

St Anne's Preparatory School



Fortiter, Fideliter, Feliciter

St Anne's Preparatory School

Fire Risk Prevention Policy

For Review - September 2021

FIRE RISK ASSESSMENT FOR ST. ANNE'S PREPARATORY SCHOOL

Updated September 2020

To be reviewed September 2021

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1. INTRODUCTION

This fire risk assessment has been undertaken to comply with Fire Precautions Legislation as amended by the Regulatory Reform (Fire Safety) Order 2006.

1.1 - Description of Building

St. Anne's School was opened in 1925 and is a four storey building. The building comprises a number of separate rooms, including classrooms, offices, hall and ancillary rooms, mainly opening off of a central hallway and a basement on the ground floor two of the classrooms have external doors, the other has two exit routes. On the second storey two classrooms have one door opening onto a corridor, one classroom has two but once outside the door there are two alternative escape routes. One classroom has direct access to a fire escape. On the third floor there is a classroom and library and two escape routes – fire escape and stairs.

1.2 – Users

The school is open from 7.30 a.m. to 6.00pm. Its main use is a school and staff/pupils will be on the site from 7.30 a.m. to 6.00pm. During this time there will be up to 180 staff and pupils present, with pupils aged between 3 and 11, although this figure varies due to sickness and off site activities. The persons present are generally familiar with the building.

The school would rarely have persons with disabilities present, whether staff, pupils or other visitors and, where possible, persons with disabilities would be accommodated on the ground floor.

The school is also used for staff, PTA, parents meetings, dance lessons, LAMDA lessons and concerts, these do occur in the evenings and can be after dark. Staff and PTA and parents are generally familiar with the building and would only use the school hall on the ground floor.

A range of after school clubs are run by staff, which can be after dark. The persons are generally familiar with the building.

All electrical appliances are PAT tested annually (usually Autumn Term). The building had an electrical Installation test summer 2015. The boiler, water heater and kiln are serviced annually.

End of the day closing down procedure: All members of staff to ensure that at the end of the day all electrical appliances are unplugged, if possible, and no combustible material stored near heat sources. All windows and doors closed.

No smoking.

2. TECHNICAL

This section identifies the physical fire provision in place and its evaluation against relevant technical requirements

2.1 – High Fire Risk Areas

Although the school is generally viewed as being a low risk environment from a fire safety perspective it contains plant that are viewed as high risk because in the event of a fire it could spread rapidly and/or result in an explosion. The following are the high-risk areas or practices identified.

ROOM	DESCRIPTION	CONTROL MEASURES
Cellar – right of building, access through kitchen	This comprises of two rooms. The first room houses a gas boiler and kiln, the second room, separated by a fire door, houses electricity control panel.	Annual servicing of boiler and kiln. Ensure storage of combustible material is kept to a minimum and is stored at least 1.5m from boiler and kiln. Fire fighting equipment. Detection. Fire call point located in rear corridor by staff room.
Kitchen No school lunches	The kitchen is at the right end of the school and opens to an outside passage. Multipoint water heater. Microwave oven occasionally used to reheat some staff meals. Usually only 1 – 2 people.	Annual servicing of multipoint. PAT testing of all electrical equipment. Detection. Fire fighting equipment. Emergency evacuation procedure. Closing down procedure. Fire call point located in rear corridor.
ICT Room/ Library	This room is to the right of the building and opens onto the same outside passage as the kitchen. Houses 12 computers and the Library.	Emergency evacuation procedure. Fire fighting equipment. Computer electrical installation on protected circuit. Fire call point in rear lobby by staff room. Detection
Outside Kitchen	Located on the playground Electric water heater Electric oven Fridge and Freezer Breakfast Club 7.30-8.30am. Some ad hoc classes held here.	Annual Pat testing. Fire detection equipment wired into main school alarm system. Firefighting equipment. Emergency evacuation procedure.

There are no other areas of high risk.

2.2 – Low Risk Areas

ROOM	DESCRIPTION	CONTROL MEASURES
Classrooms	8 classrooms, study, small library	Detection Emergency evacuation procedure Fire-fighting equipment Low level lighting in corridors and entrance hall
Cloakrooms/ Toilets	3 on ground floor 2 on first floor All toilets open onto cloakroom	Direct outside access or within 5m of protected area
Staff room	Located on ground floor at rear of corridor	Detection Emergency evacuation procedure Fire-fighting equipment
Hall	Located on ground floor to left of building Hot food counter for school lunches.	Detection Emergency evacuation procedure Fire-fighting equipment Counter to be unplugged when not in use (between 12.15-12.45 p.m.)
Office	Located on ground floor middle of building opens onto entrance hall	Detection Emergency evacuation procedure
Corridors/Stairs	Passageways linking rooms	Wall displays covered with fire retardant material

2.3 – Means of escape and control measures

The means of escape in school have been checked to ensure that persons in classrooms, offices and ancillary spaces have.

