

**FIRE RISK ASSESSMENT – MAIN SITE
2016 – 2017 v1**



**Ecclesfield
SCHOOL.**

Date approved:

Signed:

(Headteacher)

Signed:

(Chair of committee)

Chapelton Road, Ecclesfield, Sheffield, S35 9WD
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1 - PREMISES PARTICULARS

Ecclesfield School
Chapelton
Sheffield
S35 9WD

Road

Tel – 0114 246 1156

Use of premises

Educational Establishment – Secondary (11-16)

Mr J Wirth – Headteacher

Mrs A France – Business Manager

Name and details of person who carried out Fire Risk Assessment

Mr M J Bland ProfDipSHEM, GradIOSH
Health and Safety Advisor

2 - GENERAL STATEMENT

It is the policy of Ecclesfield School that its activities are carried out at all times in such a manner as to ensure so far as reasonably practicable, the health, safety and welfare of all staff, pupils and visitors.

The governors and management of Ecclesfield School will give the highest possible commitment to ensure the health, safety and welfare of our staff, pupils and visitors.

Ecclesfield School will give a high level of commitment to health and safety and will comply with all the statutory requirements.

3 – MANAGEMENT SYSTEMS

The fire safety management plan is contained within a separate document; copies will be kept in the main reception.

It confirms that a risk assessment will be carried out and completed to ensure that adequate fire safety provision will be reviewed.

Fire safety will be of paramount importance and will be a regular agenda item at Senior Management Team meetings.

Although having responsibility for fire safety matters the employer has made the Headteacher responsible for fire safety matters which include risk assessment.

This person will be responsible for:

- Fire safety and preventative measures
- Informing staff of their responsibilities
- Ensuring they are implemented and passed to staff
- Ensuring co-ordination between responsible persons
- Completing every term a fire safety drill
- Training staff

The Business Manager in conjunction with Health & Safety Advisors will be responsible for monitoring and checking the effectiveness of the fire risk assessment and its implementation.

4 – GENERAL DESCRIPTION OF PREMISES

The buildings comprise of concrete, steel, brick and wood, flat roofs that consist of concrete and steel.

Most buildings due to the nature of business are considered to be medium risk, some high risk due to room usage.

The maximum height of the building is 4 floors (including basement).

The main building has 6 main stairwells – all can be utilised to provide escape, and they all contain a “fire safety refuge” that conforms to current legislation.

The premises also have 2 lifts – which are **NOT** used in an emergency

The premises are in use from 7:45am to 11:00pm.

There are 4 buildings as identified in the plan attached.

The total number of persons (including pupils) can be up to 2000. A register of pupils is kept and updated throughout the day.

A separate register of visitors is held at reception.

Staff employed at the school are required to sign in and out of the site by means of a scanning system (InVentry).

All staff have been issued with two keys that are suited to the main school key schedule. Those keys are to access external gates and to activate fire call points. Staff must have those keys to hand at all times whilst on the school site and in the event of an emergency.

The whole site is designated as non-smoking in accordance with school and Interserve FM policies, in line with the Health Act 2005.

