



MALDON COURT

PREPARATORY SCHOOL

12 a & b

Fire Risk Policy

This Policy applies to all staff and pupils at Maldon Court Preparatory School including those in the EYFS and visitors to the school

Revised: September 2023 – Mrs K Abrehart
To be reviewed September 2024

Fire Risk Policy

The Proprietors ensure the following regulations have been given due regard when writing this policy:

- *The Regulatory Reform (Fire Safety) Order 2005, as of October 2006.*
- *HM Government Publication –Fire Safety Risk Assessment – Educational Premises – ISBN-9781851128198 -published 5th June 2006*
- *Fire Safety- An employer's Guide – ISBN:0-11341229-0 published 1999.*
- *Independent Schools Inspectorate – ISI Update September 2021*
- *DfE: Health and Safety advice on the Legal Duties and Powers for Local Authorities, Headteacher, Staff and Governing Bodies (2013 updated 2014)*
- *Making your premises safe from fire (government short guide)*
- *Fire risk assessment – Chubb 22nd March 2017 (Site File – Fire) Reviewed annually*

The Proprietor shall take such fire precautions as well as to ensure as far as reasonably practicable that the safety of staff or anyone else legally on the premises.

Objective

This policy has been developed with the primary objective of improving the safety of our school site for pupils, teachers, parents and visitors. We aim to minimise the risk to life and risk of injury as well as protect the physical property and facilities within our school. We aim to achieve this by minimising the risk of a fire event and minimising the risk of harm in the event of fire. Through adopting protocols and procedures, we will allow our school users to react in a calm and effective manner in the event of fire.

Preventative Measures

- The school operates a **No Smoking Policy**
- The **fire alarm call points and fire alarm are tested** on a weekly basis. Logs with comments/ actions on these checks are maintained in the School Office. The Fire Alarm panel and smoke detectors throughout the school are inspected annually by Chubb.
- The **fire extinguishers and Fire Blankets** are maintained and tested by Chubb (Fire) Ltd on an annual basis. The Certificate of Conformity is displayed in the School Office.
- All Electrical appliances are **PAT tested** annually – Details maintained in the School Office.
- **Fixed wire testing** is carried every 5 years – Details maintained in the School Office.

- All staff are expected upon their induction to read and sign to say they understand this policy and what their role is for fire prevention and evacuating the school building upon hearing the fire alarm.
- All staff are fully aware of the **emergency plan** and its implication should a fire occur.
- All staff will receive annual training (September) from the onsite Fire Marshalls, this equips our staff to react in a competent and timely manner in the event of a fire evacuation.
- **Competent persons** have been appointed in respect of ensuring the safe and effective evacuation of our site and in preventive and protective measures (including firefighting and evacuation) measures. The competent persons are named within the school as Fire Marshals and have received training in addition to the bi-annual training above. The current Fire Marshals are:
 1. Mrs H Bonner - Mrs E Clark (will cover if another Fire Marshal is absent on a Monday or Tuesday)
 2. Miss S Broadbridge
 3. Ashleigh Vaughan
 4. Mrs M Summers
 5. Mrs J Wilkins
 6. Kerry O Reilly – Morning cover from 7.30am – 8.15am
 7. Mr R Coyle

See Fire Marshall schedule for days and zones (appendix 1)

See Senior manager schedule and Fire Panel operating plan (appendix 2)

- **Fire risk assessments** in respect of our site are carried out by a competent provider, Chubb every 5 years. It is reviewed annually by the Proprietor. The fire risk assessments are contained within the school Site File (Fire). Recommendations of the risk assessment are actively implemented and updated considering any changes that occur in the school.
- **Escape routes** – All fire exits are marked clearly, there are provisions in place to maintain the integrity of the routes to these exits. Emergency lighting is installed in the main building, nursery and school hall. Fire exits are checked and unlocked daily and the routes to the fire exits and signage are checked at the start of each day. All staff are required to ensure that escape routes are kept clear throughout the day.
- **COSHH** – A full list of chemicals held on site can be found in the Health and Safety Policy
- **Grenfell** – The school does not have any aluminum cladding on any of its buildings

Reactionary Measures

- **Evacuation drills** are carried out at different times of the day at least once each half term in accordance with the Emergency Evacuation Plan. Log is kept in School Office. Emergency services are contacted when necessary.
- **Emergency lighting tests** are carried out on an annual basis (by Chubb) and on a half termly basis. (see record sheets in the school office)
- **Fire alarm tests** are also carried out on an annual basis by Chubb, this is in addition to the school weekly testing cycle. (see record sheets in the school office)

In carrying out this assessment every care has been taken to ensure good management of fire safety to ensure that fires are unlikely to occur and that if they do, it is contained and controlled quickly, effectively and safely so that everyone on the premises is able to escape to a place of total safety, easily and quickly.

All staff are fully aware of the emergency plan and its implication should a fire occur

The following documentation is kept and reviewed by senior management team where they are countersigned where applicable.

- The Fire Risk Assessment
- Training Records
- Records of inspection (fire alarm/smoke detectors including battery checks)
- Daily Records of inspection
- Fire Practice Drills
- Certificates for the installation and maintenance of:
 1. Fire Alarms (Chubb)
 2. Smoke Detectors (Chubb)
 3. Emergency Lighting (K&J Engineering)
 4. Fire Fighting Equipment (Chubb)
 5. PAT Testing (Health & Safety File – School Office)
 6. Fixed wire testing (School office)

EMERGENCY EVACUATION PLAN - FIRE

ON DISCOVERING A FIRE

If you discover a fire on site assess whether this can be swiftly and efficiently extinguished and whether an evacuation of the School buildings is required. N.B. The effects of smoke and/ or fumes must not be underestimated.

If an evacuation is required, sound the alarm using the nearest fire alarm call point. In the main building the fire alarm buttons are sited in the dining room and the entrance hall. The Coach House has alarms sited between Forms 1 and 2 and in the Form 3 classroom. The school hall and nursery have fire alarm call points at each exit doorway. There are 19 fire alarm call points throughout the site. Staff must ensure they know where their nearest fire alarm call point is.

WARNING

The main warning of a fire hazard is the sounding of 3 alarms and 2 external claxons. One covers the main building, but which can, in fact, be heard in all classrooms. A second alarm is situated in the new building and a third on the Coach House. The alarm can also be raised by sounding the main fire panel located by the school office – See Appendix 2. On discovery of a fire any employee of Maldon Court may activate the alarms.

