

DECISION

*Reg. no STYR 2022/1392**Date 23 June 2022*

Vice-Chancellor

Lund University regulations on systematic fire safety management

Approved by the Vice-Chancellor 23 June 2022

1. Background and aim

Lund University is responsible for the fire safety within the University's premises in accordance with the Act on Protection Against Accidents (2003:778) (LSO) and the Work Environment Act (1977:1160) (AML) and its associated regulations.

As a tenant, Lund University is responsible for the fire safety in the University's premises together with the property owner. This is regulated by the LSO, and for further division of responsibility between Lund University and the property owner, by lease agreements.

As an employer, Lund University is responsible for its employees' work environment, which is regulated by the AML and its associated regulations.

As part of its compliance with legal requirements, Lund University shall carry out systematic fire safety management within its areas of responsibility. The purpose of this regulation is to set out the requirements for how systematic fire safety management at Lund University shall be carried out.

2. Responsibility

As head of authority, the Vice-Chancellor of Lund University has overall responsibility for ensuring that the fire safety meets the requirements of current legislation. The Vice-Chancellor allocates the fire safety duties to deans and other managers who, in accordance

with the University's Rules of Procedure, are directly subordinate to the Vice-Chancellor through the current Rules on the allocation of duties with regards to work environment and fire safety management at Lund University.

The Vice-Chancellor's responsibilities include initiating an annual follow-up to ensure that the duties are planned, managed, and monitored in accordance with the University's policy documents, agreements and local procedures.

The dean or equivalent is responsible for ensuring that the fire safety management within the faculty or equivalent is set up appropriately, that it complies with current legislation and that Lund University's regulations in this area are observed. This also includes oversight responsibility for the performance of allocated duties.

The head of department or equivalent is similarly responsible for ensuring that the fire safety management within the department or equivalent meets the applicable requirements.

Responsibility for tasks relating to the fire safety within Lund University's organisations shall be allocated in accordance with the current Rules on the allocation of duties with regards to work environment and fire safety management at Lund University.

3. Systematic fire safety management

The following provisions shall apply to the systematic fire safety management of the organisations across Lund University.

3.1. Systematic

The fire safety management shall be carried out in a systematic manner. The work shall be monitored annually to maintain a good level of fire safety.

Deviations from requirements shall be identified and addressed.

3.2. Documentation

An organisation's fire safety management shall be documented, see further under section 3.5.

Documentation can be in paper or digital format depending on the circumstances of the organisation and is managed according to the rules regarding information security and confidentiality where applicable.

3.3. Accessibility

An organisation's fire safety management and the detailed documentation that goes with it shall be available to the functions or persons who require access to said documentation. Each individual organisation decides which functions or people require access.

Documentation shall be available to the public authorities or the central fire safety function if necessary or upon request.

3.4. Organisation and risk-specific adaptation

Each organisation's fire safety management shall be adapted to the specific activities, fire risks, organisation, and other circumstances in general.

In the event of changes to the risk profile, organisation or other circumstances, fire safety management shall be revised to meet the new conditions.

3.5. Contents

An organisation's fire safety management comprises the following, at a minimum:

- **Responsibility**

- Responsibility within the organisation*

- Responsibility for the fire safety duties within the organisation shall be clearly demarcated. This responsibility follows the University's line organisation (Vice-Chancellor – dean – head of department, etc.).

- The allocation of duties within the fire safety management shall be carried out in accordance with the Rules on the allocation of duties with regards to work environment and fire safety management at Lund University.

Responsibility between organisations

Within premises or sites that house more than one organisation within Lund University, responsibility for fire safety management shall be coordinated between the organisations concerned.

Allocation of responsibility with external stakeholders

In the case of external stakeholders, responsibility for all or parts of the fire safety shall be divided between the parties by contract.

In the case of property owners, responsibility is allocated through the lease agreement. The lease agreement shall include demarcation lists that allocate responsibility between the parties for all or part of the fire safety management.

- **Organisation**

The organisation shall have a fire safety management body that works strategically and operatively on fire safety issues within the organisation. When establishing a fire safety management body, the allocation of duties within fire safety management shall be carried out in accordance with the Rules on the allocation of duties with regards to work environment and fire safety management at Lund University.

The fire safety management body shall be updated when changes occur.

- **Training and exercises**

The organisation shall put in place a plan for fire safety training and exercises. The plan shall consider Lund University's regulations regarding evacuation exercises and fire safety training.

In general, an organisation's risk of fire, organisational structure and other circumstances shall determine what training is required.

Completed training courses and participation in training courses shall be documented and followed up annually.

- **Procedures and instructions**

The organisation shall create procedures and instructions regarding fire safety, and these shall be documented and familiar throughout the organisation. The procedures and instructions required by the organisation depend on its fire risks, organisational structure, and other circumstances in general.

- **Documentation of a building's fire safety**

The organisation shall have, or have access to, documentation related to the building's fire safety.

The complexity of the building and the activities determines the extent of the structural fire safety documentation.

For simpler buildings and activities, a drawing showing the existing fire safety installations may be sufficient.

For larger and more complex buildings, the documentation must consist of drawings and a written description of the building and operations.

The technical documentation may consist of fire safety documentation for both simple buildings and larger, more complex buildings.

- **Operation and maintenance procedures**

Responsibility for the operation and maintenance of technical or structural installations relating to fire safety shall be set out in an agreement between Lund University and the property owner (or other party).

The party responsible for technical or structural installations according to the agreement between Lund University and the property owner (or other party) shall ensure that the required operation and maintenance procedures for all installations are in place. In cases where the operation and maintenance procedure concerns parties other than the responsible party alone, these parties shall have access to the procedure.

Where machinery or other installations present an increased risk of fire, operation and maintenance procedures shall be put

in place to ensure that the necessary inspections are carried out.

- **Inspections and follow-ups**

- Self-inspections

- The organisation shall carry out regular fire safety self-inspections, which shall be documented. The number of self-inspections per year depends on the risks and other circumstances of the organisation, but a minimum of two self-inspections per year shall be carried out.

- An assessment of the number of self-inspections to be carried out per year shall be documented and approved by the responsible manager. The assessment shall be followed up in conjunction with the monitoring of the organisation's fire safety management.

- In the event of shortcomings, the organisation shall remedy these as soon as possible. If the shortcomings are found to be extensive, the organisation shall produce a plan of how to address these shortcomings, including a timeframe for doing so.

- Follow-up

- An organisation's systematic fire safety management shall, as a whole, be followed up annually by the organisation concerned. In the event of shortcomings, the organisation shall remedy these as soon as possible.

4. Entry into force

These regulations enter into force as of 23 June 2022.