

Red Rose School Fire Risk Assessment

Updated: November 2015



Complies with Fire Safety & Risk Assessment – Educational Premises (ISBN 9781851128198)

Responsible Person: Mrs Gill Makinson

No. of Floors Ground and Above: 3

No. of Floors Below Ground: 2 cellars; North – some electrical circuit breakers and gas meter; South – main gas boiler room and electrical circuit breakers

Number of persons in building: up to 20 staff and 52 pupils

Review Date For Next Assessment: November 2016

5 STEP PROCESS:

FIRE SAFETY RISK ASSESSMENT

1 Identify fire hazards

Identify:

Sources of ignition
Sources of fuel
Sources of oxygen

2 Identify people at risk

Identify:

People in and around the premises
People especially at risk

3 Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring
Evaluate the risk to people from fire
Remove or reduce fire hazards
Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance

4 Record, plan, inform, instruct and train

Record significant finding and action taken
Prepare an emergency plan
Inform and instruct relevant people; co-operate and co-ordinate with others
Provide training

5 Review

Keep assessment under review
Revise where necessary

Remember to keep to your fire risk assessment under review.

STEP 1 IDENTIFY FIRE HAZARDS

For a fire to start, three things are needed:

- a source of ignition;
- fuel; and
- oxygen.

If any one of these is missing, a fire cannot start. Taking measures to avoid the three coming together will therefore reduce the chances of a fire occurring.

The remainder of this step will advise on how to identify potential ignition sources, the materials that might fuel a fire and the oxygen supplies will help it burn.

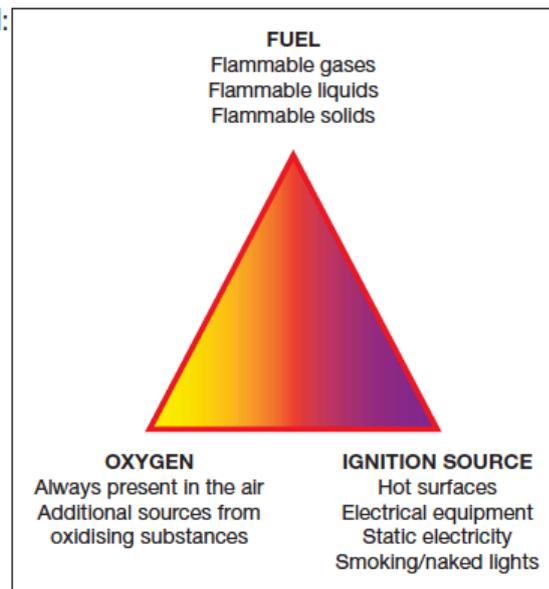


Figure 2: The fire triangle

1.1 Identify sources of ignition

Sources of ignition:

- ✓ portable room heaters;
- ✓ hot processes – Chemistry Laboratory - bunsen burners; Design Technology – use of electrical tools; Maintenance work – use of electrical tools; Contractors
- ✓ Kitchen Catering equipment – gas and electrical
- ✓ arson, deliberate ignition, vandalism;
- ✓ poor electrical installations, e.g. overloads, heating from bunched cables, damaged cables;
- ✓ faulty or misused electrical equipment, e.g. technology, art and craft facilities;
- ✓ chemical agents in laboratories;
- ✓ smokers' material, e.g. cigarettes, matches and lighters;
- ✓ light fittings and lighting equipment, e.g. halogen lamps or display lighting;
- ✓ • central heating boilers; and
- ✓ • obstruction of equipment ventilation, e.g. computers and peripherals.

Sources of Fuel:

- ✓ flammable liquids: cooking oils in Kitchen: solvents and adhesives in Chemistry Lab, Maintenance and Design Technology
- ✓ flammable chemicals: Chemistry Lab, Maintenance cleaning products
- ✓ flammable gases: BBQ propane and/or butane
- ✓ paper, books, clothing, computer equipment and decorations;
- ✓ textiles and soft furnishings
- ✓ waste and litter products, particularly finely divided items such as swarf and
- ✓ wood shavings, off cuts, and dust in design, art and maintenance areas;
- ✓ red diesel

Sources of oxygen:

- ✓ natural airflow through doors, windows and other openings
- ✓ oxidising chemicals

1. Identify sources of fuel**2. Identify people at risk**

and the premises

upils
contractors

3. Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring:

3. Remove, reduce and protect from risk

In general, fires start in one of three ways:

- ✓ Deliberately
- ✓ accidentally
- ✓ by act or omission

Some 85% of the pro

To reduce the potential for **Arson** we:

- ✓ limit unauthorised entry to the site through secure external access at entry points to the premises
- ✓ plan to introduce external CCTV
- ✓ regularly remove all combustible rubbish;
- ✓ ensure that rubbish skips adjacent to the building;
- ✓ do not site wall-mounted waste bins beneath windows or on walls
- ✓ do not allow combustible displays or storage on the internal windowsills of ground floor rooms;
- ✓ secure all storerooms, staff restrooms, the head teacher's office and general office areas against intrusion at the end of the working day;
- ✓ secure flammable liquids so that intruders cannot use them;
- ✓ reduce the scope for potential fire damage by limiting the availability of easily ignitable materials and the opportunity for fire to spread through the premises;
- ✓ encourage staff to report people acting suspiciously;
- ✓ promote good relations with neighbours who overlook your premises
- ✓ do not park vehicles next to windows or doors opening into buildings

3. Remove, reduce and protect from risk

To remove, reduce and protect from risk of fires starting either **accidentally or by act or omission**, we:

- ✓ Employ **good housekeeping** by monitoring the accumulation of combustible materials and ensuring that escape routes and fire doors are not blocked or obstructed
- ✓ See Fire Safety Maintenance Checklist (Annex C)
- ✓ **Monitor Refuse:** Waste material is collected from classrooms at the end of each school day and placed in the 10ltr bins external to the school. In turn, these bins are emptied each week under contract. They are stored out of view of the general public and away from the side of the building.
- ✓ **Monitor Storage**
- ✓ **Maintain Equipment**
- ✓ Employ **Close down procedures:** To reduce the risk of a fire occurring out of normal hours, close down procedures are applied:
 - refuse/waste has been removed from the premises (see above)
 - flammable materials are locked away
 - equipment and machinery is switched off
 - valuable equipment is secured
 - internal doors are closed and main office secured
 - external doors are secured

School Storage:

- ✓ Laboratory: Minimum quantities of flammable chemicals are stored in proprietary cabinets
- ✓ Rooms: Classrooms, ICT, DT, VMI, Music and Art:
 - monitor quantity of materials in use
 - move to central store when not regularly in use
 - clean each day.
 - switch off all electrical equipment
- ✓ Seasonal products/drama props, clothing stored in external building
- ✓ Due to the very limited number of pupils (maximum 52), the very high staff to pupil ratio (at least 1:4) and the multiplicity of detection and exit options the following risks are acceptable:
 - Displays in corridors
 - Coats & bags hung on corridor walls

LPG storage and use

- ✓ Propane and/or butane gas cylinders for use with BBQ are not to be stored next to other flammable materials or products

Red Diesel

- ✓ Store in proprietary fuel bunt

Voids (including roof voids)

- ✓ should not be used for the storage of combustible material
- ✓ Such voids should be sealed off or kept entirely open to allow for easy access for inspection and the removal of combustible materials.

3. Remove, reduce and protect from risk

Equipment and machinery

- ✓ Employ preventive and scheduled maintenance
- ✓ The Main Gas Boiler and the kitchen gas appliances are certified annually
- ✓ Science Room:
 - The gas supply in the science room has an emergency cut-off which is easy to use and known to staff.
 - When not in use the chemicals are locked in suitable metal lockers.
 - The science room will be locked when not in use.
- ✓ All computers and peripherals are under full maintenance contract.
- ✓ The lift system is under a full maintenance contract.

Heaters

- ✓ All heaters are to be kept well clear of combustible materials and where they do not cause an obstruction

Electrical Safety

- ✓ Monitor for:
 - ✓ overloading circuits, bunched or coiled cables or impaired cooling fans
 - ✓ incorrect installation or use of equipment
 - ✓ damaged or inadequate insulation on cables or wiring
 - ✓ combustible materials being placed too close to electrical equipment
 - ✓ arcing or sparking by electrical equipment;
- ✓ All electrical equipment should be installed and maintained in a safe manner by a competent person. If portable electrical equipment is used, including items brought into a workplace by staff they are to be visually inspected and undergo portable appliance testing ('PAT')
- ✓ All electrical installations should be regularly inspected by a competent electrical engineer

Smoking

- ✓ No smoking policy in force at all times
- ✓ Be vigilant for evidence of unauthorised smoking in or about the premises and take measures to prevent this (school sanctions)

3. Remove, reduce and protect from risk

Contractors

Fires are more frequent when buildings are undergoing refurbishment or alteration

