

St Hugh's School Oxfordshire

Carswell Manor, Faringdon, SN7 8PT



Fire Risk Assessment

Issue date: 31/03/2020 v1

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ISO 9001:FS 24510
ISO14001:EMS 84550
BS OHSAS 18001: OHS 590676

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Assessment for: Alistair Hamilton

Site: Carswell Manor, Faringdon, Oxfordshire, SN7 8PT

Assessment date: 17 February 2020

Assessment No: 44538/1

Carried out by: Nick House

Suggested in-house review: February 2021

Suggested independent review: February 2022

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The appendices below can be found at

["https://www.assurityconsulting.co.uk/pdfs/Appendices_from_fire_risk_assessment.pdf"](https://www.assurityconsulting.co.uk/pdfs/Appendices_from_fire_risk_assessment.pdf)

Assurity Consulting recommend that company and site specific procedures are implemented to ensure accurate information is captured and utilised.

Appendices (Guidance notes)

Fire safety signs

Fire extinguishers

Personal Emergency Evacuation Plan (PEEP) example

Hot works permit

Glossary of terms

HSE portable appliance testing (PAT) recommended inspection and testing frequency

Version History

This table identifies the version number of your report along with a description of what changes have been made. If you have any questions regarding the changes please speak to your site contact.

Version Number	Brief description of changes made
1	First version

Introduction

This fire risk assessment follows a five-step process. The risk assessment is measured against articles 8-23 from Part 2 of the Regulatory Reform (Fire Safety) Order 2005. We ask questions highlighted within PAS79 (Fire Risk Assessment. Guidance and a recommended methodology), and link the areas into the legal frame work of the Regulatory Reform (Fire Safety) Order 2005. The five step process is as follows:

- Step 1 - Identify the hazards
- Step 2 - Decide who might be harmed and how
- Step 3 - Evaluate the risks
- Step 4 - Record the findings and actions taken
- Step 5 - Review the assessment

Actions

Action points are suggested for you to maintain compliance. Please refer to the actions made in the action plan section of this fire risk assessment and ensure that they are fully considered, actioned and signed off, with supporting documentary evidence if required. Ratings have been given to enable you to prioritise actions.

Priority rating:	
High	Immediate action
Medium	Action within 3 months
Low	Action within 6 months

Disclaimer

The intention of this Fire Risk Assessment is to provide you with a strategic understanding of your current fire life safety provisions. All reasonable actions will be taken to provide an accurate as possible assessment with regards to the fire life safety management within the premises. Comments and actions made in this report are based on the information provided to use and the conditions found at the time of the assessment. We cannot be held accountable for any omissions in this document resulting from 'non-disclosure' of information or unavailable access.

This risk assessment is based on PAS 79. Articles 8-23 of the Regulatory Reform (Fire Safety) Order 2005 have been classified into steps 1 to 5 of the Fire Risk Assessment based on our experience and interpretation.

This Fire Risk Assessment is non-intrusive. All reasonable actions will be taken

Introduction

to examine compartmentation in the building, where safe access can be made. Where access is permitted and we deem safely accessible, a proportion of voids will be inspected.

Assessment conclusions

I completed a fire risk assessment site visit to St Hugh's School on 17 February 2020 at the request of the Bursar (Alistair Hamilton). I was assisted during my site visit by the Estates Manager, Rob Farrow.

At the time of the assessment, it was pleasing to find that fire safety management is taken seriously by the school in general, and the Estates team in particular. The majority of documentation requested as part of this assessment was generally readily accessible, accurate and up to date, however, I did identify several gaps in document management.

Although the fixed wiring across the school is subject to a regular inspection and test programme, I did identify some unsupported cabling and an unsupported distribution board at the main entrance to the stairwell leading to the staff room in the Upper School building, which should be addressed. Furthermore, I also identified a culture of daisy-chaining extension leads together in some areas of the school (notably the Head of the Pre Prep school's office and the Drama studio). This practice should be avoided, as it can generate increased heat through the extension leads due to increased current load, which could lead to an electrical fire. I also identified possible gaps in the portable appliance testing programme within the Manor House offices that could not be crosschecked due to the latest portable appliance test records not being available for review.

I also identified that there is a lack of fire safety signage in a number of areas throughout the school (namely directional escape route signage and fire exit keep clear signage), which should be addressed. Additionally, I identified that a number of portable fire extinguishers were missed at the time of the last service. Most notably, all of the fire extinguishers on the first-floor landing of the Cannon building were missed. This could perhaps have been due to the fact that they are not easy to see. Suggestions for improving this problem should be discussed with the fire extinguisher technician when they return to the school to service the missed units.

Although it was identified that fire door integrity checks are carried out, I identified a number of fire doors throughout the school that had damaged or missing cold smoke seals and/or intumescent strips. Consideration should be given to adding a specific instruction to check these as part of the building by building rolling site health and safety inspection programme in order that these defects are picked up in a timely manner to be able to effect suitable repairs.

I identified a culture of using portable electric fan heaters throughout the school. These units should be removed, and where secondary heating is required, replaced with oil-filled radiators. These latter style units offer better protection against fire as they contain no hot elements, and also have built-in thermostats and thermal cut-out switches to prevent overheating.

It was pleasing to see good levels of housekeeping throughout the school. However, care should be taken not to leave fire doors wedged open with

Assessment conclusions

vacuum cleaners and the area left unoccupied.

All escape routes and exits were clear and unobstructed at the time of the **assessment**. **However, although I have not raised an action for this area at this time**, consideration should be given to ensuring that the external spiral emergency escape stairs are only used as a last resort in the event of an emergency owing to their steep nature and the fact that the treads are very shallow.

I have identified a total of **26 actions as a result of this fire assessment**. However, I did not identify any high risk/ high priority actions on this occasion.

Overall a risk rating of **Tolerable** has been concluded as a result of this fire risk assessment.

Assessment conclusions

Taking into account the fire prevention measures observed at the time of this risk assessment, we consider that the hazard from fire (likelihood of fire) at these premises is: **Medium**

In this context, a definition of the above terms is as follows:

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (for example, potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, we consider that the consequences for life safety in the event of fire would be: **Slight harm**

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, we consider that the risk to life from fire at these premises is:

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Overall Conclusions

The overall risk level has been identified as:

Tolerable

No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

Additional comments:

None

Risk Analysis

	Trivial	Tolerable	Moderate	Substantial	Intolerable
8 – Duty to take general fire precautions		✓			
9 – Risk assessment		✓			
10 – Principles of prevention to be applied		✓			
11 – Fire safety arrangements		✓			
12 – Elimination or reduction of risk from dangerous substances		✓			
13 – Fire fighting and fire detection		✓			
14 – Emergency routes and exits			✓		
15 – Procedures for serious and imminent danger and for danger areas		✓			
16 – Additional emergency measures in respect of dangerous substances	✓				
17 – Maintenance			✓		
18 – Safety assistance		✓			
19 – Provision of information to employees		✓			
20 – Provision of information to employers and the self-employed from outside undertakings		✓			
21 – Training		✓			
22 – Co-operation and co-ordination		✓			
23 – General duties of employees at work		✓			
Average Risk Rating		✓			

Building information

Summary	
Address of premises	St Hugh's School Oxfordshire, Carswell Manor, Faringdon, Oxfordshire, SN7 8PT
Premises owned by	St Hugh's School
Premises managed by	St Hugh's School
Premises occupied by	St Hugh's School
Responsible person	Alistair Hamilton (Bursar)
Occupants activities	Independent School

Building information

Brief details of construction

The school comprises of the main school building (a former manor house), with a number of further outbuildings (classrooms, swimming pool/ sports centre, grounds sheds, etc.)

The main building is a four-storey property of traditional stone blockwork construction, comprising of basement, ground and two upper floors, with a pitched roof, with each floor separated by wooden joists and floorboards.

The swimming pool/ sports hall is a modern two-storey building of traditional brick and block construction, with each floor level being separated by a concrete slab and a further plant room with separate access.

The Cannon building is a modern two-storey classroom block, of steel, brick and block construction, with each floor being separated by a concrete slab.

Middle school is of traditional brick and block construction, with each floor being separated by a concrete slab.

The Upper School building (formerly called the Tom Young building, is a rendered, traditional brick and block building of two storeys with a mix of a concrete slab and wooden floorboard floor separation.

All other buildings are of single-storey construction, with the exception of the grounds shed which is a steel hangar type building, with a mezzanine office and store area covering approximately one-third of the floor area.

Building information

The premises	
Number of floors / areas assessed	All school buildings, grounds sheds and outbuildings.
Total approximate area (m2)	Not known
Use of premises	Independent Prep School
Year built	The main school is of pre 1900 construction, with additional classroom blocks and outbuildings being primarily of 1970s to mid 2000s construction
Planned refurbishment work	Snagging and final detail works to the swimming pool and sports hall were being completed during this fire risk assessment.
Number of passenger lifts	1 disabled lift in Cannon building
Number of goods lifts	None present
Number of fire fighting lifts	None present
Number of car lifts	None present
Car park present	Yes - outside main building
Is there good access for the fire brigade?	Yes from main entrance to the school grounds
Is there suitable security controlled access?	Yes.

Building information

Description of escape routes	
Number of protected staircases	1x in the Cannon building, 2x in the Upper School building and 1x in the Middle School building
No. of final fire exits	Each building has multiple exits suitable and sufficient for the occupation of each respective building
Fire shutters	1 fire shutter in the small dining room
Fire escape lifts	None present
Provision of smoke ventilation	None identified
Pressurised staircases	None identified
Location of assembly point	Upper school tennis courts

Description of fire alarm and detection systems	
Main alarm panel location	Manor House entrance vestibule
Class of alarm system installed	L2
Alarm panel description	Generic fully addressable alarm panel
Description of evacuation type	Full building evacuation
Further information	Each building has its own stand alone fire alarm system which is linked to the main panel in the Manor House.

Building information

Risk category

The following risk profiles based on BS 9999: 2017 (section 6, table 4) apply to the main areas of the building:

Occupancy characteristic	Fire growth rates	Risk profile
A: Occupants who are awake and familiar with the building	1: Slow 2: Medium 3: Fast 4: Ultra fast	A1 A2 A3 A4 _{A)}
B: Occupants who are awake and unfamiliar with the building	1: Slow 2: Medium 3: Fast 4: Ultra fast	B1 B2 B3 B4 _{A)}
C: Occupants who are likely to be asleep	1: Slow 2: Medium 3: Fast 4: Ultra fast	C1 C2 C3 C4 _{A)}
a) These categories are unacceptable within the scope of BS 9999. Addition of an effective localised suppression system or sprinklers will reduce the fire growth rate and consequently change the category. b) Risk profile C may be divided into sub-categories, viz. Ci1, Cii1, Ciii1, etc. c) Risk profile C3 will be unacceptable under many circumstances unless special precautions are taken.		

