

FIRE RISK ASSESSMENT
Regulatory Reform (Fire Safety) Order

ESTABLISHMENT:	Village Primary School	Assessor: (print)		Signature	
Address:	Village Windsor Road Thornaby TS17 8PW	Responsible Person:	R Birtwhistle Head Teacher	Date: Review date	February 2023 February 2024
		Building size/ description: (approx area, no of exit staircases/ routes etc.)	See plan, areas are approximations Main building, All on ground floor (600m2)		
What is the main method of fire detection:	People	<input checked="" type="checkbox"/>			
	Automatic detection	<input checked="" type="checkbox"/>			
	Smoke	<input checked="" type="checkbox"/>			
	Heat	<input checked="" type="checkbox"/>			

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- stage blinds etc Props / scenery Waste Foam filled gym mats Santisers</i>	<i>Windows and Doors close if possible</i>

PEOPLE AT RISK

People At Risk:	Employees Visitors Contractors	Maximum no of persons at any one time	Staff: 25 Pupil: 245
Known special requirements: Mobility Learning Disabilities Visual Language Issues Hearing	Mobility, pupil with crutches and possible broken limbs		

1. MEANS OF ESCAPE AND ESCAPE TIMES

Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
Planned fire drills (staff must be involved in at least one per annum)	Drills planned termly <i>September, February & June</i> and results recorded in fire log book (date, time, evacuation time and any problems noted) and signed. Telephone SBC security & surveillance to arrange site for test. 01642 528989	Head Teacher	On going
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. Times recorded and monitored – different routes evacuation within timescale. No actions outstanding	Head Teacher H & S officer	As required
Who is in charge should the fire alarms go off?	Head Teacher, Deputy & Assistant Head or senior member of staff on duty School evacuation procedures in every classroom, hall and kitchen. Fire wardens include: Head Teacher and Administrators. Online training completed.	Head Teacher Deputy Head Teacher Assistant Head	As required
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. (5 exit routes) Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and kept closed) Exit doors open in direction of travel Main routes and escape routes unobstructed.	H & S Officer & all staff	Daily
How long does it take to evacuate everyone to a place of safety?	Escape routes enable all people in the building to get to a place of relative safety in less than 3 minutes.	Monitor during fire drills – Head Teacher H & S Officer	Termly - After Fire Drills

What arrangements have been made to manage staff and visitors when evacuated to the assembly point	Documented in fire procedures a member of staff is responsible for taking visitors' book. Head Teacher, Deputy and Assistant Head or senior member to ensure all staff present. Class teacher ensure visitors follow class in evacuation. Register check by class teacher. Maintenance visitors will be escorted with a member of staff.	Head Teacher monitor and update with the H & S Officer as necessary	Annually
Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
When and how often are fire exit doors checked to ensure that they work properly and are free from obstruction?	All exit doors to be checked (operable and unobstructed) as part of daily opening/closing procedures by the Caretaker:	Caretaker to check for any faults – report to administrator or Head Teacher	Daily
What arrangements are made to ensure that fire doors close properly and have no damage?	Caretaker - daily checks fire doors and reports any damage or faults	Caretaker Reports any findings	Daily
Are there any exceptions to fire doors being closed at all times?	Fire exits immediately operable without use of a key. All exit routes available during the day, after-school clubs and events extended use. For operational reasons may be held open for <u>short</u> periods during occupied hours, always locked when site unoccupied	Head Teacher H & S Officer	As necessary
2. FIRE DETECTION AND WARNING (Alerting Building Occupants)			

