

# FIRE RISK ASSESSMENT



## Beeston Hall School - Main Block & Music Block

Beeston Hall School - Main Block & Music Block,  
West Runton, Cromer, Norfolk, NR27 9NQ

VALID BETWEEN	17/10/2022 - 17/10/2023
ASSESSED BY	Charlie Brough MIFSM, CFRAR
ASSESSED ON	17/10/2022
APPROVED BY	Michael Wells TIFSM
APPROVED ON	02/11/2022
ASSESSMENT REF.	RB-R9N8WH
VERSION	1

**No material changes or alterations have been made to any of the buildings in this risk assessment. No further actions are required to be updated.**

**Reviewed by:**

**Tim Cole**

**Date:**

**16/10/2023**

**Monitored by:**

**Sandra Lubbock**

**Date:**

**16/10/2023**

**Next review**

**15/10/2024**



**Morgan Fire Protection Ltd**  
MARLOWE Critical Services

# 1 SUMMARY

## Fire Risk Assessment

ASSESSMENT AND CERTIFICATE REFERENCE  
RB-R9N8WH

ASSESSED BY, ON  
Charlie Brough MIFSM, CFRAR, 17/10/2022

APPROVED / VALIDATED BY, ON  
Michael Wells TIFSM (Fire Risk Assessor), 02/11/2022

START DATE — RECOMMENDED REVIEW DATE  
17/10/2022 — 17/10/2023

SIGNIFICANT FINDINGS  
25 Actions / 35 Controls

PRODUCED FOR THE RESPONSIBLE PERSON  
Beeston Hall School

SPECIFICATION CONFORMS TO  
Our own internal quality system.

ASSESSMENT SCOPE  
Assessment applies only to the building specified.

## Assessed Property

PROPERTY NAME  
Beeston Hall School - Main Block & Music Block

PROPERTY REFERENCE  
RB-QTEATY

ADDRESS  
Beeston Hall School - Main Block & Music Block  
West Runton  
Cromer  
Norfolk  
NR27 9NQ

### FIRE RISK RATING

#### LIKELIHOOD MEDIUM

Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

#### SEVERITY MODERATE HARM

Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.

#### RISK MODERATE

Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.

ASSESSING / ACCREDITED ORGANISATION  
Morgan Fire (Marlowe Group)



# 2 PROPERTY

## Address

### PROPERTY NAME

Beeston Hall School - Main Block & Music Block

### PROPERTY REFERENCE

RB-QTEATY

### ADDRESS

Beeston Hall School - Main Block & Music Block

West Runton

Cromer

Norfolk

NR27 9NQ

## Property Information

### Property Construction

#### Construction and Materials

Beeston hall was built in 1948 as a home. Following improvements in 1967 and 1978, it was turned into Beeston Hall school. The building is built from solid traditional brick and blockwork with concrete floor slabs in some areas, and the floors appear to be built from blockwork flooring. Internally the walls are constructed from solid blockwork and plasterboard.

#### External Wall System

The external wall comprises of different features such as solid brick work, render and stone features.

#### Number of floors

3

#### Height

6m

#### Property Type

Boarding School

#### Fire / Arson History

No

### People and Use

#### Manager's Flat

No

#### Staff Accommodation / HMO

Yes

#### Hotel / Rooms for Hire

No

#### Occupancy Description

The school has 174 students in total only 21 of which are boarders. The school can facilitate up to 80 boarding students, but this is highly unlikely. There are 68 staff members, and only 50 are likely to be present at one time. There are persons present within the building 24/7. The Main Block is where all students sleep.

During the assessment, Information was provided by Maureen Rumsby and the local caretaker.

No access was provided into the roof void.

#### Locally Responsible Person

Fred De Falbe (Headmaster)

#### Number of visitors

15

## Fire SafetyProtection

Fire Alarm System

Yes - There is an automatic fire alarm system installed within the main block and a manual fire alarm bell within the music block

Sprinkler System

No

Ansul System

No

Fire Curtains

No

Evacuation Chairs

No

Smoke Vents

No

Dry/Wet Risers

No

Extinguishers

Yes

Emergency Lighting

Yes

Security

CCTV

Hose Reels

No



### 3 SERVICING AND INSPECTIONS

EQUIPMENT	FREQUENCY	DATE COMPLETED	STATUS
Duct Cleaning	Annually	01/04/2022	Compliant
Emergency Lights	6 months	31/05/2022	Compliant
Fire Alarm System	6 months	31/05/2022	Compliant
Fire Extinguishers	Annually	29/07/2022	Compliant
Fixed Wire Testing	5 years	19/07/2021	Compliant
Gas Safety (Heating)	Annually	18/07/2022	Compliant
PAT Testing	Annually	27/07/2022	Compliant

## 4 BUILDING LAYOUT

The main building consists of three floors. The ground floor comprises a reception area, offices, kitchen, dining hall, laundry room, storerooms, toilets and service cupboards. There is also a gym hall, games room, rest room, work room, server room and toilets throughout the ground floor.

The first floor consists of the student and staff bedrooms. The second floor consists of a large attic loft space with storage.

There are three internal staircases and two external staircases on the premises. Final exits are throughout the ground floor.

The music block consists of a single-storey block with an entrance hallway, several music rooms, a hall, an office, and toilets. There are multiple final exits.



# 5 SIGNIFICANT FINDINGS

This assessment identifies 25 actions and 35 controls.

25 ACTIONS	INCOMPLETE	35 CONTROLS	ONGOING
IMMEDIATE	1	ALL	35
HIGH	7		
MEDIUM	12		
LOW	5		

## Sources of Ignition

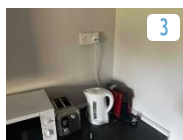
- Does the fixed electrical system appear to be in a good condition with a recent professional inspection? YES

- The electrical installation appeared to be suitable for the premises, and there were no obvious risks associated with it. The system has been subject to maintenance and testing. An Electrical Installation Condition Report (EICR) for the premises was available for review. The report highlighted the system as satisfactory.



- Does portable electrical equipment appear to be in a good condition, safely used and regularly tested? YES

- There are electrical appliances in use around the premises. All had labels indicating appropriate portable appliance testing (PAT). Where seen, electrical appliances appeared to be in good condition and carried a recent test label.

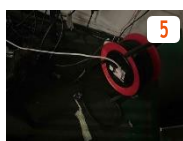
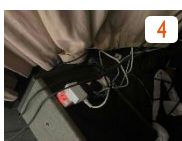


- Is the use of multi way adapters and extension leads well managed? NO

- Where extension leads are necessary, a lead with the correct rating for the intended purposes should be used. Extension leads should not be 'daisy chained' (i.e., plugged one into another). The extension leads on the stage should be unplugged, and additional fixed sockets should be installed if required.

