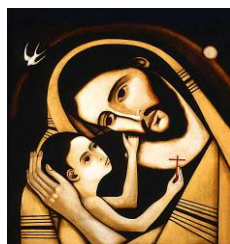


# FIRE RISK ASSESSMENT



## St. Joseph's Catholic Primary School

<b>Site:</b>	St. Joseph's Catholic Primary School				
<b>Address:</b>	Pontardawe Road Clydach Swansea				
<b>Postcode:</b>	SA6 5NX				
<b>Tel:</b>	01792 842494				
<b>Service Unit:</b>					
<b>Directorate:</b>	EDUCATION				
<b>Reference:</b>					
<b>Date of Assessment:</b>	January 2022				
<b>Review Date:</b>	January 2023				
<b>Person Responsible for Fire Safety:</b>	Mrs. Juliet Stack/ Mr. Chris Mc Gillycuddy				
<b>Person Carrying out FRA:</b>	Mrs. Juliet Stack				
<b>Site Competent Person:</b>	Mrs. Juliet Stack				
<b>Persons to Consider (provide detail if required)</b>					
<b>Employees</b>	<b>Contractors</b>	<b>Clients/Pupils</b>	<b>Authorised Visitors</b>	<b>Members of Public</b>	<b>Unauthorised Visitors</b>
Employees 24	Various contractors who Are required to sign in and out of school. All are required to be authorised.	214 pupils. All able-bodied.	City and County of Swansea Staff who visit School.	Public wishing to access to School. Male and female of all ages and varying abilities. All who are supervised appropriately.	Trespassers

### Summary Description

- St. Joseph's is a Voluntary aided Catholic Primary school.
- The building has a fire alarm for both the main school building and demountable building. There is a separate fire alarm for the Nursery and Reception building.
- The nominated assembly point for the occupants of the premise is in the main Junior yard which has a signed Fire Assembly Point.

## **FIRE RISK ASSESSMENT**

### **Detail and Special Considerations**

- The school site consists of a large main school building and a demountable on the yard which has two classrooms.
- There is a relatively new build Reception and Nursery building.
- Disabled access is good with ramps from the main building and demountable building and a lift for wheelchairs in the main school.
- Access for the fire brigade is limited as there is a single driveway from the main road with no turning point.
- The school is fenced and the access into the yard is locked.
- The school has an exit into the local park but this is also locked. The code is known to all staff.
- Neighbouring Manor Park has a locked gate but the school has a key.

## **FIRE RISK ASSESSMENT**

**Facility Plan / Drawing**

**NOT TO SCALE**

**CHSWS - TEM12 - 002:13/08/12**

# FIRE RISK ASSESSMENT

## Key to risk assessment

X = No (Not in place)

✓ = Yes (In place)

N = Not Applicable

## Risk Rating

**Low =** low fire safety risk, may require action to reduce risk further (use action plan to formulate controls)

**Medium=** moderate fire safety risk will require action to ensure risks are lowered and managed (use action plan to formulate controls and ensure action has time scale for corrective action applied)

**High=** high fire safety risk will require a detailed action plan to ensure current risk level is significantly reduced (use action plan to formulate controls and ensure action has time scale for corrective action applied)

## Hazards

### 1. Sources of Ignition

1. Does the facility allow smoking inside the building?	N
2. Does the facility have electrical equipment?	Y
3. Does the facility have open flame or spark producing processes?	N
4. Does the facility have fryers, hot plates or cooking ring processes?	Y
5. Does the facility have gas or electric heaters?	Y
6. Does the facility rely on electrical extension leads?	Y
7. Does the facility have unprotected lighting units?	N
8. Does the facility have boiler systems or incineration systems?	N
9. Does the facility have hot work processes (welding, soldering, grinding)?	N
10. Does the facility have other ignition sources (vehicle tests, space heater, etc.)?	N

### Current Control Measures

- Annual PAT testing - register of everything should be provided.
- Staff trained for Fire control measures- aware of safety procedures and fire extinguishing mediums including all kitchen and support staff.
- Staff/ Visitors aware of no-smoking policy.
- Kiln in one classroom – staff trained to use kiln and six monthly check of kiln in place
- Portable heaters in office, staffroom to be switched off each evening and kept away from combustibles.

