

## **APPENDIX B**

### **Fire Risk Management Policy Updated February 2020**

#### **Introduction**

Fire is assessed to be one of the principal risks to life safety at Girton College and this policy describes the procedures to be followed in order to:-

Prevent fires starting.

Contain any fires that do start in order to limit damage to people, property and business continuity as far as reasonably practical.

Provide that everyone affected has notification of, and training in, fire safety and evacuation procedures.

Provide that there is adequate and audible warning and lighting in the event of a fire.

Provide that there is safe means of escape in the event of a fire.

Provide access to training in the use of appropriate fire-fighting equipment where appropriate.

#### **Persons to whom this policy applies**

This policy forms part of the College Health and Safety Policy and applies to:-

all employees working at Girton College, Swirles Court and in the college houses.

all residents living and sleeping overnight in the buildings, including temporary residents

all visitors to the buildings, both members of college and the public

all contractors working in the building.

#### **Key Legislation applicable to this policy**

- Health and Safety at Work Act 1974
- The Regulatory Reform (Fire Safety) Order 2005
- Housing Act 2004
- Building Act 1984
- Licensing Act 2003
- Building Regulations Approved Document B
- Construction Design and Management Regulations 2015
- BS 9999:2017 Code of Practice for Fire Safety in the Design, Management and Use of Buildings.

## **Responsibilities**

The Head Porter and Junior Bursar are responsible for undertaking Fire risk Assessments, in consultation with professional bodies and other competent persons as appropriate, for reviewing them and the Fire Management Plan annually and if necessary after every fire incident or false alarm or building/service alteration and for updating the FRA and management plan as necessary.

They must ensure that fire safety controls are effective, in place and maintained at all times, and that all persons at risk are notified of, and trained in fire safety procedures. In particular, they must ensure that contracts are in place (and effective) for the maintenance of fire detection and fire fighting equipment, emergency lighting, electrical installations, lightning conductors and other active fire systems.

They must attend and consult with the Fire Safety Sub Committee, Health and Safety Committee, and College Council, comply with all instruction issued by professional bodies such as the local authority Fire Officer and the Environmental Health Officer/ANUK and must ensure that the annual budget contains sufficient funds to maintain fire safety in the premises.

The Bursar and Junior Bursar are responsible for ensuring that the Fire Risk Assessment is carried out appropriately and with due regard for current legislation and best practice and that controls are maintained. The Bursar and Junior Bursar are also responsible for ensuring that fire safety training, including evacuation drills, are carried out at appropriate intervals.

All employees, residents, visitors and contractors have a duty to observe fire safety procedures at all times, not to undertake activities which might compromise their own or others safety, to maintain safe escape routes and to participate in fire drills and in the event of a fire to comply immediately with instructions given by the Duty Porter and the Fire Brigade. All building users are to be alert to potential fire risks and to report concerns to senior management without delay.

In addition, all employees are required to participate in training to minimise the risk of fires starting and spreading and training in the use of fire fighting equipment and evacuation procedures. Where they can do so without risk to personal safety, employees are required to assist with evacuation procedures and roll call, under the instruction of the Duty Porter.

At night time, when the Duty Porter has sole responsibility for the premises, residents and in particular, resident Fellows, and the Duty Tutor are required to assist the Duty Porter with roll call and maintenance of good order in the assembly points, where they can do so without risk to personal safety.

The Duty Porter has special fire safety responsibilities, including responding to fire alarms, summoning the emergency services, oversight of emergency evacuation and roll call. S/he must also ensure that the fire detection system is in working order by daily monitoring of the fire alarm panels. S/he must record each fire incident and false alarm in both the lodge incident book and the fire log index.

## Procedures to prevent fires starting and spreading

For a fire to start and then spread, there must be three things present:-

a source of fuel

a source of ignition

oxygen

Fire prevention must therefore aim to prevent this lethal combination.

### Prevention of accumulation of sources of fuel

The following procedures must be followed to reduce the fire hazard caused by the accumulation and poor storage of combustible material:

Rubbish is to be removed from the building each weekday and all rooms cleared and cleaned immediately when vacated.

Cleaning schedules must ensure that all areas are dusted, hoovered, swept and cleaned regularly.