EVACUATION

When the fire alarm has been sounded, all pupils and adults on the site must evacuate the buildings. The evacuation will be achieved with pupils and adults conducting themselves in silence. There will be no running. Whenever possible all windows and doors should be closed when exiting. Please see appendix 4 for PEP (Personal Evacuation Plan) for any children or staff requiring specific support in an evacuation.

ASSEMBLY POINT

All pupils and adults should assemble on the playground unless the fire is in an area which prevents this assembly area being used. In this case everyone should assemble in the Car Park on Silver Street opposite the school. Class teachers are responsible for checking that all pupils are present, including those being taught in small groups by specialist staff. The School Office Manager is responsible for checking that all adults on site are accounted for.

The schools place of refuge is – All Saints' Church yard located on Maldon High Street adjacent to Silver Street

ESCAPE ROUTES

The key routes are from:

- Forms 4 and 5 via the external door to the external steel staircase
- Reception and Pre-Reception via external doors to the rear of the building
- Forms 1, 2 and 6 via external doors.

- Form 3 via an external door onto the steel external staircase
- Dining Rooms via external doors.
- The school hall and Nursery have their own external doors.

DUTIES

1. Every adult is responsible for aiding the evacuation of any pupils in their care.
2. On the playground each class teacher is responsible for checking that every pupil in his/her class is accounted for.
 - The class teacher will complete the roll call once they receive their class register
 - The office manager is responsible for taking the roll call for all staff and visitors during the hours of 8.00 – 5.00pm
 - If the fire alarm sounds prior to 8.00am a breakfast club supervisor will complete the roll call for all children in their care. One breakfast club staff member will complete the staff and visitor roll call - the register is in the school office.
 - If the fire alarm sounds during lunch time the Midday assistants are required to take the roll call for all children in their care.
 - If the fire alarm sounds post 3.30pm through to 6.00pm the ASC supervisors will complete the roll call for all children in their care.
 - If the fire alarm sounds post 5.00pm an ASC supervisor will complete the staff and visitor roll call – the register is in the school office.
3. Senior Managers have responsibility for meeting fire crew at the school gates.
4. The Fire Marshals shall check the entirety of their allocated zones and make their way to the playground to inform the Office Manager that all zones are clear.
5. In the event of a fire, it is the duty of the person who raises the alarm to notify the emergency services. If they are unable to do so they must alert any member of staff to call 999.
6. The kitchen staff must ensure that the emergency gas cut off button is pressed immediately on hearing the alarm and then evacuate the building.

Revised – K Abrehart – September 2023

FIRE RISK SCHEDULE

ROOM: Entrance Hall – Pre-Reception (Main Building, ground floor, bottom of the stairs)

SOURCES OF IGNITION:	Burglar alarm, Light Switches, door panel & in cupboard
SOURCES OF FUEL:	Cushions, seating and books
FIRE DETECTION APPARATUS:	School fire alarm Smoke alarm
FIRE FIGHTING APPARATUS:	NONE – Nearest Reception
FIRE NOTICE:	Yes, Fire Exit Signs Yes, Fire Action Signs
EVACUATION ROUTE (S)	Leave by Reception door or Front Door in case of need. Assemble on playground.
<u>Comments</u>	Ensure all lights switched off at end of day/ term. Always ensure kept tidy All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Pre-Reception (Main Building, ground floor)

SOURCES OF IGNITION:	Computer, TV, Light switches, microwave, video, toaster, kettle
SOURCES OF FUEL:	Paper, card, Displays, Carpet, Wooden and Plastic furniture
FIRE DETECTION APPARATUS:	One smoke detector
FIRE FIGHTING APPARATUS:	H ₂ O Extinguisher
FIRE NOTICE:	Yes, Action and notice
EVACUATION ROUTE (S)	Leave by external door in PR classroom Assemble on playground. Alternative: leave by the fire door through number 8 Silver Street, re-enter through the school main gates and assemble on the playground.
<u>Comments</u>	Close all windows and doors; take care to turn off all appliances.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Reception Classroom (Main Building, ground floor)

SOURCES OF IGNITION:	Computer, TV, Whiteboard. OHP, Light switches
SOURCES OF FUEL:	Paper, card displays, carpet, wooden tables, plastic chairs
FIRE DETECTION APPARATUS:	Smoke Detector
FIRE FIGHTING APPARATUS:	CO ₂ Extinguisher
FIRE NOTICE:	Yes, actions and notice.
EVACUATION ROUTE (S)	Leave by external door Assemble on the playground. Alternative: leave through the front door, re-enter through the main school gate and assemble on the playground.
<u>Comments</u>	Take care not to leave on electrical equipment Close the door/s
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Dining Areas – Both rooms (Main Building, ground floor)

SOURCES OF IGNITION:	T.V. Video, Light switches, Photocopier, Shredding machine, small Belling cooker
SOURCES OF FUEL:	Tables and benches, Books in unit Paper store, Paper drawer unit. Plastics in Science cupboard Plastic and wood in technology cupboard
FIRE DETECTION APPARATUS:	School Fire Alarm Smoke Alarm Break Glass alarm
FIRE FIGHTING APPARATUS:	H ₂ O extinguisher
FIRE NOTICE:	Yes: in both dining areas Fire Exit signs above doors
EVACUATION ROUTE (S)	Leave by courtyard door Assemble on playground Alternative: Go through dining areas and out through Reception door to playground or via Form 6 classroom.
<u>Comments</u>	A small cooker is sometimes used in this room – staff to ensure it is switched off at the end of the lesson. Signed to be put up to make people aware that the cooker may still have some heat.
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: Form 5 (Main Building, first floor)

SOURCES OF IGNITION:	Computer, whiteboard, light switches
SOURCES OF FUEL:	Books and classroom materials Wooden desks and chairs Uniforms on pegs All display boards
FIRE DETECTION APPARATUS:	Smoke Alarms
FIRE FIGHTING APPARATUS:	H ₂ O extinguisher outside the classroom
FIRE NOTICE:	Yes: signs over both exits
EVACUATION ROUTE (S)	Leave by door to external route Down the stairs to the playground and assemble on the playground.
<u>Comments</u>	Close the door/s
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Form 6 (Main Building, ground floor)

