



FIRE SAFETY

General Statement of Policy

Our Lady's Catholic College
Morecambe Road
LANCASTER LA1 2RX
Tel 01524 66689

General Statement of Policy

The Governors as Employers shall so far as is reasonably practical, take all measures to ensure the health, safety and welfare of staff, pupils and other persons on their premises.

The Fire Risk Assessment will be carried out in accordance with the Fire Safety Order (RRFSO) 2005 for Educational Premises.

Signed _____

Mr Phil Jones - Chair of Governors

Dated _____ 08/09/2023 _____

Remember to keep your fire risk assessment under review



FIRE SAFETY

Management System and Responsibilities

Person in Control of Workplace: -

Mrs Helen Seddon - Headteacher.

Person Responsible for Fire Risk Assessment: -

Miss Katy Walker - School Manager.

Management Structure (Fire)

The Fire Risk Assessment will be carried out in accordance with 'Fire Risk Assessment Educational Premises' (ISBN 13:978 1 851128198) to comply with Fire Safety Order (RRFSO) 2005.

The assessment will be reviewed as necessary.

The significant findings will be recorded. Any deficiencies identified by Fire Risk Assessment will be prioritized and rectified accordingly. Although having overall responsibility for Fire Safety matters the Headteacher has made the School Manager responsible for fire safety that includes Fire Risk Assessment and all matters appertaining to it.

The School Manager will be responsible for: -

1. Ensuring compliance with the Order and that Risk Assessments are carried out where necessary.
2. To appoint one or more competent persons to carry out preventative and protective measures required by the Order.
3. Provide employees with clear and relevant information on the risks to them identified by Fire Risk Assessment, about the measures taken to prevent fires and about the measures in place to protect them if fire breaks out.
4. Consult employees (or their elected representative) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire precautions.
5. Inform non-employees, such as students and temporary



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contract workers, of relevant risks to them and provide them with information about the fire safety procedures for the premises.

6. Provide the employer of any person from an outside organization who is working in your premises (e.g. Agency providing temporary staff) with clear and relevant information on risks to those employees and the protective measures taken. Provide those employees with appropriate instructions and relevant information about risks to them.
7. Consider the presence of any dangerous substances and the risk these present to relevant persons from fire.
8. Establish a suitable means of contacting emergency services and provide them with any relevant information about dangerous substances.
9. Provide appropriate information, instruction and training to your employees, during their normal working hours, about fire precautions in the workplace, when they start working for you and from time to time throughout the period of their employment.
10. Ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient working order and in good repair.

Headteacher _____

H Seddon

Mrs. Helen Seddon

Date 08/09/2023

School Manager _____

K Walker

Miss Katy Walker

Date 08/09/2023



GENERAL RISK ASSESSMENT OF BUILDING

The building is a purpose-built high school; the main buildings were completed in 1964 with subsequent more modern additions. There are a number of areas which do not meet today's Building Regulations but were compliant when built/modified.

The building is considered high risk mainly because of the presence of approximately 960 students between the ages of 11 and 18 years. It is impossible to be certain that all these students will always act in a responsible manner and cases of arson, with fortunately only minor consequences have taken place previously. Risk is also increased due to the turnover of staff, pupils and the number of external visitors.

Occupancy

The premises are occupied from 08:00hrs to 16:00hrs approximately on school days by pupils themselves. Occupancy by staff starts at 07:00am and continues until after 18:00hrs most evenings with regular planned events taking place later into the evening. Many events are held involving large numbers of parents and other members of the public connected to the school. These can take place after school on a week day or at weekends. The site is also routinely occupied by members of the public managed by a lettings company between 17:00hrs and 21:00hrs Mon to Fri and between 09:00 and 17:00hrs during the weekend.

Employee's full and part time number approximately 135 (including Kitchen Staff). Student number approximately 960. These numbers are augmented by visitors, who may be trainee teachers, contractors, volunteer workers, visitors in a professional capacity, parents, friends and governors.