Risk profiles

Main building

It is considered that due to the design and layout of the property, the main school building has a **Fast** fire growth rate. Therefore, the risk profile for persons who are awake and familiar with the building has been determined as **A3**.

Consequently, the risk profile for persons who are awake but are unfamiliar with the building is considered to be **B3**.

For sleeping occupants in the dormitories, the risk profile is considered to be **C3**.

All other buildings

It is considered that due to the design and layout of the remainder of the buildings that make up the school, these buildings have a **Medium** fire growth

Building information

Risk category

rate. Therefore, the risk profile for persons who are awake and familiar with these buildings has been determined as **A2**.

Consequently, the risk profile for persons who are awake but are unfamiliar with these building is considered to be **B2**.

With the exception of the Nursery and Pre-Prep buildings, where pupils may occasionally have a planned 'sleep time' factored into their school day, there are no sleeping occupants in any building other than the boarders in the main school. The risk profile for sleeping occupants in the Pre-Prep and Nursery buildings is therefore considered to be **B2**.

Building information**Occupants at risk from fire**

Occupants at risk from fire	
Core working hours	08:00 - 17:00 Mon - Fri
Approximate maximum number of employees at any one time	I was informed that there are circa 95 staff and 340 pupils across the school
Are members of the public entering the premises at any time?	Parents occasionally enter the premises via the main school entrance and reception.
Sleeping occupants	Yes - Boarders during term time.
Disabled occupants	None identified
Occupants in remote areas and lone workers	Yes - grounds maintenance and estates staff
Young persons	Yes (school students)

Other occupants and permanent external organisations based on-site

No external organisations or contractors were identified as being based at the school, with the exception of House Parents and Matrons.

Building information

Relevant fire safety legislation

The following fire safety legislation applies to these premises:

- The Regulatory Reform (Fire Safety) Order 2005

The above legislation is enforced by:

- Oxfordshire Fire and Rescue Services

Sources of information and persons consulted:

Persons consulted:

Rob Farrow - Estates Manager

Documentation reviewed:

Health and safety policy statement

Previous fire risk assessment (Hughes Associates) (June 2017)

Fire evacuation drill reports (January and February 2020)

Fire evacuation plans

Fire alarm service records

Fire alarm (weekly) test records

Emergency lighting service records


Fire extinguisher service records

Fixed wire test records


Lift service records

Lift statutory insurance inspection records

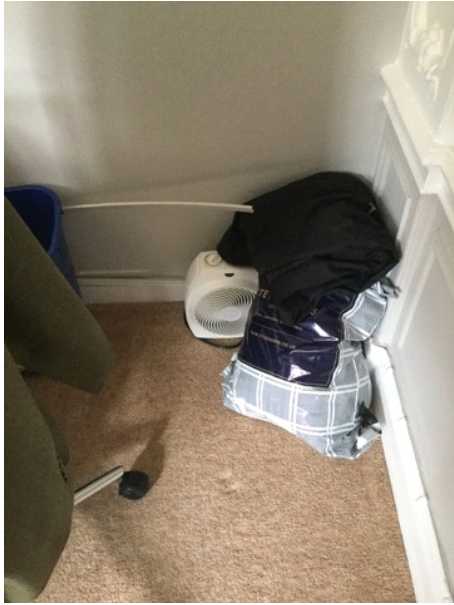
Action plan

1.	<p>Repair and correctly support the unsupported fixed wiring installation cabling at the bottom of the main entrance stairs to the staff room in the Upper School building.</p> <p>This will reduce the likelihood of damage to the electrical installation which could lead to electrical short circuit and electrical fire.</p> <p>Please refer to: Step 1 - Identify the hazards</p>	
<p>Priority rating: Medium - Action within 3 months</p>		 <p>Unsupported cabling at bottom of stairs to staff room in Upper school building.</p>
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Action completed on Assurity Plus (please tick)</p>		
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

2.	<p>Unplug the electrical extension leads/adapters that are currently plugged into additional electrical extension leads/adaptors in the following locations:</p> <ul style="list-style-type: none"> • Drama studio • Head of Pre-Prep schools office <p>This "daisy chaining" effect is an inappropriate means of supplying electrical power to appliances and increases the chance of excessive heat build up due to electrical overloading from in use appliances.</p> <p>Please refer to: Step 1 - Identify the hazards</p>	
<p>Priority rating: Medium - Action within 3 months</p>		 <p>Daisy chained extension cord in drama studio next to stage.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
<p>Action completed on Assurity Plus (please tick)</p>		
Sign off signature:		Company:
<p>Comments:</p>		

Action plan

3.	<p>Remove the radiant bar or portable electric fan heaters from the following locations: <i>Headmasters office (Manor House), Drama studio, Music room, History classroom (Upper School), Main Pre-Prep building classroom and Pre-Prep classroom 1SC.</i></p> <p>These types of portable heaters are recognised as being more hazardous due to the potential for them becoming a significant uncontrolled heat source.</p> <p>It is recommended that should secondary heating be required in these areas, that portable oil-filled radiators be installed as they have no exposed hot elements and have suitable thermostats installed to control radiated heat levels.</p> <p>Please refer to: Step 1 - Identify the hazards</p>
Priority rating: Medium - Action within 3 months	 <p>Fan heater in Headmasters office. No evidence of portable appliance testing.</p>
Task assigned to (name/company):	
Date assigned:	
Target completion date:	
Date completed:	
Action completed on Assurity Plus (please tick)	
Sign off signature:	Company:
Comments:	


Action plan

4.	<p>Remove the oil filled radiator located in the first floor office leading from the main stairwell of the Manor House, as it was noted to be damaged.</p> <p>This will reduce the likelihood of electrical short circuit which could lead to electrical fire.</p> <p>Please refer to: Step 1 - Identify the hazards</p>	
<p>Priority rating: Low - Action within 6 months</p>		 <p>Oil filled radiator in first floor office leading from main stairwell missing feet.</p>
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

5.	<p>Confirm that a lone working policy and procedure is in place, and that this is suitably communicated to all staff and contractors.</p> <p>This will aid in ensuring that suitable control measures are in place and that procedures for raising the alarm in the event of an emergency are in place for all lone workers.</p> <p>Please refer to: Step 2 - Decide who might be harmed and how</p>		
Priority rating: Medium - Action within 3 months			
Task assigned to (name/company):			
Date assigned:		Target completion date:	
Date completed:		Action completed on Assurity Plus (please tick)	
Sign off signature:		Company:	
Comments:			


Action plan

6.	<p>Remove the obstructions blocking visibility and easy access to the fire extinguishers at the following locations: <i>Main dining hall, Corridor outside music room, Alcove beneath the ground floor stairwell to the old side of the sports hall, First floor sports office, Middle school staff room, Cottage Nursery and Classroom ICT2.</i></p> <p>It is important extinguishers remain visible and easy to access, so that in the event of a fire they are clearly identifiable and readily accessible.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Medium - Action within 3 months</p>		 <p>Obstructed fire extinguishers in ground floor stairwell to old side of sports hall.</p>
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Action completed on Assurity Plus (please tick)</p>		
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

7.	<p>Relocate the wet chemical fire extinguisher in the kitchen corridor to the kitchen beneath the gas shut off button near the door.</p> <p>This will remove the necessity to leave the kitchen area to reach this fire extinguisher, which will cause significant delay in first aid fire fighting, potentially putting lives at risk.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Medium - Action within 3 months		 <p>Portable fire extinguishers in kitchen corridor. Relocate wet chemical unit to kitchen area.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments:		


Action plan

8.	<p>Instruct the competent contractor to reduce the gap between the fire doors in the swimming pool corridor. This could be done by installing an additional cold smoke seal to the second door.</p> <p>This will aid in reducing the spread of smoke and flame along this escape route in the event of a fire.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Medium - Action within 3 months		 <p>Excessive gap on doors in swimming pool corridor.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments:		


Action plan

9.	<p>Replace the missing cold smoke seal and intumescent strips on the fire door to English classroom 1 on the first floor of the Upper school building.</p> <p>This will aid in reducing the spread of smoke and flame along the escape corridor in the event of a fire.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Medium - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
		<p>Missing cold smoke seal and intumescent strip to English 1 classroom first floor Upper school building.</p>
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

10.	<p>Adjust the self-closer unit on the fire door of the Music studio to the fire exit lobby.</p> <p>This will aid in ensuring that this door closes fully when released, reducing the likelihood of spread of smoke and flame in this area.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Medium - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
		<p>Self closer unit on door of music studio to final exit corridor needs adjusting. Door does not close properly.</p>
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

11.	Replace the missing cold smoke seal and intumescent strips on the fire door in the following locations: <ul style="list-style-type: none"> • Door to the Music studio • Door the the Music storeroom This will aid in reducing the spread of smoke and flame in the event of a fire. Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate	
Priority rating: Medium - Action within 3 months		
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
		Damaged smoke seal brushes in music room store.
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments:		


Action plan

12.	<p>Replace the damaged/missing cold smoke seal and intumescent strips on the fire door to the Laundry room in the Manor House building.</p> <p>This will aid in reducing the spread of smoke and flame along the escape corridor in the event of a fire.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Medium - Action within 3 months		 <p>Damaged cold smoke seal on laundry room door.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments:		


Action plan

13.	<p>Instruct the cleaners not to wedge classroom fire doors open, as this breaches the compartmentation of the fire escape routes.</p> <p>This could impact on the safe evacuation of staff and students in the event of a fire.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Medium - Action within 3 months</p>		 <p>English 1 classroom door left wedged open by cleaners.</p>
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

14.	<p>Install additional emergency lighting to aid in the safe escape from the building in the event of a building power failure at the following locations:</p> <p>Manor House - <i>First floor exit and landing from dormitories to the main stairwell, Bottom of main stairwell. Boiler room, Kitchen corridor, Lobby between Drama studio and Music studio.</i></p> <p>Suitable and sufficient emergency lighting should be present to illuminate escape routes, any change of direction or height and at fire doors leading to escape routes or protected staircases, to aid in emergency evacuation in low light situations.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Medium - Action within 3 months</p>		 <p>Lack of emergency lighting in kitchen corridor.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
<p>Action completed on Assurity Plus (please tick)</p>		
Sign off signature:		Company:
Comments:		

