

**FIRE RISK ASSESSMENT
REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

NAME	La Petite Ecole Bilingue	PROPERTY USE/ ACTIVITY	Educational purpose (primary school for pupils aged 3 to 10)	Signature:	
ADDRESS	22 Vicar's Road LONDON NW5 4NL 0 207 284 2620	RESPONSIBLE PERSON	Charlotte Beyazian	DATE: 31/08/2015 REVIEW DATE: whenever needed	
OCCUPANTS	PUPILS	90	MAX. STAFF AT THE SAME TIME	20	
WHAT IS THE MAIN METHOD OF FIRE DETECTION	People	•	BUILDING SIZE/ DESCRIPTION:	See plan, areas are approximations: Ground floor: 250m2 with 3exits First floor: 250m2 with 2 exits via 2 staircases Second floor: 250m2 with 2 exits via 2 staircases	
	Automatic detection				
	Smoke	•			
IDENTIFY FIRE HAZARDS					
Sources of ignition			Sources of fuel		
<ul style="list-style-type: none"> Gas fired boilers Cooking appliances Faulty electrical appliances Fixed electrical wiring installation Contractors undertaking hot work Arson 			<ul style="list-style-type: none"> Furniture and furnishing (carpets, cushions, curtains, blankets) Packaging, paper, cardboard, notebooks and books Piped gas supply Flammable liquids/chemical Foam filled gym mats Cooking ingredients (oil) 		
PEOPLE AT RISK					
PEOPLE AT RISK	Employees Pupils volunteers Visitors (parents) Contractors		MAXIMUM NUMBER OF PERSONS AT ANY ONE TIME:90		

Known special requirements: <ul style="list-style-type: none"> • Mobility • Visual • Hearing • Language issues • Learning difficulties 	None permanent Instructions are always provided in both English and French Temporary mobility issues only (crutches)	Occupant capacity calculated	<ul style="list-style-type: none"> • Each class + library can welcome 25 pupils + 2 adults • Art room: 15 pupils + 2 adults • Ballet room: 15 pupils + 2 adults • Dining hall: 100 pupils + 5 adults • Garderie: 40 pupils + 3 adults 	
MEANS OF ESCAPE AND ESCAPE TIMES				
FIRE SAFETY (THE ISSUES)	CONTROL MEASURES	Y/N/NA	RECOMMENDED ACTION AND COMMENTS (BY WHOM)	WHEN
Planned termly fire drills (staff must be involved in at least one exercise per year)	Drills planned termly and results recorded in fire log book (date, time, evacuation time and any problems noted)	Y	Silent evacuation Friday 18/09/2015 Fire drill Thursday 24/09/2015 + one fire drill per term	3.20pm 3.20pm
Action arising from the drill or changes that may have occurred since the last fire RA Are there any actions outstanding?	Fire drills are formally reviewed to identify problems encountered and any further actions required	Y	Headteacher (firewarden) +D Hof A + firewardens to review	
Who is in charge should the fire alarm go off?	Headteacher and senior member of staff on duty (see school evacuation procedure)	Y	Headteacher (firewarden) And D H of A List all the staff on fire safety supply team	
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 all parts of premises (2 main exit routes and 2 additional routes)	Y	√ (evacuation routes visible in each area of the school)	
	Fire doors in place, these doors separate the premises into sub-compartments (in particular cross corridor and staircase doors in full operation and kept closed)	Y	√	

	Exit doors open in direction of travel	Y	√ (fire doors checked weekly)	
	Main routes and escape routes unobstructed and free from storage	Y	√ (daily check during school daily RA)	
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 a place of relative safety in under 3 min	Y	√ (evacuation plan made according to this requirement)	
What arrangements have been made to manage staff and visitors when evacuated to the assembly point?	Documented in-site fire procedures for member of staff responsible for picking up visitors book	Y	√ (teachers or administration officer to take all pupils registers) (the administration officer to take the staff presence and visitors sheets)	
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 during weekly alarm test	Y Y	Headteacher to check weekly any faults and report for action to be taken Check to be done during the weekly fire safety check list	
When and how often are fire exit doors checked to ensure they work properly and are free from obstruction? Who is responsible for this?	All exit doors to be checked (operational and unobstructed) as part of daily opening procedures All fire exits immediately open without use of a key Electrical locking devices release automatically on activation of alarm All exit routes available during extended use/lettings.	Y Y Y	Headteacher and teachers daily use fire exit a, b and C. Fire exit d is checked weekly √ Yearly check by Chubb (see Chubb annual report in the Fire Log book)	
Are there any exceptions to fire doors being closed at all	For operational reasons may be held for <u>short</u> periods during occupied hours,	Y	√ Daily check by caretaker every night	

