



FIRE RISK ASSESSMENT

**HOPELANDS
PREPARATORY SCHOOL**

**38 Regent Street
Stonehouse
Gloucestershire
GL10 2AD**

**JOHN TIMMINS
JUNE 17**

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INTRODUCTION

The purpose of this assessment is to assess the risk of fire associated with the premises and the work activities in order to identify any areas of significant risk.

This assessment is intended to ensure compliance with Safety and Fire related legislation which places responsibility on the owners/occupiers of business premises to carry-out an assessment of the risk of fire and the arrangements to deal with emergency situations.

The 2005 Order requires fire precautions to be put in place “where necessary” and to the extent that is reasonable & practicable in the circumstances of the case.

This fire risk assessment must be supported by a fire safety plan indicating;

- Emergency exit doors & routes
- Assembly Point
- Fire containment doors
- Fire Extinguishers
- Gas and Electrical isolation points.
- Location of any particular fire hazards in the premises (e.g. gases, flammables).

If there are any doubts regarding the structural integrity or the effectiveness of the materials used during the construction of the premises, then further investigation will be required.

REPORT STRUCTURE

In order to focus attention on matters that need to be addressed the Summary and Risk Evaluation precede the description of the premises, the existing fire management arrangements and the area by area assessments.

The description serves to provide a context for the findings and recommendations.

The core fire management arrangements for the premises identify responsibilities etc (e.g. who keeps records, where records are held) as well as site-wide issues (e.g. management of electrical safety).

There is then an assessment of the risk of arson by those outside the organisation.

An area-by-area assessment follows which endeavours, by the identification of fuels, the ignition sources and any existing risk control measures, to assess the fire risk of each area/room. The system also identifies the availability of fire related equipment (e.g. extinguishers) and facilities (e.g. self-closing doors).

Matters requiring attention on an area-by-area basis are listed at the foot of the table.

As with all other forms of risk assessment there are few absolute requirements that apply to all premises – the arrangements must be appropriate. Therefore, where actions are identified in this assessment they are classified as follows

Level 1 = the MUST do items.

Level 2 = the SHOULD do items.

Level 3 = the CONSIDER doing items.

As a result of the assessment an achievable action plan should be developed to establish a timescale for the actions to be taken.

METHODOLOGY

With the changes in Fire related legislation there is greater responsibility on employers to manage the fire risk of their premises.

In common with general occupational Health & Safety a stepped approach is recommended;

1. Define the area/premises under consideration
2. Identify the fire hazards
3. Identify the people at risk
4. Evaluate the risk and identify the controls (including means of escape)
5. Record, plan, inform, instruct and train
6. Review.

Define the area/premises under consideration

Although not included in the government's guidance it is useful to determine the scope of the assessment – especially in larger premises or where there are a range of activities.

The assessment did not involve a survey of the building's structural integrity. No destructive methods have been used to analyse the structure or the materials that were used during construction.

Identify the Fire hazards

For fire to develop three components are required

- Sources of Ignition
- Fuels - things that burn
- Oxygen – in practice for most businesses this is often not a material factor as oxygen is present in the air we breathe. Some businesses may have to consider oxygen either in terms of cylinders or in some chemical compounds such as nitrate fertilisers.

When these three are present and a fire has started it maintains its own momentum in a flame chain reaction. Eliminate one of the three and there can be no fire. For the reasons identified above, in practice this means separating sources of ignition from the fuels.

Identify the people at risk

The number of people who may be in the premises clearly influences the size of the means of escape – a single doorway is presumed to permit the exit of 30 people per minute.

There is also a need to consider those especially at risk through age, hearing impairment and physical mobility. Clearly if people are sleeping (hotel) then the alarm will need to be sufficient to wake the guests.

Evaluate the risk and identify the controls (including means of escape)

If there are no unusual fire hazards then the Fire Risk should be considered as **Low**.

A **Medium** Fire Risk would indicate that there are more fuels/ignition sources in the area or that there are especially vulnerable people.

High fire risk would describe a situation where a fire is highly likely to occur.

This needs to be considered in stages;

- What stops a fire starting and developing?
- Would a fire be detected?
- How would people be warned?
- Are there adequate means of escape from all areas? This is a justification for using an area-by-area approach. Fire-fighting equipment (to help people escape), escape routes that are unobstructed, signed and visible.
- Is the assembly point clear and known?

Arson

As Arson is the most common cause of fires in commercial premises the assessment should also consider the likelihood and potential for arson. Issues to consider include;

- Site/premises security
- Location of the refuse/waste store (wheeled bins make it easy to move the waste up to the building),
- Any history of arson in the area.