Action plan

15.	<p>Contact the company responsible for your fire extinguisher servicing, requesting they service the extinguisher(s) missed from the last service visit in the following locations:</p> <ul style="list-style-type: none"> • Cannon building first floor landing outside the disabled lift (all units) • Cannon building first floor DT workshop store room (CO2 fire extinguisher) • Manor House kitchen locker room (CO2 fire extinguisher) <p>This will help to make sure all portable fire-fighting extinguishers are fit for use in an emergency.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>
Priority rating: Medium - Action within 3 months	 <p>Cannon building first floor fire extinguishers missed from 2019 service schedule.</p>
Task assigned to (name/company):	
Date assigned:	
Target completion date:	
Date completed:	
Action completed on Assurity Plus (please tick)	
Sign off signature:	Company:
Comments:	


Action plan

16.	<p>Remind all staff and persons completing portable appliance testing of the importance of removing the cardboard wiring instructions from the plug pins prior to use.</p> <p>This will remove a combustible material from the electrical pins, reducing the likelihood of electrical fire.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Medium - Action within 3 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
		<p>Fan heater plug in main pre prep classroom with card wiring label still attached even though unit was PAT tested.</p>
<p>Action completed on Assurity Plus (please tick)</p>		
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

17.	<p>Confirm that the kitchen extract system is subject to regular cleaning. This should be completed on at least an annual basis, but the frequency should be monitored by reviewing the before and after photographs contained within the cleaning reports and adjusted accordingly.</p> <p>This will reduce the likelihood of a fire due to excessive grease and fat deposits in the kitchen extract system.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>		
Priority rating: Medium - Action within 3 months			
Task assigned to (name/company):			
Date assigned:		Target completion date:	
Date completed:		Action completed on Assurity Plus (please tick)	
Sign off signature:		Company:	
Comments:			


Action plan

18.	<p>Upgrade the battery operated smoke detector unit in the General Studies classroom in the Sandbach building to a mains powered unit with battery backup.</p> <p>These units are more robust and will therefore reduce the likelihood of unit failure, providing suitable smoke detection coverage in this area.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Low - Action within 6 months</p>		
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
		<p>Battery powered smoke detector in General Studies classroom (Sandbach building).</p>
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

19.	<p>Install a clear protective cover over the fire alarm manual break glass call point adjacent to the main entrance to the Nursery (above the coat pegs).</p> <p>This will guard against false activation of the fire alarm.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Low - Action within 6 months		
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
<p>Fire alarm break glass call point next to Cottage Nursery main entrance missing protective cover to prevent false activation.</p>		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments:		


Action plan

20.	<p>Schedule and complete a programme to replace the dry powder fire extinguishers located in the Science labs with more suitable units, such as 1x AFFF (Foam) and 1x CO2 unit per lab.</p> <p>Dry powder fire extinguishers are no longer recommended for confined areas or inside spaces where this can be avoided, as the contents are a respiratory irritant.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Low - Action within 6 months		 <p>Powder extinguisher in science lab 1. Substitute for more appropriate units.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments:		


Action plan

21.	<p>Instruct teaching staff to ensure that the DT storeroom door in the DT classroom in the Cannon building is kept locked shut at all times.</p> <p>This will reduce the likelihood of unauthorised access and the likelihood of accidental fires occurring in this area.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Low - Action within 6 months</p>		 <p>DT store room door unlocked and open.</p>
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		


Action plan

22.	<p>Install directional emergency escape route signage in the following locations:</p> <ul style="list-style-type: none"> • above the final exit doors from the Orangery • outside the rear final exit from the sports hall <p>This will aid in providing suitable information in directing staff and students to a place of safety during an emergency evacuation.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Low - Action within 6 months		 <p>Lack of directional emergency escape route signage outside rear exit from sports hall.</p>
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:		Company:
Comments:		


Action plan

23.	<p>Install suitable 'push bar to open' signage on the final exit doors from the Drama studio.</p> <p>This will reduce the likelihood of confusion delaying safe egress from this area during an emergency evacuation.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Low - Action within 6 months	 <p>Push to exit signage missing from drama studio exit doors.</p>	
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:	Company:	
Comments:		


Action plan

24.	<p>Display a fire action notice adjacent to the main entrance door to the Nursery building.</p> <p>Fire action notices provide quick and easy to read instructions for those unfamiliar with the building in what to do and where to go in the event of a building fire. Fire action notices are normally displayed next to red break glass call points.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
<p>Priority rating: Low - Action within 6 months</p>		 <p>Missing fire action notice next to Cottage Nursery entrance.</p>
<p>Task assigned to (name/company):</p>		
<p>Date assigned:</p>		
<p>Target completion date:</p>		
<p>Date completed:</p>		
<p>Action completed on Assurity Plus (please tick)</p>		<input type="checkbox"/>
<p>Sign off signature:</p>		<p>Company:</p>
<p>Comments:</p>		

Action plan

25.	<p>Install mandatory "fire exit keep clear" signs on the external side of the following final exit doors:</p> <ul style="list-style-type: none"> • Rear exit from the Sports hall • Side exit from the Sports hall • Final exit from the Middle school fire exit stairwell <p>This is to warn people not to obstruct these doors inadvertently and hinder the safe and timely escape of occupants in the event of a building evacuation.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>
Priority rating: Low - Action within 6 months	 <p>Rear final exit door from sports hall missing mandatory keep clear signage.</p>
Task assigned to (name/company):	
Date assigned:	
Target completion date:	
Date completed:	
Action completed on Assurity Plus (please tick)	
Sign off signature:	Company:
Comments:	

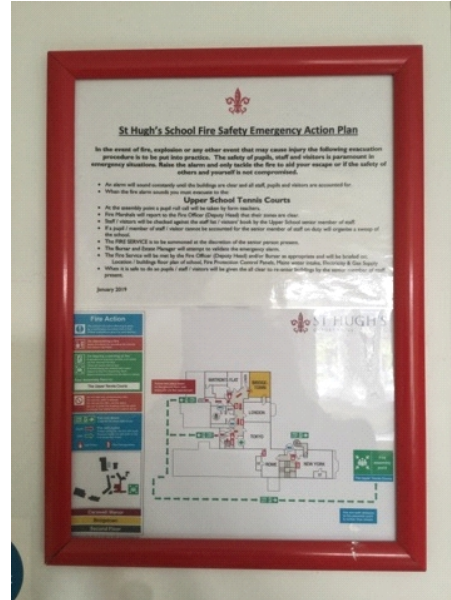
Action plan

26.	<p>Request copies of all test records from your contractors for your last portable appliance test.</p> <p>This will enable you to confirm that all units have been suitably tested in line with your schedules.</p> <p>Please refer to: Step 3 - Evaluate the risks and decide whether existing precautions are adequate</p>	
Priority rating: Low - Action within 6 months	 <p>No evidence of portable appliance testing on shredder in school office.</p>	
Task assigned to (name/company):		
Date assigned:		
Target completion date:		
Date completed:		
Action completed on Assurity Plus (please tick)		
Sign off signature:	Company:	
Comments:		

Photographs



Top floor Manor House external fire escape.



Example emergency escape plan in dorm rooms.



External fire escape route from New York.
Second floor dorm room Manor House.



Manual fire alarm bell second floor landing
main stairwell of Manor House.

Photographs



Lack of emergency lighting outside first floor dorm rooms on main stairwell.



Lack of emergency lighting at bottom of main stairwell.



Example portable appliance test label November 2019.

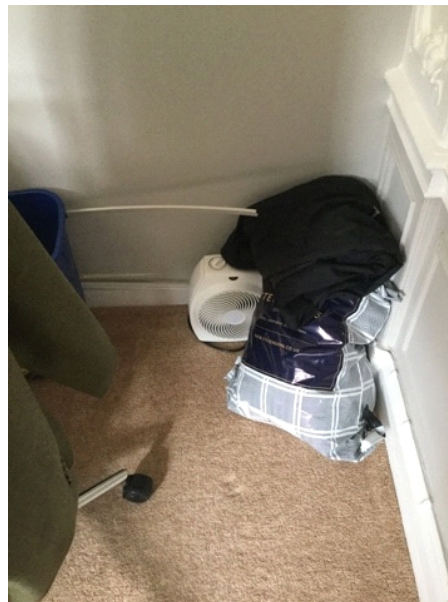


Oil filled radiator in first floor office leading from main stairwell missing feet.

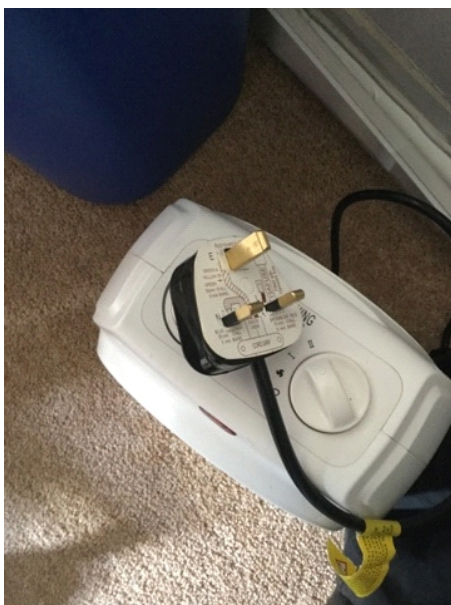
Photographs



Example mag lock to door leading to Headmasters secretary's office.



Fan heater in Headmasters office. No evidence of portable appliance testing.



Cardboard backing on fan heater plug in Headmasters office.



No evidence of portable appliance testing on shredder in school office.

Photographs



No evidence of portable appliance testing on multi function printer in school office.



Obstructed fire extinguisher in main dining hall.



Lack of emergency lighting in lobby between drama and music classrooms.



Fan heater under desk in drama studio.

Photographs



Push to exit signage missing from drama studio exit doors.



Daisy chained extension cord in drama studio next to stage.



Damaged smoke seal brushes in music room store.



Damaged cold smoke seal on fire door to music room.

Photographs



Fan heater in music room.



Obstructed fire extinguishers in corridor outside music room.



Self closer unit on door of music studio to final exit corridor needs adjusting. Door does not close properly.



Missing directional emergency escape route signage in orangery.

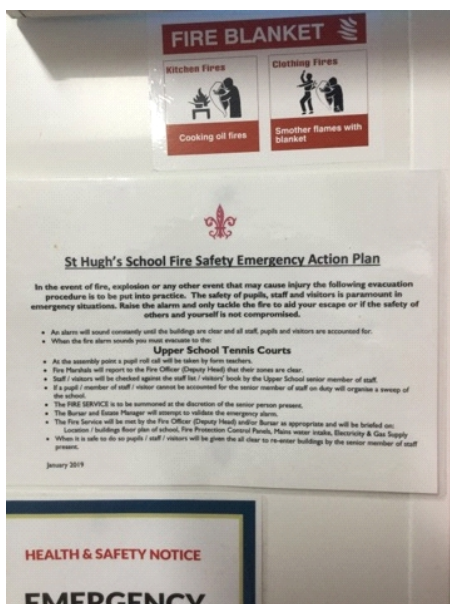
Photographs



Damaged cold smoke seal on laundry room door.



