

FIRE RISK ASSESSMENT

ESTABLISHMENT:	WAVERLEY SCHOOL	Assessor: (print)	G WILLIAMS	Signature	<i>G Williams</i>
Address:	105 The Ride Enfield EN37DL	Responsible Person:	GAIL WEIR (Head Teacher)	Date: Review date	06.03.2017 03.2018
		Building size/ description:	Main building, 1 floor at ground level Annexe building 1 floor at ground level All classrooms have a direct fire exit all other rooms have a fire escape route		
What is the main method of fire detection:	People				
	Automatic detection				
	Smoke				
	Heat				

IDENTIFY FIRE HAZARDS

Sources of Ignition	Sources of Fuel	Sources of Oxygen
<i>Gas fired boilers Faulty electrical appliances Misuse of electrical appliances Fixed electrical wiring installation Arson Contractors undertaking hot work Cooking equipment</i>	<i>Furniture and furnishings, Packaging Paper, card and books etc. Piped gas supply Flammable liquids / chemicals Textiles Waste Foam filled gym mats</i>	<i>Open windows and doors, Resuscitation units in the swimming and hydro pools and medical room.</i>

PEOPLE AT RISK

People At Risk:	Employees Students Visitors Contractors	Maximum number of persons at any one time	Staff: 150 Pupils: 150
Known special requirements: Mobility Learning Disabilities Visual Language Issues Hearing	The school is purpose built for children with profound and multiple learning difficulties.		Hall – 120

1. MEANS OF ESCAPE AND ESCAPE TIMES

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H
Planned termly fire drills (staff must be involved in at least one per annum)	Drills planned half termly and results recorded in fire log book (date, time , evacuation time and any problems noted) and signed	YES	Continue with half termly drills Head teacher	LOW
Action arising from the drill or changes that may be present since the last fire risk assessment. Are there any actions outstanding?	Fire drills are formally reviewed to identify problems encountered and any further actions required.	YES	Drills and feedback monitored by Governors health and safety committee	LOW
Who is in charge should the fire alarms go off?	Headteacher or senior member of staff on duty See school evacuation procedures	YES	Fire action plan considered a living document	LOW
Do escape routes lead in different directions to places of safety? (i.e. a place beyond the building in which a person is no longer in danger)	Adequate means of escape from all parts of premises. (2 exit routes from an area where >60 people) Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor doors functioning and kept closed) Exit doors open in direction of travel Main routes and escape routes unobstructed and free from storage.	YES YES YES YES		LOW
How long does it take to evacuate everyone to a place of safety?	Escape routes short enough to enable all people in the building to get to a place of relative safety in under 3 mins	YES	Monitor during fire drills	LOW
What arrangements have been made to manage staff and visitors when evacuated to the assembly point	Documented in site fire procedures member of staff responsible for picking up visitors book Lettings Ensure responsibilities of school and hirer are clearly detailed in hire agreement (copy signed and kept)	YES YES		LOW
What arrangements are made to ensure that fire doors close properly and have no damage?	Ensure all fire doors (i.e. internal doors leading onto escape routes) are identifiable with signage and have self closure fixed. If there are any fire doors linked to the alarm system checks for correct operation made during weekly alarm test	YES	Caretaker to check weekly any faults reported	LOW

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H
When and how often are fire exit doors checked to ensure that they work properly and are free from obstruction? Who is responsible for this?	All exit doors to be checked (operable and unobstructed) as part of daily opening up procedures All Fire exits immediately openable without use of a key. Electrical locking devices release automatically on activation of alarm. All exit routes available during extended use / lettings	YES YES YES	Caretaker to check any faults reported	LOW
Are there any exceptions to fire doors being closed at all times?	For operational reasons may be held open for <u>short</u> periods during occupied hours, always closed when site unoccupied.	YES		LOW
2. FIRE DETECTION AND WARNING (Alerting building Occupants)				
How is the alarm raised?	Break glass smoke detectors and heat detectors Main panel located in the entrance lobby ensure zone chart in place next to panel(s) if not fully addressable		Check any issues highlighted from the drills.	LOW
Are there places where the alarm might not be heard? If so what action has been taken to correct this?	Fixed time for weekly test when school adequately occupied to ensure full audio coverage.	YES	Review audibility of alarm during fire drills / weekly tests.	LOW
How do staff and visitors know what to do if a fire occurs or the alarm is raised?	Fire action notices completed and posted by each callpoint Information provided to staff, contractors and hirers. Included at induction for all new staff School procedures posted throughout site	YES	All new staff are inducted in fire safety By the deputy head	LOW
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H
How do you ensure that the fire alarm is tested each week? Where is it recorded? Is each call point checked over time?	Weekly call point test, testing different call point each week on cyclical basis. The records are kept on the cloud, and as a paper copy in the fire log book.	YES		LOW