SOURCES OF IGNITION:	Computer, whiteboard, light switches
SOURCES OF FUEL:	Books and classroom materials Wooden desks and chairs Uniforms on pegs All display boards
FIRE DETECTION APPARATUS:	Smoke Alarm.
FIRE FIGHTING APPARATUS:	H ₂ O extinguisher in classroom
FIRE NOTICE:	Yes: signs over both exits
EVACUATION ROUTE (S)	Leave by door to external route Downstairs to the playground Alternative: Exit through dining room onto the courtyard and assemble on the playground.
<u>Comments</u>	Teacher to make decision as to which exit will be used Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Form 4 (Main Building, first floor)

SOURCES OF IGNITION:	Computer, whiteboard, light switches
SOURCES OF FUEL:	Books and classroom materials Wooden desks and chairs Uniforms on pegs All display boards
FIRE DETECTION APPARATUS:	Smoke Alarms
FIRE FIGHTING APPARATUS:	H ₂ O extinguisher outside Form 5
FIRE NOTICE:	Yes: signs over both exits
EVACUATION ROUTE (S)	Leave by door to external route Downstairs to assemble on the playground Alternative: leave via internal door, along the corridor through the fire leading into number 8 Silver street. Re-enter through the main school gate and assemble on the playground.
<u>Comments</u>	Close the door/s
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Form 3 (Coach House, first floor)

SOURCES OF IGNITION:	Computer, whiteboard, light switches
SOURCES OF FUEL:	Books and classroom materials Wooden desks and chairs Uniforms on pegs All display boards
FIRE DETECTION APPARATUS:	Smoke Alarms
FIRE FIGHTING APPARATUS:	2 x H ₂ O extinguisher
FIRE NOTICE:	Yes: signs over exit
EVACUATION ROUTE (S)	Leave by door to external route Downstairs to assemble on the playground.
<u>Comments</u>	Close door to Resource room
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: PA room off Form 3 (Coach House, first floor)

SOURCES OF IGNITION:	Electricity Supply, Fluorescent Lamps
SOURCES OF FUEL:	Paint, Paper, Plastic, materials
FIRE DETECTION APPARATUS:	Smoke Alarm
FIRE FIGHTING APPARATUS:	None
FIRE NOTICE:	No: 2 x H ₂ O extinguisher in Form 3
EVACUATION ROUTE (S)	Back through Form 3, down the outside stairs to assemble on the playground.
<u>Comments</u>	Care is to be taken when storing items in resource room. Always keep door shut. All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: Form 2 (Coach house, ground floor)

SOURCES OF IGNITION:	Computer, whiteboard, light switches
SOURCES OF FUEL:	Books and classroom materials Wooden desks and chairs Uniforms on pegs All display boards
FIRE DETECTION APPARATUS:	Smoke Alarms
FIRE FIGHTING APPARATUS:	2 x H ₂ O extinguisher
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Leave by door to external route to assemble on the playground.
<u>Comments</u>	Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Form I (Coach House, ground floor)

SOURCES OF IGNITION:	Computer, whiteboard, light switches
SOURCES OF FUEL:	Books and classroom materials Wooden desks and chairs Uniforms on pegs All display boards
FIRE DETECTION APPARATUS:	Smoke Alarms
FIRE FIGHTING APPARATUS:	One H ₂ O extinguisher
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Leave by door to external route to assemble on the playground
<u>Comments</u>	Close the door/s. All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Wellness Room (Coach House, 1st floor)

SOURCES OF IGNITION:	Light switches, fairy lights, lava lamp and electrical equipment.
SOURCES OF FUEL:	Books and classroom materials Wooden desks and chairs, soft furnishings. All display boards
FIRE DETECTION APPARATUS:	Smoke Alarm
FIRE FIGHTING APPARATUS:	One H ₂ O extinguisher
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Leave via Form 3 classroom down the external staircase to assemble on the playground
<u>Comments</u>	All wellness equipment to be switched off each evening. Close the door/s. All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: Bursar's Office (Main Building, first floor)

SOURCES OF IGNITION:	Laptop, printer, telephone, switches
SOURCES OF FUEL:	Paper, desk, books carpets and folders on shelves
FIRE DETECTION APPARATUS:	Smoke Alarm
FIRE FIGHTING APPARATUS:	None: nearest outside the room in the corridor
FIRE NOTICE	YES
EVACUATION ROUTE (S)	Leave, turn right and go through the Form 4 classroom, down the stairs and to the playground Alternative: Go along the corridor and out at no.8 Silver street.
<u>Comments</u>	Make sure the bell can be heard with the door closed. Close the door/s
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: SEN Room (Main Building, first floor)

SOURCES OF IGNITION:	Computer screen, Printer, light switches
SOURCES OF FUEL:	Paper, Carpet, Chair and tables, wooden cupboards and folders and files.
FIRE DETECTION APPARATUS:	Smoke Alarm
FIRE FIGHTING APPARATUS:	Outside in the corridor
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Turn right and exit building through Form 4 Alternative: Go through the corridor to no. 8 Silver Street, re-enter through main gate to assemble on the playground.
<u>Comments</u>	Close the door/s All new upholstery purchased will retain the Fire-Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Library (Main Building, first floor)

SOURCES OF IGNITION:	Burglar alarm, Light Switches, door panel & in cupboard
SOURCES OF FUEL:	Cushions, seating and books
FIRE DETECTION APPARATUS:	School fire alarm Smoke alarm
FIRE FIGHTING APPARATUS:	One x H ₂ O extinguisher
FIRE NOTICE:	Yes, Fire Exit Signs Yes, Fire Action Signs
EVACUATION ROUTE (S)	Leave by Reception door or Front Door in case of need. Alternative: Turn left through number 8 silver street and re-enter through main gate and assemble on the playground.
<u>Comments</u>	Ensure all lights switched off at end of day/ term. Always ensure kept tidy Close the door/s All new upholstery purchased will retain the Fire-Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Principal's Office Main Building, first floor)

SOURCES OF IGNITION:	Burglar alarm, Light Switches, door panel & in cupboard
SOURCES OF FUEL:	Cushions, seating Books and folders.
FIRE DETECTION APPARATUS:	School fire alarm Smoke alarm
FIRE FIGHTING APPARATUS:	NONE –Nearest in the hallway
FIRE NOTICE:	Yes, Fire Exit Signs Yes, Fire Action Signs
EVACUATION ROUTE (S)	Leave by Reception door or Front Door in case of need. Alternative: Turn right through number 8 silver street and re-enter through main gate and assemble on the playground.
<u>Comments</u>	Ensure all lights switched off at end of day/ term. Always ensure kept tidy Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Computer Suite (Main Building, first floor)

