

To: Heads of Department/Section/ Business Unit,
Executive Deans, HSLOs and DHSOs, Faculty
Managers, USG, Chief Executive of Students Union
General Manager of Wivenhoe House Hotel, Director
of University of Essex Campus Service Ltd

For Information

Fire Safety Responsibilities

Press coverage of fires at Universities such as the Glasgow School of Arts Mackintosh Building¹ are a reminder to us all of the importance of fire safety for the protection of staff, students and our workplace. We all have responsibilities for ensuring that fire risks are minimised.

In October 2014 USG approved a set of fire safety responsibilities which enhance the responsibilities we all have under the Health, Safety and Wellbeing Policy. The [fire safety responsibilities](#) apply to all:

- Heads of Department / Section / Business Unit
- All Managers
- Those supervising groups of students and visitors (e.g. Lecturers, event leaders)
- Employees
- Students

In addition the following people have specific responsibilities:

- Vice -Chancellor
- Chief Executive of the Students Union, General Manager of Wivenhoe House Hotel, Director of University of Essex Campus Service Ltd
- Director of Estates
- University Fire Safety Officers

Please take time to acquaint yourself with your [fire safety responsibilities](#) and ensure that staff under your control understand their responsibilities. You will also find extensive information on [fire safety](#) on the University's website.

If you have any questions about fire safety at the University, you can contact the University's fire safety officers by emailing fire@essex.ac.uk or calling 01206 874847.

¹ Glasgow School of Art fire: <http://www.bbc.co.uk/news/uk-scotland-glasgow-west-27556659> and <http://www.bbc.co.uk/news/uk-scotland-30214533>