



# Eastcourt School Fire Risk Assessment

<b>ESTABLISHMENT:</b>	Eastcourt Independent School		<b>Assessor: (print)</b>	Trevor Sumner/Emma Redgrave		<b>Signature</b>	
<b>Address:</b>	1 Eastwood Road Goodmayes, Ilford, Essex, IG3 8UW		<b>Responsible Person:</b>	Christine Redgrave (Headmistress)		<b>Date:</b>	<b>9.4.18</b>
						<b>Review Date</b>	<b>August 2018</b>
<b>What is the main method of fire detection:</b>	<b>People</b>		<b>Building size/ description:</b> Floor plans of school available with fire exits highlighted		School Premises comprise of three adjacent dwellings converted so as to be suitable for educational purposes.		
	<b>Automatic ( smoke / heat detection)</b>						
<b>IDENTIFY FIRE HAZARDS</b>							
<b>Sources of Ignition</b>		<b>Sources of Fuel</b>			<b>Sources of Oxygen</b>		
<i>faulty electrical appliances misuse of electrical appliances, fixed electrical wiring installation, arson, smokers materials naked flames, contractors undertaking hot work, cooking equipment portable/fixed heaters</i>		<i>Furniture and furnishings, packaging, paper, card and books etc. flammable liquids / chemicals, aerosols, waste, wood dust / shavings etc. shredded paper Props, scenery, stage curtains (fire resistant) equipment such as gym mats</i>			<i>No sources of oxygen other than natural ventilation.</i>  <b>* consider marking on plan location will require signage if cylinders present</b>		
<b>IDENTIFY PEOPLE AT RISK</b>							
<b>People At Risk:</b>	Teaching staff, children, parents, visiting	<b>Known special requirements:</b>	none	<b>Maximum no of persons on site at any one time</b>	350		
				<b><u>Occupant Capacity</u><sup>1</sup></b>	Hall		

Risk: **RED**: high, **Orange**: Medium, **Green**: Low, **Purple**: Nil

1. SOURCES OF IGNITION (Check, inspect and control)					
		What are you already doing?	What further action is necessary?	Action by who and when?	Done
1.1	Naked flames / hot works	<ul style="list-style-type: none"> <li>Any activities involving use of naked flames (including DT and science) supervised and strictly controlled by staff. Pupils are forbidden to bring any ignition sources (e.g. matches) onto EIS property.</li> <li>Naked flames risks arising from contractors work subject to hot work permit. Any 'hot works' areas are checked an hour after work is completed for smouldering. Undertaken only by those who are trained and competent</li> <li>Hot appliances (e.g. glue guns or irons) to be used in designated areas and under direct supervision.</li> <li>Appropriate fire fighting equipment is available close to work (<b>see section 6</b>)</li> <li>No combustible materials in vicinity</li> <li>The use of 'mood' candles forbidden.</li> </ul>	Equipment inspected regularly	On going - staff	
1.2	Fixed / portable heaters	<ul style="list-style-type: none"> <li>Located away from items that will burn, e.g. not close to coat racks. No items are stored on or above them and they are not used for drying clothing.</li> <li>Heaters are on timer switch devices</li> <li>No portable heaters unless additional risk assessment carried out.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance and servicing of heaters.</li> </ul>	Annually – by Chris Duncombe	
1.3	Hot processes, cooking	<ul style="list-style-type: none"> <li>Only competent persons are allowed into kitchen areas</li> <li>Extraction filters are changed and ducting is cleaned regularly.</li> <li>Ovens etc kept clean of oils and grease</li> <li>Cooking oil is stored appropriately</li> <li>Hot food to be carried by adults. (Sealed boxes for children)</li> </ul>	<ul style="list-style-type: none"> <li>Programme of electrical and mechanical maintenance in place</li> </ul>	Annually – by Chris Duncombe	

1. SOURCES OF IGNITION (Check, inspect and control)					
1.5	Faulty, damaged or misused electrical equipment	<ul style="list-style-type: none"> <li>Visual check of equipment by staff before use / issue to pupils. Any damaged or defective electrical equipment taken out of service and removed from the area for repair or disposal.</li> <li>Portable appliances PAT (Portable Appliance Testing) tested annually. (Any additional electrical appliances brought on to site by staff included in testing).</li> <li>Staff to ensure sockets not overloaded.</li> </ul>		PAT annually – Chris Duncombe	
1.6	Electrical installation	<ul style="list-style-type: none"> <li>Fixed wire test conducted every 5 years by a competent contractor (alternatively 20% test and inspection annually)</li> </ul> <p><b>Date of last inspection :</b></p> <ul style="list-style-type: none"> <li>Programme of remedial works arising from test recommendations</li> <li>Any damage noticed to sockets or any electrical equipment is reported.</li> <li>Stage lighting to be turned off after use and under supervision of an adult.</li> <li>Lamps to be kept away from combustibles and assessed for stability.</li> </ul>		PAT annually – Chris Duncombe	
1.7	Smoking	<ul style="list-style-type: none"> <li>There is a 'No Smoking' policy in place on the site.</li> </ul>		N/A	
1.8	Arson	<ul style="list-style-type: none"> <li>Clear signage externally to ensure adequate visitor control to the site.</li> <li>All visitors required to sign in / wear badges.</li> <li>Staffed reception area / controlled access.</li> <li>Number of entrance points to the building minimized</li> <li>Site secured when unoccupied, school gates locked out of hours.</li> <li>Intruder alarm in place- full and monitored by alarm monitoring station.</li> <li>Shrubs/trees kept to a minimum around school buildings</li> </ul>			

