

Queen Mary University of London

Fire Safety Policy

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1.0 Executive Summary

1.1 Queen Mary University of London will ensure the safety and well-being of our employees, visitors, and assets from fire-related risks. This includes the development of this fire safety policy and the establishment of clear procedures for fire prevention, control, and management. This policy outlines our approach to preventing fires and effectively managing any fire-related emergencies that may arise. This policy will ensure we create a workplace where everyone feels secure and prepared in the event of a fire.

1.2 Queen Mary recognises fire as a major threat, not only to life, but also to our facilities, buildings, and activities. Even a small fire will create risk to life, property, and environmental damage and disrupt/compromise to normal business activities, including students' education.

1.3 The policy will ensure compliance with all legal standards, including but not limited to Regulatory Reform (Fire Safety) Order 2005 (as amended) (FSO). This policy replaces the previous Queen Mary Fire Safety Policy.

2.0 Introduction

2.1 This policy supports the implementation of the University Health and Safety Policy and uses the same Governance process described in the Health and Safety Policy document.

2.2 This policy outlines and describes the University's approach to:

- Ensuring legal compliance against legislative requirements.
- Undertaking fire risk assessments using recognised standards and codes of practices and other fire safety compliance activities.
- Fire prevention and protective measures.

3.0 Purpose

3.1 The fire safety policy aims to ensure the safety and well-being of all individuals within the premises in the event of a fire through:

- Clear guidelines and processes.
- Management arrangements, including the maintenance and testing of fire safety controls.
- Fire safety procedures for fire prevention, evacuation, and response to minimise the risk of fire-related incidents and to protect lives and property.
- Fire detection and evacuation procedures, including personal procedures for those who need assistance to evacuate.
- Defining clear roles and responsibilities so that those identified in this policy are aware of what is expected of them.
- A programme of inspections and audits, to ensure the systems operate compliantly and areas for improvement are identified.

4.0 Scope

4.1 The scope of this policy applies to all Queen Mary controlled buildings and occupied spaces, including:

- Temporary buildings.
- Marquees.
- Moveable structures.
- University leased space within third-party buildings. This also includes embedded spaces.

4.2 This policy details the framework and applies to all staff, students, visitors, contractors, and any other person using the Queen Mary premises.

4.3 Where Queen Mary occupies non-UK locations and has direct control of the premises, it is expected that comparable national fire safety legislation and guidance will be met. However, where these are unavailable, legislation and guidance for England should be adopted where appropriate.

5.0 Legislation

5.1 Fire safety legislation includes building codes, regulations, and standards that are designed to prevent and mitigate the impact of fires.

- Regulatory Reform (Fire Safety) Order 2005 (as amended) (FSO) - primary fire safety legislation in England and Wales. It focuses on fire prevention in all non-domestic premises and applies to all workplaces, teaching spaces, halls of residence, indoor and outdoor events at the University.
- Fire Safety England Regs 2022,
- Fire Safety Act 2021,
- The Building Safety Act 2022,
- Health and Safety at Work etc. Act 1974,
- The Management of Health and Safety at Work Regulations 1999,
- The Dangerous Substances and Explosive Atmospheres Regulations 2002,
- The Construction (Design and Management) Regulations 2015,
- The Building Regulations 2010,
- Fire and Rescue Services Act 2004,

6.0 Terms and Definitions

6.2 **Competent Person** - A person with the skills, knowledge, experience and appropriate behaviours to achieve a defined outcome.

6.3 **Dangerous Substance** –

- (a) A substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CLP Regulations;
- (b) A substance or preparation which because of its physio-chemical or chemical properties and the way it is used or is present in or on premises creates a risk;
- (c) Any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere.

6.4 **Duty Holder** – These are individuals who have defined roles under term 'Duty Holder' under the FSO. This could include, but is not limited to, Heads of Schools, Departments,

contractors and external consultants. Their duties are limited to the extent of their control over the premises.

6.5 Enforcing Authority – For the majority of Queen Mary premises, the enforcing authority will be London Fire Brigade (LFB). For buildings under construction and are not being occupied, the enforcing authority is the Health and Safety Executive, and those under construction/partially occupied, the enforcing authority is LFB. Please see Article 25 of the FSO for the definition of enforcing authority.

