



Oriel
College

UNIVERSITY OF OXFORD

Fire Safety Policy

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Introduction

The College is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in the provision and management of fire safety systems and procedures. All members of the College, their visitors, and contractors, have a statutory responsibility to ensure compliance with the law and to comply with the fire safety provisions defined within this policy.

Fire is recognised as a major threat to the activities of the College. An outbreak of even a small fire creates risk to both life and property, damage to the environment, and may compromise our normal business activities. The College will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and any other relevant legislation that may impact upon it.

The aim of this policy is therefore to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone on the College premises and to protect the College's assets.

The College's Fire Safety Policy forms part of the College's overall Health & Safety Policy and Health & Safety Manual.

Domestic Bursar
January 2021

Fire Safety Policy Statement

The Governing Body of Oriel 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,
- mitigating direct and consequential damage by early detection,
- reducing the risk of fire spread by structural containment,
- providing escape routes,
- establishing emergency evacuation procedures, and
- providing the means for firefighting and detection.

The aim of this policy is to achieve a 'fire safe' environment for all employees and building occupants. This policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

Its primary objective is the creation of a fire safety management system which, together with the structure and maintenance of our buildings, seeks to protect human life as well as the assets and business opportunities of this organisation. 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 relevant people.

Achievement of this objective 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 signed by the Provost and adopted by the Governing Body of Oriel College.

Provost: 

Lord Mendoza

Date: 10 February 2021

1. Arrangements

This Fire Safety Policy applies to all premises and activities falling, to any extent, under the College's control. The policy sets down the framework by which the College and all members of the College's community are expected to undertake their relevant duties.

The main responsibility for statutory compliance with the RRFSO is held by the College with the management and supervision of the regulations devolved via the College's Fire Safety Officer, a role currently carried out by the Lodge Manager postholder along with the Domestic Bursar to the relevant Heads of Departments, who will ensure that the required standards of RRFSO are diligently met.

The RRFSO requires each employer and person who has overall control of relevant premises to any extent, to carry out an assessment of the premises to identify any risks to the safety of relevant persons in respect of harm caused by fire, and to take all reasonable fire safety measures to ensure the safety of relevant persons within the relevant premises.

The following Fire Safety Management Plan details the managerial delivery process to ensure all fire safety provisions are maintained. This reflects the normal line management arrangements within the College.

2. Duties of the Master of Works (Structural)

The Master of Works will be responsible for ensuring arrangements are made in respect of the maintenance of fire safety provision for the relevant premises. This will include:

- maintaining fire warning and detection systems in accordance with the relevant standard;
- maintaining means of escape, as required;
- maintaining and testing emergency lighting, escape lighting and signage, in accordance with the relevant standard;
- ensuring that electrical installation inspection and condition reporting tests are undertaken at the required intervals;
- making certain that dangerous substances are stored and used appropriately, in accordance with DSEAR and COSHH regulations;
- ensuring that all College-owned equipment undergo electrical portable appliance tests at regular intervals;
- ensuring that any recommendations from risk assessment reviews, relevant to areas of responsibility, are responded to diligently;
- liaising with the Fire Safety Officer and Domestic Bursar on all matters likely to impact on the Fire Safety provision for the relevant premises;
- ensuring that all works undertaken by contractors, relevant to areas of responsibility, are supervised and where 'hot-works' are to be carried out, that the appropriate approval is completed via the Master of Works' 'hot-work' permit procedures.

Where any structural or material alterations are carried out within a relevant premise that are likely to impact fire safety provision, it will be the duty of the Master of Works to ensure that a copy of the proposal is made available to the College's Fire Safety Officer and Domestic Bursar.

Where any such structural or material alterations are carried out, if it is deemed necessary, in conjunction with the Domestic Bursar, a Fire Safety Risk Assessment should be arranged by the Master of Works. It is also prudent to ensure the College's Fire Safety Officer is included at an early stage of correspondence in regard to any proposed material changes/alterations to any of the College's relevant premises.

3. Duties of Domestic Bursar

The Domestic Bursar will be responsible for ensuring that:

- a College Fire Safety Officer (FSO) is appointed to assist with the fire safety provision and, where necessary, appoint assistants;
- the FSO is supported by Lodge Porters and Heads of Departments, when necessary;
- any recommendations from risk assessment reviews, applicable to area of responsibility, are carried out diligently;
- all staff receive fire safety training on induction and at regular intervals thereafter;
- adequate records are maintained in relation to firefighting equipment, including fixed installations and specialist systems
- all firefighting equipment, including fixed installations and specialist systems are subjected to a maintenance programme, in accordance with the manufacturers guidelines;
- Fire Alarms are tested on a weekly basis;
- Fire Call Points are tested on a weekly basis;
- Fire Alarms are maintained;
- staff fire safety training is organised, in conjunction with Heads of Departments;
- the appropriate statutory licences are applied for, and renewed where necessary;

4. Duties of College's Fire Safety Officer – Lodge Manager

The Fire Safety Officer should be trained to the level of **NEBOSH** (National General Certificate in Occupation Health and Safety) and **NEBOSH** (National Certificate in Fire Safety and Risk Management), and their responsibilities will be to:

- support the heads of departments and Master of Works, in meeting, delivering, and maintaining statutory fire safety obligations;
- support the Lodge Porters and Fire Marshals in their roles and provide adequate training to maintain competence;
- ensure initial Fire Risk Assessments are carried out for all new premises and/or alterations to premises as soon as is practicable;
- ensure a Fire Marshal training programme is provided and renewed as required;
- provide a programme for staff fire safety training, including new staff;
- review all fire safety risk assessments as necessary, in accordance with **Table 1 (Page 11)**;
- ensure College-wide weekly fire alarm tests and call point tests are carried out, as well as termly fire evacuation drills for students, staff, and conference guests;

- ensure all Duty Porters are knowledgeable and trained periodically in the operation of all fire panels and how to deal with associated panel warnings;
- ensure all Duty Porters are knowledgeable and trained periodically in investigating causes of fire alarm activations and, if appropriate, the evacuation of buildings;
- ensure all relevant documentation relating to weekly and periodical fire safety checks are completed by Lodge Porters;
- provide liaison and support on all matters relating to fire safety provision within the College estate;
- liaise with Local Authority Fire & Rescue Service (FRS) on all statutory fire safety matters;
- ensure all fire incidents are investigated and monitor all calls to the FRS;
- ensure specific operational Managers are aware of their own departmental responsibilities e.g. COSHH, fire safety precautions, departmental audits.

5. Duties of Lodge Porters / Heads of Departments / Site Manager (Rectory Road)

All

- Liaise with College's Fire Safety Officer and other College safety personnel regarding fire protection requirements.
- Carry out daily and weekly inspections in their area of responsibility regarding escape routes, fire alarm indicator panels and alarm tests and emergency lighting 'flick' tests.
- In collaboration with other staff within the building, ensure that in a situation requiring the attendance of the emergency services (e.g. Fire & Rescue Service), adequate information is available to prevent, so far as is reasonably practicable, such personnel being exposed to risks to their health and safety.
- Ensure the posting of appropriate warning fire signs and notices and report deficiencies to the College's Fire Safety Officer.

