

Blackfriars Hall



Fire Safety Policy and Arrangements

Last reviewed: February 2026

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1. INTRODUCTION

1.1 OBJECTIVES

The objectives of this report are to;

Assist managers responsible for fire safety in the premises to discharge their duties effectively.

Provide documentary record of the fire safety arrangements in the premise and to assist in demonstrating compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Provide information and assistance to the Fire Brigade in the case of an emergency.

1.2 SCOPE AND LIMITATIONS

1.2.1 The contents of these arrangements apply to Blackfriars Hall and its associated buildings.

1.2.3 This fire safety management plan does not include:

- Design details.
- Operating instructions for systems / equipment – these will be provided by suppliers and manufacturers.

1.2.4 Responsibility for compliance with duties under fire safety legislation rests with the Responsible Person.

1.3 REFERENCE DOCUMENTS

- The Fire Safety Risk Assessment Guides – Educational Buildings and Sleeping Accommodation
- BS 9991:2024.

2. FIRE SAFETY POLICY

Blackfriars Hall, a designated Branch of the English Province of the Order of Preachers (Dominican Council), is responsible for fire safety.

Fire is a hazard that could affect all parts of our premises. The consequences of fire include the threat to the life or health and safety of people, damage to or loss of property and severe interruption to normal business activities and opportunities.

Our fire safety measures include preventing outbreaks of fire and mitigating the direct and consequential damage by early detection, reducing the risk of fire spread by structural containment, providing escape routes, emergency evacuation procedures and means for fire-fighting and detection.

This policy expands on our general health and safety policy. Its primary objective is the creation of a fire safety management system, which together with the structure and maintenance of our buildings seek to protect human life as well as the assets and business opportunities of this organisation. The policy applies to all our buildings. Its requirements extend to everyone on the premises, legitimately or otherwise.

The aim of this policy is to achieve a 'fire safe' environment for all employees and building occupants. To achieve this we will provide the time and resources necessary to formulate a fire safety strategy for our premises. We will ensure that we inform, instruct and train all the relevant people.

Achievement of these objectives will demonstrate compliance with fire safety legislation and current good practice.

We have allocated responsibilities and detailed arrangements to support this policy.

This Fire Safety Policy was adopted by the Moderators of Blackfriars Hall on 20 May 2020.

3. ORGANISATION

3.1 ROLES AND RESPONSIBILITIES

Set out below is the fire safety roles and responsibilities relevant to the management structure.

<p>Local Executive Board of Blackfriars Hall</p>	<ul style="list-style-type: none"> • Ensure all buildings controlled by the Hall have effective and robust policies for fire safety which meet legal requirements. • Overall responsibility for ensuring fire safety policies and procedures are implemented. • Ensure appropriate and robust Health & Safety management structure is in place. • Controlling all buildings controlled by the Hall including building opening hours and associated lone and late working issues. • Ensure that procedures and arrangements are in place to deal with accidents, incidents and emergencies. • Ensure that any person with a designated role and/ or responsibility is given the necessary authority to make decisions and take actions commensurate with their duties. Additionally, deputies with similar authority and training should be nominated to cover for periods of absence.
<p>Bursar (with delegation to other Hall officers as required)</p>	<ul style="list-style-type: none"> • Overall responsibility for ensuring fire safety policies and procedures are implemented on a day-to-day basis. • Day-to-day observation of fire safety issues and reporting as necessary. • During evacuation, encouraging and assisting people to find and use exits. • Ensure contractors control is implemented where required. • Ensure adequate risk control systems and procedures are in place. • Ensure fire risk assessment actions are carried out within the specified time frame.
	<ul style="list-style-type: none"> • Ensure the risk assessment reflects the core hazards in all buildings controlled by the Hall and that processes are in place to deal with any non-conformities raised. • Responsibility for appointing Fire Wardens. • Ensure all visitors are fully briefed in fire safety and emergency evacuation procedures. • Develop Personal Emergency Evacuation Plans (PEEPs) as appropriate. • Ensure emergency contacts list is in place and kept up-to-date. • Ensure appropriate arrangements are in place to control the levels of general rubbish and other waste streams. • Identify and provide all the training needs of staff. • Dissemination of information relating to fire hazards and associated risks, and fire prevention arrangements. • Ensure that appropriate advice is obtained for all planned activities that will result in an increase in the fire loading. • Report all accidents and incidents in accordance with the Hall’s accident and incident reporting procedures. • Keeping copies of all fire safety records. • Organising evacuation drills. • Implementing arson prevention measures.

