



## Fire Safety Risk Assessment Policy

The **Fire Risk Assessment** abides under the Spanish Fire Precautions as found in the "DB-SI: Documento Básico SI Seguridad en Caso de Incendio" (Translated: The Basic Document SI Safety in Case of Fire) found in this link: <https://www.codigotecnico.org/images/stories/pdf/seguridadIncendio/DBSI.pdf>

- Of which the DB-SI was approved by Royal Decree 314/2006 of March 17 (BOE March 28, 2006) and subsequently modified by the following provisions:
- Royal Decree 1371/2007 of October 19 (BOE October 23, 2007).
- Correction of errors and errata of Royal Decree 314/2006 of March 17 (BOE January 25, 2008).
- Order VIV / 984/2009 of April 15 (BOE April 23, 2009).
- Royal Decree 173/2010 of February 19 (BOE March 11, 2010).
- Judgment of the TS of 4/5/2010 (BOE July 30, 2010)
- Royal Decree 732/2019, of December 20 (BOE December 27, 2019)
- Thus, we will adhere to the regulations found in the Spanish Fire Precautions or known as DB-SI in carrying out our FIRE RISK ASSESSMENT:
- SPCC Christian School will be maintained and used in such a way that, in case of fire, the basic requirements established in the following sections are met.
- 11.1 Basic requirement SI 1 - Internal propagation
  - The risk of fire spread through the interior of the building will be limited.
- 11.2 Basic requirement SI 2 - External propagation
  - The risk of fire spread abroad will be limited, both in the building considered and to other buildings.
- 11.3 Basic requirement SI 3 - Evacuation of occupants
  - The building will have adequate evacuation facilities so that the occupants can abandon it or reach a safe place inside it in safe conditions.
- 11.4 Basic requirement SI 4 - Fire protection facilities
  - The building will have the appropriate equipment and facilities to enable detection, control and fire extinguishing, as well as the transmission of the alarm to the occupants.
- 11.5 Basic requirement SI 5 - Firefighters intervention
  - The intervention of rescue and firefighting teams will be facilitated.
- 11.6 Basic requirement SI 6 - Fire resistance of the structure
  - The supporting structure will maintain its fire resistance for the necessary time so that the above basic requirements can be met.

### Fire Risk Assessment

SPCC Christian School will carry out a comprehensive fire risk assessment for each of its buildings. These assessments will be kept in the school office. The fire risk assessment will be reviewed and amended regularly and/or annually in the light of any changes that occur in the school if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;



- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **Part 1:**

#### 1. Identify the hazards within our school:

- sources of ignition
- sources of fuel
- sources of oxygen

#### 2. Identify people at risk

- people working near to fire dangers;
- people working alone or in isolated areas (such as in roof spaces or storerooms);
- children or parents with babies; and
- the elderly or infirm and people who are disabled.

#### 3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire starting.
- Evaluate the risk of people from a fire.
- Remove or reduce fire hazards.
- Remove or reduce the risks to people from a fire.
- Protect people by providing fire precautions.
  - Fire detection and warning system
  - Fire extinguishers
  - Safe routes to leave the premises
  - Suitable fire exit doors
- When you have reduced the risk as far as possible, you must assess any risk that is left and decide whether there are any further measures you need to take to make sure you provide a reasonable level of fire safety.

#### 4. Record, plan, instruct, inform and train

- Record any major findings and action we have taken.
- Discuss and work with SLT
- Prepare an emergency plan.
- Inform and instruct relevant people.
- Provide training to all staff.

#### 5. Review

- Review our fire-risk assessment regularly, keep it up to date.
- Make changes where necessary.

### **Part 2:**

#### **Managing Fire Safety**

SPCC Christian School has delegated day to day responsibility for managing fire safety to the Principal.

#### **The principal will:**

1. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;
2. Provide and maintain in working order all firefighting appliances and devices including:



- a) fire detection and alarm systems;
  - b) emergency lighting systems;
  - c) firefighting equipment;
  - d) notices and signage relating to fire procedures;
  - e) means of escape, considering the needs of any disabled users.
3. Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
  4. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
  5. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
  6. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
  7. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
  8. Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

### Monitoring

1. The school fire detection and alarm system - The alarm sounders are tested on a weekly basis
2. The school emergency lighting
3. Notices and Signage are updated as and when required and checked annually
4. Firefighting equipment is visually checked weekly and extinguishers are replenished or replaced annually
5. A Fire Log Book which contains records of fire safety issues is located in the school office. These issues include:
  - fire drills;
  - hot work permits, etc;
  - the storing of hazardous materials;
  - the inspection and testing of:
    - fire detection and alarm systems;
    - emergency lighting systems
    - firefighting equipment;
    - staff training records.