

**FIRE SAFETY MANAGEMENT GUIDE FOR
COLLEGES AND PROFESSIONAL SERVICES**

	Contents	Page
1.1	Introduction	2
1.2	Responsibilities	2
1.3	Nominated Occupier	2

Contents	Page
What is a Fire Risk Assessment	2
Who should undertake Fire Risk Assessments	2
Types of Fire	2
Is a Specific Fire Risk Assessment Required	2
Carrying out a Fire Risk Assessment	3
What to Consider	3
For a Fire to Start	3
Ignition Sources	
Fuel Sources	
Oxygen Sources	
How Fire Spreads	4
Controlling Fire Risks and Hazards	5
Fire Extinguishers	6
Dangerous Substances and Explosive Atmospheres (DSEAR)	7

What is a Fire Risk Assessment?

A Fire Safety Risk Assessment enables Colleges / Services to determine the likelihood of fire arising as a

Carrying out a Fire Risk Assessment

The principles are the same as any risk assessment and follow 5 . The information can be recorded in the generic College / Service risk assessment, but as explained above, it may be necessary to consider fire safety risks in a specific fire risk assessment or as part of individual activity risk assessments:

- Step 1:** Identify potential fire hazards in the workplace. Include pertinent information gained from the Building Fire Risk Assessment, Material Safety Data Sheets
- Step 2:** Decide who (employees, students, visitors, Fire Service, neighbours) might be in danger, in the event of a fire, in the building or whilst trying to escape from it
- Step 3:** Evaluate the risks arising from the hazards and decide whether the existing fire precautions and controls are adequate or whether more should be done to eliminate the hazard or to control the risk (e.g. specific training and competence)
- Step 4:** Record the findings of the fire risk assessment and details of the actions undertaken and required. I

Dangerous Substances and Expl