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| **Fire Risk Assessment Form** | **RA08** |

**Model Fire Risk** **Assessment**

1. It should be noted that a Risk Assessment should be completed for each ‘Risk Area’, meaning that for a large building or a complex site it may be necessary to complete more than one pro forma to accurately and adequately capture the information necessary to conduct a suitable and sufficient risk assessment. This decision should be a considered judgement by the person carrying out the task.

2. A review must be conducted at least annually, prior to any proposed changes to the structure of the building, introduction of new processes or storage of flammable materials or significant changes in the number or types of occupants using the premises.

3. The risk assessment process should consist of a physical examination of the site with any building defects and poor practices recorded as they will form the action plan. The risk assessment should identify all fire hazards but, when evaluating risk, only ‘significant findings’ should be taken into account:

4. ‘Significant findings’ - relate to any feature of the premises, including its contents, its processes and occupants, that have an adverse effect on fire safety; only significant findings need to be recorded in this document.

This risk assessment should be completed with reference to the document HS18 (Fire Safety) Arrangements; see Appendix One to help you complete this document.

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| **SUMMARY OF PREMISES INFORMATION** | | | | | | | | | | | | | |
| **Date of this assessment** | | *01/09/2022* | | | **Does this FRA cover all the building? If not state rooms / area covered?** | | | | | *Yes and the Huts / Lodge* | | | |
| **Name of responsible person** | | *Mr Mark Mitchell* | | | **Name of premise’s owner** | | | | *Westcountry Schools Trust* | | | | |
| *The ultimate responsibility for the adequacy of this fire risk assessment lies with the ‘Responsible Person’ as defined by legislation for ensuring a fire risk assessment is undertaken and general fire precautions are adequate.* | | | | | | | | | | | | | |
| **Name of person(s) appointed by the responsible person to assist in fire risk assessment process** | | | | | *Mrs Leanne Jenkinson* | | | | | | | | |
| **Address of Premises** | *Ermington Primary School*  *School Road Ermington, Ivybridge, Devon.*  *PL21 0NH* | | | | | **What are the premises used for?** | | | *Education – Primary School* | | | | |
| **Details of other premise users if part/multi occupied buildings** | | | *Pre-School* | | | | **Normal operating hours of premises** | | | | | *8.00 – 6.00* | |
| **Number of employees** | | | *20* | | **Maximum number of persons in the building at any one time** | | | | | | *150* | | |
| **Do visitors access the building?** | | | *Yes* | **Number of persons above ground floor** | | | | | *Up to 15 at any one time.* | | | | |
| **Number of floors** | *Main School 2* | | | | **Number of escape stairways** | | | | | | *2* | | |
| **Type of building construction** | *Mixed – Traditional stone and pre-fabricated huts* | | | | **Do any vulnerable people use the premises (e.g. disabled, etc)?** | | | | | | *Yes* | | |
| **Is there a fire alarm system installed?** | *Yes* | | | | | | | **If yes – is it linked to an external company?** | | | | | *Yes* |
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| **Is there a zoned map with the control panel?** | | *Yes* | **How regularly do you conduct fire drills?** | | *At least once a term.* |
| **Detail the premises false alarm procedures.** | | The Administrator will check the fire alarm panel and establish if it is necessary to call the fire service. The panel will be reset and an engineer called to check out equipment if necessary. Incident will be recorded in the Fire log. If Administrator cannot establish reason for activation Fire Service will be summoned by dialling 999. | | | |
| **Do ‘hold open’ door devices release when alarm sounds?** | | *No not installed* | **Do automatic doors fail to safe when the fire alarm is sounded?** | | *n/a* |
| **Details of any site/building security procedures that include arson prevention.** | | *Punch coded main doors* | | | |
| **Do you hold radioactive sources? And if so, when did you inform the fire brigade?** | | *No* | | | |
| **Do you have an Out of Hours contact? Detail name and contact details have the fire service been informed of these details?** | | | | *Yes* | |
| **Summary** | *Mr Mark Mitchell 07867567043*  *Devon Norse, Key holder-tbc* | | | | |

