

## THOMAS GRAY PRIMARY SCHOOL

Thomas Gray Primary School  
Chesnut Grove  
Bootle  
L20 4LU

# FIRE RISK ASSESSMENT 2016



Issued by:



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

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Responsible person (e.g. employer) or  
Person having control of the premises: [Mrs R Rimmer \( Head teacher\)](#)

Address of premises: Thomas Gray Primary School  
Chesnut Grove  
Bootle  
L20 4LU

Persons(s) consulted: [Simon Waller](#)

Assessor: [Paul Heys](#)

Date of Fire Risk Assessment: [06/05/2016](#)

Date of previous Fire Risk  
Assessment: [28/03/2014](#)

Date of next recommended Fire Risk  
Assessment: [06/05/2017](#)

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The purpose of this report is to provide an assessment of the risk to life from fire in the premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

(Review No. [1](#))

## GENERAL INFORMATION

<b>1. THE PREMISES</b>		
1.1	Number of floors:	1
1.2	Approximate floor area: 2205	m <sup>2</sup> per floor m <sup>2</sup> gross m <sup>2</sup> on ground floor <i>(delete units as appropriate)</i>
1.3	Brief details of construction: Traditional brick construction with flat roofs and plastic panels.	
1.4	Use of premises: School	
<b>2. THE OCCUPANTS</b>		
2.1	Approximate maximum number:	373
2.2	Approximate number of employees at any one time:	30
2.3	Maximum number of members of public at any one time:	100
<b>3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE</b>		
3.1	Sleeping occupants:	0
3.2	Disabled occupants:	0
3.3	Occupants in remote areas and lone workers:	0
3.4	Young person's:	243
3.5	Others:	

## 4. FIRE LOSS EXPERIENCE

Minibus due to arson on premises

## 5. OTHER RELEVANT INFORMATION

N/A

## 6. RELEVANT FIRE SAFETY LEGISLATION

- 6.1 The following fire safety legislation applies to these premises:  
[The Regulatory Reform \( Fire Safety Order\) 2005](#)
- 6.2 The above legislation is enforced by:  
[The Local Fire Authority](#)
- 6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):  
[N/A](#)
- 6.4 The legislation to which 6.3 makes reference is enforced by:  
[N/A](#)
- 6.5 Comments:

# THOMAS GRAY PRIMARY SCHOOL

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 7. ELECTRICAL SOURCES OF IGNITION

- 7.1 Reasonable measures taken to prevent fires of electrical origin?      Yes       No
- 7.2 More specifically:
- Fixed installation periodically inspected and tested?  
November 2013      Yes       No
- Portable appliance testing carried out?  
Due this month      Yes       No
- Suitable policy regarding the use of personal electrical  
appliances?      Yes       No
- Suitable limitation of trailing leads and adapters?      Yes       No
- 7.3 Comments and hazards observed:

### 8. SMOKING

- 8.1 Reasonable measures taken to prevent fires as a result of smoking?      Yes       No
- 8.2 More specifically:
- Smoking prohibited in the building?      Yes       No
- Smoking prohibited in appropriate areas?      N/A       Yes       No
- Suitable arrangements for those who wish to smoke?      Yes       No
- This policy appeared to be observed at time of inspection?      Yes       No
- 8.3 Comments and hazards observed:  
No smoking policy in place.

**9. ARSON**

- 9.1 Does basic security against arson by outsiders appear reasonable?<sup>1</sup>  
Perimeter fencing in place Yes  No
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes  No
- 9.3 Comments and hazards observed:  
School has loss of minibus due to arson previously.

**10. PORTABLE HEATERS AND HEATING INSTALLATIONS**

- 10.1 Is the use of portable heaters avoided as far as practicable? Yes  No
- 10.2 If portable heaters are used:
- Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A  Yes  No
- Are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A  Yes  No
- 10.3 Are fixed heating installations subject to regular maintenance? N/A  Yes  No
- 10.4 Comments and hazards observed:

External contract company maintain all heating installations.

<sup>1</sup> Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

**11. COOKING**

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A  Yes  No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A  Yes  No

Suitable extinguishing appliances available? Yes  No

11.3 Comments and hazards observed:

Duct work installed in Jan 2016, due for cleaning in Jan 2017.

