



Area/Department being assessed: FIRE RISK ASSESSMENT

Date of risk assessment: reviewed Sept 23

Assessor: Caroline McCabe

Review date: Sept 24

General Note: Brooke Priory School's Fire Risk Assessment was conducted by Sarah Brown AIFireE, from ISE Fire on 22nd August 2016 and reviewed by her on 29th August 2019. It is reviewed by Caroline McCabe at least annually. Caroline McCabe has completed basic Fire Risk Assessment training meeting RoSPA and IOSH requirements.

Reviewed January 2023 to include use of MUGA pitch. Sarah Brown consulted re MUGA maintenance vehicle.

Building Summary: "The school is a detached brick built building of traditional construction with pitched tiled roofs and some wooden fascia in places. The school was originally built in 1994/5 (completed in 1995), with further extension in 2000 (which incorporated the first room in the nursery) and 2011 (which also incorporated second room in the nursery). The building has a mixture of fire precautions.

The school is a predominantly single storey building with the exception of the 'learning loft' classroom in the 'main school' and first floor in the 'Theatre Block', containing classrooms.

The Learning Loft is a dead-end condition. Automatic Fire detection has been installed, children are accompanied at all times in this area and travel distances are not excessive.

The first floor in the Theatre Block has alternative means of escape via an external metal staircase.

The nursery is in a separate detached building within the grounds and has a fire alarm system installed.

All ground floor classrooms have means of escape direct to open air." Fire Risk assessment 29th August 2019

Responsible Person: Mrs Elizabeth Bell (Proprietor)

Delegated responsibility: Caroline McCabe (Bursar)

1. Identification of Hazards	Compliance	Comments/Recommendations
1.1 Identification of sources of fuel	Yes	Timber and plastics in furniture. Use of paper and cardboard throughout school (including books) and disposal thereof. Displays of pupils' work. Cleaning materials. Fuel for MUGA maintenance vehicle.
1.2 Identification of sources of ignition	Yes	Use of electrical equipment throughout school. Ad hoc use of electric heaters. Use of gas heating boilers. Uncontrolled maintenance. Arson. Cooker in staff room. Hot plate in EY.
1.3 Identification of sources of oxygen	Yes	Air only
2. People at Risk	Compliance	Comments/Recommendations
2.1 Identification of people at risk in area	Yes	Staff, pupils, visitors, contractors
2.2 Identification of people at risk from area activities	Yes	See 2.1 above

<p>2.3 Identification of those especially at risk;</p> <p>2.3.1 Very young (EYFS)</p> <p>2.3.2 Unsupervised</p> <p>2.3.3 Disabilities</p> <p>2.3.4 Unfamiliar with school layout</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Staff:pupil ratio much higher with youngest children on site. Staff trained. Regular drills</p> <p>Lone working – staff trained in fire evacuation. Pupil supervision policy in place.</p> <p>Pupils have EHCP with 1-2-1 support in place. All staff fire trained. Each disability assessed on case by case basis with PEP</p> <p>Visitors accompanied whilst on site. Contractors briefed on fire procedures on arrival. Signs throughout building. Predominantly ground floor building with external fire doors in all classrooms.</p>
3. Evaluation of Fire Risk	Compliance	Comments/Recommendations
<p>3.1 Hazard from Fire – probability of ignition MEDIUM</p>	<p>Yes</p>	<p>Assessed by Sarah Brown (pg 10 of her report)</p> <p>Scale: Low</p> <p>Medium</p> <p>High</p>
<p>3.2 Consequences for life safety in the event of fire – MODERATE HARM</p> <p>[Def: <i>outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.</i>]</p>	<p>Yes</p>	<p>Assessed by Sarah Brown (pg 11 of her report)</p> <p>Scale: Slight harm</p> <p>Moderate harm</p> <p>Extreme harm</p>
<p>3.3 Risk to life from fire at this building – TOLERABLE</p> <p>[Def: <i>no major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.</i>]</p>	<p>Yes</p>	<p>Assessed by Sarah Brown (pg 12 of her report)</p> <p>Scale: Trivial</p> <p>Tolerable</p> <p>Moderate</p> <p>Substantial</p> <p>Intolerable</p>

