

**WOODLANDS SCHOOL**

**FIRE SAFETY**

**RISK ASSESSMENT**

**AND POLICY**

***Procedure/Guidance***

***August 2024***

 ***Risk Assessment completed by: Justyna Kosinska***

***Fire Safety Policy created by: Bal Gandhi-Johnson***

***Reviewed: August 2024***

# **Part 1 Fire Safety Risk Assessment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person completing the risk assessment:** | Justyna KosinskaUsername that you use to access your course | **Date and time completed:** | 16.08.2024 |
| **Description of work area being assessed:** | Main education building, including the external library unit and yard, part of the Head Office building used by education as Exams Room and Science Classroom, External gym unit for PE use |
| **Description of task being assessed:** | General education use by pupils and staff |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What is the hazard?** | **Who might be harmed?** | **How might they be harmed?** | **Existing risk controls measures:** | **Current risk rating** | **Additional control measures:** | **New risk rating** | **Action / monitored by whom?** | **Action / monitored by when?** |
|  |  |  |  | **L** | **C** | **R** |  | **L** | **C** | **R** |  |  |
| Fire caused by matches, lighters, vapes, cigarettes. | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * Young people are not allowed to keep lighters or matches on their person. If they smoke, then staff issue and collect lighters in the shortest time frame possible
* Smoking and vaping are prohibited on any Woodlands premises
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis

- Area kept tidy, clear of rubbish * All fire exits and walkways kept clear and accessible regular fire drill in place
 | 1 | 4 | 4 | N/A | - | - | - | N/A | Monitor annually |
| Electrical equipment | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * All electrical goods used within Woodlands are to be PAT tested and certificated annually.
* Any damage to items should be reported immediately and the item not to be used until fault rectified by a professional engineer.
* All electrical goods are to be used in accordance with manufacturer’s recommendation.
* No item of electrical goods is to be modified in any way.
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 2 | 4 | 8 | * All non-essential appliances to be unplugged at night.
* Training on how to use equipment safely
 | 1 | 4 | 4 | The Caretaker to make sure non-essential appliances are switched off before locking up | Monitor annually |
| Excessive use of Extension cables /Overloaded Extension Cables  | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * The use of extension leads is to be avoided unless absolutely necessary. If a lead has to be used it should be of a suitable rating and type.
* If an extension lead is absolutely necessary then it should be only connected to one appliance.
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 2 | 4 | 8 | To be arranged for electrician to supply additional sockets in common room and staff office | 1 | 4 | 4 | * Vicky to arrange for electrician visit asap
* Justyna to follow up to check that additional sockets have been installed and extension leads have been dispose of
 | To be completed within 2 weeks’ time  |
| Fault in the wiring of the building can cause potential fire | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * Checks to the wiring should be made periodically by a qualified engineer.
* Any issues raised should be rectified immediately.
* Any suspicious behaviour of the electrical system within the building should be reported and investigated by a qualified engineer at the earliest possible time.
* Hard wire test has been completed in 2024, any faults found by the electrician has been fixed immediately
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | N/A | Monitor annually |
| Fuses and earthing may cause potential fire | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * All fuses install and checked by electrician.
* No staff or young people to change fuses in any circumstances.
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | N/A | Monitor annually |
| Airconditioning Units | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * All air con units have been checked and services annually by professional company
* All staff and young people are trained how to use ac units correctly
* No AC units to left on overnight
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | * The Caretaker to make sure that all AC units are turned off before locking up
 | Monitor Annually |
| Electric wall heaters  | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * All electric heaters have been checked and PAT tested by electrician
* All staff and young people are trained how to use the heaters
* Timers are set to avoid the heaters left switched on overnight
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | The Caretaker to make sure that all heaters are turned off before locking up | Monitor Annually |
| Kitchen appliances – cooker, oven, toasters, microwave, kettles, hot water urn, fridge-freezer, washing machine, dishwasher | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * No gas supply to main school building
* All electrical goods are to be used in accordance with manufacturer’s recommendation.
* No item of electrical goods is to be modified in any way.
* All staff and young people have been trained how to use equipment safely
* No appliances to be left on unattended
* No young people left in the kitchen without staff supervision
* All equipment has been installed by professionals and PAT tested annually
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | N/A | Monitor annually |
| Flammable materials, such as paint or petrol | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * Any flammable materials are to be stored away from the building, in a locked shed in an approved container. Care to be used when storing different chemicals together to ensure the mixing of fumes does not lead to the creation of dangerous situation.
* Young people not to use any substances without staff supervision
* Training to both staff and young people provided
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | N/A | Monitor annually |
| Library Unit– books, soft furnishings | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * No open flames allowed (candles etc)
* No electric heaters left on without supervision
* Fire/smoke detecting system in place
* Aim to comply with current standards and recommendations when purchasing furniture/furnishings
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | N/A | Monitor annually |
| Gym Unit – gym equipment | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * Staff to make sure that all gym equipment is in good working order before use. If any damage found, report and stop using until fixed
* All equipment PAT tested regularly
* No electric heaters, radio or TV left on without supervision
* Fire/smoke detecting system in place
* Aim to comply with current standards and recommendations when purchasing furniture/furnishings
* Fire extinguishers/fire blankets in place
* Fire/smoke detecting system in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | N/A | Monitor Annually |
| Science Classroom – chemical substances may cause fire | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * No young people left on their own without staff supervision
* Appropriate training for staff provided
* Any flammable materials are to be stored away, locked securely.
* Care to be used when mixing chemicals together, only under staff supervision
* Classroom to be locked whilst not in use
* Fire extinguishers/fire blankets in place
* Fire/smoke detecting system in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | N/A | 1 | 4 | 4 | N/A | Monitor annually |
| Science Classroom – Ventilation with gas system | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * Science ventilation with gas tightness, purge test completed by professionals on annual basis
* If any issues with equipment have been raised, use of the classroom should be stopped, and problem should be rectified immediately
* Fire extinguishers/fire blankets in place
* Fire/smoke detecting system in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 1 | N/A | 1 | 4 | 4 | N/A | Monitor annually |
| Ceiling tiles – tiles are made of flammable materials | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * Any damaged or missing tiles to be replaced immediately
* Fire extinguishers/fire blankets in place
* Fire/smoke detecting system in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 2 | 4 | 4 | * All tiles to be checked on weekly basis , if any defect found, tiles to be replaced immediately
 | 1 | 4 | 4 | James to add tiles check to the weekly fire checks | Monitor weekly |
| Under the sink electric water heaters | Pupils, Staff, Visitors | * Burns
* Injuries
* Smoke inhalation
* Death
* Damage to staff property
 | * All equipment has been installed by professionals and PAT tested annually
* Any issues with equipment raised should be rectified immediately
* No hot water tap should be left running for long period of time to avoid the heaters to overheat
* Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* All electronic equipment tested on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible
* Regular fire drill in place
 | 1 | 4 | 4 | Caretaker to check that to taps have been left on | 1 | 4 | 4 |  | Monitor annually |

|  |  |  |  |
| --- | --- | --- | --- |
| **Review date:** | August 2025 | **Signature of person completing the risk assessment:** | C:\Users\Admin4\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S9J266FH\JK signature (002).tif |

*Risk rating calculator*

|  |  |  |
| --- | --- | --- |
| **Likelihood that the hazardous event will occur:** |  | **Consequence of the hazardous event should it occur:** |
| 1 | Very unlikely |  | 1 | Insignificant – no injury |
| 2 | Unlikely |  | 2 | Minor – Minor injuries requiring first aid |
| 3 | Fairly likely |  | 3 | Moderate – Up to three days absence |
| 4 | Likely |  | 4 | Major – More than seven days absence |
| 5 | Very likely |  | 5 | Catastrophic - Death |

*Action level table*

|  |  |
| --- | --- |
| **Risk rating:** | **Action:** |
| 20-25 | STOP – Stop activity and take immediate action |
| 15-16 | URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously |
| 8-12 | ACTION – Improve within specified timescales |
| 3-6 | MONITOR – Look to improve at the next review or if there is a significant change |
| 1-2 | NO ACTION – No further action but ensure controls are maintained and reviewed |

For an example individual room risk assessments please see Appendix 1.