WHY Extension leads are plugged into one another, which is not considered suitable and causes a risk of overheating.

LOCATION Gym/Stage



NO

HIGH

SERIOUS

REFERENCE RB-4ACB8L

DUE 17/11/2022

CATEGORY Servicing: Other PPM

- Were any issues identified in relation to smoking? NO

- The building does not have a designated smoking facility, but there is a strict policy of no smoking within all areas of the property and in close proximity. The procedure appeared to be fully adhered to during the visit. If staff wish to smoke, they must do so off-site.

◆ Were open fires or portable heaters (including external / patio heaters) used appropriately and safely?

- Candles should be encased, and a documented process should be implemented to ensure they are extinguished at the end of each service if used.

WHY Candles are provided within the chapel area.

LOCATION Chapel



- A policy should be implemented to ensure that the open fire is no longer burning during the night time when staff are no longer present. It was identified that there is no fire detection within or directly outside the room, which will be highlighted in the means of warning section below.

WHY There is an open fireplace within the drawing room on the ground floor, underneath the sleeping accommodation. The open fire is ignited in the morning and left on throughout the day. There was no policy or documented process to ensure the open fire is no longer burning throughout the night during sleeping hours.

LOCATION Drawing Room



NO

HIGH

SERIOUS

REFERENCE RB-8DC49R

DUE 17/11/2022

CATEGORY Management: Training & Drills

MEDIUM

TRIVIAL

REFERENCE RB-W9ZC7F

DUE 17/01/2023

CATEGORY Management: Records & Log Books

◆ Does basic security against arson by outsiders appear reasonable?

- The risk of arson is reduced by access control systems such as key access door entry and the installation of CCTV.

YES

◆ Do the premises have a lightning protection system?

- It should be confirmed by a competent lightning protection engineer if the building is required to have a lightning protection system installed.

WHY The school is in a secluded area with no other building. There did not appear to be a lightning protection system installed.



NO

LOW

TRIVIAL

REFERENCE RB-N12W5B

DUE 17/03/2023

CATEGORY Capital Works: Other Capital

## Sources of Fuel

◆ Is the level of housekeeping considered to be acceptable and combustible materials appear to be separated from ignition sources?

- Combustible items should not be stored next to electrical items or in electrical rooms. These items should be separated immediately.

WHY Electrical storage rooms were beginning to build up of combustible items.

LOCATION Electrical storage rooms.

NO

HIGH

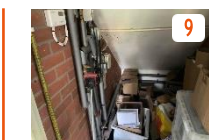
SERIOUS

REFERENCE RB-2ZDKR

DUE 17/11/2022

CATEGORY Management: Housekeeping





- All escape routes were cleared and unobstructed at the time of assessment.

Was waste regularly collected and stored in appropriate quantities, safely away from the building? YES

- No build-up of waste materials was seen during the assessment. Bins are located away from the building.

Were any flammable liquids or gases stored on site? YES

- Oxidising chemicals are present within the building only within the laundry room, which is accessed by staff. Large propane tanks are at the front of the external property, which is caged off and locked shut.



Have appropriate COSHH, DSEAR or COMAH assessments been completed where required? N/A

- There was reported to be no requirement for the completion of a DSEAR assessment.

Does the property contain communal use kitchens? YES

How would they best be described? COMMERCIAL

- There is a large kitchen located on the ground floor. At the time of assessment, the kitchen was clean and tidy. It was discussed that no deep fat fryer is situated within the kitchen or used on-site.

Is the kitchen supplied with a suppression system? NOT CONSIDERED NECESSARY

- Considering the use of no-fat fryers, the level of compartmentation within the kitchen, the number of exits and the fire detection installed within the kitchen, a suppression system is not considered necessary.

Is duct work subject to regular deep cleaning? YES

- Certification was provided to show that a schedule of deep cleaning was being completed by a competent contractor on a regular basis.

Is the kitchen fitted with a gas interlock system and safe isolation buttons? YES

- The kitchen appears to have been provided with a suitable gas interlock system in order to ensure that in the event of a power failure to the extract ducting the gas supply is shut.



Is there evidence to show that filters, traps or other grease removal devices are cleaned on a regular basis? YES

- Documentation was made available to show a cleaning schedule for all grease traps and filters.

Was the kitchen well managed, including regular duct cleaning, up-to-date equipment servicing and a gas interlock device? YES

- The kitchen was well managed and clean and tidy at the time of assessment.

❖ Structurally, are there any combustible materials used that would aid the external spread of fire? **NO**

- Structurally the building appears to be built from solid non-combustible items. No bins or waste were building up around the external wall area. The material does not appear to increase the risk to the occupants of the building.



## Means of giving warning and Fire-fighting

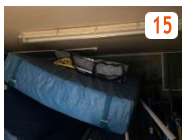
❖ Is the fire detection and warning installation suitable for the usage of the building?

**NO**

- Remove all items which are blocking the smoke detector. Ensure that staff / students know not to block the fire detection unit.

**WHY** A smoke detector unit is being blocked in the storage room within the gym hall. This could delay the time the device is activated in the event of a fire.

**LOCATION** Sports hall



**MEDIUM**

**TRIVIAL**

REFERENCE RB-AJ9382

DUE 17/01/2023

CATEGORY Management:  
Housekeeping

- There is a requirement to upgrade the automatic fire detection and alarm system in accordance with BS 5839-1:2017 to category L1. This will ensure all rooms and escape routes are protected and will give adequate time of warning for staff to evacuate students during the day and night time while students are sleeping.

**WHY** The main block is equipped with an automatic fire alarm system. The precise category of the system could not be confirmed as it differs around the site. There were areas where no fire detection was present and were considered risk rooms, such as the drawing room and directly outside the drawing room, which is part of the escape route and within the rear of the kitchen escape route. The alarm system is configured for a simultaneous activation and is addressable. Manual call points are located on each floor level and final exits. The main fire alarm panel indicated no faults or warnings at the time of the assessment, and a zone chart was fixed adjacent to the panel.

**LOCATION** Throughout the site



**HIGH**

**SERIOUS**

REFERENCE RB-BKN655

DUE 17/11/2022

CATEGORY Capital Works: Alarm  
Installation

- The premises has no means of alerting occupants of a fire and would benefit from a fire alarm system compliant to BS 5839:1 Grade A category L2 installed throughout the music block. A verbal or simple manual-operated alarm system is not considered suitable due to the likelihood that staff will not be able to manage and visually see all the rooms.

