



LEWESTON

SHERBORNE

RISK ASSESSMENT

LOCATION/AREA	FIRE RISK ASSESSMENT
---------------	----------------------

ASSESSMENT UNDERTAKEN	Date: February 2014 by Firesure UK Most Recently Reviewed By: Gus Scott-Masson, Geoff Smith and Matt Von Koutrik– August 2017
-----------------------	--

Responsible person: Bursar

Competent persons appointed by the Bursar in conjunction with the Head

- Mr G Smith:** Fire Officer, appointed September 2015. Responsible for communication, planning, monitoring and recording of fire drills and evacuation procedures from 0815 – 1620 in term time. Also responsible for staff training.
- Mrs L Worrall:** Glyn Houseparent – responsible for boarding accommodation, and for fire drills and evacuation procedures from 1620 - 0815 and at weekends in term time.
- Miss A Phillips:** Head of Leweston Prep is responsible for the management of Leweston Prep evacuation procedures
- Mr P Churchill:** The Site Manager, responsible for the management, maintenance and testing of the fire detection system, fire extinguishers, fire blankets, and for training staff in the use of firefighting equipment. Also responsible for evacuation procedures outside of term time.

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 1 of 11	Author	Bursar
Last review	Sep 2107	Next review	Aug 2018				
	7	ISI	Para 12		S48		

All named staff liaise and work together on fire drills, training and other aspects of fire safety. They are all members of the Health and Safety Committee which is chaired by the Bursar or in his/her absence, the Site Manager.

A fire risk assessment of the premises was carried out in February 2014 by Firesure UK and is held by the Site Manager in his office, along with a central Fire Safety Log.

To supplement the Firesure UK risk assessment, the following specific hazards have been identified by an inspection of the premises and by day to day observations from the Competent Persons.

People at risk are pupils, staff and visitors to the premises. The pupils range from age 3 months to 18 years; the risks are different for different ages. Pupils under the age of 11 are always supervised and there are controls in place to ensure this happens. The youngest children have high levels of supervision and, in the event of a fire, staff are available to ensure that they respond to the alarm and help them evacuate.

New pupils and employees are briefed when they join the School on emergency evacuation procedures should the fire alarm sound or they detect a fire. Because the premises are a school, most visitors are accompanied throughout their visit by staff or responsible girls who are aware of evacuation procedures. Visitors who do not need to be accompanied are advised of evacuation procedures when they arrive or are restricted to large communal areas where fire exits are clearly marked and where staff are available to assist in the event of a fire.

At present the School has one pupil and one member of staff with a hearing deficit. The Health Centre has assessed needs and concluded that no special arrangements for fire evacuation are required. Should this change, the individual's case will be reviewed, and assessed. As an independent school, the School has its own entrance policy and can assess the requirements of pupils with disabilities on an individual basis before deciding whether reasonable adjustments can be made to allow them to enter the school as a pupil. A Personal Evacuation Plan may be appropriate.

The School currently has one disabled pupil and one disabled employee who both have mobility problems although they can both currently walk unaided. The School has discussed with them their specific needs and concluded that no special arrangements for fire evacuation are required. Should this change, the individual's case will be reviewed and assessed. In the event that a new member of staff/pupil joins the school who are disabled or an existing member of staff/pupil becomes disabled, their individual needs will be discussed with them and the necessary requirements implemented before they return to school or to start work. A Personal Evacuation Plan may be appropriate.

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 2 of 11	Author	Bursar
Last review	Sep 2107	Next review		Aug 2018			
	7	ISI	Para 12		S48		

From time to time there are disabled visitors. They are accompanied throughout their visit and due to the nature of the building and the number of steps those with impaired movement are likely to remain on the ground floor.

Pupils are not permitted alcohol except at certain supervised events and subject to the licensing laws. Drugs are not permitted on site and neither is drunkenness amongst staff. The risk of pupils and staff being impaired by drugs or alcohol is minimal. Where alcohol is served at events within the premises it is restricted to ground floor rooms where fire exits are clearly marked and where staff are available to assist others in the event of an emergency.

The Site Manager advises contactors and sub-contractors about the fire procedures which are set out at Annex D to the Fire Safety Policy, and routines for any special needs they may have, for example if a contractor was deaf, he/she may not be able to hear the fire alarm and therefore should not work alone. Lone working is not permitted with the exception of the security guard or an out of hours duty member of the maintenance team who carries out checks of the building at night in the school holidays when the school is not occupied. In such circumstances the security guard/maintenance team member is instructed to evacuate the building on the sounding of the fire alarm and/or to leave the building immediately and not fight the fire. The security guard/maintenance team members carry their mobile phones and radio at all times.

