



# Grange Park Prep School

## Fire Risk Assessment Policy and Procedures

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| <b>Reviewed by:</b>         | Caroline Lawrie<br>September 2017                                 |
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Fire can have a devastating effect on the School.

### **Objectives**

The objectives of this policy are:

- To safeguard all persons on GPPS premises from death or injury in the event of a fire or associated explosion.
- To minimise the risk of fire and to limit the spread of fire.
- To minimise the potential for fire to disrupt teaching, damage buildings and equipment and harm the environment.

This policy applies to all persons on GPPS premises and in particular to staff who have a duty placed upon them to actively monitor the implementation of this policy.

### **Policy**

GPPS will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having as its first priority the immediate and total evacuation of the building upon discovery of fire.

### **GPPS School will ensure:**

- That adequate means of escape in case of fire exist for all persons on school premises.
- That all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times. Staff, however, must not leave or store items in designated escape routes or block emergency exits.
- That means of escape have adequate emergency lighting (in case of fire) which will be maintained in efficient working order.
- That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- That adequate means for fighting fire are present and are maintained in efficient working order.
- That appropriate instruction will be given to all persons on GPPS premises on evacuation procedures.
- That GPPS premises are subjected to a fire risk assessment, at least once per year, and that where risks are identified action is taken to implement appropriate control measures.
- That measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

- To eliminate the risks from dangerous substances, to keep a log of all chemicals used in school and store them safely.

### **Responsibilities**

**The Board of Governors** are ultimately responsible for ensuring that the school complies with all statutory fire safety requirements. They delegate the day to day management of this to the Headteacher and the school's Health & Safety Officer.

**The Headteacher & School Health and Safety Officer** are responsible for conducting fire risk assessments, providing advice and training, monitoring and auditing GPPS' Fire Risk Policy, standards and procedures. They are also responsible for ensuring that adequate maintenance checks are carried out on the school's fire detection and alarm system, fire fighting equipment and emergency lighting.

**Staff** are responsible on hearing the fire alarm, for ensuring that all pupils leave the room immediately and proceed to the designated assembly area.

Whilst it is the school's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, children and visitors to care for their own safety and the safety of others. This includes, but is not limited to:

- Maintaining safe working practices.
- Identifying possible hazards and bringing these promptly to the attention of the Headteacher.
- Undertaking any necessary safety precautions.
- Being familiar with appropriate emergency procedures including knowledge of:
  - ❖ appropriate escape routes
  - ❖ location of fire extinguishers
  - ❖ the emergency services number (currently 999 or 112)

### **Minimising the risk from fire**

The following measures will minimise the risk, and associated consequences of fire in the school.

### **Training**

The Headteacher and Health & Safety Officer are responsible for arranging suitable staff training and for organising regular fire drills (at least once a term).

### **Finding fire**

In case of fire, the alarm should be activated using the nearest accessible fire call point. Once clear of the building, the Health & Safety Officer should check to see whether the Fire Brigade has been summoned.

### **Fire alarm**

On hearing the fire alarm, you must immediately evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. The Secretary should call the Fire Brigade and collect:

- ❖ the Visitors' book
- ❖ Registers
- ❖ Absentee List
- ❖ Children Collected Early File.

You should proceed to the designated assembly point which is in the playground. If easily accessible take the key for the gate. Do not re-enter the building until the Fire Brigade or Headteacher/ Health & Safety Officer gives the 'all clear'.

### **Smoking**

Smoking is banned in all buildings on the site.

### **Portable electrical equipment**

All portable mains-operated electrical equipment used on the site must display a valid test sticker issued by the authorised tester. Test stickers display both the date tested and the date the next test is due. Equipment must not be used if the next test is overdue, or the equipment is damaged in any way, until the equipment has been re-tested and (if required) repaired.

### **Plugs and cables**

Access to plugs must be kept free. Cables should be kept neat and run in safe places so as to prevent damage.

### **Storage**

Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

### **Instructions**

Staff must comply with all instructions given to them in regard to fire safety and fire procedures.