SOURCES OF IGNITION:	Burglar alarm, Light Switches, 10 computers Server in the cupboard
SOURCES OF FUEL:	Plastic tables and chairs, carpets, computers.
FIRE DETECTION APPARATUS:	Smoke alarm
FIRE FIGHTING APPARATUS:	CO ₂ Fire Extinguisher
FIRE NOTICE:	Yes, Fire Exit Signs Yes, Fire Action Signs
EVACUATION ROUTE (S)	Leave through the door, turn left through number 8 silver street and re-enter through main gate and assemble on the playground.
<u>Comments</u>	Ensure all lights switched off at end of day/ term. Always ensure kept tidy Close the door/s
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: Staff Room (Main Building, first floor)

SOURCES OF IGNITION:	Light Switches, microwave oven, kettle, fridge and toaster.
SOURCES OF FUEL:	Cushions, seating wooden tables and carpets
FIRE DETECTION APPARATUS:	Smoke alarm
FIRE FIGHTING APPARATUS:	Fire Blanket Extinguisher outside in the corridor
FIRE NOTICE:	Yes, Fire Exit Signs Yes, Fire Action Signs
EVACUATION ROUTE (S)	Leave through the door, turn right through number 8 silver street and re-enter through main gate and assemble on the playground.
<u>Comments</u>	Ensure all lights switched off at end of day/ term. Always ensure kept tidy Close the door/s All new upholstery purchased will retain the Fire- Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: Kitchen (Main Building, ground floor)

SOURCES OF IGNITION:	Fridge, freezer, dishwasher, potato peeler, urn, food mixer, gas cookers, gas fired boiler, light Switches, hot store and microwave.
SOURCES OF FUEL:	Mains gas supply, cooking oil and Cleaning materials.
FIRE DETECTION APPARATUS:	None
FIRE FIGHTING APPARATUS:	Fire Blanket CO ₂ Extinguisher Foam Extinguisher
FIRE NOTICE:	Exit sign over door Fire notices
EVACUATION ROUTE (S)	Leave kitchen, straight through dining room to the courtyard and down to the Playground
<u>Comments</u>	Care to be taken to ensure all appliances are switched off where necessary at the end of day/ term. Isolate gas supply Close the door/s
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: Store Bunker (Main building)

SOURCES OF IGNITION:	Light switches, strip light
SOURCES OF FUEL:	Bleach – Gives off toxic fumes in a general conflagration. (Enclosed by re-enforced concrete)
FIRE DETECTION APPARATUS:	No –would not be audible
FIRE FIGHTING APPARATUS:	No
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Assemble on playground
<u>Comments</u>	General store cupboard, therefore, care to be taken with storage. To be always locked
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Basement (New Building, under lower ground floor)

SOURCES OF IGNITION:	Light switches
SOURCES OF FUEL:	Various stored items
FIRE DETECTION APPARATUS:	Yes – 2 x Smoke detectors
FIRE FIGHTING APPARATUS:	Yes: 1 x Foam, 1 x CO ₂ and 1 x Hydro
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Go up the stairs and assemble on playground
<u>Comments</u>	Take care when storing items, to be always locked. All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Utility Room (New Building, lower ground floor)

SOURCES OF IGNITION:	Washing machine, Drier, Fan, Cleaning items
SOURCES OF FUEL:	Clothes, towels
FIRE DETECTION APPARATUS:	Smoke Alarm
FIRE FIGHTING APPARATUS:	Outside in the hallway
FIRE NOTICE:	Outside
EVACUATION ROUTE (S)	Straight out double doors into playground
<u>Comments</u>	Door to be always closed
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: The Book Nook (Out side by the Play Area)

Access via main entrance door at the front of the Book Nook

SOURCES OF IGNITION:	Electrical Heater
SOURCES OF FUEL:	Books and paper materials Wooden chairs and soft furnishings.
FIRE DETECTION APPARATUS:	Smoke detector located on the ceiling above the heater
FIRE FIGHTING APPARATUS:	One Blue powder extinguisher
FIRE NOTICE:	Fire signage above fire exit and glow in the dark sign for the fire extinguisher
EVACUATION ROUTE (S)	Exit via main entrance door at the front of the Book Nook, walk across the grass, up the steps to assemble on the playground.
<u>Comments</u>	Heater to be switched off at the end of each day. Close the door/s. All new upholstery purchased will retain the Fire-Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: The Cellar (Main Building, Main Entrance)

Access via trap door outside Pre-Reception internal door

SOURCES OF IGNITION:	Electricity Supply, fluorescent lamps
SOURCES OF FUEL:	Paint, Paper, Plastic
FIRE DETECTION APPARATUS:	None
FIRE FIGHTING APPARATUS:	None
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Back through trap door into Reception and out to the playground
<u>Comments</u>	Care is to be taken when storing items in cellar.
<u>ASSESSMENT OF ROOM:</u>	Medium Risk

ROOM: School Hall and Storeroom (New building ground floor)

SOURCES OF IGNITION:	Radiators, Lights, Electrical switches. Keyboards, Sound box, Food Lift. Tablet charging station.
SOURCES OF FUEL:	Plastic chairs. tables, PE equipment, PE mats
FIRE DETECTION APPARATUS:	3 smoke alarms in main hall One smoke alarm in storeroom
FIRE FIGHTING APPARATUS:	Foam CO ₂ Break GLASS alarm button
FIRE NOTICE:	Yes, above each door
EVACUATION ROUTE (S)	Through the main doors, down the ramp and left to the playground Alternative: Go through the single door, down the stairs and out the main doors into the playground
<u>Comments</u>	Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: School Office (New Building, ground floor)

SOURCES OF IGNITION:	CCTV screen, Computer and screen, Fuse Box, Radiator
SOURCES OF FUEL:	Paper, Carpet, Wooden cupboards, Files and Folders
FIRE DETECTION APPARATUS:	Smoke Alarm
FIRE FIGHTING APPARATUS:	None in Entrance hall
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Turn left and go through the main doors, down the ramp and into the playground. Alternative: Go through the main hall doors, down the stairs and out the main doors to assemble on the playground
<u>Comments</u>	Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Headteacher's Office (New Building, ground floor)