Lack of emergency lighting in kitchen corridor.



Fire safety emergency action plan notice in kitchen.



Emergency gas shut off valve in kitchen.

Photographs



Fire extinguisher in kitchen locker room missed from 2019 service visit.



Portable fire extinguishers in kitchen corridor. Relocate wet chemical unit to kitchen area.



Manor House boiler room.



Lack of emergency lighting in Manor House boiler room.

Photographs



Manor House external escape stairwell.
Due to steep nature, recommend only
used as a last resort.



Example of small treads on external escape
stairwell.



Example directional emergency escape
route signage in Dovecote library.



Cannon building fire alarm control panel in
ground floor lobby.

Photographs



Gas and electricity emergency shut off buttons adjacent to main door to science lab 1 in Cannon building.



Powder extinguisher in science lab 1. Substitute for more appropriate units.



Powder extinguisher in ground floor science technician lab.

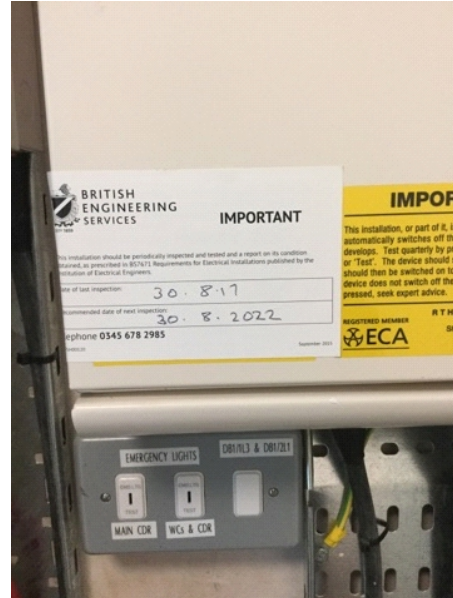


Secure COSHH cabinet in technician lab.

Photographs



Science lab 2.



Cannon building fixed wire test label.
British Engineering Services August 2017.



Accessible lift in Cannon building.



Fire extinguisher in Cannon building first floor DT workshop store room missed from 2019 service schedule.

Photographs



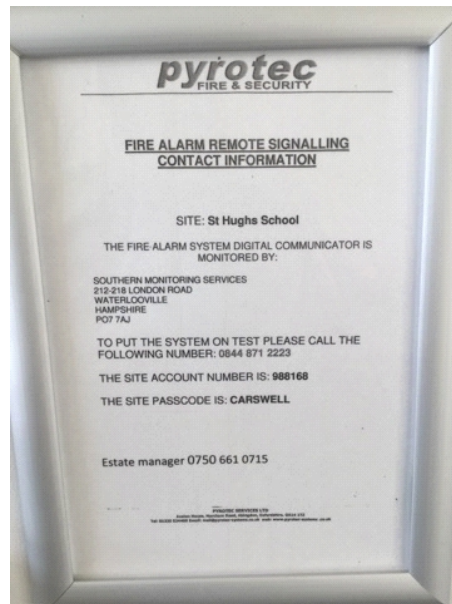
DT store room door unlocked and open.



Cannon building first floor fire extinguishers missed from 2019 service schedule.



Cannon building first floor fire extinguishers not clearly identifiable.



Remote signalling link information for fire alarm system.

Photographs



Sports hall plant room distribution board commissioning date December 2019.



Final exit door from sports hall missing mandatory keep clear signage.



Rear final exit door from sports hall missing mandatory keep clear signage.



Lack of directional emergency escape route signage outside rear exit from sports hall.

Photographs



Obstructed fire extinguishers in ground floor stairwell to old side of sports hall.



Obstructed fire extinguishers in first floor sports office.



Outside new swimming pool complex.



Mains powered smoke detector in French classroom (Sandbach building).

Photographs



Battery powered smoke detector in General Studies classroom (Sandbach building).



Example fire blanket in cooking classroom 1 (Upper school building).



Obstructed fire extinguisher in ICT2 (Upper school building).



Unsupported cabling at bottom of stairs to staff room in Upper school building.

Photographs



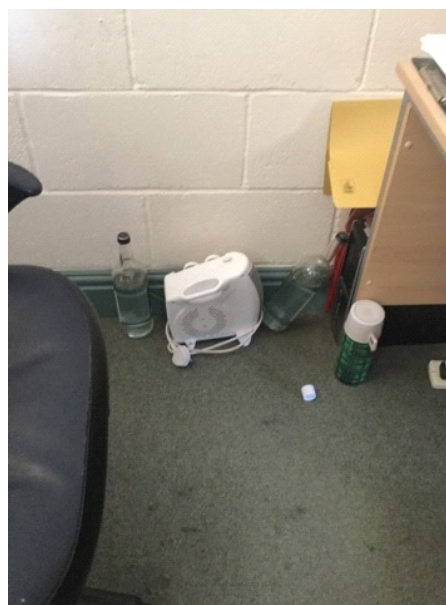
Upper school building fire alarm control panel.



Missing cold smoke seal and intumescent strip to English 1 classroom first floor Upper school building.



English 1 classroom door left wedged open by cleaners.



Fan heater in History classroom (Upper school building).

Photographs



Example DorGard unit in Middle School building.



Middle school fire alarm control panel.

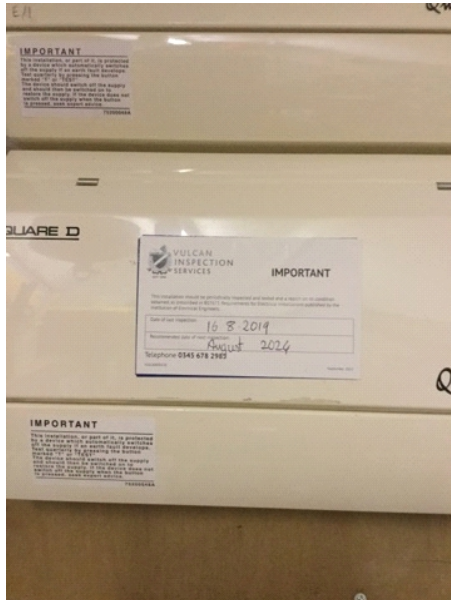


Obstructed fire extinguisher in Middle school staff room.



Door from ground floor Middle school to emergency escape stairwell from first floor does not close properly.

Photographs



Middle school fixed wire test label August 2019 Vulcan Inspection Services.



Example sprinkler systems in store room and electrical distribution cupboard in Middle school first floor library.



Store room next to Middle school first floor library.



Now disused emergency exit from Head of Middle school office on first floor.

Photographs



Extendable ladder for emergency exit from first floor Head of Middle school office.



Fire exit from Middle school missing mandatory keep clear signage.



Obstructed fire extinguishers in Cottage Nursery.



Missing fire action notice next to Cottage Nursery entrance.

Photographs



Fire alarm break glass call point next to Cottage Nursery main entrance missing protective cover to prevent false activation.



Pre prep fire alarm control panel in main lobby.



Fan heater in main pre prep classroom.



Fan heater plug in main pre prep classroom with card wiring label still attached even though unit was PAT tested.

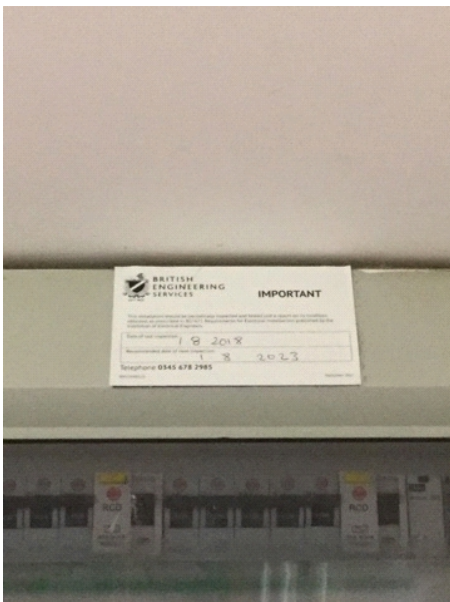
Photographs



Fan heater in classroom 1SC in pre prep school.



Daisy chained extension leads Head of Pre Prep office.



Maths building fixed wiring test label.
August 2018.



Manor House fire alarm control panel in
entrance vestibule.

Photographs



Pavilion fire alarm control panel in entrance lobby.



Example smoke detector and strobe warning light in grounds shed.



Fuel store in grounds shed.

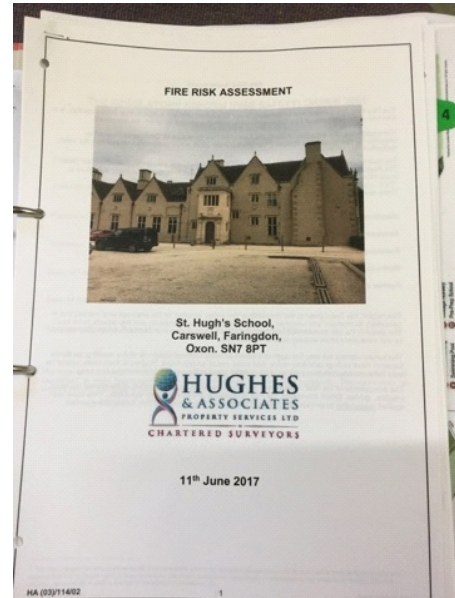


Example fire extinguisher provision in grounds shed.

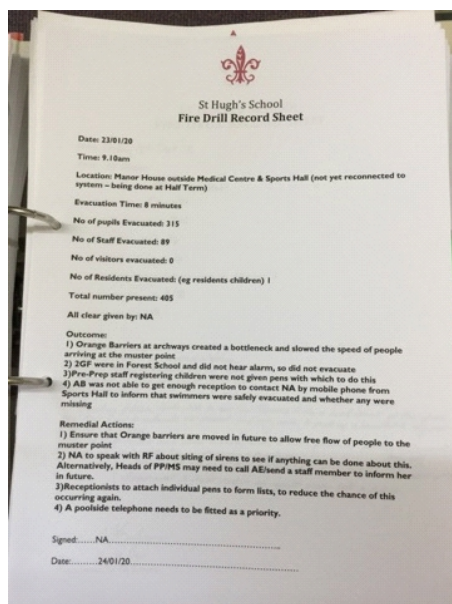
Photographs



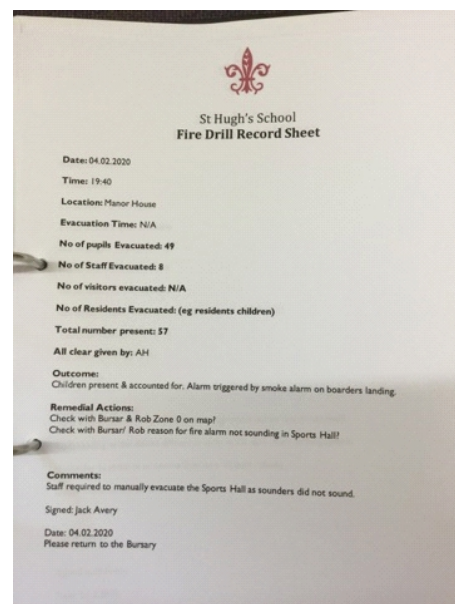
Example fire evacuation plan.



