



Organisational Arrangements for the Management of Risk from Fire

Health and Safety Services

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This is a reference document for all managers and staff to identify their responsibilities with respect to the risk from fire in the College. Guidance on specific procedures and measures for preventing fires and the response should they occur can be found on the Health and Safety Services internal web-pages and in some School or Department specific documentation.

A list of pertinent Statutory Provisions, Guidance Notes and British and European Standards is maintained on the Health and Safety Services web-pages.

1.0 Introduction

1.1 This document outlines the College's organisational arrangements for the management of the risk from fire. The legislative background for the majority of the document will be the Regulatory Reform (Fire Safety) Order 2005 referred to hereafter as the FSO. However, other legislation such as the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) may also be relevant from time to time.

1.2 Failure to comply with the requirements of these arrangements may lead to a breach of the College's legal duty to protect staff, students, contractors and visitors from the risk of fire.

1.3 These arrangements shall be reviewed whenever necessary and at a period not exceeding three years from approval.

2.0 Terminology

2.1 A glossary of terms is provided at the end of this document (Appendix A)

3.0 Responsible Person

3.1 The FSO defines identifies the Responsible Person as:

- a) The employer, if the workplace is to any extent under his control. Where the buildings are a workplace, the responsible person must ensure that any duty imposed under the FSO is complied with in respect of those buildings.
- b) Any duty imposed by the FSO on the responsible person in respect of buildings shall also be imposed of every person other than the responsible person who has to any extent control of those buildings so far as the requirements relate to matters within their control.
- c) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to maintenance or repair of buildings, including anything on or in buildings, or the safety of any building, that person shall be treated as being a person who has control of the building to the extent that their obligation so extends.

4.0 Duties of the Responsible Person

4.1 The RRO places the following duties upon the Responsible Person:

- a) Reduce the risk of fire and its spread in buildings and mitigate the effects of a fire.
- b) Ensure that suitable and sufficient means of escape are available and can be safely and effectively used at all material times.
- c) Ensure that suitable fire actions instruction and training are provided
- d) Carry out a suitable and sufficient Fire Risk Assessment (FRA) and record any significant findings and review as required.
- e) Have fire safety arrangements.
- f) Eliminate or reduce the risks from dangerous substances and have additional emergency measures in place for them.

- g) Ensure there are procedures in place for incidents involving serious and imminent danger and for dangerous areas.
- h) Ensure fire-fighting and fire detection equipment is suitable and sufficient.
- i) Ensure that maintenance is carried out and recorded as necessary.
- j) Ensure suitable safety assistance is available (competent persons)
- k) Provide information to employees, visitors, contractors and others who may be affected by a fire on the premises.
- l) Co-operate and co-ordinate with others in the prevention and protection from risk of fire.

5.0 Organisational Arrangements

5.1 The Responsible Person has put in place the following arrangements to ensure that the duties outlined in Section 4.1 are undertaken. The Governors of the College implement their control of the workplace by way of the Master and thence to the Executive Deans and the College Secretary and Clerk to the Governors (The College Secretary). Control is maintained through the line management structure of the College.

The Master

5.2 The Master shall ensure that there are sufficient resources to manage fire safety in terms of time, finance and facilities.

The College Secretary and Executive Deans

5.2 The College Secretary and the Executive Deans shall:

- a) Ensure that the College has access to sufficient numbers of competent persons to assist in the management of fire safety in the College.
- b) Ensure that sufficient time, finance and facilities are allocated to ensure the fire safety of the College in areas under their control.
- c) Ensure that Health and Safety Services is informed of any changes that occur to the structure or use in their areas of responsibility which may affect fire safety.
- d) Address any actions identified in the FRA that come under their management responsibility.
- e) Assist in undertaking a FRA in areas they or their staff or students occupy and those for which they have management responsibility.
- f) Notify Health and Safety Services of any activities which are likely to increase the risk of fire.
- g) Ensure that areas subject to the Dangerous Substances and Explosive Atmospheres Regulations apply.
- h) Ensure that Heads of Departments and Service Managers take steps to manage the general fire precautions.
- i) Ensure that staff and students receive adequate information, instruction, training and supervision in fire safety and safe working practices and those suitable records are kept.
- j) Ensure there is a mechanism to communicate fire safety information to all staff and students in their School or Department.

