



Fire Risk Assessment of

Emmaus School
School Lane
Staverton
Trowbridge
BA14 6NZ

Carried out : 23rd February 2017

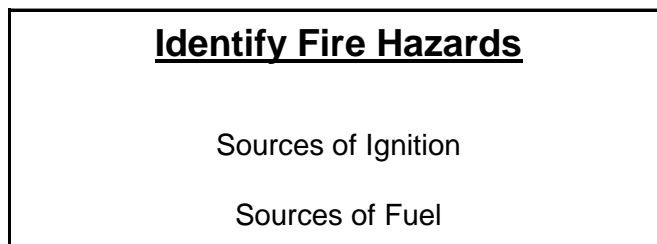
Assessor : Colin Powney AIFSM

Review Assessment Due : February 2019

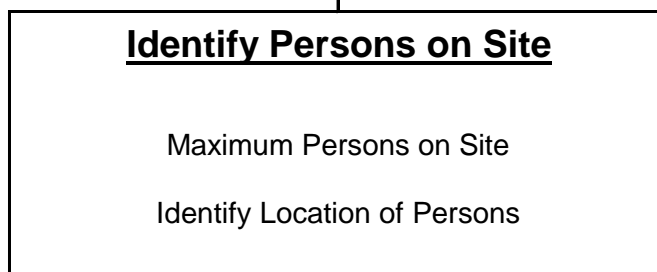
VAT Number: 794 1983 77
Company Number: 5764933

Fire Risk Assessment Flow Chart

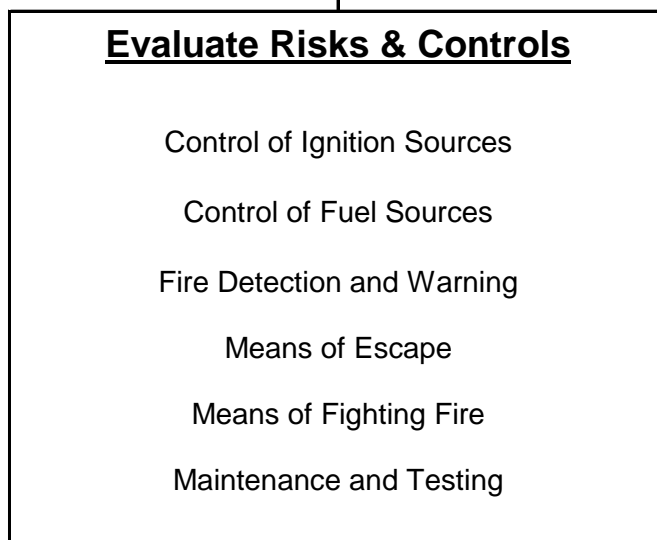
Step 1



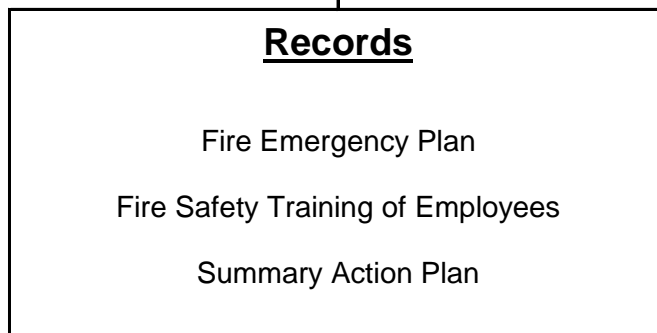
Step 2



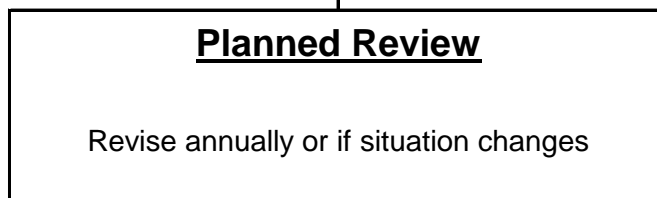
Step 3



Step 4



Step 5



General Information

Responsible Person :	Roger Henwood - Business Manager
Address of Premises :	Emmaus School, School Lane, Staverton, Trowbridge, BA14 6NZ
Assessor :	Colin Powney AIFSM
Date of FRA :	23rd February 2017

Premises Information

Number of floors in building (including basements)	1 - Ground
Approximate floor area (m²)	250 m ²
Brief details of construction	Masonry - Pitched, Tiled Roof
Primary Usage	School
Secondary Usage	None
Provisions for Fire Brigade	Access - School Lane Fire Hydrant - Entrance To School Lane (In B3105) Main Gas Valve - Cupboard (In Main Hall)

