



SAFETY SERVICES
Level 7, The Arts Tower
Western Bank, Sheffield
S10 2TN

Service Level Agreement

Service Name	FIRE RISK ASSESSMENTS (February 2011)
Description of Service	➤ Arrangement and execution of fire risk assessments at all occupied University premises.
Client Groups/ Eligibility for Services	➤ All workplaces to be assessed and periodically reviewed
Provider Responsibility	<ul style="list-style-type: none"> ➤ Conduct fire risk assessments of all university buildings and document findings and recommendations ➤ Review as necessary, i.e. when reason to believe assessments are no longer valid and/or periodically ➤ Conduct risk assessments for fire alarm shutdown/repair ➤ Inform relevant parties of results and advise on remedial work or actions
User Responsibility	<ul style="list-style-type: none"> ➤ Inform Safety Services of changes of use, processes or occupancy of premises ➤ Co-operate with assessment ➤ Provide information to assessor where required ➤ Act on recommendations as appropriate and programme or implement appropriate actions according to priority
Availability of Service	<ul style="list-style-type: none"> ➤ Working weekdays by appointment (fire risk assessments) ➤ Working weekdays as required (fire alarm shutdown assessments)
Service/Statistics /Output/Measures	<ul style="list-style-type: none"> ➤ Reports to the University's Health and Safety Committee ➤ Report to Department of Estates ➤ Report to occupying department
Dependencies	<ul style="list-style-type: none"> ➤ Availability of relevant Safety Services staff ➤ Timely notification of fire alarm maintenance
Feedback/ Monitoring	<ul style="list-style-type: none"> ➤ Continual feedback during the assessment process ➤ Liaison with departments until recommendations actioned
Benchmarking	<ul style="list-style-type: none"> ➤ Relevant legislation, BS standards and Approved Codes of Practice ➤ Home Office Guidance on Fire Precautions (Workplace) Regulations 1997 ➤ Regulatory Reform (Fire Safety) Order 2005
Exclusions	➤ None
Location of Service	➤ Safety Services
Contact Details	<ul style="list-style-type: none"> ➤ S Massey - Extn 27463 ➤ K Brown – Extn 26202 ➤ Safety Services' Office - Ext 26198
Charges	➤ None
Other	➤ None

