



## Fire Safety Policy & Management Plan

### Policy Statement

St Edmunds College takes fire safety and the protection of its staff, members of the College and visitors from fire very seriously and makes every effort to comply with all legal requirements, University of Cambridge fire safety requirements and recognised best practice.

The College Fire Safety Manager, appointed contractors and consultants provide fire safety support and advice to all stakeholders, thereby protecting members of the College, its visitors, estate and reputation from the possible consequences of fire.

St Edmunds College will ensure that it meets the legal obligations of the Regulatory Reform (Fire Safety) Order 2005, the Cambridge University's Fire Safety Policy and Code of Practice and will undertake to:

- take such general fire precautions as will ensure, so far as reasonably practicable, the safety of staff and as may reasonably be required to ensure that the premises are safe;
- make a suitable and sufficient assessment of the risks to which relevant persons are exposed;
- implement any necessary preventive and protective measures on the basis of the prescribed principles of fire prevention and make, implement and record such arrangements as are appropriate for the effective planning, organisation, control, monitoring and review of such measures;
- ensure that risks related to the presence of dangerous substances are eliminated or reduced so far as is reasonably practicable;
- ensure that the premises are, to the extent that is appropriate, equipped with appropriate fire safety equipment and systems;
- where necessary take measures for firefighting in the premises;
- ensure that all escape routes are clearly indicated with appropriate notices, kept clear at all times and comply with prescribed requirements;
- establish and implement appropriate procedures that includes evacuation drills, to be followed in the event of serious and imminent danger;
- ensure that the premises and any facilities, equipment or devices are subject to a suitable system of maintenance in accordance with current guidance or best practice;
- ensure that appropriate fire safety responsibilities are assigned to competent persons to support the effective management of fire safety across the College;
- ensure that Personal Emergency Evacuation Plans (PEEPs) are developed, implemented and reviewed where required for persons requiring additional assistance;
- ensure that suitable arrangements are in place for the management of emergency evacuations, including the appointment and training of Fire Wardens;
- ensure that fire safety arrangements are regularly monitored and reviewed to maintain compliance with current legislation, University of Cambridge requirements and recognised best practice.
- Provide staff from any outside undertaking who are working on the premises with relevant information on the risks to them identified by the risk assessment, the preventive and protective measures which have been taken and the procedures to be followed in the event of serious and imminent danger, and
- ensure personnel are provided with adequate fire safety training and appoint a sufficient number of suitably trained personnel to assist undertaking any necessary preventive and protective measures.

## Contents

Policy Statement.....	1
1 Planning .....	3
1.1 Documentation .....	3
1.2 Fire Risk Assessments .....	3
1.3 Equipment.....	3
1.4 Emergency Evacuation .....	4
1.5 Training .....	4
1.6 Further Information .....	4
2 Organisation and Control.....	5
2.1 The Governing Body of St Edmunds College .....	5
2.2 The Bursar .....	5
2.3 Head of Facilities.....	5
2.4 Head Porter .....	5
2.5 Designated Fire Wardens .....	6
2.6 Staff and members of the College.....	6
2.7 Contractors.....	6
2.8 Visitors & Guests .....	6
2.9 External Fire Safety Advisors .....	6
3 Monitoring.....	7
4 Review .....	7
5 Approval by Responsible Person .....	7
6 Approval by the Fire Safety Manager .....	7

## I Planning

### I.1 Documentation

The following suite of fire safety related documentation will be prepared and maintained electronically and in hard copy in the fire safety manual within relevant parts of the College and available to all relevant personnel:

- Fire Safety Policy and Management Plan – This document
- Fire Strategy
- Emergency Procedures
- Personal Emergency Evacuation Plans (PEEPs)
- Fire Risk Assessment Report and Action Plans
- Fire Safety Logbook and Records
- Site and Building Drawings
- Training Presentations
- Information for the Fire Service

### I.2 Fire Risk Assessments

The purpose of the Regulatory Reform (Fire Safety) Order 2005 is to ensure that people and workplaces are protected from the effects of fire and smoke by completing a fire risk assessment. The aim of the assessment is to reduce the risk of fire to as low as is reasonably practicable.