	<ul style="list-style-type: none"> • Ensuring fire risk assessments are carried out. • Organising fire safety training. • Ensuring suitable means of fire fighting equipment is available. • Ensuring fire safety records are completed and stored. • Carrying out maintenance checks, tests as appropriate. • Supervision / monitoring of contractors on site. • Assistance with fire drills and evacuations. • Co-ordination of fire safety information with third parties. • Identify all safety critical systems and introduce procedures for shutting these down which must include arrangements for informing the appropriate staff. • Regular housekeeping inspections and removal of waste. • Ensuring all hazardous substances, gases, and combustibles are stored safely. • Reporting concerns or deficiencies with fire safety matters especially items blocking fire exit routes and sources of heat within students rooms. • Ensuring all hazardous substances and gases are stored safely.
Fire Wardens and Junior Deans	<ul style="list-style-type: none"> • Investigate all fire alarm activations to establish if there is a need for the fire & rescue services. • Co-ordinating Fire and Rescue access during a fire. • Call Fire Service to report fires. • Collecting and collating roll call until University Security Services take over. • Preventing re-entry to the building where an evacuation is occurring. • Performing assistance role if necessary for a PEEP. • Reporting concerns or deficiencies with fire safety matters. • Fire wardens should also be responsible for reviewing, developing, and sharing the Hall's fire safety arrangements where possible.
All Staff Members	<ul style="list-style-type: none"> • Co-operation with fire safety policies and procedures. • Reporting concerns or deficiencies with fire safety matters. • Implemented the fire safety procedures on a day-to-day basis. • Day-to-day observation of fire safety issues and reporting as necessary. • During evacuation, encouraging and assisting people to find and use exits. • Report all accidents and incidents in accordance with the Hall's accident and incident reporting procedures. • Implementing arson prevention measures.

4. FIRE SAFETY ARRANGEMENTS

4.1 FIRE SAFETY DESIGN

4.1.1 Some Blackfriars buildings were designed and built during the 1800's and do not comply with modern building regulations, therefore the proposed fire safety design of the buildings aim to comply with BS 9991:2024 as far as reasonably practicable. Fire safety installations will be designed to comply with applicable British Standards (BS 5839 as of last review).

The detailed drawings which describe the key elements of the proposed fire safety design are key documents which should be held on site for future reference as needed. The fire strategy drawings are included in Appendix B.

There appear to be no hidden voids in the buildings or sandwich panels used and there are no apparent unusual elements of building construction that were considered to add a significant additional contribution to the fire risk.

4.1.2 This fire safety arrangements plan shows how the design intentions expressed in the fire strategy will be put into effect.

4.2 FIRE RISK ASSESSMENT

4.2.1 In order to comply with the Regulatory Reform (Fire Safety) Order 2005 a fire risk assessment will be carried out. The significant findings of the fire risk assessment will be recorded, and any necessary remedial actions will be identified and shared with necessary stakeholders.

4.2.2 The findings of the fire risk assessments are recorded in Appendix D.

4.2.3 Any remedial actions arising from a fire risk assessment will be formed into an action plan which will specify a date by which each action should be completed. Each action will be assigned to a named person who will take responsibility for its completion.

4.2.4 The fire risk assessment and the fire safety arrangements are complementary to each other and will be coordinated to ensure there are no conflicts between them.

