

Fire Risk Assessment

Carried out by Mrs L. Sumner, assistant teacher and school safety manager 18/4/10. For the purposes of this assessment those at risk from the following hazards are deemed to be everybody on Eastcourt Independent School (EIS) property; however, particular emphasis is placed on the safety of the pupils.

Hazard	Safety Measures	Risk	Comments
Smoking	EIS is a no smoking environment	Nil	Review and reassess as necessary if policy is reviewed
Naked flames	<p>‘Celebration’ candles to be used only during short demonstrations</p> <p>The use of ‘mood’ or fragrant candles forbidden</p> <p>Pupils are forbidden from bringing any ignition sources (e.g. matches and lighters) onto EIS property</p>	<p>Low</p> <p>Nil</p> <p>Low</p>	<p>Candles, the means to light them and the demonstration to be strictly supervised by the teacher</p> <p>Add to school rules given to carers</p>
Electrical Installation	Installation maintained by Premier Electrical Installations (PEI)	Low	See maintenance records
Electrical Appliances	<p>Portable Appliance Testing (PAT) carried out by PEI</p> <p>Any ‘hot’ appliances (e.g. glue guns or irons) to be used in designated areas and under direct supervision</p>	<p>Low</p> <p>Low</p>	<p>See label on appliance, new appliances to be PAT tested before use</p> <p>Supervising teacher to be responsible for turning off equipment</p>
Heating	Fixed electric storage radiators used in accordance with the manufacturers instructions	Low	No casual storage on top of radiators
Supplementary Heating	No supplementary heating allowed unless an additional risk assessment is carried out	Low	If needed, heaters to be assessed for stability, electrical safety, potential to cause burns and proximity to flammable materials
Lighting	<p>Mostly luminous discharge tubes</p> <p>‘Stage’ lighting to be used under supervision by competent person</p> <p>‘Celebration’ lighting (e.g. Christmas lights) to be assessed before use</p>	<p>Low</p> <p>Low</p>	If heat producing lighting (e.g. desk lamps using light bulbs) assess for stability and proximity to combustibles

Food preparation	Hot meals prepared by school caterer under stringent and regularly inspected conditions in specially adapted kitchen	Low	School cook always on hand to supervise assistants in preparing food.
Arson/Deliberate	EIS perimeter secured. All callers challenged. Refuse removed twice every week, no refuse to be placed outside metal bins nor stacked against school walls	Low	No unauthorised persons to be allowed into EIS other than the office. Authorised visitors to be accompanied
Contractors	All non urgent work to be carried out outside 'school' time Any urgent work to be carried out during 'school' time to be carefully assessed	Low	EIS to be satisfied with contractors' risk assessments All 'hot work' (e.g. soldering) to be authorised by EIS

General fire safety measures

Means of escape

- All designated fire exits are to be available at all material times
- Escape routes from the respective parts of EIS are to be marked on plans
- All escape routes are to be kept unobstructed at all material times
- All fire doors are to be maintained as effective fire-resting self-closing doors. Any defects are to be reported to EIS management as soon as possible
- Storage areas are to be accessed only by the authority of EIS management
- All staff are to monitor escape routes and stair 'nosings' for trip hazards. Any defects are to be reported to EIS management asap
- Pupils are to be supervised at all times
- In the event of any evacuation a designated member of staff is to hold inward-opening doors open until the evacuation is effected
- The designated assembly area is the pavement of Eastwood road
- Staff car parking on the forecourt to be arranged so as to maintain adequate escape width to assembly area

Fire alarm and detection

- A manual type (M) fire alarm is fitted (i.e. the alarm has to be actuated by pressing a break-glass call point)
- There is no automatic fire detection fitted (i.e. fires would be detected by the persons present)
- The fire alarm is to be actuated in accordance with the EIS fire action plan
- The fire alarm is to be maintained and tested by a competent person in accordance with the manufacturers instructions
- The fire alarm is to be tested for operation weekly by a competent person. The test is to be entered in the fire alarm test records

Emergency lighting

The school is rarely used during the hours of darkness; however emergency lighting has been fitted to all rooms without windows.

Fire-fighting equipment (FFE)

- The establishment, siting and maintenance of FFE is to be carried out by specialist contractors, each item of FFE is to bear a sticker indicating the maintenance details
- Only adequately trained staff to use FFE
- Staff supervising children are to be instructed that their initial duty, in the event of fire, is to effect an evacuation and raise the alarm

Fire safety signage

- Fire escape signs, complying with the current regulations, are to be sited so as to indicate designated fire escape routes
- All fire doors are to be fitted with a “Fire Door Keep Shut” sign
- All storage area doors are to be fitted with a “Fire Door Keep Locked Shut”
- “Fire Action” signs are to be fitted adjacent to all fire alarm break-glass call points

Staff training

With respect to fire-fighting equipment (FFE, i.e. the fire extinguishers), EIS considers that fire fighting training is beyond the scope of the duties expected of you. The priority in the school environment is to evacuate and account for the pupils in the event of fire. After an evacuation has been effected, re-entering the premises to use FFE is contrary to EIS instructions.

EIS is obliged by law to give employees suitable and sufficient training for the actions in the event of fire. This ‘suitable and sufficient’ training is deemed by EIS to be:

- Understanding of the measures to address fire hazards (as detailed on pages 1 and 2)
- Understanding the ‘general fire safety arrangements’ (as detailed on pages 2 and 3)
- Participation in the EIS fire drill, evacuation and register call. (Any employee with a duty of care over pupils must carry out at least one drill per six months).

In addition to the above, employees are expected to know the location of the nearest fire alarm ‘break-glass call point’ (plan supplied). They are also expected to know the most direct escape route (and an alternative, plan supplied).

In addition to the above

- Training records must be kept available for inspection
- Efficacy of training to be assessed and reviewed if necessary
- Fire drills are to be held once every half-term with a full evacuation of the premises. Escape routes are to be varied by deeming certain exits to be unusable for each respective fire drill
- Fire drill records must be kept available for inspection

Fire Action Plan

- See respective classroom escape route plan for the nearest designated fire exit

As detailed on the 'Fire action sign'

- Operate nearest fire alarm
- Leave building by the nearest exit
- Report to the assembly point
- DO NOT stop to collect personal belongings
- DO NOT re-enter until told it is safe to do so

Fire Risk Assessment and General Fire Safety Measures

- The fire risk assessment and general fire safety measures are to be reviewed and updated if necessary;
 - Yearly
 - Whenever circumstances change significantly
- This assessment is to be brought to the attention of all employees
- This assessment is to be made available to all persons coming on to EIS premises