



Morgan Fire Protection Ltd Est 1986
FIRE ENGINEERS and CONSULTANTS

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Fire Based Risk Assessment

FOR

BEESTON HALL SCHOOL
(SWINDELLS, PRE PREP, TEACHING BLOCK, ART & DT AND OUT BUILDINGS)
WEST RUNTON
CROMER
NORFOLK. NR27 9NQ

Date Carried Out:
29th August 2017



The School has agreed to review this annually in-house and externally every three years.

PROPERTY RISK RATING = MEDIUM

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Important Information:

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INTRODUCTION

This Fire Risk Assessment report has been prepared following a site inspection and is based on the observations made during that visit, together with information received from personnel on site and an examination of documents made available. It does not include structural integrity, fire barriers and separation, any areas, activities or processes that the assessor was not made aware of or could not gain access to whilst on site. The omission of any area of the premises from this report should not be construed to assume compliance with the legislative requirements pertinent to that part of the premises.

The Regulations places a duty on the ‘Responsible Person’ (see page 8) in the workplace, this is the employer or any other person who may have control of any part of the premises e.g. the occupier or owner, to carry out a Fire Risk Assessment of their premises.

This document is for your guidance and is tailored to meet the requirements of your workplace.

NOTE: Where British Standards are quoted without the year of issue – these relate to the latest version.

LEGISLATION AND CODES OF PRACTICE APPLICABLE TO THIS FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005 (hence referred to as The Fire Safety Order 2005 or FSO)

BS 9999:2008 – Fire safety in design, management and use of buildings

Health & Safety at Work Act 1974

BS 5499-10: 2014 Safety Signs including Fire Safety signs

BS 5499-4: 2013 Code of Practice for Escape route signs

BS EN ISO 7010: 2011 [H&S (Safety Sign and Signals) Regulations 1996]

Electricity at Work Regulations 1989

Equalities Act (2010)

Building Regulations 2011 Part B

BS 5839-6 2013 Fire Detection and Alarm Systems

BS 5266-1 2011 Emergency Lighting

BS 5306 Part 8 2012 Fire Extinguishing Installations and Equipment on premises

<p>BS = British Standard EM = European Standard ISO = International Standards Organisation</p>

LEGAL REQUIREMENTS

The effect of the regulations is that, not only does the employer need to make suitable arrangements for fire precautions in the workplace; they should also undertake a Risk Assessment of the workplace with particular regard to fire safety.

The effect of this risk is that the employer will identify those areas, if any, which need attention to lessen the risk to employees and visitors to the premises from fire.

From The Fire Safety Order 2005 the Risk Assessment must comply with the following:

1. Employers must carry out a Risk Assessment to identify risks to employees at work and others in connection with the undertaking.
2. The employer must review the assessment if there have been changes to: the premises, work processes, or where the assessment is no longer valid.
3. If there are five or more employees then the significant findings must be recorded.
4. Employers must appoint competent person(s) to assist them to comply with their obligations. (A competent employee should be used in preference to a non-employee).
5. Employers who share buildings must make all employers in the building aware of the risks they have identified.
6. The employer should advise any contractors' employers of any fire risks and the measures taken to comply with **The Fire Safety Order 2005**.
7. The employer should provide his/her employees with information regarding the risks identified and the measures taken to ensure their safety.

NB These notes are a précis of the requirements and are not intended to give the strict legal interpretation of the regulations. Reference should be made to the Regulations themselves and any Home Office published guidance for such purposes.

Any of the following measures can be used to minimize or control hazards:

REMOVE: If the item which is presenting the hazard is not required in the workplace, then remove it and there is no longer a hazard.

MINIMISE: If it is impractical to remove the item causing the hazard, can the amount be reduced so there is less hazard? e.g. keep the minimum quantity of a flammable material in the workplace that is necessary to keep production going.

REPLACE: Is there an alternative product to the item being used that would present less of a problem?

SEPARATION: Keep flammables away from ignition sources.

PROTECT: Store flammables in a suitable container.

REPAIR/MAINTAIN: Keep equipment in good order by regular maintenance and repair when necessary, this not only avoids defective equipment causing fires but also ensures that equipment is running correctly and not wasting money by ineffective operation.

HOUSEKEEPING: Keep the workplace tidy, remove rubbish regularly and keep equipment clean to maintain efficiency.

SECURITY: Prevent the opportunity for vandalism or arson.

GENERAL INFORMATION (This Document Must be Reviewed Periodically)					
Property Address	West Runton, Cromer, Norfolk. NR27 9NQ.				
Telephone No.	01263 837324				
Name of Landlord/Owner/Managing Agent	Unverified				
Responsible Person (see page 8) (CEO /MD etc)	MR Fred de Falbe	Contact details			
Details of Person interviewed	MRS Sandra Lubbock				
Site Contact Telephone No.(s)	01263 837324	Email (if known)	sl@bestonhall.co.uk		
What purpose is this Premises used for/as?	Boarding School				
Area(s) of assessment and a brief description of the Building Construction	<p>All internal and external areas to buildings including all out buildings and storage areas.</p> <p>Swindells building consists of two floors. The ground floor consists of showers, changing rooms and toilets.</p> <p>The first floor consists of classrooms, office and library. There is one internal and one external staircase. There are three Fire exits from the building.</p> <p>The pre-prep building which is linked to Swindells is a single storey open-plan area. There are two Fire exits from the building.</p> <p>The teaching block consists of two floors. The ground floor consists of science labs, ICT and RE. The first floor consists of classrooms. There are two internal staircases with three Fire exits from the building.</p> <p>The art and DT building consists of two floors. The ground floor consists of art rooms and storage, The first floor consists of An open-plan classroom. There is one internal staircase. There are four Fire exits from the building.</p>				
Has Fire Safety Solutions been applied (eg. Sprinkler System, Smoke Vents, Compartmentation, AFD etc.)	AFD, Fire doors.				
Is the premises Building Regulation compliant – or has BS 9999: 2008 applied.	Yes				
Number of Floors	2 Pre prep 1	Internal Staircases	4	External Staircases	1
Fire-Fighting shafts	N/A				
Number of occupants - Day	Up to 200	Number of occupants - Night	0	Relevant Persons	Staff, pupils, cleaners, contractors and visitors.
Security (Guard, CCTV etc.)	CCTV external to the buildings.				
External areas included in this assessment	Close proximity to all buildings and all out buildings and storage areas.				