6.6 Fire Drill - Periodic test of the evacuation procedure and any other relevant actions.

6.7 Fire Risk - Combination of the likelihood of the occurrence of fire and consequence(s) likely to be caused by a fire.

6.8 Fire Safety Management - Task(s) carried out by a defined individual or individuals, with appropriate powers and resources to facilitate the correct operation, at all times, of all passive, active and procedural fire safety systems within a building.

6.9 Floor area, defined under three sizes-

- **Large Floor Area** - A floor served by more than two stair enclosures and more than 100 persons using the floor.
- **Medium Floor Area** - A floor served by two stair enclosures with more than 50 but less than 100 persons using the floor.
- **Small Floor Area** - Any floor served by a single stair enclosure with fewer than 50 persons using the floor.

6.10 General Emergency Evacuation Plan (GEEP) – A General Emergency Evacuation Plan, or GEEP, is a general plan that covers the evacuation procedures for the entire building. It contains evacuation procedures, fire safety equipment and communication systems.

6.11 Leases - In leased buildings, some of the responsibilities outlined below rest with the Landlord or Landlord's agent as the 'Responsible Person'.

6.12 Means of Escape - means whereby a safe route or routes in the event of fire is or are provided for persons to travel from any point in a building to a place of ultimate safety.

6.13 Personal Emergency Evacuation Plan (PEEP) - A Personal Emergency Evacuation Plan, or PEEP, is a bespoke escape plan for individuals who may have difficulties being alerted or evacuating a building to a place of total safety without support or assistance from others.

6.14 Relevant Person - Under the FSO, this means any person who is, or may be lawfully on the University's premises; and any person in the immediate vicinity of the premises who is at risk from a fire or explosion on the University's premises – this may include staff, students, visitors or member of the public on the street adjacent to the building.

6.15 Responsible Person - FSO Article 3 defines this as the employer who has control of the premises.

6.16 Place of Relative Safety - A place within a building or structure where, for a limited period of time, persons will have some level of protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum period of 30 minutes fire resistance and allow people to continue their escape to a place of ultimate safety.

6.17 Place of Ultimate Safety - In relation to premises, means a safe area beyond the premises.

6.18 Unusual means of escape - Anything other than a straightforward means of escape, for example, where the escape routes pass through other buildings, have long routes down or up other staircases and through passageways to street access, where there is additional travel to reach the fire assembly point etc.

6.19 Workplace - means any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee of the employer, as a place of work.

7.0 Roles and Responsibilities

7.1 The Principal (Responsible Person)

Ultimately, the Principal of the University, is responsible to the Council for all aspects of Health and Safety, (including fire safety). However, the size and complexity of the organisation means that the Principal delegates operational management responsibilities to others. The Principal has delegated to the Director of Health and Safety to produce and monitor the implementation of this Fire Safety Policy.

The Principal and Senior Executive Team (SET) shall authorise this policy to ensure they can satisfy the Council that it has been adequately implemented by Heads of Schools, Institutes and Directorates.

In their capacity as the Principal of Queen Mary University of London, they are the 'Responsible Person' under the FSO Article 3.

7.2 Director of Health & Safety

The Director of Health and Safety is responsible to the Principal for the planning, consultation and dissemination of the arrangements made within this Fire Safety Policy and for monitoring the adequacy of its implementation.

The Director of Health and Safety shall ensure that competent persons are available to provide advice, guidance and assistance on the University's fire risks, and this is available to management at all levels enabling them to formulate fire safety arrangements which are adequate for the University to discharge its legal duties and to ensure compliance under the FSO and other relevant legislation and standards.

They will ensure that Fire Risk Assessments (FRA) and other fire safety compliance-related activities are undertaken in Queen Mary occupied buildings.

They will also ensure that fire incidents are adequately investigated, relevant improvements are identified, and where significant issues are highlighted, bring these to the attention of the appropriate responsible stakeholders.