**WHY** The music block is a detached building away from the main block and is a single-storey building with multiple classrooms. Within the music block, there is no automatic fire detection system installed. A simple manual operating bell is installed within the entrance area of the music block. Although it was discussed that staff are present within the building at all times, there are several rooms where a fire could start and be undetected for several minutes.

**LOCATION** Music block

**HIGH**

**SERIOUS**

REFERENCE RB-5YQ71C

DUE 17/11/2022

CATEGORY Capital Works: Alarm  
Installation



Is there a suitable zone plan installed?

YES

- A zone plan is adjacent to the main block's fire alarm control panel.

Is the property provided with a compliant level of fire extinguishers and readily accessible?

NO

- A competent fire extinguisher engineer should repressure the fire extinguisher.

WHY The water fire extinguisher located at the rear of the stage has lost excessive amounts of pressure.  
LOCATION Stage



MEDIUM

TRIVIAL

REFERENCE RB-TV85FU

DUE 17/01/2023

CATEGORY Servicing: Extinguishers

- There should be a Co2 fire extinguisher installed within the entrance of the main block.

WHY The reception area within the main block has the main electrical cupboard and other electrical equipment. There was no CO2 extinguisher seen within 10 meters of the electrical items.  
LOCATION Reception area

MEDIUM

TRIVIAL

REFERENCE RB-TF2K2L

DUE 17/01/2023

CATEGORY Capital Works: Other  
Capital

- As there has been no specific risk assessment identifying the need for powder requirements, it is recommended that all dry powder extinguishers are removed and replaced with a suitable alternative in line with current guidance.

WHY There are powder extinguishers throughout the site, including enclosed rooms and the kitchen. The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardise escape, rescue or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors in accordance with the requirements of BS5306 Part 8 2012.

LOCATION Throughout

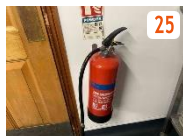
MEDIUM

TRIVIAL

REFERENCE RB-XZTNCX

DUE 17/01/2023

CATEGORY Servicing: Extinguishers



If (wet or dry) risers are installed do they appear in a good condition and regularly serviced?

RISERS NOT INSTALLED

## Escape from Fire

Are there a sufficient quantity of compliant final exits and do all travel distances seem reasonable?

YES

- Final exit doors within the gym were noted to have been fitted with bolt action devices rather than simple push bars to open devices. It was discussed that this is in place as a health and safety assessment has been carried out to remove the push bars to ensure students don't fall on such devices protruding out in the sports hall. It was noted that staff would be present within the hall during all times and manage the evacuation and unlock the final exit doors.



- The means of escape for this premises are adequate, travel distances are acceptable and cannot practicably be reduced, and exits are well indicated. The floor and surfaces are in good visual condition.

❖ Are all final exits easily openable (with electrical releases failing-safe)?

- It would be considered suitable to put a plan in place to change locking systems for all final exit doors requiring a key to escape. Final exit doors should be quickly and easily openable without a key or code in the event of a fire.

This is not considered necessary within the gym hall, as discussed above.

WHY Exit fastenings from the building are mixed from thumb turn to open devices and bolt action devices, and the use of a key is required in some areas. This is for security reasons and is considered low risk. Doors are unlocked during daytime school hours, and staff manage evacuations well. During sleeping hours, these doors will be locked shut by the on-duty team.

LOCATION Various final exits

NO

LOW

TRIVIAL

REFERENCE RB-VVBNJQ

DUE 17/03/2023

CATEGORY Repairs: Doors

❖ Was a reasonable level of standard and emergency lighting provided?

- Although there was no testing completed at the time of the visit, it was considered that there were sufficient emergency lights installed on the escape routes.

YES

❖ Are systems in place for compliant testing of the emergency lighting?

- It was discussed that the emergency lighting system is tested monthly, recorded within a fire safety folder, and then uploaded onto an online excel spreadsheet.

YES

❖ Is there a procedure in place to identify and provide PEEPs for staff /visitors/ residents with additional evacuation requirements?

- The building is a school, so people with reduced mobility would be students, employees, or visitors to the school. Any students or employees with reduced mobility should have a Personal Emergency Evacuation Plan (PEEP) completed with them, which should be regularly updated in case of any changes. At the time of assessment, it was discussed that there are currently no persons with reduced mobility. Should the situation change, there will be control measures put in place. Visitors may also require a PEEP or be subject to a generic PEEP (GEEP) in certain circumstances. It is advised that GEEPs are held at the reception desk for visitors.

YES

❖ If considered necessary, is the site supplied with adequate signage including fire action notices?

- Fire action notices should be displayed adjacent to the manual fire alarm points to detail the correct procedure for the fire evacuation policy to these areas of the buildings.

WHY There were small amounts of fire action notices installed throughout the school.

LOCATION Adjacent to manual call points



YES

LOW

TRIVIAL

REFERENCE RB-3C82XN

DUE 17/03/2023

CATEGORY Repairs: Signage

- It is considered that there is acceptable directional signage in place to ensure that a complete evacuation of the building would be completed within an acceptable time. The property is staffed at all times and is also the student's home. It is therefore considered unnecessary to institutionalise the building and fit directional signage above every door and across all walls. Staff and Students will be familiar with the layout.



❖ Are there suitable exit route capacity?

- The single staircase exit width is suitable for a simultaneous evacuation policy in place.

YES

Are all fire escape routes clear and unobstructed?

- Ensure that students do not store and hang their coats and bags within the escape routes during the term, as this will enhance the spread of fire.

WHY Final exits and escape routes were clear and available for use at the time of our assessment. No obstructions were seen anywhere on the premises. The fire risk assessment was undertaken during school holidays; therefore, there was no understanding of how students store their bags and coats during school hours.

YES

MEDIUM

TRIVIAL

REFERENCE RB-5XTFLY  
DUE 17/01/2023  
CATEGORY Management: Housekeeping

Is there a suitable fire assembly point located?

- The site-wide fire assembly point is suitable and is sited where persons will not be at risk from oncoming fire appliances and in an area where occupants can assemble and be accounted for.

YES

## Fire Spread & Development

From a visual inspection, does compartmentation throughout the building appear to be uncompromised and offering a suitable level of protection?

- The compartmentation of the structure could not be confirmed because an intrusive inspection was not included in this assessment; however, from a visual inspection of the ceilings, walls and floors, they appeared to be adequate. Several fire doors throughout the building did not appear to be suitable and will be addressed below.

