Robinson College
University of Cambridge

FIRE SAFETY POLICY

with

SUPPORTING DOCUMENTS

Next Review due Sept 2024

Back to Top

Table of Contents

1 Particulars....5
2 General Statement of Fire Safety Policy....7
3. Planning....8
3.1 Construction and Buildings Projects including Compartmentalisation and Fire Proofing....8
Insurance....8
Fire Shutters....9
Circuit Breakers/RCDs....9
3.2 Fire Prevention and Control Measures in place....9
Fire Risk Assessments (FRA)....9
Furnishings and fitments....9
Good Housekeeping Practices....10
Storage....10
No Smoking/naked flames....10
Security/Arson Protection....10
3.3 Provision of Fire Detection Systems....11
3.4 Provision of Fire Fighting Equipment....12
Extinguishers and Fire Blankets....13
Fire Suppression System....13
Sprinkler System....13
Gas Interlocking System....13
Water Excel Mister....14
Dry Risers....14
Redundant Fire Hoses....14
3.5 Provision of Safe Exit Routes....14
Escape routes....14
Fire Doors....14
Emergency Lighting System....15
Fire Safety Signage....16
Safe Refuge....16
Fire Assembly Points....16
3.6 Provide facilities for the Fire Authority:....17
4. Organisation....18
4.1 Stakeholder Involvement....18
Fire Safety Team....18
Heads of Department and Managers....18

Back to Top

Health & Safety Committee 18
Employees 18
Students 18
Student Fire Stewards 18
4.2 Information and Instruction 19
Fire Risk Assessments 19
Training and Information Dissemination 19
4.3 Competency and Advice 21
Consultants 21
FRA Verification 21
5. Control 22
College Council 22
5.1 Fire Safety Team Responsibilities 22
The Domestic Bursar 22
The Fire Safety Team 22
Compliance Manager/Coordinator 22
Head Porter 22
Maintenance Manager 23
5.2 Other Managers/Departments Responsibilities 24
Projects Manager 24
Head of Conference & Catering Services 24
Housekeeping Manager 24
Conference & Catering Event Managers/Supervisors 24
Accommodation Officers 24
HR Staff 25
Heads of Department and section managers 25
5.3 Contractors Deployed under this Policy 25
5.4 Fire Risk Assessment Process 25
Responsibility for preparing specific FRA's 25
FRA template documents, storage and recording 26
FRA Reviews 26
External Fire Risk Assessment 27
5.5 Maintenance 27
Planned maintenance schedules 27
Maintenance requirements 27
Hot working 27
Breach of Resistant Structures 27
Portable Appliance Testing 27
Gas appliances and installations 28

The Main Boiler Room 28
Other Boilers 28
5 Year electrical inspections 28
5.6 Housekeeping Routines 28
5.7 Fire Alarm Activation/Evacuation 28
Alarm Notification 28
Source of the activation/alarm 29
Evacuation 29
Fire Authority Control 29
5.8 Accessibility Needs, Adults at Risk, Children 29
Delegates/guests with accessibility needs 29
Adults at Risk 30
Children 30
Personal Emergency Evacuation Plan Policy 30
6. Monitoring 31
6.1 Weekly Fire Detection System Testing 31
6.2 Emergency Lighting System Testing 31
6.3 Compartmentalisation/Fire resisting doors, walls and partitions - Post Building-works checks 31
6.4 Porters Inspections 31
6.5 Fire Door Inspections 32
6.6 Fire Detection System Maintenance and Servicing 32
6.7 Fire or Alarm Activation Effectiveness 33
7. Review 34
7.1 Fire Safety Team Reviews 34
The Porters Lodge Daily Report 34
Policy Review 34
7.2 Monitoring Reports 34
7.3 Risk Assessments Reviews 34
7.4 Management Annual Review 34
8. Appendices 36
Appendix A1 – Fire Risk Assessment CHECKLIST 37
Appendix A2 – Fire Risk Assessment HOSTELS 50
Appendix A3 – Fire Risk Assessment LOCATION/ACTIVITY 53
Appendix A4 - Fire Risk Assessment Procedure 56
Appendix B - Fire Safety Deficiency/Remedial Works Required Template 58
Appendix C1 - Fire Detection System Test Record 59
Appendix C2 - Emergency Lighting System Test Record 60
Appendix C3 - Fire Safety Checks Inspection Record 61

Back to Top

Appendix C4 – Sample Fire Safety Checks Summary Report 62
Appendix D - Fire Fighting Equipment Sample List 65
Appendix E – Fire Safety Signage 66
Appendix F – HODs Responsibilities & Duties & Fire Warden Inspection 68
Appendix G - PEEP FORM 70
Appendix H1 - College Induction Training Session Record 71
Appendix H2 - Departmental Induction Training Session Record 72
Appendix H3 – Porters' Departmental Fire Training Record 73
Appendix I1 - Emergency Action Plan – Porters 74
Appendix I2 - Emergency Action Plan - Duties of the Incident Commander 76
Appendix I3 - Emergency Action Plan - Duties of an Incident Investigator 77
Appendix I4 - Emergency Action Plan – Duties of Student Fire Wardens 78
Appendix I4i - Emergency Action Plan - Fire Wardens example list 79
Appendix I5 - Emergency Action Plan – Event Manager 81
Appendix I6 - Emergency Action Plan – AV Technician 82
Appendix I7 - Emergency Action Plan – Food Service Supervisor 83
Appendix I8 - Emergency Action Plan – Employees Instructions 85
Appendix I9 - Emergency Action Plan - Assembly Points 86
Appendix I10 - Emergency Action Plan - Heads of Department – Responsibilities and Duties 87
Appendix J - Testing and Maintenance Programme 89
Appendix K1 – Information for Students 93
Appendix K2 - Information for Students continued 94
Appendix K2i – Reminder Safety Email 98
Appendix K3 – Information for Delegates 99
Appendix K4 – Information in Visitors/Guests rooms 102
Appendix K5 – Information for staff 103
Appendix K6 – Contract Worker Briefing 104
Appendix K7 – Fire Alarm Procedures 105
Appendix L – Management Monitoring 106
Appendix M - Dry Risers 108
Appendix N1 - Fire Doors Upgrade Policy 109

1 Particulars

Name and Address of Premises	Robinson College Grange Road Cambridge CB3 9AN

Use of Premises	Educational College

Back to Top

Description of Premises	The College is made up of several buildings across a 14acre site – Main College Building providing residential and non-residential accommodation facilities, conference and catering spaces, library, chapel and administrative/teaching spaces; 12 accommodation hostels providing residential and non-residential accommodation; Crausaz Wordsworth Building – dedicated conference facility; Shah Building - dedicated archive facility; Warden's Lodge and associated additional accommodation; Gardens compound.
Responsible Person(s) (Employer)	Domestic Bursar/Head Porter
College posts which contribute to the Policy and are responsible for its delivery – Competent Persons	Domestic Bursar Compliance Manager/Coordinator Head Porter Deputy Head Porter Maintenance Manager Project Manager
Policy over-viewed by:	Domestic Bursar 17/08/23 Compliance Manager/Coordinator 11/10/23 Head Porter 01/09/2023 Maintenance Manager 11/10/23 Projects Manager 18/10/23 Heads of Department 18/10/23 Health & Safety Committee Members 17/10/23 College Council 27 November 2023
Publication Date	Sept 2023
Next Review due by	Sept 2024
Firefighting Equipment contractor 2024	Approach Fire Safety
Fire Detection system contractor 2024	CAM Alarms

Back to Top

2 General Statement of Fire Safety Policy

Although an integral part of the College Health & Safety Policy, the Fire Safety Policy is a discrete document setting out the College's commitment to ensuring the adequate protection from Fire of all persons including its employees, Fellows, students, customers and contractors and members of public who may use the premises from potential injury and all property from damage that might arise from fire.

This Fire Safety Policy aims to ensure that as far as possible, outbreaks of fire do not occur and that if they do, they are rapidly detected and appropriate emergency procedures are implemented to preserve life and assets.

The College has in place suitable policies, processes, systems and procedures as set out below to ensure that:

- Premises are constructed and maintained in accordance with relevant legislation and are protected by suitable and sufficient fire detection and alarm systems
- Hazards are identified, risk assessed and managed/reduced to an acceptable level of risk
- Procedures and routines are in in place to monitor, update and correct any issues that may arise and to ensure that the integrity of the fire safety policy is maintained.

The College achieves its aims and objectives through five stages of its management system of planning, organisation, control, monitoring and review. These are set out in detail below.



Signed:
Print: Nick Milne Domestic Bursar
Date: 15 November 2023

Back to Top

3. Planning

3.1 Construction and Buildings Projects including Compartmentalisation and Fire Proofing

The various buildings on the College estate are of varying ages with the oldest having been constructed in the 1890s and the newest as late as 2019. This presents some complexities in respect of the achievement of requisite fire proofing, compartmentalisation, systems installation.

The brick construction of the main college building provides effective compartmentalisation, both horizontally and vertically, between residential staircases and between offices, meeting rooms and dining rooms etc.

Similarly, the hostels are of substantial brick construction although further enhancements to protection of open staircases is required to achieve satisfactory compartmentalisations.

Both the main college and hostels do not provide effective full compartmentalisation to roof level – in the main college the walls are continued to the roof line at every fifth staircase and hostels have generally fully open lofts though in many, bedrooms are situated in the roof spaces making for reduced loft areas.

Smoke detection is in situ in the main college loft spaces. MCB top kitchen attic access panels are sealed to avoid cooking smoke ingress into the voids.

The College has a detailed refurbishment programme that covers the entire estate. As at 2023, a large proportion of the estate has already been refurbished. The remaining element is progressed according to a schedule that is reviewed and agreed annually.

Any new building constructions and/or building adaptations and refurbishments that are planned are always progressed in full compliance with legislation and building regulations in hostels (void compartmentalisation in main college is not altered). The execution of the various projects within the programme is managed in accordance with legislation as relevant and with routines that ensure fire safety is in place. Project sign-off includes the completion and retention by College of a Project Health & Safety Plan as required under CDM 2018.

The College employs a Project Manager (PM) who is responsible for ensuring that major capital projects are appropriately designed and that necessary planning consents are achieved including listed building consent. The PM also ensures that reputable contractors are deployed, that the projects are appropriately risk assessed in advance and that their site and project routines are appropriate and in keeping with fire safety. Selection and briefing of contractors are covered by the following College See policies:
Purchasing Policy
Contractors Policy.docx
Contractor Rules master.docx
Contract Worker Briefing.docx

Insurance
The College insurer is alerted by the Domestic Bursar (DB) to all significant projects on a month-by-month basis and any provisions that they may require in respect of hot working

for example are factored into the project contracts. The DB liaises with the PM to manage such requirements with the Contractor.

Fire Shutters

There are automatic fire and smoke shutters in the Main Kitchen between the kitchen and each of the Garden Restaurant and Hall Serveries, protecting other areas from the spread of fire in the main kitchen. These shutters lower down following alarm activations of smoke detectors, heat detectors, and/or break glass points originating in or near to the Kitchen.

There is an automatic fire shutter fitted with a fusible link situated on the lower ground level in the corridor leading from K-Lift Lobby (Hall/Kitchens areas) to the underground car park. This is activated by heat reaching the threshold level. This serves to separate the higher risk areas of the Kitchens, the main electrical intake and the underground car park areas.

There is a further automatic fire shutter fitted with a fusible link situated in the car park at the entrance to G staircase/Auditorium Workshop/garden corridor. This is activated by heat reaching the threshold level. This serves to separate the higher risk areas of the Kitchens, the main electrical intake and the underground car park areas.

Circuit Breakers/RCDs

As staircases and hostels are refurbished, each bedroom is fitted with a circuit breaker to protect the mains should there be an overload in the room. This generally provides a level of protection from electrical apparatus overheating. Staircases or Hostels where circuit breakers are not in place are listed in the relevant Fire Risk Assessment.

3.2 Fire Prevention and Control Measures in place

Fire Risk Assessments (FRA)

FRA's are prepared to ensure adequate fire safety arrangements are in place to prevent the outbreak of fire or to ensure that it is controlled in such an event. The details of the FRA processes, policies and responsibilities are covered below in Section 5.3 Fire Risk Assessment Process.

Furnishings and fitments

The College generally provides all furniture, carpets, curtaining and most soft furnishing so that this policy can be monitored and controlled. All furnishings/furniture is required to be inherently flame resistant/fire retarded.

Our standard is to source furniture designed for commercial settings that as a minimum complies with the requirements of The Furniture and Furnishings (Fire) (Safety) Regulations 1988, amended 1989 and 1993 (FFFSR). The Housekeeping Manager is responsible for sourcing furniture for the College and is familiar with the *Fire safety of furniture and furnishings in the contract and non-domestic sectors Guide to the UK requirements Do we want to make any comment about domestic standard furniture in here?*

Students are not permitted to bring their own furniture into accommodation spaces without permission as listed in the Information for Junior Members Handbook – see Appendix K2.

Back to Top

Good Housekeeping Practices

Good housekeeping practices are in place to ensure that there is no build-up of combustible materials, rubbish is removed regularly and external bins and skips are kept away from walls and under rooves.

Storage

Storage is only permitted in designated storage spaces which are generally maintained under secure lock and key. Storage is not permitted in corridors, especially escape routes.

Flammables

Gas shut down valves are provided to the main college and CWB kitchens and the main Boiler Room. Hostels are served by gas switch levers – Porters have a list of all locations.

Highly flammable liquids such as petrol are stored in a dedicated lockable store within the Gardeners' Compound away from buildings. Maintenance flammables are kept in COSHH cupboards located in the workshop. Generator petrol is stored in Gardeners compound store. Flammable paints, aerosols are kept by student societies and are kept in a COSHH cupboard in the Theatre Workshop.

Catering department store petro-gel and gas cannisters for chaffing dish use in cupboards at the rear of the dining hall away from sources of ignition. There are risk assessments and procedures in place for their use.

The Housekeeping department also has a number of flammable chemicals which are all stored in a dedicated flame-proof lockable cabinet in the department chemical store.

Dark Room chemicals are stored in the dark room. Some may be flammable and the quantity is managed by the capacity of the flame-proof cabinet dedicated for this purpose.

No Smoking/naked flames

There is a general "No-Smoking" policy within any of the buildings; designated smoking areas are in the open air.

There is also a policy that no naked flames are permitted – e.g. candles or incense sticks – in student rooms. See Appendix K1

Candles are generally avoided other than in controlled situations – as part of a dining table set-up and in the Chapel. Risk Assessments are in place where candles are permitted.

Welding/arc lights are not used by the maintenance staff. Contractors may need to undertake hot works from time to time when RAMS are required and appropriate control measures are put in place?

Bonfires/garden fires are not permitted. Students are not permitted to have barbecues. Catering may have barbeques under staff supervisions – these are gas fired.

Security/Arson Protection

The main college bin store area is located away from the building and the elevation above is a blank wall with no windows. The area is kept locked when staff are not present. Removal of waste [combustible] materials is daily Mon-Sat. (Waste chemicals are retained in the housekeeping store and are disposed of annually). There is adequate movement

sensitive lighting covering the bin yard. Internal refuse/recycling bins on courts are well-used but are emptied daily except at weekends.

Also at the loading bay is a Heart Foundation recycling collection bank. This is emptied fortnightly.

The loading bay gates are locked shut with card access only by staff members. The nature of the gate would enable a burning object to be thrown in from outside and consideration of this hazard is given in the appropriate FRA. The service yard is protected by smoke detection.

Access to the car park and other outer areas is managed at night by the closure and locking of gates as part of the Porters lock-up routines.

Most hostels, bins are generally stored away from the buildings in the open air (not under rooves/windows) and are sufficiently far away from neighbouring properties to not present a risk. Where any siting does present a potential hazard, the local FRA records deficiency. Removal of waste [combustible] materials is weekly.

Regular security patrols are undertaken by Porters and CCTV is provided covering all entrance points, the Main College bins area and loading bay.

The Plumbers Store is alarmed against theft rather than fire. Gardeners' stores are alarmed – tractors, etc stored within. This area is also served by movement sensitive lighting.

Student authorised parking is concentrated in the car park at 3 Sylvester Road. Spaces are away from the buildings. Generally other hostels do not have residents and therefore should not have cars parked. Porters security check identifies any such vehicles,

Staff/students/residents are encouraged to report suspicious activity.

3.3 Provision of Fire Detection Systems

All the buildings have been brought to the required standard as follows:

- Hard-wired detection system compliant to the L2 regulations
- Automatic detection alarm system with manual call points which conforms to BS 5839
    - Smoke detection is fitted at all levels as well as corridors and offices onto the corridor
    - Heat detection is fitted in staircase and hostels kitchens and in the main kitchen and boiler room
- All bedrooms and most other spaces are covered with automatic fire detection devices and warnings sound both locally and in the Porters Lodge which is staffed continually.
- Lift shafts (apart from dumb waiters – Bar and SCR) are served by high level smoke detection.
- Teaching rooms 1-7, Flats 15 and 16, Porters Lodge and the Food Services store cupboards are currently not covered by detection system but are in the process of being included. Such areas are identified in the relevant FRA.

Back to Top

- All fire detectors automatically alert at the Porters Lodge identifying staircase and room (in MCB) but not in all hostels. Where the location is not so identified at the Porters Lodge, reference to the local fire panel is necessary.
- The sounders alert occupants, with the level at bedhead being 75dB

The provision on a typical staircase is:

- Smoke detector/sounder in every bedroom/flat/set
- There are 2 kitchens at top and bottom, both served by a heat detector/sounder
- Stairwells are served by at least one smoke detector/sounder on each level (up to 6 levels)
- Where meeting rooms are on staircases, they are served by smoke detectors/sounders.
- Where plant rooms are on staircases they are served by detectors – smoke or heat relative to risk with combined sounders.
- Offices are fitted with smoke detectors/sounders.

See plans on shared drive.

The Fire Alarm activation is indicated by the sound of a loud ringing bell or siren.

It can be activated for the Main College from either the Fire Call Points around College or from the Porters' Lodge. In the event of an individual smoke detector being activated, the alarm will initially sound on that staircase and on the two adjoining staircases. In the event that a second detector is activated, the whole College will going into alarm.

The provision on a typical staircase in the main college is:

- Smoke detector/sounder in every bedroom/flat/office
- There are generally 1 or 2 kitchens per staircase each served by a heat detector/sounder
- Stairwells and corridors are served by at least one smoke detector/sounder on each level (up to 5 levels)
- Plant rooms are served by detectors – smoke or heat relative to risk with combined sounders.

Alarms are activated in hostels by detectors or Fire Call Points in which case the entire building goes into alarm.

The provision on a typical hostel is:

- Smoke detector/sounder in every bedroom/flat/office
- There are generally 1 or 2 kitchen but larger houses have up to 5 kitchens - all are served by a heat detector/sounder
- Stairwells and corridors are served by at least one smoke detector/sounder on each level (up to 4 levels)
- Boiler spaces are served by detectors – smoke or heat relative to risk with combined sounders.

Each Hostel has an individual Fire Alarm system which is activated from the points/panel within each hostel. The alarm sounds throughout the building.

3.4 Provision of Fire Fighting Equipment

Back to Top

Extinguishers and Fire Blankets

Portable firefighting equipment is provided as detailed on the list held by the Maintenance Manager which is updated annually. Sample list shown at Appendix D

All extinguishers conform to the BS 5306: fire extinguishing installations.

- All staircase and hostel kitchens are fitted with CO2 extinguishers and a fire blanket.
- All staircases and hostels are provided with water and CO2 extinguishers on each landing.
- The main kitchen is provided with wet chemical, foam and CO_2 and fire blankets
- Auditoria are provided with Water and CO_2
- Other areas are provide Foam, CO_2 or Water.
- There is a full list held by the Head Porter.

All staff are trained in use of extinguishers though they are NOT expected to use them unless they need to in effecting their escape.