Lodge Porters / Site Manager (Rectory Road)

- Maintain the College's or Site's '**Fire Safety Log Book**'. ¹
- Ensure also that all Lodge Porters are knowledgeable in the operation of all fire panels and how to deal with associated panel warnings.
- Ensure that all Lodge Porters are knowledgeable and trained periodically in the operation of investigating causes of fire alarm activations and if appropriate the operation of evacuating buildings.
- Assist in the development of appropriate arrangements for aiding the evacuation of sensory or mobility impaired occupants, referring to Personal Emergency Evacuation Plans (PEEPs) as applicable. **See section 11.**

¹ *The Fire Safety Log Book is intended to be a single file to record all necessary fire safety provisions within the relevant premises. It will include copies of Fire Action Plans, records of all tests carried out on the fire safety equipment, and records all drills and training provisions applicable to the building and staff (see Appendix 1, 2 & 3). The Master of Works is the custodian of the College's Fire Risk Assessment (FRA) and is responsible for updating it as and when remedial works are completed.*

HoDs / Site Manager (Rectory Road)

- In cooperation with the College's Fire Safety Officer, ensure that new members of staff are given instruction on Fire Emergency Procedures, and that existing staff receive periodic refresher training, and that each area for which they are responsible maintains a team of Fire Marshals, where appropriate.

6. Duties relevant to Staff and Students

Staff and students have a responsibility to comply with the Fire Safety Policy. This will include, but not be limited to:

- observing all instructions, information (including in the Student Handbook), and training intended to secure fire safety;
- co-operating with the College on all matters relevant to fire safety;
- not interfering with any building fabric or equipment provided in connection with assuring fire safety;
- reporting any obvious defects or short-comings in College fire safety provision, arrangements or procedures;
- complying with the conditions of any lease agreement for rented accommodation.²

Lodge Porters will carry out weekly fire safety checks on each staircase (**see Appendix 4**).

PLEASE NOTE

Failure to comply with the requirements of this policy could result in disciplinary action being taken against a student or a member of staff.

7. Duties of Contractors

Where contractors are on site, it will be the duty of the relevant person with responsibility for the works undertaken by them, to ensure the appropriate level of fire safety provision is incorporated within any work schedule, contract agreement, or risk assessment. Where such works are likely to impact the existing fire safety provision, notification must be communicated to the College's Fire Safety Officer for their consideration.

Contractors will also be made aware of the Fire Action Plan relevant to the area they are working in or are likely to attend. Where any work requires to be undertaken that is likely to involve the application of a naked flame or mechanically induced heat source, a 'Hot Work Permit' must be acquired and agreed prior to the commencement of such works, from the Master of Works.

² *In the case of students, whilst residing in College accommodation, a report may be forwarded to the Senior Dean recommending termination of lease, where any lease agreement has been breached.*

8. Duties of Guests & Visitors

Members of the public or other visitors will be advised of the evacuation plans for any relevant premises they access. To ensure this is accomplished, adequate 'Fire Action Notices' and 'Fire Escape Route Plans' will be displayed at prominent locations.

Where possible, all buildings which the public have access to, such as Meeting Rooms and Dining Rooms should be managed in such a way as to ensure that staff can account for all visitors within the premises at any given time, to ensure safe evacuation.

9. Calling the Fire and Rescue Service (FRS)

Where a fire is detected by automatic fire detection, the alarm will be raised automatically via an integrated fire safety system. However, in the unlikely event that this does not occur, use the break glass call points located around the College.

When the fire alarm goes off it goes back to either the main Lodge or the Site Manager's office at Rectory Road. In either instance, Oxford University Security Services (OUSS) will call the main Lodge to ascertain if assistance is needed.

If no assistance is needed they stand down but, if needed, they will send a patrol officer to help with the attendance of the FRS. After the incident has been cleared, OUSS will email a report to the College's Fire Safety Officer.

When the FRS arrives on site, the Lodge Porters will issue the service with an emergency '**fire grab bag**' containing site maps, location maps of services, and an access all area fob.

10. Use of Lifts

The use of lifts during a fire or an alarm activation is strictly prohibited. However, there are several relevant premises that do have '**evacuation chairs**' specifically provided for evacuation purposes.

These chairs are provided for the safe and efficient evacuation of persons with specific physical impairments and must only be operated by trained staff.

Under no circumstances should evacuation chairs be operated by anyone other than a trained member of staff with specific knowledge and training in relation to safe evacuation procedures for the relevant premises.

It is the responsibility of the College to ensure evacuation of persons with physical, cognitive or sensory impairment is carried out diligently. Where 'evacuation chairs' are present, the evacuation procedures must be incorporated within the Fire Action Plan for the relevant premises and a PEEP (**see section 11**) must be written and available, where appropriate, i.e. for any occupier of the building with preannounced mobility or evacuation needs.

11. Personal Emergency Evacuation Plan (PEEP)

Where there is a requirement for assistance by any person to evacuate any relevant premises during an emergency, a PEEP application will be required.

Students, staff or guests, who may require assistance to evacuate, should discuss their concerns and needs with their course co-ordinator, line manager or supervisor, as applicable, so that any necessary individual arrangements can be put in place in advance.

Local managers should consider the arrangements that may be required to assist visitors with physical impairments in their area where evacuation becomes necessary. Evacuation chairs are provided at various locations and training in their application and use may be coordinated through the Domestic Bursar on request.

12. Statutory Requirements

Regulation 21 of the RRFSO requires an employer to ensure that their employees are provided with adequate fire safety training.

To comply with this statutory requirement Heads of Departments shall ensure that all employees within their management control receive regular fire safety training, and all new employees undertake fire safety training as soon as is practicable after commencement of employment.

13. Staff Fire Safety Training

All new employees must be informed of the fire safety provisions that are relevant to the workplace. The line manager is responsible for ensuring that arrangements are made to ensure new employees are advised of the following on their first day of their employment:

- fire action arrangements, including the Fire Safety Policy;
- means of escape within the premises;
- location of fire exits and assembly points;
- location of firefighting equipment;
- details in relation to relevant findings of the fire risk assessments and dangerous substances.

14. Heads of Departments

In the case of Heads of Department, training will be provided on a 3 yearly basis and will include legislative requirements, and fire safety principles.

15. Fire Marshals

Fire Marshal training will be provided as and when deemed necessary.

Deans and Lodge Porters must be Fire Marshal trained.

Notwithstanding the requirement as dictated by demand, the maximum period for refresher training should not exceed 3 years.

The Marshals training will include safe evacuation and zone clearance procedures as well as detailed fire safety guidance.

16. Fire Safety Provision

The main purpose of the fire safety risk assessment process is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of the fire safety provisions applicable to a relevant premise and the fire hazards within.

