

# FIRE RISK ASSESSMENT



## Beeston Hall School - Swindells, Pre-Prep, Teaching Block, Art & DT and Out Blds

Beeston Hall School - Swindells, Pre Prep, Teaching Block, Art & DT and Out Buildings,  
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     | 04/11/2022                  |
| ASSESSMENT REF. | RB-IENKYD                   |
| VERSION         | 2                           |

**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.**

|                      |                       |
|----------------------|-----------------------|
| <b>Reviewed by:</b>  | <b>Tim Cole</b>       |
| <b>Date:</b>         | <b>16/10/2023</b>     |
| <b>Monitored by:</b> | <b>Sandra Lubbock</b> |
| <b>Date:</b>         | <b>16/10/2023</b>     |
| <b>Next review</b>   | <b>15/10/2024</b>     |

# 1 SUMMARY

## Fire Risk Assessment

ASSESSMENT AND CERTIFICATE REFERENCE  
RB-IENKYD

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

APPROVED / VALIDATED BY, ON  
Michael Wells TIFSM (Fire Risk Assessor), 04/11/2022

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

SIGNIFICANT FINDINGS  
18 Actions / 29 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 - Swindells, Pre Prep, Teaching Block, Art & DT and Out Blds

PROPERTY REFERENCE  
RB-PSBAZ4

ADDRESS  
Beeston Hall School - Swindells, Pre Prep, Teaching Block, Art & DT and Out Buildings  
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 - Swindells, Pre Prep, Teaching Block, Art & DT and Out Blds

#### PROPERTY REFERENCE

RB-PSBAZ4

#### ADDRESS

Beeston Hall School - Swindells, Pre Prep, Teaching Block, Art & DT and Out Buildings  
West Runton  
Cromer  
Norfolk  
NR27 9NQ

### Property Information

#### Property Construction

##### Construction

and

##### Materials

Beeston hall was built in 1948 as a family home. Following improvements in 1967 and 1978, it was turned into Beeston Hall School. The building is constructed from solid traditional brick and blockwork with a concrete floor slab. Internally the walls are constructed from solid blockwork and plasterboard.

##### External Wall System

The external wall is solid brick work.

##### Number of floors

2

##### Height

3m

##### Property Type

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.

##### Locally Responsible Person

Freddy Walton fire safety

##### Number of visitors

15



## Fire SafetyProtection

Fire Alarm System

There are areas with a fire alarm and detection installed and other areas without.

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     |
|---|-----------|----------------|------------|
| Emergency Lights  | 6 monthly | 31/05/2022     | Compliant  |
| Fire Alarm System   | 6 Monthly | 31/05/2022     | Compliant  |
| FireExtinguishers   | Annually  | 27/07/2022     | Incomplete |
| A number of extinguishers have been missed from the previous service. |           |                |            |
| 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

Swindells building consists of two floors. The ground floor consists of showers, changing rooms and toilets. The first floor consists of classrooms, an office and a library. There is one internal and one external staircase. There are three fire exits from the building. The pre-prep building, linked to Swindells, is a single-storey open-plan area. There are two fire exits from the building. 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.

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.




# 5 SIGNIFICANT FINDINGS

This assessment identifies 18 actions and 29 controls.

| 18 ACTIONS | INCOMPLETE | 29 CONTROLS | ONGOING |
|------------|------------|-------------|---------|
| HIGH       | 5          | ALL         | 29      |
| MEDIUM     | 7          |             |         |
| LOW        | 6          |             |         |

## Sources of Ignition

|  |                                     |
|--|-------------------------------------|
| <p>Does the fixed electrical system appear to be in a good condition with a recent professional inspection?</p> <p>A recent EICR was in place by a NICEIC registered contractor. There were no outstanding C1/2 findings and the installation was signed off as satisfactory.</p>  | YES                                 |
| <p>Does portable electrical equipment appear to be in a good condition, safely used and regularly tested?</p> <p>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.</p>  | YES                                 |
| <p>Is the use of multi way adapters and extension leads well managed?</p> <p>There is good management of trailing leads and extension points. There are no trailing leads that could be caught or trapped, extension leads are all plugged directly into a wall socket and not plugged into one another leading to overloading, and no square plug adaptors are being used.</p>  | YES                                 |
| <p>Were any issues identified in relation to smoking?</p> <p>The building does not have a designated smoking facility, but there is a strict policy of none smoking within all areas of the property and in close proximity. The policy appeared to be fully adhered to at the time of the visit.</p>  | NO                                  |
| <p>Were open fires or portable heaters (including external / patio heaters) used appropriately and safely?</p> <p>There were no portable appliances within the buildings. There is a gas supply which feeds the hot water radiators.</p>   | NO OPEN FIRES OR PORTABLE HEATERS   |
| <p>Does basic security against arson by outsiders appear reasonable?</p> <p>The risk of arson is reduced by access control systems such as swipe and key access door entry and the installation of CCTV.</p>   | YES                                 |
| <p>Do the premises have a lightning protection system?</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>NO</p> <p>LOW</p> <p>TRIVIAL</p> |