May Ball Arrangements

A number of contract caterers are habitually deployed for the May Ball. They are instructed to provide their own fire extinguishers but typically, some will need to be provided on loan. The Maintenance Manager is responsible for ensuring that appropriate extinguishers are made available for such caterers and for the main stage marquee, type to accord with the type of fire risk.

Fire Suppression System

The Archive Building store room is provided with an IG55 (50% argon, 50% nitrogen) automatic release gas suppression system connected to the fire detection system. Access to this room is limited to only those trained in how to turn off the system before entering the room.

Sprinkler System

The underground car park is served by a sprinkler system (water/air) which is serviced regularly supplied from mains not tank.

Gas Interlocking System

The main kitchen is protected from gas overload via an interlock safety system, which operates by cutting the gas off when electrical power is lost.

The main college gas boilers are fitted with a gas shut off valve operated by a fusible link. The interlocking valve shut-off programme was replaced in 2020.

The Crausaz Wordsworth Building kitchen is protected from gas overload via an interlock safety system, which operates by cutting the gas off when electrical power is lost.

Vesda system

Aspirating smoke detection used for early warning applications - this works by continually drawing air into the pipe network via a high efficiency aspirator. The Crausaz Wordsworth Building and the Archive Building are both served by this system which links into and is activated as a part of the general alarm system.

Back to Top

Water Excel Mister
This is also fitted in the Main Kitchen over the over deep fat fryers and cookers and shutters. This automatically activates according to heat – like a sprinkler.

Dry Risers
There are 5 dry riser points at strategic locations at ground level which are able to convey pumped water to higher levels in the College when coupled to compatible hoses such as those used by the Fire Brigade. The dry risers are serviced annually. The locations of the dry risers are given in Appendix M.

Redundant Fire Hoses
There are a series of fire hoses situated in strategic areas. These hoses are in the process of being removed and in the meantime, the main valve is shut-off so that they are NOT part of the safety system. This policy is as a result of advice given by Fire Officers.

3.5 Provision of Safe Exit Routes

Escape routes
In the Main College, staircases are open construction and are not able to be secured as protected spaces being open the top to bottom. Construction is brick and no flammable items are stored in staircases.

The maximum length of escape route is 4 sets of stairs to Level G which is the Courts level, from where occupants move to the Fire Assembly Point in Front Court. There is an alternative escape route one further level down into the garden and thus to the garden Fire Assembly Point. The maximum number of occupants in each staircase above Level G is 15.

In Hostels, escape routes are as short as possible, maximum length of route is 28m to a final exit, although there will be a storey level exit route to a protected staircase within this distance. Typically, long escape routes service a limited number of rooms – maximum is 8 rooms. Corridors are compartmentalised by fire doors and stairwells are protected spaces.

Housekeeping staff maintain staircases, corridors and stairwells clear of debris/blockages and students are briefed not to store items in escape routes nor to prop-open fire doors.

Heads of Department are responsible for ensuring that escape routes in their areas of responsibility are maintained clear.

May Ball arrangements
During the May Ball, a large part of the gardens is used as a venue where flammable marquees and sources of ignition are present. Temporary fire escape routes are identified to provide two alternative routes from the gardens so as to avoid potential fire seat locations – G-Staircase catering area and Main Stage marquee. The Maintenance Manager and Head Porter are responsible for identifying the routes and ensuring appropriate signage is in place.

Fire Doors
The standard for fire doors in College is FD30S as set out in the Regulatory Reform (Fire Safety) Order 2005 - Fire Door Regulation 38.

FD30 doors are fitted where standard height of the doorway exists. Where full height doors are required, FD30 nominal doors are fitted instead.

In either case, the requirements of fire-resisting doors is followed.

The original doors that were fitted when the College was built were only FD20. Doors are being replaced in accordance with risk assessed priorities or as the opportunity arises during refurbishment programmes. The College has agreed with Conservation Authorities that existing doors may be replaced in spite of the Grade II* listing in the main college building and the standard to achieve is set out in the Conservation Management Plan.

There is a detailed plan for upgrade of doors based upon risk priorities which also takes account of Listed Building Grade2* status that exists in the Main College Building. The Fire Door Upgrade Plan is shown at Appendix N1.

There is a detailed Fire Door Register which shows the status of each door and is updated as doors are upgraded/refurbished. The Register is available here.

Emergency Lighting System

Main College Building:
The emergency lighting at the college is currently undergoing the process of being changed from the lighting that was initially installed in each of the staircases when the college was built. These original units draw their emergency power from external batteries positioned at the top and bottom of each staircase in the event that a catastrophic power failure should occur. However, should one of these batteries fail then the lights in the staircase will not light up as the circuit will be broken. This gives us two points failure which is a contributory factor to changing the lights to a new variety with a self-contained battery pack built in. As at 2023, staircases A, B, C, E, N, & O are still operating on the original emergency lighting system – The replacement lighting units for N & O have been purchased and are in the process of being fitted by the college maintenance electrician.

Each of the other staircases operate modern LED Powerlite Corona 7 fittings which are rated at 14w (1662 Luminaire Lumens). The units have an IP44 rating which means that they will be protected from solid particles of greater than 1mm in size and low velocity sprays of water from every angle. The lux level of these units is adjustable using a small remote-control device that is held in the maintenance department. These fittings come with a variety of accessories to the basic light unit including adjustable brightness, microwave sensors to put the lights on when someone is picked up by them, adjustable “on” times, and in internal battery pack which will provide uninterrupted emergency power for a three-hour duration. These batteries have a five-year life span and therefore all installations of these units should be recorded so that the battery life can be monitored.

Corona 7 Powerlites with an emergency back-up battery should be tested to the full capacity of three hours annually and the batteries can be replaced at the end of their five-year lifecycle with a new battery pack at a relatively small cost.

The emergency lighting will only activate the battery back up in the event of a complete power failure. They are not linked in any way to the fire alarm system meaning that even in the event of a fire the lighting should still be active through mains provision unless there has also been a power failure. This is the case for both the original emergency lighting and the newly installed Powerlites.

Back to Top

Hostels:
The hostels all have emergency lights that run on the standard internal three-hour power cells which will activate in the event of a complete power failure, many of these are the Corona 7 Powerlites as have been used in the main college building. None of the hostel buildings are running an external battery pack emergency lighting system.

May Ball Arrangements
Provision of emergency lighting independently of the electrical supply will be put in place to light the alternative escape routes. Typically, this will be battery operated lighting. The Maintenance Manager is responsible for putting this arrangement in place.

Fire Safety Signage
Fire safety notices and signs are displayed throughout the premises in all bedrooms meeting rooms, "common spaces, offices and staff areas. These signs conform to BS 5499: Part 1 1990.

N1 Fire notices are displayed in all staircase bedrooms and meeting rooms and in office spaces. They are also situated at final exit points, adjacent to final exit Manual Call Point (MCP)/Break Glass Unit (BGU).

Fire Exit signs are located indicating the route and exit point. As upgrades are made to hostels or office spaces the opportunity is taken to replace signage with illuminous tube signage.

Firefighting appliances operation and use signs are located adjacent to all appliances.

Fire door signage is displayed on doors as appropriate.

Examples are shown at Appendix E.

Safe Refuge
There is a safe refuge position in the main college on High Court outside Set 21c. A seat is provided and an intercom to enable communications with the Porters Lodge.

A Safe Refuge position is provided on the first-floor landing of the Crausaz Wordsworth Building. There is an intercom at that position that is connected to the corresponding system on the ground floor.

There are safe refuge points in hostels at 3A and 3B Sylvester Road on first and second floor levels (accessible rooms on these levels). Telephones are located on each landing in contact with the Porters Lodge.

Fire Assembly Points
The Fire Assembly points are:

- Front Court
- the Gardens area immediately outside the Garden Restaurant
- Garden area at rear of 5 Adams Road

They are all identified by the standard Fire Assembly signage.
All have easy access to the exterior of the College.

Back to Top

Detailed information is available at Appendix I9

May Ball arrangements
During May Ball or when a marquee is in place on Front Court, the Fire Assembly Point is relocated at the University Library car park area. On such occasions, information is published and signage is displayed.
See *Domestic Bursar's May Ball Briefing.*

3.6 Provide facilities for the Fire Authority:

Diagrams of the main college building and hostels by floor, locations of dry risers and locations of electric, gas and water shut offs are kept in the Porters' Lodge.

Back to Top

4. Organisation

4.1 Stakeholder Involvement

Fire Safety Team
The Fire Safety Team is made up of the Domestic Bursar, the Compliance Manager/Coordinator, the Head Porter and the Maintenance Manager and together they lead on all matters relating to fire safety.

Heads of Department and Managers
Are fully involved in the provision of fire safety measures including undertaking FRAs in their area as appropriate. They are included in inspections and reporting on fire safety arrangements on a regular basis and have the opportunity to examine and comment upon this Fire Policy and on other fire safety reports at quarterly Heads of Department meetings.

Health & Safety Committee
Employee and Student Representatives are briefed on matters of fire safety at each of the quarterly Health & Safety Committee meetings – where Fire is a standing agenda item. Committee members are involved in the review of this Policy. Following each review of the FRAs, the updated document is reissued to Heads of Department and notified to the Health & Safety Committee.

Employees
Are consulted both in the Health & Safety Committee format and at Staff Meetings and have the opportunity to comment on and influence arrangements in College.

Employees are advised to contact their manager as soon as any fire safety deficiency is noted. The requirement for all employees to cooperate with the College as their employer is noted in job descriptions.

Relevant staff are involved and consulted with in the preparation and review of FRAs by the Responsible Manager/Assessor.

Students
Are represented by the Robinson College Students Association (RCSA) & the Middle Combination Room (MCR) Presidents at College Council together with the Undergraduate Representative. These representatives are able to participate in, comment upon and indeed approve fire safety planning, measures and policy at the highest level. Student representatives are also members of the Health & Safety Committee and have access therefore to regular fire reports.

The RCSA/MCR Presidents meet regularly with College Officers where they have the opportunity to comment upon arrangements.

Students have access to the Porters Lodge at all times should any concerns arise and are able to report issues through the Near Miss Report on the College website - https://www.robinson.cam.ac.uk/about-robinson/accident-and-near-miss-form.

Students have access to Fire Risk Assessments for all Buildings and parts thereof.
Student Fire Stewards
are appointed from time to time by the Head Porter specifically in respect of student events held in the Auditorium, the Umney Theatre, the Maria Bjornson Theatre, the Party Room,

Back to Top

the Chapel. The Stewards are briefed in accordance with the duties they are required to undertake so that they are able to assist in the event of an emergency. Similar arrangements in in place for events such as the May Ball.

4.2 Information and Instruction

Fire Risk Assessments
FRAs are stored on the shared drive at W:\Committees\Health and Safety\Fire Risk Assessment and are thus available to all staff.

The relevant FRA for each area (e.g. Main College Building or Hostel) is available to all relevant cohort of residents as follows:

- Main College Building – FRA's are kept in the Porters Lodge available for viewing.
- Hostels - FRAs are printed and posted on noticeboards or near to the fire panel in the lobby of each hostel.

Training and Information Dissemination

Responsible Manager/FRA Assessor Training
The Domestic Bursar, Compliance Manager/Coordinator, Head Porter and Maintenance Manager are required to be trained and certified as a Fire Risk Assessor to ensure competency to assess fire risks and to review FRAs prepared by others. Refresher training is required to be undertaken every 5 years.

All those involved in the drafting and/or review of FRAs will undertake local Fire Risk Assessment training to ensure their competency; such training will be conducted by an external training provider.

Content and materials for staff training
Are drafted by the Head Porter and agreed with the Fire Safety Team and the HR Department. The Head Porter will review content and documentation annually at the same time as this Fire Policy is reviewed to ensure accuracy and relevancy.

Fire Wardens

Student Fire Warden - Each student hostel and staircase has at least one appointed who is inducted and trained at the start of each academic year by the Head Porter, in accordance with their duties as set out at Appendix I4i.

Staff Fire Wardens - Heads of Department nominate fire wardens for their area(s) or may serve the role themselves. The Wardens/HOD has specified responsibilities as set out see Appendix I10. They are briefed annually by the Head Porter.

Staff

Fire safety training is managed by the Head Porter and recorded by the HR team in the HR Information System (HRIS).

Induction training is the responsibility of each HOD and is generally provided r through deployment of a training video which is available to all staff on the College Intranet. This

video provides training in accordance with content listed on College Induction Training Session Record Appendix H1. The Head Porter will review and update the video as required from time to time.

Heads of Department undertake departmental fire training for their staff covering content listed on Departmental Induction Training Session Record Appendix H2.

Occasional refresher training is undertaken as follows. Training is provided either by the Head Porter or by a training provider nominated and appointed by the Head Porter and/or the HR Team.

i. Evacuation drills annually
ii. General Fire Training biennially
iii. Operation of fire extinguishers and fire blankets triennially.

HODs/Staff Fire Wardens are briefed annually by the Head Porter on their responsibilities for fire safety, inspection of their areas to ensure the integrity of escape routes and the checking of firefighting equipment under their control. See Appendix F.

Porters Lodge staff receive specialised training in the use of the fire detection system and the fire alarm investigation procedures – training undertaken by the Head Porter or his designated deputy. A copy of the typical content of such training is provided at Appendix H3.

Student Briefings and Instruction

Details of the routine instruction and briefing provided to students is listed at Appendix K1

All students are provided with information as set out in the Information for Junior Members Handbook – see Appendix K2

At the start of each academic year, the Head Porter emails a reminder to all Hostel Resident students refreshing their information of fire safety and steps to take in the event of a fires – see Appendix K2i.

May Ball Arrangements
The relevant members of the May Ball Committee are briefed by the Health and Safety Advisor to provide general assistance and direction on risk assessments and specifically in respect of updating the FRA for the May Ball to reflect changed hazards and risks.

Contractors Safety Briefing

Contractors are managed by their appointing department in respect of their selection and appointment and of their performance on site. Access to College by contractors' workers is controlled by departments through the published *Contractors Policy.*

On their arrival they are required to be briefed on health & safety rules, signed-in and to be issued with contractors passes. They are also issued with a copy of *Contract Worker Briefing.docx* see Appendix K6 Control and management of their subsequent movement around and their location through the building is managed by the appointing department.

Back to Top

Where Contractors are operating on site (as part of a maintenance or major works project for example) they may be responsible for their own site health & safety and security arrangements. This would be determined and agreed by the College usually through the Maintenance Manager and/or the Projects Manager.

Delegates and Visitors Briefing and Information

Conference delegates are briefed at the start of each conference by the conference chairperson using briefing notes provided by the College and through the screening of a safety video. See Appendix K3.

Resident visitors, conference delegates and B&B guests are provided with information via an on-line in-room directory (accessed via a QR Code). Hard copy versions are kept at the Porters Lodge in case of need. This document sets out emergency procedures and routines, similar to arrangements within an hotel. The section covering fire is included at Appendix K4.

Visitors are generally accompanied throughout their visit and will therefore be the responsibility of the department they are visiting. If they are unaccompanied during their time in College, they are required to sign-in at the Porters Lodge where they are issued a Visitors Badge and a copy of *Contract Worker Briefing.docx* see Appendix K6.

Delivery Personnel

Are managed by controlled access to the building through the published *Deliveries' Policy*.

4.3 Competency and Advice

Consultants

The College deploys the services of a Health and Safety Consultant who serves as the Health & Safety Advisor (HAS) and in that capacity offers the following services:

- Attendance at the Health & Safety Committee providing commentary/advice on any of the Committee's business
- Undertaking training from time to time
- Undertaking Risk Assessments in conjunction with Responsible Managers/Assessors
- Undertaking audits of the College's policies, systems and procedures.

Accordingly, the HSA undertakes review of documentation and thereby verification of the competency of assessors from time to time.

External Fire Risk Assessor is deployed on a 5-yearly basis to undertake an independent review of the fire safety arrangements and control measures in place. Any deficiencies resulting from that FRA are recorded and addressed as a priority.

FRA Verification
The Head Porter and as required other members of the Fire Safety Team undertake reviews of all FRAs to ensure that they have been completed competently and that any deficiencies have been identified and recorded.

Back to Top

5. Control

College Council
Has overall accountability for Health and Safety and Fire arrangements in College.

5.1 Fire Safety Team Responsibilities

The Domestic Bursar
has responsibility for fire safety matters and is responsible to College Council for the delivery of the aim and objectives of this Fire Safety Policy.

The Domestic Bursar delegates day-to-day responsibility to the Head Porter

The Fire Safety Team
Are jointly responsible together for:

- ensuring that the aim and objectives of this Fire Safety Policy are met
- that any deficiencies identified by risk assessments are promptly resolved

Individually, they are responsible as follows.

Compliance Manager/Coordinator

-
- to ensure that the provisions of this Fire Safety Policy are in place and to undertake reviews and updates as required by the due date as required
- ensure that fire reports are made as required to the Health & Safety Committee and to HODs and that any necessary resultant action is implemented
- Liaise with the Head Porter, Maintenance Manager and HODs to ensure completion of their responsibilities
- Undertake monthly management checks to ensure that the critical elements of this fire policy are in place – see Appendix L.
- Undertake occasional audits of the Fire Safety Policy and related procedures, checking in particular that FRAs are up to date
- Monitor and update constituent actions and requirements as listed in the Fire Safety Management Annual Checklist in accordance with the schedule.
- Work with the May Ball Committee to ensure their fire risk assessment and appropriate fire safety arrangements are in place.

Head Porter

- fire safety generally throughout College including assisting in the drafting and review of this Fire Safety Policy
- information and training for all students and staff, student and staff Fire Wardens to include the undertaking of staff and student fire evacuation drills/exercises; includes training of Fire Wardens for events – e.g. Brickhouse Theatre productions, Bops/parties, May Ball.
- provision and display of fire signage and other information such as fire risk assessments on the College website and on noticeboards as appropriate.
- implementation fire alarm activation investigation procedures and, as necessary, the orderly evacuation of the premises, to include the training of Porters and other key staff as required – responsibilities as set out in Appendices listed
  - Duty Porter I1
  - Incident Commander I2

- Incident Investigator I3
- Student Fire Warden I4
- HODs/Staff Fire Wardens I10
- Employees (generally) I8

- ensure that Fire Assembly Points are signed and clear, including changed FAPs during May Ball for example
  - Assembly Points information I9
- drafting and implementation of Personal Emergency Evacuation Plans (PEEPS) for any relevant students in College in conjunction with the College Nurse, to include training of Porters; to train Porters in respect of PEEPS that may apply to others in College – staff, visitors, Fellows – see *PEEP Policy* below
- day-to-day monitoring and control of procedures and processes,
- ensuring that Duty Porters carry out and report regular inspections of student and general college premises (see Appendix C3); that HODs undertake and report quarterly checks as required; and compile reports for submission to the Health & Safety Committee and HODs Committee see Appendix C4
- ensure that fire prevention routines are in place to respond to potential hazards – student room/kitchen hazards, smoking especially in unauthorised areas,
- ensure that security regimes are in place, particularly after office hours or after kitchens closure to prevent unauthorised access and that areas at risk of arson such as bin stores or the Loading Bay are routinely patrolled and receive surveillance via CCTV
- respond to any student room-related fire issue that may arise – e.g. smoke detector interference – and resolve as appropriate
- ensuring risk assessments are undertaken competently as required and that any resultant deficiencies are dealt with promptly
- undertake checks of fire doors throughout the building as detailed in the policy and in accordance with legislation, reporting any faults to the Maintenance Manager for resolution; maintain the fire door register up to date
- in conjunction with the Maintenance Manager, ensure the regular testing of the fire detection system
- liaison with and instruction to the fire alarm system contractor
- investigation of any fire-related incidents that occur in College, their resolution and implementation of any remedial action.
- ensure that routine checks and monitoring is in place by regular inspection of records, reporting and “slippage” to the Fire Safety Team and Heads of Department at the monthly HODs meeting. Such tests and checks include:
  - Records of weekly fire detection system tests
  - Records of inspections and servicing by CAM Alarms
  - Staircase and hostel kitchen checks
  - Incident records
  - HODs/Staff Fire Warden Quarterly Safety Checks

Maintenance Manager

- the installation and maintenance of the fire detection and firefighting systems and equipment
- appointment of contractors to undertake such installations and maintenance, review, updating of contracts and reappointment as required
- in conjunction with the Head Porter, ensure the implementation of the Maintenance Programme Appendix J and in particular ensure the regular testing of the fire detection system and the emergency lighting system

- ensure that the integrity of fire resisting structures of the buildings are maintained, in particular following routine maintenance undertaken by maintenance staff and any contractor-based activity (including IT working)
- undertake fire prevention action as required e.g. electrical controls, electrical inspection, arson control, hot work control, gas controls
- undertaking planned maintenance as scheduled
- the management of the Permit to Work system and the issue of hot working permits as appropriate
- appointment of contractors and oversight/management of their activities in accordance with policies to ensure that their activity does not compromise fire safety; the briefing of contractors to ensure that their own safety is managed.

