

# Fire Safety Statement of Intent & Policy

Applies to:

Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	X

Document Name	Version No.	Date Created	Author	Review Date
FIRE SAFETY POLICY	01	24/04/2022	Thomas Parker	24/04/2023



## CHANGE CONTROL

<b>Version:</b>	1	
<b>Approved by:</b>	SELT Head of SHE Services	
<b>Date approved:</b>	April 2023	
<b>Name of author:</b>	Safety, Health and Environmental Services Fire Safety and Emergency Planning Manager – Paula Johnston	
<b>Name of responsible committee:</b>	Health and Safety Committee	
<b>Related policies/guidance: (list)</b>	Fire Safety Arrangements Fire Safety Procedures H&S Statement of Intent and Policy	
<b>Equality impact assessment completed</b>	<b>Date:</b>	
	<b>Assessment type</b>	
	<input type="checkbox"/> Full <input checked="" type="checkbox"/> Part <input type="checkbox"/> Not required	
<b>Policy/guidance will be communicated via:</b>	Share Point, Google and Health & safety Management Systems	
<b>Next review date:</b>	April 2025	

## Contents

1. POLICY STATEMENT.....	4
2. LUMINATE GROUP POLICY AIMS.....	6
3. LUMINATE GROUP OBJECTIVES.....	6
4. DUTIES AND RESPONSIBILITIES.....	7
5. ARRANGEMENTS AND PROCEDURES .....	14
6. FACILITIES AND EQUIPMENT.....	14
7. SUMMARY POLICY STATEMENT .....	14
8. REVIEW.....	14

## 1. Policy Statement

Luminate Education Group and Leeds Conservatoire (The Group) accept their legal and moral responsibility for Health & Safety and are committed to ensuring all employees are protected so far as is reasonably practicable, from the risk of fire.

Luminate Education Group is committed to compliance with The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and is committed to continuous improvement in Fire Safety performance and to attaining the highest possible standards of compliance.

The principal objective of this Fire Safety Policy and associated arrangements is to provide a robust fire safety framework, to prevent injury or loss to any person affected by Group activities and to protect Group assets insofar as it is reasonably practicable.

The Group fully accepts responsibility for other persons who may be affected by Group activities such as students, visitors, other employers working on Group premises, the general public and other workers.

The Group is committed to:


- Compliance with The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and associated fire safety legislation, regulations, approved codes of practice and guidance. The RRFSO places duties on the 'responsible person' within each workplace, who is the employer or any person who has control of the premises.
- Continuous improvement in fire safety performance and to attaining the highest possible standards of compliance.

To facilitate the implementation of this Fire Policy and associated procedures, Occupational Health and Safety Management Systems (OHSMS) will be implemented and maintained throughout the Group.

This Policy will be regularly monitored to ensure that the objectives are achieved and reviewed annually or sooner in the light of legislative or organisational changes.

A positive fire safety culture can only be achieved if everyone plays their part. The Group wants everyone to promote and work towards a safe and secure working environment as this is the only way we can improve safety throughout the organisation. Further information and support can be provided by the Safety, Health and Environmental Services (SHEs).

Name Colin Booth OBE Position – CEO Luminate Education (Employer)


Signed  Date 25/04/2023

Name Dr Shaid Mahmood MBE Position – Chair of Governors

Signed  Date 25/04/2023

Name Joe Wilson

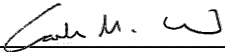
Position – Principal Leeds Conservatoire

Signed  \_\_\_\_\_

Date 24/03/2023

Name Carolyn Lord

Position – Chair of the Board Leeds Conservatoire

Signed  \_\_\_\_\_

Date 24/03/2023

Notes:

The Luminate Education Group (LEG) is a Further Education Corporation governed by a Board of Governors (the Group board) and consisting of Leeds City College, Keighley College and Harrogate College. LEG is the sole member of Leeds Conservatoire, a company limited by guarantee, governed by a Board of Directors.

This Policy is due to be reviewed on or before: April 2025

## **2. The Luminate Education Group Policy aims**

The Group accept their legal and moral responsibility and are committed to ensuring the Health, Safety and Welfare of employees, so far as is reasonably practical.