STEP 1	STEP 2	STEP 3
List significant hazards here:	List groups of people who are at risk from the significant hazards identified in Step 1:	List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed:
Sources of ignition		
<ul style="list-style-type: none"> Smoker's materials 	Pupils, staff, visitors	The No Smoking policy in all school buildings is rigidly enforced. Secret smokers most likely outside of buildings where fire risk is reduced.
<ul style="list-style-type: none"> Naked flames 	Pupils, staff, visitors	Used only in controlled conditions such as Science Labs or the Chapel where separate risk assessments apply, and on special occasions, e.g. candles on tables in Dining Room where separate risk assessments apply. All are extinguished after use or left in safe condition e.g. pilot light in kitchen.
<ul style="list-style-type: none"> Electrical, gas or oil fired heaters 	Pupils, staff, visitors	Staff and pupils not allowed to bring portable heaters into school. On occasions where portable heaters are required they are

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 3 of 11	Author	Bursar
Last review	Sep 2107	Next review		Aug 2018			
	7	ISI	Para 12		S48		

		<p>positioned by Maintenance staff clear of sources of fuel e.g. away from furnishings.</p> <p>Portable electrical heaters are PAT tested</p> <p>Fixed electrical heaters are part of electrical testing programme</p> <p>Hot works permit system is enforced for staff, contactors and sub-contractors for all works/activities generating heat or sparks.</p> <p>All are switched off when not in use.</p>
• Electric blankets	• Pupils – boarders and resident staff	• Not permitted, cleaning and boarding staff vigilant.
• Gas burners	• Science staff & pupils	• Regularly checked, faulty ones replaced, pupils use only under supervision.
• Fairy lights	• Pupils, staff	• Pupils are not permitted fairy lights in boarding accommodation or common rooms.
• Brazing hearth	• Pupils, staff	• Fire bricks absorb heat; bucket of water and fire blanket kept adjacent.
• Hot processes (e.g. welding or grinding)	• Maintenance staff	• Hot work permits are required from the Estate Manager who is the authorised person for all activities which generate heat or sparks. Separate risk assessments to be carried out for each process.
• Jewellery torches	• Pupils, staff	• Fire resistant blocks used with jewellery torches, fire blanket kept adjacent.
• Cooking	• Kitchen staff, Food technology pupils & staff, occupants of Year 11, 12 & 13 Common Rooms, staff flats	<ul style="list-style-type: none"> • New kitchen built in 2006 in accordance with current regulations. Kitchen staff work to specific H&S requirements and equipment is regularly maintained. Kitchen is locked when not in use. • Food tech – equipment regularly maintained, pupils instructed in safe use. • Younger pupils do not have unsupervised access to cooking facilities.

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc				Page	Page 4 of 11		Author	Bursar
Last review	Sep 2107			Next review		Aug 2018			
	7			ISI	Para 12		S48		

		<ul style="list-style-type: none"> Fire blankets provided in all areas with cooking equipment
<ul style="list-style-type: none"> Engines or boilers 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> Regularly serviced & maintained. Access to boiler rooms restricted to Maintenance & Grounds staff who work under specific risk assessments.
<ul style="list-style-type: none"> Machinery 	<ul style="list-style-type: none"> Pupils, staff 	<ul style="list-style-type: none"> Maintenance & grounds staff operate machinery subject to specific risk assessments. Pupils using machinery in D&T block are supervised, staff trained, machinery regularly serviced; in addition, staff should carry out risk assessments on individual pieces of machinery where different procedures may apply for younger pupils.
<ul style="list-style-type: none"> Faulty or misused equipment 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> All portable electrical equipment is PAT tested. Electrical testing of installations undertaken to conform to BS 7671. Electrical equipment is used in accordance with user instructions.
<ul style="list-style-type: none"> Lighting equipment 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> All portable electrical equipment is PAT tested.
<ul style="list-style-type: none"> Hot surfaces & obstruction of ventilation 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> Equipment used in accordance with instructions, computers/photocopiers are placed to ensure adequate ventilation.
<ul style="list-style-type: none"> Friction e.g. from loose bearings or drive belts 	<ul style="list-style-type: none"> Maintenance staff, users of D&T Block 	<ul style="list-style-type: none"> Maintenance staff operate machinery subject to specific risk assessments. Pupils using machinery in D&T block are supervised, staff trained, machinery regularly serviced.
<ul style="list-style-type: none"> Static electricity 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> All portable electrical equipment is PAT tested.
<ul style="list-style-type: none"> Metal impact 	<ul style="list-style-type: none"> Maintenance staff, users of D&T block 	<ul style="list-style-type: none"> Maintenance staff operate machinery subject to specific Risk Assessments. Pupils using machinery in D&T block are supervised, staff trained, machinery regularly serviced.
<ul style="list-style-type: none"> Arson 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> The number of people on site during the day, and security guards employed at night reduce risk. Possibility that a boarder could start a fire deliberately but other behavioural indicators likely to be present which staff will have identified first. There is staff accommodation in all areas of the boarding

