

FIRE RISK ASSESSMENT

TORPOINT INFANT & NURSERY SCHOOL

Assessment Date	Next Review Date
February 2025	February 2026
General Fire Risk:	LOW

Carried out by:	Ray Clarke MCIOB, NEBOSH Cert in Fire Safety and Risk Management.
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Introduction: Torpoint Nursery & Infant School is a detached one storey building, originally constructed in the early 1900's. The layout of the school has largely remained unchanged. The infant school and preschool buildings are detached from each other. There are also a 3no detached classrooms in the rear playground. 2no are prefabricated 'mobile' classrooms, while the other is a block built classroom. The main buildings are solid stone constructed walls under natural slate pitched roofs with solid concrete floors. The nearest fire station is in Torpoint about 1 mile away. This risk assessment has been prepared following an inspection of the buildings and information gathered from the school management team.

Note: In accordance with the Regulatory Reform (Fire Safety) Order 2005, the school Fire Safety Policy it shall be reviewed at least once a year. The assessment has focused on the safety in case of fire of all 'relevant persons', identified the risks and made recommendations of how to improve fire safety to the premises. However, as the responsible person - the Head teacher; Ms Danielle Kellond has a duty to take ownership of this assessment to remove or reduce the risk and decide the nature and extent of the general fire precautions you wish to take. Any actions you do take should be recorded in this document.

Opening Hours: The school is generally open from 8.00am and open until 5.30pm Monday to Friday. The children arrive at 8.40am and leaving at about 3.20pm. Some after school clubs run until 4.20pm. Staff members arrive from 8.00 am, with cleaning and teaching staff onsite until 5.30pm on most evenings.

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SECTION 1 - Risk Assessment Findings

1.0 - Fire hazards/Ignition Sources

Fire risks should be reduced to an acceptable level or removed as is reasonably practicable.

Observations/ Hazards	Risk / Comments
<ul style="list-style-type: none"> • Electrical power supply • Electrical appliances. • Electrical installation • Trailing leads • Lighting • Gas supply • Gas boiler • Acts of cooking • Office equipment • Office stationery etc. • Furnishings/ curtains • Fixtures and fittings • Props and scenery • Cloakroom, circulation area • Storage • Books/papers • Contents of cupboards • Decorations wall hangings Contractors 	<ul style="list-style-type: none"> • Fire from defective equipment • Fire involving services • Fire involving electrical equipment • Fire involving cooking and kitchen activities • Fire caused by contractors • Fire spread to communal areas • Fire due to arson/deliberate ignition. • Smoke in common area affecting people leaving the building. • Fire in the common area preventing people leaving the building.

2.0 - Arson

Security, combustible materials close to buildings.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Bin storage location appears to be adequate. At the time of the inspection bins were secure and separate from adjacent flammable buildings. 	<ul style="list-style-type: none"> Do not place combustible materials and rubbish bins/skips adjacent to buildings where possible. Ideally securing waste wheelie bins in a compound separated from all buildings.

3.0 - Kitchens

School kitchen and Classroom cooking areas.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Main school kitchen. Cookers and appliances. Extract ventilation canopy should shut down on operation of fire alarm system. 	<ul style="list-style-type: none"> Cookers and extract fans appear to be in good order. It is recommended you ensure cleaning routine is maintained. Ensure annual check and service of all electrical catering equipment. Check with Fire alarm and extract hood maintenance contractor.

4.0 - Lightning

Does the school building have protection.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Lightning Conductor Installed. <u>TO BE CONFIRMED.</u> 	<ul style="list-style-type: none"> Ensure inspection by lightning contractor every 11 months.

5.0 - Housekeeping

Combustibles and source of ignition separated - Avoid accumulation of combustibles and provide appropriate storage of combustibles materials and hazardous equipment.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Corridors and passageways. Extension leads noted in teaching area's. Plant, boiler, switch gear room – combustible material, paint, equipment, rubbish etc. PAT testing; All items appear to be displaying current PAT test label. 	<ul style="list-style-type: none"> Circulation / communal areas are tidy. Remind staff about good housekeeping and safe storage of materials and equipment. Keep access routes clear. Tables/Chairs etc. Ensure extension leads are not overloaded and usage kept to a minimum. Remind staff not to store combustible materials in boiler/plant rooms. Remind staff ALL electrical items should be PAT tested before use unless purchased from new within last 12 months.