**12. LIGHTNING**

12.1 Does the building have a lightning protection system? Yes  No

12.2 Comments and deficiencies observed:

**13. HOUSEKEEPING**

13.1 Is the standard of housekeeping adequate? Yes  No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes  No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes  No

Appropriate storage of hazardous materials? N/A  Yes  No

Avoidance of inappropriate storage of combustible materials? Yes  No

13.3 Comments and hazards observed:



**14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS**

14.1 Are fire safety conditions imposed on outside contractors? Yes  No

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? Yes  No

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work," including use of hot work permits? N/A  Yes  No

14.4 Comments:

**15. DANGEROUS SUBSTANCES**

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A  Yes  No

15.2 Comments:

**16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS**

16.1 Hazards:  
N/A

16.2 Comments and deficiencies observed:

**17. MEANS OF ESCAPE FROM FIRE**

- 17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes  No
- 17.2 More specifically:
- Adequate design of escape routes? Yes  No
- Adequate provision of exits? Yes  No
- Exits easily and immediately openable where necessary? Yes  No
- Fire exits open in direction of escape where necessary? Yes  No
- Avoidance of sliding or revolving doors as fire exits where necessary? Yes  No
- Satisfactory means for securing exits? Yes  No
- Reasonable distances of travel:
- Where there is a single direction of travel? Yes  No
  - Where there are alternative means of escape? Yes  No
- Suitable protection of escape routes? Yes  No
- Suitable fire precautions for all inner rooms? Yes  No
- Escape routes unobstructed? Yes  No
- 17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes  No
- 17.4 Comments and deficiencies observed:

**18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT**

18.1 It is considered that there is:

Compartmentation of a reasonable standard <sup>2</sup> Yes  No Reasonable limitation of linings that might promote fire spread. Yes  No 18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?<sup>3 4</sup> N/A  Yes  No 

18.3 Comments and deficiencies observed:

Remove mats from next to Fire Escape and store in more appropriate area.

Door leading into juniors requires adjusting as it does not close under its own power.

**19. EMERGENCY ESCAPE LIGHTING**19.1 Reasonable standard of emergency escape lighting system provided?<sup>5)</sup> Yes  No 

19.2 Comments and deficiencies observed:

Testing to be carried out monthly by Simon Waller.

**20. FIRE SAFETY SIGNS AND NOTICES**20.1 Reasonable standard of fire safety signs and notices? Yes  No 

20.2 Comments and deficiencies observed:

<sup>2</sup> Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.<sup>3</sup> A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.<sup>4</sup> Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

**21. MEANS OF GIVING WARNING IN CASE OF FIRE**

- 21.1 Reasonable manually operated electrical fire alarm system provided?<sup>5</sup> Yes  No
- 21.2 Automatic fire detection provided? Yes  (throughout building) Yes  (part of building only) No
- 21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A  Yes  No
- 21.4 Remote transmission of alarm signals? Yes  No
- 21.5 Comments and deficiencies observed:  
Excellent means of giving warning in the event of a fire.

**22. MANUAL FIRE EXTINGUISHING APPLIANCES**

- 22.1 Reasonable provision of portable fire extinguishers? Yes  No
- 22.2 Hose reels provided? Yes  No
- 22.3 Are all fire extinguishing appliances readily accessible? Yes  No
- 22.4 Comments and deficiencies observed:  
All extinguishers have been inspected.

<sup>5</sup> Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

**23. RELEVANT<sup>7)</sup> AUTOMATIC FIRE EXTINGUISHING SYSTEMS**

23.1 Type of system:  
Smoke/heat detection

23.2 Comments:  
N/A

**24. OTHER RELEVANT<sup>6</sup> FIXED SYSTEMS AND EQUIPMENT**

24.1 Type of fixed system:

24.2 Comments:  
N/A

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc. N/A

24.4 Comments  
N/A

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<sup>6</sup> Relevant to life safety and this risk assessment (as opposed purely to property protection).