What arrangements are there for having heat and smoke detectors checked? Who is responsible for checking them and how often are they checked?	Determine servicing arrangements : Maintained and serviced regularly (quarterly) by T&J FIRE Record kept on the cloud and school in fire log book	YES		LOW
What arrangements are there for having the complete alarm system serviced by a competent contractor?	Maintained and serviced regularly by T&J fire (annually) Record kept on the cloud and school in fire log book	YES		LOW
Where can a fire start without being noticed straight away?	<ul style="list-style-type: none"> Plant rooms, voids etc. Are items of ignition stored in this area 	NO	Auto detection in unoccupied areas (plant rooms, voids etc.)	LOW
3. SOURCES OF IGNITION (Check, inspect and control)				
Fixed wire installation	Fixed wire test conducted every 5 years Date of last inspection : April 2016 Rolling programme of works arising from test Records maintained	YES	6 monthly visual inspections carried out by A L Barker	LOW
Naked flame risks	Naked flames risks arising from contractor's work subject to hot work permit. <ul style="list-style-type: none"> Contractors work area to be checked daily especially after hot works have been carried out Ensure appropriate Fire Fighting Equipment available? 	YES YES	No Hot works are allowed to be provisioned during school occupation times Duty Caretaker	LOW
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H

<p>Security and reducing arson risk</p>	<p>Clear signage externally to ensure adequate visitor control to the site. All visitors required to sign in / wear badges</p> <p>Staffed reception at main school building. Other means of entrance to the building minimised</p> <p>Intruder alarm in place- full and monitored link to an alarm monitoring station</p> <p>Maintain fencing in good condition (min 1.8m high weldmesh) School gates closed / locked out of hours</p> <p>School watch / Neighbours encouraged to keep watch over the school and report any criminals/ suspicious behaviour during out of hours</p> <p>Shrubs / trees kept to a minimum around the school buildings Use of CCTV</p>	<p>YES</p>	<p>The rear of the school is well protected by high fencing, there is a resident caretaker on site bins are locked in a secure enclosure all shrubbery has been removed from the rear of the building.</p>	<p>LOW</p>
<p>Faulty electrical appliances Misuse of electrical appliances</p>	<p>Annual portable appliance testing by competent person. Date of last test: Jan 2017</p> <p>Should any additional electrical appliances be brought on to site (e.g. by staff) these should be included in the inventory and maintenance regime.</p> <p>Daily inspection of rooms by teaching and admin staff in all departments. Staff to report any damage via repairs request form to site Manager.</p> <p>Visual check / inspection of equipment by staff before use / issue to pupils</p> <p>Staff to ensure sockets not overloaded and minimise use of extension leads</p>	<p>YES</p>	<p>Staff are not permitted to use personal electrical appliances in school</p> <p>Staff to take out of service any equipment found to be faulty and report to duty caretaker.</p>	<p>LOW</p>

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H
Use of fixed / portable heaters	<p>Staff advised to keep away from combustibles and not to leave on when area unoccupied.</p> <p>Ensure vents are kept clear</p> <p>Portable appliance testing carried out annually</p> <p>LPG heaters NOT UESD</p>	YES	Only portable fan heaters to be used and held buy the premises manager	LOW
Smoking	No smoking site (healthy school) – ensure signage to this affect is at school entrance. All contractors and visitors aware.	YES		LOW
Cooking and kitchen use	<p>Extraction filters changed and ducting cleaned regularly – QUORTLEY</p> <p>All gas catering equipment serviced on an annual basis by a gas safety registered contractor (formally CORGI)</p> <p>Gas and electrical equipment maintained</p> <p>Cooking oil stored appropriately and recycled regularly</p>	YES	Kitchen under direct control of LBE catering service	LOW
Kiln use	THERE IS NO KILN ON SITE	NA		