6.0 - External Contractors

Control of Contractor's; E.g. Permit to work, Hot works permit, RAMS Information, Safety and evacuation procedures.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Ensure contractor employ safe systems of work when onsite and carrying out maintenance works. 	<ul style="list-style-type: none"> Establish permit to work system for all contractors when on site.

7.0 - Means of Escape

Protected escape routes, Fire Doors, Fire exits, self-closers, staircases including disabled person provisions.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Staff room, boiler room, escape corridor fire doors have been replaced in Summer 2024. Double Fire doors to main entrance to be upgraded and replaced to allow disabled access improvement. Kitchen; Fire door does not close automatically. Catching floor. Kitchen servery roller shutter should be connected to fire alarm. 	<ul style="list-style-type: none"> Fire doors should NOT be wedged open. Remind staff. New doors to be maintained, regularly checked and condition recorded. Fire doors to automatically close at all times. Roller shutter to be regularly serviced. Replace and connect to fire alarm. (CiF bid).

8.0 - Fire Spread & Compartmentation

Measures to limit fire spread and development.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Classrooms and corridors have an acceptable level of wall displays and combustible materials stored within. 	<ul style="list-style-type: none"> Ensure the amount of combustible display materials in classrooms do not cover the door vision panels and glazing between classrooms/ancillary rooms.

9.0 - Emergency Lighting

Emergency lighting is installed to provide battery powered illumination of escape routes and other fire fighting equipment in the event of power failure.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> New emergency lighting system installed to all area's Summer 2022. 	<ul style="list-style-type: none"> Ensure system is correctly regularly operated, tested and maintained. Record details in Fire Safety Log book.

10.0 - Fire Signage and Notices

Fire signage is installed to help persons identify the designated escape routes, final exit doors, fire fighting equipment and potential hazards.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Limited Fire Action information at fire alarm call points. Some have faded or have not been completed with site specific emergency evacuation information. Review all signage type and size. Fire Assembly point not sign posted. 	<ul style="list-style-type: none"> Review notices and information level. Fire Action notices required by ALL Fire Action call points. (See photo section). Some fire safety signage is too small and not in accordance with current guidance. (see photo section). Agree schools fire assembly point and installed correct signage. Advise staff.

11.0 - Fire Alarm System

BS 5839-1:2013 Fire detection and fire alarm systems for buildings – Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Fire alarm system installed in August 2015 to L2 standard. 	<ul style="list-style-type: none"> Fire alarm system is considered to be adequate and well maintained.

12.0 - Fire Extinguishing Appliances

Fire fighting equipment is provided to be used to reduce the risk of a small fire developing into a large fire and when an exit route is blocked. Extinguishers to be used by trained Fire Marshals only.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Fire fighting equipment is considered to be satisfactory. 	<ul style="list-style-type: none"> Fire fighting equipment must be accessible at all times. Carry out and record monthly visual checks. Ensure annual service.

13.0 - Fire Safety Management

Competent person appointed to ensure all fire safety items are adequately implemented and maintained.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Fire Safety Policy requires review ASAP. 	<ul style="list-style-type: none"> Rewrite Fire Safety policy and circulate to staff, place electronic copy on staff PC network. Hard copy in Fire Safety file.

14.0 - Training and Drills

Ensure all staff receive regular training with regards to fire safety. This includes qualified Fire Marshal's and Staff Awareness training for all staff.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> School appears to have a sufficient level of qualified Fire Marshals. Review Staff Fire awareness training. Carry out regular fire drills. 	<ul style="list-style-type: none"> School requires 4/5no trained Fire Marshals. Including Kitchen staff. All staff should undertaken in-house Fire Safety training. (Typically 30 min power point and Q&A training session). Ensure fire drill carried out 3 times a year with all results recorded.