The RRFSO places a statutory duty on the overall controller of the premises to arrange the completion of a premises fire risk assessment of the workplace for the purpose of identifying any risks to the safety of the employees, students, visitors and others in respect of harm caused by fire.

The RRFSO details the arrangements that are required and include specific directions for:

- fire safety arrangements;
- elimination or reduction of risks from dangerous substances (ERIC – Eliminate, Remove, Isolate, Control);
- means for fighting fire and means for giving warning in event of fire;
- means of escape;
- procedures for serious and imminent danger from fire;
- maintenance arrangements;
- safety assistance;
- information for employees;
- training.

To facilitate the premises risk assessment process all relevant premises within the Colleges estate will be categorised based on the risk posed to life and property. The property will be assessed in accordance with the categorisation shown in **Table 1** below.

Additionally, premises risk assessments must be reviewed on a regular basis and whenever any material changes are likely to impact on the fire safety provision. These risk assessments will be completed for all relevant premises and reviewed in accordance with the target frequency shown in column 3 of the table below. They will be undertaken by a competent person, i.e. one who has specific expertise in this field.

<u>Table 1</u>		
Risk Category	Building Type	Target Review Frequency
A	All Sleeping Risks Buildings with high usage and storage of dangerous substances	2 years
B	All other buildings not falling within Cat A or C	3 years
C	Storage Premises Unoccupied Buildings Buildings with less than 5 employees	3 years

Fire risk assessments and reviews will be the responsibility of the College's Fire Safety Officer in conjunction with an external company and the Domestic Bursar. Where necessary a report will be produced with specific recommendations for the improvement of fire safety provision within the relevant premises concerned.

These will include actions required to be undertaken by the Master of Works and Domestic Bursar (e.g. improving housekeeping) as well as actions which will possibly require structural modifications to the buildings. These recommendations will be prioritised in terms of urgency of action P1 -P3, with P1 having the highest priority.

Notification of the risk assessment findings will be forwarded to the Domestic Bursar and Master of works. A copy of the Fire Risk Assessment (FRA) for every building must be held by the Master of Works for viewing by any relevant and authorised person.

17. Emergency Procedures

The College's Fire Safety Officer, where required, will ensure that one fire evacuation drill is carried out during each term and when the buildings are occupied by long term conferences in the summer months.

It is accepted that drills should be avoided during times such as exams. However, consideration should be given to ensuring advantage is taken of peak occupancy times and to ensure that all fire exits are utilised.

18. Dangerous Substances

The impact of dangerous substances when exposed to fire can create a hostile and unpredictable environment.

Where such substances are stored and used within the College particular attention should be given to the safe use and storage guidance supplied with the substance's Safety Data Sheet.

19. Dangerous Conditions (Fire Safety)

Where in the opinion of any student or member of staff a dangerous condition exists that is likely or has the potential to compromise the safety of any person in the event of fire, the condition should be brought to the attention of the College's Fire Safety Officer, who will investigate the concerns and, where necessary, implement the appropriate means to negate the risk, or contact the Domestic Bursar to seek assistance.

20. Alarm Activations and Incident Reports

In the event of a fire or an alarm activation within a relevant premise, the **Fire Safety Log Book** must be completed by the Duty Lodge Porter.

This process enables the College Fire Officer to be aware of all incidents where the Local Authority Fire and Rescue Service has been summoned to the College, so that they can complete reports for the Health and Safety Committee but, more importantly, allows for investigations to be carried out where necessary.

Where a small fire has occurred and was subsequently extinguished without activating the fire warning system, an incident report must still be completed and forwarded to the College's Fire Safety Officer and Domestic Bursar. In such circumstances, the incident must be reported to their Head of Department who will then arrange for the report to be completed.

21. Unwanted Fire Alarm Signals (UFAS)

Unwanted fire alarm signals are activations of the fire warning system that are activated by any effect other than fire. These signals ultimately have a negative effect on the College's core business and encourage complacency, as well as eroding user confidence.

It is the intent of the College to strive towards zero tolerance of UFAS whilst recognising the importance of fire detection systems in protecting staff, students and visitors.

22. Fire Action Plans

Fire action notices are located at various points (generally next to final exits and fire alarm call points) within all relevant premises, detailing the relevant information from the fire action plans.

All employees are required to be familiar with these notices as well as the detail within the fire action plans. Each notice will clearly indicate the following:

- the location of the assembly point, and
- simple guidance on actions to be taken.

Fire action plans will be adapted to accommodate all known hazards or risks that are likely to impact on evacuation. These will include details of isolation procedures for processes and equipment, as well as information sharing with the fire and rescue service when in attendance.

The fire action plan will also detail the relevant evacuation procedures that are to be adopted for persons with impairments. The College's Fire Safety Officer and Domestic Bursar must be consulted prior to implementing a Fire Action Plan.

23. Fire Safety Management

All College premises have a number of fire safety provisions incorporated within them. These provisions are often referred to as either an active provision (examples of which can be fire safety systems and smoke extraction), or a passive provision (examples of which can be fire doors or intumescent treatments, etc.). Irrespective of the provision, it is necessary to recognise the importance of such features and ensure that their function is not compromised; to do so will ultimately impact on the operational capability of the provision and ultimately affect the safety of occupiers and the integrity of the building itself.

Fire doors are doors that are designed to restrict the spread of fire and the products of combustion within a predicted time period, and will normally feature a self-closing device. Where possible all fire doors are marked as a fire door and should be kept closed at all times.

The use of wedges and other items as hold open devices is not permitted within any of the College's premises and must be positively discouraged. The use of industry-approved electromagnetic hold open devices on fire doors may be considered in some instances.

Where such devices are to be considered it may impact on the fire safety provision. Therefore, full consultation with the College's Fire Safety Officer will be required.

(See Appendix 6 – How to complete fire door checks.)

24. Exit Routes

All exit routes are indicated by signage. To ensure exit routes are not compromised, no equipment or materials may be accommodated or stored within any protected exit route or protected stair enclosure.

All exits must be maintained clear, free from any obstruction and in all but the most exceptional cases, final exit doors require to be easily and immediately openable from the direction of travel. Additionally, the surface finish to wall linings within stair enclosures and protected routes should be maintained free from any form of combustible wall decorations. Notice boards will be accepted in such areas as long as they are enclosed and effectively managed.

Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or ignition should not be located within escape routes, such items include as examples; portable heaters, cooking appliances, upholstered furniture, coat racks, vending machines, gas pipes and meters, photocopiers and other electrical equipment, seasonal decorations and display or exhibition material. **(See Appendix 5 for sample of fire exit route map.)**

25. Fire Warning System

A fire warning system is a system designed to provide an audible alarm and may include by means of detecting the elements of combustion. In all cases the alarm can be activated by means of a manual alarm call point. Manual alarm call points are normally situated in exit routes and at final exits.

Where fire is known or suspected, the alarm should be raised immediately utilising a manual alarm call point (break glass point).

On hearing an alarm, all occupants of premises (employees, students, contractors, and the public) must evacuate the building by the nearest available exit and assemble at the prescribed assembly point, with the exception of authorised persons for specific tasks, such as alarm investigation or PEEPs implementation.

