

FIRE RISK ASSESSMENT



**Danes Hill School Pre-Prep
(Bevendean)
Steels Lane
Oxshott
Surrey
KT22 0QQ**



The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity” from fire.

Assessment carried out by:	John Brown MSc B.Eng. (Hons.) MIFireE Couvre-Feu Fire Consulting Ltd. Hertford. Herts. 07939 220138 E-Mail: Couvre-Feu Fire Consulting Ltd.	 REGISTERED ASSESSOR LIFE SAFETY <input checked="" type="checkbox"/>
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A1: BUILDING INFORMATION AND PEOPLE AT RISK

Responsible person	Ruth Samson			Position	Headmistress		
Fire Safety Responsibility	Tiffany Callis			Position	School Administrator		
Persons from whom key information is gained for FRA purposes:				Tiffany Callis/Phil Cunningham			
Assessment Date:	8 th December 2020			Suggested Review	December 2021		
Date of Previous FRA?	6 th April 2017			Previous Risk Rating	Tolerable		
Premises use	Secondary School			Year of Construction.	Various		
Scope of the FRA:	Type 1 non-invasive life safety risk assessment review.						
Floors in Assessment.	Whole Building			Unique Reference No.	830B		
Basic Details of Construction:	Bevendean is the pre-preparatory school for Danes Hill School. The main building is constructed around a Victorian style two storey house with a modern extension to the rear. The modern 'Michael' building and two single storey classrooms complete the school teaching area.						
Storeys Ground and above?	2	Basements	0	Stairways:	3		
Passenger Lifts	1	Fire-fighting Lifts	0	Evacuation Lifts	0		
Total Occupancy:	229	Employees	Students	Visitors	Sleeping	Disabled	Lone Workers
		30	179	20	0	0	0
Hours in Use?	Weekdays: 0700 – 1900 hrs.			Sleeping Accommodation?	No		
Evacuation Strategy.	Simultaneous			Fire Detection Category	L3		
Calling fire service?	999			AFD Staff Time Delay	None		
Assembly Point.	Main Playground			Disabled Refuges	Yes		
Zone Plan Provided	Yes						
Sprinklers	No			Dry/Wet Rising Mains	None		
Emergency Lighting	Emergency escape lighting has been installed throughout the floor areas and the circulation areas in accordance with BS9999; Table 8, BS 5266-1 and BS EN 1838.						
Emergency Lighting Category	Non-maintained			Standard	BS5266		
Coverage	Good internal and external coverage						
Fire Safety Management Plan	Yes			Revision	2020		
Subletting	No			Managed by	N/A		

<p>Specific Legislation and Guidance referred to in making this assessment:</p>	<p>CLG Guide – Fire Safety Risk Assessment Educational Premises</p> <p>BB100 – Designing and Managing Against the Risk of Fire in Schools (2007)</p> <p>Means of Escape for Disabled People</p> <p>BS 9999:2017 Code of practice for fire safety in the design, management and use of buildings</p> <p>Regulatory Reform (Fire Safety) Order 2005</p> <p>Health and Safety (Safety Signs and Signals) Regulations 1996</p> <p>Furniture & Furnishings (Fire)(Safety) Regulations 1988 (as amended)</p> <p>HSG 107. Maintaining portable and transportable electrical equipment</p> <p>Electricity at Work Regulations 1989</p> <p>The Equality Act 2010</p> <p>The Smoke-free (Premises and Enforcement) Regulations 2006</p>
<p>Enforcing Authority</p>	<p>Surrey Fire and Rescue Service Headquarters Croydon Road Reigate Surrey RH2 0EJ</p>

A2: FIRE RISK ASSESSMENT OUTCOME

The following risk level estimator is based on more general health and safety risk level estimator of the type contained in BS8800.

POTENTIAL CONSEQUENCES OF FIRE →	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LIKELIHOOD OF FIRE ↓			
LOW	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
MEDIUM	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
HIGH	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input checked="" type="checkbox"/>	MEDIUM	<input type="checkbox"/>	HIGH	<input type="checkbox"/>
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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 the assessment it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input type="checkbox"/>	MODERATE HARM	<input checked="" type="checkbox"/>	EXTREME HARM	<input type="checkbox"/>
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Accordingly, it is considered that the risk to life from fire at these premises is:

TRIVIAL	<input type="checkbox"/>	TOLERABLE	<input checked="" type="checkbox"/>	MODERATE	<input type="checkbox"/>	SUBSTANTIAL	<input type="checkbox"/>	INTOLERABLE	<input type="checkbox"/>
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Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