SOURCES OF IGNITION:	Electrical fuse board, laptops, electrical sockets. CCTV screen and computer.
SOURCES OF FUEL:	Wooden tables and Furniture Chairs Folders and Files
FIRE DETECTION APPARATUS:	Smoke alarms
FIRE FIGHTING APPARATUS:	None in room but outside in the Entrance hall
FIRE NOTICE:	No
EVACUATION ROUTE (S)	Turn right, through the main doors, down the ramp and assemble on the playground. Alternative: Go through the main hall doors, down the stairs and out the main doors to assemble on the playground
<u>Comments</u>	Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: Entrance Hall (New Building, ground floor)

SOURCES OF IGNITION:	Radiator. and electrical points
SOURCES OF FUEL:	Carpets and chairs,
FIRE DETECTION APPARATUS:	Smoke Alarm. Break Glass Alarm
FIRE FIGHTING APPARATUS:	Foam Extinguisher CO ₂ Extinguisher
FIRE NOTICE:	Yes, above all doors
EVACUATION ROUTE (S)	Through the main doors, down the ramp and then assemble on the playground
<u>Comments</u>	Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: NURSERY 1 & 2 (New Building, Lower ground floor)

SOURCES OF IGNITION:	Radiators, lights, electrical switches, microwave, kettle, fridge and computer.
SOURCES OF FUEL:	Paper, carpets, wooden tables and chairs, wooden furniture, plastic toys, materials, foam mattresses
FIRE DETECTION APPARATUS:	2 smoke alarms 1 smoke alarm in toilet 1 smoke alarm in changing room
FIRE FIGHTING APPARATUS:	Fire Blanket CO ₂ extinguisher in office Break GLASS alarm button at 2 nd exit
FIRE NOTICE:	Yes, above all 4 doors
EVACUATION ROUTE (S)	Through the main doors and assemble on the playground Alternative: Go through the single door, along the corridor and out the main doors to assemble on the playground
<u>Comments</u>	Fire Cot is in the changing room. Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

ROOM: 1st Floor entrance corridor/utility room (New Building, Lower ground floor)

SOURCES OF IGNITION:	Radiators, Lights, Electrical switches. Washing machine and drier
SOURCES OF FUEL:	Clothes in corridor,
FIRE DETECTION APPARATUS:	3 smoke alarms 1 smoke alarm in each toilet
FIRE FIGHTING APPARATUS:	Foam CO ₂ Break GLASS alarm button
FIRE NOTICE:	Yes, above each door
EVACUATION ROUTE (S)	Through the main and assemble on the playground. Alternative: Go through the single door, through the nursery and out through the main double doors to assemble on the playground.
<u>Comments</u>	Close the door/s All new upholstery purchased will retain the Fire Retardant tags.
<u>ASSESSMENT OF ROOM:</u>	Low Risk

Appendix I – Fire Marshall Schedule and Zones

	Monday	Tuesday	Wednesday	Thursday	Friday
Main building	Marianne	Marianne	Marianne	Marianne	Marianne
Coach house and Hall	7.30-8.30am Kerry	7.30-8.30am Kerry	7.30-8.30am Kerry	7.30-8.30am Kerry	7.30-8.30am Kerry
	Emma	Jeni	Jeni	Jeni	Richard
Cover Fire Marshals - Suzanne, Hannah, Emma, Ashleigh V and Kerry					

Senior Manager Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7.30 – 8.00am	Steve Guest	Steve Guest	Steve Guest	Steve Guest	Steve Guest
8am – 5pm	Elaine Mason	Elaine Mason	Elaine Mason	Elaine Mason	Elaine Mason
5pm – 6pm	See weekly briefing	See weekly briefing	See weekly briefing	See weekly briefing	See weekly briefing
Absence cover	Richard Coyle	Richard Coyle	Richard Coyle	Richard Coyle	Richard Coyle
Absence cover	Kim Callaghan	Kim Callaghan	Kim Callaghan	Kim Callaghan	Kim Callaghan

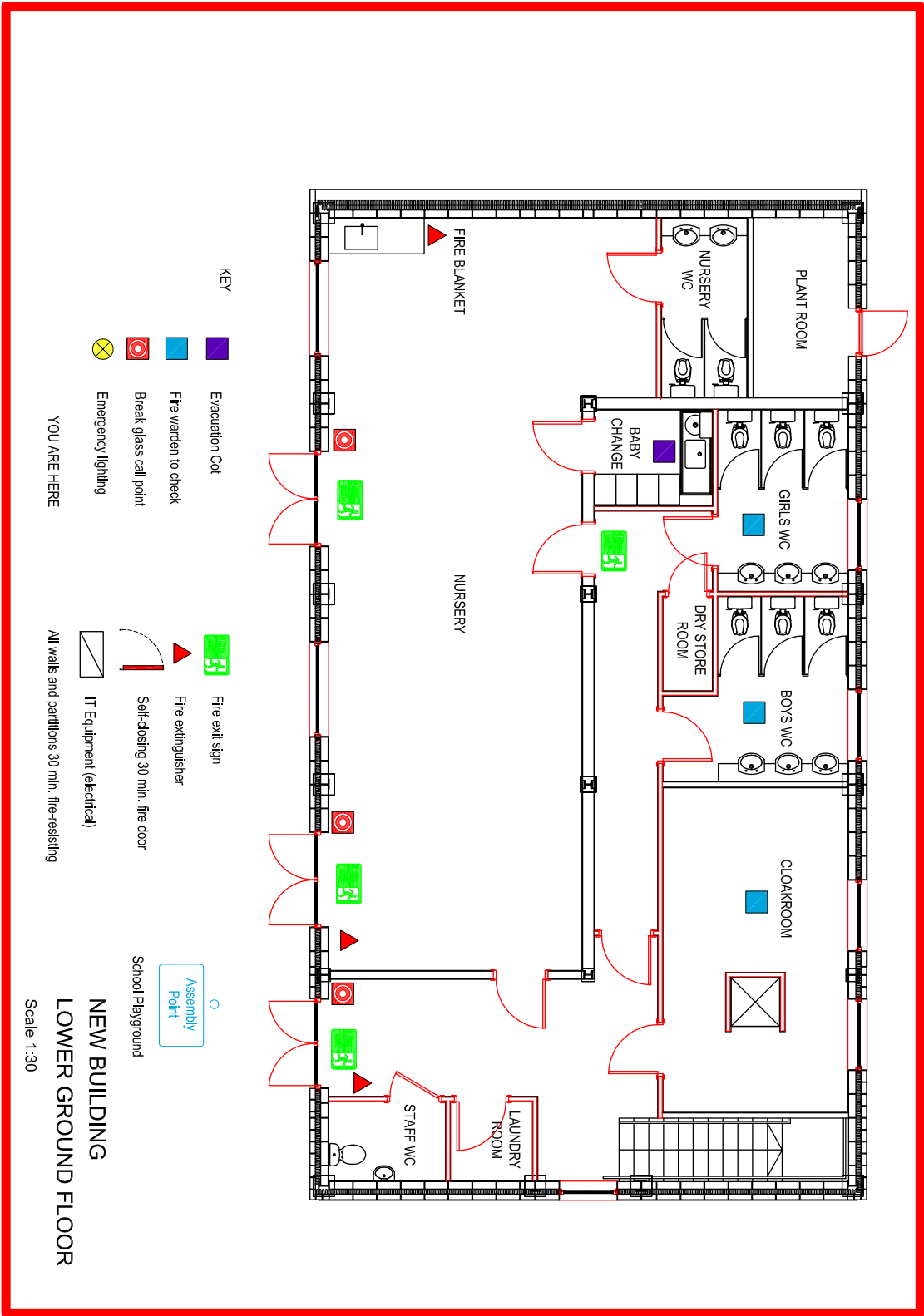
Senior managers must inform another senior manager if they go off site. The name of the senior manager on duty will be written below the Fire Marshall list located beneath the fire panel.

