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7) **Heads of Schools/Support Services**

The key to effective fire safety management in the University is the management action taken by individual Schools and Support Services. Nearly all of the activities of the University which give rise to significant risk take place under the control of University Schools and Support Services.

Each Head of School/Support Service must liaise with the University Fire Safety Officer in order to ensure an effective fire safety management system, including records, which is appropriate for the School/Support Service under their remit is developed, implemented and maintained.

The Head of School/Support Service is responsible for:

ensuring that staff within their remit complete the training provided by the University (from time to time) in association with this Policy; and

ensuring the accuracy of fire risk assessments for all activities within their area of control; and

maintaining and keeping associated records for fire safety matters relating to all specialist equipment / consumables, procured and installed by Schools/Support 96.44ETq0.0ETQ02.04S0.095.56 0 595.56 842.04 reW*n

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Every staff member and student are responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Whilst the management accepts main responsibility for the implementation of these arrangements, individuals are legally obliged to co-operate to ensure a working environment safe from the effects of fire.

Every staff member and student must:

- Ensure they are aware of the precautions to be taken to prevent the outbreak of fire; Participate in fire evacuation practices which the University organizes;
- Inform their line manager of anything relating to the premises which could represent a serious or immediate fire safety danger;
- Report any faults/improvements on the fire safety arrangements; and
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STEP 1: identify hazards

Sources of ignition

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