

Fire Risk Assessment			
Date of latest review:	Date of Next Review:	Assessed by:	Persons consulted:
03/10/2024	03/10/2025	Imogen Woods and John Corlett	Fred Kolndreu

FIRE SAFETY PRECAUTIONS AND INSPECTIONS:

Fire systems:

- Bi-annual inspection of fire detection and alarm systems – tested and certified by RJ Fire. Last inspection and service on 01/08/2024.
- Annual emergency lighting discharge test and certification by RJ Fire. Last inspection and service on 01/08/2024.
- Annual inspection and certification of fire-fighting equipment by RJ Fire. Last inspection on 01/08/2024.
- Fire drills every term arranged by school. Recorded in Fire Book.
- Weekly testing of fire bells by Fred Kolndreu, recorded.
- Emergency lights tested monthly by Fred Kolndreu and recorded.
- Fire evacuation procedures reviewed 19/09/2024.
- 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.
- Fire Exits signage displayed.

Electricals:

- Portable Appliance Testing (PAT) by Fred Kolndreu, trained in PAT testing.
- 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.

Site security:

- 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
- Intruder alarm in place. Annual inspection by Admiral Security. Latest service 30/07/2024.
- All moveable objects locked.

LIKELIHOOD OF OCCURRENCE:		VERY LITTLE – 1		SOME – 2		FAIR – 3		QUITE LIKELY – 4		VERY LIKELY – 5	
AREA	FIRE HAZARDS	LIKELIHOOD OF FIRE OCCURRING	WHO OR WHAT IS AT RISK?	SOLUTIONS		COMMENTS					
INITIAL RECEPTION	- Fire Alarm - Electric wall heater - Emergency lighting	1	- Staff - Visitors	- Fire call point		Fire alarm panel, wireless fire alarm system installed November 2017.					
FOYER RECEPTION	- Laptop with IT display - Soft seating furniture	1	- Staff - Visitors	- Emergency lighting							
LOWER SCHOOL CORRIDORS	- Stored books and paper	1	- Staff - Children - Visitors	- Both door shut at night							
HEADTEACHER'S OFFICE	- Computer and printer - Paper within files	1	- Staff - Children - Visitors - Essential documentation	- Electrical appliances turned off when premises not in use.							
SCHOOL OFFICE	- 2 x computers, - 3 x monitors - Printer - Paper within files	1	- Staff - Children - Visitors - Essential documentation	- Electrical appliances turned off when premises not in use - Keep essential documentation in fire proof safe - Emergency lighting							
SCHOOL BUSINESS MANAGERS OFFICE	- Computer - 2 x monitors - Data cabinet - Paper within files - Stored Chrome books and DFE laptops in cupboard (powered off)	1	- Staff - Visitors - Essential documentation	- Electrical appliances turned off when premises not in use - Keep essential documentation in fire proof safe - 1 x Co2 fire extinguisher - Emergency lighting							
ADMIN CORRIDOR	- Intruder alarm system - Stored stationary - Stored exercise books	1	- Staff - Children - Visitors	- Fire blanket outside School Business Managers office							

STAFF ROOM	- Microwave - Kettle - Photocopier - Dishwasher - Fridge - Reams of paper - Soft seating furniture	1	- Staff - Visitors	- Electrical appliances turned off when premises not in use - Door shut at night - 1x CO2 Fire extinguisher - Fire blanket	
PPA ROOM	- Server and UPS - 4 x computers - 4 x monitors - 2 x iPad trolleys containing 15 x iPads (in total)	1	- Staff - Visitors	- Electrical appliances turned off when premises not in use - Door shut at night	
LADIES TOILETS	- Toilet roll - Paper hand towels	1	- Staff - Visitors	- Door shut at night	
DISABLED/VISITORS TOILET	- Toilet roll - Paper hand towels	1	- Staff - Visitors	- Door shut at night	
SCHOOL KITCHEN	- Gas fired equipment - Faulty electrical appliances - Misuse of electrical appliances - Fixed electrical wiring installation - Arson - Cooking equipment - Laptop	2	- Twelve 15 employees - Staff - Visitors	- 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 by PW Industrial Services on 05/04/2023. - Fire call point by Kitchen Office - Safe storage and daily disposal of rubbish to external lidded bins. - Separate food waste bins - 1 x Foam fire extinguisher - 1 x Co2 fire extinguisher - 1 x Fire Blanket - When not in use, kitchen kept secured with windows, doors and other openings not required for ventilation and safe operation of equipment shut	Refurbished kitchen with brand new equipment. Building and installation was professionally project managed to prevailing standards in September 2015.