4.3 FIRE PREVENTION

4.3.1 Prevention of fire is an essential part of the fire safety measures in the Hall's buildings. The key areas for fire prevention actions are summarised in 4.3.3 below.

4.3.2 Additional measures for prevention are as follows:

- Fire loading is kept to a minimum.
- Regular housekeeping inspections will be made of all buildings by the Bursar and/or Accommodation & Accounts Officer.
- The storage of chemicals, solvents, or other combustible materials will be in accordance with best practice.
- Gas cylinders must be secured and sign posted in an external store when not in use.
- Only in exceptional circumstances where there is a specific safety or process quality consideration may gas cylinders be stored indoors. In these cases the amounts kept should be minimised, special storage arrangements made.

- Regular removal of rubbish and waste.
- Corridors, fire escapes, and escape routes are kept clear and inspected on a regular basis by the Bursar and/or Accommodation & Accounts Officer.

4.3.3 Additional areas for fire prevention are plant rooms which will be monitored on a regular basis by the Bursar. Access to plant rooms will be restricted with a permit to work required for any hot works undertaken.

Area	Key Actions / Arrangements
General housekeeping	<ul style="list-style-type: none"> • High standard of general tidiness maintained. • Appropriate arrangements for storage of materials. • Contractor work areas should be regularly inspected to ensure they are clean and tidy. • Regular housekeeping inspections will be made of all Plant Rooms.
Waste Management	<ul style="list-style-type: none"> • Bins in public areas will be emptied daily Monday to Friday. • External waste areas are kept secure and skips emptied on a regular basis.
Arson	<ul style="list-style-type: none"> • Security measures, including CCTV. • Doors are secured and locked when sites are unattended. • Minimise access to combustible materials on site. • Report petty vandalism, graffiti etc. • All contractor work areas, particularly those which give access to the building, must be secured at the end of the working day.
Electrical	<ul style="list-style-type: none"> • Test all fixed wiring regularly (five yearly minimum). • Test all portable appliances annually and inspect for condition, including flexes. • Keep a record of all periodic tests of equipment.
Gas	<ul style="list-style-type: none"> • Test all gas appliances annually. • Keep a record of all tests of equipment.
Additional sources of heat	<ul style="list-style-type: none"> • All students made aware of the requirements for high standards of fire safety with no sources of heat within rooms and no cooking left unattended • Regular inspections of rooms carried out by Housekeeping staff.

4.4 FIRE PROTECTION MEASURES

4.4.1 Passive and active fire protection measures will be maintained in good order throughout the building to ensure their effectiveness. They will be subjected to checks, as detailed in Appendix E.

4.4.2 All work on fire compartment walls or floors will be controlled.

4.4.3 Any works which will breach or pass through a compartment wall, floor or door will be controlled.

4.4.4 The work will only be signed off after the physical inspection by Bursar.

4.4.5 The Bursar will obtain evidence that the breach has been suitably fire stopped using appropriate materials to afford the same level of fire resistance as that of the compartment being breached.

4.4.6 The Hall must insure that during Capital Projects and Maintenance visits that alternative protection measures are implemented for occasions when normal fire protection measures fail, are under repair/maintenance or are removed whilst building alterations are made.

4.4.7 A good system is one that includes plans to provide alternative protection measures when any parts of the fire protection measures are unavailable; this includes planned maintenance as well as unforeseen failures.

4.5 ASSOCIATED FIRE SAFETY SYSTEMS

4.5.1 The key fire protection measures are;

- Fire resisting structure
- Fire Doors
- Fire warning & detection system
- Emergency lighting
- Means of escape
- Plant shutdown controls (e.g. gas valve isolation, plant shutdown)
- Fire dampers to protect compartment lines

4.5.2 There are certain facilities on the site to assist with Fire Service operations. These are:

- Minimum stair width of 1.1m
- Fire vehicle access routes
- Portable fire extinguishers will be supplied in strategic areas on all floors in the buildings as per BS 5306 pt. 8 2000.

