

Document Control Number 3		Policy Guidance			SAFETY MANAGEMENT SYSTEM	
		Fire Safety				
Issued by:		Approved by:		Issue Number:		Sheet Number:



Riverbank Primary

Fire Safety



Section 1 : Safety Management

Fire Risk Assessment

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Section 3: Fire Risk Assessment

Manager's Assessment of Fire Risks

The following pages contain a Fire Risk Assessment Pro Forma that has been designed for managers to complete. This can be completed by an appointed competent person on behalf of the Head but the Head still has to approve it as the legally responsible person for the school site.

A person is deemed competent when they have sufficient training, experience, knowledge and other qualities in fire safety to enable them to produce a fire risk assessment.

The aim of this document is to enable Head teachers and Governing Bodies to assess risks and implement solutions that should be within their own levels of competency and capability. To assess structural issues and complex issues relating to the numbers of fire escape routes required, positioning of fire doors, installation of fire alarm or sprinkler systems schools should contact the Fire Safety Manager in Children's Services who will be able to provide or commission the necessary specialist advice as required. Before commencing the risk assessment it is recommended that the responsible / competent person thoroughly reads Section 1: Safety Management Guidance Notes PG107.

The key requirement is that the information contained on the risk assessment form is accurate, up-to-date and indicates what measures are being taken / implemented to control those fire risks that Head teachers are able to, in the course of their day-to-day management duties.

When completing the assessment you will find each question is numbered and brief guidance is offered following each question. If any further information or help is required please contact the Fire Safety Manager, Dominic Macauley Tel: 01422 820510 or at the email address shown below.

This format should enable the pro forma to be completed electronically and emailed to colleagues within the school for information/action. Schools should also forward the completed Risk Assessment to the Fire Safety Manager, Dominic.macauley@timeouthomes.co.uk for recording and regulatory purposes.

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FIRE SAFETY RISK ASSESSMENT

<i>Riverbank Primary School</i>	
No. of Pupils:	14
No. of Staff:	9

Notes for use: Please complete all questions, answering YES, NO or N/A (Not applicable) and providing evidence for your answer that is relevant to your site. If answering 'YES' you are effectively saying there is no risk to consider. Be realistic in identifying relevant hazards/risks and consider suitable and effective control measures. Seek advice if in any doubt. Share the results/findings of the risk assessment with staff.

1. Have you complied with all previous recommendation and advice given by West Yorkshire Fire Service? Have you had a formal Fire Service Audit under the Fire Safety Order 2005? Has the Fire Safety Manager visited your site and suggested any actions required to ensure compliance under the Order?

Please make reference to any advice given in the past to the best of your knowledge, either formal or informal advice (this may have been as a result of a routine inspection by the Fire Authority or a specific enquiry). Give details of any advice that has been complied with and where/why it has not been possible to comply.

YES	Action Completed
<p>Formal Fire Safety assessment completed under the Fire Safety Order 2005</p> <p>Health and Safety : Advice on Legal Duties and Powers (Dec 2012) followed</p> <p>Fire alarms and positioning checked</p> <p>Weekly test of the system using a different call point each week same day same time and during occupancy</p> <p>Heat and smoke alarms fitted in line with regulations.</p> <p>ABC Fire Protection (Halifax) ltd</p>	<p>Jan Edge and West Yorkshire Fire Service September 2015</p> <p>ABC solutions and under the Timeout Maintenance remit</p> <p>Done by SD and KG</p> <p>ABC solutions and under the Timeout Maintenance remit</p>

Fire risk assessments reviewed annually and where there are any significant finding reviewed and added to the risk assessment	See separate assessment for school and children
Weekly safety monitoring completed weekly across all Timeout Schools. Each Teaching assistant (all are Fire Safety Trained) completes fire extinguisher and fire alarm checks.	Installed and checked all fire safety equipment and regulations

2. Are you fulfilling all your requirements under any entertainment Licence you have been issued with?

If an Entertainment Licence has been issued, it must be kept on site in a readily identifiable location and its conditions adhered to. Where there have been any changes to the layout of the premise, use of the premise (or part) it is advisable to contact the Licensing/Fire Authority,

YES (If "No" please enter details here)	Action Completed
Premises layout has been altered and change of use to a primary school and a suitable and sufficient Fire Risk Assessment has been completed.	Consultation with WYFRS Rob Nowak Senior FSI November 2014
Completion Certificate confirming alterations in accordance with Building Control Regulations completed.	

3. Can you confirm that any significant fire hazards within the premise are being appropriately managed?

Briefly identify/list the main hazards identified, subsequent risks and persons who could be affected by these hazards.