Risk to/from Adjoining/Adjacent property	All other school buildings on the site.		
Are there any on-site specific hazards? E.g. D.S.E.A.R, chemicals etc.	External Gas storage tanks.	Assessor	This Fire Risk Assessment has been carried out by: Peter Thompson for and on behalf of Morgan Fire Protection Ltd
Responsible Person:	Please sign here:		Date:

Meaning of ‘Responsible Person’:

- a. In relation to a workplace, the employer, if the workplace is to any extent under his control;
- b. In relation to any premises not falling within paragraph (c) below.
- c. The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not);
or
- d. The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

Meaning of ‘Relevant persons’:

- a. Any person (including the Responsible Person (see above) who is or may be lawfully on the premises; and
- b. Any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

Risk Assessment:

The ‘Responsible Person (see above)’ must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this order.

The ‘Responsible Person’ must record the information if he employs five or more employees; a licence under an enactment is in force in relation to the premises, or an alterations notice is in force on the premises.

The actual Risk Assessment for the premises is shown in Appendix A.

Appendix B & C shows the Risk Level Matrix and Property/Premises ratings.

Appendix D - Fire Instruction, Drills and suggested Emergency Plan.

The Fire Safety Order 2005

Meaning of ‘General Fire Precautions’:

1. General fire precautions” in relation to premises means:
 - a. Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
 - b. Measures in relation to the means of escape from the premises;
 - c. Measures for securing that, at all material times, the means of escape can be safely and effectively used;
 - d. Measures in relation to the means for fighting fires on the premises;
 - e. Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
 - f. Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
 - i. Measures relating to the instruction and training of employees; and
 - ii. Measures to mitigate the effects of the fire.
2. The precautions referred to in Paragraph (1.) do not include special, technical or organizational measures required to be taken or observed in any workplace in connection with the carrying on of any work process, where those measures:
 - a. Are designed to prevent or reduce the likelihood of fire arising from such a work process or reduce its intensity; and
 - b. Are required to be taken or observed to ensure compliance with any requirement of the relevant statutory provisions within the meaning given by section 53(1) of the Health and Safety at Work etc 1974(1).
3. In paragraph (2) “work process” means all aspects of work involving, or in connection with:
 - a. The use of plant or machinery; or
 - b. The use or storage of any dangerous substance.

Duty to take general fire precautions:

The ‘Responsible Person (see page 8)’ must:

- a. Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
- b. In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

APPENDIX 'A'

1. Hazard Identification and Reduction

1.1 Ignition Sources

The following questions are designed to alert you to possible ignition sources in the workplace. There may be others specific to your undertaking. Be open-minded and consider all eventualities.

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
1.1.1	Is smoking permitted and is adequate signage displayed?	NO	<p>There is No smoking permitted on the site.</p> <p>However, the maintenance office does have a No Smoking sign</p> <p>However, there are no 'No Smoking' signs displayed in the school buildings.</p> <p>Staff are aware that no smoking is allowed on school site and a smoking area is provided for their use outside the school perimeter. At events where parents/visitors are present they are informed of our no smoking policy.</p>	<p>LOW</p> <p>MEDIUM</p> <p>LOW</p>	ONGOING
1.1.2	Does work involve a source of heat? E.g. welding or cooking?	YES	<p>There is a kiln oven on site. – This is serviced annually and only used by staff who are authorised and trained to do so</p> <p>Low Risk rating assumes the Responsible Person ensures all users are fully trained and are aware of all shutdown procedures.</p>	LOW	
1.1.3	Are light bulbs or fittings too near combustible materials?	NO	<p>Recommend this is monitored and reviewed.</p>	LOW	
1.1.4	Is electrical equipment in a satisfactory condition, PAT tested and used correctly?	NO	<p>Latest PAT testing seen was carried out 7th July 2016. PAT testing is carried out every year in May and is carried out by a qualified electrician, records are maintained by the school.</p> <p>It is recommended that PAT testing is carried out by a suitably qualified engineer and certificates issued.</p> <p>Responsible Person to ensure this is on-going. This is part of our standard statutory testing regime carried out in accordance with regulations.</p> <p>Care should also be taken to ensure that multi-sockets are not overloaded and are periodically inspected and tested. If necessary and to prevent overloading, additional</p>	<p>MEDIUM</p> <p>LOW</p>	ONGOING

			fixed wall mounted electric sockets should be provided. The use of electrical sockets is periodically checked by the maintenance team to ensure they are being used in the correct way.		
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1.1 Ignition Sources cont ...