### **Faults**

Staff must also report any observed shortcomings in fire precautions to the Headteacher.

### **Visitors**

Visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures. All visitors should be signed in and issued with a visitor's badge. They should also be briefed about the evacuation procedure. Staff are to guide visitors on the premises to the nearest exit and assembly point.

## **Arson Preventative Measures**

To avoid a possible arson attack on the school, staff are to observe the following preventative measures:

All litterbins to be emptied at the end of the day

All doors throughout the school should be closed at the end of the day

All windows should be securely fastened including ground floor windows

All rooms and store rooms containing hazardous materials such as chemicals e.g cleaning cupboard, should be well managed, clean and permanently secure.

## **Arrangements**

### **Fire Risk Assessment**

- The Health & Safety Officer arranges for a fire risk assessment to be carried out annually.
- Emergency Evacuations Procedures are drawn up, taking account of the findings of the fire risk assessment.

### **Fire fighting equipment**

- Arrangements for the maintenance, inspection, examination and testing of fire fighting equipment are made by the Health and Safety Officer.

### **Training and Instruction**

- Staff are trained in the use of fire extinguishers
- Fire escape routes, fire exit signage and fire action notices are displayed at appropriate locations in the buildings

### **Monitoring Fire Evacuation Drills**

- The Headteacher arranges fire evacuation drills at least once per term, at different times of the day and week.
- Fire drill reports and recommendations are recorded in the Fire Drill Record.
- The fire bell and fire alarms are tested weekly by the care taker.

### **Reporting Fire Incidents**

- Fire incidents are reported to the Headteacher and/ or Health and Safety Officer.
- Fire alarm activation logs are maintained by the Health and Safety Office.

## FIRE RISK ASSESSMENT - HOUSE

| POSSIBLE HAZARDS            | WHO AT RISK | RISK LEVEL | ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK   | NEAREST FIRE POINT | MEASURES ACCEPTABLE |
|-----------------------------|-------------|------------|--|--------------------|---------------------|
| House fire alarm system     |             |            | <ol style="list-style-type: none"> <li>1. New fire alarm system installed Summer 03 with maintenance contract.</li> <li>2. Weekly test of fire alarm system and recorded.</li> </ol>   |                    | Adequate            |
| Electrical equipment        |             |            | <ol style="list-style-type: none"> <li>1. Electrical equipment correctly maintained – PAT Test</li> <li>2. Electrical outlets will not be overloaded.</li> <li>3. Electrical equipment, including TV's and computers switched off when not in use – notices in appropriate places.</li> <li>4. All combustible materials to be kept clear of electrical equipment and switches.</li> </ol> |                    | Adequate            |
| Emergency lighting          |             |            | Maintained twice a year  |                    | Adequate            |
| Signage and fire procedures |             |            | <ol style="list-style-type: none"> <li>1. New signage to main fire routes.</li> <li>2. Individual evacuation instructions displayed in each room.</li> </ol>   |                    | Adequate            |
| Staff training              |             |            | <ol style="list-style-type: none"> <li>1. Staff Fire Safety training – 2016</li> <li>2. Online Fire Safety (Advanced) training March 2016 - B McLaughlin, C Lawrie, H Billam, R Urquhart</li> <li>3. Fire procedures discussed annually.</li> </ol>  |                    | Adequate            |
| Paper Bins                  | Everyone    | Moderate   | <ol style="list-style-type: none"> <li>1. All bins to be emptied in the house everyday.</li> <li>2. Recycling bin to be emptied regularly.</li> </ol>  |                    | Adequate            |
| Fire exits                  | Everyone    | Moderate   | <ol style="list-style-type: none"> <li>1. Fire exits are not to be blocked or anything stored in front of or near exits.</li> <li>2. 'Dorgards' installed on classroom fire doors – March 2010</li> </ol>  |                    | Adequate            |