The Health and Safety Committee

5.3 The College Safety Committee shall monitor fire safety arrangements and shall report on their suitability by way of the Finance and General Purposes Committee and thence to the Governors.

The Director of Facilities and Estates Services

5.4 The Director of Facilities and Estates Services shall, in order to effect duties placed on the Responsible Person:

- a) Assist the Master to comply with the duties identified in Section 4.1
- b) To ensure that any maintenance or refurbishment of buildings complies with the requirements of the Building Regulations and any other requirements necessary to reduce the risk from fire identified in that building's FRA.
- c) To ensure that competent persons are appointed to maintain passive fire protection measures, such as fire doors, and active measures, such as the fire alarm systems and fire extinguisher provision, as required by relevant statutory provisions, the relevant FRA and any relevant British Standard.
- d) To ensure that contractors are aware of and understand their responsibilities for fire safety.

The Director of Commercial Services and Estates Development

5.5 The Director of Commercial Services and Estates Development shall;

- a) Assist the Master to comply with the duties identified in Section 4.1.
- b) Ensure that new building design and any refurbishment of existing buildings complies with the Building Regulations and any other requirements necessary to reduce the risk of fire.
- c) Ensure that a FRA is undertaken and kept under review throughout the design and construction stages.
- d) Ensure, so far as is reasonably practicable, that the building design will minimise the need for fire risk management arrangements.
- e) Will liaise with the College's competent person for fire safety on matters related to new builds, renovations, alterations of existing stock, the installation and alteration of fire detection.
- f) Ensure that contractors are aware of and understand their responsibilities for fire safety.

Heads of Department and Service Managers

5.6 Heads of Department and Service Managers shall:

- a) Ensure that sufficient resources in terms of time, finance and facilities are available to allow nominated persons with fire safety responsibilities to carry out their duties adequately.
- b) Take steps to ensure that the general fire precautions are managed so far as is reasonably practicable.
- c) To act as the departmental Safety Coordinator if no formal appointment is made.
- d) To inform Health and Safety Services if there are significant changes to the department's buildings, procedures or use so that the FRA can be reviewed.
- e) Ensure good levels of housekeeping are maintained
- f) Ensure student and staff inductions include fire safety information and that suitable records are kept.

- g) Ensure that sufficient personnel are trained and nominated for Fire Safety Duties (eg Fire Marshals, Evacuation Chair Operators) and that they carry out those duties.

Safety Coordinators

5.7 Safety Coordinators shall:

- a) Be appointed by the relevant Head of Department or Executive Dean.
- b) Where a Safety Coordinator is not appointed the Head of Department / Service Manager shall undertake those duties until a suitable Safety Coordinator is appointed.
- c) Monitor the effectiveness of the fire safety arrangements in their areas of responsibility and report any significant non-conformances to the Head of Department / Service Manager and Health and Safety Services.
- d) Ensure that there is sufficient coverage of nominated personnel to cover fire safety duties at all material times.
- e) Inform staff of any variations in the Fire Alarm system or other fire safety arrangements.
- f) Ensure that Health and Safety Services is informed of any variations in the structure or use of the buildings.

Teaching Staff

5.8 When allocated a teaching room all teaching staff must:

- a) Make themselves familiar with the nearest emergency escape route and a secondary escape route from any room in which they are teaching.
- b) Be familiar with the location of the nearest Manual Call Point (MCP).
- c) Deliver a brief to students at the start of each term on the fire evacuation procedure from that room.
- d) Ensure that students are instructed to leave the building when the fire alarm is activated.
- e) Report any difficulties encountered during an evacuation to the Safety Coordinator or Health and Safety Services.
- f) Accompany their students to the assembly point when the fire alarm is activated.
- g) Assist or report any person having difficulties in evacuating so that suitable procedures can be put in place.

All Staff

5.9 All staff must:

- a) Take care of themselves and others who may be affected by their work
- b) Co-operate with the employer in the pursuance of complying with the statutory duties placed upon him.
- c) Inform the employer of work situations which pose an immediate risk of danger.
- d) Inform the employer of any failings in the fire safety arrangements including any defects in the fire precautions, fire equipment and housekeeping.
- e) Not tamper with any fire equipment.
- f) Evacuate immediately when the fire alarm activates via the nearest available fire exit and go to the assembly point as per the local fire instructions.
- g) Report all fire incidents to Health and Safety Services.
- h) Report all faults identified during fire alarm tests and evacuation drills.

