



## **FIRE RISK ASSESSMENT**

To be completed in conjunction with the HM Government publication - Fire Safety risk assessment - Education Premises

<b>Initial/Review* date:</b>	May 2017
<b>Review date for next Assessment:</b>	<b>May 2019</b>

Name of School: Meole Brace School

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Responsible Person: Fire Safety Coordinator – Rob Carlyle

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Name of Assessor: Rob Carlyle

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Address of Premises: Longden Road

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Town/City: Shrewsbury

County: Shropshire

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Postcode: SY3 9DW

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Telephone: 01743

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No. of floors ground and above: 4

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No. of floors below ground: The Boiler house is below ground

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Type of occupancy: Secondary School

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Maximum number of people employed: 120 FTE

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Maximum number of people who resort: 1216 pupils, 8 kitchen staff contracted by Shire Services

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Age of Building. 60 years old

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Property Use: School and community use?

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Type of Activity carried on: Education

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Approximate Area in M<sup>2</sup> of Footprint of Building 9,419.08

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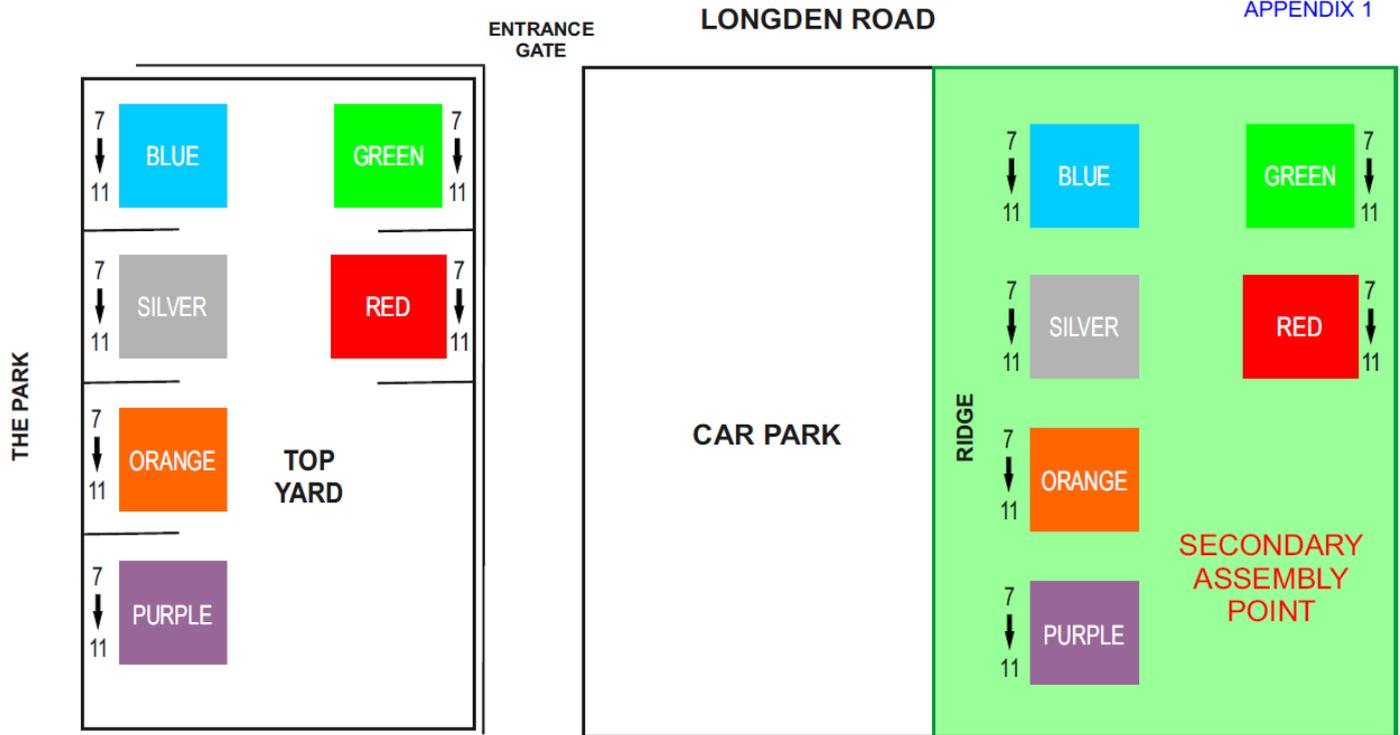
## **GIVE A DISCRIPTION of the type of building**

- The front existing building and 4 storey block is of traditional concrete/brick construction. The majority of floors are concrete however the front area/offices has a pre stressed Stahlton slab floor. This area dates from 1950's. A mixture of pitched (Copper, Single ply rubber, Tile, metal profile) and Flat roofs (Mineral Felt, Asphalt and EPDM rubber). Sports Hall – Main roof Asbestos sheeting. Changing rooms Metal profile
- The front reception office is 2006 and from block/render construction.
- The Finance office is timer SIPS construction with external render finish.
- The rear English/Maths area is slightly older from 1970's and is steel beam/concrete construction and similar to CLASP.
- The Science/D&T originates from 1970's is largely a SCOLA type construction with more recent additions in traditional brick/block construction.
- The Bungalow is traditional brick construction with timber external cladding.
- The Music block is 1990's and traditional brick/block construction.
- The English/Maths demountable are timber frame with Cedar cladding and a mixture of mineral felt and EPDM rubber roofs.
- The front Lync two demountable are timber frame with Cedar cladding and EPDM rubber roof.