4.6 EVACUATION / EMERGENCY PROCEDURE – GENERAL

4.6.1 All staff will be trained in the necessary actions to take in the event of fire.

4.6.2 The emergency evacuation procedures are in Appendix C. Evacuation procedure notices are displayed by all manual call points and in contractor controlled areas.

4.6.3 The evacuation strategy for a fire in all building is 'Simultaneous Evacuation', this includes contractor controlled areas.

4.6.4 On the activation of a detector or a manual call point on any floor in the buildings, that particular building will receive a full evacuation tone and should evacuate immediately.

4.6.6 The evacuation assembly point for the building is printed on the fire action notices, all occupants must report here in the event of an evacuation.

4.6.7 During the day – 33 St Giles' – List of employees and contractors' visit log will be taken to assembly point to enable a roll call to be made for the relevant areas. Fire Wardens must sweep their area to ensure all occupants have evacuated.

4.6.7 During the day – Lecture Rooms – Lecturers to ensure students evacuate and to account for all their students at the assembly point.

4.6.8 All other times – St John Street Properties – These areas are effectively ‘Houses of Multiple Occupancy’ (HMO’s) with rooms rented to students. The Hall will therefore take reasonable steps to ensure the safe evacuation and accounting for all occupants. The students are not required to book in or out. Their whereabouts will not therefore be known. In the event of an evacuation, the Junior Dean, or if not present a student will take the roll call list to the assembly point and try to ascertain the whereabouts of all students within the property.

4.6.9 Attending Fire Service crews will be met at an agreed point and will be briefed with all available relevant information including details of the roll call.

4.6.10 Staff or students with a disability who may require some assistance or support in an evacuation will be identified and a specific Personal Emergency Evacuation Plan (PEEP) prepared for them, which will be reviewed with them and with Hall fire wardens.

4.6.11 In order to accommodate visitors to the building who may have disabilities a range of simple generic PEEPs will be prepared and made available for implementation. These will cover the following;

- Sight impairment
- Mobility impairment
- Hearing impairment
- Temporary PEEPs in the event of an accident, as and when needed.

4.6.12 A copy of the procedure can be found in Appendix G.

5. MONITORING

5.1 EVACUATION DRILLS

5.1.1 Evacuation drills will be carried out at least twice per year in the Hilary and Michaelmas terms. These will be organised and monitored by the Bursar. Records will be kept of each evacuation drill.

5.1.2 The outcome of drills will be used to modify the emergency plan if required.

5.2 CHECKS, MAINTENANCE AND TESTING

5.2.1 All fire safety equipment and systems will be subject to routine checks, tests and maintenance at periods recommended by manufacturers / suppliers, British Standards or general fire safety guides. The test and maintenance schedule is included at Appendix E.

5.3 RECORD KEEPING

5.3.1 Fire safety records will be kept up to date and available for inspection on site.

5.3.2 The summary of fire safety records to be kept is as follows:

- Staff fire safety training
- Fire risk assessment and associated action plans
- Fire safety officer visits and associated correspondence
- Evacuations, planned and unplanned
- PEEPs, specific and generic
- Equipment and systems testing and checks
- Equipment and systems routine maintenance and servicing
- Fire alarm activations
- Fire events

6. AUDIT AND REVIEW

6.1 FIRE RISK ASSESSMENT REVIEW

6.1.1 The fire risk assessment will be reviewed by the Bursar annually and the advice of a competent person sought as required.

6.1.2 A review will also take place in the event of significant changes, such as;

- Increase in number of people likely to be in the premises
- Proposed alterations to the layout of the premises
- Increase in fire loading in the premises
- Proposed changes to these fire safety arrangements.

6.1.3 The fire risk assessment will also be reviewed following any occurrence of fire (no matter how minor) or any reported fire-related near-miss, this will also include incidents in the contractor controlled areas.

