

Fire Safety Risk Assessment & Action Plan



Revised annually in September by the Governing Body and by the Fire Officer (Rob Grosse, Headteacher)

RES: 0118 950 063 : fire protection equipment supplier; fire alarm servicing and maintenance; installation; fault finding, repairs and regular checks.

Date of Review: September 2025 Rob Grosse, Headteacher

Fire Safety Risk Assessment

The premises inspected for this fire risk assessment are:

Herries Preparatory School
Dean Lane, Cookham Dean, Berkshire, SL6 9BD

Details

Property construction:	Predominantly traditional brick built rendered with some external wooden storage sheds
Sources of Ignition:	Electrical installation, portable electrical appliances, pilot lights in the boiler and kitchen
Sources of Fuel:	Gas supply, furnishings, paper, small amount of domestic type paints, solvents and cleaning chemicals
Sources of oxygen:	Natural ventilation through windows and doors. Kitchen extraction system.
Fire warning & detection method:	Automatic fire detection and alarm system linked to a remote call centre
Fire loss experience:	None in the past five years
Use of premises:	Educational premises
Occupancy:	Approximately 120 pupils, 25 staff.
People at significant risk in the event of fire:	No one at the time of the review, but must consider people attending school performances and the Headteacher and caretaker when working alone on site. Also must be reconsidered when new pupils join the school.

NB: The information provided above is taken into account whilst recording the significant findings

Fire Safety Risk Assessment - Methodology

Relevant legislation:

The Regulatory Reform (Fire Safety) Order 2005

The Management of Health and Safety at Work Regulations 1999

The regulations require the senior management of the organisation to undertake a fire risk assessment to consider employees, pupils and all others who may be affected by a fire, and whether adequate provision is made for anyone at particular risk

The fire risk assessment on the following pages is in the form of a set of tables under differing subject headings to ensure that the significant findings are recorded and easy to understand. This format also acts as a management action planner which can be reviewed periodically to monitor progress against agreed targets.

To assist with the planning of priorities, we use a simple High/Medium/Low rating where:

High	= aimed at reducing significant loss or formal enforcement action
Medium	= aimed at meeting good practice to reduce loss or enforcement
Low	= aimed at other issues where failure to do so is not critical

The items detailed on the risk assessment sheets are based upon the knowledge, experience and conditions seen and discussed at the time of the visit with FCS. **We also have a web based fire risk assessment with an external company FCS www.compliance-audit.com, user name is Headteacher@herries.org.uk password herries944. We use this document as a checklist for fire risk assessment.**

To keep the risk assessment format easy to read and use, only the items that are considered to be a significant fire hazard are identified in this risk assessment. This is in keeping with current best practice on the recording of risk assessments.

Fire Risk Assessment – Record of significant findings

Sources of ignition – Action Planner

Description	The current controls for this topic have been evaluated and are considered to be adequate when the following actions have been completed	Priority H/M/L	Action by who & when		Date done
Naked flames ignition sources – no formal permit to work (Hot Work) procedures	Review contractor control procedures, including contractor liaison responsibilities and the issue of permits to work for high risk activities such as 'Hot Work' (see Hot Work template attached)	M	HM SS BURSAR	As required	April 2018 was the last time one was issued
Electrical safety	<p>Ensure that the fixed electrical installation has been inspected and tested within the past 5 years</p> <p>All electrical appliances are PAT tested annually.</p> <p>No electrical appliances can be brought in from home e.g. radios, toasters, fan heaters, etc unless specific permission is granted by the bursar</p> <p>Any such appliances that are brought onto the premises must as a matter of course satisfy the criteria of a recorded 'portable appliance test,</p> <p>The school reserves the right to remove or decommission any unaccounted electrical appliances that fail to meet basis electrical safety standards.</p>	H H	SS BURSAR	Annually / every 5 years.	<p>June 2021</p> <p>20/10/2023 planned for Autumn 2025</p>
People/Groups at risk until these actions have been completed: Staff, pupils and visitors					