15.0 - Testing and Maintenance

Internal weekly/monthly testing and recording of the operation and condition of fire safety equipment. External periodic contractor servicing of fire alarms, emergency lighting and fire extinguishers.

Observations / Hazards	Risks / Comments
<ul style="list-style-type: none"> Systematic operation/visual check of all fire safety equipment. External testing of fire alarms, emergency lighting, fire extinguishers. 	<ul style="list-style-type: none"> Regular checking and operational testing and <u>recording</u> of Fire Safety equipment - weekly / monthly checks. Including : Fire Alarm call points, fire extinguishers, fire exits/corridors, fire doors, smoke/heat detectors etc. External contractor to undertake Statutory testing as required.

SECTION 2 - Actions and Recommendations

Action Guidance notes

For this Risk Assessment the recommendations and actions have been prioritised using the table below. Please be aware these recommendations are subjective and to be used for general guidance purposes only.

ACTION	TIMESCALE	LEVEL OF RISK
Ensure ongoing implementation and management of this item	Management item	GENERAL
Consideration of general improvement required	Undertaken within 12-18 months	LOW
Improvement required	Undertaken within 12 months	MODERATE
Substantial risk of safety of building occupants	Undertaken within 6 months	HIGH
Immediate action required regardless of cost and/or management arrangements	Requires immediate action	URGENT

Item no:	Actions and Recommendations	Priority
1.0	<p>Fire hazards/Ignition Sources</p> <p>Ensure that sources of heat are kept away from combustible materials. Particularly :-</p> <ol style="list-style-type: none"> 1. Materials on or near heaters 2. Paper or stationery near electrical wires and sockets. 3. Paper storage and plastics next to electric intake. 4. Storage of paper or combustibles on or near electrical equipment. 5. Use of naked flames <p>Any alterations, modifications or extensions to the electrical installation should be carried out by a competent electrician strictly in accordance with I.E.E. Regulations. Wiring should be examined regularly to ensure that the relevant standards are maintained.</p> <p>All flammable and products under COSHH should be kept in a secure locked cupboard when not being used. All COSHH files should be available for reference.</p>	GENERAL
2.0	<p>Arson</p> <p>The risk of unwanted trespass and damage can occur if site security is not adequate. Combustible materials should not be stored close to buildings. General recommendations include;</p> <ol style="list-style-type: none"> 1. Installation of a security alarm / CCTV. 2. Install security lighting if practical. 3. Ensure all exits are secure, but allow emergency exit by building occupants. 4. Ensure wheelie bins are chained / secure to fence away from combustible materials and buildings. Remove any stored rubbish. 	GENERAL

<p>3.0</p>	<p>Kitchens</p> <ol style="list-style-type: none"> 1. Main school kitchen; Review cleaning/servicing procedures if required. 2. Install warning signage as required. 3. Connect existing roller shutter and kitchen canopy ventilation system to fire alarm system. 	<p>GENERAL</p> <p>GENERAL</p> <p>LOW</p>
<p>4.0</p>	<p>Lightning protection</p> <p>Many buildings will have lightning protection installed. Lightning protection system should be checked and maintained on an 11 month programme to ensure continuity to reduce fire risk and surge damage to IT and electrical installations.</p> <ul style="list-style-type: none"> • Contact Dawsons (or similar) and arrange site visit if required. Check last test date. 	<p>GENERAL</p> <p>MODERATE</p>
<p>5.0</p>	<p>Housekeeping</p> <p>A Combustibles and source of ignition separated - Avoid accumulation of combustibles and provide appropriate storage of combustibles and hazardous materials.</p> <ol style="list-style-type: none"> 1. Ensure all passageways are kept clear and tidy. 2. Raise item at staff meeting. Put up signage to remind staff if required. 3. Install signage above laminating machine to ensure correct use, storage of paper and turn off when not in use. 4. Remind staff not to store combustible materials in Boiler room. 5. Limit the use of extension leads and DO NOT overload. Install additional electric sockets where required. 6. Remind staff on the use of extension leads and to keep all cables tidy. Install additional plug sockets where required. 	<p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>

