

# Nottingham City Council

## Fire Risk Assessment

### Premises Particulars

**Premises Name:**

Cantrell Primary School

**Address:**

Cantrell Road  
Bulwell  
Nottingham  
NG6 9HJ

Tel No.: 0115 9155770

**Use of Premises:**

Community Maintained School

Date of Risk assessment September 2020

Date of Review:

September 2023

Name and relevant details of the person who carried out the Fire Risk Assessment:

Ralph Surman Deputy Head Teacher 0115 9155770 out of hours 07836279662

### General Statement of Local Policy

**Statement:**

*It is the policy of Cantrell Primary School to protect all persons including employees, Children, parents, contractors and members of the public from potential injury and damage to their health, which might arise from, work activities.*

*Cantrell Primary School will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision, as they need for this purpose.*

*Cantrell Primary School will give a commitment to health and safety and will comply with all statutory requirements."*

*This statement is additional to the Fire Safety Policy Statement that is included within this document.*

*Our school Safety Policy states;*

**"We want to provide and maintain safe and healthy working conditions for everyone at Cantrell Primary School."**

**Signed: Ralph Surman**

**Print Name: RALPH SURMAN**

**Date: 30/0920**

# Management Systems

Systems in place to control Fire Risks:

This fire risk assessment will be reviewed on an annual basis or when there has been significant change to the school, its activities or content.

Furthermore, this risk assessment, its significant findings and any ongoing fire-related issues will be shared with the Governing Body. The Governors undertake an annual Health & Safety inspection with the Head Teacher and Site Manager that includes fire issues.

Termly inspections are also undertaken by the Site Manager/Finance Manager and Governors. Action plans are drawn up following the inspections.

All staff are provided suitable training on the school's fire procedures and general fire awareness (see specific section in this risk assessment). This takes place on the first INSET day after the Summer break/or as required.

The NCC provide fire safety guidance for educational premises that is on the website and a copy available in the office.

The school complies with all testing and maintenance requirements of fire safety equipment.

The school obtains further advice on fire safety matters from Health & Safety Support Services.

An in-house defect reporting system is in place within the school. All staff are instructed to record defects in a log book held at reception. This is checked daily by the Site Manager and actions are prioritised.

All fires however minor are reported on the appropriate form from the fire logbook to the NCC Insurance Section and Health & Safety Support Services.

The main school kitchen is the responsibility of Catering Services. The school has active communication regarding fire issues with Catering Services and have provided them with a copy of this risk assessment. Likewise Catering Services has provided a copy of their risk assessment which can be found in the Fire Log Book.

The nominated responsible person will carry out an annual risk assessment. (Ralph Surman). This will identify any fire safety deficiencies that need to be rectified. An action plan will be produced with deadlines for resolving any issues highlighted.

All new and agency staff are given fire safety instruction on their first day at work or at the INSET day after the summer break. This will include fire evacuation routes, assembly points, fire alarm tests, location of call points and fire notices.

Fire wardens are Debbie Weaver, Ralph Surman, Michael Hazelden and Jill Weedop, who attend training as required. A Fire Drill book is kept by Michael Hazelden. Drills are undertaken at least termly, and more often if identified as an issue.

Training for all staff in Fire Safety was undertaken in November 2016.

A personal evacuation plan is in place for all staff and children who need additional assistance to leave the building. These are included in individual Risk Assessments for specific children.

It is the responsibility of the Office Staff to dial 9 999 in the event of a Fire.

All firefighting equipment and safety signs and escape routes are inspected by the Nottinghamshire Fire Services. Deficiencies in procedure or policy are highlighted with a request for a response giving what action is to be taken and a deadline for completion.

A weekly check of all the fire alarm includes a rotational check of call points and fire door closers are operating correctly. Teachers carry out visual checks of their own areas on a daily basis and report any problems to the Site Manager. The Site Manager carries out a monthly emergency lighting check. Any defects are reported to the responsible person who arranges repair.

The fire log records are completed for the following;

Weekly extinguisher, and call point check, monthly emergency lighting check, all servicing and maintenance carried out, Fire Drills and false alarms.

Ralph Surman and Second Element check the fire log monthly and the Chair of Governors checks it termly.

# General Description of Premises

## Description:

A single storey building comprising mainly of classrooms built from the 1950's onwards. Classrooms contain storerooms. Office accommodation is also present. Two small kitchen units comprising of microwave and kettle, fridge, freezer, and dishwasher. The school has a kitchen for cooking children's meals maintained by the LA. Cooking does take place within the premises both for the children and by staff in the two kitchen areas. Toilet facilities are available in different parts of the building.

