

# Fire Risk Assessment

## Meadlands Primary School

*Broughton Avenue, Ham, London Borough Richmond, TW10 7TS*

### Introduction:

This risk assessment is produced in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. The Order requires that the responsible person, as defined in the Order must make; *"a suitable and sufficient risk assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed upon him by or under this Order"*.

A Health & Safety Consultant visited the site on Thursday 28th March 2024 and met with Don Eckford Site Manager who provided the necessary information.

### Description of Premises:

Meadlands Primary School consists of a main school building that is single storey brick construction, believed to have been built some time in the 1950s. There is a separate modular building of moulded plastic construction, the Music Factory built in 2006.

The nursery that sits in the footprint of the site was completely rebuilt in 2022. The building features a large nursery space, a sensory area and WCs as well as a small kitchenette. Suspended ceiling but no false ceiling. 4 exits, two sets of double doors, main entrance and a side door.

The surrounding area is residential with a couple of other schools (both primary and secondary) located close by.

The main building is laid out from a main central corridor with a reception/ lobby area at one end and the sensory room and exit at the other. Classrooms, the school hall, office space and the student (referred to as the "link") kitchen branch off of this corridor.

All of the classrooms are provided with two external exits, one each of which is a designated final exit. There are final exit available from the hall, main kitchen, (via a

short corridor) and the main office space. Therefore only the short middle section of the main corridor forms any part of an escape route and that is for the 2 central offices for the Head Teacher and the 2 Deputy Heads.

Considering the main building as a whole there are 11 final exits, plus 14 from the classrooms and 2 from the hall, (located at the front of the building). The Music Factory has one entrance/ exit.

Taking all buildings on site that school rooms include:

- ❖ 7 classrooms
- ❖ Main kitchen and a link kitchen used by pupils
- ❖ Staff room with small kitchenette area
- ❖ Multi-use hall space
- ❖ Reception/ lobby area
- ❖ Offices
- ❖ Sensory room
- ❖ Music space
- ❖ Gas boiler room
- ❖ WCs

The main building is provided with a loft space that runs the length of the classrooms; there is one wall along the length but this does not have a door so does not form a compartment; it has been confirmed that there is detection in the loft space.

There is a car park area at the front of the site which can provide access for the emergency services.

There is CCTV at the site but no other security. In previous years it was reported that the CCTV footage was held in an off-site server. It should be confirmed how the CCTV footage is held and how it could be accessed in the event of an incident.

The nearest fire hydrant is located on the corner of Lock Road.

## Activities:

Meadlands Primary School offers education for pupils from nursery through primary school age (3 - 11 years old); there are 240 pupils and approximately 30 full time equivalent staff.

The school is a maintained school under London Borough Richmond local authority. Whilst the Head Teacher is on maternity leave there is an interim Head, Jo Wreford in place.

The school building is opened Monday - Friday at 6:30am by the school Site Manager Mr Eckford or a member of administration staff. Other school staff begin arriving from 7am.

There is a Breakfast Club, run by school staff that opens at 7:45am and pupils are on site until 3:30pm. There is an after school club, previously run by JAG but from May will be run by NSS; this is open until 6pm.

Contract cleaning staff are on site 3pm - 6pm. At 6pm the site is closed and locked up either by a member of SLT staff or by the cleaners.

There is provision for SLT staff to be on site later than 6pm if there is an SLT meeting taking place.

There is an adult choir, run by a member of school staff that makes use of the site one day per week 7-8pm. The exact arrangements for this are to be confirmed. It should be established what day(s) the choir makes use of the school and what emergency arrangements have been agreed.

There is a ballet club that uses the hall Monday and Wednesday 3:30 - 9pm and on Saturday morning 9am - 1pm.

Hire of school space is organised via the school office/ School Business Manager and it is believed that the ballet club has signed a contract and has been made aware of the emergency arrangements.

It is recommended that there is a review of the hiring arrangements specifically in relation to the emergency arrangements and ensuring that the hirer is aware of:

- ❖ How to raise the alarm in the event they discover a fire; the location of the nearest call points.
- ❖ Describe the sound of the fire alarm, (for example, continuous alarm, two tone etc.) and the action to be taken when it sounds.
- ❖ Establish who is responsible for ensuring that all of the hiring party safely evacuate.
- ❖ Describe and walk the evacuation routes from the space being hired. Highlight any push bars or exit fittings such as thumb turn locks.
- ❖ Explain that fire extinguishing equipment is only to be used if the person has been trained to do so and feels confident to do so; the primary response is to evacuate the building.
- ❖ Show the location of the external assembly area.
- ❖ Ensure the hirer knows they are responsible for calling the emergency services in the event of an alarm.
- ❖ Establish the arrangements for contacting a school representative and pass on emergency contact details.

The school may impose specific restrictions on the type of letting or activity, the number of persons involved and the number & layout of any seating.

There is no specific site security but the intruder alarm is linked to a key holder system that will send an operative should the alarm be triggered.

