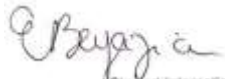





**FIRE RISK ASSESSMENT  
REGULATORY REFORM ( FIRE SAFETY) ORDER 2005**

|  |  |                                   |   |  |     |
|--|--|-----------------------------------|---|--|-----|
| <b>NAME</b>  | SIS-LPEBL KT   | <b>PROPERTY USE/<br/>ACTIVITY</b> | Educational purpose<br>(primary school for pupils<br>aged 3 to 10)  | <br>Signature:<br> |     |
| <b>ADDRESS</b>   | 22 Vicar's Road<br>LONDON NW5<br>4NL<br>0 207 284 2620               | <b>RESPONSIBLE<br/>PERSON</b>     | Charlotte Beyazian  | <b>DATE:</b> 21/01/2021<br><b>REVIEW DATE:</b> whenever needed   |     |
| <b>OCCUPANTS</b>   | Pupils (125 max)   | Staff (18)                        | Visitors, contractors...  | <b>MAX. OCCUPANTS AT<br/>THE SAME TIME</b>   | 150 |
| <b>WHAT IS THE MAIN METHOD OF<br/>FIRE DETECTION</b>   | Automatic detection with:<br>Smoke detectors<br>Occupants' awareness |                                   | <b>BUILDING SIZE/<br/>DESCRIPTION:</b>  | See plan, areas are approximations:<br>Ground floor: 250m2 with 3 exits<br>First floor: 250m2 with 2 exits via 2<br>staircases<br>Second floor: 250m2 with 2 exits via 2<br>staircases   |     |
| <b>IDENTIFY FIRE HAZARDS and PEOPLE AT RISK</b>  |  |                                   |   |  |     |
| <b>Sources of ignition</b>   |  |                                   | <b>Sources of fuel</b>  |  |     |
| <ul style="list-style-type: none"> <li>Gas fired boilers</li> <li>Cooking appliances</li> <li>Faulty electrical appliances</li> <li>Fixed electrical wiring installation</li> <li>Contractors undertaking hot work</li> <li>Arson</li> </ul> |  |                                   | <ul style="list-style-type: none"> <li>Furniture and furnishing (carpets, cushions, curtains, blankets)</li> <li>Packaging, paper, cardboard, notebooks and books</li> <li>Piped gas supply</li> <li>Flammable liquids/chemical</li> <li>Foam filled gym mats</li> <li>Cooking ingredients (oil)</li> </ul> |  |     |
| <b>Occupants at risk</b>   |  |                                   | <ul style="list-style-type: none"> <li>Employees</li> <li>Pupils</li> <li>Volunteers</li> <li>Visitors ( parents)</li> <li>Contractors</li> </ul>   |  |     |
| <b>Known specific requirements:</b>  | None permanent   |                                   | <b>Maximum</b>  | <ul style="list-style-type: none"> <li>Each class + library can welcome 25</li> </ul>  |     |



| <ul style="list-style-type: none"> <li>• Mobility</li> <li>• Visual</li> <li>• Hearing</li> <li>• Language issues</li> <li>• Learning difficulties</li> </ul> | <p>Instructions are always provided in both English and French</p> <p>Temporary mobility issues only (crutches)</p>  | <p><b>occupant capacity calculated:</b></p> | <p>pupils + 2 adults</p> <ul style="list-style-type: none"> <li>• PE room: 20 pupils + 2 adults</li> <li>• Dining hall: 100 pupils + 5 adults</li> </ul> |                  |
|---|--|---|--|------------------|
| <b>MEANS OF ESCAPE AND ESCAPE TIMES</b>   |  |   |  |                  |
| <b>FIRE SAFETY ( THE ISSUES)</b>  | <b>CONTROL MEASURES</b>  | <b>Y/N/NA</b>                               | <b>RECOMMENDED ACTION AND COMMENTS ( BY WHOM)</b>  | <b>WHEN</b>      |
| Planned termly fire drills ( staff must be involved in at least one exercise per year)  | Drills planned termly and results recorded in fire log book ( date, time, evacuation time and any issues noted)  | Y   | Silent evacuation Thursday 10/09/2020<br>Fire drill Thursday 10/09/2020<br>+ one fire drill per term (minimum)   | 3.20pm<br>3.20pm |
| <b>Action arising from the drill or changes that may have occurred since the last fire RA</b><br><b>Are there any actions outstanding?</b>                    | Fire drills are formally reviewed to identify problems encountered and any further actions required are implemented within the best deadline                       | Y<br><br>N                                  | Headteacher<br>+AO + firewardens to review   |                  |
| <b>Who is in charge should the fire alarm go off?</b>   | Headteacher and senior member of staff on duty<br>( see school evacuation procedure)   | Y   | Headteacher<br>And AO<br><i>List all the staff on fire safety supply team TBC</i>  | Feb2020          |
| <b>Do escape routes lead in different directions to places of safety? ( i.e a place beyond the building in which a person is no longer in danger)</b>         | Adequate means of escape from all parts of premises ( 2 main exit routes and 2 additional routes)  | Y   | (evacuation routes and map available in each area of the school)   |                  |
|   | Fire doors in place, these doors separate the premises into sub-compartments ( in particular cross corridor and staircase doors in full operation and kept closed) | Y   | (evacuation route signage termly checked and reviewed if needed)   |                  |
|   | Exit doors open in direction of travel<br>Main routes and escape routes unobstructed and free from storage   | Y<br>Y                                      | (fire doors checked weekly)<br>(daily check during school daily)   |                  |