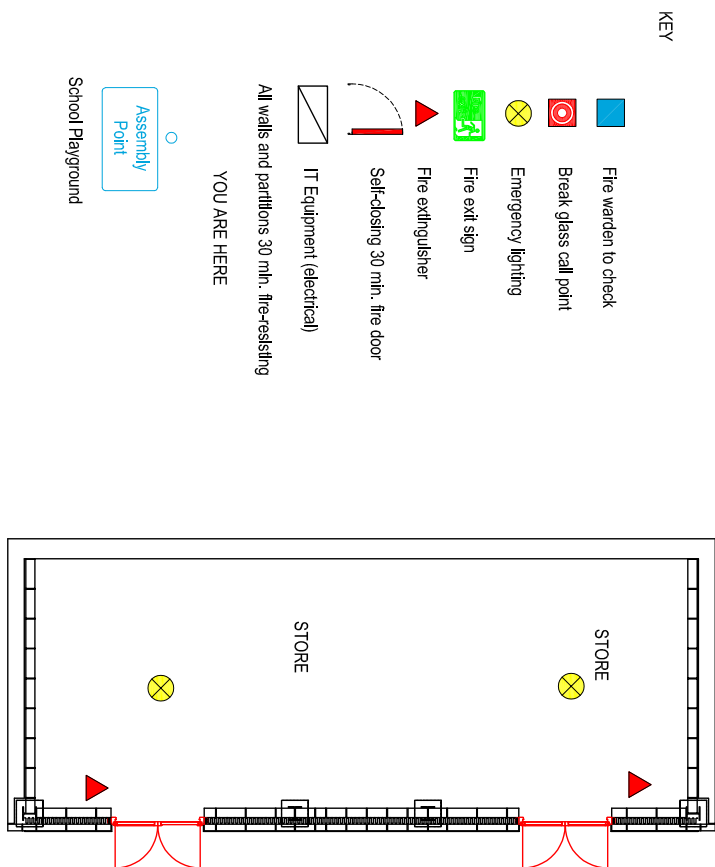
Appendix 2 – See additional file – Fire Risk Policy Appendix 2 – Omitted for Security reasons.

Appendix 3 – Senior Manager Schedule

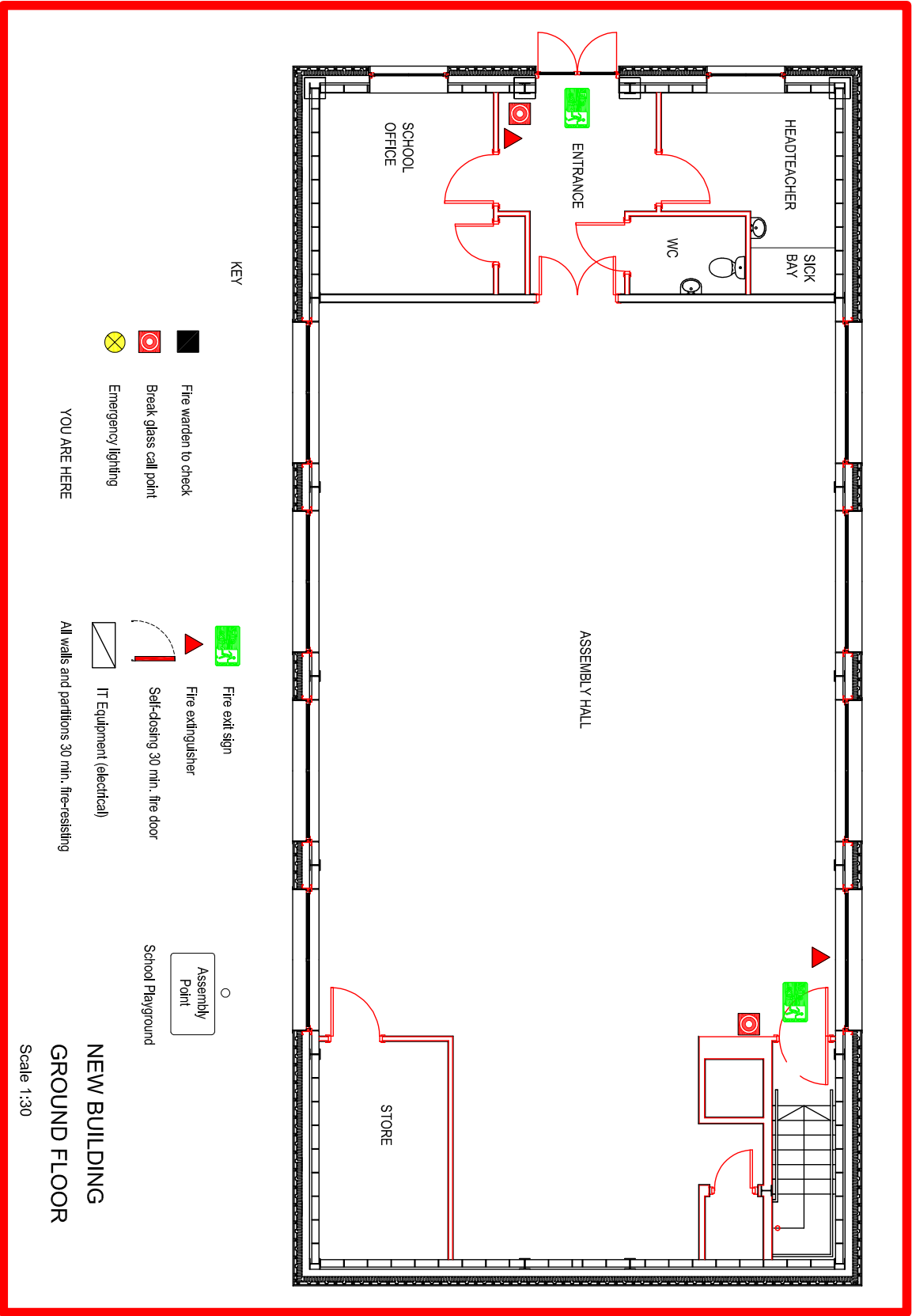
Appendix 4 – PEP (Personal Evacuation Plans)

