

FIRE SAFETY POLICY

1.0 INTRODUCTION

The University of Lagos recognizes that fire can be a major risk to the lives and safety of its staff and students as well as members of the public who visit the University. The University also recognizes that fire creates risks to property and the environment and may undermine its capacity to engage in its activities. It is therefore committed to providing a safe environment for all and to this end, it will create and maintain a fire safety management system, which, together with the structure and maintenance of our buildings, will seek to protect both human life and operational interests and assets.

2.0 LEGISLATION

The applicable legislation are the Fire Service Act 1964 and Fire Safety Regulations made under the Act

3.0 AIM

The aim of this Policy is to provide a robust fire safety framework to minimize fire risks and ensure the safety and well-being of everyone within the University Community and to protect the University's assets in the event of a fire outbreak.

4.0 SCOPE

This Policy applies to and within all buildings across the University's campuses. It also applies to all premises owned by the University but located off-campus.

5.0 COMMITMENTS

To achieve the aim of this Policy, the University makes the following commitments:

1. Ensure compliance with the Fire Service Act and the Fire Safety Regulations made under the Act, and any other relevant legislation that may impact upon it.
2. Ensure effective liaison with the local fire authority as appropriate.
3. Undertake, on a regular basis, suitable and sufficient fire risk assessments of all premises and activities within premises.
4. Keep records of all Fire Risk Assessments undertaken; information and

- training provided; fire evacuation drills; and, all checks and maintenance carried out on safety measures and equipment.
5. Identify and implement reasonably practicable preventive and control measures to minimise risks of fire and limit the spread of fire, which measure include are not limited to: managing potential sources of ignition; minimising the potential fuel for a fire; operating Permit for 'Hot Work'; fire detection and fire alarm systems; protected and identifiable means of escape; means of fighting fire; appointment of fire wardens, appropriate information and training; and, regular evacuation drills.
 6. Provide suitable and sufficient information, instruction, training in fire safety and use of equipment to all staff, students, contractors and visitors to the University as appropriate.
 7. Conduct regular fire safety inspections, evacuation drills and other emergency procedures and maintain all emergency and precautionary equipment.
 8. Implement recommended remedial works.
 9. Where it is reasonably practicable, and in every case where persons with disability persons are employed, provides escape routes, refuge points, evacuation procedures and alarm systems will be suitable for use by disabled persons, and develop Personal Emergency Evacuation Plans (PEEPs) as necessary.

6.0 ROLES AND RESPONSIBILITIES

It is the duty of all members of the University Community, Contractors, other persons working in the University and visitors to comply with this Policy, together with any instructions, rules and guidance that may apply in order to minimize the risk of fire and ensure safety of all persons on the University campuses.

Overall responsibility for compliance with the Fire Service Act and this Policy rests on the Vice Chancellor who may devolve specific duties and responsibilities to the Director of Works, Deans of Faculty, Heads of Department, Unit Directors and to the Hall Wardens and who will ensure that the requirements of the primary duty-holder's responsibilities are diligently discharged.

6.1 Unilag Management

It is the responsibility of the University Management to ensure that:

1. The University obtains and renews on annual basis a Fire Safety Certificate
2. Robust fire safety arrangements are put in place and that this policy is implemented.

3. A procedure for assessing the risk of fire occurring is produced and implemented in all University premises. Ensuring there is adequate funding for appropriate fire systems, facilities.
4. Annual trainings of personnel are conducted.

6.2 Fire Safety Unit

The Head of the Fire Safety Unit shall ensure that:

1. All fire incidents are reported to the Vice Chancellor,
2. All fire safety matters are reported to the Vice Chancellor for Evaluation and Planning
3. The University Fire Safety Unit is well-managed and competent fire safety advice is provided to Management, staff and students.
4. Regular maintenance of University fire-fighting equipment is carried out.
5. Fire risk assessments are conducted in all University premises and communicated as necessary in an efficient and transparent manner.
6. Establish a process for monitoring fire safety in Faculties/Units Hostels and Residential quarters at least annually.

6.3 Faculty/ Unit Area Fire Officers (AFO)

Area Fire Officers will

1. Carry out regular fire safety inspection, test, or drill at least once a year and record any remedial actions required.
2. Communicate the record of any fire safety inspection, test or drill to the Director of Works and Services;
3. Provide human resources to support the implementation of recommendations of Fire Risk Assessment Report presented to the University;
4. Develop and maintain robust emergency procedures in all buildings, including Personal Emergency Evacuation Plans (PEEPs);
5. Notify the Director of Works & Services of all structural failings and failings to fire doors/signs/equipment.

6.4 Director of Works and Services

The Director of Works and Services will ensure that:

1. All new buildings and refurbished buildings comply with fire safety legislation.

2. All buildings are wired with good quality and appropriate electrical materials and components in line with acceptable standards.
3. All buildings and structures are constructed and maintained in the manner that serves to minimize the risk of a fire starting undetected and spreading.
4. All staff and contractors are made aware of and comply with all relevant fire safety rules.
5. Fire safety systems are maintained, inspected and tested in line with accepted good practice or manufacturer's recommendations.
6. Appropriate fire safety signages are placed around the University premises.
7. Fixed systems that can cause fire hazards such as gas and electrical systems are inspected and maintained regularly.

