

The Queen's College



FIRE SAFETY POLICY AND ARRANGEMENTS

Date: 22 September 2017
Version: 1

2017

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1. INTRODUCTION

1.1 OBJECTIVES

The objectives of this report are to;

Assist managers responsible for fire safety in the premises to discharge their duties effectively.

Provide documentary record of the fire safety arrangements in the premise and to assist in demonstrating compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Provide information and assistance to the Fire Brigade in the case of an emergency.

1.2 SCOPE AND LIMITATIONS

1.2.1 The contents of these arrangements apply to The Queen's College and its associated buildings.

1.2.3 This fire safety management plan does not include:

- Design details.
- Operating instructions for systems / equipment – these will be provided by suppliers and manufacturers.

1.2.4 Responsibility for compliance with duties under fire safety legislation rests with the Responsible Person.

1.3 REFERENCE DOCUMENTS

- The Fire Safety Risk Assessment Guides – Educational Buildings and Sleeping Accommodation
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf
- BS9999:2008.
- The Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations
- The Health and Safety at Work etc. Act 1974

2. FIRE SAFETY POLICY

The Governing Body of The Queen's College is the 'Responsible Person' for fire safety.

Policy Statement

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 fire fighting and detection.

This policy expands on our general health and safety and environmental policies. 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 the assets and business opportunities of this organisation. The policy applies to all our buildings including any occupied under a tenancy agreement. Its requirements extend to everyone on the premises, legitimately or otherwise. In jointly occupied premises our objective is to co-operate and coordinate action with other occupiers.

The aim of this policy is to achieve a 'fire safe' environment for all workers and building occupants, which will reduce to a minimum the risks to life, to property, to business loss and of personal injury. 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 objectives will demonstrate compliance with fire safety legislation and current good practice.

The Domestic Bursar has been appointed to take charge of fire safety in this business.

(The Fire Safety Policy was adopted by the Governing Body and signed by the Provost, Prof Paul Madden on 27 October 2016)

3. ORGANISATION

3.1 ROLES AND RESPONSIBILITIES

Set out below is the fire safety roles and responsibilities relevant to the management structure.

Governing Body	<ul style="list-style-type: none"> • Ensure all buildings controlled by The Queen's College have effective and robust policies for fire safety which meet legal requirements. • Overall responsibility for ensuring fire safety policies and procedures are implemented. • Ensure appropriate and robust Health & Safety management structure is in place • Controlling all buildings controlled by The Queen's College including building opening hours and associated lone and late working issues.
Domestic Bursar	<ul style="list-style-type: none"> • Overall responsibility for ensuring fire safety policies and procedures are implemented on a day-to-day basis. • Day-to-day observation of fire safety issues and reporting as necessary. • Ensure contractors control is implemented where required. • Ensure adequate risk control systems and procedures are in place. • Ensuring fire risk assessments are carried out. • Ensure fire risk assessment actions are carried out within the specified time frame. • Ensure the risk assessment reflects the core hazards in all buildings controlled by The Queen's College and that processes are in place to deal with any non-conformities raised. • Ensure that procedures and arrangements are in place to deal with accidents, incidents and emergencies. • Responsibility for appointing Fire Marshals. • Ensure that any person with a designated role and/ or responsibility is given the necessary authority to make decisions and take actions commensurate with their duties. Additionally, deputies with similar authority and training should be nominated to cover for periods of absence. • Ensure all visitors are fully briefed in fire safety and emergency evacuation procedures. • Ensure emergency contacts list is in place and kept up-to-date, including PEEPs as required. • Ensure appropriate arrangements are in place to control the levels of general rubbish and other waste streams. • Identify and provide all the training needs of staff. • Dissemination of information relating to fire hazards and associated risks, and fire prevention arrangements. • Ensure that appropriate advice is obtained for all planned activities that will result in an increase in the fire loading. • Report all accidents and incidents in accordance with The Queen's College accident and incident reporting procedures. • Implementing arson prevention measures. • Ensuring suitable means of fire fighting equipment is available.
Clerk of Works	<ul style="list-style-type: none"> • Ensure all equipment installed for fire safety purposes is identified and arrangements are in place for its inspection, maintenance or annual testing by a competent person • Co-ordination of fire safety information with statutory authorities

