

Fire Safety Procedure	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Safety - Chief Operating Officer - Compliance Committee
Is the Procedure for internal use only (Non-disclosable)?	Disclosable
Associated Policy Statements:	N/A
Authorised Owner:	Director of Health and Safety
Authorised Co-ordinator:	Health and Safety Manager (Professional Services)
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Sub documentation:	

Approval History

Version	Reason for review	Approval Route	Date
1.0	Reviewed and updated (including in accordance with new Policy Framework 2022). Replaces Fire Safety Policy (Version 3.0, dated November 2021).	University Compliance (Health, Safety and Wellbeing) Committee	5 December 2024

1. Purpose

This Procedure outlines the University's arrangements for fire safety. The University is committed to providing a safe environment for its staff, students, contractors, and visitors. This duty extends to the provision and management of fire safety systems and procedures.

The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as FSO) places duties on 'Responsible Persons' to the extent that they have control over premises, to:

- Assess the risks posed by fire to the health and safety of their employees and to anyone else who may be affected by their activities; and
- To eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

Furthermore, under the Building Safety Act 2022 (hereafter referred to as BSA), the University has additional obligations to ensure the safety and compliance of its premises, particularly with regard to fire safety. As a dutyholder, the University must ensure that buildings within the scope of the Act, such as higher-risk buildings, comply with the legislation. This includes maintaining a 'golden thread' of information related to fire and structural safety, appointing competent persons to manage fire risks, and ensuring that residents and building users are provided with clear safety information.

Fire is recognised as a significant potential risk to the activities of the University. An outbreak of even a small fire creates risk to both life and property, damage to the environment, and may compromise our business activities. As such, the University will ensure, so far as is reasonably practicable, that the risk associated with fire is managed in compliance with the FSO, BSA, and other relevant legislation.

2. Scope and Exceptions to the Procedure

This Procedure applies to all controlled premises and activities of the University of Surrey and its subsidiaries. Its requirements apply to staff, students, contractors and visitors.

3. Definitions and Terminology

Principal Accountable Person – under the BSA, each high-rise residential building must have one clearly identifiable Accountable Person (AP), known as the Principal Accountable Person (PAP) who is legally required to manage the fire and structural safety risks of that building.

In the context of University buildings, the PAP will be the Council of the University.

Accountable Person(s) - under the BSA, there can be other Accountable Persons (AP). This can be an individual or organisation that has significant control over a building or part of a building. Typically, this refers to the person or entity responsible for the maintenance, repair, and management of the common parts of a building, such as corridors, lobbies, and other shared spaces. There may, therefore, be multiple APs for a building or only one (in the case of the latter the AP would be known as the PAP).

The identification of APs will depend on a number of factors, including the complexity of the building, any tenancy agreements and/or contracts in place, and building usage and ownership.

High Rise Residential Building (HRRB) or Higher-Risk Buildings (HRB) – is a building which has at least 7 floors or is at least 18 metres in height finished floor level and has at least 2 residential units. This includes student accommodation, hospitals and care homes, but does not include hotels, military buildings or prisons. A high-risk building can contain one or more high-rise residential structures.

Mandatory Occurrence – under the BSA, refers to incidents or risks that pose a significant threat to building safety. Specifically, it involves events that could cause:

- Death or serious injury to a significant number of people.
- Structural failures in a building.
- The spread of fire or smoke.

These incidents must be reported by the designated responsible parties (e.g., principal designer, contractor, or accountable person) to the Building Safety Regulator within 10 days of identification.

Responsible Person – according to the FSO ‘Responsible Person’ means:

- a) *In relation to a workplace, the employer, if the workplace is to any extent under their control;*
- b) *In relation to any premises not falling within paragraph (a);*
 - (i) *The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or*
 - (ii) *The owner where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.*

In the University context, the ‘Responsible Person’ will be the Council of the University. The day-to-day operational functions and responsibility for ensuring these duties are undertaken will be delegated to individual officers within the University. The Council has delegated the day-to-day responsibilities for Fire Safety to the Vice-Chancellor.

Dangerous Substances – is defined as:

- 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.