We have an outside building comprising of nursery, foundation stage, PPA room, play room, small teaching space, and small offices and medical room. The play room is used for our two year old setting.

### Nursery, Foundation Stage and Annex

The alarm system is linked to this building, which has an entry point and a fire exit additionally in each room.

A portable cooker in school one of which is portable must not be switched on with anything above them.

Laminators are used only by staff and must be switched off and unplugged after use.

Underneath the hall there is a boiler room comprising of switch room, and boiler room.

Each classroom has an emergency evacuation route.

Times the premises are in use:

Monday - 6.00 am to 8.30 pm

Tues/Weds/Thurs - 6.00 am to 6.00 pm

Friday - 6.00 to 9.00 pm

Total Number of persons employed within the premises at any one time : 67

Total Number of persons who may be present in the premises at any one time: 550 (occasionally 750 if a concert is on)

Maximum number of persons allowed where identified by licensing conditions: 0

Approx Building footprint

(Metres x Metres):

40 x 70

Number of Floors: Single Storey.

Storeys below ground: Boiler Room

Number of stairs:  
Steps in Foundation Stage to Nursery.  
Flight of stairs to upper corridor.  
Flight of stairs to lower corridor.



# Fire Safety Systems within the Premises

Fire Warning System (i.e. automatic fire detection, break glass system, in nursery, foundation stage and annex, and main school fixed to the wall, domestic smoke / heat detectors, verbal warnings, other):

On discovering a fire break glass.

System sounds with a continuing ringing bell. Fire Service alerted by telephone call.

It is the responsibility of the Office Staff to dial 9 999 in the event of a Fire.

Classes 4a and 3a need to be aware that the “break glass point” is at the exit of the top corridor outside class 4b.

Office Staff take the registers out to staff if possible. Teachers carry their mark books as a back-up. A head count is also possible if the other two procedures fail. We also have Inventory Evacuation from the computer.

**We ask parents who wish to talk to teachers or to visit reception, to only use the front door. We do not allow parents to come in other doors even with their children, as with the large numbers of children entering and leaving the building, this presents a further security/safety risk. We try to teach children to be independent and responsible for their own things so parents do not need to bring their children into school.**

Smoke detector in foyer.

Verbal warnings when required, (when work is being carried out to the fire alarm system).

Minimum of 2 Fire wardens in school. Training undertaken as required.

Smoke detection is in Foundation 1 and 2/Annexe/Foyer

WHEN WORKING ON YOUR OWN IN THE BOILER HOUSE YOU MUST CARRY MOBILE TELEPHONE. THERE IS NO CALL POINT.

## Emergency Lighting:

**Tested monthly in new buildings that have this system installed. Record kept in Fire Log Book.**

## Other Fire Systems (i.e. sprinkler systems):

**Fire Extinguishers maintained annually.**

**Automatic closers on doors.**

**Fire notices and signs.**

**Vision panels in doors.**

**Lightning conductor.**

**NO SPRINKLER SYSTEM.**

# Identify Fire Hazards

## Sources of ignition (how they are managed, whether additional control measures required):

Portable electrical appliances (including glue guns, laminator and toaster in kitchenette)  
Fixed Electrical wiring and distribution board  
Lighting  
Heaters  
Gas  
Arson  
Cooker in kitchenette  
Iron  
Microwaves  
Fans (cooling)

All portable appliances are PAT tested ON A 4 YEARLY Rolling Programme. Staff are encouraged to report defects.

Electrical Items including the portable heater are unplugged when not in use.

The fixed electrical installation is subject to a five yearly inspection.

Glue guns are used by supervised pupils, switched off immediately after use, allowed to cool and stored safely out of reach of children.

Laminators stored away from pupils, used only by adults and switched off immediately after use.

Heaters are checked and serviced regularly.

## Sources of Fuel: (how they are managed, whether additional control measures required):

Paper- school supplies, office consumables,  
Internal waste bins including those in the toilets  
Flammable liquids in the Site Manager's Store  
Building fabric including wooden canopy and cladding  
External waste bins  
Pupils coats and bags  
Displays - including notice boards and pupil's artwork  
Drapes  
Curtains  
Gas  
Gym mats  
Soft furnishings including seating in the staffroom and cushions in the nursery  
Soft toys

Paper is stored in the paper store.

Displays are kept to a sensible level and away from sources of ignition (heaters and lighting). Highly flammable materials are avoided.

