



Murray Edwards  
College  
University of Cambridge

## **FIRE SAFETY POLICY & MANAGEMENT PLAN**

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## 1. FIRE SAFETY POLICY STATEMENT

Supporting the College Health and Safety Policy, Murray Edwards College recognises and acknowledges its responsibility to meet statutory obligations to protect the safety of employees, members of the College and anyone else potentially affected by its undertaking against fire so far as reasonably practicable.

### 1.1 POLICY OBJECTIVES

The Responsible Person has responsibility in respect of all premises under their control for ensuring compliance with the statutory duties imposed on them in respect of fire safety.

The Responsible Person can assign the task of complying with these duties to others, but the responsibility itself may not be delegated or transferred.

The Responsible Person will appoint a Fire Safety Manager, contractors and consultants to provide fire safety support and advice to all relevant stakeholders, thereby protecting individuals, property and reputation from the possible consequences of fire.

Murray Edwards College will ensure that it meets the statutory obligations of the Regulatory Reform (Fire Safety) Order 2005 as amended and will undertake to:

- take such general fire precautions as will ensure, so far as reasonably practicable, to ensure all users of 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;
- 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, including 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;
- provide employees and 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;
- ensure a sufficient number of suitably trained personnel are appointed to assist with undertaking any necessary preventive and protective measures.

## 2. PLANNING

### 2.1 Documentation

The following suite of fire safety related documentation will be maintained electronically and in hard copy where required by relevant Duty Holders and made available for inspection as requested:

1. College Health and Safety Policy
2. Fire Safety Policy and Management Plan – This document
3. Building Regulations Regulation 38 Information and O&M Manuals (Where certificates are not available supporting documentation will be provided)
4. Building Specific Fire Strategy and Emergency Procedures (Includes Information for the Fire Service and Floor Plans)
5. Fire Risk Assessment Reports and Action Plans
6. Buildings File – For Porters Use
7. Personal/General Emergency Evacuation Plans (PEEPs/GEEPs)
8. Fire Safety Logbook / Record Keeping
9. Site and Building Drawings
10. Training Presentations
11. Event Occupancy Levels
12. Conference Bedrooms
13. Bedrooms Lists

## 2.2 Fire Risk Assessments

The purpose of the Regulatory Reform (Fire Safety) Order 2005 as amended 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, competent fire safety consultants at regular intervals (at least once every two years). Any findings identified within a fire risk assessment will be developed into an action plan that must be maintained according to their priority by the Responsible Person and 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.

## 2.3 Equipment

It is the policy of the Murray Edwards 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 and Head of Maintenance will ensure that all fire safety systems and fire safety equipment are installed, commissioned and maintained in accordance with the relevant British Standards, manufacturer's recommendations, best practice and risk assessment as required.

Independent advisors will provide guidance on these issues as required.

The Fire Safety Manager and Head of Maintenance will ensure all testing and maintenance is recorded and details are available for inspection.

## 2.4 Emergency Evacuation

The Fire Safety Manager is responsible for ensuring suitable and sufficient emergency evacuation procedures are in place 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, 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.

General fire actions will be displayed adjacent to fire alarm call points and on the back of doors in guest rooms.

## 2.5 Training

Fire safety training is essential for all staff 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 as amended.

Fire safety training is mandatory for all staff and refresher training will take place every two years unless additional training is deemed appropriate by the Fire Safety Manager.

College specific training:

- Fire Safety Management  
Attendees: Responsible Person, Fire Safety Manager/s and Heads of Departments
- Fire Wardens including use of Fire Fighting Equipment  
Attendees: Designated Fire Wardens
- Fire Safety Awareness  
Attendees: All staff and students
- Use of Evacuation Aids  
Attendees: Designated operators
- Other training courses as deemed appropriate

The Fire Safety Manager will ensure all training is recorded and details are available for inspection.

