

GONVILLE & CAIUS COLLEGE



FIRE SAFETY POLICY

This document is a statement of policy of Gonville & Caius College. Its primary purpose is to ensure that all members of the College are aware of their responsibilities in relation to fire safety and to assist them to discharge those responsibilities. The policy takes into account the requirements of **The Regulatory Reform Fire Safety Order 2005** its associated legislation, guidance and accordingly, must be brought to the attention of all College members.

Prepared By: Head Porter

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GONVILLE & CAIUS COLLEGE FIRE SAFETY POLICY

1. STATEMENT OF INTENT

1.1 Background

In accordance with the provisions of the Regulatory Reform Fire Safety Order 2005 (RRFSO 2005), this document sets out the policy of Gonville & Caius College towards the health, safety and welfare at work of its Fellows, staff, students and others who may be affected by its activities. It also explains the organisation and arrangements which the College Council has established to put the policy into effect.

The College recognises that a high level of commitment to fire safety brings benefits to the College including financial ones. The scope of this policy includes the occupational health of all our Fellows, students and staff as well as their safety at work. The College views fire safety as an issue that must continually progress and adapt to changes. The approach is based on the assessment of fire safety risks through the implementation and maintenance of a robust fire safety management system.

The College Council regards fire safety as the responsibility of every member of the College, but recognises that key personnel have specific duties and responsibilities to comply with both the letter and spirit of this policy. We also promote the active involvement of students and their representatives to ensure they act in accordance with the requirements of this policy.

A positive culture and the allocation of appropriate levels of resources to support fire safety is encouraged through the active support and involvement of Fellows, staff and students in the decision-making process, either on an individual basis, or through their representatives.

This Fire Safety Policy is regularly monitored and reviewed annually with the aim of continual improvement.

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2. FIRE SAFETY ORGANISATION

2.1 Buildings

The College's estate includes Listed Buildings and buildings used for a variety of different activities., Fire prevention in such a wide range of buildings presents particular challenges.

Mandatory legislation regarding the fire precautions necessary in student accommodation and the workplace requires the College to conduct Fire Risk Assessments to provide a safe place of residence for students and a safe working environment for employees. The Fire Risk Assessment identifies any safety deficiencies that must be rectified.

The College is reluctant to deny anyone the opportunity to make use of its facilities by insisting upon temporary closure of accommodation, but may have to do so in the interests of safety.

2.2 Individual Responsibility

Individuals have a personal responsibility to care for themselves and others, and to respect the fabric of the College.

The damaging or misuse of any item of fire prevention equipment may be a disciplinary offence and will be regarded very seriously by the College.

2.3 Specific Responsibility

The Head Porter has specific operational responsibility for fire safety matters and is qualified to offer advice on any fire safety related issues under the overall authority of the College's Responsible Person, the Domestic Bursar. They are assisted by the Deputy Head Porter and the four Senior Shift Porters all of whom are suitably qualified, and by a Fire Safety Assistant, who conducts the weekly fire alarm and monthly emergency lighting testing.

2.4 Health, Safety and Security Sub-Committee

Issues concerning fire safety can be drawn to the attention of the Health, Safety and Security Sub-Committee, which meets termly. Its constitution is described in the College's Health and Safety Policy.

3. FIRE SAFETY GENERAL ARRANGEMENTS

3.1 Testing of Fire Alarm Systems

These are tested weekly with the intention of ensuring that defects are identified and repaired.

3.2 Testing of Emergency Lighting Systems

These are tested monthly with the intention of ensuring that defects are identified and repaired.

3.3 Maintenance of Fire Safety Equipment

Fire safety equipment (such as fire extinguishers and fire blankets) is maintained and tested annually by an approved contractor. Monthly visual checks are carried out by College staff to ensure serviceability.

3.4 Maintenance of Fire Alarm Systems

Fire alarm systems are maintained on either a quarterly or six monthly basis by an approved contractor. Any defects identified are rectified immediately.

3.5 Maintenance of Emergency Lighting Systems

Emergency lighting systems are maintained annually by a College designated "Competent Person". Any defects identified are reported to the College Maintenance Department and rectified.

3.6 Maintenance of Private Fire Hydrants

All College Fire Hydrants are maintained annually by a suitably approved contractor.

3.7 Maintenance of Dry Riser and Smoke Vent Systems

The College dry riser and smoke vent systems located in the Stephen Hawking Building and Alice Cheng House are maintained annually by a suitably approved contractor.

3.8 Maintenance of Kitchen Extract Ventilation Systems

Depending on use, the Kitchen Extract Ventilations Systems are either maintained by a suitable approved contractor annually or biannually.

3.9 Maintenance of Kitchen Fire Suppression System

The Ansul fire suppression system to be maintained on a six-monthly basis. This work is completed by a competent engineer and works are scheduled following discussion between the Head of Catering, the Maintenance Manager and the Head Porter..

3.10 Maintenance of Local Exhaust Ventilation Systems (LEV)

Weekly user checks are conducted on the Local Exhaust Ventilations Systems whilst a competent contractor carries out testing and inspection every 14 months. College Insurers require biannual examinations of the LEV's and appoint suitable engineers to carry this out..

3.11 Fire Evacuation Drills

These will be held annually in all areas of College on a rolling programme, usually without warning. They provide an opportunity for all persons within the College to rehearse procedures to vacate the building and assemble at a designated assembly point.

3.12 Training

The Head Porter is responsible for arranging suitable training for all Porters on their immediate response to fire alarms plus live fire fighting training. All administrative staff receive individual fire training and a record of such training is held by the Human Resources Manager. All members of staff are instructed on the College Fire Policy and evacuation procedures during their College induction, which is re-inforced during annual training. Students receive a comprehensive fire safety briefing from the Head Porter during their Matriculation into College.

3.13 Fire Wardens

All Porters perform the role of Fire Wardens. Additional trained staff are also employed in the Cockerell building.

3.14 Documentation

The Head Porter is responsible, through the Domestic Bursar, for collating and updating all relevant documentation including Fire Logs Record Books, and system manuals related to fire safety within the College.

3.15 Individuals with Disabilities

A Personal Emergency Evacuation Plan (PEEP) will be produced for every person with disabilities residing in, or attending College premises, if their disability may impair their ability to escape the premises in an emergency. College Porters, Waiting Staff, Library Staff and other responsible persons will receive appropriate training, not only for such individuals, but in generic terms for non-residents with disabilities or mobility issues. Further information on disabled guests will be provided by the Conference office if a person attending an event or staying overnight requests further assistance and notifies them when booking.

3.16 Responsible Person

The Domestic Bursar is appointed by College Council as the Responsible Person and both they and the Head Porter are available for consultation by students on any point relating to fire safety. They will be able to assist, if present, if evacuation is required or in liaison between the College and Cambridgeshire Fire & Rescue Service. In their absence, the on duty Porters will take charge of any fire related incident until relieved by a senior person of the College.