5.2 Other Managers/Departments Responsibilities

Projects Manager

- appointment of contractors and oversight/management of their activities in accordance with policies to ensure that their activity does not compromise fire safety; the briefing of contractors to ensure that their own safety is managed.
- ensure that the integrity of fire resisting structures of the buildings are maintained, in particular following major project works undertaken by contractors (including IT working)
- work with the appointed contractors to receive their site health & safety assessments which are expected to cover fire precautions in place
- ensure that contractors prepare and submit suitable and sufficient FRAs in respect of all projects

Head of Conference & Catering Services

- ensure that risk assessments/FRAs for events have been properly undertaken – exhibitions, production events, etc in accordance with the Event Terms and Conditions
- undertake the annual review of Accessibility Policies – see below
- undertake FRAs as required – see below
- ensuring that the departmental responsibilities below are carried out

Housekeeping Manager

- ensure that furnishings comply with requirements of FFFSR.

Conference & Catering Event Managers/Supervisors

- undertake briefings for conference delegate groups so that they are aware of safety provisions and evacuation procedures
- in liaison with Event organisers, prepare PEEPs for any individual as necessary and ensure that Porters and other relevant departments are briefed as set out in the *PEEP Policy.*
- various designated posts have specific responsibilities as set out in the Appendices as listed
  - Conference Event Manager I5
  - Conference AV Technician I6
  - Food Service Supervisor I7

Accommodation Officers

- report any under-age students or those who may be adults at risk to the Head Porter so that appropriate PEEP assessment can be undertaken.

Back to Top

HR Staff

- recording of training undertaken
- prompting of the Head Porter when refresher training is due
- arranging for training videos to be updated as required.

Heads of Department and section managers

Carry responsibilities for their areas as detailed below.

- maintaining neat, tidy storage (good housekeeping) such that fire hazards are minimised/controlled and exit routes are maintained
- ensuring that stipulated arrangements, checks, monitoring and reporting are undertaken as required. These responsibilities are listed in the Emergency Action Plan - Heads of Department – Responsibilities and Duties Appendix I10.
- undertake FRAs as required – see below
- undertake general and other risk assessments covering their department's activities including fire risk that may stem from them and the need to enforce rules for contractors, smoking rules, etc.
- undertaking training of their staff in the fire safety provisions within their department
- managing the evacuation of their staff in the event of an alarm activation and reporting and accounting for their presence or otherwise at the Porters Lodge.

5.3 Contractors Deployed under this Policy

There is a contractor appointed to service and maintain the fire alarm system. The current appointed contractor is listed at 2 Particulars above. Details of the contract and Service Level Agreement are here

The College also seeks support from an external contractor to annually inspect, service and maintain the firefighting equipment.
The current appointed contractor is listed at 2 Particulars above. Details of the contract and Service Level Agreement are here

5.4 Fire Risk Assessment Process

Generally, the assessor will be the HOD/manager responsible for the area. Fire risk assessments are undertaken by the assessor and/or by the Head Porter.

Responsibility for preparing specific FRA's

Building/area	FRA document	Responsible Manager /Assessor
Main College Building	FRA MCB Staircases, Sets and Flats	Head Porter (HP)
	MCB Offices inc Sets/Flats	HP
	FRA MCB Auditorium	Head of Conference & Catering Services (HCCS)
	FRA MCB Other Meeting Rooms	HCCS
	FRA MCB Umney Theatre	HCCS
	FRA MCB Catering Spaces	HCCS
	FRA MCB Main Kitchen	HCCS
	FRA MCB Student Kitchens	Head Porter
	FRA MCB Boiler Room	Maintenance Manager

Back to Top

	FRA MCB Plant Rooms including Lift Plant Rooms	Maintenance Manager
	FRA Service Yard and Bin area	HP
	FRA Underground Car Park	HP
	FRA May Ball	HP with May Ball Committee input
	FRA Main College Laundry	HP
Hostels	FRA 1 Sylvester Road	HP
	FRA 1A Sylvester Rd	HP
	FRA 2 Adams Rd	HP
	FRA 2 Sylvester Rd	HP
	FRA 3 Sylvester Rd	HP
	FRA 3A Sylvester Rd	HP
	FRA 3B Sylvester Rd	HP
	FRA 4A Sylvester Rd	HP
	FRA 4 Adams Rd	HP
	FRA 5 Adams Rd	HP
	FRA 6 Adams Rd	HP
	FRA Thorneycreek Cottage	HP
	FRA Thorneycreek House	HP
	FRA 4 Adams Rd Laundry	HP
Crausaz Wordsworth Building	FRA Crausaz Wordsworth Building	HCCS
	FRA CWB Kitchen	HCCS
Gardens Compound	FRA Gardeners Compound	Head Gardener
Archive Building	FRA Archive Building	HP
Projects	FRAs as relevant	Projects Manager

FRA template documents, storage and recording
as set out below:

- Appendix A1 – Checklist FRA
- Appendix A2 – Hostel (smaller building) FRA
- Appendix A3 – Location/Activity FRA

The detailed procedure for completion or review of a FRA is shown at Appendix A4.

Completed documents are filed electronically on the shared drive W:\Committees\Health and Safety\Fire Risk Assessment and all staff have access to them.

FRAs are recorded on the Risk Assessment Register which includes a notation of the next review date. The responsible manager/assessor will review their FRA(s) at least annually or more often in the event of an incident or in the case of a change in legislation or another significant change. Any fire incident will also initiate an immediate review of the FRA.

FRA Reviews
The Head Porter reviews all FRAs to ensure that the provisions and controls in place are suitable and sufficient. The Maintenance Manager decides the fire safety protective and preventative measures that are required. The Head Porter and Maintenance Manager liaise with responsible manager as required.

Back to Top

Identified Deficiencies - All significant findings are recorded by the assessor. Any deficiencies identified by FRAs are recorded on a Fire Safety Deficiencies / Remedial Works Required – see Appendix B.

The necessary action is prioritised to be rectified accordingly. Action to resolve such deficiencies should be prioritised and progress (including completion) should also be noted on the Fire Safety Deficiencies form.

Where deficiencies cannot be resolved quickly through whatever cause – logistical or resources issues for example, the matter should be discussed with the Head Porter who will bring it to the Fire Safety Team for further discussion and next steps agreement.

External Fire Risk Assessment

In order to ensure objectivity, an external Fire Inspector is deployed by the College to conduct an independent fire risk assessment on a 5-yearly basis (the last one was in Jan 2022). The Head Porter is responsible for arranging and facilitating this process and for disseminating the resultant FRA report.

The external FRA document is filed electronically on the shared drive W:\Committees\Health and Safety\Fire Risk Assessment and all staff have access to it and it is recorded on the Risk Assessment Register, including a notation of the next review date.

5.5 Maintenance

Planned maintenance schedules
are in place for the servicing and maintenance of mechanical, electrical, gas and water equipment and systems in the buildings. The work is prearranged and scheduled on a cyclical basis so as to adhere to manufacturer recommendations.

Maintenance requirements
are logged as fault reports on the College website or through other communication channels. Staff undertake repairs on an allocated basis and in doing so, undertake a dynamic risk assessment prior to undertaking the work.

Hot working
is unusual but as required, RAMS will be provided by contractors and a permit to work is issued by the Maintenance Manager.

Breach of Resistant Structures
A number of departments – Maintenance, IT - may initiate works either with an external contractor or with the internal teams that require the breaching of resistant structures (i.e. drilling through walls or other compartment structures). Any potential breach of resistant structures that would compromise fire safety must be discussed in advance and action agreed for intumescent repairs to be undertaken once the work is complete. This is the responsibility of the Maintenance Manager.

Portable Appliance Testing
All College owned portable electrical equipment is PAT tested annually and visually inspected regularly by operators.

Equipment owned by Students are generally not tested as they are considered to be domestic appliances (as would be the case in an hotel) though the College does offer to undertake testing at the start of Michaelmas. However, some mitigations are in place as detailed in the Policy.

See *Portable Appliance Testing Policy*.

Gas appliances and installations
are serviced annually and certified as such. Certificates are held by Maintenance Manager and/or the responsible HOD in W:\Committees\Health and Safety\Boiler service reports and Gas certs.

Launderettes
Are operated by a contractor have gas-fired dryers. Servicing and testing is carried out by the contractor and Gas Fire Safe certification is required from the contractor annually. These are held with other gas appliance certification.

The Main Boiler Room
Is kept securely locked with access controlled by the Maintenance Manager. The space is kept clear of combustible materials, no storage of paper or other potentially combustible material is permitted within this area. The gas boilers are well maintained and serviced annually. Replacement of controls system were completed in summer 2019 as part of boiler replacement programme.

Other Boilers
in student accommodation hostels and in K Flat are serviced annually. All Hostel Boiler Rooms are kept securely locked.

Kitchen boiler in cloisters is serviced annually and kept securely locked.

5 Year electrical inspections
are carried out on the basis of 20% of installations annually inspected providing for a 5-year rotation. This covers all parts of the estate. Documents are held by Maintenance Manager in shared drive W:\Committees\Health and Safety\Fixed wire testing.

5.6 Housekeeping Routines

Housekeeping staff, as part of their daily work routines, check the hostel corridors and main college staircases as part of their duties and ensure that no combustible material is stored on them.

Waste paper bins are emptied routinely and frequently by Housekeeping staff.

5.7 Fire Alarm Activation/Evacuation

Alarm Notification
Porters' Lodge will receive automatic notification of any fire alarm in the main college or hostels, CWB or Archive through the automated detection system.

Back to Top

Source of the activation/alarm
The Duty Porter will interrogate the fire panel and will then immediately go to the site of the alarm to investigate the cause. On reaching the scene, the Duty Porter, if safe to do so, will enter the staircase, hostel or office concerned.
If a fire is present the Duty Porter will cease further investigation, reach a position of safety and arrange for the Fire Authority to be called, either directly by dialling 999 on the Lodge mobile phone or through a colleague by report by radio.
If the Duty Porter finds no fire present the Incident Commander and Incident Investigators will be informed, the alarm will be silenced and the building may be re-occupied.
The Duty Porter will then assist in evacuation, prevent re-entry to the building and assist the Fire Authority as required.
See Appendix I1.

Evacuation
Staircase, building or hostel evacuation will commence as a response to the automatic activation of alarm sounders. Those evacuated will make their way to the various fire assembly points – as detailed above at 3.5 Provision of Safe Exit Routes – Fire Assembly Points.

Fire Wardens
Students will report to their staircase or hostel fire wardens and staff will report to their staff fire wardens. Fire Wardens will report status of evacuation to the Porters Lodge. See Appendix I4 and Appendix I10.

Incident Commander
If present, the Head Porter or Deputy Head Porter will act as Incident Commander in the Lodge. If neither of these staff is present the role of the Incident Commander is encompassed by the Duty Porter as far as is practical. See Appendix I2.

Incident Investigator If present, the Domestic Bursar, , Maintenance Manager or Conferencing & Catering Manager will assist the Duty Porter responding by acting as the Incident Investigator. If none of these staff are present the role of Incident Investigator is encompassed by the Duty Porter as far as is practicable. See Appendix I3.

Fire Authority Control
The advice of the Fire Authority will be obtained and Emergency Response Plan will be activated.

5.8 Accessibility Needs, Adults at Risk, Children

Delegates/guests with accessibility needs
are identified by the Conference Office and relevant information provided to departments.

Accessibility Policies are in place for *Visually Impaired People, Hearing Impaired People* as well as *Wheelchair Users* and these make provision for the issue of equipment to assist in the case of an alarm of evacuation. These policies are reviewed annually by the Head of Conference & Catering Services and the Head Porter. See W:\Governance\STATUTES, REGULATIONS, POLICIES & PROCEDURES\Policies and Procedures\Accessibility.

The *PEEP Policy* (see below) makes provision for evacuation arrangements to be put in place for any visitor with access needs.

Back to Top

Adults at Risk
These may be students or staff or potentially visitors (e.g. Admissions event attendee).

Any adults at risk are covered by the College Safeguarding Policy – see W:\Governance\STATUTES, REGULATIONS, POLICIES & PROCEDURES\Policies and Procedures\Safeguarding. They should be identified by the relevant departments. As required, provision for PEEP may be required in which case the *PEEP Policy* will apply.

Children
There may be children in College from time to time as non-residents, generally as part of an Admissions visit where they would be under the care of Admissions staff and/or their own Teachers/Parents. College Policy is that groups of children may not be resident in College though exceptionally, there may be individual families/parents with their children.

Personal Emergency Evacuation Plan Policy
Where access needs are identified for any users of the building, Personal Emergency Evacuation Plans will be prepared as required. The standard format of the PEEP is as shown at Appendix G. For employees, this will usually be supported by a Personal Risk Assessment.

Procedures, documentation and responsibilities for completion and implementation of PEEPs are outlined in the *PEEP Policy.*

Back to Top

6. Monitoring

A table showing the schedule for all regular testing and maintenance is shown at Appendix J.

6.1 Weekly Fire Detection System Testing

The testing of the system is carried out in accordance with the Maintenance Programme Appendix J.

Typically, testing of alarm sounding is conducted every Tuesday at stipulated times to ensure that the entire estate is covered.

Records of these routine tests are kept by the Head Porter.

The outcome/results of the tests are reported to the Duty Porter. Where faults are reported, the Duty Porter will, in liaison with the Head Porter and the Maintenance Manager, request support from the contractor or the IT Manager where link fault issues are identified..

6.2 Emergency Lighting System Testing

The testing of the system is carried out in accordance with the Maintenance Programme Appendix J.

Typically, testing of emergency lighting system is conducted by the College electrician monthly section by section thus achieving an annual check of the entire estate.

Records of these routine tests are kept by the Maintenance Manager.

The outcome/results of the tests are reported to the Maintenance Manager, who, where faults are reported, will take appropriate action to resolve the problem.

6.3 Compartmentalisation/Fire resisting doors, walls and partitions - Post Building-works checks

All fire-resisting walls/doors/barriers i.e. those of fire-resisting construction marked in red on the plans are checked on an ad hoc basis (e.g. after contractors have undertaken work) to ensure they are in a good state of repair and that any holes/gaps have been filled with intumescent filler. Particular attention is drawn to any work that may involve breaching this fire resisting construction i.e. when making holes for new IT cables. All holes are subsequently infilled and fire-stopped.

6.4 Porters Inspections

Duty Porters undertake inspections of various areas and equipment of the College on a frequent basis throughout the day and night as a part of routine security patrols.

Areas that are typically covered

- MCB staircase student kitchens
- MCB main kitchen
- Hostel kitchens

Back to Top

Equipment and processes also covered, at least monthly

- MCB Refuge Point telephone are tested by Porters with conference staff
- Controlled Fire exit staircase routes on A and S staircases
- Lifts emergency telephones
- Garden Fire Assembly Point
- Garden Accessible lift
- All disabled toilet alarms

Records of these inspections are maintained in the Porters Lodge Daily Report and are compiled into a quarterly summary report by the Head Porter which is submitted for review by the Health & Safety Committee and the HODs Committee.

6.5 Fire Door Inspections

Changes to the Regulatory Reform (Fire Safety) Order 2005 were introduced on the 23rd January 2023, concerning the requirement for regular inspections of fire doors in buildings over 11 m tall. This affects the main college building staircase bedrooms.

To comply with the revised requirements fire doors in the common parts of main college staircases i.e. any corridors, plant rooms, kitchens and gyp rooms are inspected quarterly. All remaining fire doors i.e. the bedroom doors opening onto the escape corridor will be inspected annually.

The purpose of the inspection is to record any damage to the door, architrave, missing hinge screws, the presence of signage, the efficacy of closers, the presence of smoke seals and intumescent strips. This inspection regime is not the primary means of identifying fire doors for upgrading or replacement but is intended to keep the existing doors in as good repair as possible. Faults found on inspections are forwarded to the maintenance department for resolution.

This inspection routine is managed by the Head Porter who also retains the record of inspections.

Students are advised in advance of inspection visits that affect their room.

6.6 Fire Detection System Maintenance and Servicing

The fire alarm system is maintained by CamAlarms Fire and Security, which is accredited to BAFE SP203 and SSIAB standards. CamAlarms also respond to the day-to-days faults that may arise.

The maintenance is normally carried out in September and March with a 50% check at each biannual visit.

Weekly testing of the fire alarm is carried out by College staff by operation of a BGU in the main college and each other building. The location of the BGU is selected each week on a cyclical basis so that all are covered in time.

All records of maintenance and testing are recorded in the relevant Fire Log Book kept at the Porters' Lodge.

Back to Top

6.7 Fire or Alarm Activation Effectiveness

In the event of any fire where the alarms do not sound, automatic fire alarm actuation or “near miss”, employees are required to inform the Head Porter so that remedial action can be taken, if necessary, even if the fire was extinguished without activation.

Where system-based issues arise – faults for example – the Maintenance Manager is also advised and contractor assistance is sought.

Two planned evacuations take place each year, one for staff and one for students.

Monitoring of the effectiveness of the staff evacuation is undertaken by the Head Porter acting as Incident Commander assisted by two porters each monitoring the two main fire assembly points in Front Court and the Gardens. Heads of Department acting as Fire Wardens for their department report to the Incident Commander.

Monitoring of the effectiveness of the student evacuation is undertaken by the Head Porter acting as Incident Commander assisted by 12 staff members or fellows acting as observers at staircases. These staff or fellows report to the Incident Commander after the completion of the exercise.

A written report of the evacuation is sent to the Domestic Bursar and is discussed at the HODs meeting and the Health and Safety Committee.

Monitoring of unplanned events is primarily undertaken by Duty Porters responding to the staircase or hostel. Incident Investigators if on duty will assist with this. Any items noted requiring action will be recorded in the Daily Report by the Duty Porter with clarification by written report as necessary.

Back to Top

7. Review

7.1 Fire Safety Team Reviews

The Porters Lodge Daily Report
is submitted to College Management on a daily basis, notably in this context to the Domestic Bursar, Maintenance Manager and the Compliance Manager/Coordinator. Where faults are noted, or repetitive issues arise, this may initiate review and discussion to understand the fault-resolution action that has been initiated.

The Head Porter and Maintenance Manager are also required to report on an ad hoc basis to the Compliance Manager/Coordinator/Domestic Bursar in respect of any issues that may arise from time to time, e.g., system faults. Any necessary resultant action is agreed and carried through.

Policy Review
On an annual basis, at the time approaching the Policy Review due date, the Fire Safety Team will gather to review and revise the Policy as required, taking into account occurrences through the past year. Such a review may also happen as a result of a significant change or incident. The meeting should be recorded and any changes noted. The updated policy edition should then be reviewed and agreed by the Health & Safety Committee and the HODs Committee and these reviews should be recorded in the 2 Particulars section.

College Council will review the policy where significant changes have been proposed and/or on a five-year cycle, typically following the external FRA. Once Council has agreed the policy, this will be recorded in 2 Particulars section.