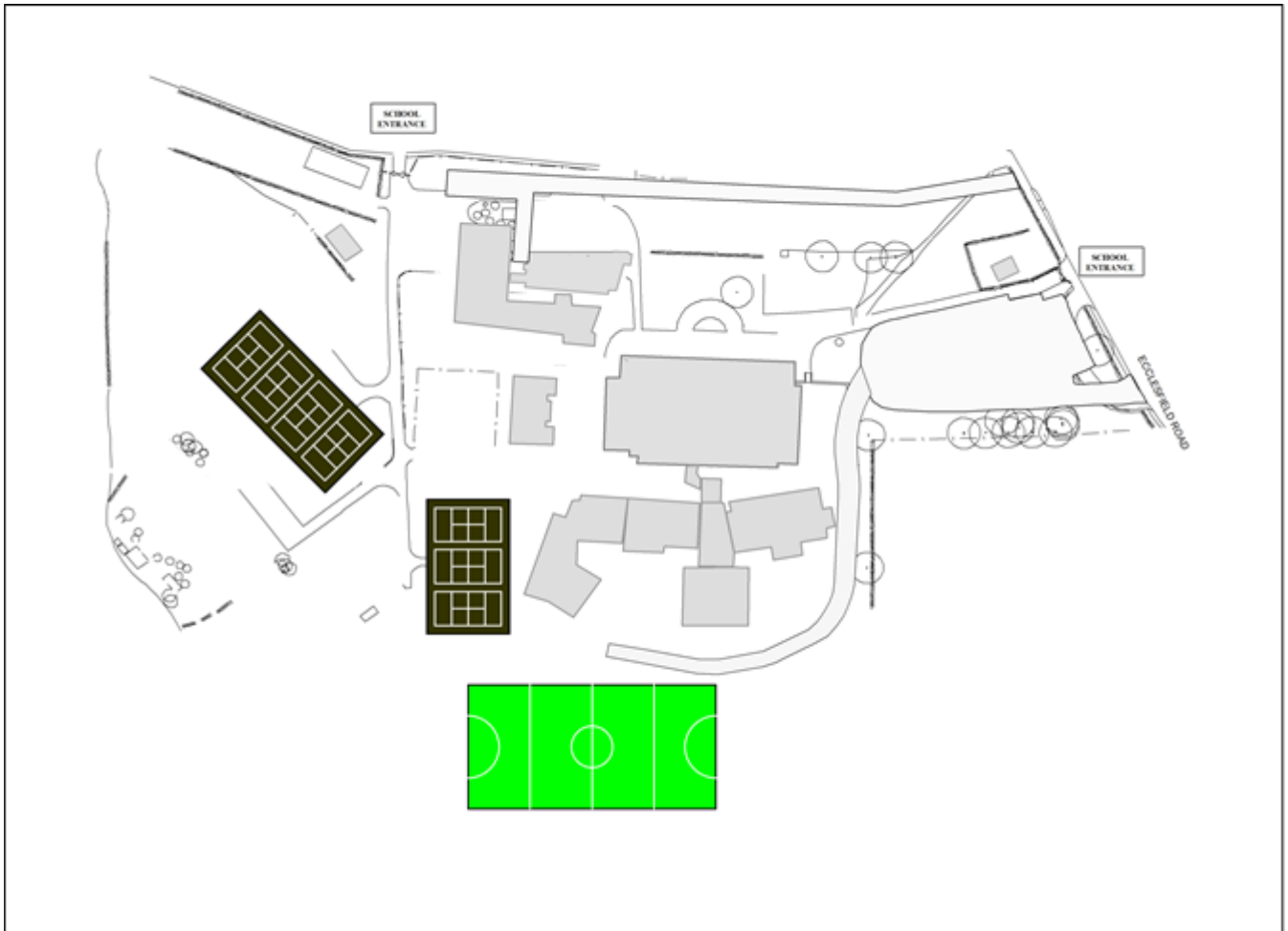
5 – FIRE SAFETY SYSTEMS

The fire warning system comprises of manually activated fire activation call points to mitigate against false activations during the school day. Call points within sports areas i.e. gyms and sports hall which are operated by glass break call point. All staff are issued with a bespoke key to activate the manual points. There is also an automatic fire detection system that is fully compliant with current legislation.

The nominated Interserve contractor maintains emergency lighting.

There is an automatic zoned sprinkler system in the kitchens only (used by the catering staff).

6 – PLAN DRAWING



7 – IDENTIFY FIRE HAZARDS

School Blocks (4 storeys including basement)

Sources of ignition

The main usage of the block is teaching rooms with designated areas for science, design and technology (including food technology which contains gas cooking appliances). There are significant areas that would cause an ignition source – gas taps are in all the science teaching areas (operated by a main stop key by staff within each room). There is also a chemical store within the building contained within the science department prep room (this is a restricted access area with key-code entry). There is also a “hot” work bay within the technology area.

