



**Durham County Council**

**Premises Fire Safety Risk Assessment.**

***Ouston Primary School***

## What is the Regulatory Reform (Fire Safety) Order 2005 (RRFSO)?

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) came into force on 1 October 2006, and replaced other separate pieces of fire safety legislation. Under the RRFSO a 'responsible person' (usually the owner, employer or occupier of business or industrial premises) must carry out a fire risk assessment. Responsible persons under the order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

## What does a fire risk assessment involve?

There are five key steps in a fire safety risk assessment:

### 1. **Identify fire hazards** - e.g. how could a fire start? What could burn?

In Durham County Council's risk assessment Pro forma this has been split down into specific fire hazards. The assessor needs to identify the types of fire hazards, their location and quantities i.e.

- Sources of fuel – paper, textiles, flammable liquids, gases etc.
- Sources of Heat / ignition – Smoking materials, hot processes, cooking etc.
- Sources of Oxygen – O<sub>2</sub> cylinders, chemicals etc.
- Work processes – Boiler works, maintenance 'Hot works' etc.
- Structural features – Damage to fire compartmentation, large atria, blocked staircases etc.

### 2. **Consider the people who may be at risk** - e.g., employees, visitors to the premises, and anyone who may be particularly vulnerable such as children, the elderly and disabled people. You also need to refer to any Personal Emergency Evacuation Plans (PEEPs) that may be in place on the premises for people who need assistance evacuating the building.

### 3. **Evaluate, remove, reduce, protect and act** - think about what you have found in steps 1 and 2 and remove and reduce any risks to protect people and premises. Consider the fire precautions that have been provided within the building i.e. fire alarm and detection systems, fire fighting equipment, signage, maintenance etc.

### 4. **Record, plan, inform, instruct and train** - keep a record of what risks you identified and what actions you have taken to reduce or remove them. Make a plan of how to prevent fires and, should a fire start, what actions you will take. Make sure all staff know what to do in the event of a fire and if necessary that they are trained for their roles.

### 5. **Review** - regularly review your risk assessment to ensure it remains up to date and reflects any significant changes that may have occurred. Do not amend the risk assessment for every trivial change. It is recommended that a fire risk assessment is reviewed annually at the very least.

## Can I do it myself?

Yes. A guidance document has been produced to help follow the link [\(How to Complete the Corporate Fire Risk Assessment Form\)](#). Those with the responsibility for premises are likely to be best placed to conduct a fire risk assessment, maintain fire safety precautions and understand and address the risk to lives and property that fire represents to those working there or visiting.

Under the RRFSO, the duty to carry out and implement a fire risk assessment lies with the responsible person. Achieving fire safety is often a matter of common sense, and in many cases

there may be no need for specialist or formal knowledge or training, providing the responsible person makes enough time available to go through all the necessary steps.

In carrying out a risk assessment, however, the responsible person may decide that, given the nature of the premises or the people involved, they do not have the necessary competence to discharge their duties under the RRFSO. If this is the case they should seek guidance from their Service H&S provider.

Ouston Primary School has a service level agreement with DCC Health and Safety Department who provide fire safety advice and annually audit our policy and procedures

### **How often should I do a risk assessment?**

You should keep your fire risk assessment under regular review as risks may change over time.

If you make changes to your premises that have affected the fire precautions, you should ensure that the fire risk assessment and risk management plan are updated.

### **What happens if I share my premises with others?**

If you share a building with others, you will need to co-operate and co-ordinate the findings of the fire risk assessment and risk management plan with them.

If your plan changes as a result of a review or changes you made to your premises over time, you will need to share the revised risk management plan with others who share the premises.

### **Does the fire risk assessment require measures such as fire escapes, fire alarms, fire doors or sprinklers to be in place?**

There are likely to be a range of prevention and protection measures possible in an individual premises and the RRFSO allows the responsible person to decide which would be most appropriate in the light of the premises and those who may be in them at any one time.

Providing the fire safety measures are adequate to mitigate the potential risk, it is for the responsible person to decide from the range of available options.