Visual warning devices are incorporated within all new fire warning systems to assist in warning people with hearing impairments. However, existing systems do not offer this facility.

Where people with hearing impairments are within any relevant premises, a Deaf Alerted pager may be provided within specific areas. The Duty Lodge Porter will indicate, following consultation with the Fire & Rescue Service if in attendance, when a return to the building may be made.

Deaf Alerters may be utilised on both the Main College site and the Rectory Road site. All other areas will be provided with audible warning to assist people with hearing impairments to evacuate upon an alarm activation.

26. Fire Fighting Equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the source of fire is not compromised.

Under no circumstances should a fire be confronted without first raising the alarm. All employees are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.

Where any firefighting equipment has been used or is deemed unsatisfactory, the Master of Works should be advised to facilitate a replacement. If an investigation is necessary, information should be passed on to the College's Fire Safety Officer.

27. Structural Alterations

Where any structural or material alterations are carried out within a relevant premise that are likely to impact on the fire safety provision it will be the duty of the Master of Works, to ensure that a copy of the proposals is made available to the College's Fire Safety Officer and Domestic Bursar for their attention.

If deemed necessary, a Fire Safety Risk Assessment will be carried out. It is also prudent to ensure the College's Fire Safety Officer is included at an early stage of correspondence in regard to any proposed material changes/alterations to any of the College's relevant premises.

28. External Waste Containers & Refuse Bins

External waste containers, refuse bins and industrial skips are a potential fire hazard to all buildings.

Fires often occur in such receptacles and where they are placed in close proximity to a building, the potential for fire spread through radiated heat currents is a realistic possibility.

To ensure this risk is eliminated all such receptacles must be placed a minimum of 3 metres from any building. In all cases no receptacles should be placed directly adjacent to or below any window, door or other openings of a building.

Where, due to operational reasons, a waste skip has to be placed within 3 metres of a building, it should be enclosed by Heras or similar fencing.

29. Fire Door Checks

Fire door checks will be carried out by an external company every 3 years but will be done yearly internally. See **Appendix 6** for how to complete and log.

30. Emergency Lighting Testing

Maintaining emergency lighting units is important to ensure that lighting tubes are working and that the back-up battery is capable to last the full duration required by the standards. The College's Maintenance Supervisor ensures that the periodic checks are carried out and documented in Emergency Lighting Log Book.

Below we have provided an overview of the testing procedure and testing frequencies.

Monthly - Switch off the mains power supply to the lighting unit. Often, a separate switch with a 'fish key' is installed allowing the testing of emergency lights without having to switch off all power. Walk past all emergency lights to ensure they are working. Note any defects and get repaired immediately. Record your results in your Emergency light logbook.

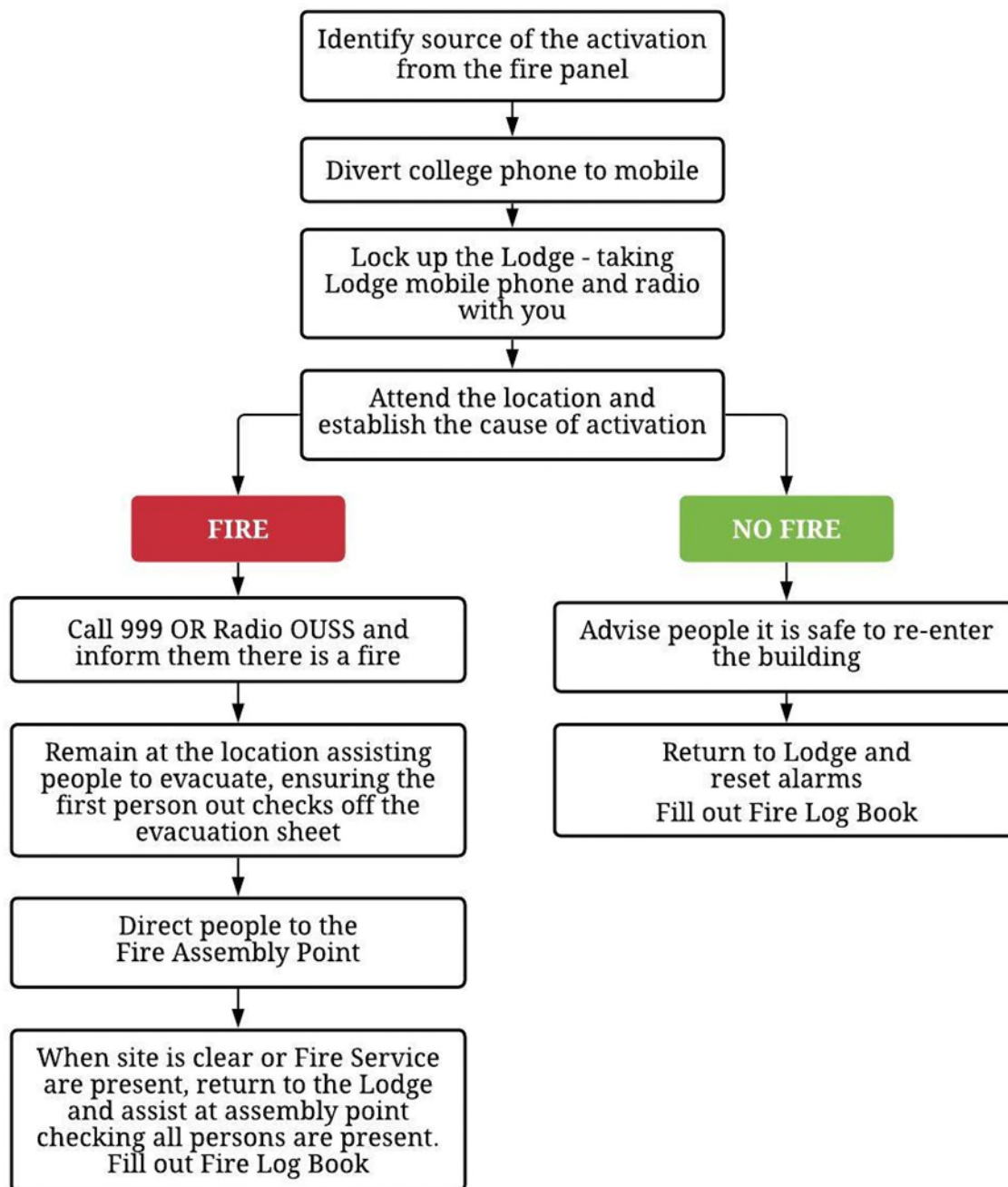
Yearly - Switch off the mains power supply to the lighting unit. Leave the units illuminated for the rated period (usually three hours). The lights should be on for the whole period. If lights fail within this time, replace the back-up battery. Record your results in your Emergency light logbook. See **Appendix 7**.