7.3 Director of Estates and Facilities

The Director of Estates and Facilities is responsible and holds the resources for maintaining the fire safety infrastructure, including, but not limited to, fire compartmentation, means of escape, fire alarm systems, emergency lighting, firefighting equipment and fire and rescue service facilities and access.

They are also the registered accountable person under Section 72 of the Building Safety Act 2022, which covers "higher-risk buildings" (residential buildings over 18 metres in height or with at least seven storeys and containing at least two residential units).

The Director of Estates and Facilities will ensure that:

- Appropriate fire standards, building regulations and best practice are used in the design for new buildings, the refurbishment of existing buildings and in the maintenance of existing and proposed alterations to the University's building infrastructure and facilities;
- Competent persons are appointed to provide sufficient advice, guidance and assistance on appropriate fire safety arrangements to be incorporated into the design and use of University buildings and areas of occupation within leased premises. In accordance with Article 18.8 of the FSO;
- Necessary funding and resources are put in place to allow for works identified by the Fire Risk Assessments (FRA) to be implemented within agreed timescales to meet the statutory obligations and, in particular, the fire risk management needs of the University.

7.4 Health and Safety Advisory Group (HSAG)

HSAG is the primary health and safety management group for Queen Mary and reports into SET. HSAG will monitor the implementation of the Fire Safety Policy and its associated policies and procedures. For further information on HSAG, please refer to: [Health and Safety Advisory Group - Health and Safety Directorate](#).

7.5 Head of Schools, Institutes and Departments

Head of Schools, Institutes and Departments are responsible for the fire precautions and safe management of fire risks in all workplaces under their authority and control. Heads are responsible for fire safety within the areas occupied by their school or department and for ensuring that departmental activities do not place staff, students, visitors or members of the public (Relevant Persons) at risk of injury from fire.

Heads have a duty to the Principal to ensure the following:

- Areas under their control and for which they have responsibility meet statutory and the University fire safety policies and procedures;
- That suitable and sufficient risk assessments dealing with hazardous materials and processes are carried out;

- Assist in maintaining the means of escape in case of fire and to ensure that it is available for use at all material times.
- Review and implement any fire safety remedial actions, that fall under their remit/control within agreed periods;
- Report any defects or deficiencies in structural fire safety measures, means of escape or fire detection systems in areas under their control via the appropriate channels.
- That training identified in this standard as a requirement for all staff and students is undertaken;
- Actively seek to promote fire safety awareness and good working practices;
- They provide sufficient and suitable numbers of fire marshals to cover holiday periods and all occupied hours, including hybrid working for the schools, departments or areas of responsibility;
- Appoint a safety coordinator to assist them in the creation, development, monitoring and review of the department's arrangements for safety, including the fire safety arrangements and statutory compliance;
- To take all reasonably practical steps to ensure the safety of persons (including visitors and those who may require assistance to self-evacuate) on the premises, in the event of a fire;
- Ensure that all students and visitors to their areas within the University are adequately supervised, in order to ensure that they comply with all fire safety requirements to protect themselves and others who might be affected by their acts or omissions;
- Where a School or Department shares premises with others, arrangements must be made to coordinate fire safety and emergency response measures and cooperate with the other occupants to ensure that all building users are aware of the fire safety arrangements and their responsibilities. This applies whether the other occupants are University employees / students or not. An accepted method of cooperating and communicating with other building users can be via building user group meetings (BUG's) and these can be arranged in consultation with Estates and Facilities;
- Ensure appropriate instructions, information and/or training for all staff and students within their remit have been provided on the actions to be taken in the event of fire.

7.6 Project Managers

Project Managers need to ensure that building projects are carried out in accordance with the latest version of the Construction (Design and Management) Regulations, Approved Code of Practice and Queen Mary University EMAPS. Project managers must ensure they liaise with the Fire Safety Operations Manager when work affects the fire safety arrangements and are responsible to the Director of Estates and Facilities.

7.7 Safety Coordinators

The duties in respect of fire for Safety Coordinators are:

- Assist the Head of department in ensuring that records of safety training, including induction and fire safety training, are kept for each member of staff and postgraduate students.
- In conjunction with the HSD (Fire Safety Team), ensure that suitable provision is made for the emergency evacuation of any persons requiring assistance in the Institute / School / Directorate or Department.

