



Document Title:	Fire Safety Policy & Evacuation Procedure
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## **1. Introduction**

As a responsible employer Royal Holloway Students' Union (RHSU) is committed to the provision of an environment which is, as far as reasonably practicable, and in accordance with the relevant statutory provisions, safe from the risk of fire to its premises. The purpose of this policy is to help us comply with our legal obligations to staff and visitors under the Regulatory Reform – Fire Safety Order 2005.

## **2. Employer Responsibilities**

RHSU will ensure that all staff and volunteers are inducted in the Fire & Evacuation Procedure on their first day of employment, which will include a walk around of the workplace identifying all fire exits, extinguishers and assembly points.

The number of Fire Marshals and Assistants trained to aid any such evacuation will be continuously monitored, ensuring adequate provision at all times.

## **3. Employees' Responsibilities**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors.

It is the responsibility of all employees, and not just Fire Marshals, to be aware of the fire hazards, to know the location of fire exits and the assembly point. Everyone must know the fire evacuation procedures, which forms part of the induction process for all new staff and volunteers. Additionally, it is the responsibility of all employees to:

- i. Understand and comply with the safety policies in their area of work.
- ii. Familiarise themselves with the escape routes and fire exit signs.
- iii. Report any instances of increased risk.
- iv. Keep fire doors closed to stop the spread of fire, heat and smoke.
- v. Not smoke in areas designated as a no-smoking area and always make sure cigarettes are fully extinguished.
- vi. Inform their line manager immediately of any work situation which may present a serious and imminent danger, including any shortcomings in the health and safety arrangements even when no immediate danger exists.
- vii. Use all equipment correctly, in accordance with any training and the instructions they received.

## **4. Management of Fire Safety**

RHSU has introduced the following procedures to maintain high standards of fire safety:

- i. A fire risk assessment has been undertaken and will be reviewed every three years by the College's Fire safety Officer. More frequent reviews will occur where there are any changes to either our premises or work processes.
- ii. The fire evacuation procedures will be practiced at least annually, as directed by College Health & Safety.
- iii. RHSU will ensure that an adequate number of Fire Marshals and Assistants are trained to oversee evacuation of their area of the premises.

- iv. Training will be provided as necessary by College to any staff given extra safety responsibilities, such as Fire Marshals and Assistants.
- v. All new members of permanent and student staff will be provided with induction training on how to raise the alarm and the available escape routes.
- vi. Visitors to RHSU will be made familiar with the escape routes and the RHSU Fire Assembly point by the lead member of staff upon arrival.
- vii. All escape routes will be clearly signed and kept free from obstructions at all times.
- viii. All fire related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a line manager.
- ix. Alarm systems will be tested weekly, except during the exam period, records maintained by the College. Staff will be told when a test is scheduled.
- x. Smoke alarms and equipment will be tested annually by the College Estates Department. RHSU staff will be notified of any equipment testing.

## 5. Fire Evacuation Procedure

The Heads of Department, including the CEO, are responsible for ensuring emergency evacuations are undertaken in accordance with fire safety regulations and for ensuring that staff are aware of the evacuation procedures. The following is the general evacuation procedure for RHSU. Due to the nature of our operations, more enhanced evacuation procedures may be relevant for specific areas/times/events. Details of these will be included in Departmental specific inductions or training.

### **If the Fire Alarm sounds (a continuous single pitch note):**

- Do not put yourself at risk
- Vacate the building immediately by the nearest exit
- Do not use the lift
- Assemble at :
 

<ul style="list-style-type: none"> <li>○ Main Building</li> <li>○ Medicine</li> <li>○ Medicine 2</li> <li>○ Storage Inn</li> <li>○ Union Shop</li> <li>○ The Packhorse</li> </ul>	OR	<ul style="list-style-type: none"> <li>Fire Point 13 (Staff Car Park 3)</li> <li>Fire Point 12 (Outside Physics building)</li> <li>Fire Point A (Hub Car Park)</li> <li>Fire Point A (Hub Car Park)</li> <li>Fire Point A ( Hub Car Park)</li> <li>Fire Point 9 (Outside Arts Building)</li> <li>Car Park</li> </ul>
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- Do not re-enter the building for any reason until the Fire Brigade confirms that it is safe to do so.

### **If you discover a fire:**

- Raise the alarm by operating the break glass switch at the nearest Fire Alarm call point. These are located at various points, including the stair wells on each floor.
- If you have been trained, and feel it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails evacuate immediately, ensuring that no one is left in the room and closing the door behind you.
- If you are located near a telephone dial 444 to alert College Security – they will call the Fire Brigade.

**Fire Marshals should:**

- Coordinate Fire Assistants to evacuate designated areas within the building, and receive all clear
- Control ingress to the building with the support of Fire Assistants
- Encourage staff, students and visitors to evacuate to the assembly point
- Report to the Fire Brigade noting any absentees.

**6. Monitoring**

The implementation of this policy and procedure will be monitored at organisational level. Fire Marshals will be expected to attend H&S Committee meetings following any evacuation to report on the success or otherwise of the evacuation and to make recommendations for improved practices. Corrective action will be taken where necessary.