YES

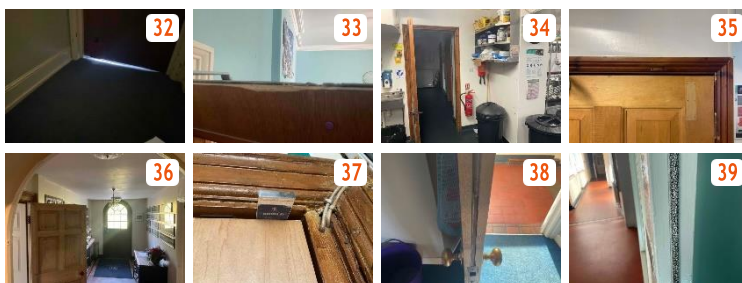
Are fire doors, installed where required, in good condition, closing fully into the frame with an effective self-closer?

- Due to the number of deficiencies found, it is recommended that a complete fire door survey is undertaken and appropriate remedial works carried out to ensure they function as intended. This should include their fire resistance and smoke control suitability and if replacement door sets are required.

WHY During the assessment, it was noted that throughout the building, there are several issues found with the fire doors, such as;

- Various fire doors have excessive gaps,
- Damaged smoke seals and missing intumescent strips were observed,
- Where installed, cold smoke seals have been painted over,
- Student bedroom fire doors were damaged,
- Self-closing devices missing from doors leading onto the escape route and from high-risk rooms.
- Fire door signage missing.

LOCATION Throughout



NO

IMMEDIATE

SERIOUS

REFERENCE RB-3C5HCH  
DUE 17/11/2022  
CATEGORY Capital Works: Doors

Has the site avoided the wedging of fire doors?

- Fire doors should be kept closed at all times. If it is considered that the door is required to be held open for operational reasons, a suitable hold-open device which has been approved and tested to BS EN 1155:1997 should be installed.

WHY Fire doors were wedged open, compromising both compartmentation and providing an unprotected escape route.

LOCATION Hall & communal corridor

NO

HIGH

SERIOUS

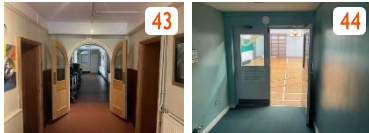
REFERENCE RB-48L4Q6  
DUE 17/11/2022  
CATEGORY Repairs: Doors



#### Are doors fitted with correct signage?

- All fire doors should be inspected, and suitable signage should be installed on the door. This should be carried out during the full fire door inspection, which has been recommended.

WHY A number of fire doors and cupboards are not fitted with suitable "Fire Door Keep Shut" or "Fire Door Keep Locked Shut".  
LOCATION Throughout



YES

MEDIUM

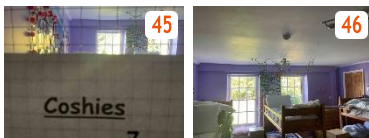
TRIVIAL

REFERENCE RB-VRXYGH  
DUE 17/01/2023  
CATEGORY Repairs: Signage

#### Is there a reasonable limitation of linings that might promote the spread of fire?

- Lights should not be covered with combustible items; these kinds of items should be removed.

WHY Within the student bedrooms, lights can be seen to have been covered by combustible artificial decor.  
LOCATION Coshies room



NO

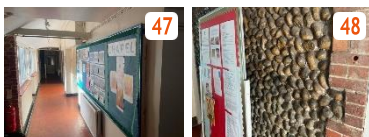
MEDIUM

TRIVIAL

REFERENCE RB-9PIWWJ  
DUE 17/01/2023  
CATEGORY Management: Housekeeping

- Monitor and review all notice boards to ensure that notice boards are not close together and overloaded with paper and cardboard, which will enhance the risk of fire spread.

WHY School notice boards are installed on the walls throughout the school in areas such as escape corridors. Notice boards should not be larger than 3m wide and be separated from other notice boards by 1m. During the assessment, there were no ignition sources and no fire loading adjacent to the notice boards.  
LOCATION Corridors



LOW

TRIVIAL

REFERENCE RB-71TTK7  
DUE 17/03/2023  
CATEGORY Management: Housekeeping

- There is a requirement to relocate the library area into an enclosed classroom and keep this area sterile at all times.

WHY Within the main building, underneath the stairs which lead to the accommodation area, there are storage shelves with combustible books; this area forms part of the escape route and is directly underneath the main staircase. It was noted that there was no ignition source within close proximity of the books at the time of assessment.  
LOCATION Accommodation stairs

LOW

TRIVIAL

REFERENCE RB-FH9JXG  
DUE 17/01/2023  
CATEGORY Management: Housekeeping

## Procedures, Arrangement & Training

#### Is there a process in place to manage and approve contractor RAMs, hot works and sign-in/out process?

- Satisfactory controls need to be put in place for any work carried out on-site by contractors. This should include an understanding of the potential risks relating to their activities, including details of any 'hot works' which should be only carried out via a permit to work before commencing. A policy should be established, and evidence should be held within a fire safety folder.

NO

MEDIUM

TRIVIAL

REFERENCE RB-ZTKP1A  
DUE 17/01/2023  
CATEGORY Management: Records & Log Books



WHY It was discussed that all contractors would be subject to vetting and risk assessment provided however, there was no evidence of a policy in place to ensure that there is a suitable procedure in place to manage contractors on site.

❖ Are there enough staff to ensure an effective evacuation of the building and were fire drills properly recorded?

- Fire drills should be scheduled to be completed on a regular basis, and their results recorded onto the online school system ready for inspection. The frequency of drills should be at least twice per year but sufficient to ensure all staff members have been included. Staff should be trained to provide an effective evacuation of the building.

WHY There was no evidence provided that staff have received training as fire wardens. The most recent fire drill records were provided and dated February 2022. However, it was discussed that a fire drill was carried out in September 2022 but has not been recorded onto the online system.

NO

MEDIUM

TRIVIAL

REFERENCE RB-1SCXS8

DUE 17/01/2023

CATEGORY Management: Training & Drills

❖ Do staff have appropriate induction and refresher training?

- Staff training should be documented. The training should include but not be limited to the following:

- Fire risk in the premises,
- Fire safety measures on the premises,
- Action in the event of a fire,
- Action on hearing the fire alarm signals,
- Method of operation of manual call points,
- Location and use of extinguishers,
- Means of summoning fire and rescue services,
- The identity of persons nominated to assist with evacuation and the identity of persons nominated to use fire extinguishing appliances.

WHY At the time of the visit, there was no documentation available to show that staff are provided with appropriate fire safety awareness training either at induction or on an ongoing basis.