- Ensure, in conjunction with HSD (Fire Safety Team) and Head of department, that there are sufficient fire marshals for the Institute / School / Directorate or Department.

For further information detailing the role of the Safety Coordinator, please refer to Role of Embedded Safety Coordinator document on the [Health and Safety Directorate website](#).

7.8 Fire Marshals'

Fire Marshals' primary responsibilities in the event of the fire alarm sounding are to:

- Sweep their areas of responsibility to ensure that all persons are accounted for and are instructed to leave the premises immediately by the nearest available fire exit;
- Where training has been provided, act as 'trained staff' in the use and safety procedures for employing fire extinguishing equipment supplied in University premises, where safe and practical to do so;
- Identify, assist or report the location of any individual requiring assistance as necessary.
- Assist in identifying and reporting any day-to-day damage or problems with respect to the means of escape, firefighting equipment or other fire safety issues via the University's reporting system to ensure that suitable and relevant action is taken immediately or as soon as reasonably practicable after discovery.

Fire Marshals should undergo refresher training at intervals not exceeding three years. The fire marshals and their line management are responsible for monitoring this training requirement and informing the HSD (Fire Safety Team) if they are no longer taking on the fire marshal role.

~~The~~ HSD (Fire Safety Team) facilitates and delivers fire marshal training.

7.9 Staff and Students

The Principal requires all University staff and students to comply with the Fire Safety legislation and all measures set in place by the University and to ensure their safety with respect to fire. They must:

- Not interfere with or misuse anything, whether fire appliances, systems, building elements or systems of work provided by the University in the interests of fire safety;
- Take reasonable care of themselves and all others who may be affected by their acts and omissions;
- In the event of a fire alarm sounding in University occupied premises, all occupants are required diligently to evacuate the building as quickly as possible and may only re-enter upon the instruction of the University Security Officers or the Fire Brigade;
- If in need of requiring assistance to self-evacuate, following the personal emergency evacuation plan procedure to ensure adequate measures are put in place.
- Cooperate fully with departmental arrangements for local induction familiarisation.
- Report unsafe conditions to the Estates and Facilities Helpdesk, the local safety coordinator or the Health and Safety Directorate, whichever is appropriate.

8.0 Policy / Operational Arrangements

8.1 Construction and Building Works – including Projects:

The Estates and Facilities Directorate have implemented safe systems and procedures to enable the management and control of the means of escape and the risk of fire during construction works. Where construction or refurbishment work is to be carried out in occupied and unoccupied premises, the responsible Project Manager must consult with the Fire Safety Operations Manager (FSOM), who will liaise and inform the HSD (Fire Safety Team) of the works and the fire safety considerations.

It is crucial to ensure that suitable arrangements and risk assessments are in place which will help establish the extent of the works and how the fire safety arrangements are likely to be impacted by the project.

Where a project is soon to be completing, or becoming partially re-occupied, the Project Manager must organise for the FRA to be reviewed within sufficient time, discussions will need to be held with the HSD (Fire Safety Team).

8.2 Departmental Occupation of Refurbished or New Premises / Vacated areas:

Under the FSO, Project Managers are required to make suitable arrangements with Heads of Departments for relevant departmental staff (e.g. Managers, Fire Marshals and Departmental Safety Coordinators, etc.) to have a fire safety briefing and building/area familiarisation visit.

The briefing and familiarisation visits must be made prior to any departmental occupation being permitted of the area or premises. Heads will take steps to ensure that the information and any relevant instructions relating to fire safety are cascaded promptly to all relevant persons. A record should be kept by the Head of schools or department of those persons receiving this information.

Departments vacating areas should also ensure their areas are left in a safe and tidy manner, this includes leaving escape routes free from combustibles and fire doors in the closed position. For areas relating to laboratories, further guidance should be sort from: [Laboratory Clearance - Health and Safety Directorate](#)

Further guidance is available upon request from the HSD (Fire Safety Team).

