**FIRE SAFETY at Repton Manor Primary School** Completed by: P. White Date: 16.01.24 Review Date: 16.01.25

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| **Risk Rating: *(LIKELIHOOD)*** | **OUTCOME:** |
|  | **Insignificant Injury** | **Significant Injury** | **Major Injury** |
| **Unlikely** | **Trivial Risk** | **Low Risk** | **Medium Risk** |
| **Possible** | **Low Risk** | **Medium Risk** | **High Risk** |
| **Probable** | **Medium Risk** | **High Risk** | **STOP** |

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| **Risk Level:** | **Action and Timescales:** |
| **Trivial**  | **No action required and no documentary records are required** |
| **Low**  | **Consider if the risk can be further reduced. Monitoring is required to ensure that controls are maintained.**  |
| **Medium**  | **Risk reduction measures should be implemented within a defined period.**  |
| **High** | **Give priority to removing or reducing the risk urgent action should be taken.**  |
| **STOP**  | **‘Work’ activity should not be started r continued until the risk has been removed or at least reduced.**  |

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| **Hazard** | **To Whom** | **Severity** | **Likelihood** | **Risk** |
| **Dangers when lighting a fire on school grounds.** * Injury to person lighting the fire
* Injury to child near the fire
* Damage to wildlife
* Risk of falling into / onto the fire
* Burns occurred from debris coming off of the fire
 | Pupils, staff, visitors (if any) | Medium  | High Risk  | Medium risk  |
| **Existing Precautions** | **Additional Precautions** | **Who** | **When** |
| * Fire lighting only carried out by fire trained staff.
* Materials to be burnt to be pre-arranged by HoS or Executive HT
* Bucket available for extinguishing
* First Aid kit available
* Seating area cleared and ready for children to sit around the fire
* At least 2 adults to be present when the fire is lit/alight to ensure safety rules are adhered to.
* The member of staff responsible will decide whether the weather is acceptable for a fire to be lit. eg: if high wind or rain, a different time will be scheduled and the fire will not be lit at that time.
 | * Take radio to fire area incase of emergency (or mobile phone if radios unavailable) so office staff can be contacted.
* Ensure the floor in the fire pit area is clear from debris and anything the children or adults could trip on.
* Ensure children are fully briefed on fire safety rules before fire is lit. (Once the fire is lit, they stay seated unless directed to move by an adult. If they are approaching the fire, they should adopt the one knee bent to the floor position)
* The fire should be fully extinguished before leaving the area
 | Site manager or Fire trained member of staff  | On-going |

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| **Hazard** | **To Whom** | **Severity** | **Likelihood** | **Risk** |
| **Combustible material*** Storage of combustible materials e.g. paper, packaging, scenery, props, spare furniture
* External storage of waste
* Cleanliness of the premises
* Effective control of storage
* Textiles, curtains and displays
* Storage/ use of flammable liquids chemicals
 | Pupils, staff, visitors, contractors | 2 | 2 | 4Low risk  |
| **Existing Precautions** | **Additional Precautions** | **Who** | **When** |
| * Storage of combustible materials located away from sources of ignition i.e. in designated stores **not** in boiler/ electrical rooms
* External waste stored away from building, in an enclosed areas and bins secured.
* Regular collections of waste by competent contractors
* General good housekeeping rooms maintained in tidy condition, no accumulation of materials
 | * Foam mats are fire retardant materials and stored correctly
* Voids not to be used for storage
* Amount of materials kept to a minimum and in appropriate stores
* All combustible waste regularly removed.
* All flammable liquids kept in small quantities and in a locked cupboard or store
 | Site managerSite managerSite managerSite managerSite manager | On-going |

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| **Hazard** | **To Whom** | **Severity** | **Likelihood** | **Risk** |
| **Means of escape****Emergency Planning** | Pupils, staff, visitors, contractors | 3 | 2 | 6Medium Risk |
| **Existing Precautions** | **Additional Precautions** | **Who** | **When** |
| * Drills planned each term and recorded in fire log book (date, time, evacuation time and any problems noted)
* Adequate means of escape from all parts of the premises
* Fire doors in place and keep closed (unless on automatic self closers)
* Exit doors open in the direction of travel
* Main routes and escape unobstructed and free from storage
* All people can get to a place of relative safety in under 3 mins
* All fire doors are immediately open able without the use of a key
* Emergency plan in place, for raising alarm, calling 999, assembly points locations and all staff aware of plan.
* Access route for emergency vehicles kept clear
 | * A nominated member of staff responsible for picking up visitor book / grab bags and emergency procedure/ contact details
* All exit routes available during extended/ evening use of building
* Ensure all fire doors are identified with signage and have self closing mechanism
* Existing/ new employees given instruction on the action to take in the event of a fire
 |  Head teacherSite manager | On-going |

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| **Hazard** | **To Whom** | **Severity** | **Likelihood** | **Risk** |
| **Fire detection and warning** (alerting building occupants)**Signage/ Lighting** | Pupils, staff, visitors, contractors |  |  |  |
| **Existing Precautions** | **Additional Precautions** | **Who** | **When** |
| * Staff aware of sound made by alarm system, how to activate call points and actions to take
* Alarm system tested on a weekly basis
* Fire action notices located at each class rooms
* School procedures throughout building
* System maintained and serviced regularly by competent contractor and details recorded.
* Record kept by school in fire log book
* All fire doors and directional signage clear
* All escape routes sufficiently lit for people to exit safety
 | * Designated members of staff aware of how to operate and test control panel.
* Weekly call point tests carried out, different call point each week on a cyclical basis. Each call point identified on plan and testing recorded
* Ensure alarm can be heard through school
* Evening use of building ensure adequate emergency lighting
* Check operation of emergency lighting monthly and record details in fire log book
* Competent engineer to test emergency lighting system annually and records maintained in fire logbook
 | Head teacher & Site managerSite managerSite managerSite managerSite managerSite managerTo arrange |  |

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| **Hazard** | **To Whom** | **Severity** | **Likelihood** | **Risk** |
| **Sources of ignition*** Arson risk
* Faulty/ misuse of electrical appliances
* Fixed wire installation
* Use of fixed/ portable heaters
* Smoking
* Gas fire boilers/ boiler plant room
 | Pupils, staff, visitors, contractors, property damage | 3 | 2 | 6Medium to low Risk |
| **Existing Precautions** | **Additional Precautions** | **Who** | **When** |
| * Clear signage externally to ensure adequate visitor control.
* Maintain fencing in good condition/ School gates closed/ locked out of hours
* Annual portable appliance testing by competent person and dates recorded
* Visual inspection of electrical equipment by staff before use
* Fixed wire test conducted every 5 yrs
* No smoking site – ensure signage in place at school entrance.
* Plant and boiler rooms kept free from obstructions, allowing unrestricted access to equipment
 | * Means of entrance into building minimised
* Intruder alarm in place/ CCTV/ door access system
* Staff to ensure sockets not overloaded and minimise use of extension leads
* Portable heaters only to be used for exceptional circumstances and appropriate safety measures taken

Site manager* to monitor plant/ boiler rooms for unauthorised storage.
 | Site manager  | On-going |