



Bomere Heath Church of England Primary School

Fire Risk Assessment

Introduction

This document is a statement of the Fire Risk Assessment at Bomere Heath C.E. Primary School Shropshire.

Premises and Description

The property comprises of an extended Primary School premises. General construction: brick and block with PVC & Wood Cladding to most external walls. Comprising generally of flat roofed single-story accommodation with a two story height ceiling to the Main Hall. Additional buildings include a separate demountable classroom, an attached demountable classroom, boiler room and storage sheds.

Fire Hazards Identified – Combustible materials.

General: Books, Paper, Cardboard, display areas, carpets, blinds/curtains, desks, plastic chairs, waste materials, pupils clothes, bags and outdoor clothing.

Main Hall: Foam Gymnasium mats, wooden furniture. Musical Instruments and Seasonal Displays.

Kitchen: Cooking Materials & Kitchen Units.

ICT: ICT Suite, Server, desks, chairs.

Library: Books.

Caretaking: Gas for Heating, Flammable paints/white spirit, cleaning solvents.

Waste Bins. Bulk Waste

Sources of Ignition Hazards

General: Fixed and portable electrical equipment.

Main Hall: Fixed and portable electrical equipment.

Kitchen / Staff Room: Microwave, Oven / Hob. Electrical equipment.

Caretaking: Boiler, Central Heating System. Electrical tools and equipment.

Smoking: The school is non-smoking area.

Arson: Via bulk waste bins.



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Risk Assessment & Control Measures – Fire Prevention

All members of the school community (teaching and non-teaching staff, parents, pupils and Governors) work towards the school's aims by:

Being fully aware of their own responsibilities for maintaining a Fire safe environment.

Ensuring that good housekeeping is maintained in all areas.

Ensuring combustible materials do not accumulate around electrical equipment & combustible materials are kept in storerooms, away from any heat source.

Ensuring blinds at final exit doors in classes one and two are kept open

Ensuring blind in class 5 'inner room' is kept open to support early detection.

Cloakroom areas should be kept tidy to minimise obstruction of exit pathways.

Ensuring the Internal Fire Break Doors kept closed.

Ensuring that all fire doors are not obstructed in any way.

Ensuring waste bins are emptied daily and that bulk combustible wastes are stored clear of the premises.

Being familiar with all instructions and guidance on fire safety within the school;

Reporting any identified hazards to the Head teacher without delay.

The Management Team (Governors, Head Teacher, Deputy Head Teacher and senior members of staff) work towards the school's aims by:

Taking responsibility for devising and implementing a school Fire Risk Assessment.

Monitoring and reviewing this policy;

Ensuring that all staff are familiar with the Fire Risk Assessment of the school, through our Induction Policy and procedures

Facilitating fire safety training for staff when necessary;

Ensuring that Fire safety working practices and procedures are applied within the school.

Ensuring that all members of the school community are aware of their own responsibilities;

Taking active steps to ensure that equipment, buildings and grounds are safe from the risk of Fire.

Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency.

Arranging meetings with contractors prior to any maintenance work to safe guard pupils and staff from any Fire Risk associated with the works.

Carrying out inspections by the Headteacher & nominated Governor annually, using the checklist in the Health and Safety Manual, reporting their findings and recommendations to the Governing Body.



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Limiting Injury:

Combustible materials in and around the school are to be kept to a minimum. Bulk waste is located clear of the premises and emptied weekly by Contract.

Fire Detection & Warning

During the normal school day, all parts of the school premises are occupied, and a developing fire would be quickly noticed. A Break Glass operated; electrical Fire Alarm System is fitted with sounders that can be heard all around the school.

Escape

Each classroom has its own escape plan displayed on Blue Fire Poster, with 'Pictographic' Fire Exit door signs clearly displaying the Exit points. Fire doors remain unlocked during normal school hours and those locked from the outside are easily opened from the inside, with a turn latch.

A range of Fire Exit doors are used within the school, including 'Push Bar' and 'Turn Handle', types, all easily opened from the inside.

Procedure

The escape procedure is practiced termly. Each teacher is to escort all pupils out to the playground area by the safest route, where a roll call will be made.

As soon as practicable, a call to the emergency services is to be made dialling 999, giving as much information as to the location, size & extent as possible.

(See more detail at appendix 1)

Fire Fighting Equipment

Water Gas and CO2 extinguishers are located in the corridors, main hall, main entrance and classroom-shared areas. A foam extinguisher is located in the Boiler House and a powder one in the kitchen. There are also two fire blankets, one in the foyer area and one in the kitchen.



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Planning for Emergency

Procedures / Fire notices are displayed around the school.

All staff review the policy at the start of each academic year.

All new staff are instructed on these during induction training.

The Fire Marshall for the School will be the Headteacher. Deputy Fire Marshalls will be the Deputy Headteacher and school administrator.

A termly fire drill ensures that the procedure is well practiced and is reported in the head teacher's report to Governors

Weekly checks of fire alarms are carried out by the cleaner in charge.

Fire Appliances are serviced annually by Chubb.

The school has contracts to ensure that the fire alarm system is checked at least annually with RWM.

Monitoring and Evaluation

This policy and practices will be reviewed annually by the Headteacher as part of the completion process of the LAs annual Health and Safety Audit and then by the Executive Committee or in the light of any changing needs of the school or issues raised.

Records

Records of training, evacuation drills and Fire equipment servicing are to be kept for audit purposes.

This policy was approved by Governors Autumn 2014.
To be reviewed Autumn 2015