



MARATHON SCIENCE SCHOOL



Fire Risk Assessment Policy

Assessment Date: 18th April 2022

Next Review: 18th April 2023

Uzeyir Onur

Headteacher

FIRE RISK ASSESSMENT POLICY

For

Marathon Science School Boarding House

212-216 Kingsland Road

London

E2 8AX

Telephone No.

02076849900

Assessment Date

18th April 2022

Person Responsible and Minimizing Risk

For Fire Safety

is

Halil I. Sarikaya

Risk Assessment Monitored By

Uzeyir Onur

STATEMENT OF FIRE RISK ASSESSMENT

INTRODUCTION

The purpose of this policy is to enable the Marathon Science School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all school business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations. This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the school has an absolute duty to carry out risk assessments to ensure such obligations are met. The National Minimum Standards requirements demand that the school ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified. Marathon Science School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils (and others) will be harmed through negligence and lack of foresight or proper planning.

Risk assessment

Risk assessment is a tool for conducting a formal examination of the harm or hazard to people, particularly in the school's case to staff and pupils that could result from a business activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures, actions and procedures that are put in place in order to minimise the consequences of unfettered risk

Responsibilities of all staff

All new members of staff are given an induction into the schools arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with

that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the leadership team in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager.

Specific Risk assessments:

There are other specific risk assessments such as Safeguarding, trips, first aid, etc.

Conducting a Risk Assessment

The template is based on the HSE's Five Steps to risk assessment. A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations. To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures. It's crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils.

The list below sets out the order to follow when planning to reduce risks you have identified. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
2. Substitution - Replace the material or process with a less hazardous one.
3. Engineering controls - for example use work equipment or other measures to prevent falls
4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely
5. Personal protective clothes and equipment

Review of Risk Assessments

All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances, e.g. new equipment/ways of working,
- After an accident or incident,
- If the original assessment is no longer valid, e.g. change in legislation or changes in technology/science,
- In all other cases regularly (annually)

RISK ASSESSMENT

Please read the guidelines prior to completing your Risk Assessment

Building/Area/Activity being assessed:				Risk Assessment completed by:	
				Job Title:	
				Date of assessment: Date for review:	
TASK or ACTIVITY	HAZARD	WHO MIGHT BE HARMED	RISK LEVEL (Low/Med/High)	CONTROL MEASURES CURRENTLY IN PLACE OR REQUIRED <small>(Add any other control measures/actions you feel are required)</small>	NEW RISK LEVEL (Low/Med/High)

This fire risk assessment is made under the requirements of The Fire Precautions (Workplace) Regulations 1997 (as amended) and Management of Health and Safety at Work Regulations 1999.

The assessment reflects the fire precautions arrangements, occupancy and use of the premises at the time of audit which was on 18 April 2022

Relating to

Marathon Science School-Boarding House (212-216 Kingsland Road London E2 8AX)

The assessment should be available for inspection by any authorized person, and should be reviewed

- **Following a change of work practice;**
- **Following a significant change of staff levels;**
- **Following any structural or material change;**
- **Following any change in Fire Precautions in the premises;**
- **Following a near miss or fire incident;**
- **Recommended at intervals not exceeding 12 months.**

- **The hazards and or risks identified (if any) in each section of this document increase the risk to life safety to occupants of the areas assessed, above the minimal acceptable level.**
- **The additional controls, recommendations and actions given in each section, and summary page, should be dealt with accordingly to bring the assessed areas up to the required standard to reduce the risk to a minimum acceptable level under the circumstances.**
- **This assessment does not absolve you from complying with any other statutory requirements that may or should be imposed on your premises.**
- **The Codes of Practice referred to after each page heading are not exhaustive and only provide as a main guide to information on the subject.**

DESCRIPTION OF PROPERTY

Modern building of new construction consisting of basement, ground floor plus 6 upper floors. Building is used as a residential educational establishment.

OCCUPIERS DETAILS

Location of areas Assessed	Activity	No. employed
All	Education	10
Total number of persons employed in whole building;		10

USE OF PREMISES

The premises are used as an education establishment/sleeping accommodation Reference should be made to H.M. Government "FIRE SAFETY-An employer's guide" H.M.S.O. Order No ISBN 011 3412290, for information, advise and to assist in compliance with the regulations. If you follow the guidance you will normally be doing enough to comply with the law.

