

FIRE RISK ASSESSMENT

Regulatory Reform (Fire Safety) Order 2005

ESTABLISHMENT:	The Branch Christian School		Assessor: (print)	Mr J Holt, Mrs JE Holt	Signature	
Address:	Dewsbury Revival Centre West Park Street Dewsbury West Yorkshire WF13 4LA		Responsible Person:	Mr J Holt	Date: Review date:	January 2021 January 2024
			Building size/ description: (approx area, no of exit staircases/ routes etc.)	Mainly open plan former Anglican Church Building built in 1896 on one floor Rooms created for Administration Office, Kitchen, Health Room, ICT, Science, Toilets for Staff, Male and Female Two means of entering and exiting		
What is the main method of fire detection?	People	Y				
	Automatic detection					
	Smoke	Y				
	Heat	Y				
IDENTIFY FIRE HAZARDS						
Sources of Ignition		Sources of Fuel		Sources of Oxygen		
Faulty electrical appliances Misuse of electrical appliances Fixed electrical wiring installation Arson Cooking equipment		Furniture and furnishings, Paper, card and books etc. Flammable liquids / chemicals Textiles Waste		None		
PEOPLE AT RISK						
People At Risk:	Employees Students Visitors Contractors		Maximum no of persons at any one time		Staff: 6 Pupils: 19	
Known special requirements: Mobility Learning Disabilities Visual Language Issues Hearing	For a number of students English is a second language		Are Normal Control Measures In place? Y/N/NA		These students are familiar with the Fire Evacuation Procedures	

1. MEANS OF ESCAPE AND ESCAPE TIMES

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Planned termly fire drills (staff must be involved in at least one per annum)	Drills planned termly at the beginning of each term and results recorded in fire logbook (date, time, evacuation time and any problems noted) and signed	Yes	Activate by different call points. Simulate a blocked exit route	Termly Annually
Action arising from the drill or changes that may be present since the last fire risk assessment. Are there any actions outstanding?	Fire drills are formally reviewed to identify problems encountered and any further actions required.	Yes	Discussed in staff meeting following drill. Nothing outstanding	Annually
Who is in charge should the fire alarms go off?	Head Teacher or senior member of staff on duty See school evacuation procedures	Yes	All staff to follow policy	Annually
Do escape routes lead in different directions to places of safety? (i.e. a place beyond the building in which a person is no longer in danger)	Adequate means of escape from all parts of premises. Fire doors in place Exit doors open in direction of travel Main routes and escape routes unobstructed and free from storage.	Yes Yes Yes Yes	All staff responsible to ensure that the measures are maintained	Annually
How long does it take to evacuate everyone to a place of safety?	Escape routes short enough to enable all people in the building to get to a place of relative safety in under 2 minutes	Yes	Monitor during fire drills – all staff	After each drill
What arrangements have been made to manage staff and visitors when evacuated to the assembly point	Documented in site fire policy Member of staff responsible for picking up visitors' book	Yes Administrator	To monitor during drills – all staff	After each drill
What arrangements are made to ensure that fire doors close properly and have no damage?	Ensure all fire doors (i.e. internal doors leading onto escape routes) are identifiable with signage.		Check weekly for any faults	

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
When and how often are fire exit doors checked to ensure that they work properly and are free from obstruction?	All exit doors to be checked (operable and unobstructed) as part of daily opening up procedures. All Fire exits immediately open-able without use of a key.	Yes	Person doing daily H&S checks to check any faults and report	
Who is responsible for this?	JB			
Are there any exceptions to fire doors being closed at all times?	For operational reasons (Eg COVID19) doors may be held open for ventilation during occupied hours, always closed when site unoccupied.	Yes	Check all secured as building vacated	Daily
2. FIRE DETECTION AND WARNING (Alerting building Occupants)				
How is the alarm raised?	Single stage electrical fire alarm system actuated by break glass call points; located by each exit Detectors throughout the building Alarm has a battery back-up power supply. Main panel located in Entrance Lobby	Yes Yes Yes	Check any issues highlighted from the drills.	After every drill
Are there places where the alarm might not be heard? If so, what action has been taken to correct this?	No. The alarm can be heard everywhere		Review audibility of alarm during fire drills / weekly tests.	
How do staff and visitors know what to do if a fire occurs or the alarm is raised?	Fire action notices are completed and posted by each exit Information provided to staff, contractors and hirers. Included at induction for all new staff School procedures posted throughout site			
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)

