

## FIRE RISK ASSESSMENT

This Fire Risk Assessment pro-forma has been developed for use in all Lancashire County Council owned and occupied premises. It aims to achieve consistency across the authority and ensure that all aspects of fire safety have been appropriately considered.

This risk assessment considers the risk to life from fire to ensure compliance with fire safety legislation, it does not specifically address the risk to property or business continuity from fire. The risk to property is partially addressed in this risk assessment and is also covered by the engineering servicing contracts for issues such as gas, electricity, etc., and general discussions with your Building Surveyor and contractors. Business continuity will be addressed as part of your emergency procedures and business continuity plan. The fire risk assessment is split into four parts:

- Part A – General Information
- Part B – Non-Technical Aspects
- Part C – Technical Aspects
- Part D – Action Plan

**Schools to Note:** the offer of assistance in the guidance below is under the terms of the Health & Safety Service Level Agreement. For further details about the terms of the Service Level Agreement please contact our Business Support Team Tel: 01772 538877.

**Parts A, B and D** are designed to be completed by the Premises Manager or a designated employee following the guidance referred to below (available on the Health Safety and Quality Team's website). If however, that assistance is required to complete this, the Premises Manager should contact the Health, Safety & Quality Team on Tel: 01772 538877 and arrangements will be made for an Officer to visit to assist.

**Part C** can be completed by the Premises Manager or a designated employee who has the relevant competency e.g. knowledge, skills and experience. If however, assistance is required, the Premises Manager should contact the [Health, Safety & Quality Team](#) and arrangements can be made for an Officer to visit and assist. See contact details above.

**Part D** The Action Plan, consolidates the findings of parts B and C to help the Premise Manager or designated employee produce a strategy to ensure that everything reasonably practicable is being done to minimise the risk of fire starting and spreading and any improvements recommended are taken forward within reasonable timescales.

## **Guidance on how to use this pro-forma and complete a Fire Risk Assessment:**

**A Fire Risk Assessment must only be carried out by persons who are deemed "competent" as per the criteria in the Fire Risk Assessment Health & Safety Competency** available on the web site. Guidance has been developed to assist in this task:

**Guidance 1:** explains how to use this Fire Risk Assessment pro forma including:

- the identification of People at Risk
- the determination of the Risk Category
- the development of a Fire Risk Action Plan with appropriate priority ratings

**Guidance 2:** assists Premises Managers or designated employees with the completion of the pro-forma by outlining Key Factors relating to each topic and suggesting elimination/control measures to be considered to achieve a satisfactory level of fire safety. Additional guidance is also available on the Communities and Local Government website at:

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

## PART A - General Information

Part A to be completed by the Premises Manager or a designated employee who has knowledge of the building, its occupants and the activities carried out. The fire risk assessment can either be completed for the whole building or just for part(s) of it i.e. the area(s) you have responsibility for. In shared premises consideration should be given to sharing the risk assessment with others who may be affected.

After the initial fire risk assessment is completed, annual reviews are recommended for the non-technical aspects, and three yearly reviews for the technical aspects where no significant changes have occurred. The fire risk assessment guidance on the Health, Safety & Quality team's web site provides further information on this.

Complete this front page to help form a picture of the type of building, its use and the people who may be at risk. Then complete the remainder of the fire risk assessment on the pages that follow.

|   |   |   |   |
|---|---|---|---|
| <b>Premises/Establishment Name/No:</b><br>Traleton Mere Brow CE 08072 |   | <b>Premises/Establishment Address:</b><br><br>The Gravel Mere Brow PR4 6JX  |   |
| <b>Risk Assessment completed by:</b><br>SLivesey,                     |   | <b>Premises Manager:</b><br>SLivesey  |   |
| <b>Landlord Name (if the property is not owned by LCC):</b><br>BDBE   |   |   |   |
| <b>Date of completion (non-technical aspects):</b> 9/1/2020           | <b>Proposed review date (non-technical aspects):</b> January 2021 | <b>Date of completion (technical aspects):</b><br>July 2017   | <b>Proposed review date (technical aspects):</b><br>July 2020   |
| <b>The Building</b>   |   | <b>The Occupants</b>  |   |
| Number of floors:   | 2 floors  | Details and approximate number of persons who may be in the building at different times e.g. employees, members of the public, pupils, contractors, etc | The current occupancy is approximately<br><br>This consists of 12employees 81 pupils, 1 members of the public |