### **Am I responsible if my fire safety equipment fails?**

Under the RRFSO the 'responsible person' is usually the owner, employer or occupier of business or industrial premises who must ensure that all equipment provided for the purpose of fire safety or for the protection of fire fighters is maintained and kept in good order.

### **Who enforces the RRFSO?**

Fire and Rescue Authorities are the enforcing authorities for the RRFSO and will develop appropriate risk based inspection regimes.

### **What happens if I don't comply with the legislation?**

Fire and Rescue Authorities will, where necessary, offer support and advice on how best to improve fire safety arrangements. In doing so, they will take account of measures which are proportionate and reasonable to the identified risk.

In cases where a serious risk exists and is not being managed, Fire and Rescue Authorities have a statutory duty to enforce compliance with the RRFSO.

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<b>1. Premise details</b>	
Name and address of premise / site:  Ouston Primary School Arisaig Ouston Chester-le-Street Durham DH2 1RQ	If the premises are not owned by DCC: Name, Address and Contact details of the owner or letting agent.  JIGSAW LEARNING TRUST Ebdon Lane, Fulwell Sunderland SR6 8ED Telephone:(0191) 5495666
Date of Risk Assessment: 18/11/2019	Assessment Review date: November 2021
Name of Persons conducting the Risk Assessment: SBM / Link Governor/Caretaker	Name of Person responsible for Fire Safety on the premises: Louise Lavelle – Head Teacher
Use of the premises: Educational Establishment	Times premises in use: 7am – 6.00pm Mon - Friday
<p><b>Description of the Premises.</b>  <b><i>I.e. Age and size of the building, construction type any particular hazards that may be cause for concern in relation to fire safety. A plan of the premises should be included in the appendices.</i></b></p> <p><i>Ouston Primary School is a Clasp Mk 3/3b building built circa 1964 it is a single storey building of steel frame construction with timber and concrete panelled walls under flat felt roofs. The internal floor area is 1266sq metres.</i></p> <p><i>The school had partial refurbishment in 2014 with an extension added for nursery provision and included remodelling of the lobby area, an addition of admin offices and a PE store. A standalone timber framed building is located in the upper yard.</i></p> <p><i>There are nine classrooms, four serving the lower school and 5 serving the upper school. The hall is used for dining, and there is a main school kitchen attached.</i>  <i>There are corridors and cloaks areas to both the upper and lower school areas, together with pupils' toilets in each area. Staff areas include a staffroom, school office, Head teacher's room, caretaker's room and staff toilets.</i></p> <p><i>There are storage areas throughout, and a central boiler room. The main entrance leads to a lobby area. Access from the lobby area is access controlled.</i></p> <p><i>The school is covered by strategically located security cameras, and the site is enclosed by perimeter fencing. There have been no recent reports of anti-social behaviour.</i></p> <p><i>Asbestos containing materials are present in the building. The asbestos management file is kept in the main office and updated regularly.</i></p> <p><b><i>During the summer of 2019 following a successful CIF bid, all internal classroom lighting, ceilings and the entire felt roofing structure and sky-lights were replaced.</i></b></p> <p><b><i>During the summer of 2020 following a successful CIF bid, a complete new heating system has been installed including 2 new boilers, new pipework and radiators throughout the school</i></b></p>	

**Is the premises Multi Occupied:**

**Provide details of any other organisations on the premises and brief details of their work activities.**

*A catering company use the kitchen (Taylor Shaw) who provides meals for staff and pupils on a daily basis.*

*Throughout the week, before and after school care is operating from the stand alone classroom.*

*Various people/organisations use the school hall for after-school clubs/lettings after 3.30pm weekdays.*

**2. Identifying who might be at Risk**

List the numbers of persons who would normally be in the premises and their usual locations, i.e. staff, clients, pupils, visitors, contractors etc.