- a) at least one door out of the space,
- b) two alternative routes out of the school building once outside the door
- c) from any point in any room, a maximum distance of thirty metres to a final exit door which is one leading to the outside, or a protected area.

Low Risk Areas

AREA	DESCRIPTION	COMMENTS	CONTROL MEASURES
Classrooms Years 2, 3, 4, 5 & 6	<p>There are 8 classrooms, a study, small library and music room.</p> <p>All classrooms will normally have less than 22 persons in them at any one time. None are classed as high risk areas.</p> <p>The evacuation route and alternatives are within the Fire Drill and Prevention policy.</p>	From each classroom there are two alternative routes once outside the classroom door. In either case a final exit door or protected area is within 20 metres of any point in the room.	<p>Emergency evacuation procedure.</p> <p>Detection.</p> <p>Fire fighting equipment.</p> <p>Low-level lighting located within or just outside the classroom and within a protected area.</p> <p>Fire call points Kindergarten 1 Kindergarten 2, Year 6, Years 2, 3, 4, 5 corridor.</p>
Cloakrooms	There are 2 cloakrooms on the first floor, 3 on the ground floor	These areas are very low risk.	<p>Detection</p> <p>Fire fighting equipment</p> <p>Low-level lighting is located just outside of cloakrooms.</p> <p>Fire point in entrance hall and first floor corridor.</p>
Main Hall	The main hall will potentially accommodate over 180 persons at one time.	The hall has two exit routes. One through Kindergarten 1 and one leading to the entrance hall where there are two exits to the outside.	<p>Detection.</p> <p>Fire fighting equipment.</p> <p>Low-level lighting.</p> <p>Emergency Evacuation Procedure.</p> <p>Fire call point is located just inside Kindergarten 1 door on right.</p>
Toilets	All toilets whether staff or pupils open onto cloakroom.	There are two alternative exit routes once outside of the door.	Detection located in entrance hall and first floor corridor.
Staffroom	Used at break and lunchtime usually no more than ten people at one time. Houses photocopier and printer (which should remain switched on)	There are two exit routes once outside the staffroom although one leads to the kitchen area and would not generally be used.	<p>Detection.</p> <p>Fire fighting equipment.</p> <p>Emergency evacuation procedure.</p> <p>Low-level lighting.</p> <p>Fire call point is located outside staffroom on left.</p>
Office	The office opens onto the entrance hall and will usually have no more than four people working there. Houses four computers,	From the entrance hall there are four exit routes – front door, back door, through main hall to Kindergarten 1,	<p>Detection.</p> <p>Fire fighting equipment.</p> <p>Low-level lighting located just outside office in entrance hall.</p> <p>Fire call point situated in</p>

	printer, and CCTV recorder which has to remain switched on at all time.	through back corridor to kitchen exit.	entrance hall.
Entrance Hall	This is the main entrance to the school for visitors and parents who wish to see staff. The control panel for the fire alarm and burglar alarm are in this area.	All visitors are required to sign the visitors book and children who leave school during the day must be signed out by parents.	Detection. Fire fighting equipment. Emergency evacuation procedure. Low-level lighting. Fire call point.
Outside	Apart from the front gate, all other gates are locked at the end of the day.	Wheelie bins are stored at the front side of building, within the designated area.	CCTV cameras front, side and rear of building.

High Risk Areas Means of Escape

AREA	DESCRIPTION	COMMENTS	CONTROL MEASURES
Cellar	There is one set of stairs leading from the cellar, which are protected by fire retardant material.	There is a fire door at the top of stairs leading onto kitchen, which opens in direction of escape. Exit to outside is straight ahead or left through fire door to main school.	Detection. Fire Fighting Equipment. Emergency Evacuation Procedure
Kitchen	The kitchen there are 2 means of escape from the kitchen one leads to an outside lobby and then outside the other is through the fire door and into the main school.	The exit door to the outside opens inward, but the staff are aware of this. The lobby area leads to the front of the building, through the side gates to the assembly area.	Detection Fire Fighting Equipment Emergency Evacuation Procedure
ICT Room/ Library	There is one exit from the ICT suite	There is 1 exit which leads to the small lobby outside the Kitchen and then to the front of the building, through the side gates to the assembly area. Nursery staff will unlock the Side Gate onto the Garden.	Detection Fire Fighting Equipment Emergency Evacuation Procedure.
Outside Kitchen	There is one exit from the outside kitchen.	There is one exit from the outside kitchen leading directly onto the playground and then to the assembly area.	Detection Firefighting equipment Emergency Evacuation Procedure.