# **Part 2 Fire Safety Policy**

**1. Purpose**

The purpose of this Fire Safety Policy is to ensure the safety of all students, staff, and visitors at Woodlands School in accordance with the Regulatory Reform (Fire Safety) Order 2005. This policy aims to prevent fire hazards, ensure an effective response to fire incidents, and facilitate safe and orderly evacuation. This policy applies to all Woodlands School employees, students, contractors, and visitors. It covers all buildings and premises under the school’s jurisdiction.

**2. Fire Safety Management**

Main duties are:

* To minimise risk from fire through risk assessments
* To ensure adequate staff/ fire manager training has taken place
* To produce an emergency plan and put up fire notices
* To conduct fire drills
* To check adequacy of fire fighting apparatus and its maintenance
* To implement recommendations from the Fire Risk Assessment
* To consult with the Fire Risk Assessment officer on matters of fire safety
* To conduct regular fire safety inspections and record the findings
* To make frequent informal checks
* To ensure fire escape routes and fire exit doors are unobstructed and operate correctly.
* To check fire detection and protection systems are maintained and tested and records kept
* To ensure Fire Safety Log is kept up to date and accessible

**3. Responsibilities**

3.1 Fire Marshalls

Bal Gandhi-Johnson and James Hughes are the appointed Fire Safety Officers/Marshalls for Woodlands School.

The Fire Marshalls will ensure that all fire safety equipment is maintained and inspected regularly, they will coordinate and lead fire drills and ensure correct record keeping.

3.2 Staff Members

It is responsibilities of all staff members to familiarise themselves with the fire safety procedures and evacuation routes. They will participate in fire safety training and drills and report any fire hazards or safety concerns to the Fire Marshalls immediately.

3.3 Students

All students will follow fire safety instructions from staff members, they will participate in fire drills and understand evacuation procedures and report any potential fire hazards to a staff member.

3.4 Visitors

All visitors must adhere to fire safety instructions given to by staff members, they must follow the evacuation procedures as directed in the event of an emergency.

**4. Fire Prevention**

4.1 Fire Safety Equipment

All fire safety equipment including alarms, fire extinguishers and blankets are regularly maintained and serviced by qualified personnel.

4.2 Frequency of tests

|  |  |  |
| --- | --- | --- |
| Equipment | Internal checks | External professional checks |
| Fire Alarm Service | Tested weekly | Annually |
| Extinguishers | Weekly | Annually |
| Emergency Lights | Weekly | Annually |
| Hard wire | N/A | Every 5 years |
| PAT testing | N/A | Annually |

4.3 Dangerous substances

Any and all chemicals are kept in secure lockable COSHH cupboards. Chemicals used for Science lessons are kept in specifically designed lockable chemical cupboards.

4.4 Smoking

Smoking is not permitted on any Woodlands property.

**5. Fire Drills and Training**

5.1 Fire Drills

Fire drills will be conducted quarterly to ensure everyone is familiar with evacuation procedures. Fire Marshalls to review the effectiveness of each drill, make any necessary improvements and ensure correct record keeping.

5.2 Training

All staff will have internal refresher training every year. This will include:

* To understand the cost of fire
* To know what can cause a fire
* To be aware of the Fire Triangle
* To know how to use fire extinguishers
* To understand how to use a fire blanket
* To know how to prevent fires
* To be aware of your duties
* To understand your building design and any fire safety facilities
* To know fire safety legislation

In addition:

* Practical Fire extinguisher training to be provided every 3 years for all staff.
* All agency or voluntary staff to be given fire procedure information.
* New staff to be taken through the Fire Policy and training schedule as part of Induction.

**6. Evacuation Procedures**

The procedure for emergency evacuation (see Appendix 2) is displayed in each classroom. Fire exit routes are also displayed in each room (Appendix 3)

Fire drills are executed by the Head Teacher, via the test button in Head Teachers office.

The first priority of all staff is to ensure that all pupils and staff leave the building safely.

