

## Woodmancote School

### Fire Risk Assessment

Designated Member of Staff: G Tucker/Premises

#### **Aims & objectives;**

- To comply with the requirement of the Fire safety order 2007.
- To ensure all users of the building have a safe environment in the case of fire
- To minimize the risk of fire occurrence

#### **Overview**

The premise is covered by the Fire safety order 2007, to ensure compliance a fire risk assessment has been carried out. A copy of which is available for all staff to view. The assessment identifies areas for possible improvement for fire safety measurements. In accordance with the legislation a 'Responsible person' Mr G Tucker has been appointed for these premises. As part of the management devolvement G Tucker is identified as the competent person who is responsible for the day to day issues with the management of the building and ensuring the fire risk assessment is reviewed and updated as required.

All staff have a legal responsibility to ensure that they do not compromise fire safety features within the building example (wedging fire doors open).

In case of fire all staff are required to evacuate the building and follow fire wardens' instructions. Teachers will be the last ones out of their class.

Staff are not encouraged to fight fire. Firefighting equipment is provided to protect your means of escape and should only be used if needed to enable safe egress from the building.

#### **Fire prevention & safety measures;**

For your safety the building has been provided with.

- Fire exit signage identifying means of escape.
- A fire alarm system for raising the alarm in case of fire
- Smoke alarms in strategic locations
- Emergency lighting to illuminate fire exit routes.
- Fire doors to provide compartmentation and stop the spread of smoke and heat.
- Fire fighting equipment to protect your means of escape.

## Roles & Responsibilities of key staff.

Responsible person:

G Tucker	To ensure the building is compliant with the Fire safety order 2007
Fire wardens:	To carry out a managerial role in the case of fire duties and act as 'sweepers' when necessary

Sweepers will sweep the identified areas only after all children have been evacuated

Gary Tucker	Meet Fire Engines at front of school and liaise with SB on the back field Decide whether sweep of school is necessary Sweep Juniors (Years 3-5)
Sarah Badham	Hall and KS1 classrooms Coordinate fire wardens on field following evacuation
Rob Evans	Year 6 Block
Karen Holder/Rosie Williams	Office, Staff toilets, staff room, meeting room
Eileen Hopkins, Zoe Coltman and Sarah New	Before and After School Club-Hall and Activity Room if necessary. (7.45-8.45) and (3.00-6.00 pm)

Helping those persons on the premises to leave,

- Checking of the premise to ensure all persons evacuated,
- Liaising with the fire service on arrival (GT or deputy),
- Shutting down vital or dangerous equipment.
- Performing a supervisory role in a fire situation.
- Daily fire safety awareness

Staff with specialist roles: A number of staff may be tasked with specific roles these may include taking care of disabled persons etc.

As part of the fire risk assessment arrangements have been made for safe evacuation of disabled users and visitors to the building. These will be identified in separate 'Personal emergency evacuation plans' PEEPS'. These are kept with the premises fire risk assessment.

All building users:

- Understand the emergency plan,
- The importance of fire doors,
- Appropriate use of firefighting equipment, (used to protect escape route if required)
- Reporting to the assembly area,

- Exit routes including alternatives,
- General matters of fire safety, example, keeping combustibles away from possible ignition sources.
- Assisting visitors and disabled from the building.

To meet the requirements of the above roles all staff require to be trained to the relevant standards. Staff are required to take part in a minimum of 6 fire drill(s) per year.

All staff will receive induction training on fire safety.

Refresher training will be held every 12 months

Training sessions will be arranged to cover items as identified in the above roles and responsibilities.

General areas for training will include

- The location of the fire alarm call points and alarm indicator panels.
- The location and use of the fire extinguishers and other fire equipment provided.
- Knowledge of the method of operation of special escape door fastenings.
- An appreciation of the importance of fire doors and the need to keep them closed at all times.
- The arrangements for the safe management of any disabled person or visitors to the premises.
- Liaison with fire service;
- Reference to checks, tests & maintenance.

