

The Bosco Centre	
<b>Policy:</b>	<b>Fire safety and risk assessment procedure</b>
<b>Applies to:</b>	<b>College, Independent school, Nursery &amp; Youth clubs</b>
<b>Reviewed:</b>	<b>November 2018</b>
<b>Next Review:</b>	<b>November 2019</b>

### Procedural information

Fire Safety and Risk Assessments are managed for the premises by the responsible person: Darren Coghlan **Principal**

Fire certificates will no longer be required on file (under new legislation as of October 2005). The steps which should be taken in order to carry out a risk assessment are as follows:

1. Fire Hazards
2. People at risk
3. Evaluate and act if necessary
4. Record, plan and train
5. Review

#### 1. FIRE HAZARDS

Ensure that lighting, naked flames, electrical equipment, or anything that gets hot are monitored in order to reduce the risk of a fire starting. Fire starts when heat comes into contact with fuel (anything that could burn) and oxygen. Paint materials must be stored in a locked cupboard with fireproof door when not in use.

#### 2. PEOPLE AT RISK

Everyone in the building is at risk if a fire breaks out. If this happens, the staff and learners are aware of the evacuation procedures. For visitors, on site contractors, the Fire Marshals appointed by the Centre are responsible to take these people to the evacuation assembly point.

#### 3. EVALUATE THE RISK AND ACT IF REQUIRED

Identify how a fire could start, what could start it, and what can be done to prevent/reduce the risk to protect the building, and all people in it.

Evacuation procedures are explained to learners and staff at Induction, and Evacuation procedures are displayed in the relevant areas of the building. In the event of a fire, visitors, contractors, etc who may be on site, will be taken by the appointed Fire Marshal of the Centre to the designated assembly point for safety.

All staff responsible for health and safety/tutors etc, are aware that they must take registers and signing in/out books for visitors contractors etc.

#### **4. RECORD, PLAN, AND TRAINING**

Staff are aware of their role if a fire breaks out, i.e. H & S responsible person for each area, Fire Marshals, Tutors, etc. If staff require new or further training to enable them to carry out their role then courses should be discussed with Management.

#### **5. REVIEW**

Risk Assessments should be evaluated at regular intervals. Bosco Centre have ongoing checks, as well as the Annual overall Risk Assessment.

Maintenance is on site to deal with any immediate risks that may occur.

If Bosco Centre change the building in any way, change work practices, store chemicals which would not normally be stored, plan a fire drill or any other relevant changes which may affect the planning of the fire safety assessment, then all appropriate H & S Staff will be notified, and re-trained if necessary.

#### **See Fire Risk Management File for the following:**

- Fire risk assessment form
- Fire Procedures Review
- Fire and Emergency Evacuation Record
- Fire Alarm Tests Record
- Fire Extinguisher training record
- Fire Fighting Equipment Inspection Record
- Emergency Lighting Testing and maintenance
- Fire Door Checklist