How is the alarm raised?	<p><i>Single stage electrical fire alarm system actuated by break glass call points. See plan for locations. Telephone confirm fire for appliances to be sent.</i></p> <p><i>Alarm meets the BS; have a battery back-up power supply</i></p> <p>Main panel located in staff entrance zone chart in place next to panel(s) if not fully addressable</p> <p>Check any details highlighted from fire drills</p>	Head Teacher / Fire Warden	On-going
Are there places where the alarm might not be heard? If so what action has been taken to correct this?	<p>Weekly tests and termly when school adequately occupied to ensure full audio coverage. Weekly tests carried out by fire warden and caretaker</p> <p>None</p>	Fire warden/ caretaker	Weekly
How do staff and visitors know what to do if a fire occurs or the alarm is raised?	<p>Fire notices posted in all classrooms. Information provided to staff, contractors and hirers. Induction for all new staff tour of school and booklet containing details.</p> <p>School procedures posted throughout site. Any visitor will be escorted to a fire exit.</p>	Up-dated as required – Head teacher / health and safety officer	As required
Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
How do you ensure that the fire alarm is tested each week? Where is it recorded? Is each call point checked over time?	<p>Weekly call point test, testing different call point each week by caretaker and fire warden.</p> <p><i>Recorded in fire log records book and any issues reported. Each call point is identified clearly on a plan and document testing and checked on rotation.</i></p>	<p>Caretaker / administrator</p> <p>weekly tests recorded</p> <p>Any issues reported to Tees Fire Alarms</p>	Annually
What arrangements are there for having heat and smoke detectors checked? Who is responsible for checking them and how often are they checked?	<p>Inspected by Caretaker on a monthly basis</p> <p>Maintained and serviced regularly (quarterly) by <i>(Initial Fire services)</i></p> <p>Record kept in fire log book</p>	<p>Caretaker</p> <p>Administrator</p>	Monthly

What arrangements are there for having the complete alarm system serviced by a competent contractor?	Maintained and serviced regularly by (Tees Fire Alarms) (annually) Record kept by school in fire log book	Administrator - SLA	Annually
Where can a fire start without being noticed straight away?	<ul style="list-style-type: none"> Boiler room - voids etc. Caretaker regular checks items that could cause ignition stored in this area are moved to other storage area or placed in metal cabinet	Smoke and heat detectors checked quarterly Caretaker H & S Officer	Daily
3. SOURCES OF IGNITION (Check, Inspect and Control)			
Fixed wire installation	<i>Fixed wire test conducted every 5 years</i> Date of last inspection : 22.8.19 <i>Rolling programme of works arising from tests</i> Records maintained	Head Teacher	Annually
Naked flame risks	Naked flames risks arising from contractors work subject to hot work permit. <ul style="list-style-type: none"> Contractors work area to be checked especially after hot works have been carried out Ensure appropriate Fire Fighting Equipment available	Authorisation forms completed. Work areas checked by administrator / caretaker Fire blanket, extinguishers available	As required
Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)

<p>Security and reducing arson risk</p>	<p>Clear signage, adequate visitor control to the site. All visitors required to sign in / out and visitor wear badges</p> <p>Staffed reception main entrance. Other means of entrance minimised – side gate and doors closed by staff. Fire alarm - monitored Fencing in good condition – inspected and maintained on regular basis School gates closed / locked out of hours</p> <p>School watch / School Neighbours keep watch over the school and report any criminals/ suspicious behaviour during out of hours and school holidays.</p> <p>CCTV system covering main areas. This is serviced regularly.</p> <p>Shrubs / trees kept to a minimum around the school buildings</p>	<p>Head Teacher</p> <p>Staff</p> <p>Caretaker Administrator Regular contact with school neighbours</p> <p>Ground maintenance Contract. Tree SLA</p>	<p>Reviewed annually or as necessary</p>
<p>Faulty electrical appliances Misuse of electrical appliances</p>	<p>Annual portable appliance testing by competent person. Date of last test: March 2022</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>Caretaker check all classrooms daily.</p> <p>Termly inspection of rooms by teaching staff. Staff to report any damage to Caretaker.</p> <p>Visual check / inspection of equipment by staff before use / issue to pupils Staff to ensure sockets not overloaded and minimise use of extension leads.</p>	<p>Annual testing</p> <p>Caretaker</p> <p>damaged item removed or repaired</p>	<p>As necessary</p>
<p>Use of fixed / portable heaters</p>	<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 only to be used for exceptional circumstances</p>	<p>Monitor use of portable heaters (fan heaters etc.) – Caretaker - Staff</p> <p>During cold/hot weather</p>	<p>As necessary</p>



