



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.

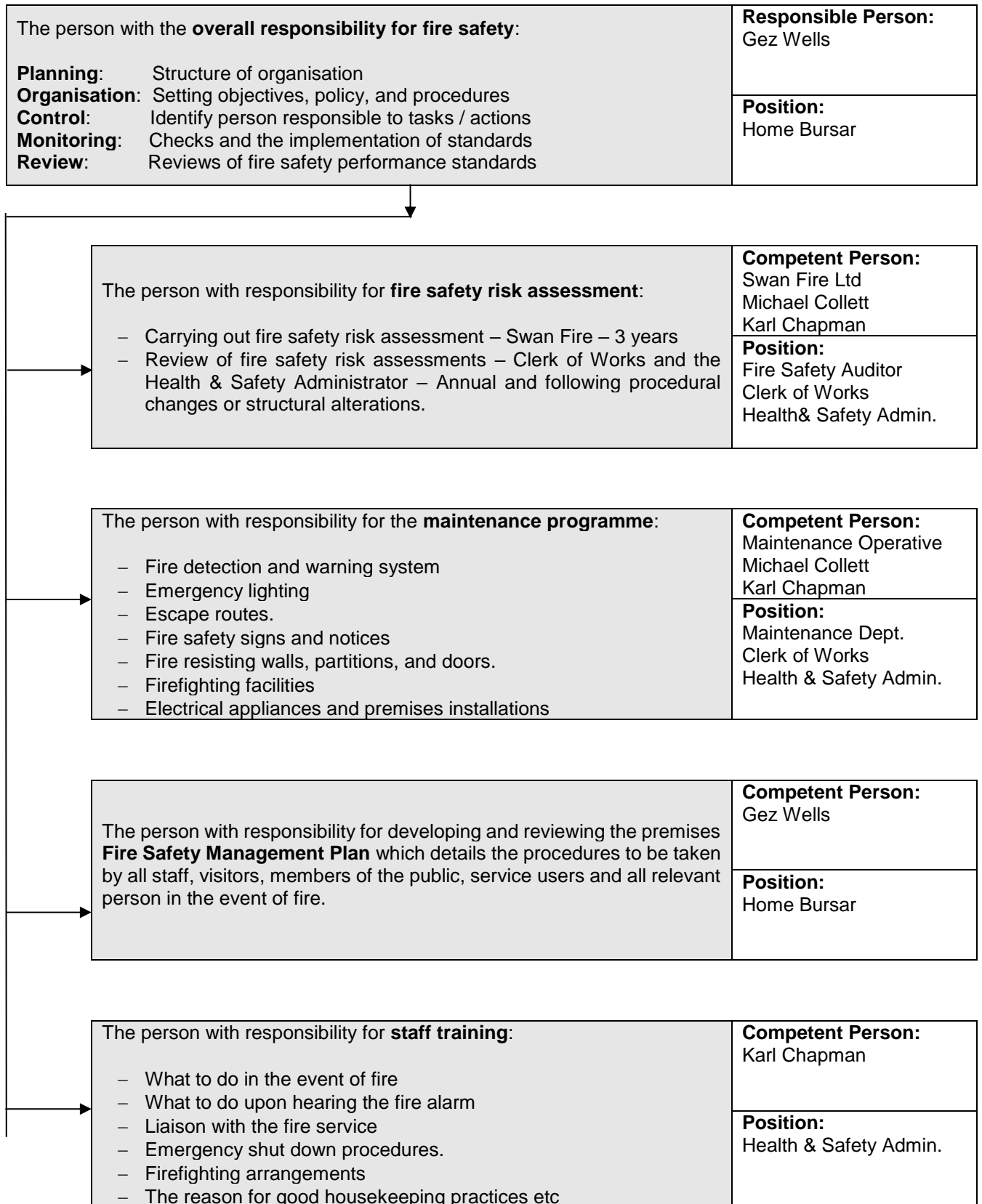
New College review procedures and precautions every year and make sure that the Fire Risk Assessment remains valid.

