

Queens' College, Cambridge



FIRE SAFETY POLICY

1. INTRODUCTION:

The College wishes to ensure that its students, staff, Fellows and visitors are protected from fire risks and it has adopted the following procedures to assist in fire prevention.

2. SCOPE:

The College is the owner of listed buildings and of buildings that are used for a variety of different purposes, including the Library, the Fitzpatrick Hall (sports, films and discos), Dining Hall, Bar, communal rooms (used both for study and for events such as meetings), residential rooms, private homes and hostels (Houses of Multiple Occupation: HMOs).

Mandatory legislation regarding the fire precautions necessary in student accommodation, HMOs and the workplace requires the College to provide a safe place of residence for students and a safe working environment for employees. Fire Risk Assessments must be carried out to identify all safety deficiencies that must be addressed and rectified. An action plan to address these deficiencies must be produced for each site.

3. INDIVIDUAL RESPONSIBILITY:

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

The damaging or misuse of any item of fire detection equipment or fire safety equipment is a criminal offence and will be regarded very seriously by the College.

4. SPECIFIC RESPONSIBILITY:

The College Safety Officer has responsibility for safety across the whole College Estate and will be able to advise on any fire safety related point. In discharging his duties, he is assisted by the Regulatory Compliance Officer, the Head Porter and the Head of Maintenance.

5. SAFETY COMMITTEE:

Issues concerning fire safety may be drawn to the attention of the Safety Committee, which meets twice a year. The constitution of the Safety Committee is described in the College's Health and Safety Policy Document.

6. FIRE ALARM SYSTEM:

All College fire alarm system sounders have two active states. In the intermittent ringing state, occupants should become alert, close all windows, switch off electrical appliances and prepare to evacuate. Evacuation at this stage is not necessary. If the sounders change to continuous ringing, everybody must evacuate the building immediately, closing but not locking doors behind them and congregate at the assembly point as described on the Fire Action notices displayed on every staircase and elsewhere on College premises.

7. TESTING OF FIRE ALARM SYSTEMS:

All College fire alarm systems will be tested weekly. Every week a manual call point will be operated on each fire system, at approximately the same time each week, on a rotation system to ensure that all call points are tested over a period. The resulting alarm will be monitored at the control panel and the sounders checked. Any defects will be identified and repaired. All such checks will be recorded by the Regulatory Compliance Officer or a person delegated by him.

8. TESTING OF EMERGENCY LIGHTING:

Emergency lighting will be tested monthly with the intention of ensuring that defects are identified and repaired. All such tests will be recorded. Each month suitably trained College Staff will simulate a mains failure and check that every lamp is illuminated in each building. Annual checks will simulate a mains power failure to check that the emergency lighting remains illuminated for its specified duration.

9. MAINTENANCE OF FIRE SAFETY EQUIPMENT:

All fire safety equipment such as fire extinguishers, fire hoses and fire blankets will be maintained and tested annually by an approved contractor. Monthly visual checks will be carried out by suitably trained College staff to ensure serviceability. All such checks will be recorded.

10. MAINTENANCE OF FIRE ALARM SYSTEMS:

An approved contractor will maintain all College Fire alarm systems on a six monthly basis. Any defects identified in the interim will be reported to the contractors and will be rectified.

11. MAINTENANCE OF PRIVATE FIRE HYDRANTS:

All College fire hydrants will be maintained annually by a suitably qualified engineer.

12. FIRE EVACUATION DRILLS:

Fire evacuation drills will be held annually on all College premises on a rolling programme, usually without warning. These drills will provide an opportunity for all persons to demonstrate their ability to evacuate the building and assemble at a designated assembly point. Evacuation instructions will be in the Fire Action notices on every staircase.

13. TRAINING:

The College Safety Officer is responsible for arranging suitable training to be given to all Porters to ensure that their immediate response to fire alarms conforms to the rules in operation at the time. Porters will be refresher trained annually. All College staff will receive suitable individual fire training annually. Resident and other Fellows primarily based in college will also receive appropriate training. A record of such training will be held by the College Safety Officer. All new members of staff will be instructed on the College fire policy and evacuation procedures during their induction. Students will receive a comprehensive fire safety briefing from the local fire authority on their matriculation into College and detailed procedures to be carried out in the event of a fire are contained in Queens' College "Information and Regulations".

14. DOCUMENTATION:

The College Safety Officer is responsible for ensuring the collation and updating of all relevant documentation including fire logs and training records. He must provide the Safety and Bursarial Committees with confirmation that procedures and processes in use in the college are up to date and are being carried out.

15. INDIVIDUALS WITH DISABILITIES

A Personal Emergency Evacuation Plan (PEEP) will be produced for every person, living on College premises, with disabilities which might impair their ability to escape the premises in an emergency. Fire Wardens, Gate Porters and other responsible persons will be provided with appropriate training, not only for such individuals but in generic terms for non-residents with disabilities.

19th May 2011

Review date; May 2012