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|--|--|--|--|
| Area(s) covered by this Fire Risk Assessment e.g. first floor, room SB4:   | The entire building.   | Details of any specific "at risk" persons or groups e.g. sensory impaired. | Personal Emergency Evacuation Plans (PEEPS) will be prepared when necessary.<br>Lone worker procedures are in place. |
| Has there been a fire at the premises within the last 2 years? If yes, give details.   | Yes <input type="checkbox"/><br>No <input checked="" type="checkbox"/>   |  |  |
| Brief details of construction (See LCC Property Group PAMS system) or contact your building surveyor for advice  | The premises' construction comprises: traditional brick built<br>Combination of traditional tile and flat roofs<br>The gross internal area is 654.08m2.                            |  |  |
| Details of any process specific information :<br>- High risk process/activities<br>- Flammable material process(es)<br>- High noise level process(es): | N/A <input type="checkbox"/> or provide details below:<br>The premises functions as a Primary School and complies with Lancashire County Council's annual statement of compliance. |  |  |

|  |  |
|--|--|
| <b>People at Risk</b>  |  |
| <b>E</b> – Employees<br><b>A</b> – Agency/Casual<br><b>P</b> – Public<br><b>PS</b> – People Using the Service/Pupils   | <b>C</b> – Contractors<br><b>ES</b> – Emergency Services<br><b>O</b> – Other (specify) |
| <p>For the majority of hazards and risks, it is acknowledged that all of the groups noted above could be affected and the Fire Risk Assessment has been completed with this in mind. Where only specific groups or individuals are identified to be at risk, this will be noted in the Existing Arrangements and/or Action Required.</p> |  |

## **PART B Non-Technical Aspects**

Part B to be completed by the Premises Manager or a delegated employee who has knowledge of the building, its occupants and the activities carried out. If however, it is felt that assistance is required to complete this, the premises manager should contact the Health, Safety & Quality Team on Tel: 01772 538877 and arrangements will be made for an Officer to visit and assist.

| Requirement   | Detail Existing Arrangements   | Additional Action Required |
|---|--|----------------------------|
| <b>B1. Management systems and procedures</b>  |  |                            |
| i) Fire related policies/arrangements/ procedures are in place and are appropriate for the building, its occupants and activities.<br><a href="#">Fire Safety Order - Articles</a><br><a href="#">11. Fire safety arrangements</a><br><a href="#">15. Procedures for serious and imminent danger and for danger areas</a><br><a href="#">17. Maintenance</a><br><a href="#">19. Provision of information to employees</a><br><a href="#">22. Co-operation and Co-ordination</a> | <p>Fire safety policy/arrangements/procedures are in place and updated regularly; issued (Month/Year) and last reviewed ( January 2020) by the Headteacher/Manager/Governors/ relevant staff and Mr P Samson H and S adviser LCC</p> <p>Staff are aware of the Fire Safety procedures. Copies are held on the shared drive under Health and Safety Fire Procedures and hard copies in the Fire Safety Log Book and displayed in key locations in the school/building.</p> <p>Fire Safety procedures are communicated as part of the staff induction programme and are revisited at team meetings when changes have occurred.</p> <p>Fire Risk Assessment guidance and support materials are available on the Health, Safety &amp; Quality web site on the Intranet and Schools Portal.</p> |                            |

| Requirement   | Detail Existing Arrangements   | Additional Action Required |
|---|--|----------------------------|
| <p>ii) Roles and responsibilities relating to fire safety are clearly defined.<br/> <a href="#">Fire Safety Order –Articles 11. Fire safety arrangements</a><br/> <a href="#">15. Procedures for serious and imminent danger and for danger area</a><br/> <a href="#">19. Provision of information to employees</a><br/> <a href="#">22. Co-operation and Co-ordination Article 23. General duties of employees at work</a></p>                             | <p>Roles and responsibilities for fire safety are defined within the fire policy/arrangements document.</p> <p>Fire wardens are in place; their roles and responsibilities are clearly defined. Staff are designated to assist in performing a sweep of the building upon actuation of the fire alarm.</p>   |                            |
| <p>iii) An appropriate level of fire training has been provided to all employees dependant on their role.<br/> <a href="#">Fire Safety Order – Articles 13. Fire-fighting and fire detection</a><br/> <a href="#">15. Procedures for serious and imminent danger and for danger areas</a><br/> <a href="#">19. Provision of information to employees</a><br/> <a href="#">21. Training</a><br/> <a href="#">23. General duties of employees at work</a></p> | <p>All staff receive instruction and training on fire safety during induction and at regular training session/inset days. All staff are requested to complete the fire safety e-learning module. Annual refresher training is provided by a variety of means e.g. a refresh of the procedures, discussion at team meetings, practice drills, etc.</p> <p>All staff are aware of the fire evacuation procedures. Staff training includes:</p> <ul style="list-style-type: none"> <li>• What to do upon discovery of a fire</li> <li>• What to do upon hearing the fire alarm</li> <li>• How to call the Fire Service</li> <li>• How to evacuate the building</li> </ul> <p>Practice drills are carried out at regular intervals once per term and observations are made which can be improved upon on the next scheduled drill. Staff are de-briefed following fire drills.</p> <p>All staff are instructed not to use firefighting equipment except in an extreme situation (i.e. to assist in exiting the building)</p> <p>Employees are advised not to fight the fire but to raise the alarm</p> |                            |

