Fire Safety Policy

The Governing Body of New College is the ‘Responsible Person’ for fire safety.

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

The policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a ‘fire safe’ environment for all employees and building occupants. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct, and train all the relevant people.

Achievement of these obligations will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

This Fire Safety Policy was updated in January 2023
Fire Safety Arrangements

New College have nominated the Home Bursar to take responsibility for coordinating fire and emergency arrangements and for the regular review of our Fire Risk Assessment.

New College have appointed a competent person to identify fire risks, potential emergency situations and people who may be affected.

New College have completed action on all the issues raised in that assessment. The assessment remains current.

New College have provided firefighting equipment, emergency lighting, emergency signage, and adequate means of escape and evacuation procedures in accordance with our Fire Risk Assessment.

New College review procedures and precautions every year and make sure that the Fire Risk Assessment remains valid.

Employees and residents receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly.

Details of the action New College take to maintain fire safety equipment, arrangements and procedures are kept in the Fire Safety Logbook.

Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is developed with their input and communicated to fire wardens and those that need to know. Any persons required to assist in their evacuation receive suitable training.
# Fire Safety Management Structure

The person with the **overall responsibility for fire safety**:  

<table>
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<th>Planning:</th>
<th>Structure of organisation</th>
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<tr>
<td><strong>Organisation:</strong></td>
<td>Setting objectives, policy, and procedures</td>
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<td><strong>Control:</strong></td>
<td>Identify person responsible to tasks / actions</td>
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<td><strong>Monitoring:</strong></td>
<td>Checks and the implementation of standards</td>
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<td><strong>Review:</strong></td>
<td>Reviews of fire safety performance standards</td>
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**Responsible Person:**  
Gez Wells  
**Position:**  
Home Bursar

The person with responsibility for **fire safety risk assessment**:

- Carrying out fire safety risk assessment – Swan Fire – 3 years  
- Review of fire safety risk assessments – Clerk of Works and the Health & Safety Administrator – Annual and following procedural changes or structural alterations.

**Competent Person:**  
Swan Fire Ltd  
Michael Collett  
Karl Chapman  
**Position:**  
Fire Safety Auditor  
Clerk of Works  
Health & Safety Admin.

The person with responsibility for the **maintenance programme**:

- Fire detection and warning system  
- Emergency lighting  
- Escape routes.  
- Fire safety signs and notices  
- Fire resisting walls, partitions, and doors.  
- Firefighting facilities  
- Electrical appliances and premises installations

**Competent Person:**  
Maintenance Operative  
Michael Collett  
Karl Chapman  
**Position:**  
Maintenance Dept.  
Clerk of Works  
Health & Safety Admin.

The person with responsibility for developing and reviewing the premises **Fire Safety Management Plan** which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.

**Competent Person:**  
Gez Wells  
**Position:**  
Home Bursar

The person with responsibility for **staff training**:

- What to do in the event of fire  
- What to do upon hearing the fire alarm  
- Liaison with the fire service  
- Emergency shut down procedures.  
- Firefighting arrangements  
- The reason for good housekeeping practices etc

**Competent Person:**  
Karl Chapman  
**Position:**  
Health & Safety Admin.
Fire Safety Management Strategy

- Statutory Compliance
- Condition Assessment
- Fault Management
- Corrective Maintenance

Coordination

- Training
- Fire Extinguishers
- Fire Safety Awareness
- Induction

Fire Safety Training

At least twice a year

Fire Evacuation Drills

Fire Safety Inspections and Audits

Quarterly and annual

Building Design and Alterations

- Fire Safety Design Standards
- Premises Design Documentation and Handover Certification
- Fire Safety Risk Assessment
- Housekeeping
- Maintenance Records
- Insurance Requirements

- Fire Extinguishers
- Fire Safety Awareness
- Induction

- Statutory Compliance
- Condition Assessment
- Fault Management
- Corrective Maintenance

- Coordination

- Fire Safety Training

- Fire Evacuation Drills

- Fire Safety Inspections and Audits

- Building Design and Alterations
Person operates red Break Glass Call Point.

Fire alarm sounders operate.

All persons stop activity and evacuate to assembly point. Fire Wardens (if onsite) to assume their designated roles.

Duty Incident Controller will proceed to the identified alarm activation point to investigate and determine if a fire is occurring.

If a FIRE is occurring
Duty Incident Controller to radio the Lodge Front Desk Staff and instruct to call the Fire Service. Tackle fire, if safe, with one extinguisher.

