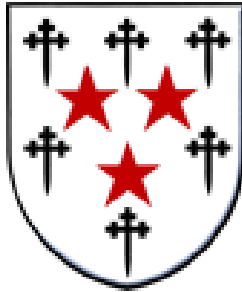


Fire Safety Policy



**Somerville College
Woodstock Road
Oxford
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1.0 Introduction

Somerville College is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the College, their visitors and contractors, have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the college, an outbreak of even a small fire creates a risk to both life and property, damage to the environment and may compromise our normal business activities.

The College will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with The Regulatory Reform (Fire Safety) Order 2005, (RR(FS)O), and any other relevant legislation that may impact upon it.

The aim of this policy is, therefore, to provide a robust fire safety framework that will be implemented to secure the safety and wellbeing of everyone within the college community and to protect the colleges' assets.

2.0 Legislative Requirements

The Regulatory Reform (Fire Safety) Order 2005, (RR(FS)O); implements a risk based approach to fire safety in community, industrial and business premises. It requires the responsible person (usually the employer, owner or occupier) to carry out a fire safety risk assessment, implement appropriate fire precautionary protection measures and to maintain a fire management plan.

The responsible person under the fire safety legislation (RR(FS)O) for Somerville College is Governing Body.

3.0 Fire Risk Assessment

The college will undertake fire risk assessments as required by the fire safety legislation (RR(FS)O) with regular reviews conducted (usually annually), risk assessments may be reviewed earlier in the case of significant change in occupancy use or structure, they will also be reviewed following any fire related incident.

4.0 Management of Fire Safety

Fire safety within Somerville College is managed on a day to day basis by the head of each relevant department, event manager or building manager for their occupancy and activities.

The Lodge Manager will act as coordinator for fire safety for the college, staff within the porters lodge will act as fire marshals for the investigation of fire alarm signals, the calling of the fire service (any person may call the fire service if a fire is discovered) & facilitating access for the fire & rescue service.

5.0 Evacuation Strategy

The evacuation strategy for the college is full & immediate of affected areas on the sounding/hearing of the fire alarm signal.

Each individual that is a member of the college is responsible for their own evacuation, for disabled evacuation recognised areas of refuge are provided where necessary, the evacuation of disabled persons from refuges must have been considered as part of the PEEP process (Personal Emergency Escape Plan) where appropriate persons will/may have been designated to assist with evacuation.

For events or gatherings that are non academic a formal plan for the event will be submitted to the fire safety coordinator, it is the responsibility of the event manager or organiser to ensure that appropriate persons are appointed to facilitate the evacuation of non college members and any other relevant persons within their charge.

Lecturers, training providers and conference organisers are responsible on hearing the fire alarm, for ensuring that all students, staff and visitors leave the room immediately and proceed to the designated Assembly Point.

The lecturer, trainer or conference organiser should report to the Assembly Point Coordinator at the Assembly Point stating that the room/area has been cleared or if known that any persons from within their area/activity are missing.

6.0 General Instruction

All persons must be familiar with the fire procedures as required by the RR(FS)O and the Act, Fire procedures are posted throughout the college and can be found on exit routes normally adjacent to fire alarm call points.

Persons must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are located or reside, also they should get to know their assembly points which are indicated in the fire procedure notice for the building.

Any person suspecting or discovering a fire must:

- Raise the alarm by activating the nearest fire alarm call point
- Inform the porters lodge of the location of any fire to ensure the prompt notification of the fire & rescue service (the porters will generally contact the fire & rescue service, however any one can dial 999 to call the fire service if there is a fire or suspected fire).

If you have to evacuate the premises:

- **DO** exit quickly and calmly
- **DO** go directly to open air and report to the designated assembly point
- **DO NOT** enter an adjacent building unless directed by the Fire Safety coordinator/Fire Marshal
- **DO NOT** stop to collect bags or other personal belongings
- **DO** close the door behind you
- **DO NOT** use lifts

You must not re-enter a building unless authorised to do so by the officer in charge (Fire & rescue) or the authorised college fire safety officer.

7.0 Fire safety - college members

Fire safety is everyone's responsibility all employees, students, contractors & visitors are expected to follow established fire safety procedures, this includes the safe use of, storage and disposal of hazardous materials & compliance with the college's no smoking policy.

Fire doors including cross corridor doors must be kept closed at all times (unless they are doors which automatically close on activation of the fire alarm system) these doors provide compartmentation of the building protecting critical escape routes by restricting the passage of fire &/or smoke.

