

LCC - FIRE RISK ASSESSMENT

Astley Park School

PART A - General Information

Part A to be completed by the Premises Manager or a designated employee who has knowledge of the building, its occupants and the activities carried out. The fire risk assessment can either be completed for the whole building or just for part(s) of it i.e. the area(s) you have responsibility for.

After the initial fire risk assessment is completed, annual reviews are recommended for the non-technical aspects, and three yearly reviews for the technical aspects where no significant changes have occurred.

Complete this front page to help form a picture of the type of building, its use and the people who may be at risk. Then complete the remainder of the fire risk assessment on the pages that follow.

Premises/Establishment Name/No: Astley Park School		Premises/Establishment Address: Harrington Road Chorley PR7 1JZ	
Risk Assessment completed by: SBM supported by Health Safety & Wellbeing Team		Premises Manager: Mr K Welsh	
Landlord Name (if the property is not owned by LCC):			
Date of completion (non-technical aspects): Summer 2021	Proposed review date (non-technical aspects): On-going	Date of completion (technical aspects): September 2021	Proposed review date (technical aspects): 3 yearly or in event of changes to the building/legislation

The Building		The Occupants and others potentially at risk	
Number of floors:	Single storey	Approximate number of persons who may be in the building	Approx. 275
Area(s) covered by this Fire Risk Assessment e.g. First floor, Room SB4:	All areas	Occupancy details; including employees, service users, pupils, contractors and any specific "at risk" persons or groups e.g. sensory impaired.	
Has there been a fire at the premises within the last 2 years? If yes, give details.	No		
Brief details of construction (See LCC Property Group PAMIS system):	4 Brick, wood, and plastic clad buildings Built in 1961.		
Activity/Process details; including general activities carried out on site and specific information relating to any: - High risk process/activities - Flammable material process(es) - High noise level process(es):	Oil tank attached to boiler house at front of building.		

PART B Non-Technical Aspects

Part B to be completed by the Premises Manager or a delegated employee who has knowledge of the building, its occupants and the activities carried out. If, however, it is felt that assistance is required to complete this, the premises manager should contact the Health, Safety & Wellbeing Team on Tel: 01772 538877 and arrangements will be made for an Officer to visit and assist.

Requirement	Existing Arrangements	Additional Action Required (If action required complete Action Plan below)
B1. Management systems and procedures		
i) Responsibilities during Fire Drill	<p>Member of SLT on site to take the lead in coordinating the procedure of the drill / activated alarm. Where necessary member of LT to deputise should there be no SLT member on site</p> <p>Walkie Talkies to be used for communication, coordinated by designated lead</p> <p>Member of SLT/LT to time the drill / evacuation if possible</p> <p>Unless school is undertaking an arranged drill, if a fire is confirmed, office staff to contact emergency services using a mobile telephone during personal egress</p> <p>An Evacuation will be started on the Inentry Anywhere App by SLT</p> <p>All class staff to assist with pupil and their own egress to designated assembly points</p> <p>Class staff to check pupils</p> <p>When safe to do so any off-site groups to be contacted via any available mobile to alert them to current situation</p>	<p>SLT / LT aware of senior staff absences</p> <p>Radios to be charged regularly</p>

<p>ii) Fire related policies/procedures are in place and are appropriate for the building, its occupants, and activities.</p>	<p>Fire procedures are displayed throughout school in each classroom or and area and are reviewed annually as part of the Fire Non-Technical review. Fire procedures are communicated on induction, staff meetings and displayed throughout school. Procedures are in place for contractors and visitors who access the premises. The fire procedure adequately covers the commitment of those involved in Fire Management of the school (covered in H&S Action Plan Updated termly with full review annually). Fire roles and responsibilities and General Premise information / responsibilities are documented in the Fire Safety log Book & Health & Safety Policy. Employees including LCCG are advised not to fight the fire but exit the building.</p>	<p>Fire procedures are part of the Governors' Premises, Health & Safety meetings Fire drills are done regularly and staff complete on-line training</p>
<p>iii) Roles and responsibilities relating to fire safety are clearly defined.</p>	<p>The Fire Logbook & Health & Safety Policy are undergoing a review (to be completed by September 2021) General Premises Information is available in the Fire Safety Log Book as this is already in the Emergency grab bag. Each class teacher, TA and office staff sweeps their individual rooms and designated areas. Employees including LCCG are advised not to fight the fire but exit the building.</p>	<p>General Premises information to be included in Fire logbook following review in September 2021</p>
<p>iv) An appropriate level of fire training has been provided to all employees, dependant on their role.</p>	<p>All staff undertakes the Introduction to Health & Safety e-learning (including Fire Safety module) on induction and annual basis. Fire procedures are tested in termly fire drills or on activation. Fire procedures and appropriate training are communicated to new staff on Induction. Employees are advised not to fight the fire but exit the building. Fire drills are routinely undertaken termly, and unplanned activation sometimes occurs. The building is exited within reasonable timescales around 2-3 minutes and actions identified are monitored at the time of the drill and taken forward within school.</p>	<p>Undertake H&S e-learning Introduction to H&S (including fire) on an annual basis. Suggested September to include existing staff and new starters.</p>