The aim of this Fire Policy is to state how the Group will meet its legal and moral obligations under current Fire and Health and Safety Legislation. To provide a working and learning environment that has the lowest possible fire risk and the most effective emergency procedures possible.

## **3. Group Objectives**

- 3.1. Set standards which will meet the relevant statutory requirements for Fire Safety matters that affects its own employees, students, contractors (and their employees) and the public visiting Group locations.
- 3.2. Provide a safe working and learning environment where fire risks are reduced to the minimum level possible and control measures are suitable and sufficient.
- 3.3. Arrangements for the planning, development and review of this Fire Safety Policy and associated procedural arrangements and where appropriate, develop these standards in the light of changes in legislation, working practices, technology, organisational change, fire related incidents, near-misses, and any national sector trends identified.
- 3.4. Undertake suitable and sufficient Fire Risk Assessments and to act upon findings to and ensure appropriate controls are implemented to mitigate those risks.
- 3.5. Ensure cooperation and consultation on fire safety issues with employees, other employers working on Group premises or other workplaces in which the Group operates.
- 3.6. Provide necessary information, instruction, training, and supervision to ensure that all employees are properly informed of their responsibilities for Fire Safety matters; any risks they face whilst at work; and the controls and procedures in place and to be followed.
- 3.7. Follow Group Health & Safety procedures for the reporting, recording and investigation of fire related incidents and near-misses ensuring that proportionate remedial action is taken to reduce the likelihood of reoccurrence.
- 3.8. Design, provide and maintain a safe working environment with respect to the Group estate, buildings, grounds, facilities, and equipment.
- 3.9. Ensure that suitable and sufficient training is identified, delivered and maintained to enable employees to discharge their duties safely and competently.
- 3.10. Comply with specific objectives as detailed in the Fire Safety Policy.
- 3.11. Work effectively with partners, stakeholders, and other agencies to ensure that fire safety standards are maintained or improved to meet the needs of Group staff, students, and any changes in legislation.
- 3.12. Promote a positive Fire Safety culture throughout the Group.
- 3.13. Ensure that this written statement of Luminate Education Group Fire Safety Policy is brought to the attention of all employees.
- 3.14. In the application of this Fire Safety Policy, make available the necessary resources including finance, equipment, personnel, and time to ensure the health and safety of all employees and others who may be affected by Group activities.

To assist in discharging responsibilities for fire safety as required the Group will engage the services of individuals from within the staff body and, as appropriate, additional external consultants to provide specialist competent support.

#### **4. Duties and Responsibilities.**

All employees and anyone working off-site on Luminate Education Group activities are responsible for ensuring they work in a manner that reduces any risk of a fire occurring or developing by their own actions/activities. It is important for everyone to act responsibly at all times and activity should not be carried out unless it is safe to do so.

Whilst everyone has fire safety responsibilities as part of general health & safety policy, listed below are specific responsibilities for individual post holders and different groups within the organisation.

##### **4.1 Luminate Education Group – Chief Executive Officer (CEO)**

The CEO has overall executive responsibility for all safety within Luminate. It is the CEO's responsibility to ensure that the fire safety framework, as agreed by the Board of Governors, is implemented.

The Regulatory Reform (Fire Safety) Order (RRFSO) places duties on the 'responsible person' within each workplace, who is the employer or any person who has control of the premises. Therefore, the management and supervision of the regulations is devolved via the CEO to the College / Site / Service Principal Managers.

##### **4.2 Luminate Education Group Board of Governors (Board)**

The Board accepts its collective role in providing Fire Safety Leadership. It expects management to ensure that all regulations and legislation relating to Fire Safety are an integral part of Luminate operations. It is the Board's responsibility to ensure that sufficient funds are available and identified to provide appropriate training and equipment and to maintain life systems and premises to provide a good standard of fire safety. The Board will ensure that its decisions reflect Group fire safety intentions, as articulated in the Fire Safety Statement of Intent and Policy.

##### **4.3 Leeds Conservatoire Board of Directors**

The Board accepts its collective role in providing Fire Safety Leadership. It expects management to ensure that all regulations and legislation relating to Fire Safety are an integral part of the Conservatoire's operations. It is the Board's responsibility to ensure that its decisions reflect the Conservatoire's fire safety intentions, as articulated in the Policy statement.

