**Office of Health and Safety**

**Duties, processes and procedures**

**Building evacuation practices**

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**Document versions**

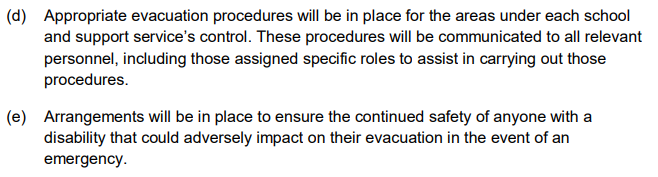
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| 1.00 | 14/03/2022 | Gary Wood (Health and Safety Adviser) |  |
| 1.01 | 22/06/2022 | Lead representative change - Haslett and Lockside buildings |
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| 1.06 | 05/03/2025 | Jackie Holmes (Health and Safety Technical Officer) | Updated lead contacts for several buildings along with the buildings currently mothballed. |
| 1.07 | 10/10/2025 | Jackie Holmes (Health and Safety Technical Officer) | Updated lead contacts for several buildings |

**1.0 Purpose of practices**

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) does not explicitly require organisations, as ‘responsible persons’ under RRFSO, to undertake evacuation practices at stipulated frequencies. Article 15 of the order does require procedures be in place for events presenting serious or imminent danger to individuals.

Whilst **every** fire alarm activation requiring resultant evacuation of the building that system serves is not due to events presenting serious or imminent danger, it is still important occupants of buildings respond accordingly to every fire alarm activation.

Below is an extract from section 3.11 of the university’s health and safety policy and the requirements of academic schools and support services in respect of fire safety management:

Periodic building evacuation practices therefore present an ideal opportunity to ensure the procedures developed and implemented by the academic school or support service continue to be effective, including through: -

* Those undertaking the roles of evacuation marshals and warden; and
* The responses of those occupying the building at the time of the practice.

These practices are also a mechanism for ensuring the effectiveness of respective building’s fire safety measures where responsibility is vested elsewhere including: -

* Fire alarm system audibility and visibility;
* Adequacy of means of escape;
* The availability and operation of exits and fire exits; and
* Reporting to the university’s control hub should emergency service attendance be required.

**2.0 Role of the Office of Health and Safety**

The Office of Health and Safety (OHS) acts as the lead coordinator of building evacuation practices across the university’s campus, including the management and retention of the reports arising from individual practices.

The OHS also: -

* Assists in the development, introduction, review and updating of procedures, both general principles and relating to specific buildings;
* Provides guidance and steer through observation during the practice and then in follow, primarily with the lead contacts for each building;
* Liaises with other personnel including colleagues within the Estates and Facilities where practices also target or highlight aspects with building infrastructure (e.g. fire detection and warning systems) or the response of campus support and/or security staff; and
* Assists with any the development and delivery of awareness or similar sessions, these typically being on a building-by-building basis.

**3.0 Frequency and timings of practices**

Individual practices take place twice-yearly – one during the **autumn term**, the other during the **spring term**. This increases the opportunity of students, especially new students in the autumn term, being involved and when the buildings are most likely to have greater occupancy levels and typical day occupant profile.

For academic buildings practices are typically timed to take place **at five-past an hour** to minimise disruption to individual lectures (i.e. during lecture cross-over periods) but still capture good building occupancy levels and profiles

