

Report prepared for

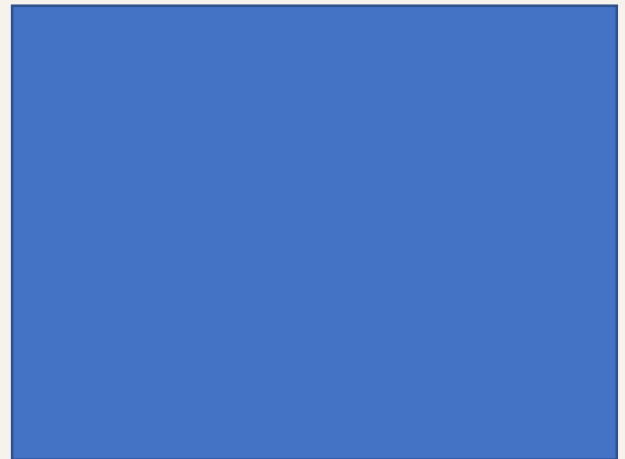


Date of report
06th September 2021



Assessment of Fire Risk

Under the Requirements of the Regulatory Reform
(Fire Safety) Order 2005



Report prepared by

Judith Evans

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Fire Engineer

Registered Life Safety Fire Risk Assessor with the IFE

Rowans Disclaimer

All information is based on visual inspection carried out during the site survey.
Any areas I did not have access to or made aware of are not included in the report.

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Fire Risk Assessment

This report summarises the findings of an assessment of the risk to life from fire in the property listed below. Recommendations have been made to ensure compliance with current fire safety legislation and to reduce the risks to a reasonable level. This report does not address the risk to business continuity from fire.

Company	[REDACTED]
Address of property	[REDACTED]
Employer or nominated responsible person	[REDACTED]
Person(s) consulted	[REDACTED]
Assessor	Judith Evans
Date of fire risk assessment	09 th August 2021
Date of previous fire risk assessment	Last full assessment 2017, annual reviews last being November 2020
Suggested date of review (see note)	This assessment should be reviewed annually. A full reassessment of the building should take place in at least 3 years unless major changes happen to the structure and fabric of the building or major personnel changes occur.

Note:

This fire risk assessment should be reviewed if there is reason to suspect that it is no longer valid or there have been significant changes to the work practices or at least by the date indicated above. It should be reviewed by a competent person. The assessment must also be reviewed if major changes happen to the structure and fabric of the building or major personnel changes occur.

The submission of this report does not constitute a warranty of future results nor an assurance against risk. The report only represents the best judgement of the consultant involved in the assessment and is based in part on information provided by others. The assessment is based upon information provided by the client or observations made on the day of the assessment. No liability whatsoever is accepted for the accuracy of such information.

Fire Risk Assessment Summary

The following risk level estimator is based on the risk level estimator contained in BS ISO 45001:2018 Occupational health and safety management systems. Requirements with guidance for use.

Likelihood of Fire

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



Severity 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 risk assessment, it is considered that the consequences for fire safety in the event of fire would be:



Definition of the above terms:

Slight Harm

The outbreak of fire is unlikely to result in serious injury or death of any occupant.

Moderate Harm

The outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm

There is significant potential for serious injury or death of one or more occupants.

Likelihood of Fire	Severity of Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Tolerable Risk	Moderate Risk	Moderate Risk
Medium	Moderate Risk	Substantial Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Calculated Risk from Fire

Accordingly, it is considered that the risk to life from fire at this property is:



A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS ISO 45001:2018 for general health and safety risks.

Risk Level	Action and timescale
Tolerable	No additional controls are required unless they can be implemented at very low cost (in terms of time, money, and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be taken into account. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful or very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. the work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce the risk, the work should remain prohibited.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the report. The risk assessment should be reviewed periodically.

An action plan is included in this report, to address the fire risks identified during the assessment. These have been prioritised according to the level of risk considered by the assessor at the time of the visit.


This fire risk assessment has been based on the HM government guide for Educational Premises.