Duty Lodge Porter to call Fire Service by dialling 999. This is in addition to the automatic call from OUSS between the hours 10pm-8am

Evacuees remain at assembly point. Duty Lodge Porter reports to the Fire Service on their arrival.

If NO Fire has occurred, radio the Lodge to reset alarm panel. Wait for 3 mins to see if fire panel reactivates.

Duty Incident Controller
Decides on return to normal activities and informs evacuees at assembly point.

Duty Lodge Porter to record occurrence and contact fire alarm engineers if fault with alarm.
Weston Buildings Emergency Procedure

Alarm Sounds

Person operates red Break Glass Call Point.

Fire alarm sounders operate.

All persons stop activity and evacuate to assembly point. Fire Wardens (if onsite) to assume their designated roles.

Duty Incident Controller will proceed to the identified alarm activation point to investigate and determine if a fire is occurring (Mon-Sat, 8am-8pm)

If a FIRE is occurring
Duty Incident Controller to radio the main college site Lodge front desk Staff and instruct to call the Fire Service. Tackle fire, if safe, with one extinguisher.

Duty Lodge Porter to call Fire Service by dialling 999. This is in addition to the automatic call from OUSS between the hours 10pm-8am

Evacuees remain at assembly point. Duty Lodge Porter reports to the Fire Service on their arrival.

If NO Fire has occurred, radio the Lodge to reset alarm panel. Wait for 3 mins to see if fire panel reactivates.

Duty Incident Controller Decides on return to normal activities and informs evacuees at assembly point.

Duty Lodge Porter to record occurrence and contact fire alarm engineers if fault with alarm.

Duty Incident Controllers Duty Lodge Porters
Sundays – Main College Lodge assume the role of Duty Incident Controller.
G10. Fire

G10 (a) Action to be taken in the event of a fire.
Fire notices are posted in all rooms giving instructions about evacuation.

10.1 The College will be provided with fire protection in accordance with fire precautions legislation.

10.2 Firefighting equipment means of escape and warning systems will be always maintained on the premises. Fire alarm activators and sounders will be tested on a weekly basis following a pre-arranged schedule.

10.3 Fire-fighting equipment will be provided in accordance with the College Fire Officer’s advice. Marked signs will indicate the position of extinguishers. Extinguishers that are appropriate to the circumstances will be provided. All staff, students and members will be made aware of the position of fire extinguishers.

10.4 Extinguishers should be used only by those staff, students and members who have been trained in their correct use and only if it is safe to do so.

10.5 Means of escape in case of emergency will be clearly marked. All staff, students and members will be required to be aware of the exits in their area and the location of their assembly point.

10.6 All means of escape must be always available for use. Access to the means of escape must be always kept clear and unobstructed. All staff are responsible for maintaining escape routes and reporting any defects or obstructions.

10.7 Any person on discovering a fire must raise the alarm by activating the nearest break-glass point.

10.8 As part of staff training, all staff, students, and members must be made aware of the following:

1. General fire prevention principles
2. Action to take on discovering a fire
3. Means of raising the alarm and the position of alarms
4. Action to take on hearing the alarms
5. Stopping work procedures
6. Location of firefighting equipment
7. Means of escape
8. Assembly points
10.9 The College fire and evacuation procedures are detailed within Attachments G10a and G10b respectively.

10.10 A fire log will be maintained in the Porters Lodge.

10.11 The relevant HSO and Head Porter/ and nominated Heads of Department will inspect the premises at agreed intervals to ensure that the fire arrangements are being maintained. A competent person or organisation will check Fire-fighting equipment bi-annually.

10.12 Appropriate notices and signs will be displayed throughout the College premises.

10.13 A personal emergency evacuation plan will normally be developed by the College in consultation with any disabled residents.

(b) Codes of Practice for Contractors

1. Fire Management Arrangements

A comprehensive heat and smoke detector system has been installed in every area within the main College curtilage. Once the detectors are triggered, audio alarms sound in each area in the affected part of college. All main site alarms are automatically relayed to the Lodge. The Fire Brigade should be contacted via the College Lodge.

In the event of an alarm sounding and/or the discovery of a fire, individuals should leave their workplace immediately and go to their designated assembly area. Affected areas may be reoccupied only on authority from the Lodge or the senior Fire Brigade officer on site.

Firefighting equipment is provided throughout the College.

Individuals should never put themselves at unnecessary personal risk.