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
1.1.5	Is there a current Fixed Wiring Test (FWT) certificate for the electrical installation?	YES	<p>Latest fixed wiring certificate seen was dated 12th September 2016.</p> <p>Responsible Person to ensure this is carried out every five years by a suitably qualified Engineer and certificates issued. The fixed wiring test is carried out over a 5 year rolling programme to ensure all parts of the building are t tested. This forms part of our testing during the summer break.</p> <p>It is recommended that the external mains electrical intake (MEI) room for the whole site has rubber matting installed and comply to the correct insulation for the overall voltage.</p>	<p>LOW</p> <p>MEDIUM</p>	ONGOING
1.1.6	Is there a current Fixed Appliance Test (FAT) i.e. fixed wall heaters, air-con- units, water heaters etc	YES	<p>The Kiln oven service certificates seen dated 10th July 2017. – As stated above this is tested yearly</p>	LOW	ONGOING
1.1.7	Is there a gas installation in this property and if so, is the installation in a satisfactory condition and maintained and is there a valid 'Gas Safe' certificate?	YES	<p>The last recorded service certificate seen was dated 13th July 2017.</p> <p>The oil-fired boiler latest service certificate was dated 12th July 2017.</p> <p>All gas installations and boilers are checked annually, and appropriate certificates issued.</p>	LOW	ONGOING
1.1.8	Are portable / radiant heaters used?	NO	<p>None seen at time of FRA.</p> <p>Occasionally oil-filled radiators are used in staff admin offices but only when they are occupied and only in a safe condition. These are always unplugged when the offices are empty.</p> <p><u>General Comment:</u></p> <ol style="list-style-type: none"> As a general rule, oil filled electric radiators should be preferred to radiant heaters because they present a lower risk of fire and injury. All heaters should be kept well clear of combustible materials and where they 	LOW	ONGOING

1.1 Ignition Sources cont ...

			do not cause an obstruction.		
1.1.9	Are lightning conductors provided?	UNKNOWN	It is recommended that an inspection be carried out to determine the existence of lightning protection on the premises. If it is found that lightning protection has been installed it should comply with the Electricity at Work Regulations 1989 which states that lightning protection systems should be tested in accordance with the relevant British Standard (which will be either BS 6651:1999 or BS EN 62305:2006, depending upon when the system was installed) at maximum intervals of twelve months. All records are kept on site. No lightning conductors are installed on the buildings.	LOW	

1.1 Ignition Sources cont ...

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
1.1.10	Is there a potential for Arson?	YES	<p>There is always a potential for Arson.</p> <ol style="list-style-type: none"> 1. Make sure that you regularly remove all combustible rubbish and do not let it build up. 2. Do not place waste bins adjacent to any building glazing. <p>All staff should be vigilant at all times to prevent any potential arson attacks.</p> <p>Rubbish is removed regularly by cleaning and maintenance staff with the majority of bins being stored well away from the main buildings. As there are staff living on-site at all times the risk of arson attacks is significantly reduced.</p>	LOW	ONGOING
1.1.11	Are there any other ignition sources?	YES	<p>Domestic cleaning products and combustible materials stored in service cupboards.</p> <p>Also, it was noted that combustible materials were stored next to server room equipment. These must be removed and stored in a safe location.</p> <p>Cleaning materials have been removed from service cupboards and stored in secure areas.</p> <p>We are assessing the possibility of reciting the server to an unoccupied area.</p>	HIGH MEDIUM	SEPT 17

1.2 Combustible Materials

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
1.2.1	Are combustible items stored in a safe location and managed?	NO	<p>It was noted that combustible materials were stored next to server room equipment.</p> <p>It was also noted that combustible materials were stored directly next to the mains electrical intake. – These have been removed</p> <p>It was also noted that excessive amounts of combustible materials and waste were stored in the art block classroom. – These have been removed and were only there whilst the area was being prepared for the start of term. These are normally removed on a daily basis.</p> <p>These must be removed and stored in a safe location. (See photos) see above notes</p> <p>It is recommended that the Responsible Person ensures that a procedure is implemented to monitor and review. – This has been carried out</p>	<p>HIGH</p> <p>MEDIUM</p>	<p>SEPT 17</p> <p>SEPT 17</p>
1.2.2	Do walls / ceilings have combustible coverings? E.g. Decorations/displays	YES	<p>Due to the nature of the property, it was noted that large areas of wall space were used to hang paintings, pictures and friezes on Fire Escape routes.</p> <p>It is important that the Responsible Person is made aware that this could cause rapid Fire spread and smoke on the Escape routes if a Fire did ensue.</p> <p>It is therefore recommended that these are removed from all Fire Escape routes or reduce the hazard by covering all combustible displays with transparent fire-retardant sheeting. Given that this is a working school where displays etc are changed frequently it is not possible to remove these or cover as suggested. However, the school considered this to be an acceptable risk.</p>	HIGH	SEPT 17
1.2.3	Are flammable substances used or stored in the workplace?	YES	<p>It was noted that large quantities of paints and solvents were stored in a large wooden shed. It is recommended that a suitable metal lockable COSHH container is used, with appropriate signage displayed. – Suggested action carried out immediately</p> <p>It was also noted that gas cylinders were stacked on top of each other. It is recommended a separate cage is used for all empty cylinders. (See photos). – Suggested action carried out immediately</p>	<p>HIGH</p> <p>LOW</p>	SEPT 17

1.3 People at Risk

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
1.3.1	Do employees work in areas of high risk?	NO	Responsible Person to monitor and review if the risk level changes.	LOW	
1.3.2	Can all employees react quickly to a fire or an alarm?	YES/NO	The Fire alarm system for the buildings complies with BS 5839 Part 1 2013. However, see Ref 2.2.5 and Ref: 2.2.6 – See comments below	LOW HIGH LOW	SEPT 17
1.3.3	Do employees work alone or in remote areas?	NO	It was noted at time of this FRA that lone working could occur. It is recommended that a lone working policy should be introduced. For guidance on this matter see: www.hse.gov.uk/pubns/indg73.pdf Responsible Person to ensure this document is read and understood by all lone workers. A Lone Working Risk Assessment is in place and communicated to all staff	LOW LOW	ONGOING
1.3.4	Can large numbers of people who are unfamiliar with the premises be present?	NO	There may be visitors or contractors within the buildings at any time. It is recommended that all persons entering any school buildings are made fully aware of the Fire procedures. This is carried out when visitors sign into the school and an announcement is made at all public events.	LOW	ONGOING
1.3.5	Are adequate Escape provisions made for people with special needs? Equalities Act [2010]	YES	Verbal assurance was given; however, no documentation for the Personal Emergency Evacuation Plan was seen at time of this FRA. There is nobody on site on a regular basis who is in need of a Personal Emergency Evacuation Plan, (PEEP) however if this were to change then the necessary PEEP'S would be put in place. If physically challenged people are going to be in your premises, then you must also provide a safe means for them to leave if there is a fire. You and your staff should be aware that persons with special needs may not react or can react differently to a fire warning or small fire. All pupils and staff are regularly reminded of the behaviour expected from them in an emergency evacuation situation and this is emphasised by regular drills and discussions with pupils.	MEDIUM LOW	ONGOING

1.3 People at Risk

			This should be reflected in the Fire Emergency Evacuation Plan for the premises. (PEEPS) Personal Emergency Evacuation Plan.		
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1.4 Resisting the spread of Fire and Smoke

Look at the actual building and consider if the spread of fire and smoke will affect the way a fire develops and how people can react to it.

