

St Alfege with St Peter's Primary School

FIRE RISK ASSESSMENTS

Dated: February 2009

St Alfege with St Peter's CE Primary School - Fire Risk Assessment

List All Rooms & Spaces	Is there an exit directly to outside		If No then from this zone to stairs or outside		If No then Via Adjacent Zones Is this zone/s low risk		Is there a safer route?		Action necessary to reduce risk	How long to reach outside (minutes)
	Yes	No	Yes	No	Yes	No	Yes	No		
1										<2
First Floor Lobby		v	v				v		Keep clear - remove furniture from landing	<2
Corridor		v	v				v			<2
Year 6		v	v	v			v		Keep exit clear; Turn off all equipment; Staff to close window	<2
Music/TV Room		v					v		Turn off equipment when vacated	<2
Year 5		v							Keep exit clear; Turn off all equipment; Staff to close window	<2
2nd Floor Landing		v					v		Keep clear	<2
Special Needs		v		v					Keep exit clear; Turn off all equipment; Staff to close window	<2
Reading Room		v	v						Keep exit clear; Turn off all equipment; Staff to close window	<2
10										<2
11										
Boiler House		v								<2
Store		v								<2
14										
15										
16										
Community room									Keep exit clear; Turn off all equipment; Staff to close window	<2
Entrance Lobby		v					v		Keep route clear at all times	<2
Office		v	v							<2
WC		v	v							<2
Kitchen		v	v						Turn off all cooking equipment and do not cover	<2
Large Room		v					v		Keep exit clear; Turn off all equipment; Staff to close window	<2
Electrical Intake		v								<2
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
ICT Room		v	v						Turn off equipment at end of day	<2

List All Rooms & Spaces	Is there an exit directly to outside?		If No then from this zone to stairs or outside?		If No then Via Adjacent Zones is this zone/s low risk		Is there a safer route?		Action necessary to reduce risk	How long to reach outside (minutes)
	Yes	No	Yes	No	Yes	No	Yes	No		
Entrance Lobby	1	v							Keep all exit routes clear	<2
Year 3 Class	2	v	v							<2
Premises Manager's Office	3	v	v						Keep locked at all times when not occupied	<2
Store	4	v	v							<2
Visitor's Toilet	5	v	v							<2
Library	6	v	v							<2
Head teacher's Office	7	v	v							<2
Staffroom	8	v	v							<2
Year 2 Class	9	v	v							<2
Corridor	10	v	v						Keep exit clear, Turn off all equipment; Staff to close window	<2
School Office	11	v	v							<2
Year 4 Class	12	v	v						Turn off equipment when room vacated at end of day	<2
Corridor	13	v	v						Keep exit clear; Turn off all equipment; Staff to close window	<2
Toilet Lobby	14	v	v						Keep clear	<2
Disabled WC	15	v	v							<2
Boys WC	16	v	v							<2
Girls WC	17	v	v							<2
Lobby to Hall	18	v	v						Keep clear	<2
Boiler house	19	v	v							<2
Hall	20	v	v							<2
Intake Room lobby	21	v	v						Ensure Fire doors clear of obstruction at all times	<2
Meals Hall Lobby	22	v	v						Keep clear; Ensure Intake room locked when not in use	<2
Nursery Store	23	v	v							<2
Nursery Quiet Area	24	v	v							<2
Nursery	25	v	v						Keep exit clear; Turn off all equipment; Staff to close window	<2
Female WC	26	v	v							<2
Nursery WC	27	v	v							<2
Reception	28	v	v						Keep exit clear; Turn off all equipment; Staff to close window	<2
Reception Toilets	29	v	v							<2
Year 1 class	30	v	v						Keep exit clear; Turn off all equipment; Staff to close window	<2
Staircase Lobby	31	v	v						Ensure exit route clear at all times	<2
Cellar	32	v	v							<2
Mezzanine Level	33	v	v						Turn off equipment at end of day	<2
Deputy Headteacher Off	34	v	v							<2
Medical/Resources	35	v	v						Turn off equipment (copier) when not being used	<2
Male WC	36	v	v							<2
ICT Room	37	v	v						Turn off equipment when not being used	<2
Kitchen	38	v	v						Turn off equipment when not being used	<2

Fire Evaluation List		Yes	No	If the answer is yes, how do you know
1	Can the existing means of detection discover a fire quickly enough to raise an alarm in time for a safe evacuation?	V		
2	Can the means for giving warning [the alarm] be clearly heard and understood throughout the whole premises?	V		Smoke alarms in corridors and stores
3	Can the alarm be raised from a single point?	V		Weekly tests are logged - different locations
4	If the fire alarm is electrically powered, does it have a back up power supply?	V		Battery back up confirmed
5	Have you told all employees about the fire warning system?	V		Staff to be reminded on regular basis
6	How do visitors and contractors on site know the fire warning system?	V		Visitors signing in process
7	Do employees know how to operate and respond to the fire warning system?	V		
8	Are there instructions for your employees on how to operate the fire warning system?	V		Very basic shown
9	Do all employees know what action they take on hearing the fire warning?	V		Evacuate
10	Have you included the arrangements for fire detection, warning, evacuation and practice drills in your emergency plan?	V		Emergency Plan review when needed