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

REFERENCE RB-1991ND  
DUE 17/03/2023  
CATEGORY Capital Works: Other Capital

## Sources of Fuel

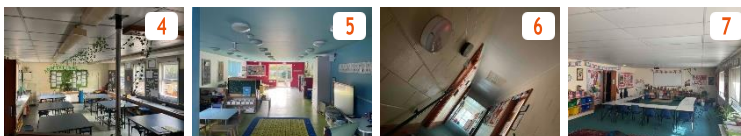
- ❖ Is the level of housekeeping considered to be acceptable and combustible materials appear to be separated from ignition sources? **YES**
- The level of housekeeping was to a good standard throughout the building. There were no combustible items stored underneath or adjacent to sources of ignition.
- ❖ Was waste regularly collected and stored in appropriate quantities, safely away from the building? **YES**
- The perimeter of the building was clear of combustible items, and the bins were not over-filled and kept away from the building.
- ❖ Were any flammable liquids or gases stored on site? **YES**
- There is a gas supply to the teaching block for the use of the Bunsen burners. Each classroom is fitted with a gas shut-off valve. Staff are always present during the Bunsen burner lessons.
- 
- ❖ 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? **NO**
- There is no kitchen within the classroom's areas. Staff tea points are provided and well managed.
- ❖ Structurally, are there any combustible materials used that would aid the external spread of fire? **NO**
- There was found to be no external cladding or wooden balconies that would externally enhance the spread of fire. The classroom buildings are solid brick-built external walls.

## Means of giving warning and Fire-fighting

- ❖ Is the fire detection and warning installation suitable for the usage of the building? **NO**
- It is considered suitable to install a BS5839-1 to achieve a category L2 throughout all outer buildings. This should include smoke detection within all escape routes and rooms of the escape route. Heat detection should be installed within the science classrooms.
- WHY The outer buildings from the main block all feature different fire alarm detection systems. There is no consistency throughout the site. The Swindell building appears to have only a BS5839 - Part 1 category M only. The art and DT block appear to have an BS5839 - Part 1 category L2 category installed.
- LOCATION Swindells building

**HIGH**  
**SERIOUS**

REFERENCE RB-9G88IT  
DUE 17/11/2022  
CATEGORY Capital Works: Alarm Installation



❖ Is there a suitable zone plan installed?

- Ensure a zone plan is established and fitted next to the fire alarm control panel.

WHY There was no plan adjacent to the fire alarm control panel.

NO

LOW

TRIVIAL

REFERENCE RB-UE5PFW

DUE 17/03/2023

CATEGORY Repairs: General Maintenance

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

- 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 in accordance with the requirements of BS5306 Part 8 2012, unless mitigated by a specific health and safety risk assessment. As there has been no specific risk assessment identifying its requirement, it is recommended that dry powder extinguishers be removed and be replaced with a suitable alternative in line with current guidance.

WHY It was noted during this assessment that there are dry powder extinguishers installed within the premises.

LOCATION Throughout

NO

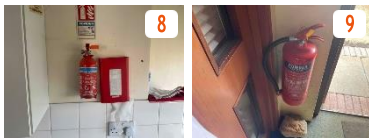
HIGH

SERIOUS

REFERENCE RB-EQKNRH

DUE 17/11/2022

CATEGORY Servicing: Extinguishers



- In order to achieve compliance with BS5306-8, all extinguishers should be securely hung on wall brackets with the carrying handle of larger heavier extinguishers 1 metre from the floor. For smaller extinguishers (not heavier than 4kg), the carrying handle should be mounted 1.5 metres from the floor.

Where this is impractical, extinguishers should be located on suitable floor stands. In schools and similar locations, it is preferable to use recessed housing, suitable cabinets or extinguisher covers.

