



NEW COLLEGE
OXFORD

POLICY DOCUMENT

Fire Safety

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 adopted on behalf of the Governing Body of New College on

March 2023
HOME BURSAR

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.

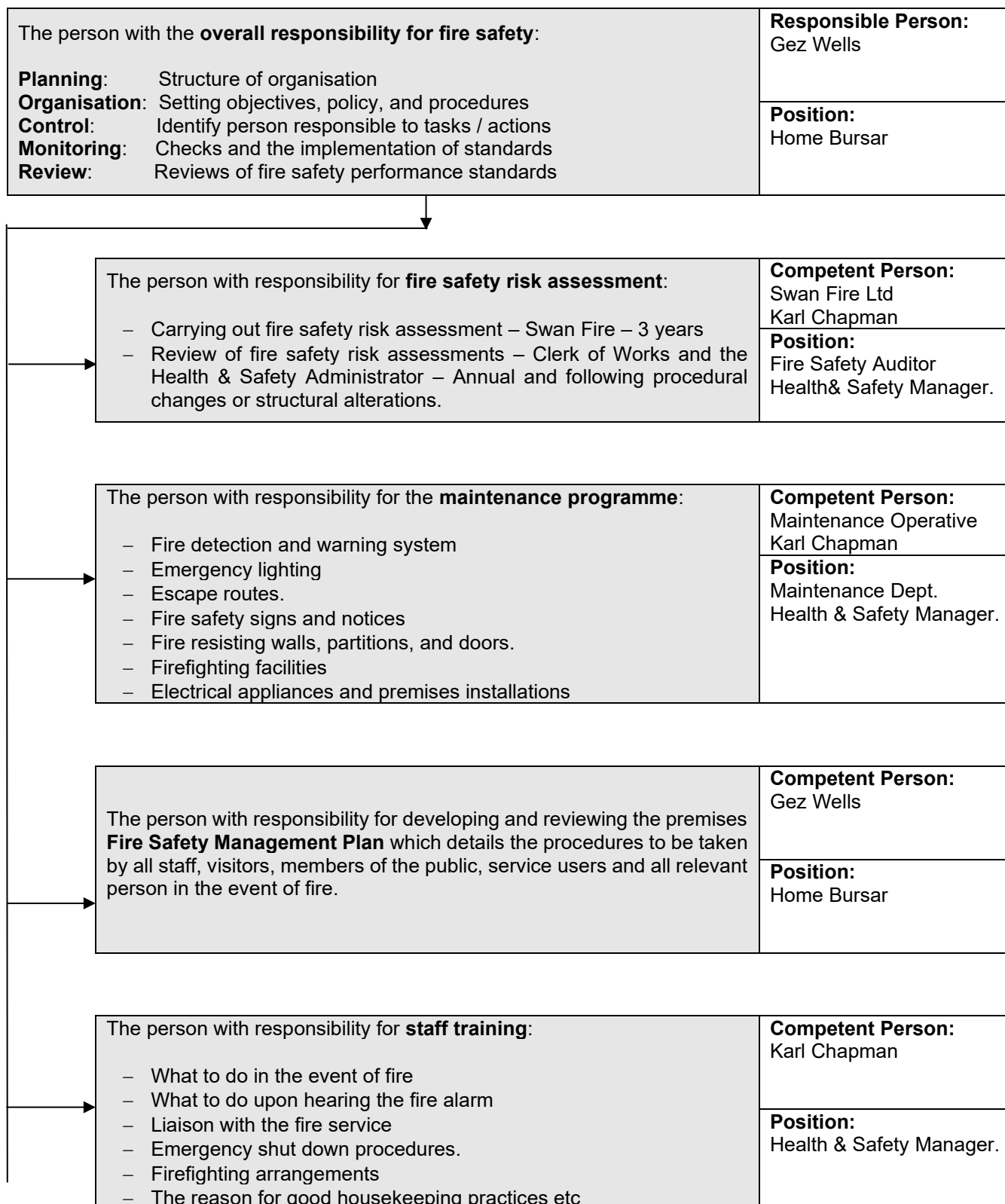
New College review procedures and precautions every year and make sure that the Fire Risk Assessment remains valid.