<b>Persons</b>	<b>Number</b>	<b>Location</b>
<b>Staff</b>	<b>35</b>	<b>Various locations throughout the building</b>
<b>Pupils</b>	<b>264</b>	<b>Various locations throughout the building</b>
<b>Any other visitors/contractors, members of the public.</b>	<b>Various dependent on activities</b>	<b>Various locations throughout the building</b>

**Additional Comments.**

*Staff, pupils and visitors are distributed throughout the building. Normal expected teaching activities are undertaken.*

*All staff, including relief and supply are given an induction including all safety procedures on first being employed on the premises. Induction information is kept in secure personnel files located in the head teacher's office.*

*Visitors and contractors are signed in at reception. All contractors who may be working on the site have been accepted as approved contractors. General visitors are always accompanied by a member of staff who will brief them on the fire evacuation procedures by referring them to the 'Fire Action Notice' at reception.*

*Staff are responsible for their guests during any evacuation.*

When considering the risks to persons with Disabilities you may need to discuss their individual needs with them. The details of these discussions should be recorded using the Personal Emergency Evacuation plan documentation (PEEP's).

Further information on PEEP's can be obtained from the Corporate H&S unit policies and procedures page: SMP/PEEP/001

Any significant findings during the PEEP's process should be recorded and copies kept in a safe location. Specific information, instruction and training should be given to the appropriate people e.g. fire marshal, buddy to ensure safe evacuation of the building.

### 3. Identify any significant sources of FUEL within the building, their location and quantity where possible.

Examples include:

- Flammable liquids / solvents / oils etc
- Flammable chemicals i.e. cleaning chemicals.
- Wood / paper / cardboard etc. Plastics / rubber/ foam etc.
- Furniture and fixings / textiles / display materials etc.
- Flammable gases i.e. liquefied petroleum gas (LPG), aerosols.
- Waste materials i.e. shredded paper, wood shavings, dust etc.

*The separate demountable classroom is a timber framed building. However no concerns were identified with regards to its condition.*

*Combustible materials are mainly those commensurate with a primary school premises. With classrooms containing large quantities paper/textiles/furniture.*

*Housekeeping throughout the school is to a good standard generally. With storage cupboards in every classroom and offices. The main office contains large amounts of combustible materials (paper, cardboard, files), this should be kept to a minimum and tidy at all times.*

*The cleaner's office contains small quantities of cleaning chemicals. These are currently stored on shelving away from sources of ignition. No significant issues identified with regards to storage in this room.*

*Displays are present throughout the school mainly within classrooms however, displays located in the classrooms and corridors should be regularly monitored so that they do not become excessive in the quantity of material displayed this is particularly relevant within the corridors areas. **Action 3.1***

*There is 'main gas' supplying the gas boilers located in the boiler house. Housekeeping in this room was to a high standard.*

*The waste paper bins are emptied every night and the trade waste bins are stored in a purpose made secure bin store.*

*There is a small fenced compound area at the rear of the school storing possible sources of fuel eg. off-cuts of wood, pallets, furniture etc, This should be monitored and emptied/removed regularly  
**Action 3.2***

**4. Identify any significant sources of HEAT / IGNITION within the building and their location where possible. Examples include:**

- Smoking materials / matches / lighters etc.
- Naked flames / hot works processes etc.
- Heaters – fixed / portable, gas / electric etc.
- Plant – boiler, electrical etc.
- Lighting equipment.
- Friction / static / sparks etc.
- Arson.

*The ignition sources are mainly those commensurate with school premises, being office electrical equipment such as computers, printers, photocopier and laminators etc.*

*The central heating boiler is located within the boiler house. The boiler is serviced annually by Direct services. Housekeeping is to a high standard within this room.*

*The boilers and entire heating system were renewed in August 2020*

*The kitchen contains gas hobs, ovens and fat fryer. The extraction system filters are changed and regularly cleaned following an annual Kitchen Ventilation Risk Assessment Survey carried out by DCC Direct Services under a Service Level agreement*

*No smoking policy is enforced on site.*

*The DB cupboard is located within a cupboard in the lobby area to the staffroom. Housekeeping is to a high standard in this room with no combustible items stored within it. The fixed electrical system is tested every 5 years by EIAT (UK) "Electrical Inspection & Testing (UK)" and overseen by Technical Service the last test was carried out on 30/04/2019*

*Portable electrical equipment is subject to annual PAT testing by DCC ITSS.*

*There have been no recent reports of Arson reported.*

**5. Identify any significant sources of OXYGEN within the building, their location and quantity where possible:**

Examples include: Cylinders e.g. for medical use, Oxidising Chemicals, Natural or Mechanical air flows.