|  |  |   |  |  |
|--|--|---|--|--|
|  |  |   | RA)  |  |
| <b>How long does it take to evacuate everyone to a place of safety?</b>  | Escape routes short enough to enable all people in the building to get a place of relative safety in under 3 min   | Y | ( evacuation plan made according to this requirement)  |  |
| <b>What arrangements have been made to manage staff and visitors when evacuated to the assembly point?</b>   | Documented in-site fire procedures for member of staff responsible for picking up visitors book  | Y | ( teachers or administration officer to take all pupils registers)<br>( the administration officer to take the staff presence and visitors sheets) |  |
| <b>What arrangements are made to ensure that fire doors close properly and have no damage?</b>   | Ensure all fire doors (i. e. internal doors leading onto escape routes) are identifiable with signage and have self-closure fixed. If there are any fire doors linked to the alarm system check for correct operation during weekly alarm test | Y | Head teacher to check weekly any faults and report for action to be taken  |  |
|  |  | Y | Check to be done during the weekly fire safety check list  |  |
| <b>When and how often are fire exit doors checked to ensure they work properly and are free from obstruction?<br/>Who is responsible for this?</b> | All exit doors to be checked (operational and unobstructed) as part of daily opening procedures  | Y | Head teacher and teachers daily use fire exit A, B and C. Fire exit d is checked weekly  |  |
|  | All fire exits immediately open without use of a key   | Y | Yearly check by STANLEY ( see STANLEY annual report in the Fire Log book) formerly done by Chubb   |  |
|  | Electrical locking devices release automatically on activation of alarm<br>All exit routes available during extended use/lettings.   | Y |  |  |
| <b>Are there any exceptions to fire doors being closed at all times?</b>   | For operational reasons doors may be held open for <u>short</u> periods during occupied hours, always closed when site unoccupied<br>COVID 19 guidance advise doors and windows to remain open as much as possible                             | Y | Daily check by caretaker every night   |  |
| <b>FIRE DETECTION AND WARNING ( ALERTING BUILDING OCCUPANTS)</b>   |  |   |  |  |



