FIRE RISK ASSESSMENT



Beeston Hall School - Main Block & Music Block

VALID BETWEEN 17/10/2022 - 17/10/2023

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

APPROVED BYMichael Wells TIFSM APPROVED ON 02/11/2022

ASSESSMENT REF. RB-R9N8WH VERSION 1

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

No material changes or alterations have been made to any buildings in this risk assessment, so no further actions are required to be updated. An inspection of all buildings has been carried out.

Reviewed by:
Date:
Monitored by:
Date:
Next review

Tim Cole 24/10/2024 Sandra Lubbock 24/10/2024 23/10/2025



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 Cro me r Nor fol k NR 27 9N Q

FIRE RISK RATING

LIKELIHOOD MEDIUM SEVERITY MODERATE HARM RISK MODERATE Essential action must be made Normal fire hazards for this type of Reasonable risk of fire spread occupancy, with fire hazards involving multiple occupants which to reduce the risk. Risk reduction measures should be generally subject to appropriate could result in significant injury. Eg, controls (other than minor poor construction detailing or implemented within a defined breaches to purpose built time period. shortcomings). construction.

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 Cro me r Nor fol k NR 27 9N Q

Staff Accommodation / HMO

Yes

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	Height
3	6m
Property Type	Fire / Arson History
Boarding School	No

People and Use

Manager's Flat **No**

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.

Fire Safety Protection

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	Ansul System
No	No
Fire Curtains	Evacuation Chairs
No	No
Smoke Vents	Dry/Wet Risers
No	No
Extinguishers	Emergency Lighting
Yes	Yes
Security	Hose Reels
CCTV	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
IMMEDIA	1	AL L	35
TE 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?
 - 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?
 - 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?



into another). The extension leads on the stage should be unplugged, and additional fixed REFERENCE RB-4ACB8L sockets should be installed if required.

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

DUE 17/11/2022 CATEGORY Servicing: Other PPM

NO

HIGH

SERIOUS

YES



Were any issues identified in relation to smoking?

- 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 policy to ensure the open fire is no longer burning throughout the night during sleeping hours. LOCATION Drawing Room

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.

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





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

REFERENCE RB-2ZDZKR DUE 17/11/2022 CATEGORY Management: Housekeeping

YES

REFERENCE RB-8DC49R DUE 17/11/2022 CATEGORY Management: Training & Drills

NO

MEDIUM
TRIVIAL

CATEGORY Management: Records & Log Books

17/01/2023

REFERENCE RB-W9ZC7F

DHF





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

YES

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

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.



- - There was reported to be no requirement for the completion of a DSEAR assessment.
- Does the property contain communal use kitchens?
- How would they best be described?

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?
 - 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?
 - 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?
 - 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

YES



supply is shut.

- Is there evidence to show that filters, traps or other grease removal devices are cleaned on a regular basis?
 - Documentation was made available to show a
 - cleaning schedule for all grease traps and filters.

duct cleaning, up-to-date equipment servicing and a gas interlock device?



YES

NOT CONSIDERED NECESSARY

YES

YES

RiskBase

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

- igoplus Structurally, are there any combustible materials used that would aid the external spread of fire?
 - 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?
 - 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



- 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



The premises has no means of alerting occupants of a fire and would benefit from a fire alarm system complaint 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

REFERENCE RB-AJ9382 17/01/2023 CATEGORY Management: Housekeeping



MEDIUM

TRIVIAL

NO

HIGH	
SERIOUS	

DUE

REFERENCE RB-BKN65S 17/11/2022 DUE CATEGORY Capital Works: Alarm Installation

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 serval rooms where a fire could start and be

NO



REFERENCE RB-5YQ71C DUE 17/11/2022 CATEGORY Capital Works: Alarm Installation



Is there a suitable zone plan installed?

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





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

TRIVIAL **REFERENCE RB-TF2K2L** DUF 17/01/2023 CATEGORY Capital Works: Other

Capital

MEDIUM

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?
 - 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)? NO It would be considered suitable to put a plan in place to change locking LOW systems for all final exit doors requiring a key to escape. Final exit doors TRIVIAL should be quickly and easily openable without a key or code in the event of a fire. REFERENCE RB-VVBNJO 17/03/2023 DUE This is not considered necessary within the gym CATEGORY Repairs: Doors 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

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.
- 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.
- 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.
- 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

YES

REFERENCE RB-3C82XN DUE 17/03/2023 CATEGORY Repairs: Signage

VES

YES

RiskBase

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?

YES

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

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.

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.

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.
- 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



YES



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

YES

YES

NO

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



$\boldsymbol{\diamondsuit}$ Has the site avoided the wedging of fire doors?