Previous fire risk assessment completed 11 June 2017.



Last school hours fire drill completed 23 January 2020.



Last outside of school hours(boarders) fire drill completed 4 February 2020.

Photographs



Excessive gap on doors in swimming pool corridor.

Step 1 - Identify the hazard

Article 8 – Duty to take general fire precautions	Yes	No	N/A	Comments	Action
Have reasonable measures been taken to prevent fires of electrical origin?		✓		I identified evidence of unsupported cabling at the bottom of the main entrance stairs to the staff room in the Upper School building.	✓
Are any portable electrical appliances faulty or damaged?	✓			The oil-filled radiator in the first floor office leading from the main stairwell was missing its feet, leading to the radiator unit itself being floor standing, resting partially on the electrical connection.	✓
Are extension leads plugged into adapters or other extension leads?	✓			I identified evidence of extension leads being daisy-chained in a number of locations throughout the school. This practice should be avoided as it increases the likelihood of electrical fire due to overloaded electrical socket outlets.	✓
Are there suitable limitations of trailing leads and adapters?	✓				
Is the use of portable heaters avoided as far as practicable? If portable heaters are used, is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?		✓		I identified a number of electric fan heaters in a number of locations throughout the school. These should be replaced with oil-filled units, which are safer units as they have no exposed elements.	✓

Step 1 - Identify the hazard

Article 8 – Duty to take general fire precautions	Yes	No	N/A	Comments	Action
Do combustible materials appear to be separate from ignition sources?	✓				
Is there avoidance of unnecessary accumulation of combustible materials or waste indicating good housekeeping standards?	✓			Overall I identified a good general level of housekeeping throughout.	
Does basic security against arson by outsiders appear reasonable?	✓			Final exits were noted to be secured at the time of the assessment, and all classroom doors were locked shut.	
Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders, limiting risk of arson?	✓				
Are there suitable arrangements for those who wish to smoke and were these adhered to at the time of the risk assessment?	✓			No smoking is permitted on site.	
Are satisfactory arrangements made for the collection and disposal of rubbish?	✓			Weekly refuse collection service in place.	
Are reasonable measures taken to prevent fires as a result of cooking?	✓				
Are there any other features which could lead to a fire starting?		✓			

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Step 1 - Identify the hazard

Requirements

The responsible person must:

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

Step 1 - Identify the hazard

Article 9 – Risk assessment	Yes	No	N/A	Comments	Action
Has a previous fire risk assessment been undertaken and the findings recorded?	✓			The last fire risk assessment was completed in June 2017 by Hughes & Associates.	
Have all the actions for improvement from the fire risk assessment been completed and incorporated into the fire safety controls?	✓				

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements (also see Steps 4 and 5)

The responsible person must:

- Make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this order. Findings must be recorded where there are five or more employees.
- Review any such assessment regularly so as to keep it up to date, and particularly if there is reason to suspect that it is no longer valid or there has been a significant change to the building or processes in the building.

Step 1 - Identify the hazard

Article 12 – Elimination or reduction of risk from dangerous substances	Yes	No	N/A	Comments	Action
Is there appropriate storage of hazardous materials?	✓			Fuel in the grounds shed is stored in a secure fire resistant cabinet.	
Are acetylene or propane bottles / cylinders stored within the workplace?			✓	None identified.	
Can you reduce, remove or replace the flammable substances used on site?		✓			

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

The responsible person must eliminate or reduce the risk as far as is reasonably practicable for the following:

- The risk to relevant persons.
- Replace or reduce the substance.
- Control the risks.
- Provide safe storage, handling and transportation.
- Maintain all current controls and systems.

Step 1 - Identify the hazard

Article 16 - Additional emergency measures in respect of dangerous substances	Yes	No	N/A	Comments	Action
If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?			✓	I did not identify any dangerous substances during the site inspection, which would fall under the requirements of DSEAR.	
Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?			✓		
If required, are appropriate spill kits and additional localised ventilation systems in place?			✓		

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
✓				

Step 1 - Identify the hazard

Requirements

The responsible person must:

- Provide information on emergency procedures to include - details of any work hazards and specific hazards likely to arise at the time of an accident, incident or emergency.
- Provide suitable warning and communication systems.
- Provide visual or audible warnings.
- Ensure that a system is in place to provide relevant information to the emergency services on arrival.
- Put in place controls from the fire risk assessment to mitigate the effects of fire, restore the situation to normal and inform all relevant persons.
- Ensure that any persons who are required to work in an affected area are provided with appropriate personal protective equipment.

Step 2 - Decide who might be harmed and how

Article 15 – Procedures for serious and imminent danger and for danger areas	Yes	No	N/A	Comments	Action
Is a company health and safety policy present and is it regularly reviewed?	✓			A health and safety policy is in place and is subject to annual review. The current policy statement is dated September 2019 and is signed by the Headmaster.	
Is there a fire safety management policy present and regularly reviewed? Alternatively, do health and safety arrangements of the health and safety policy detail fire procedures and arrangements	✓				
Is there a policy regarding the use of personal electrical appliances by staff on site?		✓			
Are fire drills carried out and are they at appropriate intervals?	✓			Fire evacuation drills are completed on a termly basis with 1 drill during school hours and 1 drill out of hours. The last recorded evacuation drills were completed on 23 January and 04 February respectively.	
Do records of fire evacuation drills demonstrate the safe and timely evacuation of all persons from the building?	✓				
Is a communication sent to relevant individuals following an evacuation?	✓				

Step 2 - Decide who might be harmed and how

Article 15 – Procedures for serious and imminent danger and for danger areas	Yes	No	N/A	Comments	Action
Is there a suitable fire assembly point(s)?	✓			The fire assembly point was clearly identified across the school as the upper school tennis courts.	
Are procedures in place to prevent persons re-entering the premises if there is still serious or imminent danger?	✓			Estates staff and teaching staff are responsible for ensuring that no school building is reoccupied until it has been confirmed that it is safe to do so.	
Are appropriate procedures including building evacuation procedures in place and clearly documented?	✓				
Are there suitable arrangements to meet the fire and rescue services on arrival and provide relevant information? Has this role been documented and communicated?	✓				
Is there a system in place to inform the emergency services, on arrival, of any dangerous substances on site?	✓				
Are responsibilities listed and communicated for those with fire safety responsibilities, i.e. Chief Fire Warden, Fire Wardens, Security, Building Manager etc.	✓				

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Step 2 - Decide who might be harmed and how

Requirements

The responsible person must:

- Implement appropriate evacuation procedures and safety drills.
- Nominate sufficient numbers of fire wardens.
- Inform any persons exposed to serious or imminent danger with the appropriate evacuation procedures and assembly points.
- Prevent persons from re-entering the premises if there is still serious or imminent danger.

Step 2 - Decide who might be harmed and how

Article 18 – Safety assistance	Yes	No	N/A	Comments	Action
If there are a large number of people present, particularly members of the public, are there a sufficient number of trained fire wardens to ensure a speedy and orderly evacuation?	✓			Estates team staff and teaching staff are all trained in their fire safety responsibilities.	
Are the names and locations of fire wardens displayed or made available throughout the building?		✓			
Are regular reviews on the number of fire wardens and the suitability of their locations undertaken?	✓			I was informed that this is monitored on a termly basis.	
Are staff with special responsibilities, for example fire wardens, given additional training on their role and use of fire extinguishing appliances?	✓				
Are personal emergency evacuation plans (PEEPs) documented and implemented for anyone with a form of disability (e.g. staff, visitors, pupils) to assist them during an emergency evacuation?	✓			There is a personal emergency evacuation plan (PEEP) policy and template in place. I was not made aware of any PEEPs that were actively in place at the time of the assessment.	
Is the evacuation of people with different disabilities, including use of evacuation chairs, if applicable, part of the fire warden training?	✓				
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people, such as refuge points, evacuation point, and firefighting lifts?	✓			There are no emergency telephones or evac chairs present. Students are supervised at all times and PEEPs will be implemented where required.	

Step 2 - Decide who might be harmed and how**Risk Rating**

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

The responsible person must:

- Appoint competent persons to assist in undertaking the preventive and protective measures in relation to the size of the premises, the risk to those exposed and the distribution of these risks throughout the premises.
- Give information to the appointed persons about any persons who are employed by him under a fixed-term contract of employment or employed in an employment business.
- The responsible person must ensure that any person not employed by them:
 - is informed of the factors known to him to affect the safety of any person who may be affected by the conduct of his tasks
 - has access to information referred to in Article 9 in relation to dangerous substances.

Step 2 - Decide who might be harmed and how

Article 19 – Provision of information to employees	Yes	No	N/A	Comments	Action
Do all staff undergo fire safety inductions and is there documented evidence to support this? Is there adequate and sufficient information provided to staff on fire safety arrangements on site relevant to the risks and responsibilities associated with their job role?	✓			All staff receive fire safety training as part of their induction or onboarding programme.	

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

The responsible person must:

- Provide his employees with comprehensible and relevant information on risks, procedures, preventative and protective measures.
- Provide details of appointed persons and fire wardens.
- Provide details of any dangerous substance present, including its name and the risk that it presents, access to relevant safety data sheets and legislative provisions.

Step 2 - Decide who might be harmed and how

Article 20 – Provision of information to employers and the self-employed from outside undertakings	Yes	No	N/A	Comments	Action
Are procedures in place to ensure that visitors to the building are given sufficient instruction of fire safety arrangements on arrival?		✓		I was informed that visitors are escorted whilst on site.	
Does reception actively ask visitors to read fire instructions when passes are provided?		✓		The school was closed for half term at the time of the assessment. Therefore, there was no manned reception.	
When the employees of another employer work in the premises, is it ensured that the employees are provided with adequate fire safety instructions and information?	✓			I was informed that contractors are given a site induction, prior to commencement of works, when attending the school for the first time.	
Are suitable precautions taken during hot works, including use of hot work permits?	✓			There is a hot works permit in place, which also includes a fire watch procedure.	

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

The responsible person must:

- Ensure that the employer of any employees from an outside undertaking who are working at the premises is provided with comprehensive and relevant information on risks, procedures, preventative and protective measures.

