

HIGHFIELD & BROOKHAM SCHOOL - FIRE RISK ASSESSMENT - INTERNAL

Date of Assessment: Sept 2021

Review date : Sept 2022

Carried out by : Guy Baber

LOCATION	RELEVANT PERSONS AT RISK	SIGNIFICANT FINDINGS	MEASURES THAT HAVE / WILL BE TAKEN	BY WHOM	BY WHEN	
All Areas	All	1. Fire Extinguishers	Service at regular intervals	Certified Contractors	annually	
Sports Hall	All	1. Gas burner heating system	Service at regular intervals.	Certified Contractors	annually	
	All	2. Gas cylinder storage area	Ensure locked at all times.	Maintenance team	check weekly	
	All	3. Fire Exits	Four fire exits of which two are infrequently used, but always available when hall is used for larger audiences. Ensure all routes kept clear at all times. Inform visitors of fire exit locations prior to any event or productions.	Duty staff  All staff  Member of staff	as required  check daily  as required	
	All	4. Electrical equipment	All equipment PAT tested	Maintenance team	annually	
			Equipment from Boarding pupils PAT Tested	Maintenance team	Termly	
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months	
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months	
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday	
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly	
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly	
			5. Capacity (number of persons in building)	Ensure no more than the allowable capacity of persons (standing) within the building = 300		

Swimming Pool and Changing Rooms	All	1. Chemicals	Used in plant room - no access to unauthorised persons. Locked in Chemical storage unit.	Maintenance team	daily
				Maintenance team	daily
			COSHH sheets available for all chemicals stored.	Estate Manager	updated as required
	All	2. Biomass Heat Exchange & Controls	Located in plant room and boiler room - no access to unauthorised persons. Service at regular intervals.	Maintenance team	daily
				Certified Contractors	annually
	All	3. Electrical equipment	Mainly located in plant room - no access to unauthorised persons. All equipment PAT tested.	Maintenance team	daily
				Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
	Classrooms - General	All	1. Projectors	Service at regular intervals.	Certified Contractors
All		2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly

Science Labs  (Separate policy document and risk assessment available)	All	1. Chemicals	All chemical use is supervised at all times. All chemicals are locked in chemical storage units.	Science teacher	daily
	All	2. Gas	All gas fittings are inspected for leaks <b>When not in use gas is turned off for each lab</b>	Science teacher	daily
	All	3. Gas cylinder storage	Ensure locked at all times.	Science teacher	when changed
	All	4. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
IT suites	All	1. Computers and printers	Ensure shut down when not in use	IT teacher	daily
	All	2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly

Staff workroom (Highfield & Brookham)	All	1. Computers and printers	Ensure shut down when not in use	User	daily
	All	2. Photocopier	Ensure shut down when not in use	User	daily
	All	3. Laminating machine	Ensure shut down when not in use	User	daily
	All	4. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
	Dance Drama	All	1. Lighting equipment	Service at regular intervals.	Certified Contractor
All		2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
All		3. Fire Exits	Ensure fire exits kept clear especially trollies by outside exit Inform visitors of fire exit locations prior to any event or productions.	Member of staff Member of staff	daily as required
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
All		4. Capacity (number of persons in building)	Ensure no more than the allowable capacity of persons (standing) within the building = 60 standing		

Chapel

All	1. Lighting equipment	Service at regular intervals.	Certified Contractor	annually
All	2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
All	3. Fire Exits	Ensure fire exits kept clear Inform visitors of fire exit locations prior to any event or productions.	All members of staff Member of staff	daily as required
		Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
		Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
		Emergency lighting testing (1 hour)	Maintenance team	Every holiday
		Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
		Evacuation practice carried out.	Fire Officer and Deputy Head	termly
All	4. Capacity (number of persons in building)	Ensure no more than the allowable capacity of persons (standing) within the building = 180 standing		
All	5. Candles	Not used within the Chapel	All members of staff	ongoing
All	6. Organ	Service at regular intervals.	Certified Contractor	annually

Pavilion (Cricket)	All	1. Lighting equipment	Service at regular intervals.	Certified Contractor	annually
	All	2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
	All	3. Fire Exits	Ensure fire exits kept clear Inform visitors of fire exit locations prior to any event or productions.	Member of staff Member of staff	daily as required
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
		4. Capacity (number of persons in building)	<b>Ensure no more than the allowable capacity of persons (standing) within the building = 100 standing or 50 seated</b>		
	Pavilion (Cafe)	All	1. Lighting equipment	Service at regular intervals.	Certified Contractor
All		2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
All		3. Fire Exits	Ensure fire exits kept clear Inform visitors of fire exit locations prior to any event or productions.	Member of staff Member of staff	daily as required
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
		4. Capacity (number of persons in building)	<b>Ensure no more than the allowable capacity of persons (standing) within the building = 120 standing or 50 seated</b>		

Dining Room	All	1. Lighting equipment	Service at regular intervals.	Certified Contractor	annually
	All	2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
	All	3. Fire Exits	Ensure fire exits kept clear especially trollies by outside exit <b>If capacity over 180 px (events), then both external back doors are open and not blocked by trollies</b> Inform visitors of fire exit locations prior to any event or productions.	Catering team  Catering Manager Member of staff	daily  as required as required
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
		4. Capacity (number of persons in building)	<b>Ensure no more than the allowable capacity of persons (standing) within the building = 300 standing</b>		
	Theatre	All	1. Lighting and sound equipment	Service at regular intervals.	Certified Contractor
All		2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
All		3. Fire Exits	Ensure fire exits kept clear, especially back stage during productions. Inform visitors of fire exit locations prior to any event or productions.	User  Member of staff	daily  as required
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
		4. Capacity (number of persons in building)	<b>Ensure no more than the allowable capacity of persons (standing) within the building = 300 standing</b>		