| Fire doors   | Everyone                            | High              | Fire doors are not to be wedged open. If this is necessary, then staff should ensure that they are closed when leaving the room.  |   | Adequate                   |
|--|-------------------------------------|-------------------|---|---|----------------------------|
| <b>POSSIBLE HAZARDS</b>  | <b>WHO AT RISK</b>                  | <b>RISK LEVEL</b> | <b>ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK</b>   | <b>NEAREST FIRE POINT</b>   | <b>MEASURES ACCEPTABLE</b> |
| <u>Top of house (ICT Room)</u>                                       | Children & teacher<br>(When in use) | Medium            | <ol style="list-style-type: none"> <li>1. Fire escape exit door in the room leading to external stairs.</li> <li>2. Fire door to be kept clear at all times.</li> <li>3. Water fire extinguisher.</li> <li>4. CO2 fire extinguisher.</li> <li>5. Regular check on electrical equipment.</li> <li>6. Ensure fire door closed at end of the day.</li> </ol> | Next to fire door (Call point no. 7)  | Adequate                   |
| <u>Piano / Resource Room</u><br><br>No hazards                       | Occasional use                      | Low               | <ol style="list-style-type: none"> <li>1. Exit via ICT suite.</li> <li>2. Exit via Year 3 room.</li> <li>3. Down stairs.</li> <li>4. CO2 fire extinguisher.</li> </ol>  | Top of stairs outside ICT Room (Call point no. 6) or on landing outside Class 3 ( Call point no. 4) | Adequate                   |
| <u>Toilets (first floor)</u><br><br>No hazards                       | Occasional use                      | Low               | <ol style="list-style-type: none"> <li>1. Exit via Year 3 room.</li> <li>2. Exit down stairs.</li> </ol>  | Next to fire door in room (Call point no. 4)  | Adequate                   |
| <u>Front of House (first floor Year 3)</u><br><br>No special hazards | Children and teacher                | Low               | <ol style="list-style-type: none"> <li>1. Fire escape, exit fire door in the room leading to external stairs.</li> <li>2. Fire door to be kept clear at all times.</li> <li>3. Water fire extinguisher.</li> <li>4. Fire exit sign above fire door to be fitted. Fitted Dec 2013</li> </ol>   | Next to fire door in room (Call point no. 5)  | Adequate                   |
| <u>Key Stage 2 Library</u>   | Children & teacher - Occasional use | Low               | <ol style="list-style-type: none"> <li>1. Exit via Year 4 room.</li> <li>2. CO2 extinguisher</li> </ol>   | Next to fire door in room (Call point no. 5)  | Adequate                   |
| <u>Office</u>  | Secretary and head                  | Low               | <ol style="list-style-type: none"> <li>1. Electric equipment to be checked regularly.</li> <li>2. Exit down or up the stairs (through Year 3).</li> <li>3. CO2 fire extinguisher below window supported on bracket beneath window</li> <li>4. Main office door and Head's door (fire door) swapped – summer term 2013</li> </ol>                          | On landing outside Class 3 (Call point no. 4)   | Adequate                   |