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc				Page	Page 5 of 11		Author	Bursar
Last review	Sep 2107			Next review		Aug 2018			
	7			ISI	Para 12		S48		

		accommodation, so pupils are well supervised.
Sources of fuel		
<ul style="list-style-type: none"> Flammable liquid based products, e.g. paints, varnish, thinners & adhesives 	<ul style="list-style-type: none"> Maintenance staff, Art staff & pupils 	<ul style="list-style-type: none"> Maintenance Staff use products in accordance with user instructions and subject to specific risk assessments. Products are kept to a minimum and stored safely in Maintenance Shed. Art and drama pupil are supervised and staff follow the user instructions. Materials are locked away when not in use.
<ul style="list-style-type: none"> Flammable liquids & solvents, e.g. petrol, white spirit, methylated spirit, paraffin 	<ul style="list-style-type: none"> Maintenance & grounds Staff 	<ul style="list-style-type: none"> Maintenance Staff use products in accordance with user instructions and subject to specific risk assessments. Products are kept to a minimum and stored safely in Maintenance Shed which is not adjacent to the main building.
<ul style="list-style-type: none"> Flammable chemicals 	<ul style="list-style-type: none"> Maintenance & Grounds staff, Science staff & pupils 	<ul style="list-style-type: none"> Maintenance Staff use products in accordance with user instructions and subject to specific risk assessments. Flammable liquids and solids are kept to a minimum and are stored in locked steel cupboards & fully labelled with hazard warnings. Oxidising agents only stored in small quantities & fully labelled with hazard warnings.
<ul style="list-style-type: none"> Wood 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> Not a significant risk in isolation, sources of ignition kept away from it.
<ul style="list-style-type: none"> Paper & card 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> Not a significant risk in isolation, sources of ignition kept away from it. Buildings & areas kept tidy & free from rubbish.
<ul style="list-style-type: none"> Decorations, e.g. hanging close to lights 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> Difficult to manage, regular reminders particularly at Christmas. Site Manager makes regular checks and removes decorations posing a threat.
<ul style="list-style-type: none"> Plastics, rubber, foam - furniture 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> All furniture complies with BS 5852. Damaged furniture with foam exposed, is replaced.
<ul style="list-style-type: none"> Flammable gases e.g. LPG, acetylene 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> LPG stored in a tank provided by LPG suppliers who comply with current regulations.
<ul style="list-style-type: none"> Textiles 	<ul style="list-style-type: none"> Pupils, staff, visitors 	<ul style="list-style-type: none"> Programme of replacing old curtains with new ones lined with

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 6 of 11	Author	Bursar
Last review	Sep 2107	Next review	Aug 2018				
	7	ISI	Para 12		S48		

		fire retardant fabric – now 95% complete.
<ul style="list-style-type: none"> Waste materials 	<ul style="list-style-type: none"> Pupils, staff visitors 	<ul style="list-style-type: none"> Waste stored outside of buildings, regular collections ensure that waste does not build up.

GENERAL CONTROLS AND RISK REDUCTION PROCEDURES

The main building, where the risk of fire is highest because of the size and nature of the building and because it houses the sleeping accommodation, was inspected by an independent fire safety awareness consultant in February 2014.

On the first floor of South Wing, the second fire escape route for five bedrooms is through a staff flat, the door to which is automatically opened when the fire alarm or the manual call point is activated. This risk is acceptable.

All windows, doors and other openings apart from the boarding areas are closed at night; the security guard checks this.

There are no mechanical ventilation systems apart from in the computer room, the WCs, washrooms and kitchen. These are all shut down when the rooms are not in use.

Events and Functions

Following consultant advice, the **maximum** number of persons which can be accommodated in the following communal areas are:

- Dining Room 400
- Theatre 300
- Pensabene Library 400

Note that these are maximum numbers and discretion should be applied for each function, depending on the layout of the room. This is particularly relevant in the Pensabene Library if the front section only is being used.