Smoking	No smoking site (healthy school) – ensure signage to this affect displayed at school entrance. All contractors and visitors are made aware of school policy. New parents informed at first meeting of school policy	Head Teacher	N/A
Cooking and kitchen use	Extraction filters changed and ducting cleaned regularly – quarterly All gas catering equipment serviced on an annual basis by a gas safety registered contractor (formally CORGI) Gas and electrical equipment maintained and monitored by kitchen staff Cooking oil stored appropriately and recycled regularly	Cook in charge	As required
Gas fired boilers Boiler / plant rooms	Annual service by gas safety registered contractor (formally CORGI) Date of service: October 2022 No combustible storage in area. Boiler room is free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations. Caretaker monitors areas (weekly) for unauthorised storage.	SLA Caretaker Caretaker	Annually
4. COMBUSTIBLE MATERIALS (Remove, Reduce and Control)			
Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
Piped gas supplies	All gas catering equipment serviced on an annual basis by a gas safety registered contractor <i>records kept – Kitchen- cook-in-charge</i> Gas isolation points clearly signed / accessible. Gas and electrical equipment maintained – <i>records kept – Kitchen – cook-in-charge</i>	Catering - SLA Catering - SLA	Annually
Storage of combustible materials e.g. Christmas decorations, paper, packaging and spare furniture	Stored only in appropriate locations and away from sources of ignition i.e. designated store not in boiler room Stock stored in dedicated areas Voids not to be used for storage	Head Teacher Caretaker All Staff	As required

External waste storage	Waste stored away from main building All combustible waste regularly removed Skips lidded and kept away from buildings (6M)	Caretaker Head Teacher	As necessary
Control / disposal of waste	Competent contractor used to dispose of waste, regular collections.	SLA - Weekly collections	Weekly
Cleanliness of the premises	Good housekeeping of all classrooms, hall, corridors and toilets maintained in tidy condition, no accumulation of materials in working areas and regular and safe disposal of waste.	Caretaker / Cleaners Caretaker	Daily
Effective control of storage	Dedicated storage areas available and good housekeeping in these areas. Storage away from heat sources Caretaker ensure boiler room clear and items stored in metal cupboards monitoring areas for unauthorised storage. No unauthorised access possible Props / scenery and PE equipment stored in hall and shed not boiler room.	Administrator / Caretaker Caretaker Staff / Caretaker	Daily
Textiles, curtains and displays	Blinds flame retardant No displays / curtains etc. in close proximity to heat sources (ovens in food tech etc.)	Staff	As required
Gas cylinders /cartridges Mark location on plan	None	N/A	
Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)

Storage / use of flammable liquids chemicals	<p>All containers labelled appropriately Caretaker necessary Highly flammable liquids kept in small quantities in metal cabinet and away from the fire escape route.</p> <p>Good ventilation must be ensured when flammable or volatile liquids are used.</p>		As
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5. SOURCES OF OXYGEN (Reduce)

Reducing potential sources of oxygen to a fire	<p>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 Fire doors kept closed – maybe opened for short period of time during school day. All windows and fire doors closed out of school hours</p>	Head Teacher Caretaker Staff	Daily
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Oxygen cylinders Mark location on plan	None	N/A	
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Oxidising Agents	None	N/A	
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6. STRUCTURAL FEATURES (Control Fire Spread)

Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
<p>Are there easy paths through which fire and smoke can spread? e.g. Open stairways, ill fitting / open doors (in particular cross corridor / stairwell)</p>	<p>Fire doors in place - doors separate the premises into sub-compartments. (In particular cross corridor and kept closed) All doors checked regularly for any damage and any damage reported</p>	<p>Caretaker</p>	<p>Daily</p>
<p>Identify any holes in wall / ceiling E.g. In partition walls around pipe work and cables</p>	<p>Caretaker inspects building 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 / pipe work installation These must be filled to help prevent the spread of fire Head Teacher – termly walk of school premises</p>	<p>Head Teacher Caretaker</p>	<p>As required</p>
<p>Does the building contain suspended ceilings?</p>	<p>Class 1 Class 2 Class 3 Class 4 Class 5 Class 6 Entrance</p>	<p>Areas checked monthly for any damage by Caretaker</p>	<p>As required</p>
<p>Combustible materials covering substantial wall/ceiling areas</p>	<p>Displays kept to appropriate size (particularly in circulation spaces / corridors) and away from heat sources (ovens in food tech.)</p>	<p>Head Teacher Staff</p>	<p>As required</p>

7. SIGNAGE / LIGHTING

Where are the fire assembly points? How are people aware?

