

# HEMDEAN HOUSE SCHOOL



## **FIRE RISK ASSESSMENT**

PREPARED BY: Marco Salvini  
REVIEWED BY: Nigel Balchin  
REVIEW DATE: October 2017  
APPROVED BY: Stephen Hodgson, Chair of Governors  
SIGNED: .....

DATE APPROVED: October 2017

NEXT REVIEW: October 2018

**FIRE RISK ASSESSMENT**  
**Regulatory Reform (Fire Safety 2005)**

<b>ESTABLISHMENT:</b>	Hemdean House School	<b>Assessor: (print)</b>	Marco Salvini	<b>Signature</b>	
<b>Address:</b>	Hemdean Road Caversham RG4 SD	<b>Responsible Person:</b>	Nigel Balchin	<b>Date: Review date</b>	OCT 2017 OCT 2018
		<b>Building size/ description:</b> (approx area, no of exit staircases/ routes etc.)	Main building, Hall Kitchen/HEU Studio Art room Nursery  (Areas)		
<b>What is the main method of fire detection:</b>	<b>People</b>	*			
	<b>Automatic detection</b>				
	<b>Smoke</b>	*			
	<b>Heat</b>	*			
<b>IDENTIFY FIRE HAZARDS</b>					
<b>Sources of Ignition</b>		<b>Sources of Fuel</b>		<b>Sources of Oxygen</b>	
<i>Gas fired boilers Faulty electrical appliances Misuse of electrical appliances Fixed electrical wiring installation Arson Contractors undertaking hot work Cooking equipment</i>		<i>Furniture and furnishings, Packaging Paper, card and books etc. Piped gas supply Flammable liquids / chemicals Textiles- stage curtains etc Props / scenery Waste Foam filled gym mats</i>		<i>None</i>	
<b>PEOPLE AT RISK</b>					
<b>People At Risk:</b>	<b>Employees Pupils Visitors Contractors</b>	<b>Maximum no of persons at any one time</b>		Staff: 24 Pupils:58 <b>Volunteers and visitors</b>	
<b>Known special requirements: Mobility    Learning Disabilities Visual      Language Issues Hearing</b>	None permanent, temporary mobility issues only (students on crutches etc.)  SEN pupils.	<u>Occupant capacity calculated</u>		Hall – 120 sitting persons * Drama 100 persons	

## 1. MEANS OF ESCAPE AND ESCAPE TIMES

Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Planned termly fire drills ( staff must be involved in at least one per annum)	Drills planned termly (in fire drill book) and results recorded in fire log book (date, time , evacuation time and any problems noted) and signed	Y	Comments in Fire drill book.	Oct 2018
Action arising from the drill or changes that may be present since the last fire risk assessment.  Are there any actions outstanding?	Fire drills are formally reviewed to identify problems encountered and any further actions required.	Y	In comments book	
Who is in charge should the fire alarms go off?	Headteacher or senior member of staff on duty  See school evacuation procedures	Y		
Do escape routes lead in different directions to places of safety? (i.e. a place beyond the building in which a person is no longer in danger)	Adequate means of escape from main hall. (3 exit routes from an area where >60 people)  Main House (4 exit routes)  Adequate Means of escape from all other buildings (2 exit routes)  Drama Studio 2 exits- Secondary exit via forest  Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and stairwell doors functioning and kept closed)  Exit doors open in direction of travel  Main routes and escape routes unobstructed and free from storage.	Y		
How long does it take to evacuate everyone to a place of safety?	Escape routes short enough to enable all people in the building to get to a place of relative safety in under 3 mins	Y	<b>Monitor during fire drills Timed once registers are back with admin staff.</b>	
What arrangements have been made to manage staff and visitors when evacuated to the assembly point	Documented in site fire procedures member of staff responsible for picking up visitors book  <b>Lettings</b> Ensure responsibilities of school and hirer are clearly detailed in hire agreement (copy signed and kept)	Y	Office staff ensure office doors are shut and the contact cards are taken out.	