0

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 which has been approved and tested to BS EN 1155:1997 should be installed. REFERENCE RB-48L4Q6

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

LOCATION Hall & communal corridor

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



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

NO

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

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

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



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



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

Procedures, Arrangement & Training

LOW TRIVIAL

17/01/2023

Housekeeping

CATEGORY Management:

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

DUE



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.





REFERENCE RB-FH9JXG DUE 17/03/2023 CATEGORY Management:

Housekeeping

NO

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.

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.

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

Based on local knowledge do perimeter security arrangements seem suitable?

The site is within a secluded area off the main road. The site is fitted with

- L 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?
 - 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

NO

REFERENCE RB-1SCXS8 DUF 17/01/2023 CATEGORY Management: Training & Drills



& Drills

HIGH SERIOUS

NO SPECIAL REQUIREMENTS

REFERENCE RB-QUNZD7

17/11/2022 CATEGORY Management: Training

DUF

- 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

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

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

MEDIUM	
TRIVIAL	

REFERENCE RB-UJ3VRY DUF 17/01/2023 CATEGORY Management: Records & Log Books

YES

NOT NECESSARY

- Is there evidence that emergency lights are tested on a monthly basis?
 - Documentation was made available to show that emergency lights were tested for functionality on a monthly basis.

YES

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

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

YES

- Are fire extinguishers marked as having been subject to an annual service?
 - All portable fire fighting equipment examined was found to have undergone a 0
 - schedule test in the last 12 months in line with the requirements of BS5306.

VES

- Is there adequate maintenance of the workplace including periodic inspection of external staircases and gangways?
 - 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?
 - Evidence was made available to show that all mechanical equipment on site is subject to a program of regular maintenance.

6 PHOTOS













IDOOKEArk4-7































RiskBase



RiskBase

7 ACTION PLAN

Where extension leads are necessary, a lead with the correct rating for the intended REFERENCE RB-4ACB8L purpose should be used. Extension leads should not be 'daisy chained' (i.e., plugged one LOCATION Gym/Stage into another). The extension leads on the stage should be unplugged, and additional fixed sockets should be installed if required. 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 **REFERENCE RB-BKN65S** accordance with BS 5839-1:2017 to category L1. This will ensure all rooms and escape LOCATION Throughout the site routes are protected and will give adequate time of warning for staff to evacuate students during the day and nighttime while students are sleeping. 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 REFERENCE RB-5YQ71C alarm system complaint to BS5839:1 Grade A category L2 installed throughout the music LOCATION Music block 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. 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 serval 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 ON / BY November 2022	COMPLETED	
Staff training should be documented. The training should limited to the following:	include but not be	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 persons nominated to use fire. extinguishing appliances. 	evacuation and the identity of	
At the time of the visit, there was no documentation avail provided with appropriate fire safety awareness training e ongoing basis.	able to show that staff are ither at induction or on an	
Whole school staff training was held in January 2022, reco inspection. An additional training session for new staff was held on 17	rds of which are available for th November 2022.	
DUE BY / ASSIGNED TO 17 November 2022 BY November 2022	COMPLETED ON /	
Fire doors should be kept closed at all times. If it is considered to be held open for operational reasons, a suitable hold-or approved and tested to BS EN 1155:1997 should be installed	lered that the door is required ben device which has been ed.	REFERENCE RB-48L4Q6 LOCATION Hall & communal corridor
Fire doors were wedged open, compromising both compar providing an unprotected escape route.	tmentation and	
Only fire doors with automatic closers are to be opened. Staff are to be reminded of this at staff meetings and sporout regularly to ensure this is being followed.	checks will be carried	
DUE BY / ASSIGNED TO 17 November 2022 COMPLETED ON / BY November 2022		
Due to the number of deficiencies found, it is recommend survey is undertaken, and appropriate remedial works car function as intended. This should include their fire resista suitability and if replacement door sets are required. During the assessment, it was noted that throughout the b issues found with the fire doors, such as;	ed that a complete fire door ried out to ensure they nce and smoke control uuilding, there are several	REFERENCE RB-3C5HCH LOCATION Throughout
• Various fire doors have excessive gaps,		
• Damaged smoke seals and missing intumescent st	rips were observed,	
• Where installed, cold smoke seals have been pair	ited over,	
• Student bedroom fire doors were damaged,		
• Self-closing devices missing from doors leading of high-risk rooms.	nto the escape route and from	
• Fire door signage missing.		
A full check of all doors has been carried out and remedia A check has also been carried out of all fire signage and a replaced.	l works planned where necessary. ny missing signs have been	