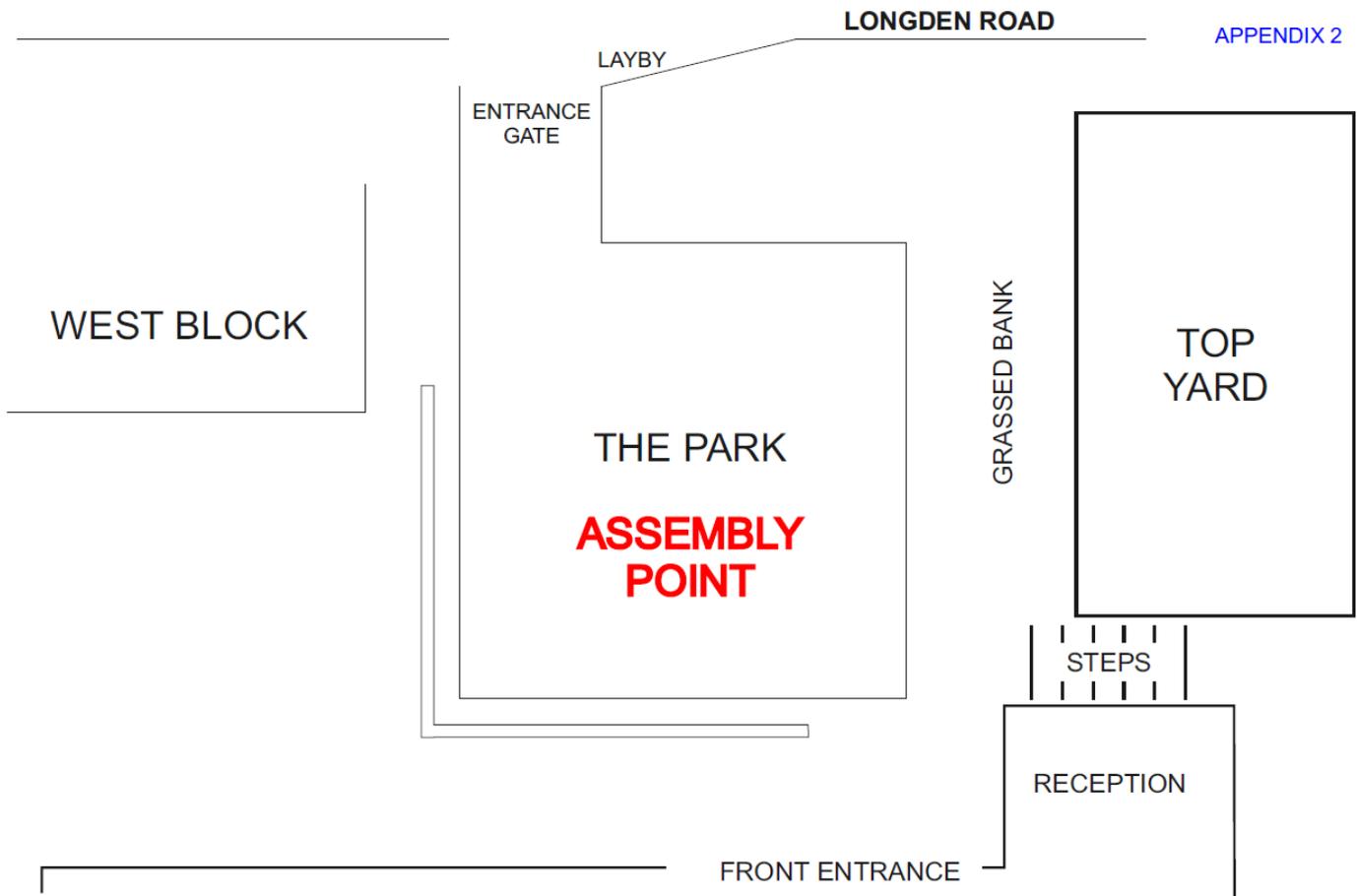
Currently Shropshire Council (which the School is part of) is responsible for the building with no external tenants/landlords.