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| **1. IdentifyING fire hazards IN THE PREMISES** | | | | | | | |
| 1.1 | Identify all potential ignition sources in your building and what measures can be taken to remove or reduce these sources? | Heating system – gas boiler and appliances in kitchen. Electrical equipment.  Computers, laminators and photocopier.  Ensure equipment in good state of repair. Equipment turned off when not in use. | | | | | *Y* |
| *Consider: naked flames, gas appliances, hot processes, welding, paint stripping, electric, gas/oil fired heaters and boilers, cooking implements, electrical equipment, hot surfaces, arson or blocked vents. Priority 1 & 2 items on the 5 year fixed electrical system should be actioned. Solar panels* | | | | | | |
| 1.2 | Identify all potential fuel sources and what measures can be taken to remove or reduce these sources? | Chemicals, as used by Caretaker, stored in a secure area.  Copy paper and stationery stored away from heat sources.  Waste products stored away from building.  Appliances switched off when not in use where appropriate. | | | | | *Y* |
| *Consider: anything that burns - paints, varnishes, thinners, adhesives, solvents, lint, white spirits, cooking oil, packaging, paper, textiles, waste products, dust, wood, LPG, oily rags, etc.* | | | | | | |
| 1.3 | Identify all potential sources of air or oxygen and what measures can be taken to remove or reduce these sources? | Chemicals held in locked Caretakers cupboard and all Cosh directives adhered to. | | | | | *Y* |
| *Consider: chemicals containing oxidising materials, oxygen supplies from cylinders, air conditioning units in areas with sources of ignition* | | | | | | |
| 1.4 | Identify any specific activities that might introduce a fire hazard and what measures can be taken to control these activities? | * Cooking, DT lessons, Forest Schools and possible science lessons. Activities of this nature thoroughly risk assessed and sufficient adult supervision maintained. | | | | | *Y* |
| *Consider: hot works, kiln, science experiments, D&T. Staff should be informed of the nature and whereabouts of any hazardous or flammable substances kept within or around a building.* | | | | | | |
| **2. Identifying People at risk IN THE PREMISES** | | | | | | | |
| 2.1 | Which groups of people have been identified as at risk in your building and why and what measures can be taken to remove or reduce these risks? | Currently identified x 4 children with PEEPS in place.  Visitors to remain with member of staff hosting them.   * Contractors briefed on assembly point | | | *Y* | | |
| *Consider: people who work in isolated areas and out-of-hours working, cleaners, security staff, visitors, hirers, contractors, especially those that work outside of school times, others in the immediate vicinity, and people with disabilities or language difficulties.* | | | | | | |
| 2.2 | Have you produced Personal Emergency Evacuation Plans (PEEPS) for all people identified as being at particular risk? | * *Peeps completed for the 3 children above* | | | *Y* | | |
| *Consider: Disabled, visually impaired etc, PEEPS confirm the individual arrangements used during evacuation.* | | | | | | |
| 2.3 | Are there any particular or unusual issues to consider? | | | *No* | *Y* | | |
| *This could include sleeping accommodation whereby there are particular issues with evening/night time evacuation.* | | | | | | |
| **3. INTERNAL INSPECTION OF THE SITE** | | | | | | | |
| 3.1 | Are there any partitions, walls, floors or ceilings with holes that could facilitate the movement of fire or smoke between areas? | * *This is a fragmented old building and all is done that can be done to prevent fire spread* | | | *N* | | |
| *Consider: Holes or gaps in ceilings, walls, etc will allow the spread of smoke and heat. They should be stopped using a suitable fire resistant material. Glass panels that will allow heat to radiate through, metal pipes that will allow heat to conduct along. Check above false ceilings to ensure integrity of compartmentation.* | | | | | | |
| 3.2 | Are all doors, self-closing, fitting tightly to the frame and in good condition? | *We have recently had new fire doors fitted to all internal and necessary doors, but there are still doors on site that would not comply* | | | *N* | | |
| *Check the integrity of all doors and frames, intumescent strips/smoke seals; are there any doors that are not fire doors?; that self-closures operate correctly; this is particularly important for doors opening on to escape routes. Inspections should be carried out periodically and the results recorded in the fire logbook* | | | | | | |
| 3.3 | Is fire resisting glass in good condition and unobscured? | * *Yes* | | | *Y* | | |
| *Check that glass is not cracked, that there are no obstructions to aid visual checks and that there are no flammable objects that radiated heat can come into contact with* | | | | | | |
| 3.4 | Are the boiler rooms, electrical cupboards secure and stairwells free from any flammable storage items? | * *The main boiler room is sited from any possible flammable storage* | | | *Y* | | |