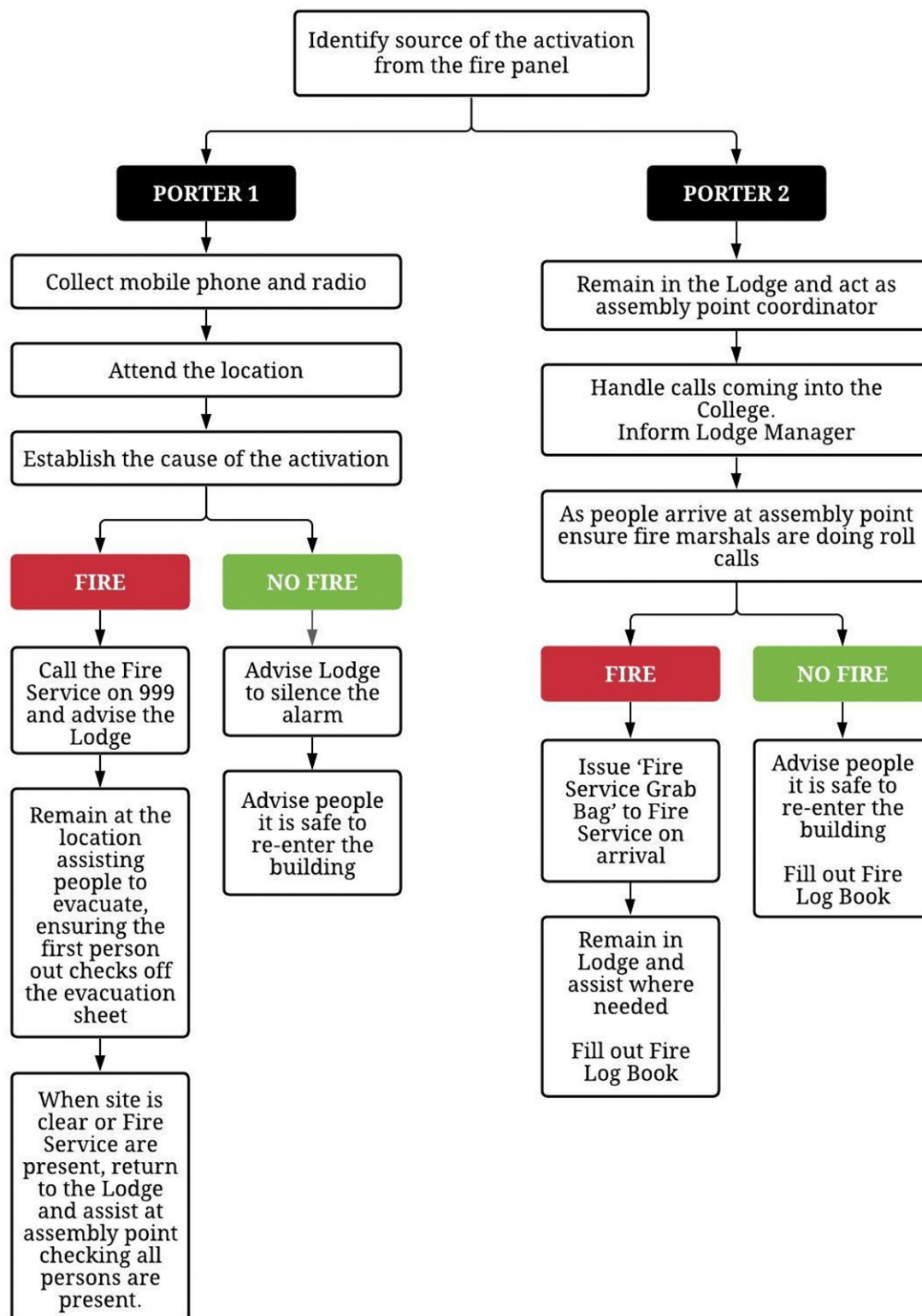
31. Fire Evacuation Procedure

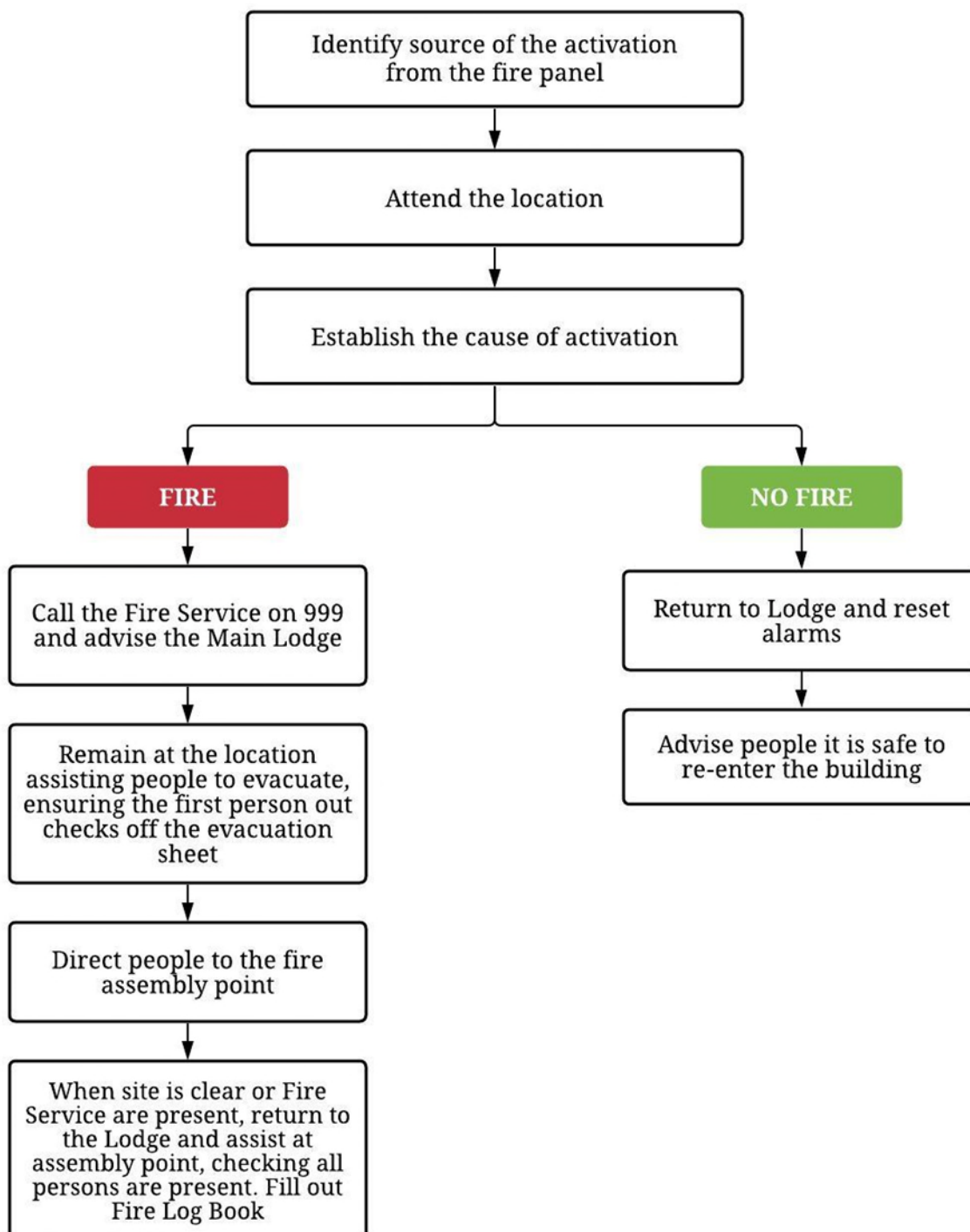
Please refer to **Appendix 8**.