2. SOURCES OF FUEL (Remove, reduce and control)					
		What are you already doing?	What further action is necessary?	Action by who and when?	Done
2.1	Flammable liquids and flammable chemicals e.g. cleaning products, aerosols	<ul style="list-style-type: none"> <li>No flammable liquids used on premises.</li> <li>Small storage of aerosol cans.</li> </ul>			
2.2	General storage of items which will burn (combustibles) e.g.	<ul style="list-style-type: none"> <li>All combustible items are stored away from sources of ignition and heat.</li> </ul>			

2. SOURCES OF FUEL (Remove, reduce and control)					
	paper, furniture, textiles, soft furnishings, Christmas decorations,	<ul style="list-style-type: none"> <li>Storage is in designated (secure) areas and kept to a minimum.</li> <li>Regular housekeeping is undertaken to ensure that unwanted or unused items are not stored on the premises</li> <li>All upholstered furniture, soft furnishings and textiles meet recognised fire performance standards. e.g. curtains fire resistant.</li> <li>Everyone reminded to keep cloakrooms as tidy as possible.</li> </ul>			
2.3	Storage and management of waste on the premises	<ul style="list-style-type: none"> <li>Waste bins inside the premises are emptied on a daily basis.</li> <li>Waste storage is kept to a minimum, recycling or waste collection undertaken twice a week.</li> <li>Waste is stored away from buildings.</li> </ul>			
2.4	General Housekeeping on the premises	<ul style="list-style-type: none"> <li>General housekeeping is undertaken on a daily basis and the premises is kept tidy</li> <li>Fire escape routes kept clear at all material times.</li> <li>Class teachers are asked to have a thorough clear out annually.</li> <li>All non-urgent work to be carried out outside 'school' time.</li> <li>Staff are to arrange parking so as to maintain adequate escape width to assembly area and not to block fire doors.</li> </ul>			
2.5	Foam filled equipment (PE mats etc.)	<ul style="list-style-type: none"> <li>Gym mats are made of combustion modified foam.</li> <li>To reduce potential fire spread mats are stored flat on top of one another.</li> <li>Always put away after use</li> <li>Stored in a locked area away from ignition sources and evacuation routes</li> </ul>			

3. SOURCES OF OXYGEN (reduce)					
		What are you already doing?	What further action is necessary?	Action by who and when?	Done
3.1	Fresh air and mechanical ventilation	<ul style="list-style-type: none"> <li>All windows, doors and other openings not required for ventilation and safe operation of equipment are closed, particularly out of working hours.</li> <li>Fire doors are kept closed at all material times.</li> </ul>			

4. STRUCTURAL FEATURES (Control fire spread)					
		What are you already doing?	What further action is necessary?	Action by who and when?	Done

4. STRUCTURAL FEATURES (Control fire spread)					
4.1	Holes in the ceiling, partition walls around pipe work and cables.	<ul style="list-style-type: none"> <li>Visual inspection of building for any damage and monitoring of all recently conducted work which may have made holes in walls or damaged any fire resistant wall/ceiling linings? E.g. cable / pipe work installations etc.</li> <li>Any defects / damage reported (All holes or voids must be filled to help prevent the spread of fire)</li> </ul>		August 2017	
4.2	Combustible materials covering substantial areas of walls or ceilings	<ul style="list-style-type: none"> <li>In escape routes combustible wall / ceiling linings e.g. large areas of chipboard or hardboard walls or ceilings or also synthetic wall or ceiling coverings such a polystyrene tiles are avoided</li> <li>No displays / drapes etc in close proximity to heat sources</li> <li>Displays within escape corridors and circulation spaces to be kept to a minimum.</li> <li>No displays down stairways which are part of escape routes.</li> </ul>			
4.3	Protected stairwells <sup>3</sup>	<ul style="list-style-type: none"> <li>All doors opening onto the stairwell are fire resisting and self closing.</li> </ul>			
4.4	Fire resistant glazing	<ul style="list-style-type: none"> <li>All glass in doors is safety glass.</li> </ul>			