FIRE RISK ASSESSMENT

STEP 1- IDENTIFY HAZARDS

1.2	Sources of Fuel Combustible Materials	YES/NO	LOCATION
1	Any buildings in close proximity which could affect or be affected by a possible fire	YES	Nursery School
2	Wood (extensive storage/use of)	YES	Mobile Classroom Structure
3	Storage or use of paper, card, plastic, polyurethane e.g. 3.1 Packaging 3.2 Stationery	NO YES	Throughout
4	Accumulated combustible raw materials	NO	
5	Congested storage area	NO	
6	Flammable gases (LPG, acetylene, oxygen) 6.1 Bulk 6.2 Cylinders 6.3 Natural Gas	NO NO YES	Bunsen Burners - Lab Gas Boiler - Lab Gas Heater - Mobile Classroom Gas Taps - Lab
7	Flammable liquids (paints, solvents, spirits, petrol, paraffin) 7.1 Bulk 7.2 Portable containers	NO YES	Lab
8	Fuel Oil 8.1 For plant 8.2 For vehicles	NO NO	
9	Accumulated waste materials (e.g. paper shavings, off-cuts, packaging, waste oil, waste chemicals) 9.1 Internal 9.2 External	NO NO	
10	Dust, powdered ingredients	NO	
11	Any other combustible materials	NO	
12	Any substances which could cause harm to the environment if involved in a possible fire	NO	

FIRE RISK ASSESSMENT - Carried Out 23.02.17

STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
	<u>Control of Ignition Sources</u>					
1	An adequate permit to work system is in use for any hot works, which details necessary precautions, including external contractors.	Y		Y	L	Contractors are required to provide a risk assessment and method statement for any hot works.
1.1	The hot works area is inspected at a ½ hour and 1 hour intervals after completion of task.	Y		Y	L	
2	Are other naked flames in use (e.g. heaters, cookers, ovens, boilers, toasters, fat fryers, shrink wrap tunnels, high intensity lighting).	Y	Bunsen Burners Candle Gas Boiler Gas Heater Gas Taps	Y	L	The gas appliances are serviced annually, with records being kept. Gas safety certificate - Nov 2016.
2.1	A suitable shut down procedure is in place for gas appliances.	Y	Gas Shut Off - Lab	Y	L	
3	Planned maintenance (especially motors, bearings, flues, ventilation ducts).					
3.1	A system exists and includes inspection and cleaning.	N/A		Y	L	
3.2	Is followed records are kept.	N/A		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
4	New and replacement machinery and services are designed to minimise risk of fire and explosion.	Y		Y	L	
	Electricity					
5	All fuses and circuit breakers are correct and suitable for intended use.	Y		Y	L	
5.1	Power points are overloaded.	N		Y	L	
5.2	There are signs of damage to electrical equipment.	N		Y	L	
5.3	Appropriate suppression systems exist for static electricity.	Y		Y	L	
5.4	Suitable limitation on management of trailing leads and adaptors.	Y		Y	L	
5.5	A policy exists regarding the use of personal electrical appliances.	N		N	L	A policy regarding the use of personal electrical appliances should be implemented.
5.6	Portable electrical appliances are correctly tested regularly.	Y	Completed Dec 2016	Y	L	
5.7	Electrical installation test has been completed within the last 5 years.	Y	Completed Aug 2014	Y	L	
	Smoking					
6	A policy exists clearly defining designated smoking areas and prohibition elsewhere.	Y		Y	L	Smoking ban enforced.
6.1	Is smoking permitted in appropriate areas.	N		Y	L	
7	All potential ignition sources are left in a safe condition at the end of shifts and working day.	Y		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq? Y or N	Risk H/M/L	Action Required / Risk Details
NO	ITEM					
8	Security of the site is adequate to prevent arson or vandalism at any time.	Y	Letterbox Wheelie Bins (Security External Lighting)	Y	L	The letterbox and wheelie bins are possible arson risks.
9	Any other potential sources of ignition identified in step 1.1 (item 11) are under adequate control.	Y	Fan Heater Toaster	Y	L	
	Having considered the above ignition sources can any be:					
	Eliminated.	N		Y	L	
	or					
	Substituted by a safer alternative.	N		Y	L	
	Give details in the Action Required column.					
	Lightning					
10	Does the building have a lightning protection system.	N		Y	L	
10.1	The lightning protection system is inspected on a regular basis, with records being kept.	N/A		Y	L	