| Requirement  | Detail Existing Arrangements  | Additional Action Required   |
|--|---|--|
|  | <p>and exit the building.</p> <p>Make sure new staff have received any fire safety training</p>   |  |
| <p>iv) There is (are) an effective Emergency Plan(s).<br/>Fire Safety Order – Articles<br/>11. Fire safety arrangements<br/>15. Procedures for serious and imminent danger and for danger areas<br/>19. Provision of information to employees<br/>22. Co-operation and Co-ordination</p> | <p>The premises' emergency plan is regularly reviewed and updated as required. Staff are consulted when developing procedures and are reminded of their roles/responsibilities regularly.</p> <p>A grab bag system is in place within the school and is held in the office. The grab bag contains key information about the building, emergency phone and contact details.</p> <p>A list of emergency contact details is available and is kept up-to-date e.g. pupil's parents, building surveyor, CofG, etc.</p> <p>Back up procedures for major emergencies; school has arrangements with the village hall as a safe refuge area.</p> | <p>Consider a torch, and make sure medications, spare inhaler, consider procedure for medications ( insulin) are taken with us. Head and nominated staff have whistle on keys and lanyards</p> |
| <p>v) There are adequate numbers of staff available to effect a safe evacuation<br/>Fire Safety Order – Articles<br/>15 Procedures for serious and imminent danger and for dangerous areas<br/>19. Provision of information to employees</p>   | <p>An adequate number of staff are nominated and are aware of their roles and responsibilities (as per the fire policy/arrangements/procedures) to effectively implement emergency evacuation procedures (demonstrated by Fire evacuation drills). Consideration has also been given to safe evacuation procedures during ad-hoc 'events' e.g. plays, fetes, parent evenings, etc.</p>  |  |
| <p>vi) The Emergency Plan and Fire Procedures are communicated effectively to all occupants and visitors, etc., (as appropriate).<br/>Fire Safety Order – Articles</p>   | <p>The emergency plan and fire procedures are communicated effectively to all occupants and visitors through induction, supervision, instruction, shared procedures, fire signage and notices.</p>  | <p>Ensure fire signage is secured appropriately , buy a new muster point sign</p>  |

| Requirement  | Detail Existing Arrangements   | Additional Action Required            |
|--|--|---------------------------------------|
| <p>11. Fire safety arrangements<br/>15. Procedures for serious and imminent danger and for danger areas<br/>19. Provision of information to employees<br/>22. Co-operation and Co-ordination</p>   | <p>A signing in and out procedure is in place for all visitors and contractors.</p> <p>Each visitor is given a visitor's badge which includes the emergency evacuation procedure or they are instructed on the evacuation procedure.</p> <p>Staff communicate the actions required for both emergency evacuation and fire procedures to pupils and visitors, this is reinforced by fire action notices displayed in the school.</p>  | <p>Print some more visitor badges</p> |
| <p>vii) Competent persons have been appointed to assist in undertaking preventative and protective measures for fire safety.<br/>Fire Safety Order – Articles<br/>18. Safety Assistance<br/>19. Provision of information to employees<br/>21. Training</p> | <p>Professional advice on technical aspects such as the building's structural/fire compartmentation and the selection of fire related equipment is provided by Lancashire County Council's Design and Construction team/other.</p> <p>Assistance with other aspects e.g. to assess fire arrangements, procedures and their implementation is provided by Lancashire County Council's Health, Safety and Quality team/other.</p> <p>Key individuals with specific tasks and responsibilities are identified in section B1 ii.</p> |                                       |

