

FIRE SAFETY POLICY

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Date approved:	28 September 2018
Approved by:	SMT
Responsible Manager (s):	Health and Safety Manager
Executive Lead:	Chief Operating Officer

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (Including clients)	Yes

Consultation

Consultation undertaken with:		Date:
SMT	Yes	Sept 2018
AMT	Yes	Sept 2018
CCMT	Yes	Sept 2018
Students	No	N/A
Employee representatives	No	N/A
Other	No	N/A

** please delete as appropriate*

Policy review frequency: normally every 2 years

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Scope and purpose of the policy

1.1 Scope

This policy applies to all B&FC employees, students, contractors, visitors and members of the general public whilst on B&FC premises.

1.2 Purpose

The purpose of the policy is to ensure appropriate fire prevention, protection, detection and evacuation measures are in place across all premises owned or managed by B&FC.

2 Policy statement

B&FC recognises and accepts its responsibilities in respect of fire safety and will ensure the provision of conditions that comply, as far as is reasonably practicable, with the Regulatory Reform (Fire Safety) Order 2005 and all other relevant fire safety regulations through regular mandatory training and the application of the fire safety procedures.

3. Accountability

- 3.1 The Corporation Board set the direction for effective health and safety management, which includes fire safety, across B&FC.
- 3.2 The Principal and Chief Executive is the 'officer' with overall responsibility for health and safety, including fire safety, within B&FC and is defined as the responsible person under the Regulatory Reform (Fire Safety) Order 2005
- 3.3 The Director of Estates is responsible for the strategic implementation of procedures adopted by B&FC to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 order.
- 3.4 B&FC Health and Safety Manager is responsible for providing specialist knowledge and advice on fire safety.
- 3.5 The Director of Capital Projects and Infrastructure is responsible for the management of fire prevention and detection systems within the buildings infrastructure and for the adoption of fire risk assessments for all B&FC owned or leased premises and for the completion of actions arising from these assessments.
- 3.6 The Campus Services Manager is responsible for ongoing fire safety maintenance checks on fire equipment, as detailed in the fire safety procedures, and the management of fire evacuations.
- 3.7 Heads of Curriculum and Service areas are responsible for the adoption of the Fire Safety policy and procedures in their area including the completion of personal emergency evacuation plans (PEEP's) for employees with disabilities that may hinder their ability to evacuate unaided.

- 3.8 The Head of Student Support and Wellbeing is responsible for ensuring that all students with a declared disability are provided with a PEEP where appropriate
- 3.9 Safety Advisers are responsible for monitoring day-to-day health and safety, including fire safety, and for advising the Head of Curriculum or Service Area on any identified hazard or matters arising.
- 3.10 All employees are responsible for contributing towards the day to day operational management of both health and safety and fire safety. This includes reporting any issues they are aware of in respect of fire safety including issues that may affect their ability to evacuate in the event of the fire alarm sounding.
- 3.11 Students shall assist in meeting B&FC fire safety objectives by being personally responsible for their own health and safety and for that of others with whom they are working/studying and by complying with the B&FC fire procedures and instructions.
- 3.12 Contractors working for B&FC are responsible for ensuring that they and their sub-contractors adhere to the B&FC fire procedures and ensuring that their own or their sub-contractors activities do not adversely impact on the fire safety of the B&FC community.
- 3.13 Visitors to B&FC have a responsibility for their own health and safety and that of others and are expected to follow the information and safety guidelines which they are given when signing in.

4 Student Involvement

Student involvement will be maintained through the student body's representation on both the Health and Safety Working group and the Health and Safety Committee.

5 Linked policies and procedures

- 5.1 Health and Safety policy
- 5.2 Fire safety procedures

6 Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability

Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working

Title of Activity:	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate Expected Implementation Date: 28 September 2018
Author and Date:	What is the review date? October 2020
<p>Equality and Diversity. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	All Equality and Diversity characteristics may be impacted upon. The risk of not considering the needs of all characteristics would affect B&FC's ability to ensure the safety of all persons directly or indirectly who are affected by the organisations activities and prevent B&FC from being compliant with its legal duties under current health and safety legislation.
<p>Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Failure to maintain a safe environment could result in personal injury and/or damage to B&FC's reputation and have long term financial repercussions.
<p>Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Benefits of good health and safety include the improvement of staff wellbeing through provision of a safe and healthy working environment.
<p>Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	Evidence is available through the minutes of both the Health and Safety Working group and the Health and Safety Committee and the bi-annual health and safety reports which are reviewed by the Board. Monitoring of ongoing health and safety performance is ensured by regular review of policies and procedures and the inclusion of risk management on the accompanying impact assessment.
Is this policy of a high/medium or low risk?	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low