Fire Risk Assessment – Record of significant findings

Sources of fuel – Action Planner

Description	The current controls for this topic have been evaluated and are considered to be adequate when the following actions have been completed	Priority H/M/L	Action by who & when		Date done
Kitchen extraction system	Ensure that the kitchen extraction system over the cooking range has been deep cleaned by a specialist contractor within the past 12 months	M	BURSAR/ TF/Two Services	Annual	12/24
Deep fat fryer	Annually check that the thermostatic cut out switch on the deep fat fryer works	M	BURSAR /TF/ Two Services	Annual	12/24
People/Groups at risk until these actions have been completed: Staff, pupils and visitors					

Fire Risk Assessment – Record of significant findings					
Sources of oxygen – Action Planner					
Description	The current controls for this topic have been evaluated and are considered to be adequate when the following actions have been completed	Priority H/M/L	Action by who & when		Date done
<i>At the time of the assessment there were no significant findings of concern</i>	<i>Maintain and monitor existing controls Annual Review</i>	M	BUR SAR caret aker	Annual	09/24
People/Groups at risk until these actions have been completed: Not applicable					

Fire Risk Assessment – Record of significant findings

People at risk – Action Planner

Description	The current controls for this topic have been evaluated and are considered to be adequate when the following actions have been completed	Priority H/M/L	Action by who & when		Date done
Extended day schools supervisors	Ensure that all of the extended day supervisors know what to do in the event of a fire	M	RG SB/DS	Annual	09/24
Guests at school performances	Ensure that there is a fire safety briefing given to guests at the commencement of each school performance	M	RG SF	As applic	Ongoing
Caretaker lone working duties	Establish a 'Buddy' system for the school caretaker when he is on lone working duties: ensure he has mobile phone with him with emergency numbers	M	BURSAR DB	As applic	Ongoing

People/Groups at risk until these actions have been completed: Extended school supervisors & pupils, guests at performances & Caretaker

Fire Risk Assessment – Record of significant findings

General fire precautions – Action Planner

Description	The current controls for this topic have been evaluated and are considered to be adequate when the following actions have been completed	Priority H/M/L	Action by who & when		Date done
Fire detection and warning	At the time of the assessment there were no significant findings of concern and the fire detection system is checked although suitability is monitored annually as the number on roll and the use of the building may fluctuate	H	SS/BU RSAR/ RG/ Caretaker	Annual	09/24

Firefighting equipment	Weekly check that all fire extinguishers are mounted on the wall or on stands	H	DB	Weekly	Ongoing
Firefighting equipment	check that fire extinguishers are working	H	RES	Annually	4/25
Escape routes	<i>At the time of the assessment there were no significant findings of concern</i>	H	DB	Checked daily	09/25
Emergency lighting	<i>At the time of the assessment there were no significant findings of concern</i>	H	DB	Checked weekly and annually	4/24
Spread of fire and smoke	<i>At the time of the assessment there were no significant findings of concern- fire doors</i>	H	DB	Weekly	All fire doors replaced by 09/24
Signs and notices	Display a fire assembly sign at the designated assembly area	H	DB		ongoing
	Fire Exit notices fitted above doors in direction of escape route	H	DB		09/24
	Fire Escape route signs fitted on walls are mounted between 1.7m and 2.00m above the floor	H	DB		09/24

Fire Risk Assessment – Record of significant findings

General fire precautions (continuation sheet) – Action Planner

Description	The current controls for this topic have been evaluated and are considered to be adequate when the following actions have been completed	Priority H/M/L	Action by who & when	Date done
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Maintenance and testing of fire safety equipment	Check that up to date records are kept (and easily retrieved) of the maintenance and testing of : fire alarm and fire doors: - tests weekly fire extinguishers: RES - annual service , RS weekly check emergency lighting: BURSAR/ Caretaker – weekly check and annual service smoke detectors: Caretaker - tests weekly	M			ongoing
Fire safety management	Complete the fire safety templates provided as an appendix	L	HM	Annual	09/25
People/Groups at risk until these actions have been completed: Staff, pupils and visitors					

Appendices

Responsibilities for fire template

Emergency plan details template

Personal emergency evacuation plan sheet template for special requirements e.g. autism or medical need

Hot work permit template for those working onsite as contractors.