VERSION CONTROL

Version	Agreed by House Committee	Agreed by Governing Body	Reason for amendment	Amended by	Further notes
v.1	27.01.21		This is the original version.	S Marshall	Review due: January 2022

Appendix 1**Fire Alarm Activation on Main College Site
PROCEDURE FOR ONE PORTER**

Appendix 2
**Fire Alarm Activation on Main College Site
PROCEDURE FOR TWO PORTERS**


Appendix 3**Fire Alarm Activation James Mellon Hall
PROCEDURE FOR SITE MANAGER / JUNIOR DEAN**

Appendix 4
Weekly Fire Safety Check
**Staircase 1 to 5
Monday - complete by 10.30pm**

Walk around the whole premises every week to ensure our fire safety control measures are effective. Use this form to record your findings. All deficiencies should be reported and recorded on a 'Non-Conforming Report' form.

Name of Person completing this check: (PRINT NAME)		Date checked:	
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		YES	NO	N/A
1.	Is the automatic fire alarm system in full working order? Have you tested a different fire alarm call point each week?			
2.	Is the fire alarm system log book readily available and up-to-date with records of all tests etc.?			
3.	Are all manual fire warning systems in their correct locations and in good working order in the Marquee			
4.	Are all manual emergency lighting systems such as hand-held torches in their correct locations and in good working order? (in the Lodge)			
5.	Are all escape routes available for use and free from obstruction, slipping and tripping hazards			
6.	Are all emergency 'push bars' or 'pads' on fire doors in good working order?			
7.	Are all self-closing fire doors operating properly, including magnetic door opening devices?			
8.	Are all fire exit signs and directional arrows correctly positioned, securely fixed in position and visible from relevant points?			
9.	Are all fire extinguishers place with unbroken seals?			
10.	Are all portable radios and loud hailers (where provided for use in an evacuation), correctly located and fully operational?			

If you mark 'NO' on this sheet, please give description of fault in a 'Non-Conforming Report' and send to the Lodge Manager.

Lodge Manager Sign-Off:

Date:

Non-conforming Report

Name of Person completing this report: (PRINT NAME)		Date:	
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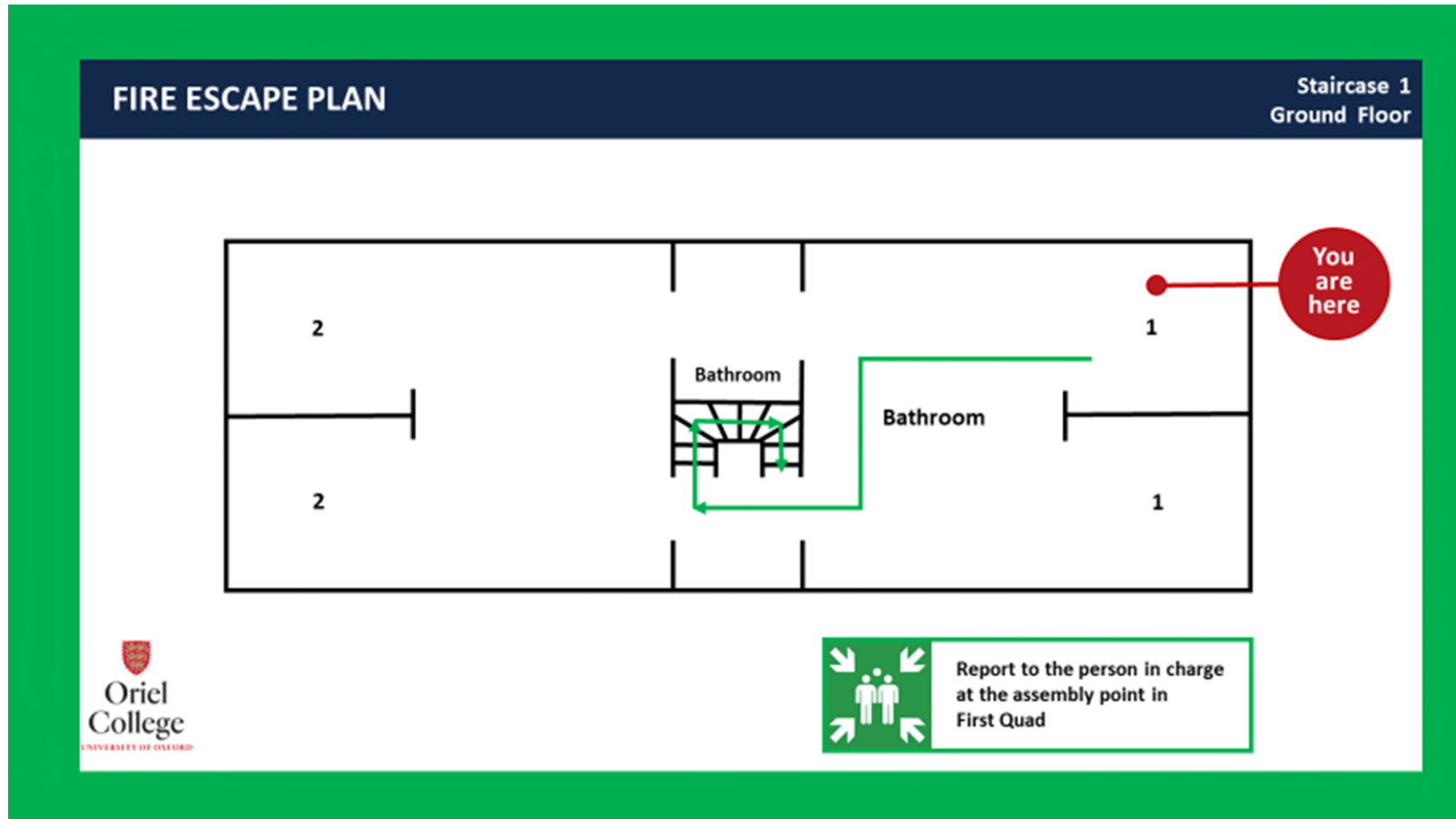
DESCRIPTION OF FAULT

1.	
2.	
3.	
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Lodge Manager Sign-Off:

Date:

Appendix 5



Appendix 6

How to Complete Fire Door Checks

1. Authenticity

All fire doors display certificates and relevant markings to verify their fire integrity. Check for a label or a plug on top or on the side of each door for a fire-resistance rating. If there isn't one, it is most likely not a fire door and will not protect you in a fire. Also check the number on the door and tick the numbered box to say it's been check.

