

POLICY DOCUMENT

Fire Safety

Fire Safety Policy

The Governing Body of New College is the 'Responsible Person' for fire safety.

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for firefighting and detection.

The policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a 'fire safe' environment for all employees and building occupants. To achieve this, we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct, and train all the relevant people.

Achievement of these obligations will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

This Fire Safety Policy was adopted on behalf of the Governing Body of New College on

March 2023 HOME BURSAR

Fire Safety Arrangements

New College have nominated the Home Bursar to take responsibility for coordinating fire and emergency arrangements and for the regular review of our Fire Risk Assessment.

New College have appointed a competent person to identify fire risks, potential emergency situations and people who may be affected.

New College have completed action on all the issues raised in that assessment. The assessment remains current.

New College have provided firefighting equipment, emergency lighting, emergency signage, and adequate means of escape and evacuation procedures in accordance with our Fire Risk Assessment.

New College review procedures and precautions every year and make sure that the Fire Risk Assessment remains valid.

Employees and residents receive instruction in fire safety procedures as part of their induction. Fire drills are held regularly.

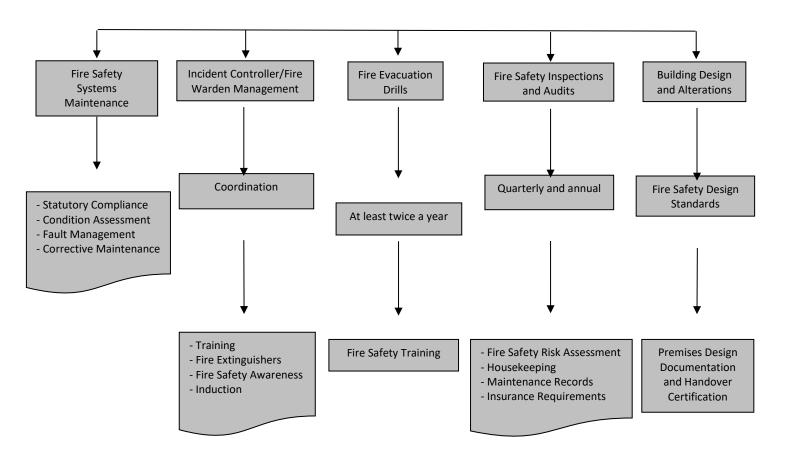
Details of the action New College take to maintain fire safety equipment, arrangements and procedures are kept in the Fire Safety Logbook.

Where a person may have difficulty in using the ordinary means of escape, either permanently or temporarily, a personal emergency evacuation plan is developed with their input and communicated to fire wardens and those that need to know. Any persons required to assist in their evacuation receive suitable training.

Fire Safety Management Structure

The person with the overall responsibility for fire safety:		Responsible Person: Gez Wells
Organisation: Control: Monitoring:	Structure of organisation Setting objectives, policy, and procedures Identify person responsible to tasks / actions Checks and the implementation of standards Reviews of fire safety performance standards	Position: Home Bursar
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	erson with responsibility for fire safety risk assessment :	Competent Person: Swan Fire Ltd Karl Chapman
- F	Carrying out fire safety risk assessment – Swan Fire – 3 years Review of fire safety risk assessments – Clerk of Works and the Health & Safety Administrator – Annual and following procedural changes or structural alterations.	Position: Fire Safety Auditor Health& Safety Manager.
	erson with responsibility for the maintenance programme : Fire detection and warning system	Competent Person: Maintenance Operative Karl Chapman
- E - F - F - F - F	Emergency lighting Escape routes. Fire safety signs and notices Fire resisting walls, partitions, and doors. Firefighting facilities Electrical appliances and premises installations	Position: Maintenance Dept. Health & Safety Manager.
	person with responsibility for developing and reviewing the premises Safety Management Plan which details the procedures to be taken	Competent Person: Gez Wells
	staff, visitors, members of the public, service users and all relevant n in the event of fire.	Position: Home Bursar
– V	erson with responsibility for staff training : What to do in the event of fire What to do upon hearing the fire alarm	Competent Person: Karl Chapman
- L - E - F	Liaison with the fire service Emergency shut down procedures. Firefighting arrangements The reason for good housekeeping practices etc	Position: Health & Safety Manager.

Fire Safety Management Strategy



Vesrion Date : September 2024

Review Date: September 2025