YES	Action Completed and/or Comments
All assessed in line with the requirements of the Fire Safety Order 2005	See building Fire risk assessment
Exits and signage	Completed for registration
Fire doors fitted as required	.
Kitchen – has a heat detector	
External exit doors needs to have a single action a thumb turn or push pad and must be available during occupancy	fitted and compliant

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4. Is waste/rubbish stored in a safe/controlled manner?

Do not allow rubbish to accumulate in escape stairways, protected corridors or in close proximity to potential ignition sources. Regular checks should be carried out on waste receptacles and subsequent removal to a place of safety. Accumulation of waste/combustibles can add to the fire load of the building and offer the potential for an easy arson attack. Review the location of external waste bins – are they within compounds, chained to prevent them being moved, located 6 metres from the buildings?

YES	Action Completed and/or Comments
<p>Waste bins are stored outside the school compound – more than 6 metres away from the building.</p> <p>School waste bins are emptied nightly and not present in rooms where students might be unsupervised.</p>	

5. Is there a procedure for controlling/limiting the amount of combustible materials/flammable liquids and gases?

Try to limit the quantities of combustible materials used/stored in the premise. Consider if it is necessary to store these products/materials in such quantities. Are all staff aware of the need to control flammables/combustibles, ie foam crash mats, adhesives, solvents, bottled gases, etc. and adhere to the procedure?

YES	Action Completed and/or Comments
<p>COSHH cupboard outside the school premises and locked. No cleaning materials or flammable in the school building as the premises are cleaned by outside contractors</p> <p>Designated staff trained in Fire Warden Training All staff Fire Safety in Education through online Educare Training and in house training by ABC.</p>	

6. Is smoking adequately controlled?

Check areas where smoking may occur, with particular regard to remote, unseen, unoccupied areas, toilets etc. In such areas, a developing fire cannot be readily detected as persons may not be present on a regular basis. It may be possible to fit suitable alarm/detection coverage to combat/control this.

YES	Action Completed and/or Comments
<p>No smoking policy is in place for all Timeout Homes/ Schools and grounds.</p> <p>Staff may not smoke on company premises.</p> <p>Students are supervised by 1-1 staffing ratios</p> <p>Smoke alarms fitted in the toilets</p>	

7. Is upholstered furniture in good condition?

Upholstered furniture in poor condition can assist in the rapid development of a fire. Torn upholstery can expose highly combustible material, foam, fibres etc. Consider the location of such furniture, i.e. only allow in staffed areas and not in common rooms, resource areas etc. pending replacement with furniture complying with British Standards BS 7176 and BS 7177.

YES	Action Completed and/or Comments
<p>All furniture is new and complies with British Standards BS 7176 and BS 7177</p>	

8. Are electrical extension leads and multiple adapters kept to a minimum? Do you have a policy regarding their safe use? Are all items PAT tested?

If a number of these are used in the school, this would suggest the electrical installation may not be adequate and sockets and extension leads may be overloaded. Extension leads may also cause trip hazards on escape routes and should be marked / protected so as not to constitute a hazard.

YES	Action Completed and/or Comments
<p>Health and Safety Policy in place. PAT testing is carried out in line with requirements by Electrical Contractors on all electrical equipment.</p>	<p>Extension leads behind teacher desks classroom. The multiple adapter in the staff office only.</p>

9. If a fire were to occur in the building, have adequate measures been taken to ensure fire and smoke cannot spread from one compartment to another?

A fire compartment should comprise of walls, doors, ceilings etc. that provide a minimum of 30 minutes fire resistance, therefore dividing the buildings into separate zones or compartments, preventing or

limiting the spread of fire and smoke. Ill-fitting or poorly maintained fire doors can prevent effective compartmentation, as can incorrectly installed or poorly maintained services, i.e. cabling, ventilation ducts. 'Fire stopping' is necessary where penetrations exist within fire resisting walls, screens, ceilings etc. This effectively prevents or limits the spread of fire and smoke.

YES	Action Completed and/or Comments
Compartmentation is limited in the building	

10. Are portable heaters fitted with suitable guards and fixed in position in suitable locations? Do they comply with guidelines?

The use of portable heaters can introduce significant hazards if not used with care, being tested by a competent person, remote from combustible materials and fixed in position. They should not be used in escape corridors/stairway enclosures.

Yes	Action Completed and/or Comments
Yes portable heaters in porta cabin all fitted suitably and comply with regulations.	

11. Can you confirm that there are no foreseeable or potential fire situations where occupants could become trapped in the building (is there adequate provision of exits?)