	<ul style="list-style-type: none"> • Identify all safety critical systems and introduce procedures for shutting these down which must include arrangements for informing the appropriate staff. • Regular housekeeping inspections. • Ensuring all hazardous substances and gases are stored safely. • Coordination, supervision / monitoring of contractors on site. • Assistance with fire drills and evacuations. • Ensure fire safety records are completed and shared as appropriate
Steward	<ul style="list-style-type: none"> • Organising evacuation drills. • Supervision / monitoring of contractors on site. • Regular housekeeping inspections and removal of waste. • Reporting concerns or deficiencies with fire safety matters especially items blocking fire exit routes and sources of heat within students rooms. • Ensuring all hazardous substances and gases are stored safely. • Testing all alarms and results of tests sent to the Head Porter/ Lodge for recording. • Creating PEEP for occupants
Head Porter /Porters and in conjunction with Oxford University Security Service	<ul style="list-style-type: none"> • Create procedures and ensure all porters are fully trained in the fire alarm systems and emergency evacuation response • Investigate all fire alarm activations to establish if there is a need for the fire & rescue services. • Ensuring fire safety records are completed and stored. • Call Fire Service to report fires. • Ensure premises are evacuated, investigate the reason for the activation, and liaise with the Fire service units despatched to the scene. • Performing assistance role in emergency and if necessary for a PEEP. • Record and report all alarms and false alarms. • Liaison with Trinity and Pyrotec in event of alarm failure (day-to-day maintenance) • Ensure Southern Monitoring fire alarm monitoring services are kept up-to-date with all current procedures and contact details
All College Members	<ul style="list-style-type: none"> • Co-operation with fire safety policies and procedures. • Reporting concerns or deficiencies with fire safety matters. • Implementation of the fire safety procedures on a day-to-day basis. • Day-to-day observation of fire safety issues and reporting as necessary. • During evacuation, encouraging and assisting people to find and use exits. • Report all accidents and incidents in accordance with The Queen's College accident and incident reporting procedures. • Implementing arson prevention measures. • Ensure contractors are handled in accordance with policy, referring to DB, CoW or Steward as necessary.
Fire Marshalls	<ul style="list-style-type: none"> • Call Fire Service to report fires. • Collecting and collating roll call until the OF&RS take over. • Co-ordinating Fire and Rescue access during a fire. • Preventing re-entry to the building where an evacuation is occurring. • Performing assistance role if necessary for a PEEP. • Reporting concerns or deficiencies with fire safety matters.

4. FIRE SAFETY ARRANGEMENTS

In the event of fire the safety of life shall override all other considerations, such as saving property, content or extinguishing the fire.

The Governing Body at The Queen's College is the *Responsible Person*, and has appointed the Domestic Bursar to ensure adequate procedures to :

- eliminate risk (Fire Risk Assessments) College and ensure that all fire hazards are prevented where possible and/or adequately controlled in accordance with The Regulatory Reform (Fire Safety) Order 2005 (The Order)
- react to emergency for all of the College's operations and premises.
- provide all employees and others, with such information, instruction and training as necessary for them to be aware of the risks of fire and the precautions that should be taken.

Procedures will be kept under regular review and revised as and when necessary, in light of new hazards or risks, and to ensure precautions are effective.

4.1 FIRE SAFETY DESIGN

4.1.1 The Queen's College occupy a range of buildings which on the whole do not comply with modern building regulations, therefore the proposed fire safety design of the buildings aim to comply with BS9999:2008 as far as reasonably practicable.

The detailed drawings which describe the key elements of the proposed fire safety design are key documents which should be held on site for future reference as needed.

1.1.2 The plan should show:

- Escape routes (number of exits, number of stairs, fire-resisting doors, fire-resisting walls and partitions, places of safety, etc).
- Fire safety signs and notices (ie pictographic fire exit signs, fire action notices, etc).
- The location of fire warning devices (ie break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights (to include hand held torches if provided)
- The location and type of firefighting equipment (ie water extinguishers, foam extinguishers, etc)
- Any hidden voids in the building or sandwich panels used and any apparent unusual elements of building construction that are considered to add a significant additional contribution to the fire risk.

4.1.3 These fire safety arrangement plans show how the design intentions expressed in the fire strategy will be put into effect.

4.2 FIRE RISK ASSESSMENT

4.2.1 In order to comply with the Regulatory Reform (Fire Safety) Order 2005 a fire risk assessment will be carried out. The significant findings of the fire risk assessment will be recorded and any necessary remedial actions will be identified.

The Fire Risk Assessment will identify and evaluate potential fire hazards and form the basis for planning the measures considered necessary to make the College safe from fire. Nominated persons will undertake the implementation of the control measures recommended in the Fire Risk Assessment within an agreed time.

Fire risk assessments are unique to individual premises and records of the assessment must be kept available for inspection as and when required by enforcing officers.

- Step 1 Identify fire hazards
- Step 2 Identify people at risk
- Step 3 Evaluate, remove, reduce and protect from risk
- Step 4 Record, plan, inform, instruct and train
- Step 5 Review

4.3 FIRE PREVENTION

4.3.1 Prevention of fire is an essential part of the fire safety measures in The Queen's College buildings. The key areas for fire prevention actions are summarised below.