| *Check these rooms should not be used for any other purpose, e.g.: storing of materials* | | | | | | |
| 3.5 | Are there any particular or unusual issues to consider? | * *The layout of the school site is complex and careful management and planning in the event of a fire is essential.* | | |  | | |
| *This could include the layout or particular complexity of the building e.g., room in a room, changes of direction, stairs, steps or any storage of flammable liquids, chemicals, oxyacetylene or radioactive sources, isolation points for gas, electricity, water, solar panels* | | | | | | |
| **EXTERNAL INSPECTION OF THE SITE** | | | | | | | |
| 3.6 | What arrangements are in place to ensure that there is clear access to fire hydrants and for fire engines at all times? | * *There is no parking opposite the school and fairly free access onto the drive should the rear of the building be compromised.* | | | *Y* | | |
| *Check to ensure that approach routes for fire and emergency vehicles are kept clear and that known fire hydrants are kept clear* | | | | | | |
| 3.7 | What is the monitoring system to ensure that external fire escape routes are kept in good condition? | * *All staff are aware of the need to monitor and maintain clear exit routes.* * *The Caretaker, Administrator and Headteacher have regular visual checks. WeST staff undertake regular visits* | | | *Y* | | |
| *Check the condition of external routes, either steps or pathways must be slip-free and unobstructed.* | | | | | | |
| 3.8 | What are the control measures for ensuring that oil/petrol/LPG tanks comply with current standards? | * *n/a* | | | *-* | | |
| *Consider in terms of bunding, distance from buildings and escape routes; appropriate impact protection; free from combustible materials* | | | | | | |
| 3.9 | Are there any particular or unusual issues to consider? | * *n/a* | | | *-* | | |
| *This could include the layout or particular complexity of the building, the external make-up of the building (cladding etc.), changes of direction, passing high risk areas or stores of combustible materials*. | | | | | | |
| **4. MEANS OF ESCAPE** | | | | | | | |
| 4.1 | How long does it take for all occupants to escape to a place of total safety? When did you last have a fire drill and what was the outcome? | * *Under 4 minutes.* * *Summer Term 2022 with a good record of evacuation.* | | | *Y* | | |
| *Fire drills must be carried out at least termly, covering all hours and areas where the buildings are in use. False alarms where an evacuation occurred may be counted.* *- remember to consider people with disabilities.* | | | | | | |
| 4.2 | Where is the fire assembly point? If there is more than one assembly point, what arrangements are in place to communicate with each other? | * *The muster point is on the top playground. Staff use walkie-talkies and mobile phones.* | | | *Y* | | |
| *This is a place away from the premises, where people are at no immediate danger from the effects of fire. The ability to account for everyone as quickly as possible is paramount* | | | | | | |
| 4.3 | Are the existing escape routes adequate for the numbers and the type of people likely to be in the building? | * *Yes* | | | *Y* | | |
| *Normally there should be at least two escape routes. Single escape routes are acceptable where there are fewer than 60 people or where travel distances are small* | | | | | | |
| 4.4 | Are there any doors on the escape routes that do not open in the direction of escape? | * *No* | | | *Y* | | |
| *All doors on escape routes (where over 60 people use them) should open in the direction of travel and ideally be fitted with a safety vision panel* | | | | | | |
| 4.5 | How do you manage any combustible materials that are in escape routes? | * *We ensure that there is full staff awareness of any potential hazard with alternative routes available.* | | | *Y* | | |
| *Control measures might be display boards being covered, staggered, coats etc being kept away from sources of heat; constant observation; smoke detection* | | | | | | |
| 4.6 | How do you manage the inspection of the site and how do you ensure exits are kept clear? | * *We remind all staff of the need to inspect their areas and ensure exits are kept clear. The caretaker also maintains his awareness.* * *The Headteacher inspects the site periodically to ensure compliance* | | |  | | |
| *There should be a thorough physical examination of the site. See Fire Safety Checklist* | | | | | | |
| 4.7 | Are final exit doors protected to prevent unauthorised access? | * *Yes -* | | | *Y* | | |
| *What is the securing mechanism, a key should not be involved in opening final exits, think about push bars* | | | | | | |
| 4.8 | What are your procedures to maintain any facilities and equipment provided for the safety of people in the building? | *NPS has a scheduled scheme of works supported by WeST.* | | | *Y* | | |