8.3 Emergency Planning for Persons Requiring Assistance (PEEP):

Persons requiring assistance during a fire evacuation (including those staying in University residential accommodation), including those with temporary impairments, must make Heads or their representatives aware of their condition as far as it is relevant to the individual's emergency planning and safe egress in the case of fire. This will allow a PEEP to be developed. Individuals should be directed to the HSD (Fire Safety Team) electronic [PEEP Questionnaire form](#), which will then enable the necessary arrangements to be put in place.

8.4 Fire Drills:

The purpose of the fire drill is to simulate the evacuation of a building, or certain areas of a building, to help occupants prepare for a fire evacuation and/or other life-saving situations. It allows new and existing occupants to become familiar with the emergency procedures. It is a requirement for these to be completed periodically for every building in line with the fire drill procedures.

Further guidance is available upon request from the HSD (Fire Safety Team).

8.5 Fire Risk Assessments (FRA):

FSO requires a risk-based approach where the responsible person and duty holders for premises must decide how to address the fire risks identified, while meeting certain basic requirements and standards.

FRA and Audits will focus primarily on the condition and adequacy of the building's fire safety provision, fire brigade equipment and facilities. The audit will look at general school and departmental fire safety management, training requirements and will be carried out in a way which takes account of the size of the department and complexity of its activities and premises which it occupies.

Within Queen Mary occupied buildings, FRA's will be carried out by competent persons arranged by the Estates and Facilities Directorate, under the management of the Fire Safety Compliance Manager.

FRA's will be programmed to be completed at scheduled periods (following a risk based approach to a defined frequency:

Category periods (residential buildings):

One year – higher risk

Two-year – medium risk

Three-year – lower risk

Category periods (non-residential buildings):

Two-year – higher risk

Three-year – lower/ medium risk

The FRA may occur sooner than programmed if one or more of the following has occurred:

- There has been any significant change to the building,
- A fire has occurred,
- Its use has changed or there is reason to suspect it is no longer valid.

The fire risk assessor at the time of carrying out the FRA will decide on the frequency of when the next FRA should be carried out.

8.6 Local Induction:

Heads of Schools or Departments must ensure that systems are in place by which all new staff and anyone who changes their job location (including agency and part-time staff),

postgraduate research students and visitors (in the department for more than 3 days) are shown, by means of a walk round, all escape routes from their place of work, including the assembly point. Records should be kept of these activities.

All staff must also complete the Fire Safety Awareness (FSA) upon their induction and every two years (or any change of location, whichever comes first).

Heads, or their nominees, are responsible for monitoring this training. The Health and Safety Directorate will carry out regular checks on the uptake of this training as part of the University's management system.

8.7 Managing Embedded Spaces:

Where the University uses other employers' spaces to house Queen Mary staff/students or vice versa, the University will cooperate and coordinate with these other employers to ensure measures are put in place to adequately manage any fire risks arising from its activities, including the findings of fire risk assessments.

Where the University staff work alongside the employees of another organisation, they shall work to whichever is the higher fire safety management standard.

It is the duty of Heads of merged Institutes or Departments occupying premises where the University is not the controlling owner/leaseholder to ensure that all of their staff are made aware of the information and instructions relating to both the University and the controlling owner/leaseholder policies and procedures, where necessary.

8.8 Ongoing Monitoring and Audit:

Fire Alarms / Unwanted Fire Signals

All fire incidents and unwanted alarms must be reported by Security Staff to the University HSD (Fire Safety Team). This allows the University HSD (Fire Safety Team) to investigate the occurrence, identify trends and recommend any learning outcomes that may be necessary. This will also ensure accurate records of fire alarm signals can be maintained, which will feed into the reporting the University are required to complete.

Monitoring

The Director of Health and Safety requires the University HSD (Fire Safety Team) to monitor the effectiveness of the Fire Safety Policy throughout the year. This will be carried out in conjunction with the fire safety activities the HSD (Fire Safety Team) are responsible for, including investigating the numbers and causes of fire alarm signals and incidents and managing the outcomes from any enforcement activity.

Another aspect of monitoring the University's fire safety performance is the Fire Strategy Group, a quarterly strategic meeting between senior leaders in the Estates and Facilities Directorate and the HSD (Fire Safety Team). The purpose of these meetings is to monitor and identify the current progress of fire safety and to ensure adequate resources are in place to assist in implementing good fire safety management.