<p>v) There are adequate inspection and monitoring systems in place relating to fire safety.</p>	<p>Fire weekly, monthly, and quarterly (Disabled toilet alarms) checks including Emergency lighting and means of escape are undertaken by Site Supervisor. Routine and reactive Servicing and inspection is planned via Property Group according to LCC requirements identified in the Premises Management Guidance and Record. Service and inspection documentation are held and monitored on site. Faults are reported on an on-going basis as identified and are controlled and monitored by the school. The Annual Statement of Compliance is completed on an annual basis by the Premises Manager. Health & Safety Policy is an adopted LCC policy. Fire procedures are developed to ensure continuity during period of staff absence/undertaking off site activities. Employees including LCCG are advised not to fight the fire but exit the building.</p>	<p>Check annual statement of compliance is undertaken. Ensure Fire procedures are developed to ensure continuity during period of staff absence/undertaking off site activities.</p>
<p>vi) There is an effective Emergency Plan.</p>	<p>The School has an emergency plan which is reviewed annually with the completion of the Non-technical aspects of the fire risk assessment. Emergency plans are displayed and communicated to all staff in regular staff meetings and on induction. All senior staff are included in the development of emergency plans for school and the Health, Safety and Wellbeing Team assisted with the development of Non-technical and Technical aspects of the fire risk assessment.</p>	<p>Emergency Plans continually updated</p>
<p>vii) The Emergency Plan and Fire Procedures are communicated effectively to all occupants and visitors (as appropriate).</p>	<p>Emergency plans are displayed and communicated to all staff (including LCCG) in regular staff meetings and on induction. All class teachers are responsible for ensuring visitors within their classrooms are escorted to the assembly point for check to be made to the visitor's book. All staff can check themselves from the InVentry App via iPads / mobile phones</p>	<p>Identify and document in procedures role & responsibilities for calling the fire service</p>

B2. Sources of ignition		
<p>i) Appropriate measures are taken to prevent or reduce the risk of fires of electrical origin.</p>	<p>Servicing and inspection of electrical equipment is undertaken by the school according to LCC requirements identified in the Premises Management Guidance and Record. Faults are reported on an on-going basis as identified and are controlled and monitored by the school The Annual Statement of Compliance is completed on an annual basis by the Premises Manager. PAT testing is updated annually All staff are advised on induction and on an on-going basis not to bring electrical equipment into school unless it has been PAT tested by the school. All equipment is purchased through a reputable supplier i.e. YPO, Bowker IT, DMS, Albion Computers Electrical extensions are used occasionally and monitored. These are subject to annual pat testing and visual inspections prior to use by staff. Reasonable measures are taken to minimise the risk of fires from electrical origin and this is monitored during termly workplace inspection of the building (including ventilation of equipment if required).</p>	<p>An inventory or stock book is in place listing electrical equipment</p>
<p>ii) Appropriate measures are taken to prevent or reduce the risk of fires resulting from Smoking/Smoker's Materials.</p>	<p>Reasonable measures are taken to minimise the risk of fires from smoking. The LCC Smoke free policy is communicated to staff on induction. Smoking is undertaken off site. Staff sign in and sign out to facilities fire procedures.</p>	<p>In place</p>
<p>iii) Appropriate measures are taken to prevent or reduce the risk of arson.</p>	<p>Bins are stored away from the building within a locked area and taken out once per week for waste collection. Waste disposal contracts are in place and waste is monitored on an on-going basis and in termly workplace inspections.</p>	<p>In place</p>

