



SOAR



SHARE



STRIVE



SPARKLE

The John Moore Primary School
&
Little Foxes Playgroup

Fire Safety

Risk Assessment

Version:	1.11		
Review Cycle:	Annually		
Approval Level:	Governing Body, Individual Governor or Head Teacher		
Revision History:	Reviewed March 2010 (1.0) Reviewed November 2015 (1.1) Reviewed October 2020 (1.9) Reviewed January 2022 (1.10) Reviewed January 2022 (1.11)		
Approved By:	Individual Governor/Headteacher	Date:	January 2023

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1 Introduction

The risk from fire at The John Moore Primary School and Little Foxes Playgroup to both occupants and the buildings is deemed to be low and well controlled.

The distance from classrooms and other occupied areas to any fire exit are short with escape available in most cases in more than one direction.

The fire alarm system meets the determined recommended requirement for the premises' risk profile.

The building's fire compartmentation including provision of fire doors and its general construction on the whole is reasonably effective in slowing the spread of fire.

The management of fire safety overall is good.

Practice evacuation times indicate that staff, pupils and visitors can escape to a place of safety and be accounted for in less than two minutes.

This document serves as a record of the significant findings of a fire risk assessment to comply with the requirements of Article 9 of the *Regulatory Reform (Fire Safety) Order 2005*.

It is the duty of the "responsible person" to implement these findings. Within the meaning of the Order this is the person(s) in control of the premises, including the Headteacher, Manager for the premises, and GCC.

2 Priority of Recommendations

2.1 Low Priority

A low priority may be assigned where (for example):

A fire safety issue has been identified for action in accordance with current good fire safety practice.

- Some variation from current guidance has been identified or due to the age of the building the fire precautionary measure in place cannot meet current guidance.
- The absence of systems or controls may present a longer term risk to persons from fire or inhibit the future use of the building.
- Actions may be completed easily and quickly or factored into future building upgrades

Setting dates for action:

Low priority actions may be assigned short target dates for completion where the action can be completed quickly with minimal cost, especially at a local level.

- Generally actions will be medium (3- 6 months) or longer term (6 –12/18 months)

2.2 Medium Priority

A medium priority may be assigned where (for example):

A significant fire safety issue has been identified which does not present an immediate risk to persons from fire

- A minor legislative breach has been identified which would be unlikely to result in enforcement action.
- Some active or passive fire preventative safety control measures are absent or only partially in place.
- The absence of systems or controls does not present an immediate risk to persons from fire

Setting dates for action:

- Generally actions will be medium term (3-6 months) or short-term (< 1 month)

2.3 High priority

A high priority may be assigned where (for example):

- A serious fire safety issue has been identified which could have an imminent effect on life safety if not addressed.
- A serious legislative breach has been identified which could result in immediate enforcement action
- Some active or passive fire preventative critical control measures are absent.
- The building cannot continue to be operated safely and staff could be put at imminent risk from fire.

Setting dates for action:

- Generally actions will be immediate or short term (< 1 month). Emergency or interim control measures may need to be put into place to allow continued operation of the building or activities ceased until remedial works completed.

3 Risk Assessment

3.1 Summary

Premises	The John Moore Primary School (including Little Foxes Playgroup)		
Address	Columbine Road Tewkesbury Gloucestershire, GL20 7SP	Recent Fire History	None
Main use(s)	Primary School	Opening Hours	LFPG, Breakfast Club opens from 8:00am. Normal school day is 8:30am – 3:30pm. LFPG, after school club runs to 6:00pm.
Primary Construction	Ground floor only, building is brick construction with pitched tiled roofs, flat roof over Kitchen	Progress on Previous FRA Actions	The previous Fire Risk Assessment was 9 th November 2015. Since then, a large extension has been built, and this assessment reflects that work.
Typical Occupancy	270-300 pupils and 30-35 staff.	Date for Review	Unless there are significant changes, this Risk Assessment should be reviewed annually
Assessment carried out by	Daniel Webb – Premises, Health & Safety Governor	Date of Fire Risk Assessment	October 2020