WHY A number of portable fire extinguishers were noted to be free-standing.

LOCATION Teaching Block

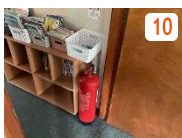
LOW

TRIVIAL

REFERENCE RB-DV9MWV

DUE 17/03/2023

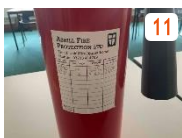
CATEGORY Servicing: Extinguishers



- Ensure all fire extinguishers are serviced in accordance with BS5306.

WHY Fire extinguishers were labelled with out-of-date test records.

LOCATION Swindells Classrooms



LOW

TRIVIAL

REFERENCE RB-GN15U7

DUE 17/03/2023

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

- 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)?

YES

- Final exit doors were in good condition and fitted with suitable furniture in order to comply with 14 (2) (f) of the regulatory reform (Fire Safety) order 2005.



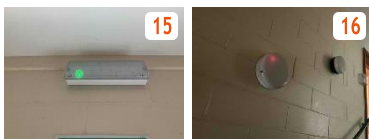
Was a reasonable level of standard and emergency lighting provided?

NO

- An electrical contractor should confirm that the solid red indication LED is not a warning lamp. If a warning lamp is diagnosed, the electrical lighting system should be tested, and any faults rectified

WHY An adequate level of emergency escape lighting is provided in the building. However, a mixture of red and green battery charging indicator LEDs was observed.

LOCATION Swindell building



MEDIUM

TRIVIAL

REFERENCE RB-FRMRKT

DUE 17/01/2023

CATEGORY Servicing: Emergency Lighting

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

YES

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

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

YES

- 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.

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

NO

- It is recommended that a full sign survey is carried out to standardize all signs within the buildings to meet all current standards. It is recommended that this is carried out by a competent person.

WHY There is inadequate fire safety signage installed throughout the outer buildings. There are little amounts of fire action notices installed, limited directional signage and no external final exit escape route signage installed. Exit fastenings on final exit doors are not appropriately signed.

LOCATION Throughout all outer classroom and teaching buildings



LOW

TRIVIAL

REFERENCE RB-AAJ56U

DUE 17/03/2023

CATEGORY Repairs: Signage

Are there suitable exit route capacity?

YES

- The exit route capacity appears to be suitable. However, it is unknown how many students and staff are in the building.

Are all fire escape routes clear and unobstructed?

YES

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

MEDIUM

TRIVIAL

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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.

LOCATION Escape routes

REFERENCE RB-HA4IV3  
DUE 17/01/2023  
CATEGORY Management: Housekeeping

#### Is there a suitable fire assembly point located?

YES

- 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.

## Fire Spread & Development

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

NO

- 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.

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

NO

- 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 outer buildings, a number of issues were found with the fire doors, such as;

- Various fire doors have excessive gaps between the door leaf or between the leading edge of the door and the door frame.
- Damaged smoke seals and missing intumescent strips were observed,
- Self-closing devices missing from doors leading onto the escape route and from high-risk rooms.
- Fire door signage

LOCATION Throughout the outer buildings



HIGH  
SERIOUS

REFERENCE RB-BQ5TFC  
DUE 17/11/2022  
CATEGORY Capital Works: Doors

#### Has the site avoided the wedging of fire doors?

NO

- 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 being wedged open, which compromises both compartmentation and provides an unprotected escape route.

LOCATION Swindells classrooms



HIGH  
BEST PRACTICE

REFERENCE RB-4QUJNJ  
DUE 17/11/2022  
CATEGORY Repairs: Doors

❖ Are doors fitted with correct signage?

- "Fire Door Keep Shut" signage requires fitting to identified doors.

WHY Doors lack correct signage.  
LOCATION Swindells first floor classrooms



NO

LOW

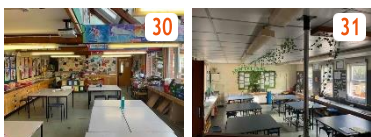
TRIVIAL

REFERENCE RB-NEKYIS  
DUE 17/04/2023  
CATEGORY Repairs: Signage

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

- Although these areas do not form part of the escape route, it is not considered suitable for the artificial decor to be installed in such ways, this room is the science room, and there are high ignition sources such as the Bunsen burners. All other classrooms should be under constant review to ensure excessive amounts of paper and cardboard are not displayed across walls and ceilings.