<p>6.0</p>	<p>Contractors</p> <ol style="list-style-type: none"> 1. Review existing procedures prior to contractor start on site. This should include location of assembly point, final exits, fire fighting equipment and instructions to follow in the event of a fire or emergency evacuation. 2. Ensure all contracted works have specific risk assessments and method statements provided by contractor. 	<p>GENERAL</p> <p>GENERAL</p>
<p>7.0</p>	<p>Means of Escape</p> <ol style="list-style-type: none"> 1. Check all external emergency exit lights work and are operational. 2. Maintain existing Fire doors and ensure closers operate correctly and close door on to door stop. 3. Monitor and ensure vision panels to fire doors are kept generally clear. 4. All final exit doors should be operational without the need of a key. 5. Ensure escape routes are always keep clear. 	<p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>
<p>8.0</p>	<p>Fire Spread & Compartmentation</p> <p>Displays in escape routes passageways usually include highly combustible materials such as paper, cardboard, plastics etc which will allow the rapid spread of fire if ignited. All displays, the materials used and their locations should be carefully considered prior to putting them up. Keep displays in all emergency escape routes and staircases to a sensible level. Considerations should be made to;</p> <ol style="list-style-type: none"> 1. High level glass does not appear to be fire rated. Replace glass or apply protective film. 2. Keeping flammable materials away from lights, heaters and electrical installations. 3. Check displays do not obscure or obstruct escape routes or fire safety installations, such as call points, escape signage, fire extinguishers etc. 	<p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>

<p>9.0</p>	<p>Emergency Lighting</p> <ol style="list-style-type: none"> 1. The emergency lighting system should be maintained throughout the building in accordance with BS 5266-1. 2. Arrange external bi-annual tests/checks. Carry out internal monthly routine tests and record in site control logbook. 3. Operate emergency lighting at night to establish where additional external lighting should be installed. 4. Check external emergency/security light fittings. 	<p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>
<p>10.0</p>	<p>Fire Signage and Notices</p> <ol style="list-style-type: none"> 1. Agree information and install information adjacent to all fire alarm call points including details of exit routes and assembly point. 2. Provide information on staff notice boards/areas. 3. Exit signs should be provided to indicate final exit doors. Above the door if possible or at the top of the door. Emergency Exit route sign from staff room to comply with BS5499. 4. All hazardous rooms, such as boiler rooms, electrical cupboards, oil tank rooms should be identified with the hazard warning sign. 5. Agree assembly point in playground and install signage to fence. 	<p>MODERATE</p> <p>GENERAL</p> <p>LOW</p> <p>GENERAL</p> <p>LOW</p>
<p>11.0</p>	<p>Fire Alarm/Early Warning System</p> <ol style="list-style-type: none"> 1. Appears adequate, confirm fire alarm system complies to BS 5839: Part 1: L2 system. 2. Undertake weekly call point test and record in site control logbook. 	<p>GENERAL</p> <p>GENERAL</p>

<p>12.0</p>	<p>Fire Extinguishing Appliances</p> <ol style="list-style-type: none"> 1. Extinguishers should have uniform signage indicating their use for different types of fire. 2. Fire fighting equipment must be accessible at all times. 3. Carry out and record monthly visual checks. 4. Ensure annual service. 	<p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>
<p>13.0</p>	<p>Fire Safety Management</p> <p>A Competent person appointed to assist with Planned Preventive Maintenance, Incident Control Officer, adequately trained Fire Marshalls, assembly points, trained persons for fire extinguishers, nominated persons for PEEP requirements, routine checks.</p> <ol style="list-style-type: none"> 1. Review and annually update Fire Safety Policy. 2. Agree emergency plan on how to quickly and safely evacuate the building. Including evacuation off site if required. 3. Review and PEEP requirements for staff, pupils and visitors. 4. Place info on staff H&S file, Ensure annual review. 5. Ensure Fire Alarm, emergency lighting, fire extinguishers etc are correctly tested and maintained. 	<p>GENERAL</p> <p>MODERATE</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>