| Requirement  | Detail Existing Arrangements  | Additional Action Required |
|--|---|----------------------------|
| <p>viii) There are adequate inspection and monitoring systems in place relating to fire safety.</p> <p>Fire Safety Order – Articles</p> <p>11. Fire safety arrangements</p> <p>17. Maintenance</p> <p>19. Provision of information to employees</p> <p>22. Co-operation and Co-ordination</p> <p>23. General duties of employees at work</p> | <p>Annual workplace inspections are completed by the Headteacher and school governors and fire safety provisions are considered as part of this process.</p> <p>Fire alarm, emergency lighting, detection and extinguishing equipment are serviced through Design &amp; Construction contractors/LCC Procurement Service contractors/other.</p> <p>All contract and service and inspection records are readily available and where appropriate recorded on PAMS.</p> <p>The Site Supervisor/Responsible person undertakes and records weekly and monthly checks including rotational alarm call points, emergency lighting, escape routes. Records are held in the fire safety log book.</p> <p>Any defects identified with the fire safety provisions are reported to BECON and enhanced vigilance is maintained by staff until the issue has been resolved.</p> <p>Also see:<br/>           Electrical checks: See B2i)<br/>           Fire drills: See B5i)<br/>           Fire alarm: See Section C3i)<br/>           Emergency lighting: See C4iii)<br/>           Fire extinguishers: See C5i)<br/>           Contractors: See C6i)</p> |                            |

| <b>Requirement</b>             | <b>Detail Existing Arrangements</b> | <b>Additional Action Required</b> |
|--------------------------------|-------------------------------------|-----------------------------------|
| <b>B2. Sources of ignition</b> |                                     |                                   |

| Requirement   | Detail Existing Arrangements  | Additional Action Required  |
|---|---|---|
| <p>i) Appropriate measures are taken to prevent or reduce the risk of fires of electrical origin including any posed by lighting fixtures<br/> <a href="#">Fire Safety Order – Articles 10. Principles of prevention to be applied</a><br/> <a href="#">17. Maintenance</a></p> <p>Issue No: 5<br/>                     Issued by: H&amp;S Team</p> | <p>Staff are encouraged to inspect any electrical equipment prior to use. Defective items are reported to Headteacher/Site Supervisor/Office and taken out of use until tested or repaired.</p> <p>Annual PAT testing of all portable equipment <b>(Nov 19)</b>.<br/>                     Five yearly check of wiring <b>Jan17 due Jan 22</b><br/>                     Records of all tests are readily available.</p> <p>Staff are requested to not bring personal items of electrical equipment into the workplace unless this has been approved by Headteacher and the items have been subject to PAT testing.</p> <p>Electrical equipment is only purchased from reputable suppliers via LCC procurement contracts/other.</p> <p>Only authorised staff, pupils and visitors are allowed to use the site's electrical appliances.</p> <p>Contractors must use their own equipment.</p> <p>The mains electrical isolation point is located in the <b>Site Supervisor's room</b> which is marked on the building plans, and clearly signposted and not obstructed by storage.</p> <p>Extension leads are only used in an emergency or for short periods.</p> <p>Combustible items are not stored near light sources.</p> <p><b>An extension cable in use in room xxxx was not fully unwound. This could lead to the cable overheating and increasing the risk of fire.</b></p> | <p>Basic LCC Fire Risk Assessment Form - EXAMPLE<br/>                     Page 11 of 25</p> |