- i) Assist in the evacuation of students and visitors who may be confused or unfamiliar with the alarm activation

Fire Wardens

5.10 Fire Wardens are appointed by Heads of Department / Service Managers or Executive Deans / Directors of Services. Their main role is to monitor the general fire arrangements in their areas of responsibility and to take overall responsibility for fire evacuations. The terms Fire Marshal and Fire Warden are synonymous.

Fire Wardens shall:

- a) Take control of the evacuation of their area of responsibility when the fire alarm is activated.
- b) Undertake regular inspections of their designated areas of responsibility.
- c) Report on housekeeping issues or defects in the fire safety precautions.
- d) Inform the Safety Coordinator and Health and Safety Services of any changes in the normal place of work that may affect the fire precautions.
- e) Monitor the effectiveness of the emergency evacuation procedures and report on any faults or failures.
- f) Undertake any training prescribed to undertake the task and any refresher training as required.

Evacuation Chair Operators

5.11 Where the FRA or a Personal Emergency Evacuation Plan identifies the need for the use of evacuation chairs for the safe evacuation of personnel. The Head of Department / Service Manager shall appoint a number of staff to be trained to operate evacuation chairs. Evacuation Chair Operators shall:

- a) Check the safe operation and storage of the Emergency Evacuation Chairs in the designated areas and report defects to the Safety Coordinator.
- b) Undertake initial training in the use of the chair and refresh their knowledge by practicing the use of a chair every term and attend suitable refresher training every two years.
- c) Inform the Safety Coordinator and Health and Safety Services of any changes that may affect the use of an Emergency Evacuation Chair in an emergency.

Health and Safety Services

5.12 Health and Safety Services consists of competent persons appointed by the College to advise and support the management of health and safety in the workplace. Those competent persons may be employees or appointed external advisors. They are responsible for coordinating the College's overall response to the risk of fire. In particular Health and Safety Services shall:

- a) Advise the College, the Safety Committee and Senior Management on statutory duties in respect of fire safety.
- b) Ensure that suitable and sufficient FRAs are in place and are routinely reviewed.
- c) Liaise with Estates and Facilities and other persons on all matter relating to fire safety including new builds, renovations, alterations and the installation and alteration of fire detection and prevention measures..
- d) Be involved in discussion and consultations and to provide guidance and advice to senior management, staff and students.
- e) Liaise with Schools and Departments throughout the College on matters relating to fire safety.

- f) Shall make available suitable training and maintain appropriate records.
- g) Investigate and report on fire incidents, accidents and dangerous occurrences as appropriate and to advise on remedial actions.
- h) Liaise with the Wellbeing Service with regards special needs for students in respect of evacuating buildings and advise on Personal Emergency Evacuation Plans (PEEPs).

Appendix A – Glossary of Terms.

Competent person

A person with enough training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures.

Dangerous Substances

A substance which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace created a risk.

A substance subject to the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)

Dutyholder

Person on whom legislation imposes a requirement to carry out a fire risk assessment

Fire door

A door or shutter, together with its frame and furniture, provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and / or smoke to a predictable level of performance.

Fire drill (evacuation drill)

Rehearsal of the evacuation procedure involving participation of the occupants of a building

Fire precautions

Physical, procedural and managerial measures taken to reduce the likelihood of ignition occurring and / or to mitigate the consequences if ignition does occur.

Fire risk assessment

Overall process of identifying hazards and evaluating the risks to people and / or property arising from them, taking account of existing risk controls and / or proposed risk controls.

Fire safety management

Task(s) carried out by a defined individual or individuals with appropriate powers and resources to ensure that the fire safety systems, passive, active and procedural, within the building are working properly at all times.

Manual call point

Component of a fire detection and fire alarm system that is used for the manual identification of a fire alarm signal.

Means of escape

Route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.

Personal Emergency Evacuation Plan (PEEP)

A **plan** for individuals who require assistance to leave the building in an **emergency** i.e. an individual with a hearing, mobility or visual impairment

Premises

Any place, such as a building and the immediate land bounded by any enclosure of it, any tent, moveable or temporary structure or any installation or workplace

Responsible person

The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005

Routine inspection

Check at regular intervals of the fire prevention and fire protection arrangements

Warden

Person appointed to undertake prescribed duties leading to the effective and orderly evacuation of all or part of the premises in the event of fire