|  |  |                                |  |                    |
|--|--|--------------------------------|--|--------------------|
| <p><b>How is the alarm raised?</b></p>   | <p>Single stage electrical fire alarm system activated through the breaking of glass call points. See plan for locations.<br/>Does alarm meet the BS, have a battery backup power supply etc...</p> <p>Main panel located in ensure zone chart in place next to panel(s) if not fully addressable (<u>detail on location map</u>)</p> <p>Repeater panel(s) located in.....<br/>(<u>detail on location map</u>)</p> |                                |  |                    |
| <p><b>Are there places where the alarm might not be heard?</b><br/><br/><b>If so, what action has been taken to correct this?</b></p>                            | <p>Fixed time for termly test when school is adequately occupied to ensure full audio coverage</p>   |                                | <p>Review audibility of the alarm during the termly fire drills as well<br/>Record to be kept in the fire log book</p> | <p>10/09/2020</p>  |
| <p><b>How do staff and visitors know what to do if a fire occurs or the alarm is raised?</b></p>   | <p>Fire action notices completed and displayed by each call point<br/>Information provided to staff, contractors and hirers upon entry, including at induction for staff members</p>   |                                | <p>NA</p>  |                    |
| <p><b>FIRE SAFETY ( THE ISSUES)</b></p>  | <p><b>CONTROL MEASURES</b></p>   | <p><b>Y/N/NA</b></p>           | <p><b>RECOMMENDED ACTION AND COMMENTS ( BY WHOM)</b></p>   | <p><b>WHEN</b></p> |
| <p><b>How do you ensure that the fire alarm is tested each month?</b><br/><b>Is each call point checked over time?</b><br/><br/><b>Where is it recorded?</b></p> | <p>Monthly call points tests, testing different call points each week on a cyclical basis ( Wednesday monthly fire check)<br/>Weekly/ monthly fire safety check recorded in the fire log book.</p> <p>Service contract with CHUBB to have a yearly check<br/>Smoke detectors</p>   | <p>Y<br/><br/>Y<br/><br/>Y</p> | <p>Head teacher and/or AO<br/><br/>Head teacher and/or AO<br/><br/>Head teacher and/or AO to sign</p>                  |                    |



|   |   |                            |   |  |
|---|---|----------------------------|---|--|
| <p><b>What arrangements are there for having heat and smoke detectors checked?</b></p> <p><b>Who is responsible for checking them and how often are they checked?</b></p> | <p>Electric lighting switch when alarm is activated<br/>Fire extinguishers<br/>Fire alarm<br/>Check certificates kept in the log book<br/><b>Check done: 07/2020</b></p>  | <p>Y</p> <p>Y</p> <p>Y</p> | <p>the CHUBB visit report</p> <p>CHUBB provides reports and certificates after each visit</p>                                     |  |
| <p><b>What arrangements are there for having the complete alarm system serviced by a competent contractor?</b></p>  | <p>Service contract with CHUBB to have a yearly check of:<br/>Smoke detectors<br/>Electric lighting switch when alarm is activated<br/>Fire extinguishers<br/>Fire alarm<br/>Check certificates kept in the log book<br/><b>Check done: 07/2020</b></p> | <p>Y</p>                   | <p>Head teacher and/or D Hof A to sign the Chubb visit report</p> <p>CHUBB provides reports and certificates after each visit</p> |  |
| <p><b>Where can a fire start without being noticed straight away? (e.g. boiler room, voids etc ...)</b></p>   | <p>Laundry cupboard under stairs C<br/>Staff kitchen on the second floor</p>  | <p>NA</p>                  |   |  |
| <p><b>SOURCES OF IGNITION (CHECK, INSPECT AND CONTROL)</b></p>  |   |                            |   |  |
| <p><b>Fixed wire installation</b></p>   | <p>Fixed wire test conducted every 5 years<br/>Date of last inspection: <b>04/03/2017</b><br/>Rolling programme of works arising from test<br/>Records maintained</p>   | <p>Y</p>                   |   |  |
| <p>Naked flame risks</p>  | <p>Ensure appropriate firefighting equipment available</p>  | <p>Y</p>                   |   |  |



| FIRE SAFETY (the issues)  | CONTROL MEASURES  | Y/N/NA                              | RECOMMENDED ACTION AND COMMENTS ( BY WHOM) | WHEN |
|---|---|-------------------------------------|--|------|
| <b>Security and reducing arson risk</b>                                 | <p>Staffed reception at main school entrance ( only one entrance locked at all times except for starting and ending of lessons, the rest of the time entrance is managed through intercom; CCTV in operation)</p> <p>School watch: neighbours encouraged to keep watch over the school and report any criminal/ suspicious behaviour during out of hours</p>  | <p>Y</p> <p>Y</p>                   |  |      |
| <b>Faulty electrical appliances<br/>Misuse of electrical appliances</b> | <p>Annual portable appliances testing by a competent person<br/><b>Date of last test: 04/03/2017</b><br/>PAT TEST ref: PAT000004PAT/<br/>Should any additional electrical appliances be brought on site (e.g. by staff), these should be included in the inventory and maintenance regime.</p> <p>Termly inspection of electrical equipment of the classrooms by teaching staff. Report of any faults/ needs for repair to the Head or Administration Officer</p> <p>Visual check/inspection of equipment by staff before use with pupils ( i.e. classroom daily risk assessment)</p> | <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> |  |      |
| <b>Use of fixed/ portable heaters</b>                                   | <p>Staff advised to keep away from combustibles and not to leave on when area unoccupied</p>  | <p>Y</p> <p>Y</p>                   |  |      |