Principles of Control (General) – the FSO defines the principles of control, in order of preference, as being:

- a) Avoiding risks;
- b) Evaluating the risks which cannot be avoided;
- c) Combating the risks at source;
- d) Adapting to technical progress;
- e) Replacing the dangerous by the non-dangerous or less dangerous;
- f) Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- g) Giving collective protective measures priority over individual protective measures;
- h) Giving appropriate instructions to employees.

Principles of Control (Dangerous Substances) – the FSO states that the ‘Responsible Person’ must, in order of priority:

- a) reduce the quantity of dangerous substances to a minimum;

- b) avoid or minimise the release of a dangerous substance;
- c) control the release of a dangerous substance at source;
- d) prevent the formation of an explosive atmosphere, including the application of appropriate ventilation;
- e) ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
- f) avoid:
 - i. ignition sources including electrostatic discharges; and
 - ii. such other adverse conditions as could result in harmful physical effects from a dangerous substance; and
- g) segregate incompatible dangerous substances.

The 'Responsible Person' must ensure that mitigation measures include:

- a) reducing to a minimum the number of persons exposed;
- b) measures to avoid the propagation of fires or explosions;
- c) providing explosion pressure relief arrangements;
- d) providing explosion suppression equipment;
- e) providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion; and
- f) providing suitable personal protective equipment

The 'Responsible Person' must:

- a) Ensure that the premises are designed, constructed and maintained so as to reduce risk;
- b) Ensure that suitable special, technical and organisational measures are designed, constructed, assembled, installed, provided and used so as to reduce risk;
- c) Ensure that special, technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair;
- d) Ensure equipment and protective systems meet the requirements of the FSO;
- e) Where the work is carried out in hazardous places or involves hazardous activities, ensure that appropriate systems of work are applied including;
 - i. The issuing of written instructions for the carrying out of work; and
 - ii. a system of permits to work, with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned.

Fire Strategy – specific to a building, this reviews all aspects of the building's fire safety features including construction, compartmentation strategy, means of escape and other fire safety features/measures - including management arrangements in place to ensure it is fit for use for the end user or intended purpose group. Approved documents are used predominantly as guidance for achieving the requirements of the Building Regulations for new residential and commercial buildings. Alternatively, associated approaches may be used such as that described in BS 9999, or a fire engineered approach.

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

Place of ultimate safety – in relation to the premises, means a safe area beyond the premises.

Training and Briefing – Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given health and safety situation.

Briefing is informing such persons of relevant knowledge in relation to health and safety.

Competent Persons – a competent person has the skills, knowledge, attitude, training and experience to undertake the role effectively.

4. Procedural Principles

4.1. Commitment

Compliance with the requirements of this Procedure will ensure:

- The University meets its obligations in respect of legislation.
- Everyone is aware of their roles and responsibilities.
- The protection of staff and students from the risk of fire.
- The safety and health of others from fire (including contractors, visitors, members of the public) is not compromised whilst on University premises.
- The protection of University assets.
- That staff, students and others are appropriately informed, instructed, and where necessary trained on fire safety, prevention, and mitigation of risk.

4.2. Arrangements

In order to meet the above objectives, the University will:

- Clearly define the organisational arrangements for achieving compliance (see roles and responsibilities section of this Procedure).
- Ensure resources are made available to achieve compliance.
- Appoint one or more competent persons to ensure the requirements of this Procedure and other relevant fire-related legislative/performance standards are met.
- Ensure fire risk assessments are carried out and periodically reviewed for all University buildings.
- Ensure identified fire risks are assessed and, as far as reasonably practicable, either eliminated, reduced or controlled.
- Implement and maintain procedures to manage fire risks, such that all persons are able to safely reach a place of ultimate safety in an emergency, including those identified as requiring a Personal Emergency Evacuation Plan (PEEP).
- Confirm evacuation procedures are developed, implemented and tested to reflect the occupancy of the building.
- Ensure all University buildings (including new and existing) are designed in accordance with relevant standards or action is taken to rectify any retrospective shortfalls (normally on a risk-prioritised basis).
- Install appropriate fire safety detection, firefighting, and life protection systems, in line with developed fire safety strategies.
- Ensure premises and equipment provided for the purpose of fire safety are inspected and/or maintained (by a competent person), such that they remain in an efficient state, in efficient working order, and in good repair.
- Retain and maintain safety critical information on the safety and structural integrity of all higher-risk buildings, providing this information to all relevant parties, as necessary.
- Provide all members of its community, including contractors and visitors, with clear and relevant information regarding fire risks and measures taken to prevent fires or to mitigate risk.
- Provide employees with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the University.
- Provide all persons with sufficient and appropriate fire safety awareness and/or instruction.
- Co-operate and co-ordinate, as necessary, with any other Responsible Persons and

Accountable Persons, as defined by the FSO and BSA.