A3: ACTION PLAN

	Recommendation	Priority	Action and Date
1.	The photocopier and all combustibile storage in the vicinity of the base of the Michael's building staircase should be removed and this area should be maintained as a sterile area.	3	
2.	All combustibile items should be removed from the first-floor protected corridor in the Michael Building and the staircase enclosure to the final exit; none of these areas should be used for any storage or classroom activities.	3	
3.	Several doors are wedged open to avoid coronavirus contact points; advice was given regarding the wedging of fire doors and that a separate risk assessment should look at the criticality of the doors and the balance of risk. Should the risk assessment identify the doors need to be held open this should preferably be done by a proprietary device fitted and linked into a smoke detection system as per BS 7273-4:2015. Consideration should be given to increasing the number of fire wardens and allocation of roles. Any changes to the evacuation plan should be recorded.	2	
4.	A premises fire safety logbook should be introduced to record the maintenance, inspection and testing of the fire safety measures found within the premises as well as any fire safety training and fire evacuation drills. The FS Order requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out; particularly when maintaining a system to some recognised standard (usually a British Standard) it is reasonable to expect that records are kept.	3	

The purpose of the action plan is to make recommendations that are intended to ensure that the fire risk is reduced to, or maintained at, a tolerable level. Even if the risk is considered tolerable there is often a need to make recommendations to address deficiencies in fire precautions. The action plan makes recommendations based on the principle of 'reasonably practicable' in respect that cost and time scales for implementation of the actions are adjusted in proportion to the risk.

The priority ratings given are related to the following guidelines:

Priority.	Time scale:	Rationale:
1	<i>Immediate; works should be implemented as soon as possible to ensure the safety of occupants.</i>	<i>These matters either form a serious breach of fire legislation and/or have the potential for death or serious injury to occupants.</i>
2	<i>Short term; works should be implemented within three months.</i>	<i>Matters that breach fire legislation but are not considered a serious threat to life safety of the occupants.</i>
3	<i>Medium term; works should be implemented within three to twelve months.</i>	<i>Matters that breach fire safety legislation or good practice but are not considered a significant threat to occupants.</i>

4	<i>Long term; works should be undertaken as and when the opportunity arises such as a refurbishment of the premises.</i>	<i>Matters that may breach fire safety legislation but are not considered a serious threat to life safety in the short term. Matters such as the replacement of nominal fire doors within a premises or the fitting of doors with intumescent strips or cold smoke seals.</i>
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B1: FIRE HAZARDS AND CONTROL MEASURES:

Reasonable measures taken to prevent fires of electrical origin?

Fixed installation periodically inspected and tested (every five years)?	YES
Are all portable electrical appliances subject to a policy, tested and records available?	YES
Suitable policy regarding the use of personal electrical appliances?	YES
Appropriate use of trailing leads and adaptors?	YES

Reasonable measures taken to prevent fires from Heating installations and portable heaters.

Is the use of portable heaters avoided as far as possible?	YES
Are suitable measures taken to minimise the ignition hazards of portable heaters?	YES
Are fixed heating installations subject to regular maintenance?	YES

Reasonable measures taken to prevent fires from Cooking.

Is extract ductwork and associated filters cleaned and maintained on a regular basis?	YES
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Are reasonable measures taken to prevent fires as a result of smoking?

Are there suitable arrangements for those who wish to smoke?	YES
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Lightning.

Does the building have a lightning protection system?	N/A
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Are the premises free of indications that the location may be prone to arson attacks?

Do security gates and a fence protect the periphery of the building?	YES
Are external areas free from any fire loading in close proximity to the premises?	YES

Hazards introduced by contractors/in-house maintenance working in the building.

Are fire safety conditions imposed on outside contractors; e.g. a safe system of work?	YES
Is there satisfactory control over works on the premises (including 'Hot Work' Permits)?	YES

Are dangerous substances used or stored in the premises?

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?	N/A
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Is the standard of housekeeping adequate?

Are combustible materials separated from ignition sources?	YES
Are accumulations of combustible materials or waste avoided?	YES
Avoidance of inappropriate storage of combustible materials?	YES