Fire safety template – Responsibilities for fire safety

The fire law recommends that the responsibilities for fire safety are clearly understood by staff.

Responsible Person/Fire Safety Officer: Headteacher - How to be an Effective Fire Warden or Fire Marshall 3/9/21

Fire Safety Administrator: Caretaker (weekly testing of alarms and smoke detectors, weekly visual check of emergency lighting, daily checks of fire exits, monthly manual check of emergency lighting)

Holder of class registers and signing out book
Secretary

Holder of Emergency Contact File:
School Office

Holder of Visitors book and Contractor sign in sheets: Secretary

Roll Call: Class Teachers and Headteacher

Responsibility for Music Room check: - Secretary

4 Fire Marshalls: See below for which staff sweep which buildings.

Fire Risk Assessment – Fire Safety Management	
Responsibilities for fire safety	
Completed by Head teacher	Date September 2025
The following people are responsible for each of these areas of fire safety	
This person is responsible for fire safety management at senior level	
The Governing Body	
This person is responsible for fire safety management at operational level	
Headteacher and in his absence Caretaker and/ or Deputy Head	
This person (or position) is in charge of fire safety and is present whilst the premises is open and occupied	
Head teacher & Caretaker and/or Deputy Head	
This person is responsible for fire safety risk assessments in our organisation	
Head teacher/Caretaker/ Bursar	
This person is responsible for updating our emergency action plan	
Head teacher	
This person is responsible for updating our personal emergency evacuation plans	
Head teacher & Suzanne Sharp	

This person(s) is responsible in our organisation for the regular checking and maintenance of our fire safety systems and equipment
Caretaker
This person is responsible for the fire safety training of staff
Head teacher
This person(s) is responsible for giving new staff, visitors and non-employees information on our fire procedures
S Foster & Head teacher
This person is responsible for issuing our 'Hot Work' permit
Caretaker

Fire safety template – Emergency plan details

The fire law recommends that the emergency plan for fire safety is written down and used as part of your staff training, unless the premises is so small that you can rely on the fire action notice alone.

Relative to where the fire is and people are situated:

Fire Assembly Point: Top Playground

Principal Fire Exit Door (external): Main School Hall

Secondary Fire Exit Door (external): Nursery

Each classroom, or other room in school, has clear instructions for fire exit routes to be taken.

Two sets of stairs for fire exit routes depending on room of occupancy:

Main front stairs

Stairs from Year 2 classroom

(Narrow back stairs ONLY to be used in event of a blockage to guided exit route)

New staff to be given formal instruction on fire exit routes throughout the school.

Fire Practice: when roll call completes, class teachers lead pupils back into school once the all clear has been given by the caretaker.

Details of Practices recorded on the online logbook and deficiencies recorded so continual improvement can be maintained.

Actual fire / accidental triggering of alarm: no-one to re enter school until declared safe by attending fire brigade.

(In event of main fire exit route being blocked, alternative route through front hall and out of front door).

Fire Risk Assessment – Emergency Plan		(page 1 of 5)
Emergency plan details		
Completed by Head teacher	Date September 2023	
<p>Your emergency plan must be appropriate to your premises. Complete the boxes to suit your circumstances and delete any that do not.</p>		
The fire alarm sound is:		
Siren – two tones, constant.		
This is how the fire alarm is activated:		
Different locations throughout school where fire manual break glass call points are placed.		
This is what staff will do when discovering a fire:		
Trigger the nearest fire alarm by pressing the black dot with a finger between the black arrows on the red box to break the glass behind it.		
This is how the evacuation of the premises is carried out:		
See emergency plan details and individual Fire Exit Route signs in all rooms throughout school.		
This is how we ensure the safe evacuation of people who we have identified as being particularly at risk (<i>e.g. detailed in individual personal emergency evacuation plans, provision of visual or vibrating alarms, buddy system</i>):		

N/A at present time at September 2023 but reconsidered before and during review of each drill.
The following protected areas are used for horizontal evacuation (if safe to use):
N/A
This is our internal final assembly area prior to full evacuation (if safe to use):
N/A
This is our external assembly area:
<p>Top Playground</p> <p>Front of school after 5pm</p> <p>Tugwood Common is the alternate assembly point ,evacuating the school via the front of the building, when fire prevents an exit from the building via the fire exits at the back of the school.</p>
This is our instruction to staff on fighting fires:
Only in real emergencies by the Responsible person or trained marshalls.