- Liaise with relevant statutory authorities (i.e., Fire & Rescue Service, Building Safety Regulator) as required by the FSO, BSA, and any other relevant statutory provisions.

4.3. Roles and Responsibilities

The Council of the University have overall responsibility for the implementation of the Fire Safety Procedure through the management structure.

All responsibilities can be delegated, unless otherwise stated, but it remains the responsibility of the named individual/group to ensure they are completed in accordance with this Procedure and other sub-documentation.

4.3.1. Director of Estates and Facilities (with the support of members of the Fire Safety Management Group)¹ has overall responsibility for ensuring:

- Development, endorsement and review of fire safety performance standards, such as procedures and other supporting documentation.
- Fire risk assessments and fire strategies for University buildings are carried out and kept under review.
- Effective arrangements are in place so that the significant findings of fire risk assessments/strategies are brought to the attention of those responsible and (i.e., suitable control measures implemented), normally on a risk-prioritised basis.
- All premises features (e.g., structural components, fire doors, fire dampers, etc.) and equipment provided in connection with assuring fire safety (e.g., emergency lighting, dry risers, fire alarms, etc.) is maintained by a competent person, in an efficient state, in efficient working order and in good repair. This includes maintaining records to evidence such arrangements.
- Competent fire safety advice* is engaged to enable the University to comply with its duties under this Procedure, the FSO, BSA, and any other relevant legislation/standards, formally allocating responsibilities, as necessary.
- Effective arrangements exist so that all new and refurbished buildings/areas are designed through the provision of competent fire safety advice and in accordance with relevant fire safety legislation.
- Effective arrangements for the storage and use of dangerous substances (as defined by the FSO) and other relevant legislation.
- Monitoring the provision of fire safety training needs, including fire drills and evacuation plans, sourcing suitable training providers, where required.
- Appropriate liaison and co-operation with other 'Responsible Persons' and 'Accountable Persons' is carried out (e.g., tenants, contractors, residential management company, etc.), to ensure that they are aware of the University's Fire Safety Procedure and relevant supporting documentation, and to identify any risks arising from their activities which could affect the University.
- Monitoring the significant findings of reported fire incidents and fire alarms activations, confirming action is taken to address any necessary improvements.
- Informing the Compliance (Health, Safety and Wellbeing) Committee of any significant developments in relation to fire safety.

Note: Where it may lie outside the level of responsibility to take appropriate action (which includes funding), the matter must be referred to the next level of management.

¹ The Fire Safety Management Group, which is Chaired by the Director of Estates & Facilities, oversees the development and direction of fire safety at the University. The Group monitors fire safety management performance and provides a forum for obtaining input from relevant stakeholders on matters relating to fire safety. The Group reports to the Compliance (Health, Safety and Wellbeing) Committee.

** As a competent person to the University, the Fire Safety Manager (Estates & Facilities) and Fire Safety Officer (Cervus +) will provide support and advice to the Fire Safety Management Group, and other persons with duties under this Procedure, with the execution of their responsibilities.*

Note: The Fire Safety Manager and Fire Safety Officer have authority (on behalf of the University) to stop activities that put people at imminent risk of harm.

4.3.2. Heads of School/Department/Directorate (or other Senior Managers as administratively appropriate) have overall responsibility for:

- Ensuring all activities and processes within their area of responsibility are assessed for fire safety and suitable control measures implemented in accordance with the principles of control (general and dangerous substances).
- The provision of resources to enable compliance with this Procedure.
- Ensuring the significant findings of fire risk assessments (relevant to their area) are implemented.
- Confirming all staff complete fire safety training and, where necessary, ensuring arrangements are in place to provide additional information, instruction and training to staff and/or students commensurate with their role/activities.
- Confirming sufficient numbers of people are appointed as Fire Wardens/Marshals.