*There are no significant sources of oxygen throughout the school.*

**6. Identify any significant WORK PROCESSES that may increase the risk of fire.**

Examples include: Cooking, Welding, Grinding etc.

*Cooking school lunches daily – The main kitchen is located off the school hall. There is a large amount of cooking equipment (gas hobs, ovens and fat fryer) in this area. The small kitchen area in the upper school corridor no longer used for cooking.*

*Occasionally contractors visit the building to carry out repairs to the roof this involves hot work with bitumen. This work is carried out with appropriate risk assessments and method statements to control the hot work.*

*The school has recently had a completely new roof installed during the summer period 2019. This was carried out after a successful EFA CIF bid and installed by ICE Roofing Contractors under the strict supervision of MAC Consultants and building control to a very high standard.*

**7. Identify any significant STRUCTURAL FEATURES that may increase the risk of fire.**

Examples include: Damage to fire stopping, Open Staircases etc.

## 8. Fire Detection and Alarm System

In small buildings it may be sufficient to simply shout fire, in other more complex premises a suitable electrically operated fire detection and warning system should be installed to comply with BS5839.

Type of fire alarm system. Please tick which system is installed.			
Rotary Gong / Air horn or similar		Type M: Manual Break Glass only.	
Type L System: (Life Protection)		Type P System: (Property Protection)	
L1: System installed throughout all parts of the building.		P1: To provide the earliest possible warning of fire.	
L2: As L3 but with additional detection in high risk areas.		P2: Detection provided in high risk or valuable areas.	
L3: Detection in escape routes and rooms that open onto escape routes.	<input checked="" type="checkbox"/>		
L4: Detection provided in circulation areas and escape routes only.			
L5: Detection installed to satisfy a specific fire safety objective.			

A plan of the fire alarm system should be attached to this risk assessment in Appendix A.

Additional Information regarding the fire alarm system:

*The fire alarm system complies with BS 5839. The fire alarm panel was inspected at the time of the assessment and did not show any faults.*

*The system installed is appropriate for the risks present and the occupancy characteristics of the building. The building is fitted with an L3 system*

*It was confirmed by staff that the fire alarm can be heard throughout all parts of the building. However, to improve volume in the reception area, an additional bell has been installed.*

*Break glass points are situated at each external exit. The caretaker does a weekly call point check in strict rotation. The records are kept in the fire safety file.*

*The fire alarm system is maintained by Gents Honeywell under a service contract. The records of maintenance are kept in the fire safety logbook.*

*The fire alarm system is linked to an automatic receiving centre out of hours when the intruder alarm is set for property protection purposes.*

Fire Alarm points to consider: *To be indicated in the box above.*

- Is it suitable for the premises type / size?
- Can the alarm be heard throughout all parts of the building?
- Is a break glass call point tested weekly in strict rotation (if applicable)?
- Is the fire alarm maintained by a competent contractor?
- Where are the test records held?
- Have there been any false alarms? Consider the location of detection and activation devices.
- Is the alarm panel showing fault? If 'yes' then competent contractor to be notified.

## 9. Emergency Lighting System.

If the premises are used during the hours of darkness (consider winter months) emergency lighting should be considered.

In smaller premises hand held torches may be sufficient, in larger more complex premises an emergency lighting system should be provided.

Areas of the premises with no natural light should be provided with escape lighting.