NO

HIGH

SERIOUS

REFERENCE RB-QUNZD7

DUE 17/11/2022

CATEGORY Management: Training & Drills

❖ If there is a requirement for specialist safety or evacuation equipment was it in place, properly maintained and were staff trained to use it?

NO SPECIAL REQUIREMENTS

❖ Based on local knowledge do perimeter security arrangements seem suitable?

YES

- The site is within a secluded area off the main road. The site is fitted with CCTV, and staff are present throughout the day and night.

❖ Was a well considered and documented fire procedure in place and available to all relevant persons?

NO

- An evacuation plan should be developed and escalated to all relevant persons regarding actions to be taken in the event of a fire alarm activation. The information provided should include but not be limited to,

- Primary escape route from the building
- Secondary escape routes from the building
- Call point activation
- Assembly point location
- Usage of fire-fighting equipment
- Notifying the fire and rescue service
- False alarm reporting

WHY No evidence was available to suggest that relevant persons are provided with guidance in relation to their actions in the event of a fire.

MEDIUM

TRIVIAL

REFERENCE RB-R7ZHUG

DUE 17/01/2023

CATEGORY Management: Training & Drills

- A fire safety management plan should be established covering all areas of fire safety. The plans should be communicated, and all relevant persons should be aware of the policy and procedures in place.

This would include, for example:

- A fire safety policy for the entire school
- Control procedures to limit the likelihood of fire or fire spread, e.g., a hot work procedure
- Procedures for checking the general fire precautions within the premises remain appropriate
- The process for inspecting, testing and maintaining fire safety equipment and infrastructure within the premises
- The process for rectifying faults to fire safety equipment and infrastructure.
- Emergency action plan
- Emergency procedures for occupants with impairments that might affect their evacuation
- Staff training
- Fire warden identification and training

WHY There was no information available that detailed the documented arrangements that Beeston School has established to prevent fire and protect the premises' staff and students.

MEDIUM

TRIVIAL

REFERENCE RB-UJ3VRY

DUE 17/01/2023

CATEGORY Management: Records  
& Log Books

- ◆ Have personal evacuation plans been completed for all relevant persons who may require one? (to include staff, visitors, volunteers, residents etc.) YES

- It was stated at the time of the visit that there were currently no members of staff or regular visitors that would require a personal emergency evacuation plan to be in place. Systems were reported to be available to address this issue if it should arise.

- ◆ Is there adequate co-operation and co-ordination with other responsible persons in control of adjoining premises and the fire and rescue service (where considered necessary)? NOT NECESSARY

## Testing & Maintenance

- ◆ Did log books show that the fire alarm (and any related equipment) was tested by staff? YES

- Evidence was made available to show that fire alarms are tested via alternating call points on a weekly basis.

- ◆ Are certificates available to show that the fire alarm system and all interfaced equipment is subject to a compliant schedule of maintenance? YES

- Evidence was presented to show that the fire alarm system is subject to regular maintenance visits in line with BS5839-1.

- ◆ Is there evidence that emergency lights are tested on a monthly basis? YES

- Documentation was made available to show that emergency lights were tested for functionality on a monthly basis.

- ◆ Are records available to show that emergency lights are subject to an annual full discharge test? YES

- Certificates were made available to show that a competent contractor had completed a full duration discharge of the emergency lighting in order to comply with guidelines within BS5266-1:2016.

- ◆ Are heating and cooling systems maintained on an annual basis? YES

- Evidence of the boiler having undergone servicing by a registered engineer and gas safety certificates were made available for inspection.



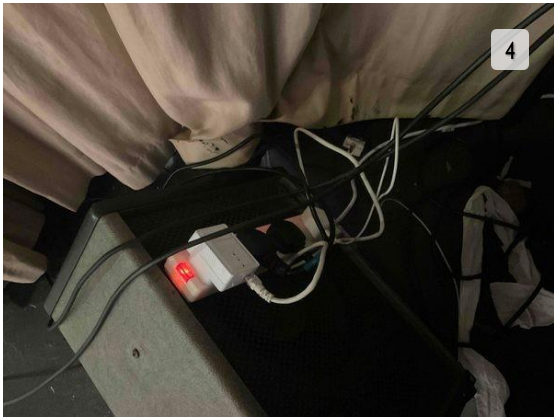
- ◆ Are fire extinguishers marked as having been subject to an annual service? YES

  - All portable fire fighting equipment examined was found to have undergone a schedule test in the last 12 months in line with the requirements of BS5306.
  
- ◆ Is there adequate maintenance of the workplace including periodic inspection of external staircases and gangways? YES

  - Based on the general appearance of the building, it would be suggested that a program of regular maintenance is completed.
  
- ◆ Are arrangements in place to ensure safe usage and maintenance schedules are in place for electrical and mechanical equipment in use within the site? YES

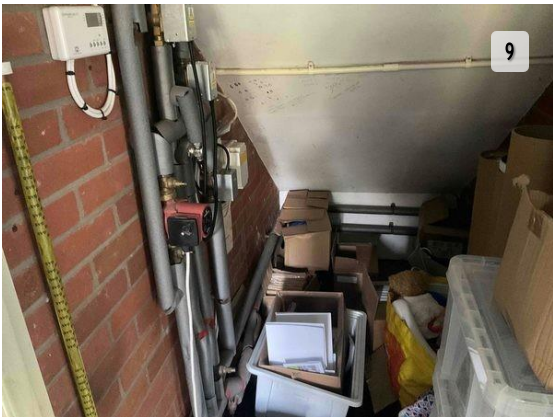
  - Evidence was made available to show that all mechanical equipment on site is subject to a program of regular maintenance.

6 PHOTOS



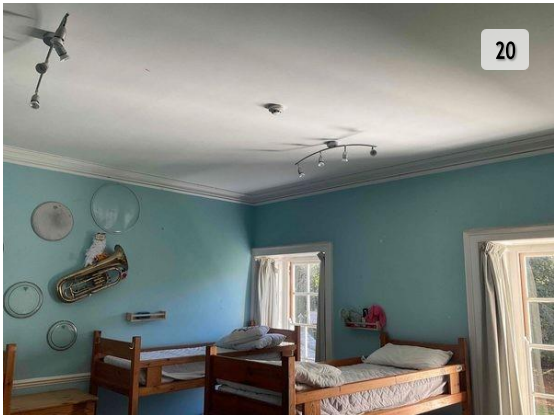
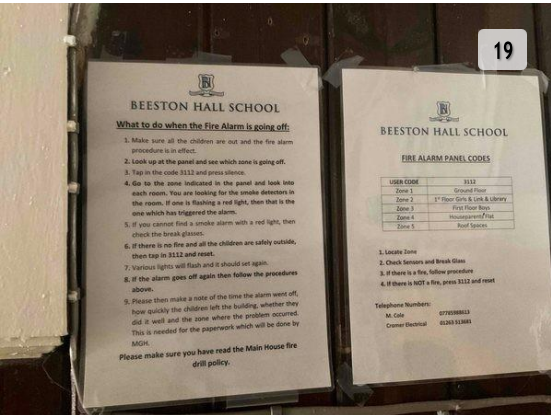


Photos Continued...