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NO	ITEM			Y or N	H/M/L	
	<u>Control of Fuel Sources</u>					
11	All fuel sources are handled, transported, stored and used properly.	Y		Y	L	
12	Highly flammable substances are:					
12.1	Kept in fire resistant stores or cabinets in the work areas.	N/A		Y	L	
12.2	They are adequately separated.	N/A		Y	L	
13	The building structure is non-flammable or has been treated to reduce flame spread.	Y		Y	L	
14	Standards of housekeeping are good and do not permit build-up of flammable materials.	Y		Y	L	
15	Waste storage areas are adequate and are regularly cleared to prevent spread of combustible materials.	Y		Y	L	
16	During non-working hours, doors, windows, and other openings are closed and ventilation systems are shut down.	Y		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
	<u>Fire Detection and Warning</u>		Automatic Smoke Detection Only			No manual fire alarm activation, smoke detectors linked to the intruder alarm.
18	There are no parts of the premises where fire could spread undetected and therefore require a detection system.	N		Y	L	
19	Remote transmission of alarm signals to a monitoring station or other.	Y		Y	L	
20	The fire alarm warning system can be heard throughout all parts of the site when operated from any single point.	Y		Y	L	
20.1	Operation of the fire alarm system is tested regularly from different call points.	N/A	No Manual Activation	Y	L	
20.2	Call points are easily accessible.	N/A		Y	L	
21	The alarm system has an effective backup power supply.	Y		Y	L	
22	All employees and non-employees know what to do if they discover a fire or hear the alarm.	Y		Y	L	Contractors / visitors are not left unattended.

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq? Y or N	Risk H/M/L	Action Required / Risk Details
NO	ITEM					
	<u>Means of Escape</u>					
23	Instructions for means of escape are:					
23.1	Comprehensive and adequate.	Y	Fire Emergency Plan	Y	L	
23.2	The subject of thorough training.	Y	Fire Log Book	Y	L	
23.3	Regular escape drills.	Y	Fire Log Book	Y	L	Single stage evacuation.
24	Escape is quick, safe and unobstructed via:					
24.1	Normal day to day access points.	Y		Y	L	
24.2	Special Fire Exits.	Y		Y	L	The fire exit through the girls toilet has 2 bolts, these should be kept unbolted when the school is occupied or replaced with an emergency fastening to ensure easy egress at all times.
24.3	Escape staircases and gangways are inspected regularly.	Y	Fire Log Book	Y	L	
24.4	Electronic lock emergency override green break glasses are tested regularly.	N/A		Y	L	

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
25	Length of escape route(s) do not exceed the following distances:		The Travel Distances In Brackets Are For Areas With Seating In Rows			<p>If the school is used during darkness hours emergency lights should be fitted over both fire exit doors from the main classroom and over the exit from the girls toilet.</p>
25.1	Where more than one route is provided: 25m (20m)-High fire risk area 45m (32m)-Normal fire risk area 60m (45m)-Low fire risk area	N		Y	L	
25.2	Where only a single route is provided: 12m (10m)-High fire risk area 18m (15m)-Normal fire risk area 25m (18m)-Low fire risk area	N	Y	L		
26	Designated escape routes are:					
26.1	Clearly indicated by suitable signs (pictogram style).	Y	Y	L		
26.2	Are illuminated including emergency back-up lighting.	Y	N	L		
27	There are enough available exits of adequate width from every room, storey or building.	Y	Y	L		
28	Inner rooms with sole escape through one access room are not of a high fire risk and have measures in place to alert occupants to the fire.	Y	Y	L		

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
29	Corridors and stairways are to adequate standards (e.g. dimensions, fire resistant partitions and self-closing doors are kept shut).	Y		Y	L	
29.1	Are fire doors and ironmongery inspected regularly.	Y	Fire Log Book	Y	L	
30	Disabled persons (mobility, hearing, vision) can escape unaided or an effective support system exists.	Y	Fire Emergency Plan	Y	L	
30.1	Personal Emergency Evacuation Plans (PEEP's) are in place where required.	Y	As Needed	Y	L	
31	Once people are on a designated escape route all doors open in the flow of travel.	Y		Y	L	
31.1	Any fire exit doors required to be kept locked are fitted with a single form of release device (e.g. push bar).	Y	Push Bar Yale	Y	L	

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NO	ITEM			Y or N	H/M/L	
	<u>Means of Fighting Fire</u>					
32	Suitable and adequate portable fire extinguishers are provided and maintained throughout the premises. Where required blankets and hose reels are also provided.	Y	Fire Extinguishers Serviced Nov 2016	Y	L	
33	Where it is necessary to protect means of escape and/or contents of the building, suitable fixed fire fighting systems are installed.	N		Y	L	
34	Fire fighting equipment is stored on unobstructed wall brackets or floor stands sited close to but not obstructing exit routes.	Y		Y	L	
35	Personnel designated to fight fires have been instructed, trained and are given follow-up training.	N/A		Y	L	Personnel are not designated to fight fires.