**Ignition Source Risk Rating:** MEDIUM

### Further Control Measures (Add items to final action plan also)

- Request more electrical sockets to eliminate use of extension leads.
- Premise manager to be informed when kiln being used and safety measures put in place.
- Continue to keep PAT testing up to date and request register of everything tested.
- Fire procedures for all staff including support staff renewed.
- Posters for no smoking around school and general awareness for all staff and visitors.
- Visual nightly checks for portable heaters by premises manager and caretaker.
- Teachers instructed not to bring into class any electrical equipment without PAT testing.

## FIRE RISK ASSESSMENT

<b>Residual Risk Rating:</b> LOW
<b>Comments:</b>

2. Combustibles, Fuels, Chemicals and Oxydisers	
1. Paper / textiles / wood / dust	Y
2. Plastics (including electrical items)	Y
3. Gas cylinders (Acetylene, LPG, Oxygen or bulk storage of similar)	N
4. Fuels or chemicals	Y
5. Contaminated waste (oil or solvent soaked rags)	N
6. Waste, recyclable materials or decomposing materials (e.g. compost)	Y
7. Furniture / carpeting	Y
8. Overgrown trees, bushes or grasses	N

Current Control Measures
<ul style="list-style-type: none"> <li>Employees charged with ensuring appropriate standards of housekeeping throughout the building.</li> <li>Paper and general stock kept to a minimum in designated areas.</li> <li>Recycling paper/ plastics/ food waste regularly and weekly or fortnightly collections.</li> <li>Cleaning materials kept in locked cupboard.</li> </ul>
<b>Combustibles Risk Rating:</b> MEDIUM
<b>Further Control Measures (Add items to final action plan also)</b>
<ul style="list-style-type: none"> <li>Empty internal waste bins daily ensure employees reminded that it is good fire safety practise to turn off non-essential electrical items when leaving the building.</li> <li>Housekeeping –ensure that control measures are in place to limit the amount of redundant combustible materials in the premise.</li> <li>Wheelie bins kept in locked gated area.</li> <li>New recycling bins to be padlocked to gates 6-10m from the building.</li> </ul>
<b>Residual Risk Rating:</b> LOW
<b>Comments:</b>

## FIRE RISK ASSESSMENT

### Other Hazards or Considerations

3. Considerations	
1. Is your building in close proximity to other industrial or public buildings?	Y
2. Is your building in close proximity to domestic dwellings?	N
3. Are other services or operations working in or from your building/site?	N
4. Do you store or garage vehicles when not in use (inside or close to the buildings)?	N
5. Does the building have high pressure systems operating (e.g. compressors)?	N
6. Does the building have central heating systems (boilers)?	N
7. Does the building or site have a fuel store or chemical store?	N
8. Does the building have a basement/attic, confined space or dead ends?	Y
9. Does the facility have electrical fixed wiring and insulation systems?	Y
10. Does your site/building have remote structures located away from the main building?	Y

### Current Control Measures

- All smoking is prohibited within the building by law and policy.
- The building is situated next to an entertainment venue (Manor Park). There is a metal and wooden fence around the area.
- The premises has been rewired and maintained in line with best practise and policy.
- There is limited access for Emergency vehicles with no turning space and locked gates for entrance.

**Other Consideration Risk Rating:** MEDIUM

### Further Control Measures (Add items to final action plan also)

- Write emergency action plan ( EAP) to include procedures for relaying emergency information to business next door and residential house at end of lane.
- Fire marshal training for appointed staff.