2. Gaps

Gaps around the fire door should be 3mm or less to stop smoke and fire from getting through. To check, which is about 3mm in thickness.

3. Door Handles and Panic Bars

Door handles and panic bars should be easy to use. If they do jam or grind, then it means they need cleaning. In a fire, it goes without saying that you should be able to escape quickly and easily.

4. Hinges

On fire doors, there must be a minimum of three hinges, and all screws must be tight. Check that the hinges are free of metal fragments and oil leakage, as this could be a sign of dangerous wear and tear.

5. Locks and Latches

Close your fire door and shake it back and forth to see if it is loose or rattles. If it does, then there's a problem. Fire doors should not rattle and should be fully engaged with the strike plates. If they do not latch, then dangerous toxic chemicals and smoke will escape around the door and cause visibility and breathing problems.

6. Manual Door Closer

Fire doors need door closers, and those door closers need to be fitted and set correctly to help fire doors fully close to the frame. Check the door closers by opening and releasing the fire door. If the door does not close, then the door closer could be the problem and needs adjusting. Classic signs of door closer malfunctions include wear and tear, oil leakages and metal fragments.

7. Hold-Open Devices

Fire doors should never be propped open by objects. Doing so is illegal; however, they can be held open legally with electromagnetic devices. These devices run on electricity and are linked to the fire alarm system in the building. When the fire alarm sounds, make sure the doors release immediately and close fully into the frame.

8. Signage

By law, all fire doors must have proper signage, so users know they should be kept shut.

9. Panic Exit Devices

Exit devices, such as panic bars, must be in working order and give users immediate exit. Try conducting a practice fire evacuation drill and running through the panic exit. If it takes you longer than 10 seconds to get through the door, then the panic exit needs to be looked at and possibly replaced or repaired.

10. Door Seals

Fire doors must be fitted with intumescent seals to stop smoke from getting through the fire doors. The first check is that they are not missing from the fire door. Secondly, they must be in good condition. Check also that the seals are well-attached inside the groove in the frame.

11. Before finishing

Make sure you sign and date check list sheet.

Appendix 7

Emergency Light Logbook

SC1	1	2	3	4	5	6	7	
SC2	1	2	3	4	5	6	7	8
	9	10						
SC3	1	2	3	4	5			
SC4	1	2	3	4	5			
Hall	1	2	3					
SC6	1	2	3	4	5	6		
Porters'	1	2	3	4				
Lodge								
SC7	1	2	3	4				
Champneys	1	2	3	4	5	Box 6		
SC8	Wine 1	Wine 2	Wine 3	Wine 4	Wine 5	Wine 6	Wine 7	8
	9	10	11	12	13	14	15	16
SCR toilet	1	2						
SC8	1	2						
Laundry								
Kitchen	1	2	3	4	5	6	7	8
Passage								
	9	10	11	12	13 chem cupboard			
Bar	1	2	3	4	5	6	Lift7	Buttery 8
Provost's	1	2	3	4				

SC9	1	2	3					
SC9 Base	1	2	3	4	5	6	7	
SC10	1	2	3	4	5			
SC10 Base	1	2	3					
SC11	1	2	3					
SC12	1	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	
SC17	1	2	3	4	5			
Rhodes building		1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34
35	36	37	38	39	39a	40	41	42
43	43a	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59
60	61	62	63	64	65	66	67	68
69	70	71	72	73	74	75	76	77
78	79	80	81	82	83	84	85	86
87	88	89	90	91	92	93	94	95
96	97	98	99	100	101	102	103	104
105	106							

Jun Lib	1	2	3	4	5	6	7	8
	9	10	10a	10b	11	12	12a	13
	14	15	16	17	18	19	20	21
	21a	22	23	24	25	26	27	28
	29	30	31	32	33	34	35	36
	37	38	39	40	41	42	43	44
	45	46	47	48				
Sen Lib	1	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	16
SC19	1	2	3	4	5	6	7	8
SC20	1	2	3	4	5	6	7	8
	9	10	11	12	outside 13			
SC21	1	2	3	4	5	6	7	8
	9	outside 10						
SC22	1	2	3	4	5	6	outside 7	
SC23	1	2	3	4	5	6		
SC24	1	2	3	4	5	6	7	8
Tunnel	1	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	16

	17	18	19	20	21			
SC25	outside 1	2	3	4	5	6	7	8
	9	10	11	12	13			
SC26	1	2	3	4	5	6	outside 7	
SC27	1	2	3	4	5	6	7	8
9								
SC28	1	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	16
	17							
Tackley passage	1	2	3					
Sanders	1	2	3	4				
SC29	1	2	3	4	5			
SC30	1	2	3	4	5	6	7	8
	9	10	11	12	13			
SC31	1	2	3	4	5	6	7	8
	9							
SC32	1	2						
16KES	1	2	3	4	5	6		
Plant Rm	1	2	3					
14KES	1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16	17

Harris	1	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	16
	17	18	19	20	21	outside 22		
SC33	1	2	3	4	5	6	7	8
	9	10	11					
SC34	1	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	16
	17							
SC35	1	2	3	4	5			
Flat 1	1	2	3					
S/C flats	1	2	3	4	5	6	7	
1&2								
MCR S/C	1	2	3	4	5	6	7	8
	9	10	11	12	13	15		
Fellows'	1	2	3					
Garage								
Flats4-7	1	2	3	4	5	6	7	8
	Gym 9	Gym 10						
Flats F/E	1	2	3	4				
Alfred St	1	2	3	4	5	6	7	8
	9	10						
Magpie	1	2	3	4				