WHY Classroom displays and artificial decor can be seen throughout the classrooms and art rooms.  
LOCATION Science classroom & Art block



NO

MEDIUM

TRIVIAL

REFERENCE RB-AWGY44  
DUE 17/01/2023  
CATEGORY Repairs: General Maintenance

## 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.

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.

NO

MEDIUM

TRIVIAL

REFERENCE RB-8YWFY2  
DUE 17/01/2023  
CATEGORY Management: Records & Log Books

❖ 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 regularly, with their results recorded onto the online school system and 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 ensure an effective evacuation of the building takes place.

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 in the online system.

NO

MEDIUM

TRIVIAL

REFERENCE RB-86BMEN  
DUE 17/01/2023  
CATEGORY Management: Training & Drills

❖ Do staff have appropriate induction and refresher training?

NO

- Staff training should be documented. The training should include but not 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.

HIGH

SERIOUS

REFERENCE RB-563RFE

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 of a main road, the site is fitted with CCTV and staff are present throughout the day.

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

NO

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

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

MEDIUM

TRIVIAL

REFERENCE RB-H5UC4Q

DUE 17/01/2023

CATEGORY Management: Records & Log Books

- 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

SERIOUS

REFERENCE RB-7IBRC8

DUE 17/01/2023

CATEGORY Management: Training & Drills

- ◆ 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.



- |   |                      |
|---|----------------------|
| <p>◆ 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)?</p> | <p>NOT NECESSARY</p> |
|---|----------------------|

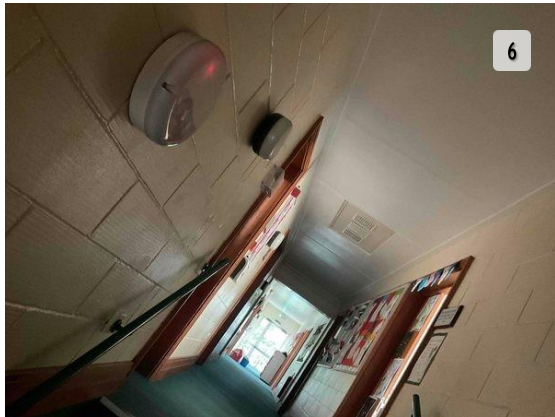
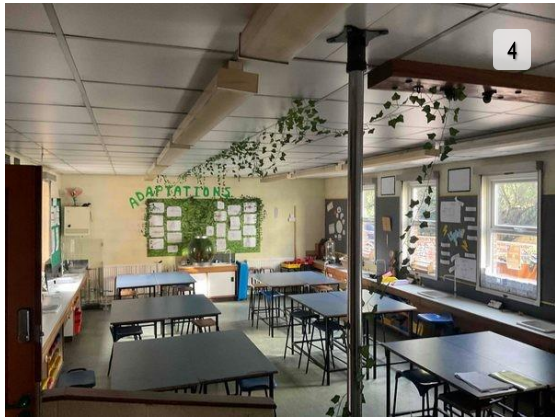
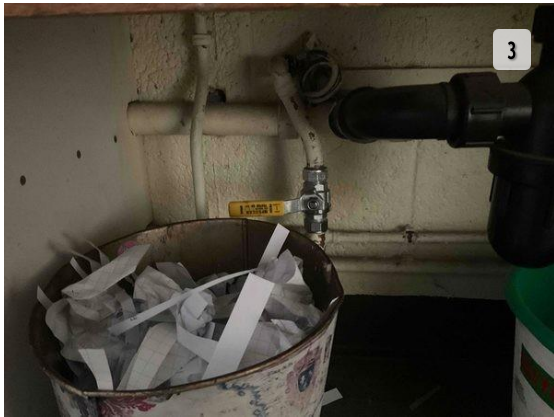
## Testing & Maintenance