How do you ensure that the fire alarm is tested each week? Where is it recorded? Is each call point checked over time?	Weekly call point test, testing different call point each week on cyclical basis. This is recorded in the Health & Safety Log Yes			
What arrangements are there for having heat and smoke detectors checked? Who is responsible for checking them and how often are they checked?	Maintained and serviced regularly yearly by: Flamstop - Bradford Record kept by school in fire logbook Flamstop on 6 monthly cycle			
What arrangements are there for having the complete alarm system serviced by a competent contractor?	Maintained and serviced regularly by: Flamstop – Bradford Annually Record kept by school in fire logbook			
Where can a fire start without being noticed straight away?	The storage areas, the electric cupboards, any classrooms not in use regularly Are items of ignition stored in this area? Yes			
3. SOURCES OF IGNITION (Check, inspect and control)				
Fixed wire installation	Fixed wire test conducted every 5 years by: ANALOGUE ELECTRONICS LTD Date of last inspection: 9/6/16 Next inspection due: ideally before August 2021 Rolling programme of works arising from test Records maintained			
Naked flame risks	Contractors work area to be checked daily especially after hot works have been carried out Ensure appropriate Fire Fighting Equipment available?			

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Security and reducing arson risk	Clear signage externally to ensure adequate visitor control to the site. All visitors required to sign in / wear badges Staffed reception at main school building. Other means of entrance to the building minimised Maintain fencing in good condition School gates closed / locked out of hours School regularly visited during holidays and any criminals/ suspicious behaviour during out of hours reported			
Faulty electrical appliances Misuse of electrical appliances	Annual portable appliance testing by: J Holt / A Bonomi Date of last test: Sept 2020 Next test due: Aug 2021 Should any additional electrical appliances be brought on to site (e.g. by staff) these should be included in the inventory and maintenance regime. Termly checking of rooms by teaching staff Staff to report any damage via repairs request form to the person responsible for maintenance Visual check/inspection of equipment by staff before use/issue to pupils Staff to ensure sockets not overloaded and minimise use of extension leads			

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Use of fixed / portable heaters	Not encouraged except in exceptional circumstances Staff advised to keep away from combustibles Ensure vents are kept clear Portable appliance testing carried out annually		Monitor use of portable heaters (fan heaters etc.)	
Smoking	No smoking site (healthy school) – signage to this affect is at school entrance. All contractors and visitors aware.			
Cooking and kitchen use	Electrical equipment maintained			
4. COMBUSTIBLE MATERIALS (Remove, reduce and control)				
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Piped gas supplies	To boiler room, checked annually	Yes		
Storage of combustible materials e.g. Christmas decorations, paper, packaging, scenery/props and spare furniture	Stored only in appropriate locations and away from sources of ignition i.e. designated stores not in boiler/electrical rooms Stock kept to a minimum and stored in dedicated areas			
External waste storage	Waste stored away from buildings in wheeled bins All combustible waste regularly removed			

Control / disposal of waste	Competent contractor used to dispose of waste, regular weekly collections. Kirklees Council			
Cleanliness of the premises	General good housekeeping rooms maintained in tidy condition, no accumulation of materials in working areas. Regular and safe disposal of waste. Stocks of materials kept to a minimum			
Storage of coats and clothing in communal areas	Coat pegs located away from electrical items Cloakrooms are away from circulation spaces Use of lockers to store clothing/personal items			
Textiles, curtains and displays	No displays/curtains etc in close proximity to heat sources (ovens in food tech etc.)			
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Effective control of storage	Dedicated storage areas available and good housekeeping in these areas. Storage away from heat sources No unauthorised access possible			
Storage / use of flammable liquids chemicals	All containers labelled appropriately Store located in a safe place outside of the close work area and away from the fire escape route. Good ventilation must be ensured when flammable or volatile liquids are used.			