Recommendations and Action Plan

It is recommended that the following actions should be implemented in order to reduce fire risk to a tolerable level:

Definition of Priorities

 **High Priority**
To reduce high risk activity, and/or need to comply with legal requirement

 **Medium Priority**
To eliminate or control medium risks identified and/or need to meet HSE standards

 **Low Priority**
To further reduce fire risk

High Priority Action

To reduce high risk activity, and/or need to comply with legal requirement

Ser	Action	By whom	Signed off
001	Install certified fire door installations on the doors identified within the compartmentation plan. These should be a complete door set including door frame. The compartmentation plan is a separate document to the FRA.		
002	Fire stopping should be carried out across the school buildings in the areas identified in the compartmentation plan. This should be carried out by third party approved contractors using the appropriate materials such as fire bat and intumescent mastic		
003	A building policy must be created to cover all works that might involve putting penetrations into the fabric of the building, such as IT cabling or other equipment cabling, where it will pass through the identified compartment walls in the buildings to prevent fire spread. This is to ensure fire stopping work is not undone once completed. This must be signed by all departments it could involve such as Premises and IT.		

004	<p>There is a mix of evacuation notices and signage across the school, with some detailed evacuation information in many of the classrooms including directions to the nearest fire exit, but not in all classrooms, and then some less detailed fire action style notices installed in various locations such as corridors and a few classrooms. To prevent confusion only one style of notice should be used, and this should be installed in every classroom, as is good practice. Examples of the two types can be seen in figures 01, 02, and 03.</p>		
005	<p>The schools health and safety policy must be reviewed annually as is recommended by the HSE. More information relating to this can be found on the HSE website. This will include the information relating to fire safety.</p>		
006	<p>There were several versions of the written evacuation procedures, including assembly point plans, seen throughout the school with many of them undated. When updated evacuation procedures are rolled out across the school, they should be dated so all employees know they are working to the most accurate and current evacuation plans.</p>		
007	<p>As part of the fire alarm installation, there will be a number of detector heads installed in the light well voids above buildings G and J, based on a BS 5839 variation document so some areas with no ignition sources will have detection as the risk is very low.</p>		
008	<p>The school fire safety policy must be reviewed</p>		
009	<p>All staff should have some form of regular fire awareness training to comply with the Fire Safety Order – this can be in the form of e-learning and so can be fitted around a work schedule rather than classroom or lecture style training</p>		

Medium Priority Action

To eliminate or control medium risks identified and/or need to meet current guidance

Ser	Action	By whom	Signed off
001	Information should be passed to the premises team relating to PEEP procedures for people where specific evacuation procedures may be different to standard evacuation procedures. This is to enable them to complete dynamic risk assessments when attending an incident dependant who is in that location		
002	Install fire information for visitors in the main reception as there is currently nothing, not even a standard fire action notice		
003	Ensure all contractors attending site for any of the departments have an appropriate induction and exchange of information. This can currently only be confirmed through records for the premises department. No other records of induction or confirmation of contractor management was seen for other departments. This also relates to the building policy mentioned in high priority action point 003		
004	Ensure all dorgard batteries are replaced and the doors are not just simply wedged open, as can be seen in figure 04		
005	Ensure where employees are using microwaves in rooms that they are installed with enough space and air flow around them – this was clearly to spread people out and create bubbles for the pandemic, but some items of equipment are in small rooms with often no detection. An example with limited air flow can be seen in figure 05		
006	Housekeeping must be improved in some of the storage areas where it is very poor and can be a target for fire setting but also spread fire faster than if tidy, as can be seen in figure 06		
007	Ensure all distribution boards are locked and secure once the school term restarts, an open one can be seen in figures 07 and 08		

008	Where doors have been blocked off with notice boards and cupboards, if they are no longer needed they can be bricked or boarded up. Previous versions of schools guidance, when different types of fire alarms were previously installed, required two exits from classrooms – this is no longer the case, especially based on the new fire alarm currently being installed and commissioned on site. An example of a door that can be bricked or boarded up can be seen in figure 09		
009	Ensure all fire equipment has correct signage installed next to or near it. The example in figure 10 shows some that has been removed, and the example in figure 11 shows a unit that may have never had signage installed next to it		
010	Ensure all gas pipework is adequately identified as there are some that have been painted similar colours to water pipes and the identification labelling is barely visible, as can be seen in figure 12		
011	Replace signage where equipment has been installed over the top of it rather than moving it, as can be seen in figure 13		
012	Remind all employees that if items are to be stored in Biddle cupboards, they should be managed, and housekeeping is also relevant in them, as can be seen in figure 14		
013	Ensure there are checks carried out on the PE washing and tumble-drying equipment at the end of the day if they are used. This is to switch them off. Timers could also be fitted on sockets to ensure they do not operate longer than necessary. This type of equipment is a known cause of out of hours school fires where not managed correctly. The equipment can be seen in figure 15		
014	A full wayfinding evacuation sign survey should be undertaken within the school as there are not visible signs from every location where new corridors have been installed or blinds installed. It is not always obvious which way to exit in all buildings. Signage covered by blinds can be seen in figure 16, and blocked from view by doors in figure 17		
015	Ensure all recently installed fire doors installations have appropriate signage and door closers installed. An example recently installed in Art can be seen in figure 18 with no door closer. There is also a door in the science prep room that needs a door closer, as can be seen in figure 19		
016	Carry out repairs on all fire door installations that are not closing properly, as can be seen in figure 19		