Fire Risk Assessment – Emergency Plan		(page 2 of 5)
Our fire alarm system automatically calls the fire brigade and the building is immediately evacuated as below		
These people/staff positions have specific responsibilities on hearing the alarm and will take mobile phones with them		
Name or staff position	Duties	
Caretaker	Checks Fire panel, ‘sweeps’ the outside of the school. Admin team to sweep the inside of school.	
Head teacher	Overall responsibility, checks registers at assembly point. RG emergency coordinator emergency contact	
Office staff	Takes emergency contacts to assembly point	
Steph Foster	Takes visitor books and contractor sign in sheets to the assembly point.	
Steph Foster	Checks Music Room	
Class Teachers	Check all pupils in class are present	
This is the person (or position) who will liaise with the fire brigade upon their arrival:		
Caretaker (Deputy Head in his absence) to make way to the front of the building once roll call is complete and all people accounted for		
These are the machines and power supplies that need to be stopped or isolated if there is a fire (e.g. deep fat fryer, extraction systems, gas supply):		

<p>Deep Fat Fryer – Kitchen</p> <p>Gas Supply – Nursery opposite the toilets- fire brigade will do this</p> <p>Extraction System - Kitchen</p>
<p>These are our specific arrangements in the event of a fire for high fire/people risk areas (<i>e.g. nursery, kitchen, boiler house, lone workers, school performances</i>):</p>
<p>Immediate exit to fire assembly point in ALL eventualities because of location of all above areas. If the back exit is blocked, the fire assembly point is on Tugwood Common via horseshoe. Lone worker makes an immediate exit to assembly point.</p>

Fire Risk Assessment – Emergency Plan

(page 3 of 5)

This is what we do at the fire assembly area to check that people have evacuated the premises:

All registers taken; visitors' book checked; staff signing in and out book checked, contractors sign in sheets checked. Marshalls confirm school areas are empty

Fire safety officer informed.

This is how we identify escape routes, how people can gain access to them and escape from them to a place of total safety

Notices on fire exit routes in ALL rooms.

Escape route signs in all areas as applicable.

Staff briefings

Timed fire practices.

This is our contingency plan for when life safety systems such as emergency lighting, fire detection and warning systems, sprinklers or smoke control systems are out of order

Building unoccupied at night.

Fire extinguishers located in a significant number of areas throughout school – in every room or positioned directly outside.

This is our procedure for meeting the fire and rescue service on their arrival and notifying them of any unaccounted people or special risks (*e.g. by handing over the pupil register, showing them a plan of the location of the kitchen, chemicals and petrol*):

Head teacher to notify of any person unaccounted for.

Caretaker to meet fire service and notify of areas of special risk.

Caretaker to go around to front of building to meet fire service

This is how we deal with people wishing to join family and friends whilst at the assembly point:

N/A

All children remain with class teachers. Caretaker to remain with parents at the front of the school.

Fire Risk Assessment – Emergency Plan

(page 4 of 5)

This is what we do for our very young children:

Accompanied by at least 2 members of staff at all times.

Only one door to exit to the assembly point.

This is how we deal with people with personal belongings (especially valuables) still in the building:

Immediate exit for ALL taking nothing with them.

This is how we deal with people in a state of undress (*e.g. performers, gymnasts*):

Immediate exit. Music room available for shelter if required.

This is how we deal with getting pupils away from the premises if we are not able to return to it (<i>e.g. transport arrangements</i>):
<p>Day school: parents called. Personal and school mobiles taken by Head, Secretary & Office & Caretaker. Emergency contact details for parents taken out</p> <p>Back exit from top playground if essential.</p>
This is how we arrange alternative accommodation:
Critical Incident Plan and Insurance Company
This is how we deal with people in inclement weather:
Music room available; parents called asap.

