



Beechwood Primary school

Fire Risk Assessment

1 Introduction

- 1:1 Under the Regulatory Reform (Fire Safety) Order 2005 there is a duty on the 'responsible person' to ensure that a suitable and sufficient fire risk assessment has been carried out on the premises.
- 1:2 The 'duty holder' for the Authority is the landlord, Property Services, and the 'responsible person' is the Headteacher.

2 Responsibilities

Headteacher

As the 'responsible person' for the premises, the Headteacher must:

- ✓ Ensure the fire risk assessment process is completed at least annually or when there is significant changes in the work or building situation; [..\Guidance Notes\REP-SCH-GUI-20 Risk Assessment Guidelines.doc](#)
- ✓ Assess and control the risks from spread of smoke and fire
- ✓ Provide adequate warning systems
- ✓ Provide safe systems of work and safe equipment to prevent fires starting
- ✓ Provide safe fire exit routes and to instruct employees on how to evacuate and raise the alarm

3 Principles

There are 3 main principles of fire risk assessment:

a) Saving Lives

- Ensure all are able to evacuate safely without being harmed by smoke or flames.
- Regular fire drills (at least two a year)
- Weekly tests on fire alarm to ensure that the alarm sounder is working.
- Carry out additional "mini" inspections to ensure fire exits are all unlocked, fire evacuation routes are free from obstructions and spare keys are by doors.
- Ensure there is a personal evacuation plan should be produced to assist any children with a disability.

b) Fire Prevention

- Key people attend training to help understand the possible causes of fire & how to manage our premises, equipment and activities to prevent fire from starting in the first place.
- Consider the potential for arson attacks. Things to be aware of are:
 - ✓ Not storing anything that will burn next to a source of heat (heaters, plugs, extension cables, electric sockets, IT equipment)
 - ✓ Not overloading extension cables e.g. running a double adaptor from a four-gang extension resulting in 5 appliances being plugged in
 - ✓ Keeping switch rooms & boiler rooms clear of paper, woods & plastics
 - ✓ "switch off" policy ie appliances are turned off at the mains overnight
 - ✓ Not hanging textile or paper displays in areas close to heat or sources of ignition e.g. lights, especially spotlights, or electrical sockets.
 - ✓ By keeping external bins away from the building, preferably in a separate storage area but as a minimum, chained and locked.

c) Minimising the spread of fire

- Adequate fire detection / all vigilant and know how to rise the alarm (It is recommended that all buildings have a fire alarm system that is linked to a 24-hour monitoring station).
- Protection against the spread of smoke and fire (responsibility of the landlord to consider fire walls, fire breaks and fire doors)
- HT & all staff ensure that fire doors remain shut

4 Fire Risk Assessment Process

Ensure that fire risk assessments are suitable and sufficient, following HBC checklist proforma¹ which is broken down as follows:

- Indication of Fire Hazards - Within or surrounding our building and identifying materials and/or substances that could start or fuel a fire (See Appendix 'a').
- Persons at Risk - Every person within our building is considered to be at risk if a fire occurs. The need to identify persons who are likely to be at the building is essential in order that appropriate methods of evacuation can be established and implemented.
- Identification of Defects & Breaches in Fire Safety - identify defects that impact directly on the safe evacuation and performance of the building.
- Review of Evacuation Procedures Testing Documentation - Ensure all detection equipment is maintained in accordance with current regulations, recommendations & records of testing, maintenance and evacuation is reviewed.

Once completed, the assessment must be attached to other Emergency Evacuation Plans.

5 Policy Review

- This Policy will be reviewed every two years. Unless there are changes to current legislation or an employee raises concern
- The Governors premises committee will be kept up to date on any health & safety issues and receive any reports from external bodies

Signed _____

Date: October 2014

¹ See Fire Risk Assessment