## Persons at Risk:

As well as the staff and pupils other visitors to site can include:

- ❖ Parents
- ❖ Contractors

- ❖ Various advisers and professional services such as the H&S Consultant
- ❖ PTA members
- ❖ School nursing service
- ❖ Persons hiring school space

All visitors are required to sign in & out and the majority will be accompanied on site.

At this time there are no members of staff that require a Personal Emergency Evacuation Plan; there are also no pupils with physical disabilities.

It should be ensured that as part of the care plans for pupils with special education needs that it is discussed if they require any additional assistance when evacuating. This should be reviewed & agreed at least annually, with each PEEP being tested as part of the termly drills and adjustments made as required.

The school should make use of the PEEP guidance available on SLA online as well as the template PEEP document.

## Fire Hazards and Measures to Reduce the Risk of Fire:

### ● Gas Installation and Boiler

The school is provided with mains gas supply feeding a gas boiler; the heating system is water fed radiators. The boiler room is part of the main building accessed from the outside.

There is a managed contract with BTU for 6 monthly inspection & maintenance. As a result of recommendations from the 2020 inspection a complete overhaul of the boilers was carried out in 2021. A new combi boiler was installed in the Music Factory in 2022.

Following the most recent boiler inspection one of the boilers was taken out of use and it has been recommended that there is a full replacement. It has been reported that whilst the boilers are at the end of their lives they are not dangerous.

There are two gas cut off switches, one in the boiler room whilst the second is located in the incoming gas box in the car park. It was reported that these are both provided with signage.

It should be confirmed that several members of staff have received instruction in the correct operation of the gas cut off.

There is no gas in the nursery; it is air source heat pumps and solar panels.

## ● Electrical Installation, Testing and Equipment

The site is provided with mains electricity with the main panel located in a cupboard in the main building reception.

The electrical system receives five yearly fixed electrical inspections with a full inspection having been carried out in October 2023. It was reported that there were no Class 1 findings and all other recommendations are being actioned.

The types of electrical equipment on site range from computing equipment in offices, scented humidifiers & other learning aids in classrooms to kettles, toasters and other catering equipment in the various kitchen spaces.

Portable Appliance Testing (PAT) takes place annually, carried out by PTSG. PAT takes place during the first week of term in order to allow for staff to have items tested; this could include personal phone chargers.

Staff are allowed to bring in other electrical equipment but it can only be used if it has an up to date PAT.

It was reported that the nursery is provided with solar panels and it must be confirmed that there is an inspection & maintenance programme in place for the supporting installation.

The building is not provided with lightning protection, nor is it required.

## ● Other Flammable Storage/ Items

It was reported that there are several BBQ gas canisters stored by the school in a locked metal shed in the playground. Gas cylinders must be stored in purpose made, secure cages to ensure security, ventilation and protection from damage.

As there are only a couple of cylinders the school should consider the following options:

- ❖ If the cylinders are only used once or twice a year the supplier can be contacted to take them away for storage. Collection arrangements for the major suppliers are detailed in the table below;
- ❖ The school can hire cylinders for specific events and arrange to have them collected afterwards;

**Or:**

- ❖ Provide a purpose made, self supporting storage cage for the cylinders. Cylinders need to be stored upright and away from sources of heat or ignition.
- ❖ For quantities up to 400 kgm in containers less than 20 kgm, the minimum separation distance from any boundary, building opening or drain is 2 metres.

- ❖ If it is to be stored against a building, the wall must be a fire resistant one such as brick. There must be no openings in it such as windows above the storage and within 2 metres to each side and above.

Parent Company:	Nominated Collection Company:
Calor Gas Ltd <a href="http://www.calor.co.uk/about-calor/press-centre/cylinder-retrieval">www.calor.co.uk/about-calor/press-centre/cylinder-retrieval</a>	Brooksight Ltd <a href="http://www.brooksight.co.uk">www.brooksight.co.uk</a> Tel: 0207 731 1221 Fax: 0207 731 4155
BP Gas <a href="http://www.bp.com">www.bp.com</a>	Synergy Asset Services Ltd <a href="http://www.synergyassetservices.co.uk">www.synergyassetservices.co.uk</a> <a href="http://www.cylinderrecycling.co.uk">www.cylinderrecycling.co.uk</a> Tel: 01304 827 277 Fax: 01304 827 287
Flogas	In-house collection by own staff and vehicles <a href="http://www.flogas.co.uk">www.flogas.co.uk</a> Tel: 0845 6015176
BOC Industrial Gases UK	In-house collection by own staff and vehicles <a href="http://www.boconline.co.uk/en/index.html">www.boconline.co.uk/en/index.html</a> Tel: 0800 111 333

Other flammable storage at the school includes paints, thinners and varnishes etc used by the Site Manager all of these are stored in the Site Manager's office or in a locked external shed. It was known that there are some arts & craft supplies that have been brought in by staff but it was not known if any of these required COSHH assessments.

It should be confirmed what arts & craft products are used by the school; any items such as varnishes and aerosols should have a COSHH assessment and be stored in a locked, flame proof area.

There is a contract cleaning company in place, Rapid Clean and they have their own COSHH register in place and it was reported by the Site Manager that there is a school COSHH register in place.