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

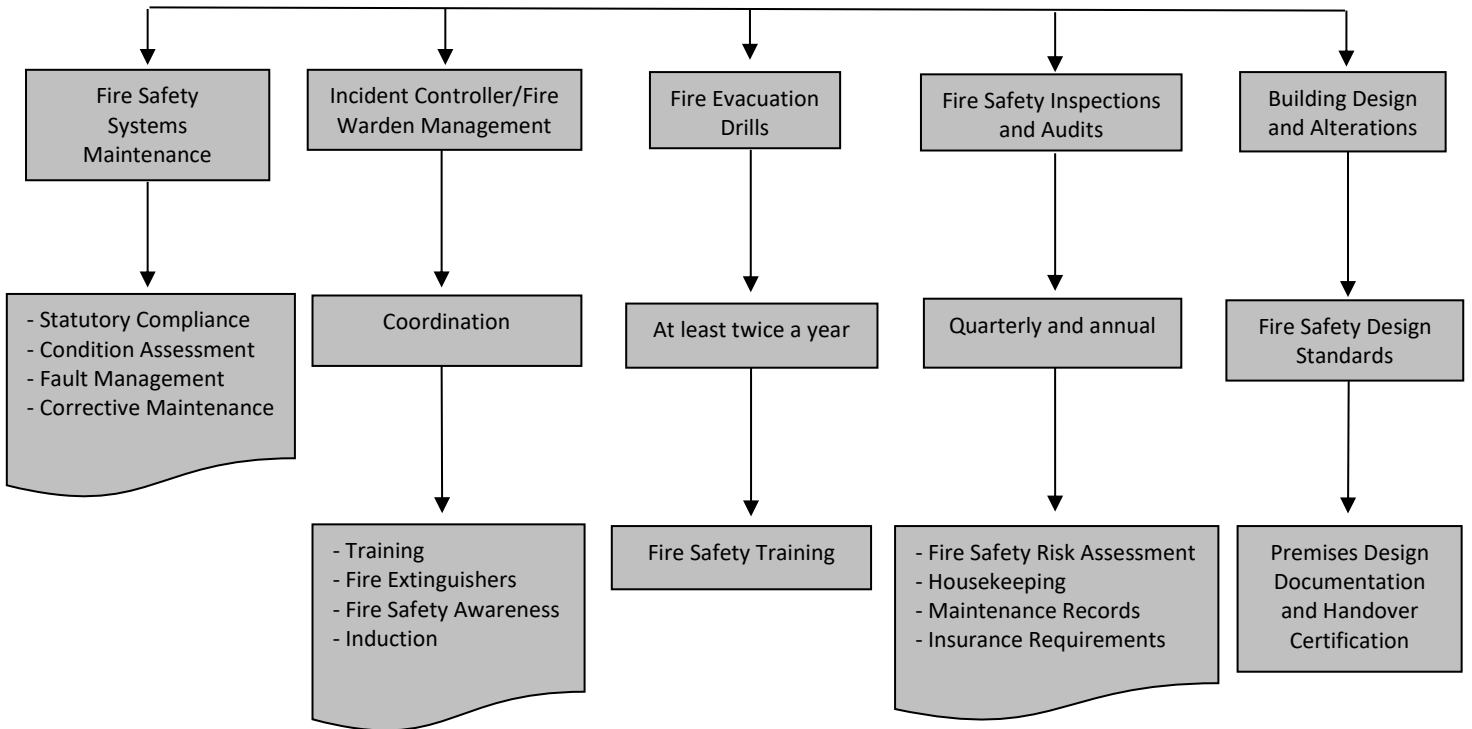
Details of the action New College take to maintain fire safety equipment, arrangements and procedures are kept in the Fire Safety Logbook.