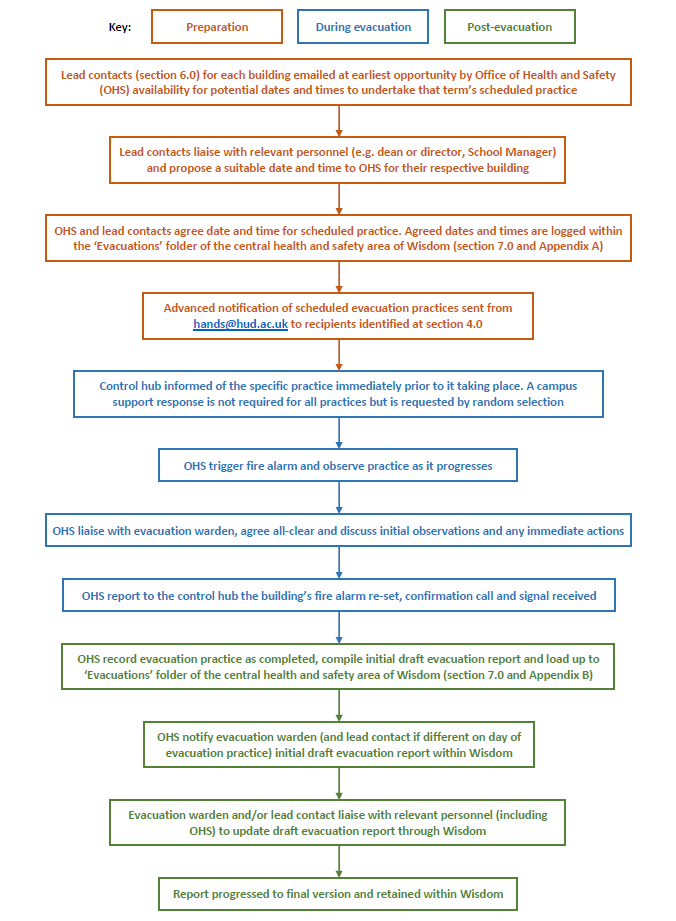
The following periods and specific days are **avoided**: -

* Graduation ceremonies; and
* University open days and applicant visit days.

**4.0 Advanced notification of practices**

The following receive advanced notifications of scheduled practices, no later than end of the working week prior to those practices taking place. The reasoning for the advanced notification is also provided.

|  |  |
| --- | --- |
| **Advanced notification recipient** | **Reasoning for advanced notification** |
| Combined Services Group (CSG) Supervisor | Ensure the re-instatement of systems (e.g. ventilation) interfaced with the respective building’s fire alarm system.  Provide general support (e.g. re-setting of fire alarm systems) if required. |
| CSG Manager |
| Security Manager | Ensure awareness for role and support provided during each practice and any subsequent unscheduled fire alarm activations.  Reduce the likelihood of any unwarranted actions during each practice (e.g. contacting the emergency services). |
| Assistant Security Manager |
| Control hub (estates.control@hud.ac.uk) |
| Executive Office Manager, Vice-Chancellor’s Office | To avoid any clash with relevant events or activities involving members of the university’s senior leadership team (e.g. VIP visits, meetings). |
| Campus Support Manager | To determine the extent of campus support involvement (e.g. taking account of shift patterns, previous opportunities for those on duty, coinciding with other activities having to take priority) and providing familiarisation and reinforcement of role opportunities. |
| Assistant campus support managers |
| Disability Office, Student Services (disability@hud.ac.uk) | To bring to the attention of students who’ve declared: -   * Health issues (e.g. anxiety, epilepsy) that can be triggered by exposure to unexpected, loud noises; and * Interest in being present during a practice as part of securing understanding of the arrangements in place for evacuations as part of their personal learning support plan. |

**5.0 Practices – process flowchart**

**6.0 Buildings and lead contacts**

|  |  |
| --- | --- |
| **Building** | **Lead contact(s)** |
| 3M BIC | Sally Connolly and Janine Downs |
| Atkinson Holt | David Bentley |
| Barbara Hepworth Building | Stephen Calcutt |
| Charles Sikes Building | Emi Chiu and Business, Education and Law Executive Support [sbel@hud.ac.uk](mailto:sbel@hud.ac.uk) |
| Cockcroft building | Darren Sugden, Jonathan Hinks and Michael Ginger |
| Daphne Steele | Kevin Riley and Andy Thompson |
| Harold Wilson Building | Kevin Riley, Fran Hinewright/Brian Culloten, Linda McKeown |
| Haslett Building | Darren Sugden, Dean’s Office team [sce.dean@hud.ac.uk](mailto:sce.dean@hud.ac.uk), Christian Young (CPT) |
| Jo Cox More in Common Centre | Lee Felvus and Muhammad Patel |
| Joseph Priestley East, South and West buildings | Michael Ginger, SAPP-admin-support email |
| Journalism, Media and Film Building | Julian Schofield and Stephen Calcutt |
| Laura Annie Willson | Martin Gargett, Darren Sugden, Dean’s Office team [sce.dean@hud.ac.uk](mailto:sce.dean@hud.ac.uk), Stephen Calcutt, Mark Wendl, Andrew Hebden |
| Lockside building | Lockside building currently mothballed – apart from the CPT lab on ground floor, this is linked with Haslett |
| Oastler Building | Lee Felvus, Emi Chiu, SBEL, Michelle Radford, Claire Aydogan, Tracy Wood, Shapna Ali, [Events@hud.ac.uk](mailto:Events@hud.ac.uk) |
| Queen Street Building | Michael Wrench |
| Percy Shaw Building | Building currently mothballed |
| Ramsden Building | Building currently mothballed |
| Richard Steinitz Building | Stephen Calcutt and Kevin Riley |
| Schwann Building | Circulation list within Office of Health and Safety mailbox |
| Sir John Ramsden Court | Joanne Ryan |
| Sir Patrick Stewart Building | Building currently mothballed |
| Spärck Jones Building | Darren Sugden, Dean’s Office team [sce.dean@hud.ac.uk](mailto:sce.dean@hud.ac.uk), Rebecca Marsden |
| Student Central | Circulation list within Office of Health and Safety mailbox |
| Sovereign Design House | Fiona Rotheray and Stephen Calcutt |