Significant Findings and Hazards observed

- The fixed electrical installation has been tested in the past five years with certificate 0387163 made available that was undated and with the system deemed unsatisfactory remedial works have been carried out and certified by the site team electrician.
- PAT testing is carried out annually on all portable electrical equipment by a competent electrician. It is advised that a risk based testing policy is introduced based on the guidance available from the HSE ([HSG 107](#)) and according to the risks presented by the equipment, tests should be recorded.
- There is some concern within the fire safety industry regarding charging of small electrical items such as mobile phones and E-cigarettes where incorrect chargers are being used and starting fires; any fire safety policy should ensure that where staff are permitted to charge personal items on site that they use genuine chargers supplied by the manufacturers with their electronic devices and subject to PAT testing.
- Contractors will have a duty under the Construction (Design and Management) Regulations 2015 to carry out a risk assessment and inform you of their significant findings and the preventive measures they may employ. This may be supported by the contractors agreed work method statement plus a Permit to Work where necessary. A 'Permit to Work' system should be fully implemented as a means of control for high-risk activities, or of work in high-risk areas undertaken at the site by named contractor/person to allow work to start only after safe procedures have been defined and that foreseeable hazards have been considered.
- Under certain circumstances within kitchen extract systems the grease can ignite causing fire to spread through the duct. To keep the build-up of grease deposits within the kitchen extract ventilation to an acceptable minimum the hoods, filters and associated drains and traps should be cleaned at least as frequently as recommended by the manufacturers and the ventilation ducting should be deep cleaned at least annually for light use systems (2-6 hrs per day) or more frequently where usage is moderate (6-12hrs every 6 months) or heavy (12-16hrs quarterly).
 - The kitchen on site has deep fat frying facilities; the extract ducting is deep cleaned annually, and filters are cleaned in accordance with the recommendations for light use systems.
 - The mechanical ventilation should be interlocked with the gas supply such that, in the event of a fan failure, the gas supply will be isolated, as described in BS6173/2009
- The premises are surrounded by a palisade security fence and all access gates/vehicular gates are locked at the beginning and end of each day; entry is controlled through a secure gate and reception area.
 - The building has been designed with dedicated areas for waste holding and material storage.
 - CCTV is provided internally and externally.
- There are no significant quantities of dangerous substances stored in the building; highly flammables used for grounds maintenance or cleaning are stored appropriately.
- Housekeeping is generally well managed.
- Corridors and circulation areas are being used as cloakroom areas and/or storage areas; the schools' guidance indicates that where more than one escape route is available, certain items in corridors may be acceptable if the minimum exit widths are maintained and the item presents a relatively low fire risk. The items include:
 - non-combustible lockers.
 - vending machines.
 - small items of electrical equipment (e.g., photocopiers); and
 - small coat racks and/or small quantities of upholstered furniture which meets BS 717684 or the Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- There is some storage in the corridors and electronic equipment in the staircase enclosure, as this is a single staircase building the guidance does not permit these areas to be used.

- The corridors and circulation areas are being used to display some pupils work, but this is not extensive. Combustible display items are permissible within a corridor, but the extent should be limited; display areas should be discrete, separated areas with a maximum of 3m display with 1m gaps in between.

Recommendations:

1. The photocopier and all combustible storage in the vicinity of the base of the Michael's building staircase should be removed and this area should be maintained as a sterile area.

B2: FIRE PROTECTION MEASURES

Is it considered that the building is provided with reasonable means of escape in case of fire?

Are the escape routes adequately designed and suitably protected?	YES
Are there sufficient emergency exits within a reasonable travel distance?	YES
Are exits easily and immediately openable where necessary?	YES
Do fire exits open in the direction of escape where necessary?	YES
Sliding or revolving doors avoided as fire exits?	YES
Are there satisfactory means for securing exits?	YES
Is single direction of travel distance reasonable?	YES
Are there alternative means of escape?	NO
Are there suitable fire precautions for inner rooms?	YES
Are all escape routes clear of obstruction and restrictions that could affect the evacuation?	NO
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	N/A

Measures to limit fire spread and development

Are linings that might promote fire spread limited?	YES
Is compartmentation within the premises to a reasonable standard?	YES
Are fire doors fitted with self-closing devices, intumescent strips and cold smoke seals?	YES
Is the structural integrity of all fire doors and shutters satisfactory?	YES
Are high fire risk and hazardous areas (stores, plant rooms, service risers etc.) separated from escape routes, kept locked and access effectively controlled?	YES
Are fire dampers provided to protect critical means of escape against the passage of fire and smoke in its early stages?	NO

Fire detection and warning.

Reasonable manually operated fire alarm system provided?	YES
Is automatic fire detection provided?	YES
Is the extent of the AFD generally appropriate for the occupancy and the fire risk?	YES
Are the alarm signals remotely transmitted?	NO
Are active systems, electromagnetic locks/release devices linked to the AFD?	N/A

Emergency escape lighting

Is emergency lighting provided reasonable to the risk?	YES
Do the units provided appear to be in reasonable working order?	YES

Fire safety signs and notices.

Do the premises have a reasonable standard of 'FIRE EXIT' and directional signs and notices?	YES
Are suitable Fire Action notices provided throughout the building?	YES

Manual firefighting equipment.

Is the Firefighting equipment provided adequate protection for the risk?	YES
Is fire extinguishing equipment readily accessible?	YES

Other systems relevant to life safety.

