

12a Fire Risk Assessment

1 Premises Particulars

Premises Name
Queen Mary's School Baldersby Park Topcliffe Thirsk YO73BZ

Use of Premises
Education

Person in Control of the Workplace
Mrs C. Cameron

Date of Risk Assessment
Nov-20

Date of Annual Review
Nov-21

Name and relevant details of the person who carried out the Fire Risk Assessment
Clint Smith Estate Manager / H & S officer

2 General Statement of Policy

Queen Mary's school recognises and accepts its responsibilities to ensure, so far as is reasonably practicable, the Health, Safety and Welfare at work of the School's employees as well as the health, safety and welfare of its pupils, members of the public, visitors, contractors or sub-contractors on any of its premises.

The School considers this to be a prime responsibility and will ensure that all reasonable precautions are taken to provide and maintain a working environment and conditions which are safe and healthy and comply fully with all statutory requirements and codes of practice which relate to the activities of the Group.

In particular, all reasonably practicable steps will be taken and the necessary funding will be provided to ensure:

The provision and maintenance of a working environment that is safe, without risks to Health and provides adequate facilities and arrangements for welfare at work;

The provision and maintenance of plant and systems of work that are safe and without risk to health;

Safe arrangements are implemented for the use, handling, storage and transportation of articles, equipment and substances;

The provision of information, instruction, training and supervision as is necessary to ensure the Health and Safety of employees and others;

The provision and maintenance of safe means of entry to and exit from the premises;

The appointment of competent persons and establishment of suitable systems to enable the effective assessment and monitoring of Health and Safety issues and the implementation of control measures and precautions.

The Policy and associated procedures will be reviewed regularly and updated as required.

Management take their responsibilities in respect of Health and Safety very seriously and employees are expected to adopt a similar approach. All employees are required to familiarise themselves fully with the School's Health and Safety Policy and at all times to observe and comply with the associated rules and procedures.

3 Management Systems

The Board of Directors

Are ultimately responsible for Health and Fire Safety within the School. The Board of Governors will ensure that the Fire Policy is effectively adopted and monitored on a regular basis.

The Board of Governors will also ensure that sufficient resources are available to provide any necessary fire safety equipment, information and training for employees and that suitable fire safety training is available in order to achieve and maintain as high a standard of fire safety proficiency as is reasonably practicable.

The School Head

Has day to day responsibility for ensuring that the School's Fire Safety Policy is implemented and observed at all times within the school.

The Head is required to carry out regular checks to ensure that the fire Policy is being adhered to, to ensure that all Heads of Department are aware of and complying with their duties under the policy and to ensure that all employees are given suitable and timely training in Fire Safety Matters.

The Deputy Head

Responsible for the above in the absence of the Head and for assisting in the above at all other times.

The Head of Finance and Estates

Responsible for providing such training, support and assistance as is necessary in order to enable Heads of Department to comply with their training and information dissemination duties. The Estate Manager / H & S officer shall assist the Head of Estates and Finance in implementing the fire policy and will monitor and assist the Heads of Department wherever necessary. The Estate Manager / H & S Officer shall co-ordinate the activities of the Health and Safety Committees.

The Heads of Department

Responsible to provide good leadership that will promote responsible attitudes towards fire safety. Each Head of Department is required to;

Keep up to date with all fire safety issues applicable to their area of responsibility;

Ensure that all new employees are given adequate departmental induction training including safety procedures and risk assessments appropriate to their specific work, the location of first aiders, first aid boxes and fire exits as well as emergency and evacuation procedures;

Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to fire safety;

Ensure that all team members are aware of the Fire Safety Policy and the appropriate procedures;

Report immediately any dangerous occurrences and assist in any investigations or improvements designed to prevent a recurrence;

Ensure good housekeeping standards are applied and maintained;

The Estate Manager / Health & Safety Officer has responsibility for;

Providing support, advice and assistance as is necessary in order to facilitate all of the above;

Arranging the implementation and monitoring of suitable policies and procedures that will enable an efficient and effective fire safety system;