Fire risk assessments will be carried out and reviewed by independent fire safety advisors at regular intervals (at least once every two years). Any deficiencies identified within a fire risk assessment will be developed into an action plan that must be maintained according to their priority by the Fire Safety Manager.

Ongoing reviews and management of action plans will be carried out by the Fire Safety Manager.

The Responsible Person will monitor the action plans and where actions remain outstanding, they will be identified to the Governing Body as required.

### I.3 Equipment

It is the policy of the St Edmunds College to install and provide fire safety systems and equipment to meet current requirements and maintain high standards of life safety and property protection in all operational premises.

The Fire Safety Manager will ensure that all fire safety systems and fire safety equipment are installed, commissioned and maintained in accordance with the relevant British Standards and manufacturers recommendations. Independent fire safety advisors will provide guidance on these issues as requested.

The Fire Safety Manager will ensure all testing and maintenance is recorded in the fire safety logbook.

## 1.4 Emergency Evacuation

The Fire Safety Manager is responsible for ensuring the emergency evacuation procedures are suitable and sufficient to ensure the safe evacuation of all users of buildings without depending on the Fire Service.

Procedures will be specific to the building, its use, occupancy and the number of people present and fire drills will be carried out at least once a year at time when buildings are occupied to confirm procedures are effective.

The College will implement an active evacuation management approach where designated personnel, including Porters and Fire Wardens where applicable, are responsible for assisting with the coordinated evacuation of specific buildings and areas. This may include the sweeping of designated accommodation areas where it is safe and appropriate to do so.

General fire action notices will be displayed adjacent to fire alarm call points and on the back of bedroom doors. Fire safety information will also be displayed on noticeboards in each student room. Documented emergency procedures will be maintained within the building fire safety manual and electronic filing system.

## 1.5 Training

Fire safety training is essential for all staff, defined for these purposes as those holding an employment contract, and is a legal requirement under the Health and Safety Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

Fire safety training is mandatory for all staff and refresher training will be required every 2 years unless additional training is deemed appropriate by the Fire Safety Manager.

Basic training courses required:

- Fire Safety Manager - Responsible Person, Fire Safety Manager & Deputy
- Fire Wardens including Use of Fire Fighting Equipment – Designated Fire Wardens
- Fire Safety Awareness including Use of Fire Fighting Equipment – All personnel
- Use of Evacuation Aids – Designated operators
- Other training courses as deemed appropriate

All training records will be maintained in the HR Office and available for inspection as required

## 1.6 Further Information

Supporting information is available from:

- The Regulatory Reform (Fire Safety) Order 2005  
[http://www.legislation.gov.uk/ukxi/2005/1541/pdfs/ukxi\\_20051541\\_en.pdf](http://www.legislation.gov.uk/ukxi/2005/1541/pdfs/ukxi_20051541_en.pdf)
- Communities and Local Government website  
<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>
- Health and Safety Executive  
<https://www.hse.gov.uk>
- Cambridge University's Fire Safety Policy and Code of Practice  
[https://www.em.admin.cam.ac.uk/estate-operations/health-safety-compliance/university-fire-safety/new-fire-safety-policy-and-code?check\\_logged\\_in=1](https://www.em.admin.cam.ac.uk/estate-operations/health-safety-compliance/university-fire-safety/new-fire-safety-policy-and-code?check_logged_in=1)

## 2 Organisation and Control

### 2.1 The Governing Body of St Edmunds College

As the employer, the Governing Body of St Edmunds College is ultimately responsible for Fire Safety and will ensure compliance with the requirements of current fire safety legislation.

### 2.2 The Bursar

The Bursar accepts responsibility, on behalf of the Governing Body, for all aspects of Fire Safety and is responsible for ensuring that current fire safety legislation is fully understood by all and implemented throughout the College.

The Regulatory Reform Order (Fire Safety) 2005 created a new position within organisations, The Responsible Person. Within the St Edmunds College the Bursar is the 'Responsible Person' and appoints a Fire Safety Manager to act on their behalf.