7.2 Monitoring Reports

The Head Porter raises relevant matters at the monthly Heads of Department meeting and the quarterly Health and Safety Committee meetings and reports on any near misses associated with fire safety and on inspections carried out and any findings stemming therefrom.

Any management issues raised as a result of these reports will be noted in minutes of meetings and appropriate resolving action agreed and implemented. The Compliance Manager/Coordinator/Domestic Bursar holds responsibility for ensuring that this is carried out.

7.3 Risk Assessments Reviews

The Head Porter reviews them all every year. Where there is a concern, the Head Porter will raise this with the DB

7.4 Management Annual Review

The Compliance Manager/Coordinator and/or Domestic Bursar will undertake a period assessment of the state of preparedness and implementation of the fire policy provisions through a review of records. The results of the review are recorded on the Management Monitoring form - see Appendix L.

Back to Top

Any deficiencies determined from this process should be identified and resolved as a matter of priority.

Back to Top

8. Appendices

Back to Top

Appendix A1 – Fire Risk Assessment CHECKLIST

Inspection Date				
Area of College/Address				
FRA Completed by				
Hazard /Risk Rating (H1)				
Personal Harm Rating (P1)				
Total risk rating to people (H1 + P1)		If total score 5 or over - Actions MUST be taken		
Business disruption rating (B1)				
Total business risk rating (H1 + B1)		If total score 5 or over - Actions SHOULD be taken		
Are further actions required				
Review Dates	Type of review	Date Due	Date Completed	Name & Signature

Building/Area Description

Back to Top

1. HIGHLY FLAMMABLE SUBSTANCES, COMBUSTIBLE MATERIALS		Ideal answer **NO**
1.1	**Are there any highly flammable substances in the area/building? E.g. Paints, thinners, flammable gases etc.**	
Explain What, where & how controlled:		**Action still required?**
1.2	**Are quantities of combustible material/waste stored on display, or in use in the area/building? E.g. Paper, cardboard, packaging, fabrics**	
Explain What, where & how controlled:		**Action still required?**
1.3	**Are oxygen cylinders or oxidising agents in the area/building?**	
Explain What, where & how controlled:		**Action still required?**
1.4	**Are large quantities of aerosols stored or used on site?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		

2. IDENTIFY SOURCES OF HEAT		Ideal answer **NO**
2.1	**Does the work activity involve processes such as welding / flame cutting or use other equipment that generates heat?**	
Explain What, where & how controlled:		**Action still required?**
2.2	**Does the work activity involve processes such as incinerating or cooking and are oil or gas boilers present?**	

Back to Top

Explain What, where & how controlled:		**Action still required?**
2.3	**Is smoking allowed on site?**	
Explain What, where & how controlled:		**Action still required?**
2.4	**Are there light bulbs and fittings near combustible materials?**	
Explain What, where & how controlled:		**Action still required?**
2.5	**Is electrical equipment in use?**	
Explain What, where & how controlled:		**Action still required?**
2.6	**Does electrical equipment have 'wander' or extension leads?**	
Explain What, where & how controlled:		**Action still required?**
2.7	**Are equipment ventilation slots obstructed?**	
Explain What, where & how controlled:		**Action still required?**
2.8	**Are there any portable heaters, especially those of a radiant or open flame type?**	
Explain What, where & how controlled:		**Action still required?**
2.9	**Is a lightening protection system required?**	
Explain What, where & how controlled:		**Action still required?**
2.10	**Is arson a potential problem & are waste bins/skips at least 6m away from buildings/boundary fences?**	

Back to Top

Explain What, where & how controlled:			**Action still required?**
Additional notes			
Given the ignition sources and fuels present. What is likelihood of a fire starting?	1 = Extremely unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Extremely likely	**HAZARD/RISK RATING (H1)**	
3. FIRE SPREAD			Ideal answer **NO**
3.1	**Are large expanses of walls or ceilings covered with combustible linings?**		
Explain What, where & how controlled:			**Action still required?**
3.2	**Are there holes in the fire resisting structures within premises or is there doubt over the fire structure in place?**		
Explain What, where & how controlled:			**Action still required?**
3.3	**Are any fire resisting doors and shutters in poor repair or left open?**		
Explain What, where & how controlled:			**Action still required?**
3.4	**Would it be possible for a fire or smoke to spread easily throughout the area/building or to adjoining premises?**		

Back to Top

Explain What, where & how controlled:		**Action still required?**
3.5	**Would a fire in external storage easily spread to an adjacent building?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		

4. MEANS OF ESCAPE		Ideal answer **YES**
4.1	**Is the length of escape routes satisfactory?**	
Explain What, where & how controlled:		**Action still required?**
4.2	**Are corridors and stairways protected from fire?**	
Explain What, where & how controlled:		**Action still required?**
4.3	**Are corridors, stairways and exit doors wide enough for everyone (maximum number) present (including people with disabilities)?**	
Explain What, where & how controlled:		**Action still required?**
4.4	**Are escape routes unobstructed with no slip and trip hazards?**	
Explain What, where & how controlled:		**Action still required?**
4.5	**Do doors on escape routes open outwards?**	
Explain What, where & how controlled:		**Action still required?**
4.6	**Would door fastenings on exit routes be easy to open (without keys)?**	

Back to Top

Explain What, where & how controlled:		**Action still required?**
4.7	**Are fire resisting doors undamaged, self-closing and labelled?**	
Explain What, where & how controlled:		**Action still required?**
4.8	**Is the number of exit signs and other safety signs sufficient and are they visible?**	
Explain What, where & how controlled:		**Action still required?**
4.9	**Is suitable emergency lighting installed?**	
Explain What, where & how controlled:		**Action still required?**
4.10	**In the event of a fire, would all people be able to escape safely?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		

5. FIREFIGHTING EQUIPMENT		Ideal answer **Yes**
5.1	**Is the number of fire extinguishers sufficient?**	
Explain What, where & how controlled:		**Action still required?**
5.2	**Are the extinguisher types appropriate for the hazards present?**	
Explain What, where & how controlled:		**Action still required?**
5.3	**Is the fire fighting equipment suitably located?**	

Back to Top

Explain What, where & how controlled:		**Action still required?**
5.4	**Is the fire fighting equipment clearly visible or its location clearly marked by suitable signs?**	
Explain What, where & how controlled:		**Action still required?**
5.5	**Have staff who may use fire fighting equipment, been trained to do so?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		
6. FIRE ALARM SYSTEM		Ideal answer **YES**
6.1	**Is there a suitable fire alarm system in place?**	
Explain What, where & how controlled:		**Action still required?**
6.2	**Are fire alarm call points (BGP/MCP) visible and accessible?**	
Explain What, where & how controlled:		**Action still required?**
6.3	**Can sound of fire alarm be heard over background noise levels?**	
Explain What, where & how controlled:		**Action still required?**
6.4	**Is automatic fire or smoke detection provided where necessary?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		

Back to Top

7. FIRE INSTRUCTIONS		Ideal answer **YES**
7.1	**Have you drawn up procedures to ensure that staff, visitors and contractors receive necessary fire safety information, including how to raise the alarm, evacuate and the use of fire extinguishers where applicable?**	
Explain What, where & how controlled:		**Action still required?**
7.2	**Are fire routine notices clearly displayed throughout the area/building and is the wording correct and in line with policy?**	
Explain What, where & how controlled:		**Action still required?**
7.3	**Have all staff with specific duties, or staff who deal with known fire hazards had sufficient training?**	
Explain What, where & how controlled:		**Action still required?**
7.4	**Are all staff trained adequately in fire prevention, fire safety and evacuation?**	
Explain What, where & how controlled:		**Action still required?**
7.5	**Can you ensure that an adequate number of trained staff are present, to assist with evacuation?**	
Explain What, where & how controlled:		**Action still required?**
7.6	**Have you tested your fire procedures with an evacuation drill, and were they successful?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		
8. MAINTENANCE		Ideal answer **YES**
8.1	**Do all self-closing devices and hold-open devices work correctly?**	

Back to Top

Explain What, where & how controlled:		**Action still required?**
8.2	**Are all fire resistant doors/structures undamaged, including above false ceilings?**	
Explain What, where & how controlled:		**Action still required?**
8.3	**Can all exit signs be clearly seen?**	
Explain What, where & how controlled:		**Action still required?**
8.4	**Have all fire extinguishers and hose reels been regularly tested and serviced?**	
Explain What, where & how controlled:		**Action still required?**
8.5	**Where sprinklers and other fixed fire fighting systems are in place, have they been regularly tested and serviced?**	
Explain What, where & how controlled:		**Action still required?**
8.6	**Has the fire alarm system and detectors been regularly tested and maintained?**	
Explain What, where & how controlled:	.	**Action still required?**
8.7	**Is emergency lighting regularly tested and maintained?**	
Explain What, where & how controlled:		**Action still required?**
8.8	**Are all escape routes monitored frequently for trip hazards and obstructions?**	
Explain What, where & how controlled:		**Action still required?**
8.9	**Is all portable and fixed electrical equipment maintained?**	

Back to Top

Explain What, where & how controlled:		**Action still required?**
8.10	**Is all gas equipment maintained?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		
9. IDENTIFY PEOPLE AT RISK		Ideal answer **NO**
9.1	**Are people present whose mobility, hearing or eyesight is impaired?**	
Explain What, where & how controlled:		**Action still required?**
9.2	**Are staff required to assist people who have disabilities?**	
Explain What, where & how controlled:		**Action still required?**
9.3	**Do staff work in areas which have difficult or lengthy escape routes?**	
Explain What, where & how controlled:		**Action still required?**
9.4	**Is sleeping accommodation provided for staff or other people?**	
Explain What, where & how controlled:		**Action still required?**
9.5	**Are large numbers of people, particularly members of the public present?**	
Explain What, where & how controlled:		**Action still required?**
9.6	**Are visitors or members of the public left unsupervised?**	

Back to Top

Explain What, where & how controlled:		**Action still required?**
9.7	**Are any persons especially at risk, and if so who?**	
Explain What, where & how controlled:		**Action still required?**
Additional notes		

Given the hazards present and the existing fire protective measures in place. What is likelihood/severity of a person being harmed as a result of a fire starting?	1 = None or minor injury 2 = Time off work injury 3 = Major fire injury 4 = Single fatality 5 = Multiple fatalities	**PERSONAL HARM RATING (P1)**	
Total risk rating to people	Hazard/Risk score (H1) + Personal Harm Score (P1)	**SCORE ACHIEVED** **(If total score 5 or over - Actions MUST be taken)**	
10. MITIGATE EFFECTS OF FIRE			Ideal answer **NO**
10.1	**Is a fire likely to cause the building structure or fittings to collapse quickly?**		
Explain What, where & how controlled:			**Action still required?**
10.2	**Is a fire likely to cause environmental damage via pollution and/or water run off?**		
Explain What, where & how controlled:			**Action still required?**
10.3	**Would a fire / explosion be likely to affect people in vicinity of premises?**		

Back to Top

Explain What, where & how controlled:		**Action still required?**
Additional Notes		
11. FIRE & RESCUE SERVICE		Ideal answer **YES**
11.1	**Is site small enough that special equipment does not need to be provided for use by the Fire & Rescue Service?**	
Explain What, where & how controlled:		**Action still required?**
11.2	**Is access for the Fire & Rescue Service suitable?**	
Explain What, where & how controlled:		**Action still required?**
11.3	**Is a site plan with information for the Fire & Rescue Service prepared/available?**	
Explain What, where & how controlled:		**Action still required?**
Additional Notes		
12. BUSINESS ISSUES		Ideal answer **NO**
12.1	**Is a fire likely to start that could cause severe business issues?**	
Explain What, where & how controlled:		**Action still required?**
12.2	**Is a suitable business continuity plan required?**	

Back to Top

Explain What, where & how controlled:		**Action still required?**
12.3	**Have business issues been highlighted which need management attention?**	
		Action still required?

Additional Notes

If a fire occurred what would be the level of business interruption?	1 = Negligible level disruption 2 = Low level disruption 3 = Medium level disruption 4 = High level business disruption 5 = Very High level disruption	**BUSINESS DISRUPTION RATING (B1)**	
Total risk rating to business	Hazard/Risk score (H1)+ Business Risk Score (B1)	**BUSINESS RISK RATING** **(If total score 5 or over - Actions SHOULD be taken)**	

Back to Top

Appendix A2 – Fire Risk Assessment HOSTELS

Inspection Date	
Area of College/Address	
FRA Completed by	
Date	
Next Review Due	

Building:	Main College/Offsite Hostels	Location:	No of Rooms: No of Floors:

Activity	
Hazards	
1	
2	
3	

Assessment (tick appropriate box: use additional forms if more than one hazard)

Probability of exposure to/contact with hazard (PE)	**Frequency of exposure to hazard (FE)**
⏲ Impossible – cannot happen under any circumstances	⏲ Infrequently
⏲ Unlikely – though conceivable	⏲ Annually
⏲ Possible – but unusual	⏲ Monthly
⏲ Even chance – could happen	⏲ Weekly
⏲ Probable – not surprised	⏲ Daily
⏲ Likely – only to be expected	⏲ Hourly
⏲ Certain – no doubt	⏲ Constantly

Maximum probable loss (MPL)	**Number of persons at risk per hostel (NP)**
⏲ Fatality	⏲ 1-2 persons
⏲ Loss of 2 limbs/eyes or serious illness (permanent)	⏲ 3-7 persons
⏲ Loss of 1 limb/eye or serious illness (temporary)	⏲ 8-15 persons
⏲ Break – major bone or minor illness (permanent)	⏲ 16-30 persons
⏲ Break – minor bone or minor illness (temporary)	⏲ 31-50 persons
⏲ Laceration/minor ill health	⏲ More than 50 persons
⏲ Scratch/bruise	

Back to Top

Hazard Rating

Remedial Action Taken/Recommended:

Date Action Completed:

Recalculated Hazard Rating:

Preventative and/or Protective measures to reduce remaining risk:

Persons especially at risk:

Signed:		Assessor:		Date:	
Signed:		Assessor:		Date:	

Back to Top

VISIT: *date*

Floor	N1 signs	Fire Exit signs Not illuminated	Foam extinguisher	Powder extinguisher	CO2 Extinguisher	Fire Blanket	Fire doors on magnetic auto release	Kitchen fire doors	Break Glass Unit/Manual Call Point	Alarm bells	Escape routes clear	Final exits illuminated outside?
Ground												
First												
Second												

Back to Top

Appendix A3 – Fire Risk Assessment LOCATION/ACTIVITY

Inspection Date	
Area of College/Address	
FRA Completed by	
Date	
Next Review Due	

WHAT ARE THE FIRE HAZARDS? SOURCES OF FUEL, SOURCE OF IGNITION
WHO ARE THE PEOPLE AT RISK?
WHAT STEPS DO WE ALREADY TAKE TO PREVENT FIRE, WHAT EXTRA STEPS COULD WE TAKE?
FIRE PREVENTION EQUIPMENT, FIRE ALARM SYSTEM,

Back to Top

ESCAPE ROUTES
TRAINING
ANYTHING ELSE?
REMEDIAL ACTION
REVIEW DETAILS

Back to Top

Signed:		Assessor:		Date:	
Signed:		Assessor:		Date:	

Back to Top

Appendix A4 - Fire Risk Assessment Procedure

1. The Responsible Manager/Assessor should be competent having undertaken FRA Training.
2. Select the appropriate FRA template subject to the size and scope of the area, process, function, location being assessed. The most commonly used template should be the FRA Checklist as this covers all of the pertinent factors to be considered. This will usually work best in combination with one of the other relevant templates.
3. All FRAs should be reviewed annually on or before their anniversary or sooner if there has been any significant change to the property/location e.g. structural alterations, refurbishment, change of installed systems, significant change of personnel or change in legislation/regulations.
4. Responsibility for each FRA rests with the responsible manager as set out in this Fire Policy. The Head Porter retains overall responsibility for ensuring that the policy is implemented and that any deficiencies are resolved.
5. FRAs are named as follows: *FRA property or location nameYY* (e.g FRA 2 Sylvester Rd19).
6. As they are reviewed, existing FRAs should be moved from the main sub-directory (W:\Committees\Health and Safety\Fire Risk Assessment) and re-filed in the Archive sub-directory (W:\Committees\Health and Safety\Fire Risk Assessment\Archive). These documents should remain unaltered so as to retain a record of past assessments.
7. Where appropriate, the existing FRA may be copied and renamed (replace the year suffix e.g.18 with the new year suffix 19). The document should then be updated and the date of the review added. Alternatively, a new FRA may be started using one of the templates located in the Templates sub-directory (W:\Committees\Health and Safety\Fire Risk Assessment\Templates) or any other suitable alternative.
8. The current/up-to-date FRA should be posted to W:\Committees\Health and Safety\Fire Risk Assessment.
9. FRA reviews may result in reports of some deficiencies. These should be listed on the Fire Safety Deficiencies (FRD) document, either as a standalone report or as part of the FRA itself.
10. The Risk Assessment Register spreadsheet document (W:\Committees\Health and Safety\Risk Assessments) should then be updated to show the status of the new FRA – *Completion Status, Additional Measures* and *Next Review Date*. When a new property/location is fire assessed (i.e. for the first time), all the column details should be completed with the *Next Review Date* being 11months after the *Drafted Date*.
11. Once the FRA document has been completed, notice should be given to all relevant departments. HODs are required to attend to notified deficiencies by the *Date to be Rectified* and notes should be added to both the FRD and the FRA itself to indicate the action taken and the resulting change to the assessment. The Head Porter is responsible for checking that all FRDs have been rectified.

Back to Top

12. The Compliance Officer will review the FRA Index from time to time to ensure that the schedule is being maintained. He will ensure that the document is kept fit for purpose annually.
13. As defined in the Health & Safety Policy and the Fire Policy, the Domestic Bursar, Compliance Officer, the Head Porter and the Maintenance Manager all have areas of responsibility for Fire Safety. Managers should feel free to contact any of them for advice.