Record, plan, inform, instruct and train

Records of;

- Testing of alarm call points, lights, sprinklers etc
- Maintenance of fire fighting equipment (extinguishers, sprinklers), alarms, lights, signs etc
- Fire Drills and evacuations

Plan – an evacuation plan for the premises which is brought to the attention of the occupiers by, for example Fire Action Notices displayed.

Inform/instruct – life is more important than a building. Many people have died because they attempted to fight a fire rather than leave. People should not put their lives at risk to fight a fire. Instructions must be given to employees regarding their own safety. The plan must also consider vulnerable individuals that may be present.

Train – the key example of training is the fire drill but if people may be expected to use extinguishers or other equipment they should know how and when to use it.

Review

The arrangements need to be kept under review to ensure that it reflects the prevailing situation - there may not have been a hearing impaired employee when the assessment was first made but one may have been employed subsequently.

SUMMARY

The School has well-developed systems to ensure that pupils and staff understand their actions in the event of the fire alarm sounding. With the exception of 2 rooms, all teaching rooms have more than one means of escape. High standards of housekeeping and control over the use of storage facilities also serve to minimise fire risk. Whenever there is a change to the School buildings and their use the implications for fire safety are considered – for example the installation of an electric cooker in the Art/DT room.

The School has no vehicular access and only a single width pedestrian access from Regent Street. Accordingly the fire evacuation procedure changed in that as soon as the decision is made to call the Fire Service the School will be evacuated to a local community centre so that the staff/pupils are clear of the premises well-ahead of the arrival of the Fire Service.

The findings of the previous Assessment in 2015 were addressed and content reviewed each year – as a result the list of proposed actions is very limited and are summarised in the following table.

No	Area/Topic	Action	Level
1.	Fire Exit – Year 3	Ease the sticking Fire Exit door.	1
2.			
3.			
4.			

RISK EVALUATION

Are the controls in place adequate for the level of risk? Yes

Having regard to the controls that are identified the level of risk from fire is Low

Risk Assessment carried out by - John Timmins

Date-: 6th June 2017

Review Date-: June 2019

DESCRIPTION

Hopelands is an independent preparatory school that occupies a pair of originally detached houses that were modified in 2012 to maximise the usable space by creating a central stairway between the houses. To the rear of the main building a detached Hall (Sophie Hall) has been built and a further summerhouse (Staff Room). The alterations in 2012 included ensuring that the fire risk controls satisfy the requirements of the current Building Regulations. The use of the second floor is limited to storage and as an 'admin space' for teachers.

In 2013 the Staff Room was relocated from the Sophie Hall to the Summerhouse with the room vacated becoming a Class Room. Two new storerooms were created to one side of the Sophie Hall for storage of Games equipment and furniture.

In 2016 a pair of cloakrooms were created to the south side of the Sophie Hall.

ACTIONS

None.

Level 0

FIRE MANAGEMENT ARRANGEMENTS

Responsible Person	Post Governing Body		
Person in Charge when Alarm Raised	Sonja Jones, Bursar or most senior person present.		
Fire Evacuation Procedure	Written by Michael Coles	Latest revision February 2015 – approved by Head & Chair of Governors	Posted where? Staff Room
Fire Exits	Checked by Sonja Jones /SWSM	When ½ termly	Records held by Sonja Jones
Fire Drills	Frequency Minimum termly	Organised by Sonja Jones	Records held by Sonja Jones
Fire Training	Of whom Teachers Summer '15	In what Fire Extinguishers	Records held by Sonja Jones
Assembly Point	Location Playground to side of School	Evacuation Location Community Centre, Regent Street	
Fire Detection system	Serviced by City Fire Protection	When September '16	Records held by Sonja Jones
Fire Alarm system serviced	By City Fire Protection	When September '16	Records held by Sonja Jones
Fire Alarm system tested	By Sonja Jones	When See Register	Records held by Sonja Jones
Emergency Lighting serviced	By City Fire Protection	When September '16	Records held by Sonja Jones
Emergency Lighting tested	By Sonja Jones	When See Register	Records held by Sonja Jones
Fire Extinguishers serviced	By City Fire Protection	When February '17	Records held by Sonja Jones
Fire Extinguishers checked	By Sonja Jones	When See Register	Records held by Sonja Jones
Electrical Installation check	By AFLEC	Latest date (5 yearly) August '12	Records held by Sonja Jones
Smoking	Prohibition met	Arrangements No smoking is permitted within the School site.	
Safety of Electrical Appliances assured by	Methods – RCD, user inspection, switched off at night etc System incorporates RCDs. Other than equipment specifically manufactured to remain connected to power overnight (laptop charging, photocopier) all electrical equipment is off at night.		
Arrangements for Especially Vulnerable People	The School accommodates children in small class sizes from Reception to Year 6 (11 year olds). Individual assessments made may determine, for example, the class room allocation.		