4.3.2 Additional measures for prevention are as follows:

- Fire loading is kept to a minimum.
- Regular housekeeping inspections will be made of all buildings by the Clerk of Works and Steward.
- The storage of chemicals, solvents, etc. will be in accordance with best practice.
- Gas cylinders must be stowed away in an external store when not in use.
- Only in exceptional circumstances where there is a specific safety or process quality consideration may gas cylinders be stored indoors. In these cases the amounts kept should be minimised, special storage arrangements made.
- Regular removal of rubbish and waste.
- Corridors and escape are kept clear and inspected on a regular basis by the Steward.

4.3.3 Additional areas for fire prevention are plant rooms which will be monitored on a regular basis by the Clerk of Works. Access to plant rooms will be restricted with a permit to work required for any hot works undertaken.

Area	Key Actions / Arrangements
General housekeeping	<ul style="list-style-type: none"> • High standard of general tidiness maintained. • Appropriate arrangements for storage of materials. • Contractor work areas should be regularly inspected to ensure they are clean and tidy. • Regular housekeeping inspections will be made of all Plant Rooms.
Waste Management	<ul style="list-style-type: none"> • Bins in public areas will be emptied daily Monday to Friday. • External waste areas are kept secure and skips emptied on a regular basis.
Arson	<ul style="list-style-type: none"> • Security measures, including CCTV. • Minimise access to combustible materials on site. • Report petty vandalism, graffiti etc. • All contractor work areas particularly those which give access to the building must be secured at the end of the working day.

Electrical	<ul style="list-style-type: none"> • Test all fixed wiring regularly. • Test all portable appliances regularly and inspect for condition, including flexes. • Keep a record of all periodic tests of equipment.
Gas	<ul style="list-style-type: none"> • Test all gas appliances regularly. • Keep a record of all tests of equipment.
Additional sources of heat	<ul style="list-style-type: none"> • All members made aware of the requirements for high standards of fire safety with no sources of heat within rooms and no cooking left unattended • Smoking is not permitted within any of the premises. • Regular inspections of rooms carried out by Housekeeping staff.

4.4 FIRE PROTECTION MEASURES

4.4.1 Passive and active fire protection measures will be maintained in good order throughout the building to ensure their effectiveness.

4.4.2 All work on fire compartment walls or floors will be controlled.

4.4.3 Any works which will breach or pass through a compartment wall, floor or door will be controlled.

4.4.4 The work will only be signed off after the physical inspection by Clerk of Works.

4.4.5 The Clerk of Works will obtain evidence that the breach has been suitably fire stopped using appropriate materials to afford the same level of fire resistance as that of the compartment being breached.

4.4.6 The Queen's College must insure that during Capital Projects and Maintenance visits that alternative protection measures are implemented for occasions when normal fire protection measures fail, are under repair/maintenance or are removed whilst building alterations are made.

4.4.7 A good system is one that includes plans to provide alternative protection measures when any parts of the fire protection measures are unavailable; this includes planned maintenance as well as unforeseen failures.

4.5 ASSOCIATED FIRE SAFETY SYSTEMS

4.5.1 The key fire protection measures are;

- Fire resisting structure
- Fire Doors
- Fire warning & detection system
- Emergency lighting
- Means of escape
- Plant shutdown controls (e.g. gas valve isolation, plant shutdown)
- Fire dampers to protect compartment lines

4.5.2 There are certain facilities on the site to assist with Fire Service operations. These are:

- Minimum stair width of 1.1m

- Fire vehicle access routes

4.5.3 Portable fire extinguishers will be supplied in strategic areas on all floors in the buildings as per BS 5306 pt. 8 2000

4.6 FIRE SAFETY AND EVACUATION / EMERGENCY PROCEDURE – GENERAL

Means of escape that is suitable for the evacuation of everyone likely to be on the premises must be provided; this extends to people with mobility impairments which may require additional planning, and allocation of staff roles. Managers, in conjunction with such staff, will ensure a Personal Emergency Evacuation Plan (PEEP) is in place, this plan should also be available for visitors with disabilities. All visitors are the responsibility of their host.

4.6.1 The evacuation plan should describe the following:

- a clear passageway to all escape routes
- clearly marked escape routes that are as short and direct as possible
- enough exits and routes for all people to escape
- emergency doors that open easily
- emergency lighting where needed
- training for all employees to know and use the escape routes
- a safe meeting point for staff

4.6.2 Evacuation procedure notices are displayed by all manual call points and in contractor controlled areas.

4.6.3 The evacuation strategy for a fire in our main building is by “Zoned Evacuation” and therefore alarms are activated only in the affected area and associated areas to which the fire can spread. All other buildings (annexes) have ‘Simultaneous Evacuation’ of the entire building.