5. FIRE DETECTION AND WARNING (Alerting building occupants)					
		What are you already doing?	What further action is necessary?	Action by who and when?	Done
5.1	How is the alarm raised?	<ul style="list-style-type: none"> <li>Automatic fire detection in all circulation spaces.</li> <li>Manual alarm system activated by break glass call points..</li> <li>All exits to buildings provided with manual call points that are unobstructed and clearly visible, with instructions.</li> <li>Main panel located in outside the office shows which zone.</li> </ul>			
5.2	Are there places where the alarm might not be heard?	<ul style="list-style-type: none"> <li>Audibility reviewed during termly fire drills.</li> </ul>	<ul style="list-style-type: none"> <li>Fixed time for weekly alarm test. CR and ER walk around building and report any issues.</li> </ul>	CR/ER weekly	
5.3	Awareness of staff and visitors	<ul style="list-style-type: none"> <li>Staff initially advised of the fire procedure and how to raise alarm at induction, this process is carried out on the first day in the building.</li> <li>Visitors to the building are given some guidance on what to do in the event of an evacuation.</li> <li>School procedures posted in classrooms and fire action notices are completed and posted by each break glass call point.</li> </ul>			

5. FIRE DETECTION AND WARNING (Alerting building occupants)					
5.4	Testing of the fire alarm	<ul style="list-style-type: none"> <li>Contractors test the alarm annually.</li> </ul>	<ul style="list-style-type: none"> <li>A weekly call point test cycle to take place (testing different call point each week) so that each call point is tested over time.</li> <li>Call points are numerated to aid identification and ensure regular testing</li> </ul> <p>These tests are recorded and any defects reported.</p>	CR/ER weekly Pete	
5.5	Testing of heat and smoke detectors	<ul style="list-style-type: none"> <li>Automatic detection (heat and/ or smoke) are installed in 'higher risk' areas e.g. kitchens,</li> </ul>	<ul style="list-style-type: none"> <li>Inspection / maintenance records to be kept in fire log book.</li> </ul>	Pete	
5.6	Alarm system servicing	<ul style="list-style-type: none"> <li>The alarm system is serviced by a competent contractor.</li> <li>Faults alarms investigated by competent contractor.</li> </ul>		Pete	

6. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)					
		What are you already doing?	What further action is necessary?	Action by who and when?	Done
6.1	Fire equipment on the premises is identified (e.g. extinguishers, blankets, escape aids etc)	<ul style="list-style-type: none"> <li>A comprehensive list is kept in the fire log book.</li> </ul>			
6.2	Location and suitability of fire fighting equipment	<ul style="list-style-type: none"> <li>There are fire extinguishers available on each floor (appropriate for local risks).</li> <li>Extinguishers are fixed near exit doors and at appropriate heights.</li> <li>All fire-fighting equipment is conspicuous and not blocked or obscured. Signs are displayed where equipment is kept.</li> <li>Fire fighting equipment safety signs are posted above the extinguisher and instructions clearly visible on the extinguisher.</li> </ul>			
6.3	Inspection and testing of fire fighting equipment	<ul style="list-style-type: none"> <li>Weekly check is undertaken to ensure extinguishers are in the correct location and not tampered with.</li> <li>Extinguishers are inspected annually by a competent engineer. Inspection details are kept in the fire log book and inspection date written on the back of each extinguisher.</li> <li>Any defects of fire doors are to be reported to ESI management as</li> </ul>			

**6. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)**

		soon as possible.		
6.4	Fire blankets (where applicable)	<ul style="list-style-type: none"> <li>Fire blanket is available in the kitchen.</li> </ul>		

