
Fire Risk Assessment



St Thomas More Catholic Primary School

ASSESSOR: Mat Clark, HCCMAC H&S Advisor

ASSESSMENT DATE: 09/10/23

RISK LEVEL: Low

REVIEW DATES: Action Plan: H&S committee meetings in autumn, spring & summer terms.

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Introduction

This document requires information that must be contained in a fire risk assessment record. When completed in accordance with all suggestions it may serve as a record of a fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. From the time these Regulations came into force in October 2006 it is a requirement for all employers, occupiers or owners of a property to:

- Carry out a fire risk assessment of the workplace/property taking into consideration employees and all other people who may be affected by a fire in the building.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire.
- Provide and maintain such fire precautions as are necessary to safeguard those who use the property.
- Provide information, instruction and training to employees about the fire precautions in the property to ensure the safety of all persons who use the property.

1 Premises details

Name of site:	St Thomas More Catholic Primary School		
Address:	For emergency services vehicles: Watercall Avenue Coventry CV3 5AZ Official Address Knoll Drive, Coventry CV3 5DE		
Telephone number:	024 7684 9910		
Use of premises:	Primary level educational establishment		
Person(s) in Control of the Property:	Sarah Collins, Head Teacher		
Name & relevant details of the person carrying out the Fire Risk Assessment:	Mat Clark, Senior Partner, Madrigal-OS, HCCMAC H&S Advisor		
Date of risk assessment:	09/10/23	Action plan review	Ongoing/termly
		Full review	Oct 2024

2 General description of the premises

Description:	
St. Thomas More Catholic Primary School comprises a two-storey building which was recently constructed in 2013/14.	
The school is set within its own grounds and located primarily within a residential area to the south of Coventry City centre. The school provides classroom accommodation together with associated ancillary areas including large hall and kitchen facility for occupants of the building.	
Occupancy:	
Times the Premises are in use:	07:00 to 18:30 NB: Care club finishes at 17:30 and SSO only locks external doors once everyone is out of the building
The Total Number of persons Employed within the premises at any one time:	Approx. 50 including DRAs, plus 4 kitchen staff and Care Club
The Total Number of pupils on site at any one time:	Approx. 350

3 Fire Safety Responsibilities

Fire Safety Plan	
Person with overall responsibility for fire safety:	Sarah Collins
Fire risk assessment (FRA)	
Person(s) responsible for carrying out and reviewing FRA	Sarah Collins with support from the HCCMAC H&S Advisor
Maintenance Programme	
Person responsible for:	
• Maintenance of fire safety provisions	Sarah Collins
• Fire alarm	Nigel Woollorton
• Emergency lighting	Nigel Woollorton
• Firefighting equipment	Nigel Woollorton
• Escape routes	Nigel Woollorton
• Fire safety signs/signals	Nigel Woollorton

Emergency Plan	
Person responsible for producing plan and review	Sarah Collins with support from the HCCMAC H&S Advisor
Staff Training	
Person responsible for:	
• Fire safety training	Sarah Collins
• Implementing fire drills	Sarah Collins
Fire Marshals	
<p>A list of fire marshals is included with the evacuation plan. Typically, all TAs act as fire marshals, but not all classes always have a TA, and in this case the duty will fall either to the class teacher, or to a TA from an adjacent class/area to sweep corridors/toilets etc.</p>	