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 7 of 11	Author	Bursar
Last review	Sep 2107	Next review		Aug 2018			
	7	ISI	Para 12		S48		

Fire Alarm and Emergency Lighting System

The fire alarm and emergency lighting system has been installed with guidance from the Fire Officer and Building Control. Manual call points are located in clear visible positions and are checked weekly to ensure that all sounders can be heard. The system and associated components are maintained to BS5839 Part 1 2002. Once a year, a full test and inspection of the system is carried out with approximately 25% of the equipment being tested on a quarterly basis.

The fire alarm and emergency lighting systems are maintained under contract by PG Security.

The fire alarm system is tested every Monday lunchtime during term time.

Fire doors and escape routes

Fire doors are fitted with automatic closers, smoke seals and "FIRE DOOR" signs. Escape routes are clearly identified throughout the building.

Escape routes are capable of being opened without a key, lead to a safe place, are kept clear of obstructions and rubbish, are checked regularly for their condition and for trip hazards. Exit doors have information on them on how to open them in an emergency. The location and number of fire doors and escape routes has been designed in conjunction with the Fire Officer and, where appropriate, Building Control.

Fire doors and escape routes are formally checked six times per year by the Maintenance staff to ensure they are not blocked – at the beginning of each term and at half term. Staff are briefed regularly on the need to keep fire doors and escape routes free. Most routes and exits are used on a daily basis and obstructions are quickly noted and immediately removed.

Fire extinguishers

Fire extinguishers are located throughout the building in accordance with the advice received from Wessex Fire and Security.

All extinguishers are serviced and maintained under contract by PG Security in accordance with the recommendations and frequencies of BS5306 part 3 and refilled when required to BS 6643 part 1 and all amendments. Fire extinguishers are formally checked six times per year to ensure that the pin is in place.

Schools do have a reputation for fire extinguishers being misused. Pupils are aware of the seriousness of this and there are no recorded instances of misuse.

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 8 of 11	Author	Bursar
Last review	Sep 2107	Next review		Aug 2018			
	7	ISI	Para 12		S48		

Procedure in the event of a fire

The school's Fire Safety Policy provides detail of the procedures to be followed in the event of a fire or if the fire alarm sounds. This policy is reviewed annually by the Bursar, Site Manager and Fire Officer and is communicated through the Health and Safety Committee to the Governing Body and is made available to all staff on the Staff Drive.

At the beginning of the academic year, all pupils and academic staff are briefed on emergency evacuation procedures should the fire alarm sound or they detect a fire. This includes where and how pupils are to muster at the Fire Assembly Points.

Upon joining the school, employees are briefed on emergency evacuation procedures should the fire alarm sound or they detect a fire.

Visitors to the school must sign in using the Visitors book, which will be taken out to the Fire Assembly Point in the event of an evacuation. Visitors will be briefed regarding evacuation procedures upon arrival by Reception or else will be accompanied at all times. Contractors are briefed by the Site Manager.

Currently, the fire alarm system does not incorporate features which can alert deaf (or deaf/blind) people to a fire. In the event that people with these disabilities use the School they will be accompanied at all times or the system will be adapted to install either a flashing light in their bedroom/ bathroom or provide a portable vibrating alarm.

Fire drills are carried out at least twice a term, once during the day per term and once during the night per term.

Staff training

Staff receive annual fire training. All staff are updated on the following points:

- how and when to call the fire brigade
- how to raise the alarm
- fire prevention
- the importance of cleanliness and tidiness around the school
- reporting of potential hazards

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 9 of 11	Author	Bursar
Last review	Sep 2107	Next review		Aug 2018			
	7	ISI	Para 12	S48			

- importance of keeping fire doors closed
- not to wedge open fire doors.

Staff in areas which pose a medium to high risk of fire, e.g. laboratories are trained in the effective use of fire extinguishers and the circumstance in which they should use one. This is done when they join the school. There is a rolling programme to ensure that all staff over a period of time receive the necessary depth of training.

Record keeping and liaison

Records are kept on the following:

- Fire alarm system events
- Inspection of escape routes
- Fire extinguisher checks
- Fire door inspections
- Fire officer visits
- Visitors entering and exiting the building

There is adequate access for the fire brigade vehicles. The local fire brigade has visited the site and is familiar with the location of hydrants. The fire brigade has been invited for a reminder visit. Building Control is consulted on alterations or new build. Plans of the buildings are held in an external box and are available to the fire brigade during an incident. Keys to the building are available to the fire brigade during an incident. The Visitors Book is available to the fire brigade during an incident.

Location	U:\SHB August 2016\6.3-Fire Risk Assessment (2).doc			Page	Page 10 of 11	Author	Bursar
Last review	Sep 2107	Next review		Aug 2018			
	7	ISI	Para 12	S48			