

Nutfield Church (C of E) Primary School Fire Risk Assessment – Reviewed 21st October 2021

Fair – 3

Some – 2

Very little – 1

Quite likely – 4

Very likely – 5

Likelihood of occurrence:

Area	Fire Hazards	Likelihood of fire occurring	Who or what is at risk?	Solutions	OK / Comments
INITIAL RECEPTION AREA	Fire Alarm Electric wall heater Emergency lighting	1	Staff Visitors	Fire Alarm Panel. Wireless fire alarm installed November 2017. Bi-annual inspection of Fire detection and Alarm Systems – tested and certified. RJ Fire. Last inspection and Service certificate 17/08/2021. Weekly testing of fire bells by FK, recorded. Emergency lights tested monthly by Fred Kolndreu and recorded. Annual emergency lighting discharge test and certification - RJ Fire. Last inspection and Certificate 17/08/2021.	
FOYER RECEPTION AREA	Laptop with IT display	1	Staff Visitors	Portable appliance testing by Fred Kolndreu, trained in PAT testing. Annual inspection and certification of fire-fighting equipment by RJ Fire. Latest 17/08/2021. Water Fire Extinguisher. Replacement due following	Water extinguisher to be replaced by RJ Fire (with delivery of EDA spare batteries for fire alarm). Oct half term

LOWER SCHOOL CORRIDORS	Stored books and paper	1	Staff / Children / Visitors	inspection. Agreed price with RJ Fire, awaiting a date for replacement. Fire evacuation procedures reviewed September 2020 re. COVID-19. New Fire Assembly Point. 1 x Fire Blanket 1x Co2 & 1x water fire extinguishers. Annual inspection and certification of fire-fighting equipment by RJ Fire. Latest 17/08/2021.	
HEADTEACHER'S OFFICE	Electrical fire and computer and printer	1	Staff Essential documentation	Portable appliance testing by Fred Kolndreu, trained in PAT testing. Electrical appliances turned off when premises not in use Revised fire evacuation procedures (COVID) Immediately outside H/T office.	
SCHOOL OFFICE	Computers / photocopier	1	Staff / Visitors Essential documentation	PAT testing by Fred Kolndreu, trained technician Electrical appliances turned off when premises not in use Revised fire evacuation procedures (CPOVID) on wall. Keep essential documentation in fire proof safe Emergency lights tested and recorded monthly by Fred Kolndreu and annual emergency lighting discharge by RJ Fire, certified. Latest	

BURSAR'S OFFICE	Router Computer	1	Staff / Visitors Essential documentation	certificate 17/08/2021. PAT testing by Fred Kolndreu, trained technician Electrical appliances turned off when premises not in use Keep essential documentation in fire proof safe Emergency lights tested and recorded monthly by Fred Kolndreu and annual emergency lighting discharge by RJ Fire, Latest certificate 20/8/2020. Co2 fire extinguisher – annual inspection and service by RJ Fire, latest 17/8/2021. Replacement required	CO2 extinguisher to be replaced by RJ Fire (with delivery of spare EDA batteries for fire alarm) Oct half term
ADMIN CORRIDOR	Intruder Alarm system Stored school uniform Laminator Stored exercise books	1	Staff / Children/ Visitors	Fire Blanket outside Bursar's office - annual testing by RJ Fire, certified. Latest 21/8/2021 (to be replaced) Revised fire evacuation procedures (COVID) on wall.	Fire blanket to be replaced by RJ Fire (with delivery of spare EDA batteries for fire alarm). Oct half term.
SITE MANAGER'S SHED	Chemical fire	1	Flammable detergents / liquids / paper / t-rolls	Kept locked and windows shut when not in use. Powder extinguisher in place and inspected as part of annual fire-fighting inspection by RJ Fire, certified. Last inspection 17/8/2021, replacement required.	
HUT (previously drum room)	Electrical fire	1	Drum kit / books / paperwork / Drum	Electrical fire disconnected. turned off when premises not	Dry powder extinguisher to