3.2 Action Plan

Ref	Actions	Priority/Risk Rating (H/M/L)	Action Owner	Target Date	Date Completed
3.71	New Fire Map required on Fire panel since expansion 2020, to include LFPG	L	School Business Manager	March 2022	

3.3 Sources of Fuel

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
3.31	Flammable or highly flammable substances Are there any flammable or highly flammable substances in the premises e.g. flammable paint, thinners, flammable gases, solvents, petrol, pyrophoric chemicals (sodium, potassium etc), significant amounts of plastics, polystyrene, aerosol canisters etc?	Yes – limited	Paint stored in external shed/ Potential for small amount of aerosol in cleaner’s store;	Limited flammable or highly flammable substances on site – held in appropriate containers in very small quantities: Small amounts of aerosol in cleaner’s cupboards present from time to time – stored away from direct light or ignition sources;	No further comment.
3.32	Significant quantities of combustibles stored Are there significant quantities of combustible materials stored, on display or in use in the premises e.g. paper, cardboard, packaging, textiles etc?	Yes – moderate	Stationary and stored materials including paper and card etc	Typical but substantial amounts of paper and consumables required for educational use stored appropriately on shelves and in store cupboards away from ignition sources or main electrical intake and distribution panels.	No further comment.
3.33	Older foam-filled furniture Do the premises contain older foam filled furniture which has not been combustion modified or where the foam may be exposed?	No	Some upholstered furniture.	Soft furnishings e.g. padded sections to office chairs but these are post date 1988 et al regulations; Building is no smoking.	No further comment.
3.34	Management of waste/housekeeping standards Are quantities of combustible waste or material stored inappropriately e.g. paper, cardboard, wood shavings, dust etc. or allowed to accumulate on the premises or being stored inappropriately e.g. close to ignition sources?	Yes	Waste & recycling	Waste stored in secured wheeled bins away from building in car parking area and chained. Separate from ignition sources. Good standard of external housekeeping.	
3.35	Combustible wall coverings Are significant areas of walls or ceilings covered with combustible linings e.g. walls	Yes	Wall hung displays and	Displays hung from ceilings and wall hung in various locations:-	Significant amounts of wall and ceiling hung displays in classrooms – especially the

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
	covered with carpet tiles or ceilings covered with polystyrene tiles? Is paper and displays etc controlled so that cover on escape routes < 20% of area?		ceiling hung displays;	Displays kept to <20%-30% of area in corridors; Display material not hung from light fittings or projectors (see comments to right).	lower years but these are rooms of origin rather than escape routes. All classrooms have their own external door and in the main escape directly to fresh air. The main lobby from the main entrance is an escape route for the Headteacher and Administrators offices but there is automatic detection and the travel distance to outside is short. There are no high risk sources of ignition within these areas and fire loading on these walls would be deemed low risk.
3.36	Utility fuels such as gas, LPG, oil or biomass Is gas, oil, LPG or biomass used to service the premises?	Yes	Gas boilers and Kitchen Equipment	Plant meets appropriate standards; Modifications/maintenance carried out by competent person; Boiler/plant rooms free of combustibles;	New boilers installed in Summer 2020 to all the current standards and regulations. New Kitchen Equipment also installed with appropriate CH4 detection and auto shut off devices installed and tested.

3.4 Sources of Ignition

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
3.41	Working with naked flames Does the work activity involve hot work processes such as welding, flame cutting, forge use, sparks from angle grinder etc?	Yes - potential	Potential for contractors carrying out hot work.	<p>Safer non-flame method used;</p> <p>Combustibles removed or separated from activity;</p> <p>Contractor's works controlled and aware of site fire procedures;</p> <p>Separated from combustion sources by fire resisting construction;</p> <p>Sparks/hot metal contained;</p> <p>Lessons planned and managed appropriately with adequate supervision;</p> <p>Firefighting equipment to hand.</p>	Contractor's works would be subject to controls opposite.
3.42	Activities such as cooking, Incinerating etc Does the work activity involve processes such as cooking, incinerating, use of kiln etc?	Yes	Kitchen used by Catering Company and 'Baby Belling' cooker used for curriculum use in classrooms.	<p>Manufacturer's instructions followed and staff trained;</p> <p>Regular cleaning and maintenance of good housekeeping standards;</p> <p>regular deep cleaning of ducts and hoods etc. and maintain the equipment;</p> <p>Separated from combustion sources by fire resisting construction (metal shutters – manually operated);</p> <p>Equipment maintained / serviced inc PAT and Fixed wiring testing;</p> <p>Food cooking not left unattended;</p>	Main catering kitchen. Staff supervise children's cookery lessons via lesson planning which includes health and safety and risk assessment.

