

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers

For Information

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 requires the University of Essex (UoE) to carry out and record Fire Risk Assessments (FRAs) for the buildings it owns and/or occupies. These FRAs should record all the significant findings and be reviewed regularly. In addition, the FRA should be reviewed when any significant change which has taken place, whether the risk has increased or decreased.

Before introducing any **significant new fire hazards** (see below), please ensure you consult with the Fire Safety Officers at fire@essex.ac.uk so that they can review the building's FRA to ensure that the fire safety provisions provided are suitable and sufficient to address the relevant risk. (Note where the proposed changes are part of an EMS project, EMS will consult the Fire Safety Officers). Significant new fire hazards would include:

Ignition sources – Equipment using naked flame or producing sufficient heat to cause a fire unless it is a replacement for equipment presenting the same risk.

Fuel – This includes any flammable liquids and gases, or large quantities of paper, cardboard etc. (especially when not compact).

Means of Escape (fire escape routes including corridors, stairs and final exits) – Any changes that could lead to temporary or permanent obstruction, or the introduction of flammable material or ignition sources.

Occupancy – Any change of room/area layout, change of use, change of occupancy.