



## Fire Risk Assessment

Record of significant findings		
Risk assessment for :		Assessment undertaken by :
Pre-Prep School		Nigel Billing CMIOSH      Date: 18/10/19
<b>Overview of Premises:</b>	Building converted from changing rooms in 2018 to accommodate the pre-prep school consisting of 2 classrooms and facilities on ground floor. Changing rooms remain to the first floor, accessed by an external staircase.	
SUMMARY OVERVIEW		
Evaluate the risk of a fire occurring.	Well managed buildings with no significant risk of a fire occurring.	
Evaluate the risk to people from a fire starting in the premises.	No significant risk to people.	
RECOMMENDATIONS		Completed When?
To remove and reduce the hazards that may cause a fire.	None.	
To remove and reduce the risks to people from a fire.	None.	
Assessment review		
This fire risk assessment will be constantly monitored and if there is any reason to suspect it is no longer valid or if there are significant changes that affect the fire risks and precautions, it will be formally reviewed and revised if necessary. Irrespective of this, reviews will be undertaken on an annual basis.		



## Fire Risk Assessment

### FIRE RISK ASSESSMENT – DETAIL OF ASPECTS COVERED

	Hazard Controlled/ Compliance achieved			Comments
	Yes	No	N/A	

### STEP 1 - IDENTIFY FIRE HAZARDS

#### Consideration of potential ignition sources from:

Naked flames or smokers' materials, eg cigarettes and matches?	✓			No smoking policy in place for all school buildings. No evidence of smoking outside.
Electrical, gas or oil-fired heaters (fixed or portable)?	✓			
Hot processes (such as welding or grinding work)?			✓	
Cooking?			✓	Small kitchenette but no cooking.
Machinery, engines, plant, non standard equipment, boilers	✓			
Faulty or misused electrical equipment?	✓			All equipment in good order and tested annually (Oct 2018 so due now).
Hot surfaces and obstruction of equipment ventilation, eg office equipment?	✓			
Arson?	✓			Access is possible to the building exterior by climbing over school field wall but this is not deemed a significant risk.

#### Consideration of potential sources of fuel from:

Flammable liquids such as paints, varnish, thinners, adhesives, petrol, paraffin?			✓	
Solids such as wood, paper, card, plastics, rubber, polystyrene, foam?	✓			Standard materials associated with activities undertaken.
Flammable gases such as liquefied petroleum gas (LPG) and acetylene?			✓	
Furniture, including fixtures and fittings?	✓			
Textiles or loose packaging material?	✓			Children's coats and bags are stored in the main corridor, but suitable means of escape provided from classrooms so not deemed an issue.
Waste materials, in particular finely divided materials such as wood shavings, off cuts, dust, paper and textiles?	✓			



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<b>Construction of the workplace</b>					
	Is the internal construction free of large areas of combustibles such as hardboard, chipboard, blockboard walls or ceilings?	✓			
	Is the internal construction free of large areas of synthetic ceiling or wall coverings, such as polystyrene tiles?	✓			
<b>Identifying sources of oxygen</b>					
	Are windows, doors or other openings closed that are not required for ventilation purposes after the working day?	✓			
	Are the mechanical air conditioning systems and air handling systems designed so as not to spread a fire in the workplace?			✓	
	Is there absence of any oxygen sources (eg oxidising agents, cylinders or piped systems for welding)?	✓			
<b>Near misses</b>					
	Absence of indications of 'near misses', such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns?	✓			
<b>STEP 2 - PEOPLE AT RISK</b>					
	Will staff at workstations be able to reach a place of safety in a fire?	✓			
	Would people working in plant rooms or roof be aware that there is a fire alarm actuating and have suitable means of escape in case of fire?	✓			Small building with no remote areas.
	Would customers, visiting contractors and other non-staff members be able to reach a place of safety in case of fire?	✓			
	Is there an absence of high risk areas and/or people working in high risk locations?	✓			
	Are there adequate fire safety provision arrangements for people sleeping in the building?			✓	
	Is there adequate provision for people with special needs, including those that have restricted mobility, impaired hearing or sight or any other form of disability?	✓			Personal emergency evacuation plan (PEEP) would be implemented as required as per Fire Policy.
	Large numbers of people unfamiliar with the layout of the building are unlikely to be present?	✓			



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### STEP 3 - FIRE SAFETY ARRANGEMENTS

