

Gatehouse School

Fire Risk Assessment



DATE: 6th November 2018

REVIEW DATE: November 2019

INDEX

1.	Premises Particulars
2.	General Statement of Policy
3.	Management Systems
4.	General Description of Premises
5	Fire Safety System within the Premises
6	Plan Drawing
7	Fire Hazards
8	People at Risk
9	Fire Safety Signs and Notices
10	Fire Warning System
11	Emergency Lighting
12	Firefighting Equipment
13	Maintenance
14	Method of Calling the Fire Service
15	Emergency Action Plan
16	Training
17	Action Plan - Record of Fire Safety Deficiencies
18	General Comments and/or Observations
19	Additional Hazards
20	Fire Safety Management Plan
21	Fire Action Notice for Premises

FIRE RISK ASSESSMENT

FIRE RISK ASSESSMENT	
1. PREMISES PARTICULARS	
<p>Premises Name: Gatehouse School</p> <p>Address: Sewardstone Road, Victoria Park, London E2 9JG</p>	<p>Use of Premises: Educational establishment</p>
<p>Tel No: 020 8980 2978</p>	<p>Owner/Employer/Person in control of Workplace: Sevda Korbay - Acting Head James Bishop - Bursar</p>
<p>Date of Risk Assessment: 6th November 2018</p>	<p>Date of Review: November 2019</p>
<p>Name and relevant details of the person who carried out the Fire Risk Assessment and/or standard used for assessment: Ron Britten Health and safety consultant, Universal Safety Management Ltd, IFE- Fire Risk Assessment & Fire Emergency Plans/Fire Safety in the Workplace <i>HM Government Guide to Fire Safety Risk Assessment for Educational Premises has been used as the standard for this assessment.</i></p>	
2. GENERAL STATEMENT OF POLICY	
<p>Statement: <i>A Health & Safety policy is issued to each employee. This includes a section on 'Fire Safety'.</i></p> <p><i>It is the policy of Gatehouse School to protect all persons including employees, pupils, contractors and members of the public from potential injury and damage to their health which might arise from work activities.</i></p> <p><i>Gatehouse School will provide and maintain safe and healthy working conditions, equipment and system of work for all employees and provide such information, training and supervision as they need for this purpose.</i></p> <p><i>Gatehouse School will give a high level of commitment to health and safety and will comply with all statutory requirements.</i></p>	
Signed:	Print Name:
Date:	

3. MANAGEMENT SYSTEMS

Commentary:

The Fire Safety Management Plan is contained with the Health and Safety file and it kept in the Bursar's office.

The plan confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the five-step approach detailed in the HM Government fire safety risk assessment guide.

The significant findings will be recorded.

Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, the employer has made the Bursar (as a competent person) responsible for fire safety matters, which include the fire risk assessment and all matters appertaining to it.

The Bursar is responsible for:

- Deciding the fire safety protective and preventative measures
- Ensuring they are implemented and communicated to other employees
- Routine periodic checks of all systems

Fire Safety is an agenda item for the health and safety committee meetings.

The other appointed persons are shown on the attached schematic. They will be responsible for the fire safety measures as shown.

There are no other occupiers to inform of fire safety issues or to co-operate and co-ordinate with.

The Bursar is responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Fire Drills are carried out every term.

All fire training, routine checks and engineer's tests of fire safety equipment are recorded in the Fire Log Book.