##### **4.4 Luminate Group Executive Leadership Team (ELT)**

The ELT have delegated responsibility from the CEO to provide a safe working environment under Fire Safety legislation and to implement the fire safety framework, as agreed by the Board of Governors. ELT are also responsible for exercising the organisation's duty of care and shall ensure adequate resources are allocated for implementing this Policy and any associated safe systems of work within the Group.

In practice, the ELT will delegate responsibility for Fire Safety Management to the Campus Principal / Site / Services Managers.

#### **4.5 Group Vice Principal Development (ELT member)**

The Group Vice Principal Development has overall responsibility for the work of the Health, Safety and Environmental Services (SHEs) and in particular for ensuring that the Group's; Health and Safety Policies are implemented and reviewed regularly, to undertake the duties of the Chair of the Group's Health and Safety Committee.

The Regulatory Reform (Fire Safety) Order (RRFSO) 2005 places duties on the 'responsible person' within each workplace, who is the employer or any person who has control of the premises. Therefore, the management and supervision of the regulations is devolved via the CEO to the Group Directors, Principals and Heads as detailed in this policy.

#### **4.6 Group Director of Estates**

The Group Director of Estates is the '**Duty Holder**' under the RRFSO. The Duty Holder is responsible for ensuring that Group buildings are designed and built to be protected, so far as is reasonably practicable, from the effects of fire. They will work collaboratively with and seek advice and information from the SHE Services to assist them in discharging this duty effectively.

The Group Director of Estates has overall responsibility for ensuring that the Group's estate is maintained in a safe condition and suitable for day-to-day occupation and in particular ensure that: fire safety provisions are in place and maintained in accordance with current Legislation and guidance.

The Group Director of Estates will ensure that the necessary management arrangements and effective monitoring and reporting processes are in place across the entirety of the Luminare physical estate.

In practice, the Group Director of Estates will delegate operational responsibility to the relevant competent manager.

#### **4.7 Group Capital Projects Director**

The Group Director of Capital Projects has the responsibility to ensure that:

- 4.7.1. The design specification of projects involving new build and material alterations to existing buildings take account of fire risks and relevant fire safety and loss control standards.
- 4.7.2. Modifications to buildings receive the necessary statutory approvals from appropriate authorities.
- 4.7.3. Any works that involve temporary or permanent changes to engineered fire safety measures or fire escape routes are referred to the SHE Services, where relevant, prior to implementation.



- 4.7.4. They engage the services of a suitably qualified industry specialist for any works that involve temporary or permanent changes to engineered fire safety measures or fire escape routes.
- 4.7.5. All duties to prevent the risk of fire are met as specified in the CDM Regulations 2015 and Building Regulations, approved documents.
- 4.7.6. Final sign off is provided to authorise building occupancy upon project completion.

#### **4.8 Luminare Estates Campus Facilities Managers and Assistants**

The Luminare Estates Facilities Managers and Assistants have the responsibility to:

- 4.8.1. Ensure fire detection and warning systems, sprinkler systems, emergency lighting, dry/wet risers, fire hydrants, portable firefighting equipment, fire signage and fire safety measures for limiting the spread of fire and smoke are tested, to the appropriate standards.
- 4.8.2. Ensure a suitable fire emergency response plan is in place for each building. Respond to any fire emergency including management of alarm activations, investigating the cause of the alarm and contacting F&RS.
- 4.8.3. Ensure that security of the building is maintained in the event of a building evacuation and including building re-entry.
- 4.8.4. Liaise with Fire & Rescue Service, provide relevant information and accompany them on site as applicable.
- 4.8.5. Ensure CCTV is monitored and respond to suspicious / malicious activity.
- 4.8.6. Include fire safety as part of regular workplace inspections.
- 4.8.7. Report all fire incidents, including false alarms to SHE Services.
- 4.8.8. Ensure staff receive adequate training to enable them to undertake their role.
- 4.8.9. Implement actions from fire risk assessments.
- 4.8.10. Liaise with Campus Principal / Heads of Service and Campus leads to ensure termly fire evacuation drills are completed.
- 4.8.11. Record all checks, testing, fire events, evacuation drills etc in the Building Fire Logbook.
- 4.8.12. Ensure that buildings and building services contractors are informed, before starting work, of the building fire evacuation procedures and other relevant fire safety provisions.
- 4.8.13. Ensuring fire risks resultant of departmental activities are identified, assessed, and mitigated to as low as is reasonably practicable. Appropriate controls are put in place and communicated.
- 4.8.14. Carry out initial investigations into fire safety incidents and report findings to SHE Services.