<p>iv) Appropriate measures are taken to prevent or reduce the risk of cooking related fires.</p>	<p>Reasonable measures are taken to minimise the risk of fires from Cooking activities. All LCCG and school cooking equipment are selected from appropriate suppliers and serviced and inspected according to LCC requirements identified in the Premises Management Guidance and Record. Faults are reported on an on-going basis as identified and are controlled and monitored by the school The Annual Statement of Compliance is completed on an annual basis by the Premises Manager. Firefighting equipment (extinguishers/fire blankets) is available in all areas used for cooking. Firefighting equipment is accessible only to be used if means of escape is blocked all members of staff are instructed to exit the building.</p>	<p>All service contracts in place</p>
<p>v) Appropriate measures are taken to prevent or reduce the risk of fires caused by the use of portable heaters & heating installations including gas heating systems.</p>	<p>Reasonable measures are taken to minimise the risk of fires from the use of portable heaters, heating installations including gas. All school and LCCG equipment are selected from reputable contractors and serviced and inspected according to LCC requirements identified in the Premises Management Guidance and Record. Faults are reported on an on-going basis as identified and are controlled and monitored by the school The Annual Statement of Compliance is completed on an annual basis by the Premises Manager. General Premises Information is available in the Fire Safety Logbook and Emergency grab bag which details the location of the gas shut off valve and location of the gas meter.</p>	<p>Procedures in place PAT tested equipment only</p>
<p>vi) Appropriate measures are taken to prevent or reduce the risk of fires caused by contractor hot works or other potentially hazardous electrical works.</p>	<p>Appropriate and reasonable measures are taken to minimise the risk of fires from hot works or potentially hazardous electrical works. All work is planned and organised (including Hot works 'permit to work' through Building Design & Construction and undertaken by approved vetted contractors and monitored to the appropriate standard. The Headteacher together with the school building surveyor would monitor work to the required standard.</p>	<p>Works monitored by appropriate LCC officer</p>

<p>vii) Appropriate measures are taken to prevent or reduce the risk of fires relating to the storage of chemicals or potential chemical reaction during a fire.</p>	<p>Appropriate and reasonable measures are taken to prevent chemical related fires. Chemicals are kept to a minimum, stored and disposed of according to manufacturer's instructions. A COSHH register including inventory, manufacturer's safety data sheets and risk assessments are available. COSHH is monitored on site and all staff are instructed not to bring chemicals into school. Workplace inspections are undertaken termly.</p>	<p>COSHH register in place – no chemicals to be stored for curriculum purposes except in locked cupboards</p>
<p>viii) Appropriate measures are taken to prevent or reduce the risk of fires caused by lighting.</p>	<p>Combustible items are stored appropriately and monitored on an on-going basis and in termly workplace inspections to ensure they are away from lighting.</p>	<p>Termly premises inspections undertaken by Governors H & S committee</p>
B3. Potential sources of fuel		
<p>i) Combustible materials and supplies are appropriately stored.</p>	<p>Housekeeping is monitored on an on-going basis. Combustible items are kept to a minimum. Waste is kept to a minimum and waste and recycling contracts are in place. Storage is considered on an on-going basis and obsolete equipment/furniture is disposed of appropriately. Termly workplace inspections review combustible materials and storage Means of escape checks are undertaken monthly by the site supervisor to ensure escape routes are clear of stored/combustible items.</p>	<p>Termly premises inspections undertaken by Governors H & S committee Rubbish collection monitored and followed up if required</p>
<p>ii) Combustible waste materials are disposed of appropriately.</p>	<p>Housekeeping is monitored on an on-going basis. Combustible items are kept to a minimum. Waste is kept to a minimum and waste and recycling contracts are in place. Storage is considered on an on-going basis and obsolete equipment/furniture is disposed of appropriately. Termly workplace inspections review combustible materials and storage</p>	<p>All contracts in place and monitored</p>

