

# Bedford Tutor Fire Risk Assessment



## Responsibilities

Annabel Walker is responsible for:

- Making the fire log available to the Fire Brigade in the event of fire
- Calling the Fire Brigade in the event of a fire
- Ensuring systems are maintained
- Portable Appliance Testing
- Grounds and waste maintenance
- Security
- Liaising with contractors
- Testing the fire alarm and emergency lighting system
- Carrying out/arranging improvements to premises to reduce fire risk.

All tutors are responsible for assessing fire risks and for ensuring they are aware of the requirements of this policy.

## 3. HAZARDOUS MATERIALS IDENTIFICATION

Hazards with regard to fire can fall into two categories:

- Something that has the potential to start a fire
- Something that has the potential to burn easily in a fire thereby accelerating the spread and or ferocity of the fire.

### 3.1 Electrical

Electrical hazards have the potential of starting a fire and should be controlled in the following ways:-

- a) Always purchase to the appropriate British or European Standard.
- b) Maintain an accurate inventory of equipment.
- c) Ensure equipment is placed in suitable locations with regard to fire safety, particularly with respect to escape routes.
- d) Ensure equipment is regularly tested and maintained in accordance with the manufacturers instructions and the LA Portable Appliance Testing Policy.
- e) Ensure all tutors are aware of the need to visually inspect electrical equipment for damage prior to each use and remove from circulation if damaged.
- f) The use of temporary/portable electrical heaters must be strictly controlled and should only be used in the event of a breakdown of the permanent heating supply and under the direction of a competent electrical/heating engineer.
- g) Ensure the mains supply is maintained and tested in accordance with the Electricity at Work Regulations 1989.
- h) Ensure all tutors are aware that they must not interfere with or amend the mains supply in any way.
- i) Ensure that adapters are prohibited from use at all times and that the use of extension leads is controlled in accordance with the LA Policy. Where extension leads are in long-term use, they are identified for planned replacement.
- j) Ensure electrical intake rooms and Switchgear are kept clear of combustible material at all times.

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## 3.2 Chemical

Chemical hazards will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- a) Ensure all purchases of chemicals, including non-curriculum areas, comply with the control of Substances Hazardous to Health Regulations and include the Hazard Data Sheet. This will provide the information on the chemicals flammability and safe storage arrangements.
- b) Ensure stocks of chemicals are kept to reasonable levels and do not exceed safe storage capabilities.
- c) Ensure regular stock checks are undertaken and chemical disposal is undertaken where appropriate, in the manner prescribed in the Hazard Data sheets.
- d) Ensure storage areas for chemicals have suitable health and safety signage.

## 3.3 Furniture and Furnishings

Furniture and furnishings will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- a) Upholstered furniture should meet the Furniture and Furnishings (Fire Safety) Regulations 1988. Any furniture purchased before this date is likely to contain foam, which gives off highly toxic smoke when ignited. Covers are also likely to ignite more easily than those are, which meet the Regulations.
- b) Ensure inspection procedures identify any damage to furniture and furnishings, which will affect their fire retardant qualities and that they are stored safely until repairs can be made or disposed of, as appropriate.
- c) Any upholstered furniture, which does not meet the Regulations should be phased for replacement and should never be placed in open-plan or semi-open plan areas.
- d) Never accept second hand furniture or soft furnishings unless it carries a label confirming that it complies with the Regulations.

## 3.4 Stationery, paper, cardboard, etc.

Stationery, paper, cardboard, etc. will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- a) Only minimal amounts of stationery, paper, cardboard etc. should be kept within individual rooms, all significant supplies should be kept in a suitable store.
- b) Ensure stocks are kept to reasonable levels and do not exceed safe storage capabilities.
- c) Displays of artwork, posters etc must never be placed in stair enclosures.
- d) Tutors need to be mindful of fire escape routes when positioning displays in corridors. Never suspend artwork from the ceilings in corridors.
- e) Ensure fire exits are never blocked by displays, or the corridors or other escape routes are obstructed. Ensure fire notices and signs are not obscured by displays.
- f) Ensure artwork is never hung from light fittings.

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## 4 HAZARDOUS ACTIVITIES IDENTIFICATION

Some activities that take place within The Swallow Room may either be the cause of a fire, or may through poor management of them, make the consequences of any fire more severe.

### 4.1 Session Activities

The need to undertake risk assessments for curriculum activities is already well established, and progress is being made in recording these. Where the activity includes the possible hazard of fire, the risk assessment must also include this hazard, and the control measures necessary to reduce the risk of fire as far as is reasonably practicable.