Step 2 - Decide who might be harmed and how

Article 23 – General duties of employees at work	Yes	No	N/A	Comments	Action
Is the lone working procedure on site effectively implemented for employees and contractors?	✓			I was informed that a lone working policy is in place, but a copy of this policy and procedure was not made available for review.	✓

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

While at work, every employee must:

- Take reasonable care for the safety of themselves and of other relevant persons who may be affected by their actions.
- Co-operate with his employer to enable any duty or requirements under the Regulatory Reform (Fire Safety) Order 2005.
- Inform his employer of any other employee considered to represent a serious or immediate danger to safety.
- Inform his employer of any other employee considered to represent a shortcoming in the employer's protection arrangements for safety.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 10 - Principles of prevention to be applied	Yes	No	N/A	Comments	Action
Have any planned, emergency or concealed impairments or isolation of the fire alarm and detection system / sprinkler system occurred that require notification to the insurance company?		✓		I was not made aware of any such occurrences during this assessment. However, I was informed that there is a process in place should this be required (i.e. as part of construction or refurbishment projects).	
Have false activation of the fire alarm and detection system and near misses been documented, investigated and rectified?	✓			All false alarms or false activations are fully investigated and recorded by the Estates team.	

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

Where the responsible person implements any preventative and / or protective measures they must do so on the basis of part 3 of schedule 1 of The Regulatory Reform (Fire Safety) Order 2005, for example:

- Avoid risk, evaluate risks which cannot be avoided, combat the risk at source.
- Adapt technical processes and replace the dangerous by the non-dangerous or less dangerous.
- Develop an overall prevention policy.
- Prioritise protective measures.
- Give appropriate instruction to employees.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 11 - Fire safety arrangements	Yes	No	N/A	Comments	Action
Is a fire safety management system kept giving sufficient details to demonstrate the effective fire safety management on site?	✓				

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements (also see Steps 4 and 5)

The responsible person must:

- Make arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.
- Record these arrangements where there are five or more employees, an enactment is in force in relation to the premises, or an alterations notice requiring a record to be made of these arrangements is in force.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 13 – Fire fighting and fire detection	Yes	No	N/A	Comments	Action
Are reasonable manually operated electrical fire alarm systems provided?	✓			The fire alarm systems installed throughout the school appears to be in line with L2 standard. However, the design and commissioning certificates were not available for review to confirm this. One of the classrooms that comprises the Sandbach building has a mains powered smoke detector (with a battery backup unit fitted), but the other (General Studies classroom) has a battery-operated unit only.	✓
Are the fire alarm call points clearly visible and unobstructed?	✓			The fire alarm manual break glass call point above the coat pegs by the main entrance of the Nursery is missing a protective cover to protect against false activation.	✓
Is automatic fire detection provided?	✓				
Is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?	✓				
Are fire alarm and detection systems in the building suitably linked to each other to provide early warnings to all occupiers in an event of a fire?	✓			With the exception of the two classrooms that make up the Sandbach building.	

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 13 – Fire fighting and fire detection	Yes	No	N/A	Comments	Action
Is there reasonable provision of portable fire extinguishers and are they easily accessible?	✓			Generally yes, however, I did identify a number of obstructed units, the locations of which are detailed in the action plan and photographs sections of this report. Furthermore, I identified a number of dry powder portable fire extinguishers in the Science labs. Dry powder units are not recommended for use in confined areas, as the contents of these units are deemed to be a respiratory irritant. Therefore I have added a recommendation that these be substituted for more suitable units.	✓
Is there suitable provision of fixed fire-fighting equipment, and if applicable are there switch(es) for high voltage luminous tube signs?			✓	None present.	

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 13 – Fire fighting and fire detection	Yes	No	N/A	Comments	Action
Are there suitable extinguishing appliances for the cooking facilities?	✓			Generally, suitable and sufficient fire extinguishing appliances in the main kitchen area were identified. However, the wet chemical fire extinguisher was located in the corridor outside the kitchen area where it would be required for use in the event of a fire.	✓

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

The responsible person must:

- Ensure that the premises are appropriately equipped with fire fighting equipment, fire detectors and alarms appropriate to the work activities carried out in the premises.
- Ensure that non-automatic fire fighting equipment is simple to use and indicated by signs.
- Nominate competent persons to ensure that training and equipment is available, and this includes fire fighting, first aid and evacuation.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 14 - Emergency routes and exits	Yes	No	N/A	Comments	Action
Is the building provided with reasonable means of escape in case of fire?	✓			The external metal spiral staircase from the upper floors of the Manor House should only be used as a last resort, as the treads are very small and the staircase is very steep.	
Is there adequate provision of final fire exits?	✓			There are multiple fire exit routes from each building (with the exception of the Sandbach building, which is made up of two prefabricated classroom units, with a single exit route from each), and the maths classrooms which again are small units and have a single exit route from each unit.	
Are fire exit doors easily and immediately openable where necessary?	✓				
Do fire exits open in the direction of escape where necessary?	✓				
Is there avoidance of sliding or revolving doors as fire exits where necessary?	✓				
Are there satisfactory means of securing final fire exits?	✓				
Are there reasonable distances of travel where there is a single direction of travel?	✓			It is considered that travel distances to reach a place of safety meet those set out in BS 9999:2017.	

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 14 - Emergency routes and exits	Yes	No	N/A	Comments	Action
Are there reasonable distances of travel where there are alternative means of escape?	✓			It is considered that travel distances to reach a place of safety meet those set out in BS 9999:2017.	
Are escape routes and final fire exits unobstructed?	✓				
Are there reasonable limitations of linings that might promote fire spread?	✓				
Is compartmentalisation considered reasonable offering a suitable level of protection to escape routes?	✓				
Are there suitable fire precautions for all inner rooms?	✓				
Are internal fire doors closed, labelled, in good condition and state of repair, providing adequate protection to escape routes?		✓		I identified a number of fire doors throughout the school with damaged or missing cold smoke seals and/ or intumescent strips which require repair. I also identified a number of fire doors where the self-closer units were not operating correctly to allow the doors to close fully. All such doors are identified in the action plan section of this report.	✓

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 14 - Emergency routes and exits	Yes	No	N/A	Comments	Action
Are reasonable standards of fire safety signs and notices provided, including fire action notices?	✓			Generally, yes. However, I identified a number of areas across the school where there was a lack of directional exit signage. I also identified a missing fire action notice in the Nursery building and missing 'push bar to open' signage from the Drama studio.	✓
Are internal fire doors labelled as such and normally kept closed?	✓				
Are final exit doors indicated on the outside by a mandatory sign?		✓		Both the side fire exit doors and the rear fire exit doors from the Sports Hall, and the final exit door from the middle school fire exit were missing all the mandatory 'fire exit keep clear' signage.	✓
Are reasonable standards of emergency escape lighting provided?		✓		I identified a lack of emergency lighting in a number of locations throughout the school. Each area is identified in the action plan section of this report.	✓
Does the fire evacuation signage on site lead directly to a place of safety?	✓				

Step 3 - Evaluate the risks and decide whether existing precautions are adequate**Risk Rating**

Trivial	Tolerable	Moderate	Substantial	Intolerable
		✓		

Requirements

The responsible person must ensure that:

- emergency escape routes and exits are kept clear at all times.
- emergency escape routes and exits lead as directly as possible to a place of safety, are indicated by signs, and emergency lighting is provided in case of failure of normal lighting.
- in the event of danger it is possible for persons to evacuate as quickly and as safely as possible.
- the number, distribution and dimensions of the emergency escape routes and exits are adequate in regard to use, equipment and the number of persons who may be present at any one time.
- all emergency doors open in the direction of travel and are not to be locked or fastened so that they cannot be easily opened.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 17 - Maintenance	Yes	No	N/A	Comments	Action
Is there weekly testing of the fire detection and alarm system?	✓				
Is there periodic servicing of the fire detection and alarm system and does it include periodic check of the operation of the critical building plant and equipment?	✓			Six monthly service visits are completed by Pyrotec. Last documented service visit was 23 August 2019. Pyrotec engineers were also on site during this fire risk assessment.	
Is a five yearly battery test carried out on the fire alarm system?	✓			Completed in line with the fire alarm service programme.	
Has the operation of the fire alarm and detection system transmission link been maintained by a competent service provider or tested during the weekly fire alarm and detection system?	✓			Tested as part of weekly fire alarm tests.	
Have the aspiration systems been regularly tested, maintained and serviced?			✓	None present.	
Is monthly operational testing carried out for the emergency escape lighting?		✓		Due to the design of the installation monthly tests are not completed as the system is self-testing. Units are tested every 6 months during service visits with an annual 3-hour drain test completed.	
Is quarterly servicing, one hour load test, two hour load test and three hour load test carried out on the emergency lights?	✓				
Are regular integrity checks of fire doors carried out?	✓				

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 17 - Maintenance	Yes	No	N/A	Comments	Action
Have all automatic door release devices been regularly tested and maintained?	✓				
Are routine checks of final exit doors and / or security fastenings undertaken?	✓			This is completed on a daily basis.	
Are periodic inspections of external staircase and gangways undertaken?	✓			I was informed that this is completed as part of the Estates team site inspection programme.	
Are routine in-house inspections of fire precautions carried out, for example during health and safety inspections?	✓			I was informed that this is completed as part of the Estates team site inspection programme.	
Is annual maintenance of the fire extinguishing appliances carried out?	✓			Fire extinguishers are subject to an annual service contract. However, a number of units were missed during the 2019 service visit. The locations of these units are documented in the action plan section of this report.	✓
Has the sprinkler system been regularly tested, maintained and serviced?	✓			There is a single gas drenching sprinkler unit in the first floor storeroom in the Middle school, leading off from the Library. This is inspected in line with the fire alarm service programme.	
Have the dry / wet risers been regularly tested, maintained and serviced?			✓	None present.	

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 17 - Maintenance	Yes	No	N/A	Comments	Action
Have the hose reels been regularly tested, maintained and serviced?			✓	None present.	
Has the suppression fire fighting system equipment been regularly tested, maintained and serviced?			✓	None present.	
Has the integrity of the room with the gas suppression system been regularly tested?			✓	None present.	
Has the water mist system fire fighting equipment been regularly tested, maintained and serviced?			✓	None present.	
Has the fixed foam fire fighting equipment been regularly tested, maintained and serviced?			✓	None present.	
Has the dry powder fire fighting equipment been regularly tested, maintained and serviced?			✓	None present.	
Is portable appliance testing (PAT) carried out?	✓			All portable electrical appliances are subject to a regular testing programme. However, the most recent test records were not available for review during this assessment.	✓
Are fixed electrical installations periodically inspected and tested?	✓			The fixed wiring installations for each school building are subject to a 5-year rolling inspection and test programme.	