Sources of fuel

The sources of fuel are commensurate with that of teaching and laboratory areas. Paper is kept to a minimum and the paper recycling is emptied on a weekly basis, with any other waste bins being emptied on a twice-daily basis by the cleaning staff, the recycled materials are stored in a container externally, the same applies to any other rubbish – stored externally within a container (emptied when full weekly). Additional confidential waste receptors are located around the site and subject to collection on a monthly basis. There is a chemical store within the area and the science technicians strictly control this, and any chemicals or materials kept to a minimum for ready use.

Work processes

The work processes are commensurate with that of teaching areas with twelve laboratory style classrooms. A competent electrician maintains the electrical equipment in the building on an annual basis in accordance with Interserve policy the equipment is PAT tested and any defects rectified. All electrical equipment is switched off at night.

Kitchen

Sources of ignition

There are significant areas that would cause an ignition source. These comprise of electrical and gas catering equipment.

Sources of fuel

The sources of fuel are commensurate with that of catering areas. Waste bins being emptied on a daily basis by the catering staff, the recycled materials are stored in a container externally in a locked compound; the same applies to any other rubbish – stored externally within a container (emptied when full).

Work processes

The work processes are commensurate with that of catering. A competent electrician maintains the electrical equipment in the building on an annual basis in accordance with Interserve policy the equipment is PAT tested and any defects rectified. All electrical equipment is switched off at night with the exception of the fridges and freezers. The gas appliances are also maintained by a Gas Safe registered engineer on an annual basis.

8 – IDENTIFY PEOPLE AT RISK

Staff and pupils are distributed throughout the site, due to the nature of the site there are no places that could prevent immediate evacuation through the designated area – to this end there are at least two evacuation routes.

Visitors and any contractors are signed in at reception. A school or Interserve representative accompanies them to place of work and they are informed of the fire and safety procedures.

9 – MEANS OF ESCAPE – HORIZONTAL EVACUATION

There are clear corridors that would aid the evacuation in an emergency with fire doors strategically placed at relevant points.

10 - MEANS OF ESCAPE – VERTICAL EVACUATION

All blocks have two emergency escape routes, and are checked on a full school walk round by the Business Manager and Interserve staff.

11 – FIRE SAFETY SIGNS AND NOTICES

Fire safety notices are checked on a regular basis and are replaced when necessary by the nominated person (Interserve). The fire muster point for all persons are located on upper and lower tennis courts. Visitors assemble to the front of the main reception building with all other 'unattached staff' assembling at the access road adjacent to the garage (rear of MUGA).

12 – FIRE WARNING SYSTEM

There are localised detectors fitted within the school buildings, the fire alarm activation is either by 'smash' glass or by manual activation adjacent to reception. The alarm system is tested on a weekly basis by activating separate activation points on a rotational basis, so that on an annual basis all the points will have been set off and tested, this is completed by the Site Manager.

13 – EMERGENCY LIGHTING SYSTEM

There is adequate emergency lighting within the premises for its use, this is maintained by Interserve.

14 – FIRE FIGHTING EQUIPMENT

There are four types of fire extinguisher held at specific locations (relevant to the type of work within the area) throughout the site; there are sufficient extinguishers within the school.

- Carbon dioxide
- Water
- Foam
- Wet chemical

The fire equipment will be tested on an annual basis by the nominated contractor – Interserve Fire; any defects are to be reported with immediate effect to the Interserve helpdesk.

15 – MANAGEMENT – MAINTENANCE

A formal maintenance plan will be drawn up and instigated by the Business Manager (in conjunction with Interserve Building Management) to include:

- Fire Safety Log Book (Interserve)
- Fire Doors and Partitions (Interserve)
- Escape Routes (Interserve)
- Fire Safety Signage (Interserve)
- Fire Warning System (Interserve)
- Emergency Lighting (Interserve)
- Maintenance of Fire Fighting Equipment (Interserve)
- Fire Evacuation Drills (School)

A log of all testing will be kept in the Site Managers office and is to be made available for the Fire Service when requested.

