

## Richmond House School Fire Risk Assessment

Date of assessment: 23<sup>rd</sup> October 2023

Assessed by: Anna Havard

IDENTIFY FIRE HAZARDS		
Potential Sources of Ignition	Sources of Fuel	Sources of Oxygen
<ul style="list-style-type: none"> <li>Faulty electrical appliances</li> <li>Misuse of electrical appliances</li> <li>Fixed electrical wiring installation</li> <li>Arson</li> <li>Naked flames</li> <li>Contractors undertaking hot work</li> <li>Cooking equipment</li> <li>Portable heaters/ fixed air conditioning units</li> </ul>	<ul style="list-style-type: none"> <li>Furniture and furnishings, packaging, paper, card and books</li> <li>Flammable liquids / chemicals, aerosols,</li> <li>Waste, wood dust / shavings etc. shredded paper</li> <li>Foam filled equipment – soft play, gym mats</li> <li>Cleaning substances</li> </ul>	

*Use this form to record the significant findings of your risk assessment and detail any action required to reduce risk further, where existing actions (control measures) are insufficient.*

IDENTIFY PEOPLE AT RISK			
<b>People At Risk:</b>	Pupils Staff non-employees such as temporary and agency staff contractors visitors members of the public.	<b>Known special requirements:</b>	Mobility Learning Disabilities Visual Language Issues Hearing Any of the above may be present in pupils

## 1. SOURCES OF IGNITION (Check, inspect, control)

		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
1.1	<b>Naked flames / hot works</b>	<ul style="list-style-type: none"> <li>Any activities involving use of naked flames supervised and strictly controlled by staff.</li> <li>Naked flames risks arising from contractors work subject to hot work permit.</li> <li>Hot works procedure in place</li> </ul>				
1.2	<b>Fixed air conditioning units / portable heaters</b>	<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/air conditioning are not left on overnight, timer switch devices may be used to control this.</li> <li>Maintenance and servicing of heaters is undertaken in line with the manufacturers recommendations.</li> <li>All portable heaters are turned off when not in use or when the room is unoccupied.</li> </ul>				
1.3	<b>Hot processes, cooking</b>	<ul style="list-style-type: none"> <li>Only competent persons are allowed into kitchen area</li> <li>Programme of electrical and mechanical maintenance in place</li> </ul>				
1.4	<b>Faulty, damaged or misused electrical equipment</b>	<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 appliance testing (PAT) undertaken annually by a competent person.</li> <li>Any additional electrical appliances brought on to site by staff included in inspection/ testing regime.</li> <li>Staff to ensure sockets not overloaded and minimise use of extension leads. (Daisy chaining of extension leads to be avoided)</li> </ul>				

1.5	<b>Electrical installation</b>	<ul style="list-style-type: none"> <li>• Fixed wire test conducted every 5 years by a competent contractor.</li> <li>• Programme of remedial works arising from test recommendations</li> <li>• Any damage noticed to sockets is reported and communicated to site manager.</li> <li>• Access to electrical equipment/switchgear restricted to authorised personnel. Switches in locked electrical cupboard.</li> <li>• Electrical cupboard is free of all combustible storage</li> </ul>	<ul style="list-style-type: none"> <li>• 5-yearly EICR to be completed Dec 23</li> </ul>	Bursar / Head Caretaker	Dec 23	
1.6	<b>Smoking</b>	<ul style="list-style-type: none"> <li>• There is a 'No Smoking' policy in place on the site, smokers are directed to designated smoking areas away from combustibles</li> </ul>				
1.7	<b>Arson</b>	<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>• Use of CCTV</li> <li>• Site secured when unoccupied, school gates locked out of hours.</li> <li>• Fencing maintained in good condition (min 1.8M high)</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> <li>• School watch / neighbours encouraged to be vigilant and report suspicious behaviour.</li> </ul>				