| Requirement   | Detail Existing Arrangements  | Additional Action Required   |
|---|---|--|
| <p>ii) Appropriate measures are taken to prevent or reduce the risk of fires resulting from Smoking or Smoking Materials.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>19. Provision of information to employees<br/>23. General duties of employees at work</p> | <p>The establishment adheres to Lancashire County Council's Smoke-Free Policy.</p> <p>Contractors and visitors are advised of the no smoking policy when booking into the school/premises and signage is used to help enforce this.</p> <p>Also see section B3i) regarding combustible materials and supplies</p>   |  |
| <p>iii) Appropriate measures are taken to prevent or reduce the risk of arson.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>22. Co-operation and Co-ordination<br/>23. General duties of employees at work</p>   | <p>The building has CCTV cameras located at the front of the building.</p> <p>The premises are secure during the day and night; entrance to the main building is by permitted monitored access only, staff use keypad/fob system.</p> <p>The school is protected by means of perimeter fencing around the external grounds/boundary.</p> <p>Gates are kept locked at night.</p> <p>There is no Letter box / There is a sealed fire-proof letter box.</p> <p>External bins are away from the building. Arrangements are in place for the weekly removal of waste and combustible items.</p> <p>No reported arson events have occurred in the school or to buildings in the surrounding area.</p> | <p>Think about bike locks for the bins should vandalism increase</p> |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
| <p>iv) Appropriate measures are taken to prevent or reduce the risk of cooking related fires.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>17. Maintenance<br/>19. Provision of information to employees 23. General duties of employees at work</p>                    | <p>A microwave is available in the staff room and a cooker is in the main kitchen and resources area; fire blankets are provided.</p> <p>Appropriate levels of fire detection are in place the kitchen/cooking areas. The main kitchen has heat detection and fire-fighting equipment.</p> <p>Staff are instructed not to leave items unattended whilst being cooked or reheated.</p> <p>The extraction system in the main kitchen is regularly cleaned and maintained.</p>  |                            |
| <p>v) Appropriate measures are taken to prevent or reduce the risk of fires caused by the use of portable heaters &amp; heating installations including gas heating systems.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>19. Provision of information to employees</p> | <p>Heating is provided by hot water radiator system.</p> <p>Portable heaters / electrical fan are only used in an emergency or for short periods.</p> <p>The heating system is subject to periodic testing requirements by competent contractors.</p> <p>The gas boiler is housed in a specifically designed separate room.</p> <p>The location of the gas main isolation valves are known and clearly marked within the <b>boiler house</b>.</p> <p>Gas appliances are subject to 6 monthly checks and 3 yearly installation inspection</p> |                            |

| Requirement  | Detail Existing Arrangements  | Additional Action Required |
|--|---|----------------------------|
| <p>vi) Appropriate measures are taken to prevent or reduce the risk of fires caused by contractor hot works or other potentially hazardous electrical works.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>20. Provision of information to employers/and the self-employed</p>   | <p>All contractors used have been approved by Design &amp; Construction. PROP<br/>Method statements, risk assessments and hot work permits where necessary are provided by the contractor prior to work commencing.<br/>Method statements, risk assessments and hot work permits are obtained from the contractor by the Building Surveyor. Also see Section B9ii.</p>                        |                            |
| <p>vii) Appropriate measures are taken to prevent or reduce the risk of fires relating to the storage of chemicals or potential chemical reaction during a fire.<br/>Fire Safety Order – Articles<br/>12. Elimination or reduction of risks from dangerous substances<br/>16. Additional emergency measures in respect of dangerous substances<br/>19. Provision of information to employees<br/>23. General duties of employees at work</p> | <p>COSHH assessments are carried out for all hazardous substances.<br/><br/>All hazardous chemicals are stored within a locked store room away from electrical and heat sources.<br/><br/>Flammable substances are kept to a minimum where possible.<br/><br/>Up-to-date Manufacturers Hazard Data Sheets (MHDS) for any hazardous substances used on site are available in an emergency.</p> |                            |
| <p>viii) Appropriate measures are taken to prevent or reduce the risk of fires caused by lightning e.g. installation of a lightning conductor.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>17. Maintenance</p>   |   |                            |

| Requirement   | Detail Existing Arrangements   | Additional Action Required |
|---|--|----------------------------|
| <b>B3. Potential sources of fuel</b>  |  |                            |
| <p>i) Combustible materials and supplies are appropriately stored.</p> <p>Fire Safety Order – Articles<br/>           12. Elimination or reduction of risks from dangerous substances<br/>           19. Provision of information to employees<br/>           23. General duties of employees at work</p> | <p>There is adequate control over general housekeeping within the premises. This is monitored through regular workplace inspections/safety tours.</p> <p>Housekeeping, general fire hazards and specific fire hazards associated with work activities are monitored by a daily walk around of the school/premises by the <b>Site Supervisor</b>.</p> <p>Stocks of flammable materials are kept to a minimum where possible.</p> <p>No extremely flammable, highly flammable or explosive materials are stored or used on site.</p> <p>Due consideration is given to the storage implications of supplies and materials and the impact these may have on the fire risks within the premises.</p> <p>All materials are stored in a secure storeroom and/or in classroom cupboards.</p> |                            |