Detail assembly point location: Mark location on plan

Information provided to staff, contractors and hirers
 Fire action notices in classrooms, hall and kitchen
 School procedures posted throughout site

Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
<p>Is there adequate signage in place?</p> <p>In particular in those areas used for lettings / activities outside of normal hours</p>	<p>Fire exit signs and directional fire exit signs are indicated with a green pictogram/graphic symbol (the 'running person' symbol BS5499). These may be seen with or without directional arrows.</p> <p>Signs in positions where they can be clearly seen</p> <p>All fire signs conspicuous</p> <p>Replace if damaged</p>	<p>Checked by caretaker / administrator</p>	<p>As necessary</p>
<p>Are all fire escape routes adequately lit?</p> <p>What arrangements are there for checking the emergency lighting?</p>	<p>Where ambient light is not sufficient torches may be acceptable for trained staff to use.</p> <p>For evening after school classes / performances etc a comprehensive system of emergency lighting should be in place and illuminate escape routes.</p> <p>All emergency light fittings 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. <p>Tests recorded logbook.</p>	<p>SLA</p> <p>SLA recorded in maintenance book</p>	<p>Quarterly</p>

8. FIRE FIGHTING EQUIPMENT (Sufficient & Appropriate, Check and Inspect)

Where is the list of fire equipment kept (e.g. extinguishers, blankets, escape aids etc)	A comprehensive list kept in the fire log book. All firefighting equipment marked on plan. List of equipment recorded in school inventory	Head Teacher Caretaker Administrator	Annually
Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
How often and by whom is the fire equipment checked?	Caretaker checks extinguishers weekly to ensure in place, not blocked / obscured and untampered with. Extinguishers are inspected annually by a competent engineer. <i>(Tees Fire services)</i> Date of inspection: September 22	Head Teacher Caretaker Administrator	Annually
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) Minimum of 2 per floor unless it is an upper floor less than 100m ²	<i>Tees Fire Services</i>) have ensured adequate extinguisher provision Only to be used by staff who have received training. Extinguishers are fixed near exit doors / on escape routes. Ensure there are notices and/or instructions indicating the correct use of extinguishers. Extinguishers are appropriate for local risks: Fire blankets provided in kitchen / food tech areas. CO2 throughout appropriate for electrical risk Powder extinguisher in boiler room.	Head Teacher	Annual
Is there a hose reel in place?	No	N/A	
Are there any dry/wet risers? (Hose attachment points for the fire service)	No	N/A	

9. PLANNING FOR AN EMERGENCY (Coordinating Evacuation)			
Fire Safety (the issues)	Control Measures	Recommended Action and Comments (by whom)	When (incl. review date)
Is there an emergency plan in place?	<p>Plan in place for raising alarm, calling the Fire & Rescue Service and assembly point locations cascaded to building users. See evacuation emergency plan</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>Pupils, staff, visitors and contractors are considered as part of the plan. Fire drills formally reviewed to identify problems encountered and any further actions required. Recorded in fire log book.</p> <p>Access route for emergency vehicles kept clear – bus bay</p>	Personal Emergency Evacuation Plan– PEEPS) – Head Teacher to lead or Deputy and Assistant Head	Annually
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>	Head teacher /Fire warden	Annually and as required
Is there a need for specialist training in the event of an emergency?	Outside contractors and visitors receive necessary fire safety information (e.g. how to raise alarm, location of fire exits)	Head Teacher Administrator	As required

ADDITIONAL COMMENTS & OBSERVATIONS: (include any additional issues identified and actions that require escalation to the next level of management)

R Birtwhistle (Head)
S Davies (Deputy)
J Mansell (Assistant Head)
S Neal (School Business Manager)
JPeace (Administrator)

All above staff have carried out online first safety training. R Birtwhistle is the Designated Person and the other staff members are Fire Marshalls.

Signature:

A handwritten signature in black ink, appearing to be 'R Birtwhistle', written over a horizontal line.

(Print)

Date: February 2023

Review Date: February 2024