### POSITIONS FOR FIRE DRILL DURING SCHOOL HOURS



### POSITION FOR FIRE DRILL OUT OF SCHOOL HOURS

1. Fire Safety Management Policy – see pages 3-6 of the ‘Guide for your Initial Fire Risk Assessment’		
Risk Assessed		Action Required
Sources of Reference:		
1.1 What is your Policy on Fire Safety?	Fire safety policy and arrangements are contained within our Fire Risk Policy & Fire/Emergency Evacuation Procedures. There is a fire safety statement of intent, which is displayed at reception/staff room. The emergency fire procedures are displayed around school. The fire safety policy statement is in Appendix 1.	
1.2 Who is responsible and has been nominated for implementing fire safety?	The Head teacher and governing body has overall responsibility for the day to day management of fire safety but all/other staff have been delegated responsibilities as outlined in the policy. These individuals are aware of, understand their responsibilities and have had the relevant training to be able to fulfil their role.	
1.3 What is your training policy?	All staff have undertaken fire safety awareness training with Corporate training, which is based on the information detailed in the fire risk assessment for educational premises document. Annually Staff have refresher training in house and 3 yearly for extinguishers/awareness. The training records are kept centrally in the Finance and Admin room.	Fire safety training to be undertaken
1.4 What fire safety information is available and how do you provide it to people who reside on your premises?	No one resides on our premises (this will be the case in most Shropshire Council schools).	
1.5 When and where are practice drills carried out?	Practice drills are carried out once a term at different times of the school day, including lunchtime. The Director of Finance and Operations is responsible for these drills and a fire log book is kept. Everyone at the school is involved including kitchen and cleaning staff and pupils. If contractors are working on site for any period of time and not accompanied by a member of school staff they will be given a full briefing of the procedures when <b>signing</b> into the school building. If the Director of Finance and Operations is not in the school then the Headteacher is responsible to undertake the practice drills.	

<p>1.6 What are your considerations in respect of fire safety for young people?</p>	<p>Children are given an introduction and shown their relevant assembly point when they first start at the school and coached through the fire procedures during fire drills. Staff act in 'loco parentis' during any emergency procedure and therefore take responsibility for the children's safety and well-being.</p> <p>The premise has had improvements to ensure there are good circulation routes. There are external doors in most classrooms to ensure quick egress to the assembly points for the children and staff.</p>	
<p>1.7 Where preventative and protected measures have been implemented what principles have they been based on?</p>	<p>The preventative measures implemented include fire detection system. Staff are trained to use fire extinguishers and are reminded to remain vigilant. Good housekeeping is followed and everyone is reminded on a regular basis at staff meetings to keep their areas tidy and manage displays.</p> <p>The site staff check the premise daily for litter internally and externally. Bins are emptied daily. Refuse is collected weekly from the industrial bins stored in the locked compound at the side of the building.</p> <p>Staff and pupils are instructed not to cover heaters or to use them for drying pupils/students art work.</p> <p>Flammable substances on the premises have been reduced and only small quantities of necessary substances are kept in flame retardant cabinets. (The Chemical Inventory is kept in the science staff room) See section 2.1 for more information on flammable/hazardous substances.</p>	
<p>1.8 What are your fire safety arrangements and are they appropriate for the premises?</p>	<p>The school has been built to the appropriate building specifications/building regulations. (The School can only assume this if construction or refurbishment has occurred in recent years. Not all work would attract certification from Building Control).</p> <p>Staff receive fire safety training during induction and depending on their job role dictates the level of training given. Records are kept in the finance and admin room.</p> <p>Fire safety procedures and evacuation plans are displayed around school and fire fighting equipment sited according to advice from a specialist e.g. Walker fire</p> <p>The systems are maintained in accordance to the manufacturer's recommendations and comply with current legislation as part of an on-going service contract. Records are kept in the Site managers Office.</p> <p>All electrical equipment has been PAT tested. Staff using critical machinery are aware of the stop buttons and use according to manufactures guidance</p> <p>Science staff and science technicians are aware of gas stop buttons</p>	
<p>1.9 What arrangements are in place to ensure the co-operation and co-ordination of</p>	<p>All other users of the school site are made aware of the arrangements that are in place. Reception staff bring the information to the attention of all visitors. There is signage in reception and information on the back of the visitor's badges.</p>	

your fire safety arrangements and other peoples fire safety arrangements?	Staff who run the after school clubs are aware of the evacuation procedures during out of hours, all hirers are given a leaflet which covers all emergency procedures e.g. fire safety, emergency telephone numbers Contractors are aware of the fire evacuation procedures which is also contained on a lanyard which they carry whilst on site	
1.10 What arrangements are in place to ensure that all employees are aware of their responsibilities in relation to fire safety arrangements?	The Fire Risk Policy & Fire/Emergency Evacuation contains policy information on emergency procedures and the job role/description identifies the level of the fire safety responsibilities. Senior staff have regular meetings after any event e.g. fire drill to discuss any actions that are necessary. There is a staff induction which explains the employee's legal duties to cooperate and report any areas of concern to management. All staff receive fire safety awareness training and health and safety awareness training. All new staff receive a copy of the first aid policy, fire risk policy/emergency evacuation policy and health and safety policy	
<b>2. Sources of Fuel</b> - see pages 7-9 of the 'Guide for your Initial Fire Risk Assessment'		
<b>Risk Assessed</b>	<b>People at risk</b>	
2.1 What highly flammable substances are there in school and what Control Measures are in place, e.g. paints, thinners, flammable gases etc., flammable chemicals, plastics, rubbers, foam (polystyrene, polyethylene)	Staff Children Visitors	<p>There are no highly flammable substances on site apart from approx:20 tins of paint, all are stored in locked cupboard .</p> <p>Shire Services oversee their cleaning and catering chemicals and have completed the COSHH assessments which are kept with the chemicals in the locked store. The only flammable substances are the furniture polish.</p> <p>Highly flammable substances have been replaced with less flammable where appropriate.</p> <p>The quantity of substances has been reduced to ensure only the minimum amount required for practical's is kept on site. Inventories are kept for all Science hazardous materials/liquids</p> <p>All flammable materials/liquids are in suitable labelled containers and stored in flame safes in the science, D&amp;T and site office.</p> <p>Staff have been trained to handle them appropriately via CLEAPSS, etc.</p> <p>Science – Fume cabinets/cupboards are serviced as required under COSHH every 14 months and interim checks are undertaken by the Technicians.</p>