| *For example, evacuation chairs - ensure you have maintenance contracts or regular maintenance procedures in place. Defect reporting system in place* | | | | | | |
| 4.9 | Are there any particular or unusual issues to consider on escape routes? | * *Complex layout of the building. Need for all occupants to be familiar with the layout.* | | | *Y* | | |
| *This could include the layout or particular complexity of the building, changes of direction, stairs, steps or any storage of combustible materials. Evacuating evenings/nights for sleeping accommodation residents.* | | | | | | |
| 4.10 | Have you considered your evacuation procedures due to COVID-19? | | *N/A* | | | *Y* | |
| *Aspects of your original evacuation plan may now have changed, for example; one-way systems, social distancing at assembly point(s), entry/exit points, availability of fire wardens etc.* | | | | | | |
| **5. FIRE DETECTION AND WARNING** | | | | | | | |
| 5.1 | Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety? | * *Yes* | | | *Y* | | |
| *How do you warn people there is a fire? Does the alarm system cover all parts of the premises and if activated can it be heard by everyone likely to be on site* | | | | | | |
| 5.2 | Where are your smoke/heat detectors? | * *Distributed around the school complying to DCC / WeST quota and guidance* | | | *Y* | | |
| *Detection systems usually contain smoke or heat detectors - smoke detectors in corridors and offices, heat detectors where cooking or dusty atmospheres*  *Is there a plan to show where detectors are located and if they are individually numbered that these numbers are known and correspond with the fire alarm panel* | | | | | | |
| 5.3 | What provisions are in place where the alarm cannot be heard and how would the hearing impaired be warned? | * *Fire Wardens and secondary fire warden. No pupils currently recorded with hearing difficulties.* | | | *Y* | | |
| *Sweeping system; fire wardens, the use of ‘buddies’ or flashing alarm lights, pagers etc* | | | | | | |
| 5.4 | What system is in place for the servicing and maintenance of the fire detection systems are working and how are any remedial findings (from inspections) actioned? | * *NPS undertake all mandatory checks and Administrator actions any works needed to comply* | | | *Y* | | |
| *Fire detection and warning systems should be maintained by a competent contractor.* | | | | | | |
| 5.5 | What procedure is in place to check that call points are tested and unobstructed and how are any remedial findings (from these checks) actioned? | * *Caretaker undertakes daily, weekly,monthly and bi-monthly checks as required.* | | | *Y* | | |
| *Call points should be tested weekly in rotation and their location visible; these checks are to be recorded in the fire logbook. You shouldn’t have to travel more than 45m to activate a call point and ideally one should be available on your direction of travel on your escape route* | | | | | | |
| 5.6 | Are there any particular or unusual issues to consider? | * *NO* | | | *Y* | | |
| *This could include the silencing of alarms during exam periods, system testing etc.* | | | | | | |
| **6. FIRE FIGHTING EQUIPMENT** | | | | | | | |
| 6.1 | What is the monitoring regime that ensures extinguishers are located in the correct position and are not damaged? | * *NPS contract Churchills to service and maintain our fire fighting equipment* | | | *Y* | | |
| *There should be a regime for in-house checking of fire-fighting equipment, can extinguishers be easily identified or seen, they should have suitable signs placed nearby to indicate type of extinguisher and recommended use. Misuse of extinguishers may be addressed by instruction, supervision* | | | | | | |
| 6.2 | Are the extinguishers available suitable for fire hazard within that area? | * *Yes* | | | *Y* | | |
| *Water for wood, paper, textiles, not for electrical fires, CO2 for electrical fires, foam for liquid fires- petrol paint or oils, dry powder for general use, wet chemical for deep fat fryers.* | | | | | | |
| 6.3 | Are there enough extinguishers sited throughout the building at appropriate locations? | * *Yes* | | | *Y* | | |
| *Normally at least 25 metres to get a water/dry powder extinguisher, 10 metres for a foam, CO2 & wet chemical extinguisher* | | | | | | |
| 6.4 | Are firefighting equipment (extinguishers, sprinklers, gas drenching systems) maintained in a safe condition? | * *Yes* | | | *Y* | | |
| *There should be a regime for inspection & maintenance by a competent contractor.* | | | | | | |
| **7. EMERGENCY LIGHTING** | | | | | | | |
| 7.1 | What emergency lighting is provided if your premises are used during periods of darkness? | * *Compliant to NPS and HSE standards throughout the buildings.* | | | *Y* | | |
| *There should be sufficient lighting during times of darkness for people to immediately identify the emergency routes and exits. Consider lone workers, and those staff/contractors working out of normal hours. Emergency lighting should either be backed up by battery or alternative sources such as torches* | | | | | | |