5. SOURCES OF OXYGEN (reduce)				
Reducing potential sources of oxygen to a fire	Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours			
6.STRUCTURAL FEATURES (Control fire spread)				
Are there easy paths through which fire and smoke can spread?	Fire doors in place, these doors separate the premises into sub-compartments.			
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Combustible materials covering substantial wall/ceiling areas	Keep displays to appropriate size (particularly in circulation spaces / corridors) and away from heat sources			
7. SIGNAGE / LIGHTING				
Where are the fire assembly points? How are people aware?	Detail assembly point location: Front of building by Halifax Road West Park Street corner (Bob's tree) Rear of building at bottom of driveway Information provided to staff, contractors and hirers Fire action notices to be completed School procedures posted throughout site			

Is there adequate signage in place?	All fire exit doors are clearly marked. Fire exit signs and directional fire exit signs are indicated with a green pictogram/graphic symbol (the 'running person' symbol BS5449). These may be seen with or without directional arrows. Signs in positions where they can be clearly seen All fire signs conspicuous			
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Are all fire escape routes adequately lit? What arrangements are there for checking the emergency lighting?	Emergency light fittings: • Operation of emergency lighting units to be checked monthly. Ensure record of check made in fire logbook. • A competent engineer should test emergency lighting system annually. Ensure record of test made in fire logbook. J Holt / A Bonomi - DGC			
8. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)				
Where is the list of fire equipment kept (e.g. extinguishers, blankets, escape aids etc)	A comprehensive list kept in the fire logbook. Kept in folder in office			

How often and by whom is the fire equipment checked?	Extinguishers checked weekly to ensure they're in place, not blocked / obscured and not tampered with. Extinguishers are inspected annually by a competent engineer. Flamstop Date of inspection: Nov 2020 Next inspection due: Nov 2021			
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Is there at least one water extinguisher placed for each 200 metres of floor space? (Should always be sited so that no person needs to travel more than 30 metres to reach an extinguisher) Minimum of 2 per floor unless it is an upper floor less than 100m²	Flamstop have ensured adequate extinguisher provision Only to be used by staff who have received instruction on their use. Water Extinguishers are fixed near exit doors / on escape routes. There are notices and/or instructions indicating the correct use of extinguishers. Extinguishers are appropriate for local risks: Fire blankets provided in kitchen / food tech areas. CO2 or powder appropriate for electrical risk located as per location plan in folder in office			

9. PLANNING FOR AN EMERGENCY (coordinating evacuation)

Fire Safety (the issues)	Recommended control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Is there an emergency plan in place?	Plan for raising the alarm, calling the Fire & Rescue Service and assembly point locations cascaded to building users. Fire action notices are in place and up to date. Fire action notices to be posted next to all fire alarm call points. Visitors, contractors and members of the public are considered as part of the plan. Fire drills formally reviewed to identify problems encountered and any further actions required. Recorded in fire logbook. Access route for emergency vehicles kept clear Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered? Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance. (<u>Personal Emergency Evacuation Plan</u> – PEEPS)	s		
Have personnel received sufficient training and/or instruction on evacuation arrangements?	New employees receive instruction on the action to take in the event of a fire on their first day of employment, as part of their induction. Existing employees receive training / instruction on what to do in the event of a fire via termly drills. Additional training / instruction provided as required.			

ADDITIONAL COMMENTS & OBSERVATIONS: (include any additional issues identified and actions that require escalation to the next level of management)

Folders containing information about the fire systems kept in the school office with instructions for testing and plans of equipment locations

Signature: _____

Date: _____

Name: _____
(Print)

Review Date: _____

Fire Safety Risk Assessment: Educational Premises

Full guidance about completing a fire safety risk assessment for people responsible for educational premises can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14887/fsra-educational-premises.pdf

Review Information:

Review date	Changes made	By whom	Date of next review
July 2021	Created by	Mrs J Holt	July 2024
July 2021		Mr J Holt	July 2024