COMPLETED ON / BY

Combustible items should not be stored next to electrical in These items should be separated immediately.	ems or in electrical rooms.	REFERENCE RB-2ZDZKR LOCATION Electrical storage rooms.
Electrical storage rooms were beginning to build up of com	oustible items.	
All combustible materials have been removed and staff may checks will be carried out on a regular basis to ensure this	de aware of the risks. Spot s being followed.	
DUE BY / ASSIGNED TO 17 November 2022	COMPLETED ON / BY November 2022	
Candles should be encased, and a documented process should be are extinguished at the end of each service if used.	Ild be implemented to ensure	REFERENCE RB-8DC49R LOCATION Chapel
Candles are provided within the chapel area.		
Candles have been replaced with LED lights.		
DUE BY / ASSIGNED TO 17 November 2022	COMPLETED ON / BY November 2022	
There is a requirement to relocate the library area into an this area sterile at all times.	enclosed classroom and keep	REFERENCE RB-FH9JXG LOCATION Accommodation stairs
Within the main building, underneath the stairs which lead there are storage shelves with combustible books; this area and is directly underneath the main staircase. It was noted within close proximity of the books at the time of assessme	to the accommodation area, forms part of the escape route that there was no ignition source nt.	
The books have been relocated to a separate area.		
DUE BY / ASSIGNED TO 17 March 2023	COMPLETED ON / BY November 2022	
Monitor and review all notice boards to ensure that notice to together and overloaded with paper and cardboard, which fire spread.	poards are not close will enhance the risk of	REFERE RB-71TTK7 NCE Corridors LOCATI ON
School notice boards are installed on the walls throughout a escape corridors. Notice boards should not be larger than 3 other notice boards by 1m. During the assessment, there w fire loading adjacent to the notice boards.	he school in areas such as m wide and be separated from ere no ignition sources and no	
This will be continually monitored.		
DUE BY / ASSIGNED TO 17 March 2023	COMPLETED ON / BY November 2022	

It would be considered suitable to put a plan in place to cha final exit doors requiring a key to escape. Final exit doors sh openable without a key or code in the event of a fire.	nge locking systems for all nould be quickly and easily	REFERENCE RB-VVBNJQ LOCATION Various final exits
This is not considered necessary within the gym hall, as disc	ussed above.	
Exit fastenings from the building are mixed from thumb turn devices, and the use of a key is required in some areas. This considered low risk. Doors are unlocked during daytime scho evacuations well. During sleeping hours, these doors will be locked shut by the	n to open devices and bolt action is for security reasons and is pol hours, and staff manage e on-duty team.	
Low level Risk - all doors are unlocked and can be opened ir	the event of an emergency.	
DUE BY / ASSIGNED TO 17 March 2023	COMPLETED ON / BY November 2022	
It should be confirmed by a competent lightning protection required to have a lightning protection system installed.	engineer if the building is	REFEREN RB-N12W5B CE
The school is in a secluded area with no other buildings. The lightning protection system installed.	ere did not appear to be a	
Advice will be sought from a professional as to the necessity	of this.	
DUE BY / ASSIGNED TO 17 March 2023	COMPLETED ON / BY November 2022	
Fire action notices should be displayed adjacent to the man	ual fire alarm points to detail the	REFEREN RB-3C82XN
correct procedure for the fire evacuation policy to these areas of the	ne buildings.	CE LOCATIO Adjacent to manual call
There were small amounts of fire action notices installed th	roughout the school.	points
Suitable fire notices are displayed throughout the building.		
DUE BY / ASSIGNED TO 17 March 2023	completed on / November	
There should be a Co2 fire extinguisher installed within the	entrance of the main block.	REFERENCE RB-TF2K2L LOCATION Reception area
The reception area within the main block has the main elec electrical equipment. There was no CO2 extinguisher seen v electrical items.	trical cupboard and other vithin 10 meters of the	
We have our fire extinguishers checked annually as required arranging for another inspection to be undertaken by a diffe meet the necessary provisions.	. However, we will be erent provider to ensure we	
due by / assigned to 17 January 2023	COMPLETED ON / BY November 2022	
Satisfactory controls need to be put in place for any work ca This should include an understanding of the potential risks r including details of any 'hot works' which should be only car before commencing. A policy should be established, and evi fire safety folder.	arried out on-site by contractors. elating to their activities, ried out via a permit to work dence should be held within a	REFEREN RB-ZTKP1A CE
It was discussed that all contractors would be subject to ver provided however, there was no evidence of a policy in plac suitable procedure in place to manage contractors on site.	ting and risk assessment e to ensure that there is a	
There are appropriate "hot works" risk assessments in place managed. Any such work is carried out when the school is u emergency works.	e to ensure this risk is inoccupied unless in cases of	
All contractors are managed when onsite and this is conside school.	red an acceptable risk by the	