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2.2 How is your combustible material stored, on display or used in school e.g. paper, cardboard packaging, fabrics, wood etc? What Control Measures are in place?	Staff Children Visitors	<p>Stationery, art materials, etc. are stored in the art store cupboards etc. Stock is kept to a minimum and reordered as necessary. Cupboards are kept locked.</p> <p>In corridors displays are kept to a minimum, pictures are laminated or encased (indoor display cabinet should preferably be flame retardant). Displays are kept away from spot lights and heaters.</p>	
2.3 What Control Measures are in place to deal with combustible waste e.g. wood shavings, off cuts, dust, paper?	Staff Children Visitors	<p>Induction for staff includes good housekeeping and this is reiterated regularly at staff meetings.</p> <p>Housekeeping is in order. Bins are emptied daily. Checks are made on a regular basis by the cleaners and site staff.</p> <p>D&amp;T – The local exhaust extraction is on a service contract for routine maintenance and inspection as required under COSHH regulations every 14 months and interim checks are undertaken by the Technicians.</p> <p>The technician clears the wood shavings/wood dust from the woodworking machines on a regular basis.</p>	

2.4 What Control Measures are in place to deal with foam-filled furniture?	Staff Children Visitors	All furniture is fire retardant and meets with current standards. Furniture is inspected and it will be replaced/removed if foam is exposed.	
2.5 What Control Measures are in place to prevent walls and ceilings being covered with combustible linings e.g. walls covered with carpet tiles, ceilings covered with polystyrene tiles, notice boards that have large amounts of loose paper on display?	Staff Children Visitors	The building regulations are adhered to with regards to the fabric of the building. Site managers ensure that displays are attached securely this is part of the termly inspection. Staff are instructed to make sure displays are placed appropriately e.g. not near heat sources, hung over doors or too close to spotlights, adequate breaks created between displays and doors/windows not obscured. If any structural work is to be undertaken the School's Building Surveyor is consulted before any work takes place.	
2.6 What Control Measures are in place to ensure that combustible artificial foliage or plants are not used to decorate areas within the school	Staff Children Visitors	Where practicable real plants are used and kept to a minimum.	
2.7 What Control Measures are in place for additional sources of oxygen stored/used e.g. oxidising chemicals, oxygen cylinders	Staff Children Visitors	CLEAPPS guidance is followed for storage and use of oxidising chemicals and oxygen cylinders. Quantities of substances are listed in the chemical inventory which can be accessed in the science office	

or piped systems?			
2.8 What Control Measures are in place for aerosol cans filled or stored in the premises?	Staff Children Visitors	Where practical flammable substances e.g. hairspray, polish. Air fresheners are replaced with non-flammable alternatives (e.g. atomisers). There are only a few cans kept.	
<b>3. Sources of ignition</b> - see pages 10-13 of the 'Guide for your Initial Fire Risk Assessment'			
<b>Risk Assessed</b>	<b>People at risk</b>	<b>Significant findings – What are your current arrangements?</b>	<b>Action Required</b>
3.1 What Control Measures are in place for 'hot work' processes such as welding, flame-cutting, hot surfaces or sparks?	Staff Children Visitors	The Shropshire Council system is used. Hot work arrangements and Managing Contractors Policy Guidance is followed. Only contractors on the approved list are used. A permit to work is implemented when hot work is taking place. <b>This is kept with the Asbestos Register.</b>	
3.2 What Control Measures are in place for processes such as incinerating or cooking?	Staff Children Visitors	No rubbish is burnt on site. The main school kitchens are overseen by Shire Services and their staff are fully trained to deal with a fire while cooking. There are fire blankets and fire extinguishers in the kitchens. There is an automatic fire detection system throughout the School. The kitchens or cooking areas are never left unattended when in operation. All cooking appliances and equipment are serviced annually. Staff do user checks before using the equipment. The equipment is maintained on a regular basis by Property Services. The ducts of the extraction units above the fryers are cleaned annually. There is a shut-down procedure for the fat fryers	
3.3 What Control Measures are in place for any	Staff Children Visitors	When portable heaters are used occasionally, there are procedures in place to ensure that they are in good condition, stable and PAT tested.	

heaters e.g. radiant or open flame portable heaters? These should be avoided in schools.			
3.4 What is your smoking policy?	Staff Children Visitors	No smoking is allowed on the premises – internally or externally outside the building or in the grounds. The UK government banned smoking in nearly all enclosed workplaces and public spaces in 2007	
3.5 What Control Measures are in place to prevent light fittings being near combustible materials?	Staff Children Visitors	No hanging mobiles or displays are hung near light fittings/there are no spot lights on displays. Spot lights are the appropriate distance from displays and have been installed under the guidance of our Building Surveyor.	
3.6 What Control Measures are in place to ensure that electrical equipment and wiring is being used in accordance with the manufacturer's recommendations and, that faulty or damaged electrical equipment and wiring is not being used?	Staff Children Visitors	The School have a contract with Shropshire Council Property Services and electrical safety testing and inspection is undertaken annually. Staff vigilance – Staff are instructed to undertake user checks and report any issues. Faulty or damaged equipment is removed until repaired or replaced.	
3.7 What Control Measures are in place for the use of 'wander lamps (also known as lead lights)' or extension leads?	Staff Children Visitors	Lead lights are not used in the school. Extension leads are checked to ensure they do not run under tables, carpets etc. Visual checks are carried out to ensure they are in good condition. Cables used are as short as possible and are placed to ensure they do not create a tripping hazard. Extension leads are of the appropriate type not Daisy Chaining and no multi-adapters are allowed.	

