

# FIRE RISK ASSESSMENT

1

## PREMISES PARTICULARS

### **Premises Name**

St Josephs School and Nursery, 33 Derby Road  
NG1 5AW

**Tel no:** 0115 9418356

### **Use of Premises**

Educational with out of hours childcare and recreational out-of-hours use.

### **Owner/Employer/Person in control of the workplace**

Ashley Crawshaw Head Teacher Person in control of workplace

### **Date of Risk**

**Assessment** September 2017

### **Date of**

**Review** September 2018

### **Name & relevant details of the person who carried out the Fire Risk Assessment**

Ashley Crawshaw – Head Teacher/ Health and Safety Co-ordinator and  
Bob Williams – Site Manager  
Austin Kelly – Health and Safety Governor/Trustee

2

## GENERAL STATEMENT OF POLICY

### **Statement:**

It is the policy of St Joseph's School and Nursery to protect all persons including employees, pupils, contractors and members of the public from potential injury and damage to their health, which might arise from work activities.

The Trustees of the school will provide and maintain healthy working conditions, equipment and systems of work for all employees, and will provide such information, training and supervision as they need for this purpose.

The Trustees will give a high level of commitment to health and safety and will comply with all statutory requirements.

***Commentary:***

We have a detailed Fire Prevention Policy as part of our Health and Safety Policy. This is revised annually in consultation with all staff and Trustees.

The head teacher and the site manager annually carry out Fire Risk assessments, this Fire Risk assessment will now form part of our risk assessment programme.

An annual Health and Safety Inspection (which includes fire risks) is carried out by the head teacher, site manager and a trustee.

The Fire Safety Management Plan is part of the Health and Safety Policy. It is kept on the Server. This plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative as advocated by the Employer's guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

The head teacher has overall responsibility for fire safety matters which include the risk assessment and all matters appertaining to it –

- Deciding the fire safety protective and preventative measures
- Informing other responsible persons what they are
- Ensuring that they are implemented and communicated to other employees
- Ensuring co-ordination between other responsible persons.

Fire safety will be an annual agenda item at Trustee committee meetings and at staff meetings, TA meetings and MSA meetings.

The maintenance programme is carried out by the site manager and records are available from him. Any deficiencies are prioritised and dealt with accordingly.

The Trustees monitor the effectiveness of the fire risk assessment process and its implementation.

**4****GENERAL DESCRIPTION OF PREMISES****Description:**

The main school is a 5 storey building accessed by two staircases and a good lift (not for personnel use)  
There is one outbuilding housing toilets and storage and gym/hall. There are also several play-decks to the rear of the property

The site is enclosed by fencing and electronic gates.

The building is used before and after school for clubs and outside providers and occasionally the hall is used by the community on weekends and after school.

**Occupancy**

**Times the Premises are in use:** 5:30am to 6.30pm  
(Monday to Friday)

**The Total Number of persons Employed within the premises at any one time:**

**The Total Number of persons who may resort to the premises at any one time:** 150

**Size**

**Building footprint (Metres x Metres):**

**Number of floors:** 5

**Number of Stairs:** 2

**5****FIRE SAFETY SYSTEMS WITHIN THE PREMISES****Fire Warning System: (i.e. automatic fire detection, break-glass system to BS 5839, other)**

Manual bells in the main school accessed by breaking the glass  
New detection system fitted in the gym in December 2015 to include detection and exit buttons.

**Emergency Lighting: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)**

There is limited maintained emergency lighting within school. Torches are available at selected exit points for emergency use only. Lighting and torches are tested regularly by the site manager.

**Other: (i.e. Sprinkler system to LPC rules BS 5306)**

None  
PLANS

The site manager, office and senior staff have access to the following plans  
FIRE PLAN, FIRE PLAN AND SECURITY DETECTORS, plan showing CUT OFF VALVES FOR WATER, ELECTRICITY, and the position of the FUSE BOARDS. The school has NO GAS supply.



**Sources of Ignition:**

One Beko Mini electric cooker currently in Year 6.  
One microwave in the staffroom (New Sept 2017)  
Cookers/heating cupboards in the school kitchen  
Gas fired boiler in the boiler house (Removed 2016)  
Smoking is not allowed in the building or on the grounds  
Computers in computer suite and the server in the server room (Smoke alarm fitted).  
Wall mounted electric radiators in most rooms around school including the gym  
Free standing electric radiators and fans in several rooms around school  
Two photocopiers in the main office and IT suite

**Sources of Fuel:**

The sources of fuel are those commensurate with school premises.  
Paper is stored in the storeroom and at various points throughout the school.  
Internal waste paper bins are emptied every night and the waste is stored in secured recycling bins outside.  
New containers of cleaning chemicals are stored in the locked storeroom.  
Cleaning chemicals are locked in a cupboard in the site manager's room when not being used by the cleaning staff.  
Kitchen cleaning chemicals are stored in a cupboard off the kitchen. Signs are in place.

**The school does not use gas****Work Processes:**

The work processes are commensurate with school premises. There are no processes that pose a significant fire hazard. The electrical equipment is tested according to regulations (annual PAT testing). A 6 year electrical compliance certificate is in place  
IT equipment is maintained by Arcsus. Staff endeavour to turn off all electrical equipment at night.

**Structural features that could promote the spread of fire:**

The building is old and does not contain many of the fire retardant materials and methods of containment as would be seen in a new build  
Roof space is used as classrooms with firebreaks at internal walls.

***Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what control's are or need to be in place:***

Employees and pupils are distributed throughout the building.