It is recommended that the school makes use of the Control of Substances Hazardous to Health Guidance & Policy template available on SLA online in order to ensure that its COSHH arrangements are robust.

A previous FRA identified several items of furniture that could not be confirmed that met the standards required in BS 7176:1995. These items have since been removed. There is one soft chair in a corridor that it is not known what material it is made from. This is not in an evacuation route but it is still recommended that a suitable fire retardant spray is used in order to prevent any toxic gas/ smoke in the event of a fire.

The external rubbish store is located on the far side of the playground; it is more than 5 metres away from the building but at this time only the cardboard recycling bins are secured in place.

Catering at the school is provided by an outside contractor, Caterlink and it is responsible for the annual deep clean. The school has a separate contract in place with Catercall for inspection & maintenance of the kitchen equipment including the gas certificate and Swift Clean are engaged by the school to carry out an annual clean of the ventilation ducting.

## ● Reinforced Autoclaved Aerated Concrete

It was reported that there is no reinforced autoclaved aerated concrete in the school.

## ● Arrangements and Procedures

The Site manager undertakes a daily site walk of the building. There are also arrangements in place for the regular statutory checks such as weekly call point testing and monthly flash testing of the emergency lighting.

The Premises Health & Safety Guidance makes recommendations regarding the frequency of site checks and includes template checklists in order that checks can be recorded. The Site Manager may find these helpful when reviewing his own and these can be found on SLA online.

The school is completely non-smoking. There is no history of arson or vandalism at the school nor in the local area.

Events do take place out of hours and areas of the school are available for hire. There are hire/ let arrangements in place that are managed by the School Business Manager.

With regard to other out of hours events such as school plays it is recommended that the school reviews its current arrangements to ensure that:

- ❖ Only areas of the school required during the performance/ event to be open; consideration should be given to which toilets will be open to pupils and to parents.
- ❖ Each supervising adult should have a designated role in an emergency.
- ❖ The procedure should include which exits will be used by pupils and which by parents in order to avoid a situation whereby parents are moving against the flow of people evacuating in order to retrieve young children.
- ❖ Parents should be made aware, prior to the event/ each performance of the evacuation procedure, where to congregate once outside the building and where the pupils will congregate/ where to reunite with their child. Parents will be understandably concerned in the event of an emergency evacuation and as detailed above may try to retrieve their child before evacuating.
- ❖ As with a normal fire evacuation procedure there should be a designated adult to check areas of the building, such as toilets and to contact the fire brigade.
- ❖ All pupils involved in the event/ production should be made aware of the evacuation procedure – a “mini” run through may be appropriate; this could be carried out as part of rehearsals.

- ❖ When booking tickets each parent should be asked if anyone attending has a disability or mobility issue; care should be taken to seat anyone with such an issue close to a fire exit.

## ● Management of Risk from Contractors

All building management contracts are managed by the School Business Manager and the Site Manager.

Whether regular or ad hoc contractors, they are required to follow the sign in & out procedure, as are all site visitors. The majority of contractors are escorted whilst on site.

Where any hot work is required the school makes use of a Hot Work Permit system.

It is advised that the school review its monitoring & management of contractor arrangements. The Monitoring & Management of Contractors Guidance and Policy template as well as the contractor Code of Conduct is available on SLA online.

It is advised that specific attention is paid to the arrangements in place for managing where drilling may be taking place. This is to prevent the potential for any fire compartment breach by contractors. Where drilling is required this should be discussed and agreed in advance and suitable packing & filling provided.

## Exits, Travel Distances and Evacuations:

The final exits from the main building feature either push bars/ pads or thumb turn locks. The Music Factory door is provided with a thumb turn lock.

The exits from the nursery are all thumb turn locks, some of which require appropriate direction of turn labels. There were some queries raised regarding the evacuation arrangements from the nursery as some of the doors are fitted with magnetic releases, as well as thumb turns and some doors bolt into place. It should be confirmed on the plans which doors are designated as fire exits, if this is proposed to be both sides of the double width doors or just one and that all doors that are final fire exits release upon activation of the alarm.

All of the classrooms have two exits to the outside, one each of which is a designated fire exit. Evacuation from the hall is via two final exits at the front of the building; exit from the kitchen is via a side fire exit past the Site Manager's office.

Evacuation from the link kitchen and the attached studio is via the final exit in the studio.

The only persons required to use the main corridor as part of an evacuation route would be the interim Head Teacher and/ or Deputy Heads from their offices located in the central part of the corridor and anyone using the sensory room at the far end of the corridor. There are two separate final exits from this area that can be used to escape.

At the time of the visit all of the classroom final exits that were observed were found to be clear. However, it was reported by the Site Manager that staff are frequently reminded of the importance of keeping all fire exits clear.

Care must also be taken that the outside of final exits is kept clear; at the time of the visit there was cleaning equipment being stored outside the final exit by the Site Manager's office/ kitchen. It is not the first visit to site where equipment such as buckets has been noted in this area and it must be made clear to staff, (cleaning and catering included) that final exits must be kept clear. The Premises Health & Safety Guidance recommends daily checking of final exits and it is recommended that the school adopts this.