6.2 RESPONSE TO CHANGES

6.2.1 Whenever changes are made which:

Necessitate review of fire risk assessment (as specified in 6.1.2 above), or affect the management structure or arrangements of the properties.

The impact of those changes will be assessed and amendments made as necessary

6.3 RECORDS AUDIT

6.3.1 The fire safety records detailed in Section 5.3 will be audited by the Fire Safety Advisor(s).

6.4 FIRE SAFETY MANAGEMENT PLAN FORMAL REVIEW

6.4.1 The Fire Safety Policy and Arrangements will be the subject to periodic review along with the fire risk assessment. The results of the review will be recorded and any necessary changes will be made and implemented.

Appendix A Fire Strategy

Topic	Legal Requirement / Guidance	Requirement
Responsible Person	The responsible person is the Bursar, reporting to the Blackfriars Hall Moderators	Article 11 RRO
Fire Risk Assessment	Fire risk assessment undertaken	Article 22 RRO
	Fire risk assessment reviewed at least annually or should a significant change occur	Article 22 RRO
Fire Safety Arrangements	Fire safety arrangements recorded	Article 11 (2)(a)(b)(c) RRO
Fire Emergency Plan and Procedures	Fire emergency plan developed and communicated	Article 15 RRO
	Fire action notices displayed adjacent to all manual call points detailing the actions to be taken in the event of a fire and the location of the fire assembly point	Section 6 FSRA (SA)
	All permanent employees adequately trained to manage all emergency situations	Section 7.4 FSRA (SA)
	Fire drills undertaken	RRO
	Provision included for the evacuation of disabled persons	RRO and DDA
Co-operation and Co-ordination	Appropriate permit to work system provided to any contractor undertaking high risk work or hot work	Section 4 FSRA (SA)
Smoking	No smoking signage displayed at entrances	SFR
	Blackfriars Hall have a clear no smoking policy for all areas in their undertaking	Section 1.6 FSRA (SA)
Other sources of heat	Blackfriars Hall have a clear policy for ensuring students do not use sources of heat within their rooms and for the safe operation of kitchens by students.	Section 1.6 FSRA (SA)
Access for Emergency Services	Access to buildings is suitable	Article 38 RRO
	Access within buildings is suitable	Article 38 RRO
Fire-detection and Warning Systems	A means of raising the alarm is provided including manual call points (next to exits and at least one call point on each floor), electronic sirens or bells and a control and indicator panel	Section 2 FSRA (SA)
	As the buildings have areas where fire could develop undetected and where people sleep or may work alone and might not see a fire automatic fire detection has been incorporated into the alarm system	Section 2 FSRA (SA)
	The alarm is audible throughout the building including remote areas such as roofs and plant rooms	Section 2 FSRA (SA)
	The system is maintained and tested	Section 2 and 7.3 FSRA (SA)
Arson	The properties are secured and access controlled	Section 1.14 FSRA (SA)
	Good Housekeeping	Section 1.14 FSRA (SA)
	Regular inspections are undertaken regarding unauthorised access	Section 1.14 FSRA (SA)
Escape routes	Suitable means of escape are provided. Escape routes are easily, safely and immediately usable at all times, adequate for the number of persons likely to use them, free from obstructions, slip or trip hazards, well lit and available for access by the emergency services	Section 4 FSRA (SA)
	Escape routes are signed with directional signage. Signage provides information to enable persons to safely leave the building in an emergency. Each sign incorporates a pictogram and directional arrow	Section 6 FSRA (SA)