#### **4.9 Head of Safety, Health and Environmental Services (SHE)**

The Head of SHE Services is appointed as the Luminare Education Group Competent Person for health and safety and has day-to-day responsibility for the work of the SHE Services. The Head SHE Services has the responsibility to:

- 4.9.1. Develop and implementation of Group Fire Safety Policies.
- 4.9.2. Develop Group Emergency Procedures.
- 4.9.3. Act as the point of contact for, and liaising with, outside agencies on fire, and environmental safety.
- 4.9.4. Ensure appropriate fire safety training is made available to all members of staff.
- 4.9.5. Ensure where appropriate, fire incidents, near misses and other fire safety concerns are fully investigated, and suitable records are maintained.

- 4.9.6. Monitor fire safety performance through the analysis of audit, accident, near miss and training data.
- 4.9.7. Provide regular and annual Fire Safety Reports to the Luminate Group Health and Safety Committee and the Board of Governors.
- 4.9.8. Provide updated Fire Safety data for Principals / Heads of Service and Campus Leads.
- 4.9.9. Ensure Fire Risk assessments are undertaken, proportionate to the level of risk and to act upon findings.
- 4.9.10. Develop Personal Emergency Evacuation Plans (PEEPs) for staff who require assistance to evacuate.
- 4.9.11. Liaise with curriculum managers and Estate Services to ensure termly Fire Evacuation drills are completed and recorded.

In practice, The Head of SHE Services will delegate operational responsibility to the Fire Safety and Emergency Planning Manager and SHE Advisors

#### **4.10 Fire Safety and Emergency Planning Manager**

The Fire Safety and Emergency Planning Manager is the Luminate appointed 'competent person' and will implement the fire safety strategy. The Fire Safety and Emergency Planning Manager is part of SHE Services who advises the Luminate Group in all aspects of fire, both reactive and proactive, aligned with up-to-date regulatory framework guidance to enable the Group to comply with legal obligations required by Fire Safety Legislation. The Fire Safety and Emergency Planning Manager is responsible for:

- 4.10.1. Undertaking and coordination of Group programme of fire risk assessments, monitoring actions through to completion and escalating non-conformance.
- 4.10.2. Provision of a fire safety training programme.
- 4.10.3. Consulting with Fire & Rescue Service, Borough Councils, Building Control, and other authorities on fire safety matters.
- 4.10.4. Comment on fire safety elements of building designs as required by the Estates and Capital Projects teams.
- 4.10.5. Provide advice and guidance on fire safety for staff and students where a permanent or temporary mobility impairment is disclosed including providing Personal Emergency Evacuation Plans (PEEPS) for staff where required.
- 4.10.6. Investigate incidents involving fire and fire alarm activations, identify problems and advise on corrective actions.
- 4.10.7. Undertake general day to day monitoring of fire precautions across the Group.
- 4.10.8. Prepare reports on Fire Safety to the Luminate Group Health and Safety Committee as required i.e., fire drills, alarm activations, training.
- 4.10.9. Ensure formulation and organisation of evacuation procedures, fire drills and emergency plans.
- 4.10.10. Develop and review fire policies, procedures, and guidance with approval of the Health & Safety Committee, to define fire safety standards and give practical guidance.
- 4.10.11. Ensure a suitable fire emergency response plan is in place for each building.
- 4.10.12. Ensure periodic inspection of Group premises and the monitoring of fire safety standards or procedures.

- 4.10.13. Ensure that periodic evacuation drills are rehearsed at least annually in line with the risk profile of the premises that the outcome is recorded and actions completed for all occupied buildings.
- 4.10.14. Provide final sign off to authorise building occupancy upon project completion.
- 4.10.15. Liaise with Fire & Rescue Service, provide relevant information and accompany them on site as applicable. Investigate all fire incidents, and take appropriate action for continuous improvement.
- 4.10.16. Develop suitable emergency plans for the Group complementing the Business Continuity Plans.

