



Fire Risk Assessment

Review cycle: Annually

Last Review Date: August 2025

Next Review Date: August 2026

Staff responsible: Colleen Woodley, Bursar

Committee responsible: Compliance & Health and Safety

(This policy applies to the whole School including EYFS)
(Willington School reserves the right to update all policies on a regular basis)



INTERNAL FIRE RISK ASSESSMENT

A full fire risk assessment was completed in April 2025 by Millwood Servicing Ltd.

Prepared by: **Colleen Woodley (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 Premises 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 Autumn Term 2024.
- c. Fixed wiring maintenance and checks were last carried out in December 2021.

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 Premises Officer for emergency use in case the heating system fails and in areas where the heating is not sufficient.



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 and fire refuge areas.
19. **HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS & BUILDING WORKS:**
 - a. Introduced hazards are managed on a case by case basis by the Bursar and Premises 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.
 - d. There are a total of 16 trained Fire Marshals at the school to cover each of the floors and areas during absences or change of location for teaching. Each Fire Marshal sweeps their floor as the exit with the children.
 - e. Evacuation chair located on the top floor refuge point.
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 visits bi-annually to check that all units are fully functional. We also carry out regular internal 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 18 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 14 Water extinguishers, one dry powder extinguisher in the boiler room and 6 Carbon Dioxide extinguishers next to key electrical items.
 - b. Fire extinguishers are inspected annually.
26. **TRAINING AND DRILLS:** Fire evacuation drills are carried out at least once a term. Any concerns are reported to the Bursar who will, where applicable, action any faults.
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 Premises Officer.
 - c. Weekly testing of the fire alarm system is carried out by the Premises Officer and recorded in the Fire Log Book.
 - d. Emergency lighting is checked once a month by the Premises Officer.
 - e. Fire Alarm system and Emergency Lighting maintenance & Service visits are carried out annually by First Ace Fire Dynamics Ltd.



Review period: Annual

Reviewed by:

Bursar