	Fire patrols are undertaken to ensure that fire escape routes are clear and available for use, safety signage is in place and equipment is in place	Section 7 FSRA (SA)
	Emergency lighting is provided and maintained and tested Emergency lighting covers the following: each exit door, escape routes, intersections of corridors, outside each final exit on external escape routes, emergency escape signs, stairways so each flight is illuminated, changes in floor level, windowless rooms and toilet accommodation, fire fighting equipment, fire alarm call points, equipment requiring to be shut down in an emergency and lifts Inspection, testing and maintenance of emergency lighting is undertaken	Section 5, FSRA (SA)
Fire fighting equipment and facilities	Extinguishers are provided appropriate to the risk. Extinguishers are provided in all high risk areas including plant rooms and other areas as determined by the fire risk assessment.	Section 3 FSRA (SA)
	Fire blankets provided within kitchen areas	
	Extinguisher location are readily identifiable. Fire extinguishers are placed on a dedicated stand or hung on the wall	Section 3 FSRA (SA)
	Extinguishers are inspected and serviced.	Section 3 FSRA (SA)
Electricity	5 yearly inspection of the fixed electrical wiring is carried out	Section 1.7 FSRA (SA)
	Portable appliances are regularly tested	Section 1.7 FSRA (SA)
Fire Doors	Fire doors are labelled appropriately with either keep shut or keep locked signage on either side	Section 4.1 FSRA (SA)
	Fire doors are fit for use and not wedged open. Fire doors are fitted with self closing devices that close the door fully to the stops	Section 4.1 FSRA (SA)
	Where appropriate open in the direction of travel	Section 4.1 FSRA (SA)
	All plant room doors are FD 30, also along escape routes and doors into sleeping accommodation.	Section 4.1 FSRA (SA)
	Signage is displayed detailing how to open final exit doors so as to avoid confusion in the event of a fire	Section 4.1 FSRA (SA)

Abbreviations

- RRO – Regulatory Reform (Fire Safety) Order 2005
DDA – Disability Discrimination Act 1995
SFR – The Smoke-Free (Premises and Enforcement) Regulations 2006
FSRA (SA) – Fire Safety Risk Assessment, Sleeping Accommodation

Appendix B Fire Strategy Drawings

(See separate Annexe)

Appendix C Emergency Procedure

1. INTRODUCTION

When an emergency arises in a building in which people are present, the primary need is for those people to be able to quickly escape to a place of safety.

Being prepared will greatly reduce the likelihood of the emergency procedures not being effectively carried out. It is vital at all times that you are prepared.

These procedures have been prepared for Blackfriars Hall who occupy premises in St Giles' and St Johns Street. The properties are fitted with automatic fire detection and warning.

The properties have been built in such a way as to protect the people in it if a fire breaks out and to prevent fire spreading rapidly.

All Employees, Students, Contractors and Visitors must be aware of what to do in an emergency.

A fire action notice has been provided adjacent to each automatic call point and in student bed rooms.

2. FIRE EVACUATION PROCEDURES

In the event of a fire you will need to be able to escape safely and quickly.

Means of escape

It is vital that all persons are aware of the means of escape from a building and staff must be shown the layout of the building when first joining.

The escape routes should always be indicated with the appropriate 'Fire Exit' notices and emergency lighting should always be provided which comes on automatically in the event of an electrical power failure.



Fire alarm system

The property has an automatic fire alarm system with sounders connected to manual break glass call points together with automatic detection. The alarm must be tested on a weekly basis. You should know what it sounds like.

On discovering a fire

Immediately use the nearest break glass call point or manually operated fire bell to sound the alarm.



Leave by the nearest exit.
Call the Fire Service on 999 (9-999 in 33 St Giles').
Give the address of the property on fire.
Only use a fire extinguisher to fight the fire if it is safe to do so.
Go to the designated assembly point.

On hearing the alarm

Leave by the nearest exit.
Do not stop to collect personal belongs.
Shut windows and doors around you if it is safe to do so.
Do not use the lift.
Go to the designated assembly point.

This information should be clearly available within the premises on Fire Action Notices:



Fire Fighting

Fire fighting equipment is provided within the premises. This should only be used if safe to do so or by those trained to do so, usually fire wardens and only if it is safe to do so.



3. FIRE EVACUATION RESPONSIBILITIES

In order to facilitate safe evacuation responsible persons need to be prepared. The Bursar is responsible for ensuring that all staff receives adequate training in these fire emergency procedures, fire wardens are appointed and trained, and that a person is appointed to take charge, the 'Emergency Coordinator'.