DUE BY / ASSIGNED TO 17 January 2023	COMPLETED ON / BY November 2022	
Remove all items which are blocking the smoke detector. Ensurement to block the fire detection unit.	sure that staff/students	REFERENCE RB-AJORISKBASE
A smoke detector unit is being blocked in the storage room v could delay the time the device is activated in the event of a	vithin the gym hall. This a fire.	
Staff have been reminded of good housekeeping rules and sp out on a regular basis to ensure this is being followed.	ot checks will be carried	
DUE BY / ASSIGNED TO 17 January 2023	COMPLETED ON / BY November 2022	
Lights should not be covered with combustible items; thes removed.	e kinds of items should be	REFERENCE RB-9PIWWJ LOCATION Coshies room
Within the student bedrooms, lights can be seen to have be artificial decor.	en covered by combustible	
Any combustible décor has been removed.		
DUE BY / ASSIGNED TO 17 January 2023	COMPLETED ON / BY November 2022	
Fire drills should be scheduled to be completed on a regular recorded onto the online school system ready for inspection. should be at least twice per year but sufficient to ensure all included. Staff should be trained to provide an effective eva	basis, and their results The frequency of drills staff members have been cuation of the building.	REFERENCE RB-1SCXS8
There was no evidence provided that staff have received a most recent fire drill records were provided and dated Fel discussed that a fire drill was carried out in September 202 onto the online system.	training as fire wardens. The bruary 2022. However, it was 22 but has not been recorded	
Fire drills are carried out on a regular basis and recorded ap Drills are carried out at least termly, with additional dri boarding children. The school considers that this area is managed appropriately	propriately. lls being carried out for the	
DUE BY / ASSIGNED TO 17 January 2023	COMPLETED ON / BY November 2022	
Ensure that students do not store and hang their coats and b routes during the term, as this will enhance the spread of fir	ags within the escape e.	REFERENCE RB-5XTFLY
Final exits and escape routes were clear and available for us assessment. No obstructions were seen anywhere on the pre- assessment was undertaken during school holidays; therefore of how students store their bags and coats during school hou	e at the time of our mises. The fire risk e, there was no understanding rs.	
This is being done and staff and pupils are reminded about the checks are also carried out regularly.	his on a regular basis. Spot	
DUE BY / ASSIGNED TO 17 January 2023	COMPLETED ON / BY November 2022	

As there has been no specific risk assessment identifying the requirements, it is recommended that all dry powder extingu replaced with a suitable alternative in line with current guid	need for powder REFERENCE RB-XZTNCX uishers are removed and LOCATION Throughout ance.	
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.		
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.		
DUE BY / ASSIGNED TO 17 January 2023	COMPLETED ON / BY November 2022	

An evacuation plan should be developed and escalated to actions to be taken in the event of a fire alarm activa should include but not be limited to,	o all relevant persons regarding tion. The information provided	REFERE RB-R7ZHUG NCE
 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 relation to their actions in the event of a fire.	are provided with guidance in	
Fire training, including Fire Marshall training, is carried out training records to support this.	regularly and there are	
Additional training support is to be sourced to support the This is booked for 29.11.22.	fire officer, who is new to post.	
due by / Assigned to 17 January 2023 November 2022	COMPLETED ON / BY	
All fire doors should be inspected, and suitable signage sho	uld be installed on the door. This	REFERE RB-VRXYGH
be carried out during the full fire door inspection, which ha	as been recommended.	NCE LOCATIO Throughout
A number of fire doors and cupboards are not fitted with su "Fire Door Keep Locked Shut".	uitable "Fire Door Keep Shut" or	Ν
Appropriate signage marking fire doors is in place.		
due by / assigned to 17 January 2023 November 2022	COMPLETED ON / BY	
A policy should be implemented to ensure that the open fir the night time when staff are no longer present. It was idea detection within or directly outside the room, which will be warning section below.	re is no longer burning during ntified that there is no fire e highlighted in the means of	REFERE RB-W9ZC7F NCE Drawing Room LOCATI ON
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 November 2022	COMPLETED ON / BY	

A fire safety management plan should be established covering all an plan should be communicated, and all relevant persons should be a procedures in place.	areas of fire safety. The REFERE RB-UJ3VRY aware of the policy and NCE	
This would include, for example:		
 A fire safety policy for the entire school Control procedures to limit the likelihood of fire or fire spreprocedure. Procedures for checking the general fire precautions within premises remain appropriate. The process for inspecting, testing and maintaining fire safe infrastructure within the premises. The process for rectifying faults to fire safety equipment an Emergency action plan Emergency procedures for occupants with impairments that evacuation. Staff training Fire warden identification and training. 	ead, e.g., a hot work in the ifety equipment and nd infrastructure. t might affect their arrangements that mises' staff and	
Appropriate policies, procedures and risk assessments are in place, records of necessary staff training. There is also evidence that nece within the school are being carried out.	, together with essary checks	
due by / assigned to 17 January 2023 November 2022	COMPLETED ON / BY	
A competent fire extinguisher engineer should repressure the fire extinguisher.		
	REFERENCE RB-TVB5FU 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	

RiskBase