Note: Where it may lie outside the level of responsibility to take appropriate action (which includes funding), the matter must be referred to the next level of management.

4.3.3. Managers/Supervisors (including Academic Supervisors of research and teaching activities), are responsible for ensuring that:

- Activities and processes falling under their control are assessed for fire safety and suitable control measures implemented and maintained in accordance with the principles of control (general and dangerous substances).
- Staff and students falling under their control are given information, instruction and, where necessary, training in fire safety matters commensurate with their role/activities.
- The requirements of this Procedure and other local procedures are communicated to their staff and students.

Note: It is recognised that some academic supervisors may not be competent to assess or advise on these issues. In such cases, advice and guidance on risk assessment and training requirements should be obtained from the Faculty Health and Safety Manager/Advisor.

4.3.4. Campus Safety provide a 24-hour 7 day a week service, and are responsible for:

- Monitoring and receipt of fire alarm activations from all University buildings.
- Immediate response of personnel to all fire alarm activations in relation to University grounds and/or property.
- Acting on emergency phone calls and implementing an appropriate response.
- Taking reasonable steps within the first ten minutes (and in accordance with any training provided), to investigate the cause of any fire alarm activation and using a dynamic risk-based approach, determine whether the incident can be adequately dealt with by the University or if it requires the attendance of the Fire & Rescue Service.
- Acting as Incident Controller and liaise with Fire Marshals and Fire & Rescue Service, as required.
- Completing a report for each fire alarm activation and forwarding it to the Fire Safety Officer.

4.3.5. Fire Wardens/Fire Marshals are responsible for:

General responsibilities (Wardens):

- Undertaking regular (at least quarterly) fire safety inspections of their designated area of responsibility using the online inspection checklist.
- Informing their Faculty Health & Safety Representative of any workplace change which could affect Fire Warden coverage.
- Liaising with the Incident Controller to ensure all communal areas are covered.
- Reporting any concerns regarding fire safety measures or arrangements.
- Undertaking refresher training every 3 years.

Emergency procedures (Wardens):

- Activating a fire alarm call point if they find or suspect a fire.
- Identifying themselves to the occupants of the building they are working in, with a high visibility tabard.
- On hearing the fire alarm, commencing the evacuation for their area of responsibility.
- Assisting the evacuation using the nearest available exit.
- Closing all doors and, where possible, windows on the way out.
- Where required, ensuring those individuals who require the aid or implementation of a Personal Emergency Evacuation Plan (PEEP), are underway, and report this to the Fire Marshal.
- Undertaking checks within their designated areas (including cloakrooms, etc.).
- Proceeding to the Assembly Point.
- Immediately reporting all relevant information to the Fire Marshal.
- Staying available to assist, where necessary, including preventing building re-entry of occupants before it is safe to do so.

Emergency procedures (Marshals):

- Donning a high visibility tabard and proceeding with clipboard to the assembly point.
- Ushering all evacuees to the assembly point.
- Retrieving details of the evacuation from the Fire Wardens.
- Collating information regarding the evacuation, fire situation and associated risks.
- Reporting all details collated to the Incident Controller
- Communicating to all those at the assembly point(s) that it is safe to return to the building, once this has been established.

4.3.6. Director of Health and Safety is responsible for:

- The provision of advice and guidance on the application of the requirements of legislation and this Procedure.
- The provision of fire safety training as required under the FSO.
- Investigating fire safety incidents and bringing to the attention of relevant duty holders any significant issues arising.

4.3.7. Members of staff and students (including postgraduates and undergraduates) have a responsibility to:

- Take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions.
- Co-operate with the University in ensuring all statutory fire safety and other requirements are complied with on University premises and in Halls of Residence.
- Observe the provisions of this Procedure and other University Procedures and supporting documentation relating to fire, and health and safety.
- Undertake any training (including refresher training) deemed necessary by the University, and work in accordance with any information, instruction or training provided.