2.4– Fire Signage

Fire signage around the school comply with the requirements of the Safety Signs and Signals Regulations and are white on a green background with an ideogram. The signage in corridors is a minimum size of 150mm x 400mm and in small rooms a minimum size of 150mm x 300mm.

The fire signage in place has been indicated on the school floor plans. (These plans are a plan of the building with information added to indicate locations of certain fire safety provisions and is displayed in the entrance all and in log book folder and on shared files.

2.5– Protected Areas

The following are the specific areas around the building which are viewed as vital from a fire safety perspective to ensure escape routes are maintained.

AREA	DESCRIPTION	CONTROLS MEASURES
Corridors 1 st floor	Fire door in place at the beginning of the main corridor on first floor. The fire door has a magnetic closing device, which operates automatically when alarm sounds. This will provide a protected space for classrooms 2,3,4 & 5 at the end of the corridor in room 5 is the external fire escape which leads to the assembly area. There are some areas of display boards.	Detection. Fire fighting equipment. Emergency lighting. Compartmentation. Display boards covered in fire retardant material
Corridor ground floor/ Staff room	Fire door in place which isolates kitchen/cellar. The fire door has a magnetic closing device which operates automatically when alarm sounds this provides protection for main school.	Detection. Low-level lighting. Fire fighting equipment. Emergency evacuation procedure.
2 nd floor	Fire door in place which isolates classroom and library. The fire door has a magnetic closing device, which operates automatically when alarm sounds and provides protection for classrooms. On second floor external fire escape is located at the end of Year 6 classroom. There are a small area of display boards.	Compartmentation. Detection. Fire fighting equipment. Emergency evacuation procedure. Stairwell display boards covered in fire retardant material.
Kindergarten 2	Kindergarten 2 classroom has direct	Compartmentation.

	access to outside through a small cloakroom. Small area of display boards.	Detection. Fire fighting equipment. Emergency evacuation procedure.
Kindergarten 1/ Year 1	Situated on ground floor and further away from high risk areas and has direct access to outside. There are some areas of display boards.	Compartmentation. Detection. Fire fighting equipment. Emergency evacuation procedure.
Hall	This area is on the ground floor and exit can be made through nursery or through the entrance hall to outside. Some areas of display boards.	Detection. Compartmentation. Fire fighting equipment. Emergency Lighting Display boards covered in fire retardant material.

3. OPERATIONAL

3.1 – Fire Precautions

The following are in place

3.1.1 – Maintenance of Systems – All automatic systems, e.g. fire alarms, have maintenance systems in place based on relevant standards. Full information on the frequency of the maintenance and the tests required are included in section 5 of this risk assessment.

3.1.2 – Visual Checks – Visual checks are required to reinforce the maintenance systems. All staff are required to report any defects which affect safety provision.

3.1.3 – Housekeeping – All rubbish/waste is put into relevant waste receptacles located around the school. General waste is collected by cleaners each evening and deposited in waste bins outside the building.

3.1.4 – Flammable Substances – Only small amounts of flammable substances are used in offices/classrooms at one time. Additional supplies are kept in the outside locked shed but only small amounts are kept. The practice is to order as required. Other flammable substances used by caretakers/cleaners are kept in locked storage shed.

3.1.5 – Fire Exit doors and Escape Routes – All fire exit doors and escape routes are to be kept clear of obstructions.

3.1.6 – Fire Evacuation Arrangements – The primary fire evacuation arrangements have been identified for all spaces and are as contained in fire

action notices or class/room evacuation notices. The primary assembly point being the grass and Astroturf areas.

3.1.7 – Secondary Evacuation Arrangements – In the event that the normal assembly point is compromised all staff/pupils will be moved off site and assemble in the Christ Church Lower car park before transferring to St. John’s Church in Moulsham Street.

3.2 – Fire Notices

3.2.1 – Fire Action Notice – A fire action notice has been produced for display in all public areas. This identifies what to do on hearing the alarm and what to do on discovering a fire as well as identifying the assembly point. (A copy is included in this document at the end of this section.)

3.2.2 – Class/Room Evacuation Notices – On the first floor Year 5 should evacuate the building first followed by Year 4 then Year 3 and then Year 2. For each room an additional fire evacuation notice has been produced and discussed with pupils. This identifies an alternative route from the room to the primary assembly area.