Automatic Vents or Smoke Extract System.	N/A
Sprinkler Systems	N/A
Dry Rising Mains.	N/A
CO ² or Inert gas flood systems.	N/A
Are installations subject to an annual test and service?	N/A

Significant Findings and Hazards observed

- Means of escape are comprised of horizontal and vertical elements designed to allow occupants to reach a place of total safety before life threatening conditions arise; travel distances used are those in the 'normal' category.
- Consideration has been given to direct and indirect travel distances to places of safety, width of corridors and size of lobbies. The maximum single direction travel distance is measured as approximately 25m from the farthest point of the floor plate to the storey exit in the Michael's building.
- Escape widths in both horizontal and vertical components of the means of escape are considered satisfactory.
- Vertical escape is provided by protected stairways enclosed by fire resisting construction and doors.
- Within the newer buildings (post 2000) the fire resisting doors conform to BS 8214:2008 Rev. 2016 and are of a FD60(S) or FD30(S) standard fitted with a positive self-closing device and incorporating intumescent strips and cold smoke seals unless noted below.
- The standard of the fire doors within the older building is variable, but all would conform generally to the old BS 459 Pt III standard. These doors have been upgraded with intumescent strips and cold smoke seals therefore can be considered as 'nominal' fire doors giving a notional period of fire resistance.
- Fire doors within the Michael building are modern doors with a satisfactory period of fire resistance however the doors protecting the escape corridor were wedged open at the time of the audit; where doors are preferred to be held open it is recommended that a magnetic hold open device is provided linked to the fire detection system.
- Fire Doors were not found to have any significant issues.
- The structural integrity of the walls forming the protected staircases and compartments was found to be sufficient.

- Escape widths in both horizontal and vertical components of the means of escape are considered satisfactory.
- Vertical escape in the Michael Building is provided by a single protected staircase with extended corridors enclosed by fire resisting construction and doors.
 - The first floor protected corridor has a lot of storage, display, etc. on both sides and within the stair enclosure.
- The means of escape within the Main School are considered unsuitable for wheelchair users or persons with mobility issues. Within Michael's Building The means of escape is unsuitable while there is storage within the stair enclosure
- An automatic fire detection system (AFD) is provided that was assessed to conform to a category L3 system as defined in BS5839 Part 1: 2013:
 - *Category L3: systems designed to give a warning of fire at an early enough stage to enable all occupants, other than possibly those in the room of fire origin, to escape safely, before the escape routes are impassable owing to the presence of fire, smoke or toxic gases; to achieve the objective it will normally be necessary to install detectors in rooms which open onto an escape route.*
- Suitable lighting should be provided to all premises to enable the safe movement of persons along escape routes to a place of relative or ultimate safety. Emergency escape lighting, when needed, should be provided in accordance with BS9999; Table 8, BS 5266-1 and BS EN 1838.
 - Emergency escape lighting has been installed throughout the circulation areas and the staircase enclosures.
- Wayfinding exit signage should be provided to direct persons along escape routes, towards and through fire exits to a place of ultimate safety. Signs should be recognisable, readable, and informative, as they convey essential information to regular and infrequent users of the premises. It is recommended that any signage provided meets the recommendations in BS EN 7010: 2012 and BS 5499 part 4 2013. Escape route signs should be fixed above a door in the direction of escape and not be fixed to doors as they may not be visible if the door is open.
 - People escaping are provided with clear, unambiguous directions from any place in the building throughout the escape route to a place of safety.
- There were Fire Action notices throughout; these give concise instruction to staff and visitors on the actions to be taken in case of fire.
- All fire doors will be marked with the appropriate fire safety sign conforming to BS 5499-1 (white on blue) according to whether the door is:
 - to be kept closed when not in use ('FIRE DOOR - KEEP SHUT');
 - to be kept locked when not in use ('FIRE DOOR - KEEP LOCKED'); or
 - held open by an automatic release mechanism ('AUTOMATIC FIRE DOOR - KEEP CLEAR').
 - Fire doors to cupboards and to service ducts should be marked on the outside at about eye level. All other fire doors should be marked on both sides at about eye level.
- The portable firefighting equipment was deemed adequate for the risk and had been tested according to requirements of BS5306.
- Current guidance with respect to fire extinguishers in kitchens recommend that a 'Class F' wet chemical extinguisher is provided to deal with fires in deep fat fryers and this type of extinguisher was provided in the school kitchen.

Recommendations:

2. All combustible items should be removed from the first-floor protected corridor in the Michael Building and the staircase enclosure to the final exit; none of these areas should be used for any storage or classroom activities.

3. Several doors are wedged open to avoid coronavirus contact points; advice was given regarding the wedging of fire doors and that a separate risk assessment should look at the criticality of the doors and the balance of risk. Should the risk assessment identify the doors need to be held open this should preferably be done by a proprietary device fitted and linked into a smoke detection system as per BS 7273-4:2015. Consideration should be given to increasing the number of fire wardens and allocation of roles. Any changes to the evacuation plan should be recorded.

