

DRAFT FIRE RISK ASSESSMENT

North Cockerington Church of England Primary School

July 2015

Compiled using Fire safety risk Assessment HM Government 2006 05 FRSD 03338(e)

Additional reference to Lincolnshire Fire and Rescue Fire Risk Assessment.

Risk assessment 2015 addressing recommendations assessment of 2006

Description

Single floor construction comprising a number of storerooms, water closets, training suites and teaching rooms joined to a two-storey construction comprising Head Teacher's office and staffroom on the 2nd floor and office, cloakroom and ICT suite and classroom on the ground floor.

External tarmac playing area, grass playing field with two storage sheds and one concrete garage. One oil storage tank.

1) Fire hazards identified in the premises

A) Combustible materials and flammable liquids

Pupils coats, bags and outdoor clothing, books, papers, cardboard/paper displays, carpets in some rooms, soft toys, soft balls/footballs, bean bags, rubber gym mats, wooden/foam filled chairs (Head Teacher/staffroom/Office/2 classrooms and entrance hall), art fabrics, kerosene oil for heating, waste paper/packaging, paper towels etc.

B) Source of ignition hazards

Fixed and portable electrical equipment, oil-fired boiler for heating system x 2.
(No Smoking permitted).

2) Risk assessment and control measures

A) Preventing a fire starting

There is clear evidence of good housekeeping preventing the unnecessary accumulation of combustible materials. Existing materials are generally stored well away from electrical appliances and in an orderly fashion. Storerooms and cupboards are generally very tidy with no concern of materials 'toppling' over.

Waste materials are removed to outside containers on a daily basis.

Both boiler rooms appear to be well maintained and free of unnecessary combustibles.
See action point 1(2006)

Access to these rooms is external and both are either of concrete or brick construction. Supplementary heaters are provided within the 'old' part of the school comprising hot water supply and a electrical heating elements. These units appear to be well maintained. **See action point 2(2006)**

The oil tank is situated approximately 3 meters from the south facing external wall and is secured by wooden fence panels. **See action point 3(2006)**

The tank is of plastic design, in very good condition but not bunded. It is possible that the tank contains an outer protective skin. **See action point 4(2006)**

Portable electrical equipment has been inspected and the sampled labels are within re-test period. The electrical equipment is tested every year.

The fixed electrical equipment has been inspected at circuit board level with re-testing dates clearly labelled. Residual circuit detection units are evident. (2006)

The only cooking appliances are a microwave oven stored and used in the staffroom and 3 'Baby Belling' electric oven stored in caretaker's room in new building and used occasionally in the 'Practical Area' for simple cookery demonstrations.

Contractors performing maintenance works at the school are where possible, arranged during school holidays. If this is not practical, arrangements and control measures (including fire prevention measures) are put in place to safeguard pupils and staff.

B) Limiting the injury and damage if a fire starts

(i) General

No one is particularly at risk from fire. Combustible materials are kept to a minimum and generally well stored and tidy reducing fire spread potential.

(ii) Fire detection and warning

During the normal school day, staff are in and around all parts of the building frequently and a fire developing would be noticed quickly.

A break-glass operated electrical fire alarm is fitted with break-glass fire call points strategically located.

The sounders can be heard throughout the school. A bell has recently been fitted in the conservatory in Class 1.

(iii) Means of escape

Fire exit doors, clearly labelled, provide exit routes from each of the three main classrooms. **See action point 5**

Both the ICT suites and 'Practical Area' contain vision panelled fire exit doors to routes within 5 meters of a building exit door.

All entrance doors in normal use are secured from inside with a turn latch apart from the south facing entrance which is secured by an electro-magnetic security door operated from outside by use of a special pass card or inside by a well-signed push button. (A break-glass unit also provides a key for manual operation). It is worth

noting that exit from this door needs a button pushed at the same time as the door pulled open. A 2 handed exercise.

Emergency lighting is provided at strategic locations and 'Fire Exit' notices are displayed over exit doors.

(iv) Fire fighting equipment

Portable fire extinguishers are located at strategic positions within the building and are appropriate for their environment. i.e. Water and Foam extinguishers for Class A & B fires and CO2 extinguishers for areas dedicated for electrical (computer ICT) equipment.

A fire blanket is also provided for the Baby Belling electric oven. This is stored in caretaker's cupboard with the cookers

(v) Planning for an emergency

Signage is generally clear and obvious and key staff are familiar with surroundings and emergency escape routes, procedures to follow in the event of a fire are situated next to exit routes. *See action point 6*

Fire drills are carried out at regular intervals. *See action point 7*

(vi) Maintenance and testing of fire equipment

- The fire alarm is serviced and tested annually by approved contractors. *See action point 8*
- Fire extinguishers are checked / serviced annually by approved contractors. *See action point 10*
- The emergency lighting is tested / serviced annually by approved contractors. *See action point 11*

3) Assessment conclusion and any risk reduction measures necessary

The risks from fire are generally well controlled with a high level of housekeeping in evidence.