If any answer is No

ACTION PLAN

1	School to consider Contractor code of Practice which includes what to do in event of fire or evacuation
2	Registers need to be completed at beginning of day/afternoon session and returned to office - include in Emergency Plan content - CFMA could assist in preparing this documentation if required.
3	Consider auto detection being registered with a Central Call Station
4	Tighten up on all visitors signing into the premises (and signing out)

How long will it take for all occupants to escape to a place of safety once a fire has been detected?	<2 minutes apart from 1 exception; Best 1.34		Yes	No	Action if no
Is this a reasonable length of time?	Yes	No	If No	Will it take too long?	
Are there any changes to your procedures that could speed it up?	V				
Are there enough exits and are they in the right place?		V			Emergency Plans need to be expanded
Are the type and size of exits suitable and sufficient for the number of people likely to need to use them (e.g. width for wheelchairs)?	V				
In the event of a fire are there alternative exits that can be reached by all people?	V				
Are all escape routes easily identifiable, free from obstruction, unlocked and adequately illuminated?	V				
Do you have regular practices using all routes and exits?	V			These are to take children out	
Are there instructions about means of escape clearly visible to employees and visitors?	V				
Have you included means of escape arrangements in your emergency plan?	V			Emergency Plan needs to be expanded	

Are there any actions that you need to take?	
1	Ensure all exit routes corridors etc are clear of obstruction at all times
2	Ensure External stairs are free of obstruction internally and that steps do not have items on them and are safe (ice etc)
3	Consider out of hours cover
4	Consider blocking known exit routes during an emergency evacuation
5	Ensure Emergency lighting is adequate throughout building
6	Ensure that ALL staff know what they do in event of evacuation and that roles are know on some cases

FIRE FIGHTING EQUIPMENT		
	Yes	No
Are Fire Extinguishers suitable for the purpose and of sufficient capacity?	v	
Are there sufficient sited throughout the building?	v	
Are the right types of extinguisher located close to the identifies fire hazards	v	
Can employees gain access to them without exposing themselves to risk?	v	
Are the locations of extinguishers obvious?	v	
Do persons likely to use them have sufficient training?	v	
Have you included use of fire fighting equipment in your emergency plan?	v	
		Comment
		Covered by contract; Staff have no specific training in use of
		All as required by specialist contractor
		See above
		At present yes - ensure these are always free of obstruction
		Signed accordingly
		Staff training is given for Fire Marshalls
		Emergency plan needs updating and expanding

HOUSEKEEPING		
	In house	Specialist
How often do you check all fire doors and escape routes?	Daily*	Quarterly
How often do you check that fire signage is in place?	Daily*	Quarterly
How often do you regularly check fire fighting equipment?	Daily	4 times a year
How often are alarms checked and tested?	Weekly*	4 times year
How often do you check any evacuation equipment?	N/A	N/A
Are there instructions for relevant employees about testing equipment?	N/A	
Are those who test and maintain the equipment properly trained to do so?	N/A	
		* call points once a week
		* As part of normal routine
		* From different Call points

	Yes	No	Comment
1 Do you have a fire emergency plan?	v		
2 Does the plan take account of all reasonably foreseeable circumstances?	v		Reviewed when appropriate
3 Are all employees familiar with the plan and trained in its use?	v		Fire drills regularly taken and times recorded
4 Is the plan made available to all who need to be aware of it?	v		Displayed across school buildings, copies are available in the office
5 Are the procedures to be followed clearly indicated throughout the workplace?	v		
6 Have you considered all the people likely to be present in the building / on site at any time?	v		
7 Does the plan take account of all the people on the site or may be on the site who have restricted mobility poor hearing, poor eyesight or any other form of disability whether temporary or permanent?		v	HT to comment

Fire Safety Checks

8 Is the building checked for the following before it is closed each day:			
All windows and door closed?	v		Carried out by Premises Manager - ALL staff should take lead
All magnetic 'hold backs released?	v		Checked once a week and logged
Electrical equipment not in use switched off and unplugged:	v		Carried out by Premises Manager - ALL staff should take lead
Smokers' materials are not smouldering		v	No smoking in school premises
All naked flames extinguished or in a 'safe condition'?	v		Remind staff in appropriate areas
All flammable rubbish and waste removed to a safe place?	v		As part of clearing process each afternoon
All flammable materials safely stored?	v		In secure stores
The buildings secured against unauthorised entry	v		By Premises Manager at end of school day

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Significant hazards	People/groups of people who are at risk from the hazards	Existing controls and risks that are not adequately controlled	What further action is needed by when? By who?
Lack of signing in process	All visitors	Knowledge of visitors/contractors on site	Tighten up visitor procedures
General awareness of staff	All users	No defined documentary evidence of knowledge or training	As above
Boundary Fire Ages	Users	Try to ensure that parents are aware of dangers of illegal parking	Notice to parents

Date of next Review

When appropriate due to changes to premises configuration and/or school routines/timetables

By Premises Manager and Headteacher