4 Record of fire safety deficiencies & action plan

Reference/ room	Deficiency/Action	Priority	Action required by		Action completed	
			Name	Agreed Date	Signed	Date
KS1 Hub	A room within a room has been created in the KS1 hub area, but no detection has been installed as part of the works. Consider installing detection in the store room, and ensure that the door to the corridor is kept closed	Med	SC	End of term		
'Paxton' door locks	These doors are not linked to the fire alarm system, and could result in person becoming trapped in a room if they fail. Consider an alternate means of securing doors to allow escape.	High	SC	End of term		
Upper storey	There is a lack of early detection in most upper storey office and storage spaces. Ensure that doors to these areas are kept closed when rooms are unoccupied to reduce the spread of fire	High	HT	Ongoing		
Upper corridor	Smoke seal on double doors is damaged and should be replaced	High	NW	End Oct		
Drama cupboard	This area is very full and untidy and presents both a fire risk and a slip/trip/fall risk to staff. Rationalize the amount of items stored in here	Med	SC	End of term		
Outside yr 6	Double fire doors may not close in sequence. Check the hinges and ensure that the doors close fully and without overlap	High	NW	End Oct		
Corridor outside school office/hall	Double fire doors may not close in sequence. Check the hinges and ensure that the doors close fully and without overlap	High	NW	End Oct		

Reference/ room	Deficiency/Action	Priority	Action required by		Action completed	
			Name	Agreed Date	Signed	Date
Double fire doors out of the servery	Smoke seals are damaged/missing and the doors do not close properly. Replace seals and adjust hinges to ensure that the doors close fully	High	NW	End Oct		
Breakfast club kitchen	Fire door does not close properly. Adjust hinges/closer to ensure it fits fully in the frame	High	NW	End Oct		
PEEPs	Ensure that PEEPs have been identified and updated for pupils. There are 3 or possibly 4 pupils who require a PEEP currently	High	PWK	End Oct		

5 Fire safety systems within the premises

Fire Warning System:

Automatic detection is in place in the school consisting of heat and/or smoke detection hardwired into the main alarm system. Detection is present along corridors, higher risk areas and some other rooms, but most classrooms, staff areas and some stores do not have detection in place, including those on the upper floor, although during the main school days a fire in these areas is likely to be noticed quickly by staff.

Manual Call Points are situated on most designated escape routes (the exception being the signed escape from the ground floor pupil toilets). Whilst classrooms have exit doors which have had fire exit signs displayed, these do not have Manual Call Points installed.

The fire alarms sound is a high-pitched continuous bell.

NB: In accordance with the school's fire and emergency plan, exit routes for the children and classroom staff on the ground floor are directly via a fire exit located within each classroom, not via corridors as per the premises "as built" fire strategy.

Emergency Lighting:

Emergency lighting is installed and maintained.

Sprinkler System:

A sprinkler system has been installed and this undergoes regular service inspection and maintenance

Fire doors:

To prevent the spread of fire and smoke, fire resisting doors have been fitted to most areas; their condition is monitored regularly and repaired / replaced on a programme of works.

Closers should be regularly checked to ensure their correct operation.

6 Fire Hazards within the premises

Sources of ignition:

- **Naked flames / hot work processes** (site team, contractors)
- **Fixed / portable heaters** (throughout the site)
- **Boilers / engines / machinery** (boiler plant room, catering, site team, general curriculum and administration activities using ICT and other electrical equipment)
- **Cooking** (Food technology activities, catering)
- **Lighting equipment** (main hall stage lighting, general lighting throughout the site)
- **Friction /sparks** (site team, catering, general curriculum and administration activities using ICT and other electrical equipment, contractors)
- **Arson**

Sources of fuel:

- **Flammable liquids /solvents /oils etc.** (site team, catering, art activities, contractors)
- **Chemicals and chemical reagents** (site team, catering, cleaning activities, art activities, contractors)
- **Wood /paper/cardboard etc.** (throughout the site)
- **Plastics /rubber /foam** (art activities, contractors)
- **Furniture and furnishings** (throughout the site)
- **Flammable gases** (site team, catering, contractors)
- **Textiles** (throughout the site but also art activities)
- **Display materials** (throughout the site)
- **Waste materials** (throughout the site)

Work processes:

Catering – deep frying takes place only every Friday. Management systems are in place for use and inspection of equipment, with the kitchen extraction units being serviced and inspected at least every 12 months.

Good housekeeping is maintained.