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
1.4.1	Is compartmentation of a reasonable standard? (Based on inspection of readily accessible areas with some sampling where appropriate)	NO	<p>This was a non-intrusive assessment.</p> <p>It was also noted that there were ceiling tiles missing in the server room cupboard in the RE room in the teaching block and in the first-floor store room in the art and DT block, these should be replaced. (See photo). – This has been carried out</p>	<p>HIGH</p> <p>LOW</p>	<p>SEPT 17</p>
1.4.2	Is there reasonable limitations of linings that may promote fire spread? (Increased Fire Loading).	NO	<p>It was noted that large amounts of combustible materials were stored in the art and DT block. Also in the server room. These must be removed and stored in a safe location.</p> <p>- This has been carried out as noted previously.</p> <p>It is recommended that procedures are implemented to try to reduce the Fire loading throughout the buildings.</p>	<p>HIGH</p> <p>LOW</p>	<p>IMMEDIATELY</p>
1.4.3	Are 'fire resisting' doors self-closing and the correct rating for the location fitted, provided with intumescent and 'cold smoke' seals?	YES	<p>No Fire Door certification was available at the time of inspection.</p> <p>Notional Fire Doors throughout the buildings, however, some doors were missing intumescent strips, cold smoke seals were damaged and signage and some self-closers were also missing. – All fire doors have intumescent strips with cold smoke seals, an are replaced as soon as damage becomes noticeable.</p> <p>It is therefore recommended that a full survey be carried out to ensure compliance with BS476 and that they are fitted with self-closing devices, intumescent strips, cold smoke seals and signage. Also, to ensure all service cupboard Fire doors comply to current British Standards.</p> <p>A number of doors throughout the building were being held open. These doors must remain closed to ensure compartmentation between compartments / rooms. Or have suitable automatic closing devices fitted. At the time of inspection some fire doors were open as we were preparing for the start of term. This is not usual standard procedure.</p> <p>See additional information in the ADDENDUM on page 33.</p>	<p>MEDIUM</p> <p>LOW</p>	<p>ONGOING</p>

1.4.4	Are all Fire Doors maintained to a standard which retains integrity?	NO	<p>See above:</p> <p>All Fire Doors should be checked on a regular basis and recorded in the Fire Safety Log Book. Monitor and review. All fire doors are checked regularly as part of our maintenance procedures.</p>	MEDIUM LOW	ONGOING
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1.5 Monitor

Most workplaces change to some degree over time with the introduction of new equipment, processes or changes in personnel. These changes may affect the risk of fire.

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
1.5.1	Are procedures in place to control any changes or the introduction of additional hazards in the workplace?	YES	<p>Management of the establishment (The 'Responsible Person' - see page 8), <u>must</u> ensure this Fire Based Risk Assessment document is reviewed under Appendix B.</p> <p>A further review must be undertaken when any other hazards are introduced or a material change to the building layout is undertaken.</p> <p>All items raised within the fires risk assessment will be investigated within the agreed timescale. As previously noted, this risk assessment will be reviewed in-house annually with a professional risk assessment being carried out at the end of three years.</p>	MEDIUM & ONGOING	ONGOING

2. In the Event of Fire

2.1 Fire Detection and Warning

Detection and warning systems will shorten the delay between the outbreak of fire and the alarm being raised, thus extending the time available for escape.

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.1.1	Are arrangements in place for detecting a fire?	YES	The Fire alarm system for the buildings complies with BS 5839 Part 1 2013. However, see Ref: 2.2.5 and Ref: 2.2.6 This has been dealt with below	LOW HIGH LOW	SEPT 17
2.1.2	Are arrangements in place for giving warning in case of fire?	YES	The Fire alarm system for the buildings complies with BS 5839 Part 1 2013. However, see Ref: 2.2.5 and Ref:2.2.6 This has been dealt with below	LOW HIGH LOW	SEPT 17
2.1.3	Will the detection give sufficient early warning for people to Escape?	YES	The Fire alarm system for the buildings complies with BS 5839 Part 1 2013. However, see Ref: 2.2.5 and Ref: 2.2.6 This has been dealt with below	LOW HIGH LOW	SEPT 17
2.1.4	Is automatic Fire Detection provided where people sleep on the premises?	N/A		N/A	
2.1.5	Is automatic Fire Detection provided where fires may develop unnoticed?	NO	The Fire alarm system for the buildings complies with BS 5839 Part 1 2013. However, see Ref: 2.2.5 and Ref: 2.2.6	LOW HIGH	

			This has been dealt with below		LOW	SEPT 17
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2.2 Means of Escape in Case of Fire