ACTIONS

None.

Level 0

ARSON

- Is there any history of arson in the local area? No
- Is the site secure outside working hours? Yes
- Are there any security devices (lights, CCTV etc) to discourage intruders? Yes
- What materials are available to an arsonist?
Timber buildings, waste paper etc.
- Is waste stored appropriately?
Waste etc bins are located away from the buildings.

Overall assessment of Arson Risk **Low** Medium High

ACTIONS

None

Level 0

AREA BY AREA ASSESSMENT

Area	ATTIC LEFT	ATTIC RIGHT	CENTRAL STAIRS
Use	Storage of teaching materials (art & science) plus WC	Used for archive and long term storage.	Access between floors with under-stair cupboard on GF
Fuel	Paper, wood furnishings & building materials	Paper, wood furnishings & building materials	Floor coverings
Ignition Sources	Electricity, Photocopier	Electricity	None
Especially vulnerable people (e.g. deaf)	None	None	None
Any special controls in this area	Staff access only	Staff access only – kept locked.	The under-stair cupboard is locked to control access and materials stored.
Fire Risk Rating Low/Medium/High	Low	Low	Low
Detection	Yes	Yes	Yes
Call Point	Yes	No	Yes
Sounder - audible	Yes	Yes	Yes
Exit Routes – signed & clear.	Yes	Yes	Yes
Is Emergency Lighting provided?	Yes	Yes	Yes
Fire Doors closed or self-close	Yes	Yes	Yes
Extinguishers	1 F	No	2 nd Floor 1CO ₂ 1F 1 st Floor 1CO ₂ 1F Gnd Floor 1CO ₂ 1F
Matters for attention			

Area	FIRST FLOOR REAR LEFT CLASSROOM	FIRST FLOOR FRONT LEFT CLASSROOM	FIRST FLOOR REAR RIGHT CLASSROOM (Art, Music & Design)
Use	Form and Science classroom.	Form and Science classroom.	Classroom.
Fuel	Paper, wood furnishings & building materials, Gas taps.	Paper, wood furnishings & building materials, Gas taps.	Paper, wood furnishings & building materials, food (classes).
Ignition Sources	Electricity	Electricity	Electricity, Electric Cooker, Laptop charging.
Especially vulnerable people (e.g. deaf)	None	None	None
Any special controls in this area	Gas taps will be fitted with emergency isolator before being connected.	Gas taps fitted with isolator valve the handle is removed and kept securely.	Cooker is isolated when not in use; only used under close supervision; incorporates 'hot hob' indicator light. Laptop charging is in purpose designed cabinet.
Fire Risk Rating Low/Medium/High	Low	Low	Low
Detection	Yes	Yes	Yes
Call Point	Yes	No	Yes
Sounder - audible	Yes	No	Yes
Exit Routes – signed & clear.	Yes – 2 External metal stairs inspected at least termly	Yes - 2 down stairs or through FFRL classroom	Yes -2 down stairs or across to FFRL classroom.
Is Emergency Lighting provided?	Yes	Yes	Yes
Fire Doors closed or self-close	Yes	Yes	Yes
Extinguishers	Stairway	Stairway	Stairway
Matters for attention			

Area	FIRST FLOOR FRONT RIGHT CLASSROOM & CLOAKROOM	GROUND REAR ANNEX – CLOAKROOM & STORE	GROUND FLOOR REAR LEFT CLASSROOM
Use	Suite of rooms including corridor, classroom and cloakroom/WC.	Cloakroom.	Classroom.
Fuel	Paper, wood furnishings & building materials, clothing. Limited artwork on cloakroom wall.	Paper, wood furnishings & building materials,	Paper, wood furnishings & building materials,
Ignition Sources	Electricity	Electricity	Electricity
Especially vulnerable people (e.g. deaf)	None	None	None
Any special controls in this area	No	No	No
Fire Risk Rating Low/Medium/High	Low	Low	Low
Detection	Yes	Yes	Yes
Call Point	Yes	Yes	No
Sounder - audible	Yes	Yes	Yes
Exit Routes – signed & clear.	Yes	Yes -2	Yes - 3
Is Emergency Lighting provided?	Yes	Yes	Yes
Fire Doors closed or self-close	Yes	Yes	Yes
Extinguishers	1 W, 1 CO ₂	1 CO ₂	1 W
Matters for attention			