- Bring to the attention of their line manager/supervisor/personal tutor any potential or actual health and safety issues, for example individual requirements in relation to fire or general evacuation, so that appropriate plans and arrangements can be made in the form of a risk assessment and/or Personal Emergency Evacuation Plan (PEEP).
- Not intentionally interfere with or misuse any building fabric or equipment provided for fire safety.
- Report any defects or shortcomings in university fire safety arrangements.

Note: Failure to comply with the requirements of this Procedure could result in disciplinary action being taken.

4.3.8. Contractors are required to:

- Assess the fire safety risks arising from their works/activities and implement control measures in accordance with the principles of control.
- Co-operate with the University on all matters of fire safety.
- Ensure that they and all staff falling under their control (e.g. sub-contractors) have received appropriate information, instruction and training to enable them to comply with this Procedure and the University's emergency arrangements.
- Comply with all instructions relating to fire safety given by authorised members of the University.

Note: Failure to comply with the requirements of this Procedure could result in the contractor being asked to leave site and removal from the University's list of approved suppliers/contractors.

4.3.9. Tenants (Commercial Properties)

Where facilities within a building are shared by more than one Tenant, the University will take responsibility for ensuring adequate provision and maintenance of fire safety measures in the common areas (unless otherwise agreed under a lease agreement).

Tenants will have their own duties under the FSO. This will include the identification of a 'Responsible Person'.

This 'Responsible Person' will have a duty to:

- Co-operate and co-ordinate with the University to ensure that they and the University can meet all relevant statutory requirements.
- Assess the fire safety risks arising from their work/activities and implement control measures in accordance with the principles of control.
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this Procedure and the University's emergency arrangements.

Tenants may also have duties under the BSA, including the obligations as Accountable Person (AP) or Principal Accountable Person (PAP). Duties may include but are not limited to:

- Ensuring that all relevant building safety risks, particularly fire and structural risks, are assessed and managed effectively.
- Co-operating with the PAP, where there are multiple Accountable Persons in a building; each AP must co-operate with the PAP and other AP(s) to ensure that safety is managed effectively.
- Ensuring compliance with the BSA and any associated regulations, which may involve maintaining and updating safety systems, keeping records, and engaging with residents.

4.3.10. Where the University identifies or develops a high risk building, as the Accountable Person it will:

- Confirm that the building is properly classified as "higher-risk" and falls within the scope of the legislation.
- Register the building with the Building Safety Regulators (BSR).
- Ensure that there is a detailed, up-to-date digital record of all fire and structural safety information (referred to as the 'golden thread'). This will include design, construction, maintenance, and safety management documentation and will be maintained throughout the lifecycle of the building and be easily accessible to relevant authorities and stakeholders.
- Conduct comprehensive risk assessments focusing on fire and structural safety risks, ensuring these assessments are reviewed periodically and updated if any significant changes occur, such as refurbishment or alterations.
- Prior to occupation or re-occupation, confirm that the building has a valid Completion Certificate.
- Create a Building Safety Case Report that documents how fire and structural risks are managed. This report will demonstrate to the Building Safety Regulator that all necessary measures are in place to mitigate risks, and that the building is safe for residents.
- Where identified to be necessary, appoint a competent Building Safety Manager to oversee the day-to-day management of fire and structural safety risks.
- Communicate with residents and occupants about fire and structural safety measures, including how to report safety concerns, ensuring residents are aware of evacuation procedures and other emergency protocols.
- Regularly report to the Building Safety Regulator (BSR), including any significant changes to the building's structure, fire safety arrangements, or risk assessments.
- Cooperate with inspections, investigations, or enforcement actions initiated by the regulator.
- Ensure that all safety measures (fire alarms, sprinklers, fire doors, etc.) are properly installed, maintained, and operational, and address any safety issues or defects promptly to mitigate risks. For certain life and fire safety systems, if issues cannot be rectified within 24 hours of discovery, the University will, as soon as reasonably practicable, notify the Fire & Rescue Service.
- Report any significant safety incidents, known as 'Mandatory Occurrence Reporting', to the Building Safety Regulator, thus ensuring major safety breaches or near-misses are investigated and rectified promptly.
- Ensure that any identified safety defects, particularly relating to fire safety (such as defective cladding or fire doors), are remedied as soon as possible, notifying residents and co-ordinating the works, as required.
- Submit an Accountable Person's Certificate to the Building Safety Regulator in accordance with reporting requirements. This certificate confirms that the building is compliant with the BSA and that all necessary safety protocols are in place.