Organising regular fire risk assessments and audits in order to monitor that, as far as reasonably practicable, the school premises are safe and without significant risks and that any necessary improvements are promptly reported / rectified;

Liaise with relevant staff in order to monitor the effectiveness of the Fire Safety Policy;

Monitoring and investigating near miss situations or dangerous occurrences and implementing, where necessary suitable preventative measures;

Liaise with enforcement bodies;

All Employees within the School

Have a duty to ensure the safety and welfare of themselves and others who may be affected by their actions including their colleagues, pupils, members of the public, contractors and sub-contractors

Employees are required to;

Comply fully with the School's Fire Policy and any associated guidance, instructions and notices

Co-operate fully with the School in ensuring the highest standards of Fire Safety are achieved and maintained and all relevant statutory provisions are complied with;

Use properly, and refrain from wilful misuse of, or interference with, anything provided in the interests of Fire Safety;

Refrain from any action that may endanger themselves or others.

Health and Safety Committee

Will provide a forum for staff to raise and discuss Fire Safety issues and provide an additional means of disseminating information to employees. Each Department shall be represented on these Committees.

4 General Description Of The Premises

Queen Mary's School is an independent day and boarding school for girls set in Baldersby Park Topcliffe, between Ripon and Thirsk in North Yorkshire, England. Established in 1925. A Grade 1 listed palladian building, the school is set in 50 acres (200,000 m2) of landscaped grounds and house, approximately 210 pupils. It caters to girls aged 2 to 16 and boys 2 to 7. The school is a member of the Woodard Corporation and attended the 200th anniversary of the birth of the movement's founder in 2011. In 2015 the school celebrated its 90th anniversary.

Occupancy

The building is in use 24 / 7

Approximately 50 teachers and 30 auxillary staff

Approx 300 Children and staff within the building at one time

Size

The school is set within 50 acres of woodland

3 floors, these are to include bedrooms, teaching rooms and cellars

3 main stair cases to boarding / classroom areas

5 Fire Safety Systems Within The Premises

Fire Warning System

The school is protected by an approved addressable fire alarm system, the system is serviced and certificated twice a year

Throughout the school are break glasses to activate the system in emergency

The whole system complies to BS 5839 (certificates held within the Estate Office)

Date on Certificate 19/02/2021

Emergency Lighting

The school is equipped with non maintained emergency lighting, the system is serviced and certificated annually

The whole system complies to BS 5266

(Date of Certificate 19/11/2020)

Fire Fighting Equipment

The school is equipped with fire fighting extinguishers, this equipment is serviced and certificated annually (certificates held in the Estate Office)

