

## HAVEN HIGH TECHNOLOGY COLLEGE FIRE RISKS POLICY

### Introduction

The Management of Health & Safety at Work Regulations 1999 requires that employers carry out risk assessments for the purpose of identifying what must be done to safeguard employees and other persons from fire. This applies to all premises, including schools.

Responsibility for managing fire risks, like managing other Health & Safety risks, lies with the Executive Headteacher and the Governing Body, delegated to the College's Health & Safety Officer.

The purpose of any risk assessment exercise is to identify what preventative and protective arrangements must be implemented to safeguard those at risk. Priority must be given to ensuring that adequate arrangements are in place to prevent fires starting and to limiting the likelihood of injury and damage if a fire starts.

Haven High will conduct a fire risk assessment annually checking the following:

- that a fire can be detected in a reasonable time and that students, staff and visitors to the College can be warned
- that anyone who may be on the premises can get out safely
- that reasonable fire-fighting equipment is provided
- that those on the premises know what to do if there is a fire
- that fire safety equipment is properly maintained

A Fire Risks Checklist is as follows:

	Details	Yes	No	N/A
1	A Fire Risk Assessment has been carried out and the significant findings recorded			
2	The Fire Alarm is on a maintenance contract with specialists			
3	The Fire Alarm sounders are tested weekly from a different call point and records kept			
4	Emergency lights are tested twice per year and records kept			
5	Staff are instructed in the Fire Safety Procedures identified by the Fire Risk Assessment			
6	Fire Drills are held 3 times per year and records kept			
7	Fire Extinguishers are maintained annually by a specialist			
8	Designated members of staff have been trained in the use of Fire Extinguishers			
9	The Boiler Room is kept clear of combustible materials			
10	There will be no excessive accumulations of waste material			
11	All exits are kept clear and capable of being opened from the inside			
12	Signs incorporating "pictograms" show designated Fire Exit routes			

**HAVEN HIGH TECHNOLOGY COLLEGE**  
**FIRE RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS**

**Premises and Description**

Haven High is a secondary school, a one storey construction in open grounds with play areas and a sports field. There is a separate block containing a staircase leading to a classroom and practical rooms.

**1. Fire Hazards identified in the Premises:**

**a. Combustible materials and flammable liquids/gases hazard**

Students coats & bags, books, paper, displays, carpets. PE equipment, foam filled chairs, waste paper/packaging, combustible material in Science prep rooms, combustibles in Food room and Technology and Science rooms.

**b. Source of ignition hazards**

Fixed and portable electrical equipment.

**2. Risk assessment and control measures**

**a. Preventing a fire starting.**

The main control measure to prevent fire starting in college is to ensure that combustible materials do not accumulate around electrical equipment, staff are aware of this and routine monitoring is carried out by the H&S officer. A high proportion of combustibles are kept in store rooms, items being stacked carefully to prevent any likelihood of contact with lights.

Waste bins are emptied into black sacks and put into bins located clear of the buildings. Any large amount of waste is collected immediately.

The boiler is located in a separate room which is kept free of combustibles.

All electrical equipment is tested annually and maintained or replaced as necessary.

Contractors are aware of all College policies.

**b. Limiting the injury and damage if a fire starts.**

- No one is particularly at risk from fire. Combustible materials are kept safe.
- During the normal College day, staff are in and around the building and therefore a fire developing would be noticed straight away. A breakglass electric fire alarm system is fitted with points around the College. The alarm can be heard in all parts of the College.
- The extended School Coordinator will ensure that people using the premises out of normal school time, will be aware of fire safety procedures.

**3. Means of Escape**

- The doors leading onto corridors are self-closing and fire resisting.
- Exit doors at the base of the staircase are outward opening to prevent a rush of people jamming the exit.
- Fire doors are positioned on long corridors to prevent smoke from affecting all of the room exits if a fire starts

- All exit doors are unlocked whilst the school is occupied or capable of being easily unlocked from the inside
- All exit doors lead to the outside of the premises where it is possible to reach the assembly point in a safe area
- The escape routes are short enough to ensure that all of the school can be evacuated in less than 3 minutes
- Emergency lights are positioned in the corridors and all exit routes and doors are signed with the “Fire Exit” notices incorporating “pictograms”

#### **4. Fire Fighting Equipment**

- Dry powder extinguisher and a fire blanket are located in the kitchen and HE Room
- Carbon Dioxide extinguishers and fire blankets are located in laboratories and in the Technology areas
- Water extinguishers are located in the corridors
- Carbon Dioxide extinguishers are located near the Information Technology Room and Office areas

#### **5. Planning for an Emergency**

- Procedures to follow in the event of a fire are displayed on notices around the college
- Staff are instructed of these on their induction and the procedures are tested by carrying out a regular Fire Drill practice.

#### **6. Maintenance and Testing of Fire Equipment**

- The following is carried out by the Site Managers:
- The Fire Alarm is tested from a different point each week
- The self-closers on fire doors are checked weekly to ensure they fully close automatically
- The fire extinguishers in the corridors and Boiler House are checked visually every week to ensure they are present and unused
- The emergency lights are tested in accordance with BS5266 (checked monthly that lights illuminate when power switched off, every 6 months the monthly test is repeated but lights left on for a least one hour, every 12 months the monthly test is repeated but lights are left on for at least 3 hours)
- Fire extinguishers are serviced annually by the Fire Brigade

#### **Assessment Conclusion and any Risk Reduction Measures necessary**

The above measures are adequate to control the risks from fire. The conclusion is confirmed by satisfactory reports in the past from Fire Brigade Inspectors.

Assessment carried out by:

Date:

## **FIRE POLICY**

- A designated Fire Officer will manage all fire related issues and monitor their management
- A Fire Drill Policy should be put in place and updated 3 times a year
- A programme of Fire Risk Checklists will be put into place and monitored
- A Risk Assessment is to be carried out and updated whenever appropriate according to the Safety at Work Regulations 1999
- Records of all maintenance of Fire Alarms, doors, signs and equipment will be maintained for inspection by the Fire Safety Audit

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