

SCHOOL Greenvale			Risk Assessment No	006	
Topic:	FIRE SAFETY – DURING STAGED RETURN		People at Risk:	Employees, Pupils, Visitors, Contractors, Parents	
Assessment carried out by:	L Haines A Sharp B Poore	Date:	April 2021	Date of Review:	Every half term/ Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<b>Fire Alarm</b> <b>How:</b> Occupants within the school building unaware of how to raise the fire in the event of discovering a fire. Occupants unable to hear the fire alarm.	All staff trained and aware of how to raise the fire alarm if they discover a fire. Manual alarm system activated by break glass call points which are located at final exit doors around the school. Fire alarm tests undertaken weekly from a different call point. Staff to report any issues to premises staff.	L	Fire fighting equipment available around the school – but only used by premises staff that have been trained.  Very high ratio of staff to students in the school.  Fire risks for the deaf or hard of hearing are in place Other staff or signing supporter will indicate if the alarm is sounding.	In place Reviewed March 21 Reviewed April 21	L
<b>Staff and visitors</b> <b>How:</b> Staff and visitors unaware of what to do if they hear the fire alarm,	All school staff advised of the fire procedure. Visitors not permitted on school site unless essential – where they will be accompanied by a staff member.	L	School procedures posted in classrooms and fire action notices are completed	In place Reviewed March 21 Reviewed April 21	L
<b>Fire Drills</b> <b>How:</b> Staff / pupils / visitors unaware of what to do in a fire drill	Regular fire drills are undertaken (termly) Fire drills are recorded and formally reviewed to identify any learning points. Any actions followed up and communicated to staff. Students instructed by staff and the procedure to follow.	M	Visitors/ visiting professionals to the school will follow the procedure given to them by the person they are visiting.  Staff reminded at briefing that usual procedures will remain in place. Also in Employee Guidance Booklet	SLT Completed Reviewed March 21. Reviewed April 21	L

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<b>Smoking</b> <b>How:</b> Cigarettes that have not been extinguished properly cause a fire	There is a 'No Smoking' policy in place. Persons are not permitted to smoke outside the school at the school boundary. Parents / carers reminded of the policy if required.	L		In place Reviewed March 21 Reviewed April 21	L
<b>Persons unable to evacuate due to mobility / medical need.</b> <b>How:</b> No plan in place to evacuate safely persons with mobility / sight / hearing / medical / special needs	There are fire evacuation procedures in place to ensure that all students regardless of disability will be supported by school staff to evacuate safely from the school building.	L	All visitors will be required to sign-in and information regarding the fire evacuation route and location of the fire assembly point will be provided on the back of their visitor's ID card. Contractors are requested to work out of school hours and will be the responsibility of the premise team. Contractors will be required to sign-in and to have in place risk method statements. Information about the fire assembly point will be included in the site safety induction before work can begin.	In place Reviewed March 21 Reviewed April 21	L
<b>Training</b> <b>How:</b> No training for staff to assist in the event of an emergency situation	Adequate numbers of staff have been trained in fire safety and evacuation e.g. fire marshals aiding students with mobility impairments (Buddy system under PEEPs). The Bouygues premises staff are trained to use firefighting equipment and refreshers undertaken.	L		In place Reviewed March 21 Reviewed April 21	L
<b>Equipment</b> <b>How:</b> School building equipment not serviced or maintained, increasing the risk of fire	<b>Boilers</b> Boilers are serviced annually by a competent Gas Safe contractor. The boiler room is kept clear of all combustible storage. Access to the boiler room is restricted to authorised staff <b>Electrical Equipment</b>	L	Premises staff to keep clear the area around the entrance to the boiler room to ensure that fire and emergency services have unrestricted access to this area Regular weekly client meetings and monthly meetings with PFI to continue.	SBM / facilities manager Sept 20 Reviewed March	L

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	<p>Fixed wire test conducted every 5 years by a competent contractor  Portable electrical testing annually by a competent contractor  Access to electrical equipment/switchgear restricted to authorised personnel (e.g. contractors) Faulty electrical appliances beyond economic repair are taken out of service to await disposal.  Microwaves are only operated by staff and they are reminded to be careful in use.</p> <p><b><u>Kitchens</u></b>  Only authorised persons are allowed into kitchen areas  Extraction filters are changed, and ducting is cleaned regularly.  Deep fat fryers, ovens, grills etc kept clean of oils and grease  Programme of electrical and mechanical maintenance in place  Cooking oil is stored appropriately, and waste oil is collected regularly</p>			21 Reviewed April 21	
<p><b>Housekeeping</b>  <b>How:</b>  Poor housekeeping leading to increased fire risk.</p>	<p>General housekeeping is undertaken by Bouygues premises team and supported by all staff on a daily basis to ensure the premises is kept tidy.  Fire escape routes are not used for storing waste.  Electrical wiring and combustible materials kept apart.  Flammable cleaning products are securely stored in fire resistant cupboards and away from heat sources</p>	<b>M</b>	PFI reminded of standards and procedures at weekly / monthly meetings. Increased staffing.	SBM / FM Sept 20 Reviewed March 21 Reviewed April 21	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>Means of escape</b> <b>How:</b> Blocked / obstructed fire escape routes. External emergency lighting not working. Fire doors not working or held back</p>	<p>Regular inspections undertaken by premises staff daily to ensure all fire evacuation routes and exits are kept clear of obstructions. Emergency lighting units inspected weekly by premises staff. Fire doors inspected regularly, and staff reminded to report any issues to premises staff. Staff reminded regularly not to hold back fire doors. Premises team to ensure that all escape route signs that give direction to the assembly point are in place.</p>	<b>M</b>	<p>Access route for emergency vehicles available and kept clear.</p> <p><del>Staff in hall now used as testing area will be directed through side door and all tests will be left in place.</del></p> <p>One testing line in place in the hall so evacuation route procedure is reverted to the norm. Students are no longer eating lunches in the hall. All lunches are eaten in the classroom.</p> <p>Staff will ensure students do not access the hall where tests will be unsupervised and may be infected.</p>	<p>SBM/ FM Sept 20 Reviewed March 21 Reviewed April 21</p>	L
<p><b>Emergency Evacuation</b> <b>How:</b> No local emergency evacuation plan in place</p>	<p>Fire evacuation Procedures and policy are in place which covers a plan for raising the alarm and calling the Fire &amp; Emergency Services. Visitors, contractors and members of the public are considered as part of the plan. All fire assembly points are clearly identified. Fire action notices are in place and up to date. Fire drills are formally reviewed to identify problems encountered and any further actions required.</p>	<b>L</b>	<p>An independent Fire consultant recommended by the local authority will make an annual inspection of the school premises and review the fire safety policy and evacuation plan.</p>	<p>In place  Reviewed March 21 Reviewed April 21</p>	L

Signed:

*Lynne Haines*

Role: Headteacher

Date: April 2021