4. GENERAL DESCRIPTION OF PREMISES

Description: The school comprises 2 buildings, one main building with a ground floor, plus 4 additional floors. There is a basement/under-croft used as classrooms. Construction was completed 1901, constructed of stone, brick, concrete and timber with slate and bitumen roofing. In addition to the original refurbishment/internal improvements which took place during, summer 2014 internal office refurbishment, summer 2013 staff room mezzanine installed, 1st floor alterations and 2nd floor extension 2012, major internal refurbishment and building works took place over the period commencing late 2015 with completion in autumn 2016. This included the addition of a performance hall on the 2nd floor, situated above the "main hall", the relocation and provision of a new staff room, Site Managers office, catering office and changing room and a state-of-the-art kitchen and servery attached to the gym/original hall which now also functions as a dining hall. A disabled passenger lift has also been installed, serving the ground, 1st and 2nd floors. In mid-2017, there were additional major works which has added 2 new floors above the existing floors. A second disabled lift has been installed at the opposite end of the main building which serves the 2nd to 4th new floors. There are now additional classes which have come into use in mid-2018, increasing year group sizes and pupil numbers.

The second building referred to as New House, is a modern single floor prefabricated modular construction, located in the school grounds adjacent to the main building, constructed of brick and lightweight materials common to the building type. In late 2017, internal works were completed to provide dedicated open plan facilities for the nursery school which has relocated from the 2nd floor of the main building.

The premises are considered to be of low risk taking into account the likelihood of fire and likely consequences. In the event of fire there is a low probability of pupils, staff and visitors being placed at risk due to the comprehensive additional fire safety measures installed following the building upgrades.

The main building (including the new performance hall) has 5 internal stairways which are protected from all rooms on each floor by fire resisting walls, partitions and self-closing fire doors.

There are 3 external stairways from the under-croft. An additional means of escape across the roof, from the new classroom, has now been installed and commissioned.

The under-croft ceiling is finished with sound, fire-resisting concrete.

Occupancy:

Times the Premises are in use: 07.00
21.00

The Total Number of Persons within the Premises at any one time: 440 pupils + 78 full time staff, 10 self-employed staff, 8 catering staff and 8 contract cleaners. Numbers can potentially increase up to an additional 250 when school performances are held in the performance hall.

Size:

Building footprint approx. 600 M² per level plus additional estimated 200-300 M² floor space including new developments.

Number of Floors: 6

Number of Stairs: 8

5. FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire Warning System: Alarm control model: Syncro series 6000 installed in late 2016 (complies with BS73505, EN 54-2:1997 and EN44:1997 A1:2002 +A2:2006) Multi

loop addressable system capable of covering a maximum of 96 zones) linked to automatic smoke and heat detection plus manual break-glass call points. *A large amount of additional smoke detection has been installed as part of the new building works of 2015/2016 with more added during 2017 building extension, replacing the original detection and now covering all rooms and in some cases, multiple detection per room and in corridors. This is to provide additional early warning and life protection in respect to the increased numbers of people (including parents/visitors who may occupy the new performance hall on the 2nd floor and new additional 2 floors.*

With the provision of the 2 new disabled passenger lift, there are refuge areas on the 1st, 2nd floor and 3rd/4th floor (for lift installed in 2017) with call points/2-way communication linked to a SigTEL emergency communication system which is located in the first aid room next to the fire warning panel.

The fire panel is now connected to the local fire station via a Custodian monitoring system, enabling rapid automatic alerting of the fire service.

Emergency Lighting: A mixture of maintained and non-maintained 3hr duration (complies with BS55266)

Other: Portable Fire-Fighting Equipment to BS EN3 provided in accordance with the Guide.

7. IDENTIFY FIRE HAZARDS

Source of Ignition: The ignition sources are mainly those associated with school premises, being office electrical equipment such as computers, printers, photocopiers and laminator etc. and classroom IT equipment, including laptops, PCs and LCD projectors. There are also gas boilers in the main building and New House and air conditioning units in various classrooms in both.

The most significant ignition sources in the main building comprises a gas cooking range, steamer ovens, bratt pan and fryer.

The staff room contains items including toaster, kettle and microwave and convection oven and fridges.

The new building has a smaller number of domestic electrical equipment and IT/audio visual equipment.

There are air handling units and a heating system recently installed on the roof of the new build.

There is a kiln in the basement art room which runs on electricity.

Smoking is not allowed on the premises.