### 4.2 Smoking

Bedford Tutor is a 'No Smoking Zone'. This policy must be made known to all tutors, visitors, contractors and students. The restrictions on smoking should not be lifted for social events or for contractors working during school holiday periods.

### 4.3 Waste Handling

All accumulated waste, including discarded furniture and equipment should be removed from the building as soon as possible but at least at the end of each day. Waste materials must never accumulate in corridors or stairwells where it may cause an obstruction to the escape of occupants or may accelerate a fire's spread. Bedford Tutor must have a clearly acknowledged system for the removal and safe storage of large items of waste until collection can be arranged. External waste stores should be well away from the main building and as secure as possible.

### 4.4 Contractors

When contractors are working at Bedford Tutor the work they are undertaking may be a potential source of fire, or their presence may cause an obstruction to escape routes. Before contractors are permitted to start work at Bedford Tutor, the following issues must be discussed with a director.

- Will any of the work carried out use heat? e.g. blow lamps, welding etc.
- What combustible materials or flammable liquids will the contractor have and where will it be stored? eg. paints, thinners, gas cylinders.
- Will any of the work being undertaken affect the existing fire protection? E.g. breaking through fire resistant structures to pass cables, make the alarm inaudible in a section of the building, etc.
- Will the presence of the contractor restrict the escape routes or exits in any way? E.g. position of ladders, trestles or other materials.

These matters must be considered even during holiday times, as some sessions may still be taking place.

Any work involving a heat process should only operate on a permit to work basis (see LA Guidance on Permits to Work).

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## 4 FIRE FIGHTING EQUIPMENT

Bedford Tutor is responsible for determining the provision of fire extinguishers in terms of location and type, and also for the annual maintenance of the equipment. Bedford Tutor is responsible for the purchase of new equipment and the repair or recharging of existing equipment.

Tutors are not trained to use extinguishers. Simple instructions are however located by extinguishers in The Swallow Room.

Details of fire-fighting extinguishers, their type, location and maintenance are kept in the School Fire Log

## 6 FIRE DETECTION AND ALARM SYSTEMS

A smoke detector is located in The Swallow Room and tested on a weekly basis.

## 7 EMERGENCY LIGHTING

Emergency lighting is installed above the entrance to The Swallow Room.

## 8. FIRE NOTICES AND SIGNS

All fire signs must comply with either the British Standards or with the European Standards and be of the same type. The need for signs is identified during internal inspection or annually during maintenance of fire equipment.

### 8.1 Fire Action Notices

The Swallow Room has a fire action notice detailing how to raise the alarm if a fire is discovered and the action to take on hearing the alarm.

### 8.2 Fire Exit Signs

Signs direct people from the place within the building that they are at, to the final fire exit. A Sign is located in The Swallow Room and on the outer door. These signs must include the words "Fire Exit", a directional arrow and a pictogram of a running-man.

### 8.3 Fire Point Signs

The location of fire extinguishers is indicated by the use of a fire point signs.

## 9. EMERGENCY PROCEDURE

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## Emergency Fire Evacuation Actions

### **IF YOU DISCOVER A FIRE OR HEAR THE SMOKE ALARM**

**Children:** Alert Helena Walker or Annabel Walker.

**Tutors / Parents:** Shout 'FIRE". Start evacuating yourself and the children. Do not take any unnecessary personal risks. Close any doors / windows if it is safe for you to do so.

Evacuate the premises through the marked fire door (entrance to The Swallow Room).

Unless trained to do so, do not attempt to extinguish the fire.

### **CALL THE FIRE BRIGADE**

## **EVACUATION PROCEDURE**

**Children:** Stay calm, listen to Helena Walker and/or Annabel Walker and carefully follow their instructions.

Stay with Helena Walker and/or Annabel Walker and evacuate through the marked fire door (entrance to The Swallow Room) to the fire assembly point on the pavement outside.

**Tutors / Parents:** Evacuate through the marked fire door (entrance to The Swallow Room) to the fire assembly point on the pavement outside.

Do not leave children unaccompanied.

### **Directors (Helena Walker & Annabel Walker):**

#### **AT FIRE ASSEMBLY POINT**

Conduct full & final check of premises to ensure empty i.e. toilet, kitchen, and proceed to fire assembly point. Call attendance register on arrival and notify the Fire Brigade if anyone is not accounted for.

Await further instruction from Fire Brigade. Do not return to the building unless instructed to do so by the Fire Brigade.

Details of the evacuation must be recorded on a Fire Log.