017	A number of the old smoke detectors from the previous system were located during the assessment. These must all be removed from the site to prevent confusion upon alarm activation		
018	In the small prep room by the door to the main hall, the doors can be replaced with solid doors rather than those with air grills, have door closers installed, and the air extraction vent investigated to identify how to extract air from the room whilst getting fresh air in, if this room is used for the preparation of chemicals. The room can be seen in figure 21		
019	Install a chemical cupboard in the drama storage at the rear of the theatre and ensure all substances contained in that room are listed on the substance register held by the school, the items in the store can be seen in figure 22		
020	Confirm the curtains in the hall are correctly fire retardant and have not been washed or cleaned with substances that degrade the retardancy.		
021	Remind the music staff to not put instruments close to fire equipment where it could cause accidental activation, as can be seen in figure 23		
022	Remind music staff that the doors to the kitchen area on the second floor of the standalone J block should not be wedged open when they leave at night, as can be seen in figure 24		
023	Remind staff to ensure the fire door emblems are not covered with stickers by pupils, as can be seen in figure 25		
024	Replace all worn fire door signage, as can be seen in figure 26		
025	Ensure evacuation notices do not have furniture placed in front of them, as can be seen in figure 27		
026	Ensure if procedures are published on the school website, that they are the most current ones		
027	Ensure now that the government guidance relating to pandemic bubbling has been removed, that full school evacuations are carried out termly		
028	Ensure evacuation chair training is carried out this year and practiced on a regular basis by those trained		

029	The emergency lighting must be checked across the whole site monthly to check the bulbs operate, to comply with the user checks for the British Standard. This is known as a flick test.		
030	Carry out the minor repairs identified in the emergency lighting three hour drain test		
031	Laminate the plans in the Fire Service box in reception as it is easier for the Officers attending to then write on them if required		

Low Priority Action

To further reduce fire risk

Ser	Action	By whom	Signed off
	No low priority actions identified		

The "By Whom" section has not been filled out by the assessor as she feels the client has a better knowledge of who should be carrying out these tasks.

Conclusion

The general fire safety management is acceptable but there are several high priority actions that require completing to improve the safety of the pupils and staff within the school.

One of the high priority actions is to improve the evacuation strategy within the school. The evacuation notices and plans should be standardised so that there is only one type of notice across the site, including information on plans to make it more accessible for understanding. There are several key documents that require reviewing also, to stay compliant with Health and Safety legislation. This fits in with reviewing the fire policy and ensuring that appropriate information is included.

Management of contractors and what works are being carried out within the school is also vital. There is little communication between the departments who employ contractors and works could be occurring that put the safety of the school at risk.

The physical fire safety of the school, based on compartmentation and fire door installation, is not as compliant as it could be. Part of this is historical from the design of the building and much of the fire safety compartmentation being asbestos which has gradually been removed over time and not replaced with suitable materials, and partly from where the school has changed, and data cabling and other services have been run through the building with no understanding of fire stopping and keeping areas free from the potential spread of smoke.

The fire alarm caveat relates to the installation of void detection in the light wells in blocks G and J and managing the low risk areas where detection will not be required.

The other major point is that the Fire Safety Order has a requirement for all employees to receive fire safety training when they are first employed and repeated on a regular basis. Many other educational establishments are now using e-learning as it can be worked around teaching times.

The medium priority actions are still significant but many of these relate to housekeeping and general management of the site rather than much physical works.

Caveat – The FRA was carried out during Covid times so some procedures were different to normal, but both sets of procedures were assessed.

It should be remembered that there is no legal timescale to carry out the actions identified but a plan must be put in place to carry out the high priority actions, even if it were to take several financial years to carry out the works. The medium priority actions should be put on the plan as well. This will provide evidence to the local Fire and Rescue Service that the fire safety of the people using the building is being taken seriously. This is a legal document but can be updated as and when actions are completed by the client as a record of working towards compliance.