Consider where persons may be in the school, also consider the numbers likely to be present. Are sufficient exit doors available, of adequate size (refer to text in body of guide)? Are the doors readily available at all times when the premises are occupied (consider out of hours use, where only part of the school is used)?

YES	Action Completed and/or Comments
Exit routes are free from obstruction and combustible materials this is maintained at all times	All exits clear and comply. The school is not used out of hours.

12. Do all the fire exits lead to a place of safety away from the building?

Assess the route away from the building. Is it of adequate width? Is the surface safe to use? Persons should not escape into an enclosed yard/courtyard area, unless an exit is provided from this area. Are external gates all accessible and not locked during occupation of the building?

YES	Action Completed and/or Comments
External exit route leading from the school	This cannot be locked at

yard further away from the building if necessary.	any time in the school day and must have a push pad or combination lock.
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13. Are exit routes free from obstruction, slip/trip hazards etc?

Exit routes, corridors, stairways should not be obstructed by any displays, deliveries, refuse, vending machines, furniture, photocopiers etc. Clear widths suitable for the number of occupants should be maintained and any obstructions etc. adjoining the clear route must be managed carefully. Also check for slippery/loose floor coverings on escape routes and any loose/worn treads or edgings of stairways. Changes in level in floors should be prominently marked. When floors are wet it will be necessary to provide signage warning of the hazard.

YES	Action Completed and/or Comments
<p>Corridor width good.</p> <p>No machines on the corridor</p> <p>All coats and bags stored correctly to avoid trips.</p>	

14. Are escape corridor and escape stairway enclosures free from cloaks facilities and other hazards?

Cloaks facilities constitute a significant hazard and therefore an unacceptable risk if there is no alternative route of exit. Where there is no alternative exit, any cloaks facilities **must** be removed from the escape corridor/route or be enclosed by fire resisting construction. As an interim measure, to reduce or limit the hazard, it may be necessary to remove the coats immediately or provide automatic smoke detection or self contained mains operated smoke detection, pending a permanent solution. Advice on this issue should be sought from the Fire Safety Manager.

YES	Action Completed and/or Comments
All escape corridors and stairways are free from cloaks and other hazards. All areas are covered by AFD (automatic fire detection)	

15. Are there any arrangements in place for alternative accommodation or temporary shelter in the event of an emergency?

Consideration should be given to the need for shelter for pupils and staff in the event of an emergency when it may not be possible to go back into the building. Where there are occupants with disabilities, special needs, or very young children, is there any immediately available alternative accommodation or shelter, e.g. external classroom at a safe distance from the main building, neighbouring school etc. Neighbouring schools can make reciprocal arrangements in the event of an emergency.

YES	Action Completed and/or Comments
We have other premises in Royton, Elland House School or Brearley Hall School, Halifax, that would be used in these circumstances.	See EAP and PEEP November 2015

16. Are procedures in place for the evacuation of persons with disabilities?

Consider all occupants (staff, pupils, visitors) who may require assistance, e.g. wheelchair users, persons with sensory impairments etc. What assistance will they need? Sufficient staff should be trained to assist in an emergency and procedures be put in place to ensure these persons are aware of the action to take. Is it necessary to provide any mobility/evacuation aids for use in an emergency?

YES	Action Completed and/or Comments
Visitors with sensory impairments or disabilities that require assistance in case of evacuation will be assisted by high staff ratios and those trained in Emergency Evacuation procedures.	Ramp installed by the front door and fire exit. PEEP plan now completed.

17. Is there adequate exit provision, e.g. suitable number, width, location for all persons who may be present?

The number and size of exits from the school, or part must be adequate for the number of occupants, including out of hours clubs, events, performances, assemblies etc. Always discount the largest exit that exists, as this may be blocked/affected by fire. If in doubt about this, please contact the Fire Safety Manager.

YES	Action Completed and/or Comments
<p>There are no out of hours activities</p> <p>Assemblies – maximum occupancy 30 people. Parents and carers who attend assemblies are briefed at the start of assemblies of fire procedure, alarms, exits and fire assembly points.</p>	

18. Are exit doors available whenever any part of the premise is in use?

Final exit doors should be readily available without the use of a key, card or code to facilitate safe evacuation. Consider any security measures that exist, e.g. dead locks, security shutters, etc. A suitable and strict management procedure must be in place for unlocking such mechanisms prior to occupation. Exits serving relatively small rooms/areas, with a low number of occupants can be fitted with thumb turn type latches. Where larger numbers of occupants exist, push pad/bar type fastenings should be provided.