**Residual Risk Rating:** LOW

**Comments:**

## FIRE RISK ASSESSMENT

### Fire Safety Management Prevention

4. Active and Reactive Measures	
1. Do you have a Fire Safety File or Log?	Y
2. Do you carryout regular formal inspections?	Y
3. Do you collect and dispose of waste daily?	Y
4. Do you isolate non essential electrical equipment after use?	Y
5. Do you have a detailed plan/drawing of the site and buildings?	Y
6. Do you ensure suitable separation between ignition sources and combustibles?	Y
7. Does the facility have smoke or heat detectors?	Y
8. Does the facility have an alarm system?	Y
9. Do you close all internal fire doors after use?	Y
10. Do you ensure high standards of housekeeping?	Y
11. Do you investigate all incidents associated with fire safety?	Y

Current Control Measures	
<ul style="list-style-type: none"> <li>Fire alarm regularly tested by engineers and maintained through service contract.</li> <li>Alarm audible in all areas.</li> <li>Fire arson attack in November 2004 police, and arson reduction team were consulted.</li> </ul>	
<b>Alarms and Detection Risk Rating:</b>	MEDIUM
<b>Further Control Measures (Add items to final action plan also)</b>	
<ul style="list-style-type: none"> <li>Management and employees should be reactive and report any site risk hazards to appropriate person for action.</li> <li>The fire risk assessment has been undertaken and reviewed at appropriate intervals.</li> <li>The caretaker and premises manager should ensure fire log is maintained.</li> <li>The caretaker and premises manager should ensure inspections and checks are carried out formally with results kept in fire logs.</li> </ul>	
<b>Residual Risk Rating:</b>	LOW
<b>Comments:</b>	

## FIRE RISK ASSESSMENT

### **Escape**

5. Evacuation Procedures	
1. Does the facility have a written Emergency Evacuation Plan (EAP)?	Y
2. Does the facility have written Personal Emergency Evacuation Plan(s) (PEEP)?	Y
3. Does the facility have a designated person appointed to lead in an evacuation?	Y
4. Does the facility have signage for fire escape route identification?	Y
5. Does the facility have adequate escape routes?	Y
6. Does the escape route lead to a place of safety?	Y
7. Is the escape route free from blockages, obstacles or furniture?	Y
8. Does the facility have emergency lighting?	Y
9. Do fire doors and exits open in the direction of travel?	Y
10. Are fire exit doors unlocked during hours of occupation?	Y
11. Does the facility have a signed assembly point?	Y
12. Does the facility have a register or role call sheet?	Y

Current Control Measures	
<ul style="list-style-type: none"> <li>• Adequate number of exits available to users.</li> <li>• Adequate fire information signage.</li> <li>• Employees trained in emergency action procedures.</li> <li>• Controlled entry for visitors to premises via reception area.</li> </ul>	
<b>Evacuation Procedures Risk Rating:</b>	MEDIUM
Further Control Measures (Add items to final action plan also)	
<p>Ensure staff have awareness of EAP.            Ensure all exits remain clear.            Fire assembly point now has signage.            All staff are aware including kitchen and support staff of location of assembly point.            Door at the back of main building and corridor doors including Y1 and Y2 classrooms have been replaced to fire safety standards.</p>	
<b>Residual Risk Rating:</b>	LOW
Comments:	



## FIRE RISK ASSESSMENT

6. Fire Safety Procedures	
1. Is there a named person responsible for site fire safety?	Y
2. Is there a written Normal Operating Procedure (NOP) for fire safety?	Y
3. Are there designated persons undertaking the NOP duties?	Y
4. Is there a formal weekly fire alarm (bell) test?	N
5. Is there a formal monthly fire extinguisher inspection?	N
6. Is there a formal monthly fire route and exit door inspection?	Y
7. Is there a formal monthly emergency lighting test?	Y
8. Is there a formal annual evaluation of fire safety signage and notices?	Y
9. Is information communicated to employees regarding their daily responsibilities?	Y

Current Control Measures	
<ul style="list-style-type: none"> <li>Contract is in place for fire alarm and fire extinguishers to be tested six monthly</li> <li>Caretaker has had recent training to check fireboxes and lighting and these have been recorded.</li> <li>Termly site walk with Deputy head and caretaker / Governors to identify fire issues and site issues.</li> </ul>	
<b>Fire Safety Procedures Risk Rating:</b>	MEDIUM
Further Control Measures (Add items to final action plan also)	
<ul style="list-style-type: none"> <li>NOP is written.</li> <li>Designated persons need to be identified to undertake NOP duties.</li> <li>Fire extinguishers need to be checked annually.</li> <li>Ask caretaker to check fire exits monthly and record results.</li> <li>All obligations identified in the NOP must be undertaken and recorded formally in the fire safety log.</li> <li>Visitors badges have FAP on back and plan of building.</li> <li>On induction staff should be given NOP and made aware of fire safety and this should be signed.</li> </ul>	
<b>Residual Risk Rating:</b>	MEDIUM
<b>Comments:</b>	