| Requirement  | Detail Existing Arrangements  | Additional Action Required |
|--|---|----------------------------|
| <p>ii) Combustible waste materials are disposed of appropriately.<br/>Fire Safety Order – Articles<br/>12. Elimination or reduction of risks from dangerous substances<br/>19. Provision of information to employees<br/>23. General duties of employees at work</p>   | <p>There is an appropriate internal and external waste management system in place. Staff regularly monitor the building to prevent an inappropriate build-up of combustible waste materials e.g. recycling, confidential paper waste, classroom activity waste, general rubbish.</p> <p>Internal - the refuse containers are emptied daily to reduce the build-up of combustibles.</p> <p>External - refuse containers are enclosed, positioned away from the building .</p> <p>There are regular weekly collections of external waste materials.</p> |                            |
| <p>iii) Aerosol containers are stored and disposed of appropriately.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>12. Elimination or reduction of risks from dangerous substances<br/>19. Provision of information to employees<br/>23. General duties of employees at work</p> | <p>All aerosol containers are used, stored and disposed of in accordance with COSHH Regulations. COSHH risk assessment and material safety data sheets are available.</p> <p>Most aerosols have been replaced with plastic spray or pump action containers.</p> <p>When not in use aerosols are stored away in a secure storeroom.</p>  |                            |
| <p>iv) Furniture is stored, used and disposed of appropriately.<br/>Fire Safety Order – Articles<br/>10. Principles of prevention to be applied<br/>17. Maintenance</p>  | <p>All furniture was in good condition at the time of the risk assessment.</p> <p>Measures are in place to control the use and monitor the condition of all furniture e.g. via regular workplace inspections and hazard reporting procedures.</p> <p>All new furniture is purchased to BS 7176 standard via LCC</p>   |                            |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
|  | <p>procurement contracts/other.</p> <p>All damaged furniture is removed/replaced and disposed of appropriately and in a timely manner.</p>   |                            |
| <b>B4. Means of giving warning in the event of fire</b>  |  |                            |
| <p>i) There are appropriate arrangements in place for ensuring that all persons are alerted in the event of a fire to enable full evacuation of the building i.e. fire alarm system and sounders..<br/><a href="#">Fire Safety Order – Articles 13. Fire-fighting and fire detection</a></p> <p><a href="#">19. Provision of information to employees</a><br/><a href="#">22. Co-operation and Co-ordination</a><br/><a href="#">23. General duties of employees at work</a></p> | <p>Also see Section C4 Means of Escape</p> <p>A unmonitored fire alarm system is in place. The fire alarm system has an indicator panel.</p> <p>Fire detection smoke/heat detectors are installed at key points within the building.</p> <p>All areas of the building are linked to the automatic alarm system.</p> <p>All staff are aware of what the fire alarm sounds like – it is tested weekly by the <b>Site Supervisor</b> whilst the building is occupied. The alarm is easily identifiable over other sounds e.g. security device, school bell and disabled toilet alarm.</p> <p>Emergency escape route signage is clear and appropriate. The building has emergency lighting installed.</p> <p>Fire Marshalls/staff are aware of their roles in an emergency evacuation e.g. carrying out a sweep of all areas of the building and providing assistance to individuals where required.</p> <p>PEEPs will be completed for any persons with impaired hearing who may occupy the building.</p> |                            |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
| <p>ii) There are adequate arrangements in place for communicating with other occupiers of the building and those of adjacent premises in the event of a fire</p> <p><a href="#">Fire Safety Order – Articles 17. Maintenance</a><br/> <a href="#">19. Provision of information to employees</a><br/> <a href="#">22. Co-operation and Co-ordination</a><br/> <a href="#">23. General duties of employees at work</a></p> | <p>Fire alarm system in place see B4i) above.</p> <p>All occupants of the building are briefed on emergency fire evacuation and fire safety.</p> <p>Arrangements are in place to alert the occupants of the building and those of adjacent premises in the event of a fire; this is included within the emergency plan.</p>  |                            |
| <b>B5. Means of escape in the event of fire</b>  |  |                            |
| <p>i) The escape route(s) is (are) kept clear and not restricted or blocked.</p> <p><a href="#">Fire Safety Order – Articles 14. Emergency routes and exits</a><br/> <a href="#">23. General duties of employees at work</a></p>   | <p>All escape routes have been examined fully and are considered satisfactory.</p> <p>All escape routes lead to final exits.</p> <p>All doors on escape routes open in the direction of escape where necessary.</p> <p>There are no revolving or sliding doors in the premises.</p> <p>All travel distances are reasonable; there are no unacceptable dead-end conditions present. All escape routes are kept unobstructed and adequate widths are maintained.</p> <p>All escape routes are inspected regularly by the <b>Site Supervisor (Daily)</b>.</p> |                            |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
|  | <p>The school has suitable means of escape and some classrooms have their own fire exit.</p> <p>The premises has a suitable means of escape for the number of occupants.</p> <p>As part of the local fire safety testing programme escape routes are checked to ensure they are well maintained, clean and clear. Records of checks are kept.</p> <p>Adequate widths of corridors and other escape routes are maintained at all times. Where possible equipment is placed in storerooms. Staff are reminded of the need to maintain escape routes and circulation areas.</p> |                            |
| <p>ii) The time taken for evacuees to reach a place of safety is within the recommended guidance (2 minutes for high risk, 2.5 minutes for normal risk &amp; 3 minutes for low risk).</p> <p>Fire Safety Order – Articles<br/>14. Emergency routes and exits<br/>15. Procedures for serious and imminent danger and for danger areas</p> | <p>The building is considered to be of 'normal' risk. Therefore an evacuation time of 2.5 minutes should be the goal.</p> <p>All areas of the building can be safely evacuated within 3 minutes - practice drills demonstrate an average of 2.5 minutes.</p> <p>Findings of all fire drills are recorded within the fire safety log book/other which includes the number of participants, time of evacuation and any comments/observations made.</p>   |                            |
| <p><b>B6. Means of accounting for persons</b></p>  |  |                            |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
| <p>i) Appropriate assembly point(s) have been designated.<br/>Fire Safety Order – Article 14. Emergency routes and exits</p>   | <p>A physical sweep of the building is made on activation of the fire alarm and a roll call is taken.</p> <p><b>The designated assembly point is located in the back playground; a sign is in place to indicate its location</b></p> <p>All staff are aware of the location of the assembly point. There is a system in place which accounts for visitors and contractors entering and leaving the premises. This is included in the evacuation plan.</p> <p>Security lighting will activate in the hours of darkness giving sufficient light at the assembly point.</p> |                            |
| <p>ii) There is an effective mechanism for communicating with persons at assembly points.<br/>Fire Safety Order – Articles 11. Fire safety arrangements<br/>19. Provision of information to employees<br/>20. Provision of information to employers/and the self-employed<br/>22. Co-operation and Co-ordination</p> | <p>mobile phones - vocal means are utilised for communications with those gathered at the assembly point.</p> <p>A mobile telephone is used for communication with outside services etc.</p> <p>There is also a phone is kept charged-up at all times by <b>after school club</b></p> <p>Verbal communication following roll call of participants is sufficient for establishing the school/premises has been fully evacuated.</p>   |                            |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
| <b>B7. Fire extinguishing equipment</b>  |  |                            |
| i) All fire extinguishers are clearly identified and not obstructed.<br>Fire Safety Order – Articles<br>13. Fire-fighting and fire detection<br>19. Provision of information to employees  | Adequate numbers of suitable fire extinguishers were noted. They are considered to be positioned appropriately and are clearly identifiable. All were either wall mounted or on a suitable stand.<br><br>Staff are reminded not obstruct fire extinguishers or move them.<br><br>Also see section C5: Fire Extinguisher Equipment. |                            |
| ii) All fire extinguishers are in good condition and tested annually by an external contractor.<br>Fire Safety Order – Articles<br>13. Fire-fighting and fire detection<br>17. Maintenance | There is a contract in place for the annual service and maintenance of all firefighting equipment.<br><br>The fire extinguishers were last subjected to an annual service in <b>(January /19)</b> .<br><br>Any defects or activated extinguishers are reported and replaced immediately.   |                            |
| iii) Is the sprinkler system subject to regular testing by an external contractor?<br>Fire Safety Order – Articles<br>13. Fire-fighting and fire detection<br>17. Maintenance              |  |                            |

