



The Hampshire School  
C H E L S E A

## **FIRE RISK ASSESSMENT**

Reviewed: August 2021 by Dr Edmonds, Head

The Hampshire School Chelsea takes fire safety duties seriously and complies with its legal obligations under the Regulatory Reform (Fire Safety) Order 2005.

### **Responsibilities**

#### **Head**

The 'Responsible Person' for the School is the Head and is responsible for:

1. Ensuring that a suitable and sufficient Fire Risk Assessment has been carried out and is reviewed.
2. Ensuring that a Fire Safety Inspection is carried out.
3. Organising fire drills.
4. Ensuring that any actions arising from the Fire Risk Assessment and Fire Safety Inspection are actioned as a priority prior to the completion dates.
5. Ensuring that any fire safety precautions are implemented and maintained.
6. Ensuring that emergency procedures are developed and notices are displayed.
7. Ensuring that roles and responsibilities are delegated as required.
8. Ensuring that full fire drills are carried out.
9. Ensuring that a Fire Evacuation Plan has been completed and available for review.
10. Organising maintenance checks to be carried out by competent persons, the Facilities Manager, and that records are maintained and available for inspection.
11. Ensuring that the internal fire safety equipment checks are carried out and that records are maintained and are available for inspection.
12. Ensuring that fire safety training has been delivered for employees and records are maintained.
13. Providing staff with fire safety information to ensure that they are fully aware of their roles and responsibilities.
14. Providing updates to Governors on the progress of actions from the external Fire Risk Assessment (FRA).

## **Employees**

Employees are responsible for their own acts and omissions and the effect that these may have upon the safety of themselves or any other person by:

- Cooperating with the School protocols by following fire safety precautions and procedures to prevent the outbreak of fire.
- Reporting any defects which could represent a serious or immediate fire safety danger.

## **Procedures**

### **Indication of Fire Hazards**

Within or surrounding the building, and identifying materials and substances that could start or fuel a fire.

### **Persons at Risk**

Every person within a building is considered to be at risk if a fire occurs. The need to identify persons who are likely to be in the building is essential in order that appropriate methods of evacuation can be established and implemented. The school has a sign-in system for all visitors which provides a record of persons within the building at any given time.

### **Identification of Defects & Breaches in Fire Safety**

The Health and Safety Committee reviews the school's fire procedures and identifies any potential defects that may impact directly on the safe evacuation of pupils and employees, and the performance of the building if a fire was to occur.

### **Review of Evacuation Procedures Testing Documentation**

The Facilities Manager ensures that all detection equipment is maintained in accordance with current regulations and that recommendations, and records of testing, maintenance and evacuation, are reviewed.

## **Fire Drills**

Half-termly fire drills ensure that, should a fire occur, everyone is able to evacuate safely without being harmed by smoke or flames. They pay particular attention to:

- Communication and establishing that everyone is accounted for
- The use of the nearest available escape routes as opposed to common circulation routes
- Fire exit doors
- Supporting people with disabilities and young children
- The roles of specified people e.g. fire wardens and sweeps
- Fire evacuation procedures e.g. people not stopping to collect personal items, attempting to use lifts etc.; and windows and doors not being closed as people leave without risk to individuals.

Comments of the effectiveness of fire drills are collated and remedial actions recorded and implemented. The Health and Safety Committee reviews the actions taken.

## **Fire Prevention**

See the Fire Safety and Prevention Policy.

## **Fire Precautions**

The design of the school building has fire walls, fire breaks and fire doors to limit the spread of fire. Displays are located in corridors, the staffroom, hall, library, classrooms, staircases, science and art rooms, Kiln room, offices and in the entrance and foyer. Materials such as paper, cardboard and plastic provide a means for the rapid spread of fire and the school evaluates the risks and takes action to reduce the likelihood of a fire developing and spreading.

In the event of a fire, automatic smoke/heat detectors activate and these are linked to the fire alarm giving the signal to all staff to evacuate the building. The staff are aware of the means of escape, how to manage the evacuation of the children and how to activate fire alarm call points (CALL). Signage and emergency escape lighting is installed and maintained to help people find their quickest route out of the building in an emergency.