## FIRE RISK ASSESSMENT

### Confinement

7. Structures (External)	
Does the external structure of your building contain:	
1. Asbestos containing materials	N
2. Brick/stone	Y
3. Steel frame and steel cladding	N
4. Prefabricated	Y
5. Fibre glass	N
6. Wood	Y
7. Glass	Y
8. Flat felt roof	Y
9. Concrete paths or paving stone etc.	Y
10. Other (describe)	

Current Control Measures	
<ul style="list-style-type: none"> <li>Routine maintenance carried out by caretaker to surrounding paths/ walkways.</li> <li>Premises manager responsible for overseeing the maintenance programme for the building.</li> <li>Building is subject to regular inspection (termly site walk with Deputy head and caretaker) findings should be reported to Governor buildings committee.</li> </ul>	
<b>Ignition Source Risk Rating:</b>	MEDIUM
<b>Further Control Measures (Add items to final action plan also)</b>	
<ul style="list-style-type: none"> <li>Report findings of termly site walks to Governors Buildings committee.</li> </ul>	
<b>Residual Risk Rating:</b>	LOW
<b>Comments:</b>	

8. Structures (Internal)
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## FIRE RISK ASSESSMENT

Does the internal structure of your building contain:	
1. Asbestos containing materials	Y
2. Brick/stone	Y
3. Stud wall with plaster board	Y
4. Ceiling plaster or plaster board finish	Y
5. Ceiling tiles	Y
6. Prefabricated panelling (plastics, etc.)	Y
7. Wood panelling	Y
8. Glass	Y
9. Flooring Tiles	Y
10. Concrete floor	Y
11. Carpet	Y
12. Fire doors to at least half hour standard	Y

### Current Control Measures

- Premises manager/ caretaker responsible for overseeing maintenance for building in consultation with governing body.

**Ignition Source Risk Rating:** MEDIUM

#### Further Control Measures (Add items to final action plan also)

- Have checked with County fire doors are all within standard and during January 2013 fire doors were replaced in the School Hall, rear exit to school and kitchen door replaced with a turn key.
- Library/ teacher resource area have new fire doors.
- Demountable buildings have had new fire doors fitted.
- New fire doors for top classrooms and hall have been fitted Autumn 2016.
- New entrance to school fitted with fire safety and doors Autumn 2016.
- Two lower classrooms in main building have been fitted with fire doors Autumn 2017.

**Residual Risk Rating:** LOW

**Comments:**

## FIRE RISK ASSESSMENT

### Communication

9. Alarm and Detection	
1. Does the facility have an alarm system?	Y
2. Does the facility have smoke or heat detectors?	Y
3. Does the facility have other alarms systems in addition to a fire alarm?	N
4. Does the facility have push button call points/break glass?	Y
5. Does the facility test the alarms weekly?	N
6. Does the facility have visual alarms covering areas of high noise levels?	Y

Current Control Measures	
<p>Fire alarm system is maintained through service contract Alarm is audible in all areas.</p>	
<b>Alarms and Detection Risk Rating:</b>	MEDIUM
<b>Further Control Measures (Add items to final action plan also)</b>	
<p>Fire alarm call points/ break glass are recorded. Caretaker has been given training and this needs to be continue to be monitored.</p>	
<b>Residual Risk Rating:</b>	LOW
<b>Comments:</b>	

## FIRE RISK ASSESSMENT

10. Emergency Procedures	
1. Does the facility have sufficient fire action notices on display?	Y
2. Does the facility have a direct link to the Fire Service?	N
3. Does the facility have a telephone outside land line?	Y
4. Does the facility have back-up communication systems e.g. dial 999?	Y
5. Do you ensure the public, clients, pupils or visitors have access to fire safety information?	Y
6. Do you ensure contractors who work on site have information on site safety?	Y

