



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

Fire Prevention Policy

Updated	March 2017
Review Date	March 2019
Key Staff	Welfare, Health and Safety Officer, Operations, Reception, Tutors, PTs, House Supervisors, Head Accommodation, Science DEPT, Head Of House
Lead Staff for Review	Operations Manager Cambridge

Contents

1	Aim	3
2	Purpose	3
3	Procedure	3
4	Responsibility	4

Aim

The aim of this policy is to minimise or eradicate 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 course of action.
- To conform to all fire regulations.

Procedure

General

- Fire risk assessments are to be completed on all buildings and reviewed annually or when any changes to buildings occur.
- Practice fire drills are to be conducted once termly in teaching buildings and recorded on the fire exercise form (Appendix A) and in the fire log book in the relevant building.
- Practice fire drills are to be conducted twice termly in residential buildings, once on a weekday and once on a weekend and recorded on the fire exercise form (Appendix A) and in the fire log book in the relevant building.
- All fire equipment is to be regularly serviced.
- Fire alarms and emergency lighting in all buildings is to be inspected and tested and recorded quarterly.
- All new staff are to be inducted on the fire evacuation procedure.
- All new students are to be taken through fire evacuation procedure and muster points during induction at the college at the start of term and as part of the induction in their boarding house.
- All staff are to attend internal fire training sessions.
- Checks of all fire routes, notices and signs are undertaken on a daily basis. These are by House Parents in the Boarding Houses and the duty Maintenance Team member in teaching buildings.

Science Department

- Data sheets are to be provided and COSHH assessments to be conducted on all chemicals and cleaning products.
- The list of chemicals within science department is to sit with reception and to be brought out in case of fire to give to fire brigade when they arrive.
- All chemicals within the Science Department are to be signed in and out by Laboratory Technicians and should only be accessible to the Laboratory Technicians and Head of Science.
- The Preparation room is to be locked at all times if unmanned on a secure Salto card lock system.
- All Science Department flammable products are to be stored separately in lockable flame proof storage cabinets.
- All Science Department poisonous or harmful chemicals are to be stored in separate lockable COSHH cabinets
- All Science Department radioactive products to be stored in separate lockable COSHH cabinet

Cleaning

- 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 **James Armstrong**, 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.