DT Workshop (Separate policy and risk assessment available)	All	1. Workshop equipment	Service at regular intervals.	Certified Contractor	annually
	All	2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
			<b>Both door unlocked when building is occupied - enabling two exits</b>	DT Technician / DT Staff	Ongoing
Kitchen (Separate policy and risk assessment available)	All	1. Gas appliances	Checked by an external contractor x2 pa <b>Gas safety button turned off when fire alarm goes off</b>	Certified Contractor Kitchen staff	Twice per annum As required
	All	2. Electric appliances	Checked by an external contractor x2 pa	Certified Contractor	Twice per annum
	All	3. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly



Boarder's Common Rooms Boys - Captain Scott Girls - Christie	All	1. Electric equipment	All equipment PAT tested.	Maintenance team	annually
	All	2. Cooking - year 8 only (toaster only)	Y8 boarders trained in safe procedures.	Boarding staff	ongoing
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer, Head of Boarding and Deputy Head	termly
Dormitories	All	1. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
	All	2. Children's electrical equipment	All equipment PAT tested.	Maintenance team	termly
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer, Head of Boarding and Deputy Head	termly

Laundry	All	1. Gas appliances	Service at regular intervals.	Certified Contractor	annually
	All	2. Electric appliances	Service at regular intervals.	Certified Contractor	annually
	All	3. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
Corridors	All	1. Fire exits - some through private accommodation and the attics	Staff instructed to keep routes through clear - checked regularly.	Head of Boarding	ongoing
	All	2. Children's bags clear of fire exits	Children instructed to keep routes through clear - checked regularly.	Boarding office / All staff	ongoing
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly

Residential Staff accommodation	All	1. Boilers	Service at regular intervals.	Certified Contractor	annually
	All	2. Gas appliances	Service at regular intervals.	Certified Contractor	annually
	All	3. Electric appliances	Service at regular intervals.	Certified Contractor	annually
	All	4. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
Heat Exchanger Rooms	All	1. Heat Exchangers	Service at regular intervals.	Certified Contractor	x2 pa
	All	2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
Biomass Building / Boilers	All	1. Boilers & Equipment	Service at regular intervals.	Certified Contractor	x2 pa
			No access unauthorised personel		
			Cleaned and maintained to manufacturers recommendations		
			Fire control value between boiler and auger feed		
	All	2. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	Monthly
	All	3. Fire Exits	Ensure all routes kept clear at all times	Fire officer / Maintenance team	Ongoing
		Inform visitors of fire exits locations prior to entering the building			

Maintenance workshop	staff	1. Electrical equipment	All equipment PAT tested.	Maintenance team	annually
	staff	2. Workshop equipment	Service at regular intervals.	Certified Contractor	annually
	staff	3. Hazardous substances	Stored or disposed of correctly.	Maintenance team	ongoing
			Smoke Alarm system installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency Lighting installed and serviced regularly.	Certified Contractors	every 6 months
			Emergency lighting testing (1 hour)	Maintenance team	Every holiday
			Call point/alarm and fire door closures testing and recording.	Fire Officer	weekly
			Evacuation practice carried out.	Fire Officer and Deputy Head	termly
	Ongoing maintenance around site.	All	1. Hazardous substances	Removed and stored as per instructions on product. Disposed of as per instructions. Removed from area being worked on as soon as work completed or as soon as area being left.	Maintenance team
All		2. Smoke detectors	Ensure any covers placed over detectors are removed when work has finished the the day in that area.	Maintenance team	ongoing
All		3. Doors and Fire exit routes	Ensure all fire exits are kept clear and doors are closed and locked if required and access from outside is possible should an emergency arise.	Maintenance team	ongoing
Grounds workshop	staff	1. Workshop equipment	Service at regular intervals	Certified Contractor	annually
	staff	2. Electrical equipment	All equipment PAT tested	Maintenance team	annually
	staff	3. Hazardous substances	Stored and disposed of correctly	Maintenance team	ongoing
	staff	4. Fuel tanks and storage	Stored in correct tanks and containers. Tanks checked every fill up visit.	Maintenance team Fuel delivery driver	ongoing ongoing
	staff	5. All buildings	Emergency lighting testing (1 hour)	Maintenance team	Every holiday
	staff	6. Workshop	<b>When working in the workshop ensure both roller shutter doors are open so two fire escape routes)</b>	Maintenance team	ongoing
	staff	7. Grounds equipment	Service at regular intervals	Certified Contractor / Grounds Team	annually or as required
Oil tanks	All	1. Containers and feed pipework	Checked every re-fuel visit	Fuel delivery driver	ongoing
	All	2. Pipework and bunds	Regular maintenance checks	Maintenance team	annually
Gas LPG tanks	All	1. Containers and pipework	Checked every re-fuel visit	Fuel delivery driver	ongoing
	All	2. Tanks	Inspected for corrosion (if possible including underground tanks)	Certified Contractor	annually