Corridors, doors, stairways & landings will be kept clear of combustible items & any item that can present an obstacle or hazard in the event of an evacuation.

All hazardous materials must be stored & disposed of in accordance with legal requirements & safe working practices.

Door wedges must not be used under any circumstances within the college, the holding open of a fire door by any means other than a fire alarm activated device is a breach of fire safety legislation.

All fire safety devices and fire safety equipment & fire fighting equipment must be kept clear at all times, care should also be taken that any automatically activating fire doors are not accidentally obstructed so that they can not correctly close.

Any issues or concerns in relation to fire safety must be reported to the porters lodge at the earliest opportunity (missing equipment, damaged equipment, horseplay, unauthorised use of equipment, blocked escape routes etc).

All cooking or reheating of food must be completed within kitchens & authorised locations only, no cooking will be allowed in rooms.

8.0 Visitors

Event organisers & hosts are responsible for ensuring that relevant guests within their event are aware of fire procedures, this responsibility includes facilitating an evacuation of all persons from their utilized area (a written guide will be provided within the event area for housekeeping & fire safety information).

An event plan must be submitted by the organiser or host 14 days before any event to the fire safety coordinator outlining the planned activities & occupancy. Members of the public or other visitors who require to be advised of the evacuation plans for any relevant premise they access, this will be provided at the porters lodge. To ensure this is accomplished adequate "Fire Action Notices" will be displayed at prominent locations.

9.0 Contractors

All contractors will be inducted to the college and are required to sign in at the porters lodge on entry/exit of the premises.

The responsibility for induction is that of the contractor's host, basic information on assembly points will be provided at the porters lodge when the person enters the premises.

10.0 Disabled Persons

Every individual who has a disability which may affect their ability to recognise that an emergency is taking place or to evacuate a building unaided will have a personal emergency evacuation plan (PEEP) drawn up. The college fire coordinator will consult with these individuals, and where necessary prepare a plan, tailored specifically for that individual in relation to the building they use.

The college has a legal duty to be able to successfully evacuate all relevant persons from the premises, appropriate equipment will be provided for this purpose where deemed necessary.

Wheelchair users and persons with mobility impairment

The wheelchair user must notify their tutor of the details of their PEEP. If, due to the nature of the illness/injury, the individual can not be removed from their wheelchair without risk of serious injury, movement to a point of temporary refuge will be considered as part of their PEEP.

It is essential that wherever possible fire safety coordinators/residential Hall Managers, Fire Marshals/Wardens are aware of staff, students or visitors to the building who have specific emergency evacuation needs.

NB. Most fire escape stairways or designated refuge areas are of half hour fire resistance and are likely to provide the necessary protection until the arrival of assistance for evacuation.

Deaf/Hearing impaired persons

In certain college buildings visual fire signal indicators have been installed, deaf or hearing impaired staff/students that are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm.

Blind/visually impaired persons

Blind/visually impaired persons are advised to locate evacuation and assembly points in their early days in the college and should make contact with the porters lodge office to be advised on the fire evacuation routes from buildings they regularly frequent. It is essential that this takes place immediately on arrival at the college rather than wait until an evacuation takes place.

11.0 Training

All support staff for the college will be trained in fire safety for the premises, this training will be regularly refreshed, persons who are nominated as fire wardens/marshal's will receive formal training at least every 3 years. Induction training for fire safety will be provided to all college members, this training will also be refreshed each year.

12.0 First Aid Fire Fighting Equipment

The college provides appropriate first aid fire fighting equipment, this equipment should only be used by persons who have appropriate training in the selection & use of fire extinguishers.

No person should place himself or herself at unnecessary personal risk by using the provided fire fighting equipment.

13.0 Hot works

No activities will be conducted within the college boundaries that involve hot works or naked flames unless a hot work permit has been issued/authorised covering the specific work & the relevant time period for the work to be carried out.

These documents for Hot Work can only be issued by the Clerk of Works for maintenance activities and building works or by the fire safety coordinator for planned events or academic purposes.

14.0 Supporting Documents

The following documents are available for use by managers of the buildings & should always be used as & when required.

- Personal Emergency Evacuation Plan (PEEP's).
- Event fire safety plan.
- Fire evacuation record.
- Hot work permit.
(This can only be issued by the Clerk of Works or fire safety coordinator).
- Near miss or incident report (fire related).
- Conference "fire safety housekeeping" document for organisers.

..... Date.....
Andrew Parker
(Treasurer)