



# FIRE PREVENTION POLICY

---

Date of Policy	September 2018
Approved by Principal	September 2018
Next Review Date	September 2019
Lead for Review	Operations Manager

## Aim:

To eradicate or minimise the risk of fire in all buildings.

## Purpose:

- To ensure procedures are in place to eradicate or minimise the risk of fire in all college buildings, both academic and residential.
- To ensure all staff/students are made aware of risks from fire and appropriate courses of action.
- To conform to all fire regulations.

## Procedure:

- Fire risk assessments to be completed on all buildings and reviewed annually or when any changes to buildings occur.
- Practice fire drills to be conducted once termly in teaching buildings and recorded on a fire exercise form (Appendix A) and recorded in the fire log book in the relevant building.
- Practice fire drills to be conducted twice termly in residential buildings, once on a weekday and once on a weekend and recorded on a fire exercise form. (Appendix A) and recorded in the fire log book in the relevant building.
- All fire equipment to be regularly serviced.
- Fire alarms and emergency lighting in all buildings to be inspected tested and recorded quarterly.
- All new staff to be inducted on fire evacuation procedures.
- All new students to be taken through fire evacuation procedures and muster points during Induction at the college at the start of term and to be advised of fire evacuation procedures in the Welcome Pack in their residences.
- All new students are given fire induction at their relevant residences, including being shown videos of the effects of fire and how it can be prevented. All have to sign to say they have seen the videos and had the training .These sign sheets are kept by the Operations Manager once completed. Over 18 students in unsupervised houses are also shown how to operate a fire extinguisher in case of an emergency. All to be completed by end of their first month with us ( September or January )
- All staff to attend internal fire training sessions.

- Data sheets to be provided and COSHH assessments to be conducted on all chemicals and cleaning products.
- A list of chemicals within the Science department to be lodged in Registrar's office and to be brought out in case of fire to give to the fire brigade when they arrive.
- All chemicals within the Science department to be signed in and out by the Lab Technician.
- Main chemical store in lower prep room and chemical and flammable stores in upper prep room only accessible to Lab Technician and Head of Science.
- Chemical Prep rooms to be locked at all times and on key code.
- All Science department flammable products to be stored separately in lockable flame proof storage cabinet. (Located in upper prep room.)
- All Science department poisonous or harmful chemicals to be stored in separate in lockable COSHH cabinet (Located in upper prep room.)
- All Science department radioactive products to be stored in separate lockable COSHH cabinet. (Located in lower prep room.)
- All cleaning flammable products to be stored in main cleaning cupboard and building cleaning cupboards at various buildings in lockable, flame proof, storage cabinets.
- Fire arrangement notices to be posted throughout college buildings.

## Responsibility:

- All aspects of Health and Safety are overseen by Operations Manager.
- Ultimate responsibility for this policy and procedure lies with the Principal.
- All staff and personnel in the organisation will be responsible for adhering to this policy.

# APPENDIX A

FIRE EXERCISE

CATS College  
Location :  
Date :

START TIME:	FINISH TIME:
-------------	--------------

HOW LONG DID IT TAKE TO EVACUATE STUDENTS?

DID STUDENTS MAKE THEIR WAY TO THE DESIGNATED MUSTER POINT?

WAS EVACUATION PROCEDURE FOLLOWED?

APPROXIMATE NUMBERS PRESENT

CAUSE OF ALARM  
PLANNED DRILL?  
  
FALSE ALARM?.....  
  
FIRE?

SIGNED

DATED