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## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: <sup>7</sup>

Paul Spencer/ Fire Marshall and Simon Waller

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes  No

Comments:

Assisted by Compliance Health and Safety Ltd

25.3 Is there a suitable record of the fire safety arrangements? N/A  Yes  No

Comments

Excellent systems in place

25.4 Appropriate fire procedures in place? Yes  No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A  Yes  No

Are there suitable arrangements for summoning the fire and rescue service? Yes  No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A  Yes  No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A  Yes  No

Is there a suitable fire assembly point(s)? N/A  Yes  No

<sup>7</sup> This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A  Yes  No

Comments:

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A  Yes  No

Comments:

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A  Yes  No

Comments

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A  Yes  No

Comments:

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A  Yes  No

Comments:

Completed by Compliance Health and Safety, Fire Marshall and Simon Waller

**26. TRAINING AND DRILLS**

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes  No

Comments:

Induction completed by Simon Waller

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes  No

Comments:

To be completed by Compliance Health and Safety

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises? Yes  No

The fire safety measures in the building? Yes  No

Action in the event of fire? Yes  No

Action on hearing the fire alarm signal? Yes  No

Method of operation of manual call points? Yes  No

Location and use of fire extinguishers? Yes  No

Means for summoning the fire and rescue service? Yes  No

Identity of persons nominated to assist with evacuation? Yes  No

Identity of persons nominated to use fire extinguishing appliances? Yes  No

Comments:



26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A  Yes  No

Comments:

Training Completed

26.5 Are fire drills carried out at appropriate intervals? Yes  No

Comments:

Completed at least once per term

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A  Yes  No

Is it ensured that the employees are provided with adequate instructions and information? N/A  Yes  No

Comments:

Site inductions should be introduced for contractors

## 27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes  No

Comments and deficiencies observed:

On-site maintenance carried out by caretaker

27.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes  No

Comments and deficiencies observed:

Weekly fire tests carried out and an accurate log is kept by Simon Waller

27.3 Monthly and annual testing routines for emergency escape lighting? Yes  No

Comments and deficiencies observed:

Monthly testing to be carried out by Simon Waller. Annual testing carried out.

27.4 Annual maintenance of fire extinguishing appliances? Yes  No

Comments and deficiencies observed:

27.5 Periodic inspection of external escape staircases and gangways? N/A  Yes  No

Comments and deficiencies observed:

27.6 Six-monthly inspection and annual testing of rising mains? N/A  Yes  No

Comments and deficiencies observed:

27.7 Weekly and monthly testing, six monthly inspection, and annual testing of fire-fighting lifts? N/A  Yes  No

Comments and deficiencies observed:

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A  Yes  No

Comments:

27.9 Routine checks of final exit doors and/or security fastenings? Yes  No

Comments:

Completed by Simon Waller

27.10 Annual inspection and test of lightning protection system? N/A  Yes  No

Comments:

27.11 Other relevant inspections or tests: Yes  No

Comments: Gas Safety Certificates in place

## 28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A  Yes  No

Fire training? Yes  No

Fire alarm tests? N/A  Yes  No

Emergency escape lighting tests? N/A  Yes  No

Maintenance and testing of other fire protection systems? N/A  Yes  No

Comments:

Take monthly emergency lighting checks.

# THOMAS GRAY PRIMARY SCHOOL

## FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire ⇒	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

**Low**                      
 **Medium**                      
 **High**

In this context, a definition of the above terms is as follows:

<b>Low:</b>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>Medium:</b>	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
<b>High:</b>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

**Slight harm**                      
 **Moderate harm**                      
 **Extreme harm**

In this context, a definition of the above terms is as follows:

<b>Slight harm:</b>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
<b>Moderate harm:</b>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm:</b>	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

Comments:

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

**(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly).**

# THOMAS GRAY PRIMARY SCHOOL

## ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

**Trivial**

**Tolerable**

Definition of priorities (where applicable):

Actions arising from assessment	Priority (where applicable)	Action by whom	Date action taken
Remove crash mats from next to fire exit in hallway leading from Dining/Gym Hall. Place in more suitable area away from fire escape.	Med	Site Manager	
Adjust door leading into juniors so as it will close under its own power to prevent the spread of fire.	Med	Site Manager	
Emergency Lighting Checks to be performed monthly by Simon Waller.	Med	Site Manager	

# THOMAS GRAY PRIMARY SCHOOL

## Photographs