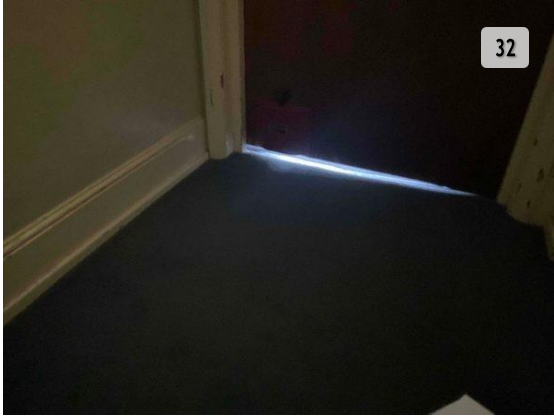




Photos Continued...

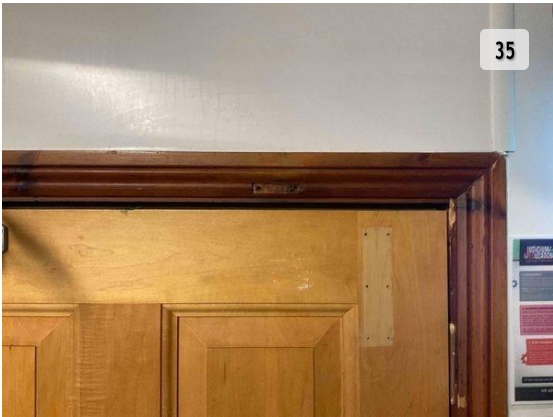


Photos Continued...



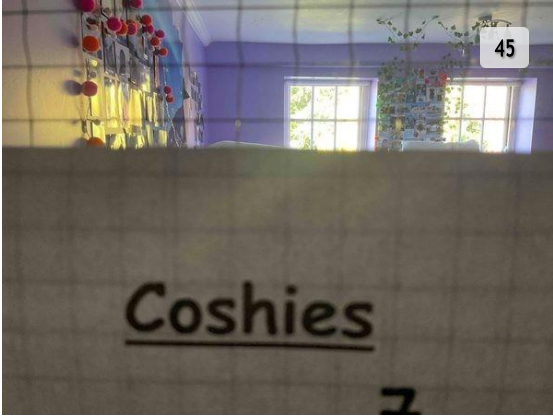
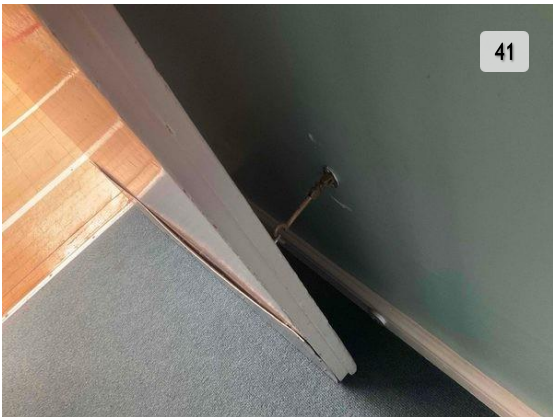


Photos Continued...





Photos Continued...



# 7 ACTION PLAN

Where extension leads are necessary, a lead with the correct rating for the intended purpose should be used. Extension leads should not be 'daisy chained' (i.e., plugged one into another). The extension leads on the stages should be unplugged, and additional fixed sockets should be installed if required.

REFERENCE RB-4ACB8L  
LOCATION Gym/Stage

Extension leads are plugged into one another, which is not considered suitable and causes a risk of overheating.

Extension leads have been removed and staff reminded that it is not appropriate to daisy chain extension leads.

DUE BY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022

There is a requirement to upgrade the automatic fire detection and alarm system in accordance with BS 5839-1:2017 to category L1. This will ensure all rooms and escape routes are protected and will give adequate time of warning for staff to evacuate students during the day and nighttime while students are sleeping.

REFERENCE RB-BKN65S  
LOCATION Throughout the site

The main block is equipped with an automatic fire alarm system. The precise category of the system could not be confirmed as it differs around the site. There were areas where no fire detection was present and were considered risk rooms, such as the drawing room and directly outside the drawing room, which is part of the escape route and within the rear of the kitchen escape route. The alarm system is configured for simultaneous activation and is addressable. Manual call points are located on each floor level and final exits. The main fire alarm panel indicated no faults or warnings at the time of the assessment, and a zone chart was fixed adjacent to the panel.

We have been advised that the alarm system does meet the required standards, otherwise it would not have been passed on by the engineers upon inspection.

The school has risk assessed the situation and considers the risk to be acceptable.

We will seek further assurances from the contractor as to its suitability.

The alarm system will be upgraded in due course when work is carried out in the building.

DUE BY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022

The premises has no means of alerting occupants of a fire and would benefit from a fire alarm system compliant to BS5839:1 Grade A category L2 installed throughout the music block. A verbal or simple manual-operated alarm system is not considered suitable due to the likelihood that staff will not be able to manage and visually see all the rooms.

REFERENCE RB-5YQ71C  
LOCATION Music block

The music block is a detached building away from the main block and is a single-story building with multiple classrooms. Within the music block, there is no automatic fire detection system installed. A simple manual operating bell is installed within the entrance area of the music block. Although it was discussed that staff are always present within the building, there are several rooms where a fire could start and be undetected for several minutes.

The Music block is always occupied during the day by several people and there are limited sources of ignition.

The property is fully checked, including each practice room, when the building is locked up at night.

The block is set a distance from the main building and any fire is unlikely to spread.

The school has risk assessed the situation and considered the risk to be acceptable at this time.

There are plans for a major redevelopment of this block, and at which time a full fire alarm system will be installed.