#### **4.11 Campus Principal / Site / Services Managers**

The Campus Principal / Site / Services Managers have delegated management responsibility for ensuring the Fire Safety Policy is communicated and implemented and must:

- 4.11.1. Appoint Campus Evacuation Controllers for buildings of which they are responsible.
- 4.11.2. Ensure staff receive adequate training to enable them to undertake their role.
- 4.11.3. Ensure modifications to the facilities under their control are made in consultation with the Estates and Capital Projects team and that fire design strategy elements are integrated into any modifications.
- 4.11.4. Release staff to attend fire safety training and undertake fire related duties.
- 4.11.5. Ensure that all migration works to a building's fabric and its associated mechanical, electrical, and plumbing services are undertaken by Estates and Capital Projects team.
- 4.11.6. Take the lead role in coordination and cooperation in respect of fire safety matters, in the case of joint occupancy of a building where they occupy the greatest share.
- 4.11.7. Ensure the implementation of appropriate Personal Emergency Evacuation Plans (PEEP's) for all persons, including adequate Fire Marshal provision, seeking advice from SHE Services.
- 4.11.8. Ensure staff are encouraged to actively challenge and/or report any fire safety related matters.
- 4.11.9. Implement actions from fire risk assessments, where these are related directly to the area.
- 4.11.10. Ensure satisfactory fire drills are carried out at all premises owned or controlled by the Luminare.
- 4.11.11. Include fire safety as part of regular workplace inspections.

#### **4.12 Campus Evacuation Controller**

The Campus Evacuation Controller is responsible for supporting Estates in managing fire alarm activations and emergencies on Group premises and grounds. Should a property have no fixed Estates presence, the evacuation controller must appoint staff members to undertake the estates role in the event of an evacuation, fire or incident including incident investigator, alarm panel management. The Campus Evacuation Controller must:

- 4.12.1 Facilitate in the implementation of the Fire / Emergency Response Plan for any building they manage.
- 4.12.2 Support Estates to manage emergencies by ensuring the response is fit for purpose.
- 4.12.3 Support Estates in ensuring the security of the building is maintained in the event of a building evacuation and to facilitate building re-entry.

#### **4.13 Facilities Manager/Assistant Manager/ (Incident Investigator)**

The Facilities Manager and Assistant Manager (Incident Investigator) is responsible for investigating all alarm activations, including pre-alarms. They will act as a resource to Fire and Rescue Service by providing building information including floor plans and service isolations. They will also ensure buildings/areas are safe prior to re-entry and that all fire systems are reset.

#### **4.14 Fire Marshals**

The Fire Marshal's role is voluntary as identified by Departmental Heads. The main responsibilities of a Fire Marshal are to:

- 4.14.1. Assist in ensuring the safe evacuation of building occupants.
- 4.14.2. Act as a resource to the Campus Evacuation Controller whilst the emergency is in progress by performing additional duties, such as preventing persons from entering a building, operating refuge communication systems, managing assembly points.
- 4.14.3. Additional fire marshals may be recruited from time to time on a temporary basis to respond to changes in operational needs.

#### **4.15 Departmental Heads**

The Head of Department must:

- 4.15.1. Monitor compliance to fire safety within their area of responsibility.
- 4.15.2. Act as a point of contact for information relating to fire safety matters in their department.
- 4.15.3. Disseminate relevant fire safety information, including delivering local fire safety information as part of the induction of new staff.
- 4.15.4. Provide advice/guidance to help maintain fire safety standards in their department.
- 4.15.5. Ensure that all activities carried out within their department are risk assessed and the findings recorded and regularly reviewed.
- 4.15.6. Identify training needs for staff and ensure staff complete training (mandatory and role-specific) to allow them to carry out their role safely.
- 4.15.7. Ensure fire risks are controlled in relation to any hazardous substance, work process or activity in their school using the available resource.
- 4.15.8. Notify SHE Services of any staff member requiring a Personal Emergency Evacuation Plan (PEEP).
- 4.15.9. Ensure sufficient numbers of fire marshals are appointed in their area to support effective evacuation.
- 4.15.10. Ensuring suitable resources are identified in order that a student PEEPs are completed, where required.
- 4.15.11. Liaise with SHE Services for any advice where necessary on all matters related to fire safety.