6.5 Deans of Faculty/Heads of Department/Unit

Deans/Heads of Department/Units will ensure that:

1. All staff/students/visitors in their Faculty/Department/Unit are aware of fire safety procedures
2. All staff and students attend appropriate fire safety training during the mandatory induction and refresher training
3. All staff and students of Faculties/Departments/Units comply with the University's procedures and arrangements for fire safety.
4. Appropriate fire systems and equipment are put in place for the safety of all staff, students and others working in or visiting University buildings;
5. Flammable liquids and combustible reagents/solids are kept according to their Material Safety Data Sheets (MSDS) requirement

6.6 Other Staff, Students, Contractors and other Users of University Property & Facilities

All people, whilst being on the University premises, will:

1. Be vigilant, note and report to the Dean or Unit Head any observed fire risk e.g. blocked fire escape routes, inaccessible or out of reach fire extinguishers

- and other firefighting equipment and unsafe practices.
2. Avoid, as far as is reasonably practicable, putting themselves or others at risk of fire by their actions or omissions.
 3. Take effective steps to familiarize themselves with actions to take in the event of a fire.
 4. On hearing the fire alarm, evacuate the building immediately by the nearest emergency exit.
 5. Comply with all fire safety instructions provided by the University or by an Area Fire Officer or Fire Marshal.
 6. Avoid tampering with any fire safety equipment and facilities provided by the University.

6.7 Organizers of Events

Any person or organization organizing an event in University-owned areas must ensure that they:

1. Comply with all fire safety procedure and standards prescribed by the University.

7.0 FIRE SAFETY MANAGEMENT PROCEDURES

The University's fire safety management procedures encompass the following:

1. Fire detection and alarm system are maintained and checked by the Fire Unit monthly.
2. Alarm sounders are tested on a regular basis.
3. Emergency lighting is checked regularly by the electrical contractor/unit.
4. All escape routes must be kept clear of obstructions and flammable materials.
5. All emergency exit doors must be clearly identified and should open in the direction of travel and not require a key to open them.
6. Notices and signage are updated when required.
7. Firefighting equipment are checked regularly by AFOs and Fire Unit. Extinguishers are checked and replenished or replaced annually by Fire Unit or Department/ Unit Heads.
8. Fire safety procedures are regularly reviewed at Health and Safety Group meetings.
9. A fire log-book, which contains records of fire safety issues, is kept by the Head of Health and Safety. Issues logged to include:
 - a) fire drills;

- b) a list of AFOs and staff training records;
 - c) storing of flammable and combustible materials;
 - d) inspection and testing of fire detection and alarm systems
 - e) inspection and testing of firefighting equipment.
10. Fire Safety Rules include the following:
- a) Switch off all electrical appliances while leaving house/offices,
 - b) Cooking should be restricted to kitchen/kitchenette
 - c) Monitoring group should be set up for implementation of Fire Safety Policy with strict emphasis on enforcement with penalties
 - d) Installation of hydrants in strategic places would be recommended by identifying all potential hazardous location

8.0 FIRE RISK ASSESSMENT

The University will carry out annual comprehensive fire risk assessments of all University buildings. The fire risk assessment will identify all those who at risk, whether within or nearby the building, in the event of a fire. The fire risk assessment will be reviewed and amended where it is either no longer valid or if any changes are planned, such as: structural changes which may affect the spread of fire, or changes to processes or equipment which may introduce new fire hazards.

9.0 FIRE SAFETY TRAINING

1. Fire drills shall be carried out regularly to evaluate the effectiveness of the University's evacuation procedures. The report of fire drills shall be communicated to the Head of the Fire Safety Unit. Approved recommendations and remedial actions shall be implemented through Director of Works.
2. On adoption of this Policy, every member of staff shall receive a basic fire safety induction training within six months of the effective date of the Policy and shall be required to attend refresher sessions on annual basis. A newly employed staff shall receive a basic fire safety induction training within two months of employment. A Faculty Staff designated as Area Fire Officers shall receive more detailed training.
3. The Dean of a Faculty, Head of the Department or Unit will ensure that both old and new staffs are advised of the following:

- a) Fire action arrangements, including the Fire Safety Policy;
- b) Means of escape within the premise;
- c) Location of fire exits;
- d) Location of firefighting equipment;
- e) Details in relation to relevant findings of the fire risk assessments and dangerous substances.

10.0 FIRE EVACUATION PROCEDURE

In the event of a fire anywhere on the University campus or other University-owned premises, the following evacuation procedure must be adopted:

10.1 Raise the Alarm

1. Verbally inform those around you
2. Break the nearest fire alarm 'break glass' call point to alert all occupants in the building
3. Call Security (08028850773; Ext 1048) and
4. Call Fire Unit (07086196426; Ex. 1 088) to provide relevant information.

The Security and Fire Safety Units shall dispatch an adequate number of Security Officers and Firemen to provide prompt intervention.

10.2 Evacuation

1. On the continuous sounding of the fire alarm, all occupants of the building must evacuate immediately, closing the windows and doors if it is safe to do so, and proceed to exit the building
2. Assemble at the nearest muster point.

Under no circumstances should the evacuation of a person be delayed if there is the slightest indication of fire

11. REPORTING

1. The combined team of AFOs and Fire Officers shall undertake a thorough investigation of the immediate and remote causes of any fire incident.
2. The cause(s) of the incidence shall be clearly reported in writing.
3. Any required temporary intervention shall be stated.
4. The remedial and/or repair works based on approved standard shall be stated by the Director of Works and Services

on the approved job order form.

12. IMPLEMENTATION OF THE WORK ORDER POST-INCIDENT RECOMMENDATIONS

1. Any remedial and/or repair work shall be supervised by the Head of Safety Unit.
2. The job completion shall be endorsed by the Head of Safety Unit and COPESSubmitted to Director of Works & Services and DVC (MS).

13. POLICY MONITORING

This policy will be reviewed at periodic intervals not exceeding three years.

14. DEFINITION OF TERMS

- (a) Fire Marshal — a member of the Fire Safety Unit of the University
- (b) Head, HSE — shall be as defined in the Health Safety Policy of the University

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