The Fire Safety and Prevention Policy sets out the procedures to be followed in the event of a fire or other emergency that requires the school to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in the place of safety on Manresa Road.

Fire doors are on electro-magnetic release mechanisms and designated internal fire doors remain closed.

The fire alarm system is linked to a 24-hour monitoring station. If the school falls victim to an arson attack, it is most likely to happen outside of hours. It alerts the Fire Service both during the day and outside of normal school hours. The nearest Fire Station is in walking distance on the King's Road.

## **Maintenance & Checks**

The school ensures that necessary fire safety inspections are carried out including:

- Daily inspections - that fire exits are unlocked, fire evacuation routes are free from obstructions and other hazards (e.g. slips, trips or falls).
- Daily inspections – that fire alarm panels are free from fault indications and fire extinguishers have not been discharged or suffered any obvious damage.
- Weekly tests - on fire alarm call points to ensure that the alarm sounder is working.
- Weekly tests – of internal fire doors during the fire alarm tests to ensure that they are being released. Exit doors are checked to ensure that opening and 'fail safe' devices are operational.
- Monthly inspections - that external stairs and external escape routes are free from obstruction and in a safe condition

The Facilities Manager undertakes the necessary maintenance checks including,

- Emergency lighting
- Fire detection systems
- Fire extinguishers serviced
- Portable electrical appliances (PAT) tested
- Electrical installation wiring inspected
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Records are maintained and available for inspection.

## **Training**

All employees receive information, instruction and training in emergency fire procedures upon induction and annually thereafter. This training includes the following:

- Fire risks at the premises
- Fire safety measures
- Details of the fire evacuation plan in the Fire Safety and Prevention Policy
- An awareness of fire detection/prevention systems – how they operate and what action to take in the event of a fire
- Location of call points, fire extinguishers and the Assembly Point/Place of Safety
- Means of summoning the Fire Service
- Action on hearing the fire alarm
- Means of escape including two alternative escape routes as children move around the building e.g. toilets, play area, hall, meeting rooms and classrooms
- How to operate all doors fitted with an over-ride system (break glass green coloured boxes located at the side of door and fire alarm call point)
- Identity of fire marshals and persons who are trained to use fire extinguishers and evacuation chairs
- Fire drill register procedures
- Responsibility of the 'sweeps'

Additional training includes:

- Fire marshal training
- Fire evacuation chair training – refreshed during drills
- Fire extinguisher training for particular staff or in areas

## **Personal Emergency Evacuation Plans (PEEP's)**

People may not be able to use stairs, hear the fire alarm or move quickly which includes anyone with a temporary condition which might hinder their escape. Also some people, for example, children with learning needs, may not fully understand the procedures for evacuation. They will require special arrangements to help them in emergencies which will be described and communicated to those involved in a Personal Emergency Evacuation Plan, as required.

## INTERIM FIRE SAFETY INSPECTION CHECKLIST

This checklist to be completed at least every term

Person Responsible.....

Location.....

Enter the Following Details In The Columns Below: Y-YES, N- NO, N/A - NOT APPLICABLE

<b>1.0</b>	<b>Fire Protection</b>		2.3	Lighting Adequate	
1.1	Extinguishers in Place		<b>3.0</b>	<b>Electrical Equipment</b>	
1.2	Fire Exits Marked and Clear		3.1	Is All Portable Equipment Within Test Date?	
1.3	Fire Alarm Tested Weekly		3.2	Are Flexible Cables Positioned Safely?	
1.6	Can Fire Alarm be Heard By All Staff		<b>4.0</b>	<b>Stairwells/Corridors</b>	
1.7	Fire Notices Prominently Displayed		4.1	Lighting Adequate and in good condition?	
1.8	Notices in Good Condition		4.2	Fire doors in closed position	
1.9	Health & safety arrangements and Committee members displayed		4.3	Fire doors not obstructed	
1.10	Are they the latest issue?		4.4	Fire doors Visually in Good Condition	
1.11	Fire blanket in place science room etc.				
1.12	Are all waste bins regularly cleared				
1.13	Any evidence of smoking In the Building		<b>5.0</b>	<b>Fire Prevention</b>	
1.14	Staff trained in the use of the evacuation chair		5.1	Are there any areas where combustible materials accumulate near to heat sources?	
<b>2.0</b>	<b>Storage Areas</b>		5.2	Are displays in main corridors or suspended managed so as not to create fire risks?	
2.1	Access/egress clear to emergency exit		5.3	Have the actions from the Fire Risk Assessment been implemented?	
2.2	Are combustible materials correctly Stored				

All items marked 'no' are recorded.

