



## 12a Prevention of Fire Risks Policy

Scope:	Whole School including EYFS
Release date:	September 2023
Review date:	September 2024
Author:	Operations Bursar S Brown
Reviewed by:	Operations Manager
Approved by:	Board of Governors

### Linked Documents:

This Policy should be read in conjunction with the:  
12b Prevention of Fire Risks Policy

### Acronyms

CCTV – Closed Circuit Television

CLEAPS - Consortium of Local Education Authorities for the Provision of Science Equipment

PAT – Portable Appliance Testing

PPE- Personal Protective Equipment

### Availability

This policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Office.

### Purpose

This document contains information and guidance to managers and staff on the School's arrangements for ensuring adequate fire prevention measures are in place across the site. It should be read in conjunction with the Fire Procedures and Emergency Plan.

Derby Grammar acknowledges that the Regulatory Reform (Fire Safety) Order 2005 applies to all School premises. Further to this, the Operations Manager will ensure that a regular Fire Risk Assessment is completed for the School's premises, ensuring that it is kept available for inspection as a working document.

### Responsibility

The policy is maintained and reviewed annually by the Operations Bursar in conjunction with the Site Manager. Input from the Heads of Operations Departments and some academic staff will be necessary.



### **Risk Assessment**

A fire risk assessment is carried out every 3 years or when there is a material change and will be reviewed internally every 12 months. This risk assessment is considered to be a key document in advising the School and its staff on fire risk prevention and the precautionary arrangements required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.

The Operations Manager will ensure that actions identified as a result of the review are implemented within a reasonable and practicable timescale to ensure that fire risks are minimised as far as possible. Any high priority / priority 1 actions must be addressed within 24 hours of receipt of the report.

### **Fire Hazards**

The following general fire hazards must be considered on site:

- Electrical equipment
- Laboratories
- Smoking
- Flammable and combustible substances
- Portable heaters
- Naked flames and gas appliances
- Arson

### **Electrical equipment**

- PAT assessment on a rolling programme is managed by the Site Manager.
- Electrical equipment should be switched off when not in use – staff and pupils are reminded.
- Extension cables must not be plugged into other extension cable.
- Central 'cut off' points are located in the science and DT laboratories.
- Electricity and electrical equipment is reviewed as a hazard within general school risk assessments.

### **Laboratories**

- All equipment is regularly checked and maintained in good order by science and DT staff.
- Pupils are not allowed to enter laboratories unsupervised.
- Pupils receive guidance on safe laboratory practice together with information sheets for permanent reference.
- All potentially hazardous equipment and procedures are carried out with strict adherence to CLEAPSS guidance.
- All chemicals are used within COSHH guidelines and are stored in appropriate containers within the prep room and a full contents list is available.
- Fire proof bins are present in each science laboratory for discarding any hot materials.

### **Smoking**

- Smoking is not permitted.
- Flammable and/or combustible materials are stored in accordance with COSHH guidelines and inspected regularly by members of staff responsible.
- All containers and storage are clearly labelled.
- Where appropriate, staff are provided with regular COSHH training.
- Individual departmental risk assessments consider relevant flammable and combustible materials.
- Derby Fire and Rescue are aware of the location on site of hazardous substances and have it marked on their site plan.



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## Where you belong

### Grounds

- Some gardening equipment is stored in a locked metal container on the hardcourt.
- A petrol lawnmower is kept in the locked container.
- A maximum of 60 litres of fuel is kept in appropriate containers in the locked container.

### Portable heaters

- Staff are reminded about the risk of portable heaters.
- Where their use is evident, they are incorporated into the relevant risk assessment and staff informed that they must be positioned appropriately and never covered.

### Naked flames and gas appliances

- Gas appliances are only present in areas deemed necessary and appropriate.
- The use of Bunsen burners is covered by the science staff and the relevant risk assessments in place. All staff and pupils are trained in safe practices and are issued with correct PPE.
- Bunsen burners are inspected and replaced as necessary.
- There are gas isolation points separate from practical areas.
- All gas appliances are regularly inspected.
- Suitable checks are carried out on operations contractors with fire safety forming a key part of this. Where appropriate, the use of a hot work permit must be implemented and recorded.

### Arson

- Site security is regularly reviewed and monitored and with CCTV in operation at appropriate points throughout the site.
- All visitors sign in and out at Reception.
- Duty staff make regular site checks to ensure that, as far as reasonably practicable, no one unexpected is on site.
- Staff are aware that strangers on site should be offered assistance and challenged as to their identity and purpose on site.
- Security is in place to ensure the building is fully locked down every evening.