

Murray Edwards College

Danny Kelly
[Company address]

Policy Statement

The Issue of Fire Safety is taken extremely seriously, and we will strive to ensure that Murray Edwards College complies with the Regulatory Reform (Fire Safety) Order 2005.

More importantly we will strive to ensure the safety of all 'Relevant' persons.

Staff and students should be aware that it is a criminal offence not to consider theirs or others fire safety whilst at work or in residence, and breaches will be dealt with in a robust manner, with possible disciplinary action by the College.

Signed.....

Position.....

Responsibilities

'The Responsible Person'

The responsible person retains overall responsibility for policy and management of fire safety and under the Regulatory Reform (Fire Safety) Order 2005 designated as the 'Responsible Person'.

The Deputy Bursar has been designated the '*Responsible Person*' at Murray Edwards College and has delegated the following roles:

	Task	Position or Name
1	Fire Fighting Equipment is in place and undamaged (Monthly)	Fire Officer
2	Weekly tests of the fire alarm	Fire Officer
3	Fire Exits are available and useable (Daily)	Fire Officer
4	Completion of Fire Risk Assessments, to include annual reviews	Fire Officer
5	Ensure all fire safety systems are tested by a Competent Person in line with the requirements of the relevant British Standard	Fire Officer
6	Ensuring appropriate cleaning of kitchen extract d	

Testing and Maintenance

Fire Alarm and Detection

The level of coverage will be set by the FRA and serviced in accordance with the relevant British Standard (BS5839 Pt 1:2013) by a 'Competent Person'.

The call points will be tested weekly by using a test key to operate a different call point each week on a rolling program. Records of the tests will be maintained onsite for inspection by nominated college personnel, fire risk assessor and any enforcement officer.

Fire Doors

Although there are no buildings within the college site that fall within the new Fire Safety (England) Regulations 2022 'Article 24' legislation, the college will adopt a suitable and sufficient inspection routine on all Fire Doors to maintain the required protection of common parts of the building and entrance doors to accommodation rooms.

This will be recorded to show due diligence.

Emergency Lighting

The level of emergency lighting will be dictated by the FRA.

The installed system will be tested by Maintenance staff or nominated contractor monthly, by using a suitable test key or by isolating the lights locally.

Portable Electrical Equipment (Student Owned)

All portable electrical equipment owned by students and used within the college will be tested during arrival at College on Fresher's Week, to ensure it is fit for purpose and in safe condition. The College will endeavour to have all other portable equipment tested in accordance with HSE guidance.

All students will be made aware that any subsequent electrical equipment

Records of Testing and Maintenance

Management to ensure accurate and true records associated with testing and maintenance of fire safety measures as well as staff training and evacuation drills.

Records must be kept onsite and except for staff training, in a single file with the following information:

- Date of Test
- Item Tested
- Result of test
- Action Taken
- Person completing test

In the case of staff training records, they should be retained onsite for the period the employee is working at the site. The records should be kept confidential but may be shown to enforcing authorities for the purpose of showing due diligence to current legislation.

Staff Training

All Staff will be given induction training on their first day and will encompass:

- Action to take on discovering fire or hearing the alarm
- Location of exits
- Assembly points

Subsequently, more in-depth training through the College online training provider (iHasco); this will be completed within three months of their first day of employment.

Where necessary, nominated key staff will receive additional aff

Student Training

All students will receive information in relation to fire safety on arrival at Fresher's Week, and information in regard to where to find further advice on the College website. This will support the understanding of the following:

- Action in the event of fire
- How to evacuate safely to a place of safety
- General fire safety information

Evacuation Drills

It is anticipated these will take place without visitors although cannot be ruled out. The drill will take place once an academic term for each building, a record of evacuations will be kept.

Policy on Firefighting

College Staff who have been trained in the use of portable firefighting equipment may attempt to fight an uncontrolled fire where they feel it can be dealt with safely, however they must not do this where they would put themselves or others at risk of harm from the fire or its effects.

Students, and visitors are actively discouraged from fighting fires.

Sufficient firefighting equipment will be provided in the premises for the purpose of immediate "first aid" firefighting. The level of equipment provided will be decided by the FRA or other competent person.

All such firefighting equipment must be in service (within one year). When the contractors have set up to work, onsite management must carry out an inspection and satisfy themselves they are working safely and to their risk