- ✓ Before any building work starts, review the fire risk assessment and considered what additional dangers are likely to be introduced. Also evaluate the additional risks to people
- ✓ Liaise and exchange information with contractors who will also have a duty under the Construction (Health, Safety and Welfare) Regulations 1996/11, 12 to carry out a risk assessment and inform you of their significant findings and the preventive measures they may employ. This may be supported by the contractors' agreed work method statement.
- ✓ Raise a permit to work covering all safety concerns
- ✓ Continuously monitor the impact of the building work on the general fire safety precautions, such as the increased risk from quantities of combustible materials and accumulated waste and maintaining adequate means of escape.
- ✓ Only allow the minimum materials necessary for the work in hand within or adjacent to your building.
- ✓ Activities involving hot work such as welding, flame cutting, use of blow lamps or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled when carried out in areas near flammable materials.

3. Remove, reduce and protect from risk

Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting

Emergency Plan in School Policy document

Detection and warning

Premier Electrical are our contracted Fire Alarm specialists. They fitted the current system and carry out an annual inspection in January each year.

The premises are fitted with satisfactory emergency signs and fire fighting equipment. The fire fighting equipment is under a full maintenance contract (Cowley Fire protection).

Fire-fighting

Although fire extinguishers are provided, our policy is not to fight fires but to evacuate immediately.

Escape routes

See diagrams at Annex A.

Lighting

Premier Electrical are our contracted emergency lighting specialists. They will carry out an annual inspection in January each year.

4. Record, plan, inform, instruct and train

- ✓ Record significant finding and action taken (see Form at Annex B)
- ✓ Prepare an emergency plan (**see School Policy Document**)
- ✓ Inform and instruct relevant people; co-operate and co-ordinate with others
- ✓ Provide training
 - Once per term, or when new staff or pupils come on roll, all will be briefed on evacuation procedures.
 - Fire drills will be held at least once per term and these will be recorded in the Fire Action Book

GENERAL DIRECTIONS

The warning is the continuous ringing of the electric sirens situated in all parts of the building. These are activated by breaking the glass front of one of the alarm boxes which are placed in corridors. Breaking the glass releases a spring-loaded switch which automatically rings all bells in the building. Any member of the teaching or non-teaching staff discovering a fire should give the alarm.

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

The staff member nearest to a school telephone is to dial 999 and request the fire service.

Exit routes for each classroom or activity area are displayed appropriately.

The teacher in charge of the class takes with them to the assembly point, generally at the front of the school. All staff and pupils are to face the beach. Class teachers are responsible for carrying out an immediate roll count.

No one is to go back into school until instructed by the Headteacher that it is safe to do so. If a child is missing it must be reported immediately to the Head.

Pupils should walk in and out of school sensibly and line up quietly.

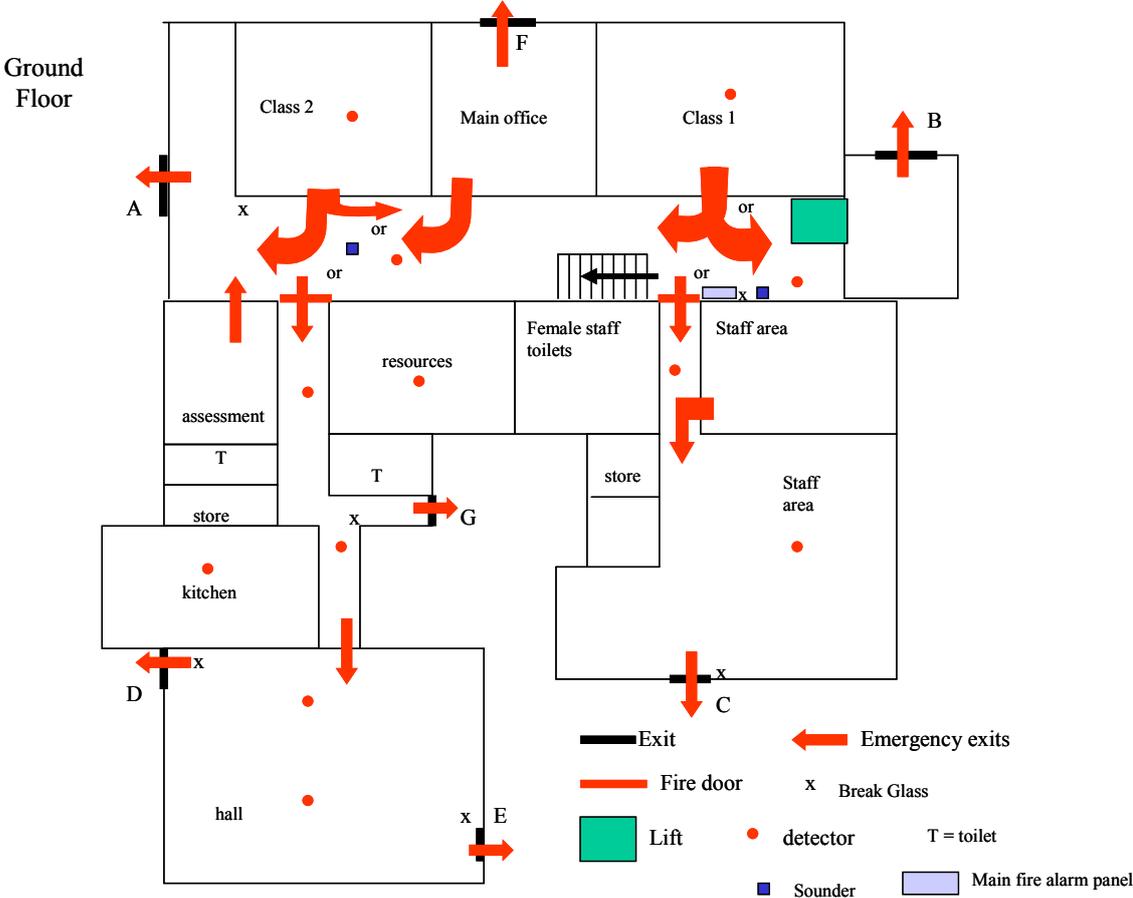
If the usual exit point for a class is blocked for any reason then the nearest available exit should be used.