			teacher + 1 student		in use. Kept locked and shut when not in use. Fire extinguishers, inspected as part of annual fire- fighting equipment inspection by RJ Fire. Latest certificate 17/8/2021. Foam (replaced 13/08/2018). Replacement Powder required	be replaced by RJ Fire (with spare EDA batteries for fire alarm). Oct half term.
PE/LUNCHTIME SHED (outside lower school)	Electrical fire	1	General PE / sports equipment		Kept locked and shut when not in use.	
STORAGE BUILDING – PE EQUIPMENT AND EARLY YEARS OUTDOOR EQUIPMENT	Electrical fire	1	PE/ sports equipment and Early Years outdoor play equipment		Kept locked and shut when not in use. 2x padlocks lock outside plug sockets covers front & rear	
STAFFROOM	Microwave / Kettle / Photocopier / Dishwasher / Fridge / TV / Paper	1	Staff / visitors		Portable appliance testing by Fred Kolndreu, trained technician Electrical appliances turned off when premises not in use, door shut at night. Revised fire evacuation procedures (COVID) Immediately outside door. Co” Fire extinguisher and Fire Blanket, annual inspection by RJ Fire. Latest inspection/certificate 17/8/2021. Replacement fire blanket required	Fire blanket to be replaced by R J Fire (with spare EDA batteries for fire alarm). Oct half term.
STAFF OFFICE/PPA ROOM	Computers / Printers	1	Staff/ visitors		Portable appliance testing by Fred Kolndreu, trained technician Revised fire evacuation	

					procedures (COVID) Immediately outside door. Door shut at night	
LADIES TOILETS		1		Staff / visitors	Revised fire evacuation procedures (COVID) Immediately outside door. Door shut at night	
DISABLED TOILET		1		Staff/Visitors	Revised fire evacuation procedures (COVID) Immediately outside door. Door shut at night	
KITCHEN	Gas fired equipment Faulty electrical appliances Misuse of electrical appliances Fixed electrical wiring installation Arson Cooking equipment Computer	2		Twelve 15 employees / pupils / school staff / visitors	Refurbished kitchen with brand new equipment. Building and installation was professionally project managed to prevailing standards. (Sept. 2015). Written instructions for electrical and gas equipment Adequate windows and ventilation Extraction/ventilation equipment serviced and cleaned at least once per year. Latest clean/degrease 12.4.2021 by PW Industrial Services.	Dry powder extinguisher to be replaced by R J Fire (with spare EDA batteries for fire alarm). Oct half term.

				Fixed Electricals tested every 5 years (last test December 2019). Buy back to Surrey Services for Schools for 5 year check, will be due 2024. New Fire Alarm System installed November 2017. Bi-annual Inspection of Fire detection and Alarm Systems – tested and certified. RJ Fire. Last Inspection and Service certificate 17/8/2021. Weekly fire bell testing and recording by school premises manager. Fire Call Point by Kitchen Offices Fire Drills every term arranged by school. Recorded in Fire Book. Revised Fire Drill instructions (COVID) displayed	
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				No smoking premises with clear signage to this effect at school entrance. All contractors and visitors aware. Safe storage and daily disposal of rubbish to external lidded bins. Separate food waste bins Foam Extinguisher, Co2 Extinguisher, Powder Extinguisher and Fire Blanket All firefighting equipment checked by RJ Fire. Latest certificate 17/8/2021. PAT testing by Fred Kolndreu, trained technician. All visitors via main School Entrance. Visitors only allowed access through intercom system. Visitors ID checked by school staff. All visitors sign in and issued with visitors badge. All visitors sign themselves out
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				Intruder alarm in place. Annual inspection by Admiral Security. Latest service 25/6/2021. When not in use, kitchen kept secured with windows, doors and other openings not required for ventilation and safe operation of equipment shut Termly inspection of kitchen by PA/FK. EHO visit 11/10/2021. FK to wipe canopy channel on a weekly basis, and remove canopy metal vents for kitchen staff to put thorough dishwasher, FK to replace cleaned vents.	
SCHOOL HALL	Projector / Electrical stage lighting / Laptop / Music system / Long curtains	2	Staff / Children / Visitors	Revised fire evacuation procedures (COVID) displayed. Door shut at night Water fire extinguisher and Co2 Fire extinguishers outside exit doors. Annual service of fire-fighting equipment, latest certificate 17/8/2021. Water extinguisher to be replaced. Portable appliance testing by	Water extinguisher to be replaced by R J Fire (with spare EDA batteries for fire alarm). Oct half term