Source of Fuel: The sources of fuel are those associated with school premises being furniture, stationery and combustible office equipment. Spare paper for printers etc. is stored away in stationery cupboards. Additionally, there are school text books located in cupboards and on shelves (including the library). Waste paper bins are emptied every night and the waste is stored outside away from the building in metal bins.

There is 'mains gas' supplying the gas boilers, the cooking range, ovens, bratt pan and fryer. Oil used for cooking is a new additional source of fuel.

Staff are storing paper, cardboard and other combustible materials on the lockers located on the ground floor corridor adjacent to the Reception classrooms. This is a protected means of escape and should not be used for storage other than inside the lockers themselves.

Source of Oxygen: Air-conditioning is self-contained in each supplied room and is not ducted through the building.

Additional air handling ventilation systems are now provided to the new floors in the main building. It provides natural ventilation rather than via mechanical power. The only mechanical/power operated part of the system is on the roof in the form of powered louvres to control the air flow (Windcatcher system). **It was established that this system does not close automatically in the event of a fire, but was considered not a requirement as the spread of fire and smoke is controlled by the self-closing fire doors.**

There is a cooking fume extraction system in the kitchen, which may spread the products of combustion, however it is protected by an interlocked system which automatically cuts the gas supply and ventilation system power on activation of the alarm system.

Work Processes: The work processes are associated with normal school and office premises. The most significant fire risk regards cooking activities. The kiln may run at night, but is controlled by a timer. A competent electrician maintains all the portable electrical equipment by PAT testing and the installed electrical systems are inspected periodically in accordance with Institute of Electrical Engineers (IEE) recommendations.

IT equipment is serviced by a resident engineer. The school policy is to close down all unnecessary electrical equipment at night.

Structural features that could promote spread of fire: This main building dates back to 1901. However, following the major refurbishment and building works in 2015/2016, additional fire stopping and proofing has been provided.

In 2017, further fire stoppage was provided to the service conduits and new fire doors installed to the services cupboards by the stairwell in the main building.

All services and compartments have been inspected by a building surveyor following recent refurbishment and additional building works. These have been confirmed as adequately fire stopped at wall/floor penetrations.

The entrance to the first aid/post room, now has additional 1-hour fire resistant protection in the form of a new door, panels and frame.

There are new suspended ceilings in some classrooms and the new performance hall. These are covered by automatic fire detection, the void space above the gym/dining hall ("main hall) **has now been** removed. A solid ceiling replaces it and incorporates the floor for the new performance hall.

The 2nd floor has a new suspended ceiling below the solid floor. It meets current building standards and is shallow enough to not require fire detection.

8. IDENTIFY PEOPLE AT RISK

Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place:

Employees and pupils are distributed throughout the buildings. All staff are given an induction including all safety procedures on first being employed on the premises. This is acknowledged and recorded in their personnel file.

Cleaning staff who work after normal working hours may be isolated in the building. These persons are given a safety induction including all fire safety procedures on first being employed on the premises, a copy of this is provided to the cleaning company who employs them. An agreement is in place that the cleaners' employer will provide the staff with general fire safety training including the use of fire extinguishers. Evidence is supplied to confirm this.

Visitors and contractors are signed in at reception. All contractors who may be working on the site have been accepted as approved contractors. General visitors are always accompanied by an employee who will brief them on the fire evacuation procedures and the alarm signal which is a siren/klaxon. Employees are made responsible for their guests during any evacuation.

At the present time there are no employees or pupils with disabilities. A new disabled person's lift has been recently installed to cater for any visitors, future staff or pupils who may have mobility issues.

A new vulnerable person risk assessment and revised evacuation procedure was completed 13 March 2017.