3.8 What is your arson policy?	Staff Children Visitors	Arson risks are reviewed as part of the health and safety and fire risk assessment process and Safer Schools Initiative. Ian Bartlett (Crime Prevention Officer) is consulted on any issues. Outside storage (i.e. bins) are kept away from the building and locked where practicable. Outside storage is far enough away from the building to ensure individuals cannot access the windows, doors and roofs from the bins or sheds. Access to the roof has been assessed and minimised so far as is practicable.	
<b>4. People at increased risk</b> - see pages 14-16 of the 'Guide for your Initial Fire Risk Assessment'			
<b>Risk Assessed</b>	<b>People at Risk</b>	<b>Significant Findings – What are your current arrangements?</b>	<b>Action Required -</b>
4.1 What Control Measures are in place for staff at increased risk from fire e.g. works in remote areas, lone workers, sleeping etc?	Cleaning staff, Caretaker, Teaching staff	Lone working, remote working is kept to a minimum to reduce risk levels so far as is practicable. There is a Lone Working Policy that all staff are familiar with. The cleaners work in different areas but they have regular phone contacts, etc.  Training is provided to staff regarding fire procedures, lone working, first aid etc. They know who to contact in an emergency.  All staff are aware of the opening and closing times of the building	Fire safety training required for all staff
4.2 What Control Measures are in place for people who may be unable to react quickly to a fire, due to safety work processes?	Staff Children Visitors	The fire alarm system is checked on a regular basis. Call points are situated throughout the building. The alarm can be heard in all areas of the building. There are visual beacons in the music rooms/D&T preparation room. There are shut down procedures in all of the science, D&T. Food technology rooms and IT. All staff have been instructed and practised shut down procedures in their relevant areas. Special needs pupils have all got individual carers and their A Personal Emergency Evacuation Plan (PEEP) evacuation procedures have been regularly practiced with them to familiarise them with this.	
4.3 What Control Measures are in place for people present, whose disabilities would put them at a disadvantage,	Staff Children Visitors	Vulnerable children/students are always supported by a member of staff. SEN children with specific mobility needs have an assigned TA. Procedures are practiced every half term to ensure all parties are confident in the event of an emergency. A de-brief is undertaken and this is recorded. A Personal Emergency Evacuation Plan (PEEP) has been completed for all relevant individuals and kept in the individuals file.	

when required to evacuate in an emergency?		There are trained staff to assist those students who are more vulnerable and need assistance to evacuate the building.	
4.4 What Control Measures are in place for visitors or members of the public likely to be unfamiliar with the escape routes?	Staff Children Visitors	<p>Emergency procedures are displayed by the visitor's book and either verbally explained on arrival or individuals are directed to the information and shown the escape routes to use where practical.</p> <p>Fire Signage is displayed in reception and staff room which will direct people to their nearest exit. All staff have been emailed a copy of the fire evacuation policy Pupils and staff are encouraged to visit their evacuation assembly points</p> <p>All visitors that are staying on the site will be accompanied by a member of staff who will inform them of the emergency procedures and accompany/direct the visitor to the assembly point in the event of an emergency.</p> <p>Contractors who will be spending a more substantial time on the premises or will be unaccompanied whilst on the premises will be provided with more comprehensive information. This will take place when they sign into the school and/or during pre-start meetings.</p> <p>Correct fire safety signage is displayed throughout the building to enable everyone to know the action to take in the event of a fire and the safest/most direct way out of the building.</p>	Site staff regularly check that the signage is in good order.
4.5 What Control Measures are in place for builders, contractors or maintenance workers temporarily on site?	Staff Children Visitors	<p>Contractors are provided with information regarding the emergency evacuation procedures at the pre-start meetings. Staff are made aware of the areas they are working in during staff briefings. Changes to fire evacuation procedures due to building/maintenance works taking place are identified in pre-start meetings and alternative control measures taken into account. The hot work permit is implemented when required, see. Section 3.1.</p>	
<b>5. Dangerous substances -</b> see pages 17-19 of the 'Guide for your Initial Fire Risk Assessment'			
<b>Risk Assessed</b>	<b>People at risk</b>	<b>Significant Findings – What are your current arrangements?</b>	<b>Action Required</b>