B3: MANAGEMENT OF FIRE SAFETY.

Procedures and arrangements.

Fire safety is managed by competent persons appointed to assist in undertaking preventative and protective measures.	YES
A suitable fire strategy and evacuation plan has been developed.	YES
Are procedures in the event of fire appropriate and properly documented?	YES
Are there suitable arrangements for summoning the fire service?	YES
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES
Is there a suitable fire assembly point?	YES
Are there suitable arrangements for evacuation of any disabled people likely to be present?	N/A
Where two or more Responsible Persons occupy a premise, are appropriate arrangements in place to co-ordinate fire procedures?	YES

Fire Training

Is adequate fire safety instruction given to all staff on induction?	YES
Are all staff given adequate periodic 'refresher training' at suitable intervals?	YES
Are there persons nominated to assist with evacuation, i.e. Fire Wardens?	YES
Are there persons nominated and trained to use fire extinguishers?	YES
Are persons with special responsibilities (e.g. fire wardens) given additional training?	YES
Is training given to those responsible for summoning the fire service?	YES
Are contractors given appropriate information on fire risks and general fire precautions?	YES
Are fire drills carried out at appropriate intervals (insert date of last recorded drill)?	

Testing and maintenance.

Fire alarm tested weekly and appropriate records kept?	YES
Fire alarm serviced annually?	YES
Emergency lighting tested monthly and appropriate records kept?	YES
Emergency lighting serviced annually by a competent person?	YES
Extinguishers maintained annually and appropriate records kept?	YES
Final exit doors and/or security fastenings checked routinely?	YES
External escape stairs and gangways periodically inspected?	YES

Dry rising mains inspecting six monthly and tested annually?	N/A
Firefighting lifts tested weekly and monthly, inspected six monthly and tested annually?	N/A
Sprinkler installations tested weekly and inspected annually?	N/A
Lightning protection system tested annually?	N/A
Are suitable systems in place for restoration of safety measures that have fallen below standard?	YES

Appropriate records.

A suitable record of the testing and maintenance (Logbook) is kept on site.	NO
Is there a Fire Risk Assessment (FRA) available on site?	YES
Fire alarm annual test/commissioning certificate?	YES
Emergency escape lighting annual test/commissioning?	YES
Other fire protection systems – Dry Riser, Ventilation systems, Fire Suppression?	N/A

Significant Findings and Hazards Observed:

- Management should be able to demonstrate they are going some way to complying with Article 11 of the Fire Safety Order, by writing and adopting a general policy for the day-to-day running of the business, which includes recognition that fire safety is an important consideration. Compliance with the article can be demonstrated through writing a Fire Safety Management Plan with relevant planned actions such as planned training and instruction intervals for members of staff and programmed maintenance dates of fire safety provisions. These actions demonstrate the basic requirement and management can be seen to take an active role in promoting fire safety within the daily working routines of the business.
- A comprehensive Fire Safety Management and Fire Emergency Plan document has been put in place; the document includes the following detail:
 - Brief outline of the relevant legislation and the guidance available.
 - A Statement of Intent regarding fire safety.
 - Allocated responsibility for fire safety to a named person.
 - Policy for planning fire safety arrangements including Planned Preventative Maintenance (PPM) of fire safety systems.
 - Fire safety training policy for employees upon induction, for staff required to perform additional duties such as Fire Wardens/Marshals and/or firefighting using the portable appliances provided and appropriate refresher training. This would include any contracted staff such as catering staff or outside contractors.
 - The evacuation plan for the premises and the specific role of the fire warden/marshal in the evacuation plan and firefighting within the premises.
 - The specific arrangements for evacuating people with disabilities including those with learning difficulties and the writing of Personal Emergency Evacuation Plans (PEEPs).
 - Arrangements for dealing with outside contractors including permits to work, hot work and giving information relevant to the risks in the premises.
 - Arrangements for signing visitors in and out of the premises.