YES	Action Completed and/or Comments
<p>All exits are available during occupancy additional measures for safety and security of students are assessed and recorded</p>	

19. Are fire doors and fire exits throughout the school in good condition, i.e. fit within the door frame, self-close effectively, open readily, smoke seals in good condition etc?

Consider all fire resisting doors and final exit doors. Any maintenance required should be requisitioned, recording the date requested, action required, works completed and date completed. Where doors are subject to heavy/continual use It may be possible to install automatic hold open devices linked to the fire alarm, preventing continual wear on the doors and allowing free flow along the route.

YES	Action Completed and/or Comments
<p>The refurbishment of the building complies with all the regulations. Building Regulations</p>	<p>Regulation 38 (previously Regulation 16B in Building</p>

<p>and Fire Safety Procedural Guidance 2007. Regulation 16B</p>	<p>Regulations 2000 (as amended)</p> <p>Where a building is erected or extended, or has undergone a material change of use, and the Regulatory Reform (Fire Safety) Order applies to that building or extension, Regulation 38 of the Building Regulations requires that, a package of fire safety information - 'as built' information which records the fire safety design of the building or extension - must be assembled and given to the person responsible for the premises.</p> <p>The fire safety information provided includes all fire safety design measures in appropriate detail and with sufficient accuracy to assist the responsible person to operate and maintain the building in reasonable safety.</p>
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20. Is adequate Fire Exit Signage provided within the school?

Exit signage should be provided to identify fire exits/routes from a building, or part (they are not normally required above main entrance doors). The signage should be of the current design standard, i.e. White symbol on a green background.

YES	Action Completed and/or Comments
<p>All completed by ABC Fire Protection Services</p>	<p>Fire instructions signage in place at all exits</p>

21. Is there a written up to date Fire Management Plan for the school?

In order that fire safety within the school can be successfully managed, there should be a documented fire safety management plan. Include within the plan – training, fire drills, maintenance and testing, persons with specific roles/responsibilities, evacuation procedures etc.

YES	Action Completed and/or Comments
<p>Health and Safety policy for the school</p> <p>All staff trained – Educare Health and Safety and Fire Warden Safety courses (ABC)</p>	<p>See separate policy for the building and current cohort</p>

WT, SD Fire Marshall trained Fire drills records kept and maintained Maintenance and testing – PAT, Gas, Fire Equipment logs and checks Evacuation procedures outlined in Health and Safety policy- updated yearly by JD	Records kept in the Health and Safety file and checked every 6 months by SD to ensure fit for purpose
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22. Are regular fire drills undertaken for both staff and pupils?

A minimum of one fire drill per term is considered suitable, however, at the start of the new school year, this should be carried out at the earliest possible opportunity due to new starters within the school and unfamiliar surroundings/environment. The drills should be timed, monitored and recorded, with management holding a feedback session afterwards.

YES	Action Completed and/or Comments
For ESBID learners we have a code of fire behaviour that we teach to these learners to ensure compliance with safe practice. When we have a new starter we have a dummy run evacuation procedure. Students with Autistic and Aspergers tendencies are coached through these procedures.	Records kept in school FireSafety documentation

23. Is there adequate provision of emergency lighting within the school?

Consider parts of the school used outside normal school hours, e.g. evening events/activities, parents evenings etc. Emergency lighting should be provided to escape routes serving these areas used. In cases where only staff, who are familiar with the building layout are present, it may be acceptable to provide suitably located hand lamps/torches for use in an emergency. Staff must know the positions of these and ensure they are regularly checked.

YES	Action Completed and/or Comments
There is adequate borrowed light there are no out of hours activity	

24. Is the fire alarm adequate to let everyone in the school know of the need to evacuate?

Is the building only covered by a 240V only manually operated fire alarm? If so, is it considered adequate? It may be necessary to upgrade or replace the existing alarm provision, to incorporate an

automatic fire detection system (in compliance with BS 5839). Check if all occupants in all areas can hear the alarm when sounded.

YES	Action Completed and/or Comments
new system fitted.	

25. Is there a need to provide smoke/heat detection within any specific parts of the building? Does the school have a sprinkler system and is this under an annual contract for maintenance in addition to the school maintenance regime? Does the school have any other suppression systems e.g. in kitchens or server rooms and are these maintained?

Ideally, high risk areas should have automatic smoke or heat detection dependant upon the risk. It may be necessary to provide independent smoke detection to address immediate risks, i.e. cloaks facilities on escape routes, dead end conditions etc. pending permanent solutions. If there is sprinkler system the heads act like heat detectors and there may also be less smoke detection than usual.