What arrangements are made to ensure that fire doors close properly and have no damage?	Ensure all fire doors (i.e. internal doors leading onto escape routes) are identifiable with signage and have self closure fixed. If there are any fire doors linked to the alarm system checks for correct operation made during weekly alarm test	Y	<b>Site manager to check monthly any faults reported</b>	
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
When and how often are fire exit doors checked to ensure that they work properly and are free from obstruction?  Who is responsible for this?	All exit doors to be checked (operable and unobstructed) as part of daily opening up procedures. Marco Salvini- Site Manager, is responsible for this:  All Fire exits immediately openable without use of a key.  Electrical locking devices release automatically on activation of alarm.  All exit routes available during extended use / lettings	Y	<b>Site manager to check any faults reported</b>  Main Hall turn the handles	
Are there any exceptions to fire doors being closed at all times?	For operational reasons may be held open for <u>short</u> periods during occupied hours, always closed when site unoccupied.	Y		
<b>2. FIRE DETECTION AND WARNING (Alerting building Occupants)</b>				
How is the alarm raised?	<i>Hochiki Alarm Single stage electrical fire alarm system actuated by break glass call points. See plan for locations. Alarm meets BS and has a battery back up power supply etc. Alarm contractor confirmed.</i>  Main panel located in OFFICE, with Map of site and associated Zones  Secondary Panel located in the Heads office ( location on plan) ensure zone chart in place next to panel(s) if not fully addressable	Y	<b>Check any issues highlighted from the drills.</b>	Oct 2018
Are there places where the alarm might not be heard?  If so what action has been taken to correct this?	Can be heard everywhere.	Y	<b>Review audibility of alarm during fire drills / weekly tests.</b>	

How do staff and visitors know what to do if a fire occurs or the alarm is raised?	Fire action notices to be completed and posted by each call point Information provided to staff, contractors and hirers. Included at induction for all new staff School procedures posted throughout site	Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
How do you ensure that the fire alarm is tested each week? Where is it recorded? Is each call point checked over time?	Weekly call point test, testing different call point each week on cyclical basis. <b>In Fire log book.</b> Each call point identified clearly on a plan and document testing.	Y		
What arrangements are there for having heat and smoke detectors checked? Who is responsible for checking them and how often are they checked?	Determine servicing arrangements : PEL perform main fire alarm system 6 monthly Marco Salvini to check monthly fire doors and emergency lights. Weekly call point systems Smoke detectors are in all rooms	Y		
What arrangements are there for having the complete alarm system serviced by a competent contractor?	Maintained and serviced regularly by PEL Twice a year Record kept by school in fire log book	Y		
Where can a fire start without being noticed straight away?	<ul style="list-style-type: none"> <li>Boilers in Drama Studio, HEU, Hall, Nursery.</li> <li>Are items of ignition stored in this area?- switches</li> </ul>	Y	<b>Auto detection in unoccupied areas</b>	
<b>3. SOURCES OF IGNITION (Check, inspect and control)</b>				
Fixed wire installation	Fixed wire test conducted every 5 years <b>Date of last inspection : 30.10.15</b> Rolling programme of works arising from test Records maintained	Y		Oct 2018

Naked flame risks	<p>Naked flames risks arising from contractors work subject to hot work permit.</p> <ul style="list-style-type: none"> <li>Contractors work area to be checked daily especially after hot works have been carried out</li> <li>HEU Hobs</li> <li>Ensure appropriate Fire Fighting Equipment available?</li> </ul>	Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
Security and reducing arson risk	<p>Clear signage externally to ensure adequate visitor control to the site. All visitors required to sign in / wear badges</p> <p>Staffed reception at main school building. Other means of entrance to the building minimised</p> <p>Maintain fencing in good condition (min 1.8m high weldmesh) School gates closed / locked out of hours</p> <p>School watch / Neighbours encouraged to keep watch over the school and report any criminals/ suspicious behaviour during out of hours</p> <p>Shrubs / trees kept to a minimum around the school buildings Use of CCTV on the main drive only</p>	Y		

Faulty electrical appliances Misuse of electrical appliances	<p>Annual portable appliance testing by competent person. <b>Date of last test:</b> 15 th Sep 2017</p> <p>Should any additional electrical appliances be brought on to site (e.g. by staff) these should be included in the inventory and maintenance regime.</p> <p>Termly inspection of rooms by teaching staff / departments. Staff to report any damage via repairs request form to site Manager. – note on whiteboard in caretaker's office.</p> <p>Visual check / inspection of equipment by staff before use / issue to pupils</p> <p>Staff to ensure sockets not overloaded and minimise use of extension leads</p>	Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
Use of fixed / portable heaters	<p>Staff advised to keep away from combustibles and not to leave on when area unoccupied.</p> <p>Ensure vents are kept clear</p> <p>Portable appliance testing carried out annually</p>	Y	<b>Monitor use of portable heaters ( fan heaters etc.)</b>	
Smoking	Hemdean is a No smoking site – ensure signage to this affect is at school entrance. All contractors and visitors aware.	Y		
HEU	<p>Extraction fans for electrical cooking only.</p> <p>Gas to HEU has been switched off.</p> <p>Electrical equipment maintained – <i>check records</i></p>	Y		
Kiln use	None	na		

