

Pro forma letter to the senior manager responsible for health and safety

Date

Dear

Statutory Instrument 2005 No. 1541
The Regulatory Reform (Fire Safety) Order 2005

As you will know all educational institutions in England and Wales will need to review and amend their fire safety arrangements in accordance from October 1st 2006.

All UCU branches and local associations have been asked by UCU health and safety adviser to ask to be provided with details of the new arrangements you will by now have put in place to meet the new statutory obligations. We have been asked to particularly concentrate on the following parts (articles) in the Regulatory Reform Order.

1. The extent to which Article 8 (general fire precautions) and the specific means of implementing them as set out in Article 4 have been implemented.
2. The extent to which the risk assessments required under Article 9 have been implemented.
3. The extent to which the preventative and protection measures required by article 10 have been implemented.
4. The extent to which "competent persons" have been appointed and trained in accordance with Article 18 and given adequate time to enable them to fulfil their functions.
5. The extent to which employees, in accordance with Article 19 have been provided with comprehensible and relevant information arising from the risk assessment.
6. The extent to which UCU health and safety representatives have been consulted on these arrangements by the employer.

UCU has written to both the employer's organisations – UCEA for higher education and AoC for further education, alerting them to our attention to seek such information.

We have asked the employers associations to encourage their members to consult with UCU safety reps on these changes, and how they are being implemented in institutions. We have also asked them to encourage institutions to facilitate the inspection activity.

Copies of this letter have also gone to our sister national trade unions, and we are being encouraged to talk to other workplace reps and organise joint inspections on this issue.

We look forward to an early reply and to making arrangements for the inspections on the new arrangements.

Yours sincerely

Cc John Bamford, UCU National Health and Safety Adviser