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 17 - Maintenance	Yes	No	N/A	Comments	Action
Are gas installations (supply to boilers, kitchen appliances) or fixed heating checked and serviced on an annual basis?	✓			All gas installations and boilers are subject to an annual inspection and certification programme.	
Are fixed heating installations subject to regular maintenance?	✓				
Are all lifts, including fireman's lifts suitably maintained, serviced and inspected?	✓			Lifts are subject to a 6 monthly service programme with platform lifts and a further 6 monthly statutory inspection programme with British Engineering Services. The statutory insurance inspection was last completed in January 2020, with the last service visit being documented in August 2019.	
Do the lifts return to ground level when the fire alarm is activated?	✓				
Has the operation regular load test, maintenance and service of the generators been undertaken?			✓	None present.	
Have all fire dampers been regularly tested and inspected?			✓	None present.	
Has the operation and maintenance of the smoke vents on site been undertaken?			✓	None present.	
Have all fire shutters been regularly serviced?	✓			The fire shutter in the small dining room is serviced in line with the fire alarm system.	

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 17 - Maintenance	Yes	No	N/A	Comments	Action
Is an annual inspection and test of the lightning protection system undertaken?			✓	None present.	
Have regular pressure differential tests within the pressurised staircases been undertaken?			✓	None present.	
Has the local exhaust ventilation system (kitchen extract/workshop/fume cupboards, DT workshop) been inspected and cleaned on required frequency?		✓		I was informed that the kitchen extract system is subject to a regular cleaning and inspection programme. However, no documentation to confirm this has been completed or made available for review during this assessment. The chimneys throughout the Manor House are swept on an annual basis, with the last sweep being completed in August 2019.	✓
Has the operation of the emergency telephone system or refuge area call points been maintained by a competent service provider?			✓	None present.	
Have all evacuation chairs been regularly serviced?			✓	None present.	

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
		✓		

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Requirements

The responsible person must:

- Ensure that the premises and any facility, equipment and devices provided are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.
- Where the premises forms part of a building, make arrangements with the occupiers of any other part of the premises to ensure that they are conducting a suitable system of maintenance.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 21 - Training	Yes	No	N/A	Comments	Action
Does all staff training, including new starter induction provide information, instruction or training on fire risks in the premises?	✓				
Are all staff given adequate periodic refresher training at suitable intervals?	✓			This is completed during the termly fire evacuation drills.	

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

The responsible person must ensure that their employees are provided with adequate safety training. This should be provided at the time they are first employed and when they are exposed to a new or an increased risk.

Training must:

- Include suitable and sufficient instruction on the appropriate precautions and actions to be taken by the employee in order to safeguard themselves and any other relevant persons on the premises.
- Be repeated periodically when appropriate.
- Be adapted to take account of any new or changed risk to the safety of the employees concerned.
- Be provided in a manner appropriate to the risks identified in the risk assessment.

Step 3 - Evaluate the risks and decide whether existing precautions are adequate

Article 22 – Co-operation and co-ordination	Yes	No	N/A	Comments	Action
Is there suitable cooperation and coordination between all responsible persons?	✓				
Do responsible persons share the significant findings of their fire risk assessments?	✓			All information is communicated to relevant stakeholders during regular committee meetings and Governors meetings.	

Risk Rating

Trivial	Tolerable	Moderate	Substantial	Intolerable
	✓			

Requirements

When there are two or more persons who share responsibilities and duties, whether this is temporary or permanent, they must:

- Co-operate with each other to enable them to comply with the requirements and prohibitions imposed on them by The Regulatory Reform (Fire Safety) Order 2005.
- Co-ordinate the measures to comply with the requirements and prohibitions imposed on them by The Regulatory Reform (Fire Safety) Order 2005 with the measures the other responsible persons are taking to comply.
- Inform the other responsible persons of the risks identified.

The person who has overall responsibility for the premises must co-ordinate the implementation of measures to protect other responsible persons should debate and conflict arise.

Step 4 – Record the findings and actions taken

The Regulatory Reform (Fire Safety) Order 2005

Requirements *Article 9 - Risk Assessment (also see Steps 1 and 5)*

The responsible person must:

- Make a suitable and sufficient assessment of the risks to which relevant persons are exposed and identify the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order. Findings must be recorded where there are five or more employees.
- Review any such assessment regularly to keep it up to date, particularly if there is reason to suspect that it is no longer valid or there has been a significant change to the building or processes in the building.

Step 5 - Review the assessment

The Regulatory Reform (Fire Safety) Order 2005

Requirements *Article 9 - Risk Assessment (also see Steps 1 and 5)*

The responsible person must:

- Make a suitable and sufficient assessment of the risks to which relevant persons are exposed and identify the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order. Findings must be recorded where there are five or more employees.
- Review any such assessment regularly to keep it up to date, particularly if there is reason to suspect that it is no longer valid or there has been a significant change to the building or processes in the building.

Risks

This risk assessment assesses the risks posed to and potentially generated by the Assurity Consulting consultant whilst they undertook work at your site and explains the safety control measures that Assurity Consulting have in place.

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Unfamiliarity of site layout	Staff may be unfamiliar with site layout and therefore not be able to evacuate quickly and know site safety procedures.	3	1	3	<p>All staff visiting sites carry out a site-specific risk assessment if unfamiliar with the site and/or review existing risk assessments for sites.</p> <p>The iPad risk assessment process imports information of hazards identified from previous site visits.</p> <p>Staff must familiarise themselves with health and safety arrangements when on a customer site.</p> <p>Staff to comply with customer sign in and sign out procedures, so customers know they are on site, and also read any associated information given when signing in.</p> <p>Staff to wear standard issue PPE as directed.</p> <p>Staff familiarise themselves with evacuation procedures on customer sites and ask the customer for information if it is not readily provided.</p>
Slips and trips	Staff may suffer injuries if they slip on spillages, or trip over objects and fall.	2	2	4	<p>Staff are trained to wear safety shoes with non-slip soles.</p> <p>Staff have trolleys in which to carry and store their equipment.</p> <p>Staff should report any significant trip hazards to their customer.</p> <p>Staff are trained to not create trip hazards with their equipment, particularly when monitoring office environments.</p>
Contact with hot parts of plant	Staff may suffer burns or injuries from working in plant rooms.	3	1	3	<p>Hot parts in plant rooms should be identified by a yellow/black warning signs. Staff should take note of such signs and follow on-site arrangements.</p>

Risks

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Working near electricity/electrical equipment	Staff may suffer shock and burn injuries from faulty equipment or installation.	3	1	3	<p>Customer sites will have restricted access to high-voltage electricity areas and place appropriate signage. The WEA service work does not take place in such areas of these plant rooms.</p> <p>Staff are trained that they should not work in areas where electrical fittings appear faulty and to report these to their customer.</p> <p>Monitoring equipment used is battery operated.</p> <p>Where mains chargers have to be used on site staff are trained to visually inspect them for signs of damage prior to use and check that PAT test has been completed within the last year.</p>
Fire and explosion	Staff trapped could suffer fatal injury from smoke inhalation and burns.	3	1	3	<p>Staff familiarise themselves with on site emergency evacuation procedures when they arrive on site.</p>
Spaces with restricted manoeuvrability	Staff may get injured from poor manual handling or squeezing into tight spaces. For example, where a tank has a low ceiling above it.	2	2	4	<p>Staff assess the suitability of the area they are working in and note any hazards in the editable part of the risk assessment.</p> <p>Staff are trained in manual handling techniques, which advises on how to lift and move in restricted areas.</p> <p>Assurity Consulting staff are trained that they are not permitted to work in confined spaces.</p>
Lone working	Staff may work alone whilst on a customer site, they could have an accident.	3	1	3	<p>All staff are required to make contact with the office at least twice a day.</p> <p>Staff are equipped with mobile telephones. (with roaming facilities if abroad)</p> <p>Staff are trained to adhere to customer lone working/supervision procedures and not work alone in high-risk locations.</p>
Travel – overseas	<p>Staff could be injured because of lower health, safety and security standards abroad.</p> <p>Increased security risk.</p> <p>Increased stress from being alone.</p>	3	1	3	<p>Prior to booking travel overseas staff check the Foreign & Commonwealth office website for up to date travel advice and security information for the country being visited. Issues to consider will be immunisations, suitability for female consultants, safety of local transport, local customs.</p> <p>Hotels are selected with advice from customer.</p> <p>Mobile phones include roaming facilities</p>

Risks

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Use of hazardous substances	Staff may suffer illness through inhalation, ingestion, skin or eye whilst using hazardous substances.	2	2	4	<p>COSHH risk assessments are present for all reagents used on site.</p> <p>The instruction on the use of reagents is covered during workplace environmental assessment training.</p>
Manual handling	Staff carrying awkward or heavy loads can cause back injury or make tripping hazards more significant	2	2	4	<p>Staff all receive manual handling training and refresher training and will use techniques learned.</p> <p>Staff have been provided with wheeled cases and should use trolleys for cool boxes where needed.</p> <p>Staff are trained to use their car where appropriate if heavy loads are needed to be taken to site.</p> <p>Staff wear steel capped safety shoes when carrying out work that involves visiting plant or carrying sampling equipment.</p>
Dealing with difficult situations	Staff may come across unfamiliar or difficult situations whilst on site.	2	2	4	<p>Staff are able to request a colleague/Manager comes with them on a visit if they feel they are going to be vulnerable/uneasy.</p> <p>All Consultants have a mobile phone and a Manager and Deputy Manager they can call before or during any site visits.</p> <p>All Consultants have a monthly review meeting with their manager where they can discuss any matters they are concerned about.</p>
Noise	Staff may suffer discomfort and potential hearing damage if working in noisy areas or using noisy equipment.	2	2	4	<p>PPE – disposable ear-plugs are provided to consultants.</p> <p>Consultants observe signage on customer sites and adhere to site safety control measures.</p> <p>WEA consultants are knowledgeable in noise services and the effect that noise can have on hearing.</p>
Working at height	Staff may suffer severe, possibly fatal injuries if they fall from height i.e. climbing a ladder to inspect a cooling tower/evaporative condenser or roof inspection.	3	2	6	<p>All staff are trained to inspect work at height equipment before use in line with their training.</p> <p>All staff trained on correct ladder use techniques.</p>