Emergency evacuation drills are scheduled to take place termly. Anyone present on site is expected to take part, including catering staff and any contractors & visitors. The external assembly point is located on the school field and is reached via paths around the side of the school; the whole school meets there.

Drills are recorded and records include:

- ❖ Date and time
- ❖ Number taking part
- ❖ Time taken to evacuate and time for all clear
- ❖ Any issues identified and actions

There is an emergency plan in place and it includes the following:

- ❖ Actions to take if you find a fire
- ❖ How to evacuate
- ❖ Location of external assembly point
- ❖ Arrangements for safe reentry of the building

There is a school Fire Safety Policy in place and this is available on the school website. There is a Fire Safety Policy and Guidance template, available on SLA online, that the school may find useful at its next policy review.

Recommendations were made previously in this report regarding the need to review the evacuation arrangements for pupils with special needs and the requirements for PEEPs to be completed. There is guidance and templates available on SLA online regarding the completion of PEEPs.

## Fire Separations and Measures to Reduce the Risk of Fire Spread:

There are 30 minute fire doors throughout the building; they range in age & general condition and it is known that due to the age of the building that some of the doors, whilst working are coming to the end of their "life". Fire doors are checked as part of the daily site checks and repairs are made as required.

A number of doors are fitted with Dorguards and there are a couple with magnetic holders, the operation of which is checked as part of the call point testing. It should be confirmed that all fire doors are closed at the end of the day.

The Premises Health & Safety Guidance makes recommendations regarding the regular checks of fire doors & final exit doors and the school should follow these. Given the minimal detector coverage in the school and the age of the doors it is important that the fire door checks are formalised, documented, (in the event of a fire these can be shown to enforcing authorities) and repairs/ replacements are actioned as soon as possible.

Whilst, due to the final exits from most classrooms the majority of the main corridor is not required as an escape route, the offices located around the middle of the corridor, (the Head Teacher's office and that of the Deputy Heads) do not have external exits and therefore the middle compartment of the corridor forms part of their escape route.

As such it is important that this middle section of the corridor is kept as free from flammable items and combustible material as possible. It is also important that the fire compartmentation of this area is robust. This means that the fire doors separating it from the rest of the corridor must be in good order and that there is no service penetration of the compartment.

It has been confirmed following previous FRAs that the wall vents located along this corridor are part of an obsolete heating system and have been closed off.

Given the age of the fire doors it is recommended that a full survey of the doors is undertaken by a fire door specialist (link to list of third party accredited contractors can be found later in this section). Whilst the school layout means it is lower risk as persons are able to evacuate direct to the outside from many of the rooms; fire doors form a vital part of any fire management strategy and as such must be in good working order.

The survey should identify where new replacement fire door sets are required and/ or if any of the existing doors can be upgraded/ repaired rather than replaced.

The two front doors are on magnetic locks and it was reported in previous FRAs that not only do these not release upon activation of the alarm but they also have a battery backup and do not release even if the power is cut. The inner door has a break glass that can be used in an emergency whilst the outer door has a thumb turn lock. During the course of this FRA it was believed that the doors did release in the event of a power cut, (although not upon activation of the alarm). The release mechanism of the doors must be confirmed and staff advised accordingly.

It was confirmed that the main doors do not form part of the evacuation route as the easiest way out of the building from the office is via the staff room and the rear of the school. Similarly anyone in the hall would go straight out of the hall fire exits and all classrooms have their own final exits.

During the site visit no obvious areas of service penetration could be identified. Should the Site Manager become aware of any areas where cabling or pipes etc pass through a fire compartment then these must be filled.

When identifying suitable contractors to carry out fire safety work such as fire stopping the following accreditation scheme should be used.

Link to information regarding the scheme:

<https://www.warringtonfire.com/certification-services/fire-certification/firas>

Link to the approved list of contractors:

<http://www.firas-database.co.uk/registers/>

Where any work to or alterations of a fire door are required then this must be carried out by a suitably qualified contractor. Contractors must be third party accredited to ensure that they meet the required standards.

Below is a link to a third party accreditation scheme for fire doors:

<https://www.exovabmtrada.com/en-gb/certification/certified-supplier-search>

Separating the kitchen from the hall is a roller shutter. It was reported that this is not linked to the fire alarm system.

Whilst it is not a requirement that the shutter is linked to the alarm, as the kitchen is one of the most likely sources of ignition there should be a procedure in place for the closing of the shutter in the event of an alarm activation. This would not only serve to protect anyone in the hall, allowing them more time to evacuate it would also offer some level of property protection, (depending on the fire resistance of the shutter) by preventing the fire from spreading into the hall and lobby etc.

It was also reported that due to the frequent use of the kitchen door into the hall that during lunch time this door is wedged open by the kitchen staff. The door has been provided with a Dorguard but as these are sound activated the level of noise during the lunch time service is sufficient to close the door.

It must be confirmed with the catering contractors that there is a clear procedure in place to close the roller shutter manually upon activation of the alarm and that this must be carried out prior to evacuation. If this cannot be confirmed or it cannot be undertaken in sufficient time then arrangements should be made for the shutter to be linked to the alarm system.