times?	always closed when site unoccupied			
FIRE DETECTION AND WARNING (ALERTING BUILDING OCCUPANTS)				
How is the alarm raised?	<p><i>Single stage electrical fire alarm system activated through the breaking of glass call points. See plan for locations. Does alarm meet the BS, have a battery backup power supply etc...</i></p> <p>Main panel located in ensure zone chart in place next to panel(s) if not fully addressable (<u>detail on location map</u>)</p> <p>Repeater panel(s) located in..... (<u>detail on location map</u>)</p>			
Are there places where the alarm might not be heard? If so, what action has been taken to correct this?	Fixed time for termly test when school is adequately occupied to ensure full audio coverage		Review audibility of the alarm during the termly fire drills as well Record to be kept in the fire log book	Done 24/09/2015
How do staff and visitors know what to do if a fire occurs or the alarm is raised?	Fire action notices completed and displayed by each callpoint Information provided to staff, contractors and hirers, including at induction for staff members		√	
FIRE SAFETY (THE ISSUES)	CONTROL MEASURES	Y/N/NA	RECOMMENDED ACTION AND COMMENTS (BY WHOM)	WHEN
How do you ensure that the fire alarm is tested each month?	Monthly call points tests, testing different call points each week on a cyclical basis (Wednesday monthly fire check)	Y	Headteacher and/or D Hof A	

Is each call point checked over time?	Weekly/ monthly fire safety check recorded in the fire log book.	Y	Headteacher and/or D Hof A	
Where is it recorded?	Service contract with CHUBB to have a yearly check of: Smoke detectors	Y	Headteacher and/or D Hof A to sign the CHUBB visit report	
What arrangements are there for having heat and smoke detectors checked?	Electric lighting switch when alarm is activated Fire extinguishers Fire alarm	Y	CHUBB provides reports and certificates after each visit	
Who is responsible for checking them and how often are they checked?	Check certificates kept in the log book	NA		
		Y		
What arrangements are there for having the complete alarm system serviced by a competent contractor?	Service contract with CHUBB to have a yearly check of: Smoke detectors Electric lighting switch when alarm is activated Fire extinguishers Fire alarm Check certificates kept in the log book	NA	Headteacher and/or D Hof A to sign the Chubb visit report CHUBB provides reports and certificates after each visit	
Where can a fire start without being noticed straight away? (e.g. boiler room, voids etc ...)	Laundry cupboard under stairs C Staff kitchen on the second floor	NA		
SOURCES OF IGNITION (CHECK, INSPECT AND CONTROL)				
Fixed wire installation	Fixed wire test conducted every 5 years Date of last inspection: 06/08/2012 Rolling programme of works arising from test Records maintained	Y		
Naked flame risks	Ensure appropriate firefighting equipment	Y		

FIRE SAFETY (the issues)	CONTROL MEASURES	Y/N/NA	RECOMMENDED ACTION AND COMMENTS (BY WHOM)	WHEN
	available			
Security and reducing arson risk	Staffed reception at main school entrance (only one entrance locked at all times except for starting and ending of lessons, the rest of the time entrance is managed through CCTV)	Y		
	Intruder alarm in place (monitored to an alarm monitoring station)	Y		
	School watch: neighbours encouraged to keep watch over the school and report any criminal/ suspicious behaviour during out of hours	Y		
Faulty electrical appliances Misuse of electrical appliances	Annual portable appliances testing by a competent person Date of last test:	N		
	Should any additional electrical appliances be brought on site (e.g. by staff), these should be included in the inventory and maintenance regime.	N		
	Termly inspection of electrical equipments of the classrooms by teaching staff. Report of any faults/ needs for repair to the Head or Administration Officer	Y		
	Visual check/inspection of equipment by staff before use with pupils (i.e. classroom daily risk assessment)	Y		