Emergency Coordinator

Day Time: Bursar or senior member of staff

Night Time: Sleeping accommodation - Junior Dean

Other Hall facilities – Regent or Vice Regent

Do not take personal risks through delay.

Set up a control point at the assembly point
Receive and collate information from Fire Wardens
Ensure that the Fire Brigade has been called.
Authorise re-entry when told safe to do so by emergency services.

If the Fire Service are called, someone will have to meet them at the front of the building, take the FIRE INFORMATION PACK (located by each Fire Alarm Panel).

Fire Wardens or a student from each property if Junior Dean not present

Ensure that all persons (including students, visitors and contractors) in your area evacuate by the nearest available escape route immediately.
Check your area, including any toilets, stock rooms etc, to ensure that all areas are evacuated.
Do not take personal risks through delay.
Where possible close doors.
Ensure the appropriate measures are adopted for any disabled persons who may be in your area.
Report to the Emergency Coordinator at the assembly point.

All Persons (Individual Responsibilities)

Know what action is to be taken on discovering a fire.
Know where to find fire alarm and fire fighting equipment.
Know the layout of your unit and the available escape routes.
Know how to get to the fire assembly point.
In the event of a fire alarm activation, use the nearest escape route and make your way to the assembly point.
Do not run.
Do not stop to collect personal belongings.
Do not use the lift.
Look after and escort your visitors and contractors to the assembly point.
Remain at the assembly point until you are instructed to move or re-enter the property

Disabled Persons (Blackfriars Hall Responsibilities)

Blackfriars Hall are responsible for ensuring the safe evacuation of disabled persons from the building. For all students or visitors who may be disabled, arrangements will be made to meet them in a place which enables safe evacuation. For students and employees, whether temporarily or permanently disabled The Bursar will ensure a Personal Emergency Evacuation Plan is prepared and persons trained in carrying it out.

Disabled Persons (Individual Responsibilities)

Ensure your manager is aware you may have difficulties in using the ordinary means of escape
Ensure a Personal Emergency Evacuation Plan has been prepared and persons trained your requirements
Ensure the PEEP is reviewed should your circumstances change
Make your way to the fire assembly point by the method in your PEEP.
Remain at the Assembly Point until you are instructed to move or re-enter the property.

Visitors and Contractors

All visitors and contractors must know what to do in the event of an emergency. It is therefore recommended that all visitors sign in at reception and are shown a copy of the emergency procedures and site rules, a copy of which can be kept in the signing in file.

Contractors undertaking any work involving heat or naked flame must be carefully controlled, by a 'permit to work' to ensure no combustible material is present and that adequate fire precautions are used.

Appendix D Fire Risk Assessment and Reviews

Held in hard copy by the Bursar.

Appendix E Maintenance / Testing Schedule

The safety and protection of staff and occupants of the premises will depend greatly on the reliable functioning of fire protection equipment such as fire detection and alarm systems, emergency lighting systems and fire extinguishing equipment.

To ensure that fire protection equipment is installed, tested and maintained to the relevant standards we will carry out the following checks;

Fire Extinguishers	Monthly	Check that all fire extinguishers are in their proper position, have not been discharged, lost or suffered obvious damage.
	Annually	Service by a competent person
	Annually	Thorough inspection and maintenance
Emergency Lighting	Monthly	Check the operation of every lamp, that emergency batteries are charging, that emergency power supply systems are working. Record any faults in a log and check that previously identified faults have been repaired.
	Annually	3 hour discharge test.
Fire Detection and Alarm Systems	Daily	Check that the alarm panel indicates normal operation free of faults.
	Weekly	Test at least one operating point or end of line switch on each zone circuit to sound the alarm and operate any other warning devices.
	Six-monthly and annually	Detailed examination and test of the system.
Fire doors	Weekly	Check the operation of any holding open devices in conjunction with the fire alarm test.
	Monthly	Check the operation of self-closing devices and intumescent strips. Check hinges are in good working order and screws are present, check for holes and areas of breached compartmentation. Record any faults in a log and check that previously identified faults have been repaired.
Breaches in compartmentation	Monthly	Check for breaches in compartmentation, such as holes in walls where wires pass through, ceiling tiles missing, cracks in walls, etc.