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

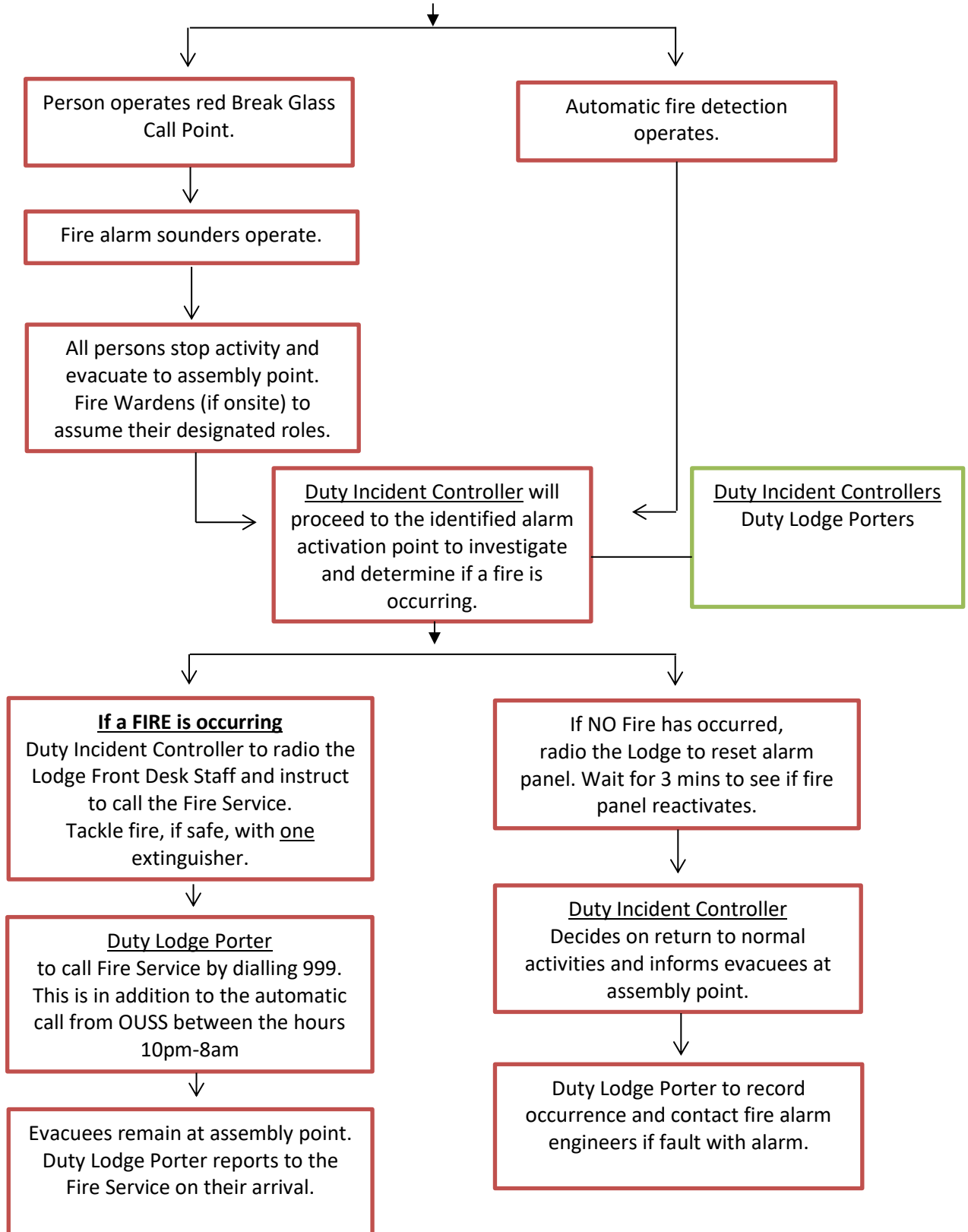


Fire Safety Management Strategy



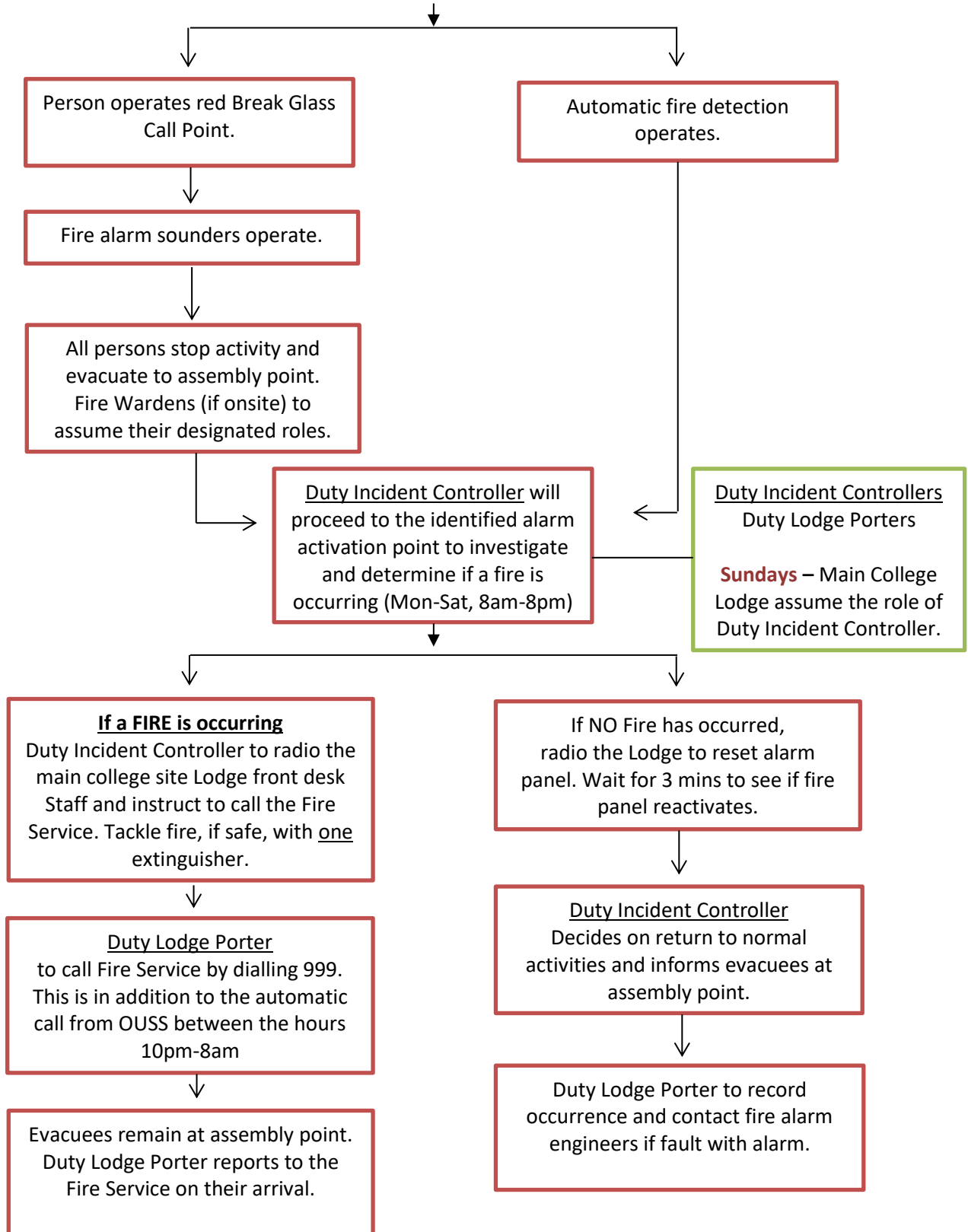
New College Emergency Procedure

Alarm Sounds



Weston Buildings Emergency Procedure

Alarm Sounds



New College Health and Safety Handbook

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.