Fire Risk Assessment – Emergency Plan

(page 5 of 5)

These are the emergency arrangements to be used by hirers of any part of the premises whilst a member of staff is available on site

Clear leaflet issued which gives all instructions

Informed of fire exit routes and assembly point.

Emergency contact numbers distributed.

Head teacher, Caretaker & Office responsible for information and notification of emergency contact details.

Keys available to unlock fire exits at start of hall hire if Head teacher & Caretaker, not present to do so.

Fire safety template – Personal Emergency Evacuation Plan (PEEP)

You may find it useful to complete this template to record details of the special arrangements that you have agreed for anyone who requires special assistance in the event of a fire.

There is presently no person requiring special arrangements.

Fire Risk Assessment – Personal Emergency Evacuation Plan (PEEP)	
Personal emergency evacuation plan sheet	
Name of person this plan is for: Head teacher & Caretaker	Date
This form is to be used to detail the special measures that will be taken for people who require specific assistance or who require specific instructions in the event of a fire	
Description of the particular issues that may affect this person's ability to evacuate safely <i>(consider issues like –lone working)</i>	
Buddy system- designated person to call locally	

Fire safety template – Hot Work Permit

Activities involving hot work such as welding, use of blow lamps, open flame heaters or portable grinding equipment can pose a serious fire hazard and need to be strictly controlled when carried out in areas near flammable and combustible materials.

The purpose of the hot work permit is to ensure that the fire hazards and precautions have been carefully considered and accounted for prior to the work starting.

Copy this form and use it when necessary.

Hot Work Permit

All contractors and maintenance staff working on any part of our buildings MUST obtain a HOT WORK PERMIT before starting any hot works and ensure that a NEW PERMIT is issued for EACH JOB and for EACH DAY of work (*hot work includes use of open flame torches, grinders, welding, hot bitumen & hot wax*)

This Permit to Work is issued for the following work. No work other than that detailed must be carried out.		
Is the work to be carried out when equipment or areas are in operation or occupied?	Y/N	
Location of work:		
Description of work:		
Precautions required (<i>also, the contractor must work to their 'heat warranty' insurance conditions, plus any that the building insurer may have</i>):	Yes	No
The extent of the 'hot work' job are agreed between the occupier and the tradesperson	<input type="checkbox"/>	<input type="checkbox"/>
Combustible material removed from work area and nearby areas which may be affected	<input type="checkbox"/>	<input type="checkbox"/>
Flammable liquid/ compressed gas containers removed from work area (whether full or empty)	<input type="checkbox"/>	<input type="checkbox"/>
Non combustible protection provided to adjacent areas and equipment to prevent fire spread	<input type="checkbox"/>	<input type="checkbox"/>
Correct type and quantity fire extinguishers/hose reels/fire blanket are close to hand	<input type="checkbox"/>	<input type="checkbox"/>
Location and means of raising alarm in the work area known	<input type="checkbox"/>	<input type="checkbox"/>
Persons carrying out the work know the fire evacuation procedure and assembly area	<input type="checkbox"/>	<input type="checkbox"/>
The hot work equipment is suitable for use and in good order	<input type="checkbox"/>	<input type="checkbox"/>
Hot work to finish at least 60 minutes before the end of the working day	<input type="checkbox"/>	<input type="checkbox"/>
Follow-up inspection of the work area at regular intervals after the hot work has finished (15, 30 and 60 minutes)	<input type="checkbox"/>	<input type="checkbox"/>

Detail any additional precautions to be taken to prevent fire and smoke spread:			
Authorisation by the person overseeing the tradesperson			
Name of person issuing Permit:			
Designation:			
Signature:			
Time:	Date:	Duration of permit (hours):	Permit finish time:
Receipt by the tradesperson			
I hereby declare that no work other than that stated above will be carried out and all precautionary measures will be adhered to			
Name:		Position:	
Signature:		Company (when a contractor):	