4.6.4 On the activation of a detector or a manual call point on any floor in the buildings, that particular area of the main building, or the entire building of an annex will receive a full evacuation tone and should evacuate immediately.

4.6.6 The evacuation assembly point for the building is printed on the fire action notices, all occupants must report here in the event of an evacuation.

4.6.7 During the day –Offices and Public Areas – List of employees and visitor book will be taken to assembly point to enable a roll call to be made for the relevant areas. Fire Wardens must sweep their area to ensure all occupants have evacuated.

4.6.7 During the day – Lecture Rooms – Lecturers to ensure students evacuate and to account for all their students at the assembly point.

4.6.8 All other times – Accommodation Buildings are effectively ‘Houses of Multiple Occupancy’ (HMO’s) with rooms rented to students and visitors. The Queen’s College will therefore take reasonable steps to ensure the safe evacuation and accounting for all occupants. The students and visitors, whether having bedrooms or workrooms are not required to book in or out and their whereabouts will not be known. In the event of an evacuation, the appointed fire marshal, or if not present, a student will take the roll call list to

the assembly point and try to ascertain the whereabouts of all students/ occupants within the stairwell.

4.6.9 Attending Fire Service crews will be met at an agreed point and will be briefed with all available relevant information including details of the roll call.

4.6.10 Staff or students with a disability who may require some assistance or support in an evacuation will be identified and a specific Personal Emergency Evacuation Plan (PEEP) prepared for them.

4.6.11 In order to accommodate visitors to the building who may have disabilities a range of simple generic PEEPs will be prepared and made available for implementation. These will cover the following;

- Sight impairment
- Mobility impairment
- Hearing impairment

4.6.12 TRAINING - Managers ensure all staff should be given information and instruction as soon as possible after they are appointed and regularly after that.

4.6.13 Information about the emergency plan and the escape routes should be made available to staff who work outside normal working hours, such as contract cleaners or maintenance staff, and temporary residents and guests.

4.6.13 COORDINATION - Where College shares premises with other organisations; arrangements are in place for the co-ordination of all of the above points. Also the joint and mutually compatible arrangements are reviewed annually.

5. MONITORING

5.1 EVACUATION DRILLS

5.1.1 Evacuation drills will be carried out at least twice per year in the Michaelmas and Hilary terms. These will be organised and monitored by the Steward. Records will be kept of each evacuation drill.

5.1.2 The outcome of drills will be used to modify the emergency plan if required.

5.2 CHECKS, MAINTENANCE AND TESTING

5.2.1 All fire safety equipment and systems will be subject to routine checks, tests and maintenance at periods recommended by manufacturers / suppliers, British Standards or general fire safety guides.

5.3 RECORD KEEPING

5.3.1 Fire safety records will be kept up to date and available for inspection on site.

5.3.2 The summary of fire safety records to be kept is as follows:

Domestic Bursar

- Staff fire safety training
- Fire risk assessment and associated action plans
- Fire safety officer visits and associated correspondence
- PEEPs, specific and generic

Clerk of Works

- Equipment and systems testing and checks
- Equipment and systems routine maintenance and servicing

Steward

- Fire alarm activations
- Fire events
- Evacuations, planned and unplanned

6. AUDIT AND REVIEW

6.1 FIRE RISK ASSESSMENT REVIEW

6.1.1 The fire risk assessment will be reviewed by the Domestic Bursar annually and the advice of a competent person sought as required.

6.1.2 A review will also take place in the event of significant changes, such as;

- Increase in number of people likely to be in the premises
- Proposed alterations to the layout of the premises
- Increase in fire loading in the premises
- Proposed changes to these fire safety arrangements.

6.1.3 The fire risk assessment will also be reviewed following any occurrence of fire (no matter how minor) or any reported fire-related near-miss, this will also include incidents in the contractor controlled areas.

6.2 RESPONSE TO CHANGES

6.2.1 Whenever changes are made which:

Necessitate review of fire risk assessment (as specified in 6.1.2 above), or affect the management structure or arrangements of the Colleges Buildings.

The impact of those changes will be assessed and amendments made as necessary

6.3 RECORDS AUDIT

6.3.1 The fire safety records detailed in Section 5.3 will be audited by the Fire Safety Advisor(s).

6.4 FIRE SAFETY MANAGEMENT PLAN FORMAL REVIEW

6.4.1 The Fire Safety Policy and Arrangements will be the subject to periodic review along with the fire risk assessment. The results of the review will be recorded and any necessary changes will be made and implemented.