### 3. ORGANISATION AND CONTROL

#### 3.1 The Council of Murray Edwards College

As the employer, the Council of Murray Edwards College appoints the Director of Operations as the Responsible Person who is ultimately responsible for Fire Safety and will ensure compliance with the requirements of current fire safety legislation.

#### 3.2 The Director of Operations

The Director of Operations accepts responsibility, on behalf of the Council, for all aspects of Fire Safety and is responsible for ensuring that current fire safety legislation is understood and implemented throughout the College.

As the Responsible Person will appoint a Fire Safety Manager to act on their behalf and expects Heads of Departments to provide support as required.

#### 3.3 Head Porter

The Head Porter is the College Fire Safety Manager and is responsible for the day-to-day management of all aspects of fire safety requirements including:-

- Promoting fire safety issues;
- Ensuring the adequate fire safety provisions and dissemination of relevant information;
- Ensuring competent persons and adequate resources are in place across the operational estate;
- 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 the adequate provision of fire safety advice and training to all users of the buildings;
- Ensuring all fire safety systems and equipment are maintained in accordance with current guidance and best practice;
- Ensuring that a fire risk assessment has been completed and is regularly reviewed for all premises and action plans are kept up to date;
- Ensuring 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 that site specific procedures are drawn up and published for the safe evacuation of the premises in the event of fire;
- Ensure evacuation drills are carried out to test the procedures effective at least once per academic term;
- Ensure that where required, a Personal Emergency Evacuation Plans (PEEPs) are created, implemented and evaluated for any persons on the premises who may be unable to evacuate unaided;
- Ensure there are means of detecting a fire, giving warning and tackling any fire on the premises;
- Ensure that employees are provided with adequate instruction and training;
- Ensure that all required statutory checks and maintenance regimes are followed appropriately and recorded;
- Ensure there are measures in place to mitigate the effects of fire;
- Ensure the development, accuracy, implementation and review of all fire safety documentation; and
- Ensure College policies are implemented and/or suitable control measures and documented risk assessments are in place where applicable
- Appoint the Deputy Head Porter as Deputy Fire Safety Manager;
- Designate roles and responsibilities to Heads of Departments to assist with all the above as required.

### 3.4 Deputy Head Porter

- Deputise and assist the Fire Safety Manager.

### 3.5 Heads of Departments

- All Heads of Departments will assist the Fire Safety Manager as required;
- The Head of Maintenance will ensure all statutory testing is carried out as required as required and that all contactors working on site are competent and have the appropriate permits where applicable, eg hot work permits.

### 3.6 Designated Fire Wardens

The Fire Safety Manager will appoint a suitable number of Fire Wardens from staff and students where appropriate to act as competent persons 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;
- Ensuring the adequate fire safety provisions and dissemination of relevant information;

### 3.7 All staff and members of the College

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

### 3.8 Contractors

- Provide any necessary risk assessment, method statements and any other necessary documentation where requested;
- Will sign in and comply and co-operate with arrangements and systems for fire safety;
- Report any hazards or risks, which might potentially compromise fire safety, to their line managers;
- Attend mandatory fire training and participate in fire drills and evacuation practices;

### 3.9 Visitors & Guests

- All visitors and guests will sign in and comply with local procedures and requirements where applicable.

### 3.10 External Fire Safety Advisors

The College recognises that there is a requirement for independent specialist advice on the subject of fire safety, their appointed competent 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 as required;
- Provide fire safety training as required; and
- Liaise with the enforcing authorities where applicable;

#### 4. 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;
- Addressing the findings of fire risk assessments;
- Keeping all relevant documentation up to date; and
- Independent audit reports by the external fire safety advisor where required

#### 5. REVIEW

The Responsible Person and Fire Safety Manager will carry out an annual review of this Fire Safety Policy and Management Plan and all supporting documentation.

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

**6. APPROVAL BY THE RESPONSIBLE PERSON**

Print: .....

Signed: .....

Date: .....

Review: Annually

**7. APPROVAL BY THE FIRE SAFETY MANAGER**

Print: .....

Signed: .....

Date: .....

Review: Annually