

## Fire Safety Policy

Date approved: 7 October 2022  
 Approved by: SMT  
 Responsible Manager (s): Health, Safety & Environment Manager  
 Executive Lead: Vice Principal Finance and Planning

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

### Consultation

Consultation undertaken with:		Date:
SMT	Yes	07.10.2022
AMT	Yes	27.09.2022
CCMT	Yes	27.09.2022
Students	Yes	27.09.2022
Employee representatives ( <i>HR policies only</i> )	No	N/A
Other	No	N/A

**\* Please delete as appropriate**

**Policy review frequency:** normally every 2 years

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## **1 Scope and purpose of the policy**

### **1.1 Scope**

This policy applies to all B&FC employees, students, apprentices, 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, Fire Safety Act 2021, Fire Safety (England) Regulations 2022 and the Building Safety Act 2022 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, Fire Safety Act 2021, Fire Safety (England) Regulations 2022 and the Building Safety Act 2022.

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, Fire Safety Act 2021, Fire Safety (England) Regulations 2022 and the Building Safety Act 2022.

3.4 B&FC Health, Safety & Environment Manager is responsible for providing specialist knowledge and advice on fire safety and ensuring that all relevant fire risk assessments are up-to-date and carried out by qualified, competent persons.

3.5 The Building Projects & Sustainability Manager 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, students and apprentices with disabilities that may hinder their ability to evacuate unaided.
- 3.8 Safety Advisers monitor-day-to-day health and safety, including fire safety, and for notifying the Head of Curriculum or Service Area on any identified hazard or matters arising.
- 3.9 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.
- 3.10 Students and apprentices 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.
- 3.11 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. This includes access to work permits for tasks such as hot works.
- 3.12 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 Management group.

#### **5 Linked policies, procedures and reference documents**

- Health and Safety policy

- Fire safety procedures
- <https://www.gov.uk/government/publications/fire-safety-act-2021>
- <https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>
- <https://www.hse.gov.uk/construction/safetytopics/generalfire.htm>
- <https://www.legislation.gov.uk/uksi/2010/2214/regulation/38>
- <https://www.gov.uk/guidance/the-building-safety-act>

## 5 Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Diversity and Inclusion, 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	
<p>Title of Activity: Fire Safety Policy</p> <p>Author and Date: Health, Safety &amp; Environment Manager</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate</p> <p>Expected Implementation Date: October 2022</p> <p>What is the review date? October 2024</p>
<p><b>Equality, Diversity &amp; Inclusion</b></p> <p>Which of the characteristics maybe impacted upon?</p> <p>And, if yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p>All Equality and Diversity characteristics may be impacted upon.</p> <p>The risk of not considering the needs of all characteristics would affect B&amp;FC's ability to ensure the safety of all persons directly or indirectly who are affected by the organisations activities and prevent B&amp;FC from being compliant with its legal duties under current health and safety legislation.</p>
<p><b>Safeguarding:</b></p> <p>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p><b>Health and Safety:</b></p> <p>Have any risks been identified?</p> <p>If yes, how has this been considered?</p> <p>What are the risks? What are the benefits?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Failure to maintain a safe environment could result in personal injury and/or damage to B&amp;FC's reputation and have long term financial repercussions.</p>
<p><b>Sustainability:</b></p> <p>Are there expected benefits or impacts on sustainability issues?</p> <p>If yes, how have these been considered?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Benefits of good health and safety include the improvement of staff wellbeing through provision of a safe and healthy working environment.</p>
<p><b>Evidence:</b></p> <p>What evidence do you have for your conclusions and expectations for these conclusions?</p>	<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</p>

<p>How will this impact be monitored for all these considerations?</p>	<p>health and safety reports which are reviewed by the Board.</p> <p>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.</p>
<p>Is this policy of a high/medium or low risk?</p>	<p><input type="checkbox"/> High      <input type="checkbox"/> Medium      <input checked="" type="checkbox"/> Low</p>