



South Gloucestershire and Stroud College

Fire Safety Policy Statement

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Please contact the Human Resources Department**

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Job Title/Role:	Head of Estates (South)
Ref. No.: Q/P 167	Date of this version: May 2017 Review date: 31 st May 2018 (Subject to any legislative change) Upload to College website? Yes Upload to e-Campus? Yes
Approved by:	Executive Team
Date:	10 th July 2017

Impact Assessment



Have you consulted on this policy? Details:	No		
What evidence has been used for this assessment?	<i>The appended documentation Equality Act 2010 et. al.</i>		
Could a particular group be affected (negatively or positively)?	Positive Impact Indicate Y where applicable	Negative Impact Indicate Y where applicable	Evidence
Characteristics protected by the Equality Act 2010			
Age	N/A	No	
Disability	N/A	No	
Gender Reassignment (inc. Transgender)	N/A	No	
Race (inc. Gypsy & Traveller)	N/A	No	
Religion and Belief	N/A	No	
Sex	N/A	No	
Sexual Orientation	N/A	No	
Marriage & Civil Partnership	N/A	No	
Pregnancy & Maternity	N/A	No	
Characteristics designated by SGS as requiring due regard			
Carers and Care Givers	N/A	No	
Persons in Care and Care Leavers	N/A	No	
<p>If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? No</p> <p>If yes, please detail: <i>This policy is E&D neutral it neither provides advantage nor does it breach our equal opportunities statement, the equality Act or other relevant legislation.</i></p>			
<p>Should this policy, service, strategy, procedure or function proceed to a full Impact Assessment? <i>No (none required)</i></p>			
<p><i>We are satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required.</i></p> <p><i>We understand that the Impact Assessment is required by the College and we take responsibility for the completion and quality of this assessment.</i></p> <p>Completed by: <i>Nigel Hornsby</i> Position: <i>Head of Estates (South)</i> Date: <i>May 2017</i></p> <p>Checked by: Position: Date:</p>			

Fire Safety Policy Statement

1. Introduction

- 1.1. South Gloucestershire and Stroud College, as an employer, has a duty under the *Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order)* to carry out a formalised risk assessment to determine the fire risks to its employees and other persons associated with its workplace.
- 1.2. The purpose of the assessment is to enable the employer (the Responsible Person) to determine any remedial actions necessary to comply with the above Order by ensuring, so far as is reasonably practicable, the safety of its employees and other relevant persons whilst at the workplace.
- 1.3. **This Order requires South Gloucestershire and Stroud College to:-**
 - Carry out a standalone Fire Risk Assessment of the workplace;
 - Identify any significant findings of the risk assessment and to record these findings;
 - Provide and maintain such fire precautions as are necessary to safeguard employees, learners, members of the public and contractors;
 - Provide appropriate training of employees in prevention, evacuation and emergency procedures;
 - Provide information on hazards and risks that may be present within the workplace;
 - Provide and maintain a management system that ensures the fore-going requirements are met and satisfactorily monitored and reviewed.

2. Policy and Organisation

- 2.1. To manage all fire related hazards by the completion of a fire risk assessment that implements appropriate control measures in order to reduce the risk of fire to an acceptable level. Where hazards are unable to be averted altogether, South Gloucestershire and Stroud College shall ensure that the risks to its employees and visitors are minimised.
- 2.2. The Main Fire Risk Assessment will be carried out by a competent person(s) nominated by South Gloucestershire and Stroud College who will detail the hazards and risks. South Gloucestershire and Stroud College shall ensure that remedial actions, where necessary, are initiated

to minimise any risk to its employees, learners and visitors to its premises.

- 2.3. The Estates Manager is responsible for ensuring any accommodation type actions identified within the Fire Risk Assessments are implemented.
- 2.4. The Health and Safety Advisor is responsible for ensuring any procedural actions identified within the Fire Risk Assessments are implemented.
- 2.5. All employees shall be trained in fire preventative measures, evacuation and emergency procedures. This will take place on a regular basis. Any employee who discovers a hazard during working activities shall report the hazard to their line manager and/or Estates Dept as appropriate so that the necessary remedial action can be taken.
- 2.6. An assessment of any alterations or changes to the premises or systems shall identify the need to review the Fire Risk Assessment between the regular reviews as appropriate. Plans and costs for the updating of the Fire Risk Assessment will be included within project plans as appropriate.
- 2.7. In accordance with the Fire Safety Order 2005, a written record of any significant findings of the Fire Risk Assessment will be kept.
- 2.8. Any record of a workplace hazard, along with the associated risk and consequent control measures identified shall be available to all members of staff and enforcement authorities via the Health and Safety section of the College Intranet.
- 2.9. South Gloucestershire and Stroud College Estates Department shall maintain a management system that monitors the hazards, risks and control measures identified within the Fire Risk Assessment. The assessment shall be reviewed where any changes to the workplace are identified, and any necessary remedial action processed.

Signed:

Position: Principal and Chief Executive

Date: