



# Clifton High School

co-educational nursery pre-school to sixth form

## Regulatory Reform (Fire Safety) Order 2005

### Fire Risk Policy and Assessment

This document has been equality impact assessed in line with Avon Fire and Rescue Services procedure

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<b>Responsible Person</b> <i>(Employer or other person having control of the relevant premises)</i>	Mr James Caddy Chair of Governors Clifton High School		
<b>Address of Premises</b>	Clifton High School College road Clifton		
<b>Postcode</b>	BS83JD		
<b>Assessor:</b>	Daryll Hodder of Socotec Limited		
<b>Date of Fire Risk Assessment</b>	13 <sup>th</sup> Sept 2016 Revised 28 Dec 2016, 10 Jan 2017 and 19 June, 27 July 2017, 15 <sup>th</sup> May 2018, 18 <sup>th</sup> Sept 2018, 01 <sup>st</sup> Feb 2019, 02 Feb 2020 4 June 2020 (COVID)		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
<b>Previous Review Dates</b>			
<b>Reviewed by</b>	D Hodder CMIOSH G Power	<b>Date</b>	4 <sup>th</sup> June 2020
<b>Reviewed by</b>	K Sellick CMIOSH G Cowper	<b>Date</b>	18 Oct 2015
<b>Reviewed by</b>	K Sellick CMIOSH G Cowper	<b>Date</b>	17 Sept 2014
<b>Reviewed by</b>	K Sellick CMIOSH G Cowper	<b>Date</b>	16 Sept 2013

## General Information

The Premises <i>See Appendix 1 Architects Plans</i>	
<p><b>Brief details of construction:</b> (Date of construction, brick, timber, purpose built or converted)</p>	<p>Clifton High School occupies Ten major buildings around a large lawn. There are approximately 500 pupils and 160 staff and three permanently occupied residential flats. School operates for approximately 34 weeks in any year. The buildings vary in age with former domestic dwellings dating from the 1850's up to 1960's. The site is based in Victorian Clifton and there is no capacity to build on the site in this protected area.</p> <p>Main building: Constructed in stone and brick work with the majority of floors in wood. Main Hall is raised wooden floor.</p> <p>School Green: Formerly three Victorian stone build houses now joined together with concrete stairwell in between each building.</p> <p>Science block: Addition in sixties brick single story concrete floor.</p> <p>Biology Lab: Brick and stone construction concrete stairwells and floor.</p> <p>Music block: Sixties built concrete floors and stairwells.</p> <p>Woods house: Two Georgian houses converted for school use. Stone built but with wooden flooring throughout. Contains one flat.</p> <p>Rose Theatre: Sixties built extension. Brick built with wooden floors. Two flats on first floor.</p> <p>Prep: Georgian house converted for school use. Has wooden floor and large basement.</p> <p>Art block: Brick concrete sixties extension to above.</p> <p>Swimming pool gym complex: Sixties built concrete. Gym has sprung wooden floor.</p> <p>Health and Wellbeing Suite: Fire detection system installed, calibrated and certified completed 04 January 19.</p>
<p><b>Primary usage:</b> (eg Hotel, Shop)</p>	Day School

Occupancy Profile					
Maximum number of persons in the <b>most highly occupied compartment</b> to be affected by an uncontrolled fire within 30 minutes,	WEEKDAYS			WEEKENDS	
	0000 to 0400	A		0000 to 0400	A
	0400 to 0800	A		0400 to 0800	A
	0800 to 1200	D		0800 to 1200	A
	1200 to 1600	D		1200 to 1600	A
	1600 to 2000	C		1600 to 2000	A
	2000 to 2400	A		2000 to 2400	A

assuming no evacuation.	Enter range – A= <10, B=20-49, C=50-150, D=<650,					
Description of Occupants: Pupils Teachers Visitors including those groups who hire facilities	Mobility Issues  The nature of the buildings means that there are no mobility issues	Nil	Average Mobility  High	High	Vulnerability Issues	Approx. 30 young children 3-4 years

<b>Occupants Especially At Risk From Fire</b>	
<b>Sleeping occupants</b> ( <i>Details of numbers - public/staff</i> )	1 x Estates Manager 3 days per week NB wife plus 2 x adult daughters are very occasional residents
<b>Disabled occupants</b> ( <i>Personal Emergency Evacuation Plans in use when necessary</i> )	Nil
<b>Occupants in remote areas</b> ( <i>Lone working/isolated areas</i> )	Pool Plant room and lock down each evening NB We have lone worker support in place from Bristol City Council
<b>Young person's</b> ( <i>Individual Risk Assessment provided for those persons under 16 yrs</i> )	Approx. 590 pupils from nursery school ( 3-4 to sixth form) (18 to 19) and up to 150 staff However very practiced in fire drills. Adult Fire marshals on site at all times during the school day. <b>COVID WEF 8<sup>th</sup> June numbers of staff and pupils heavily restricted estimated &lt;150 souls on site until end of term 8<sup>th</sup> July 2020</b>
<b>Others</b> ( <i>Details of Elderly/Infirm/Mental Ability</i> )	Nil. For example when we have an event and are aware of a visitor in the category School produces A personal emergency plan (PEP) is produced for each visitor that has mobility or visual difficulties. This also applies to children and staff with injuries which inhibit mobility. Examples are available from the Director of Operations.
<b>Visitors / Contractors</b>	Yes– all signed in, accompanied given badges and made aware of fire / other procedures.
<b>Occupants whose first language is not English</b>	< 70 NB entry to School is dependent on being able to access the English curriculum.  Please Note we have a large French contingent of approx. 55 pupils many of whom are bi-lingual

**Identified Fire Hazards  
And Primary Control Measures**

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

Electrical Sources Of Ignition	
Measures taken to prevent fires of electrical origin.	
Fixed installation periodically inspected and tested? (e.g. every 5 years)	<b>YES Elite Electrics completed for all buildings in September 2019 Pool annually Plantroom i.e pumps control panels. Elite are working on category B faults annual expenditure £25k</b>
Portable appliance testing carried out on a risk assessed basis?	<b>YES / Risk and test period managed by NEC EIC Electrician from Elite</b>
Suitable policy in place regarding the use of personal electrical appliances? No appliances permitted unless PAT tested. This applies to students/ children who must get permission from a teacher and have the device tested. Permission will not normally be given. Eg Hairdryers, hair straighteners are banned.	<b>YES</b>
Suitable limitation and management of trailing leads and adaptors?	<b>YES Extensive re cabling has and is and PAT tested taken place to eliminate this risk. Block adaptors restricted</b>
	<p>Comments</p> <p>Next fixed installation of all premises is test due in Sept 2024. We have a rolling programme with our supplier. We have eliminated all code 1's and are working to address the code 2's. This is coordinated with the ongoing refurbishment programmes. EG School green buildings were extensively refurbished during summer of 2015. Music block has been redeveloped in 2015 and 2016. 1 x Physics and 1 x Chemistry labs were redeveloped in Easter 2018. 1 X physics lab was redeveloped in Summer 2018. This included an upgrade in gas and electricity cut off devices</p>

Arson/Deliberate Ignition		
<p>Arson is a major problem in UK schools. We assess the risk of arson by a pupil to be low and the possibility of any arson taking place by a member of the school community to be low. However, despite our assessment we have the following measures in place:</p> <p>CHS has and will continue to expel children with behavioural problems. We also employ two school councillors in support of children with emotional challenges            There is always a member of staff on mobile duty during school hours            During the School day we have prefects and duty teachers. CHS is a selective independent School with high expectations for the standard of pupil behaviour and a record of suspending / expelling pupils who cannot meet our high behavioural expectations.</p> <p>A duty care taker is on duty in School hours and after school or at weekends when events are taking place. School buildings are not easily accessible from public roads although this can be achieved by a determined person.</p> <p>We assess the risk of arson from a member of the public to be low. Entry to the School site is possible but entry to buildings is difficult as all buildings protected by ABLOY locks and number coded locks.</p>		<b>YES</b>
<p>Is there the potential for fire load/combustibles in close proximity to the premises? available for ignition by outsiders?</p>		<b>YES</b>
<p>The bins on College Road are only visible from College road at an acute angle. They are protected by a raised screen to deter any combustible material – like a cigarette end – being flicked into them. This was an insurance requirement. The bins on Clifton Park road have a 3 m wall between them and the street and are not visible except on bin day. The bins in both locations have lids which are kept closed.</p>		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<p>Practical Chemistry experiments</p>	<p>Fire marshals are also lab technicians assist fully qualified teachers with all experiments. All experiments have a risk assessment. These are available from the Head of Chemistry.</p> <p>Fire control measures in place in purpose-built labs. Annual gas and PAT inspections on all cookers            All devices inspected and maintained in accordance with manufacturer's instructions.</p> <p>Suitable Shut Down devices for gas and electricity are in place in Food technology and Chemistry Biology and Physics laboratories</p>	<p>No</p>

<b>Portable Heaters</b>		
The only portable heaters used within the premises are Oil filled radiators which supplement central heating during extremely cold weather. These are being gradually phased out in parallel with improvements to the gas fuelled radiator systems. All remaining oil filled radiators (5) are PAT tested. School operates a policy that where an oil fuelled rad is found on by the duty caretaker at evening lockdown it is removed and not replaced.		<b>YES</b> <b>All non-wall mounted fan heaters have been replaced by oil filled radiators during September 2015</b>
Is the use of the more hazardous type (i.e. radiant bar fires or LPG appliances) avoided?		<b>Yes</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		<b>N/A</b>
Caretaker on site and lock down each evening means all areas regularly inspected. Any Oil filled radiators are PAT tested annually by competent persons. Main heating systems are maintained by a competent person annually and are serviced each summer /autumn. Records are maintained by the Estates Manager.		<b>RW Heating Bristol LTD</b>  <b>07799415198</b>  <b>In red folder named "GAS"</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Electric Fan / Convector heaters in certain offices.	Teachers only Not allowed to be left unattended Cleaners check and Duty caretaker lock down each night	School continues to invest in improvements to insulation, replacing old windows with UVPC double glazing units. Significant time expended on to educate children and staff in the importance of preserving energy which will in time mean that supplementary heating sources will not be necessary. School has won the prestigious ECO award for conservation in June 2015. All heaters except oil filled radiators have now been removed as they were deemed an avoidable hazard

<b>Fixed Heating Installations</b>	
Fixed heating installations such as boilers are used within the premises.	<b>YES</b>
Are fixed heating installations subject to regular maintenance?	<b>YES</b>
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	<b>YES</b>
Gas boilers maintained and serviced by competent persons in accordance with manufacturers instruction. Boiler rooms are being fitted with alarms and emergency controls to switch off gas.	<b>YES</b>

<b>Cooking</b>	
Measures taken to prevent fires as a result of cooking.	
Filters cleaned or changed and ductwork cleaned regularly?	<b>YES</b> Termly deep clean and filters checked by competent persons Annual duct clean by competent persons
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet	<b>YES</b> Executive Chef and porter are fire marshals Fire suppression on all open cooking areas. B
Suitable Shut Down devices Procedures in place?	<b>YES</b>

<b>Lightning</b>	
The School buildings have a lightning protection system.	Yes Main building has a lightning conductor. This has been replaced in December 2016
Is the lightning protection system subject to a suitable maintenance regime?	Yes Inspected Dec 2019

<b>Smoking</b>	
Measures taken to prevent fires as a result of smoking.	
Smoking is prohibited on the School site	Yes
Suitable arrangements for those who wish to smoke?	<b>YES off site</b>

<b>Dangerous Substances</b>	
<p>Dangerous substances are, or could be used or stored, within the premises?</p> <p><i>The chemistry department has a secure area accessible only by a competent person ( Lab technician or Science Teacher) All items stored under CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) regulations</i></p> <p><i>A copy of the chemical store layout has been made available to the fire and rescue service. We understand that this is digitised and available as the paper copy on the door could be easily destroyed in a fire emergency and services may not have the time to stop and read door notices should an emergency occur within the corridor</i></p>	<p><b>YES</b></p> <p>The contents of the secure area are listed and available digitally to Fire and Rescue Service</p> <p>A map of the layout is on the exterior of the storage facility.</p>
<p>A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002.</p>	<p><b>YES</b></p>
<p>Stored in suitable and separate areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.</p>	<p><b>YES</b></p>

<b>Housekeeping</b>	
<p>Standards of housekeeping. A professional cleaning company, Glen Cleaning ltd is responsible for the cleaning of the school. This contract is reviewed annually.</p>	
<p>Combustible materials appear to be separated from ignition sources?</p>	<p><b>YES</b></p>
<p>Appropriate storage of hazardous materials?</p>	<p><b>YES</b></p>
<p>Escape routes kept clear of any combustibles? (Storage /furniture)</p>	<p><b>YES Daily checks by fire Marshalls and Estate staff.</b></p>
<p>Appropriate measures for the safe storage and disposal of waste?</p>	<p><b>YES</b></p>

<b>Hazards Introduced By Contractors And Building Works</b>	
<p>Fire safety conditions have been imposed on both external contractors and in-house maintenance staff.</p>	<p><b>YES</b></p>
<p>Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?</p> <p>Give details: Each job requiring hot working is assessed by Estates manager. A daily Hot works permit is issued by Estates Deputy Estates manager. 4 See (if required). Each contractor must provide a method statement risk assessment to the Estates manager before commencing work.</p> <p>Example Re roofing part of main building roof December 2016 and surfacing Multi User Games Area Summer 2012,</p>	<p><b>YES</b></p>
<p>If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?</p>	<p><b>Yes</b></p>



<p>Give details:          Yes In House maintenance personnel have had training on Hot works permits and these are in use and re submitted on a daily basis, for example when grinding tools are used. Works requiring heat will be contracted to competent contractors once appropriate paperwork completed</p>	
<p><b>Other Significant Fire Hazards That Warrant Consideration</b></p>	
<p>Are there any other fire hazards that warrant consideration within the premises?</p> <p>DoE requires pupils to work with Trangia gas stoves. The gas containers required to supply these stoves are housed in purpose built and padlocked container located outside the science block and secured to an external wall in the workshop access bay. This is out of sight to the casual or unwanted visitor.</p>	<p>No</p>

## Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements:</p> <p><b>COVID 19 Re opening</b> The evacuation muster positions on the lawn and MUGA will need to change as school numbers increase in line with Government requirements.</p> <p>As at today's date there is no issue with accommodating the reduced number of pupils and staff from 8<sup>th</sup> June 2020 or anticipated to the end of term 8<sup>th</sup> July 2020</p> <p>Other arrangements may need to be looked at in due course as it is likely that the whole School complement ( pupils and staff c750 ) will not fit within the grounds with two meter spacing less on the drive due to the Fire Brigade exit entrance requirements.</p> <p>The fire alarms are tested every Tuesday at 09:30. Reversionary modes (air horns) are also available in case of bell failure. The whole school practices a full-scale evacuation to the main lawn and playground at least three times a year Each Spring and Summer term there is at least one unannounced fire practice. The entire School musters on the lawn and MUGA These are evaluated and recorded. (See fire folder) Any lessons learned are briefed to the relevant parties. Evacuation of the buildings can be completed on average within six minutes of the alarms sounding.</p> <p>A full school evacuation to one of three alternative locations is practised in slow time biennially. This usually takes place in the summer term.</p> <p>All third parties hiring Swimming pool Gym complex or other room are required to take responsibility for reading, understanding and briefing their clients. The terms and conditions for hire require a signature. In the event of an alarm sounding the responsible person for that club or activity will confirm to the Brigade / Duty caretaker that the area is clear.</p>	
<p><b>Single Stage Evacuation</b></p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>
<p>Written copies of Evacuation Procedures are available</p> <p>Detailed evacuation procedures are written for full scale site evacuation to Clifton College. Alternate sites are identified as the RC Cathedral and Christchurch.</p>	

### Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire		<b>YES</b>
Adequate design of escape routes?		<b>YES</b>
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel.		<b>YES</b> <b>10m</b>
Where there are alternative means of escape? State the distance of maximum travel.		<b>YES</b> <b>10m</b>
Suitable protection of escape routes? (Fire resisting construction)		<b>YES</b>
Adequate provision of exits		<b>YES</b>
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?		<b>YES</b>
Escape routes unobstructed?		<b>YES</b> <b>Fire marshals' responsible for checking and reporting obstructions in their area at all times</b>
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.		<b>YES</b>
Wheel chair access is only permitted in one area. This is the Main hall Exit is through the double fire doors to Clifton Park Road and then to muster on the main lawn. NB any wheel chair users are seated next to the fire exit.		YES
Identify dead end corridors. Are the appropriately covered?		<b>YES</b>
Identify inner rooms. Are the appropriately covered?		<b>YES</b>
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<b>Deficiencies:</b> As far as is reasonably practicable and mindful of the alarm systems the risks the regular practices and the expenditure on competent persons to keep the school buildings safe we have not identified any further risks to life or property.	<b>Remedial Action Required:</b>	

Measures To Limit Fire Spread And Development	
It is considered that there are adequate resources correctly placed and maintained to limit the spread of fire. Recent improvements include collars around pipes in boiler rooms which prevent fire spreading upwards into voids and a fire suppression system in the kitchen above the hobs and fryer.	

Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation. All fire doors have been identified and inspected by the School Architect. The details are available from the Estates Manager. The inspection has identified that the doors are of varying standards. Some are asbestos and are being replaced as part of a rolling maintenance programme so that, as required, maintenance can be conducted safely.		<b>YES</b> <b>Fire doors in place throughout school as directed by the School Architect as inspected by the School's retained HS&amp;E advisor.</b>
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings) Avon Fire and Rescue will visit on 22 November 2016 to assess loft spaces boiler rooms		<b>YES</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Loft spaces	Brick walls	
<b>Deficiencies:</b> Inspection 22 Nov 2016	<b>Remedial Action Required:</b> Additional fire smoke detection fitted by Haven in January and August 2017	
<b>General Comments:</b> Director of Finance Operations attended Fire Risk Assessment course provided by IOSH inspectors in April 2016 This has stimulated a review of this risk assessment and an inspection of voids boiler rooms and loft spaces to eliminate risk of fire spreading laterally as well as vertically. Collars now fitted in all boiler rooms Estates Manager attend IOSH accredited Fire Risk Management course in July 2017 4See ltd reviewed this FRA in August 2017 4 See ltd acquired by Socotec in July 18 Socotec ltd reviewed this FRA in September 2018 Socotec ltd reviewed this FRA in June 2020		

<b>Emergency Escape Lighting</b>	
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying with BS5266? The lighting system is inspected by Elite electrics as defined in BS5266.	<b>YES Emergency lighting throughout school</b>  <b>Duty Caretaker checks daily on his rounds</b> <b>Fire marshals</b> <b>Cleaning contractors briefed to report any fault</b>

<b>Fire Safety Signs And Notices</b>		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996	<b>YES</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>

Nil		
<b>Deficiencies:</b>	<b>Remedial Action Required:</b> Rolling programme to standardize signage to EU standard	

<b>Means Of Giving Warning In Case Of Fire</b>	
Reasonable manually operated fire warning system provided?	<b>YES</b>
If yes give details: Break glass call points, installed and serviced by a competent contractor Haven. Avon and Somerset Fire Prevention officer has approved. 4 See Health and Safety advisor conducts termly checks and advises as required.	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1Grade L1/L2 etc) A rolling programme of replacing heat and smoke detectors in is in place with £5,000 per year available Detailed records of the units that have been replaced and Haven notes are in the fire files	<b>YES</b>  <b>Haven</b>
Alarm system is fitted throughout Premises	<b>YES</b>
Extent of automatic fire detection generally appropriate for the occupancy and fire risk? Additional sensors fitted throughout science dept as requested to fulfil the requirements suggested by the insurance company. Completed Easter 2017.	<b>YES Alarm system is fitted throughout Premises</b>
Remote transmission of alarm signals to a monitoring station or other?	<b>YES</b>

<b>Manual Fire Extinguishing Appliances</b>	
Reasonable provision of portable fire extinguishers?	<b>YES</b>
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	<b>YES</b>
Is suitable wall signage provided relevant to extinguisher?	<b>YES</b>
Are hose reels provided?	<b>NO</b>

<b>Relevant Automatic Fire Extinguishing Systems</b>	
Type of fixed system and location: Ansul Fire suppression system fitted to Main Kitchen Cooker area. Head Chief trained on use and daily maintenance. Automatic 6 monthly inspection and service by Argos Fire Protection Ltd. Tel:01392 205000	<b>YES</b>

<b>Firefighter Switch – High Voltage Luminous Tube Signs Etc</b>	
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)?	<b>No</b>
Fire and rescue services invited to exercise at School. Fire and rescue services have digitised maps of site, code numbers for main gates and details of where emergency cut-off switches handles are located	<b>Emergency panels for alarms are clearly marked</b>