This assessment was based on a 'snapshot' taken on the day visited. Housekeeping matters will change, but major issues like compartmentation will not and further action will be required.



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General Information

The Buildings

Number of floors	No more than two across the site
Brief details of construction including any building hazards	Some areas 1960s CLASP, some areas original Victorian brick, some pod portacabin style. Concrete slab around the rotunda. No more than two storeys for any building. Sports centre is a converted swimming pool. Much remodelling since original build, including installation of additional corridors. Various areas have ACM
Occupancy	Medium to high
Brief description of activities within the building	Secondary school

The Occupants

How many employees	Approx. 220 staff across all categories – full time, part time, support staff, teaching staff
Approximate maximum number of employees/visitors at any one time	1565 pupils in 2020/21 so will be approx. the same for next school year. Max. capacity approx. 1800
Details of any shared tenancy / occupation	Bungalow owned by local authority and used by them. Not connected to fire alarm. Nursery building next to main school – connected to fire alarm. Police have a self-contained office in the front of the school – no access

Occupants at Special Risk

Sleeping occupants	Only in the nursery and they have separate plans and procedures for managing that – should be no other sleeping occupants
Occupants with additional needs	Yes – Sign language school out of hours, autism unit in C block during school hours. PEEPs are written for them
Children and elderly	Lowest age is 11 (pupil), eldest staff member is under 80

Lone Workers	Yes – but there is a lone working policy and radios
Other people in the vicinity (e.g. neighbours)	Residential and nursery
Others	Visitors and contractors

Details of any Previous Fire Loss Experience

Laser cutter machine in DT 2020 – minimal damage, procedures changed
Kitchen fire 2019 – minimal damage, caused by fridge cooler overheating due to blocked filter, changed unit type
Classroom fire 2019 – child put chair leg through battery pack in bag and small fire occurred.
Some minor electrical fires relating to extension leads

Other Relevant Information

No sprinklers on site. No fire hydrants on site – at front entrance from the high street, and in residential roads around

Management Procedures

- Health and safety policy online dated March 2019
- The emergency evacuation procedures for out of hours is online dated October 2016 – the current procedures are not as shown on the website
- A fire and emergency plan has been created, as stated in the H&S policy, but this has a last review date of October 2016 and is not on the website – only in the staff folder within the school system
- No full school practice fire drills have occurred this year (20/21) due to Covid restrictions, but year groups were having practices individually instead – the routes had been changed to keep year group separation for Covid bubbling
- Last full fire evacuation recorded seen was June 2019
- Training required for evac chairs – was due last year but Covid affected training provision
- Mixture of types of evacuation notice. Some general ones around corridor areas of certain areas of the school and on some classroom doors externally. Some classroom specific notices internally in most rooms although some information not accurate and the who evacuation strategy signage must be reviewed.
- Way finding signage must be reviewed as some areas it is hidden from view
- New L1 fire alarm currently being installed.
- Skills for learning carry out PEEPs for pupils.

- Contractor management is good for Premises, but there are contractors that come on site for other departments and Premises are not informed so cannot manage works on site

Site plans – more detailed ones are available for each building



1. Fire Risk Assessment

Question	Yes	No	Comments
Have all areas including unoccupied and hidden areas been assessed for fire hazards?	X		Some loft voids were inspected above C block, but most other roofs are flat roofs. As far as aware all areas accessed
Has the risk of fire hazards developing into real fires been assessed?	X		
Have "out of normal" working hours also been fire assessed?	X		
Have other uses of the building been fire assessed?	X		
Has the fire assessment revealed all potential fire hazards (combustibles too close to ignition sources and deficiencies of existing fire precautions)?	X		
Have those people at risk from the fire hazards been identified and provided for?	X		
Have those people at greatest risk been identified?	X		
Have people at greater risk been adequately provided for?	X		
Are the existing fire precautions adequate to protect against the hazards that cannot be removed or reduced and are they functioning correctly?	X	X	Some areas of poor compartmentation and the fire doors are not very good in places
Have the findings of the fire risk assessment been documented and are they retrievable?	X		
Has everyone in the workplace been informed of the significant findings of the fire assessment?	X		This will occur upon receipt of the FRA
If required, has remedial action, provision, upgrade, or maintenance been initiated?	X		
Has a person been designated to ensure completion of the remedial control measures?	X		This will be a combination of senior management and the premises team

