

Fire safety risk assessment	
1	Identify fire hazards Identify: <ul style="list-style-type: none"> • sources of ignition; • sources of fuel; and • sources of oxygen.
2	Identify people at risk Identify: <ul style="list-style-type: none"> • people in and around the premises; and • people who are especially at risk.
3	Evaluate, remove or reduce, and protect from risk <ul style="list-style-type: none"> • Evaluate the risk of a fire starting. • Evaluate the risk to people from a fire. • Remove or reduce fire hazards. • Remove or reduce the risks to people from a fire. • Protect people by providing fire precautions.
4	Record, plan, inform, instruct, and train <ul style="list-style-type: none"> • Record any major findings and action you have taken. • Discuss and work with other responsible people. • Prepare an emergency plan. • Inform and instruct relevant people. • Provide training.
5	Review <ul style="list-style-type: none"> • Review your fire-risk assessment regularly. • Make changes where necessary.
Remember to review your fire-risk assessment regularly.	

Fire Risk Assessment

1. It should be noted that a Risk Assessment should be completed for each 'Risk Area', meaning that for a large building or a complex site it may be necessary to complete more than one pro forma to accurately and adequately capture the information necessary to conduct a suitable and sufficient risk assessment. This decision should be a considered judgement by the person carrying out the task.
2. A review must be conducted at least annually, prior to any proposed changes to the structure of the building, introduction of new processes or storage of flammable materials or significant changes in the number or types of occupants using the premises.
3. The risk assessment process should consist of a physical examination of the site with any building defects and poor practices recorded as they will form the action plan. The risk assessment should identify all fire hazards but, when evaluating risk, only 'significant findings' should be taken into account:
4. 'Significant findings' - relate to any feature of the premises, including its contents, its processes and occupants, that have an adverse effect on fire safety; only significant findings need to be recorded in this document.

This risk assessment should be completed with reference to the HS0018 Fire Safety Guidance Note

SUMMARY OF PREMISES INFORMATION			
Date of this assessment	09.03.22	Does this FRA cover all the building? If not state rooms / area covered?	Whole school site (main school building + adjoining 2 Elliot huts + PE storage shed; caretakers shed; lower playground shed)
Name of assessor(s) & contact details	Angela Stevens 01884 277255		
Name of responsible person	Mr Steve Mellor (Exec Headteacher Devon Moors Federation) Mrs Stef Hastie (Business Manager Devon Moors Federation)	Name of premise's owner	Mrs Huyshe
Name of person(s) appointed by the responsible person to assist in fire risk assessment process	School Administrator		
Establishment Address	Clyst Hydon Primary School Clyst Hydon Cullompton EX15 2ND	Owner's Address	c/o Sand Sidmouth
What are the premises used for?	Educating Children (4 – 11y)	What is the building used for?	School
Details of other premise users if part/multi occupied building	No others use the building	Normal operating hours of premises	08:00 to 18:00 (allows for breakfast and after school clubs on site)
Number of employees	1 Head of School 2 Teaching Staff; 1 Teaching Assistant, 1 Administrator	Maximum number of persons in the building at any one time	15 children; 5 members of staff; 5 Governors; 27 parents
Do visitors access the building?	Yes - Via the main entrance - office reception	Number of persons above ground floor	1 –headteachers office; Max of 2 peripatetic music lessons in purpose built room.
Number of floors	2	Number of escape stairways	1
Type of building construction	main building – stone Elliot huts – clad wooden structures with fire proof roof and wall panels (NON ASBESTOS)	Do any vulnerable people use the premises (e.g. disabled, etc)?	All children are mobile with no known physical or mobility issues. No staff mobility issues known