No combustible items may be stored, even temporarily, on escape routes and all storage areas must be regularly checked and cleaned. This includes storage within the top floor corridor cupboards on the main site.

No flammable substances such as oil and petrol are to be kept within the premises and all such items stored externally must be secure and in lockable storage designed for this use and suitably labelled as such.

All cleaning chemicals, paints etc are to be stored in secure lockable storage in accordance with COSHH.

All furniture and soft furnishings, including curtains, drapes and decorative materials installed must be inherently non-flammable or durably flame-proofed in accordance with applicable legislation.

All floor, ceiling and wall coverings must be of a fire resistance and surface spread of flame rating as set out in the Approved Document to the Building regulations, except where this may adversely impact upon the historic building fabric.

Cooking and ironing is to be carried out only in designated kitchens and laundries (e.g., not bedrooms)

All laundry machines are to be cleaned and de-linted at least weekly.

All ductwork to the main kitchens to be cleaned annually. All grease/hood filters to be cleaned in accordance with use and manufacturers guidelines.

All ductwork to student kitchens and toilets to be cleaned annually as far as reasonably practicable.

## Sources of ignition

Controls in place to minimise the risk of fires igniting are as follows:-

All electrical installations are maintained in good order and tested by competent persons in accordance with current regulations and records kept and defects actioned.

Portable Appliance Testing is undertaken annually to all student, staff and College appliances, and records kept. All new equipment brought into College is PAT tested as far as is reasonably possible.

Catering staff are trained in safe use of all cooking equipment, including high risk equipment such as deep fat fryers.

Cabling is protected from pest attack as far as possible. Pest control contract is in place to minimise risk of mice chewing through cables.

Prohibition and prevention of the use of candles, fairy lights, deep fat fryers, bar fires, incense, josticks, bongs, hookah pipes.

All sites are non-smoking except where areas have been designated. No smoking is permitted in any buildings.

Hot work permits are issued for all contractors as appropriate, but hot works are not to be undertaken where there are suitable work alternatives (eg crimped pipework connections).

Lamps are not placed near curtains etc and luminaries are cool.

Lightning conductors are maintained annually and records kept.

## **Active Fire Precaution Measures**

### Fire Alarm and Detection

The fire alarm and detection system installed throughout the College is to a minimum L2 standard as far as possible, and where achievable L1 standard. All means of escape, units of sleeping accommodation, offices and major risk areas are covered with detection and base sounders. Where upgrade/alteration works take place any variations from the L2 standard should be picked up and remedied. There is a combination of smoke detection, heat detection, beam detection and sniffer detection installed in the College premises depending upon location, call points at final exits. All systems are addressable as far as possible.

External houses are linked back to the Lodge to notify activation of the local alarm panel. These links are checked weekly and records kept.

All detection and alarm systems are checked in accordance with current legislation and to a schedule prepared by the Head Porter and any defect notices actioned straight away. All checks are recorded. Checks to include daily monitoring of panel, weekly audible tests of alarms in agreed sequence and bi-annual test and check by contractor. Any failures to be actioned as a matter of priority.

All actual and false alarms are recorded and reported to the Fire Safety Committee for review and further action as appropriate. Regular reviews are undertaken of the performance of the fire alarm service contractors.

Staff are advised of local alarm call points on induction.

### Emergency Lighting

All Emergency Lighting installations are checked in accordance with current legislation and to a schedule prepared by the Contracts Manager. All checks are recorded and defects actioned via a prioritised list. Flick tests are undertaken monthly, full three hour duration tests undertaken annually by external contractor, and 1 hour duration tests undertaken annually between the three hour tests.

### Specialist Fire Fighting Equipment

There are a number of specialist systems such as the suppression system in the Archive and the Ansul system in the main kitchens, and dry risers at Swirles Court. These are serviced and certified in accordance with current legislation by external contractors and records kept.

### Cause and Effect

Fire alarm and detection testing and servicing should include the checking of all devices, equipment and systems activated or disengaged upon activation of the detection system, for proper functioning and records kept. Any failures to be notified and remedied as a matter of priority. Such devices may include adjacent zone pre warning, automatic gas shut off valves, door releases, automatic smoke vents, extraction fans, lifts, etc.

