



MARLBOROUGH COLLEGE

Fire Risk Assessment Policy Statement



The main purpose of the fire safety risk assessment process is to ensure that a methodical and structured approach is applied to assessing the suitability and effectiveness of the fire safety provisions applicable to a relevant premise and the fire hazards within. The Fire Safety Order places a statutory duty on each employer to carry out an assessment of the workplace for the purpose of identifying any risks to the safety of the employees, pupils, visitors and others in respect of harm caused by fire.

To facilitate the risk assessment process all relevant premises within the College will be categorised based on the risk posed to life and property. The property will be assessed in accordance with the categorisation shown in the table below. Additionally, risk assessments must be reviewed on a regular basis and whenever any material changes are likely to impact on the fire safety provision. Risk assessments will be completed for all relevant premises and reviewed in accordance with the target frequency shown in column 3.

Risk Category	Building Type	Target Review Frequency
A	All Sleeping Risks Buildings with a high usage and storage of dangerous substance	2 Years
B	All other buildings not falling within Cat A or C	3 Years
C	Storage Premises Unoccupied Buildings Buildings with less than 5 employees	4 Years

Fire risk assessments and reviews will be the responsibility of the Director of Operations. Where necessary a report will be produced with specific recommendations for the improvement of fire safety provision within the relevant premises concerned.

These will include actions required to be taken by the HoDs for the building (e.g. Improving housekeeping) as well as actions which will possible require structural

modifications to the building which will be the responsibility of the Director of Operations.

These recommendations will be prioritised in terms of urgency of action P1 – P3, with P1 having the highest priority.

Notification of the risk assessment findings will be forwarded to the Health & Safety Committee. All fire risk assessments will be accessible under Fire Management in the Health & Safety section of Firefly for viewing by any relevant person.

Author:	Health & Safety Manager
Where Found:	College Website
Policy Date:	May 2018
Policy Review:	May 2019