



### Priory School Risk Assessment Overview

<b>Date of assessment</b>	<b>01 / 02 / 19</b>	<b>Facility/faculty</b>	<b>Fire – Means Of Escape</b>	<b>Member of staff</b>	<b>JW / KB</b>
<b>Date of review</b>	<b>01 / 02 /20</b>				

<b>HAZARD</b>	<b>PERSONS AT RISK</b>	<b>RISK DESCRIPTION</b>	<b>Likelihood</b>	<b>Impact/ Severity</b>	<b>Risk Level</b>	<b>ACTION TO MINIMISE OR REACT</b>	<b>OWNER</b>
Fire exits locked, blocked or obstructed	Staff, Pupils, Parents, Visitors & Contractors	Injuries caused by fire or smoke inhalation resulting from becoming trapped in the building	1	5	5	<p>All doors can be opened from inside and are only dead locked after hours when the building is unoccupied.</p> <p>All fire doors are unobstructed with no storage allowed at these areas.</p> <p>All doors operate freely and open and close with ease.</p> <p>Paxton door access system is linked to the fire alarm so that main entry doors unlock as the alarm activates.</p>	Facilities Manager, Maintenance Team & All Staff
Unknown locations of escape routes	Staff, Pupils, Parents, Visitors & Contractors	Becoming lost or trapped or not exiting the building in good time	1	5	5	All fire exits are clearly marked above fire exit doors FIRE EXIT.	Facilities Manager, Maintenance

						<p>Fire plan in every room clearly shows where every department should assemble in the event of the fire alarm sounding.</p> <p>All staff receive Health &amp; Safety induction when joining Priory School ( including fire )</p>	Team & All Staff
Inaccessible fire escapes	Staff, Pupils, Parents, Visitors & Contractors	Inability to descend a designated fire escape	1	5	5	<p>Fire escape is kept clean and clear at all times.</p> <p>No storage allowed on fire escape landing.</p>	Facilities Manager, Maintenance Team & All Staff
Failure of fire alarm to activate	Staff, Pupils, Parents, Visitors & Contractors	Insufficient warning of fire	1	5	5	<p>Alarm system is serviced biannually by external alarm maintenance engineers. ( Ignis Fire )</p> <p>Smoke detectors fitted extensively throughout the building.</p> <p>Ongoing fire development program in place to further enhance current system.</p> <p>Fire break glass fitted at all key areas. ( All units tested monthly )</p>	Facilities Manager & Facilities Co-ordinator
Inadequate internal checks of fire system hardware.	Staff, Pupils, Parents, Visitors & Contractors	Insufficient testing of hardware leading to	1	5	5	The following regular checks are carried out by the Maintenance	Facilities Manager & Maintenance Team

		undetected malfunction of fire system				Team : Fire panel checks - daily Fire Bell testing - weekly Fire break glass testing - Monthly Emergency lighting testing - monthly	
School's inadequate knowledge of fire regulations	Staff, Pupils, Parents, Visitors & Contractors	Inadequate system and lack of control leading to potential fatalities in the event of a fire.	1	5	5	Advice sought from West Midlands Fire Service in May 2014 and inspection carried out.  Full Fire Audit carried out in July 2014 by West Midlands Fire Service.  Advice sought regularly from Ignis Fire.  Fire extinguishers available throughout the school are serviced annually.  Key members of the Facilities Team are fire trained.	Facilities Manager & Facilities Co-ordinator
Obstructed routes to fire exits	Staff, Pupils, Parents, Visitors & Contractors	Injuries caused by fire or smoke inhalation resulting from delay exiting the building.	1	5	5	All corridors kept clear with items of furniture kept to a minimum.	Facilities Manager, Maintenance Team & All Staff
Staff poorly trained in fire evacuation procedure	Staff, Pupils, Parents, Visitors & Contractors	Inability to evacuate the building in good time leading to personal injury	1	5	5	All members of staff take part in regular fire drills.	Facilities Manager, Maintenance

						<p>The school carry's out one fire drill per term. ( three times annually )</p> <p>All school's staff undergo fire training at our whole school staff inset meeting at the beginning of every year.</p>	Team & All Staff
Lack of fire trained staff	Staff, Pupils, Parents, Visitors & Contractors	Uncertainty of procedures during a fire evacuation leading to personal injury.	1	5	5	Key Staff are fire trained and there is an ongoing program of staff training.	Facilities Manager
People unaccounted for following an evacuation.	Staff, Pupils, Parents, Visitors & Contractors	People lost in a potentially burning building.	1	5	5	<p>Registers are taken at the assembly point to ensure that all pupils are present.</p> <p>An electronic fob system takes an electronic register of all staff on site. A computer printout is provided.</p> <p>A register will account for all signed in visitors and contractors on site at the time of the evacuation.</p>	Facilities Manager & Key Staff
Poor visibility in the event of a fire after dark or in a smoke filled area.	Staff, Pupils, Parents, Visitors & Contractors	Failure to escape from the building	1	5	5	<p>Emergency lighting is fitted in key areas around the school.</p> <p>All emergency lighting is serviced regularly by our Fire Safety Engineers ( Ignis Fire )</p>	Facilities Manager & Maintenance Team