Appendix F Contractors Code of Practice

Health & Safety – Contractors on Site

During your visit to Blackfriars Hall, your personal safety is very important to us. You also have an impact on the environment and safety of other people on site.

To ensure your visit is a safe one please read the following:

If you have any questions please don't hesitate to ask.

- All contractors must sign in and out with the Bursar or Accommodation & Accounts Officer. Always wear your contractor identification badge, ensuring it is visible and return it to the lodge when leaving site.
- Before you start any work, ensure you check the asbestos register.
- Smoking is not permitted anywhere on the Hall site.
- You must comply with ALL site instructions and PPE signage.
- You must be aware of:
 1. Your risk assessments and method statements for the job to be carried out.
 2. The people who may be affected by your work.
 3. The measures to prevent yourself and other people being injured or exposed to health risks.
 4. What PPE you are required to wear.
 5. The location of any likely asbestos containing materials.
- If you discover a fire:
 1. Raise the alarm by using the nearest fire alarm call point.
 2. Alert other people in the area.
 3. Evacuate the building using the nearest fire exit.
 4. As you leave the building close any open doors and windows on your way out.
 5. Once outside the building make your way to your designated assembly point.
- If the alarm sounds:
 1. DO NOT stop to collect your belongings.
 2. DO NOT use lifts.
 3. DO NOT run or panic.
 4. DO MAKE your way to the assembly point.
 5. DO NOT leave the assembly point or re-enter the building until you are told to do so.
- In the case of an injury or accident no matter how minor:
 1. Seek the attention of the local first aider. If no one is available contact reception or the Bursary.
 2. If the accident is more serious, ring the Lodge, who will contact the emergency services depending on what is required.

Note: As well as ALL injuries, ALL near misses/incidents MUST be reported to the Bursar. The Bursar and/or Accounts & Accommodation Officer will carry out area checks to review fire safety standards are being maintained following completion of work, especially for hot work.

Permits to Work

Permits to work are available from Peninsula Business Services for high risk work undertaken by contractors such as isolating smoke detection or processes involving heat.

Appendix G Personal Emergency Evacuation Plans

People who are disabled or vulnerable can find it impossible or difficult to quickly evacuate from a building to a place of safety in the event of a fire or other emergency.

The Regulatory Reform (Fire Safety) Order (RRO) requires persons in control of a building to prepare a Personal Emergency Evacuation Plan (PEEP) for each of these people (whether permanent or a visitor) to protect them from the hazard. For those people who need assistance the plan must provide all the necessary information that will enable them to quickly get out of a building or to manage their escape to a place of relative safety. It must also give managers and others sufficient information to ensure that the correct level of assistance is always available.

The safety of people occupying premises is always paramount. Persons in control of a building must recognise the fact that it is always their responsibility to plan for and manage the evacuation of a person from a building in the event of an emergency. It is never the responsibility of the Fire and Rescue Service.

A PEEP is a plan for escape in exceptional circumstances, in the event of an emergency. It has nothing to do with normal daily access and egress.

For persons who are resident in college we will use the information prepared by Peninsula in Guidance Note 2-3(UK) - Personal Emergency Evacuation Plans.

Appendix H Information for Students

In addition to induction meetings held in person, all Blackfriars Hall students are asked to view a fire safety training video produced for the Oxford Colleges by the Domestic Bursars' Committee of the Conference of Colleges. The video can be viewed at the link:

<https://www.youtube.com/watch?v=24ufYui3c5M>

Information about kitchen fire safety, electrical fire safety, and safe use of tumble dryers is posted in all student accommodation.