**7.0 Non-scheduled evacuations**

Where buildings encounter an evacuation outside of a scheduled practice, these are primarily recorded through the daily security log administered at the university’s control hub.

These evacuations can occur during the during the normal ‘working’ day, early morning, at evenings or weekends. Building occupancy levels could be significant, those typically expected through to minimal. Situations that can trigger a non-scheduled evacuation include: -

* Fault with the building’s fire alarm system;
* Inadvertent activation caused by an activity;
* Malicious activation; and
* Genuine activation – whether manual or automatic - due to an unwanted fire situation.

Dependant on the nature and time of the fire alarm activation the resultant evacuation may be brought to the attention of OHS during or in the immediate aftermath (e.g. by the respective lead contact for the affected building, colleagues within Estates and Facilities) or following review of the security log by the university’s Security Manager.

The follow up reporting process for building evacuation practices **does not apply** to non-scheduled evacuations **except** where it is agreed between OHS and the respective building’s lead contact the non-scheduled evacuation can replace an impending scheduled practice or where that practice has yet to be scheduled. The primary criteria for a non-scheduled evacuation replacing a scheduled practice is that evacuation: -

* Occurred when the building had both a good level and representative occupancy;
* Proceeded well with the building’s procedures being successfully implemented; and
* Can be recorded in the reporting format of that for scheduled practices.

Where a non-scheduled evacuation replaces a scheduled practice OHS will record this within the respective report.

**8.0 Evacuation reports – document management and retention**

Individual reports are managed and retained within ‘Evacuation’ folder of the ‘Evacuation and Assembly Points’ sub-class of the ‘Central-Health-and-Safety’ class and ‘Health-and-Safety’ function of Wisdom:

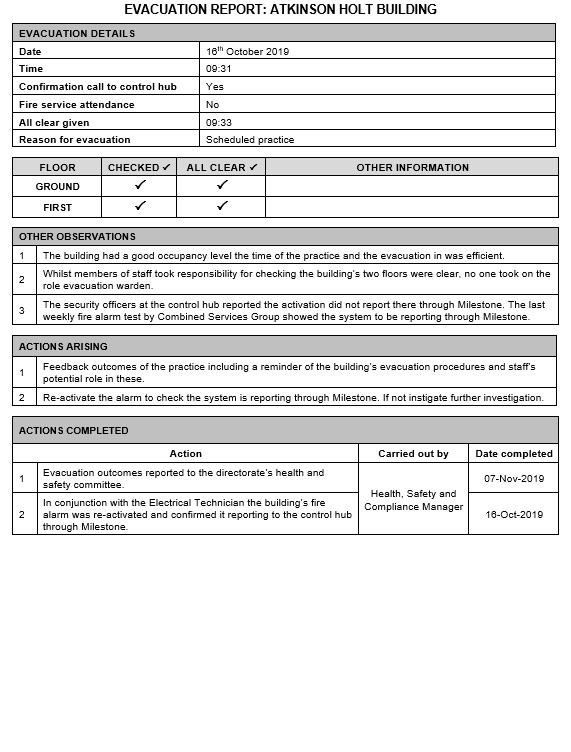
Text, application, chat or text message

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All reports attract a ‘5-plus-current-year’ retention period in accordance with the university’s [document retention and disposal schedule](https://www.hud.ac.uk/media/policydocuments/Retention-Schedule.pdf).

**Appendix A: example log of building evacuation practicesTable

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**Appendix B: example building evacuation report**