It is not appropriate for the kitchen door to be wedged open at any time. As the installed Dorguard has proved ineffective, arrangements must be made for a hard wired door release system to be installed.

Prior to this FRA queries have been raised regarding the maximum capacity of the hall space and an assessment was carried out using the standards and calculations set out in BS 9999. As the school has had further queries the Site Manager was instructed to seek advice from the London Fire brigade and it is understood that several members of the LFB attended the school to make an assessment and provide further advice.

As a result of the visit the Site Manager was instructed to remove the secondary fire evacuation route, (past the kitchen) from use.

The original hall capacity assessment gave figures for capacity with both this secondary route in & out of use. Until the LFB capacity assessment is received it must be ensured that the school makes use of the reduced capacity number, taking into consideration that the secondary route is now out of use. Once the LFB capacity number has been received then this is the capacity that should be followed.

The nursery kitchenette is also provided with a roller shutter. This shutter is connected to the alarm system and all staff must be reminded of the need to keep the work surface clear in order to allow the shutter to close fully and prevent damage.

There is no sprinkler system in place.

## Fire Alarm:

The main school building is provided with an L5 alarm system; this is a localised system meaning that only areas of high hazard (such as the kitchen) are provided with any detection. As such it is vitally important that compartmentation is maintained. This will ensure that occupants have the maximum amount of time to evacuate once the fire has been detected and the alarm activated.

It has been identified in previous Fire Risk Assessments for the school that there was a need for further detection to be provided in the loft space as this crossed over fire compartments.

During the course of this FRA there was reference made to the loft smoke detectors but it must be confirmed that there is either detection or additional compartmentation in place in the loft.

The music factory is provided with detection that is linked to the main fire alarm system. Similarly the new nursery is also linked to the same system , however, as it is of newer construction it is provided with detection throughout.

The fire alarm panel is located in the main building reception with a "slave" panel in the nursery reception area. These are checked weekly by the Site Manager. Due to the minimal number of detectors the alarm system is not zoned however, it was reported that if a detector is activated the panel will identify the specific detector. This should be confirmed.

In order that any detector activation can be checked quickly it must be ensured that there is a site map showing the location and identification of the detectors and this map should be kept/ affixed next to the panel.

Call points are located adjacent to each fire exit and these are checked weekly and in rotation. The outcomes of checks are recorded.

There is a managed contract in place with Techserve for 6 monthly inspection & maintenance of the alarm system. Should any issues be identified with the alarm system these are reported by the Site Manager. It is recommended that any fire alarm issues are reported in writing in order that the school has a dated record.

The alarm system is not connected to a monitoring station. As such it must be ensured that all staff are aware of the procedure for contacting the emergency services following activation of the alarm and arrangements should be put in place for responding to an out of hours activation.

## Emergency Lighting:

It was reported that the school is provided with emergency lighting along the central corridor as well as by emergency exits. There are also several lighting units in the school hall. Externally there are emergency lighting units adjacent to final exits.

At this time the LEDs are not part of a regular check but in house flash testing takes place monthly and there is a managed contract in place with Techserve to carry out 6 monthly inspections and battery purge.

It is recommended that a weekly check of the LEDs is carried out. The LEDs are often the first indicator that the unit is either not receiving power or may be in need of repair.

## Fire Extinguishing Equipment:

There is a "fire map" of the main building indicating the location of the extinguishers. It was reported that all of the extinguishers are in good condition and on wall mounts except one in the boiler room and one in a corridor which are known to have faulty brackets that are in the process of repair.

Extinguishers are checked weekly with monthly recorded checks.

There is a managed contract in place with Empire Fire & Safety for the annual inspection of the extinguishers. The most recent inspection took place in October 2023.

## Fire Action Notices:

For the majority of the school the evacuation route is directly from the classroom to the outside and does not involve using the central corridor; as such the amount of directional signage is minimal.

The school uses a mixture of BS 5499 compliant signage and its own fire safety instructions. It was noted that the majority of exits had BS 5499 fire action signage and pictorial call point labels; however, it was not possible to check every exit and it must be ensured that correct signage is in place.

It must also be ensured that every fire door is provided with an appropriate blue action label such as "Fire Door Keep Clear" or "Fire Door Keep Locked" etc.

The school's external assembly point is on the field and is reported to have assembly signage in place.

## Fire Exit Signage:

All final exits that were viewed at the time of the visit were provided with Fire Exit signage. The majority were unobscured.

The majority of signs are just wall mounted with only the newer exit signage being light boxes.

It was reported that the regular site checks include ensuring that all signs are in place and visible.

It is recommended that the signage checks are added to the checklist in order to have a dated document confirming that these checks have taken place.

## Staff Training:

All members of school staff receive fire safety awareness training from the Site Manager as part of Induction and at inset days; every person on site is expected to take part in emergency drills. It was believed that every member of staff has attended a drill in at least the past six months.

The only member of staff to have received hands-on extinguisher training is the Site Manager and it was not confirmed which members of staff had attended Fire Safety for Management of Premises or PEEP training.