|  |  |  |  |  |
|--|--|--|--|--|
|  | <p>Ensure vents are kept clear</p> <p>Portable appliances testing carried out annually</p> <p>Radiator covers in use at all times</p> <p>LPG heaters only to be used for exceptional circumstances</p>   | <p>Y</p> <p>Y</p> <p>Y</p>             |  |  |
| <b>Smoking</b>                                   | <p>No smoking site (healthy school): ensure signage to this affect is at school entrance. All contractors and visitors aware.</p>  | <p>Y</p>                               |  |  |
| <b>Cooking and kitchen use</b>                   | <p>Extraction filters changed and ducting cleaned regularly</p> <p>All gas catering equipment serviced on an annual basis by a gas safety registered contractor ( formally CORGI)- log record</p> <p>Gas and electrical equipment maintained-check record</p> <p>Cooking oil stored appropriately and recycled regularly</p> | <p>NA</p> <p>NA</p> <p>Y</p> <p>NA</p> |  |  |
| <b>Gas fired boilers<br/>Boilers/ plant room</b> | <p>Every three years' service by gas safety registered contractor ( formally CORGI)<br/><b>CertDate of service: 09/02/21</b></p> <p>No combustible storage in area</p>   | <p>Y</p>                               |  |  |



|   |   |    |                                      |  |
|---|---|----|--------------------------------------|--|
|   | Plant rooms are free of obstruction, allowing unrestricted access to equipment ( fuse boxes, switchgear) for maintenance and emergency situations | NA |                                      |  |
|   | Caretaker has a system in place for monitoring such areas ( weekly) for unauthorised storage  | NA |                                      |  |
|   |   | Y  |                                      |  |
| <b>COMBUSTIBLE MATERIALS</b>  |   |    |                                      |  |
| <b>Piped gas supplies</b>   | All gas catering equipment serviced on an annual basis by a gas safety registererd contractor ( formally CORGI)                                   |    | <b>CertDate of service: 09/02/21</b> |  |
|   | Gas isolation points clearly signed/ accessible   | Y  |                                      |  |
|   | Gas and electrical equipment maintained   |    |                                      |  |
| <b>Storage of combustible materials (e.g. xmas decorations, paper, packaging, scenery/ props and spare furniture)</b> | Stored only in appropriate locations and away from sources of ignition ( i. e. designated storage places; NOT in boiler/ electrical rooms)        | Y  |                                      |  |
|   | Stock kept to minimum and stored in dedicated areas   | Y  |                                      |  |
|   | Voids not to be used for storage  | Y  |                                      |  |
|   | Foam mats kept in dedicated storage equipment   |    |                                      |  |
| <b>External waste storage</b>   | Waste stored away from building in an enclosed area and wheeled bins secured  | Y  |                                      |  |





|   |  |    |  |  |
|---|--|----|--|--|
|   | All combustible waste regularly removed  | Y  |  |  |
| <b>Cleanliness of the premises</b>                  | General good housekeeping of the rooms, maintained in tidy and clean condition, avoiding accumulation of materials in working areas                | Y  |  |  |
|   | Regular and safe disposal of waste   | Y  |  |  |
|   | Stocks of materials kept to a minimum  | Y  |  |  |
| <b>Storage of coats/ clothing in communal areas</b> | Coat pegs located away from electrical items   | Y  |  |  |
|   | Cloakrooms are away from circulation spaces  | NA |  |  |
| <b>Textile, curtains and displays</b>               | Flame retardant classrooms curtains  | Y  |  |  |
|   | No displays close to heating sources and electrical appliances   | Y  |  |  |
| <b>Effective control of storage</b>                 | Dedicated storage areas available and good housekeeping in these areas, away from heat sources   | Y  |  |  |
|   | Caretaker to ensure rooms clear of storage. Administration officer has a system in place for monitoring storage and tidiness of the whole premises | Y  |  |  |
|   | No authorised access to storage areas  | Y  |  |  |
| <b>Storage/ use of flammable liquids chemicals</b>  | All containers labelled appropriately  | Y  |  |  |
|   | Highly flammable liquids kept in small quantities ( 50L IN TOTAL)  |    |  |  |
|   | Kept in a locked and labelled cupboard   | Y  |  |  |
|   | Store located in a safe outside from work area and fire escape routes  | Y  |  |  |