FOOD TECH/H.E. ROOM	Gas and electric cookers / Freezers / Fridge freezer / Microwave / Kettle	2	Staff / Children / Visitors	Fred Kolndreu, trained technician Revised fire evacuation procedures (COVID) Immediately outside room. Door shut at night Foam fire extinguisher and Co2 Fire extinguisher. 2 Fire blankets by cookers. Annual inspection of fire-fighting equipment, latest service and certificate 17/8/2021. Portable appliance testing by Fred Kolndreu, trained technician	2 x Fire blankets to be replaced by R J Fire (with spare EDA batteries for fire alarm). Oct half term.
LIBRARY	Books	2	Staff / Children / Visitors	Revised fire evacuation procedures (COVID) clearly displayed. Door shut at night Co2 Fire extinguishers Water extinguisher on exit (refilled 25/10/2018). Latest service and certification of firefighting equipment by RJ Fire 17/8/2021. Portable appliance testing by Fred Kolndreu, trained technician	
STORE CUPBOARD	Paper	1	Staff / Children / Visitors	Fire evacuation procedures Door shut at night	
RESOURCES AREA	Paper	1	Staff / Children / Visitors	Revised fire evacuation procedures (COVID) clearly displayed on wall. Door shut at night	

UPPER SCHOOL CLASSROOMS	Laptops / Clevertouch screens / stored books and paper / teachers storage cupboard	1	Children / staff / visitors	Extinguisher on exit leading to outside. Latest service and certificate completed by RJ Fire 17/8/2021.	
LOWER SCHOOL CLASSROOMS	Laptops / Tape recorders / Clevertouch Screens / stored books and paper / teachers storage cupboard	1	Children / staff / visitors	Revised fire evacuation procedures (COVID) clearly displayed on walls. Door shut at night Portable appliance testing by Fred Kolndreu, trained technician. Fire blanket in each of the 4 classrooms. Annual service and certificate by RJ Fire, latest 17/8/2021. Emergency lights tested monthly by Fred Kolndreu and annual emergency lighting discharge by RJ Fire, certified. Emergency Lighting batteries replaced 25/10/2018. Latest discharge and certificate 17/8/2021.	5 x Fire blankets to be replaced - Yr 6, Yr 5, YR 4, Yr 4 cloakroom, Yr 3 by RJ Fire for delivery (with spare EDA batteries for fire alarm). Oct half term.
SMALL GROUP MEETING ROOM (Southwark	Laptop	1	Children / staff / visitors	Revised fire evacuation procedures (COVID) clearly displayed. Door shut at night. 2xFire blankets (Yr Rx1 / Yr1&2x1). Annual service and certification by RJ Fire. Latest 17/8/2021. Portable appliance testing by Fred Kolndreu, trained technician	2 x Fire blankets to be replaced by RJ Fire (with spare EDA batteries for fire alarm). Oct half term.

Room)					on wall. Fire exit to outside. Water and Co2 fire extinguishers immediately outside door. Annual service and inspection by RJ Fire, certified. Latest 17/8/2021. Door shut at night.	
CORRIDOR OUTSIDE SOUTHWARK ROOM	Water Fire Extinguisher			Children/staff/visitors	Annual service and inspection by RJ Fire, Latest 17/8/2021. Water fire extinguisher to be replaced Door shut at night.	Water fire extinguisher to be replaced by R J Fire (with spare EDA batteries for fire alarm). Oct half term.
UPPER SCHOOL CORRIDORS	Stored books and paper	1		Staff / Children / Visitors	Revised fire evacuation procedures (COVID) displayed on wall. Co2 fire extinguisher Water Fire Extinguisher (Sept 2016 refilled 25/10/2018). Annual service and certification by RJ Fire, latest 17/08/2021.	
LOWER SCHOOL CORRIDORS / ADMIN - RECEPTION AREA	Stored books and paper	1		Staff / Children / Visitors	Revised fire evacuation procedures (COVID) clearly displayed on walls. 1xfire blanket & 1x Co2 & 1x water fire extinguishers. Annual service and certificate RJ Fire. Latest 17/08/2021.	
SLT OFFICE	Computers / stored books and paper /	1		Staff / Children / Visitors	Revised fire evacuation procedures (COVID) on wall. Door shut at night. Portable appliance testing by	