- |   |            |
|---|------------|
| <p>◆ Did log books show that the fire alarm (and any related equipment) was tested by staff?</p> <p>○ Evidence was made available to show that fire alarms are tested via alternating call points on a weekly basis.</p>  | <p>YES</p> |
| <p>◆ Are certificates available to show that the fire alarm system and all interfaced equipment is subject to a compliant schedule of maintenance?</p> <p>○ Evidence was presented to show that the fire alarm system is subject to regular maintenance visits in line with BS5839-1.</p>   | <p>YES</p> |
| <p>◆ Is there evidence that emergency lights are tested on a monthly basis?</p> <p>○ Documentation was made available to show that emergency lights were tested for functionality on a monthly basis.</p>   | <p>YES</p> |
| <p>◆ Are records available to show that emergency lights are subject to an annual full discharge test?</p> <p>○ 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.</p>   | <p>YES</p> |
| <p>◆ Are heating and cooling systems maintained on an annual basis?</p> <p>○ Evidence of the boiler having undergone servicing by a registered engineer and gas safety certificates were made available for inspection.</p>   | <p>YES</p> |
| <p>◆ Are fire extinguishers marked as having been subject to an annual service?</p> <p>○ 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.</p>   | <p>YES</p> |
| <p>◆ Is there adequate maintenance of the workplace including periodic inspection of external staircases and gangways?</p> <p>○ Based on the general appearance of the building, it would be suggested that a program of regular maintenance is completed.</p>  | <p>YES</p> |
| <p>◆ Are arrangements in place to ensure safe usage and maintenance schedules are in place for electrical and mechanical equipment in use within the site?</p> <p>○ Evidence was made available to show that all mechanical equipment on site is subject to a regular maintenance program, such as the kiln, which is no longer in use within the DT block.</p> | <p>YES</p> |



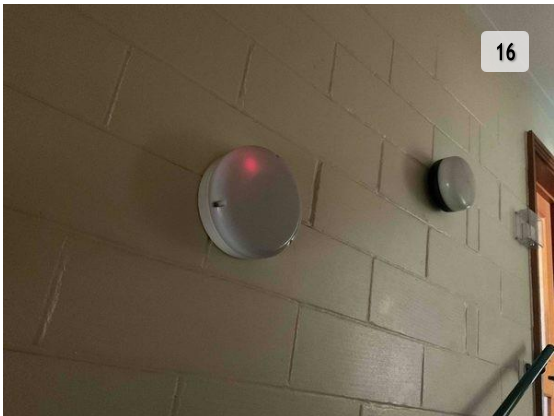
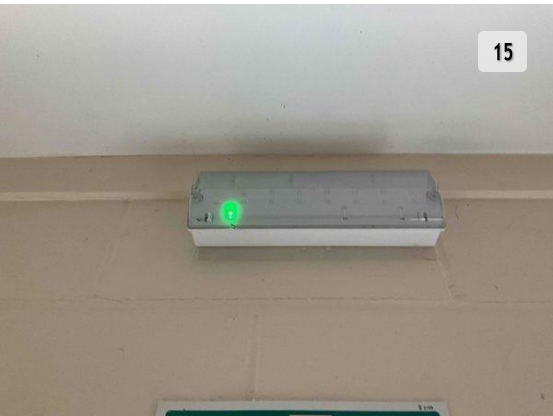
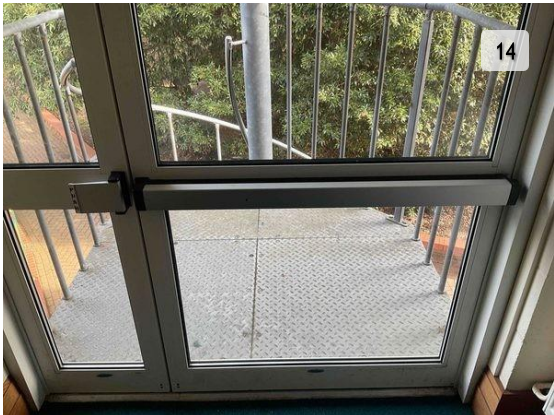
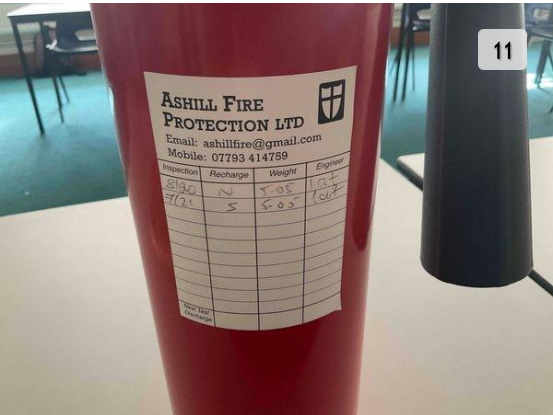


# 6 PHOTOS





Photos Continued...