4 Removal or Reduction of Hazard	Compliance	Comments/Recommendations
4.1 Reduction in sources of ignition	Yes	<p>All electrical equipment PAT tested annually. Fixed wiring test conducted every 5 years and recommendations acted upon. Smoking not permitted on site Site security - locked gates when school unoccupied. Waste bins stored away from main school building. Matches etc not stored in classrooms. Held securely by admin staff for use as required. Gas boilers serviced bi-annually by competent trained engineer. Electric heaters only used by admin staff. Not left unattended. Turned off at plug each day. Tumble driers not used when staff not on site. Tumble drier filter cleaned regularly Electrical work carried out by competent electrician. Multiple socket adaptors not permitted on site Extension leads used under supervision Hot plate use procedure covered in nursery risk assessment.</p>
4.2 Reduction in sources of fuel	Yes	<p>Good housekeeping Plant rooms not used as storage Small quantity of maintenance vehicle fuel stored securely in locked metal container. Fuel in vehicle or can. No fuel tank on site.</p>
4.3 Reduction in sources of oxygen	Yes	<p>Air source only Staff trained to close doors/windows when evacuating school (where safe to do)</p>
4.4 Have all dangerous substances been identified?	Yes	<p>All cleaning chemicals stored in locked cupboards (with fire doors fitted) Maintenance materials stored in metal shed Specific higher risk art materials stored in locked metal cupboard. Irregular products disposed of after use and not stored indefinitely. MUGA Maintenance fuel stored in locked metal container away from main school building.</p>
4.5 Are fixed electrical installations and portable electrical equipment subject to routine inspection and test?	Yes	<p>PAT testing conducted Sept 23 Fixed wire test August 2021 (next due summer 2026)</p>
4.6 Are waste bins stored away from building?	Yes	

5 Fire Warning and Detection Systems	Compliance	Comments/Recommendations
5.1 Is a shout or manual alarm sufficient?	Yes	Main school staff inform nursery (and vice versa) of fire alarm activation. Separate building.
5.2 Alarm to BS5839 or equivalent?	Yes	Suitable fire alarm system in place. Now linked to theatre block panel
5.3 Are the number and location of the operating points acceptable?	Yes	Call points in every area of school. Recommended call point in remaining plant rooms
5.4 Is the audibility acceptable?	Yes	Sounders checked weekly. Alarm lights in disabled toilet and theatre
5.5 Are any person with hearing impairment?	Yes	None
5.6 Is automatic fire detection advised?	Yes	Automatic fire detection in theatre block and middle phase of school. Only in key areas in front of school. Recommended automatic fire detection in cleaners' cupboard in Sport's Hall
5.7 Maximum travel distance of 45m to any alarm operating point	Yes	Call points at frequent distances around the school building
5.8 Are alarm operating points located at storey exits and final exits?	Yes	Call points in all classroom fire exits, main school exits and alternative exits.
6 Fire-fighting equipment	Compliance	Comments/Recommendations
6.1 Are the correct extinguishers provided? 6.1.1 Class A combustible solids 6.1.2 Class B or Class A with additives flammable liquids 6.1.3 Class C fires involving gases 6.1.4 Class D involving metals 6.1.5 Class F cooking oils and deep fat fryers 6.1.6 Hose reels 6.1.7 Sprinkler systems	Yes N/A N/A N/A N/A N/A N/A	Foam and CO2 extinguishers at regular sites across the school None on site
6.2 Are there enough extinguishers correctly sited? 6.2.1 Minimum of 2 per floor OR 6.2.2 One every 200m ² of floor space	Yes	Foam at every exit. CO2 in communal areas.
6.3 Are fire blankets (light duty) provided for fat type fires	Yes	Fire blanket in staff room located near staff cooker (not commercial cooker)

