



Fire Risk Assessment

Review cycle: Annually

Last Review Date: Sept 2020

Next Review Date: Sept 2021

Staff responsible: Davina Marothynaden, Bursar

Governor responsible: Jeremy Lingard

(This policy applies to the whole School including EYFS)



INTERNAL FIRE RISK ASSESSMENT

A full fire risk assessment was completed in March 2021 by Millwood Servicing Ltd.

Prepared by: **Davina Maroothynaden (Bursar)**

THE PREMISES

1. Number of floors: 4
2. Approximate floor area: 1.800 m2 per floor
3. Brief details of building: The building consists of 3 floors and a basement, of traditional brick construction with an extension added in 2007 of modern construction. Access is via entrances at street level with a protected staircase at either end of the building and a third protected staircase from the mezzanine floor.
4. Use of premises: Independent Preparatory School

THE OCCUPANTS

5. Maximum number: Approx. 350 at any one time
6. Max. No. of employees: Approx. 50 at any one time
7. Max. No. of pupils: Approx. 230 at any one time
8. Max. No. of visitors: Approx. 50 at any one time

OCCUPANTS ESPECIALLY AT RISK FROM FIRE

9. Sleeping Occupants: None
10. Disabled Occupants: Normally none, would be accompanied
11. Lone workers: None
12. Young persons: Up to 230, under supervision of adults
13. Visitors: Up to 50, would be supervised by staff

FIRE LOSS INCIDENTS

14. None

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

15. ELECTRICAL SOURCES OF IGNITION:

- a. The Estates Officer, Vagner de Oliveira, attended and passed a PAT training course on the Practical and Theory aspects of In-Service Inspection and Testing of Electrical Equipment in order to carry out PAT checks in-house.
- b. PAT checks of all portable electrical appliances were last carried out in August 2019.

16. **SMOKING:** The whole site is a NO SMOKING area. No Smoking signs are displayed.
17. **PORTABLE HEATERS AND HEATING INSTALLATIONS:** Use of portable heaters is avoided as much as practicable but a small stock of portable heaters is maintained by the Estates Officer/Caretaker for emergency use in case the heating system fails.
18. **HOUSEKEEPING:**
 - a. The good standard of housekeeping is to be maintained.



- b. Unnecessary accumulation of combustible materials or waste and inappropriate storage of combustible materials are to be avoided.
 - c. No items are to be stored in escape routes.
19. **HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS & BUILDING WORKS:** Introduced hazards are managed on a case by case basis by the Bursar and Estates Officer.
20. **MEANS OF ESCAPE FROM FIRE:**
- a. We believe that the building is provided with the necessary means of escape in case of fire.
 - b. Escape routes are suitably protected and all the escape routes are unobstructed.
 - c. Most of the doors have self-closures. The key fire doors are also linked to the fire alarm and close automatically when it is operated.
21. **MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT:** We believe that the location of the self-closing fire doors provides secure alternative escape routes.
22. **EMERGENCY ESCAPE LIGHTING:** First Ace Fire Dynamics Ltd visit twice a year to check that all units are fully functional. Their last service visit was in February 2021. We also carry out regular internal regular checks as recorded in the electronic Fire Log Book.
23. **FIRE SAFETY NOTICES:** "Fire Action Notices" are displayed throughout the School.
24. **MEANS OF GIVING WARNINGS IN CASE OF FIRE:** There are some 58 smoke and heat detectors in the building plus some 15 Break Glass points connected to the fire alarm system.
25. **MANUAL FIRE EXTINGUISHING APPLIANCES:**
- a. Portable fire extinguishers are located throughout the School next to final escape points and comprising some 8 Water extinguishers, one dry powder extinguisher in the boiler room and 3 Carbon Dioxide extinguishers next to key electrical items.
 - b. Fire extinguishers are inspected annually. The last inspection was in April 2021 by millwood Servicing Ltd.
26. **TRAINING AND DRILLS:** Fire evacuation drills are carried out at least once a term.
27. **TESTING AND MAINTENANCE**
- a. Regular checks are carried out and recorded in the Fire Log book.
 - b. Daily fire checks and fire exit checks are carried out by the Estates Manager.
 - c. Weekly testing of the fire alarm system is carried out by the Estates Manager and recorded in the Fire Log Book.
 - d. Fire Alarm system and Emergency Lighting maintenance & Service visits are carried out twice a year by First Ace Fire Dynamics Ltd. The last service was carried out in August 2020.

Review period: Annual

Reviewed by:

Bursar