SCHOOL HALL	- Projector - Stage lighting - Laptop - PA system - Long curtains	2	- Staff - Children - Visitors	- Electrical appliances turned off when premises not in use - Door shut at night - 1 x Water fire extinguisher outside exit doors - 1 x Co2 fire extinguisher outside exit doors	
FOOD TECH/ARK KITCHEN	- Gas and electric cookers - Freezer - Fridge freezer - Microwave - Toaster - Kettle	2	- Staff - Children - Visitors	- Door shut at night - 1 x Foam fire extinguisher - 1 x Co2 fire extinguisher - 2 x Fire Blankets by cookers	
LIBRARY	- Reading books - Data cabinet	2	- Staff - Children - Visitors	- Door shut at night - 1 x Co2 fire extinguisher on exit	
ART STORE CUPBOARD	- Paper and craft supplies	1	- Staff	- Door shut at night	
RESOURCES AREA	- Paper - 2 x laptop trolleys containing 30 x laptops - 1 x iPad trolley containing 32 x iPads	1	- Staff - Children	- Door shut at night - 1 x Water Extinguisher on exit	
UPPER SCHOOL CLASSROOMS	- Teacher laptops - CleverTouch screens - Fish tanks - Stored books and paper - Teachers storage cupboard	1	- Staff - Children - Visitors	- Doors shut at night - 1 x Fire blanket in each of the 4 classrooms - Emergency lighting in Yrs 3,4,5 and 6 - Fire exit in all classrooms to outside	
LOWER SCHOOL CLASSROOMS	- Teacher laptops - CleverTouch screens - Stored books and paper - Teachers storage cupboard	1	- Staff - Children - Visitors	- Doors shut at night - 1 x Fire Blanket in each of 3 classrooms - Fire exit in all classrooms to outside	

SOUTHWARK ROOM/MUSIC STORAGE	- Unused IT equipment, projector and data cabinet - Electric piano - CD players - Guitar amplifiers - Fridge	1	- Staff - Children - Visitors	- Electrical appliances turned off when premises not in use - Fire exit to outside - 1 x Water fire extinguisher immediately outside door - 1 x Co2 fire extinguisher immediately outside door - Door shut at night.	
CORRIDOR OUTSIDE SOUTHWARK ROOM		1	- Staff - Children - Visitors	- 1 x Water fire extinguisher - 1 x Co2 fire extinguisher - Door shut at night	
UPPER SCHOOL CORRIDORS	- Stored books and paper	1	- Staff - Children - Visitors	- 1 x Co2 fire extinguisher - 1 x Water fire extinguisher	
SLT OFFICE	- 2 x computers - 2 x monitors - Stored books and paper	1	- Staff - Children - Visitors - Essential documentation	- Electrical appliances turned off when premises not in use - Door shut at night	
THE AQUARIUM	- Stored books and paper	1	- Staff - Children - Visitors	- Door shut at night	
ALL GENERAL CORRIDORS		1	- Staff - Children - Visitors	- Door shut at night - Kept clear of any obstacles	
BOILER HOUSE	- Boiler - Air source heat pump mechanics - Poor storage	4	- Staff - Visitors	- 1 x Powder fire extinguisher - 1 x Fire Blanket	
SITE MANAGER'S SHED	- Flammable detergents/liquids - Paper toilet rolls - Hand towels.	1	- Staff - Visitors	- Kept locked and windows shut when not in use - 1 x Powder fire extinguisher	
DRUM ROOM (HUT)	- Electric fire heater - Trinity Farm supplies	1	- Staff - Children - Visitors	- Electrical fire disconnected - Electrical appliances turned off when premises not in use - Kept locked and shut when not in use - 1 x Foam fire extinguisher	

PE SHED	- Electrical fire from outside socket - Plastic sports equipment	1	- Staff - Visitors	- Kept locked and shut when not in use - Padlock on door	
STORAGE BUILDING – PE EQUIPMENT AND EARLY YEARS OUTDOOR EQUIPMENT	- Plastic sports equipment	1	- Staff - Visitors	- Kept locked and shut when not in use	

Note: 9th May 2013 Philippa Assender (previous Bursar) 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.