Comments:

- The electrical system will undergo a thorough inspection every 5 years.
- Electrical Equipment is subject to formal routine inspections by a competent person.
- Furniture, fixtures and fittings are kept in good condition throughout.
- Clutter in front of the electric board in the Resource Room in the 1st floor needs to be

removed and staff reminded to keep this room tidy

- Arson is well controlled with a good security system and waste skips kept away from the main building

7 People who would be at risk from fire

- Employees, including temporary, work experience and agency staff
- Pupils
- Visitors
- Contractors
- Employees, visitors, young people and other persons whose mobility, hearing or eyesight is impaired.
- Peripatetic staff i.e., music teachers, nurses, counsellors, Speech & Language therapists, etc.

8 Means of Escape

Comments:

- Fire hazards are controlled through management systems in place such as statutory inspections and regular in-house inspections of plant, equipment and fire protection systems; safe systems of work; risk assessments; quantities of materials stored; and good management of display boards.
- The number of premises 'occupants' are managed through signing in/out of staff, visitors and contractors and registration of pupils.
- The time taken to escape to a place of ultimate safety is satisfactory and this is regularly reviewed with termly fire drills.
- In the event of a fire, all persons safely evacuate the premises after taking into account the fire risks in the area.
- Travel distances appear to meet requirements since the main corridor on the ground floor is not a designated route for most occupants.
- Most escape routes are easily identifiable, within legally compliant signage, and available at all times. Some rooms on the first floor with more than one door will require fire exit signage to be on display above the door which leads to the fire exit route.
- The number and widths of exits are sufficient to evacuate all occupants quickly and easily; with secondary exits available. There appears to be few 'pinch points' along the evacuation routes but this has not had a detrimental effect in a fire drill.
- Those doors used opened easily and all fire exit doors are able to be opened without the use of a key; appropriate door fastenings are installed and functioning correctly. Fire doors on the main corridors use automatic closers, although fire doors onto the stairwells do not. Currently fire doors are being held open to assist ventilation to reduce the risks from Covid-19. This may create additional risks to those on the upper floor and those who need to evacuate via the ground floor corridor.
- Many fire doors are secured with mag-locks and these are tested regularly by the

Site Services Officer to ensure that they deactivate when the fire alarm is activated.

- All escape routes lead to a place of safety.
- Housekeeping appears satisfactory and with the exception of typical school artwork and noticeboards, there is little or no storage of combustibles or obstructions along escape routes.
- There are 2x staircases within the school and these are kept clear of obstructions although currently the fire doors protecting them are held open due to Covid-19 guidance on ventilation. An Evac-Chair is positioned at the top of each stairway and staff have been trained in its safe use.
- Suitable Personal Emergency Evacuation Plans are implemented for people with disabilities. Deaf, Blind, Mobility issues or special needs etc.

9 Fire safety signs and notices

Comments:

- All fire safety signs comply with the current standard.
- There are sufficient fire exit signs on the escape routes.
- Internal fire resisting doors are indicated with “Fire Door-Keep Shut” notices.
- Internal fire resisting doors to cupboards are indicated with “Fire Door—Keep Locked Shut” signs.
- Where necessary, fire exit doors are marked with “Fire Exit-Keep Clear” notices.
- Signs indicating how to use door opening mechanisms are displayed.
- General fire action notices are displayed throughout the premises stating what to do in a fire situation; some of these need to be filled in.
- Fire-fighting equipment is easily identifiable.

10 Fire warning systems

Comments:

- A suitable fire warning system that will alert all occupants in the event of a fire is installed throughout the premises; this is a hardwired fire alarm system that meets current British/European Standards. The alarm undergoes a routine test, service and inspection regime.
- Manual break glass call points have been installed throughout.
- All occupants would be alerted when the alarm when it is sounded, including persons with hearing difficulties and those within noisy environments.
- In addition to sounders, beacons are mounted at strategic locations.

11 Emergency lighting system

Emergency lighting is provided in case of a power failure in the premises so that all occupants can safely find their way out in the event of fire when power to the premises fails. This emergency lighting undergoes a routine test, service and inspection regime.

