



Fire Safety Reference Manual:

After the Risk Assessment Inspection has been completed each building in the University will be issued with a Fire Safety Reference Manual. This manual will be red in colour with the university crest and title across the front cover and will contain all the fire safety records as detailed below.

- Name and address of relevant building including a list of occupiers
- Fire Safety Unit aims
- Building details
- Fire safety systems and building design
- University Fire Safety Management
- Risk Assessment and review
- Fire Action Notice
- Fire Emergency Plan
- Plan Drawing
- Fire alarm, Disabled communications and automatic door release check sheets
- Alarm Activation Records
- In-house risk assessment advice and check sheets
- Fire extinguisher maintenance
- Fire Drill reports
- Fire Alarm, Automatic fire detection and Emergency Lighting maintenance.