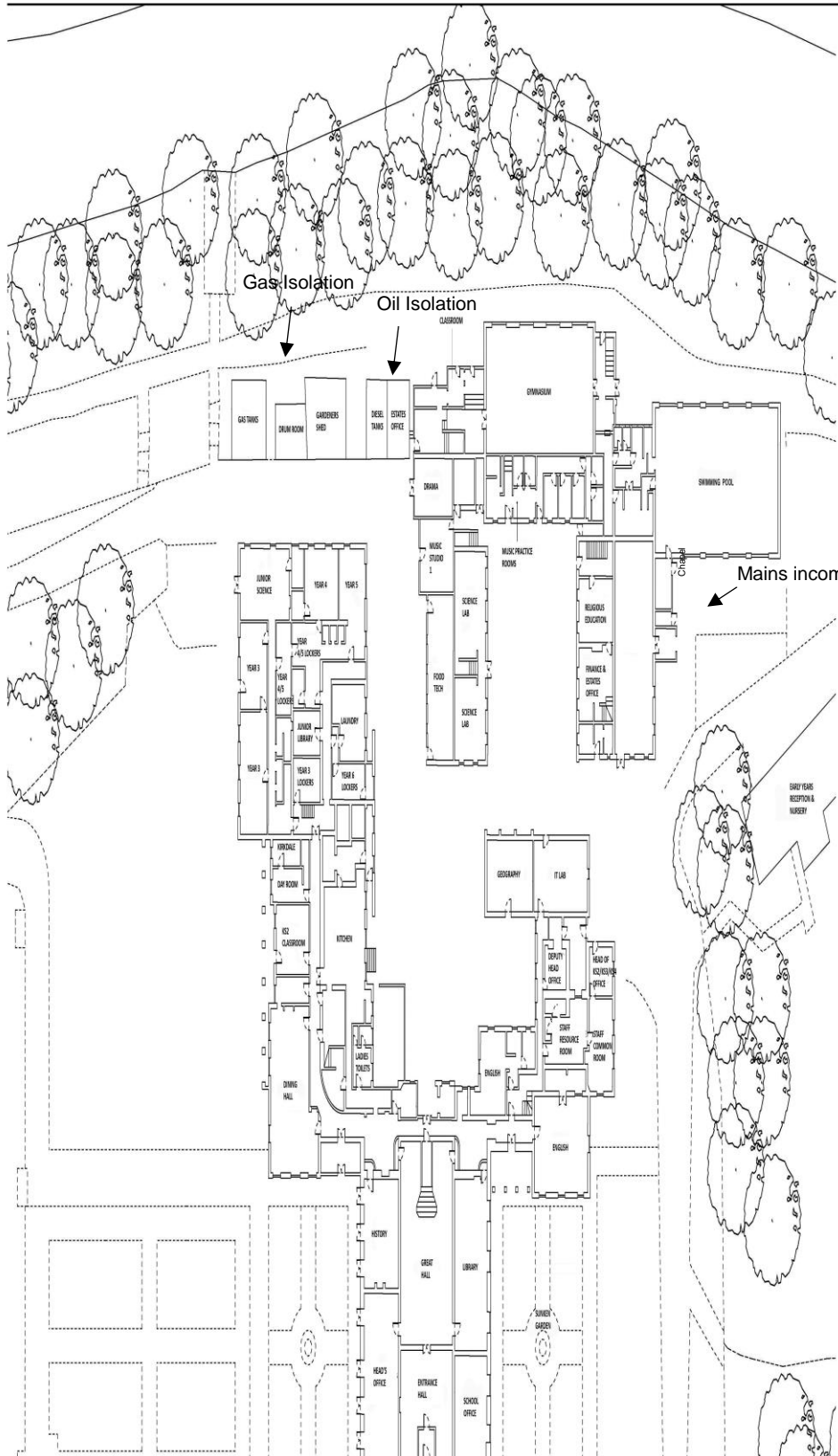
The fire fighting equipment complies to BS5306

Date on Certificate 28/08/2020

The school does not have a wet / dry riser on site, there is a swimming pool on site and the school is situated along side the River Swale