						Emergency lighting is tested regularly by a member of the school's Maintenance Team and data recorded.	
Premature re-entry of the building.	Staff, Pupils, Parents, Visitors & Contractors	Re-entry to building without confirmation that there is no fire.	1	5	5	<p>The all clear to re-enter the building is not given until all Fire Marshalls have reported back to the Facilities Manager that their areas are clear and there is confirmation that there is no fire in the area of alarm activation.</p> <p>The fire alarm is reset.</p> <p>The Facilities Manager then reports back to the Head Master giving the all clear to re-enter the building.</p> <p>When all staff, pupils, visitors and contractors are accounted for, the building is re-entered.</p>	Facilities Manager, Maintenance Team & Head master
Use of the building by outside groups and organisations out of school hours.	Children and adults in all lettings groups	Failure to recognise and adhere to all school fire procedures.	1	5	5	<p>All lettings groups are made aware of the Priory School emergency fire evacuation procedure.</p> <p>All lettings groups are responsible for keeping a register of those present to account for all on site in the event of an evacuation.</p> <p>All lettings groups must carry out one fire drill per term.</p>	Facilities Manager & Lettings Group Leaders

Inadequate future development of fire protection system	Staff, Pupils, Parents, Visitors & Contractors	System does not meet the future needs of a changing school resulting in an inadequate system.	1	5	5	Following each fire evacuation. We record the time taken to clear the building and also any key points noted. Any areas that highlight the need for change are addressed promptly. Management constantly review our fire policy to ensure that we as a school perform to the highest standards of fire safety.	Management Team
Storage of combustible materials, flammable liquids and gas cylinders on-site	Staff, Pupils, Parents, Visitors & Contractors	Stored items causing or accelerating a fire	1	5	5	<p>The quantity of fuel being stored on site for the tractor is limited and is stored in a lockable metal unit away from school buildings</p> <p>Gas cylinders on site are to be stored in a lockable metal unit away from school buildings. Gas cylinders used in Science should be stored in a lockable area within the science department and under the direct control of the Head of Science and the Science Technician.</p> <p>General combustible materials should not be allowed to accumulate around the school buildings.</p>	Facilities Manager, Science Technician & all staff
Masking Smoke Detectors	Staff, Pupils, Parents, Visitors & Contractors	Smoke detector being covered and not activating the alarm in the event of a fire	1	5	5	If using haze machines in school plays or carrying out building work that creates dust, it may be necessary to mask a smoke detector to avoid accidental activation.	Facilities Manager

						<p>If masking a smoke detector, the following procedure must be adhered to.</p> <ol style="list-style-type: none"> <li>1) Mask the detector with the correct cover.</li> <li>2) Construct a risk assessment for the masking of the detectors for the duration of the event.</li> <li>3) List all detectors masked</li> <li>4) Log time and date masked</li> <li>5) Log time and date unmasked</li> <li>6) Inform all staff concerned with the activity and inform them what has been put in to place to protect against fire for this period.</li> </ol>	
Gas and electrical appliances and fittings	Staff, Pupils, Parents, Visitors & Contractors	Faulty appliances or systems causing a fire	1	5	5	<p>All gas appliances are serviced regularly to ensure a safe working condition.</p> <p>All electrical circuits are tested regularly in line with current regulation by a qualified external contractor.</p> <p>All portable electrical appliances are PAT Tested every year.</p>	Facilities Manager
Inadequate funding to		Insufficient funds to maintain and develop the	1	5	5	Each year, a sum is allocated in the PPM (Planned Preventative	Finance Director & Headmaster

maintain and develop the fire safety system	Staff, Pupils, Parents, Visitors & Contractors	system could lead to periods of malfunction.				Maintenance) budget for the fire safety system maintenance and development.	
Inadequate perception and evaluation of risk	Staff, Pupils, Parents, Visitors & Contractors	Inadequate assessment of risk leading to poor provision of controls.	1	5	5	<p>The Priory School Fire Risk Assessment is reviewed and revised annually or as a result of :</p> <p>Changes to Fire Regulations  Changes to the layout of the building  Appointment of new staff  Changes in work practices  Changes to current fire safety system</p> <p>Specific risk assessments are carried out for particular events where an additional risk is perceived</p>	Facilities Manager
Insufficient First Aid provision in the event of a fire injuring people on site	All on site	Deterioration of health following a fire due to lack of timely First Aid.	1	5	5	<p>Priory School has a School Nurse on site to deal with medical issues.</p> <p>There are a number of First Aiders on site giving First Aid cover from 6.00am to 7.00pm during school opening hours.</p> <p>There are First Aid kits situated around the various Priory School buildings.</p>	Facilities Manager & Facilities Co-ordinator

<b>Score</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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<b>LIKELIHOOD</b>	<i>Unlikely</i>	<i>May occur but very rarely</i>	<i>Occurs from time to time</i>	<i>Likely</i>	<i>Probable</i>
<b>SEVERITY</b>	<i>Inconvenience</i>	<i>Minor injury requiring first aid</i>	<i>Medical attention required</i>	<i>Major injury leading to hospitalisation</i>	<i>Fatal or serious injury leading to disability</i>

0-9 Low Risk

10-16 Medium Risk

17-25 High Risk

<b>Approved facilities</b>	<b>K.Bird</b>	<b>Signed</b>	<i>K.Bird</i>	<b>Date</b>	<b>01/02/19</b>
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