- The document should be provided to fully reflect the requirements of The Regulatory Reform (Fire Safety) Order 2005 (FSO) and should be made available to any enforcing officer from the local fire authority.
- The Fire Warden/Marshal role should be defined in the procedures; the responsible person has a duty to nominate and train people in the Fire Warden/Marshal role to ensure the emergency procedures can be effectively implemented. The role of the fire warden/marshal in an emergency is specific to the premises fire evacuation plan but will include the following basic principles; the warden/marshal should:
 - Be identified by a high-visibility jerkin or armband during a fire evacuation.
 - Have an identified sweeper zone and deputies for when they are unavailable; the first to collect the jerkin is the nominated fire warden/marshal for the incident.
 - Sweep through their allocated area checking all accessible rooms including toilets and offices to make sure people are proceeding with the evacuation.
 - Instruct people to leave via the nearest fire escape route. The fire marshal should normally be the last person off their floor but should not delay their escape if people are being difficult.
 - Close doors/windows and close down hazardous processes or equipment in passing but not delay their own escape unduly.
 - Report to the incident co-ordinator at the assembly point to advise their area is clear, to report anyone who can't or won't leave the building, or report any other relevant observations.
 - Take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures.
- A nominated Incident Co-Ordinator should be responsible for the following:
 - For maintaining and operating a checklist for cross-checking with fire marshals reporting that areas are clear or otherwise.
 - Ensuring the Emergency Services are informed.
 - Directing fire wardens/marshals to assist with the security of the building and stopping people re-entering.
 - Liaising with the Emergency Services on their arrival.
 - Coordinating contingency planning and liaising with the Responsible Person and the Senior Management Team if the situation warrants it.
 - To prepare for staff re-entry when the building has been declared safe by the Fire Brigade before anyone else can re-enter. Ensure all significant happenings are recorded and timed.
 - Compiling an Incident Report and participating in post incident de-briefing.
- There are 16 fire wardens nominated with allocated responsibility for assisting with evacuation, the same personnel are trained to use the firefighting equipment provided.
- Both basic fire training on induction and refresher training is carried out and recorded.
- Fire evacuation drills are planned to be carried out every term as recommended for schools however there has not been an organised fire drill in this school year due to issues with coronavirus and to compensate all forms carried out their own individual fire drills in September 2020. These drills should be recorded.
 - Accidental and unwanted fire alarm actuations have previously been used as drills in terms of recording times for evacuations etc. These are not fire drills per se and it is difficult to accurately determine the effectiveness of the exercise. In addition, it would be difficult to observe the participants and those with specific roles in the evacuation to ensure their tasks are being carried out correctly and organised drills should be carried out regularly.
- When drills are undertaken, staff should get pupils and other relevant persons used to using alternate means of escape where these are provided, so that children and others are aware of alternate routes to a place of safety, as if their allocated route is compromised by a fire or smoke etc. Even if the fire drill is not planned within a building on site, staff should ensure they can lead others safely to the assembly point(s).

- All training and instruction should be recorded in a logbook or similar means. The following are examples of matters which may need to be included in such a record: -
 - The date of the instruction or exercise.
 - The duration (e.g., time to evacuate), location and the name of the person giving the instruction or drill.
 - The names of the persons receiving the instruction or taking part in the drill.
 - The nature of the instruction or drill.
- There are currently no members of staff or pupils requiring personal evacuation plans.
- The school is not sub-let to other organisations however the cleaning and catering staff are contracted in, each group should have a nominated 'Responsible Person' for fire safety and there should be co-ordination between the School and the catering staff to confirm that fire safety arrangements are in place. You must ensure that the employer of an employee who is working in or on the premises is provided with comprehensible and relevant information on the fire risks, preventative and protective measures within the building.
- Testing and maintenance of fire safety provisions is carried out as recommended in the relevant British Standards and this is a requirement under Article 17 of the Regulatory Reform (Fire Safety) Order 2005. Fire safety provisions include *"any facilities, equipment and devices provided"* and for the purposes of fire safety will include fire doors, fire detection and alarm systems, emergency lighting, fire exits, smoke vents, Emergency Voice Communication systems and fire dampers.
 - Fire alarm is tested weekly and the records of the tests were viewed at the time of the audit.
 - The fire detection and alarm system is maintained and serviced by a competent person according to section 45 of BS 5839 Part 1; current test records are kept in the site managers office.
 - Emergency lighting is function tested monthly. To ensure that the emergency lighting system is fully operational, the system is subject to a full annual discharge test carried out by a competent person employed by the school. The tests should be carried out in accordance with the recommendations in BS 5266.
 - Fire extinguishers are serviced to BS 5306-3:2009 once a year to ensure they remain in good working order and function correctly should they be needed. Extinguishers in commercial or public buildings should be visually inspected monthly for damage.
 - Final exit doors are in general use throughout and these doors are tested routinely; any doors not in general use should be tested every month and the results recorded.
- To satisfy the requirement to maintain any fire protection system in an efficient state or to carry out staff training it is reasonable to expect, particularly when maintaining a system to some recognised standard (usually a British Standard) that records are kept - usually in a logbook as part of the management regime. The keeping of records is important, but no requirement can be made to this effect directly under the Order.
- A premise logbook should be provided with sections to record testing and maintenance of:
 - Fixed electrical system
 - Portable electrical equipment
 - Fire alarm weekly tests
 - Fire alarm programmed maintenance
 - Emergency lighting monthly tests
 - Emergency lighting system programmed maintenance
 - Firefighting equipment maintenance
 - Fire drills
 - Fire safety training

Recommendations:

4. A premises fire safety logbook should be introduced to record the maintenance, inspection and testing of the fire safety measures found within the premises as well as any fire safety training and fire evacuation drills. The FS Order requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out; particularly when maintaining a system to some recognised standard (usually a British Standard) it is reasonable to expect that records are kept.