|   |   |               |  |             |
|---|---|---------------|--|-------------|
|   | Good ventilation must be ensured when flammable or volatile liquids are used  | Y             |  |             |
| <b>SOURCES OF OXYGEN</b>  |   |               |  |             |
| <b>Reducing potential sources of oxygen to a fire</b>   | Close all windows, doors and other openings not required for ventilation and/or safe operation of equipment ( e.g. gas fired equipments) and compulsorily out of working hours  | Y             | COVID 19 advice exception: to prevent contamination and ensure good ventilation, windows should be kept open as much as possible |             |
| <b>STRUCTURAL FEATURES</b>  |   |               |  |             |
| <b>Are there easy paths through which fire and smoke can spread? ( e.g. open stairways, ill-fitted/ open doors)</b> | Fire doors in place, these doors separate the premises into sub-compartments ( in particular cross corridor and staircase doors in operation and kept closed)   | N             |  |             |
| <b>FIRE SAFETY (the issues)</b>   | <b>CONTROL MEASURES</b>   | <b>Y/N/NA</b> | <b>RECOMMENDED ACTION AND COMMENTS (BY WHOM)</b>   | <b>WHEN</b> |
| <b>Identify any holes in wall/ceiling ( e.g in partition walls, around pipes and cables)</b>                        | Caretaker to inspect buildings for damage ( weekly report to be made during the weekly fire safety check) and monitor all recent work that may have made holes in walls or damaged any fire resistant wall/ceiling linings<br>These must be filled to help prevent fire spreading | Y             |  |             |
| <b>Does the building contain suspended ceilings?</b>  | Such areas must be separated from escape routes (corridors, staircases) with fire resistant partitions. Fire resistant partitions must continue to the main structure of the building ( i. e. no gap in the ceiling void through which fire should spread)                        | NA            |  |             |



|   |  |                     |  |             |
|---|--|---------------------|--|-------------|
|   | If services ( e.g. electric cables) are present in the void, fire detection in both areas may also be required where there is a deep ceiling void (<800mm)   | NA                  |  |             |
| <b>Combustible materials covering substantial wall/ceiling areas</b>  | Keep displays to appropriate size (particularly in circulation areas) and away from heating sources (radiator, ovens etc...)   | Y                   |  |             |
| <b>SIGNAGE/ LIGHTING</b>  |  |                     |  |             |
| <b>Where are the fire assembly points? How are people aware?</b>  | Evacuation map displayed in each room detailing assembly point location, marked assembly point on plan<br>Leaving the building, cross the street and gather on the pavement along the church opposite<br><br>Information provided to staff, pupils, visitors ( fire safety notices on display as well) | Y<br><br>Y          |  |             |
| <b>Is there adequate signage in place?<br/>In particular, in those areas used for lettings/activities outside of school hours</b> | All fire exit doors are clearly marked<br><br>Fire exit signs and directional fire exit signs are indicated with a green pictogram<br>These may be seen with or without directional arrows<br>Signs in positions where they can be clearly seen<br><br>All fire signs conspicuous                      | Y<br><br>Y<br><br>Y |  |             |
| <b>FIRE SAFETY (the issues)</b>   | <b>CONTROL MEASURES</b>  | <b>Y/N/NA</b>       | <b>RECOMMENDED ACTION AND COMMENTS (BY WHOM)</b> | <b>WHEN</b> |
| <b>All fire escape routes adequately lit?</b>   | All emergency routes should be sufficiently lit for people to see their way out safely.  | Y                   |  |             |