Lunchtime Fire Procedure

- Staff members on duty in the dining area shall evacuate all children from the building.
- Any staff members in other areas of the building shall evacuate, the Fire Officer shall ensure that toilets are vacated.
- The Headteacher will assign a member of staff to each floor to check, as far as is reasonably practicable, that the rest of the building is vacated.

A fire drill will be held once each term.

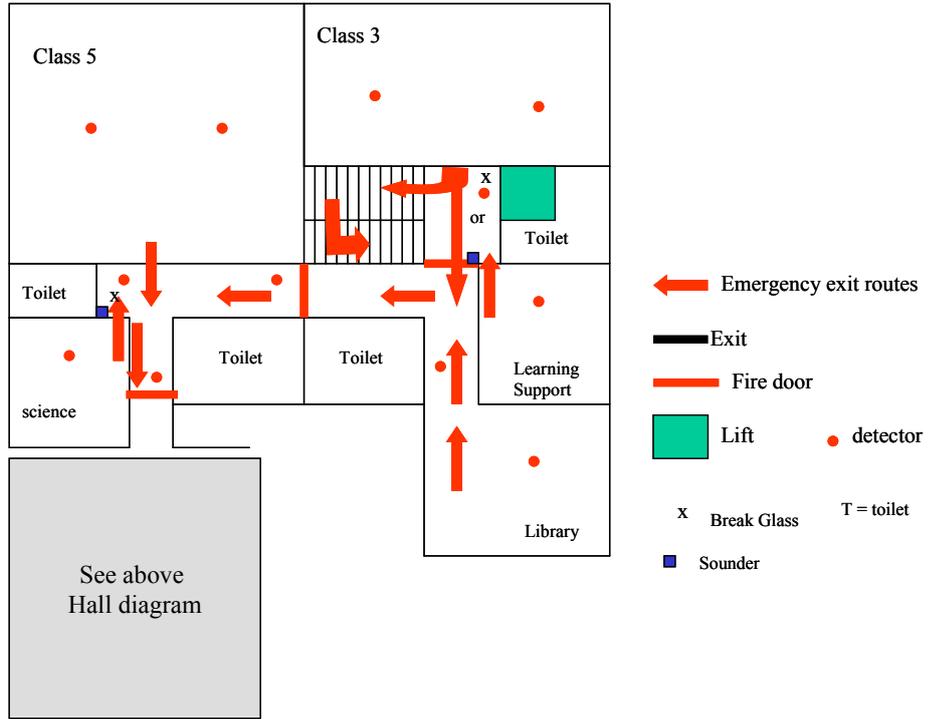
Escape Routes



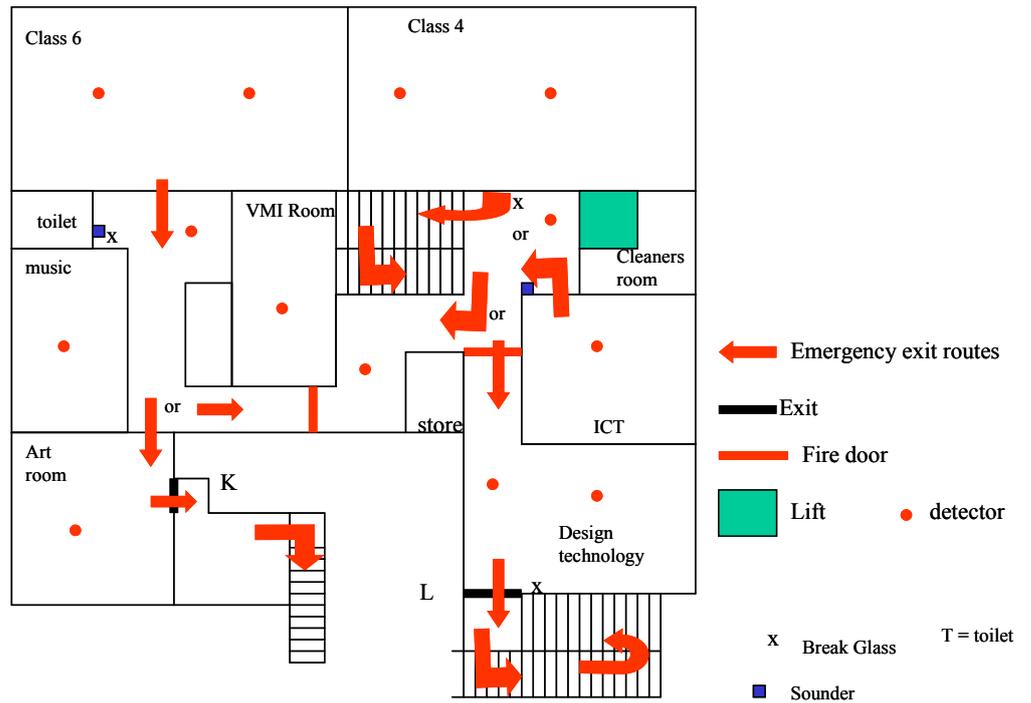
First floor rooms above Hall



First Floor



Second Floor



EVACUATION – DO NOT FIGHT FIRE – GET YOUR PUPILS OUT!

- PUPILS ARE NOT TO FIGHT FIRES
- TEACHERS AND TEAM TEACHERS ARE RESPONSIBLE FOR THE EVACUATION OF THE PUPILS IN THEIR IMMEDIATE CHARGE BY THE QUICKEST SAFE ROUTE TO ASSEMBLY AREA AT FRONT OF THE BUILDING
- LIFT NOT TO BE USED
- PRINCIPAL OR HEAD TEACHER TO CHECK ROLL
- PRINCIPAL OR HEAD TEACHER TO CALL EMERGENCY SERVICES
- PRINCIPAL OR HEAD TEACHER TO DECIDE IF FIRE IS TO BE TACKLED
- LOCATION ACTION

- **LOCATION ACTION**

- **Class 1**
Depending on location of fire, persons in Class 1 may exit through A to G
- **Class 2**
Depending on location of fire, persons in Class 2 may exit through A to G
- **Main Office**
Depending on location of fire, persons in main office may exit through A to G
- **Assessment**
Depending on location of fire, persons in Assessment room may exit through A, G, D or E
- **Resources**
Depending on location of fire, persons in Resources room may exit through A, G, D or E
- **Kitchen**
Depending on location of fire, persons in Kitchen may exit through A, G, D or E
- **Hall**
Depending on location of fire, persons in Main Hall may exit through D or E
- **Staff Rooms**
Depending on location of fire, persons in Staff rooms may exit through B or C
- **Class 3**
Depending on location of fire, persons in Class 3 may exit through B, I, L or K
- **Class 5**
Depending on location of fire, persons in Class 5 may exit through I, B, L or K
- **Library**
Depending on location of fire, persons in Library may exit through B, J, L or K
- **Science**
Depending on location of fire, persons in Science room may exit I, B, L or K
- **Class 4**
Depending on location of fire, persons in Class 4 may exit through L, K, I or B

- **ICT Room**
Depending on location of fire, persons in ICT room may exit through L, K, I or B
- **Design Technology Room**
Depending on location of fire, persons in Design Technology room may exit through L, K, I or B
- **Class 6 & Music Room**
Depending on location of fire, persons in Class 6 or music room may exit through K, L, I or B
- **Art Room**
Depending on location of fire, persons in art room may exit through K or L