B4: TESTING AND MAINTENANCE RECORDS SINCE LAST ASSESSMENT.

FIRE DETECTION AND ALARM SYSTEMS			YES	N/A	NO	RECORD/DATE
Weekly testing?			✓			
Annual test	Quarterly	Six monthly	✓			August 2020
EMERGENCY LIGHTING			YES	N/A	NO	
Monthly testing?			✓			
Annual testing?			✓			December 2019
FIRE EXTINGUISHING APPLIANCES			YES	N/A	NO	
Annual servicing?			✓			August 2020
FIXED INSTALLATIONS			YES	N/A	NO	
Five yearly inspection and test of Fixed Electrical Installation.			✓			Undated
Gas Safe Certification			✓			October 2020
PORTABLE APPLIANCE INSPECTION AND TESTING			YES	N/A	NO	
In accordance with HSG 107 Recommendations?			✓			August 2019
STAFF TRAINING			YES	N/A	NO	
Is adequate fire safety instruction given to all staff on induction?			✓			
Adequate periodic 'refresher training' at suitable intervals?			✓			
16	Fire Wardens nominated and trained?		✓			
Persons nominated and trained to use fire extinguishers?			✓			
FIRE EVACUATION DRILLS CARRIED OUT			YES	N/A	NO	
Are fire drills carried out at appropriate intervals			✓			September 2020
NOTES:						

C1: CLIENT INFORMATION

The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the fire safety order requires the responsible person to undertake a Fire Risk Assessment (FRA) to identify the general fire precautions they need to take to ensure, as far as is reasonably practicable, the safety of relevant persons from fire. Having identified the general fire precautions necessary, the responsible person must implement them. Where five or more persons are employed or any form of license or certification applies to the use of the premises, the significant findings of the fire risk assessment must be recorded.

The “Responsible Person” is the employer in relation to a workplace or ‘a person’ who has control as occupier or otherwise in connection with the carrying on of a trade, business or other undertaking (for profit or not). The responsible person can also be the owner of the premises where the person in control does not have control in connection with the carrying on of a trade, business or other undertaking.

The significant findings and subsequent hazards identified (if any) in each section of this document increase the risk to life safety to occupants of the areas assessed in case of fire. Hazards can be defined as situations with the potential for injury and/or damage from fire. Risk is defined as the consequence or extent of the damage to be expected on the occurrence of fire.

Risk is managed by control measures called *fire precautions* within the premises and these take the form of physical, procedural and managerial measures that are taken to reduce the likelihood of ignition occurring and/or to mitigate the consequences of fire if ignition does occur. The purpose of a Fire Risk Assessment (FRA) is to identify any residual risk or any failings in the fire precautions and to recommend further measures to control the residual risk and to reduce the risk from fire to an acceptable level.

The recommendations given and the priorities attached are owned by the responsible person but it is considered that appropriate timescales are for priority 1 three months, for priority 2 a six months and priority 3 twelve months.

CONSULTATION WITH LOCAL AUTHORITIES

Prior to undertaking any structural improvements the responsible person or building owner should be aware that the alterations may be subject to planning and building regulations.

OTHER AUTHORITIES THAT MAY REQUIRE CONSULTATION -:

- The Fire Authority if an Alterations Notice is in force on the premises
- Local council licensing, if the premises is subject to Authority licensing.
- Local Authority Building Control
- English Heritage in case of a listed building

NON INVASIVE ASSESSMENT

While every effort has been made to check the structural elements for fire resistance this cannot always guaranteed without extensive invasive exploration. Therefore the internal structural elements are subject to an external inspection only. Visible defects in partitions etc. that require fire resistance will be highlighted in this report but no assurance of the suitability of their construction is implied by this risk assessment. This non-invasive fire risk assessment does not provide information on areas outside the scope of a visual inspection. It is recommended that if an extensive management & structural analysis is required consideration should be given for a structural property audit report to be undertaken.

C2: SCHEDULE OF RESPONSIBILITIES

SCHEDULE OF RESPONSIBILITIES

The fire precautions listed below and the recommendations in this document, are required to be maintained by the responsible person at all times when the premises are occupied and are to include contractors and cleaning staff employed to work in the premises.

MEANS OF ESCAPE

Should be kept clear and available at all times when the premises are occupied, and be kept free from ALL obstructions and combustible material. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use. Emergency doors should open in the direction of escape.

Locks And Fastenings: all doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened in the direction of travel by one easy method without the use of a key.