Auditing

Auditing is an important and valuable tool that can be used to identify improvements to existing policies and procedures.

The HSD (Fire Safety Team) will carry out periodic Fire Safety Building Checklist visits across Queen Mary owned and occupied buildings. This will identify current fire safety standards at the time of the visit and also consider whether the policy, procedures, and systems operated by Queen Mary are achieving the desired results.

9.0 Further Information

9.1 Record Keeping:

Record keeping is an important part of managing fire safety effectively and can also play a vital part in demonstrating compliance with the relevant enforcing authorities. Below is a list of key topics and who is responsible for maintaining these records:

- **Local Fire Safety Induction & Familiarisation** - These shall be maintained by the school or department and made available for inspection.
- **FRA and Emergency Evacuation Plans** - shall be maintained by the Estates and Facilities Directorate and be available on request, (subject to GDPR).
- **Building Fire Strategy documentation** – shall be maintained by Estates and Facilities Directorate and be made available for inspection.
- **Personal Emergency Evacuation Plans (PEEPs)** - shall be maintained by the University's HSD (Fire Safety Team) and where necessary, Schools or Departments will be informed.
- **Suitable and sufficient risk assessments for working and storing dangerous substances and materials** – the record of risk assessment shall be maintained by the School or Department and be made available for inspection.
- **Equipment and Facilities provided for use by the Fire Brigade** – inspection records shall be maintained by the Estates and Facilities Directorate and be made available for inspection.
- **Equipment provided for Life Safety** - shall be maintained by the Estates and Facilities Directorate and the relevant maintenance and service records shall be available for inspection.
- **Fire Evacuation Drills** – records shall be kept by the University HSD (Fire Safety Team) and relevant stakeholders will receive copies so that remedial actions can be carried out where necessary.
- **Fire Safety Building Checklist documentation** - records shall be kept by the University HSD (Fire Safety Team).
- **Embedded Space** - for those schools or departments that share premises with others, details of the arrangements made to cooperate with the other occupants must be maintained and available for inspection by the Estates and Facilities Directorate.
- **Fire Safety Training Records** –
 - Fire safety awareness training records shall be kept by the Heads of Schools, Institutes and Departments.
 - Fire Marshal training records shall be kept by the HSD (Fire Safety Team), this includes a list of all known active fire marshals.

