



Fire Risk Assessment

September 2022
Review: September 2023

FIRE RISK ASSESSMENT

Responsible person – Sarah Hussey

Date: September 2022 Next Review: September 2023

Introduction

It is the policy of Northwood Primary School to protect all children and adults attending the school, including visitors, parents, contractors and members of the public from potential injury and damage to their health which might arise whilst in the building. The school will provide and maintain safe and healthy working conditions, equipment and system of work for all employees. The school will give a high level of commitment to health and safety and will comply with all statutory requirements.

A fire risk assessment review was undertaken by the Headteacher, Sarah Hussey and the School Business Manager, Mandy Airey.

This risk assessment looks at sources of ignition and the procedures in place to prevent a fire starting. It then looks at the precautions in place to prevent the spread of fire and to prevent damage to property and the safe evacuation of children and staff. The assessment reflects the fire precaution arrangements, occupancy and use of the premises at the time of the assessment.

A thorough inspection of the school was conducted; however it was not possible to undertake a full and comprehensive review of all areas seen, such as voids. The items therefore noted below, are a reflection of the conditions on the day of the visit and highlight the need for continuing inspections to be carried out by the Headteacher, designated staff and the School Governors accordingly.

An annotated plan is attached showing where fire related equipment is in school including the type and position of extinguishers, emergency lights, fire exits and break glass call points.

This plan is a useful tool to demonstrate that the provision of suitable information has been made available all those who need to know, including new and existing staff for induction and refresher training. It can also be used to simplify an inspection routine and for general awareness of fire safety.

Details of all in house fire related checks are recorded and held by the School Caretaker. Records of external fire related checks are held by the School Business Manager.

The assessment will be available for inspection by any authorised person, and should be reviewed:

- Following a change of work practice
- Following a significant change of staff levels
- Following any structural or material change
- Following any change in fire precautions in the premises;
- Following a near miss or fire incident;
- Recommended at intervals not exceeding 12 months

ELEMENT	COMMENTS/RECOMMENDATIONS
General Description and Construction	The original buildings of Northwood Primary School date originally from 1855 with further additions and refurbishments, including a double mobile installed on site in 2011. The school building is mixture of designs reflecting its age and the additions made to it. Teaching areas are all on one level and comprises 9 classrooms, a hall, library, a kitchen, and associated offices, storerooms, plant rooms and toilets for the requirements of this school. The upper storey comprises of a staff kitchen, staffroom and office. There is a double mobile on site currently used by the Reception class and a double mobile used by the playgroup. There are approx. 201 pupils and around 29 staff on site at any one time. The school is in use from 7.45am to 6.00pm and sometimes until 10pm. Construction is mainly of brick with a pitched roof on the original buildings and flat felted roofs on the hall and newer extensions. One classroom in the old part of the school has a false ceiling with a roof void. Asbestos concrete has been used in the soffits on the hall building and Beech classroom – see asbestos register. These have all been cladded in UPVC. Asbestos has also been identified as being present in the composite material that the toilet cistern was made from in the school kitchen – see asbestos register. As an Academy the school is responsible for maintaining the school buildings.

	Gas is used on site for heating and in the school kitchen for cooking. Candles and portable heaters are used occasionally and all precautions are taken. The school is located in Northwood. Access for emergency vehicles is kept clear and car parking is only permitted in the marked bays in the school car park to ensure access is maintained. Exiting the building can be made from a number of points located around the perimeter of the building and the assembly point is on the School Field. The school is available for lettings outside normal school hours. The kitchens are not used by any outside hirers. There is a fire procedure for lettings, given to hirers as part of their agreement. Signing in/out procedures for persons on site during school hours is in place so that in the event of an emergency, all persons can be accounted for. The maximum permitted numbers need to be adhered to for the hall for events and assemblies. Information to calculate these numbers is available in the file in the School Office which is used to record fire related checks. Based on the size of our school hall the maximum public capacity is 224 and assembly capacity is 248 persons There is a range of combustible materials located within the building, and as such, a good fire safety management system is a pre-requisite to ensure that its future integrity can be maintained. There are opportunities for a heat source to be present which could ignite a fire, e.g. from the kitchen to contractors working on site. Contractors conducting hot work must complete a 'Hot Work Permit' There have been no incidents of fire reported in the last 5 years.
Possible Sources of Ignition	The main possible sources of ignition are: - Gas · Electricity, both fixed wiring and portable appliances.

	· Smoking. · Vandalism / Arson · Contractors working on site.
Precautions being undertaken to prevent fires from ignition sources	<u>Gas</u> The heating boilers are serviced annually. No combustible materials are stored in the boiler rooms. All gas appliances in the school kitchen are inspected on an annual basis. The gas supply to the school kitchen is switched off at the end of each service. <u>Electricity</u> Portable Electrical Equipment in the school is tested as necessary. All staff are aware of the school's policy that electrical equipment brought onto site must have up to date portable appliance testing certificates unless the equipment is new and still within non testing time scales. Fixed wiring inspection and test is undertaken every five years – date of last inspection 10/2020. The lettings agreement reminds hirers that all electrical equipment brought onto school premises should have up to date portable appliance testing. <u>Smoking</u> Smoking is not allowed anywhere on the school premises or playgrounds and the required signage is in place. The use of e-cigarettes on the school site is also prohibited. <u>Vandalism / Arson</u> The school has neither an intruder alarm or CCTV.

