

SCHOOL OF INFORMATICS

Health Safety & Wellbeing Committee

29 November 2021

Fire Steward Cover

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Background

The introduction of hybrid working has presented difficulties in ensuring fire steward cover.

Action requested from the committee

To discuss the proposal contained within this paper.

Main subject text

It is proposed that a, where possible, a professional services team be trained and have Fire Steward responsibilities for a floor in our buildings.

Professional Services Staff hybrid working arrangements provide a baseline roster for FS duties. In most cases there is cover arranged within teams/offices but there will inevitably be occasions when there is no cover. We will develop mechanisms to deal with this – ideally those with FS responsibilities record in a central point their on campus working days for the week/month ahead but this will need to be worked through.

Back-up academic staff Fire Stewards will still be sought however given their work schedules are less predictable than professional services staff, there is less certainty of cover than there is of a professional service team.

If the Committee agrees with this concept, we will refine the proposals for discussion with Professional Services Managers.

Indicative allocation of responsibilities as follows:

Informatics Forum:

- Basement: *[Requires some investigation as Lab Mgr not based in Basement; need to confirm what information is provided to lab users about fire evacuation]*
- Ground Floor: Reception/Facilities
- First Floor: Finance, Research Project Managers
- Second Floor: Portfolio Managers, Computing
- Third Floor: Graduate School/CDTs, Portfolio Managers
- Fourth Floor: Communications, Institute Admin
- Fifth Floor: Facilities, School Office
- InSpace: Design Informatics

Wilkie Building:

- Call for multiple PGR students to take on Fire Steward responsibilities

Appleton Tower:

- 3rd Floor: ITO
- 4th Floor: ITO
- 5th Floor: ITO
- 6th Floor: ITO
- 7th Floor: Computing Support
- 8th Floor: Business Development
- 9th floor: *[Requires some further discussion, as no staff based on L9 and no-one should move up a building in the event of an emergency; need to confirm what information is provided to lab users about fire evacuation]*

Bayes Centre:

- Need for Fire Stewards to be confirmed with Bayes Centre

Equality and diversity implications – Yes

Some individuals with protected characteristics (Disability) may not be comfortable or able to undertake Fire Steward duties. No individual, whether with protected characteristics or not, will be forced to undertake Fire Steward duties.

Resource implications (staff, space, budget) – No

None, although perhaps development of a mechanism to record fire steward presence on campus