YES	Action Completed and/or Comments
Heat detector in the kitchen	

26. Can you confirm the premise or part has not been subjected to arson attacks or vandalism/damage? Please confirm that incidents are reported to Children’s Services.

Consider **any** malicious fire setting, e.g. attacks on the premises, within the grounds, immediate neighbourhood, in skips/bins etc. Also note any damage/break-ins within the school and consider precautionary measures that have been or could be taken.

YES	Action Completed and/or Comments
No occurrences.	

27. Are groups/persons that use the premise outside normal school hours advised of the fire precautions within the school buildings or in the part they occupy? For any evening events can all occupants evacuate safely?

In order to ensure persons unfamiliar with the building are not put at undue risk, it is recommended that written instructions are provided to those letting rooms which detail the precautions to be followed for evacuation and calling the fire brigade. In relation to lettings or school events on an evening, are the external lighting, fire signage and fire management plan sufficient to evacuate all occupants safely, particularly when it is dark outside?

YES	Action Completed and/or Comments
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The room is not let outside schools hours.	
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28. Is there consistent and comprehensive close-down procedure in place to ensure the school is left in a safe and secure state?

This role is normally given to one individual within the school, however it is recommended that other individuals are fully aware of the procedures. A similar procedure should also be in place for unlocking doors/security shutters etc.

YES	Action Completed and/or Comments
The lead teacher is responsible for ensuring the school is left in a safe and secure state	

29. If the school buildings are shared by other organisations, can you confirm the findings of the risk assessment are shared with them?

The report or findings of the risk assessment should be shared, so that all parties are aware of the risks and suitable/recommended control measures.

YES	Action Completed and/or Comments
N/A Staff offices above shared with other Timeout Employees.	

30. Do all staff receive regular training on Fire Safety within the school?

Staff should receive fire safety training on induction, after one month and then every six months. Special consideration should be given to temporary/supply staff and management should ensure these persons are familiarised with the evacuation procedures, actions to take, exit routes, assembly points etc.

YES	Action Completed and/or Comments
On induction After one month – in house delivery 6 months – Educare online	

Designated Fire Safety Officers in each school	
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31. Do staff receive training on the use of fire extinguishers? Is all fire training recorded? Is there an annual maintenance contract in place covering all the fire fighting equipment?

Whilst teaching staff are normally instructed to evacuate the pupils from the school in the event of a fire, if there are some staff who have received training they may be able to make evacuation easier or prevent the school being gutted as a result of a fire. The school has a duty of care to staff to ensure that any safety equipment provided is fit for use and key nominated staff have been trained to use it safely, if the need arises.

YES	Action Completed and/or Comments
Fire safety officer in school trained to use equipment if necessary. ABC Fire Protection Services (Halifax) have our annual maintenance contract All Staff in school complete online Educare training.	

32. Is there a Fire Recovery Plan in place to assist in re-start following a fire/incident?

It is recommended that a fire recovery/re-start plan is produced to be followed should the school be subjected to a fire. Consider suitable strategies, emergency contacts, alternative accommodation etc.

YES	Action Completed and/or Comments
In this case our other school in Royton OR Halifax would be employed for use.	

33. Are suitable and sufficient measures taken to prevent or limit potential arson attacks and malicious fire setting?

Consider security measures within the school/site and location of combustibles, ignition sources, valuables, refuse etc (Please refer to section on Arson in Schools).

YES	Action Completed and/or Comments
School in secure grounds	See Fire Risk Assessment policy for Riverbank

Name of person(s) completing the assessment: James Docherty

Designation(s): Health and Safety Officer and Head of Education for Timeout Education

Date of current assessment: 4th September 2022

Review Date: September 2023

Final sign off by the Responsible Person (James Docherty (JD))

Date approved:.....

NOTES:

1. The assessment must be reviewed whenever a significant change takes place or at an interval **no greater than 12 months**. Significant findings of the assessment must be recorded and actions taken documented.
2. The assessment must be **approved by the Responsible Person**. They are legally accountable for ensuring the significant findings are acted upon and they ensure suitable and sufficient measures are in place to prevent fire occurring and protect all site occupants.
3. Data on fire risk assessments is recorded and shared with the Fire Service under the protocol arrangement to work in partnership with LCC to ensure compliance with fire safety legislation. Sites without a current assessment are reminded of the risk of audit by the West Yorkshire Fire and Rescue Service and possible legal action under the Regulatory Reform (Fire Safety) Order 2005.
4. Please ensure a copy of the completed risk assessment is forwarded annually to: **Dominic Macauley– Fire Safety Manager, Dominic.macauley@timeouthomes.co.uk**

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