Has a completion date been set for the remedial control measures?		X	This will be based on funding
Has a review of the assessment been done within the last year and is the next review scheduled?	X		Reviews are currently carried out annually
Is the fire assessment reviewed whenever significant changes occur in the workplace?	X		
Is the threat of arson specifically covered in the fire assessment?	X		For out of hours use and holiday time, as well as when pupils are on site



2. Fire Detection System

Question	Yes	No	Comments
What type of fire alarm system is installed in the premises?			New L1 fire alarm system currently being installed in the school. Void detection is being installed in areas not previously covered. Not all void areas require detection based on the low risk of fire occurring in those areas
Does everyone know how to operate the fire alarms?	X		Through induction training
Does everyone know what the fire alarm sounds like?	X		
Is the fire alarm audible throughout the building? Are audibility tests carried out? This is very important if any refurbishment works have taken place.	X		Audibility tests will be carried out once the fire alarm is commissioned
Is the fire alarm tested by operation every week by a designated member of staff and while the building is occupied?	X		Generally Weds 7am but this may change when the new fire alarm is installed based on the areas that can be isolated

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Is the fire alarm tested from a different location within the building each week?	X		Test on rotation – lists being updated for new installation – 2 MCPs per week – cycle approx. 10 months
Is the fire alarm serviced quarterly, six monthly and annually by a qualified engineer or in accordance with its design specification?	X		█ servicing and also installing the new system – they are carrying out combination works and seeing to any faults arising in the older system
Is the fire alarm provided with any unique features and do all staff know these features exist? This could be an alarm receiving centre or pager/mobile phone type system to alert key personnel, it could also be a pre-alarm time for investigation.	X		Connected to ARC – █ █
Are there control panel repeater panels in other locations in the building, or other buildings on site?	X		New fire alarm has repeater panel in the vicarage and potentially there will be one in the premises office
Do all staff know what they are expected to do if they hear the alarm sound?	X		Covered in the induction
Are visitors informed of what they are expected to do if they hear the fire alarm sound?		X	There is no fire safety information in the reception area where visitors
Are fire alarm tests recorded in a fire precautions logbook? Are these records logical so it can be identified that all MCPs are tested in rotation?	X		Paper based system currently but will be moving digitally shortly – printed out for the month of tests – copy seen
Are there any additional items connected to the fire alarm systems, such as door hold open devices or pager alert systems, and are they tested? Who tests them and how?	X		Access control, door hold open devices, access gates – these are all tested across a three week rotation



3. Internal Fire Doors

Question	Yes	No	Comments
Are staff aware of the purpose of fire doors and why they should be kept closed?	X		Covered in training

Are staff aware of how they can identify a fire door?	X		Through signage – Compartmentation and fire door strategy report currently being produced
Is the function of fire doors covered in staff training sessions?	X		
Is appropriate action taken to prevent the misuse of fire doors? Wedges.	X		Emails are sent out to remind staff, but not during Covid pandemic conditions
Are staff instructed to close all doors not on door closers they pass through during an evacuation?	X		
Are fire marshals aware of the safest method of opening a door during a sweep of their area?	X		Covered in training
Do all internal fire door assemblies meet the appropriate criteria with three hinges, door closer, signage, intumescent strips, smoke seals, closely fitting etc (where applicable)?		X	Not all of them currently – separate report produced



4. Escape Routes

Question	Yes	No	Comments
Are staff instructed not to place combustible storage or other articles in corridors which have escape in one direction only?			There are minimal dead end areas on the site
Are staff instructed not to place any storage or other articles in a corridor with escape in more than one direction, where this would reduce the corridor width to less than 1000mm?	X		
Are very long corridors subdivided into equal parts by doors that are capable of preventing the passage of smoke? This distance should be no more than 12 metres.	X		