| <b>POSSIBLE HAZARDS</b>  | <b>WHO AT RISK</b>        | <b>RISK LEVEL</b> | <b>ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK</b>  | <b>NEAREST FIRE POINT</b>                           | <b>MEASURES ACCEPTABLE</b> |
|--|---------------------------|-------------------|--|---|----------------------------|
| <u>Back of House (Year 6)</u><br><br>Books / paper   | Children & teacher        | Low               | 1. Fire escape direct to garden.<br>2. Fire escape to be kept clear at all times.<br>3. Water fire extinguisher.<br>4. Fire exit sign installed above exit door.   | Next to fire escape door in room (Call point no. 2) | Adequate                   |
| <u>Front of House (Ground Floor Year 5)</u><br><br>No special hazards                        | Children & teacher        | Low               | 1. Exit through front door of the house.<br>2. Exit through cloakroom fire door.   | Main entrance (Call point no. 1)                    | Adequate                   |
| <u>Main Hall House</u>   | Everyone (occasional use) | Low               | 1. Exit via main front door.<br>2. Doors to be kept clear at all times, boxes not to be left overnight in hallway.<br>3. H2O extinguisher next to main doors.  | Main entrance (Call point no. 1)                    | Adequate                   |
| <u>Lower back of House (Cloakroom, Medical room, toilet)</u><br><br>Books, paper in cupboard | Children occasional use   | Low               | 1. Fire exit in room.<br>2. Medical room installed – October 2012<br>3. Toilet installed – October 2012<br>4. Install medical cabinet and lock in medical room. Installed April 2014   | Next to back door (Call point no. 3)                | Adequate                   |
| <b>POSSIBLE HAZARDS</b>  | <b>WHO AT RISK</b>        | <b>RISK LEVEL</b> | <b>ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK</b>  | <b>NEAREST FIRE POINT</b>                           | <b>MEASURES ACCEPTABLE</b> |
| <u>Conservatory (Staff room)</u><br><br>Boiler & electrical equipment                        | Staff, occasional use.    | Low               | 1. Maintain boiler service annually.<br>2. Regular checks on electrical equipment.<br>3. CO2 & H2O extinguisher to be installed on bracket in staffroom – installed but no bracket<br>4. Lock on conservatory (staffroom) door replaced with 'keyless' lock – April 2014 | Next to back door (Call point no. 3)                | Adequate                   |



|               |                      |     |   |   |          |
|---------------|----------------------|-----|---|---|----------|
| <u>Cellar</u> | Staff occasional use | Low | <ol style="list-style-type: none"><li>1. Exit through cloakroom.</li><li>2. Storage / paper items kept neatly.</li><li>3. H2O &amp; CO2 extinguisher installed at the bottom right of the stairs.</li><li>4. Smoke detector installed – July 2016</li><li>5. Emergency light installed – at back of second room – July 2016</li></ol> | Next to back door in cloakroom (Call point no. 3) | Adequate |
|---------------|----------------------|-----|---|---|----------|

## FIRE RISK ASSESSMENT – LOWER SCHOOL

| POSSIBLE HAZARDS   | WHO AT RISK                              | RISK LEVEL | ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK   | NEAREST FIRE POINT   | MEASURES ACCEPTABLE |
|--|--|------------|--|--|---------------------|
| <u>Practical Room</u><br>Wood, craft materials<br>Paper and paints (water based) | Children and teacher<br>(occasional use) | Moderate   | 1. Main door in the room leading to stairs down.   | On landing outside Class 4, on top of landing (Call point no.8)    | Adequate            |
| <u>Prep Room</u><br><br>Kiln in room   | Occasional use                           | High       | 1. Exit via two sets of fire doors from room leading down main staircase.<br>2. Doors to be closed and staff aware via a notice on the door when kiln in use.<br>3. Strictly no children in prep room when kiln is in use.<br>4. Powder / CO2 extinguisher   | On landing outside Class 4 on top of landing (Call point no. 8)    | Adequate            |
| <u>Class 4</u><br><br>No special hazards   | Children and teacher                     | Low        | 1. Exit via Classroom fire door (double set) down main staircase.  | On landing outside Class 4 on top of landing (Call point no. 8)    | Adequate            |
| <u>Class 2</u><br><br>No special hazards   | Children and teacher                     | Low        | 1. Exit via Classroom fire door (double set) down main staircase.<br>2. H <sub>2</sub> O and CO <sub>2</sub> extinguishers on landing outside classroom.<br>3. Practice Years 2 & 4 down stairs (one on each side).<br>4. Boiler housed at back of classroom – serviced annually.<br>5. Coat hooks installed in Yr 2 lobby.<br>5. CO detector installed – July 2015. | On landing outside classroom, on top of landing (Call point no. 8) | Adequate            |
| <u>Bookstore</u><br><br>Paper and books  | Occasional use                           | Moderate   | 1. Exit out door and down main staircase.  | On landing outside Class 4 on top of landing (Call point no. 8)    | Adequate            |
| POSSIBLE HAZARDS   | WHO AT RISK                              | RISK LEVEL | ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK   | NEAREST FIRE POINT   | MEASURES ACCEPTABLE |
| <u>Reception</u><br><br>No special hazards                                       | Children and teacher                     | Low        | 1. Exit through external classroom door.<br>2. Fire door changed to open outwards – October 2013   | Outside Nursery Class door (Call Point no. 5)                      | Adequate            |