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 appliances testing carried out annually</p> <p>Radiator covers in use at all times</p> <p>LPG heaters only to be used for exceptional circumstances</p>			
Smoking	<p>No smoking site (healthy school): ensure signage to this affect is at school entrance. All contractors and visitors aware.</p>			
Cooking and kitchen use	<p>Extraction filters changed and ducting cleaned regularly</p> <p>All gas catering equipment serviced on an annual basis by a gas safety registered contractor (formally CORGI)- log record</p> <p>Gas and electrical equipment maintained- check record</p> <p>Cooking oil stored appropriately and recycled regularly</p>			
Gas fired boilers Boilers/ plant room	<p>Every three years service by gas safety registered contractor (formally CORGI)</p> <p>Date of service: 29/01/2014</p>			

	<p>No combustible storage in area</p> <p>Plant rooms are free of obstruction, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations</p> <p>Caretaker has a system in place for monitoring such areas (weekly) for unauthorised storage</p>			
COMBUSTIBLE MATERIALS				
Piped gas supplies	All gas catering equipment serviced on an annual basis by a gas safety registererd contractor (formally CORGI)	N		
	Gas isolation points clearly signed/ accessible	Y		
	Gas and electrical equipment maintained	N		
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 storage places; NOT in boiler/ electrical rooms)	Y		
	Stock kept to minimum and stored in dedicated areas	Y		
	Voids not to be used for storage	Y		
	Foam mats kept in dedicated storage equipment	Y		

External waste storage	Waste stored away from building in an enclosed area and wheeled bins secured	Y		
	All combustible waste regularly removed	Y		
Cleanliness of the premises	General good housekeeping of the rooms, maintained in tidy and clean condition, avoiding accumulation of materials in working areas	Y		
	Regular and safe disposal of waste	Y		
	Stocks of materials kept to a minimum	Y		
Storage of coats/ clothing in communal areas	Coat pegs located away from electrical items	Y		
	Cloakrooms are away from circulation spaces	NA		
Textile, curtains and displays	Classrooms curtains flame retardant	Tbc		
	No displays close to heating sources and electrical appliances	Y		
Effective control of storage	Dedicated storage areas available and good housekeeping in these areas, away from heat sources	Y		
	Caretaker to ensure rooms clear of storage. Administration officer has a system in place for monitoring storage and tidiness of the whole premises	Tbc		
	No authorised access to storage areas	tbc		

Storage/ use of flammable liquids chemicals	All containers labelled appropriately	Y		
	Highly flammable liquids kept in small quantities (50L IN TOTAL)	Y		
	Kept in a locked and labelled cupboard	Y		
	Store located in a safe outside from work area and fire escape routes	Y		
	Good ventilation must be ensured when flammable or volatile liquids are used	Y		
SOURCES OF OXYGEN				
Reducing potential sources of oxygen to a fire	Close all windows, doors and other openings not required for ventilation and/or safe operation of equipment (e.g. gas fired equipments) and compulsorily out of working hours	Y		
STRUCTURAL FEATURES				
Are there easy paths through which fire and smoke can spread? (e.g. open stairways, ill-fitted/ open doors)	Fire doors in place, these doors separate the premises into sub-compartments (in particular cross corridor and staircase doors in operation and kept closed)	N		
FIRE SAFETY (the issues)	CONTROL MEASURES	Y/N/NA	RECOMMENDED ACTION AND COMMENTS (BY WHOM)	WHEN
Identify any holes in wall/ceiling (e.g in partition walls, around pipes and cables)	Caretaker to inspect buildings for damage (weekly report to be made during the weekly fire safety check) and monitor all recent work that may have made holes in walls or damaged any fire resistant wall/ceiling linings These must be filled to help prevent fire spreading	Y		
Does the building contain suspended ceilings?	Such areas must be separated from escape routes (corridors, staircases) with	NA		