DUE BY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022





Staff training should be documented. The training should include but not be limited to the following:

REFERENCE RBUNZD7

- Fire risk in the premises,
- Fire safety measures on the premises,
- Action in the event of a fire,
- Action on hearing the fire alarm signals,
- Method of operation of manual call points,
- Location and use of extinguishers,
- Means of summoning fire and rescue services,
- The identity of persons nominated to assist with evacuation and the identity of persons nominated to use fire extinguishing appliances.

At the time of the visit, there was no documentation available to show that staff are provided with appropriate fire safety awareness training either at induction or on an ongoing basis.

Whole school staff training was held in January 2022, records of which are available for inspection.

An additional training session for new staff was held on 17<sup>th</sup> November 2022.

DUEBY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022

Fire doors should be kept closed at all times. If it is considered that the door is required to be held open for operational reasons, a suitable hold-open device which has been approved and tested to BS EN 1155:1997 should be installed.

REFERENCE RB-48L4Q6  
LOCATION Hall & communal corridor

Fire doors were wedged open, compromising both compartmentation and providing an unprotected escape route.

Only fire doors with automatic closers are to be opened.

Staff are to be reminded of this at staff meetings and spot checks will be carried out regularly to ensure this is being followed.

DUEBY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022

Due to the number of deficiencies found, it is recommended that a complete fire door survey is undertaken, and appropriate remedial works carried out to ensure they function as intended. This should include their fire resistance and smoke control suitability and if replacement door sets are required.

REFERENCE RB-3C5HCH  
LOCATION Throughout

During the assessment, it was noted that throughout the building, there are several issues found with the fire doors, such as;

- Various fire doors have excessive gaps,
- Damaged smoke seals and missing intumescent strips were observed,
- Where installed, cold smoke seals have been painted over,
- Student bedroom fire doors were damaged,
- Self-closing devices missing from doors leading onto the escape route and from high-risk rooms.
- Fire door signage missing.

A full check of all doors has been carried out and remedial works planned where necessary. A check has also been carried out of all fire signage and any missing signs have been replaced.

DUEBY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022



<p>Combustible items should not be stored next to electrical items or in electrical rooms. These items should be separated immediately.</p> <p>Electrical storage rooms were beginning to build up of combustible items.</p> <p>All combustible materials have been removed and staff made aware of the risks. Spot checks will be carried out on a regular basis to ensure this is being followed.</p>	<p>REFERENCE RB-2ZDKR LOCATION Electrical storage rooms.</p>
<p>DUE BY / ASSIGNED TO 17 November 2022</p> <p>COMPLETED ON / BY November 2022</p> <p>Candles should be encased, and a documented process should be implemented to ensure they are extinguished at the end of each service if used.</p> <p>Candles are provided within the chapel area.</p> <p>Candles have been replaced with LED lights.</p>	<p>REFERENCE RB-8DC49R LOCATION Chapel</p>
<p>DUE BY / ASSIGNED TO 17 November 2022</p> <p>COMPLETED ON / BY November 2022</p> <p>There is a requirement to relocate the library area into an enclosed classroom and keep this area sterile at all times.</p> <p>Within the main building, underneath the stairs which lead to the accommodation area, there are storage shelves with combustible books; this area forms part of the escape route and is directly underneath the main staircase. It was noted that there was no ignition source within close proximity of the books at the time of assessment.</p> <p>The books have been relocated to a separate area.</p>	<p>REFERENCE RB-FH9JXG LOCATION Accommodation stairs</p>
<p>DUE BY / ASSIGNED TO 17 March 2023</p> <p>COMPLETED ON / BY November 2022</p> <p>Monitor and review all notice boards to ensure that notice boards are not close together and overloaded with paper and cardboard, which will enhance the risk of fire spread.</p> <p>School notice boards are installed on the walls throughout the school in areas such as escape corridors. Notice boards should not be larger than 3m wide and be separated from other notice boards by 1m. During the assessment, there were no ignition sources and no fire loading adjacent to the notice boards.</p> <p>This will be continually monitored.</p>	<p>REFERENCE RB-71TTK7 LOCATION Corridors</p>
<p>DUE BY / ASSIGNED TO 17 March 2023</p> <p>COMPLETED ON / BY November 2022</p> <p>It would be considered suitable to put a plan in place to change locking systems for all final exit doors requiring a key to escape. Final exit doors should be quickly and easily openable without a key or code in the event of a fire.</p> <p>This is not considered necessary within the gym hall, as discussed above.</p> <p>Exit fastenings from the building are mixed from thumb turn to open devices and bolt action devices, and the use of a key is required in some areas. This is for security reasons and is considered low risk. Doors are unlocked during daytime school hours, and staff manage evacuations well. During sleeping hours, these doors will be locked shut by the on-duty team.</p> <p>Low level Risk - all doors are unlocked and can be opened in the event of an emergency.</p>	<p>REFERENCE RB-VVBNJQ LOCATION Various final exits</p>

<p>It should be confirmed by a competent lightning protection engineer if the building is required to have a lightning protection system installed.</p> <p>The school is in a secluded area with no other buildings. There did not appear to be a lightning protection system installed.</p> <p>Advice will be sought from a professional as to the necessity of this.</p> <p>DUE BY / ASSIGNED TO 17 March 2023</p>	<p>REFERENCE RB-N12W5B</p>
<p>Fire action notices should be displayed adjacent to the manual fire alarm points to detail the correct procedure for the fire evacuation policy to these areas of the buildings.</p> <p>There were small amounts of fire action notices installed throughout the school.</p> <p>Suitable fire notices are displayed throughout the building.</p> <p>DUE BY / ASSIGNED TO 17 March 2023</p>	<p>REFERENCE RB-3C82XN</p> <p>LOCATION Adjacent to manual call points</p> <p>COMPLETED ON / BY November 2022</p>
<p>There should be a Co2 fire extinguisher installed within the entrance of the main block.</p> <p>The reception area within the main block has the main electrical cupboard and other electrical equipment. There was no CO2 extinguisher seen within 10 meters of the electrical items.</p> <p>We have our fire extinguishers checked annually as required. However, we will be arranging for another inspection to be undertaken by a different provider to ensure we meet the necessary provisions.</p> <p>DUE BY / ASSIGNED TO 17 January 2023</p>	<p>REFERENCE RB-TF2K2L</p> <p>LOCATION Reception area</p> <p>COMPLETED ON / BY November 2022</p>
<p>Satisfactory controls need to be put in place for any work carried out on-site by contractors. This should include an understanding of the potential risks relating to their activities, including details of any 'hot works' which should be only carried out via a permit to work before commencing. A policy should be established, and evidence should be held within a fire safety folder.</p> <p>It was discussed that all contractors would be subject to vetting and risk assessment provided however, there was no evidence of a policy in place to ensure that there is a suitable procedure in place to manage contractors on site.</p> <p>There are appropriate "hot works" risk assessments in place to ensure this risk is managed. Any such work is carried out when the school is unoccupied unless in cases of emergency works.</p> <p>All contractors are managed when onsite and this is considered an acceptable risk by the school.</p> <p>DUE BY / ASSIGNED TO 17 January 2023</p>	<p>REFERENCE RB-ZTKP1A</p> <p>COMPLETED ON / BY November 2022</p>
<p>Remove all items which are blocking the smoke detector. Ensure that staff/students know not to block the fire detection unit.</p> <p>A smoke detector unit is being blocked in the storage room within the gym hall. This could delay the time the device is activated in the event of a fire.</p> <p>Staff have been reminded of good housekeeping rules and spot checks will be carried out on a regular basis to ensure this is being followed.</p> <p>DUE BY / ASSIGNED TO 17 January 2023</p>	<p>REFERENCE RB-AJ9382</p> <p>LOCATION Sports hall</p> <p>COMPLETED ON / BY November 2022</p>