#### Means of escape

	Are travel distances acceptable for the appropriate risk rating within rooms to exits within the workplace (generally 18m single direction or 45m for alternative routes)?	<input checked="" type="checkbox"/>			Small building with entrance and Head's office immediately inside, then short central corridor with kitchenette, toilets and two classrooms off it, both provided with direct exits to outside.
	Are fire resisting partitions and walls, floors, ceilings in a good state of repair?	<input checked="" type="checkbox"/>			
	Are fire resisting doors adequate (positively self-closing where required, fitting tightly in the frame in a good state of repair and kept closed)?	<input checked="" type="checkbox"/>			
	Do inner rooms meet the requirements for means of escape (vision panel or gap at top or smoke detection to outer room)?	<input checked="" type="checkbox"/>			
	Is fire resisting glass, where required, an appropriate rating and in suitable frames and in good condition?	<input checked="" type="checkbox"/>			
	Are there sufficient exits in the right place?	<input checked="" type="checkbox"/>			Exits from both classrooms to outside area.
	Are the type and size of exits suitable and sufficient for the number of people likely to need to use them?	<input checked="" type="checkbox"/>			
	Are all escape routes easily identifiable, free from any obstructions and adequately illuminated?	<input checked="" type="checkbox"/>			
	Do internal staircases meet the requirements for good means of escape?			<input checked="" type="checkbox"/>	
	Do external escape routes meet the requirements for good means of escape?	<input checked="" type="checkbox"/>			
	Are long corridors (>30m) subdivided with fire doors?			<input checked="" type="checkbox"/>	
	Is there only one suitable securing device on doors required for means of escape?	<input checked="" type="checkbox"/>			Final exit doors are deadlocked overnight, but this is undertaken by the last member of staff to leave the building and is not deemed a significant risk due to the low travel distance from front to rear. The first person to enter the building in the morning unlocks the doors.
	Are any interlocks on doors normal kept closed for security reasons suitable for means of escape in case of fire?	<input checked="" type="checkbox"/>			Electromagnetic locks on doors are provided with a green break glass override to cut power in an emergency.
	Is the fire assembly point in a safe and secure location?	<input checked="" type="checkbox"/>			



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	Are there sufficient fire action notices in appropriate locations?	✓			
<b>Fire detection and fire warning</b>					
	Does the workplace need an electrical fire alarm system?	✓			
	Does the electrical fire detection and warning system have a back-up power supply?	✓			
	Are fire alarm call points sited in suitable locations with a travel distance of no more than 45 metres from any point in the workplace?	✓			
	Is the fire control panel in an appropriate location?	✓			In main entrance lobby area.
	Does the workplace have sufficient automatic fire detection if needed?	✓			Detection throughout building.
	Are the fire alarm sounders or indicating lights clearly heard and understood throughout the whole premises?	✓			Not tested during visit but appeared sufficient.
<b>Means of fighting fire</b>					
	Are there sufficient extinguishers or hose reels appropriately sited throughout the workplace?	✓			
	Are the extinguishers suitable for the purpose and of sufficient capacity?	✓			
	Are the right types of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?	✓			
	Does the location of any hidden extinguisher need indicating?	✓			
	Are fixed installations required for the life or property risks appropriate?			✓	



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<b>Maintenance and testing</b>				
Do you regularly check all fire doors and escape routes and associated lighting and signs?	✓			Informal inspections undertaken as part of routine activities. Fire policy requires Heads of Department to undertake termly checks.
Do you regularly check all your fire-fighting equipment?	✓			Annual service undertaken and HoD weekly checks as above.
Do you regularly check all your fire detection and alarm equipment as per official guidance?	✓			6 monthly servicing undertaken. Weekly bell tests undertaken.
Do you regularly check any other equipment provided to help means of escape arrangements in the building?	✓			
Are there instructions for relevant employees about testing of equipment?	✓			
Are those who test and maintain the equipment properly trained to do so?	✓			
<b>Fire emergency plan</b>				
Does the facility have a fire emergency plan?	✓			Plan incorporated within Fire Policy for school.
Does the emergency plan take account of all reasonably foreseeable circumstances?	✓			
Are your employees familiar with the plan, trained in its use and involved in testing it?	✓			
Is the fire emergency plan made available to all who need to be aware of it?	✓			
Does the plan provide clear instructions on the action employees should take if they discover a fire?	✓			
Does the plan provide clear instructions on how people will be warned if there is a fire?	✓			
Does the plan provide clear instructions on how the evacuation of the workplace should be carried out?	✓			
Has the fire procedures for disabled people been included in the emergency plan?	✓			
Does the plan provide clear instructions on where people should assemble after they have left the workplace and procedures for checking whether the workplace has been evacuated?	✓			
Does the plan provide clear instructions on the fire-fighting equipment provided?	✓			