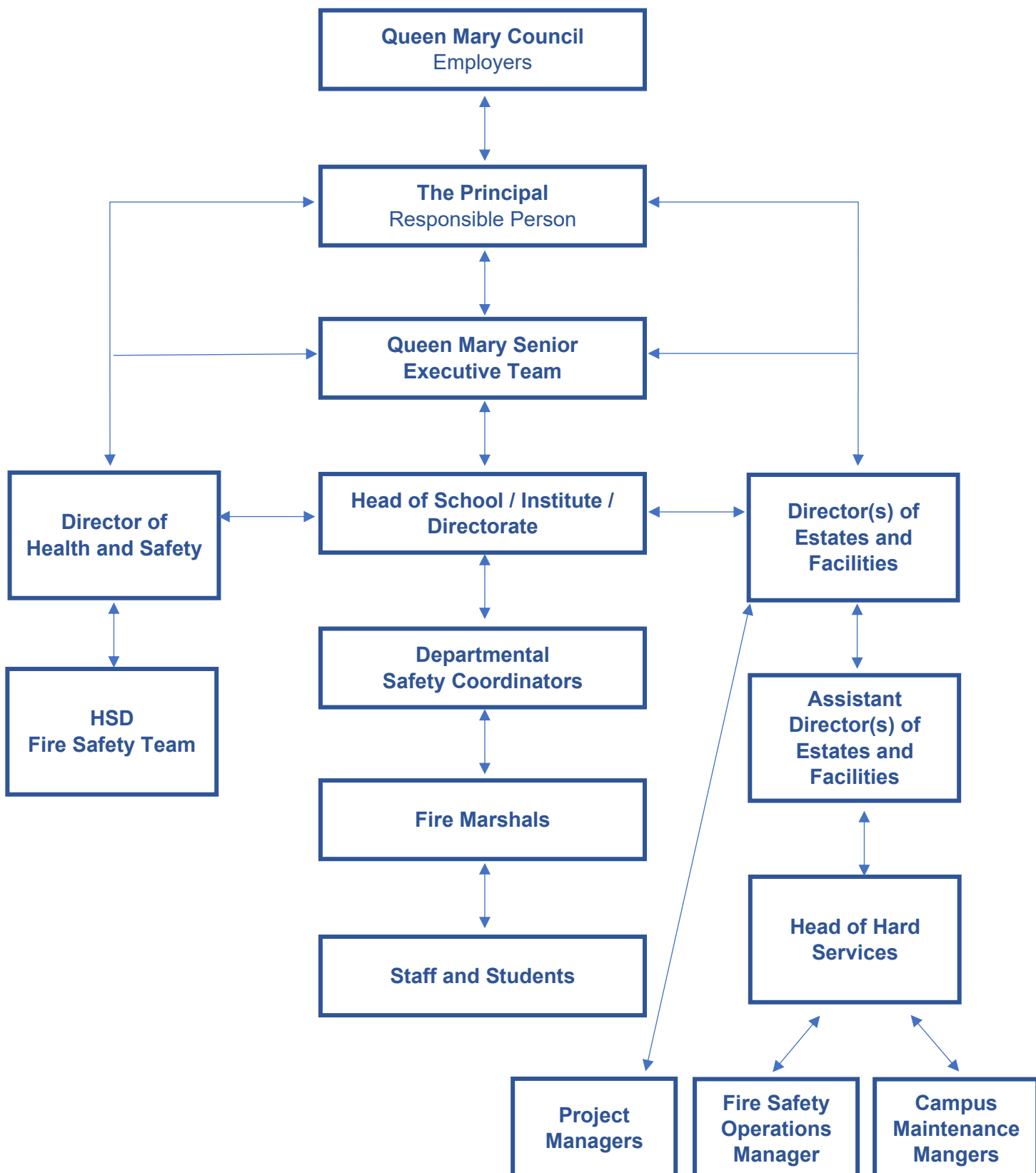
9.2 Fire Safety roles and responsibilities

Established within Queen Mary are a variety of fire safety related roles to assist in compliance with fire safety management; below is a brief description of the roles:

- Contained within the HSD (Fire Safety Team) are:
 - Fire Safety Team Leader – whose role is to manage fire safety compliance at a strategic level, implementing and managing fire safety policy and procedures. The main elements of their role are managing fire drills, ensuring they are carried out per policy and procedures, provide relevant fire safety training and any improvement works identified are appropriately dealt with. They also line manage the Fire Safety Manager contained within HSD (Fire Safety Team).
 - Fire Safety Manager is responsible for providing technical fire safety advice and training to Queen Mary. This includes conducting reviews of FRAs, carrying out fire drills, and delivering fire safety related training.
- Contained within the Estates & Facilities Directorate are:
 - Fire Safety Operations Manager – assisting and supporting with the day-to-day operational management of fire safety across Queen Mary. This includes, but not limited to, leading on the arrangement of FRA's, implementation of FRA actions, and providing support to those with fire safety maintenance responsibilities. Also managing the portfolio of fire strategies across all Queen Mary buildings.

10.0 Appendices

Delegated Framework of Structure:



Document Control

Author: William Knatchbull Date: 14 th August 2024 Signature: 	Position: Fire Safety Compliance Manager
Approved by: Rebecca Jones Date: 14 th August 2024 Signature: <i>Rebecca Jones</i>	Position: Director of Health & Safety
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Date of alteration and re-issue	Details of changes	Changes made by (Name and position)	Approved by (Name and position)
14 th August 2024	Additional details on fire safety roles added and reference to the previous fire safety policy.	William Knatchbull Fire Safety Compliance Manager	Rebecca Jones Director of Health & Safety
21st September, 2026	Update of responsibilities regarding FRAs and update to team structure	Timothy Ross – Fire Safety Manager	Rebecca Jones – Director of Health & Safety