Area	GROUND FLOOR FRONT LEFT CLASSROOM	GROUND FLOOR HEAD TEACHER'S OFFICE	GROUND FLOOR SCHOOL OFFICE
Use	Classroom	Office	Office
Fuel	Paper, wood furnishings & building materials	Paper, wood furnishings & building materials	Paper, wood furnishings & building materials
Ignition Sources	Electricity (meter cupboard), Gas (boiler)	Electricity	Electricity
Especially vulnerable people (e.g. deaf)	None	None	None
Any special controls in this area	None	None	None
Fire Risk Rating Low/Medium/High	Low	Low	Low
Detection	Yes	Yes	Yes
Call Point	No	No	Yes - corridor
Sounder - audible	Yes	Yes	Yes
Exit Routes – signed & clear.	Yes - 2	Yes - 2	Yes - 2
Is Emergency Lighting provided?	Yes	Yes	Yes
Fire Doors closed or self-close	Yes	Yes	Yes
Extinguishers	Stairway	Stairway	CO ₂
Matters for attention			

Area	GROUND FLOOR FRONT RIGHT CLOAKROOM	GROUND FLOOR RIGHT CLASSROOM	GROUND FLOOR CORRIDOR (LEFT)
Use	Cloakroom	Classroom for Years 1 & 2	Access
Fuel	Notices/displays, clothes.	Paper, wood furnishings & building materials	Paper, wood furnishings & building materials
Ignition Sources	Electricity	Electricity	Electricity
Especially vulnerable people (e.g. deaf)	None	None	None
Any special controls in this area	None	None	None
Fire Risk Rating Low/Medium/High	Low	Low	Low
Detection	Yes	Yes	Yes
Call Point	No	No	Yes
Sounder - audible	Yes	Yes	Yes
Exit Routes – signed & clear.	Yes -2	Yes - 2	Yes - 4
Is Emergency Lighting provided?	Yes	Yes	Yes
Fire Doors closed or self-close	Yes	Yes	Yes
Extinguishers	Stairway	1 W	1 W
Matters for attention		Ease the Fire Exit – sticking at foot.	.

Area	SOPHIE HALL - HALL	SOPHIE HALL - CLASSROOM	SOPHIE HALL - STORES
Use	School lunches (no cooking), Assembly, Gym etc	Newly allocated staffroom	Storage of furniture and Games equipment.
Fuel	Notices/displays, wood and furnishings	Paper, wood furnishings & building materials	Wood/plastic/textile equipment.
Ignition Sources	Electricity	Electricity	None
Especially vulnerable people (e.g. deaf)	None	None	None
Any special controls in this area	None	None	None
Fire Risk Rating Low/Medium/High	Low	Low	Low
Detection	Yes	Yes	No
Call Point	Yes	Yes	No
Sounder - audible	Yes	Yes	No
Exit Routes – signed & clear.	Yes -4	Yes - 2	Yes
Is Emergency Lighting provided?	Yes	Yes	No
Fire Doors closed or self-close	Yes	Yes	No
Extinguishers	1 F, 1 CO ₂ In corridor	In corridor	No
Matters for attention			

Area	SOPHIE HALL – CLOAKROOMS		
Use	Cloakroom		
Fuel	Clothing, books, paper, wooden structure		
Ignition Sources	Electrical installation 2016 – underfloor heating		
Especially vulnerable people (e.g. deaf)	None		
Any special controls in this area	None		
Fire Risk Rating Low/Medium/High	Low		
Detection	No		
Call Point	No		
Sounder - audible	No		
Exit Routes – signed & clear.	Yes - 2		
Is Emergency Lighting provided?	No		
Fire Doors closed or self-close	Yes		
Extinguishers	No		
Matters for attention			

Area	SUMMERHOUSE STAFFOOM	SUMMERHOUSE STORE	EXTERNAL BRICK BOILERHOUSE AND STORE
Use	Staffroom	Store	Location of wall-mounted gas boiler and inert storage.
Fuel	Wood & soft-furnishings	Wood & wood/plastic play equipment	Gas supply
Ignition Sources	Electricity – microwave etc.	None.	Boiler internal systems
Especially vulnerable people (e.g. deaf)	None	None	None
Any special controls in this area	Thermostatically controlled fan heater is mounted on wall over the door.	Access kept locked.	Boiler serviced annually. Door kept locked.
Fire Risk Rating Low/Medium/High	Low	Low	Low
Detection	No	No	No
Call Point	No	No	No
Sounder - audible	No	No	No
Exit Routes – signed & clear.	Yes	Yes	N/a
Is Emergency Lighting provided?	Yes	Yes	No
Fire Doors closed or self-close	Yes	Yes	Yes
Extinguishers	CO ₂	No	No
Matters for attention			