

Employer's Fire Risk Assessment



Undertaken by: **Terry Thorne**

Date:
Friday 15 July 2018

Assessment Review
Date: 14 July 2019

Signed:

All staff are asked to be vigilant to any possible fire risks. They must report them to the Building Manager if noticed who will then take the necessary action to remove the risk.

The Building Manager and Assistant Building Manager regularly walk around the building constantly surveying the premises for potential risks and taking any necessary action.

Teachers are also asked in a regular meeting whether there are any issues to raise in their classrooms.

LSI is a low risk working environment. There is no machinery being operated on the premises and the building is mainly made up of classrooms, offices, bathrooms and storage areas. All appliances are PAT tested yearly and a visual check carried out at least once every 3 months to check wiring etc. Fire equipment, alarms and emergency lighting are checked regularly as outlined in our Fire Safety Policy. This risk assessment is updated yearly or as and when necessary.

Areas of Consideration	Yes, No or N/A	Comments / Remedial action required to address the Significant Findings
Means of Escape		
• When the premises are occupied can all final exit doors be easily and immediately opened?	Yes	Fire doors are quite old and mechanisms fairly worn but still in full working order. Consider upgrading in next few years but not urgent.
• Can all designated fire exits be easily and immediately opened without the use of a key?	Yes	
• Are all passageways and corridors, both internal and external, which form part of an escape route free from obstructions and storage?	Yes	Terry to check on daily basis Chairs occasionally in corridors for tutorials but teachers reminded to return them to classrooms once finished. Shoe storage outside of room 003 but at least 1.2 meters of passageway clear.
• Do all self-closing fire doors close fully onto the rebate of the door frame?	Yes	
• Are all self closing devices in good working order?	Yes	
• Are any self closing fire doors wedged in the open position?	No	
• Have arrangements been made for the safe evacuation from the premises of disabled persons?	Yes	We have very few disabled students at LSI – any applications from students with disabilities are assessed on a case by case basis and then if we can accept them, reasonable measures are put in place with regard to health and safety and fire safety. If we have students with disabilities in school, we will have a 'buddy' system in place and this person will aid with the safe exit of the

		student's from the building.
Emergency Lighting		
• Are the premises provided with an emergency lighting system to provide illumination of escape routes in the event of a failure of the general lighting system?	Yes	All in working order
• Are the premises occupied during the hours of darkness?	Yes, in the winter	<u>Not after 19:30</u> The building is unoccupied after around 19:30 but in the winter it gets dark earlier than this
Any place of work occupied during the hours of darkness should be provided with some form of emergency lighting		
Is the emergency lighting system tested regularly?	Yes	Weekly by Building manager and annually (certified) by Electrician.
• Are the tests recorded?	Yes	Weekly by Building manager or Assistant Building Manager. Records kept on 'F' drive
Means of giving warning in the event of fire		
Are the premises provided with a system or procedure for raising the alarm in the event of fire?	Yes	Three call points are on each floor strategically placed adjacent fire extinguishers and fire escapes.
• Is the system in full working order?	Yes	Alarm tested weekly by building managers
• Is the system or procedure tested regularly?	Yes	Once a week by the Building manager or Assistant Building Manager and checked and inspected every 3 months by CIA, our maintenance company
• Are the tests recorded?	Yes	
• Is the alarm audible in all parts of the building?	Yes	
• Are break glass call points clearly visible and unobstructed?	Yes	
• Is the fixed fire fighting installation or Automatic Fire Detection system in working order?	Yes	
• Is the system or installation tested regularly?	Yes	By CIA : every 3 months
• Are the tests recorded?	Yes	By CIA – kept in folder in room 310 & fire alarm control boox
Fire Safety Signs		
Are final exit doors and escape routes clearly and correctly signed?	Yes	
• Do the signs depict the 'running man' symbol?	Yes	
• Are 'Fire Action' notices displayed?	Yes	

• Are 'Push Bar To Open' signs or similar affixed to doors with emergency fastenings?	Yes	Notices on all fire exits saying to only open in an emergency
Fire Fighting Equipment		
• Are suitable fire extinguishers provided at each floor level and by each final exit door?	Yes	
• Are they securely mounted on wall brackets?	Yes	
• Are they freely available, visible and unobstructed?	Yes	
• Do they comply with BS EN 3 1996?	Yes	
• Are the results of the tests recorded?	Yes	Yes, by Southern Fire Protection, our maintenance company – copies kept in room 310 and also displayed in Reception area
• Are they serviced annually by a competent person or company?	Yes	Yes, by Southern Fire Protection, our maintenance company
Hazards		
• Are all combustible materials and flammable liquids and gases stored safely and isolated from ignition sources?	Yes	
• Are radiant heaters fixed in a position away from combustible materials?	N/A	
• Is the workplace free from rubbish and combustible waste materials?	Yes	Teachers are given constant reminders to tidy up their books, papers etc (especially in Teachers' Rooms). All waste materials are cleared from the building on a daily basis.
Management and Staff Training		
• Are all employees given instruction on the action to take in the event of fire on induction and at regular periods afterwards?	Yes	Yes, as part of inductions. Fire drills are regularly carried out and subsequent feedback given.
• Is a full evacuation fire drill carried out twice yearly?	Yes – at least	
• If you employ 5 or more people, have you recorded the findings of your Fire Risk Assessment?	Yes	Kept in room 310, the teachers' rooms and the reception area.
• Have you informed your staff or their representatives of the findings of the Fire Risk Assessment?	Yes	Done in Teacher's Meeting and staff have access to the Fire Risk Assessment in both Teachers' rooms
• Has a procedure been established to review the Fire Risk Assessment periodically?	Yes	Yes, this is done on an annual basis by the Building Manager and Assistant Building Manager

FIRE EMERGENCY PLAN



ACTION TO BE TAKEN BY A PERSON DISCOVERING A FIRE:

1. Ring the nearest fire alarm by breaking fire alarm glass.
2. Leave the room, closing the door after you, if possible.
3. Tell a teacher or member of staff immediately, if possible.
4. Do NOT use the lifts.
5. Leave the building by the nearest fire exit – escape route plans are by the door in every classroom and in every hallway.
6. Go to the ASSEMBLY POINT: at the FRONT OF THE BUILDING by the cycle racks. Teachers to gather their class in one place and then report to the relevant fire marshal.
7. Do not return to the building FOR ANY REASON until the Building Manager or Principal say it's OK.

HOW THE FIRE BRIGADE (& ANY OTHER EMERGENCY SERVICES) ARE CALLED & WHO'S RESPONSIBLE:

1. The fire brigade are called automatically when the fire alarm goes off outside of normal working hours. During normal hours it is monitored by CIA
2. The Building Manager or the Principal are responsible for liaising with them on arrival
3. If other Emergency Services need to be called, one of the above will use their mobile phone

FIRE WARNING SYSTEM (DESCRIPTION OF BELLS AND LOCATION OF SYSTEM PANEL)

1. The Fire Alarm is a **Loud two tone siren** If it rings for more than 10 seconds, everyone should **evacuate the building**.
2. Smoke detectors are strategically placed throughout the building.
3. The System Panel is located in the Reception Area
4. The Fire Alarm company is CIA (02392 242403)

EVACUATION PROCEDURES (DESCRIPTION OF PROCEDURES TO BE FOLLOWED)

When the alarm goes off (LOUD TWO TONE SIREN) for more than 10 seconds, please follow the instructions below BUT

DO NOT USE THE LIFTS and DO NOT RUN

- a) IMMEDIATELY take your **students** AND your class **register / file**, leave the classroom (closing the door after you) and leave the building using the appropriate exit (as indicated above).
- b) Take your students to the **ASSEMBLY POINT** which is **AT THE FRONT OF THE BUILDING** by the cycle racks in front of Café Parisien and report to the **fire marshals**. (Generally a Director of Studies – they will be holding a large sign indicating which course classes they are marking in)
- c) At the assembly point:
 - Tell your students they **MUST** stay together with you until you are given the all-clear by the Building Manager or one of the directors
 - Keep your students close together so they do NOT wander off to talk to students from another class.
 - Tick off your students' names on your class register. If there are any students who were present in class but who are now missing, inform a fire marshal immediately.
- d) Wait for the all-clear: this can only be given by the Building Manager or Principal and then you can tell the students they can return to the building.

ASSEMBLY POINTS

- The **ASSEMBLY POINT** is **AT THE FRONT OF THE BUILDING** by the cycle racks

KEY ESCAPE ROUTES

1. **ON THE GROUND FLOOR THERE ARE 3 FIRE EXITS:**
 - a. *The front door – main escape route*
 - b. *The rear fire door next to the Examination Room (003) – used only if front door is inaccessible*
 - c. *The fire door in the Brochure Room (011) – used only if front door is inaccessible*
2. **ON ALL OTHER FLOORS THERE ARE 3 FIRE EXITS:**
 - a. *The main stairs*
 - b. *The fire escape stairs in the front section of the building.*
 - c. *The fire escape stairs in the back section of the building.*

DUTIES AND IDENTITIES OF EMPLOYEES WITH SPECIFIC RESPONSIBILITIES

1. *Andrew Edwards (Principal) has overall responsibility*
2. *The Building Manager and Director of Operations are responsible for fire drills and liaison with our Fire Alarm Maintenance Company and our Fire Equipment Maintenance Company and) LSI's risk assessments*
3. *The Vice-Principal is responsible for providing Fire and H&S Information for new staff in their induction packs and for dealing with fire or H&S issues which might arise in a Teachers' Meeting*

FIRE FIGHTING EQUIPMENT PROVIDED (LOCATIONS AND DETAILS)

1. *Suitable Extinguishers are next to photocopiers*
2. *Extinguishers are in all the landing areas*
3. *Extinguishers are next to all the Fire Stairs Lobby doors*
4. *Extinguishers are in the main entrance/Reception Area*
5. *A major central pipe (Dry Riser) runs through the building with an outlet on every landing area to which the fire brigade can connect their fire fighting hoses. This is tested annually.*

PROCEDURES FOR LIAISON WITH FIRE BRIGADE ON ARRIVAL (WHO, WHERE ETC.)

1. *The Building Manager or Principal will liaise with Fire Brigade on arrival*
2. *Liaison will take place outside of front of building outside main entrance doors*

TRAINING NEEDED BY EMPLOYEES AND ARRANGEMENTS FOR GIVING SUCH TRAINING

1. *All new staff are provided with Fire and H&S Information in their induction packs and are taken through these instructions and tested on them as necessary.*
2. *Regular fire drills are held which involve everyone in the building; teachers, admin, students and tenants*
3. *When necessary, pre-Fire Drill training takes place*
4. *Fire & H&S issues are always discussed on a weekly basis in our weekly Teachers' Meeting on Thursdays*
5. *The fire alarm is tested at least monthly to accustom staff and students to the sound of the bell.*