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.2.1	Can you turn away from a fire and Escape?	YES	There are alternative Fire Exits from the buildings.	LOW	
2.2.2	Do Escape routes lead to a place of safety?	YES	All Fire Exits lead directly to the exterior of the buildings.	LOW	
2.2.3	Are Escape routes free of combustible items / obstructions?	NO	<p>It was noted at time of this FRA the school was getting ready for the new term, because of this Fire Escape routes had combustible materials stored on them.</p> <p>It was noted that in the art and DT building combustible materials were hanging from the ceiling blocking the Fire exit door. It was also noted that the rear workbench was blocking the Fire exit.</p> <p>All Fire escape routes and Fire exits must be kept clear at all times.</p> <p>It is recommended that the Responsible Person ensures this is monitored and reviewed. (See photos).</p> <p>As noted previously these have been carried out immediately</p>	<p>HIGH</p> <p>LOW</p>	IMMEDIATELY
2.2.4	According to previous Fire Drills – can the premises be safely evacuated within realistic, defined timescales?	YES	<p>Latest Evacuation drill seen, carried out March 2017.</p> <p>Responsible Person to ensure this is on-going and all drills recorded in the Fire Safety Log Book.</p>	LOW	
2.2.5	Are corridors and staircases protected where necessary?	NO	<p>It was noted that no AFD had been installed on the Fire escape internal stairs from the first floor from the art block.</p> <p>It is highly recommended that AFD (Smoke detection) is fitted and linked to the existing Fire alarm on this staircase to give early indication of any smoke and to ensure safe evacuation from the first floor.</p> <p>The first floor is not used whilst the lower floor is empty and therefore the occupants of the first floor would be given sufficient warning to escape if the need arose. The school has assessed the risks and is confident it has taken the necessary steps to ensure the safety of its staff and pupils without the installation of further smoke detectors.</p>	<p>HIGH</p> <p>LOW</p>	SEPT 17

<p>2.2.6</p>	<p>Are there any issues with inner rooms that maybe present within the building?</p>	<p>YES</p>	<p>It was noted that the first floor in the teaching block had rooms within the classrooms.</p> <p>It is recommended that AFD (Smoke detectors) are fitted in the access classrooms to alert anybody in the inner rooms of a Fire in the access classrooms. To comply with the criteria laid down in BS5839-1 2013.</p> <p>Staff have been made aware not to work in “rooms within rooms” whilst alone. These “rooms” mainly consist of walk in cupboards and are therefore not used as working areas. The school has assessed the risks and is confident it has taken the necessary measures to ensure the safety of its staff without the installation of further smoke detectors.</p>	<p>HIGH</p> <p>LOW</p>	<p>SEPT 17</p>
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2.2 Means of Escape in Case of Fire cont...

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.2.7	Are there a sufficient number of fire exits of suitable width for the occupancy of the premises?	YES	The Fire Exit width is suitable and sufficient for the occupancy of the premises.	LOW	
2.2.8	Where necessary do doors open in the direction of Escape?	YES	All Fire Exit doors seen open outwards.	LOW	
2.2.9	Are door fastenings simple to open without the need for a key?	NO	<p>It was noted at time of this FRA that the rear Fire exit from the Swindells building to the rear of the boy's showers was locked with a key.</p> <p>It is required that all Fire exits from all buildings should be unlocked and give safe egress at all times while the buildings are occupied. At the time of inspection, the building was not occupied. When it is the door is kept unlocked at all times.</p> <p>The use of a key, code or digital card is not acceptable on final exit doors.</p> <p>Responsible Person to monitor.</p>	<p>HIGH</p> <p>LOW</p>	Aug 17
2.2.10	Does all signage in the premises meet with current legislation?	NO	<p>It was noted that there were a mixture of Fire Exit directional signs fitted, Fire doors were missing signs and Fire points were also missing Fire Extinguisher ID signs.</p> <p>It is also recommended that all Fire exit door opening mechanisms have operational signs fitted and all Fire Exits have Fire Exit keep clear signs on the external of all such Exits.</p> <p>It is also recommended that all service cupboard doors display appropriate signage.</p> <p>Fire action notices should be displayed by all manual call points with the assembly point location marked on them.</p> <p>It is recommended that a full sign survey is carried out to standardize all signs within the buildings to meet all current standards.</p> <p>It is recommended that this is carried out by a competent person. – This has been carried out</p>	<p>MEDIUM</p> <p>LOW</p>	OCT 17

2.2 Means of Escape in Case of Fire cont...

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.2.11	Are Escape routes adequately signed using pictograms? BS 5499-4	NO	<p>At time of this FRA there was a mixture of Fire Exit directional signs fitted that did carry pictograms, however different types and designs of signs were displayed.</p> <p>It is recommended that a full sign survey is carried out to standardize all signs within the buildings to meet all current standards.</p> <p>It is recommended that this is carried out by a competent person. – A survey has been carried out</p>	<p>MEDIUM</p> <p>LOW</p>	OCT 17
2.2.12	Are Escape routes normally adequately lit?	YES	Lighting appears to be suitable and sufficient.	LOW	
2.2.13	Where necessary is Escape / Emergency Lighting sufficient?	YES	Emergency/ Escape Lighting appears to be suitable and sufficient.	LOW	

Definitions:

Dead End: “An area from which there is escape in one direction only”.

Adequate Width: “Corridors and doorways should be wide enough such that all persons needing to use them can escape to a place of safety in 2/3 minutes (in most cases it should be assumed that the largest exit route is not available because of the fire)”.

Protected: “Separated from adjacent areas such that a route is created where people can pass free from the effects of heat or smoke”.