Visitors and contractors are invited by a clear notice at the premises 'signing-in book' to inform reception of any disabilities that would prejudice their evacuation in an emergency. The Bursar is informed and suitable measures put in place to ensure their safe evacuation in the event of fire, in cases where it is obvious how to help them. Any unusual disability, where it is not so obvious what assistance may be needed, is checked by consulting the Government Fire Safety Risk Assessment Guide to Means of Escape for Disabled People. Ensure that clear and easy to follow procedures are put in place regarding evacuation, communication with any people with disabilities and subsequent informing of the fire service are put in place, in line with the provision of the new disabled persons lift, refuge areas and emergency communications system.

Some employees work late and may find themselves isolated in parts of the building during these times. Automatic fire detection provides early warning of fire.

There fire evacuation drills every term, carried out at varying times of the day to ensure all staff and pupils take part at least twice a year and remain familiar with the emergency procedures. Records are maintained in the fire log-book.

9. FIRE SAFETY SIGNS AND NOTICES

Commentary: There are adequate fire safety signs and notices in the premises in accordance with the Guide. Premises Manager **Lee Jenkins is in the process of installing additional safety signs to mark directions of escape from the new areas of the building.**

Replace the exit sign sticker adjacent to 404 with an illuminated sign/emergency light.

All emergency exit routes and doors are adequately signposted with green 'running-man'.

Fire Action Notices are displayed beside each break glass.

All closing fire doors display 'Fire Door – Keep Shut' signs.

Fire doors to cupboards/store display 'Fire Door – Keep Locked Shut' signs.

Fire extinguisher positions are marked by appropriate signs showing the type.

10. FIRE WARNING SYSTEM

Commentary: The system is described in section 5 of this assessment and is a continuous siren/klaxon.

It is a manual / electric fire warning system comprising manual call points and automatic smoke detection. It is audible in all areas and will warn all persons resorting to the building when operated.

This is serviced 6 monthly by Spy Alarms in accordance with British Standard 5839.

It is tested weekly using a different break-glass point for each test.

This is all in accordance with the Guide.

11. EMERGENCY LIGHTING SYSTEM

Commentary: The system is described in section 5 of this assessment.

It is an adequate maintained type emergency lighting system in accordance with the Guide.

It is serviced annually by Spy Alarms

It is checked monthly by simulating a lighting power failure / using test keys to make sure all lighting units work correctly. Tests are recorded by Lee Jenkins Premises Manager.

A comprehensive review and upgrade of the emergency lighting test points was carried out in 2018 by contractor Neutral Connections Ltd. All emergency light locations, type, make and model are now listed as are key switch locations. Additional key switches have been installed.

12. FIREFIGHTING EQUIPMENT	
<p>Commentary: There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises in accordance with the Guide. They are adequate for the risks within the premises and have been serviced within the last twelve months. Service contract TVF Ltd.</p> <p>The Ansul fire suppression system has not been serviced in 2018. It was scheduled to be done so in the summer holiday period but the contractor failed to attend. It has been rescheduled to take place in February 2019.</p>	
13. MANAGEMENT MAINTENANCE	
<p>Is there a maintenance programme for the fire safety provisions in the premises: Commentary: All plug-in type electrical equipment is PAT tested annually by an external contractor and a register of all equipment tested is kept in the fire safety file. PAT testing was last carried out February 2018 by JCJ Electrical. Building electrical installation has been inspected and tested on 21/7/2015 by Nicholas Wagstaff of Electrical Testing Inspection. Test reports were seen.</p> <p>The gas boilers were serviced on 14/2/2018, by Thameside Mechanical Services Limited and records were seen.</p> <p>The gas catering equipment was serviced 15/2/2018 by SOS Catering Equipment Ltd and records were seen.</p>	Yes
<p>Are regular checks of fire resisting doors, walls and partitions carried out: Commentary: There is no formal system for maintenance checks on fire doors, but there are daily visual checks. Most recent inspection and maintenance of Freedor .system carried out by Fireco on 29/10/2018. Records were seen.</p>	No
<p>Are regular checks of escape routes and exit doors carried out: Commentary: Monthly checks carried out by the Premises Manager and recorded.</p>	Yes
<p>Are regular checks of fire safety signs carried out: Commentary: Checks are carried out by the Premises Manager. Provide additional direction of travel signs on the 3rd and 4th floor at the intersection with the corridors and stairs. (Signs are immediately available)</p>	Yes
<p>Is there a maintenance regime for the fire warning system: Commentary: Weekly check carried out by the premise's manager.</p>	Monthly X4 call points