5.1 Application of Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) 2002	Staff Children Visitors Members of the Public Residents close to school site	An inventory of substances which identifies hazardous substances and quantities and where stored is available. This information is provided to the Fire and Rescue Service	.
5.2 Areas affected	Staff Children Visitors	Hazardous materials are kept in the chemical store which is locked unless a science technician is present. Science laboratories are kept locked unless a member of staff is present.	
5.3 Persons protected	Staff, visitors, contractors, pupils, local residents.	Anyone in the vicinity, including the emergency services.	
5.4 What is a dangerous substance?	Staff Children Visitors	Petrol is stored in plastic petrol containers in a metal cabinet with the site managers work room. The room is locked unless a site manager is present.	
5.5 Risk Assessment		A risk assessment has been undertaken for the grounds maintenance activities which involves the use of machinery which requires petrol/diesel.	Folder held in Finance and Admin office
5.6 Control of Substances Hazardous to Health (COSHH) 1999		An inventory of substances which identifies hazardous substances and quantities and where stored is available. This information is provided to the Fire and Rescue Service	
5.7 Who is at risk from these dangerous substances?		Grounds Maintenance personnel, others in the vicinity. Staff, visitors, contractors, pupils, local residents and the emergency services	
5.8 What substances can be eliminated?		Routine check are made by the Senior Laboratory Technician, substances are disposed of in conjunction with local schools	

5.9 What control measures can be implemented to reduce the risk from these substances?		<p>CLEAPSS guidance is followed, where practicable highly flammable substances have been replaced with less flammable substances and minimum quantities are stored on the premises.</p> <p>Staff are trained in working with the substances safely and understand the control measures that have been put in place to reduce the risk. Staff have been trained in emergency procedures and use of fire extinguishers, fire blankets and sand buckets. This training is regularly refreshed. Records kept in the Finance and Admin office.</p> <p>Flame safe cabinets are used for all flammable substances and are sited in each of the department's e.g. D&amp;T, science, physics,</p> <p>A technician is suitably trained to be able to undertake the COSHH assessments.</p>	
<b>6.Firefighter Protection -</b> see page 21-25 of the 'Guide for your Initial Fire Risk Assessment'			
<b>Risk Assessed</b>	<b>Significant Findings – What are your current arrangements?</b>		<b>Action Required</b>
6.1 What does the premises have available for the use of or protection of fire fighters including facilities, equipment and devices?	<ul style="list-style-type: none"> <li>There is good access to the front of the premises for fire and rescue services appliances. The front existing building and 4 storey block is of traditional concrete/brick construction. The majority of floors are concrete however the front area/offices has a pre stressed Stahlton slab floor. This area dates from 1950's. A mixture of pitched (Copper, Single ply rubber, Tile, metal profile) and Flat roofs (Mineral Felt, Asphalt and EPDM rubber). Sports Hall – Main roof Asbestos sheeting. Changing rooms Metal profile</li> </ul> <p>Provision of information to the emergency services is made available by the school on their arrival to ensure the risks to fire service personnel from high risk items is minimised (e.g. asbestos register, quantities of dangerous substances or other hazardous materials, radioactive materials are made known and where they are being stored).</p>		
6.2 What are your procedures to maintain the premises and these facilities, equipment and devices in an efficient state, working order and good repair?	<p>There is a contract with Property Services to undertake the maintenance and inspections for all fire fighting and detection equipment. They are tested in accordance with appropriate standards. Fire doors are checked by the Site Manager and details recorded in the Fire Log.</p> <p>There are effective interim checks undertaken by site staff and records are kept in the site office.</p> <p>Site staff check the site on a daily basis to ensure all doors work effectively and have not been compromised either with bins/chairs/rubbish/cars parking in front of doors etc.</p> <p>Good housekeeping is practiced and procedures are in place to ensure access and egress to the site is kept clear at all times</p> <p>Staff and visitors are reminded to park responsibly in marked bays.</p>		

	An area for no parking has been marked with hashed lines/double yellow lines.	
<b>7. Spread of Fire</b> - see page 22 of the 'Guide for your Initial Fire Risk Assessment'		
<b>Risk Assessed</b>	<b>Significant Findings – What are your current arrangements?</b>	<b>Action Required -</b>
7.1 What measures are in place to reduce the risk of fire on the premises and the risk of the spread of fire on the premises?	<p>Fire doors fitted though out the School and procedures are in place to ensure that doors are not wedged open.</p> <p>All combustible equipment outside is sited at least 3m from the building to minimise risk of fire spreading in case of arson.</p> <p>The wooden shed is kept locked and no flammables stored in the shed.</p> <p>The School site is now secured by a full 3 metre high fencing to deny access to potential arsonists.</p> <p>There is CCTV on site to monitor for potential problems.</p> <p>All electrical equipment and appliances are checked according to portable appliance testing guidance.</p> <p>Staff have been instructed to switch off the electrical supply/items at the end of each day and to undertake visual checks on any equipment before they use it and report any defects.</p> <p>Site managers do a final check of the site to ensure everything is switched off and doors and windows are closed and the end of the day.</p> <p>The site staff lock up and check the site for the after school clubs when they have finished.</p>	
<b>8. Fire fighting and Fire Detection</b> - see pages 23-25 of the 'Guide for your Initial Fire Risk Assessment'		
<b>Risk Assessed</b>	<b>Significant Findings – What are your current arrangements?</b>	<b>Action Required -</b>
8.1 What fire fighting equipment do you have in place and is it sufficient and located correctly?	<p>The supplier (Walker Fire) of the fire fighting equipment in conjunction with the Building Surveyor has assessed the type and number of fire extinguishers required.</p> <p>Fire blankets are sited in the kitchens and Science laboratories</p> <p>Sand buckets are located in the Science laboratories.</p> <p>Types, numbers and locations are marked on the map page.</p> <p>The IT suite was recently refurbished 2012 and additional fire extinguishers have been purchased for this room.</p> <p>There is a log book to record the annual checks of all fighting and detection systems. The Site Managers keep this in their office.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
8.2 What measures do you have in place to ensure sufficient staff are trained in use of fire fighting equipment?	<p>All staff have been given basic fire safety awareness training. Records are kept in the main office.</p> <p>Specific staff have been identified that require additional training in the high risk departments e.g. Science, D&amp;T, food technology. All staff have been trained. This will be reviewed every 3 years unless further information identifies extra training is required.</p>	All staff require basic fire safety training.