2.3 Provision of Fire-Fighting Equipment

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.3.1	Is suitable and sufficient fire-fighting equipment provided and maintained to BS 5306 part 8 2012?	NO	<p>All Fire points were serviced under a maintenance contract in July 2017. These are serviced annually</p> <p>It was noted that dry powder Fire Extinguishers had been installed in some areas. As these extinguishers need replacing, they will be replaced with an alternative to dry powder.</p> <p>It is recommended that a 5Kg CO2 Fire extinguisher is installed by the external (MEI)</p> <p>Clause 5.4.3 from BS5306-8:2012 5.4.3 Use of powder extinguishers The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardize escape, rescue or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment.</p>	<p>LOW</p> <p>MEDIUM</p>	ONGOING
2.3.2	Is Fire-Fighting equipment on Exit routes or adjacent Exits fully visible and signed?	NO	<p>It was noted that a mixture of the old British standard BS 5423 and BS EN3 type of Fire Extinguishers were fitted. BS5306-8 Sec 4.6 Avoidance of multiplicity of types.</p> <p>See additional information in the ADDENDUM on page 33.</p> <p>It was also noted Fire extinguishers were missing from Fire points and left floor standing. Also, Fire extinguisher signs were missing. (See photos). These have been replaced and updated</p>	<p>MEDIUM</p> <p>LOW</p>	OCT 17
2.3.3	Are sufficient numbers of employees competent in the use of Fire-Fighting equipment?	YES	<p>At time of this FRA there was no documentation seen for any Fire Safety training. However, verbal assurance was given that Fire training was carried out November 2016.</p> <p>It is recommended that Fire training is on-going and certificates issued and carried out by a competent person.</p> <p>Training has been ongoing, and a new fire officer appointed in September 2019 has received specific training. A certificate is currently awaited.</p>	<p>MEDIUM</p> <p>LOW</p>	<p>VARIOUS</p> <p>FIRE SAFETY TRAINING OCT 19</p>

2.3 Provision of Fire-Fighting Equipment

2.3.4	Are there any other relevant automatic Fire Extinguishing systems? (eg. Sprinklers, Gaseous Suppression etc).	N/A	None seen at time of this FRA.	LOW	
2.3.5	Are there any 'fixed' Fire Protection systems? (eg. Dry/Wet Risers, Smoke Vents etc).	N/A	None seen at time of this FRA.	LOW	

2.4 Maintenance, Testing & Recording

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.4.1	Are there any requirements that need to be fulfilled regarding Emergency Lighting in the premises?	YES	<p>At time of this FRA the latest Emergency Lighting service certificate seen was dated 26th October 2016. However, no records of any testing were seen. These are tested in accordance with statutory requirements</p> <p>It is recommended that all Emergency lighting is tested on a monthly basis by a competent person and recorded in the Fire Safety Log Book. This is already being carried out</p>	<p>MEDIUM</p> <p>LOW</p>	<p>ONGOING</p>
2.4.2	Are there any requirements that need to be fulfilled regarding Fire Alarms in the premises?	YES	<p>The Fire alarm system for the buildings complies with BS 5839 Part 1 2013.</p> <p>See Ref: 2.2.5 and Ref: 2.2.6</p> <p>This has been dealt with above</p>	<p>LOW</p> <p>HIGH</p> <p>LOW</p>	<p>SEPT 17</p>
2.4.3	Are there any requirements that need to be fulfilled in line with maintenance of 'automatic' Fire Extinguishing systems?	N/A	<p>None seen at time of this FRA.</p>	<p>LOW</p>	
2.4.4	Are there any requirements that need to be fulfilled in line with 'fixed' Fire Protection systems?	N/A	<p>None seen at time of this FRA.</p>	<p>LOW</p>	

2.5 Fire Emergency Plan and Training

By planning ahead and ensuring everyone knows what to do in case of fire the time to respond to an outbreak of fire will be reduced.

Continued staff training is essential to keep the plan effective. Review the plan whenever necessary, or if practice proves it inadequate.

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.5.1	Are all Staff given instruction on Fire Safety arrangements, (i.e. Fire Evacuation) at induction?	YES	<p>Verbal assurance was given; however, no documentation was seen at time of this FRA.</p> <p>It is recommended that all staff receive relevant training by a competent person.</p> <p>This is done at the time of staff induction, also all staff take part in emergency fire evacuation drills</p>	<p>MEDIUM</p> <p>LOW</p>	ONGOING
2.5.2	Are all Staff given periodic refresher Training at suitable intervals? (i.e. Fire Awareness).	YES	<p>Verbal assurance was given; however, no documentation was seen at time of this FRA.</p> <p>It is recommended that all staff receive relevant training by a competent person.</p> <p>All staff are regularly reminded of their H&S responsibilities including fire awareness.</p> <p>All staff are aware of their duty to familiarise themselves with necessary actions in the event of a fire.</p>	<p>MEDIUM</p> <p>LOW</p>	ONGOING
2.5.3	Have all staff been given instruction and training in the meaning of signs and the action to be taken in conjunction with H&S signs?	YES	<p>Verbal assurance was given; however, no documentation was seen at time of this FRA.</p> <p>It is recommended that all staff receive relevant training and/or a pocket guide issued which identifies the meaning and actions required for ALL fire signage in line with guidance BS EN ISO 7010: 2011.</p> <p>All staff are aware of procedures through induction, training and</p> <p>All staff are made aware of H&S procedure as well as fire procedures through induction and all staff are required to attend emergency fire procedures each term</p>	<p>MEDIUM</p> <p>LOW</p>	ONGOING

<p>2.5.4</p>	<p>Are sufficient Staff with special responsibilities, (eg. Fire Wardens/Fire Marshals), given specific Training and periodic refresher Training?</p>	<p>YES</p>	<p>Verbal assurance was given; however, no documentation was seen at time of this FRA.</p> <p>The 'Responsible Person (see page 8)' must appoint one or more competent persons to assist him/her in undertaking the preventative and protective measures within the premises.</p> <p>A person is to be regarded as competent for the above purposes when he/she has sufficient training and experience or knowledge that enable him/her to properly assist in undertaking the preventative and protective measures that have been provided on the premises.</p> <p>The school has a number of staff who have received fire warden training and are confident of the procedures they are required to undertake.</p>	<p>MEDIUM</p> <p>LOW</p>	<p>ONGOING</p>
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2.5 Fire Emergency Plan and Training cont...

REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.5.5	Are appropriate Fire Evacuation Procedures in place? (Including arrangements for summoning the Fire & rescue Services).	YES	<p>Verbal assurance was given; however, no documentation was seen at time of this FRA.</p> <p>It is recommended that all staff receive relevant training by a competent person.</p> <p>Fire action notices are also required to be displayed by all Manual call point alarms, with the Fire Assembly point location marked.</p> <p>All staff are suitably trained in what to do in the event of a fire, all staff are required to attend fire evacuation drills every term. All classrooms contain information on what to do in the event of a fire</p>	<p>MEDIUM</p> <p>LOW</p>	<p>ONGOING</p>
2.5.6	Are there sufficient persons available to carry out routine in-house inspections of Fire Safety precautions? (Weekly Fire Door checks etc).	NO	<p><u>General Recommendations:</u> Listed below are the recommended timeframes.</p> <ul style="list-style-type: none"> • Fire Exit and Escape route checks - Daily • Fire Alarm Tests - Weekly • Fire Equipment Checks – Weekly • Fire Door Inspection - Weekly • Emergency Lighting Tests – Monthly • Visual checks of electrical equipment and cables - Monthly • Visual check of the condition of all Fire Signage - Monthly • Fire Drills – Per term. <p>These checks should be recorded within the Fire Safety Log Book.</p> <p>These have always been carried out and continue to be done by either the maintenance team, fire officer, or qualified contractors.</p>	<p>MEDIUM</p> <p>LOW</p>	<p>ONGOING</p>
2.5.7	Are Fire Drills carried out at appropriate intervals?	YES	<p>Latest Evacuation drill seen, carried out March 2017.</p> <p>Responsible Person to ensure this is on-going and all drills recorded in the Fire Safety Log Book.</p>	<p>LOW</p>	

A full list of items that should be included in a Fire Emergency Plan can be found in Appendix C.

2.6 Testing and Recording

Once the various systems are in place, ensure they will work with the necessary testing regime and ensure this is recorded.

Regular testing will improve confidence in the systems and prevent neglect.

Are the following records kept in a Fire Safety Log Book?					
REF	HAZARD	YES/NO/ UNKNOWN/ N/A	SIGNIFICANT FINDINGS AND PROPOSED ACTION TO ELIMINATE OR REDUCE THE HAZARD	RISK	DATE ACTIONED
2.6.1	Staff Fire Training?	YES	Verbal assurance was given; however, no documentation was seen at time of this FRA. It is recommended that all staff receive relevant training by a competent person. All staff are suitably trained as noted above	MEDIUM LOW	 ONGOING
2.6.2	Fire Drill Records? Minimum requirement is on an annual basis. (including false alarms)	YES	Latest Evacuation drill seen, carried out March 2017. Responsible Person to ensure this is on-going and all drills recorded in the Fire Safety Log Book.	LOW	
2.6.3	Fire Alarm Tests, (eg. Weekly Call Point	YES	At time of this FRA the latest Fire alarm testing was carried out July 2017. Verbal confirmation was given that no testing was carried out while the school was closed. Fire alarm tests must be carried out on a weekly basis by a competent person and recorded in the Fire Safety Log Book.	LOW	
2.6.4	Emergency Lighting?	NO	No records of any testing were seen. It is recommended that all Emergency lighting is tested on a monthly basis by a competent person and recorded in the Fire Safety Log Book. This has always been carried out and recorded	MEDIUM LOW	 ONGOING
2.6.5	Fire Fighting Equipment? (Weekly location checks, anti- tamper etc).	NO	It is recommended that a procedure is implemented to monitor all Fire points on a weekly basis and to record the findings in the Fire Safety Log book. This has always been carried out and recorded	MEDIUM LOW	ONGOING

Where necessary in order to safeguard the safety of the relevant persons the '**Responsible Person (see page 8)**' must ensure that the premises and any facilities, equipment and devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair.

The keeping of maintenance and test records can help you demonstrate how you are complying with Fire Safety Law. In all cases the quality of records may also be regarded as a good indicator of the overall quality of the safety management structure.

APPENDIX 'B'

PROPERTY FIRE RISK RATING

Categories

HIGH Risk – High-risk premises or parts of premises are those where there may be a serious risk to safety. These include those premises which have substantial quantities of readily combustible materials or any highly flammable substances and where there may, in consequence, be a great likelihood of fire occurring and fire, heat or smoke spreading rapidly. The provision of sleeping accommodation will constitute a high life safety fire risk.

MEDIUM Risk – Most premises will be of normal fire risk. They will generally contain quantities of combustible materials and sufficient sources of heat to take them out of the low risk category. In such premises any outbreak of fire is likely to remain confined or is likely to spread only slowly, thereby allowing people time to escape to a place of safety.

LOW Risk – Premises or parts of premises of low fire risk are those where there is hardly any risk to life safety because there are few combustible materials, no highly flammable substances and virtually no sources of heat, which can cause a fire.

Risk Matrix

Likelihood x Severity = Consequence		Severity		
		Low	Medium	High
Likelihood of Fire	Low (1)	1	2	3
	Medium (2)	2	4	6
	High (3)	3	6	9

See following page for Action Priority.

Action Priority

Risk Levels:

Guidance on necessary action.

LOW Within 3 Months	Actions (where applicable) to further reduce these risks are assigned low priority and arrangements should be made to ensure that the controls are properly implemented and maintained. Regular monitoring and reviewing is recommended.
MEDIUM Within 1 Month	Arrangements should be made to ensure that the controls are properly implemented and maintained within the timescales indicated.
HIGH Within 7 days	Substantial efforts should be made to reduce the risk, the risk reduction measures should be implemented urgently within the defined time period and taking into consideration it may be necessary to suspend or restrict the activity, or to apply interim risk control measures, until improvements have been completed. Arrangements should be made to ensure that the controls are properly maintained.