PORTABLE FIRE SAFETY EQUIPMENT

(British Standard 5306 part 3)

The following PORTABLE FIRE EXTINGUISHERS are provided on site:

Water/Carbon Dioxide/Powder

Units serviced by Kurt Fire Protection Ltd.

Records up to date: Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

The means for fighting fire is considered adequate. One Carbon Dioxide and one Water extinguishers are provided on each level adjacent to the main staircase. Extinguishers are provided with suitable wall fixing brackets and provided with contents and suitability signage.

A Fire Blanket is provided within the ground floor kitchen area.

Fire Extinguishers must be serviced once a year.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

FIXED FIRE FIGHTING INSTALLATIONS

(British Standard 5306 part 0.1.2.4 and 5)

The following FIXED FIRE FIGHTING INSTALLATION/S is/are provided on site:

None required for this risk

Systems serviced by N/A

Records up to date: N/A

Date of last service: N/A

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

MEANS OF ESCAPE

(Building Regulations part B and British Standard 5588 part 0, 4, 5, 6, 7, 8 and 11)

Main access to building via: a main protected entrance lobby

Alternative means of escape: There are 8 final exit doors discharging at ground floor level for whole building. But Boarding House will use 3 of them. Each Floor has two escape routes.

Alternative means of escape acceptable: Yes

Travel distances acceptable: Yes

Protection of escape routes' structural integrity satisfactory: Yes

External dispersal to place of safety: Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

N/A

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

FIRE ALARM SYSTEMS

(British Standard 5839 part I and 3)

Description of system:

Fire/fault manual and automatic fire detection

Automatic detection: Automatic

Maintained by: Kurt Fire Protection Ltd.

Serviced to comply with British Standard 5839 part 1: Yes

Tested to comply with British Standard 5839 part 1: Yes

Records up to date: Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

Log Book was available at the time of the inspection with regard to the testing and maintenance of the system.

The regime of weekly testing had been carried on and incorporate testing the system by operating a different break glass actuation point sequentially week by week and the results entered in the log book to ensure persons are not at risk of the fire alarm being faulty. Service contract was available at the time of assessment indicating twice a year service provision.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

EMERGENCY LIGHTING

(British Standard 5266 part 1)

Description:

Standalone units/Integral to normal lighting

Maintained By: Kurt Fire Protection Ltd.

Serviced to comply with British Standard 5266 part 1: Yes

Tested to comply with British Standard 5266 part 1: Yes

Date of last service: 30/03/2022

Records up to date: Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

SIGNS AND NOTICES

(The Health and Safety (Signs and Signals) Regulations 1996 and British Standard 5499 part 4— 2000)

Existing signs and notices provided comply with the Health and Safety (Signs and Signals) Regulations 1996 and British Standard 5499 part 4-2000.

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

Each floor and individual rooms have instruction signs to follow in event of fire.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY 2

FIRE EMERGENCY PLAN

(Management of Health and Safety at Work Regulations 1999) and The Fire Precautions (Workplace) Regulations 1997 as amended

The Fire Emergency Plan is known, and a written copy available to all staff and employees, and gives details of;

Action on discovering a fire,

What to do if the fire alarm sounds,

Calling the Fire Brigade,

Evacuation of the workplace including those particularly at risk,

Power and process isolation,

Assembly points outside the building,

Liaison with Emergency Services,

Escape routes and fire exit use,

Firefighting equipment use,

Responsibilities and duties to assist in case of fire,

Training necessary to establish the Emergency Plan.

Is there an appropriate, established and workable Fire Emergency Plan: Yes

Have staff been made aware of the Fire Emergency Plan: Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

Duties of an INCIDENT CONTROL OFFICER: In the event of an emergency report to the Incident Control Point, usually the building entrance with an alternative should the primary Control Point be inaccessible. Ensure that the necessary emergency services are contacted. Collate all information received from Fire Wardens with regards to the location and nature of the emergency, if a fire, its location and spread, any missing persons and their last location, control the safety of any staff tackling a fire and on arrival of the emergency services pass all information to the senior officer responding.