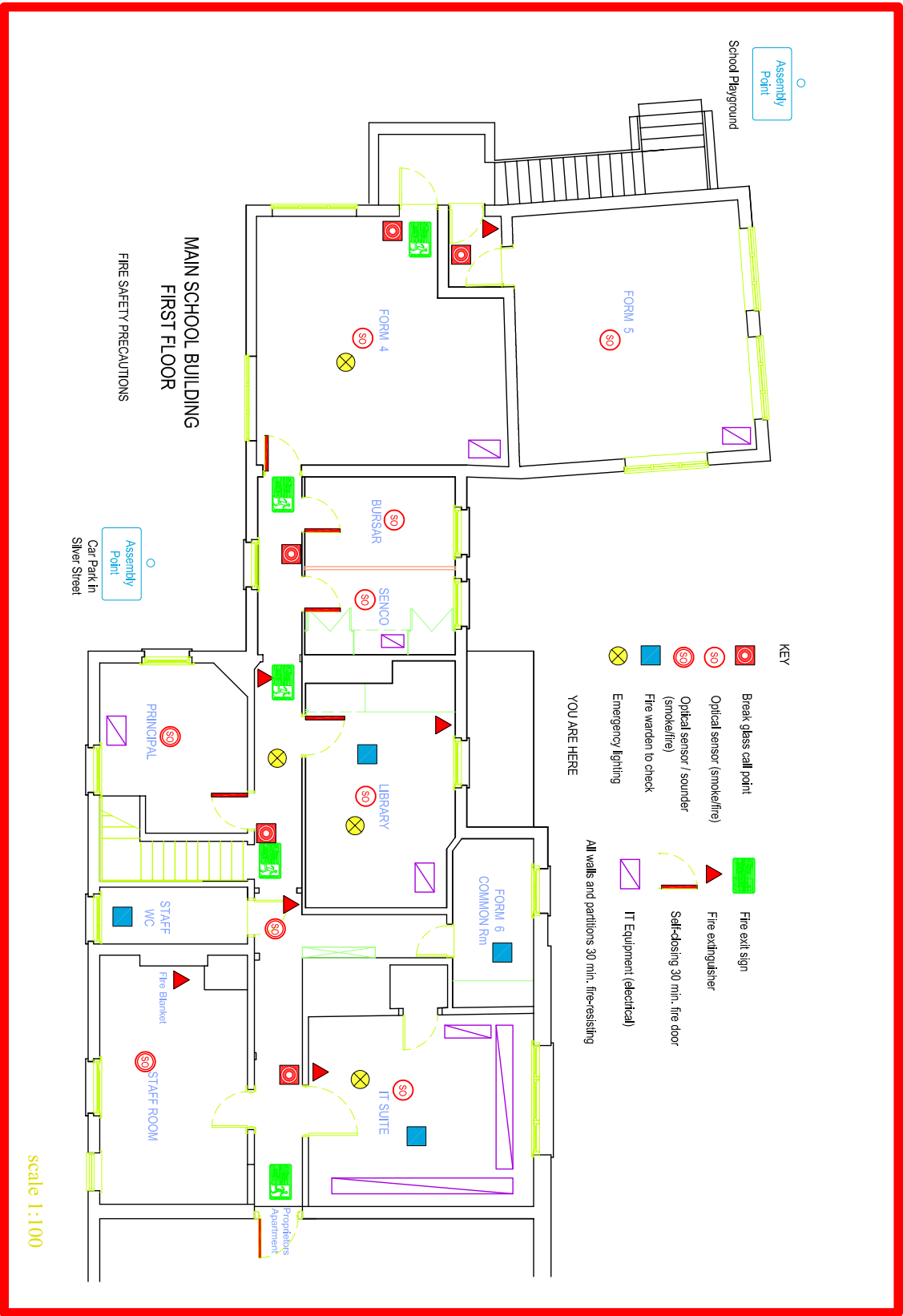
Appendix 5 – Floor plans for each area of the school