#### **4.16 Teaching Staff**

Teaching staff are responsible for:

- 4.16.1. Ensuring they are informed of fire safety arrangements including local procedures and evacuation procedures and the assembly points as displayed on the fire action notices.
- 4.16.2. Ensuring they brief students on the fire evacuation procedure at induction, and at periodic intervals.
- 4.16.3. Evacuating their class in cases of emergency, via the nearest safe exit.
- 4.16.4. Providing support to those who require it such as vulnerable persons, as they exit the building.
- 4.16.5. Reporting relevant information to a Fire Marshal once safe to do so.
- 4.16.6. Supervising their students, and others as necessary at the assembly point and during re-entry.

#### **4.17 Individual Employee**

All individual employees must familiarise themselves with the fire and emergency instructions, fire precautions and action to take upon discovering a fire.

All employees must:

- 4.17.1 Undertake fire related training as defined by their Department Head and follow local procedures in an emergency.
- 4.17.2 Report any urgent fire safety issues immediately to their Department Head and/or Estates and Capital Projects teams as appropriate.
- 4.17.3 Not misuse any fire equipment including inappropriate use of fire extinguishers, including the propping open of doors.
- 4.17.4 Ensure that any activity that might pose a fire risk is adequately risk assessed by a competent person, Particular attention should be paid to young persons and children visiting the Luminare sites.
- 4.17.5 Support the Group in its planned fire drill schedule by treating all drills as if they are a real emergency and evacuate to plan.

#### **4.18 Students and Visitors (including contractors and members of the public)**

All students, visitors, contractors, and members of the public must:

- 4.18.1. Ensure they do not put themselves at risk of fire by their acts or omissions.
- 4.18.2. Know what actions to take in the event of discovering a fire, as highlighted on fire action notices displayed within all Group buildings.
- 4.18.3. Upon hearing the alarm, evacuate the building by the nearest safe emergency exit.
- 4.18.4. Comply with all fire safety instructions provided by the Group or by a fire marshal.
- 4.18.5. Not tamper or misuse any fire safety equipment provided by the Group.

#### **4.19 Student Union**

Note: This Section does not apply to the Conservatoire

The main responsibilities of the Student Union are to:

- 4.19.1. Disseminate relevant fire safety information.
- 4.19.2. Provide advice/guidance to help maintain fire safety standards.
- 4.19.3. Ensure fire safety is controlled in relation to any hazardous substance, work process or activity in their school using all available resources.
- 4.19.4. Ensure training needs are identified and all training is suitable and sufficient.
- 4.19.5. Liaise with the Safety Health and Environmental Services, for advice where necessary.
- 4.19.6. Ensure reporting of all accidents/incidents in line with Luminate procedure.

#### **5 Arrangements/procedures**

Procedures and guidance documents on Fire Safety, advice and general support are available via Safety Health & Environmental Services. [SHE.Services@luminare.ac.uk](mailto:SHE.Services@luminare.ac.uk)  
Telephone: 01132 35 4413

#### **6 Facilities and equipment**

To ensure the successful implementation of this Policy each Group site will be provided with basic facilities and equipment that must be accessible to all employees. meet the requirements of current legislation and the requirements of a suitable and sufficient fire risk assessment for the area/premises.

#### **7 Summary policy statement for all members of staff**

The following key points are the most important in relation to maintaining fire safety on Luminate premises.

- Ensure there is an understanding of all responsibilities in relation to fire safety for yourself, your colleagues, students, contractors and visitors.
- Ensure there is an understanding of any procedures and guidance, to enable you to undertake your job safely and without endangering anyone who could be affected by your acts or omissions.
- Ensure that you report any fire safety matters (e.g., a workplace issue, a procedural issue) that you believe is unsafe, as soon as is practical after first making attempts to immediately rectify the issue. Reports must be to your line manager in the first instance, who must then report the non-conformance incident/issue on the Group Health & Safety management reporting system or directly to SHE Services.

#### **8 Review**

Luminate Education Group reserve the right to review this policy at any time. However, at minimum, this will be no later than April 2025

The Senior Executive Leadership Team (SELT) and approved Trade Union Representatives to be consulted on any changes proposed to this policy.

07.07.22