Additional Information regarding the Emergency lighting system:

*Emergency lighting is installed throughout the building.*

*The emergency lighting is tested on a monthly basis by the caretaker by simulating a power failure to make sure all lighting units function correctly. The records of these tests are kept in the log book.*

*The emergency lighting system is maintained under a service contract by Gents Honeywell. The records of test are kept in the main office with the fire log book*

*Borrowed light from outside together with internal emergency lighting provides adequate lighting for evacuation in the event of an emergency.*

Emergency lights points to consider: *To be indicated in the box above.*

- Is it suitable for the premises type / size / use of the premises?
- Is the emergency lighting system regularly tested?
- Is the emergency lighting system maintained by a competent contractor?
- Where are the test records held?
- A plan of the emergency lighting should be provided.

## 10. Fire Fighting Equipment.

What automatic fire fighting equipment is available?	Location.
<i>Sprinkler system / Gas suppression system / Dry powder system</i>	<i>IT suite ground floor</i>

What portable fire fighting equipment is provided?	Yes / No
Water Extinguisher	No
Foam Extinguisher	Yes
CO2 Extinguisher	Yes
Dry Powder Extinguisher	Yes
Wet Chemical Extinguisher	No
Fire Hose Reel	No
Fire Blanket.	Yes

Additional information regarding fire fighting equipment:

*3 fire points in place and CO2 & Aff extinguishers placed in strategic places*

*Fire blankets are in place in the main kitchen, staff kitchen and small kitchen off the upper corridor.*

*The portable Fire Fighting Equipment is maintained by Safe and Sure and was last maintained in July 2020*

*Staff are aware of the location of the extinguishers and have a basic awareness of the different types of extinguishers and how to use them. **Action 10.2***

Fire fighting equipment points to consider:

- Are extinguishers suitable for the purpose?
- Are there sufficient extinguishers located throughout the premises?
- Are specific extinguishers / fire fighting equipment located in close proximity to fire hazards?
- Are the locations of the extinguishers obvious so that users can gain immediate access to them?
- Have people been given information, instruction and training in the use of extinguishers / fire fighting equipment?
- Is equipment maintained and records held?

## 11. Means of Escape

Consideration should be given to how people will escape from the premises in the event of a fire both horizontally and vertically. Some bullet points have been provided at the bottom of the page but this is by no means exhaustive.

Additional Information regarding the Means of escape:

### **Horizontal Evacuation**

*All employees are trained in the actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their escape from the premises.*

*Not all internal doors open in the direction of escape but this is not a problem due to low number of occupants.*

*There are sufficient fire exits from the premises of suitable width and within acceptable travel distances. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction.*

*Fire door exit at Main Reception has 2 chairs at the side of the wall which has the effect of reducing the width for escape in the event of a fire. This has been identified as a 1<sup>st</sup> aid point, however, the amount of staff/pupils exiting this door during fire evacuation is minimal. **Action 11.1***

*It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building. Furthermore, escape routes and rooms are covered by automatic smoke detectors. This automatic smoke detection provides early warning for employees or cleaners who may be isolated e.g., working late.*

*It is anticipated that all employees and persons reporting to the building would have evacuated in less than five minutes, before any escape route becomes untenable. This has been demonstrated in fire drills.*

*All door fastenings can be easily opened at all times without the use of keys and escape routes lead to a place of safety in the open air.*

*All escape routes lead to a place of safety in the open air.*

*Some escape routes both internally and externally are covered by emergency lighting which operates automatically if the power to the mains lighting fails.*

Means of escape points to consider: *To be indicated in the box above.*

### Horizontal Escape

- The number of occupants in the area/room/floor and their familiarity with the premises.
- The likely spread of fire?
- How long will it take people to evacuate the building (2-3minutes?)
- Do escape routes lead to a place of safety?
- Do emergency doors open in the direction of travel, and can they easily be opened i.e. not locked?
- Do fire doors close properly i.e. are not chocked open / self closing devices are operational?
- Dead –end conditions – is there only one way out?
- Is signage clear and visible from all parts of the building?
- Sufficient number of escape stairways?
- Is the escape route suitable for the number of people using it?
- Is the travel distance to the nearest escape route excessive?
- Inner room situations. Is the exit only available through another room?
- Housekeeping – is there storage of combustibles or obstructions in escape routes?
- Provisions for people with physical or sensory impairments or special needs etc.

