



Windlesham School
& Nursery

Fire Risk Assessment

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Next Review Due: November 2018

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SIGNED:

DATE:

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SECTION 1

Identifying the hazard - **Source of ignition**

Building/Position	Location	Ignition hazard
190	Kitchen cupboard	Gas Boiler
190	Reception class L5	Gas Boiler
Nursery Block	Lobby L1/L2	Gas Boiler
Cooper House	Plant Room	Gas Boiler
Cooper House	Plant Room	Chemicals
180	Medical Room	Gas Boiler
Whole site		Cigarettes

Sources of flammable materials

- A waste paper
- B chemicals
- C cleaning materials
- D general waste
- E bulky waste items
- F excess furniture
- G stationery
- H art materials
- J paint, stains, solvents - site maintenance materials

SECTION 2

Identifying people at risk

1. All staff
2. All pupils
3. Visitors
4. Contractors on site
5. Disabled visitors
6. Site manager
7. Security personnel

SECTION 3

Evaluation and reducing the risk

Location/ Potential ignition sources	Preventative Measures
190 Boiler Ignition	<ul style="list-style-type: none"> • The boiler in 190 building is enclosed in a cupboard • No other materials are stored in the cupboard • Doors have double bolts to prevent opening
190 Boiler L5	<ul style="list-style-type: none"> • Boiler is at head height – difficult to reach • Enclosed by panels screwed into brackets preventing entry
Nursery Block boiler	<ul style="list-style-type: none"> • Wall mounted at 1.4 metre approx • Has hinged panel in front of screwed in unit that encloses the pilot light and is totally inaccessible
Cooper House Plant room boiler	<ul style="list-style-type: none"> • Wall mounted and screwed panels restrict access
Cooper House Plant room chemicals	<ul style="list-style-type: none"> • Chemicals are stored in a separate steel locked cupboard in their containers not loose • Entry to the plant room is restricted accessed by the use of an entry code door lock
180 Medical Room Boiler	<ul style="list-style-type: none"> • Floor mounted in a bolted cupboard in the medical room; access to the flame is behind a hinged panel then the removal of a screwed unit. • No other materials are stored in the cupboard
Cigarettes	<ul style="list-style-type: none"> • The whole site is a designated no smoking area

Location/ Sources of Flammable Materials	Preventative Measures
Waste paper	Paper is removed to recycling sacks located away from buildings
Chemicals	Pool chemicals are stored in a locked steel cabinet located in the plant room restricted access and code door entry to access room
Cleaning materials	Cleaning materials are stored in a locked and bolted store cupboard in 180 building. Additional stores in a locked shed away from main buildings
General waste	Collected daily and stored in waste containers in a bolted compound away from buildings
Bulky waste items	Bulky waste items removed and stored in a fenced off area away from buildings.
Excess Furniture	Stored in a locked and bolted shed away from main buildings
Stationery	Kept in secure locked cupboards in 190 building
Art materials	Stored in a locked cupboard outside the art room
Site maintenance materials	Stored in a locked shed away from main buildings

SECTION 4

Fire Safety Measures - People

- Health and Safety Co-ordinator and Site Manager are both trained Fire Marshalls
- Staff are given a briefing on Health and Safety including Fire Safety at their induction when they first start at School
- All staff and pupils participate in regular fire evacuation drills and are assembled at the emergency assembly points. Locations are signposted
- A number of staff have training in the use of fire fighting equipment
- The above measures are logged

Recording people on site

- All staff must sign in and out in the staff register
- All pupils are recorded in a daily register
- All visitors to the site are signed in and out and given a visitor's badge to wear
- Visitors are notified that fire safety instructions are printed on the badge

SECTION 5

Fire Safety Measures – Equipment

Fire extinguishers have been deployed within the School with the correct signage. These are serviced and recorded annually

Smoke alarms are installed and maintained in every building as follows:

Cooper House: Electronic and linked to a fire control panel. Maintained and serviced by a contractor.

190 and 180 Buildings: Manual battery maintained by the site manager and tested monthly.

Fire call points: Located in the School buildings by the nearest fire exit and linked to a fire control panel; they are maintained and serviced by a contractor under a service /maintenance contract.

Fire alarm control panels: three panels one in each building; they are maintained and serviced by a contractor under a service /maintenance contract.