## 2. SOURCES OF FUEL (Remove, reduce and control)

	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
2.1	<b>Flammable liquids and flammable chemicals e.g. cleaning products, aerosols</b> <ul style="list-style-type: none"> <li>Flammable liquids are kept to a minimum on the premises</li> <li>Good ventilation ensured when flammable / volatile liquids are used.</li> <li>Procedures for spillage in place</li> <li>Hand sanitiser stored away from sources of heat</li> </ul>				
2.2	<b>General storage of items which will burn (combustibles) e.g. paper, furniture, textiles, soft furnishings, christmas decorations,</b> <ul style="list-style-type: none"> <li>All combustible items are stored away from sources of ignition and heat. No storage in plant / boiler rooms</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.</li> <li>Lockers used to store personal items /clothing).</li> <li>Top shelves in storage cupboards with lighting not used</li> </ul>				
2.4	<b>Storage and management of waste on the premises</b> <ul style="list-style-type: none"> <li>Waste bins inside the premises are emptied daily.</li> <li>Waste storage is kept to a minimum, recycling or waste collection undertaken weekly.</li> <li>Waste is stored away from buildings.</li> <li>Tissues and wipes disposed of in metal lidded bin</li> </ul>				
2.5	<b>General Housekeeping on the premises</b> <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 and exit doors are not used for storage</li> <li>Fire escape routes and exit doors checked daily</li> </ul>				
2.6	<b>Foam filled equipment</b> <ul style="list-style-type: none"> <li>Soft play and gym mats (foam filled) are minimal and stored in the EYFS library / School Gym away from potential ignition sources.</li> </ul>				

### 3. SOURCES OF OXYGEN (reduce)

		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
3.1	<b>Fresh air and mechanical ventilation</b>	<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>Air conditioning is automatically switched off at the end of the day and is serviced annually.</li></ul>				
3.2	<b>Oxidising materials</b>	<ul style="list-style-type: none"><li>Minimal amount stored on site</li><li>COSHH process used to identify oxidising materials.</li></ul>				

#### 4. STRUCTURAL FEATURES (Control fire spread)

		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
4.1	<b>Building Compliance with fire regulation</b>	<ul style="list-style-type: none"> <li>Confirmation from contractor that building built in accordance with fire regulations.</li> </ul>				
4.2	<b>Voids</b>	<ul style="list-style-type: none"> <li>Ceilings voids not sufficient to use for storage.</li> </ul>				
4.3	<b>Holes in the ceiling, partition walls around pipe work and cables.</b>	<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>				
4.4	<b>Combustible materials covering substantial areas of walls or ceilings</b>	<ul style="list-style-type: none"> <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. Displays in fire resistant covered display boards.</li> </ul>				
4.5	<b>Fire Doors</b>	<ul style="list-style-type: none"> <li>Fire doors to be kept shut, staff reminded in regular training</li> <li>Fire doors only to be held open with fire door retainer. Wedges removed as part of weekly checks.</li> </ul>				

## 5. FIRE DETECTION AND WARNING (Alerting building occupants)

		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
5.1	How is the alarm raised?	<ul style="list-style-type: none"> <li>Automatic fire detection within main school building, EYFS Music, Wooden Pavilion, and Science (all linked to main school fire alarm ie if there is a fire in either main school buildings or EYFS building the alarm will sound in both buildings and will set off all sounders in place.)</li> <li>Battery operated smoke alarms in Red Brick Pavilion.</li> </ul>				
5.2	Are there places where the alarm might not be heard?	<ul style="list-style-type: none"> <li>EYFS, Upper School, Lower School audible test conducted as part of weekly fire alarm test</li> <li>Alarm can be heard from Yurt</li> </ul>				
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.</li> <li>Visitors to the building are given guidance on what to do in the event of an evacuation.</li> <li>School procedures and signs showing nearest fire exit are posted in classrooms and fire action notices are completed and posted by each break glass callpoint.</li> </ul>				
5.4	Testing of the fire alarm	<ul style="list-style-type: none"> <li>A weekly call point test cycle takes place (testing different call point each week) so that each call point is tested over time.</li> <li>These tests are recorded and any defects reported.</li> <li>Weekly check to ensure that fire escape doors (which are linked to the alarm) automatically releases.</li> </ul>				
5.5	Testing of heat and smoke detectors	<ul style="list-style-type: none"> <li>Automatic detection (heat and/ or smoke) are installed. These are maintained and serviced regularly.</li> </ul>				
5.6	Alarm system servicing	<ul style="list-style-type: none"> <li>The alarm system is serviced at least twice annually by a competent contractor</li> </ul>				