### Vertical Escape

- Are there sufficient stairways to get all occupants out of the premises even if one is inaccessible due to fire?
- Are the doors, walls and partitions to the stairways fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present)?
- Are the escape route / stairs kept clear of combustible items?
- Are staircases wide enough to allow all people to escape?

## 12. Fire Safety Signs and Notices.

Fire safety signs must be provided. They can provide information on safe escape routes, the location of fire safety equipment and information on what actions to take in the event of a fire.

Additional Information regarding fire safety signage:

*Fire evacuation notices are displayed throughout building giving instruction to staff/pupils on evacuation of premises.*

*Fire extinguisher positions are marked by appropriate signs.*

Signage points to consider: *To be indicated in the box above.*

- Are signs the same throughout the building?
- Are they suitable i.e. pictogram, pictogram and text (**Not text only**)?
- Are general fire actions notices displayed stating what actions to take in a fire?
- Is signage placed on fire doors stating 'Keep shut'?
- Are final exit doors clearly marked? Information should also be provided on how to open the door i.e. 'Push bar to open'?
- Can emergency signage clearly be seen throughout all areas?

### 13. Fire Evacuation Plan.

Has a fire evacuation plan been completed?	<b>Yes</b>
<b>Does the evacuation plan cover the following points:</b>	
a. The actions staff should take if they discover a fire?	<b>Yes</b>
b. How staff are informed if there is a fire incident?	<b>Yes</b>
c. How the evacuation of the premises will take place?	<b>Yes</b>
d. The location of the fire assembly point?	<b>Yes</b>
e. The identification of escape routes?	<b>Yes</b>
f. How the fire brigade will be informed?	<b>Yes</b>
g. The specific fire duties of staff with additional responsibilities i.e. Fire Marshal, Caretaker, Facilities Manager etc.	<b>Yes</b>
<b>Any other details related to the emergency plan:</b>	
<i>There is an emergency action plan in place for fire. All the above points are covered on induction and the emergency plan is available throughout the school.</i>	

### 14. Schematic Floor Plans.

Has a schematic floor plan of the premises been developed and included in the fire risk assessment / emergency plan.	<b>Yes</b>
<b>Does the floor plan include:</b>	
a. The layout of the workspace and escape routes?	<b>Yes</b>
b. The fire fighting equipment provided on the premises?	<b>Yes</b>
c. The location of fire alarm equipment i.e. break glass points etc?	<b>Yes</b>
d. The location of the emergency lighting system?	<b>Yes</b>
e. The location emergency shut off valves i.e. Water, electricity, gas etc?	<b>Yes</b>
f. The location of any asbestos containing materials?	<b>Yes</b>
<i>A schematic floor plan has been developed for this building. The asbestos management plan is kept in the main office.</i>	
<b>Schematic floor plans should be included as an Appendix to this risk assessment.</b>	