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STEP 3 - RISK EVALUATION AND CONTROL		Y/N/NA	Existing Records	Adeq?	Risk	Action Required / Risk Details
NO	ITEM			Y or N	H/M/L	
	<u>Maintenance and Testing</u>					
36	All emergency lighting, fire fighting equipment, detection and warning systems are checked regularly by a competent person and maintained in good working order.	Y		Y	L	
37	General and technical fire check lists (see H & S manual) are completed regularly. Together with normal line management this ensures that fire fighting equipment and systems are always operating correctly.	Y	Fire Log Book - Office Area	Y	L	Emergency light testing and servicing is recorded in the fire log book. Fire alarm servicing is recorded in the fire log book. Fire extinguisher visual inspections are recorded in the fire log book.
	<u>Other</u>					
38	A suitable fire safety and risk management policy is in place.	Y	Fire Log Book	Y	L	
39	A suitable number of employees are sufficiently first aid trained.	Y		Y	L	
40	A suitable contingency plan is in place for when re-entry to the building is not possible (where required).	N		N	L	Consideration should be given to a contingency plan in the event that re-entry to the building is not possible.

FIRE EMERGENCY PLAN

See Existing Plan - Fire Log Book

Name of Company	
Address of premises	
Date Plan Produced and/or Amended	
Name of Person producing plan (print name) Signature	
1	Action to be taken by person discovering a fire:
2	How the Fire Brigade (and any other Emergency Services) are to be called and who is responsible:
3	Fire Warning system (description of bell/sirens/voice etc. Also types of signals and location of system panels)
4	Evacuation procedures (description of procedures to be followed):
5	Key escape routes (how access can be gained, where they lead to, how they are protected from fire):

FIRE EMERGENCY PLAN

6	Assembly points:
7	A suitable contingency plan is in place for when re-entry to the building is not possible (where required):
8	Duties and identities of employees with specific responsibilities:
9	Arrangements for safe evacuation of persons identified as being at risk from Fire:
10	Fire fighting equipment provided (location and details):
11	Specify arrangements for high risk areas:
12	Procedures for liaison with Fire Brigade on arrival (who, where, what etc):
13	Training needed by employees and arrangements for giving such training:

FIRE SAFETY TRAINING OF EMPLOYEES

See Existing Records - Fire Log Book

	YES/NO	ACTION REQUIRED
<p>1 Training is carried out and recorded:</p> <ul style="list-style-type: none">1.1 On induction1.2 refresher1.3 when the system changes		
<p>2 Training includes:</p> <ul style="list-style-type: none">2.1 Action to take on discovering a fire2.2 How to raise the alarm and what happens next2.3 Action to take upon hearing the fire alarm2.4 Procedures for alerting members of the public, contractors, and visitors, including, where appropriate, directing them to exits.2.5 Arrangements for calling the fire brigade2.6 Evacuation procedures for everyone in the building2.7 Location and, when appropriate, the use of fire fighting equipment2.8 Location of the escape routes, especially those not in regular use.2.9 How to open all escape doors, including the use of any emergency fastenings.2.10 Importance of keeping fire doors closed to prevent spread of fire, heat and smoke2.11 Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire2.12 Reasons for not using lifts (except those specifically installed for evacuation of disabled people)2.13 Importance of general fire safety and good housekeeping		
<p>3 Practical fire drill evacuations are carried out at least 6 months and recorded using different sources for the alleged fires.</p>		
<p>4 Those working in high risk areas receive specific training.</p>		