The flammable liquids are stored safely and are used according to the manufacturer's instructions and COSHH assessments.

Curtains have flame retardant treatments.

Gym mats are stored on a trolley when not in use.

Pupils' coats and bags are kept as tidy as possible.

The bins are chained to a post at the side of school.

**Work Processes:**

Occasional hot working for repair or maintenance. A procedure is in place for any hot work that takes place within the building or grounds.

Cooking.

Some curriculum areas, which have, separate Risk Assessments – Science, D and T.

**Structural features that could promote the spread of fire:**

False ceilings with void areas in classes 9 and 10.

Corridors.

Cloakrooms.

Store Rooms.

# 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:**

Staff and children.

Personal evacuation plan for named children with statements or children at school action plus. Parents and visitors including babies in crèche in the annexe building.

Evacuation plan and detailed reception responsibilities. (Person at reception telephoning Fire Brigade).

Children in disabled toilets. They would have a separate plan in place and a named TA to aid evacuation.

Contractors on site have evacuation procedure on single side of A4 Jill Weedop has this information. Also a checklist for contractors on site. Not allowed on site without reporting to the office and issued with a visitor badge.

New employees, agency staff first day induction evacuation routes, assembly points and procedures are explained.

Other Considerations;

Breakfast Club from 7.30 am – separate Risk Assessment.

Always staff in school from 8.00am + Site Manager.

Cubs – Monday Evening 6.00 pm – 8.30 pm

Scouts – Friday Evenings 7.00 pm – 9.00pm

**A TELEPHONE IN THE OFFICE IS AVAILABLE TO USE.**

In the event of a school fire, the **Fire Service** personnel are given accurate information regarding the location of the fire, whether the building is clear and any other relevant information.



# Means of Escape – Horizontal Evacuation

## Commentary :

Fire evacuation drills are recorded. The fire alarm is tested weekly, this is recorded, dated and signed.

On the sound of alarm - continuous ring- staff are responsible for supervision of immediate controlled evacuation of all persons. Normal exit from nearest door, closing it behind them.

## Fire Assembly Points

1. School Meals Staff at rear of premises.
2. Foundation Stage – assemble on the side playground by the field.
3. Nursery, to assemble on front yard on no mow!
4. Main Building Classes Year 6 – 4 at front of school on the no mow!
5. Side Playground Classes- 1 – 2 . And one Year 3 Class.
6. Annexe building – onto Cantrell Road outside the perimeter fence.
6. Parents/ visitors to assemble either at the front of school or on playground, but behind the lines of children waiting with their teachers.
7. Fire drills will be termly or as deemed necessary.
8. Mellish Sports Hall can be used as temporary shelter until children can be safely sent home.

Fire wardens are located in each area. Usually Ralph, Debbie, Jill. Fire evacuation drills are completed within 2 – 3 minutes. Last drill took 3 minutes.

## Two Year Old Setting

|                        |                     |   |                         |   |   |          |
|------------------------|---------------------|---|-------------------------|---|---|----------|
| Evacuating the setting | People and Property | Regular fire drill to be in place, normally once per term<br>Try to have at least one drill per year in which one exit is notionally blocked off to simulate fire conditions<br>If there are any children with access/mobility problems ensure that someone is nominated to assist them during an evacuation<br>Ensure there is a method taking an effective roll call to account for everyone<br>Nominate fire monitors to “sweep” the building to ensure that it is empty<br>Evacuate children to car park and wait for further instructions. | Children Staff Visitors | 2 | 2 | 4<br>Low |
|------------------------|---------------------|---|-------------------------|---|---|----------|

# Means of Escape – Vertical Evacuation

## Commentary:

An external staircase leads up from the basement boiler room.

The staircase is inspected occasionally to ensure that there is no accumulation of moss / rubbish etc. or visible damage. The staircase is gritted in the event that icy conditions are expected.



# Fire Safety Signs and Notices

## Commentary:

All escape routes and exit doors are identified by appropriate signage, which complies with current standards. Fire action notices are displayed at prominent points throughout the building, and all fire doors are marked with the appropriate signage. Safety signs are checked during periodic building inspections.

# Fire Fighting Equipment

## Commentary:

All FFE determined, sited and maintained by the Nottingham Fire and Rescue Services.

The reel hose in the foyer should not be used under any circumstances.

Regular checks are carried out by nominated staff.

No members of staff are trained in the use of fire extinguishers. In the event of a fire alarm the prime responsibility of staff is to ensure the safe evacuation of pupils and themselves. They are not expected to use fire extinguishers to tackle fires unless the fire hinders their escape.