It is recommended that any member of staff with a defined role in the event of an emergency, such as the Lead Marshal and whomever liaises with the emergency services attends Fire Safety with Use of Extinguisher training.

The School Business Manager should attend Fire Safety for Management of Premises training. This would also be good training for the interim Head Teacher to attend in order to understand the arrangements that must be in place for fire safety. As with the majority of health & safety training it is recommended that this training is refreshed at least every three years.

## Remedial Measures to be Carried Out:

No:	Action Required:	Risk Rating:
1	It should be confirmed how the CCTV footage is held and how it could be accessed in the event of an incident.	Medium

No:	Action Required:	Risk Rating:
2	There is an adult choir, run by a member of school staff that makes use of the site one day per week 7-8pm. The exact arrangements for this are to be confirmed. It should be established what day(s) the choir makes use of the school and what emergency arrangements have been agreed.	High

No:	Action Required:	Risk Rating:
3	<p>It is recommended that there is a review of the hiring arrangements specifically in relation to the emergency arrangements and ensuring that the hirer is aware of:</p> <ul style="list-style-type: none"> <li>❖ How to raise the alarm in the event they discover a fire; the location of the nearest call points.</li> <li>❖ Describe the sound of the fire alarm, (for example, continuous alarm, two tone etc.) and the action to be taken when it sounds.</li> <li>❖ Establish who is responsible for ensuring that all of the hiring party safely evacuate.</li> <li>❖ Describe and walk the evacuation routes from the space being hired. Highlight any push bars or exit fittings such as thumb turn locks.</li> <li>❖ Explain that fire extinguishing equipment is only to be used if the person has been trained to do so and feels confident to do so; the primary response is to evacuate the building.</li> <li>❖ Show the location of the external assembly area.</li> <li>❖ Ensure the hirer knows they are responsible for calling the emergency services in the event of an alarm.</li> <li>❖ Establish the arrangements for contacting a school representative and pass on emergency contact details.</li> </ul>	High

No:	Action Required:	Risk Rating:
4	It should be ensured that as part of the care plans for pupils with special education needs that it is discussed if they	High

	<p>require any additional assistance when evacuating. This should be reviewed &amp; agreed at least annually, with each PEEP being tested as part of the termly drills and adjustments made as required.</p> <p>The school should make use of the PEEP guidance available on SLA online as well as the template PEEP document.</p>	
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No:	Action Required:	Risk Rating:
5	It should be confirmed that several members of staff have received instruction in the correct operation of the gas cut off.	Medium

No:	Action Required:	Risk Rating:
6	It was reported that the nursery is provided with solar panels and it must be confirmed that there is an inspection & maintenance programme in place for the supporting installation.	Medium

No:	Action Required:	Risk Rating:
7	<p>Gas cylinders must be stored in purpose made, secure cages to ensure security, ventilation and protection from damage.</p> <p>As there are only a couple of cylinders the school should consider the following options:</p> <ul style="list-style-type: none"> <li>❖ If the cylinders are only used once or twice a year the supplier can be contacted to take them away for storage. Collection arrangements for the major suppliers are detailed in the table below;</li> <li>❖ The school can hire cylinders for specific events and arrange to have them collected afterwards;</li> </ul> <p style="text-align: center;"><b>Or:</b></p> <ul style="list-style-type: none"> <li>❖ Provide a purpose made, self supporting storage cage for the cylinders. Cylinders need to be stored upright and away from sources of heat or ignition.</li> <li>❖ For quantities up to 400 kgm in containers less than 20 kgm, the minimum separation distance from any boundary, building opening or drain is 2 metres.</li> <li>❖ If it is to be stored against a building, the wall must be a fire resistant one such as brick. There must be no openings in it such as windows above the storage and within 2 metres to each side and above.</li> </ul>	High

No:	Action Required:	Risk Rating:
8	It should be confirmed what arts & craft products are used by the school; any items such as varnishes and aerosols should have a COSHH assessment and be stored in a locked, flame proof area.	High

No:	Action Required:	Risk Rating:
9	It is recommended that the school makes use of the Control of Substances Hazardous to Health Guidance & Policy template available on SLA online in order to ensure that its COSHH arrangements are robust.	High

No:	Action Required:	Risk Rating:
10	There is one soft chair in a corridor that it is not known what material it is made from. This is not in an evacuation route but it is still recommended that a suitable fire retardant spray is used in order to prevent any toxic gas/ smoke in the event of a fire.	Medium

No:	Action Required:	Risk Rating:
11	The Premises Health & Safety Guidance makes recommendations regarding the frequency of site checks and includes template checklists in order that checks can be recorded. The Site Manager may find these helpful when reviewing his own and these can be found on SLA online.	Medium

No:	Action Required:	Risk Rating:
12	<p>With regard to other out of hours events such as school plays it is recommended that the school reviews its current arrangements to ensure that:</p> <ul style="list-style-type: none"> <li>❖ Only areas of the school required during the performance/ event to be open; consideration should be given to which toilets will be open to pupils and to parents.</li> <li>❖ Each supervising adult should have a designated role in an emergency.</li> <li>❖ The procedure should include which exits will be used by pupils and which by parents in order to avoid a situation whereby parents are moving against the flow of people evacuating in order to retrieve young children.</li> </ul>	High