16 – METHOD FOR CALLING THE FIRE SERVICE

Interserve Site team is responsible for calling the fire service using 999 during the core school hours during the day. After this period it will be remotely controlled by Interserve.

17 – EMERGENCY ACTION PLAN

Full emergency action plan is kept within a separate document.

18 – TRAINING

Training is completed by the Business Manager, there is a rolling programme of Fire Safety Awareness, and this is instigated by the Business Manager and is based on highlighting the danger of fire, prevention together with provision and use of fire fighting equipment (extinguishers), in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details of training is contained within the health and safety log (retained by the Business Manager) and recorded on individual staff records.

Fire drills will be carried out on a term basis – with at least one per term.

19 – SIGNIFICANT FINDINGS

RISK ASSESSMENT – RECORD OF SIGNIFICANT FINDINGS	
Risk assessment for	Assessment undertaken by
Organisation: Ecclesfield School Chapeltown Road Sheffield S35 9WD	Date: 7th July 2016 Completed by: M Bland Signature: <i>MJ Bland</i>
Floor Area:	Use:
STEP 1 – IDENTIFY FIRE HAZARDS	
<p>1 – Room S112 – CO2 fire extinguisher inaccessible and obscured by cabinet.</p> <p>2 – It was noted that fire doors throughout the school site are being wedged open (7 in total were noted in teaching areas / classrooms). This has been consistently identified as a non-conformity.</p> <p>3 – Debris / equipment build up between the Sports Hall / Lady Mabel Hall – this constitutes a potential fire hazard.</p> <p>4 – Vision panels on doors are being covered by various means – this is a clear breach of fire regulations and ALL such items should be removed with immediate effect.</p> <p>5 – K220 Drama fire exit blocked by both items of clothing and furniture.</p>	
STEP 2 – People at risk	
<p>1 – Any person in the vicinity if a fire should occur in this area.</p> <p>2 – All persons would be directly at risk from fire / fumes if doors are wedged open, it is also important that the fire compartmentalisation is maintained.</p> <p>3 - Any person using this evacuation route should a fire occur.</p> <p>4 – Any person in the vicinity if a fire should occur in this area, this would also potentially place “fire wardens” at risk.</p> <p>5 - Any person in the vicinity if a fire should occur in this area.</p>	
STEP 3 – Evaluate, remove, reduce and protect from risk	
<p>1 –Either CO2 extinguisher or cabinet to be re-sited.</p>	

2 – Fire doors should not be wedged open at any time, and any wedges that are found should be removed and destroyed. Staff should be reminded of the importance of not wedging doors open.

3 – All debris to be removed and this area must NOT be used as a storage area.

4 – Any materials obscuring views must be removed.

5 – All items to be removed and this area must NOT be used to store equipment.

Assessment Review

Assessment review date: 31st August 2016

Completed by: Adele France

Signature:



Review outcome (where substantial changes have occurred a new record sheet should be used)

In general the school / Interserve work well together however, both having formal specific fire management responsibilities.

Fire fighting equipment, general housekeeping, and statutory inspections are all completed in the relevant industry timeframes.

The catering manager ensures that the main school kitchen appliances receive the required testing.

20 – ADDITIONAL HAZARDS

Due to the age of the some of the buildings it is possible that the fabric contains forms of asbestos, and this should be made known to the emergency services on attendance to any incident. This information is available via Interserve FM.

21 – CONTROL IN EMERGENCIES

The Headteacher, Site Manager or Business Manager shall make themselves available to the Fire Service to facilitate in an emergency.

A copy of this fire assessment shall be made available to the fire service should they attend.

In a fire situation guidance is to be sought from the Fire Officer in charge if the premises can be entered.