<p>iii) Aerosol containers are stored and disposed of appropriately.</p>	<p>Aerosols if used are stored and appropriately disposed of according to manufacturer's instructions. COSHH is reviewed periodically to ensure less hazardous substances are used and items held are kept to a minimum. A COSHH register, manufacturer's safety data sheets and risk assessments are available.</p>	<p>COSHH register in place – aerosols kept to a minimum</p>
<p>iv) Furniture is stored, used and disposed of appropriately.</p>	<p>Storage is considered on an on-going basis and obsolete equipment/furniture is disposed of appropriately. Termly workplace inspections review combustible materials and storage</p>	<p>Termly premises inspections undertaken by Governors H & S committee All spare furniture stored in metal container</p>
<p>B4. Means of giving warning in the event of fire</p>		
<p>i) There are appropriate arrangements in place for ensuring that all persons safely evacuate the building.</p>	<p>Emergency plans are displayed and communicated to all staff (including LCCG) in regular staff meetings and on induction. Communication with visitors or others is routinely undertaken and a visitor's book is used to ensure visitor safety. All class teachers are responsible for ensuring visitors within their classrooms are escorted to the assembly point for check to be made to the visitor's book. Faults are reported on an on-going basis. The Annual Statement of Compliance is completed on an annual basis by the Premises Manager. PEEPS are in place/considered for staff and visitors and individual pupils in each class risk assessment.</p>	<p>InVentry system in place to assist with checking pupils / staff and visitors – electronic registers also in place to speed up the process of checking</p>

B5. Means of escape in the event of fire		
<p>(i) The escape route(s) is kept clear and is not restricted or blocked.</p>	<p>All escape routes are monitored on a monthly basis – Means of escape check logged in the fire safety logbook. Termly workplace inspections are also undertaken. Fire signage is available throughout school and all exits marked and communicated to staff in fire procedures. Suitable firefighting equipment has been installed. Storerooms have restricted access. PEEPS are in place/considered for staff, pupils and visitors regularly accessing the building. Signage is available next to the relevant safety equipment. Emergency lighting is in place in newer parts of the building and onsite test are undertaken monthly and service and inspection is undertaken to the required LCC standard through Property Group. As the school is single storey travelling distances to safety are reasonable. Combustible materials are kept to a minimum are monitored, stored and disposed of appropriately Final exit doors are clearly marked and communicated.</p>	<p>Termly premises inspections undertaken by Governors H & S committee</p> <p>Site Supervisor monitoring all fire aspects weekly/monthly</p>
<p>(ii) The time taken to reach a place of safety is within 3 minutes.</p>	<p>Fire drills are undertaken termly (under 3 minutes to evacuate) and actions monitored.</p>	<p>Regular fire drills take place and monitored</p>

B6. Means of accounting for persons		
i) Appropriate assembly point(s) have been designated.	Designated assembly points and procedures are in place. These are communicated to all staff and visitors including LCCG and Contractors. General Premises Information is available in the Fire Safety Logbook and in the emergency grab bag. Each class teacher and office staff sweep their individual rooms and designated areas. Employees including LCCG are advised not to fight the fire but exit the building.	Fire notices in each room (Up-to-date Premises Plans being drawn up as part of review currently taking place)
ii) There is an effective mechanism for communicating with persons at assembly points.	Each class teacher and office staff sweep their individual rooms and designated areas. Employees including LCCG are advised not to fight the fire but exit the building. Designated assembly points are marked and communicated to all staff. The office staff/Headteacher are responsible for dealing with the emergency services on site and fire service roll call and visitors' procedures are documented and communicated to the relevant staff.	All staff are trained in the fire drill procedure
B7. Fire extinguishing equipment		
i) All fire extinguishers are clearly identified and not obstructed.	Fire extinguishers are placed appropriately on the means of escape in the direction of travel and are clearly identified and not obstructed. Staff are informed to report any obvious faults with firefighting equipment. Fire extinguishers are monitored in termly Workplace Inspections. All firefighting equipment is serviced and inspected annually under the according to LCC requirements as listed in the Premises Management Guidance and Record. All staff undertake fire safety training annually by completing the Introduction to H&S E-learning module.	Fire extinguishers visible and regularly serviced
ii) All fire extinguishers are in good condition and tested annually by an external contractor.	Fire extinguishers are monitored in termly Workplace Inspections. All firefighting equipment is serviced and inspected annually according to LCC requirements as listed in the Premises Management Guidance and Record.	Fire extinguishers visible and regularly serviced