6 Site Drawings

Ground Floor Showing Gas / Oil Isolation and Mains Incoming Electrics



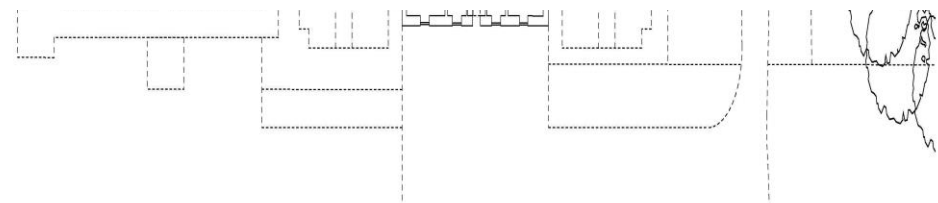
Contractor to check all building and site dimensions.
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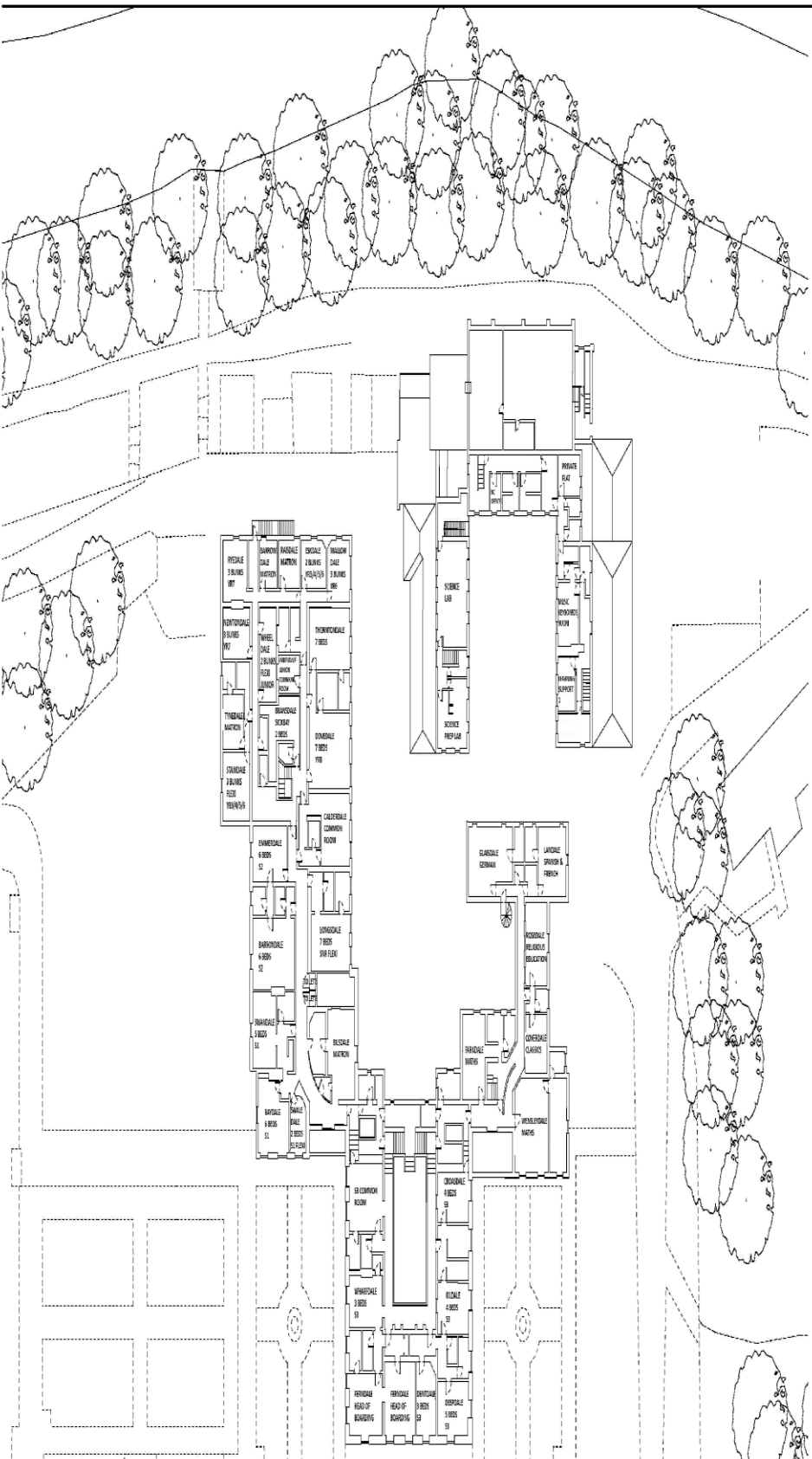
EXISTING GROUND FLOOR PLAN



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QM 001

REVISION DATE: 19th OCTOBER 2014



Contractor to check all building and site dimensions.
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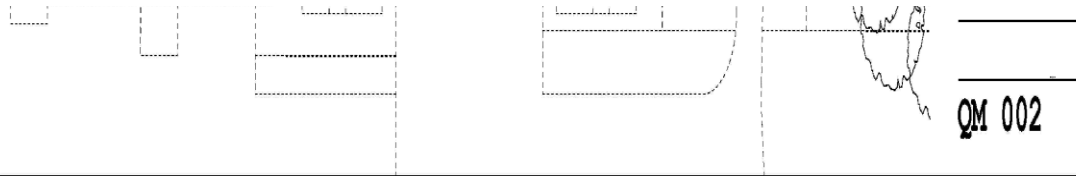
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EXISTING FIRST FLOOR PLAN