Equipment is in good condition.

Line of vision throughout the school is clear allowing for easy and logical emergency escape.

For *action points*, see separate page.

Action Points:

- 1 Disused tables to be removed from 'old' boiler room – **boiler house clear**
- 2 Heaters not to be used for the storage of books. Surrounding area to be free from objects – **heaters in Class 1 and hall now above head height.**
- 3 Padlock required to prevent unauthorised entry **in place**
- 4 Design information to be sought – **1 month** (Possible consideration required for brick/concrete bunding)**As of Sept 2015 not known if investigated.**
- 5 Fire doors must not be wedged open – **Immediate** (Possible consideration to removing fire door status – Meeting with local fire service to be arranged – **1 month**) **As of Sept 2015 not known if investigated.**
- 6 Fire procedures to be developed – **New procedures in place. Procedures need to be clearly displayed and indication of means of escape at each alarm point (check in October 2015 that this is actioned.) this has been done.**
- 7 Fire drills to incorporate 'blocked route' scenarios. **needs to be logged and routine in school year.**
- 8 Fire alarm system to be tested weekly – **2 months** responsibility of caretaker **need evidence in log book**
- 9 Self-closing emergency door to be checked and recorded weekly – **self closing doors removed in hall. Advice needed to check safety and to assign safety doors in school**
- 10 Fire extinguishers to be visually inspected weekly – **Needs to be logged by caretaker**
- 11 Emergency lighting to be checked 3 months – **Needs to be logged by caretaker. At present every 6 months**
- 12

Issues and questions raised September 2015

Playground Muster point sign required – **2 months** **we no longer muster at playground but over the road. Can we post a muster point there? However it has been decided once initial registration has been taken over the road, that the children should then assemble in the playground.**

Fire call point 'What to do' signs required at every fire alarm call point - **2 months**
Done

Dedicated Health & Safety notice board required for fire procedures (and H&S notices) – **2 months**

Staff instruction on procedures – **3 months** **Staff meeting**

Staff training on use of portable fire extinguishers – **6 months**

Appointed Fire Wardens / Key Staff – **3 months (Headteacher/Assistant headteacher in absence)**

New employee induction to include fire plan detail – **Immediate**

Escape route diagram in out of date replaced Immediate Done

Requirement of 'Push-bar' emergency door releases Vs 'Turn-latch' or regular handle – **1 month (meeting with local fire service to confirm)**

Fire plan depicting position of emergency equipment – **in main entrance. Should be added to HS board**

Fixed electrical equipment testing – **every year contract**

Emergency escape from 1st floor - Fire ladder (Head Teacher's office) – **2 months (meeting with local fire service to confirm) not yet actioned**

Protected corridor outside office – Non fire resisting glass panels evident - **3 months (meeting with local fire service to confirm) not yet actioned**

Attic space to be examined for combustibles – **1 month not actioned**

Slight heating oil weep on pipework within 'old' boiler house – New boiler installed

The school(caretaker) will now log all routine checks and actions in the log book held in office.

New issues

Procedure when visitors in building

Check ceilings class1 and hall is this a possible site of fire?

Position of fire exit signs above doors are not in eyeline.

Check bolts by gates each day (caretaker)notified

Furniture/curtains fire retardant? Not known

How are adults aware of their general/specific responsibilities?

Absence of staff?

Awareness to supply staff and visitors? When administrator away?

Is there a policy in force/ Does it address SEND?

Have we/ do we need fire certificate?

Must have sign outside main double gates. Has been recent incidence of parent parking at time when ambulance may have been needed.

Arson assessment

A walk around building to assess risks involved in arson attack.

1. Flammable materials have been removed from hall window sills.
2. Have caretaker's windows been cleared?
3. In discussion with Headteacher- books have been left on window sills in classrooms. Access to these areas outside is via scaling locked gates or fence. Intent to cause access/arson. Acceptable risk.
4. Letterbox is vulnerable and the purchase of custom metal box from ESPO recommended.
5. Removal of combustable displays is not practical in classroom situation.
6. Do we need to lock the store cupboards in Class3 and resource area?
7. Visitor /sign out book put below windowsill in holder at end of day. (caretaker)
8. Location of window keys in ICT suite visible but room has bars. Still arson risk remove to key cabinet. **Done**