Is there a fire alarm system installed?	Yes	If yes – is it linked to an external company?	Yes – Alarmtec (maintained under contract by Cannings Ltd)
Is there a zoned map with the control panel	Yes – programmed into system which gives immediate knowledge for where an alarm has been sounded. Copies of zoned areas are kept in the Fire Safety log book and Premises file – copy displayed above fire alarm control panel.	How regularly do you conduct fire drills?	Once termly (more often if required)
Do ‘hold open’ door devices release when alarm sounds	There are currently no ‘hold open’ door devices on site.	Do automatic doors fail to safe when the fire alarm is sounded?	We have no automatic doors at the school; we do have fire doors that close off certain areas that are kept closed during all morning and afternoon sessions. The exception to this is the door that links the server to the KS1 classroom which is kept ajar during the lunch period to allow the children access whilst carrying their lunch plates. On the alarm being sounded this door would also be closed as a matter of course during the evacuation process.
Details of any site/building security procedures that include arson prevention.	Site is securely fenced on all sides, Access is via a front gate which is also secured when premises are unoccupied. We have placed a ‘fragile roof’ sign on the library wall to alert would-be trespassers/thieves that we have a flat roof. The alarm is set at the end of each daily session; All visitors report to reception and sign-in/out using the log book; All waste and combustible materials are stored securely and only placed out for refuse collection in the morning of the day of collection; there is no build-up of waste (i.e cardboard or bulky packaging) at rear of building, this is cleared weekly or more often if required.		
Notes:			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
1. IDENTIFYING FIRE HAZARDS IN THE PREMISES			
1.1	Identify all potential ignition sources in your building. What measures can be taken to remove or reduce these sources?	Electrical items – both portable and fixed. 3 gas heaters in the KS2 end of the school building and 4xLPG gas cylinders; The heaters are on an annual service inspection through NPS and the filters are cleaned on a monthly basis (sooner if required). There is a cage around the gas cylinders stored at rear of property, with a heat resistant backing as required. Breakfast and After School Club use <i>Baby Belling</i> , microwave or toaster to prepare hot foods; all equipment is allowed to cool correctly prior to being stored ready for daily use of servery/KS1 classroom area. We do not prepare children’s lunches on site, food is transported to us in heat proof containers ready for serving to the pupils. PAT testing is carried out annually (April 2021) FWT on a 5-yearly cycle (July 2017)	Y
1.2	Identify all potential fuel sources. What measures can be taken to remove or reduce these sources?	Paper storage; textiles and furnishings; packaging – stored away from ignition sources LPG cylinders. (stored in locked cage – not visible from road or off the premises). Contents of bins – emptied daily	Y
1.3	Identify all potential sources of air or oxygen. What measures can be taken to remove or reduce these sources?	Atmosphere only. There are no known additional oxygen sources	Y
2. IDENTIFYING PEOPLE AT RISK IN THE PREMISES			
2.1	Which groups of people have been identified as at risk in your building?	Pupils, Staff, Visitors	Y
2.2	Have you produced Personal Emergency Evacuation Plans (PEEPS) for all people identified as being at particular risk?	All staff who are likely to work on site after hours and lone working have a Personal Emergency Evacuation Plan in place. This details who is notified they are here, what time they are likely to be leaving site, and all relevant contact details for emergencies. Staff are reminded about security procedures to be employed when on site alone (i.e. keeping areas locked, wearing emergency lanyard, access to telephone or mobile phones, etc.) There are currently no pupils with particular needs known.	Y

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
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3. INTERNAL INSPECTION OF THE SITE			
3.1	How do you manage the inspection of the site?	By walking the site at least once a month (Part of <i>Monthly</i> tasks). Preparing a general list of tasks to be completed during the annual clean in the summer term/completion by caretaker via notification book. Caretaker reports areas where there may be potential problems. Annual Fire Risk and Annual Security Risk Assessment. Taking notice of parents/visitors if they have concerns about any areas. Staff report on any issues they notice	Y
3.2	How do you manage any combustible materials that are in escape routes? Are there any doors opening on to escape routes that are not fire resistant?	Display boards and pictures/paintings/draperies are not situated over direct/indirect heat sources (i.e. storage heaters or gas heaters) All escape routes clearly marked for pupils/staff and visitors to follow. No obstructions allowed to be sited near doorways or routes, or in areas where there is little room to manoeuvre should a fire be identified (i.e. under the stairs) External area behind school to be kept clear at all times, no build-up of rubbish or other combustible material to be allowed there.	Y
3.3	Are there any partitions, walls, floors or ceilings with holes that could facilitate the movement of fire or smoke between areas?	No holes or damage noted.	Y
3.4	Are all fire doors self-closing, fitting tightly to the frame and in good condition?	KS1 classroom door kept ajar during the lunchtime period to allow ease of entry for children carrying lunch plates to and from servery; in case of fire evacuation, the door would automatically be closed and pupils/staff/visitors evacuated accordingly. Fire door has been replaced in library area where damaged door was no longer fit for purpose.	Y
3.5	How often are fire doors, fire exits and door closures checked that they are working correctly?	Inspections are carried out at various points weekly, also by alarm company personnel on bi-annual service. Faults are rectified immediately.	Y
3.6	Is fire resisting glass in good condition and unobscured?	There are no cracks in glass. All glass is compliant with current legislation. There are no obstructions.	Y