5. Governance Requirements

5.1. Implementation: Communication Plan

The Procedure will be available via the University Procedures pages.

Relevant Health and Safety Committees will be notified, and information disseminated through line management. Faculty Health and Safety Committees will also be informed, as required.

This Procedure and sub-documentation are communicated through training to staff and students.

This Procedure, and relevant supporting documentation are also published on the University

Health and Safety intranet site and within the Fire Safety Handbook.

5.2. Implementation: Training Plan

Communicated through specific relevant training – including inductions, all staff fire safety training (refreshed every 3 years), and local task-specific training.

Fire Wardens and Fire Marshals will also be provided with information, instruction and training in order to fulfil these roles, including practical fire extinguisher training. Refresher training for these roles every 3 years.

Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.

5.3. Review

The Director of Health and Safety will monitor for required changes and updates. Minor changes will be reviewed by members of the Fire Safety Management Group and approved by the Compliance (Health, Safety and Wellbeing) Committee. Major changes will also be reviewed by the Fire Safety Management Group, prior to submission to the Compliance (Health, Safety and Wellbeing) Committee and Executive Board for approval.

This Procedure will be reviewed every three years or in line with changes in legislation, if sooner.

The Health and Safety Consultative Committee will be consulted during the review process, as required.

5.4. Legislative Context and Higher Education Sector Guidance or Requirements

5.4.1. Applicable Legislation

This Procedure complies with the requirements of the Health and Safety at Work Act 1974, and:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022

The Building Safety Act 2022 (BSA) places duties on the University as an accountable institution, particularly in relation to higher-risk buildings. The Act requires the University to actively manage building safety risks, including fire and structural risks, by maintaining robust procedures and ensuring that risks are controlled and mitigated. This includes the creation of a 'golden thread' of information, regular safety assessments, and clear communication of safety protocols to staff, students, contractors, and residents. The duty of care under the BSA is non-delegable and requires ongoing supervision and assurance that safety measures are implemented and effective throughout the lifecycle of the building. This reinforces the University's commitment to creating a safe environment for all building users and ensures compliance with evolving safety legislation

5.4.2. Legislative context

This Procedure sets out to comply with the required 'duty of care' placed upon the University. Under Health and Safety Law a 'duty of care' is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.

The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.

This duty of care cannot be delegated away; instead, the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e., the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision, and feedback.

The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity. In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff, and visitors.

5.5. Sustainability

This Procedure has no impact on carbon emissions or on energy consumption.

6. Stakeholder Engagement and Equality Impact Assessment

6.1. An Equality Impact Assessment was completed on **22/10/2024** and is held by the Authorised Co-ordinator.

6.2. Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Development and creation of this Procedure v1.0.	N	23/10/2024	Kelley Padley, Governance Officer
Fire Safety Management Group	Development and creation of this Procedure v1.0.	N	27/09/2024	Members of this Group.
Compliance Management Group	Development and creation of this Procedure v1.0.	N	23/10/2024	Members of this Group.
Health and Safety Consultative Committee	Development and creation of this Procedure v1.0.	N	23/10/2024	Members of this Committee.
Equality, Diversity and Inclusion	Development and creation of this Procedure v1.0.	N	23/10/2024	Jo McCarthy-Holland, Equality & Diversity Advisor.
Sustainability	Development and creation of this Procedure v1.0.	N	23/10/2024	Martin Wiles, Head of Sustainability.
Health and Safety	Development	N	23/10/2024	Health and

Managers and Advisors	and creation of this Procedure v1.0.			Safety Managers and Advisors.
EF/CS Health and Safety Management Group	Development and creation of this Procedure v1.0.	N	23/10/2024	Members of this Group.
Academic Freedom of Speech	Development and creation of this Procedure v1.0.	N	23/10/2024	Abigail Bradbeer, Surrey Business School