ITEMS	COMMENTS

Signed: .....

Date:...../...../.....

## FIRE EVACUATION PLAN

### Objectives

1. To keep the children and staff safe from danger
2. To evacuate the building quickly and in an orderly manner without panic and to take all learners and staff to agreed places of safety.
3. To ensure that the building is checked and all are accounted for.
4. To summon help quickly.
5. To contain the danger and preserve the building.

## PERSONNEL

	Personnel to undertake in the absence of nominated personnel
<b>Nominated Personnel</b>	
<b>Fire Officer</b>	Head
<b>Deputy Fire Officer</b>	Facilities Manager
<b>Fire Warden</b>	Head

## ASSEMBLY POINT

The assembly point/place of safety is the 15 Manresa Road.  
Classes assemble in year group order at the end of the street.

## ROLES AND RESPONSIBILITIES

<b>Head</b>	<ul style="list-style-type: none"> <li>● Ensure that the Fire Service has been notified</li> <li>● Gain reports from the Facilities Manager and Receptionist with regard to evacuation of the building.</li> <li>● Note any problems that arose during the fire evacuation process</li> <li>● Inform the Fire Commander about the location of the fire</li> <li>● Inform the Fire Commander of any unaccounted for persons</li> </ul>
<b>Facilities Manager</b>	<ul style="list-style-type: none"> <li>● Assist the Head in confirming the safety of all children and personnel</li> <li>● Time the evacuation process and inform all the children and staff</li> </ul>
<b>Fire Warden/Head</b>	<ul style="list-style-type: none"> <li>● Check the zone display board for the zone of the fire</li> <li>● Ascertain if there is in fact a fire.</li> <li>● Take a map of the school</li> <li>● Ensure Fire Service have been contacted</li> </ul>
<b>Class Teacher/Specialist Teacher</b>	<ul style="list-style-type: none"> <li>● Has the responsibility for their own class (and any visitors to that class) and their safety in evacuation of the building</li> <li>● Must take the register</li> <li>● Must evacuate the persons in their care out of the designated fire exit, shutting fire doors (and windows, if possible)</li> <li>● Must report to the Head confirming accountability of all children and personnel in their care</li> </ul>

<b>Other Nominated Persons</b>	<ul style="list-style-type: none"> <li>● Staff who do not provide 1:1 support sweep designated areas on the way out. This includes toilets, and other rooms.</li> <li>● The Receptionist hands the registers to the Class Teachers.</li> <li>● The Receptionist records the evacuation of adults from the building.</li> <li>● Where possible they close windows and doors</li> <li>● All Kitchen Staff evacuate the building and the Catering Manager reports to the Receptionist for the accountability of the Staff.</li> </ul>
<b>Staff</b>	<ul style="list-style-type: none"> <li>● Report to the Receptionist to confirm that they have evacuated successfully.</li> </ul>

**EVACUATION PLAN FOR SCHOOL EVENTS**

Parents' Evenings

- Class Teacher to keep an appointments list and mark down those parents who have been seen
- Evacuation procedures from the hall is through the designated fire exits

Events in the Hall/Library

- Only those with tickets can attend the production
- Evacuation procedures are given before the start of any events
- Roles and responsibilities to be undertaken by school staff and, if required, will go to the dining hall and play area to supervise the safe evacuation of pupils

**EVACUATION PLAN FOR DISABLED STAFF OR CHILDREN**

Each Class Teacher has the responsibility to ensure disabled pupils are safely escorted from the building.