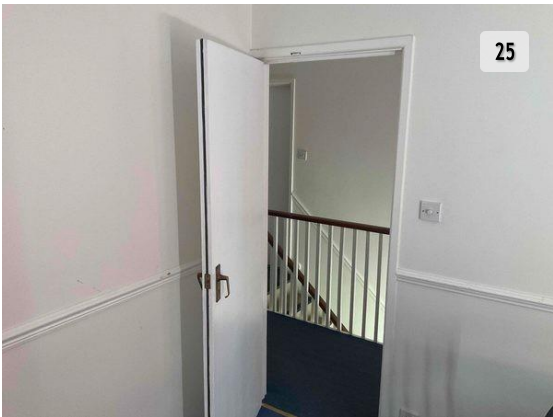


Photos Continued...





Photos Continued...



# 7 ACTION PLAN

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-71BRC8

- 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.

The school undertakes relevant fire training with all staff and was last carried out in January 2022. There is evidence to support this.

Additional training for any new staff was provided on 17th November 2022.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

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.

REFERENCE RB-EQKNRH

LOCATION Throughout

For this reason, powder extinguishers should generally not be specified for use indoors in accordance with the requirements of BS5306 Part 8:2012, unless mitigated by a specific health and safety risk assessment. As there has been no specific risk assessment identifying its requirement, it is recommended that dry powder extinguishers be removed and be replaced with a suitable alternative in line with current guidance.

It was noted during this assessment that there are dry powder extinguishers installed within the premises.

The school meets its statutory obligations with regards to regular servicing of fire extinguishers etc. However, an alternative contractor is booked for 28<sup>th</sup> November to review our fire extinguishers.

DUE BY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022

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

REFERENCE RB-563RFE

- 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.

The school undertakes relevant fire training with all staff and was last carried out in January 2022. There is evidence to support this.

Additional training for any new staff was provided on 17th November 2022.

DUE BY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022



It is considered suitable to install a BS5839-1 to achieve a category L2 throughout all outer buildings. This should include smoke detection within all escape routes and rooms of the escape route. Heat detection should be installed within the science classrooms.

The outer buildings from the main block all feature different fire alarm detection systems. There is no consistency throughout the site. The Swindell building appears to have only a BS5839 - Part 1 category M only. The art and DT block appear to have an BS5839 - Part 1 category L2 category installed.

REFERENCE RB-9G88IT  
LOCATION Swindells building

The school has been advised that the alarm we currently have meets legal requirements, otherwise it would not pass inspection.

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

There are plans to upgrade the alarm system when works are carried out within the school.

DUE BY / 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.

During the assessment, it was noted that throughout the outer buildings, a number of issues were found with the fire doors, such as;

- Various fire doors have excessive gaps between the door leaf or between the leading edge of the door and the door frame.
- Damaged smoke seals and missing intumescent strips were observed,
- Self-closing devices missing from doors leading onto the escape route and from high-risk rooms.
- Fire doors signage

An audit of fire doors has been carried out and appropriate action taken where necessary.

DUE BY / ASSIGNED TO 17 November 2022

COMPLETED ON / BY November 2022

"Fire Door Keep Shut" signage requires fitting to identified doors.

REFERENCE RB-NEKYIS

Doors lack correct signage.

LOCATION Swindells first floor classroom

There is appropriate fire signage throughout the building, and this has been checked and renewed where necessary.

DUE BY / ASSIGNED TO 17 April 2023

COMPLETED ON / BY November 2022

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

REFERENCE RB-1991ND

The school is located in a secluded area with no other buildings surrounding it. There did not appear to be a lightning protection system installed.

Advice from an expert in this field has been sought and it is considered that we are very low risk.