| Requirement   | Detail Existing Arrangements   | Additional Action Required |
|---|--|----------------------------|
| <p>iii) Appropriate signage is in place for the safe use of fire-fighting equipment in an emergency and where necessary employees have received appropriate training in their use.</p> <p>Fire Safety Order – Articles<br/>11. Fire safety arrangements<br/>21. Training<br/>19. Provision of information to employees<br/>17. Maintenance</p>              | <p>Signage is located adjacent to the relevant fire safety equipment i.e. fire extinguishers, manual call points, escape route direction signage.<br/>Signs are located so as not to cause confusion and are clearly identifiable from other media in that area.</p> <p>Staff are instructed/advised to evacuate the building and only consider using fire-fighting equipment if needed to assist with evacuation.</p> <p>Information regarding fire extinguishers is included in staff fire training.</p> |                            |
| <b>B8. Liaison with fire service</b>  |  |                            |
| <p>i) There is an appropriate means of summoning the fire service in an emergency and this has been communicated to all employees.</p> <p>Fire Safety Order – Articles<br/>13. Fire-fighting and fire detection<br/>16. Additional emergency measures in respect of dangerous substances<br/>19. Provision of information to employees<br/>21. Training</p> | <p>On activation of the fire alarm a telephone call is made to the Fire Service.</p> <p>The <b>Headteacher/admin officer</b> calls the fire service. This procedure is detailed within the fire evacuation arrangements and is positioned in reception.</p> <p>Staff are aware to call “ <b>999</b>” to contact the fire service.</p>  |                            |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
| <p>ii) The Fire Service has been informed of any special risks within the premises e.g. hazardous substances, oxygen/gas cylinders.<br/><a href="#">Fire Safety Order – Articles 16. Additional emergency measures in respect of dangerous substances</a><br/><a href="#">22. Co-operation and co-ordination</a></p> | <p>There are no specific risks or hazards which need to be notified to the Fire Service.</p> <p>Premises information is readily available for the Fire Service in the emergency 'grab-bag'.</p> <p>There are arrangements in place to provide the Fire Service with details of where there are asbestos containing materials (ACMs) in the building, where appropriate, via the building's floor plans where ACMs are highlighted on them.</p> <p>Fire Service access to the site for fire-fighting purposes is considered adequate.</p> <p>When monitoring the likely impact of new activities/building alterations the Headteacher will give due consideration to the need to liaise with the local Fire &amp; Rescue Service.</p> |                            |
| <b>B9. Contractors</b>   |  |                            |
| <p>i) There are appropriate fire safety arrangements in place in respect of contractors working on site.<br/><a href="#">Fire Safety Order – Article 20. Provision of information to employers/and the self-employed</a></p>   | <p>Fire safety arrangements for contractors are issued on admission to the premises.</p> <p>Procedures are in place to communicate with Contractor's with regard to the risks/hazards they may encounter in the premises. The school has a contractor's signing-in book. Induction information, including fire and emergency arrangements and evacuation procedures, are provided at reception as part of the sign-in procedure.</p> <p>The <b>Headteacher/Site Supervisor/Premises Manager</b> monitors the contractor's work on site.</p>  |                            |

