



# **MAGDALENE COLLEGE**

## **FIRE SAFETY STRATEGY**

## **Summary**

The aim of this plan is the provision and maintenance of a safe environment to all staff, visitors, students and College members throughout Magdalene College in order to reduce the risk to life, injury, property and College loss. This plan will provide the College with an approach to fire safety for the next 12-24 months and will be reviewed periodically.

## **Fire Safety Strategy**

Magdalene College is committed to protecting the health, safety and welfare of staff, visitors, students and College members against the risk of fire. It is the intention to meet this objective by:

- Providing fire protection measures according to the use of the building and activities taken therein.
- Fire risk assessments will be conducted at regular intervals for College properties and identify areas for improvement.
- Establish a programme of building works to improve or maintain the fire safety precautions.
- Keep fire safety plans under review for College property.
- Establish clear roles and responsibilities regarding the day to day fire safety management.
- Identify relevant personnel with the responsibility for initiating fire evacuation procedure and provide information to the emergency services.
- Carry out regular reviews of the fire risk assessment and action plan accordingly.

## **Fire Prevention Protocols**

Magdalene College has established a set of protocols, policies and documentation that are relevant to fire safety within the College. Details below:

- Fire Risk Assessments
- Fire Management Plan
- Emergency Incident Plan (under review)

- Fire Alarm Activation Records
- Fire extinguisher records/maintenance of fire equipment
- Portable Appliance Testing Records
- Asbestos Register
- Local Emergency Plans
- Student Guides / Accommodation Handbook / College Policies and Procedures
- Fire Safety Training Records
- Accommodation Evacuation Plans

### **Person Specification**

**Responsible Person:** The Senior Bursar, on behalf of the College Governing Body, is responsible for ensuring the implementation of the Regulatory Reform (Fire Safety) Order 2005 in all College premises and ensuring that all statutory requirements applicable to fire safety are observed. To ensure that appropriate fire safety policies and programmes of work are implemented to maintain and improve fire safety precautions in College premises.

**Appointed Fire Safety Officer:** Head Porter. The Fire Safety Officer for the College will ensure compliance of current fire safety legislation. Responsibilities including:

- Ensuring that all Fire Risk Assessments are conducted in line with legislation.
- Ensuring maintenance of fire safety systems to relevant British Standards.
- Receive reports for all fire incidents, inform the College of their contents and arrange for them to be acted upon as appropriate.
- To establish effective liaison with enforcing authorities as necessary.
- Assisting in the writing of all fire safety policies and procedures.
- To investigate all fires that occur in College properties.
- Disseminate responsibilities to College staff.

**Deputy Fire Safety Officer:** Deputy Head Porter. The Deputy Fire Safety Officer will assist with the duties described above.

**The Health and Safety Committee:** Fire safety forms part of the Health and Safety Committee which meets in the Michaelmas and Lent term and when necessary in the Easter Term. The committee is chaired by the Assistant Bursar.

**Head of Departments (HoDS):** Will be responsible for ensuring that the College fire management procedure is implemented in their respective areas. They will also assist the Fire Safety Officer as necessary.

### **Fire Risk Assessment**

Under the Regulatory Reform (Fire Safety) Order 2005, that came into force on 1<sup>st</sup> October 2006, all responsible persons are required to carry out a fire risk assessment in relation to the risk from fire. A fire risk assessment is produced on behalf of the responsible person to assist them to comply with their legal obligations.

The Order replaces all previous fire safety legislation and any Fire Certificates issued under the Fire Precautions Act 1971 will no longer be enforced. The Order applies in England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect relevant persons in case of fire in and around the premises.

The Order requires fire precautions to be put in place where necessary and to the extent that it is reasonable and practicable in the circumstances of the case. Responsibility for complying with the Order rests with the responsible person. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible.

If there is more than one responsible person in any type of premises, all must take reasonable steps to co-operate and co-ordinate with each other.

### **Electrical equipment**

Electrical equipment provides a high risk in starting fires where they are faulty or used in inappropriate areas. Portable appliance testing (PAT testing) will be conducted for all portable equipment to ensure that basic electrical safety checks are maintained. This is to be managed by the Maintenance department once a year.

The use of multi socket plug adaptors, portable gas heaters, students own electrical heaters are not to be used anywhere on College premises. Extension leads are authorised for use

where they have been subjected to portable appliance testing and where they are correctly used and fused.

No alterations and additions to wiring or fittings may be carried out apart from those carried out by authorised electricians from the Maintenance team or authorised contractors.

Reporting of defective electrical equipment is essential for fire safety. Staff should report defective electrical equipment and are to remove them from supply by switching off and unplugging any portable electrical equipment that they find defective. Any issues should be reported to the maintenance dept.

## **Maintenance of Fire precaution systems and processes**

### **Emergency light testing**

Emergency light testing in accordance with legislation is the responsibility of the maintenance department.

### **Fire emergency action plans and drills**

All persons are expected to follow the below procedure in relation to fire safety. This is also documented in the accommodation handbook, student guide and fire management procedure on the College web site at [www.magd.cam.ac.uk/administration/policies-and-procedures](http://www.magd.cam.ac.uk/administration/policies-and-procedures).

#### **In case of a fire:**

- Raise the alarm by pressing the fire alarm point.
- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Please make contact with the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

### **On hearing the fire alarm:**

- Do not stop to collect belongings.
- Evacuate the building immediately, closing any doors behind you.
- Proceed to the designated assembly point indicated on the fire safety notice at the entrance to each building.
- Remain at the assembly point until instructed.
- Please make contact with the Porters' Lodge, telephone number 01223 332100.
- Do not re-enter the building for any reason until allowed to do so.

A number of College properties are wired to the Porters Lodge main repeater fire panel. There are a number of College properties which are not wired to the Porters Lodge and rely on notification by the residents. All fire alarm activations will be investigated by College staff.

There are many causes of fire alarm activations, but the more common ones include:

- Fumes from cooking or burnt food
- Mist from deodorant spray
- Steam from showers
- Dust from building work
- Poorly trained users
- Lack of maintenance
- Incorrect or poorly designed systems
- Student behaviour

### **Fire drills/Evacuations**

The Fire Safety Officer is responsible for arranging fire drills throughout College accommodation and offices. All records of drills/evacuations are the responsibility of the Fire Safety Officer. Drills will be arranged for the Michaelmas and Lent Terms. Any re-testing will take place as and when required.

## **Fire Alarms**

Fire alarms will be maintained and tested by an independent competent contractor to British Standards and the relevant legislation.

Weekly fire alarm testing in accordance with legislation will be conducted by College Staff, except during the exam period and recorded appropriately. This will take place each week on the Tuesday morning.

All departments are to be aware of the fire point test and inform staff and visitors as necessary.

If after 10 seconds, the alarms have not been cancelled departments must react to fire alarms as in a real fire situation.

## **Maintenance of Fire Fighting Equipment**

The Fire Safety Officer is responsible for ensuring that Fire Fighting Equipment (FFE) is provided and correctly positioned in College properties, including dealing with any fire risk in communal areas e.g. fire doors wedged open, candles. HoDs are expected to support the Fire Safety Officer with executing this responsibility.

Monthly records of FFE and locations are recorded and held electronically by the Deputy Fire Safety Officer.

Responsibility for the six monthly/annual servicing of the FFE and fire panels rests with an external contractor who are contracted through the Maintenance department.

## **Fire Doors**

Each building will be fitted with fire doors that are suitable and sufficient. These doors will be identified by signage.

Fire doors will be checked as part of the monthly fire safety checks completed by Porter staff. A programme of works will be implemented where the fire risk assessment identifies lack of fire safety in relation to doors and internal walls.

## **Emergency Signage**

Fire escape signs are provided throughout College properties. Assembly points are annotated on all fire action signs in the accommodation. The fire risk assessment will confirm where additional signage is required.

## **Smoke Free Policy**

Smoking and vaping is prohibited in all enclosed or substantially enclosed College premises. This includes company vehicles. The College Smoke Free policy can be found at [www.magd.cam.ac.uk/administration/policies-and-procedures](http://www.magd.cam.ac.uk/administration/policies-and-procedures).

**Note:** This strategy will be implemented, monitored and evaluated initially within the first 12 to 24 months and 2 yearly thereafter.

This plan was approved by the Magdalene College Health & Safety Committee on 11 June 2021.

Ryan Carter  
Head Porter, Magdalene College.  
23 April 2021  
Version 1.0