| 7.2 | Is emergency lighting maintained in a safe condition? | * *Yes under a NPS schedule.* | | | *Y* | | |
| *There should be regimes for in-house checking and testing & maintenance by a competent contractor.* | | | | | | |
| **8. SAFETY SIGNS** | | | | | | | |
| 8.1 | What monitoring system is in place to ensure that escape routes and fire exits are indicated by appropriate signs? | * *Compliant to HSE / NPS standards* | | | *Y* | | |
| *Signs that provide information on escape routes and emergency exits should have white lettering on a green background, incorporating a running man symbol and where necessary a directional arrow* | | | | | | |
| **9. FIRE SAFETY INFORMATION** | | | | | | | |
| 9.1 | How does the emergency evacuation plan take into account the findings of this risk assessment especially if COVID-19 measures are in place? | * *N/A* | | | *Y* | | |
| *Emergency plans should be devised, written and published so everyone knows of its contents. It should be revised as often as required, or at least annually (Refer to appendix 3 of the fire guidance note). The plan should include be preferred routes to use, whether wardens are available and used, choice of assembly point and any measures introduced for COVID-19 secure etc.* | | | | | | |
| 9.2 | What are your arrangements for informing staff and others of the findings of this risk assessment and the evacuation plan? | * *This plan is displayed in the staffroom and in the class registers.* | | | *Y* | | |
| *E.g.: Fire routine notices, visitor badges and briefings – others may include students/pupils, temporary/agency, contractors, hirers of the buildings and visitors. Agency staff, contractors, hirers, visitors and volunteers need to be aware of any hazards that they may come into contact with.* | | | | | | |
| 9.3 | Do you keep a logbook to record tests, inspections and maintenance?  Where your records are kept and are they available for inspection by the enforcement authorities? | * *Yes.* * *We have a fire safety file kept in the School Office* | | | *Y* | | |
| *A fire log book detailing all maintenance, testing and inspections of fire alarm, fire-fighting equipment, emergency lighting, automatic doors, fire doors etc. Reports will include copies of other risk assessments, emergency plans, statutory inspection reports, PEEPS, fire logbook, training records etc.* | | | | | | |
| 9.4 | What are your arrangements for informing visitors (large gatherings) of the actions to take in an evacuation at special events? | * *We signpost the Visitors that are able to come onto our premises (contractors only at the moment) to our visitors leaflet.* * *We advise them if we intend to have a fire drill and ask them to familiarise themselves with the exits.* | | | *Y* | | |
| *During concerts/pantomimes/parent evenings/fetes etc how do people know what to do in an emergency. Arrangements need to be practiced and recorded in the establishment’s evacuation plan.* | | | | | | |
| **10. CO-ORDINATION** | | | | | | | |
| 10.1 | In what way have you co-ordinated your fire safety arrangements with other responsible people working in the other building? | * *We have had a annual update at the beginning of the term reiterating our procedures. Our SLT discuss with the nominated staff their roles and responsibilities in the event of a fire.* | | | *Y* | | |
| *Fire and emergency plans should be co-ordinated with outside organisations that share your site - In shared premises employers have a duty to co-operate with other employers who may share the premises or have guest workers in your premises.* | | | | | | |
| **11. TRAINING** | | | | | | | |
| 11.1 | What is the level of your staff’s fire safety training and where are the records kept? | * *We have a* * *Fire Warden trained (Mrs Miller ) and our Headteacher attends Fire Awareness Training with WeST to comply with the required frequency.* * *The records are kept in the training manual at Ermington School.* | | | *Y* | | |
| *Adequate fire safety training must be provided to all persons depending on their levels of responsibility. Staff appointed to specific duties in the event of a fire should receive adequate information and training* | | | | | | |
| 11.2 | What fire training has science, technology or kitchen staff had? | * *Kitchen Staff are employed by Devon Norse and their training is fully compliant with the guidance required.* * *Our Forest School Teacher is fully trained in RA process.* | | | *Y* | | |
| *You may consider that science, technology or kitchen staff should have some specific training on putting out small fires.* | | | | | | |
| **12. Review** | | | | | | | |
| 12.1 | When do you review your fire risk assessment and plans? | * *As often as necessary* | | | *Y* | | |
| *Fire risk assessments must be reviewed following significant changes of use, personnel, layout or structure of the building or at least annually.* | | | | | | |
| Date this risk assessment will be checked to ensure all actions have been completed | |  | | | | | |
| Date of next fire risk assessment | | *Autumn Term 2022* | | | | | |