7 Identify Fire Hazards Within The Area

Ignition Sources

Smoking is strictly prohibited on site inside or outside of the buildings
Hot works / naked flames are performed within the buildings and grounds for maintenance works this is controlled by the use of a hot works permit issued by the Estate Manager
Fixed and portable heaters are used throughout the school
9 Hot water / heating boilers on site which run off heavy oil, kerosine or gas
Service contracts in place (Date of certificate Oil boilers 14/12/2020) Gas 28/10/2020)
Insurance boiler inspection (Date on Certificate 01/03/2021)
Kitchens on site use a mixture of gas and electric cooking implements
Kitchen equipment testing is performed annually (Date on Certificate 08/04/2021)
Gas soundness testing is performed annually (Date on Certificate 31/03/2021)
Stage lighting equipment is evident within the main hall and the drama room
All portable appliances are tested annually and confirmation stickers evident on appliances (Date on Certificate 14/10/2020)
Open fires in use within the outer hall and the drawing room
Fires are guarded at all times and constantly monitored
Ensure fires are not left unattended and extinguished before retiring

Fuel Sources

Storage of Heavy oil, Kerosine, Calor Gas and petrol
Fire services aware of explosive materials stored on site, reputable suppliers contracted
Waste storage is collected within the courtyard of the building adjacent to the main building
A regular weekly collection contract is in place
Solvents, oils and paints used on site
Ensure storage of oils, solvents and flammable paint is kept to a minimum and stored in a metal secure cupboard
Due to the age of the building there is a lot of wooden furniture, fittings and furnishings
Consider the use of a flame retardent spray
Display materials hung throughout the school
No evident signs of materials hung above or around ignition sources or direct heat supplies
Chemicals used and stored throughout the school
Ensure all chemicals comply to C.O.S.H.H regulations
All chemicals used to be securely locked away when not in use

Structural Features

Nursery and Key Stage 1 classrooms are made of wood
Open staircases to boarding areas
Archive store between classroom and bedrooms

8 People Who Could Be at Risk From Fire

Due to the nature of the business the property is occupied 24 / 7 term time, and building leased most holiday periods, sleeping accomadation consists of children and staff

Fire practice drills are performed termly, staff to constantly monitor for fire threats
All electrical items to be P.A. Tested annually
No untested items to be used (This includes hair straighteners / hair driers ect ect)
Permanent inhouse accomodation
All staff permanently living in staff accomodation are included within the termly fire drills
All staff / children living within the property are aware of Break Glasses and Escape Routes
All contractors and visitors are to be made aware of hot works performed only with the issue of a hot works permit issued from the Estate Manager

9 Means of Escape

Fire doors are present throughout the entire building, fire doors consist of an incandescent fire strip to a minimum of 30 minutes, some solid wood doors due to there thickness and size do not contain a fire strip

All occupied rooms, store rooms and voids contain automatic fire detection
All occupants to be familiar with escape routes
Termly fire drills for day girls and night time boarders
Lets to be made aware of the building and escape routes prior to lettings

Evacuation times on fire drills within 3 to 4 minutes
Boarding area doors securely closed from entry with a keypad, Emergency break glass and push buttons on all keypad doors for exit
External fire exit stairs on the North side of the building and the courtyard from language classrooms, and science rooms
3 Internal stair cases, in the main hall from boarding areas, language classrooms, boarding areas near KS2

10 Fire Safety Signs and Notices

Throughout the entire building Fire Exit directional arrow signs are displayed complying with current standards
All external doors fire signs display Fire Exit signs complying to current standards
Internal doors are left open on magnetic contacts which automatically close upon the activation of the Fire Alarm
All relevant doors display signs "Fire Door Keep Shut" unless connected to an automatic magnet