Risks

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Working on a roof	Staff who fail to ensure the stability of the roof structure and its capability to support worker may lead to falls through fragile roofing material.	3	2	6	Staff are trained to request information from the customer on the stability of the roof structure before starting work. Staff are trained to adhere to Customer local health and safety site rules and not to go into any restricted areas
Asbestos	Staff may be exposed to asbestos fibres, risking serious lung disease, if fibres released into air and inhaled.	3	2	6	Staff adhere to customer asbestos arrangements. Asbestos awareness training is provided to staff who and are advised to stop work if they suspect that asbestos is not managed in areas that they have been given access to.
Contact with micro organisms	Staff may be exposed to biocides and potential exposure to Legionella bacteria.	2	2	4	Staff are trained in what PPE is to be worn and when to wear it. PPE includes latex gloves, half mask respirator with P3 filter, and eye protection. Staff arrange for cooling tower and humidifier system fans to be switched off and if possible water flow should be temporarily isolated during inspection and sampling.
Construction sites	Staff may be injured through not knowing the dangers on a site – could include falls from height, struck-by injuries or trips.	4	1	4	Staff adhere to site procedure and wear the correct PPE as instructed when entering a construction site. Assurity Consulting have a stock of hard hats and high visibility jackets available.
Poor lighting	Staff could have an accident in areas where lighting is poor.	3	1	3	Staff are trained not to work in areas where the lighting is poor. Staff carry torches for detailed work.
Working near moving parts of machinery in plant rooms	Staff could be injured from contact with moving parts of machinery in plant rooms	4	1	4	Staff are trained not to work near moving parts of machinery in plant rooms. If access to equipment is needed near moving parts of machinery the staff member is trained to request that the machinery is switched off.
Outdoor work in extreme weather	Staff could be injured by slipping or falling in extreme weather conditions, or being hit by flying debris	3	1	3	Staff are trained that they should not work on roofs in extreme weather conditions. Staff wear non-slip soled safety shoes. Staff are issued with outdoor weather jackets.
Ionising radiation Frequencies	Staff may suffer radio frequency radiation when they access upper roof area and when examining drift eliminators.	4	2	8	Staff adhere to site procedures and roof signage on customers sites. Staff to ensure documented risk assessments are followed, which will state the specific exposure time.

Risks

The following site specific risks were identified:-

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Unfamiliarity of site layout	Staff may be unfamiliar with site layout and therefore not be able to evacuate quickly and know site safety procedures.	3	1	3	<p>All staff visiting sites carry out a site-specific risk assessment if unfamiliar with the site and/or review existing risk assessments for sites.</p> <p>The iPad risk assessment process imports information of hazards identified from previous site visits.</p> <p>Staff must familiarise themselves with health and safety arrangements when on a customer site.</p> <p>Staff to comply with customer sign in and sign out procedures, so customers know they are on site, and also read any associated information given when signing in.</p> <p>Staff to wear standard issue PPE as directed.</p> <p>Staff familiarise themselves with evacuation procedures on customer sites and ask the customer for information if it is not readily provided.</p>
Slips and trips	Staff may suffer injuries if they slip on spillages, or trip over objects and fall.	2	2	4	<p>Staff are trained to wear safety shoes with non-slip soles.</p> <p>Staff have trolleys in which to carry and store their equipment.</p> <p>Staff should report any significant trip hazards to their customer.</p> <p>Staff are trained to not create trip hazards with their equipment, particularly when monitoring office environments.</p>
Contact with hot parts of plant	Staff may suffer burns or injuries from working in plant rooms.	3	1	3	<p>Hot parts in plant rooms should be identified by a yellow/black warning signs. Staff should take note of such signs and follow on-site arrangements.</p>

Risks

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Working near electricity/electrical equipment	Staff may suffer shock and burn injuries from faulty equipment or installation.	3	1	3	<p>Customer sites will have restricted access to high-voltage electricity areas and place appropriate signage. The WEA service work does not take place in such areas of these plant rooms.</p> <p>Staff are trained that they should not work in areas where electrical fittings appear faulty and to report these to their customer.</p> <p>Monitoring equipment used is battery operated.</p> <p>Where mains chargers have to be used on site staff are trained to visually inspect them for signs of damage prior to use and check that PAT test has been completed within the last year.</p>
Fire and explosion	Staff trapped could suffer fatal injury from smoke inhalation and burns.	3	1	3	<p>Staff familiarise themselves with on site emergency evacuation procedures when they arrive on site.</p>
Spaces with restricted manoeuvrability	Staff may get injured from poor manual handling or squeezing into tight spaces. For example, where a tank has a low ceiling above it.	2	2	4	<p>Staff assess the suitability of the area they are working in and note any hazards in the editable part of the risk assessment.</p> <p>Staff are trained in manual handling techniques, which advises on how to lift and move in restricted areas.</p> <p>Assurity Consulting staff are trained that they are not permitted to work in confined spaces.</p>
Lone working	Staff may work alone whilst on a customer site, they could have an accident.	3	1	3	<p>All staff are required to make contact with the office at least twice a day.</p> <p>Staff are equipped with mobile telephones. (with roaming facilities if abroad)</p> <p>Staff are trained to adhere to customer lone working/supervision procedures and not work alone in high-risk locations.</p>
Travel – overseas	<p>Staff could be injured because of lower health, safety and security standards abroad.</p> <p>Increased security risk.</p> <p>Increased stress from being alone.</p>	3	1	3	<p>Prior to booking travel overseas staff check the Foreign & Commonwealth office website for up to date travel advice and security information for the country being visited. Issues to consider will be immunisations, suitability for female consultants, safety of local transport, local customs.</p> <p>Hotels are selected with advice from customer.</p> <p>Mobile phones include roaming facilities</p>

Risks

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Use of hazardous substances	Staff may suffer illness through inhalation, ingestion, skin or eye whilst using hazardous substances.	2	2	4	<p>COSHH risk assessments are present for all reagents used on site.</p> <p>The instruction on the use of reagents is covered during workplace environmental assessment training.</p>
Manual handling	Staff carrying awkward or heavy loads can cause back injury or make tripping hazards more significant	2	2	4	<p>Staff all receive manual handling training and refresher training and will use techniques learned.</p> <p>Staff have been provided with wheeled cases and should use trolleys for cool boxes where needed.</p> <p>Staff are trained to use their car where appropriate if heavy loads are needed to be taken to site.</p> <p>Staff wear steel capped safety shoes when carrying out work that involves visiting plant or carrying sampling equipment.</p>
Dealing with difficult situations	Staff may come across unfamiliar or difficult situations whilst on site.	2	2	4	<p>Staff are able to request a colleague/Manager comes with them on a visit if they feel they are going to be vulnerable/uneasy.</p> <p>All Consultants have a mobile phone and a Manager and Deputy Manager they can call before or during any site visits.</p> <p>All Consultants have a monthly review meeting with their manager where they can discuss any matters they are concerned about.</p>
Noise	Staff may suffer discomfort and potential hearing damage if working in noisy areas or using noisy equipment.	2	2	4	<p>PPE – disposable ear-plugs are provided to consultants.</p> <p>Consultants observe signage on customer sites and adhere to site safety control measures.</p> <p>WEA consultants are knowledgeable in noise services and the effect that noise can have on hearing.</p>
Working at height	Staff may suffer severe, possibly fatal injuries if they fall from height i.e. climbing a ladder to inspect a cooling tower/evaporative condenser or roof inspection.	3	2	6	<p>All staff are trained to inspect work at height equipment before use in line with their training.</p> <p>All staff trained on correct ladder use techniques.</p>

Risks

Hazard	Risk who may be harmed and how	HR	PF	RR	Safety control measures
Working on a roof	Staff who fail to ensure the stability of the roof structure and its capability to support worker may lead to falls through fragile roofing material.	3	2	6	Staff are trained to request information from the customer on the stability of the roof structure before starting work. Staff are trained to adhere to Customer local health and safety site rules and not to go into any restricted areas
Asbestos	Staff may be exposed to asbestos fibres, risking serious lung disease, if fibres released into air and inhaled.	3	2	6	Staff adhere to customer asbestos arrangements. Asbestos awareness training is provided to staff who and are advised to stop work if they suspect that asbestos is not managed in areas that they have been given access to.
Contact with micro organisms	Staff may be exposed to biocides and potential exposure to Legionella bacteria.	2	2	4	Staff are trained in what PPE is to be worn and when to wear it. PPE includes latex gloves, half mask respirator with P3 filter, and eye protection. Staff arrange for cooling tower and humidifier system fans to be switched off and if possible water flow should be temporarily isolated during inspection and sampling.
Construction sites	Staff may be injured through not knowing the dangers on a site – could include falls from height, struck-by injuries or trips.	4	1	4	Staff adhere to site procedure and wear the correct PPE as instructed when entering a construction site. Assurity Consulting have a stock of hard hats and high visibility jackets available.
Poor lighting	Staff could have an accident in areas where lighting is poor.	3	1	3	Staff are trained not to work in areas where the lighting is poor. Staff carry torches for detailed work.
Working near moving parts of machinery in plant rooms	Staff could be injured from contact with moving parts of machinery in plant rooms	4	1	4	Staff are trained not to work near moving parts of machinery in plant rooms. If access to equipment is needed near moving parts of machinery the staff member is trained to request that the machinery is switched off.
Outdoor work in extreme weather	Staff could be injured by slipping or falling in extreme weather conditions, or being hit by flying debris	3	1	3	Staff are trained that they should not work on roofs in extreme weather conditions. Staff wear non-slip soled safety shoes. Staff are issued with outdoor weather jackets.
Ionising radiation Frequencies	Staff may suffer radio frequency radiation when they access upper roof area and when examining drift eliminators.	4	2	8	Staff adhere to site procedures and roof signage on customers sites. Staff to ensure documented risk assessments are followed, which will state the specific exposure time.

Risks

Key to Risk Rating

Hazard Rating (HR)

Catastrophic(5) Major(4) Moderate(3) Minor(2) Insignificant(1)

Probable Frequency(PF)

Almost certain(5) Very likely(4) Possible(3) Unlikely(2) Remote(1)

Risk Rating (RR) $HR \times PF = RR$

1-3 - Low risk - no immediate action required

4-8 - Moderate risk - Investigate if risks can be reduced. If extra controls are put into place record these in the site specific risk section.

9-15 - High risk - Reduce risk before work commences. Record the extra control(s) put in place to reduce the risk in the site specific risk section.

16-25 - Major risk - Stop ongoing work, do not proceed until risk has been reduced.

Fire Risk Assessment Certificate

This certificate recognises that

St Hugh's School Oxfordshire

Carswell Manor, Faringdon, SN7 8PT

has successfully completed an
independent fire risk assessment



Nick House

Certificate number:

44538/1

Visit date:

17 February 2020

Fire risk assessments should be reviewed regularly or if there is any significant change to the building or work process that introduce significant hazards of its own.



ISO 9001:FS 24510
ISO14001:EMS 84550
BS OHSAS 18001: OHS 590676

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