	The school has not been burgled in the last 20 years. The refuse bins are secured and stored away from the school. There is a clothing bank on the school boundary which does not present a hazard. <u>Contractors working on site</u> For hot work on site there is a condition that all appropriate permits, checks and arrangements are in place prior to a visit being made by any contractor.
In the event of a fire what precautions are there to minimise the risk.	
Fire Action Notices/Call points	Fire action notices are displayed in all classrooms and on main exits alongside the annotated plan which indicates the muster points.
Fire Exits	There are a number of fire exits located around the main building and all lead to a route of safety. Fire exits are not blocked by materials or furniture. Exits are inspected during Governor visits. In emergencies, i.e. when the fire alarm sounds, the double doors in Cherry class are released from the magnet. This is re-engaged when the alarm is reset.
Stairs	The stairs to the mezzanine floor are always kept clear and free from any trip hazards.
Fire Alarms	The fire alarm system consists of prominent call points connected to an alarm system with a central control panel. The alarm is tested on a six monthly basis by an outside firm of contractors. The fire alarm and core points are tested weekly and records kept.
Fire Evacuations	In the event of a fire all pupils, staff, visitors, contractors and hirers are at risk. In accordance with the Fire Order 2010 consideration has been given to the evacuation of all pupils who could need additional help with evacuation. All children with ~Special Needs are supervised 1 to 1 in the event of fire. Fire evacuations are undertaken termly and at different times of the day, including lunchtimes and just before the beginning and end of school when parents are in the building. Records of these evacuations include the time taken to evacuate the building, noting any problems for follow up action to prevent recurrence.

Fire Extinguishers	Annual fire extinguisher inspections are undertaken and records kept. Extinguishers are in good order and in prominent position with pictorial signage. All fire extinguishers are tagged and have the pin in position. Any tags missing, are treated as if the extinguisher has been released and in need of servicing even if the gauge says otherwise. Monthly visual checks are recorded in the Fire file.
Fire Doors and corridors	All fire/smoke doors in corridors are kept closed, including store doors, at all times to reduce the risk of fire spread across the buildings unless they are on magnets or other closing devices linked to the fire alarm. There is an emergency lighting system in the premises.
Travel Distances	Travel distances are satisfactory for evacuation.
Flammable and combustible substances	Combustible materials are found in various locations around the school. A daily clean of the school ensures no large accumulation of waste material. All upholstered furniture used in the school complies with the Furniture and Furnishings (Fire Safety) Regulations 1988. The cleaners' cupboards are used to store cleaning products and are locked when not in use.
Staff Training	Fire Safety training is conducted with all staff on a regular basis. Staff are not expected to remain in the building to tackle a fire but to ensure the safe evacuation of all persons from the school building. Fire Safety is an element of the Health and Safety briefing for all staff at the start of each school year and forms part of the induction process for new staff/volunteers.
Assembly Points	The fire assembly point is on the field but due to the layout of the school this may not be accessible. Should a safe escape route be blocked by fire, then the bottom of the playground should be used as the assembly point. Staff are instructed to remain there with their pupils until they are collected by a member of the SLT and escorted to the field. These assembly points are clearly marked on the fire action notices.

Fire Escape Signs	Fire signs are provided throughout the school. Fire escape signs are of the European compliant picture based signs which have a 'running man' to direct the escape direction.
Emergency Lighting	The emergency lights are checked in-house on a monthly basis and recorded in the Fire file. Contractor inspections are conducted on an annual basis.
Emergency evacuation plan	An emergency evacuation plan is in place. All staff have a copy of the plan.

Overall Assessment

The risk of a fire causing serious injury and damage to property and persons within this building is considered LOW.

Sarah Hussey



Headteacher

NORTHWOOD PRIMARY SCHOOL – FIRE RISK ASSESSMENT

Work area /work activity covered by assessment : named areas

Personnel involved: ALL MEMBERS OF STAFF

Non Employees affected: CHILDREN/VISITORS/CONTRACTORS

Date 30/09/2022

	Hazard Identified	Risk Identified	Preventative Measures
1.	Electrical Intake Board in PE Store	Access of mains in fire	Ensure cupboard is always accessible
2.	Combustible cleaning materials	Fire risk	All cleaning materials locked in cleaning cupboards
3.	Proximity of bins to school buildings	Fire risk	Bins are not positioned against the school building
4.	Knowledge of Fire Risk Assessment	Individuals not knowing what to do in the case of a fire	New members of staff made aware of emergency action plan
5.	Gas explosion	Gas supply continues to feed kitchen	Kitchen staff to turn off gas supply to kitchen before evacuating in cases of fire
6.	Non closure of fire doors	Spread of fire in unattended building	All staff made aware of the importance of not closing internal doors