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
				<p>Firefighting equipment close to hand (fire blankets and extinguisher (CO2))</p> <p>Automatic fire detection (heat) present in main kitchen</p>	
3.43	<p>Portable Heating appliances Are portable heating appliances being used on the premises?</p>	No	None	<p>If heaters were to be used these are the controls to consider –</p> <p>Heaters adequately guarded and sited away from combustible materials.</p> <p>Safer alternative used e.g. oil filled radiator.</p> <p>Use minimised.</p>	No portable heaters used on-site.
3.44	<p>Smoking policy Is smoking permitted on any parts of premises e.g. outdoors?</p>	No	None	Visitors/contractors informed of rules.	No smoking anywhere on site.
3.45	<p>Light fittings/ceiling projectors Are combustible materials e.g. in stores sited in close proximity to light fittings?</p>	Yes	<p>Light fittings and projectors (only one) - Potential for flammable display materials in close proximity to ignition source. New screens installed.</p>	Keep 0.5/1 metre separation distance between combustible material and fitting.	<p>Various displays - not hung in close proximity to light fittings or projectors. New wall mounted screens have replaced old projectors. Light fittings are all LED and therefore have very little heat output.</p>
3.46	<p>Electrical equipment/ installations Is electrical equipment or wiring used which is faulty, damaged or otherwise not subject to regular inspection?</p>	Yes	<p>Portable electrical equipment and fixed wired systems – faults etc</p>	<p>Defects reported/equipment repaired/replaced;</p> <p>Fixed systems 5 year inspection;</p>	<p>Various portable appliances e.g. computers, photocopiers, printers, kettle, cooking appliances etc. are used throughout the premises and</p>

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
				Stage lighting checked by Lighting Contractor annually; Annual PAT regime.	are consistent with the use of the building.
3.47	Use of multi-point extension leads Are multi-point extension leads used throughout the facility?	Yes	Some use of extension leads.	Reel extension leads fully uncoiled or low current items plugged in – follow labelling/ manufacture guidelines; Staff awareness; Use minimised; Not overloaded or daisy-chained.	Cabling generally well managed and tidy with reasonably good provision of electrical sockets around the building.
3.48	Control of arson Is arson a potential problem and has there been any recent history of attacks?	Yes	No instances of arson or vandalism and very limited on-site intrusion.	Site secure with reasonable fencing; Wooden sheds not sited against or near to the building. Waste storage located away from building; Alarm system; External lighting.	No instances of vandalism or small scale fire setting and generally risk from arson deemed to be low.
3.49	Lightning protection Is a lightning protection system installed?	Yes	None	Lightning protection maintained.	No further comment.

3.5 Persons at Risk

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
3.51	Persons at increased risk from fire Are there any relevant persons at increased risk from fire on the premises e.g. sleeping, working remotely/alone, persons with a disability, babies/young children which may put them at a disadvantage when evacuating a building?	Yes	Young children and potential for children with special needs;	Pupils closely supervised with relatively high supervision levels; Pupils with mobility or other disabilities have a personal emergency evacuation plan (PEEP) where required Staff trained in how to respond; Frequent drills (termly); Lone Working Policy in place	Building is single storey with flush exits.
3.52	Visitors Are visitors or members of public present who may be unfamiliar with escape routes?	Yes	Visitors unfamiliar with site.	Visitors/Public accompanied by staff at all times; Staff responsible for their safe evacuation; Visitors required to sign in/out and are provided with a brief.	No further comment
3.53	Contractors Are building/maintenance contractors on premises temporarily?	Yes	Contractors unfamiliar with site.	Contractors required to sign in and supervised; Staff responsible for their safe evacuation; Made aware of emergency procedures. Mainly contractors familiar with site and from AMPS approved list.	No further comment

