

# Fire Safety Policy

## Scope and Purpose of Policy

The purpose of the policy is to provide a framework for the management of fire safety at all sites owned/ leased or in the control of Cardiff and Vale College. The policy covers all premises and encompasses all employees, learners, contractors and visitors

## Policy Statements

The College will ensure through the implementation of appropriate systems, equipment and operating procedures that the operation of all sites complies with the requirements as detailed in the Regulatory Reform (Fire Safety) Order 2005 (RRfSO) and any associated duties detailed in the Health and Safety at Work etc. Act 1974 (HASAWA) and accompanying regulations. In particular the college will:-

- Appoint an executive team member as the responsible person as required under the RRfSO 2005
- The nominated responsible person will appoint competent person/s to assist in implementing the requirements of the RRfSO 2005
- The Estates department will implement arrangements necessary for the management of fire safety at all sites and monitor the effectiveness of said arrangements periodically
- The Health and Safety team will test arrangements periodically in line with relevant standards or legislation.
- The Estates department will where required identify competent contractors to assist with the testing, maintenance and monitoring of fire safety systems and equipment as is deemed appropriate
- The Health and Safety team will ensure all relevant employees receive appropriate training to allow them to discharge their duties in respect of fire safety

## Responsibility

### Corporate Board

The responsible person as detailed in the RRfSO 2005 is the employer; the employer is the College Corporate Board whose responsibility will be to ensure adequate resources and appropriate arrangements are in place for the management of fire safety.

### The Principal /Chief Executive

Is responsible to the board for the effective management of fire safety within the college and is nominated by the board to put in place suitable organisational arrangements, which will ensure that the college is compliant with regards to fire safety

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<b>Version no</b>	2
<b>Revision No:</b>	4
<b>Revision Date:</b>	March 2018

## Senior Leadership Team

The Deputy Principal has been nominated by the Principal as senior manager responsible for Health and Safety and Fire Safety and will act as the **Responsible person** for the purposes of fire safety.

## Director of Estates

The Director of Estates is the Senior Leadership Team Manager responsible for Fire Safety and has responsibility for ensuring suitable and effective arrangements are in place for the management of fire safety at all College premises and that those systems and arrangements implemented are suitable for purpose and comply with the duties as detailed in the RRfSO.

The Director of Estates will act as a **competent person** for the purpose of fire safety in line with Article 18 of the RRfSO 2005

## College Management Teams

The College Management Teams have line management responsibility for fire safety within their appointed areas and must ensure that all staff within their sections is fully aware of their responsibility to maintain a safe working environment in respect of fire safety in their workplace.

## Health and Safety Manager

The Health and Safety Manager will assist the Director of Estates in implementing and managing the arrangements for fire safety at the College. The Health and Safety Manager will monitor the effectiveness of arrangements and report the outcomes periodically through the Health and Safety Committee.

The Health and Safety Manager will act as a **competent person** for the purpose of fire safety in line with Article 18 of the RRfSO 2005