Current Control Measures	
<ul style="list-style-type: none"> <li>• Fire drills need to be completed every term.</li> <li>• Procedures prominently displayed and checked regularly.</li> <li>• All visitors to sign in at reception</li> <li>• Secretary or head teacher to summon fire brigade.(carry mobile out to assembly point)</li> <li>• Nominated marshal to unlock gates for access.</li> </ul>	
<b>Emergency Procedures Risk Rating:</b>	MEDIUM
Further Control Measures (Add items to final action plan also)	
<ul style="list-style-type: none"> <li>• Ensure Emergency Action Plan for building is produced in formats which allow employees access to it.</li> <li>• Ensure staff undertake a practise fire drill three times a year and discuss fire evacuation at least twice a year.</li> <li>• Ensure contractors have formal safety induction information which includes fire safety arrangements.</li> <li>• Nominated person to phone emergency services needs to be informed.</li> <li>• PEEP needs to be drafted if pupil/ staff member suffer disability.</li> <li>• Generic Emergency Evacuation Plan for disabled visitors.</li> <li>• All staff should be made aware of both plans and given the relevant training in evacuation process marshal to unlock gates for access for emergency vehicles and access – nominated.</li> </ul>	

FIRE RISK ASSESSMENT	
Residual Risk Rating:	LOW
Comments:	

11. Training and Competency	
1. Do you ensure all personnel have had fire safety induction information?	Y
2. Do you ensure all personnel are aware of escape routes and assembly points?	Y
3. Do you ensure personnel are aware of their fire safety responsibilities?	Y
4. Do you ensure appropriate personnel are trained to summon the Fire Service?	Y
5. Do you ensure Fire Marshalls or lead hands are trained for fire safety?	Y
6. Do you ensure staff are given information on fire extinguishers?	N
7. Have you designated fire fighters and are they suitably trained?	N
8. Do you ensure that staff designated to assist in the PEEPs are given training?	Y
9. Do you ensure fire drills are carried out twice a year (minimum)?	Y

Current Control Measures	
<ul style="list-style-type: none"> <li>Employees rarely work in isolation (cleaning staff now work in partnership).</li> <li>Secretary/ Head teacher responsible for collecting relevant signing in register and calling fire brigade in an emergency.</li> </ul>	
Training Risk Rating:	MEDIUM
Further Control Measures (Add items to final action plan also)	
<ul style="list-style-type: none"> <li>Fire safety induction information for all staff.</li> <li>Everyone needs to have signed and read a copy of EAP.</li> <li>Designated fire marshals or lead hands trained for fire safety.</li> <li>If a PEEP is written ensure staff are given training.</li> <li>Do three fire drills a year at different times to ensure safety experience.</li> <li>Ensure through staff adds staff are aware of fire safety responsibilities and communicate information to governing body.</li> <li>Inform all employees of findings of this fire risk assessment.</li> </ul>	
Residual Risk Rating:	LOW
Comments:	

## FIRE RISK ASSESSMENT

### *Suppression*

12. Equipment	
1. Do all fire extinguishers have an up to date test certificate?	Y
2. Are all fire extinguishers appropriate to area situated and equipment in use?	Y
3. Are fire blankets in place and checked?	Y
4. Is there a fire sprinkler system in place?	N
5. Is the fire sprinkler system checked and maintained?	N
6. Is there a fire hose system in place and checked?	N
7. Are heat and smoke detectors regularly checked?	Y
8. Are spill kits in place?	N
9. Are spill kits checked?	N
10. Is all equipment easily accessible?	Y

Current Control Measures	
<ul style="list-style-type: none"> <li>Service contract for fire fighting equipment is in place.</li> <li>Service in contract in place for fire alarm.</li> </ul>	
<b>Ignition Source Risk Rating:</b>	LOW
<b>Further Control Measures (Add items to final action plan also)</b>	
<p>Ensure new EAP and accompanied drawings identify exact number and location of portable fire fighting equipment.</p> <p>Ensure NOP identifies inspection and tests which should be undertaken to ensure an appropriate standard is maintained.</p>	
<b>Residual Risk Rating:</b>	LOW
<b>Comments:</b>	

## FIRE RISK ASSESSMENT

### **CONCLUSION** (Overall risk evaluation):

St. Joseph's has adequate fire equipment. The equipment is inspected regularly and serviced regularly. Employees need to be trained regularly in operational duties and consideration and adoption of this recommended control measures listed will help reduce the present risk further.

