/Briefing Requirements

4. To ensure that these responsibilities are fully understood and to allow for any questions to be answered for this role, Department Directors are to arrange a briefing within 6 weeks of taking up the role with the Head of FRM and ensure regular discussions thereafter at periods not exceeding 12 monthly frequencies.

Role and Responsibilities of Building Fire Co-ordinators

Role

1. The role of Building Fire Co-ordinator (BFC) is important as the persons in these roles are much closer to the day-to-day activities in specific buildings/departments than the STFC FRM team. Individuals are to be assigned by their respective Dept Directors and appointed formally in writing via the SHE directory once any training for the role has been completed.

Responsibilities

2. Act as the initial focal point for fire safety matters in your appointed buildings within your area of responsibility. Dependant on your knowledge and experience deal with matters or seek guidance from the FRM team.
3. Communicate any fire safety issues or notices to building occupants including any routine maintenance of Fire Safety systems. Equally bring any Fire Safety matters to the attention of the FRM team such as any issues with Fire Safety systems, building alterations, temporary closing fire exits for works, etc.
4. Working with Directors, DSCs and the FRM team ensure there is sufficient provision of Fire Wardens for the building.
5. Assist the FRM team with the coordination and conducting of fire drills.
6. Act as focal point regarding the buildings Fire Risk Assessment (FRA) by:
 - 6.1. Assisting with the facilitation of the FRA visit and coordinating building occupants to ensure all areas (barring areas specifically under estates control) are accessible to the Fire Risk Assessors.
 - 6.2. In consultation with the FRM team ensure that actions arising from FRAs are closed in a timely manner.
 - 6.3. Where identified, assist with the implementation of any risk mitigations until FRA actions can be closed fully.
 - 6.4. Act as focal point between department senior management, DSCs and building users regarding any significant findings identified in the FRA.
 - 6.5. Work collaboratively with the FRM team in any review of the FRA.

- 6.6. Bring to the attention of the FRM team any circumstances which may cause the need for a review of the FRA¹⁴.
7. Act in a proactive manner in relation to general fire safety precautions and address issues with line management escalating as necessary if they cannot be resolved locally.
8. Conduct Regular routine fire safety inspections which include:
 - 8.1. Fire Escape Routes
 - 8.2. Final Fire Exits
 - 8.3. External Fire Exit Routes
 - 8.4. Fire Doors
 - 8.5. Fire Extinguishers
 - 8.6. General fire safety housekeeping
9. Inspections will be recorded via a Microsoft form that will automatically upload to a SharePoint site on completion and audited by the FRM team periodically. Any remedial actions that cannot be rectified swiftly are to be reported through the estate's helpdesk (for repairs) or Evotix (where there is a risk that need recording/tracking and potentially investigating).

Role Training Requirements

10. To ensure competency for this role Individuals must complete the STFC BFC course which is delivered by the FRM Team. This competency lasts 3 years and must be repeated.

¹⁴ Circumstances such as: If a new fire risk is introduced, there is a change of use within the building, there is a significant change in occupancy, a fire or significant near miss occurs, there are changes to the building that may affect fire systems or means of escape. This list is not definitive and if in doubt liaise with the FRM team.

Roles and Responsibilities of Building Fire Wardens

Role

1. The role of building Fire Warden (FW) is a proactive and reactive role regarding Fire Risk management (FRM). The main role is reactive in the event of a fire alarm sounding or fire to assist in the evacuation of building and assisting with the management of an incident. Their proactive role is assisting with management of fire risks within their Area of Responsibility (AoR), by helping to implement the general fire precautions to keep buildings and occupants safe from fire.

Responsibilities

2. Act in the event of a fire or the activation of the fire alarm system in accordance with training received and the guidance within **Fire Code 3 - Fire Emergency Planning**.
3. Supporting the Building Fire Co-ordinator, communicate any fire safety issues or notices to building occupants. Equally bring any Fire Safety matters to the attention of the Building Fire Co-ordinator (BFCs) or in their absence to the FRM team such as any issues with Fire Safety systems, building alterations, temporary closing fire exits for works, etc.
4. Act in a proactive manner in relation to general fire safety precautions and address any issues or concerns working closely with BFCs and local line management, escalating as necessary if issues cannot be resolved locally.
5. Dependant on department arrangements, assist with the conducting of regular routine fire safety inspections which includes:
 - 5.1. Fire Escape Routes
 - 5.2. Final Fire Exits
 - 5.3. External Fire Exit Routes
 - 5.4. Fire Doors
 - 5.5. Fire Extinguishers
 - 5.6. General fire safety housekeeping
6. Inspections will be recorded via a Microsoft form that will automatically upload to a SharePoint site on completion and audited by the FRM team periodically. Any remedial actions that cannot be rectified swiftly are to be reported through the estate's helpdesk (for repairs) or Evotix (where there is a risk that need recording/tracking and potentially investigating).

Role Training Requirements

7. To ensure competency for this role Individuals must complete the STFC FW course which is delivered by the FRM Team. This competency lasts 3 years and must be repeated.