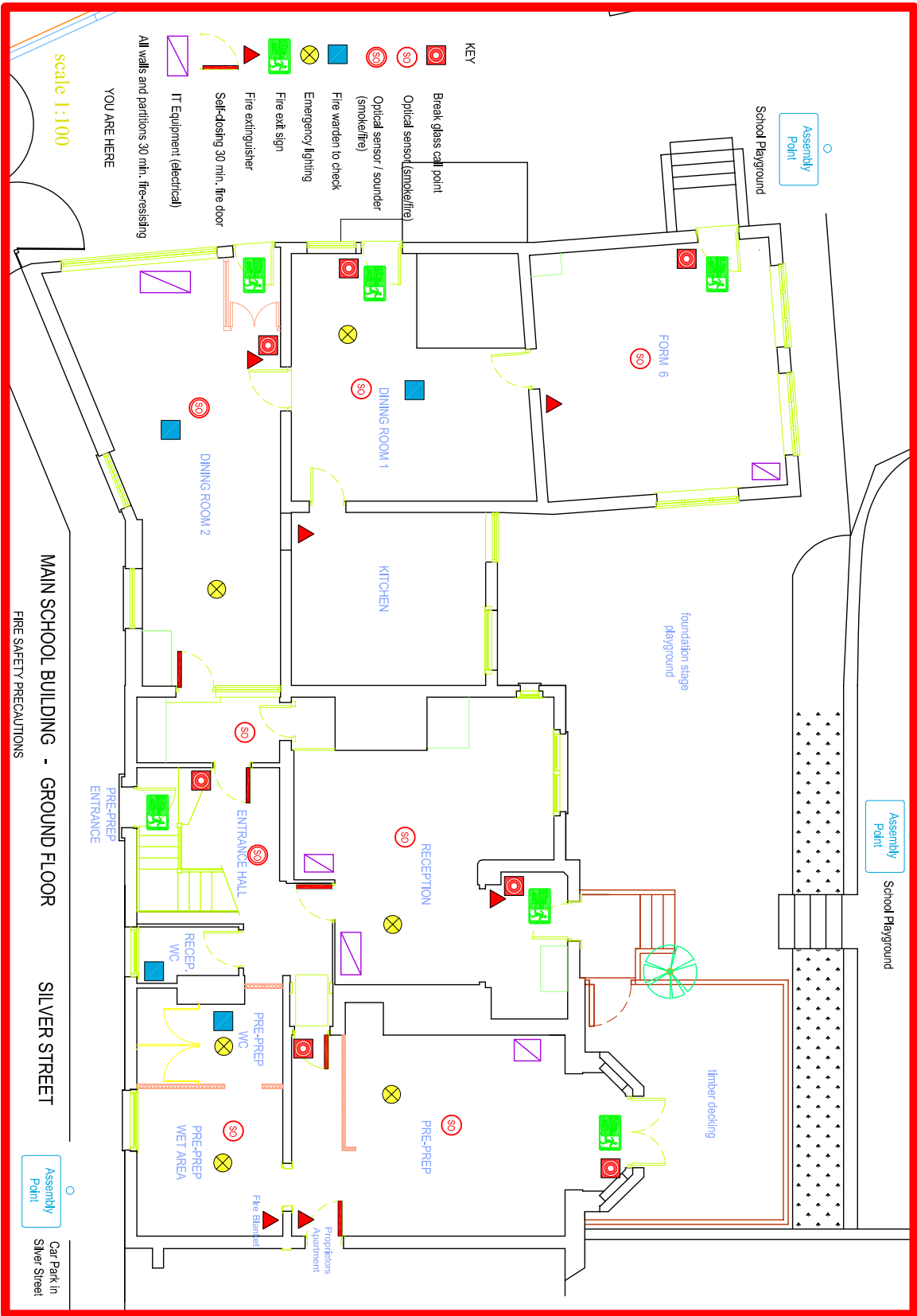


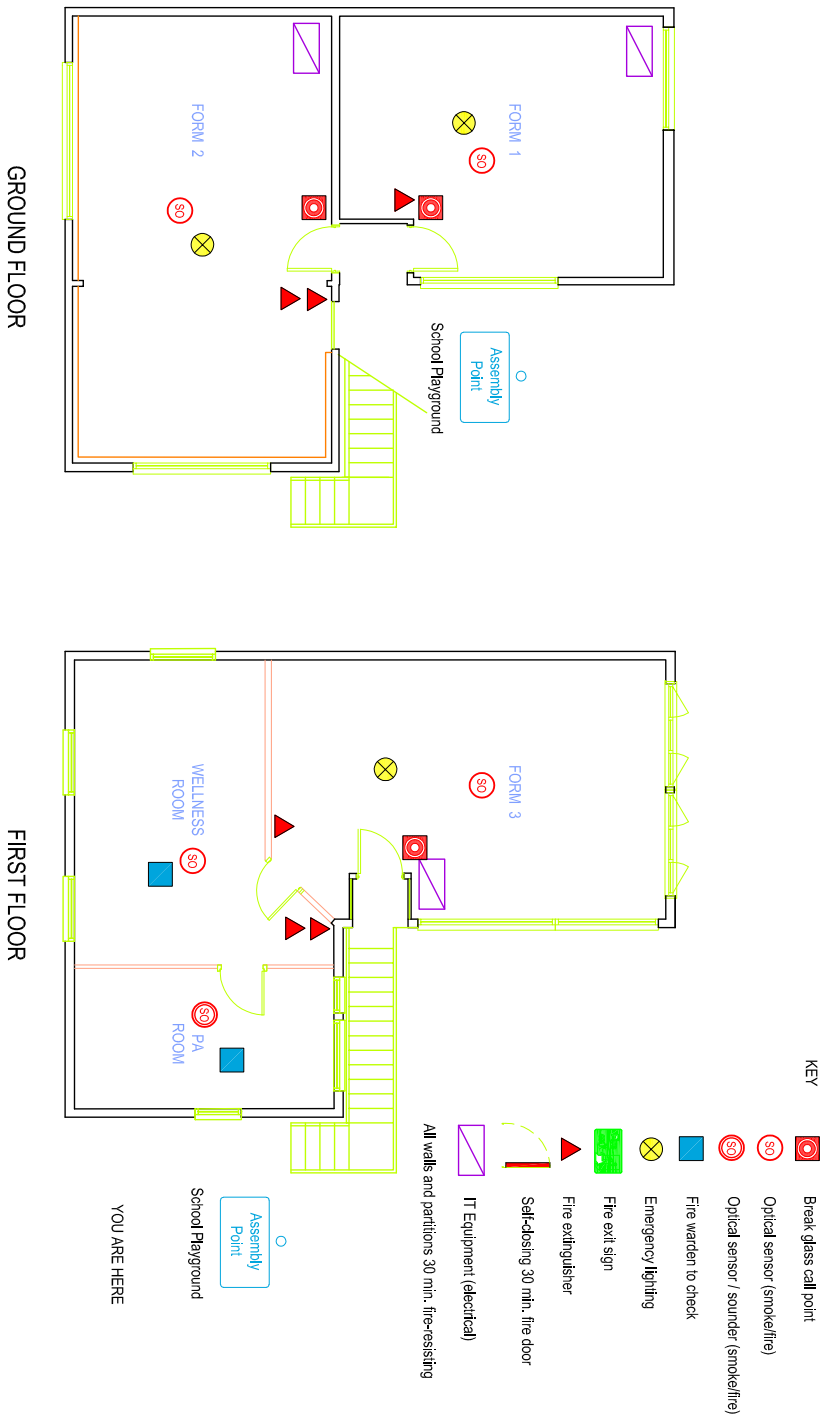


**NEW BUILDING
BASEMENT**
Scale 1:30









COACH HOUSE BUILDING - GROUND & FIRST FLOOR FIRE SAFETY PRECAUTIONS

scale 1:100