DIGITALLY HIGHLIGHTED PROBLEM AREAS OF THE ASSESSMENT:



Ref: 1.2.1
Combustible material stored next to electrical equipment



Ref: 1.2.1
Combustible material stored next to server equipment



Ref: 1.2.1.
Excessive Combustible material and waste stored in classroom



Ref: 1.2.3.
Cylinders stored on top of each other



Ref: 1.2.3
Inappropriate storage of paints



Ref: 1.4.1.
Ceiling tiles missing

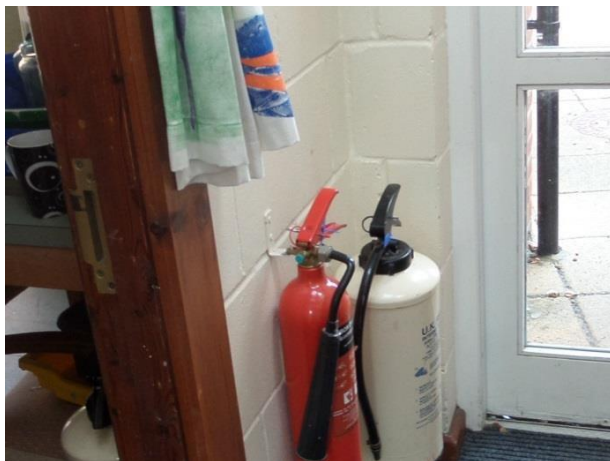
DIGITALLY HIGHLIGHTED PROBLEM AREAS OF THE ASSESSMENT:



Ref: 2.2.3
Blocked Fire Exit



Ref: 2.2.3
Workbench blocking Fire exit



Ref: 2.3.2.
Fire Extinguisher ID signs missing



Ref: 2.3.2.
Fire extinguisher floor standing and not on Fire point

This Document must be Reviewed Periodically

Changes that are introduced into your workplace may have an effect on your fire risks and precautions e.g. changes to your work process, furniture, plant, machinery, substances, buildings, or the number of people likely to be present in the workplace. Any of these changes could lead to new hazards or increased risk. So if there are any significant changes you will need to review your assessment in the light of the new hazard or risk.

Do not amend your assessment for every trivial change or for each new job, but if a change or job introduces significant new hazards you will want to consider them and do whatever you need to keep the risks under control. In any case, you need to review this document to make sure the precautions are still working effectively.

The table below will give a further reminder on when to carry out a review in line with the information above.

We recommend that Morgan Fire Protection Limited carry out a full review on an annual basis.

3 Months after Inspection	Year 1 2018	Year 2 2019	<u>Every Three Years</u> <u>Morgan Fire Protection Limited</u>
Date: 15th November 2017	Date: 10th October 2018	Date: 11th October 2019	Date:
Carried out by: James Ashcroft – Fire Officer	Carried out by: Sandra Lubbock – H&S Officer	Carried out by: Sandra Lubbock – H&S Officer	Carried out by:
Signature:	Signature:	Signature:	Signature:

APPENDIX 'C'

Guidance for Employee Fire Instruction and Drills

Written information about the action to be taken in the event of fire shall be made readily available to all employees.

All persons should receive instruction and training at least once every six months, which should be appropriate to their responsibilities and based on written instructions. This should include:

An initial period of at least half an hour of instructions given by a competent person covering the following:

- 1) The action to be taken upon discovering a fire
- 2) The action to be taken upon hearing the fire alarm
- 3) Raising the alarm, including the location of alarm call points, and indicator panels
- 4) The correct method of calling the fire brigade
- 5) The location and use of fire-fighting equipment
- 6) Knowledge of escape routes
- 7) Appreciation of the importance of fire doors and of the need to close all doors when the alarm is raised
- 8) Stopping machines and processes and isolating power supplies where appropriate
- 9) Evacuation of the building (where members of the public are present, this will include the supervision of their egress from the building)

In the case of new staff, instruction and training should be given as soon as possible after appointment.

a) Ongoing training based on the above; and

b) Exercises which should take the form of either:

- 1) A walk over the escape routes checking fire doors, position of fire alarms and fire equipment; or
- 2) A full-scale emergency evacuation of the premises, assembling at pre-determined assembly points

A record of the training and instruction should be maintained detailing the following:

- 1) Date of instruction or exercise
- 2) Names of person giving the instruction
- 3) Names of person(s) receiving the instruction; and
- 4) Nature of instruction or exercise

A competent person shall be made responsible for staff training and co-coordinating the actions of the staff in the event of fire.

Fire Emergency Plan

Guidance items to be considered for inclusion:

The action to be taken upon discovering a fire.

The correct method of operating the fire alarm.

The action to be taken upon hearing the alarm.

The correct method of calling the Fire Brigade.

The location and use of the fire extinguishers provided.

An appreciation of the importance of fire doors and the need to keep them closed at all times.

The evacuation procedure to the assembly point.

The arrangements for role call after evacuation.

The location of a fire assembly point, which should be a safe place outside the building.

The arrangements for the safe management of any disabled person or visitors to the premises.

All persons at work should be instructed and trained to ensure that they understand the fire emergency plan, fire precautions in the premises and the action to be taken in the event of fire.

ADDENDUM (Additional Information)

<p>Refs: 1.4.3 / 1.4.4 Fire Doors</p>	<p><u>Fire Doors</u> Fire doors are the principle means of preventing smoke, heat and flames from spreading from one compartment to another. If fire doors are not in fully working order, they will allow products of combustion to spread quicker and render escape routes ineffective.</p> <p>All fire doors should be self-closing, close flush to frame, and have no gaps in excess of 3mm, those that do not, need to be adjusted accordingly by a competent person to ensure that they are in full working order.</p> <p>Fire doors, where installed, to be a minimum of FD30S rating. Fire doors to be tested to BS476, constructed, installed and maintained in compliance with BS8214 code of practice for fire door assemblies.</p>
<p>Ref: 2.3.2</p>	<p><u>BS5306-8 Sec 4.6 Avoidance of multiplicity of types.</u> To avoid confusion, all extinguishers installed in any one storey of a building or single occupancy should have the same method of operation and if intended for the same function be similar in shape appearance and colour.</p>