All external fire doors indicate how to use in case of emergency e.g Push to Open
All Fire Exit doors have displayed notices of what to do in a fire situation
Fire Extinguishers are present throughout the building and laid out in location determined by the extinguisher company

11 Fire Warning System

The entire building is protected by an automatic addressable fire alarm system, this system is connected to the mains with a battery back up and complies to current standard
An audible alarm can be heard throughout the school including outside areas within close proximity to the building
The system is serviced and certificated every 6 months by a competent professional company (Date on certificate 19/02/2021)

12 Emergency Lighting System

The use of 3 hour duration emergency none maintained lighting is placed throughout the building and comply to current standards

The entire building is protected by the use of Non Maintained \Emergency Lighting, which is tested annually by a competent professional company

This system is provided if there is a power failure within either the circuit or the main power fault
Sufficient lighting is provided to allow escape and identify fire call points

(Date on certificate 19/11/2020)

13 Fire Fighting Equipment

The entire building is protected by hand held portable fire fighting appliances (Extinguishers)

Consideration has been allowed to ensure the appropriate extinguisher is placed for the risk

The system is checked and serviced annually by a competent professional company

Only trained personnel to use fire fighting equipment

(Date on certificate 28/08/2020)

14 Management - Maintenance

Is there a maintenance programme for the fire safety provisions in the premises	
Yes	In accordance with current standards, the whole school has an addressable fire alarm systems installed. The school fire alarm panel is situated in the corridor opposite the rear entrance from the courtyard. Zone layout plans and system log books are positioned adjacent to the fire alarm panel in the fire control grab bag. The alarm system is not linked to the Fire and emergency services; they must be called to summon them once a fire is detected, either by the red direct call phone (dial M1) opposite the fire panel or mobile In accordance with BS5839 Part 1:2002 the alarm systems are inspected every 6 month, culminating with the issue of a certificate of worthiness on the annual inspection. In accordance with BS5389 Part 1:2002 all fire alarm systems are tested weekly by the Estate Staff. A record of the test is entered into the fire log book which is situated in the School Office.
Are regular checks of fire resisting doors, walls and partitions carried out	
Yes	Regular Fire resistant doors contain smoke resistant strips
Are regular checks of escape routes and fire exit doors carried out	
Yes	Escape routes for safe egress in emergencies have been identified and are clearly indicated with signs that comply with current standards. Doors in certain areas are held open on magnetic contacts
Are regular checks of fire safety signs carried out	
Yes	All escape routes indicated by the use of fire warning signs
Is there a maintenance regime for the fire warning system	
Yes	In accordance with BS5839 Part 1:2002 the alarm system is inspected every 6 months, culminating with the issue of a certificate of worthiness on the yearly inspection.

(Date on certificate 19/02/2021)

Is there a maintenance regime for the emergency lighting system

Yes Emergency lighting is installed in accordance with current standards. The lighting is tested on a monthly basis to check illumination of lamps, and annually to test the whole system
The monthly testing is recorded in the fire log book and a certificate of worthiness is issued on completion of the annual inspection by a qualified electrical contractor and both log and certification retained in the Fire log book situated in the school main Main Office.
(Date on certificate 19/11/2020)

Is there a maintenance regime for the fire fighting equipment

Yes Appropriate fire extinguishers are positioned at predetermined locations around the school to fight small fires and assist escape. The location, type, and number of extinguishers have been determined by the Fire Extinguisher suppliers and advisors. Every Fire Extinguisher is tested by a competent engineer on an annual basis and recorded on the extinguisher. Weekly visual checks performed and recorded in accordance with current standards
Fire blankets are mounted on walls in areas where cooking / science is provided.
(Date on certificate 28/08/2020)

Are records kept and their location identified

Yes Records are logged within the Fire Safety Measures Log Book located within the Main School Office

15 Method for Calling the Fire Service

The Fire Warden controlling the evacuation is responsible for ensuring the Fire and rescue Service (FRS) is contacted in an emergency. If there are no Fire Wardens available, or if their presence at the Main Fire Assembly Point has been delayed, the call to the FRS should be instigated by any other responsible person present. They should be contacted by using any available telephone, providing it is safe to do so, or by using a mobile phone.