	<p>fire resistant partitions. Fire resistant partitions must continue to the main structure of the building (i. e. no gap in the ceiling void through which fire should spread)</p> <p>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 (<800mm)</p>	NA		
Combustible materials covering substantial wall/ceiling areas	Keep displays to appropriate size (particularly in circulation areas) and away from heating sources (radiator, ovens etc...)	Y		
SIGNAGE/ LIGHTING				
Where are the fire assembly points? How are people aware?	<p>Detail assembly point location: mark assembly point on plan</p> <p>Leaving the building, cross the street and gather on the pavement along the church opposite</p> <p>Information provided to staff, pupils, visitors (fire safety notices on display as well)</p>	<p>Y</p> <p>Y</p>		
Is there adequate signage in place?	All fire exit doors are clearly marked	Y		
In particular, in those areas used for lettings/activities outside of school hours	<p>Fire exit signs and directional fire exit signs are indicated with a green pictogram</p> <p>These may be seen with or without directional arrows</p> <p>Signs in positions where they can be clearly</p>	<p>Y</p> <p>Y</p>		

	seen All fire signs conspicuous	Y		
FIRE SAFETY (the issues)	CONTROL MEASURES	Y/N/NA	RECOMMENDED ACTION AND COMMENTS (BY WHOM)	WHEN
All fire escape routes adequately lit?	All emergency routes should be sufficiently lit for people to see their way out safely.			
What arrangements are there for checking the emergency lighting?	Emergency escape lights may be needed if areas of the work place are without natural daylight or used at night (in particular consider any lettings/ extended school use and whether escape routes have emergency lighting)	Y		
	Where ambient light is not sufficient torches may be acceptable for trained staff to use	Y		
	For evening classes/ performances/ gym use etc... a comprehensive system of emergency lighting should be in place and illuminate escape routes	Y		
	All emergency light fitting to be marked on plan	Y		
	Care taker to check operation of emergency lighting units monthly, record in the fire log book	Y		
	A competent engineer should test emergency lighting system annually, record in the fire log book	Y		

FIRE FIGHTING EQUIPMENT (SUFFICIENT, APPROPRIATE, CHECKED AND LOGGED)				
Where is the list of fire equipment kept (e.g. extinguishers, blankets, escape aids etc...)	A comprehensive list is kept in the fire log book	Y		
	All firefighting equipment marked on plan	Y		
How often and by whom is the firefighting equipment checked?	Head or administration officer check the extinguishers weekly to ensure they're in place, not blocked/ obscured and untampered with	Y		
	Extinguishers are inspected annually by a competent engineer (CHUBB) Date of inspection:23/07/2013	Y		
Is there at least one water extinguisher placed for each 200m ² of floor space? (should always be sited so that no person need to travel more than 30 metres to reach an extinguisher) Minimum of 2 per floor unless it is an upper floor less than 100m ²	CHUBB has ensured adequate extinguishers provision	Y		
	Only to be used by staff who have received instruction on their use	Y		
	Extinguishers are fixed near exit doors/ on escape routes	Y		
	Ensure there are notices and/or instructions indicating the correct use of extinguishers Extinguishers are appropriate for local risks: Fire blanket provided in the kitchen/ food tech area CO2 throughout appropriate for electrical risk	Y Y		
Is there an emergency plan in place?	Plan for raising the alarm, calling the Fire Brigade and assembly point location cascaded to building users	Y		

	<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>Y</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. Record in the fire log book.</p> <p>Y</p>		
	<p>For larger schools, fire wardens can play a useful role in sweeping areas of the building to ensure they have been evacuated. To be identified in the schools evacuation procedure with responsibility for specific areas and instruction given</p> <p>Y</p>		
	<p>Access route for emergency vehicles kept clear</p> <p>Y</p>		
Have personnel received sufficient training and/or instruction on evacuation arrangements?	<p>New employees receive instruction on the action to take in the vent of a fire on their first day of employment, as part of their induction</p> <p>Y</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> <p>Y</p>		
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 the alarm, location of exits)</p> <p>Y</p>		

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

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Signature (print):		Date:	31/08/2015
		Review date:	Whenever needed