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	Does the plan provide clear instructions on the duties and identity of employees who have specific responsibilities in the event of a fire?	✓			
	Does the plan provide clear instructions on arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors?	✓			
	Does the plan provide clear instructions, where appropriate, on any machines/processes/ power supplies which need stopping or isolating in the event of fire?			✓	
	Does the plan provide clear instructions on specific arrangements, if necessary, for high-fire-risk areas of the workplace?			✓	
	Does the plan provide clear instructions on how the fire brigade and any other necessary emergency services will be called and who will be responsible for doing this?	✓			
	Does the plan provide clear instructions on procedures for liaising with the fire brigade on arrival and notifying them of any special risks?	✓			
	Does the plan provide clear instructions on what training employees need and the arrangements for ensuring that this training is given?	✓			
<b>Fire safety management</b>					
	Have practical measures been taken to ensure good housekeeping?	✓			
	Have practical measures been taken to ensure escape routes are kept clear?	✓			
	Have practical measures been taken to ensure suitable security measures reduce the chance of arson	✓			
	Have practical measures been taken to provide regular fire safety checks?	✓			
	Have practical measures been taken to ensure all windows and doors are closed, including doors held open by automatic release units?	✓			
	Have practical measures been taken to ensure all naked flames are extinguished or left in a safe condition?	✓			
	Have practical measures been taken to ensure all flammable rubbish and waste is removed to a safe place?	✓			
	Have practical measures been taken to ensure all highly flammable materials are safely stored?			✓	



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	Have practical measures been taken to ensure the workplace is secured against unauthorised entry?	<input checked="" type="checkbox"/>			
	Have all employees working in the premises outside normal hours, such as cleaners or shift workers been given information about the fire precautions in the workplace and what to do in the event of a fire?	<input checked="" type="checkbox"/>			
<b>Information and instructions for employees</b>					
	Does all fire training and written information take account of those with disabilities such as hearing or sight impairment, those with learning difficulties and those who do not use English as their first language?	<input checked="" type="checkbox"/>			Specific requirements would be implemented as necessary.
<b>Training employees</b>					
	Do all employees receive induction training on fire arrangements on their first working day?	<input checked="" type="checkbox"/>			Training delivered as part of new staff inset.
	Is the type of training dedicated to the workplace and does it explain the emergency procedures?	<input checked="" type="checkbox"/>			
	Does the fire training take account of the work activity, the duties and responsibilities of employees?	<input checked="" type="checkbox"/>			Understood to be the case but detail on training content not reviewed.
	Does the fire training take account of the findings of the risk assessment?	<input checked="" type="checkbox"/>			
	Does the fire awareness training include the standard actions to be taken in workplace fire?	<input checked="" type="checkbox"/>			
	Are all the employees identified in the emergency plan who have a supervisory role in the event of fire (eg heads of department, fire marshals or wardens and, in some large workplaces, fire-fighting teams), given details of the fire risk assessment and receive additional training?	<input checked="" type="checkbox"/>			Fire awareness training is delivered at induction and at 3 yearly intervals. Fire Wardens receive additional specific training on their roles.
	Have the people likely to use the fire extinguishers been given adequate instruction and training?	<input checked="" type="checkbox"/>			Fire Wardens receive specific training.
	Are all the employees identified in the emergency plan who are working in a high risk area given additional training for those risks?	<input checked="" type="checkbox"/>			



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<b>Fire Evacuation Drills</b>					
	Are regular fire evacuation drills carried out involving all building occupants?	✓			Each term.
<b>STEP 4 - REVIEW AND REVISE</b>					
	Have changes to the work processes, furniture, plant, machinery, substances, buildings, or the number of people likely to be present in the workplace been taken into account?	✓			
	If a fire or 'near miss' occurs, will the existing assessment be reassessed?	✓			
	Have fire risk assessments been periodically reviewed to make sure that the precautions are still working effectively?	✓			Annual reviews undertaken.
	Have any proposed structural alteration or material change of use (in Scotland, any changes) to a building, been notified to building control?			✓	