7 Means of escape	Compliance	Comments/Recommendations
7.1 Work in inner room is controlled by; 7.1.1 vision panel in dividing wall OR 7.1.2 500mm smoke gap at ceiling OR 7.1.3 Smoke detection in outer room	Yes	Small meeting room – battery operated smoke detector in reception. Only used when area staffed, Fire alarm panel and call point within 3m Learning loft – smoke detection in stairwell
7.2 Are dead-end travel distances acceptable?	Yes	Learning loft only dead-end area. Acceptable distances confirmed by Sarah Brown. Pupils not in learning loft unsupervised
7.3 Are combined travel distances acceptable?	Yes	
7.4 Are dead-end corridors protected by; 7.4.1 Protected route status 7.4.2 Automatic fire detection	Yes Yes	Staircase protected by automatic fire doors. Stairs not used for storage. Sensor at bottom of stairs
7.5 Are doors set at 800mm width and above?	Yes	
7.6 Are fire doors acceptable and closing?	Yes	Upgraded internal fire doors addressing spacing completed Jan 22
7.7 Is there sub-division of corridors >30m in length?	Yes	
7.8 Is there fire door sub-division of corridors serving 2 floor exits?	N/A	
7.9 Are stairway enclosures free of stored combustibles?	Yes	Learning Loft area regularly monitored
7.10 Are all means of escape clear of obstruction and properly managed?	Yes	Ongoing vigilance by Senior staff
7.11 Do final fire exit doors open in direction of travel?	Yes	Checked monthly for functionality
7.12 Do the walls contain hidden voids or shafts that would spread smoke vertically and bypass the fire resisting structure?	U/K	Not assessed by Sarah Brown. None known
8 Fire safety Maintenance	Compliance	Comments/Recommendations
8.1 Are there checks of the following; 8.1.1 Escape routes 8.1.2 Emergency lighting 8.1.3 Fire fighting equipment	Yes Yes Yes	Ongoing checking Monthly functional testing regime in place. Annual testing by ISE Fire Monthly visual check on site. Annual maintenance contract in place (ISE Fire)
8.2 Does the Fire warning system have a 6 monthly check by a competent person?	Yes	ISE Fire - Easter and Oct half term
8.3 Do the fire extinguishers have a 12 month check by a competent person?	Yes	ISE Fire – Aug/Sept

9 Miscellaneous Matters	Compliance	Comments/Recommendations
9.1 Signs and Notices 9.1.1 Are emergency exits and signs clearly marked? 9.1.2 Are alarm call points clearly marked? 9.1.3 Are internal fire doors provided with "Fire Door Keep Shut" signs? 9.1.4 Are "Push Bar to Open" notices provided at door panic bolts? 9.1.5 Are fire-resisting doors to cupboards on staircases and protected routes marked "Fire door – Keep Locked"? 9.1.6 Are there evacuation notices posted throughout the area at appropriate points?	Yes Yes Yes Yes n/a yes	All signs in place as required
9.2 Is there an emergency plan in place?	Yes	Fire procedures for admin staff managing a fire alarm activation. Nursery building staff also have fire procedures. Pupils to be evacuated to Oakham School. Verified with Oakham School management Autumn 21. Fire procedures policy in place and updated annually
9.3 Has training on the emergency plan and on fire in general been provided to management and employees?	Yes	All staff complete school fire safety course. New staff cover fire safety as part of induction.
9.4 Does the emergency plan include the appointment of fire marshals and details their role?	Yes	Additional staff complete fire marshal training
9.5 Does the emergency plan detail the frequency and objective of fire drills and method achieving roll call?	Yes	Detailed in fire procedures
9.6 Does the plan deal with the presence of contractors and visitors who may be on site?	Yes	Admin staff aware of visitors on site through signing in book. Detailed in Fire Procedures Policy
9.7 Is there provision of sufficient number of emergency lighting luminaires or equivalent?	Yes	At all fire exits and designated alternative escape routes
9.8 Is there adequate lighting on external routes adjacent to the fire exit?	Yes	External lighting on light sensors/timers and emergency lighting
9.9 Is there means by which employees can raise their concern about fire risks in line with their duty under Article 19 of the Fire Safety Order?	Yes	Encouraged to Head/Bursar or directly with any SMT member
9.10 Are there back up power supplies to fire detection and emergency lighting?	Yes	

10 Hire of Facilities	Compliance	Comments/Recommendations
10.1 Are any parts of the school hired to external organisations?	Yes	Not currently, but available on request. To be reviewed if external hire agreed.
10.2 Is the responsible person identified in each case?	Yes	
10.3 Are the fire safety responsibilities established as part of the contract of hire?	Yes	Detailed in written agreement. Also verbally explained by bursar at start of every hire agreement.

ACTION POINTS FROM ABOVE;

Action	Person Responsible	Date completed
5.3 Fire call point in boiler room	Not to be completed at this time. Unlikely a fire would be discovered by staff member whilst in boiler room. Keep under review.	n/a
5.6 Recommended automatic fire detection in cleaner's cupboard in Sport's Hall	Call points in sports hall. Tumble driers not used unless staff on site.	n/a
10.1 Review external hire fire procedures	Cmc to review hire agreement if external organization agree to hire building	TBC