Back to Top

Appendix B - Fire Safety Deficiency/Remedial Works Required Template

To be completed if there is any outstanding management action required following a fire risk assessment

FRA Name _____ Review date _____

Assessing Manager to retain to ensure that required work is undertaken. Share a copy with the Head Porter for information and support

Deficiency/ Remedial Works	Action By	Date to be Rectified (Priority Order)	Date Rectified

Back to Top

Appendix C1 - Fire Detection System Test Record

Sample Weekly Test Schedule (reset each week)

Fire Alarm Weekly Test
Date...08/08/23

Location				Test OK
Main College	N stairs Bar exit	G	108	✓
Sprinklers		-1		✓
2 Adams Road	2nd floor landing	2	1061	✓
4 Adams Road	In laundry	G	1061	✓
5 Adams Road	Near room 11	1		✓
6 Adams Road	Kitchen door	G	1008	✓
1 Sylvester Road	Kitchen door	G		✓
1A Sylvester Road	Near room 24	2	1099	✓
2 Sylvester Road	2B Front door	G		✓
3 Sylvester Road	Worksite			N/A
3A Sylvester Road	1st floor landing	1	1049	✓
3B Sylvester Road	2nd floor landing	2	2019	✓
Thorneycreek House	Flat 2 lobby	G	1011	✓
Thorneycreek Cott	Front door	G	1001	✓
CWB	Kitchens exit	G		✓
Archive	Front door	G		✓

Back to Top

Appendix C2 - Emergency Lighting System Test Record



ROBINSON COLLEGE

MONTHLY TESTING OF EMERGENCY LIGHTING

LOCATION	DATE	RESULTS	ACTION REQUIRED	INSPECTED BY
A-B-C-D-E-F-G	→ 10/4/17	FINE	NONE	IAN JEFFERY
H-I-J-K-L-M-N	→ 11/4/17	FINE	NONE	IAN JEFFERY
O-P-Q-R-S	→ 11/4/17	FINE EXEPT (S)	CHARGER NEEDS LOOK AT	IAN JEFFERY.
A-B-C-D-E-F-G	→ 2/5/17	FINE	NONE	IAN JEFFERY
H-I-J-K-L-M-N	→ 2/5/17	FINE	NONE	IAN JEFFERY
O-P-Q-R-S	→ 2/5/17	FINE S DISCHARGE FAST EXEPT (Q)	& NOT KICKING IN	IAN JEFFERY
A-B-C-D-E-F-G	→ 7-6-17	FINE	NONE	IAN JEFFERY
H-I-J-K-L-M-N	→ 7-6-17	FINE	NONE	IAN JEFFERY
O-P-Q-R-S	→ 7-6-17	S DISCHARGE FAST (Q NOT WORKING)	S+Q NOT GOOD	IAN JEFFERY
A-B-C-D-E-F-G	→ 8-8-17	FINE	NONE NOTE BUILDING WORK	IAN JEFFERY
H-I-J-K-L-M-N	→ 8-8-17	FINE	NONE	IAN JEFFERY
O-P-Q-R-S	→ 9-8-17	Q+S NOT WORKING	CHARGER NEEDS LOOKING AT.	IAN JEFFERY
A-B-C-D-E-F-G	→ 11.9.17	FINE	NONE	IAN JEFFERY
H-I-J-K-L-M-N	→ 11.9.17	FINE	NONE	IAN JEFFERY
O-P-Q-R-S	→ 11.9.17	S NOT WORKING	CHECK CHARGER	IAN JEFFERY
A-B-C-D-E-F-G	→ 3.10.17	FINE	NONE	IAN JEFFERY
H-I-J-K-L-M-N	→ 3.10.17	FINE	NONE	IAN JEFFERY
O-P-Q-R-S	→ 4.10.17	S NOT WORKING	CHECK CHARGER	IAN JEFFERY
A-B-C-D-E-F-G	→ 30.11.17	FINE	NONE	IAN JEFFERY
H-I-J-K-L-M-N	→ 30-11-17	FINE	NONE	IAN JEFFERY
O-P-Q-R-S	→ 1-12-17	S NOT WORKING	CHECK CHARGER	IAN JEFFERY

Back to Top

Appendix C3 - Fire Safety Checks Inspection Record

Extracts from Daily Report as compiled by the Porters Lodge staff 09/11/2023

Thursday 09 November 2023

01:15hrs Security patrol College laundry room, Car park, Front of college, Grange road(Back doors + Work area),Cycle store, Service yard, Maintenance yard,2,4,5,6,Adams road(EXT)(4,Adams laundry room check),TCC +TCH + Gardeners dept(EXT),CWB + Archive(EXT),Wardens lodge(EXT),2,3,3A,3B,1,1A,Sylvester road(EXT), Gardens washrooms ,Courts, Herschel bikegates, Bike area, Balconies (Front + Rear).

01:25hrs Kitchen checks:2,4,5,6, Adams road +TCC+TCH (Checked :Windows + Cookers +Fire equipment+ Fire Doors +Kitchens).NTR.

01:50hrs TCC Front door not locked (Again),2nd notice left. Door now locked and secure.

02:40hrs Security Patrol of front of College, Adams Rd, CWB, 1SR, Sylvester Rd, 3 A/B, Herschel Rd, Cycle Compound & Court. All quiet

02:55hrs Security patrol: College laundry room, Car park ,Front of college, Grange road(Back doors + Workarea), Herschel road, Herschel bike gates, Bike area, TC gates, Wardens lodge(EXT),2,3,3A,3B,1,1A,Sylvester road(EXT),TCC+ Gardeners dept +TCH(EXT),CWB +Archive(EXT),6,5,4,2,Adams road(EXT)(4,Adams laundry room check),Service yard, Maintenance yard ,Cycle store, Gardens (Checked :Emergency phone +Garden lift: Both working fine), Courts, Washrooms, Balconies (Front + Rear).

03:05hrs Kitchen checks:2,3,3A,3B,1,1A,Sylvester road (Checked: Cookers + Fire doors + Windows +Fire Equipment + Kitchens.

03:40hrs 1A,Sylvester road, Bottom kitchen,2,Windows wide open ,Notice left, Windows now secure.

04:30hrs Security patrol + Unlock: College laundry room, Car park ,Front of college, Grange road(Back Doors +Work area),Cycle store, Service yard, Maintenance yard ,CWB +Archive(EXT),Gardeners dept(EXT),Balconies (Front +Rear),Herschel bike gates, Bike area, Washrooms,Courts..Unlocked: Front gate, Car park gate, Cloisters, Swing door, Inner service +Party gates ,Smoking gate(Bin gate under repair), CWB + Archive ,JCR, Binbrook, Long court offices, Chapel, Auditorium front door.....Very quiet night.

Back to Top

Appendix C4 – Sample Fire Safety Checks Summary Report

Extract from Head Porter's report to Head of Departments meeting 18/10/2023

Heads of Department Meeting

Wednesday 18th October 2023

Head Porter's Report

****

- **Fire alarms with evacuations since last HODs, 13/09/23**
  - 06/10 Flat 13 cooking
  - 06/10 I stairs deodorant
  - 09/10 Party room NFF
  - 10/10 6AR cooking
  - 11/10 Loading Bay defective smoke head
  - 16/10 1A SR hot steam bathroom door open

- **Annual Fire Drills**
  - Students' fire drill took place today, 18th Oct.

- **Kitchen Checks**
  - 14/09 03:35 6AR oven left on
  - 29/09 16:38 F top kit hob left on
  - 13/10 20:40 O low kit hob left on

Back to Top

Appendix C4 contd

Extract from Head Porter's report to Health & Safety Committee 17/10/2023

Report to the Health & Safety Committee Meeting 17th October 2023
From the Head Porter

Fire Alarm Activations

There have been 23 events causing evacuations since the last H & S meeting on the 5th July other than testing and drills, a principal cause being dust created by Modus during water ingress works to balconies and Herschel Court. Also, water ingress on Q stairs twice caused major problems to the fire alarm system and resulted in the detector in Q lower kitchen being drenched in water and having to be isolate from the system. Q lower kitchen is currently still out of use. Since the end of dusty works the number of alarms has lessened bur the return of students means that cooking alarms start to rise.

July	**Aug**	**Sept**
09/07 JCR NFF	05/08 Q water ingress	04/09 1ASR NFF
13/07 Loading Bay NFF	07/08 N stairs dust	
14/07 6AR Burnt toast	08/08 Flat 10 boiling water	
14/07 K stairs dust	08/08 Q stairs boiling water	
14/07 Set 18 dust	11/08 CWB servicing ovens	
16/07 Flat 1 dust	26/08 Main boiler room NFF	
17/07 Flat 2 dust		
25/07 N stairs smoke by Modus		
26/07 Set 20 dust		
27/07 Set 20 dust		
27/07 K stairs damaged BGU		

Oct

06/10 Flat 13 cooking
06/10 I stairs deodorant
09/10 Party room NFF
10/10 6AR cooking
11/10 Loading Bay defective smoke head

Fires

Nil

Annual Fire Drills

Staff fire drill carried out 30/08/23

Staff Fire Training

Fire Risk Assessments

All in date.

Back to Top

Fire Door Checks
Quarterly and Annual fire doors checks up to date.

Works following Fire Risk Assessments
Cam Alarms being approached to install additional detection where currently none installed, Flats 15/16/ Teaching Rooms, Porters' Lodge, Loading Bay.

Fire Wardens
Student fire warden training commenced 9th October.

Kitchen Checks Incidents
05/08 03:14 1ASR oven left on.
14/09 03:35 6AR oven left on
29/09 16:38 F top kit hob left on
13/10 20:40 O low kit hob left on

Back to Top

Appendix D - Fire Fighting Equipment Sample List

Robinson College. Fire Equipment Maintenance / Installation Certificate 1

September 2018

No	Location1	Location 2	Equipment	Action	
1	Staircase A	Top Kitchen	1.2m Fire Blanket	Serviced	
2	Staircase A	Top Kitchen	2Kg Co2	Serviced	
3	Staircase A	Top Landing	9ltr Water	Serviced	
4	Staircase A	Landing	9ltr Water	Serviced	
5	Staircase A	Landing	9ltr Water	Serviced	
6	Staircase A	Landing	9ltr Water	Serviced	
7	Staircase A	Landing	9ltr Water	Serviced	
8	Staircase A	Basement	9ltr Water	Serviced	
9	Staircase A	Basement Kitchen	1.2m Fire Blanket	Serviced	
10	Staircase A	Basement Kitchen	2Kg Co2	Exchange / Replaced	
11	Staircase B	Landing Ground Floor	9ltr Water	Serviced	
12	Staircase B	Top Kitchen	1.2m Fire Blanket	Serviced	
13	Staircase B	Top Kitchen	2Kg Co2	Serviced	
14	Staircase B	Top Floor Landing	9ltr Water	Serviced	
15	Staircase B	Landing	9ltr Water	Exchange / Replaced	
16	Staircase B	Landing	9ltr Water	Exchange / Replaced	
17	Staircase B	Landing	9ltr Water	Serviced	
18	Staircase B	Basement	9ltr Water	Serviced	
19	Staircase B	Basement Kitchen	2Kg Dry Powder	Serviced	
20	Staircase B	Basement Kitchen	1.2m Fire Blanket	Serviced	
21	Staircase C	Top Landing	9ltr Water	Serviced	
22	Staircase C	Top Kitchen	2Kg Co2	Serviced	
23	Staircase C	Top Kitchen	1.8m Fire Blanket	Serviced	
24	Staircase C	Landing	9ltr Water	Serviced	
25	Staircase C	Landing	9ltr Water	Serviced	
26	Staircase C	Landing	9ltr Water	Serviced	
27	Staircase C	Basement	9ltr Water	Serviced	
28	Staircase C	Basement Ground floor	9ltr Water	Serviced	
29	Staircase C	Basement Kitchen	2Kg Co2	Serviced	
30	Staircase C	Basement Kitchen	1.2m Fire Blanket	Serviced	
31	Staircase D	Top Floor	9ltr Water	Serviced	
32	Staircase D	Landing	9ltr Water	Serviced	
33	Staircase D	Top Floor Kitchen	2Kg Co2	Serviced	
34	Staircase D	Top Floor Kitchen	1.2m Fire Blanket	Serviced	
35	Staircase D	Landing	9ltr Water	Serviced	
36	Staircase D	Landing	9ltr Water	Exchange / Replaced	
37	Outside Theatre Shed	Control Room	2Kg Co2	Serviced	
38	Staircase D	Basement	9ltr Water	Serviced	
39	Staircase D	Basement Kitchen	2Kg Co2	Serviced	
40	Staircase D	Basement Kitchen	1.2m Fire Blanket	Serviced	
41	Staircase E	Kitchen Top Floor	2Kg Co2	Serviced	
42	Staircase E	Top Floor Kitchen	1.2m Fire Blanket	Serviced	
43	Staircase E	Top Floor	9ltr Water	Serviced	Sign re fixed
44	Staircase E	Landing	9ltr Water	Exchange / Replaced	
45	Staircase E	Landing	9ltr Water	Serviced	
46	Staircase E	Landing	9ltr Water	Exchange / Replaced	
47	Staircase D	Landing Ground Floor	9ltr Water	Serviced	
48	Staircase E	Landing Basement	9ltr Water	Exchange / Replaced	
49	Staircase E	Basement Kitchen	1.2m Fire Blanket	Serviced	
440	Staircase E	Landing	9ltr Water	Serviced	
459	Staircase F	Landing	9ltr Water	Exchange / Replaced	
51	Staircase F	Top Landing	6ltr Water	Exchange / Replaced	
52	Staircase F	Top Kitchen	1.2m Fire Blanket	Serviced	
53	Staircase F	Basement Kitchen	2Kg Co2	Serviced	
54	Staircase F	Landing	9ltr Water	Serviced	
55	Staircase F	Landing	9ltr Water	Serviced	
56	Staircase F	Landing	9ltr Water	Serviced	
57	Staircase F	Landing	9ltr Water	Serviced	
58	Staircase F	Landing	9ltr Water	Serviced	
59	Staircase F	Top Floor Kitchen	2Kg Co2	Serviced	
60	Staircase F	Basement Kitchen	1.2m Fire Blanket	Exchange / Replaced	

Back to Top

Appendix E – Fire Safety Signage



Back to Top


Fire door keep locked
Automatic fire door keep clear
Fire door keep shut
Fire exit
Fire blanket
Use for smothering fires
Suitable for:
Chip pan fires.
Deep fat fires.
Waste bin fires.
Suitable for:
Wrapping around someone whose clothes are burning.
ABC POWDER
Safe for: Wood, paper and textiles.
Safe for: Flammable liquids.
Safe for: Gaseous fires.
Safe for: Live electrical equipment.

Back to Top

Appendix F – HODs Responsibilities & Duties & Fire Warden Inspection

Fire Safety Checks:

HODs have legal responsibilities under HASAWA 1974 and they play an important part in supporting:

- The safety of colleagues within his/her area of responsibility
- The evacuation of colleagues in the event of the Fire Alarm sounding

The way they carry out their duties will vary from department to department – some may do these themselves, others may appoint departmental Staff Fire Warden(s) or other staff to cover varying elements.

The safety of colleagues within his/her area of responsibility:

The following areas should be considered in order to promote general fire safety within the workplace. This may be largely about encouraging everyone who works in the area to be observant and make a point of consciously "checking" on a day by day basis. HODs need to be aware of the potential for complacency to creep in. There is a need to avoid thinking everything is in order only to find that when staff go to use a fire safety device, system, route, that they can't.

- **Periodically check:**
  - corridors, walkways and all fire escape routes to be kept clear of hazards/obstructions.
  - fire doors are kept closed when not in use and are not wedged open.
  - push bars on exit doors operate freely.
  - combustible materials e.g. rubbish, papers, boxes, should not to be stored under stairwells or within other risk areas.
  - posters should only be displayed on notice boards provided for that purpose.
  - fire extinguishers and fire blankets (where appropriate) to confirm that they are located correctly on their brackets, and that seals and pins on the extinguishers are intact.
  - visual check of the Manual Call Points (MCP) to ensure they are clearly signed, and encourage colleagues to be aware of their location.
  - check that Fire Action notices (N1) and Fire Exit signs are in place.

Any matters arising from the general observations and checks should be reported immediately to the Head of Department for attention.
The attached Safety Checks Report should be completed and submitted quarterly to the Head Porter.

Back to Top

Appendix F cont

Heads of Department – Responsibilities and Duties

QUARTERLY SAFETY CHECKS REPORT:

Periodic checks have been undertaken throughout the quarter covering: • Corridors, walkways, fire escape routes clear of hazards/obstructions. • Fire doors kept closed. • Push bars on exit doors operate freely. • No combustible materials stored under stairwells or within other risk areas. • Fire extinguishers located correctly on brackets, seals/pins intact. • Fire blankets located correctly. • Manual Call Points (MCP) clearly signed, colleagues aware of their location. • Fire Action Notice (N1) and Fire Exit signs in place.
Observations made during the quarter are noted below and have all been resolved:
Matters arising from the checks which have not been resolved - enter details of any deficiencies noted and action required:
HOD to check and sign to verify that the Safety Checks have been carried out in accordance with the Fire Risk Assessment: **HOD name, signature, date:**

PASS COMPLETED FORM TO HEAD PORTER AT QUARTER END

Back to Top

Appendix G - PEEP FORM

Robinson College	No: PEEP#
Risk Management Procedure	**Issue: #**
PERSONAL EMERGENCY EVACUATION PLAN (PEEP) FOR name	**Date:**

Location(s):	
Date of Assessment:	
Name of Assessor:	
Nature of Disability/ Reason for this PEEP:	
Mobility Limitations/Impediments:	
Special Instructions for this individual:	
Emergency Assembly Point:	
Method of Evacuation:	
Evacuation Route: *(include any designated refuge area(s) if applicable)*	
Frequency of Evacuation Drills:	
Staff Resources Required: *(include details of assistance to refuge area(s) if applicable)*	
Special Equipment Required:	
Evacuation procedure:	
Staff Training Details:	
Staff Training Records:	
Review Period(s):	
Equipment Maintenance/Service Details:	

Back to Top

Appendix H1 - College Induction Training Session Record

Date:_____
Duration: 15-30 minutes
Given By: Induction Video
Training Session For: All Employees upon commencement

Subjects Covered:

	Fire Drill
	The action to take on discovering a fire
	How to raise the alarm
	The action to take on hearing the fire alarm
	What the investigation team does
	The arrangements for calling the Fire Authority
	The evacuation procedures for everyone in the workplace
	The location of escape routes
	The location, and when appropriate, the use of fire fighting equipment
	The reason for not using lifts (except those installed for disabled persons)
	Reporting incidents, near-misses to Head Porter and/or Maintenance Manager

Names and Signature of those attending

Name	Signature	Name	Signature

I confirm that I have delivered the above training session to those named as attending

Name: _____ **Date:** _____

Back to Top

Appendix H2 - Departmental Induction Training Session Record

Date:_____
Duration: 15-30 minutes
Given By: Head of Department name:_____
Training Session For: All Employees upon commencement

Subjects Covered:

- ☐ Fire Drill in department
- ☐ The action to take on discovering a fire
- ☐ How to raise the alarm
- ☐ The action to take on hearing the fire alarm
- ☐ Roll call by Department senior personnel
- ☐ Specific responsibilities for your role/job
- ☐ Where appropriate, how to stop machines, processes and isolate power
- ☐ Close doors/windows
- ☐ The procedures for evacuating members of the public and visitors
- ☐ The evacuation procedures for everyone in the workplace
- ☐ Local/departmental firefighting equipment
- ☐ The location of escape routes
- ☐ The importance of keeping Fire Doors closed
- ☐ The importance of general fire safety and good housekeeping

Names and Signature of those attending

Name	Signature	Name	Signature

I confirm that I have delivered the above training session to those named as attending

Name: _____ **Date:** _____

Back to Top

Appendix H3 – Porters' Departmental Fire Training Record

Date:

Training delivered to:

Duration: Period of training prior to taking up rota

Given by: Head, Deputy Head or Senior Porter:

Training Session For: All Porters upon commencement

Subject	Date	Signature
Location of all 6 fire alarm panels		
Familiarity of panel operations including on/off, Accept, View Points, Silence, Reset, Sound Alarms		
Engineer Code 2000		
Leaving the Lodge – switch through of alarms to Southern Monitoring and diversion of phone to Lodge mobile		
How to disable/enable a device		
How to test BGU		
How to replace BGU glass		
Locations of dry risers		
Fire Brigade Pack		
Batch Fire Report		
Weekly fire tests, recording in Fire Log Books		
Role of Porters in response to a fire alarm		
Role of student and staff Fire Wardens		
Role of Incident Commander		
Role of Incident Investigators		
Location of Fire Assembly Points		
How to call Cam Alarms		

I confirm that I have delivered the above training session to the above named.

Name: _____ **Date:** _____

Back to Top

Appendix I1 - Emergency Action Plan – Porters

To: All Porters' Lodge Staff
From: The Head Porter
7th September 2023

Re: **Porters' response to Fire Alarms**

You must follow the procedure below when responding to a fire alarm activation.

- Make sure the panel control key is 'ON.
- Accept the Alarm by pressing the 'ACCEPT' Button (this will silence the panel buzzer and flashing alarm indicators will go steady). DO NOT press 'reset' or 'silence' alarms as you will silence the alarms before the incident has been investigated with a possible fire in progress.
- Identify Zone of Operation from text display and alarm indicator lights.
- Press 'VIEW POINTS' Button to identify the device initiating the alarm. This will tell you the area or individual room for those devices that are addressable. If the alarm originates from a hostel you may have to interrogate the panel there.
- Obtain a radio, Lodge mobile phone and the necessary keys to grant access.
- Attend the Zone area and check the reason for the alarm, remembering to look out for your own safety by checking for signs of a fire such as smoke coming from door surrounds and to check doors or handles for heat before opening any door.
- **IF A FIRE:** Close doors against the fire, go to a safe area and report the incident immediately to the Fire Authority by either dialling 999 and asking for the Fire Authority or by radioing your colleague in the Lodge to do so, whichever means has adequate reception. The porter calling the Fire Brigade is to give details of the fire and the best access point.
- Check that all areas have evacuated to Safe Assembly Points and liaise with Fire Wardens, if present, to ensure that residents have all been accounted for (during this time sounders will remain on). Advise those assembled of the reason for alarm and ensure that no re-entry to the building is made.
- Make sure gates are open as needed by the Fire Authority.
- Give the Fire Authority Pack to the responding Fire Officer.