	<ul style="list-style-type: none"> <li>❖ Parents should be made aware, prior to the event/ each performance of the evacuation procedure, where to congregate once outside the building and where the pupils will congregate/ where to reunite with their child. Parents will be understandably concerned in the event of an emergency evacuation and as detailed above may try to retrieve their child before evacuating.</li> <li>❖ As with a normal fire evacuation procedure there should be a designated adult to check areas of the building, such as toilets and to contact the fire brigade.</li> <li>❖ All pupils involved in the event/ production should be made aware of the evacuation procedure – a “mini” run through may be appropriate; this could be carried out as part of rehearsals.</li> <li>❖ When booking tickets each parent should be asked if anyone attending has a disability or mobility issue; care should be taken to seat anyone with such an issue close to a fire exit.</li> </ul>	
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No:	Action Required:	Risk Rating:
13	<p>It is advised that the school review its monitoring &amp; management of contractor arrangements. The Monitoring &amp; Management of Contractors Guidance and Policy template as well as the contractor Code of Conduct is available on SLA online.</p> <p>It is advised that specific attention is paid to the arrangements in place for managing where drilling may be taking place. This is to prevent the potential for any fire compartment breach by contractors. Where drilling is required this should be discussed and agreed in advice and suitable packing &amp; filling provided.</p>	High

No:	Action Required:	Risk Rating:
14	The exits from the nursery are all thumb turn locks, some of which require appropriate direction of turn labels.	High

No:	Action Required:	Risk Rating:
15	There were some queries raised regarding the evacuation arrangements from the nursery as some of the doors are fitted with magnetic releases, as well as thumb turns and some doors bolt into place. It should be confirmed on the plans which doors are designated as fire exits, if this is	High

	proposed to be both sides of the double width doors or just one and that all doors that are final fire exits release upon activation of the alarm.	
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No:	Action Required:	Risk Rating:
16	Care must also be taken that the outside of final exits is kept clear; at the time of the visit there was cleaning equipment being stored outside the final exit by the Site Manager's office/ kitchen. It is not the first visit to site where equipment such as buckets has been noted in this area and it must be made clear to staff, (cleaning and catering included) that final exits must be kept clear. The Premises Health & Safety Guidance recommends daily checking of final exits and it is recommended that the school adopts this.	High

No:	Action Required:	Risk Rating:
17	There is a school Fire Safety Policy in place and this is available on the school website. There is a Fire Safety Policy and Guidance template, available on SLA online, that the school may find useful at its next policy review.	Medium

No:	Action Required:	Risk Rating:
18	It should be confirmed that all fire doors are closed at the end of the day.	Medium

No:	Action Required:	Risk Rating:
19	The Premises Health & Safety Guidance makes recommendations regarding the regular checks of fire doors & final exit doors and the school should follow these. Given the minimal detector coverage in the school and the age of the doors it is important that the fire door checks are formalised, documented, (in the event of a fire these can be shown to enforcing authorities) and repairs/ replacements are actioned as soon as possible.	High

No:	Action Required:	Risk Rating:
20	Given the age of the fire doors it is recommended that a full survey of the doors is undertaken by a fire door specialist (link to list of third party accredited contractors can be found later in this section). Whilst the school layout means it is	High

	<p>lower risk as persons are able to evacuate direct to the outside from many of the rooms; fire doors form a vital part of any fire management strategy and as such must be in good working order.</p> <p>The survey should identify where new replacement fire door sets are required and/ or if any of the existing doors can be upgraded/ repaired rather than replaced.</p>	
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No:	Action Required:	Risk Rating:
21	<p>The two front doors are on magnetic locks and it was reported in previous FRAs that not only do these not release upon activation of the alarm but they also have a battery backup and do not release even if the power is cut. The inner door has a break glass that can be used in an emergency whilst the outer door has a thumb turn lock. During the course of this FRA it was believed that the doors did release in the event of a power cut, (although not upon activation of the alarm). The release mechanism of the doors must be confirmed and staff advised accordingly.</p>	High

No:	Action Required:	Risk Rating:
22	<p>During the site visit no obvious areas of service penetration could be identified. Should the Site Manager become aware of any areas where cabling or pipes etc pass through a fire compartment then these must be filled.</p> <p>When identifying suitable contractors to carry out fire safety work such as fire stopping the following accreditation scheme should be used.</p> <p>Link to information regarding the scheme:  <a href="https://www.warringtonfire.com/certification-services/fire-certification/firas">https://www.warringtonfire.com/certification-services/fire-certification/firas</a></p> <p>Link to the approved list of contractors:  <a href="http://www.firas-database.co.uk/registers/">http://www.firas-database.co.uk/registers/</a></p>	High

No:	Action Required:	Risk Rating:
23	<p>It must be confirmed with the catering contractors that there is a clear procedure in place to close the roller shutter manually upon activation of the alarm and that this must be carried out prior to evacuation. If this cannot be confirmed or it cannot be undertaken in sufficient time then</p>	High

	arrangements should be made for the shutter to be linked to the alarm system.	
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No:	Action Required:	Risk Rating:
24	It is not appropriate for the kitchen door to be wedged open at any time. As the installed Dorguard has proved ineffective, arrangements must be made for a hard wired door release system to be installed.	High