|   |  |     |  |  |
|---|--|-----|--|--|
| <b>What arrangements are there for checking the emergency lighting?</b> | Care taker to check operation of emergency lighting units monthly, record in the fire log book   | Y   |  |  |
|   | Emergency lighting system tested annually, by our Fire Safety contractors (Stanley and CHUBB); record kept in the fire log book  | Y   |  |  |
|   | Emergency escape lights may be needed if areas deprived of natural daylight or used at night ( in particular when considering the school caretaking and cleaning or any lettings/ extended school use and whether escape routes have emergency lighting) | Y   |  |  |
|   | Where ambient light is not sufficient torches may be acceptable for trained staff to use   | Y   |  |  |
|   | For evening classes/ performances/ gym use etc... a comprehensive system of emergency lighting should be in place and illuminate escape routes   | TBC |  |  |
|   | All emergency light fitting to be marked on plan   |     |  |  |

| <b>FIRE FIGHTING EQUIPMENT ( SUFFICIENT, APPROPRIATE, CHECKED AND LOGGED)</b>                       |   |   |  |  |
|---|---|---|--|--|
| <b>Where is the list of fire equipment kept ( e.g. extinguishers, blankets, escape aids etc...)</b> | A comprehensive list is kept in the fire log book   | Y |  |  |
|   | All firefighting equipment marked on plan   | Y |  |  |
| <b>How often and by whom is the firefighting equipment checked?</b>                                 | Head or administration officer check the extinguishers weekly to ensure they're in place, not blocked/ obscured and | Y |  |  |



|  |  |            |  |  |
|--|--|------------|--|--|
|  | untampered with<br><br>Extinguishers are inspected annually by a competent engineer ( CHUBB)<br>Date of inspection: 07/2020  | Y          |  |  |
| <b>Is there at least one water extinguisher placed for each 200m2 of floor space? ( should always be sited so that no person need to travel more than 30 metres to reach an extinguisher)</b><br><br><b>Minimum of 2 per floor unless it is an upper floor less than 100m2</b> | CHUBB has ensured adequate extinguishers provision   | Y          |  |  |
|  | Only to be used by staff who have received instruction on their use  | Y          |  |  |
|  | Extinguishers are fixed near exit doors/ on escape routes  | Y          |  |  |
|  | Ensure there are notices and/or instructions indicating the correct use of extinguishers<br>Extinguishers are appropriate for local risks:<br>Fire blanket provided in the kitchen/ food tech area<br>CO2 throughout appropriate for electrical risk | Y<br><br>Y |  |  |
| <b>Is there an emergency plan in place?</b>  | Plan for raising the alarm, calling the Fire Brigade and assembly point location cascaded to building users  | Y          |  |  |
|  | Fire action notices are in place and up to date. Fire action notices to be posted next to all fire alarm call points   | Y          |  |  |
|  | Visitors contractors and members of the public are considered as part of the plan<br>Fire drills formally reviewed to identify problems encountered and any further actions required. Record in the fire log book.                                   | Y          |  |  |



|  |  |                     |  |  |
|--|--|---------------------|--|--|
|  | <p>For larger schools, fire wardens can play a useful role in sweeping areas of the building to ensure they have been evacuated. To be identified in the schools evacuation procedure with responsibility for specific areas and instruction given</p> <p>Access route for emergency vehicles kept clear</p>             | <p>Y</p> <p>N/A</p> |  |  |
| <p><b>Have personnel received sufficient training and/or instruction on evacuation arrangements?</b></p>   | <p>New employees receive instruction on the action to take in the event of a fire on their first day of employment, as part of their induction</p> <p>Existing employees receive training/ instruction on what to do in the event of a fire via termly drills. Additional training/ instruction provided as required</p> | <p>Y</p> <p>Y</p>   |  |  |
| <p><b>Is there a need for specialist training in the event of an emergency?</b></p>  | <p>Outside contractors and visitors receive necessary fire safety information (e.g how to raise the alarm, location of exits)</p>  | <p>Y</p>            |  |  |
| <p><b>ADDITIONAL COMMENTS &amp; OBSERVATIONS</b> ( include any additional issues identified and actions requiring escalation to the next level of management):</p> |  |                     |  |  |



Signature (print):  
C.Beyazian

  
Stewart International School  
La Petite Ecole Bilingue de North St. Town  
22 Victoria Road, London, N10 9 4NL  
Tel: 020 7354 2620  
education.k1@pete1.com

Date: 23/01/2021

Review  
date: Whenever needed