



Prevention of Fire Risks Policy

Academic year: 2018-2019

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 Safety Policy.

Derby Grammar acknowledges that the Regulatory Reform (Fire Safety) Order 2005 applies to all School premises. Further to this, the Site 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 Fire Safety Officer (Bursar) in conjunction with the Site Manager. Input from the Heads of Operations Departments and some Heads of Departments from the academic staff will be necessary.

Risk Assessment

A fire risk assessment is carried out annually. 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 Site 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 the College site:

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

Electrical equipment

- Annual PAT assessment on a rolling programme managed by Site Manager.
- Electrical equipment should be switched off when not in use – staff and pupils reminded.
- Extension cables must not be plugged into other extension.
- 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.

Laboratory equipment

- All equipment is regularly checked and maintained in good order by science department 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.
- Fire proof bins are present in each science laboratory for discarding any hot materials.

Smoking

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

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.
- PAT are carried out.

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.
- Any 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 there is CCTV in operation at appropriate points throughout the site.
- Visitors to site are asked to sign in at Reception or with the relevant department during the School day.
- Duty staff make regular site checks to ensure that, as far as reasonably practicable, that 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.