relevant information (including updates) distributed to Colleges / Services as necessary. CS will also make copies available to the Fire & Rescue Service as appropriate.

NOTE: It is planned BRFAs, updates and relevant fire risk assessment data will be input onto the CS data management system.

1.4

1.12   Post Fire Incident / Fire Alarm Activation Investigations

Multiple, unexplained fire alarm activations will be investigated by a Competent Person with necessary remedial action taken immediately to ensure no further false activation occurs.

CS will report all fires to central Health Safety, investigating in conjunction with Health & Safety, fire incidents and Fire Alarm Activation Report Forms (as appropriate), taking action as necessary.

1.13   Fire Alarm Statistics

CS will collate and maintain monthly and annual, fires and fire alarm activations reports, distributing the information to relevant person(s) as appropriate.

1.14   Fire Detection and Notification Systems

CS will provide, maintain and inspect fire detection and notification systems within all University owned buildings. In addition, CS will ensure a Competent Person tests, inspects and maintains emergency systems in accordance with the following requirements (see 1.22 for summary of schedule):

Fire Alarm System:

<u>Every 3 Months</u> CS will ensure a Competent Person:

    i.   Checks entries in the Fire Log Book and any action taken.

    ii.   Examines / tests batteries (the back-up and secondary supplies) and their connections.

    iii.

        a.   Operating a detector or call point in rotation

        b.

        c.

Emergency Lighting:

<u>Every 6 Months</u> CS will ensure a Competent Person:

 i. Energises each self-contained luminaire and internally illuminated sign from its battery for 1 hour by simulating a normal lighting supply failure.

 ii. Visually examines the function of all luminaries and / or signs during this period.

 iii. Energises each central battery system from its battery for 1 hour by simulating a failure of the normal lighting supply.

 iv. Visually examines the function of all luminaries and / or signs during this period.

 v. Provides a service record to CS on completion.

1.18   Signage

CS will provide the following signs:

> *Fire Action Notices:* Provide and display Fire Action Notices in buildings as appropriate. Colleges / Services will be responsible for completing the details on these Notices.

> *Fire Exit / Assembly Point Signs:* Provide suitable and sufficient signs, replacing signs as required eg damage, changes in legislation.

1.19   Events & Special Licenses

CS, will support Colleges / Services arranging events to ensure their activities are compliant with capacity numbers with information regarding licensing requirements available from Commercial Services. As part of this process, CS will identify if adjustments are required with the fire detection / notification system, arranging for adjustments to be made by a Competent Person as necessary.

NOTE: CS will liaise with the Fire & Rescue Service