3.6 Means of Escape

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
3.61	<p>Design of escape routes</p> <p>Are escape routes from the building suitably designed to allow all relevant persons to evacuate the building to a place of safety? (If unable to meet current guidance due to age of building or other factors what mitigating features are in place)</p>	Yes	None	<p>Travel distances meet guidance where escape is available in more than one direction (45m Norm);</p> <p>Travel distances meet guidance where escape is available in one direction (18m Norm);</p> <p>Exits open in direction of travel except where <60 persons;</p> <p>Door fastenings easily operable and in main require single action only to escape e.g. push bar – push bars or thumb turns;</p> <p>Escape routes clear and unobstructed;</p> <p>The aggregate width of all escape routes not less than that required for max number of people (assuming widest not available);</p> <p>Fire exit doors fitted with magnetic security locks release automatically on operation of the fire alarm system or on failure of the electricity supply. Break-glass boxes are provided to override the locks for use in non-fire emergencies.</p>	No further comment.
3.62	<p>Hall capacity</p> <p>Are the escape routes sufficient for the size of hall?</p> <p>What is the maximum capacity in the main hall or other areas of assembly? Figures</p>	Yes	None	<p>The aggregate width of all escape routes not less than that required for max number of people (assuming widest not available).</p>	<p>When the main hall is used, the exit capacity is not exceeded.</p> <p>When the hall was expanded, and additional fire exit door</p>

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
	should be calculated based on floor area and exit capacity.			Sufficient number of exits; Doors open in direction of travel; Exits easily and immediately operable; Adequate signage; Emergency lighting	was created to increase exit capacity.
3.63	Fire doors Are fire doors installed where required and closures working correctly? (If doors do not meet current guidance, are they still well fitted <4mm gap to frame, if in corridor or stairwell as a minimum upgrade with cold smoke seal)	Yes	Potential for fire doors to be propped open or damaged.	FD30S fire doors fitted to corridor breaks in appropriate locations; Escape available direct to fresh air/ outside in most instances/ Escape available in two directions elsewhere; Door condition inspected periodically by HT and Governors.	No further comment.
3.64	Emergency lighting Are escape routes adequately illuminated and provided with emergency lighting where necessary?	Yes	Potential for emergency lighting to fail if not adequately tested.	Emergency lighting provided to give reasonable coverage of the building – proportionate to use and occupancy characteristics (awake & familiar). Monthly flick checks undertaken; Full testing / run down of system by contractor.	No further comment.
3.65	Fire signage Are escape routes provided with adequate fire signage of the appropriate type to indicate direction of escape, fire doors etc?	Yes	None	Escape routes provided with running man signs and directional arrows; Where not clearly visible extinguishers and call-points signed;	No further comment.

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
				Fire action notices posted on escape routes adjacent call points.	
3.66	Other measures to limit fire spread Are other passive/active fire protection measures in place e.g. compartmentalization to restrict the spread of fire?	Yes	None	Ceiling void cavity barriers, fire stopping around service. Penetrations; Automatic smoke control etc where required. Wall/ceiling linings restrict fire spread.	No further comment.

3.7 Means for Detecting and Warning of Fire, and Means for Fire Fighting

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
3.71	Fire detection and alarm system Is an automatic fire detection and alarm system installed in the building?	Yes.	Lack of smoke detection	Type of system commensurate with risk (meets minimum standard for occupancy using BS9999 guidance – A2 and school) = L1 system. The school meets L1 standard for smoke detection within key areas; Fire alarm tested by caretaker on a weekly basis. Alarms tested in sequential order and documented. Alarm Contractor carries out routine inspections and tests.	Fire alarm system upgraded in 2014 and expanded to the new classrooms in 2020 New Fire Map required on Fire panel since expansion 2020, to include LFPG.