**7. MEANS OF ESCAPE AND ESCAPE TIMES**

		What are you already doing?	What further action is necessary?	Action by who and when?	Done
7.1	Fire drills	<ul style="list-style-type: none"> <li>Regular fire drills are undertaken half-termly.</li> <li>Fire drills are recorded and formally reviewed to identify any learning points. Any actions followed up and communicated to staff.</li> </ul>			
7.2	Nominated person/s	<ul style="list-style-type: none"> <li>Nominated person/persons in charge in the event of a fire alarm activation and procedures identified.</li> </ul>			
7.3	Means of escape	<ul style="list-style-type: none"> <li>Adequate means of escape available from all parts of the building. No fire evacuation route requires exit from a low risk area through a higher fire risk route e.g. from an office via the kitchen.</li> <li>Escape routes are available which lead in different directions to assembly point.</li> <li>Stairways, corridors and circulation spaces used as escape routes are unobstructed and free from storage and ignition risks.</li> <li>External fire escape stairs are not blocked at any time.</li> </ul>			
7.4	Evacuation times	<ul style="list-style-type: none"> <li>Escape routes are short enough to enable all people in the building to get to a place of safety, outside the building in about two to three minutes.</li> </ul>			
7.5	Evacuation of staff and visitors (day & night)	<ul style="list-style-type: none"> <li>Written fire procedures are available and regularly reviewed (at least annually).</li> <li>Emergency procedures provided to all and clearly visible around the building.</li> <li>Lighting is adequate, especially during the night and in the winter months.</li> <li>Emergency lighting available where building used outside of ambient daylight hours.</li> <li>Any individual needs to ensure safe evacuation from the building are identified.</li> </ul>			
7.6	Fire exit doors	<ul style="list-style-type: none"> <li>Fire exit doors are checked daily as part of routine opening up procedures to ensure that they work properly and are free from obstruction. Any problems to be reported to EIS management as soon</li> </ul>	Any defects notified to Graham Russell.	August 2017	

## 7. MEANS OF ESCAPE AND ESCAPE TIMES

		What are you already doing?	What further action is necessary?	Action by who and when?	Done
		<p>as possible.</p> <ul style="list-style-type: none"> <li>• Fire exits easily openable in one operation without the need for a key or code. Adults to lead children out. If necessary adult holds open inward opening doors until the evacuation is effected.</li> <li>• Exit doors open in direction of travel</li> </ul>			
7.7	Internal fire doors	<ul style="list-style-type: none"> <li>• Where required to separate the building into sub-compartments / to provide fire protection in the case of stairwells, single directional exit routes etc. All fire doors are identifiable with signage and fitted with self closures</li> <li>• Fire doors are kept closed at all times.</li> <li>• Fire doors close properly and have no damage. Where damage is identified this is recorded and passed to the relevant persons for repair.</li> </ul>			

## 8. SIGNAGE & LIGHTING

		What are you already doing?	What further action is necessary?	Action by who and when?	Done
8.1	Fire signage	<ul style="list-style-type: none"> <li>• All final fire exit doors / routes are clearly marked with a green pictogram/graphic symbol.</li> <li>• All signs are located in positions where they can be clearly seen (no signage obscured by curtains etc.)</li> </ul>			
8.2	Fire assembly points	<ul style="list-style-type: none"> <li>• All those using the building are aware of the location of fire assembly point (the pavement of Eastwood Road).</li> </ul>			
8.3	Lighting on fire escape routes	<ul style="list-style-type: none"> <li>• All escape routes are sufficiently lit for people to see their way out safely (good natural light and some emergency lighting).</li> <li>• Emergency lighting is sited so that it will illuminate escape routes. (It may also be sited at intersections of corridors, outside each final exit door and on external escape routes, flights of stairs, fire alarm call points, fire exit signs, changes in floor level and above fire fighting equipment)</li> </ul>			
8.4	Emergency lighting	<ul style="list-style-type: none"> <li>• Weekly checks are made to ensure that the 'green' light is on in the lighting units</li> <li>• Emergency lighting units are checked monthly and a record kept in the Emergency lighting log book.</li> </ul>			



**8. SIGNAGE & LIGHTING**

		<ul style="list-style-type: none"> <li>A full discharge test and certification of the emergency lighting is carried out annually.</li> </ul>			
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**9. PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)**

		What are you already doing?	What further action is necessary?	Action by who and when?	Done
9.1	Local emergency evacuation plan in place	<ul style="list-style-type: none"> <li>There is a plan for raising the alarm and calling the Fire &amp; Rescue Service.</li> <li>Visitors, contractors and members of the public are considered as part of the plan.</li> <li>Fire action notices are in place and up to date. In general fire action notices should be posted next to all fire alarm call points.</li> <li>Fire drills are formally reviewed to identify problems encountered and any further actions required.</li> <li>Access route for emergency vehicles available and kept clear.</li> </ul>			
9.2	Training and/or instruction on evacuation arrangements for all staff	<ul style="list-style-type: none"> <li>New employees receive instruction on the action to take in the event of a fire at their induction on their first day of employment</li> <li>Existing employees receive refresher training (via fire drills) and/or instruction on what to do in the event of a fire e.g. through team meetings.</li> </ul>			
9.3	Specialist training in the event of an emergency for relevant staff	<ul style="list-style-type: none"> <li>Adequate numbers of personnel are trained to assist in an emergency.</li> </ul>			
9.4	Building use and group needs	<ul style="list-style-type: none"> <li>Consideration given to number and range of those with disabilities likely to be in the building at any one time. Adequate staff and equipment in place to effect evacuation</li> </ul>			

**Assessment review date:**

Additional information is also available in the DCLG Guide [Fire Safety Risk Assessment in \(Educational Premises\)](#) which is free to download