Fire Alarms In locations in and outside the School buildings and linked to a fire control panel. They are maintained and serviced by a contractor under a service /maintenance contract and are tested on a weekly basis.

Emergency Lighting is installed in Cooper House and will be installed in any future developments in the School.

Additional Fire Safety Measures to Reduce Risk

- Each room displays a fire drill (section 12) stating the appropriate way of exit to and from room.
- Each building has the correct fire signs showing the way to the nearest fire exit these are checked (this is recorded) on a termly basis.
- Site manager visually checks fire exits are clear when unlocking in the morning.
- A classroom/office assessment is taken by the a key user of the room annually
- Larger events held in the School are recorded by a separate risk assessment and emergency action plan
- A prepared evacuation plan is in place for use in the event of a major emergency

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Section 6

Fire Safety Measures – Means of Escape

- In the event of a fire, prepared routes of escape are displayed in all rooms. These displays are checked each term and updated annually
- Fire exit signs are displayed showing the safe route
- Staff and pupils are subjected to fire drill practice twice a term. The results of these drills are recorded and actions reviewed – drills are repeated if necessary
- New staff are instructed in fire safety training as part of their induction to the School specifically in:
 - What action to take on discovering a fire
 - How to raise the alarm and where alarms are located
 - What action to take on hearing the alarm
 - Fire Action drill plan and means of escape

Means of Escape for Disabled Staff, Pupils and Visitors

When the School employs a disabled person or a pupil with a disability attends the School, the Health and Safety Co-ordinator will conduct a risk assessment to identify any special procedures or equipment required to ensure that person can leave the premises safely.

A review of the Emergency Action Plan will then be conducted to take into account the modifications identified as necessary by the risk assessment.

Section 7

Fire Safety Measures – Arson

To reduce the possibility of arson the School premises are secured behind high, locked gates and internal fences. Chemicals, cleaning materials, stationery, art materials, painting and decorating materials, and excess furniture, are kept locked in separate locations or a secure cupboard within the School.

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Section 8

Action Plan for Emergency Fire Services

- In the event of the fire services being called the Site Manager will designate a member of staff to man the driveway entrance on Dyke Road and liaise with the emergency services.
- This is shown as WE1 on the access plan (Section 11)
- The fire service vehicle will enter the School premises through the car park gates shown as WE2
- Parking in the car park is controlled. A designated area marked NO PARKING is in place in the car park and is shown as WEP on the access plan
- The Site Manager or other designated member of staff will give the emergency services a copy of the fire risk assessment
- The School swimming pool holds approx 11.000 gallons as a potential source for emergency water and is shown as WEW on the access plan.

Section 12

FIRE DRILL

UPPER SCHOOL

U1 & U2

Library &

Speaking and Listening Room

U3

U4

Coaching Room

Gym

U5

U6

Green room

Art Room

Go to court

Exit from fire door at rear of U1, down fire escape,
Around side of gym to court.

Exit from door at front of classroom.

Exit through rear exit door.

Exit through door and turn right out of building.

Exit from door at back of Gym to court.

Exit from door at rear of classroom.

Exit from door at rear of classroom.

Exit from door at front of classroom.

Exit from door at rear of classroom.

COOPER HOUSE

Science

ICT

C1

C2

Swimming Pool Area

Staff Room & Meeting

Room

Go to court

Exit through fire door in ICT and down fire escape.

Exit through fire door and down fire escape.

Exit through fire door and down fire escape.

Exit through fire door in C1 room and down fire escape.

Exit through patio doors to lawn.

Exit through fire door to the right and pass down side of
of staffroom to court.

LOWER SCHOOL/NURSERY

L1

L2

L3

L4

Hall

L5

Office

L6

L7

Headteacher

Upstairs Office

Deputy/Bursar

French & Music Room

Exit from door at rear to patio.

Exit through cloakroom area to patio.

Exit through cloakroom area to patio.

Exit through cloakroom to lawn.

Exit through main door to lawn.

Exit through fire exit to lawn.

Exit through front door to front driveway.

Exit through front door to front driveway.

Exit down fire escape in Deputy/Bursar's room to front
driveway.

Exit down fire escape in Deputy/Bursar's room to front
driveway.

Exit down fire escape in Deputy/Bursar's room to front
driveway.

Exit down fire escape to front driveway.

Exit through fire door to patio.