THE AQUARIUM	Fish tank socket / Stored books and paper /	1		Staff / Children / Visitors	Fred Kolndreu, trained technician Revised fire evacuation procedures (COVID) displayed. Door shut at night. Portable appliance testing by Fred Kolndreu, trained technician	
ALL GENERAL CORRIDORS	Obstacles hindering safe evaluation	1		Children / staff / visitors	Revised fire evacuation procedures (COVID) on walls. Door shut at night Clear obstacles	
BOILER HOUSE	Boiler. Poor storage	4		Children/staff/visitors	Powder Extinguisher and Fire Blanket. Annual service and certificate by RJ Fire. Latest 17/08/2021. To be replaced Dry powder extinguisher and fire blanket to be replaced by RJ Fire (with spare EDA batteries for fire alarm). Oct half term.	

Note: 9 May 2013 Philippa Assender telephoned Kenneth Holdsworth, Babcock 4S (Now Strictly Education 4S) Health and Safety Advisor, for advice on whether the bungalow should be included in the school's fire risk assessment. Mr Holdsworth advised that as the bungalow is a separate building and not attached to the school building there is no need to include it in the school fire risk assessment. The bungalow is the personal space for the resident site manager and his family; if, for example, gas bottles were stored then this would have to be re-considered. No need for PAT testing in the bungalow.

Reviewed and agreed by Imogen Woods, Headteacher, and Philippa Assender, Nominated Health and Safety Officer, on 21st October 2021.

Overall fire safety precautions for the whole school

- Weekly bell testing and recording by Fred, Premises Manager
- Bi-annual service and inspection of fire detection and alarm systems by RJ Fire (Latest inspection and certificate 17/08/2021)

- Annual inspection and certification of firefighting equipment (17/08/2021 by RJ Fire). Replacement items required, to be delivered and installed by RJ Fire in the October half term, Monday 25th October 2021.
- X2 Water Extinguishers (Main entrance and outside Southwark Room)
- CO2 (Bursar's office)
- X3 Dry Powder (Hut, Boiler House, Kitchen)
- X10 Fire Blankets (Staff Room, Year 6, Year 5, Year 4, Year 4 Cloakroom, Year 3, HE room x 2, Boiler House, admin corridor outside Bursar's office)
- Monthly testing and written recording of emergency lighting in Yrs 3,4,5 and 6, School Office, Bursar's Office, foyer, by Premises Manager.
- Annual emergency lighting discharge in upper school (17/08/2021 by RJ Fire). Certificate.
- Fire drills once term at different days and time of the day. Recorded. (last fire drill on 19th October 2021 at 10.18 am)
- School kept clear of combustible materials
- Corridors kept clear of obstacles to evacuation
- Premises kept secured with doors and windows shut when not in use (when school in session doors and windows kept open for ventilation in line with the school's coronavirus (COVID-19) risk assessment)
- Fire Exits displayed
- No smoking on premises including school grounds
- All moveable objects locked
- Premises Manager carries out ongoing PAT testing and recording. Attended Four S Portable Appliance Testing Course 7.3.2012
- Bursar arranges for annual emergency lighting discharge by a competent person to check that installation meets BS regulations (annually in the summer holidays – see above, co-ordinated with annual inspection of firefighting equipment, and bi-annual service and inspection of fire alarm. Latest inspection and certificates 17/08/2021 by R J Lowe of RJ Fire)
- Buy Back to Surrey Services for Schools for 5 Yearly Fixed Electrical Testing and Inspection. Latest Test and Inspection on 4th December 2019.
- Written report of recommendations circulated to 4 contractors recommended by A J Luff, Synergy Building Surveyor, for their advice and to provide quotations for H&S issues, C2 and C3 categories (there were no C1 categories). C2 categories completed 2021 summer holidays by Buchanan & Curwen.



Signed: Imogen Woods



Signed: Philippa Assender

Dated: 21st October 2021