### Management of Fire Safety

<b>Procedures And Arrangements</b>	
Fire safety is managed by:	Duty Holder, Competent person: Guy Cowper,
Deputy, assistant or competent person:	Estates Manager: Steve James
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? Training records are available on request.	<b>YES</b>
State name and responsible element of fire safety	
Haven Ltd – Fire alarm systems	
Is there a suitable record of the fire safety arrangements?	<b>YES</b>
Appropriate fire procedures in place?	<b>YES</b>
Are procedures in the event of a fire appropriate and properly documented?	<b>YES</b>
Are there suitable arrangements for summoning the Fire and Rescue Service?	<b>YES</b>
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information? including that relating to hazards to fire fighters?	<b>YES</b>
Is there a plan of the building available indicating basic layout and any areas of significant risk?	<b>YES</b>
Are there suitable arrangements for ensuring that the premises have been evacuated?	<b>YES</b>
Is there a suitable fire assembly point(s)?	<b>YES</b>
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	<b>YES</b>
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	<b>YES</b>
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits? At time of review there are No hearing-impaired persons in residential properties?	<b>YES</b>
Termly routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	<b>YES</b>
<b>Training And Drills</b>	
Fire safety training is managed by:	Steve James: Estates Manager
Deputy or assistant:	Matthew Lane Assistant Estates Manager
Are all staff given adequate fire safety instruction and training on induction?	<b>YES</b>
Are all staff given adequate periodic ‘refresher’ training at suitable intervals? Fire Safety is a feature of continuous professional development sessions in September	<b>YES</b>

and January each year	
Are all staff with special responsibilities (e.g. fire marshals and staff who assist with disabled people) given additional training?	<b>YES</b>
Does all training for staff provide information, instruction or training on the all the following?	
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? <b>UPDATED FOR COVID LAYOUT</b> Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	<b>YES</b>
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Drills carried out at least termly	<b>YES</b>
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	<b>YES</b>
When the employees of another employer or visitors work in the premises, are they provided with adequate instructions and given appropriate information (E.g. on fire risks and fire safety measures)?	<b>YES</b>

<b>Testing And Maintenance</b>	
Testing and Maintenance is managed by:	Steve James Estates Manager
Deputy or assistant :	Matt Lane Assistant Estates Manager
Adequate maintenance of workplace?	<b>YES</b>
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment including automatic door closers	<b>YES</b>
Monthly and annual testing routines for emergency escape lighting?	<b>YES</b>
Annual maintenance of fire extinguishing appliances?	<b>YES</b>
Periodic inspection of external escape staircases and gangways?	<b>YES</b>
Routine checks of final exit doors and/or security fastenings?	<b>YES</b>
Other relevant inspections or tests: Lab Technicians, Executive Chef, Design and Innovation, Food and Nutrition all monitor their areas.	<b>YES</b>

<b>Recording</b>	
Appropriate records held for:	
Fire drills?	<b>YES</b>
Fire training?	<b>YES</b>

Fire alarm tests?	YES
Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES

**Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.**

**For an example, see page 32.**

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	<p>Actions on Fire</p> <p>Mark Cooper (Gardner) will be located at Main Gate to guide Brigade and prevent any access from public. Steve Kilty (Porter) will be located at Pool Gate.</p> <p>Nominated persons (fire marshals) will be sent to 3 o clock gate once the situation has been assessed and brigade on site.</p>	1	Done		1 Sept 2013
2	<p>Door closers</p> <p>Missing door closers to be fitted in line with on-going project to replace fire doors with asbestos linings. We cannot fit closers to asbestos doors. Integrity of fire doors is good.</p>	1	On going project Latest works completed May 2020	Carpenter Asbestos removal contractors.	
3	<p>Acoustic door closers trialled and found to be successful. These devices are being deployed across high use areas as this eliminates crush and impact injuries to pupils in high use areas.</p>				June 2017
4	<p>4Seeltd review 17<sup>th</sup> August identified more detail on contract cleaners procedure for ducting in kitchen and records of emergency lighting checks</p> <p>Regular Pool Gym users to have formal briefing annually</p>				