

YSP Coordination and Cooperation Meeting

Wednesday 14 May 2025

Company Attendees: IIC Technologies, Sanderson Brown, Murgitroyd, Mtech Access/Perauri, Merisis Technology.

In attendance: Claire (YSPL), Paul (Health & Safety Business Partner, Fire & Infrastructure, University of York), Charlotte (Maintenance Manager, Estates, University of York)

Introductions

Slide presentation by Paul (attached)

Since 2005 building owners and occupiers are responsible for completing Fire Risk Assessments. The Fire Safety Order (FSO) 2005 defines roles and duties. All FRAs have to be written down, including all risks and irrelevant of the number of staff.

Definition of a Responsible Person and your Duties, including completing a fire risk assessment.

Important to share the risk assessment with your team.

Consider: lone working, working hours, hybrid working, visitors, your activities, any disabilities including temporary issues eg broken leg and pregnant workers, dangerous substances, changes to the layout of your space, changes to personnel.

Question and answer session

Role of fire marshalls - fire warden to complete basic fire safety checks once a month, fire extinguishers, fire doors working properly, report any faults, check housekeeping, clear fire exits, avoid daisy chaining electrical cables or overloading sockets. Fire sweeper - with hybrid working everyone has a responsibility on hearing the alarm to encourage team out of the building to the nearest fire assembly point.

Fire Drills – Charlotte to confirm date of last drill at the Catalyst

Thank you for attending.