<p>Gas fired boilers Boiler / plant rooms</p>	<p>Annual service by gas safety registered contractor (formally CORGI) Date of service: November 2016 No combustible storage in area. Plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations. Site manager has a system for monitoring such areas (weekly) for unauthorised storage.</p>	<p>YES</p>		<p>LOW</p>
<p>4. COMBUSTIBLE MATERIALS (Remove, reduce and control)</p>				
<p>Fire Safety (the issues)</p>	<p>Control measures</p>	<p>Yes / No / NA</p>	<p>Recommended Action and Comments (by whom)</p>	<p>Risk level L M H</p>
<p>Piped gas supplies</p>	<p>All gas catering equipment serviced on an annual basis by a gas safety registered contractor (formally CORGI) Gas isolation points clearly signed / accessible. Gas and electrical equipment maintained –</p>	<p>YES</p>	<p>All gas equipment serviced by Pinegrand heating</p>	<p>LOW</p>
<p>Storage of combustible materials e.g. xmas decorations, paper, packaging, scenery /props and spare furniture</p>	<p>Stored only in appropriate locations and away from sources of ignition i.e. designated stores not in boiler/electrical rooms Stock kept to a minimum and stored in dedicated areas Voids not to be used for storage Foam mats stored in dedicated store.</p>	<p>YES</p>	<p>Foam mats to be locked away at night. PE assistant</p>	<p>LOW</p>
<p>External waste storage</p>	<p>Waste stored away from buildings/ in an enclosed area and wheeled bins secured All combustible waste regularly removed Skips lidded and kept away from buildings (6M)</p>	<p>YES</p>	<p>Waste removed every night by the duty caretaker</p>	<p>LOW</p>

Control / disposal of waste	Competent contractor used to dispose of waste, regular collections.	YES	LBE waste collection	LOW
Cleanliness of the premises	General good housekeeping rooms maintained in tidy condition, no accumulation of materials in working areas. Regular and safe disposal of waste. Stocks of materials kept to a minimum	YES		LOW
Storage of coats and clothing in communal areas	Coat pegs located away from electrical items Cloakrooms are away from circulation spaces (consider use of lockers to store clothing/personal items)	YES	Lockers used where age appropriate	LOW
Textiles, curtains and displays	Drama curtains flame retardant No displays / curtains etc in close proximity to heat sources (ovens in food tech etc.)	YES	Corridor displays to be kept to a minimum with a meter gap every 3 meters. Art technician	LOW
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H
Effective control of storage	Dedicated storage areas available and good housekeeping in these areas. Storage away from heat sources Caretaker to ensure plant rooms clear of storage. Site manager has a system for monitoring such areas for unauthorised storage. No unauthorised access possible	YES	Plant rooms in an exceptional State of cleanliness	LOW
Gas cylinders /cartridges e.g. LPG	Minimal amount stored on site. Securely stored in a well vented area with free flow of fresh air. Away from flammable liquids, oil and oxidising agents.	N/A		LOW

Storage / use of flammable liquids chemicals	All containers labelled appropriately Highly flammable liquids kept in small quantities Maximum of 50L of Highly flammable liquids kept in a suitable locked and labelled cupboard or store, having a half-hour fire resistance. Store located in a safe place outside of the close work area and away from the fire escape route. Good ventilation must be ensured when flammable or volatile liquids are used.	YES	A small amount of flammable Liquid is kept on site and secured in a locked metal container away from the building. Premises manager	LOW
5. SOURCES OF OXYGEN (reduce)				
Reducing potential sources of oxygen to a fire	Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours, duty caretaker closes all windows and doors at the end of the school day as part of the lock up procedure.	YES		LOW
6.STRUCTURAL FEATURES (Control fire spread)				
Are there easy paths through which fire and smoke can spread? e.g. Open stairways, ill fitting / open doors (in particular cross corridor / stairwell)	Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor doors functioning and kept closed) and there are no stair wells.	YES		LOW
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H

Identify any holes in wall / ceiling E.g. In partition walls around pipe work and cables	Caretaker to inspect buildings for damage (conducts monthly checks on premise) and monitor all recent work which may have made holes in walls or damaged any fire resistant wall/ceiling linings e.g. cable / pipework installation These will be filled to help prevent the spread of fire.	YES		LOW
Does the building contain suspended ceilings?	There are four areas that have suspended ceilings structure above the tiles is concrete electrical supplies are serviced through steel conduit.	YES		
Combustible materials covering substantial wall/ceiling areas	Keep displays to appropriate size (particularly in circulation spaces / corridors) and away from heat sources (ovens in food tech, etc.)	YES	Staff are aware of display restrictions in the corridors. Health and safety team	LOW
7. SIGNAGE / LIGHTING				
Where are the fire assembly points? How are people aware?	Detail assembly point location: Information provided to staff, contractors and hirers Fire action notices to be completed School procedures posted throughout site	YES	All fire assembly points are located in the front car park	LOW
Is there adequate signage in place? In particular in those areas used for lettings / activities outside of school hours	All fire exit doors are clearly marked. Fire exit signs and directional fire exit signs are indicated with a green pictogram/graphic symbol (the 'running person' symbol BS5449). These may be seen with or without directional arrows. Signs in positions where they can be clearly seen (overprovision of signs causing confusion causing confusion should be avoided) All fire signs conspicuous	YES		LOW
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H