Extinguishers are provided to aid evacuation only.

# Method of Calling the Fire Service

## Commentary:

**By telephone** In the event of a fire alarm activation the Office Manager (or Administrator in her absence) calls the Fire Service on 9 999

## Nominated persons;

1. Jill Weedop
2. Michael Hazelden
3. Steph Slater
4. Nic Keward
5. Heather James
6. Debbie Weaver
7. Ralph Surman

# Emergency Action Plan

## Commentary:

Mellish Sports Hall can be used as temporary shelter until children can be safely sent home.



# Fire Warning System

## Commentary:

A continuous ringing bell.

# Emergency Lighting System

## Commentary:

Classes Year 1

Class Year 6 New Classroom

Nursery

Foundation Stage

Annexe

Foyer

# Management - Maintenance

**Is there a maintenance programme for the fire safety provisions in the premises**

**Commentary:** Weekly call point and alarm checks, monthly emergency lighting check and fire extinguisher check carried out annually. Yes /

**Are regular checks of fire resisting doors, walls & partitions carried out**

**Commentary:** No:

**Are regular checks of escape routes & exit doors carried out**

**Commentary:** Ongoing check by fire wardens, exit doors checked monthly with extinguishers. Faults reported to Site Manager. Yes /

**Are regular checks of fire safety signs carried out**

**Commentary:** During termly safety inspections. Yes / :

**Is there a maintenance regime for the fire warning system**

**Commentary:** Tested weekly, quarterly and annual servicing and maintenance carried out. Yes /

**Is there a maintenance regime for the emergency lighting system**

**Commentary:** As above Yes /

**Is there maintenance of the fire fighting equipment**

**Commentary:** Annual maintenance and servicing by notts fire & rescue. Yes

**Are records kept & their location identified**

**Commentary:** Within the fire log book. Yes /



# Training

## Commentary:

See appropriate section of staff training book for Health and Safety and issues discussed.

e.g Fire Training November 2016.

All new staff have to go through a formal induction, usually with Ralph Surman which includes key health, safety and fire information. Safety Policy available on the website – last update September 2016

Other information on fire can be obtained from Fire Log, and Fire Drill Book.

## Ralph Surman is the Trained Responsible Person.

Induction training is undertaken with all new starters and students. This includes fire safety issues such as:

- What to do on discovering a fire
- How to raise the alarm
- What to do upon hearing the fire alarm
- The procedures for alerting pupils, members of the public and visitors including, where appropriate, directing them to exits
- The arrangements for calling the fire and rescue service
- The evacuation procedures for everyone in your premises (including mobility or sensory impaired persons) to reach an assembly point at a place of total safety
- The location and the policy for the use of fire fighting equipment
- The location of escape routes, especially those not in regular use
- How to open emergency exit doors
- The importance of keeping fire doors closed
- Good housekeeping



# Fire Safety Deficiencies to be Rectified

| Deficiency / Rectification  | Priority | Date to be Rectified | Date Rectified |
|---|----------|----------------------|----------------|
| Regular check of building eg. termly  | M        |                      |                |
| On unplanned alarm activation for Office staff to contact Fire Brigade. Check Procedures. | M        |                      |                |
| Emergency plans for children checked.   | M        |                      |                |
| Risk Assessment to be shared with Breakfast Club, Cubs and scouts.                        | H        |                      |                |

Insert additional pages as required

# Significant Findings

| Significant Finding   | Control Measure / Action   |
|---|--|
| <p>Some significant and challenging children that are defiant.</p> <p>Evacuations are carried out within 3 minutes</p> <p>All electrical equipment PAT testing</p> <p>The School has a proactive stance on fire safety. It co-operates with all partners.</p> <p>All persons at risk are trained effectively in fire prevention and emergency procedures.</p> <p>The School's enforce its fire safety rules by periodic inspection.</p> <p>The School has a comprehensive fire alarm system that relies on manual activation.</p> | <p>Handling Policies and Individual Risk Assessments in place.</p> <p>Termly Fire Drills.</p> <p>whole school programme.</p> <p><b><u>Training Programme In Place.</u></b></p> <p>Each September</p> |

# Additional Hazards

**Specify:**

**Possible query regarding storage of flammable material to check that it is locked up.**

**There are several walls and ceilings in the building containing asbestos. All asbestos containing walls and ceilings are known.**

**At this time nothing has been identified that requires special consideration.**

**Need to consult Fire Service (Yes or No)**