No:	Action Required:	Risk Rating:
25	<p>Prior to this FRA queries have been raised regarding the maximum capacity of the hall space and an assessment was carried out using the standards and calculations set out in BS 9999. As the school has had further queries the Site Manager was instructed to seek advice from the London Fire brigade and it is understood that several members of the LFB attended the school to make an assessment and provide further advice.</p> <p>As a result of the visit the Site Manager was instructed to remove the secondary fire evacuation route, (past the kitchen) from use.</p> <p>The original hall capacity assessment gave figures for capacity with both this secondary route in &amp; out of use. Until the LFB capacity assessment is received it must be ensured that the school makes use of the reduced capacity number, taking into consideration that the secondary route is now out of use. Once the LFB capacity number has been received then this is the capacity that should be followed.</p>	High

No:	Action Required:	Risk Rating:
26	The nursery kitchenette is also provided with a roller shutter. This shutter is connected to the alarm system and all staff must be reminded of the need to keep the work surface clear in order to allow the shutter to close fully and prevent damage.	High

No:	Action Required:	Risk Rating:
27	During the course of this FRA there was reference made to the loft smoke detectors but it must be confirmed that there	High

	is either detection or additional compartmentation in place in the loft.	
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No:	Action Required:	Risk Rating:
28	<p>Due to the minimal number of detectors the alarm system is not zoned however, it was reported that if a detector is activated the panel will identify the specific detector. This should be confirmed.</p> <p>In order that any detector activation can be checked quickly it must be ensured that there is a site map showing the location and identification of the detectors and this map should be kept/ affixed next to the panel.</p>	Medium

No:	Action Required:	Risk Rating:
29	It is recommended that any fire alarm issues are reported in writing in order that the school has a dated record.	Medium

No:	Action Required:	Risk Rating:
30	The alarm system is not connected to a monitoring station. As such it must be ensured that all staff are aware of the procedure for contacting the emergency services following activation of the alarm and arrangements should be put in place for responding to an out of hours activation.	Medium

No:	Action Required:	Risk Rating:
31	It is recommended that a weekly check of the LEDs is carried out. The LEDs are often the first indicator that the unit is either not receiving power or may be in need of repair.	Medium

No:	Action Required:	Risk Rating:
32	It was noted that the majority of exits had BS 5499 fire action signage and pictorial call point labels; however, it was not possible to check every exit and it must be ensured that correct signage is in place.	High

<b>No:</b>	<b>Action Required:</b>	<b>Risk Rating:</b>
33	It must also be ensured that every fire door is provided with an appropriate blue action label such as "Fire Door Keep Clear" or "Fire Door Keep Locked" etc.	High

<b>No:</b>	<b>Action Required:</b>	<b>Risk Rating:</b>
34	It is recommended that the signage checks are added to the checklist in order to have a dated document confirming that these checks have taken place.	Medium

<b>No:</b>	<b>Action Required:</b>	<b>Risk Rating:</b>
35	It is recommended that any member of staff with a defined role in the event of an emergency, such as the Lead Marshal and whomever liaises with the emergency services attends Fire Safety with Use of Extinguisher training.	High

<b>No:</b>	<b>Action Required:</b>	<b>Risk Rating:</b>
36	The School Business Manager should attend Fire Safety for Management of Premises training. This would also be good training for the interim Head Teacher to attend in order to understand the arrangements that must be in place for fire safety. As with the majority of health & safety training it is recommended that this training is refreshed at least every three years.	High

# Legal Requirements for Fire Risk Assessments:

This record of significant findings is produced in accordance with the requirements of The Regulatory Reform (Fire Safety) Order 2005 which took effect from 1st October 2006. The Order requires (Article 9) that the "responsible person" defined in the Order must make:

**"a suitable and sufficient risk assessment of the risks to which relevant persons are exposed for the purposes of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed upon him by or under this Order".**

Article 9 (7) of the Order requires the significant findings of the risk assessment to be recorded, together with any group of persons identified by the risk assessment as being especially at risk.

This document forms the legally required record of the significant findings to fulfil the above obligation and throughout the remainder of the document will be referred to as the risk assessment.

Thus the risk assessment is not only required to consider the risks of a fire occurring, but also the fire precautions required. These precautions include the provision of adequate means of escape from the premises and all other requirements, including organisational arrangements such as fire procedures and maintenance arrangements related to fire safety.

This risk assessment relates to:  
Meadlands Primary School  
Broughton Avenue,  
Ham,  
London Borough Richmond,  
TW10 7TS

The "responsible person" is defined in Article 3 of the Order as:

- a. 'In relation to a workplace, the employer, if the workplace is to any extent under his control,
- b. In relation to any premises not falling within paragraph (a)
  - i. The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
  - ii. The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.'

By definition, therefore, the "responsible person" (the duty holder under the Order) at this premises is the Head Teacher.