<p>Is there a maintenance regime for the emergency lighting system:</p> <p>Commentary: Monthly checks carried out by the Premises Manager and recorded. Monthly Annual check carried out by contractors and recorded. Annually</p>	<p>Yes</p> <p>Yes (6 monthly)</p>
<p>Is there maintenance of the firefighting equipment (by competent person?) and condition checks:</p> <p>Commentary: Monthly check carried out by the Premises Manager and recorded.</p> <p>Annual inspection carried out by contractors and recorded.</p>	<p>Yes</p> <p>Yes</p>
<p>Are records kept and their location identified;</p> <p>Commentary: A fire log book is in place to record maintenance actions. Service records are kept on file and were readily available.</p>	<p>Yes</p>

<p>14. METHOD FOR CALLING THE FIRE SERVICE</p>
<p>Specify: A new monitoring system is in place with an automated means of contacting the fire service. (Introduced 2016). In 2018 a new protocol was implemented to reduce the likelihood of false alarms resulting in unwarranted call outs of the Fire Service. The system is only operated out of school hours when the building is unoccupied to maintain property protection.</p>
<p>15. EMERGENCY ACTION PLAN (EAP)</p>
<p>Commentary: There is an Emergency Action Plan for fire, bomb threat and gas leak emergencies.</p> <p>The Emergency Action Plan for fire is attached at the end of this report.</p>
<p>16. TRAINING</p>
<p>Commentary: Fire marshal and basic fire extinguisher training was carried out in April 2015 by Universal safety Management Ltd for teaching and support staff. Refresher training is scheduled to take place early 2019.</p> <p>Fire evacuation drills are carried out every term. Evacuation date, time of day, duration and outcomes are recorded in a log book. This was seen during the assessment.</p>

17. FIRE SAFETY DEFICIENCIES TO BE RECTIFIED					
See Section	Deficiency / Rectification	Priority	To be Completed within	To be Completed by - name	Date Rectified. Name and Signature
7	<i>Removal all stored items from on top of the lockers on the ground floor corridor opposite Reception classrooms and regularly check to ensure they are kept clear as part of the routine fire safety checks.</i>	3	1 month	Premises Manager	Completed Dec-18 - LJ
12	<i>The Ansul fire suppression system has not been serviced in 2018. It has been rescheduled to take place in February 2019.</i>	1	By Feb-2019	Contract Caterer	Completed Feb-19 - YD
13	<i>Provide additional direction of travel signs on the 3^d and 4th floor at the intersection with the corridors and stairs. (Signs are immediately available on site for installation and the Premises Manager reported that he would fit them)</i>	2	1 week	Premises Manager	Completed Nov-18 - LJ