To be compliant with the fire safety order evidence of checks and tests have to be kept.

Records on the following items will be kept. This is the responsibility of Mrs Badham (DH) and Mrs Holder (Caretaker)

Fire alarm checks and servicing.

Emergency lighting servicing and testing.

Checking of firefighting equipment.

Staff training records.

Any other safety equipment (fixed installations etc).

Written: December 2010

Date: December 2011

Signed ..... (Chair of Premises)

Reviewed: December 2012

Reviewed: March 2013

Reviewed: November 2014

Reviewed: November 2016

Updated: July 2017

## Fire Plan

<b>Action on discovering a fire,</b>	<ul style="list-style-type: none"> <li>✓ Raise the attention of others by sounding the fire alarm.</li> <li>✓ Notify other members of staff what the fire involves</li> <li>✓ If competent and at no risk consider use of fire-fighting equipment.</li> </ul>
<b>What to do if the fire alarm sounds</b>	<ul style="list-style-type: none"> <li>✓ Make your way to the nearest fire exit and assembly point.</li> <li>✓ Ensure windows and doors are closed.</li> <li>✓ Listen to directions given by fire marshals</li> </ul>
<b>Calling the Fire Brigade</b>	<ul style="list-style-type: none"> <li>✓ On hearing the alarm, the identified responsible person to put emergency call into the fire service. This should also occur if system on auto dialer</li> </ul>
<b>Evacuation of the workplace including those particularly at risk,</b>	<ul style="list-style-type: none"> <li>✓ All persons in the affected area should evacuate to the pre designated assembly point.</li> <li>✓ Fire marshal should check their designated areas to ensure building empty.</li> <li>✓ Ensure arrangements are in place for disabled persons, visitors and contractors</li> </ul>
<b>Power and process isolation</b>	<ul style="list-style-type: none"> <li>✓ If working in area of risk, Kitchens, laboratories, design and technology areas etc, ensure that any processes that could be hazardous or assist the fire are isolated</li> </ul>
<b>Assembly points outside the building</b>	<ul style="list-style-type: none"> <li>✓ On exiting the building go to the identified assemble point-School Field</li> </ul>
<b>Liaison with Emergency Services</b>	<ul style="list-style-type: none"> <li>✓ On arrival the emergency services will require the following information</li> <li>✓ Where is the fire located?</li> <li>✓ What does the fire involve (size and description)</li> <li>✓ Are all persons evacuated from the building?</li> <li>✓ For larger incidents are building plans and service engineers available</li> </ul>
<b>Escape routes and fire exit use,</b>	<ul style="list-style-type: none"> <li>✓ Means of escape routes are checked daily.</li> <li>✓ Staff must be aware of alternative routes</li> <li>✓ All doors must be openable without use of a key; staff should be familiar with and securing arrangements.</li> </ul>
<b>Fire fighting equipment use,</b>	<ul style="list-style-type: none"> <li>✓ Fire-fighting equipment is provided to assist in securing your means of escape.</li> <li>✓ Only competent persons who have received training, and providing it does not place themselves or any other persons at risk should tackle a fire</li> </ul>
<b>Responsibilities and duties to assist in case of fire,</b>	<ul style="list-style-type: none"> <li>✓ All persons have a responsibility to ensure the building is evacuated by making their way to the nearest fire exit and designated assembly point.</li> <li>✓ Fire marshals have the added responsibility to ensure their designated areas are evacuated and any further information given to the marshalling area when instructed to 'sweep' by either the HT or DH</li> <li>✓ Staff that are trained in first aid fire fighting, if appropriate and at no risk to themselves may tackle the fire with a fire extinguisher</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>✓ All staff, Induction and refresher training on fire evacuation with six monthly fire drills</li> <li>✓ Fire marshals, training on duties of a fire marshal (ERFA)</li> </ul>