<p>Are all fire escape routes adequately lit?</p> <p>What arrangements are there for checking the emergency lighting?</p>	<p>For evening lets / performances/ hall use etc a comprehensive system of emergency lighting is in place and illuminates escape routes.</p> <p>All emergency light fittings to be marked on plan.</p> <ul style="list-style-type: none"> • Caretaker to check operation of emergency lighting units monthly. Ensure record of check made in fire logbook. • A competent engineer should test emergency lighting system annually. Ensure record of test made in fire logbook. 	<p>YES</p>	<p>Emergency lighting is maintained under contract by A L Barker</p>	<p>LOW</p>
<p>8. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)</p>				
<p>Where is the list of fire equipment kept (e.g. extinguishers, blankets, escape aids etc)</p>	<p>A comprehensive list kept in the fire log book. All fire fighting equipment marked on plan.</p>	<p>YES</p>		<p>LOW</p>
<p>How often and by whom is the fire equipment checked?</p>	<p>Caretaker checks extinguishers weekly to ensure they're in place, not blocked / obscured and untampered with.</p> <p>Extinguishers are inspected annually by a competent engineer. Date of inspection: AUG 2016</p>	<p>YES</p>		<p>LOW</p>

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H
<p>Is there at least one water extinguisher placed for each 200 metres of floor space? (Should always be sited so that no person need travel more than 30 metres to reach an extinguisher)</p> <p>Minimum of 2 per floor unless it is an upper floor less than 100m²</p>	<p><i>T&J FIRE</i> have ensured adequate extinguisher provision</p> <p>Only to be used by staff who have received instruction on their use.</p> <p>Extinguishers are fixed near exit doors / on escape routes. Ensure there are notices and/or instructions indicating the correct use of extinguishers.</p> <p>Extinguishers are appropriate for local risks:</p> <p>Fire blankets and a wet chemical extinguisher are provided in kitchen / food tech areas.</p> <p>CO2 throughout appropriate for electrical risk</p> <p>CO2 extinguisher in plant rooms.</p> <p>Swimming Pool plant room CO2</p>	<p>YES</p>		<p>LOW</p>

9. PLANNING FOR AN EMERGENCY (coordinating evacuation)

Fire Safety (the issues)	Recommended control measures	Yes / No / NA	Recommended Action and Comments (by whom)	Risk level L M H
Is there an emergency plan in place?	<p>Plan for raising the alarm, calling the Fire & Rescue Service and assembly point locations cascaded to building users.</p> <p>Fire action notices are in place and up to date. Fire action notices to be posted next to all fire alarm call points.</p> <p>Visitors, contractors and members of the public are considered as part of the plan.</p> <p>Fire drills formally reviewed to identify problems encountered and any further actions required. Recorded in fire log book.</p> <p>Fire wardens play a useful role in sweeping areas of the building to ensure they have been evacuated.</p> <p>Access route for emergency vehicles kept clear</p>	YES	<p>The needs and abilities of disabled, sensory impaired and less able-bodied people have been considered.</p> <p>Planning has taken account of the needs of all occupants. assistance. (Personal Emergency Evacuation Plan)</p> <p>Head teacher</p>	LOW
Have personnel received sufficient training and/or instruction on evacuation arrangements?	<p>New employees receive instruction on the action to take in the event of a fire on their first day of employment, as part of their induction.</p> <p>Existing employees receive training / instruction on what to do in the event of a fire via termly drills. Additional training / instruction provided as required.</p>	YES	Deputy Head	LOW
Is there a need for specialist training in the event of an emergency?	<p>Outside contractors and visitors receive necessary fire safety information (e.g. how to raise alarm, location of exits)</p>	YES	Duty caretaker	LOW

ADDITIONAL COMMENTS & OBSERVATIONS:

Waverley prides itself with its record on health and safety matters, and regards its obligation to fire safety with great awareness and dedication. This is demonstrated by the commitment to monthly staff health and safety meetings and termly governors health and safety subcommittee meetings the school also conducts half termly fire drills to ensure staff awareness of evacuation protocols.

Signature:

G Williams

(Print)

**G Williams
Premises Manager**

Date: 06.03.2017

Review Date: 03.2018