Appendix 1: Firefighting Equipment Floorplan



Signed: Imogen Woods
Headteacher

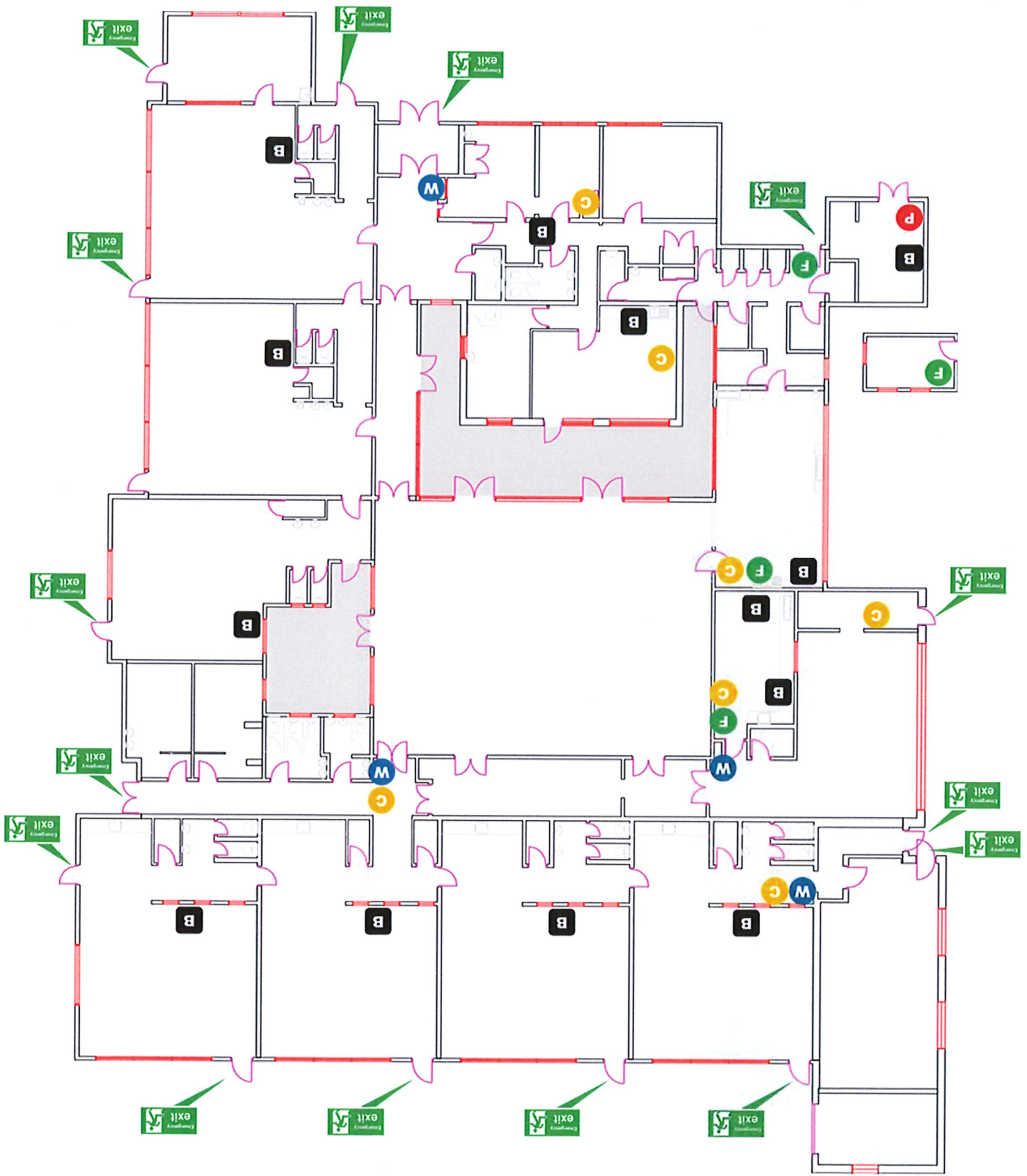


Signed: John Corlett
School Business Manager and Nominated Health and Safety Officer

Date: 03/10/2024

Firefighting Equipment Floorplan v24.10

Nutfield (CofE) Primary School
59 Mid Street, South Nutfield
Surrey RH1 4JJ



EMERGENCY FIRE EQUIPMENT

P	Powder Extinguisher
F	Foam Extinguisher
C	CO2 Extinguisher
W	Water Extinguisher