### **LIFE RISK**

Low risk to life fire would not spread easily in day time. Compartmentalism is good. Predominantly daylight operation number of escape routes and employee cover is good.

### **PROPERTY RISK**

A fire would not spread easily in daytime but property would be high risk when unoccupied.

### **OPERATIONAL RISK**

The risk is low in respect of maintaining operational undertakings for many of the obligations.

<b>Name of Assessor:</b>	Mrs. Juliet Stack
<b>Signature:</b>	
<b>Designation:</b>	Head teacher
<b>Date:</b>	18/1/2022
<b>Review Date:</b>	18/1/2023

See attached action plan.

### **NOTE:**

The following assessment action plan should be completed by the Premise Manager and should have details on whether the recommendations will be complied with and include the time scale for their implementation. The completion of the action plan and the production of time scales with regard to recommendations are seen as a fundamental element of the Fire Risk Assessment process and should be complied with.

### **ACTION PLAN for Fire Safety Improvement**

<b>Recommendation</b>	<b>Priority</b>	<b>Completion Date and by whom</b>
Request more electrical sockets to eliminate use of extension leads.	LOW	5 years consultation with County
Premises manager to be informed when kiln being used and safety measures put in place.	High	Immediate



<b>FIRE RISK ASSESSMENT</b>		
Continue to keep PAT testing up to date and request register of everything tested.	High	In place
Posters for no smoking around school and general awareness for all staff and visitors	Low	In place reminder at Staff Meetings yearly
Teachers instructed not to bring into class any electrical equipment without PAT testing.	High	In place at termly staff meetings
Visual nightly checks for portable heaters by premises manager and caretaker.	High	Immediate consultation with Caretaker
Empty internal waste bins daily ensure employees reminded that it is good fire safety practise to turn off non-essential electrical items when leaving the building.	High	Immediate consultation with cleaning staff/ caretaker and staff.
Housekeeping –ensure that control measures are in place to limit the amount of redundant combustible materials in the premise. .	High	In place
<p>Wheelie bins kept in locked gated area. New recycling bins to be padlocked to gates 6-10m from the building .</p> <p>Write emergency action plan ( EAP) to include procedures for relaying emergency information to business next door and residential house at end of lane. Give access to all staff. Ensure new EAP and accompanied drawings identify exact number and location of portable fire fighting equipment. Everyone needs to have signed and read a copy of EAP.</p> <p>Management and employees should be reactive and report any site risk hazards to appropriate person for action.</p> <p>The fire risk assessment has been undertaken and reviewed at appropriate intervals.</p>	<p>High</p> <p>High</p> <p>High</p> <p>Medium</p>	<p>In place</p> <p>In place</p> <p>In place</p> <p>Spring Term 2018</p>

## FIRE RISK ASSESSMENT

The caretaker and premises manager should ensure fire log is maintained.	High	In place
Ensure all exits remain clear.	High	In place
Designated persons need to be identified to undertake NOP duties.		IN PLACE
Visitors badges have FAP on back and plan of building.	High	In place
On induction staff should be given NOP and made aware of fire safety. Ensure contractors have formal safety induction information which includes fire safety arrangements.	High	In place
Fire alarm call points/ break glass has not been recorded caretaker has been given training and this needs to be monitored.	High	In place
Generic Emergency Evacuation Plan has been drafted for disabled visitors. All staff should be made aware of both plans and given the relevant training in evacuation process.	High	In place
Ensure through staff adds staff are aware of fire safety responsibilities and communicate information to governing body. Inform all employees of findings of this fire risk assessment.	High	Immediate

FIRE RISK ASSESSMENT		