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| **Assessor’s Findings - Additional Control Measures and Actions** | | | | |
| **Ref** | **List findings and recommended control measures** | **Date action to be completed** | | **By whom** |
| *The findings within this assessment have been put forward to assist Ugborough Primary in complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Although the purpose of these findings is to place the fire risk in context, the adopted approach to fire risk assessment is subjective and therefore it is the decision of the Responsible Person(s) on how they remedy and act upon the guidance offered in this report.* | | | | |
|  | *Constant monitoring and awareness of fire safety amongst all school users ensuring that Covid-19 guidance is adhered to.* | *Ongoing* | *All stakeholders.* | |
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***Disclaimer:***

*This Fire Risk Assessment Review is based on visual, verbal & written information generally taken in good faith at time of conversation(s) / at the time of visit(s) & within the scope of the visit(s) undertaken. Recommendations and advice are given in good faith to reduce the risk of injury to employees, students or other persons on or off your premises (to the extent that they may be affected by your business activities) and to reduce the risk of damage to property.*

*Should the Responsible Person(s) deem any points inadequate/unreasonable/impracticable then they should raise any issues with the Fire Risk Assessor in the first instance.*

**Signed Responsible Person:       Date:**

**The outcome of this assessment should be shared with the relevant staff. A copy of the completed assessment to be kept on file**