- Give all assistance to the Fire Authority with locating shut off valves and switches for gas and electricity and the locations of the dry risers, if needed.

- Give all assistance to the Fire Authority in accounting for building occupants, utilising the nightly Batch Fire Report from Kinetics and consulting with student or staff Fire Wardens.

- Obtain assistance with tasks from any suitable staff or College member; this may be particularly necessary when working alone.

- If normal Fire Assembly Points are unusable due to the nature of the fire assist in relocation of evacuees to another point as agreed with the Fire Authority.

- Activate the Emergency Response Plan.

- When the situation is under control or the area has been evacuated press the ‘SILENCE ALARMS’ button to silence sounders and await instructions from the Fire Authority.

- When safe to do so advise residents that they can return to their rooms.

- When the incident is concluded make sure the glass in any Break Glass Unit operated has been replaced and press the ‘RESET’ button to restore the alarm system to normal working. This may not be possible if the fire has damaged elements of the alarm system.

D. C. Reynolds
Head Porter

Back to Top

Appendix I2 - Emergency Action Plan - Duties of the Incident Commander

In the event of an unplanned Fire Alarm activation the Incident Commander (Head Porter or nominee) will take the following action:

Initial Action:

- Proceed to the Porters' Lodge and assume control of the situation
- Make contact with the Duty Porter - ascertain what action has been taken and confirm the location of the alarm by reference to the Fire Panel display
- Deploy the Duty Porter and/or Domestic Bursar and Maintenance Manager investigate the source of the alarm (To be in radio or telephone contact with the Incident Commander)
- Ensure that the alarm bells remain in active mode to indicate evacuation
- Where there is early evidence of fire prior to the source being investigated, report the matter to the Fire and Rescue Service via the 999 system.
- Use of a megaphone as required.

In the event of a Fire:

- Where Investigators reveal a fire inform the Fire and Rescue Service as above
- Proceed to Front Court (Assembly Point) and monitor evacuation. Deploy an Investigator to the Gardens at the Bin Brook Bridge (Assembly Point to monitor evacuation
- Receive the roll call of all Departments from HODs and Student Fire Wardens at Front Court. Receive the roll call from the Gardens assembly point by telephone.
- Consider moving those evacuated to a safe area outside College, depending on the location of the fire
- Make an assessment of First Aid/Medical treatment required - and action
- Make a report to the Fire & Rescue Incident Officer – to include location of fire, details of person's missing/trapped, circumstances, flammable substances on site etc.
- When confirmed safe – make announcement by megaphone declaring the incident closed, silence alarm and for all assembled to return to rooms/offices.

In the event of a False Alarm/Fault:

- Following confirmation from an Investigator – silence the alarm
- Proceed to Front Court and make an announcement declaring the alarm false and for all assembled to return to rooms/offices

Fire Alarm System:

- Ensure that the system is reset in accordance with instructions
- Arrange for a check of the appropriate detector(s) as required, by the Maintenance Manager
- Ensure that the incident is recorded on the Daily Report and in the Fire Alarm Log Book.

David Reynolds
Head Porter
Reviewed 7th September 2023

Back to Top

Appendix I3 - Emergency Action Plan - Duties of an Incident Investigator

In the event of an unplanned Fire Alarm activation an Incident Investigator (II) will take the following action:

Initial Action:

- On hearing the Fire Alarm make contact with the Duty Porter in the Porters' Lodge and confirm the origin of the fire alarm as indicated on the Fire Alarm Panel
- Where there is early evidence of fire prior to the source being investigated, the Duty Porter will make a report to the Fire and Rescue Service via the 999 system and advise the II
- Proceed to the origin of the alarm and investigate/make an initial assessment
- Maintain radio or telephone contact with the Incident Commander in the Porters' Lodge

In the event of a Fire:

- Confirm the presence of fire to the Incident Commander together with a brief assessment indicating:
    - Confirm Fire Authority have been called
    - exact location of the fire
    - severity of the fire - area affected
    - extent of evacuation
- Consider fighting the fire only if safe and practical to do so i.e. deploying a fire blanket over a burning pan, closing a kitchen fire door.
- Proceed to Front Court (Fire Assembly Area) or the rear gardens (Fire Assembly Area) as deployed by the Incident Commander to monitor the evacuation of residents
- Arrange for Heads of Departments to carry out a roll call of Employees and Fire Wardens for a roll call of their student residents at both Fire Assembly Areas.
- Assess and advise the Incident Commander of any First Aid/Medical treatment required, together with any other relevant information i.e. progress of the fire/persons known to be trapped/fatalities etc. to enable the Incident Commander to consider further evacuation from the site under the Emergency/Disaster Plan
- Stand by at the Fire Assembly Point and prevent those assembled from dispersing
- When confirmed safe to do so – advise those assembled to return to rooms/offices.

In the event of a False Alarm/Fault:

- Following attendance – confirm to the Incident Commander that the alarm is false
- Advise those in close proximity that it is safe to return to their offices/rooms
- Proceed to Front Court (Fire Assembly Area) or the rear gardens (Fire Assembly Area) as deployed by the IC and advise those assembled that it is safe to return
- Maintenance Manager to liaise with the Incident Commander regarding remedial action on the false alarm/fault activation

Designated roles

Incident Commander:

- Head Porter (in absence Domestic Bursar or as nominated)

Incident Investigators

- Domestic Bursar
- Maintenance Manager
- Catering & Conference Manager

David Reynolds, Head Porter, 7th September 2023

Back to Top

Appendix I4 - Emergency Action Plan – Duties of Student Fire Wardens

The Fire Wardens role plays an important part in assisting:

- The safety of residents within his/her area of responsibility
- The evacuation of residents in the event of the Fire Alarm sounding

The Safety of Residents within the Fire Wardens area of responsibility

The following areas should be considered and periodically checked please, in order to promote general fire safety:

- Walkways, corridors, balconies and all Fire Escape routes to be kept clear of hazards/obstructions. Fire doors to be kept closed and not wedged open.
- Combustible materials viz. rubbish, papers, boxes not to be stored under stairwells.
- Posters not to be placed on the outside of room doors and corridor walls
- A weekly check of Fire Extinguishers and Fire Blankets to confirm that they are located correctly on their brackets, and that seals and pins on the Extinguishers are intact.
- Visual check of the Break Glass Fire Call Points to ensure they are clearly marked.
- Encourage residents to be aware of the location of the Fire Call Points

Any difficulty experienced with matters arising from the above should be reported immediately to the Porters' Lodge for attention.

The Evacuation of Residents in the event of the Fire Alarm Sounding:

The Fire Alarm is indicated by the sound of a loud ringing bell, on Staircases A – S and in Sets/Flats. It can be activated for the Main College from either the Fire Call Points around College or from the Porters' Lodge. Please note that the sounders on individual staircases will activate initially, together with the sounders on the two adjoining staircases. Each Hostel has an individual Fire Alarm system which is activated from the points/panel within each hostel.

On hearing the alarm the Fire Warden should take the following action:

Immediately leave his/her room taking the clipboard provided, together with resident's details thereon, and high visibility waistcoat.
Alert as many of the residents in nearby rooms to the alarm as he/she exits.
Leave the building as quickly as possible by the nearest available safe route and take up a safe assembly position outside.
Carry out a check of the residents leaving the building against the list held, and liaise with any other Fire Warden on the Staircase or in the Hostel.
Do not re-enter the building
Await further instructions from the Duty Porter or Fire Authority Officer.

David Reynolds
Head Porter

Back to Top

Appendix I4i - Emergency Action Plan - Fire Wardens example list

Fire Wardens 2022-2023

Dated – 12th Oct 2022

Staircases

A2	Faith Falayi	- fof20@cam.ac.uk
B18	Hanna Massood	-_hm685@cam.ac.uk
B8	JiTae Kim	- jtk35@cam.ac.uk
C2	George Abashin	- ga432@cam.ac.uk *
C17	Oliver Bennett	- ob345@cam.ac.uk *
D5	Jamie Ellis	- je443@cam.ac.uk
E12	Horea Silaghi	- hms70@cam.ac.uk *
E13	Michael Manthios	- mm2499@cam.ac.uk
F5	Matilda Mattich	-mm2510@cam.ac.uk *
F14	Isaac Miller	- im511@cam.ac.uk
G9	Harry Arbuthnott	-hfta2@cam.ac.uk
G10	Arisa Chowdhury	-ajc357@cam.ac.uk
H14	James Atkins	- jra64@cam.ac.uk *
I3	Mikail Khawaja	mk2079@cam.ac.uk
J3	Patrick Connolly	-pc644@cam.ac.uk
K3	Becky Usher	ru233@cam.ac.uk
K2	Kate Willday	-kw548@cam.ac.uk
L7	Michel Mgeladze Arciuch	- MM2504@cam.ac.uk
L4	Kelly Li	-kll54@cam.ac.uk *
M11	Tristan May	- tlm36@cam.ac.uk
M10	Ben Morris	- bm609@cam.ac.uk
N1	Joseph Thornton	- jdt50@cam.ac.uk
O2	Will Wakefield	- ww394@cam.ac.uk
O5	Amelia Taylor	- aat47@cam.ac.uk
P3	Haifan Zhao	-hz364@cam.ac.uk
P5	Ingrid Giles	-iag34@cam.ac.uk
Q2	Isabel Dempsey	- igd25@cam.ac.uk
R4	Charlotte Duckett	- cd739@cam.ac.uk
R3	Joel Nesbit	- jjfn2@cam.ac.uk *
S4	Niamh Howat	- nsh41@cam.ac.uk
S2	James Clifford	-jc2328@cam.ac.uk

Flats

FL3B	- Cameron Mitchell	- cjm251@cam.ac.uk
FL5B	- Daniyal Ashraf	-da521@cam.ac.uk *
Sets ST24B	- Theo Hatcher	-tsch4@cam.ac.uk

Hostels

2 Adams Road	- Neve Macken	- nm740@cam.ac.uk
2 Adams Road	- Sophia Dempsey	- stgd2@cam.ac.uk *
4 Adams Road	- Isobel Lovegrove	- iml30@cam.ac.uk *
4 Adams Road	- Caroline Dauris	- cd709@cam.ac.uk
5 Adams Road	- James Millar	- jm2397@cam.ac.uk *
5 Adams Road	- Elliott Kelly	- ek534@cam.ac.uk *
6 Adams Road	- Charlotte Dargan	- cod29@cam.ac.uk *
6 Adams Road	- Emily Gilbertson	- eg613@cam.ac.uk

Back to Top

1 Sylvester Rd - Binath Philomin - blkp2@cam.ac.uk
1 Sylvester Rd- - Sara Kasas - slk63@cam.ac.uk *
1A Sylvester Rd - Karolina Rawdanowicz -kr512@cam.ac.uk
1A Sylvester Rd - Tarush Bansal - tb662@cam.ac.uk *

Grad Houses

TCH -
TCH - M. Cox - mc2301@cam.ac.uk
TCC - R. Jepkomoi rj434@cam.ac.uk

2 Sylvester Rd- M.L. Anghel -mla58@cam.ac.uk

3 Sylvester Road – Ronan Cons - rpbc2@cam.ac.uk *

3a Sylvester Road – Calvin Preston - cp662@cam.ac.uk *
3a Sylvester Road -

3b Sylvester Road - Lisa Rossi - lar60@cam.ac.uk
3b Sylvester Road - Xudong Ke Lin - xk215@cam.ac.uk

* Previous Fire Warden

Back to Top

Appendix I5 - Emergency Action Plan – Event Manager

ROBINSON COLLEGE
ACTION IN THE EVENT OF AN EVACUATION
INSTRUCTIONS TO CONFERENCE EVENT MANAGER

1. You are the responsible member of Employees for any conferences in-house for which you are the Event Manager.

2. If the alarms sound, the building must be evacuated. The Assembly Point is either FRONT COURT or the GARDEN OUTSIDE THE GARDEN RESTAURANT.

3. When the alarms sound, go to any/all of the relevant meeting rooms as long as it is safe to do so. View through the glass panel before entering the room - **Do not endanger yourself**. Ensure that delegates are evacuating and direct them to the Assembly Point which is the lawns opposite the gardens of 5 Adams Road.

4. If safe to do so, check toilet areas.

5. As possible, meet the Conference Organiser and try and establish with them that all delegates have evacuated. Report to Head/Duty Porter on evacuation of delegates.

6. Establish a situation update with the Head/Duty Porter and inform the Conference Organiser.

7. Thereafter, keep Conference Organiser informed.

8. Await further instruction, before allowing any delegates back into the building.

Back to Top

Appendix I6 - Emergency Action Plan – AV Technician

ROBINSON COLLEGE
ACTION IN THE EVENT OF AN EVACUATION
INSTRUCTIONS TO CONFERENCE AV TECHNICIAN

1. The Assembly Point is either FRONT COURT or the GARDEN OUTSIDE THE GARDEN RESTAURANT.
2. When the alarms sound, you should help the Event Manager and the Conference Organiser, to ensure that all delegates (as far as is reasonably practicable) are evacuated from the relevant meeting room.

3. If the alarms sound, the building must be evacuated. The Assembly Point is either FRONT COURT or the GARDEN OUTSIDE THE GARDEN RESTAURANT.

4. When the alarms sound, go to any/all of the relevant meeting rooms as long as it is safe to do so. View through the glass panel before entering the room - **Do not endanger yourself**. Ensure that delegates are evacuating and direct them to the Assembly Point which is the lawns opposite the gardens of 5 Adams Road.

5. If safe to do so, check toilet areas.

6. As possible, meet the Conference Organiser and try and establish with them that all delegates have evacuated. Report to Head/Duty Porter on evacuation of delegates.

7. Establish a situation update with the Event Manager.

8. Thereafter, keep Conference Organiser informed.

9. Await further instruction, before allowing any delegates back into the building.

Back to Top

Appendix I7 - Emergency Action Plan – Food Service Supervisor

ROBINSON COLLEGE
ACTION IN THE EVENT OF AN EVACUATION
INSTRUCTIONS TO FOOD SERVICE SUPERVISORS

1. You are the responsible member of Employees for any functions for which you are the Supervisor.

2. If the alarms sound, the building must be evacuated. The Assembly Point is either FRONT COURT or the GARDEN OUTSIDE THE GARDEN RESTAURANT.

3. When the alarms sound, go to any/all of the relevant function rooms as long as it is safe to do so. View through the glass panel before entering the room - **Do not endanger yourself**. Ensure that delegates are evacuating and direct them to the Assembly Point which is the lawns opposite the gardens of 5 Adams Road.

4. If safe to do so, check toilet areas.

5. Check that all Employees have evacuated – take the Employees roster with you.

6. If there is entertainment, an announcement will need to be made – usually using a microphone from the DJ/Band. See appendix below for the announcement test.

7. As possible, meet the Function Organiser and try and establish with them that all guests have evacuated. Report to Head/Duty Porter on evacuation of delegates.

8. Establish a situation update with the Head/Duty Porter and inform the Conference Organiser.

9. Thereafter, keep Function Organiser informed.

10. Await further instruction, before allowing any delegates back into the building.

Continued overleaf…

Back to Top

Emergency Action Plan

ANNOUNCEMENT TO BE MADE IN THE EVENT OF AN EMERGENCY

TO THE PROVIDER OF ENTERTAINMENT OR THE EVENT ORGANISER:

PLEASE MAKE THE FOLLOWING ANNOUNCEMENT IN THE EVENT OF CONTINUOUS SOUNDING OF THE ALARM:

THE EMERGENCY ALARMS ARE SOUNDING.

PLEASE EVACUATE THE BUILDING USING THE EMERGENCY EXITS INDICATED BY THE GREEN RUNNING MAN SIGNS.

ASSEMBLE IN THE GARDEN OR FRONT COURT AND AWAIT FURTHER INSTRUCTIONS FROM A MEMBER OF COLLEGE STAFF.

DO NOT RUN – WALK CALMLY.

THANK YOU.

Back to Top

Appendix I8 - Emergency Action Plan – Employees Instructions

If you discover a fire:

1. Sound the alarm using the nearest fire alarm call point
2. Leave the building by the nearest fire exit
3. Do not re-enter the building for any reason
4. Report to the assembly point

If you hear the fire alarm:

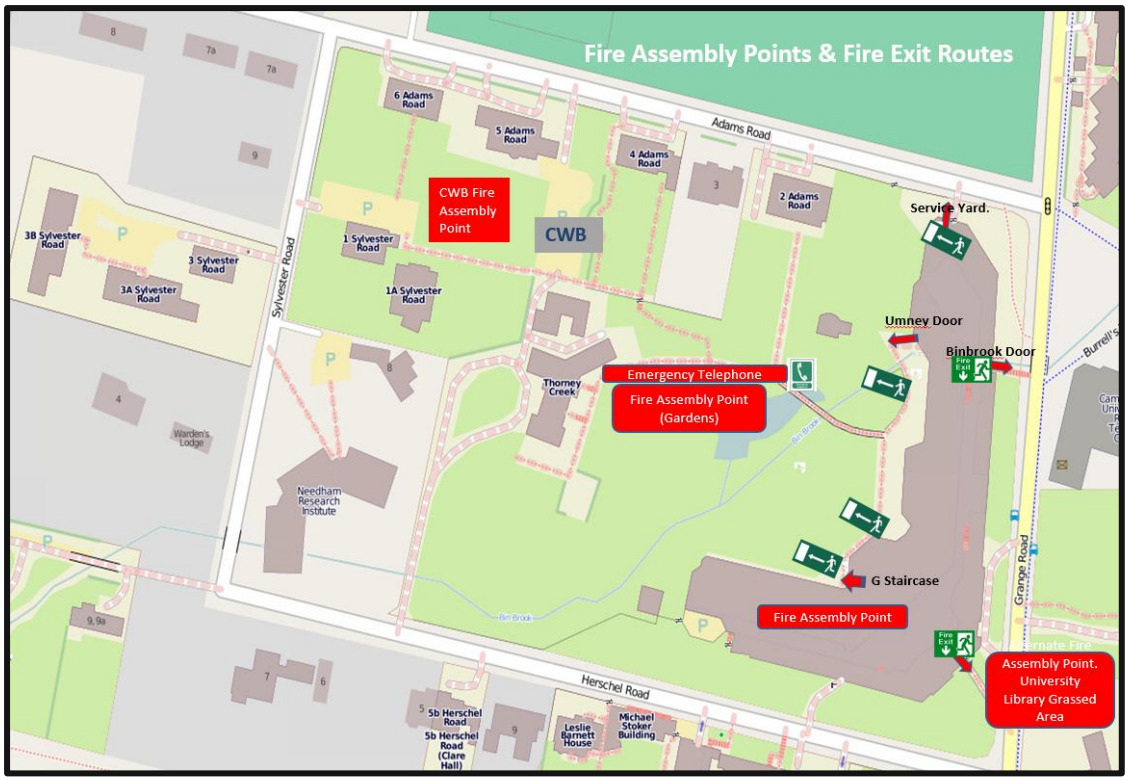
1. Leave the building by the nearest fire exit
2. Do not re-enter the building for any reason
3. Report to the assembly point



Fire Action Sign displayed in bedrooms and meeting rooms

Back to Top

Appendix I9 - Emergency Action Plan - Assembly Points



Main assembly point is Front Court

A secondary assembly point for exit from the rear part of the MCB is in the gardens. This point also serves the residents of 2Adams Road and the Marie Bjornson Theatre.