<p>14.0</p>	<p>Training and Drills</p> <p>Adequate number of Fire Marshals, with all members of Staff adequately trained. Fire marshal qualification lasts for 3 years and responsible for evacuating and sweeping designated areas of the school building.</p> <p>1. Arrange Fire Marshal training if required. 4/5no. Fire Marshal's trained.</p> <p>2. All staff should be trained in fire safety. Schedule and arrange Fire Awareness staff training date.</p> <p>3. Check with level of Fire Safety management within schools catering provider.</p> <p>4. Schedule next Fire drill date and record/report findings.</p>	<p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>
<p>15.0</p>	<p>Testing and Maintenance</p> <p>1. Ensure all fire safety schedules of equipment have been completed. With all equipment numbered and shown on layout plan.</p> <p>2. Ensure weekly/monthly record of in-house test/checks sheet are recorded complete and available for inspection/review by the Fire Service, OFSTED etc.</p> <p>3. Ensure all external SLA's are set up with competent external contractors and maintained.</p>	<p>GENERAL</p> <p>GENERAL</p> <p>GENERAL</p>

SECTION 3 - Photo Section



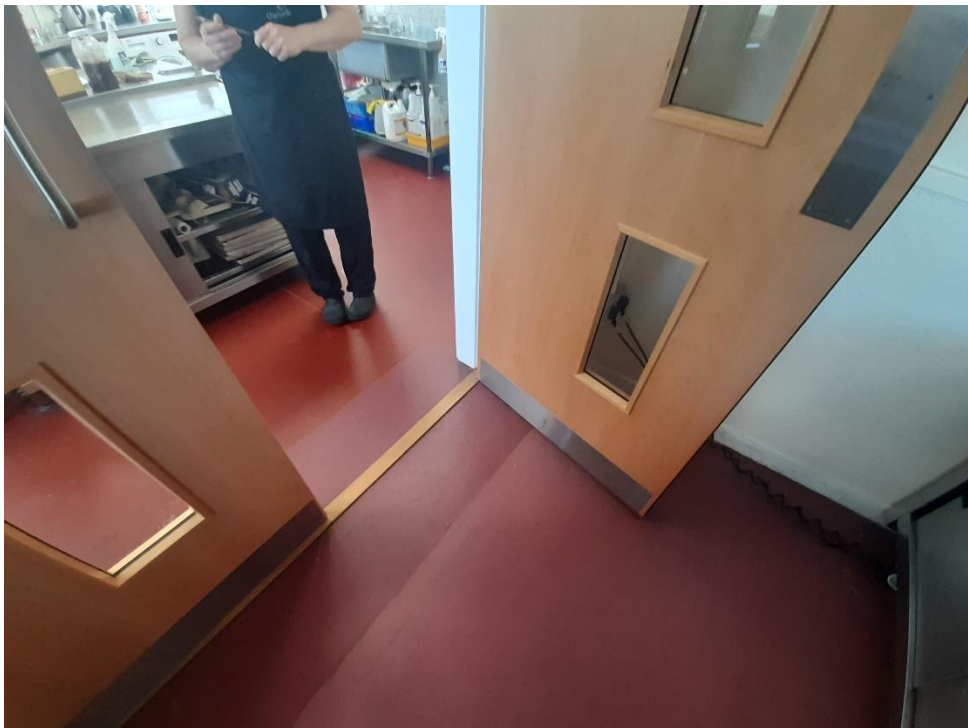
Ensure emergency Fire Action notices are displayed by all call points.



Ensure emergency Fire Action notices are completed with correct information displayed.



Ensure emergency escape signage is clear and comply with BS5499 Safety Signage.



Ensure all Fire Doors are closed and not wedged open. Regular manual check and record in log book.



Fire doors to be replaced by new disabled access (AD Part M) compliant doors.



Extract hood ventilation system to shut down when fire alarm operated.

SECTION 4 - Review notes

Record of actions and recommendations undertaken

Action	Date	Signature

Record of actions and recommendations undertaken

Action	Date	Signature