16 Emergency Action Plan (E.A.P)

On seeing fire or smoke within the school

Activate the nearest fire alarm call point by breaking a Red Fire Break Glass
Warn any others in the area of the immediate danger
Shepherd the children in your care (from behind), leaving the building by the nearest available emergency escape route.(indicated by the green signs)
Close doors and windows to try prevent the spread of fire (if safe to do so)
Do not stop to collect any belongings
Go to the assembly point on the Front Lawn in silence and in an orderly manner
Notify the most senior member of staff about the location and nature of the fire
Assemble the children in registration group order
Collect the register from the office staff and conduct a roll-call to verify all present
Maintain order amongst those children they are responsible for
Do not return to the building until the alarm has been silenced and the Fire Officer /

senior member of staff has declared the situation safe.

Unless supervising pupils, all Fire Marshalls report quickly to the fire panel

First Fire Marshall to the panel takes control of the incident (the Controller)

The Controller collects the Action Cards, Emergency Equipment Bag and walkie-talkies from opposite the fire alarm panel

The Controller uses the fire panel addressable system to determine the location of the fire

The Controller issues the Second and Third Fire Marshalls with a radio, emergency equipment and Action Card 2

Second and Third Fire Marshalls –take a radio from the controller and switch to Channel 16

On instruction from the Controller, go to the location of the fire to investigate

Fire Marshalls who arrive late at the fire panel should report immediately to the Fire Assembly Point via an outside route

MARSHALLS 2 AND 3 REMAIN TOGETHER AT ALL TIMES UNTIL THE ALL-CLEAR IS GIVEN

Use the radio to report back to the Controller, advising of any evident reason for alarm

If fire is discovered, evacuate the building immediately by the nearest exit and report to the Fire Assembly Point

In the case of fire, the Controller quickly calls the Fire Service (Dial M1) using the

red emergency only phone located in the room adjacent to the Fire Panel / mobile (999)

If no fire is found and after consultation by radio with the fire marshal at the muster point, the Controller switches off and resets the alarm

After waiting one minute after reset and if the alarm has not resounded, the Controller gives the all-clear to all other Fire Marshalls by radio

Only after the all-clear has been given should the Fire Marshal at the Fire Assembly Point allow people back inside the building

Return the equipment to the Controller

The Controller to complete the Fire Evacuation Log

17 Training

Every new member of staff is required to undergo formal Health and Safety induction training as soon as is practicable after starting work at Queen Mary's School.

Emergency procedures, including procedures for evacuation are included in this training.

A record of individual induction training is retained by the main school office.

Staff training days are programmed at the start of each term before the girls return to School. Periodically, fire training will form part of this staff training. Training will be provided as necessary to take account of any changes in requirements or procedures, or as refresher training.

Fire evacuation drills are carried out at least once each term during boarding time in accordance with NMS. In addition, all staff and any visitors on site will be involved in at least one evacuation practice, involving the whole school. The Health and Safety Officer, together with assistance from Fire Wardens, will monitor the performances of girls and staff during the evacuation of the building, and the speed and accuracy of the accounting process.

18 Additional Hazards

In addition to the usual solvents, paints and chemicals stored on site there is upto an additional

20,000 litres of diesel heating oil stored in 2 x 10,000 litre bunded tanks

4,000 litres of calor gas stored in steel containers supplied and controlled by the supplier

4,000 litres of kerosine stored at the school and the lodge

19 Rectification of Fire Safety Deficiencies

Section		Priority
7	Oil boilers booked in for service	Completed
	Ensure open fires are always kept guarded and extinguished at end of day	Completed
	Ensure all chemicals comply to C.O.S.H.H regulations	Completed
9	Termly fire drills for day girls and night time boarders	Completed
	Lets to be made aware of the building and escape routes prior to lettings	Completed
10	Check doors to ensure as some notices were missing	Completed
12	Emergency lighting tested and remedial works required	Completed
13	Only trained personnel to use fire fighting equipment	Completed