iii) Appropriate signage is in place for the safe use of firefighting equipment in an emergency and employees have received appropriate training in their use.	Signage is available next to the relevant safety equipment. Final exit doors are clearly marked and communicated. All staff undertakes fire safety training annually in by completing the Introduction to H&S E-learning module.	Fire extinguishers visible and regularly serviced Signs in place
B8. Liaison with fire service		
i) There is an appropriate means of summoning the fire service in an emergency and this has been communicated to all employees.	The office staff/Headteacher are responsible for dealing with the fire service and roll call	In place
ii) The Fire Service has been informed of any special risks within the premises.	Oil storage attached to the building Asbestos in tiles only (Low risk)	None in boiler room
B9. Contractors		
i) There are appropriate fire safety arrangements in place in respect of contractors working on site.	Contractors are commissioned and selected as appropriate by Building Design & Construction (Approved list) for the school. A contractor file is in place with emergency, welfare and building specific information i.e. site rules and Asbestos information.	Contractors to be inducted by Site Supervisor
ii) Arrangements are in place to discuss with contractors working on site any work including hot works that may increase the risk of fire prior to it starting.	Appropriate and reasonable measures are taken to minimise the risk of fires from hot works or potentially hazardous electrical works. All work is planned and organised (including Hot works 'permit to work' through Prop and undertaken by approved vetted contractors and monitored to the appropriate standard. The Headteacher together with the school building surveyor would monitor work to the required standard.	Prestart meetings take place

<p>iii) The potential effect of any alterations or works that might affect fire protection measures is considered prior to it starting.</p>	<p>All work is planned and organised through Building Design & Construction and undertaken by approved vetted contractors and monitored to the appropriate standard. The Headteacher together with the school building surveyor would monitor work and fire protection measures including alternative means of escape throughout any alteration project. Work is usually planned in school holiday periods</p>	<p>Discussed at pre-start meeting</p>
---	--	---------------------------------------

PART C Technical Aspects

Part C to be completed by the Premises Manager or a designated employee who has the relevant competency e.g. knowledge, skills and experience. If however, assistance is required the premises manager should contact the Health, Safety & Wellbeing Team and arrangements can be made for the Health, Safety & Wellbeing Fire Safety Technical Officer to visit and assist.

Requirement	Existing Arrangements	Additional Action Required (If action required complete Action Plan below)
C1. Sources of fuel (Building Linings)		
i) Adequate precautions have been taken in respect of the risk of fire posed by walls, ceiling and floor linings on designated escape routes.	All building works are completed under the supervision of LCC Design and Construction	
C2. Fire protection measures to limit fire spread and development		
i) All 30 or 60-minute (whichever is relevant) fire resisting structures are in sound condition with no damage to the integrity of walls, floors, ceilings and fire doors.	All internal aspects are checked termly during the Governors' H & S 'walk-round' internal and external	
ii) Where appropriate there is fire damping measures within ventilation & ducting systems.	n/a	
iii) External – there are appropriate measures in place to reduce the risk of combustible waste spreading fire to adjacent buildings/units.	External bins are chained up	

C3. Means of giving warning in the event of fire		
i) The means of giving warning in the event of fire is appropriate for the size and layout of the building.	Adequate call points are in place	
ii) The provisions in place take account of the needs of persons with specific requirements i.e. those with hearing impairments.	Staff to pupil ratios are greater than normal to deal with individual pupil needs	
C4. Means of escape in the event of fire		
i) All escape routes are clearly identified.	Yes	
ii) The escape route(s) can adequately cope with the number of persons that may need to evacuate.	Yes	
iii) Emergency illumination is available on all escape routes.	Partial	Lighting outside main hall exterior door to be arranged in school closure summer 2021

iv) All fire doors and final exit doors are suitable for the building and all operating mechanisms are in good working order.	Yes	
C5. Fire extinguishing equipment		
i) Appropriate fire extinguishers are provided in all areas.	Yes	
C6. Contractors		
i) Checks have been made to ensure that any contractor work/structural alterations have not compromised existing fire safety measures (compartmentation, detection etc.).	Building works are controlled via LCC Design and Construction	
C7. Fire safety signs and notices		
i) Fire safety signage is compliant with The Health & Safety (Safety Signs & Signals) Regulations 1996.	Yes	

C8. Other Observations / Comments

PART D Fire Risk Assessment Action Plan

Part D to be completed by the Premises Manager or a delegated employee following collation of all relevant information from parts A-C.

Further action / controls required					
Requirement	Action required	Person(s) to undertake action?	Projected time scale	Notes / comments	Date completed