DUE BY / ASSIGNED TO 17 March 2023

COMPLETED ON / BY November 2022



|   |   |
|---|---|
| <p>It is recommended that a full sign survey is carried out to standardize all signs within the buildings to meet all current standards. It is recommended that this is carried out by a competent person.</p> <p>There is inadequate fire safety signage installed throughout the outer buildings. There are little amounts of fire action notices installed, limited directional signage and no external final exit escape route signage installed. Exit fastenings on final exit doors are not appropriately signed.</p> <p>Appropriate signage is in place through the building.</p>  | <p>REFERENCE RB-AAJS6U<br/>LOCATION Throughout all outer classroom and teaching buildings</p> |
| DUE BY / ASSIGNED TO 17 March 2023  | COMPLETED ON / BY November 2022   |
| <p>In order to achieve compliance with BS5306-8, all extinguishers should be securely hung on wall brackets with the carrying handle of larger heavier extinguishers 1 metre from the floor. For smaller extinguishers (not heavier than 4kg), the carrying handle should be mounted 1.5 metres from the floor.</p> <p>Where this is impractical, extinguishers should be located on suitable floor stands. In schools and similar locations, it is preferable to use recessed housing, suitable cabinets or extinguisher covers. A number of portable fire extinguishers were noted to be free-standing.</p> <p>The school meets its statutory obligations with regards to regular servicing of fire extinguishers etc. However, an alternative contractor is coming in on 28<sup>th</sup> November to review our fire extinguishers.</p>  | <p>REFERENCE RB-DV9MWV<br/>LOCATION Teaching Block</p>  |
| DUE BY / ASSIGNED TO 17 March 2023  | COMPLETED ON / BY November 2022   |
| <p>Ensure all fire extinguishers are serviced in accordance with BS5306.</p> <p>Fire extinguishers were labelled with out-of-date test records.</p> <p>The school meets its statutory obligations with regards to regular servicing of fire extinguishers etc. However, an alternative contractor is booked for 28<sup>th</sup> November to review our provision.</p>   | <p>REFERENCE RB-GN15U7<br/>LOCATION Swindells Classrooms</p>                                  |
| DUE BY / ASSIGNED TO 17 March 2023  | COMPLETED ON / BY November 2022   |
| <p>Ensure a zone plan is established and fitted next to the fire alarm control panel.</p> <p>There was no plan adjacent to the fire alarm control panel.</p> <p>This is under review by our maintenance team as to whether this is necessary</p>  | REFERENCE RB-UE5PFW   |
| DUE BY / ASSIGNED TO 17 March 2023  | COMPLETED ON / BY November 2022   |
| <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 policies, procedure and risk assessments in place concerning "hot works". Unless any "hot works" are of an emergency nature any such works would be carried out when school is not in session.</p> | REFERENCE RB-8YWFY2   |
| DUE BY / ASSIGNED TO 17 January 2023  | COMPLETED ON / BY November 2022   |



Fire drills should be scheduled to be completed regularly, with their results recorded onto the online school system and 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 ensure an effective evacuation of the building takes place.

REFERENCE RB-86BMEN

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 in the online system.

There is evidence to support that fire drills are carried out on a regular basis, both involving the whole school and just boarders.  
Fire warden training is booked for 29<sup>th</sup> November 2022.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

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

REFERENCE RB-HA4IV3

LOCATION Escape routes

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.

This is already being done and spot checks are carried out to ensure staff and children are complying with this.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

An electrical contractor should confirm that the solid red indication LED is not a warning lamp. If a warning lamp is diagnosed, the electrical lighting system should be tested, and any faults rectified.

REFERENCE RB-FMRKT

LOCATION Swindell building

An adequate level of emergency escape lighting is provided in the building. However, a mixture of red and green battery charging indicator LEDs was observed.

The school has been advised that this is not a warning lamp.

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

Although these areas do not form part of the escape route, it is not considered suitable for the artificial decor to be installed in such ways, this room is the science room, and there are high ignition sources such as the Bunsen burners. All other classrooms should be under constant review to ensure excessive amounts of paper and cardboard are not displayed across walls and ceilings.

REFERENCE RB-AWGY44

LOCATION Science classroom & Art block

Classroom displays and artificial decor can be seen throughout the classrooms and art rooms.

This has been removed and staff made aware of the risks involved.  
Review 16.11.22

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 made aware of the policy and procedures that are in place.

REFERENCE RB-H5UC4Q

There was no information available that detailed the documented arrangements Beeston School have established to prevent fire and protect the premises' staff and students. 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 is evidence to support that the necessary policies, procedure, risk assessments and training are in place to ensure that staff are aware of the requirements. Review 16.11.22

DUE BY / ASSIGNED TO 17 January 2023

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-4QUJNJ

LOCATION Swindells classrooms

Fire doors were being wedged open, which compromises both compartmentation and provides an unprotected escape route.

Fire doors are kept closed and spot checks are carried out to ensure this is being adhered to.

Review 16.11.22

DUE BY / ASSIGNED TO 17 January 2023

COMPLETED ON / BY November 2022

