



FIRE PREVENTION POLICY, GENERAL ALL BUILDINGS With Covid-19 addendum

Date of Policy	Jan 23rd 2020
Approved by Principal	Jan 23rd 2020
Next Review Date	Jan 22nd 2021
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 logbook in the relevant building. If the evacuation is an unplanned evacuation and incident form must also be completed.
- 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 logbook in the relevant building. If the evacuation is an unplanned evacuation and incident form must also be completed. One of these planned drills must be whilst students are in bed, either as they have gone to bed or before they get up in the morning.
- 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.

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:
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HOW LONG DID IT TAKE TO EVACUATE STUDENTS?
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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?
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SIGNED

DATED

APPENDIX B

CATS Colleges Near Miss/Incident Form

Once you have completed the form:

- Send a copy to Head of Health and Safety and your site responsible health and safety person (Centre Head/Department Head/Site Operations Manager)
- Keep a copy and share with your line manager
- Review and if necessary, revise the risk assessment for this activity or area

What are you reporting?	
<p>Near Miss <input type="checkbox"/></p> <p>Situation where someone was nearly harmed or where you can reasonably foresee harm happening to someone</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ▪ Someone slipping on the stairs but not hurting themselves ▪ A trip over loose cabling that doesn't cause injury ▪ An item falling off a shelf but missing the person beneath 	<p>Incident <input type="checkbox"/></p> <p>An event that has caused damage to company property or has had an impact on the business but has not actually caused any harm to anyone.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> ▪ Unplanned fire evacuation ▪ Getting caught up in a political protest when travelling ▪ A broken window or damaged window from vandalism
Who is reporting?	
Name	Contact No
Job Title	
Status	Employee <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Temp <input type="checkbox"/> Visitor <input type="checkbox"/> Other <input type="checkbox"/> please detail:
Line Manager/HS responsible person on site	
Date and Time of Event	Date Reported
Location of Event (building/floor/area)	
Details of person reporting on behalf of	
Name/s	
Job Title/s (if applicable)	
Contact No/s	
Witness/s Names & Contact details	
Details of Event – what happened? What did you do following the incident?	
Following discussion of the situation - What have you or could you/your line manager/department /team/Site responsible HS person on site put in place to prevent a reoccurrence?	

Any suggestions for further improvements?	
Is a risk assessment in place for this activity/area?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If yes, have you reviewed the risk assessment? <i>Please include a copy of the risk assessment with this report</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Thank you for reporting, please see below for details of how this information will be used, processed and stored</i>	

Accident, Near Miss and Incident Reporting

Purpose of Accident, Near Miss and Incident Reporting

We keep records of accidents, near misses and incidents to allow them to be fully investigated in order to understand how they happened and how we can prevent any future occurrences. This is done to ensure the safety of our employees, students, anyone who works for CATS Colleges or is visiting one of our sites.

What happens to this information?

This information will be shared with the Head of Health and Safety and relevant management teams to allow the incident to be fully investigated.

For example:

- A student has a near miss in Cambridge – this report would be shared with the student, the person responsible for the welfare of the student, the Centre Head, Operations Manager and the Head of Health and Safety.
- An employee reports an incident in London – this report, would be shared with the employee, their line manager, Operations Manager and the Head of Health and Safety.

Where is this information stored?

Central storage - Securely on the CATS Colleges H drive, limited to Head of Health and Safety and password protected.

Local centre storage – Securely stored on a local CATS Colleges drive, limited to safety representatives and password protected involved in the investigation, these records will be deleted one year from the end of any investigation.

How long are these records kept for?

- Central Storage, these reports will be kept for a period of 6 years from the date of the incident after which they will be deleted.
- The only exceptions to this will be if there is an exposure to a hazardous chemical or asbestos, in this situation the reports should be kept for 40 years.
- Local centre storage – As detailed above.

Reporting to Authorities

In some of the countries in which CATS Colleges operates, there is a legal requirement to report certain accidents, near misses and incidents. Wherever possible the person involved will be informed of this prior to a report being made, however in some situations this may not be possible due to the time constraints required in the regulations.

It may be that further data will be required in order for this to be filed. The person involved in the accident, near miss or incident will be contacted to inform them of this, prior to any information being shared.

FIRE PREVENTION POLICY: COVID-19 ADDENDUM

Date added to Policy	July 2020
Next Review Date	As required, based on UK Government guidance
Lead for Review	Operations Manager

Introduction

In response to the global Covid-19 outbreak we have made amendments to our Fire Prevention Policy to safeguard the health and wellbeing of the whole college community.

Fire Doors

Whilst it is important to limit use of door handles and aid ventilation where possible, if fire doors are to be propped open it must only be by using automatic Door Guards that will shut automatically in the event of the fire alarm being sounded.

Fire Risk Assessments

All Fire Risk Assessments must be reviewed prior to opening to determine whether any changes that are made to the premises or staff to control the spread of Covid-19 are managed and mitigated. Any significant changes should be identified and recorded in the Fire Risk Assessment.

The Fire Risk Assessments should include the increased use and storage of alcohol hand sanitiser; for example, the location of dispensers, safe storage/disposal requirements and guidance on use for staff and students.

Any changes to fire escape routes must be clearly identified and communicated effectively to all staff and students.

Fire Drills

Fire Drills will continue to be carried out as detailed in the Fire Drill Policy.

All students, including continuing students, will be taken through fire evacuation procedures at the start of term to ensure they are aware of any revised instructions.

Policy Review

We will continue to monitor the Covid-19 outbreak and assess the associated risks carefully. We may need to amend or add to this Addendum as circumstances or official guidance changes. We will communicate any significant changes to staff, parents and students.

Related policies

Fire Drill Policy