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
				<p>Maintained in line with required standard BS 5839;</p> <p>Key not left in panel (alarms could be isolated);</p> <p>Travel distance to break glass unit <45m;</p> <p>Sources of unwanted alarms eliminated;</p> <p>Staff trained to operate and interpret alarm information and call fire brigade (not linked to manned station);</p> <p>Alarm system with adjacent zone information and evacuation plan.</p>	
3.72	<p>Provision of firefighting equipment</p> <p>Are there sufficient numbers of fire extinguishers of the appropriate type for the risk located around the premises?</p>	Yes	Use of firefighting equipment.	<p>Equivalent of 1X9 litre water extinguisher/200 sq. m) – minimum of 2 per floor for Class A;</p> <p>Fire extinguishers available throughout the school</p> <p>Staff given appropriate instruction where necessary on use of extinguishers – training – see 6.5;</p> <p>Other fire extinguisher types appropriate to the risk including fire blankets;</p> <p>Extinguishers maintained annually and school undertakes periodic visual check during walk round inspections.</p>	

3.8 Fire Safety Management and Procedures

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
3.81	Fire procedures Are fire procedures in place, documented with fire action notices posted at break glass call points?	Yes	Lack of understanding of procedures	Evacuation drill every term; Staff assist pupils in evacuation; Common areas (corridor) sweep to clear. Fire action notices in place; Staff received fire training on policy and procedure. Fire Policy in place PEEPs Policy; Plans amended where necessary e.g. new classrooms.	On hearing alarm or raising alarm staff and pupils evacuate immediately to the playground assembly area. Registers, signing in books etc are used as roll call. This is supplemented by a sweep of the building to check common areas are cleared (substantially less than two minutes).
3.82	Fire wardens Are people nominated e.g. fire wardens to assist with evacuations and have they been trained or briefed?	Yes	Not enough fire wardens	Four staff act as fire wardens. Other staff sweep common areas. Fire Awareness Training carried out and records held.	No further comment.
3.83	Communication with fire brigade Is someone identified to liaise with fire brigade in an emergency?	Yes	None	Head Teacher or Administrator undertakes this role.	No further comment.
3.84	Fire safety induction Are new employees or building users given fire evacuation instruction at induction and is this recorded?	Yes	None	Fire drills are principal training plus induction process for new staff.	No further comment.

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
3.85	Training Is fire safety refresher training (this can be part of fire drills with additional fire awareness training) given at appropriate intervals and recorded?	Yes	Lack of understanding of procedures	Staff Fire Awareness Training is carried out, with fire drill being the principal method	No further comment.
3.86	Instruction for others Are contractors, visitors, cleaners etc given instruction on how to respond to fire evacuation?	Yes	Lack of understanding of procedures	Required to sign in and are accompanied and advised of fire procedure (brief) – also leaflet for new visitors.	No further comment
3.87	Fire evacuation drills Are realistic fire drills carried out at least annually and the outcome recorded, and any deficiencies addressed?	Yes	Lack of understanding of procedures	Evacuation drills are carried out each term, including Little Fixes Playgroup	No further comment.
3.88	Shared premises Where the building is shared by other organisations do all parties co-operate with the fire arrangements and have these arrangements been formalised and documented e.g. in health and safety policy?	Yes	None	All parties cooperate – shared evacuations and arrangements are formalised.	No further comment.
3.89	Lettings Are the fire safety aspects associated with lettings assessed adequately and documented (e.g. in health and safety policy), to include availability of escape routes, emergency lighting etc.	Yes	None	Lettings Policy in place with caretakers emergency contact details. Separate fire assembly point – closest point to Hall	No further comment
3.90	Workplace inspections Are regular inspections of the premises undertaken which include fire safety?	Yes	None	Head & Staff general vigilance; Governors inspect school each term;	No further comment

Ref	Description	Yes, No, N/A	Hazard Identified	Existing Control Measures	Comment/Action
				<p>Test records maintained for call points/fire alarm checks, emergency lighting.</p> <p>Regular checks made of fire-resisting doors to ensure that they continue to be effective barriers to smoke and fire spread</p>	