3.3 - Training

All staff will be provided with instruction on the fire precautions and fire evacuation arrangements in place and informed of their responsibilities as contained in section 4 of this document. A record will be kept of when the briefings are made and who attends.

3.4– Fire Extinguishers

The priority will always be for staff to exit the building and fire extinguishers are not expected to be used except to aid escape. Fire extinguishers have been provided to meet the technical evaluation and are maintained annually.

4. RESPONSIBILITIES

The following are the specific responsibilities individuals have in respect of fire safety at the school.

4.1 – Proprietor

The Proprietor will ensure

- a) A fire risk assessment is produced and reviewed as appropriate.
- b) Fire precautions are implemented.

- c) Staff are trained/briefed on their responsibilities for safety and updated as required.
- d) That maintenance arrangements are in place for the fire alarm system, emergency lighting, fire extinguishers as appropriate.
- e) That all persons using the building outside of normal hours are made aware of the relevant fire evacuation arrangements.
- f) Take responsibility for organising fire drills and will take charge in the event of an evacuation.

4.2 – Designated Person

The Designated persons will be the Headteacher and Fire Marshalls but in the event of their absence the senior person on site will be responsible for coordinating the fire evacuation.

4.3 – Caretaker

The caretaker will

- a) be responsible for testing the fire alarm system from different call points on a weekly basis
- b) ensuring that records of tests are kept using the log sheet,
- c) Fire Marshall in the event of a fire, alongside the other designated Fire Marshalls.

4.4 – Secretary

The secretary will

- a) phone the fire brigade in the event of an evacuation and give the name of the school.
- b) Collect the emergency contact file, all keys and mobile phone pre-programmed with emergency contact numbers and take them to the designated person at the assembly point. Collect the Fire Safety Log book and Daily Register information clip board. (Both hanging in the office)
- c) Sweep downstairs cloakrooms and toilets on exiting.

4.5 – Staff

The Deputy Head will sweep cloakrooms, toilets and study on first floor.

All staff will

- a) maintain good standards of housekeeping,
- b) ensure that routes to fire exits are kept clear,
- c) report problems to line manager as appropriate and
- d) have as a priority the safe evacuation of persons from the building.
- e) Operate a closing down procedure in their class room at the end of the day ensuring that windows and doors are closed, all electrical appliances are unplugged if possible and no combustible material is left near a heat source.

- f) Mr Clark is fire marshal for top floor/Mrs Myerscough is fire marshal for middle floor. Mr Purvis is chief Marshall. All have received relevant training during (Assured Fire Safety – December 2019)

4.6 – Pupils

Pupils will be instructed in what to do when the fire alarm sounds or they discover a fire. Pupils will also be advised that they are expected to

- a) do as directed by staff
- b) to be quiet and
- c) to walk not run

4.7 – Specific Responsibilities

People will be appointed with specific responsibilities as and when appropriate, e.g. a pupils dedicated LSA will be required to support the pupil during the fire evacuations. The exact requirements will be the subject of a risk assessment and will be based on the following principles:

- Persons who have difficulty with mobility should be last out of a space if their evacuation will delay others exiting the space.
- Where persons with physical difficulties are not at ground level horizontal evacuation will take place. Horizontal evacuation means movement on a level to a place of safety furthest from the fire.
- No attempt should be made to transfer a pupil to a more appropriate piece of mobility equipment, e.g. standing frame to chair, if this would delay evacuation. In an emergency it is acceptable to physically lift and carry someone out of a building.
- Whenever a person is able to negotiate stairs but is simply slower they will be allowed to evacuate in their own time.

5. RECORD SHEETS

These records show the training and maintenance activity needed to keep the fire safety arrangements in order.

System	Maintenance Requirement	Who undertakes
Automatic Fire Detection	Yearly	Thorndon Security
Automatic Fire Alarm System	a) Weekly Sounder Test	Caretaker
	b) Quarterly Service Visit	Thorndon Security
Emergency Lighting	As indicated by Manufacturers recommendations	Thorndon Security/Willsher and son and Caretaker
Fire Aid Fire Fighting	a) Weekly	Caretaker

Equipment (fire extinguishers etc.)		
	b)Annually	Reliable Fire Protection
Fire Drill	Four times per annum (one a familiarisation drill)	Proprietor/Headteacher
Fire Training	Bi - Annually	Proprietor

The latest Fire Safety Risk Assessment of the school was carried out by Assured Fire Safety Ltd. On December 2019

Staff training is carried out biannually by Assured Fire Safety Ltd. Last training date was January 2020