



Scarborough
College

FIRE RISK ASSESSMENT POLICY

This is a whole College policy, including the boarding community.

Statement of Intent

Scarborough College is responsible for fire safety, for all buildings under their control, and overseeing all fire related safety measures, through the use of formal fire risk assessment techniques, with regular testing and inspection of fire prevention, and safety systems.

The nominated “responsible person” or “persons” sits with the Board of Governors, Headmaster, Business Manager, and the Facilities Manager.

Identified risk control measures will be implemented, tested and maintained by Scarborough College. This will include the planning and activation of fire evacuation drills, in accordance with Fire Safety procedures.

Scarborough College will establish arrangements for ensuring Fire Safety by: installing fire detection and firefighting equipment, ensuring regular servicing of fire safety equipment and ensuring adequate training of staff in fire safety awareness.

Records

A record of Fire Risk Assessments undertaken are kept electronically, with hard copies available, and these will be updated as required. Any additional control measures or actions will be discussed at formal Health and Safety Committee meetings.

A comprehensive Fire Safety Logbook will be maintained by the Facilities Manager, ensuring a formal record is kept of all fire safety related activity, including fire drills, testing and maintenance of fire safety equipment.

A record of all Fire Safety training provided to staff, students and others (if applicable) will be retained for reference by HR.

Review and Monitoring

The operation of this policy will be subject to review annually or as part of the overall review of Scarborough College policies by the Board of Governors, Headmaster, Business Manager and Facilities Manager.

References

Regulatory Reform (Fire Safety) Order 2005
Health and Safety at Work act 1974
The Management of Health and Safety at Work Regulations 1999
Fire Risk Assessment – Educational premises
Fire Risk Assessment – Offices and shops
Fire Risk Assessment – Small places of assembly
Fire Risk Assessment - Large places of assembly
Fire Risk Assessment – Means of escape for disable people
Scarborough College – Health and Safety policy and guidance

Policy Prepared by:

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Person Responsible for Updates	Date Last Reviewed	Next Review Due
Alison Higgins	September 2026	September 2027