18. GENERAL COMMENTS AND/OR OBSERVATIONS	
Item	Control Measure/Action
<p>1. The 2 smoke vent skylight actuators are automatically opened on the activation of the fire alarm. It is an OS2 Shevtec type system with a battery back up and has not had any planned inspection and maintenance since installation 3-4 years ago.</p>	<p>Implement an annual inspection and maintenance contract to ensure continued effective operation. It has a battery backup which requires regular checking. It is appreciated that the vents are visually checked periodically, but additional formal testing should also be carried out.</p>
<p>2. It was reported that some elements of the older fixed electrical installation will be replaced in summer 2019.</p>	<p>Additional upgrades to the fixed electrical installation will provide additional enhanced fire reduction measures.</p>
<p>3. There are some remaining fire doors which do not have automatic door holder/closer systems on floor 1 and 2. There are a few remaining class rooms which are kept wedged open as a safeguarding requirement. This is acknowledged by school management as being a continuing fire safety issue.</p>	<p>Ensure plans are in place to complete the upgrading of all remaining fire doors without an automatic door holder/closer system, to be completed by August 2019 or as soon as practicable.</p>
<p>4. It was noted that the sports office does not have a fire door or fire resisting glass installed. The office is very small and could be considered too small to be classified as a separate room or an inner room.</p>	<p>To increase protection against fire and smoke spread in this area of the basement, which also leads to the new nurse's station and IT room, provide an additional fire door with self-closer between the IT room and the aforementioned area. This will provide an extra area of compartmentalisation and therefore further reduction in potential fire and smoke spread.</p>
<p>5. It was noted that during the most recent fire drill on 1/10/2018, the new secondary means of escape on the 4th floor was closed off to practice an unplanned emergency scenario. This is good practice.</p>	<p>Continue to practice scenarios where means of escape are blocked off as part of the planned fire drills.</p>

18. ADDITIONAL HAZARDS**Specify:**

No additional hazards identified.

Need to consult Fire Service:

No

FIRE SAFETY MANAGEMENT PLAN

FIRE SAFETY PLAN

PERSON WITH OVERALL RESPONSIBILITY FOR FIRE SAFETY

RESPONSIBLE PERSON
Name: Sevda Korbay
POSITION
Role: **Acting Head**

FIRE RISK ASSESSMENT

PERSONS RESPONSIBLE FOR CARRYING OUT AND REVIEW

RESPONSIBLE PERSON
Name: **James Bishop**
POSITION
Role: **Bursar**

MAINTENANCE PROGRAMME

- MAINTENANCE OF FIRE SAFETY PROVISIONS
- FIRE ALARM
- EMERGENCY LIGHTING
- FIREFIGHTING EQUIPMENT
- ESCAPE ROUTS
- FIRE SAFETY SIGNS/NOTICES

RESPONSIBLE PERSON
Name: **Lee Jenkins**
POSITION
Role: **Premises Manager**

EMERGENCY ACTION PLAN

PERSON RESPONSIBLE FOR PRODUCTION AND REVIEW

RESPONSIBLE PERSON
Name: **James Bishop**
POSITION
Role: **Bursar**

STAFF TRAINING

- PERSON RESPONSIBLE FOR:
- FIRE SAFETY TRAINING OF ALL STAFF
 - IMPLEMENTING FIRE DRILLS

RESPONSIBLE PERSON
Name: **James Bishop**
POSITION
Role: **Bursar**

EMERGENCY ACTION PLAN

ASSEMBLY POINT

PLAYGROUND

ACTION ON DISCOVERY OF FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE BUILDING BY THE NEAREST FIRE EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

ACTION ON HEARING ALARM

- LEAVE THE BUILDING BY THE NEAREST EXIT
- DO NOT RE-ENTER THE BUILDING
- REPORT TO THE ASSEMBLY POINT
- CALL THE FIRE BRIGADE BY MOBILE PHONE (AFTER LEAVING THE BUILDING)
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL

VISITORS

- ENSURE ALL VISITORS AND CONTRACTORS ARE TAKEN TO THE ASSMBLY POINT
- ASSIST ANY DISABLED PERSONS WITH THEIR EVACUATION AS NECESSARY

ALTERNATIVE ACCOMMODATION

- IN THE EVENT OF BEING UNABLE TO RETURN TO THE BUILDING IN A SHORT TIME, ARRANGEMENTS HAVE BEEN MADE WITH ** TO PROVIDE TEMPORARY SHELTER AND OFFICE FACILITIES. BACK-UP COMPUTER RECORDS AND PHONE DIVERSIONS ARE AVAILABLE THERE TO ASSIST WITH BUSINESS CONTINUITY.