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

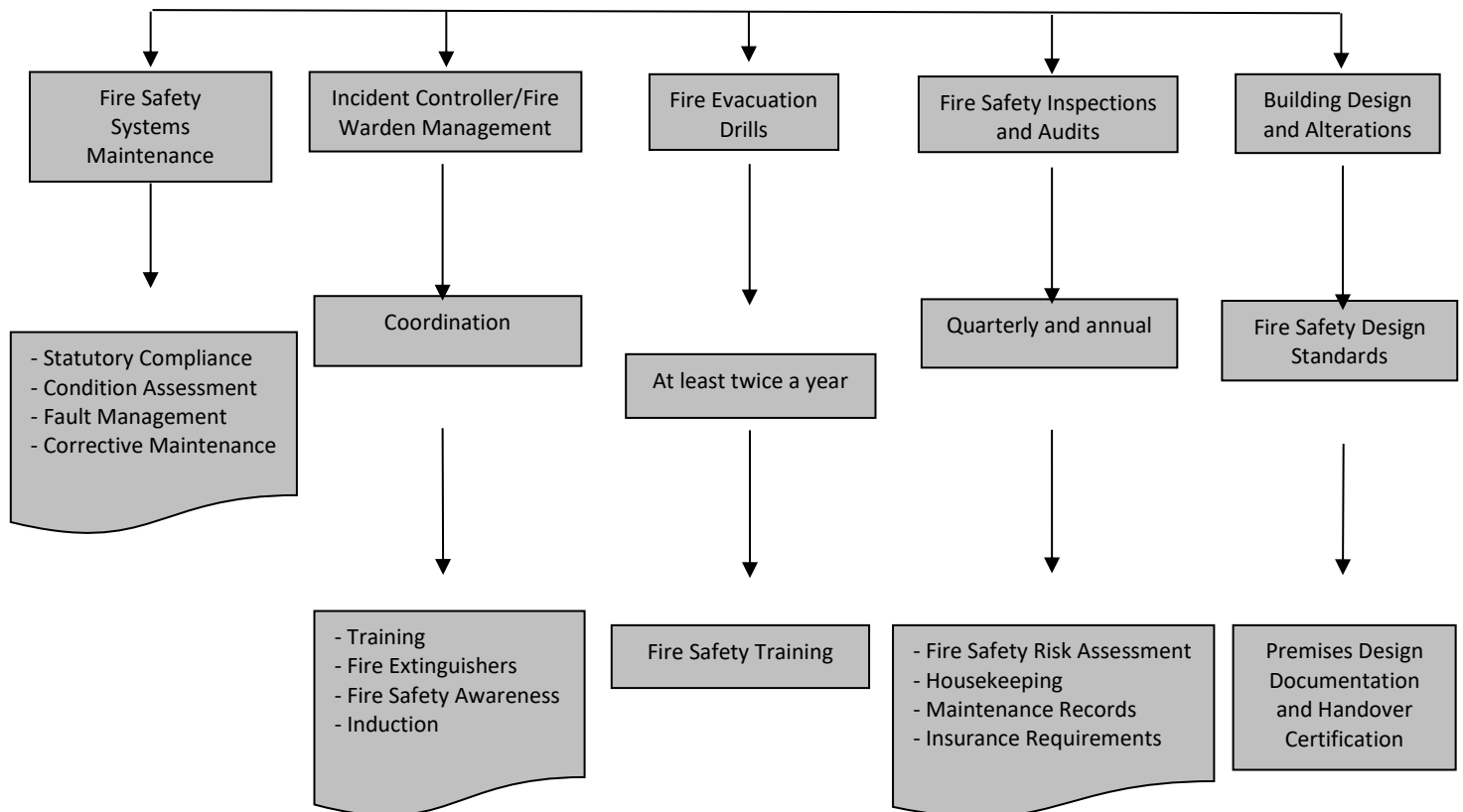
Details of the action New College take to maintain fire safety equipment, arrangements and procedures are kept in the Fire Safety Logbook.

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



Vesrion Date : September 2025

Review Date: September 2026