The school ensures that the primary lighting is suitable so that all occupants can safely evacuate the premises, especially during the hours of darkness and that any lighting required for means of escape is maintained.

Comments:

- Emergency/escape lighting is installed within the premises.
- There are very few areas of the premises with no natural light.
- When operated, there is sufficient illumination for occupants to see the external escape routes clearly.
- There appears to be sufficient illumination at changes in direction.
- There appears to be sufficient illumination to show fire exit doors and their operation.
- There appears to be sufficient illumination to show fire alarm call points and fire-fighting equipment.

12 Fire-fighting equipment

Comments:

- There appears to be sufficient fire-fighting equipment provided for the individual areas, rooms and escape routes.
- Fire-fighting equipment appears to be appropriate for the risks within its immediate area.
- Fire-fighting equipment provided is simple to use.
- There is evidence of a competent person having serviced and inspected the fire-fighting equipment within the last twelve months.
- Fire-fighting equipment provided appears to conform to current standards.
- Fire-fighting equipment is appropriately located on escape routes and near to exit doors.
- Fire-fighting equipment is securely hung on wall brackets or suitable floor plates and is unobstructed and easily accessible, the exception to this is within the ground floor reprographics room where the extinguisher is behind an open door.
- Staff have not been trained on the selection and use of fire extinguishers as their role is to supervise the safe evacuation of pupils and colleagues in the event of a fire or other emergency.

13 Maintenance schedule

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance should be recorded to demonstrate compliance.

Testing of Protection Equipment	Test Frequency		Comment
Fire alarm control panel	Daily	YES	This is not recorded unless a fault is observed; an external contractor would be called in to rectify the fault.
Fire alarm system and associated equipment	Weekly	YES	Tested and logged by the SSO
	6 monthly	YES	Carried out by competent contractor, recorded on EVERY.
Emergency lighting	Monthly (battery)	YES	Tested and logged by the SSO
	Annual	YES	Carried out by competent contractor, recorded on EVERY.
Lightning conductors	Eleven Monthly	YES	Carried out by Thunderbolt Test & Maintenance Ltd
Fire instruction	Staff meetings	YES	Ongoing – training undertaken autumn term 2020
Fire drills	At least once per term	YES	Last carried out October 2023
Fire Fighting Equipment	Test Frequency		Comments
Fire extinguishers	Weekly visual	YES	Checked and logged by the SSO
	Annual service	YES	Carried out by competent contractor, recorded on EVERY.
Sprinkler system	6 monthly	YES	Carried out by competent contractor, recorded on EVERY. The SSO has been trained on how to maintain the system and ensures the required checks are completed with logs kept
Fire hose reels	Annual service	N/A	No fire hose reels on site.
Fire Doors inc. maglocks	Regular inspection	YES	Checked and logged by the SSO normally weekly
Electrical Systems	Test Frequency		Comments
Electrical Hard Wiring	Every five years	YES	Carried out by competent contractor, recorded on EVERY.
Portable Appliance Testing (PAT)	Suitable intervals*	YES	Carried out by competent contractor, recorded on EVERY.
Kitchen LEV	11 months	YES	Carried out by competent contractor, recorded on EVERY.

*as per NIC EIC recommendations

14 Method of Calling the Fire Service

Staff at Reception are responsible for contacting the fire service once the alarm has been activated during normal school hours; outside of normal operational hours the site team or hirer would be expected to make contact with the fire service.

In addition, the fire alarm is linked to a fire alarm to a call centre.

15 Training

The school ensures all employees receive fire safety training including a full explanation of the emergency plan. Fire safety arrangements are explained on induction and at regular intervals, (at least once a year).

The training programme includes the following:

- who receives training,
- what training is given,
- how often it is given,
- where it is recorded. (to include staff acknowledgement of training given)

Particular training courses which have been carried out to staff include:

- Safe use of the Evac-chair - refresher training has taken place recently.
- Fire marshal
- Completing a PEEP