SCR wine	1	2	3	4	5	6		
cellar								
Boat	1	2	3					
House								

Appendix 8

Fire Evacuation Procedure

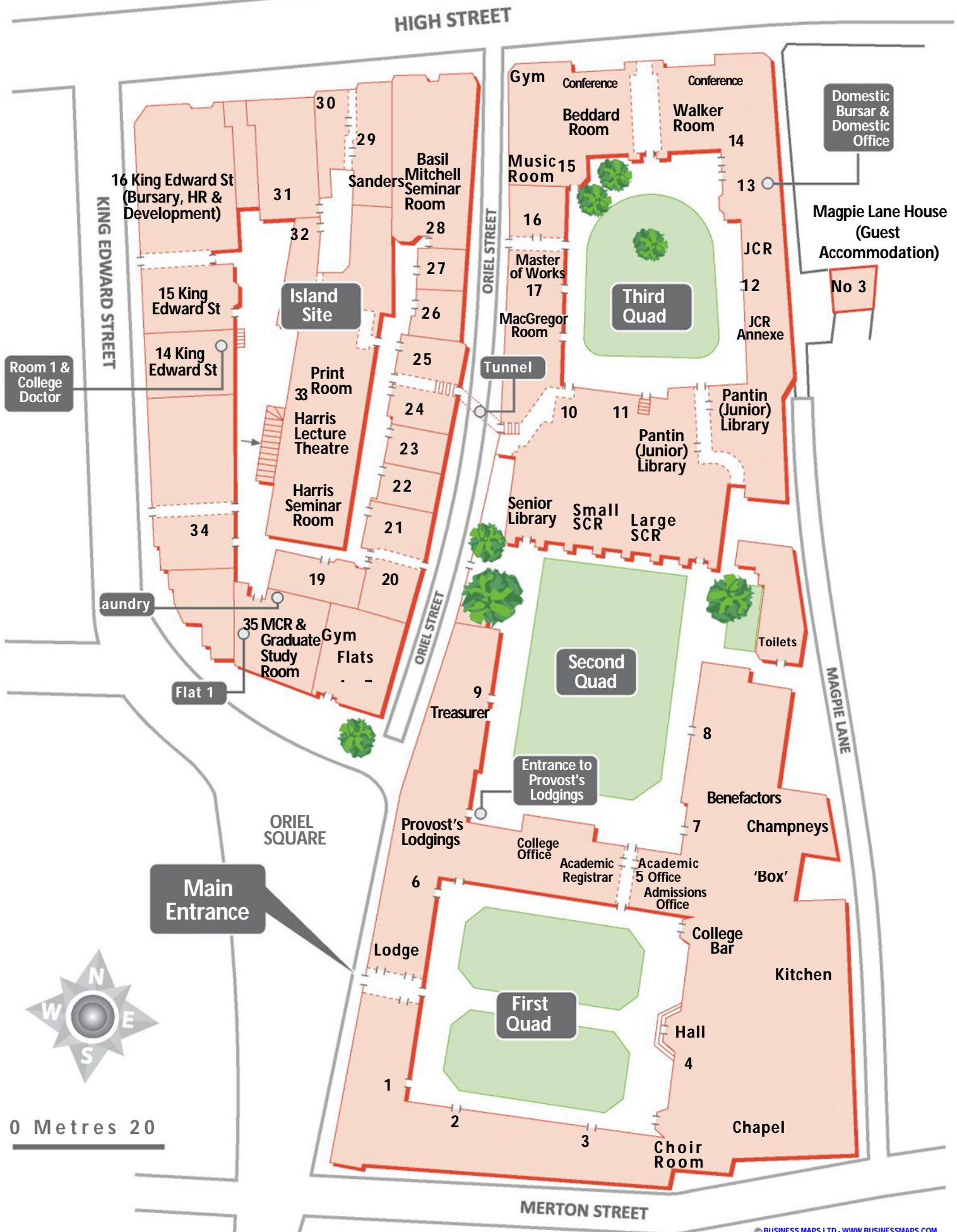
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1.0	Responsible Staff
	Domestic Bursar: Steven Marshall
	College Fire Officer: Samuel Henry, Lodge Manager
	Senior Fire Marshals: Duty Lodge Porters
	Fire Marshals: Trained Staff Members, resident Fellows and Students

2.0	Fire Procedure ON HEARING THE FIRE ALARM OR DISCOVERING A FIRE
2.1	If any person discovers a FIRE, SMOKE or hears REPORTS of a fire from third parties such as students or guests, they are to operate the fire alarm by the nearest fire call point. The priority is the safety of persons, and getting them out safely to the College Assembly Point, and alerting the Lodge (see Appendix 8.1).
2.2	On hearing the alarm <u>ALL</u> staff students and guests <u>MUST</u> leave the buildings and go to the Assembly Point in the First Quad.
2.3	If the fire is in the First Quad, go into Oriel Square and the Duty Porters will direct you to Corpus Christi College on Merton Street.
2.4	The first person leaving the staircase takes the Red Fire Bag from the bottom of the staircase. Put on the high vis-jacket and use the check list to mark people off INFORM THE DUTY PORTERS IF YOU BELIEVE ANYONE IS STILL INSIDE. DO NOT RE-ENTER THE BUILDINGS UNDER ANY CIRCUMSTANCES (see Appendix 8.2).
2.5	All visitors and contractors must report to the Lodge on hearing the alarm.
2.6	Any missing persons are to be reported to the Lodge.
2.7	One duty porter will stay in the Lodge to attend to the phones and alarm panel.
2.8	Nobody is to re-enter any building until the all clear has been given by the Lodge or Fire Brigade.

2.9	If on site at the time, the College Fire Officer and Senior Managers and Senior Fire Marshal (Lodge Manger) will assemble by the Lodge.
2.10	All occurrences relating to fire must be entered in the Fire Log held in the Lodge These include all fires; smell of burning, etc; any activation of the fire alarm; any building evacuation or fire drill; all visits by the Fire Service; along with any servicing to fire equipment.
2.11	Oxford University Security Services (OUSS) will call the Lodge on any activation to see if Duty Porter requires support from them or from the Fire Service.

3.0	Evacuation Procedures for OUT OF OFFICE HOURS
3.1	Out of normal office hours are Monday to Sunday, 1700-0900.
3.2	If any person discovers a FIRE, SMOKE or hears REPORTS of a fire from third parties such as students or guests, they are to operate the fire alarm by the nearest fire call point. The priority is the safety of persons, and getting them out safely to the College Assembly Point, and alerting the Lodge (see Appendix 8.1).
3.3	If you have received fire safety training, and you feel it is safe to do so, you can consider tackling the fire. All actions should be reported to College Fire Officer.
3.4	The first person leaving the staircase takes the Red Fire Bag from the bottom of the staircase. Put on the high vis-jacket and use the check list to mark people off INFORM THE DUTY PORTERS IF YOU BELIEVE ANYONE IS STILL INSIDE. DO NOT RE-ENTER THE BUILDINGS UNDER ANY CIRCUMSTANCES (see Appendix 8.2).
3.5	All visitors and contractors must report to the Lodge on hearing the alarm.
3.6	Any persons assumed to be missing are to be reported to the Lodge.
3.7	One Duty Porter will stay in the Lodge to attend to the phones and alarm panel.
3.8	Duty Porter must phone both College Fire Officer and Senior Fire Marshal.
3.9	Nobody is to re-enter any building until the all clear has been given by the Lodge or Fire Brigade.
3.10	All occurrences relating to fire must be entered in the Fire Log held in the Lodge These include all fires; smell of burning, etc; any activation of the fire alarm; any building evacuation or fire drill; all visits by the Fire Service; along with any servicing to fire equipment.
3.11	Oxford University Security Services (OUSS) will call the Lodge on any activation to see if Duty Porter requires support from them or from the Fire Service.



Appendix 8.2

FIRE EVACUATION SHEET				
LOCATION: STAIRCASE 1				
ROOM NO	PRESENT (TICK)	NOT PRESENT (CROSS)	DATE	COMMENTS
TOWER				
1				
2A				
2B				
3				
4				
5				
6A				
6B				
7				
8				
DATE:		TIME:		
NAME OF PERSON COMPLETING EVACUATION FORM:				
COLLEGE USE BELOW -				
NOTES:				
ACTION REQ:				
ACTION COMPLETED:			SIGNED:	