Gas fired boilers Boiler / plant rooms	Annual service by gas safety registered contractor <b>Date of service: FEB 2017</b> No combustible storage in area. Plant rooms are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations. Site manager has a system for monitoring such areas (weekly) for unauthorised storage.			
<b>4. COMBUSTIBLE MATERIALS (Remove, reduce and control)</b>				
Fire Safety (the issues)	Control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Piped gas supplies	All gas catering equipment serviced on an annual basis by a gas safety registered contractor <i>records kept</i> Gas isolation points clearly signed / accessible. Gas and electrical equipment maintained – <i>records kept</i>	Y		OCT 2018
Storage of combustible materials e.g. xmas decorations, paper, packaging, scenery /props and spare furniture	Stored only in appropriate locations and away from sources of ignition i.e. designated stores not in boiler/electrical rooms Stock kept to a minimum and stored in dedicated areas Voids not to be used for storage Foam mats stored in dedicated store.	Y		
External waste storage	Waste stored away from buildings/ in an enclosed area and wheeled bins secured All combustible waste regularly removed Skips lidded and kept away from buildings (6M)	Y		
Control / disposal of waste	Competent contractor used to dispose of waste, regular collections.	Y		
Cleanliness of the premises	General good housekeeping rooms maintained in tidy condition, no accumulation of materials in working areas . Regular and safe disposal of waste. Stocks of materials kept to a minimum	Y	Good	



Storage of coats and clothing in communal areas	Coat pegs located away from electrical items Cloakrooms are away from circulation spaces (consider use of lockers to store clothing/personal items)	Y		
Textiles, curtains and displays	Hall / drama curtains flame retardant No displays / curtains etc in close proximity to heat sources (ovens in food tech etc.)	Y	Treat with flame retardant/Spray October 2017	
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
Effective control of storage	Dedicated storage areas available and good housekeeping in these areas. Storage away from heat sources  Site manager has a system for monitoring such areas for unauthorised storage.  No unauthorised access possible <b>Props / scenery</b> only materials which are not combustible to be stored on an open stage.	Y		
Gas cylinders /cartridges e.g. LPG	none	na		
Storage / use of flammable liquids chemicals	All containers labelled appropriately Highly flammable liquids kept in small quantities Maximum of 50L of Highly flammable liquids kept in a suitable locked and labelled cupboard or store, having a half-hour fire resistance. Store located in a safe place outside of the close work area and away from the fire escape route.  Good ventilation must be ensured when flammable or volatile liquids are used.	Y	All locked in cupboard.	
<b>5. SOURCES OF OXYGEN (reduce)</b>				
Reducing potential sources of oxygen to a fire	Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours	Y		Oct 2018
<b>6.STRUCTURAL FEATURES (Control fire spread)</b>				

Are there easy paths through which fire and smoke can spread? e.g. Open stairways, ill fitting / open doors (in particular cross corridor / stairwell)	Fire doors in place, these doors separate the premises into sub-compartments. (In particular cross corridor and stairwell doors functioning and kept closed)	Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
Identify any holes in wall / ceiling E.g. In partition walls around pipe work and cables	Site Manager to inspect buildings for damage (conducts monthly checks on premise) and monitor all recent work which may have made holes in walls or damaged any fire resistant wall/ceiling linings e.g. cable / pipework installation  These must be filled to help prevent the spread of fire.	Y		Oct 2018
Does the building contain suspended ceilings?	Such areas must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread)  If services (e.g. electric cables) are present in the void , fire detection in both areas may also be required where there is a deep ceiling void (above 800mm).	Y	Terrapins Art Room Buildings	
Combustible materials covering substantial wall/ceiling areas	Keep displays to appropriate size (particularly in circulation spaces / corridors) and away from heat sources.	Y		
<b>7. SIGNAGE / LIGHTING</b>				
Where are the fire assembly points? How are people aware?	<b>Detail assembly point location: Tennis Court</b> Information provided to staff, contractors and hirers Fire action notices to be completed School procedures posted throughout site Pupils practice fire drills		<b>Markings on playground N-Y6</b>	