<p>Lightsshouldnotbecoveredwithcombustibleitems;thesekindsofitemsshouldberemoved.</p> <p>Within the student bedrooms, lights can be seen to have been covered by combustible artificial decor.</p> <p>Any combustible décor has been removed.</p> <p>DUEBY / ASSIGNED TO 17 January 2023</p>	<p>REFERENCE RB-9PIWWJ</p> <p>LOCATION Coshies room</p>
<p>Fire drills should be scheduled to be completed on a regular basis, and their results recorded onto the online school system ready for inspection. The frequency of drills should be at least twice per year but sufficient to ensure all staff members have been included. Staff should be trained to provide an effective evacuation of the building.</p> <p>There was no evidence provided that staff have received training as fire wardens. The most recent fire drill records were provided and dated February 2022. However, it was discussed that a fire drill was carried out in September 2022 but has not been recorded onto the online system.</p> <p>Fire drills are carried out on a regular basis and recorded appropriately.</p> <p>Drills are carried out at least termly, with additional drills being carried out for the boarding children.</p> <p>The school considers that this area is managed appropriately.</p> <p>DUEBY / ASSIGNED TO 17 January 2023</p>	<p>REFERENCE RB-1SCXS8</p>
<p>Ensure that students do not store and hang their coats and bags within the escape routes during the term, as this will enhance the spread of fire.</p> <p>Final exits and escape routes were clear and available for use at the time of our assessment. No obstructions were seen anywhere on the premises. The fire risk assessment was undertaken during school holidays; therefore, there was no understanding of how students store their bags and coats during school hours.</p> <p>This is being done and staff and pupils are reminded about this on a regular basis. Spot checks are also carried out regularly.</p> <p>DUEBY / ASSIGNED TO 17 January 2023</p>	<p>REFERENCE RB-5XTFLY</p>
<p>As there has been no specific risk assessment identifying the need for powder requirements, it is recommended that all dry powder extinguishers are removed and replaced with a suitable alternative in line with current guidance.</p> <p>There are powder extinguishers throughout the site, including enclosed rooms and the kitchen. The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardise escape, rescue, or other emergency action. For this reason, powder extinguishers should generally not be specified for use indoors in accordance with the requirements of BS5306 Part 8 2012.</p> <p>We have our fire extinguishers checked in accordance with legal requirements. However, an alternative contractor has been booked for 28.11.22 for a further review.</p> <p>DUEBY / ASSIGNED TO 17 January 2023</p>	<p>REFERENCE RB-XZTNCX</p> <p>LOCATION Throughout</p>



An evacuation plan should be developed and escalated to all relevant persons regarding actions to be taken in the event of a fire alarm activation. The information provided should include but not be limited to,

REFERENCE RB-R7ZHUG

- Primary escape route from the building
- Secondary escape routes from the building
- Call point activation
- Assembly point location
- Usage of fire-fighting equipment
- Notifying the fire and rescue service
- False alarm reporting.
- 

No evidence was available to suggest that relevant persons are provided with guidance in relation to their actions in the event of a fire.

Fire training, including Fire Marshall training, is carried out regularly and there are training records to support this.

Additional training support is to be sourced to support the fire officer, who is new to post. This is booked for 29.11.22.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

All fire doors should be inspected, and suitable signage should be installed on the door. This should be carried out during the full fire door inspection, which has been recommended.

REFERENCE RB-VRXYGH

LOCATION Throughout

A number of fire doors and cupboards are not fitted with suitable "Fire Door Keep Shut" or "Fire Door Keep Locked Shut".

Appropriate signage marking fire doors is in place.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

A policy should be implemented to ensure that the open fire is no longer burning during the night time when staff are no longer present. It was identified that there is no fire detection within or directly outside the room, which will be highlighted in the means of warning section below.

REFERENCE RB-W9ZC7F

LOCATION Drawing Room

There is an open fireplace within the drawing room on the ground floor, underneath the sleeping accommodation. The open fire is ignited in the morning and left on throughout the day. There was no policy or documented policy to ensure the open fire is no longer burning throughout the night during sleeping hours.

A check of the open fire is done every night as part of the "lock-up" procedure. This is evidenced.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022



A fire safety management plan should be established covering all areas of fire safety. The plan should be communicated, and all relevant persons should be aware of the policy and procedures in place.

REFERENCE RB-UJ3VRY

This would include, for example:

- A fire safety policy for the entire school
- Control procedures to limit the likelihood of fire or fire spread, e.g., a hot work procedure.
- Procedures for checking the general fire precautions within the premises remain appropriate.
- The process for inspecting, testing and maintaining fire safety equipment and infrastructure within the premises.
- The process for rectifying faults to fire safety equipment and infrastructure.
- Emergency action plan
- Emergency procedures for occupants with impairments that might affect their evacuation.
- Staff training
- Fire warden identification and training.
- 

There was no information available that detailed the documented arrangements that Beeston School has established to prevent fire and protect the premises' staff and students.

Appropriate policies, procedures and risk assessments are in place, together with records of necessary staff training. There is also evidence that necessary checks within the school are being carried out.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

A competent fire extinguisher engineer should repressure the fire extinguisher.

REFERENCE RB-TV85FU  
LOCATION Stage

The water fire extinguisher located at the rear of the stage has lost excessive amounts of pressure.

Fire extinguishers are serviced in accordance with statutory requirements. However, an alternative contractor has been booked to carry out an audit of our fire extinguishers on 28.11.22.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022