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

		What are you already doing?	What further action is necessary?	Action by who?	Action by 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>	<ul style="list-style-type: none"> <li>All fire fighting equipment marked on school plan.</li> </ul>	Bursar	Apr 24	
6.2	Location and suitability of fire fighting equipment	<ul style="list-style-type: none"> <li>Appropriate fire fighting equipment installed and maintained by Firesolve.</li> <li>All fire fighting equipment is conspicuous and not blocked or obscured, mounted appropriately.</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> </ul>				
6.4	Fire blankets	<ul style="list-style-type: none"> <li>Light duty blankets are located in kitchen areas.</li> </ul>				



## 7. MEANS OF ESCAPE AND ESCAPE TIMES

		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
7.1	<b>Fire drills</b>	<ul style="list-style-type: none"> <li>• Termly fire drills are undertaken</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	<b>Nominated person/s</b>	<ul style="list-style-type: none"> <li>• Nominated person/persons in charge in the event of a fire alarm activation identified in the local H&amp;S Policy and fire procedures.</li> </ul>				
7.3	<b>Means of escape</b>	<ul style="list-style-type: none"> <li>• Adequate means of escape available from all parts of the building.</li> <li>• Escape routes are available which lead in different directions to places of safety (i.e. a place beyond the building in which a person is no longer in danger).</li> <li>• Stairways, corridors and circulation spaces used as escape routes unobstructed and free from storage and ignition risks (checked weekly).</li> </ul>				
7.4	<b>Evacuation times</b>	<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> <li>• Escape from Upper School can be completed in less than required 2.5 minutes</li> <li>• Evacuation times are reviewed as part of termly fire drills.</li> </ul>				
7.5	<b>Evacuation of staff and visitors (day &amp; night)</b>	<ul style="list-style-type: none"> <li>• Written fire procedures are available and regularly reviewed (at least annually).</li> <li>• Written fire procedures are given to all holiday club staff</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 in PEEP's for members of staff/pupils</li> </ul>				

		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
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.</li> <li>• Fire exits easily openable in one operation without the need for a key or code.</li> <li>• Electromechanical lock to back fire escape door linked to the fire alarm system and releases automatically on activation of alarm with a manual push bar in place.</li> <li>• Exit doors open in direction of travel</li> <li>• All exit routes available during extended use / lettings.</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 closers</li> <li>• Fire doors are kept closed at all times unless open with fire door retainer.</li> <li>• Fire doors are always closed at night</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?	Action by 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 (the 'running person' symbol BS5449).</li> <li>All signs are located in positions where they can be clearly seen</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 points</li> <li>Fire assembly points are located in a safe area and are clearly signed</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 including emergency lighting</li> </ul>				
8.4	Emergency lighting	<ul style="list-style-type: none"> <li>Daily 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 fire log book.</li> <li>A full discharge test and certification of the emergency lighting is carried out annually.</li> </ul>				

## 9. PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)

		What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
9.1	<b>Local emergency evacuation plan in place</b>	<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, neighbours and members of the public are considered as part of the plan.</li> <li>• All fire assembly points are clearly identified</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>• Personal Emergency Evacuation Plans (PEEPs) are in place where required and are reviewed regularly with individual concerns and/or if situations change.</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	<b>Training and/or instruction on evacuation arrangements for all staff</b>	<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</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/INSET days.</li> </ul>				
9.3	<b>Specialist training in the event of an emergency for relevant staff</b>	<ul style="list-style-type: none"> <li>• Adequate numbers of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave etc) e.g. fire wardens/marshals</li> <li>• Fire wardens/marshals are fully trained in their duties and responsibilities and this training is refreshed as necessary.</li> <li>• There are an adequate number of personnel able to use extinguishers or other fire fighting equipment, and training is delivered every two years.</li> </ul>				
9.4	<b>Building use and group needs</b>	<ul style="list-style-type: none"> <li>• Any individual needs to ensure safe evacuation from the building are identified and PEEP's are produced for members of staff/pupils.</li> <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>				

Next Assessment review

**Next Assessment review date: October 2024 (usually within one year, or earlier in the event of an incident, a change in conditions or if more frequent review is warranted)**