A third assembly point is in the garden of 5 Adams Road to serve the CWB and residents of 4, 5 and 6 Adams Rd, Thorneycreek House and Cottage, 1 and 1A and 2 Sylvester Rd.

DURING MAY BALL or when a marquee is placed in Front Court, the assembly point is re-designated to the University Library. During the May Ball, the garden of 2 Adams Road is also used as an assembly point.

Back to Top

Appendix I10 - Emergency Action Plan - Heads of Department – Responsibilities and Duties

Evacuation of Staff in the event of the Fire Alarm Sounding:

The Fire Alarm is indicated by a loud ringing bell or sirens throughout the College. It can be activated for the Main College by smoke/heat detectors, by Manual Call Points (MCPs) located throughout the College and from the Porters' Lodge.

On hearing the fire alarm the HOD or designated deputy should take the following action:

- Immediately leave his/her office with list of on-duty staff (*to be maintained daily)*, and alert others present to evacuate.
- Alert the occupants of other offices close by (where applicable) to the alarm as he/she exits. Close doors and windows during exit and direct other people accordingly.
- Leave the building as quickly as possible by the nearest available safe route and proceed to the designated Fire Assembly Point Front Court/Rear Gardens
- Carry out a roll call of colleagues at the Fire Assembly Point against the list held and keep colleagues in departmental/office order. Advise the Head Porter/Duty Porter of the result of the roll call, to include details of any colleagues missing
- Do not re-enter the building until declared safe to do so. Await further instructions from the Head Porter or Fire Authority Officer.
- The 'All Clear' will normally be signified by the Fire Alarm being silenced

Issued by Domestic Bursar.

Back to Top

Appendix I10 cont. Emergency Action Plan – Department Evacuation Check

Robinson College Porters Lodge
Main College Staff Evacuation for completion by Heads of Departments

Date: ……

Department	Time	Fire Assembly Point	Staff numbers	Number of Staff missing	HOD/DHOD Signature	Remarks
Conf & Catering Off						
Kitchens						
Food Services						
Red Brick Cafe						
Housekeeping						
Maintenance						
Development						
Admissions/Tutorial						
Gardening Dept						
Library						
Finance Office						
Steward/HR/Warden						
IT Dept						
Contractors						

Back to Top

Appendix J - Testing and Maintenance Programme

Item	Period	Action	Responsible person/s
Fire resisting doors, walls and partitions	Ad Hoc basis	Check any fire resisting doors and partitions as required or when contractors or others have undertaken work.	Maintenance Manager
	Annually	Check in Public Areas and High-Risk areas.	HODs/Departmental staff
	As required	Repair or replace as necessary.	Maintenance Manager
Escape routes and exit doors	Daily	Ensure all escape routes are clear of obstruction and that all exit doors are easily openable and not obstructed	Housekeeping Employees – staircases and hostels Duty Porters Departmental Fire Stewards
	Quarterly	Check areas of responsibility and report to Head Porter	Heads of Department/ Fire Wardens
Automatic fire doors	Weekly	Check operation on weekly fire test regime. Report any deficiency	Maintenance, Kitchens staff for those in kitchens, Departmental Fire Stewards
Kitchen fire shutters	Ad hoc basis	Check operation on each occasion the kitchens originate a fire alarm	Kitchens staff, Departmental Fire Steward
	Annually	Annual operation check by maintenance staff	Maintenance Manager

Back to Top

Item	Period	Action	Responsible person/s
Corridor fire shutter near wine cellar	Annually	Annual operation check by maintenance staff	Maintenance Manager
Dry risers	Annually	Pressure test by competent engineer	Maintenance Manager
	Annually	Visual check at 6 months from annual test above	
Fire safety signs	Weekly	Ensure all fire safety signs as shown on the premises' fire safety plans are in place. Replace where necessary	Departmental Fire Stewards, Duty Porters, Housekeeping Employees – staircases and hostels
	Quarterly	Check areas of responsibility and report to Head Porter	Heads of Department/ Fire Wardens
Firefighting equipment and apparatus	Weekly	Visually check all extinguishers for location and apparent working order	Departmental Fire Stewards, Duty Porters Housekeeping Employees – staircases and hostels
	Quarterly	Check areas of responsibility and report to Head Porter	Heads of Department/ Fire Wardens
	Annually	Full check and test by competent service engineer	Maintenance Manager through outsourced supplier

Back to Top

Item	Period	Action	Responsible person/s
Emergency lighting system	Monthly	In the main College Building: Each staircase randomly selected self-contained luminaire or central battery supply should be subjected to a simulated mains failure to ensure that all luminaires are operating correctly by Maintenance Staff.	Head Porter/Maintenance Manager
	Monthly	In Hostels where switching mechanism has been fitted: Each Hostel randomly self-contained luminaire or central battery supply should be subjected to a simulated mains failure to ensure that all luminaires are operating correctly by Maintenance Staff.	Head Porter/Maintenance Manager
	Annually	Each luminaire in the Main College Building should be energised for its full rated duration by simulating a failure to its normal power supply to ensure that all luminaires are functioning correctly. Usually conducted during summer shutdown period by Maintenance Staff.	Head Porter/Maintenance Manager
Fire Detection System	Weekly	At least one break glass call point should be operated by Maintenance staff using a different call point for each successive test, as directed by the Head Porter, in: ▪ the Main College Building ▪ each hostel ▪ the Archive Building ▪ the Crausaz-Wordworth Building. The sprinklers system in the underground car park will also be tested. The duration of the test need only be sufficient to ensure that the system operates. The exceptions to this regime will be during Quiet Period (May – Mid June) and for Admissions Interview periods as arranged.	Head Porter/Maintenance Manager

Back to Top

Item	Period	Action	Responsible person/s
Fire Detection System	Half-yearly	In addition to the weekly tests, batteries should be examined to ensure that they are serviceable and likely to last until the next inspection by the fire alarm system contractor.	Head Porter
	Annually	In addition to the half-yearly test, each automatic detector should be checked for correct operation. All cables, fittings and equipment should be inspected to ensure they are secure, undamaged and adequately protected by the fire alarm system contractor.	Head Porter
Fire Door Checks	Quarterly	Main College Building fire doors to corridors, plant rooms, kitchens and gyp rooms	Head Porter
	Annually	Main College Building all fire doors	Head Porter

Back to Top

Appendix K1 – Information for Students

Fire Safety Overview – Junior Members

Junior Members are made aware of Fire Safety in College from the first days that they enter College, and that awareness is maintained on an ongoing basis as follows:

- Matriculation Day – Personal presentation on all aspects of Fire Safety to Fresher's by the Head Porter. Clear instructions are given on the action to be taken in the event of the alarm sounding.
- Fire Wardens – a system of Fire Wardens is put into place. One or two students from each Staircase/Hostel receive a presentation briefing together with a paper handout on the Fire Wardens role
- Michaelmas Term - a 'No Notice' Fire Alarm evacuation exercise is held in College and the Hostels to test the responsiveness of Junior Members in evacuating the College and Hostels, together with the Fire Wardens in carrying out their duties
- Fire Notices – clearly displayed in rooms/kitchens and Staircases which details the action to be taken in the event of a Fire Alarm activation
- Fire Safety Patrols – Duty Porters carry out regular patrols of Staircase and Hostel kitchens to identify any fire safety issues and advise Junior Members accordingly. These checks are maintained on an active list which is sent to the MCR and RCSA Presidents for information, during each term, and the H & S Committee
- Reminders – the Head Porter circulates emails to all Junior Members when required to focus attention on fire safety ie misuse of fire doors by wedging in the open position
- Fire Stewards – individual briefings are given to students performing the role in the Auditorium, Umney Theatre, Party Room, and MBT for productions/performances, May Balls. Film Society, Ent's Bops etc.

David Reynolds
Head Porter
Reviewed September 2023

Back to Top

Appendix K2 - Information for Students continued

Extract from Information for Junior Members Handbook

College Administration
Fire and Security

There are fire extinguishers on each staircase and fire blankets in the staircase kitchens. *Misuse of the fire equipment causes danger to life. OFFENDERS WILL BE CHARGED £250.00 AND MAY BE REQUIRED TO LEAVE THE COLLEGE.* ***Please familiarise yourself with the procedures to follow in case of fire; these are placed in every room.***

Fire Doors are required by regulations to restrict the spread of fire, in order to allow people to evacuate to a safe place. Fire doors ***MUST NOT*** *be propped open for any reason, and must remain closed when not in use.*

The use of candles or similar unprotected flame hazard is expressly *forbidden. Every staircase in the main building has two* ***kitchens,*** *each of which is shared by between seven and ten students. Only limited cooking facilities are available in the staircase kitchens because of fire risk and restricted ventilation. Fire safety is a major issue in the College, particularly in the staircase kitchens, and we require you to take this very seriously. Unattended cooking and excessive steam and/or smoke may trigger the fire alarms.*

It is your responsibility when cooking to do all that is reasonably possible to avoid the fire alarms going off; if a fire alarm goes off and you could have prevented this by cooking more carefully, then disciplinary measures may be taken. Cooking ***is not*** *allowed in your room.*

Smoking

Smoking or vaping is prohibited in virtually all of the College. Smoking is not allowed in any room in the College including bedrooms, nor is it allowed on any walkway, balcony, staircase or landing. ***Smoking is only allowed in the gardens and in Front Court and Long Court between the hours of 8.00am and 11.00pm****. See Appendix 6.10 for details of College Smoking Regulations.*

Junior Members who ignore the regulations and to smoke in their bedrooms will be charged a cleaning fee of £25/term for specialist cleaning and may receive an automatic £100 charge. Interference with smoke detection equipment in bedrooms or elsewhere will result in an automatic £250 charge.

Back to Top

Accommodation
College Rooms

Your room, its furnishings and equipment
Electrical equipment
The electricity supply is 240v at 50Hz. Sockets are designed to take standard 13 amp plugs and care should be taken not to overload them. Each room has a circuit breaker to prevent overload using too many electrical appliances at once can cause a fault and trip the system. Should the circuit breaker trip, ***the reset may not be carried out until the following working day*** *– take care!*

You may introduce for use in your room kettles, radios, televisions, HiFis, video/DVD's, computers/laptops, hairdryers/straighteners and shavers. Generally, permission is not required before such electrical equipment may be used, (though this policy is currently under review and may change). However, all appliances should conform to a British Standard and all electrical appliances and items should only be used with a standard UK specific insulated plug. Any other electrical apparatus must be approved by the Domestic Bursar.

If you have a television in your room (or watch TV through any other device), you will need to purchase a TV licence.

If you are coming from overseas (including Europe) you are advised to bring the minimum of electrical equipment because it may not conform; this applies to leads adaptors and plugs as much as to appliances.
UK connector adaptors, for mobile phones, laptops, iPads etc. can be purchased online from an Apple Store or Amazon (but be aware of cheap imitations – these have been known to catch fire). It is recommended that students from overseas (including Europe) do not bring items such as rice cookers; these are easily purchased in the UK.

Student kitchens are provided with some cooking appliances. Please do NOT bring microwaves or hobs or any equipment that is proscribed (see below).

Student electrical appliances may be tested by an electrician. You will be given notice of the opportunity for portable appliance testing, probably in Michaelmas or Lent term.

Please note that some items are specifically banned from use in College – please see Appendix 6 Section 4(ii) below. If there are any doubts about the suitability or safety of any equipment, students should consult the Maintenance Manager. Non-essential electrical equipment should be switched off when going out as this not only saves energy but reduces the risk of fire. Please refer to Appendix 6 Section 4(ii) for further information in respect of cooking equipment.

Back to Top

GENERAL REGULATIONS FOR JUNIOR MEMBERS 2022/23
Section 6.4:

3. Safety Precautions

No junior member shall:

(i) tamper with the electrical wiring, plumbing, or other services in any part of the College or a College hostel;

(ii) tamper with or block any fire escape routes; this includes the storage of belongings, boxes, clothing, etc. on stairwells and on corridors, thus hampering use of the fire exit route.

(iii) discharge or interfere with any fire-fighting equipment without good cause;

(iv) use a barbecue of any type anywhere in the College, including the gardens;

(v) keep any ammunition, fireworks, firearm or airgun, including paint ball guns, in College, in a College hostel or in lodgings without tutorial permission. Explosives or highly flammable substances, including lighted candles, may not be brought into, kept or used in College, in a College hostel or in lodgings;

(vi) climb onto or be on roof areas or enter any areas containing control equipment for mechanical and electrical services;

(vii) combine with others to exceed the maximum numbers allowed in a lift irrespective of the total weight.

It is the responsibility of all members of the College to acquaint themselves with the procedures to be observed in the event of fire and generally to behave in a manner which does not endanger other members, staff or visitors. A fine of up to a £250 and/or deprivation of accommodation and other facilities in College may be imposed on offenders who are caught interfering with or misusing any equipment in College relating to fire detection or control.

4. College Rooms

(i) Furniture belonging to the College shall not be removed from any room without the consent of the Domestic Bursar. Any damage or loss shall be reported immediately to the Porters' Lodge.

Students may not introduce items of furniture of their own – e.g. double bed, arm chair without the approval of the Domestic Bursar. Furniture that is allowed must have an attached label which confirms that the filling material(s) and covering fabric(s) meet the requirements for resistance to cigarette and match ignition as shown in fire safety legislation.

(ii) Electrical appliances (other than heaters provided by the College, kettles, radios, televisions, hi-fi, video/DVD's, computers, hairdryers and shavers) shall NOT be used without the consent of the Domestic Bursar. Toasters and sandwich makers, electric woks, rice makers or any other cooking apparatus (unless proscribed as follows) with a heat source may be used but ONLY in the kitchens. Cooking hobs, air-fryers and deep fat fryers may not be used under any circumstances anywhere within accommodation areas, including kitchens – this applies to the main College building and to hostels. Spotlights, disco type flashing lights, Christmas tree/fairy lights may not be used anywhere in College premises, including hostels, without approval by the Domestic Bursar – such approval may be given once the item has been checked and approved by the College electrician.

(iii) No cooking shall be allowed in College rooms and no barbecue or similar equipment is to be used anywhere in College without the permission of the Domestic Bursar.

Back to Top

Appendix K2i – Reminder Safety Email

Dear Residents of 2 Adams Road,

Please find attached your annual hostel fire safety brief. You will also find this document displayed within each kitchen in your hostel. Please take the time to familiarise yourselves with the contents.

Regards

Mr D. C. Reynolds
Head Porter
Robinson College
Cambridge
CB3 9AN
Tel: (01223) 339227
Email : dcr38@robinson.cam.ac.uk
Charity Registration Number 1137494

Back to Top

Appendix K3 – Information for Delegates

Conference Safety Briefing

ROBINSON COLLEGE

INSTRUCTIONS IN CASE OF EMERGENCY

ACCESS TO THE EMERGENCY EXITS MUST BE KEPT CLEAR AT ALL TIMES.

ALARM SOUNDING

IN THE EVENT OF AN EMERGENCY, AN ALARM BELL WILL SOUND. AN INTERMITTENT RING INDICATES THAT AN ALARM HAS BEEN ACTIVATED ELSEWHERE WITHIN THE COLLEGE AND A CONTINUOUS RING INDICATES THAT THE ACTIVATION IS LOCAL. IN EITHER CASE, PLEASE EVACUATE THE BUILDING.

PLEASE REMAIN CALM AND EVACUATE THE AREA IMMEDIATELY BY THE EMERGENCY EXITS WHICH ARE SITUATED AT THE RIGHT HAND SIDE OF THE STAGE AND AT THE REAR OF THE THEATRE.

GO TO THE ASSEMBLY POINT EITHER IN THE FRONT COURT (NEAR PORTERS LODGE) OR THE GARDENS AND AWAIT FURTHER INSTRUCTION.

PROCEDURES IN CASE OF EMERGENCY ARE DISPLAYED IN ALL ROOMS WITHIN THE COLLEGE. PLEASE FAMILIARISE YOURSELF WITH THE LOCATION OF EMERGENCY EXITS WHEN ENTERING AN AREA FOR THE FIRST TIME.

WHEREVER YOU ARE WITHIN THE BUILDING, IF AN ALARM BELL SOUNDS, GO TO ONE OF THE ASSEMBLY POINTS IMMEDIATELY.

IF YOU DISCOVER A FIRE

RAISE THE ALARM IMMEDIATELY BY BREAKING THE GLASS OF A CALL POINT. THEN EVACUATE THE AREA, SHUTTING ANY DOORS AS YOU LEAVE AND GO TO ONE OF THE ASSEMBLY POINTS TO AWAIT FURTHER INSTRUCTION.

Back to Top

INSTRUCTIONS IN CASE OF EMERGENCY

ACCESS TO THE EMERGENCY EXITS MUST BE KEPT CLEAR AT ALL TIMES.

ALARM SOUNDING

IN THE EVENT OF AN EMERGENCY, AN ALARM BELL WILL SOUND. AN INTERMITTENT RING INDICATES THAT AN ALARM HAS BEEN ACTIVATED ELSEWHERE WITHIN THE COLLEGE AND A CONTINUOUS RING INDICATES THAT THE ACTIVATION IS LOCAL. IN EITHER CASE, PLEASE EVACUATE THE BUILDING.

PLEASE REMAIN CALM AND EVACUATE THE AREA IMMEDIATELY BY THE EMERGENCY EXITS WHICH ARE SITUATED AT EACH SIDE OF THE STAGE AND AT THE REAR OF THE AUDITORIUM.

GO TO THE ASSEMBLY POINT EITHER IN THE FRONT COURT (NEAR PORTERS LODGE) OR THE GARDENS AND AWAIT FURTHER INSTRUCTION.

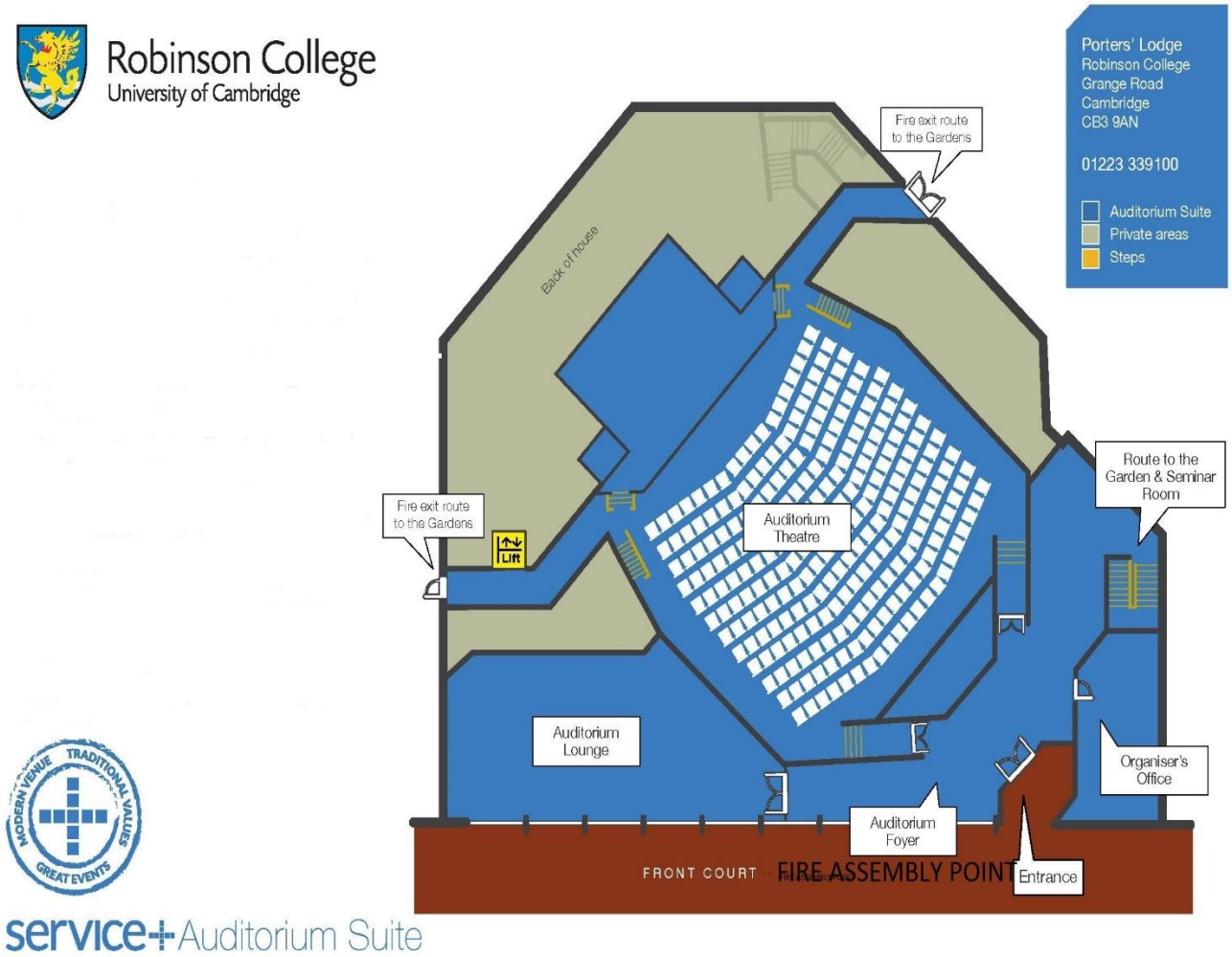
PROCEDURES IN CASE OF EMERGENCY ARE DISPLAYED IN ALL ROOMS WITHIN THE COLLEGE. PLEASE FAMILIARISE YOURSELF WITH THE LOCATION OF EMERGENCY EXITS WHEN ENTERING AN AREA FOR THE FIRST TIME.

WHEREVER YOU ARE WITHIN THE BUILDING, IF AN ALARM BELL SOUNDS, GO TO ONE OF THE ASSEMBLY POINTS IMMEDIATELY.

IF YOU DISCOVER A FIRE

RAISE THE ALARM IMMEDIATELY BY BREAKING THE GLASS OF A CALL POINT. THEN EVACUATE THE AREA, SHUTTING ANY DOORS AS YOU LEAVE AND GO TO ONE OF THE ASSEMBLY POINTS TO AWAIT FURTHER INSTRUCTION.

Back to Top



FRONT COURT - FIRE ASSEMBLY POINT

Back to Top

Appendix K4 – Information in Visitors/Guests rooms

In-Room Directory

Fire Action

If you discover a fire

Operate the nearest fire alarm

Leave the building by the nearest exit

Report to Assembly Point
FRONT COURT (PORTERS LODGE)
Or GARDENS

Do not stop to collect belongings
Do not use the lift

SMOKING POLICY

Smoking is NOT permitted in any private or public room of the College, including bedrooms, or in any staircase, hallway, walkway or balcony. There are two areas where smoking is permitted: Long Court and Front Court from the bottom of the steps leading to High Court to the start of Herschel Court (between 8am and 11pm) only, and in the gardens/grounds in general. PLEASE BE ADVISED THAT GUESTS WHO DO SMOKE IN BEDROOMS WILL BE CHARGED A FINE OF £150 TO COVER SPECIALIST CLEANING REQUIRED TO REMOVE ANY ODOURS AND THE COST OF TAKING THE ROOM OUT OF SERVICE FOR THIS CLEANING TO TAKE PLACE.

Back to Top

Appendix K5 – Information for staff

Exert from Staff Handbook

Evacuation Procedure

- A no-notice evacuation procedure is practised at least once a year.
- If the alarm bells are sounded in the main College building, all occupants are to vacate the building as quickly as possible in accordance with the instructions contained on Fire Notices displayed throughout the College, ensuring that any visitors also leave the building.
- The assembly points for members of staff are currently in Front Court and the Garden. Staff dealing directly with conference delegates in College at the time the alarm is raised should escort delegates to the appropriate assembly point in Front Court to await further instructions or assistance.
- Note: An alternative Assembly Point will normally be specified by temporary signs when the marquee is installed in Front Court – this will generally be the University Library Car Park.
- The alarm bells are tested monthly.

Fire Precautions

The following simple but important fire precautions are to be observed by all members of staff:

- Memorise the evacuation procedure, emergency exits and assembly point in case of fire.
- Note the positions of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to firefighting equipment clear from any obstructions; do not wedge fire doors open.
- Keep working areas free of waste as far as possible and in particular those areas which are not easily accessible.
- Observe the no smoking areas.

Smoking

Since 1 July 2007, smoking or vaping is not permitted in virtually all indoor areas of the College. Smokers are to be particularly conscientious in observing the restrictions, not only to reduce the fire risks but also to give consideration to the health risks to other members of staff. Where smoking is permitted in the gardens and in some of the Courts, smokers should have regard to the wishes of non-smokers. A smoking policy, endorsed by the College Council, is included at Section 27.

Back to Top

Appendix K6 – Contract Worker Briefing

Robinson College
University of Cambridge

CONTRACTOR WORKER BRIEFING

College department, named point of contact and how to get in touch:_____

_____

Working hours agreed:_____

- Contractors will be expected to treat our staff, students and visitors with courtesy at all times.

Area of working:_____

Emergency evacuation point:_____

- Any accidents are to be reported in our company accident book – Contact 01223 339100 or your point of contact
- If your Employer does not have First Aid facilities on site, report to Porters Lodge 01223 339100.

The planned work to be undertaken:_____

_____

Any special hazards in the area or as part of the work to be undertaken:_____

_____

Asbestos Register briefing:_____

_____

Does the work require a Permit to Work to be issued?_____

- Contractors are expected to comply with all current health and safety legislation. In the event of a fire alarm activation, report to the appointing department or the Porters Lodge
- All plant, tools, tackle and equipment used by contractors must be suitable for the work to be undertaken.
- Contractors may not use the College plant, tools, tackle or equipment without express permission of Maintenance Management.
- Contractors shall not enter any switchroom or similar area without the express permission of the Maintenance Management.
- Portable electrical tools and equipment must be efficiently earthed or double insulated.
- Contractors are responsible for the installation and maintenance of protective screens or enclosures as may be required to protect other people passing by.
- If working on scaffolding, steps must be taken daily to ensure safety by the removal of ladders or other means of access when work ceases each day to prevent unauthorized access.
- Activities must comply with the Working at Height Regulations at all times.
- Contractors must take adequate precautions to ensure that no dust escapes into any areas that are occupied by staff or other people.
- Contractors shall take all practicable measures in order to minimize the effect of construction noise. Noise likely to cause a disturbance will only be allowed within the periods agreed by the Project or Maintenance Management. Radios and other broadcasting systems are not permitted on site.
- Use of flame lights or the application of heat as in welding or burning is prohibited in many areas of the College. Contractors must seek prior permission for these activities from Maintenance Management. Smoking is only permitted in Smoking areas.
- Contractors must wear suitable and appropriate PPE as required by the work being undertaken and in accordance with the instruction and training given by their employer.
- Contractors should be appropriately dressed at all times and should wear/display at all times identification clearly indicating their company name as a minimum.
- Contractors should not use College facilities, including toilets without approval.
- Contractors may not enter student rooms even if invited to do so unless working in that space specifically.
- No tools or other equipment may be left lying around areas used by staff or other people due to the risk of accidents. The site must be left in a clean and tidy state at the end of each day.
- Wherever possible, materials must be brought onto the premises before or after business hours.
- At the end of the working day, contractors must sign out with the point of contact. Any keys that may have been issued must be returned and may not be removed from the College.

Back to Top

Appendix K7 – Fire Alarm Procedures

Fire Alarm Procedures

Main College Fire Alarm activation

Evacuation

- When all College Fire Alarm sounders activate, all occupants are required to evacuate the building and proceed to a designated Fire Assembly Point

Fire Assembly Points (FAP)

- Front Court adjacent to the Porters' Lodge
- Garden area adjacent to the bridge. There is an external phone providing a direct link from the FAP to the Porters' Lodge (with two way contact)
- Rear garden area of 5 Adams Road (primarily serving the Crausaz Wordsworth Building) and specific Hostels
- 3A and 3B SR Car Park

All clear – safe to return (Normal Practice)

- When the Fire Alarm sounders are silenced, this is to be regarded as the signal that it is 'all clear' and that it is safe for occupants to return to their rooms/offices etc.
- This may also be communicated verbally to persons present by a Porter (if available) but not always as a matter of course
- Contact may also be made with the Gardens FAP

College – Zoned Fire Alarm activation

- In the event of a zoned Fire Alarm activation i.e. sounders activating within three staircases, the above process will apply

General

- **Heads of Departments (or their nominees)** are responsible for collating details of their staff at the FAP and reporting same to the Head Porter. This will include any staff that are injured or cannot be accounted for etc.
- Student Fire Wardens will perform a similar role for their respective Staircase/Hostel
- During specified periods the location of the Front Court FAP will change due to the May Ball or Conference use. The University Library Staff car park then becomes the temporary FAP, and is signed accordingly

David Reynolds
Head Porter
7th September 2023

Back to Top

Appendix L – Management Monitoring

FIRE SAFETY MANAGEMENT ANNUAL CHECKLIST YEAR/YR

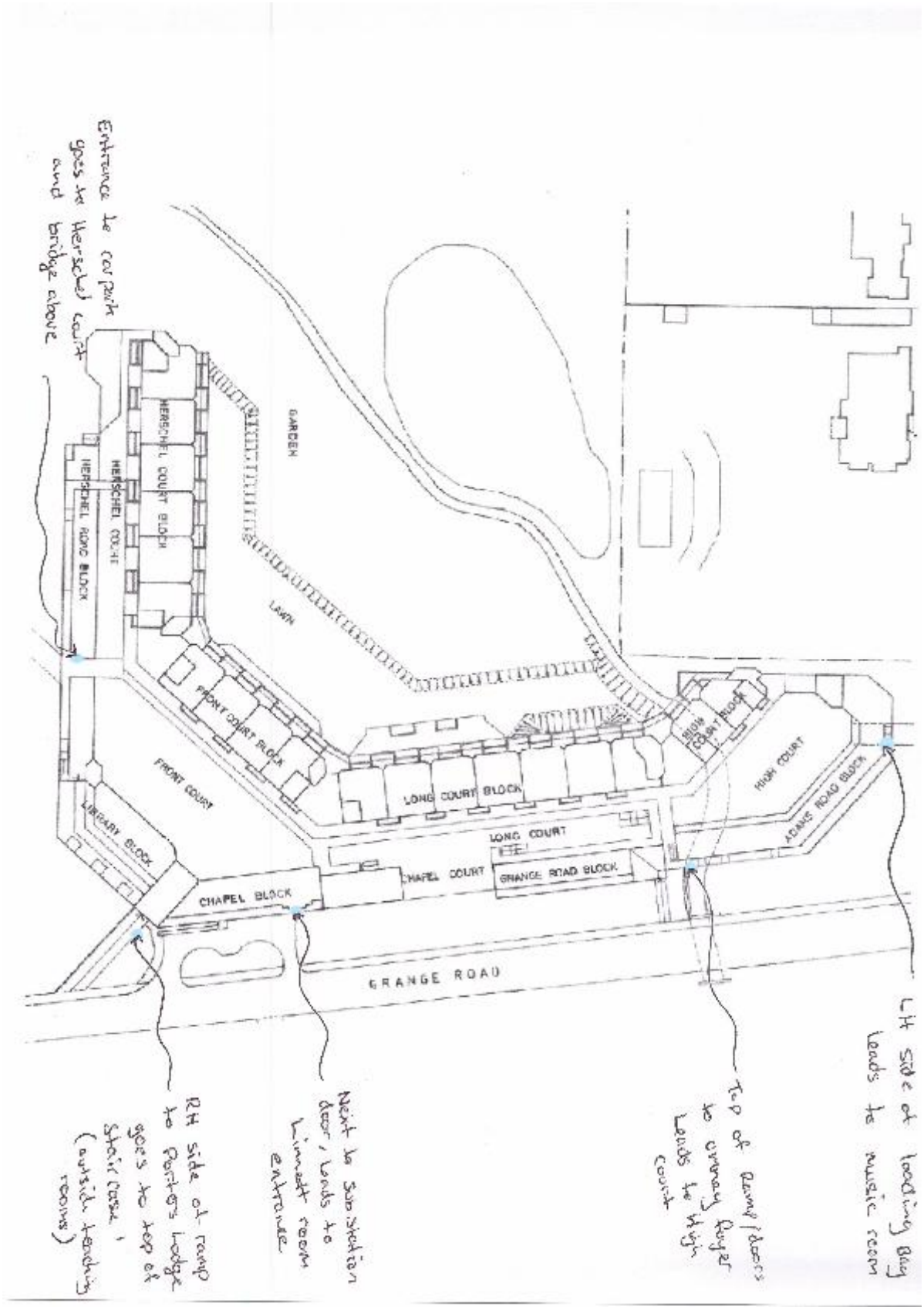
ITEM	ACTION	BY WHEN	DONE
Vulnerable adults /underage students	Admissions/Tutorial notify departments	Michaelmas	
VIP, HIP, wheelchair users	Review and update of policies	January	
Visitors	Managing Visitors policy reviewed	February	
FRA's reviewed: Any changes noted Updates issued Physical inspections – signage, ffe	MCB		
	MCB Auditorium		
	MCB Auditorium (Public Performance)		
	MCB Boiler Room		
	MCB Laundrette		
	MCB Main Kitchen		
	MCB Student Kitchens		
	MCB Umney Theatre		
	MCB Umney Theatre (Public Performance)		
	Archive Building		
	CWB		
	CWB Kitchen		
	Gardens Compound		
	1SR		
	1ASR		
	2AR		
	2 Seabys Yard		
	2SR		
	3SR		
	3ASR		
	3BSR		
	4AR		
	4AR Laundrette		
	5AR		
	6AR		
	TCH		
	TCC		
Drills	Student un-announced drill	Michaelmas	
	Staff planned drill	Easter	
Fire Safety Training	Records reviewed and training plan updated	February	
	Training provider appointed		
	Firefighting equipment training		
	Student Wardens briefed	Michaelmas	
	Hostels Briefing sent	Michaelmas	
	HODs and Wardens briefed		
Annual inspection of firefighting equipment	Supplier appointed		
	Firefighting equipment tests in place		
Systems & Procedures reviewed and updated	Fire system tests log		
	Test Schedule in place		
	Emergency lighting systems tests in place		

Back to Top

	Kitchen checks in place		
	HODs/Wardens checks reporting in place		
	College/department inductions in place		
	Emergency Plans reviewed & in place		
	Maintenance programme in place		
	Information reviewed & updated		

Back to Top

Appendix M - Dry Risers



Back to Top

Appendix N1 - Fire Doors Upgrade Policy

Main College Building

The following areas have had their fire doors renewed to FD30S or nominal standard.

- F staircase which was refurbished during summer 2021
- College Office suite with Sets 16, 17, 18, 19 & 20 above, which was refurbished in summer 2022
- Main Kitchen 5 entry point doors replaced in summer 2022

Apart from these, generally all bedrooms and kitchens on staircases are fitted with the original doors which do not conform to current regulations and are non-compliant generally having the following issues in various combinations –

- Threshold in the doorway of most rooms presents a trip hazard of up to 75mm
- Hinges – original is not to the required BS
- Ironmongery – handles and locks not to the required BS
- Original doors (1970's standard was FD 20 20minutes) are not solid wood and in a flame test, a sample door was burnt through in 11 minutes with side flames showing after 5minutes. Doors have been treated with a solvent based varnish – flammable
- Architraves – between framing and walls there are gaps of up to 25mm – any gaps need to be filled with intumescent paste
- Peep holes are installed in bedroom doors – without intumescent filler
- There are original intumescent strips on the door surrounds of un-refurbished kitchen doors and of all the bedroom doors – this has been untested and is 40+ years old but likelihood is that after 40 years, they are brittle and no longer compliant.
- Many of the closers on non-refurbished doors are non-compliant.

The plan to address these deficiencies is to undertake replacement/upgrade work to achieve full compliance (dealing with the issues above) or the standard set out below where that is detailed on the following priority basis:

- Priority 1+ - at the earliest opportunity, logistics and time/resource availability permitting
- Priority 1 – Once the above priority has been completed or as a staircase or area is refurbished or can be schedule for post-refurbishment action
- Priority 2 – Once all above priorities have been completed or as a staircase or area is refurbished
- Priority 3 – Once the above priorities have been completed.

This priority listing is informed by the Fire Door Register which lists all doors showing their current deficiencies and is updated by the Head Porter as the plan is implemented. The Head Porter also undertakes regular routine inspections as required under changed legislation. See Section 6.5.

Back to Top

Kitchens – Priority 1+
Staircase kitchens are the highest risk areas with the highest incidence of fire alerts – most are smoke-related rather than fire itself but there have been at least two small pan fires requiring the use of a CO_2 extinguisher or a fire blanket.

Bedrooms – Priority 1 or 2
College imposes strict rules to prevent the use of cooking and or other heat source equipment (apart from kettles and heaters on exceptional basis). There is in place fuse trip switches with installation of RCD's to control electrics in each room as they are refurbished - as at 2021, staircases completed in this respect are P-S and A-J therefore leaving K-O still to do. These upgrades will continue to be carried out during refurbishments.

Bedroom doors that open directly onto the staircase are graded as Priority 1. Those that open onto an internal corridor (Standard and Value rooms) are graded as Priority 2.

Bathroom doors – Priority 2 Because of the extraction fan, the oxygen draw presents a risk which may fuel fire and draw smoke. During Summer 2022 the College appointed a contractor, Hydro-X, to carry out a survey of the automatic fire dampers in the College extraction system. This identified 61 dampers of which 63% passed a mechanical test. The College is to identify priorities for rectification of failed dampers as CAPEX funding is available.

Plant Room doors – Priority 1
Varying fire risks dependent upon plant room use – motor rooms, lift plant, electric fuse boards – all provide a heat source and oxygen though limited combustible material means fire less likely but smoke very likely. All present a fire risk.

Roof hatches – Priority 1
Sources of ignition very limited but significant risk from oxygen draw (louvered panelling) and that the spaces extend over up to 5 staircase between fire curtains. Roof hatches are sealed with intumescent seal.

Gyp Rooms – Priority 3
Significantly reduced risk – low heat source risk, no flammable chemicals stored there-in, but linen and other class A fire flammables are located here.

Other spaces - for example offices, meeting rooms, store rooms – Priority 3
Low fire risk expected with no/limited heat source, limited combustible class A only materials.

Back to Top

Flat and Sets

Front door is either onto a walkway or a staircase (where there would also be a glass external door). Such doors are Priority 1.

Various doors within flats as follows:

Kitchen door Priority 1+
Bathroom door Priority 2
Bedroom doors – not required to be fire doors as rooms are not ensuite and therefore no significant source of ignition

Sets would be the same as flats except that there are no kitchens.

Hostels

In hostels 2 Sylvester, Thorneycreek Cottage and Thorneycreek House, 2 Adams Road, 4 Adams Road and 3 Sylvester Road - all doors opening onto fire routes and kitchen doors have been replaced during refurbishment to upgrade to FD30S minimum doors with door closers and intumescent strips, etc as per specification above.

3A and 3B Sylvester Road were constructed in 2008 and would therefore have been compliant at that time. The condition and standard will need to be reviewed when they are refurbished. It is anticipated that the doors themselves will be at least 30minute but that ironmongery will not be compliant.

As at 2023, other hostels that have been refurbished or partially refurbished may not have had doors replaced to the same standard – this includes the following hostels – 1 Sylvester, 1A Sylvester, 5 Adams and 6 Adams. Where these doors open onto a fire exit route (only one exit route which is the central protected stairwell) they are regarded as Priority 1.