<p>8.3 What are the measures you have in place for giving warning, including the use of automatic fire detection systems?</p>	<p>An automatic fire detection system has been installed throughout the main School. Heat detection only in 15 science laboratories during 9:00am to 4:00pm. Detectors convert to heat and smoke during other times.</p> <p>Please see map for positions of fire detectors.</p> <p>The main control panel is sited in the Student Support Team's room. A repeater panel is located in Reception where all reception staff and site managers have been trained to use the system. Written instructions are kept by the control panel. A 5 minute delay has been programmed before a break-glass with set off the evacuation siren. Once a break glass has been pressed an alarm will sound on the repeater panel in reception. Reception staff will radio (channel 2) the site managers, reading out the location of where the break glass has occurred from the repeater panel. The site managers will investigate and report their findings to reception via the radio. If it is a false alarm, reception staff will reset the alarm otherwise the fire alarm siren will be sounded and an all school evacuation will take place</p>	
<p>8.4 What signage do you have in place for the fire/detection system?</p>	<p>There is signage throughout the School to show the location of all fire extinguishers. Maps displaying locations of fire extinguishers, fire detection systems and break glass call points are shown in reception and main staff room.</p> <p>All staff have been made aware of these locations.</p> <p>New staff are given the fire Risk Policy and Evacuation Procedures</p>	
<p>8.5 What measures are in place to ensure your employees are trained on how to operate the fire alarm/detection system and what action they should take upon hearing it?</p>	<p>Fire drills take place at the beginning of each new term. Staff and students are all briefed on the procedures. Induction training is provided to all staff and reminders given at staff meetings.</p> <p>Action plans are displayed in all staff rooms explaining the evacuation procedure. School fire policies and procedures are readily accessible.</p> <p>All New Year 7 pupils are shown the assembly points</p>	
<p>8.6 What measures are in place to ensure the fire routine notices are clearly displayed throughout the school and that the wording is correct and in line with the policy?</p>	<p>The Health and Safety Coordinator/Site Manager check signage termly to ensure that it is correct and the signs are in good order.</p> <p>The Director of Finance and Operations supported by the Governors monitors this when undertaking the Health and Safety Self-Monitoring Checklist on an annual basis.</p>	
<p>8.7 What is your emergency plan?</p>	<p>The school follows the Shropshire Council 'Managing the Response to Emergencies that affect Educational Establishments' policy and procedures to develop a local plan.</p>	

<b>9. Emergency Routes and Exits</b> - see pages 26-29 of the 'Guide for your Initial Fire Risk Assessment'		
<b>Risk Assessed</b>	<b>Significant Findings – What are your current arrangements?</b>	<b>Action Required</b>
9.1 What measures are in place to ensure that everyone can safely escape from the premises?	<p>The building is purpose built and has been built to accommodate the numbers of people on site. If the numbers change such as during a Christmas play, fete, etc. this will be reviewed.</p> <p>The doors throughout the School cater for the appropriate numbers of occupants. Door widths are wide enough to accommodate the number of people using them and are compliant with current legislation. Doors along all escape routes are self-closing and signage is appropriate and correctly positioned.</p> <p>All walkways and corridors are kept free of obstructions and combustibles. This is monitored by the Site Managers.</p> <p>Regular practice drills are carried out.</p>	
9.2 What measures are in place to ensure that all the exit routes and exits are signed?	<p>All doors open in the correct direction.</p> <p>There are more than one exit throughout the school building.</p> <p>Staff are reminded to ensure they are aware of the escape routes at induction and on regular fire safety awareness sessions.</p> <p>Competent person has assessed what signage is required.</p> <p>The Health and Safety Coordinator does a termly check to ensure all signage is correct (running man) and in place.</p> <p>The details are recorded in the fire log book.</p>	
9.3 What measures are in place to ensure that all exit routes are illuminated?	<p>Emergency lighting is available in the hall. This is used by other parties otherwise the rest of the school is only occupied during daylight hours.</p> <p>Annual emergency lighting checks are carried out as part of contract with Property Services.</p> <p>The Site Manager does all the interim checks in accordance with the Checklist from the Educational fire safety guidance document and kept in the fire log book.</p>	
9.4 What measures are in place to ensure that all staff has been trained in evacuation procedures?	<p>All staff receive a Health &amp; Safety induction.</p> <p>Fire drills are carried out termly and any issues that arise are emailed to all staff. Training is reviewed annually.</p> <p>Governors Health and Safety Committee review fire safety as part of their terms of reference.</p> <p>Records are kept in both the Finance and Admin Office and Site Managers Office.</p>	
<b>10. Maintenance and Testing</b> - see pages 30-31 of		