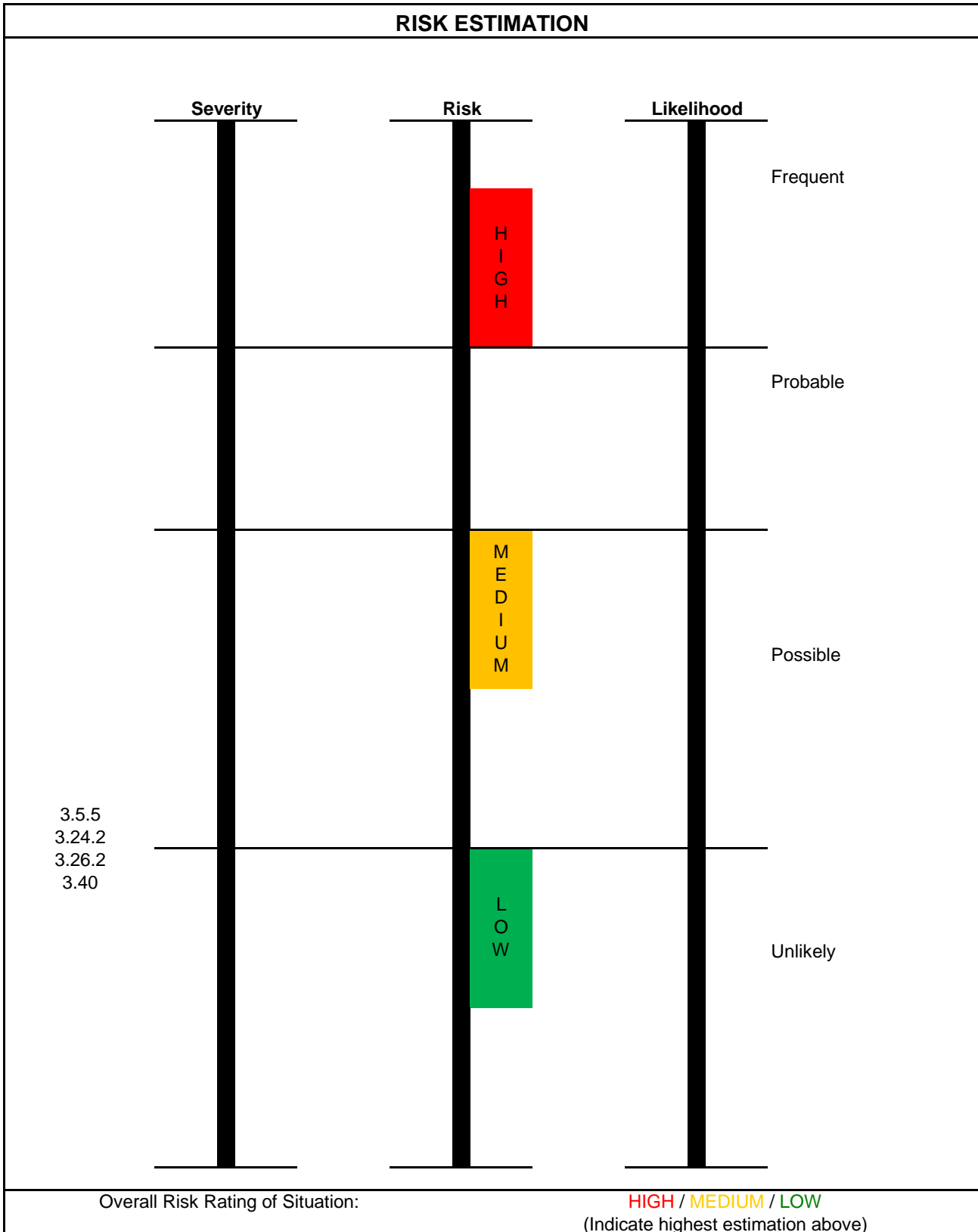
SUMMARY ACTION PLAN

Comp No.	Brief Comments and Action Needed to Eliminate or Control	By Whom	Target Date	Date Comp
3.5.5	A policy regarding the use of personal electrical appliances should be implemented.	Management	6 Months	
3.24.2	The fire exit through the girls toilet has 2 bolts, these should be kept unbolted when the school is occupied or replaced with an emergency fastening to ensure easy egress at all times.	Management		
3.26.2	If the school is used during darkness hours emergency lights should be fitted over both fire exit doors from the main classroom and over the exit from the girls toilet.	Management		
3.40	Consideration should be given to a contingency plan in the event that re-entry to the building is not possible.	Management	6 Months	

STEP 5 PLANNED REVIEW

A review assessment should be carried out in 24 months time, unless specific changes occur in the meantime.

FIRE RISK NOMOGRAM



Definitions:

- HIGH The likelihood of severe consequences is unacceptable: Strict control measures necessary
- MEDIUM Serious injury or loss is a definite possibility.
- LOW The adverse outcome will be minor although not unlikely to occur.