FIRE ALARM SYSTEM

Premises should be equipped with appropriate fire detectors and alarms, and should be in operational order whilst the premises are occupied and be maintained in good working order and be tested to comply with the relative code of practice.

ELECTRICALLY OPERATED DOORS

All doors fitted with electrically operated door release mechanisms should release openable in the event of a power failure, and release in the event of the fire alarm sounding. They should also be fitted with a break glass release point on the side from which escape is required.

PORTABLE FIRE FIGHTING EQUIPMENT

Premises should be provided with appropriate fire fighting equipment, which should be kept available for use at all times, and be properly maintained to comply the latest code of practice they should not be hidden from view.

FIRE SIGNS AND NOTICES

All fire signs and notices should be kept visible and in good order, and be fixed permanently to comply with the latest requirements.

EMERGENCY ESCAPE LIGHTING

Should be in good working order, be maintained properly whilst persons occupy the premises and comply with the relative code of practice.

FIRE PRECAUTIONS – RECORDING OF TESTING OF FIRE EQUIPMENT, ETC.

The records should show:

- Weekly: Fire alarm tests including location of call point used and the result of the test; the same call point should not be used for each test.

- Weekly: Sprinklers test should be carried out to ascertain that the alarm is in working order and that the stop valves controlling the water supplies and the installation are secured in the fully open position. Please see installer's guidance for carrying out sprinkler tests.
- Weekly: Regular maintenance checks of emergency exits should be carried out to ensure that exit doors open effectively and the path to a final place of safety is unobstructed; tests should include any Electro Magnetic Door locks which operate in conjunction with the fire alarm system.
- Weekly: Confirm Fire Doors held open by automatic door releases connected to the fire alarm are being released and doors close fully onto the door rebates. Confirm all exit doors are available for use and unobstructed.
- Monthly: Emergency Lighting test of luminaries by simulation of a failure of the normal lighting supply, i.e. sub-circuit failure for sufficient time to allow all luminaries to be checked for proper function.
- Six monthly: Staff fire training and fire evacuation drills.
- Annual: Maintenance inspections/test of Fire Fighting Equipment, Fire Detection and Alarm system and Emergency Lighting by a competent engineer.
 - Schedule of fire fighting equipment provided and its location.

FIRE PRECAUTIONS RECORDS AND FIRE EMERGENCY PLAN

All fire precautions records, fire strategy and Fire Emergency Plan should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format and form the basis for training of employees and contractors.

TRAINING

All employees and contractors employed to work in the premises should be trained in the fire procedures, and up to date records of training kept, and employers should nominate employees to assist in implementing the fire safety measures, as follows:

- All staff (Relevant People) should receive basic fire safety induction training and attend refresher sessions at predetermined intervals. The training should take account of the findings of the risk assessment and be easily understood by all those attending.
- All staff training should be recorded.
- Training should be given in respect of the following:
 - ✓ how people will be warned if there is a fire;
 - ✓ what staff, students or pupils should do if they discover a fire;
 - ✓ how the evacuation of the premises should be carried out;
 - ✓ where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
 - ✓ identification of key escape routes, how people can gain access to them and escape from them to a place of total safety;
 - ✓ arrangements for fighting fire;
 - ✓ the duties and identity of staff and students who have specific responsibilities if there is a fire;

- ✓ arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, contractors, members of the public and visitors;
- ✓ any machines/appliances/processes/power supplies that need to be stopped or isolated if there is a fire;
- ✓ specific arrangements, if necessary, for high-fire-risk areas;
- ✓ arrangements for an emergency plan to be used by a hirer of part of the premises;
- ✓ contingency plans for when life safety systems, such as evacuation lifts, fire detection and warning systems, sprinklers or smoke control systems are out of order;
- ✓ how the fire and rescue service and any other necessary services will be called and who will be responsible for doing this;
- ✓ procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;

For specific guidance regarding Fire Safety training please refer to the relevant Regulatory Reform (Fire Safety) Order 2005 guidance document for your premise type and BS5588 Part12: Managing fire safety.

[Fire Safety Risk Assessment - Educational Premises](#)

DISABLED PERSONS

Effective management arrangements need to be put in place for those that need assistance to escape; please see CLG guidance.

[Means of Escape for Disabled People](#)

STEPS, STAIRS AND CORRIDOR SURFACES

To be maintained in good order, with non-slip surfaces so they will not be a hazard to persons escaping in case of fire.

FURNITURE AND EQUIPMENT

Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire.

LIFE RISK

The numbers of persons employed to work or who may resort to the premises should not exceed that which is acceptable for the size and use of the premises.

FIRE HAZARDS

All combustible items of storage should be kept in such a way that it would not cause a significant fire hazard. Any flammable material should be kept to a minimum, and should be stored safely so as not to be exposed to risk of ignition.