the 'Guide for your Initial Fire Risk Assessment'		
<b>Risk Assessed</b>	<b>Significant Findings – What are your current arrangements?</b>	<b>Action Required -</b>
10.1 What are your maintenance, service and testing policies for fire-resisting doors and exit doors?	<p>All fire external doors and internal fire doors are all checked on a termly basis by a competent or designated person. Details are recorded in the Fire Log Book.</p> <p>The site staff go around the school to check that all areas are in good condition every morning. A record is kept.</p> <p>All final exit doors are checked daily to ensure nothing has compromised their functioning properly e.g. locked/bolted/obstructed/damaged lock/swollen from rain?</p>	
10.2 What are your maintenance, service and testing policies for your emergency lighting?	<p>Annual testing as part of LA maintenance agreement. *Monthly checks to take place by the Site Manager and recorded in the fire log book.</p>	
10.3 What are your maintenance, service and testing policies for your fire fighting equipment?	<p>Annual testing is undertaken as part of LA maintenance agreement.</p>	
10.4 What is your maintenance, Servicing and testing policy for your fire alarm/detection system?	<p>Annual testing is undertaken as part of LA maintenance agreement. Weekly test of the fire alarm is carried out by Site Manager on a random date each week, details are recorded in the Fire Log Book.</p>	
10.5 What is your maintenance, servicing and testing policy for your sprinklers and other fixed fire fighting equipment e.g. suppression systems.	<p>There is no fixed fire fighting equipment.</p>	
<b>11. Fire Safety Arrangements</b>	<b>Record what fire safety arrangements are in place i.e. means of escape, fire alarm/detection, fire fighting equipment, emergency lighting, signage, etc for your premises after all work has been done in either written format or as a plan to determine your bench mark standard.</b>	
	<p><b><u>Fire Alarm</u></b> There is a fully automatic fire detection system throughout the school buildings. The position of the call points, smoke detectors and heat detectors are shown on the map.</p> <p><b><u>Fire fighting equipment</u></b> There are fire extinguishers place prominently throughout the school and fire blankets in the kitchens and science departments. Details of the type and their positions are shown on the map.</p>	

	<p><u>Means of escape</u> All the fire doors have been either repaired e.g. intumescent strips replaced or doors replaced. Emergency lighting is installed in the hall but nowhere else. There is compartmentalisation in the ceiling voids.</p> <p>Map completed December 2016 by Rob Carlyle</p>
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**ON COMPLETION OF THIS ASSESSMENT YOU SHOULD PREPARE AND IMPLEMENT A RISK REDUCTION PLAN, IN THE FORMAT DETAILED BELOW:**

## FIRE RISK ASSESSMENT – RISK REDUCTION PLAN

Section No	Action Required – Copied from above sections	By When	By Whom	Completed (Yes / No)	Date
1.7	Fire Extinguisher training for critical staff	<b>Autumn Term</b>	<b>LA</b>	<b>Yes</b>	<b>Oct 17</b>
4.1	Fire safety training required for all staff	<b>Autumn Term</b>	<b>LA</b>		<b>Apr/Sept 18</b>
4.4	Site staff need to check that the signage is in good order – On going		<b>Site managers</b>	<b>ongoing</b>	
8.2	Nominated fire wardens to receive training	<b>Autumn Term</b>	<b>LA</b>	<b>Yes</b>	<b>Nov 17</b>
9.4	Basic health and Safety training required for all staff	<b>Autumn term</b>	<b>LA</b>	<b>Yes</b>	<b>Oct 17</b>

## Appendix 1

# Fire Safety Policy Statement

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

<b>Name of school or premise:</b>	
<b>Name of the responsible person:</b>	

(person in control of the premise on a day to day basis).

The Headteacher/Governors, and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 These responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment using the councils Fire Risk Assessment template;
2. appropriate fire precautions\*
3. management systems that identify job roles with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire\*\*

### The following are provided to meet the requirements of the relevant legislation:

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

### Our fire safety management plan incorporates:

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed:		Date:	
Signed:		Date:	

**N.B.** Guidance on fire safety can be downloaded from:

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

## Appendix 2

# Personal Emergency Evacuation Plan (PEEP)

Please note - A PEEP should consider all buildings/areas the individual commonly works in, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

PEEP for:	
Contact Details:	
Building/area PEEP applicable to:	

### Impact of disability on emergency evacuation

How may the individual's disability (e.g. mobility, hearing, sight, communication etc) impact on their safe evacuation?

### Awareness

How will the individual be made aware of the need to evacuate the building?

### Assistance

Identify those people who will provide assistance and the nature of the assistance.		
<ul style="list-style-type: none"><li>You should identify both the primary assistant and those who will provide back-up cover during absence e.g. holiday, sickness etc.</li><li>An adequate number will be required to ensure assistance is available at all times.</li></ul>		
Name	Nature of assistance	Contact details

### Equipment

What equipment will be provided to assist with the evacuation and who is responsible for maintaining this?

## Procedure

Detail the evacuation procedure including safe routes to be taken, beginning from when the alarm first sounds

Relevant party	Name	Signature	Date
PEEP owner (the individual):			
PEEP assessor:			
Assistants:			

Distribution list:	
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