Members of staff appointed to be responsible for evacuation/calling the fire service must receive instruction on their responsibilities and what action is required of them in an emergency. Such responsibilities is formulated in the fire instructions.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY 2

LOG BOOK

(Management of Health and Safety at Work Regulation 1999, The Fire Precautions Act 1971 and The Fire Precautions (Workplace) Regulations 1997 as amended)

A log book is available

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

Weekly fire alarm tests are carried out and recorded in the log book.

Emergency Lights are tested monthly and recorder in the log book.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

OCCUPANT FACTORS

(Management of Health and Safety at Work Regulation 1999 and Disability Discrimination Act)

Disabled persons employed: No

Disabled persons frequent premises: No

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

Details and advice regarding the requirements to provide assistance to persons with disabilities is contained within pages 66-72 of H.M. Government document, "FIRE SAFETY- An employer's guide".

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

OTHER USE OF PREMISES

Premises used out of hours: Yes

Use: Religious Congregations,

Does anyone other than Employees frequent the building: Yes

If so, who: Visitors

Management procedure satisfactory for these groups: Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

The arrangements are considered satisfactory.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

FIRE HAZARD WITHIN PREMISES

(Management of Health and Safety at Work Regulations 1999, British Standard 5588, Storage of Flammable Liquids and Liquefied Petroleum Gases Regulation 1972, The Petroleum Consolidation Act 1927 and The Institute of Electrical Engineers Regulations.)

Domestic hazard:	Yes	kitchen
Process hazard:	Yes	Normal for use
Storage hazard:	Yes	Normal for use.
Smoking hazard:	No	Smoking prohibited
Electrical hazard:	Yes	Normal for use.

Domestic, process, storage and electrical risks are normal to the use of the building. Portable electrical appliance testing must be carried out on an annual basis. Electrical appliances should be switched off and unplugged, at the end of each day where possible.

Description: In general the workplace is categorised as normal risks as determined by the details and advice contained within pages 45-46 of H. M. Government document "FIRE SAFETY-An employer's guide".

Normal: Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

Ensure that management supervision/contractual arrangements are in place to ensure fire safety is not compromised by the fire hazards/actions associated with everyday workplace activities:- Work Processes, Electrical equipment/wiring, Heating equipment, Machinery, Storage/use of flammable substances, Smoking arrangements, Cooking facilities.

Details and advice is contained within pages 26-37 of H.M. Government document "FIRE SAFETY-An employer's guide".

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY 1

GENERAL HOUSEKEEPING

Housekeeping satisfactory: Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

All means of escape must be kept clear at all times to ensure persons are not impeded whilst escaping in the event of fire.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

PERSONS SPECIFICALLY AT RISK

(Management of Health and Safety At Work Regulations 1999)

ARE PERSONS SPECIFICALLY AT RISK - IF SO WHO

None

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

None

PRIORITY N/A

MANAGEMENT OF PREMISES

(Management of Health and Safety at Work Regulations 1999)

The person responsible fire safety at the time of assessment is Halil I. Sarikaya

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

Management of fire safety within the workplace appeared to be adequate at the time of inspection. A competent person is nominated to ensure items identified within this fire risk assessment are implemented and maintained.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY 1

ARSON

Site Vulnerable: Yes

Specific Items/Areas: External

Description: The premises is easily accessed from the public highway by Un-authorized persons.

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

The existing security arrangements are considered optimum in the circumstances and must be maintained.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

EXTERNAL ACCESS REAR ESCAPE ROUTES ETC.

(Building Regulations 1991 part B, British Standard 5588)

Access for Fire Brigade Vehicles: On 2 sides

Access by Foot: On 4 sides

Access for firefighting or means of escape clear and unobstructed; Yes

COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS

The Fire Service is required to comply with the statutory pre-determined attendance times, carry out familiarisation visits and be satisfied that there are adequate water supplies to ensure an efficient response to carry out fire and rescue operations.

Access for Fire/emergency vehicles must be kept clear (access requirements are detailed in the Building Regulations) and persons escaping the premises to report to the assembly area must not have to cross the path of approaching vehicles.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

HAZARDS AND MEASURES TAKEN

Ground Floor

Kitchen

- Hazards:
- i. Gas leak
 - ii. Risk of oil being on fire
- Measures taken:
- i. Fire Blankets
 - ii. Fire Extinguisher, CO2, Wet Chemical
 - iii. Gas leak control, keep a log book
 - iv. Interlocking system to cut gas when leaks

Final Fire Exits

- Hazards:
- i. Doors maybe blocked on the inside with storage
 - ii. Doors maybe blocked on the outside with dustbin bags
 - iii. The door's fire exit locks may not be functioning properly
- Measure taken:
- i. To monitor inside of the fire exit doors to make sure it is kept clear at ALL times
 - ii. To monitor outside of the fire exit doors to make it is kept clear at ALL times
 - iii. To monitor the door locks regularly and keep a log book

Third Floor

Corridor

- Hazard:
- i. Corridor doors to be kept closed at ALL times

- Measures taken:
- i. Monitor the doors
 - ii. Door Guards may be used to keep doors open for a short period of time

Library Room

- Hazard:
- i. Risk of Fire due to many books in.

- Measures taken:
- i. Not use any risky equipment in the room,
 - ii. Fire Extinguisher, CO2 or Water

Staff Kitchen

- Hazard:
- i. Risk of Fire due electric hob.

- Measures taken:
- i. Staff only,
 - ii. Fire Extinguisher, CO2
 - iii. Suitable fire detection system is in place.

Fire Exit (through classroom)

- Hazard:
- i. Long Exit through the classroom
 - ii. Route may blocked during class time

- Measures taken:
- i. Keep route clear at ALL times.
 - ii. Good management by responsible staff

Lobby outside the Flat doors

- Hazard:
- i. Used as storage area

- Measures taken:
- i. Must NOT be used as storage area and kept clear at ALL times
 - ii. Monitor the area and keep a log book

Lobby outside the lift (Flat's lift)

- Hazard: i. Buggies are sometimes kept outside the lift area
- Measures taken: i. Must NOT be used as storage area and kept clear at ALL times
- ii. Monitor the area and keep a log book

Fourth Floor

Corridor

- Hazard: i. Corridor doors to be kept closed at ALL times
- Measures taken: i. Monitor the doors
- ii. Door Guards may be used to keep doors open for a short period of time

Fire Exit (through changing area)

- Hazard: i. Long Exit through the changing area
- ii. Route may be blocked with bags or clothing
- Measures taken: i. Keep route clear at ALL times.
- ii. Monitor the area and keep a log book
- iii. Good management by responsible staff

Lobby outside the Flat doors

- Hazard: i. Used as storage area
- Measures taken: i. Must NOT be used as storage area and kept clear at ALL times
- ii. Monitor the area and keep a log book

Lobby outside the lift (Flat's lift)

- Hazard: i. Buggies are sometimes kept outside the lift area
- Measures taken: i. Must NOT be used as storage area and kept clear at ALL times
ii. Monitor the area and keep a log book

Staircase

- Hazards: i. Bin bags may be left on the stair ways
ii. Buggies may be left on the stair ways
- Measures taken: i. To make sure the staircase is kept clear at ALL times, keep a log book.

Boiler Room

- Hazards: i. Gas leak might occur in the boiler room
ii. Build- up of carbon monoxide
- Measures Taken i. Fitting automatic gas cut off device
ii. Fitting carbon monoxide detector

ANY OTHER COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS?

SUMMARY - FIRE RISK ASSESSMENT. The fire risk can result in a threat to life and damage to property with a resultant financial loss. The hazards presented can include inadequate fire prevention, insufficient fire protection, inappropriate storage of combustible materials, unsuitable means of escape, inadequate fire warning systems, insufficient means of fighting fire, inadequacy of training, ineffective evacuation procedures, lack of information to staff and inadequacies in inspection, testing and maintenance of equipment and systems.

The Fire Authority will want to follow best practice principles and procedures for enforcing the Regulations. These principles are:

Fairness. The remedial work detailed within the Risk Assessment is proportional to the risk to people on the premises and are the least burdensome means of meeting an appropriate standard of fire safety. The Fire Authority will consider matters such as to whether the employer has reacted to the advice detailed within the Fire Risk Assessment.

Consistency. The Fire Service will make every effort to ensure that the same Fire Officer undertakes all visits.

The guidance given in Home Office document "FIRE SAFETY-An employer's guide" forms the basis of the advice detailed within the Fire Risk Assessment, which is the accepted standard for ensuring compliance with the regulations. If you follow the guidance you will normally be doing enough to comply with the law.

DOES THIS PUT ANY PERSON AT RISK?

