



Duties relevant to staff and students

Alongside the general duty to follow all health and safety instructions and procedures as mentioned in the University Health and Safety Policy Framework: Organisation, Section 15 Individual responsibility, staff and students have a responsibility to comply with the following fire safety specific duties. This will include, but not be limited to:

- Observing all instructions, information and training intended to support fire safety.
- Co-operating with the University on all matters relevant to fire safety management;
- Respecting and understanding the purpose of all fire safety provisions such as fire doors, fire extinguishers, fire alarms etc.;
- Reporting any obvious defects or short-comings in University fire safety provision, arrangements or procedures.

Where in the opinion of any student or member of staff a dangerous condition exists, that is likely to, or has the potential to, compromise the safety of any person in the event of fire, the condition should be brought to the attention of the relevant Fire Coordinator. In the first instance, the Fire Coordinator should investigate the concerns and where necessary implement the appropriate means to negate the risk, or contact the Fire Safety Unit to seek assistance. Where the Fire Coordinator cannot resolve the concern they must bring the matter to the attention of the Fire Safety Unit as soon as is reasonably practicable.