In general, all staff and pupils will assemble at the assembly point, unless the source of the fire makes this impossible. Teachers will immediately do a head count and call the register. Absentees will immediately be reported to the Head Teacher/Deputy Head.

|  |  |  |
| --- | --- | --- |
| Action  | Person responsible  | In case of absence  |
| Evacuation of all staff and pupils  | Headteacher  | Deputy-Head or Assistant Head |
| Collection of registers and staff/ visitor signing in book/ sheets  | Deputy Head  | Head Teacher or Assistant Head |
| Calling the Fire Service  | Headteacher  | Deputy Head or Assistant Head |
| Meeting the Fire Service  | Headteacher  | Deputy Head or Assistant Head |

More information can be found in Emergency Management Plan Policy.

**7. Policy Review and Updates**

* This Fire Safety Policy will be reviewed annually and updated as necessary to reflect changes in legislation, school operations, or fire safety best practices.
* Feedback from fire drills, safety audits, and incident reports will be used to continuously improve the fire safety procedures.

Appendices

Appendix 1 – Example of individual room risk assessment

|  |
| --- |
| **Woodlands** |
| **Risk Assessment / Record of significant findings** |
| **Risk assessment for** School**Assessment undertaken by** Justyna Kosinska**Date completed** 31/08/2022 **Signed :** C:\Users\Admin4\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\S9J266FH\JK signature (002).tif |
| **Ground floor**  Art classroom |
| **Identify fire Hazards** |
| **Sources of ignition –** Electrical items, electric water heater, ceiling light, wiring, sockets, chemicals, air con unit |
| **Sources of fuel –** Paper, wires, plugs, flooring, furniture, spray paints, hairspray, glue, oil paints, ceiling tiles |
| **Sources of oxygen –** Natural air through windows and doors |
| **People at risk –** Staff, Boys, Visitors |
| **Evaluate, remove, reduce and protect from risk –**Art Classroom is designed to be as comfortable as possible with a reasonable amount of soft furniture and fittings. At the end of each day staff will tidy up the room and remove any surplus items, there is a strict no smoking policy in operation. |
| **Evaluate the risk of fire occurring –** - We have taken all practical precautions to remove fire risk from the room - Smoking/Vaping is not allowed. - Air Con unit to be switched off when room not in use- Room to be clean and tidy at all times - Fire route to be clear at all times - Under the sink cabinet where the electric water heater is located to be empty and clear of rubbish to avoid overheating of the equipment- Any flammable substances to be locked away * Fire/smoke detecting system in place
* Fire extinguishers/fire blankets in place
* All fire equipment checked on regular basis
* Area kept tidy, clear of rubbish
* All fire exits and walkways kept clear and accessible

- Regular fire drill in place |
| **Evaluate the risk from fire starting in the room –** Surplus ignition sources are removed on a regular basis. All paints and hazardous objects including hairsprays, flammable paints, etc and sharp objects all locked up securely.  |
| **Remove and reduce the hazards that may cause a fire –** **-** Regular inspection of the room by staff, followed by the removal as far as practical of any item that may present a hazard should reduce risk.**-** Daily inspection of Caretake before locking up to make sure air con unit and any other electric equipment is off |
| **Remove and reduce the risk to people from a fire –** After evaluating the Art room and reducing each source of risk as far as practical of any item that may present a hazard should reduce risk.This classroom has formed part of a complete risk assessment of the buildings and contents of Woodlands. All Young people, staff, contractors and visitors will be made aware of the requirements of Woodlands Safety Policies and the procedures related to the risk assessment. * Fire extinguishers and a heat detector are all in prominent places
* Fire exit routes clearly marked and doors have thumb turn cylinder locks
* All electrical equipment is periodically tested by an appropriately qualified electrician
* Fire Emergency Evacuation Plan (FEEP) in place and staff receive regular Fire Safety training
* Regular fire alarm checks and drills are carried out to ensure everyone knows what action to take in the event of a fire warning
 |
| **Assessment review completed by:** Justyna Kosinska |
| **Assessment review date:** 23.08.2024 |
| **Review outcome*** Under the sink cabinet where the electric water heater is located to be emptied and cleared of rubbish to avoid overheating of the equipment
 |
| **Notes - If substantial changes made a new record sheet should be used*** Task mentioned in Review outcome to be completed by 18.09.2024
 |
| **Next Review Scheduled**: August 2025 |

Appendix 2 – In the Event of a Fire



Appendix 3 – Floor plans for fire exit routes

3A Ground floor



3B First Floor



3C Exams & Science Lab