The risk to persons is considered to be minimal in the circumstances.

PRIORITY N/A

SCHEDULE OF RESPONSIBILITIES

THE FIRE PRECAUTIONS LISTED BELOW AND THE RECOMMENDATIONS IN THIS DOCUMENT, ARE REQUIRED TO BE MAINTAINED BY THE RESPONSIBLE PERSON AT ALL TIMES WHEN THE PREMISES ARE OCCUPIED AND ARE TO INCLUDE CONTRACTORS AND CLEANING STAFF EMPLOYED TO WORK IN THE PREMISES.

MEANS OF ESCAPE

Should be kept clear and available at all times when the premises are occupied, and be kept free from ALL obstructions and combustible material.

They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use. Emergency doors should open in the direction of escape.

LOCKS AND FASTENINGS

All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.

FIRE ALARM SYSTEM

A workplace should be equipped with appropriate fire detectors and alarms, and should be in operational order whilst the premises are occupied and be maintained in good working order and be tested to comply with the relative code of practice.

ELECTRICALLY OPERATED DOORS

All doors fitted with electrically operated door release mechanisms should release openable in the event of a power failure, and release in the event of the fire alarm sounding. They should also be fitted with a break glass release point on the side from which escape is required.

PORTABLE FIRE FIGHTING EQUIPMENT

A workplace should be provided with appropriate fire- fighting equipment which should be kept available for use at all times, and be properly maintained to comply the latest code of practice. They must be clearly visible. They should not be hidden from view.

FIRE SIGNS AND NOTICES

All fire signs and notices should be kept visible and in good order, and be fixed permanently to comply with the latest requirements.

EMERGENCY ESCAPE LIGHTING

Should be in good working order, be maintained properly whilst persons occupy the premises and comply with the relative code of practice.

TRAINING

All employees, students and contractors employed to work in the premises should be trained in the fire procedures, and up to date records of training kept, and employers should nominate employees to assist in implementing the fire safety measures, as may be required.

School will carry out termly (three times a year) fire drills. The purpose is to increase the efficiency of evacuation and establishing fire drill routine.

School will also use assemblies to educate pupils about fire hazards and the importance of orderly evacuation of the buildings, [as well as how to keep themselves and others safe](#).

HANDICAPPED PERSONS

Procedures for handicapped persons should be in place and special arrangements made as appropriate.

STEPS, STAIRS AND CORRIDOR SURFACES

Should be maintained in good order with non-slip surfaces so they will not be a hazard to persons escaping in case of fire.

FURNITURE AND EQUIPMENT

Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire.

LIFE RISK

The numbers of persons employed to work or who may resort to the premises should not exceed that which is acceptable for the size and use of the premises.

FIRE HAZARDS

All combustible items of storage should be kept in such a way that it would not cause a significant fire hazard.

Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.

FIRE PRECAUTIONS RECORDS AND FIRE EMERGENCY PLAN

All fire precautions records and Fire Emergency Plan should be kept up to date and also be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format and include;

- **Action on discovering a fire,**
- **What to do if the fire alarm sounds,**
- **Calling the Fire Brigade,**
- **Evacuation of the workplace including those particularly at risk,**
- **Power and process isolation,**
- **Assembly points outside the building,**
- **Liaison with Emergency Services,**
- **Use of fire exit escape routes,**
- **Use of firefighting equipment,**
- **Responsibilities and duties in case of fire,**
- **Any training necessary to establish the above.**

FIRE INSTRUCTIONS

Any Person Discovering A Fire Must:

- Operate The Nearest Fire Alarm. (By press the nearest call point glass)
- The Fire Brigade Will Be Called Immediately By Dialling "999" Using The Nearest Telephone.

On Hearing the Fire Signal:

- When In Study Rooms, The Order To Evacuate Will Be Given By Your Tutor, Who Will Indicate The Route To Be Followed.
- When Not in Study Rooms follow the Fire Exit signs to leave the building by nearest exit to The Place of Assembly.
- At All Times Act Quietly And Calmly.
- Do Not Stop To Collect Your Personal Belongings.
- Do Not Attempt To Pass Others On Your Way To The Place Of Assembly

The Place Of Assembly Is:

**POST BOX AT THE CORNER OF LABURNUM STREET
(OPPOSITE THE BUILDING).**