## Estates Department

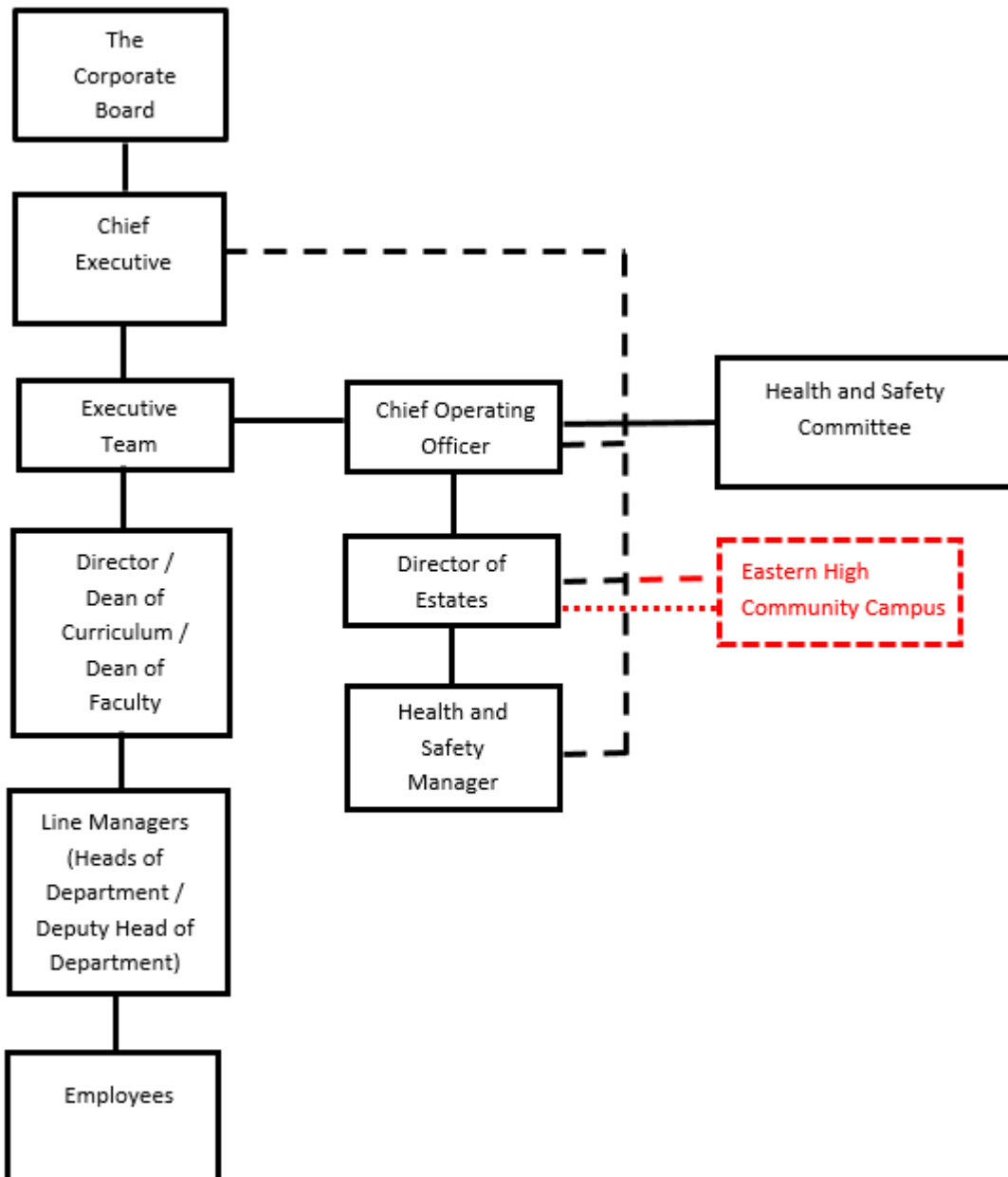
The Estates Department have day to day responsibility for ensuring all sites comply with the College's duty under the RRfSO 2005 and will report any failings via their line manager as soon as practicable.

## Employees

Employees must Co-operate with Supervisors, Managers and Competent Persons to ensure the duty to manage fire safety at all sites is appropriately discharged at all time and shall :

1. Not interfere with any item of fire safety equipment
2. Report any issues of non compliance to the Estates Department as soon as practicable

## Organisation / Responsibilities



**Bold line** – day to day line management & routine reporting

**Dash line** – exceptional incident reporting as required / appropriate

**Dotted line** – Day to day reporting to Eastern High Community Campus

## Arrangements

The detailed arrangements for managing Fire Safety at Cardiff and Vale College are covered in the accompanying Fire Safety Procedures.

## Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment was undertaken for this policy.

## Health and Safety Implications

This is a Fire Safety Policy, the policy covers all persons in attendance at Cardiff and Vale College sites and is closely linked to the College Health and Safety Policy. Non compliance with this policy may seriously affect the health and safety of all persons present during the non compliance.

## Linked Policies

Health and Safety Policy

## Linked Procedures

Fire Safety Procedures

## Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

**Date approved:** March 2018

**Approved by:** H&S Committee

**Review date:** March 2019

**Responsible Manager:** Health and Safety Manager

**Executive Lead:** Chief Operating Officer

**Accessible to Students:** : Yes