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
3.7	Are the boiler rooms, electrical cupboards and under stairs free from any other storage items?	Meters are situated in locked cupboard above <i>normal</i> head height. No boiler room No area is designated for storage where it may pose a trip or fire hazard or block an escape route. <i>Under stairs area is kept free from debris and boxes as much as possible.</i>	Y
EXTERNAL INSPECTION OF THE SITE			
3.8	What arrangements are in place to ensure that there is clear access for fire engines at all times?	Parking for 4 staff vehicles is in designated area set back from the road, all other staff and visitors parking is along bottom road or behind the church. Signage in place to discourage parking opposite the school site. Reminders placed periodically in the fortnightly newsletter. Playground access kept free from debris, furniture etc.	Y
3.9	What is the monitoring system to ensure that external fire escapes are kept in good condition?	Clearing of areas monitored daily; staff reminded via staff noticeboard and staff meetings. Internal and external site walk about completed. Concerns dealt with immediately where possible.	Y
3.10	What are the control measures for ensuring that oil/petrol/LPG tanks comply with current standards?	LPG in locked cage and remedial works completed summer 2011 to ensure H&S compliant. (i.e. fire board installed and areas around pipework sealed; kick boards at base of building to be replaced/repared and air vents unblocked (TBA)	Y
4. MEANS OF ESCAPE			
4.1	How long does it take for all occupants to escape to a place of total safety?	Fire drills suggest evacuation to safe place within 3 minutes including roll call. All staff are advised of their nearest evacuation point and are responsible for their own teaching group plus visitors to their classroom. Admin staff responsible for checking reception area, toilets and servery. Fire/smoke detectors checked annually on service contract with Cannings Contractors, all areas are covered.	Y
4.2	Where is the fire assembly point? If there is more than one assembly point, what arrangements are in place to communicate with each other?	Fire Assembly Point is opposite school premises where staff cars are usually parked. Whole school assemble there for a roll call to be taken.	Y
4.3	Are the existing escape routes adequate for the numbers and the type of people likely to	All classrooms have two exit routes, 15 children on roll plus minimum 2 members of staff. Arrangements will be adjusted to accommodate physical impairments for children where	Y

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
	be in the building?	applicable.	
4.4	Are there any doors on the escape routes that do not open in the direction of escape?	All fire doors are in good repair and open in the direction of travel. Escape route from servery leads around side and rear of building, but staff are aware of requirements to evacuate by quickest, safe route.	Y
4.5	Are there any particular or unusual issues to consider on escape routes?	The fire door in the library opens onto a small area with 3 steps leading to the playground and safety. Likewise the KS2 escape route opens into a covered area and onto steps leading to the playground. KS1 escape route is level and leads directly onto the playground. The servery escape route leads to the rear of the building and 'escapees' would follow the playground around to the front of the building to the assembly point.	Y
4.6	What are your procedures to maintain any facilities and equipment provided for the safety of people in the building?	Staff complete a defects book for the caretaker to work through. All staff have a termly inspection sheet to complete covering their own teaching spaces. These are handed to the administrator and repairs are actioned immediately if urgent. Non urgent repairs get added to the list for the annual clean up if before this takes place, on the handyman's list or placed in the caretaker's defects book for action.	Y
5. FIRE DETECTION AND WARNING			
5.1	Where are your smoke/heat detectors?	Smoke and heat detectors are sited in all teaching spaces, each cloakroom area, the staff room, staff work area and Head's office, in the stairwell for the mezzanine, the servery, the entrance lobby and school office.	Y
5.2	How do you warn people there is a fire? Does this system cover the whole building?	There are red 'break glass' sounders in each cloakroom area at KS2 (these connect the teaching spaces), other 'break glass' sounders are situated in the KS1 classroom, in the servery, in the entrance lobby and on the landing by the headteacher's office. The alarm is wired in to sound in all areas throughout the school, with a back up battery as part of the system in case power fails.	Y
5.3	What provisions are in place where the alarm cannot be heard?	There are currently no areas where the alarm cannot be heard.	Y
5.4	How would the hearing impaired be warned?	We currently have no hearing impaired children or staff, however, a 'buddy' system would be	Y

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		adopted if required.	
5.5	What system is in place to check that fire detection systems are working? How are any remedial findings (from inspections) actioned?	There is a termly fire evacuation practice carried out so that every member of the school community is aware of the procedures. All results are kept in the fire log. The alarm system is maintained as part of an annual contract with Cannings.	Y
5.6	What system is in place to check that call points are tested and unobstructed? How are any remedial findings (from inspections) actioned?	Weekly monitoring takes place during term time only. Results are recorded in the fire log. Remedial actions are reported to the maintenance company if required. All obstructions are removed; staff reminded of importance of keeping call points unobstructed.	Y
6. FIRE FIGHTING EQUIPMENT			
6.1	What is the monitoring regime that ensures extinguishers are located in the correct position and are not damaged?	Fire safety refresher courses undertaken for all staff (2 – 3 year rolling programme); all extinguishers are subject to an annual inspection by registered company, out of date equipment replaced as required (as part of this contract); signage is prominently displayed to advise users about types of fire that can be tackled.	Y
7. EMERGENCY LIGHTING			
7.1	What emergency lighting is provided if your premises are used during periods of darkness?	Emergency/auxiliary lighting in place throughout the school; regularly maintained. Defective units identified and replaced/repared as required. Time delay sensor lighting on external area of building allowing staff lit exit route to parked vehicles. Emergency battery fed torches are placed in various areas throughout the school for emergency (regular checks to ensure working correctly)	Y
8. SAFETY SIGNS			
8.1	What monitoring system is in place to ensure that escape routes, fire exits and fire fighting equipment are indicated by appropriate signs?	All routes have appropriate signage, emergency lighting as required. Staff reminded periodically of requirements about keeping areas clear of debris; ensuring all routes are accessible; all fire fighting equipment is easily identifiable and in user-worthy condition. Regular site inspections and vigilance by all staff.	Y

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
9. EMERGENCY EVACUATION PLAN			
9.1	How does the emergency evacuation plan take into account the findings of this risk assessment?	The emergency evacuation plan advises use of nearest safe exits, assembly point mentioned and need to remain together at the point until advised it is safe to move on, also mentions personal responsibilities of staff to class visitors and children in their care; also makes note of the need to not put oneself at risk during an evacuation.	Y
9.2	What are your arrangements for informing staff and others of the findings of this risk assessment and the evacuation plan?	All staff have access to the evacuation plan and advised of it via staff briefings. Reviewed annually on cyclical plan by FGB.	Y
9.3	How do you inform staff, temporary/agency, contractors and visitors about what to do in an emergency?	All visitors sign the book in the lobby which contains a printed 'what to do' list for them to read on arrival. Temporary staff/students are given a health and safety overview/induction. Visitors to various classrooms are given over to the care of the teacher-in-charge of the teaching space.	Y
9.4	Where are your records kept and are they available for inspection by the enforcement authorities?	Risk assessments filed in locked filing cabinet and updated as often as required. Fire log also filed in locked filing cabinet. Health and safety induction sheets filed alongside personnel records. All logs/RAs are available on request.	Y
10. CO-ORDINATION			
10.1	In what way have you co-ordinated your fire safety arrangements with other responsible people in the building?	There are no shared facilities on site. The premises are not hired out for any purpose.	Y
11. TRAINING			
11.1	What is the level of your staff's fire safety training and where are the records kept?	All staff have received fire safety training and use of extinguishers; training records held within staff/governors personnel files also recorded on Sims.net computer management system.	Y
11.2	When did you last have a fire drill and what was the outcome?	Fire drill carried out on 07.01.22, 57 seconds including roll call.	Y
11.3	What staff have specific tasks to do during an	All staff are responsible for their own teaching space and ensuring the children in their care	Y

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
	evacuation and have these been included on the emergency evacuation plan (appendix 3 of the Fire Guidance note)?	and visitors are evacuated safely; office staff ensure office/staff room, toilets and servery are clear; all visitors are recorded in the sign in book which alongside the registers are collected from storage point by office on hearing alarm. Roll call ensures all personnel are accounted for.	
11.4	What fire training have science, technology or kitchen staff had?	As 11.1 – all staff including those who are sub contracted to us undergo evacuation procedures training and where possible training on use of extinguishers if this has not been covered by their own employers (i.e.Devon Norse)	Y
12. REVIEW			
12.1	When do you review your fire risk assessment and plans?	All plans are reviewed annually during the summer term; or following major or minor remedial works taking place.	Y
Date this risk assessment will be checked to ensure all actions have been completed	Summer Term 2022		
Date of next fire risk assessment	Autumn 2022		

ASSESSOR'S FINDINGS - ADDITIONAL CONTROL MEASURES AND ACTIONS

List findings and recommended control measures	Date action to be completed	By whom
Content of this plan to be shared with staff at next available staff meeting	<i>Spring 2022</i>	<i>JR</i>
Content of this plan to be shared with governors at next available full meeting	<i>May 2022</i>	<i>SM/SH</i>
All debris removed from rear of school building	<i>Ongoing</i>	<i>Caretaker and All staff</i>

Signed Headteacher/Senior Manager **Date**

The outcome of this assessment should be shared with the relevant staff
 A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator