

Murray Edwards College

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Policy Statement

The Issue of Fire Safety is taken extremely seriously, and we will strive to ensure that Murray Edwards College complies with the Regulatory Reform (Fire Safety) Order 2005.

More importantly we will strive to ensure the safety of all 'Relevant' persons.

Staff and students should be aware that it is a criminal offence not to consider theirs or others fire safety whilst at work or in residence, and breaches will be dealt with in a robust manner, with possible disciplinary action by the College.

Signed.....

Position.....

Responsibilities

'The Responsible Person'

The responsible person retains overall responsibility for policy and management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005 designated as the 'Responsible Person'.

The Deputy Bursar has been designated the '*Responsible Person*' at Murray Edwards College and has delegated the following roles:

	Task	Position or Name
1	Fire Fighting Equipment is in place and undamaged (Monthly)	Fire Officer
2	Weekly tests of the fire alarm	Fire Officer
3	Fire Exits are available and useable (Daily)	Fire Officer
4	Completion of Fire Risk Assessments, to include annual reviews	Fire Officer
5	Ensure all fire safety systems are tested by a Competent Person in line with the requirements of the relevant British Standard	Fire Officer
6	Ensuring appropriate cleaning of kitchen extract ducts where appropriate	Head of Catering/Head Chef
7	Ensuring portable appliance electrical appliances are maintained as required (PAT) testing	Maintenance Manager
8	Ensuring Fixed Electrics are inspected at least once every five years	Maintenance Manager
9	Completion of suitable and sufficient staff training (including refresher)	Fire Officer
10	Completion of Fire Evacuation drills.	Fire Officer

All Staff

All staff have a responsibility for their own and others fire safety. They should report any possible dangerous issue to the Fire Officer or Porters Lodge for remedial action.

Staff and Students are forbidden from carrying out actions that could compromise their or others fire safety and where staff and students are found to carry out such actions, they may be subject to disciplinary proceedings.

Fire Strategy

The fire strategy is to ensure there is a suitable means of alerting all persons who have a legitimate right to be on the premises to a fire in the early stages and provide a sufficient number of exits to allow the safe evacuation to a place of safety.

The evacuation procedure is for all persons to evacuate immediately, deemed simultaneous evacuation.

The type, number and level of fire safety measures will be decided by the Fire Risk Assessment (FRA), this will be completed by a Fire Risk Assessor.

Whilst management accepts there is a legal duty to ensure there are a number of specific staff trained in the use of firefighting equipment, the College does not encourage the fighting of fires by staff and actively discourages the fighting of fires by any student or guest.

Nominated College staff will receive fire safety training including the use of fire extinguishers, but their overriding responsibility is to sound an alarm and initiate an evacuation of the immediate area to a place of safety.

The Colleges fire strategy therefore concentrates on life safety and not property protection.

Fire Risk Assessments (FRA)

The College will employ the services of a Fire Risk Assessor to assist them with their duties under 'article 18' of the Regulatory Reform (Fire Safety) Order 2005 and work in accordance with the boundaries of the legislation.

A fire risk assessment will be completed for each area (building). The FRA will then be reviewed annually or when there is a major change in circumstance to the premises by a 'Competent Person' (see appendix.1) employed by the College.

A hard copy of the FRA will be held onsite in a safe place. The Porter's Lodge is staffed 24hr a day and therefore offers the appropriate level of security.

A fire risk assessment is a comprehensive assessment of the building, the processes taking place and the people expected to use it to ensure all 'Relevant Persons' (see appendix.2) are not at an unacceptable risk from fire or its effects. The assessment considers life safety and not property protection.

The assessment will provide a list of significant findings, these are items that are likely to present an unacceptable risk to people and will specify: -

- What the problem is
- What existing control measures are in place
- What additional measures should be instigated

Any significant findings will be prioritised as High, Medium or Low, or as a note.

High, Medium and Low are an identification of the risk and the hazard it presents to the 'Relevant Person'. The College will use this system as a way of prioritising the work to complete any deficiencies.

Where a significant finding is stated as a note, there is unlikely to be any additional control measure. The note is a way of informing the reader that an issue has been identified but due to the existing control measures requires no further attention.

The 'Responsible Person' is responsible for ensuring the significant findings detailed in the FRA receive appropriate and timely attention.

Testing and Maintenance

Fire Alarm and Detection

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1:2013) by a 'Competent Person'.

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained onsite for inspection by nominated college personnel, fire risk assessor and any enforcement officer.

Fire Doors

Although there are no buildings within the college site that fall within the new Fire Safety (England) Regulations 2022 'Article 24' legislation, the college will adopt a suitable and sufficient inspection routine on all Fire Doors to maintain the required protection of common parts of the building and entrance doors to accommodation rooms.

This will be recorded to show due diligence.

Emergency Lighting

The level of emergency lighting will be dictated by the FRA.

The installed system will be tested by Maintenance staff or nominated contractor monthly, by using a suitable test key or by isolating the lights locally.

The System will be serviced annually by a 'Competent Person' in accordance with BS 5266 Pt 1: 2005

Records of tests will be maintained on site for inspection by a fire risk assessor and enforcement officer.

Portable Electrical Equipment (College Owned)

The portable college electrical equipment within a building will be tested annually to ensure it is fit for purpose and in safe condition. The College will endeavour to have all other portable equipment tested in accordance with HSE guidance.

Records will be held to show due diligence.

Portable Electrical Equipment (Student Owned)

All portable electrical equipment owned by students and used within the college will be tested during arrival at College on Fresher's Week, to ensure it is fit for purpose and in safe condition. The College will endeavour to have all other portable equipment tested in accordance with HSE guidance.

All students will be made aware that any subsequent electrical equipment purchased during their education at College will need to be identified on collection and tested at the Porters Lodge.

Records will be held to show due diligence.

Electric Scooters (Charging)

Due to the significant risks and national guidance given about the charging of Electric Scooters within buildings, this activity will be prohibited within any college premises.

Portable Firefighting Equipment

The portable firefighting Equipment will be inspected to ensure the equipment appears in good condition, all extinguishers have a safety pin and plastic tag fitted and all equipment is in its appropriate position.

The equipment will be serviced annually by a firm of competent engineers in accordance with manufactures instructions and the BS 5306 Pt3

Means of Escape

The designated on-site staff will check daily that all corridors and stairs are kept clear of obstructions and combustible materials.

Records of Testing and Maintenance

Management to ensure accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills.

Records must be kept onsite and except for staff training, in a single file with the following information:

- Date of Test
- Item Tested
- Result of test
- Action Taken
- Person completing test

In the case of staff training records, they should be retained onsite for the period the employee is working at the site. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to current legislation.

Staff Training

All Staff will be given induction training on their first day and will encompass:

- Action to take on discovering fire or hearing the alarm
- Location of exits
- Assembly points

Subsequently, more in-depth training through the College online training provider (iHasco); this will be completed within three months of their first day of employment.

Where necessary, nominated key staff will receive additional annual training providing detailed knowledge on the installed fire safety measures and use of firefighting equipment.

Continuation training should be completed annually.

The College will maintain up to date records showing which staff have completed the training.

Student Training

All students will receive information in relation to fire safety on arrival at Fresher's Week, and information in regard to where to find further advice on the College website. This will support the understanding of the following:

- Action in the event of fire
- How to evacuate safely to a place of safety
- General fire safety information

Evacuation Drills

It is anticipated these will take place without visitors although cannot be ruled out. The drill will take place once an academic term for each building, a record of evacuations will be kept.

Policy on Firefighting

College Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel it can be dealt with safely, however they **must not** do this where they would put themselves or others at risk of harm from the fire or its effects.

Students, and visitors are actively discouraged from fighting fires.

Sufficient firefighting equipment will be provided in the premises for the purpose of immediate "first aid" firefighting. The level of equipment provided will be decided by the FRA or other competent person.

Personal Emergency Evacuation Plans (PEEP's)

All staff, students and visitors known or disclosing to have a disability will have a PEEP completed in consultation with them.

The purpose of the PEEP is to ensure the person has been provided with a means of being alerted to a fire emergency and a safe means of escape considering their disability or illness.

The PEEP should ultimately ensure the safety of the person and if no reasonable solution can be found to ensure the safety of the person, a restriction in their location within the premises may have to be considered.

When completing a PEEP, the person filling it out should speak to the person involved to discuss:

- What fire safety issues present a problem
- How serious are those problems
- How can they be overcome

Where it is recognised staff, students or visitors who have a disability that may affect their escape from the building, the responsible person must discuss with them how they can be assisted.

Contractors on Site

Any contractor invited to site to carry out authorised repairs/work, must provide onsite management with a method statement stating how the work is to be completed safely. This must include a section on Fire Safety

Any contractor invited on site to complete 'Hot Work' (work that could use open flame or heat producing equipment, high enough to cause combustion to materials) must produce a risk assessment stating how the equipment is to be used and what precautions will be put in place to reduce the risk and deal with fire. All such contractors must bring their own firefighting equipment onsite suitable for the hazard they are introducing as specified in their risk assessment.

Each 'Hot Work' permit will specify the requirement to complete a fire watch an hour after the works are completed or while there is a pause, i.e during a lunch break.

All such firefighting equipment must be in service (within one year). When the contractors have set up to work, onsite management must carry out an inspection and satisfy themselves they are working safely and to their risk assessment.

Onsite management have the right to stop any contractor from working in or on the premises where they feel there is an unacceptable risk to the contractors, staff, students and/or visitors.

Relevant Legislation

[Regulatory Reform \(Fire safety\) Order 2005](#)

[Fire Safety \(England\) Regulations 2022](#)

College Fire Safety Guidance document

Further information may be found in the College Fire Safety Guidance Document online.

Appendix

1. Competent Person (<https://www.legislation.gov.uk/ukxi/2005/1541/article/18/made>) – *‘A person is to be regarded as competent for the purposes of this article where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventive and protective measures’.*
2. Relevant Persons (<https://www.gov.uk/guidance/check-your-fire-safety-responsibilities-under-the-fire-safety-order>) – *‘A relevant person is someone who is lawfully allowed to be on the premises, and those in the vicinity of the premises (including outside) who may be at risk from a fire in the building’.*