|   |                      |                   |   |   |                            |
|---|----------------------|-------------------|---|---|----------------------------|
| <u>Nursery</u><br>No special hazards          | Children and teacher | Low               | 1. Exit through classroom fire door and leave through external door.<br>2. Bifold fire doors installed August 2015  | Outside Classroom door (Call point no. 5)   | Adequate                   |
| <u>Class 1</u><br>No special hazards          | Children and teacher | Low               | 1. Exit through fire escape door in the room.   | Next to fire escape door in classroom (Call point no.7)                             | Adequate                   |
| <u>Kitchen</u><br>Ovens and Kitchen equipment | Staff when in use    | High              | 1. Exit through Kitchen door and left to fire escape exit.<br>2. Fire blanket on wall next to fridge.<br>3. Extractor system over cooker de-greased annually<br>4. Door locked when not in use.<br>5. Wet chemicals extinguisher.<br>6. New boiler installed – June 2015<br>7. Extractor regulator replaced – November 2016 | Inside double blue doors to Playground (Call point no. 2)                           | Adequate                   |
| <u>Corridor outside Kitchen</u>               | Occasional use       | Moderate          | 1. Exit through double blue doors to playground.<br>2. C02 extinguisher next to internal doors to school hall.  | Inside double blue doors to Playground (Call point no. 2)                           | Adequate                   |
| <b>POSSIBLE HAZARDS</b>                       | <b>WHO AT RISK</b>   | <b>RISK LEVEL</b> | <b>ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK</b>   | <b>NEAREST FIRE POINT</b>   | <b>MEASURES ACCEPTABLE</b> |
| <u>Disabled toilets</u>                       | Occasional use       | Low               | 1. Exit through door then left to double fire escape doors.<br>2. String pull alarm next to toilet.   | Inside double blue doors to Playground ( Call Point no.2)                           | Adequate                   |
| <u>Hall</u><br>No special hazards             | Occasional use       | Low               | 1. Exit through most convenient double fire escape doors.<br>2. Fire escape doors to be kept clear of equipment at all times.<br>3. Water fire extinguisher inside internal doors to school hall.<br>4. Fire evacuation procedure notice in hall – April 2014   | Either inside main school hall internal entrance ( Call point no. 3) or inside fire | Adequate                   |

|   |                    |                   |   |   |                            |
|---|--------------------|-------------------|---|---|----------------------------|
|   |                    |                   |   | escape doors on far side of main school hall (Call point no. 4) |                            |
| <u>Main entrance area outside class 1 – Key stage 1 Library books</u> | Occasional use     | Low               | 1. Exit through main entrance double doors<br>2. CO2 & H2O extinguisher on wall.<br>3. Fire alarm box.                | Under fire alarm panel in KS1 Library (Class point no. 6)       | Adequate                   |
| <u>Children's Toilet</u>  | Occasional use     | Low               | 1. Exit through double fire doors opposite door to toilets  | Inside double blue doors to Playground (Call point no. 2)       | Adequate                   |
| <b>POSSIBLE HAZARDS</b>   | <b>WHO AT RISK</b> | <b>RISK LEVEL</b> | <b>ACTION TAKEN/ TO BE TAKEN TO REDUCE RISK</b>   | <b>NEAREST FIRE POINT</b>                                       | <b>MEASURES ACCEPTABLE</b> |
| <u>Corridor inside single blue doors to lower school</u>              | Occasional use     | Low               | 1. Exit through single blue door to corridor.<br>2. H2O & CO2 extinguishers next to door leading to kitchen corridor. | Next to single blue door (Call point no. 1)                     | Adequate                   |