Cause and effect should be recorded on a Matrix for each site to clearly illustrate what devices are activated given the activation of a given detection zone. All BMS systems which control these functions to be serviced annually and records kept.

All lifts to descend and park at ground floor level on activation of alarm. All lifts serviced and maintained and communication systems tested in accordance with current legislation and records kept.

All automatic smoke vents are serviced and maintained in accordance with current legislation and records kept.

All automatic gas shut off valves are serviced and maintained in accordance with current legislation and records kept as part of plant room servicing.

Automatic fire dampers to ductwork to be checked annually and records kept.

## **Passive Fire Precaution Measures**

### **Safe Means of Escape**

All means of escape are to be kept clear of obstruction and suitably signposted and illuminated. Means of escape are to be suitable designed/determined but the nature of the historic buildings layout will adversely impact on overall escape distances in certain instances. Cleaning and other College staff to remove any observed obstruction/fire loading or report accordingly for action to be taken.

Explanation of means of escape routes etc to be part of the management procedures of external conferences/dinners etc.

Means of escape routes to be recorded on building plans. Those for the main College site are under review at the time of writing.

### **Compartmentation and fire doors**

Compartmentation to be maintained to achieve the necessary period of fire resistance (and as far as can be achieved within the historic buildings fabric). There is an ongoing process of compartmentation improvements as dictated by Fire Risk Assessment.

No works are to be undertaken which adversely impact upon the compartmentation. All building works are arranged through the College Surveyor or Maintenance and Contracts Manager to minimise risk of damage to compartmentation/fire-barriers etc.

All fire doors to be fitted with self-closing devices and smoke and intumescent seals. All doors to match the required level of compartmentation in which they are situated (and as far as can be achieved within the historic buildings fabric).

Fire doors are not to be wedged open. They may however be fitted with automatic activation devices as mentioned above.

Fire compartmentation lines to be illustrated on building plans. These exist for Swirles Court, but are a work in progress on the main College site.

Windows to be kept closed as far as reasonably possible when not needed to be opened for ventilation.

### **Site Services**

Plans to be maintained of main points of gas and electricity service isolation. This is a work in progress.

Fire hydrant points to be clearly identified.

### **Lightning Conductors**

The lightning conductors are maintained and tested annually in accordance with current legislation by specialist contractor and records kept.

## Signage

All means of escape are to be suitably sign posted with illuminated and/or photo-illuminated exit signage. This signage is currently under review on the main site.

All fire doors to be fitted with keep shut or keep locked shut signs as appropriate. Final exits are to be fitted with Fire Escape Keep Clear signage where deemed necessary to avoid obstruction.

All rooms (including bedrooms, offices and functions spaces etc) are fitted with Fire Action notices. In sleeping accommodation areas these notices are to be augmented with escape plans indicating final exits and assembly points (this is a work in progress). These plans are to be located on the staircases/escape routes such that they are clearly accessible.

## **Fire fighting equipment**

Fire fighting equipment (eg. extinguishers and fire blankets) is provided on the basis of Risk Assessment and where it is provided it is checked and certified annually by specialist contractor, including associated signage. All staff undergo appropriate training on the use of this equipment and this training is recorded.

## **Disabled persons warning and escape plan**

Anyone with a disability which may prevent an effective response to the Fire Alarm should contact the Tutor for disabilities or the Deputy or Head Porter to draw up a Personal Emergency Evacuation Plan (PEEP). This may necessitate the incorporation/use of specialist alarm equipment and the installation of an EVAC chair. The College Porters are trained in the use of EVAC chairs and those installations we do currently have are serviced annually and records kept.

## **Training**

All employees are given induction training before starting work  
Advice notices for tenants, contractors, conference guests are available in the lodge

## **Building and Alteration Works**

Major renovation and refurbishment works are planned well in advance and in compliance with the CDM regulations. These works will inevitably have short term impact upon fire precaution measures such as compartmentation and detection, but these are minimised as far as reasonably possible, alternative escape routes put in place etc.

## **Review**

This policy is to be reviewed annually by Council as part of the Safety Report. Amendments to this policy will be issued as necessary and included in the updated version incorporated within the Accommodation Handbook and Personnel Manual.