### 2.3 Head of Facilities

The Head of Facilities is appointed by the Bursar as the Fire Safety Manager and is responsible for the day to day management of all aspects of fire safety requirements including but not limited to:

- Ensuring the delivery of a fire safety reporting process to the Responsible Person and keep them informed of relevant legislative changes and compliance issues;
- Ensuring there are means of detecting a fire, giving warning and tackling any fire across the operational estate;
- Ensuring that all staff, members of the College, contractors and visitors are provided with adequate instruction and training;
- Ensuring all fire safety systems and equipment are maintained in accordance with current guidance and best practice;
- Ensuring that all required statutory checks and maintenance regimes are followed appropriately and recorded;
- Ensure the development, accuracy, implementation and review of all fire safety documentation;
- Ensuring that fire risk assessments are completed and regularly reviewed across the operational estate and action plans are kept up to date;
- Ensure measures are taken to reduce the risk from fire and the risk of it spreading;
- Ensure the means of escape from the premises are adequate and can be used safely;
- Ensure evacuation drills are carried out to test the procedures are effective at least once per year or more if deemed appropriate;
- Appoint Fire Wardens where applicable across the operational estate, and
- Appoint the Head Porter as Deputy Fire Safety Manager

### 2.4 Head Porter

- Deputise for the Fire Safety Manager
- Ensure duty Porters are aware of investigation, emergency procedures and relevant documentation; and
- Ensure that where required, a Personal Emergency Evacuation Plan (PEEP) is created, implemented and evaluated for any disabled persons

## 2.5 Designated Fire Wardens

The Fire Safety Manager will appointment a suitable number of Fire Wardens from staff and students to act as on their behalf to :

- Assist with day to day management of their designated areas
- Assess risks of fire
- Spot and report hazards / defects found
- Take appropriate action in the event of a fire
- Assist with ensuring the full and safe evacuation of their designated areas; and
- Ensuring the adequate fire safety provisions and dissemination of relevant information

## 2.6 Staff and members of the College

All staff and members of the College will :

- Comply with all local procedures and requirements; and
- Spot and report hazards / defects found;

## 2.7 Contractors

All contractors will:

- Provide any necessary risk assessments, method statements, and any other required documentation
- Sign in and comply with all local procedures and requirements; and
- Be issued with temporary cards for visibility purposes, which must be worn at all times during the visit.

## 2.8 Visitors & Guests

All visitors and guests will:

- Comply with local procedures and requirements where applicable.

Visitor and guest sign-in requirements will be implemented where operationally appropriate; however, the College recognises that mandatory sign-in arrangements may not be practicably feasible in all circumstances.

## 2.9 External Fire Safety Advisors

The College recognises that there is a requirement for independent specialist advice on the subject of fire safety, their appointed advisor will, where required:

- Prepare fire risk assessments
- Advise and assist on all aspects of fire safety management as required
- Assist with production and review of all fire safety documentation
- Provide fire safety training; and
- Liaise with the enforcing authorities where applicable

### 3 Monitoring

All fire safety incidents will be reported to the Responsible Person and action to prevent any recurrence will be taken.

The following Key Performance Indicators will be used by the Responsible Person and Governing Body to monitor the effectiveness of Fire Safety Management:

- Number of fires/fire alarm activations recorded
- Carrying out successful evacuation drills
- Number and nature of enforcement, alterations or prohibition notices from statutory authorities
- Building inspections and meetings to ensure actions and progress are made
- Findings of fire risk assessments
- Keeping all relevant documentation up to date; and
- Independent audit reports by the external fire safety advisors where required

### 4 Review

The Responsible Person and Fire Safety Manager will carry out an annual review of this Fire Safety Policy and Management Plan, ensuring that it remains aligned with current legislation, operational requirements and the University's Code of Practice.

Reactive reviews will take place following a fire safety incident, a fire, structural changes to buildings, changes of use, new procedures and changes in employee numbers and roles where required.

### 5 Approval by Responsible Person

Print: .....

Signed: .....

Date: .....

### 6 Approval by the Fire Safety Manager

Print: .....

Signed: .....

Date: .....