## 15. Training

All staff should receive fire safety training including the significant findings from the fire risk assessment and emergency plan.	
Are staff given a fire safety awareness induction? This should include: <ul style="list-style-type: none"> <li>• <i>How to raise the alarm?</i></li> <li>• <i>Evacuation routes out of the building?</i></li> <li>• <i>The location of the fire assembly point?</i></li> <li>• <i>How to stop machines / equipment (where appropriate)?</i></li> <li>• <i>The importance of fire doors?</i></li> <li>• <i>The importance of good housekeeping?</i></li> </ul>	<b>Yes</b>
Is this information repeated annually or when significant changes occur i.e. a change in premises / working procedures etc?	<b>Yes</b>
Is additional training given to employees who have a specific role to play in the event of an emergency i.e. fire marshals etc.	<b>Yes</b>
Are fire drills undertaken regularly i.e. <b>all people</b> involved in at least one fire drill per year?	<b>Yes</b>
Have staff been made aware of the contents of the fire risk assessment?	<b>Yes</b>
Is information given to visitors, contractors, temporary workers etc?	<b>Yes</b>
<p>Any other information relating to fire safety training: (Consider the nature of the task being carried out in the premise i.e. Hot work)</p> <p><i>Staff are given fire safety training on induction by the Head Teacher. Fire drills are held termly and records kept. Existing staff receive training/instruction on what to do in the event of a fire via termly drills.</i></p> <p><i>All visitors are accompanied by a member of staff who, in the event of the alarm sounding will assist them in following the fire evacuation procedures.</i></p> <p><i>Temporary staff and supply are given fire safety training on their first visit.</i></p> <p><i>Letting users are given a fire safety talk on first letting use and handed fire safety instructions.</i></p> <p><b>Staff should be made aware of the contents of this fire risk assessment. Action 15.1 (discussed at staff meeting – December 2020)</b></p>	

## 16. Significant Findings and Action Plan.

Significant findings of the fire risk assessment should be included and actions taken to remove or reduce the hazard and protect people. Significant findings should include details of

The fire hazards identified

The actions taken or to be taken to remove or reduce the chance of a fire occurring (preventive measures)

Persons at risk

The actions taken or to be taken to reduce the risk to people from the spread of fire and smoke (protective measures)

The actions people need to take in the case of fire including details of any persons nominated to carry out a particular function (emergency plan)

The information, instruction and training identified that people need and how it will be given.

Significant Finding	Priority Low, Medium, High or Immediate	Details and Remedial Action (if any)	Person Responsible	Completion Date
<b>Identify any Significant Sources Of Fuel</b>				
<b>Action 3.1</b>	Low – continue to monitor	Displays within the corridors should be monitored so that they do not become excessive. Ideally the displays should be treated with a proprietary flame retardant spray.	HT/SBM Proprietary flame retardant spray was used but found to ruin the displays.	<b>Continue to monitor</b>
<b>Action 3.2</b>	Medium	Ensure swift collection/disposal of items in the storage area at rear of school as these could be used for potential arson fuel	HT/SBM/Caretaker	<b>Continue to monitor</b>
<b>Identify any significant sources of HEAT / IGNITION</b>				
<b>Identify any significant WORK PROCESSES</b>				
<b>Identify any significant STRUCTURAL FEATURES</b>				
<b>Fire Fighting Equipment</b>				
<b>Action 10.2</b>	Low – no significant changes to premises or staff	Staff to be given basic awareness training on the different types of fire extinguishers and how to operate them correctly. This training can be in the form of a DVD or e- learning package.	HT/SBM	<b>As required</b>
<b>Identify Means of Escape</b>				
<b>Action 11.1</b>	Low	2 x Chairs used for 1 <sup>st</sup> aid reduces the width of a fire door by Main Reception. In the event of a fire this door will only be used by a few people.	HT/SMB –	<b>Continue to monitor for suitability</b>
<b>Training</b>				
<b>Action 15.1</b>	Medium	Staff should be made aware of the contents of the fire risk assessment. This can be delivered at staff meeting And can also be a found in the staff shared area on the cloud.	HT/SBM	<b>December 2020</b>

## 17. Signatures.

Date of Assessment	Signature
12/09/14	
Review Date	Name / Signature
25/09/15	<i>Annette Tyrrell</i> <i>Paul Mowbray</i>
26/09/16	<i>Annette Tyrrell</i> <i>Paul Mowbray</i>
01/09/2017	<i>Annette Tyrrell</i> <i>Alison Batey</i>
25/09/2018	<i>Annette Tyrrell</i> <i>Alison Batey</i>
24/09/2019	<i>Annette Tyrrell</i> <i>Grant Mackie</i>
07/11/2019	<i>Annette Tyrrell</i> <i>Grant Mackie</i>
November 2020	<i>Annette Tyrrell</i>

**Overall fire risk assessment priority level = Medium**