Fire drills are held regularly throughout the school year

Visitors and contractors are signed in at reception and given the appropriate sticker to identify them. Fire safety signs and exit signs are prominently displayed throughout the building.

Employees are responsible for their visitors during an evacuation. Where visitors are identified as having disabilities that would prejudice their evacuation, the Head teacher is informed and measures put in place to ensure their evacuation in the event of fire.

PEEPs are prepared, implemented and evaluated if and when required

At the present time there are no children or staff with disabilities that would prejudice their escape in the event of fire.

Teaching staff attended fire appliance training in November 2016 with FSE

Head has undertaken on-line training 'Fire Safety in Education – Level 2' via Educare

## 9

# MEANS OF ESCAPE – HORIZONTAL EVACUATION

### **Commentary:**

All employees are trained in what action to take on hearing the fire alarm or discovering a fire. Where there are employees or children with disabilities, a personal evacuation plan will be devised.

There are sufficient fire exits throughout the building to allow all persons to evacuate in the event of fire.

It is anticipated that any fire would be noticed fairly soon after ignition due to the working practices of the building. There are smoke detectors in areas that have cooking equipment and these would also provide an early warning alarm.

A fire drill takes place each term. The evacuation time is usually around 2-3 minutes. Registers and the visitors' book are taken to the assembly area on the carpark. It is anticipated that all in school will have evacuated the building before any escape route becomes untenable. All doors can be easily opened while the building is occupied and all escape routes lead to a place of safety. Walkie Talkies are used to communicate in the event of an emergency.

Mrs Shirley De-Vivo is the designated member of staff to communicate with Fire Crews

It is part of our practice to ensure that all escape routes are unobstructed at all times.  
All escape routes have internal emergency lighting.

The use of the school beyond the school day necessitates additional safety measures:

- Hall users are advised of Fire Assembly points and means of exit.

The school's Fire Policy has been written in consultation with regard to all staff and it is reviewed regularly.

## 10

# MEANS OF ESCAPE – VERTICAL EVACUATION

### **Commentary:**

Staff have the option of two staircases to evacuate the building. Escape from the first floor is via a third emergency staircase.

Both stairwells allow escape from the front or rear of the building.

**11****FIRE SAFETY SIGNS & NOTICES*****Commentary:***

There are adequate fire safety signs and notices in the premises. All exit routes and fire safety equipment are adequately signposted.

**12****FIRE WARNING SYSTEM*****Commentary:***

There is a manual fire warning system comprising of manual call points and smoke detection in the main school and a semi-automatic system in the gym (fitted in December 2015)

**13****EMERGENCY LIGHTING SYSTEM*****Commentary:***

There is limited emergency lighting within the premises. Where emergency lighting is not automated, safety torches for emergency use only are located at labelled points around the school.

**14****FIRE FIGHTING EQUIPMENT*****Commentary:***

There are sufficient fire extinguishers (**CO<sub>2</sub>, water and dry powder**) and fire blankets correctly located throughout the building. They are adequate for the risks within the premises and are serviced annually. Teaching and some support staff were trained in their use in November 2016 via FSE Ltd.



***Is there a maintenance programme for the fire safety provisions in the premises*** Yes

***Commentary:*** Monthly checks carried out by the Site Manager.

***Are regular checks of fire resisting doors, walls & partitions carried out*** Yes

***Commentary:*** Monthly checks carried out by the Site Manager.

***Are regular checks of escape routes & exit doors carried out*** Yes

***Commentary:*** Monthly checks carried out by the Site Manager.

***Are regular checks of fire safety signs carried out*** Yes

***Commentary:*** Monthly checks carried out by the Site Manager.

***Is there a maintenance regime for the fire warning system*** Yes

***Commentary:*** Manual bells only. System checked annually by FSE Ltd. Sitemanager checks smoke alarms regularly. Extinguishers and other firefighting equipment are on an annual service contract with FSE Ltd

***Is there a maintenance regime for the emergency lighting system*** Yes

***Commentary:*** Monthly checks carried out by the Site Manager.

Annual check carried out by the contractors and recorded.

***Is there maintenance of the fire fighting equipment (By competent person?)*** Yes

***Commentary:*** Annual check carried out by the competent contractors and recorded.

***Are records kept & their location identified*** Yes

***Commentary:*** The records for all aspects relating to maintenance issues are kept by the site manager.

**16****METHOD FOR CALLING THE FIRE SERVICE*****Specify:***

During the course of the normal school day, admin staff (Shirley De-Vivo |) will be responsible for calling 999. Out of school hours it is a condition of letting that a competent person carries a mobile phone. Shirley De-Vivo is the staff member assigned to liaise with emergency fire crews

**17****EMERGENCY ACTION PLAN (EAP)*****Commentary:***

The Fire Policy is attached to this record. It can be accessed electronically [HERE](#)

**18****TRAINING*****Commentary:***

Training is provided by the Headteacher as part of the termly evacuation drills.

The Fire Policy is revised annually and also provides the opportunity to remind staff of what to do in the event of a fire, how to call the Fire Service and how to operate the fire alarm system.

All personnel undertake this training and this is recorded accordingly by the site manger and in the staff training files.

<i>Deficiency/Rectification</i>	<i>Priority</i>	<i>Date to be Rectified</i>	<i>Date Rectified</i>
<p><i>*Insert additional pages as required</i></p>			

# SIGNIFICANT FINDINGS

<i>Significant Finding</i>	<i>Control Measure/Action</i>

*\*Insert additional pages as required*

**Specify:**

The extended use of the school beyond the school day  
Building layout and accessibility means limiting access