<p>Is there adequate signage in place?</p> <p>In particular in those areas used for lettings / activities outside of school hours</p>	<p>All fire exit doors are clearly marked.</p> <p>Fire exit signs and directional fire exit signs are indicated with a green pictogram/graphic symbol (the 'running person' symbol BS5449). These may be seen with or without directional arrows. <i>Text only signs are no longer acceptable.</i></p> <p>Illuminated Signs in positions where they can be clearly seen (overprovision of signs causing confusion causing confusion should be avoided)</p>	<p>Y</p>	<p><b>Reception, Year 1,2 and 3 have 2 fire exit doors with a turnable lock as third exit.</b></p>	
<p><b>Fire Safety (the issues)</b></p>	<p><b>Control measures</b></p>	<p><b>Yes / No / NA</b></p>	<p><b>Recommended Action and Comments (by whom)</b></p>	<p><b>When (incl. review date)</b></p>
<p>Are all fire escape routes adequately lit?</p> <p>What arrangements are there for checking the emergency lighting?</p>	<p>All escape routes should be sufficiently lit for people to see their way out safety. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night. ( in particular consider any lettings/ extended school use and whether escape routes have emergency lighting)</p> <p>Where ambient light is not sufficient torches may be acceptable for trained staff to use. <b>(Not for lettings)</b></p> <p>For evening classes / performances/ gym use etc a comprehensive system of emergency lighting should be in place and illuminate escape routes.</p> <p>All emergency light fittings to be marked on plan.</p> <ul style="list-style-type: none"> <li>• Caretaker to check operation of emergency lighting units monthly. Ensure record of check made in fire logbook.</li> <li>• A competent engineer should test emergency lighting system annually. Ensure record of test made in fire logbook.</li> </ul>		<p>Emergency lighting in all buildings</p> <p>Monthly Check and documented in Fire log book</p> <p>Hall lettings manager to ensure all sub lettings are provided with the fire information</p> <p>Hall has emergency lights and 2 fire exits .</p> <p><b>PEL contract</b></p>	
<p><b>8. FIRE FIGHTING EQUIPMENT (Sufficient &amp; appropriate, check and inspect)</b></p>				
<p>Where is the list of fire equipment kept (e.g. extinguishers, blankets, escape aids etc)</p>	<p>A comprehensive list kept in the fire log book.</p> <p>All fire fighting equipment marked on plan.</p>	<p>Y</p>		<p>Oct 2018</p>

How often and by whom is the fire equipment checked?	Site Manager will to ensure they're in place, not blocked / obscured and untampered with. Monthly  Extinguishers are inspected annually by a competent engineer. PEL <b>Date of inspection:</b> August 2018	Y		
Is there a hose reel in place?	No	Y		
<b>Fire Safety (the issues)</b>	<b>Control measures</b>	<b>Yes / No / NA</b>	<b>Recommended Action and Comments (by whom)</b>	<b>When (incl. review date)</b>
Is there at least one water extinguisher placed for each 200 metres of floor space? (Should always be sited so that no person need travel more than 30 metres to reach an extinguisher)  Minimum of 2 per floor unless it is an upper floor less then 100m <sup>2</sup>	PEL have ensured adequate extinguisher provision  Only to be used by staff who have received instruction on their use.  Extinguishers are fixed near exit doors / on escape routes. Ensure there are notices and/or instructions indicating the correct use of extinguishers.  Extinguishers are appropriate for local risks:  Fire blankets provided in kitchen / food tech areas.  CO2 throughout appropriate for electrical risk  Powder extinguisher in plant rooms.	Y		
Are there any dry/wet risers? (Hose attachment points for the fire service)	None on Site	na	na	

**9. PLANNING FOR AN EMERGENCY (coordinating evacuation)**

Fire Safety (the issues)	Recommended control measures	Yes / No / NA	Recommended Action and Comments (by whom)	When (incl. review date)
Is there an emergency plan in place?	<p>Plan for raising the alarm, calling the Fire &amp; Rescue Service and assembly point locations cascaded to building users.</p> <p>Fire action notices are in place and up to date. Fire action notices to be posted next to all fire alarm call points.</p> <p>Visitors, contractors and members of the public are considered as part of the plan.</p> <p>Fire drills formally reviewed to identify problems encountered and any further actions required. Recorded in fire log book.</p> <p>Access route for emergency vehicles kept clear</p>	Y	<p>Have the needs and abilities of disabled, sensory impaired and less able-bodied people being considered. Planning will account for the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance.</p> <p><a href="#">(Personal Emergency Evacuation Plan – PEEPS)</a></p> <p>Awareness for SEN children sensitive to alarm noise.</p>	Oct 2018
Have personnel received sufficient training and/or instruction on evacuation arrangements?	<p>New employees receive instruction on the action to take in the event of a fire as part of their induction.</p> <p>Existing employees receive training / instruction on what to do in the event of a fire via termly drills. Additional training / instruction provided as required.</p>	Y		
Is there a need for specialist training in the event of an emergency?	<p>Outside contractors and visitors receive necessary fire safety information (e.g. how to raise alarm, location of exits)</p>	Y		

**ADDITIONAL COMMENTS & OBSERVATIONS:** (include any additional issues identified and actions that require escalation to the next level of management)

All staff must sign in and out.

**Signature:**  
**(Print)**

**Marco Salvini**

**Date: October 2017**

**Review Date: October 2018**