| Requirement  | Detail Existing Arrangements   | Additional Action Required |
|--|--|----------------------------|
|  | <p>If the work being undertaken directly conflicts with current fire safety provisions staff will maintain an enhanced vigilance until normal systems can be re-established. In the interim, if loss of systems or facilities is deemed to be extensive the relevant property maintenance consultant responsible for the works will be liaised with to identify any temporary solutions.</p> <p>The <b>Headteacher/Site Supervisor</b> and Building Surveyor controls works which may affect fire protective measures</p>                                    |                            |
| <p>ii) Prior to any work commencing arrangements are in place to discuss with contractors on site any work, including hot works that may increase the risk of fire.</p> <p><a href="#">Fire Safety Order – Articles 11. Fire safety arrangements</a><br/> <a href="#">15. Procedures for serious and imminent danger and for danger areas</a><br/> <a href="#">20. Provision of information to employers/and the self-employed</a></p> | <p>Only vetted and approved contractors are utilised. Appropriate controls and procedures are in place to facilitate a full discussion with contractors working on site.</p> <p>Method statements with fire precautionary measures and risk assessments are obtained from contractors when appropriate.</p> <p>Completion certificates are obtained when appropriate.</p> <p>Where necessary, dependant on the level of risk and size of job, contractors are monitored by the appropriate person from the school's/premises' property consultancy team.</p> |                            |

## PART D Fire Risk Assessment Action Plan

Part D to be completed by the Premises Manager or a designated employee following collation of all relevant information from parts A-C to develop an action plan and monitor its progress and completion.

### Further action / controls required

| Ref No | Action required                                 | Person(s) to undertake action? | Projected time scale | Notes / comments | Date completed |
|--------|---|--------------------------------|----------------------|------------------|----------------|
|        | Print some more visitor badges                  | EO SL                          |                      |                  |                |
|        | Think about bike locks for the bins             | EO & PB & SL                   |                      |                  |                |
|        | Mark on the plan where the cleaning cupboard is | SL EO PB                       |                      |                  |                |
|        |   |                                |                      |                  |                |
|        |   |                                |                      |                  |                |
|        |   |                                |                      |                  |                |