Are there two directions of escape from all areas of the building? This would not include offices or bedrooms but the corridor exit routes.	X		
Where only one direction of escape is achievable is that escape route suitably protected with fire resisting construction, fire doors and smoke detection?	X		Smoke detection
Where there is more than one direction of escape are these escape routes separated from each other by fire resisting construction, and or fire doors? For large open plan industrial or storage areas this is not applicable.	X	X	Some of the compartmentation cannot be confirmed
Do all escape routes lead to a place of safety at least 50m away from the building and, in the event that this is not possible, not closer than 18m from the building?	X		
Where it would be reasonable to expect escape routes to be used by people with limited mobility, are the associated corridors on the route not less than 1200mm wide and door openings not less than 800mm wide?	X		
Do the escape routes for the premises lead as direct as possible to a place of safety?	X		
Where escape routes are provided for the escape of up to 40 people per minute, are associated doorway openings not less than 750mm, and not less than 1000mm where escape is provided for >40 but <80 people per minute?	X		
Are escape route widths provided for more than 80 people per minute calculated on the basis 1000mm plus 75mm for every 15 people over 80?	X		
Do routine housekeeping measures ensure that there are no obstructions on the escape route internally or externally?	X		
Are staff instructed not to place combustible storage or other articles in staircase enclosures?	X		These were clear on the day of assessment

Where an escape route from an inner room passes through an access room, is an early warning of fire provided by means of vision panels or smoke detection?	X		Mainly smoke detection as some areas are solid doors for safeguarding
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5. Final Fire Exit Doors

Question	Yes	No	Comments
Are staff aware of the difference between fire doors and exit doors?	X		
Do fire doors and exit doors open in the direction of escape?	X		
Do exits have signs indicating their location?	X		
Do exits have sufficient lighting?	X		
Do exits remain unobstructed inside and out?	X		
Are exits opened regularly to check their serviceability?	X	X	They are checked termly but not always recorded, but most have been open during the pandemic for ventilation
Are all staff aware of the location of all the exits in their workplace?	X		
Are staff aware of the method of operation of all emergency fastenings fitted to exits?	X		
Is there one (single) simple emergency fastening on each fire exit?	X		
Can all final fire exits be accessed and opened easily (no door swelling, jamming, blockages etc)?	X		Most were checked during the assessment



6. Fire Exit Signs

Question	Yes	No	Comments
Do all fire exit signs conform to current British and European Standards and display a running person?	X		A mix of signage of both standards across the site – can be understood easily
Can exit signs indicating the way out be seen from all locations within the workplace?		X	There are some areas where no signage can be seen as it is obscured by door leafs or blinds
Are exit signs illuminated sufficiently where ambient light levels are low?	X		Full emergency lighting throughout
Do exit signs include directional arrows where appropriate?	X		
Are the routes the signage directs to safe? Not directing back through buildings, past high hazard areas, through unmanaged traffic areas etc.	X		
Are alternate exit routes signed? This is not a requirement but best practice.	X		



7. Fire Action Notices

Question	Yes	No	Comments
Are fire action notices displayed adjacent to fire alarm call points?	X	X	There are a number of locations missing signage
Are fire action notices displayed on notice boards and in classrooms?	X	X	Some of the notices in classrooms are very old and must be replaced or rewritten – there is also a mix of types
Are fire action notices displayed in employee areas?	X	X	Several different notices were seen in employee areas

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Do fire action notices include instruction on what to do when discovering a fire?	X		The instructions are different on several notices, and this must be clear to be able to be followed by all
Do fire action notices include instruction on what to do when hearing the fire alarm sound?	X		
Does the fire routine notice include instruction on calling the fire service?			Not required as completed centrally
Does the fire routine notice include information regarding the location of the assembly point?	X		
Does the fire routine notice include specific instruction regarding actions not permitted during an evacuation?	X		
Have specific fire routine notices been considered for key staff?	X		Fire marshals have separate instructions



8. Fire Resistance

Question	Yes	No	Comments
Are areas of high risk enclosed in fire resisting construction?		X	The compartmentation in the school across most of the buildings is poor
Where only a single staircase exists in a building, it is enclosed in fire resisting construction?			NA
Where more than one staircase exists, are they separated from each other by fire resisting construction?	X		In most areas
Are service openings in floors and walls 'stopped' with fire resisting material, including openings that may be above 'false ceilings' and below 'false floors'?		X	There are many penetrations not sealed above and below ceiling tiles, in storage areas, and throughout most buildings
If there has been firestopping in the compartments, is the material suitable such as mastic or batt, or unsuitable such as firefoam?			There is no fire stopping

Are there any firestopping records where competent contractors have been onsite filling gaps and openings?		X	
Is there a management system in place to monitor additional works involved in installing services? This must include IT services.		X	There is no building policy or management procedure for any works relating to services and penetrations in compartment walls
Is there external cladding to the premises, what material is the cladding made from, and is this cladding fire resistant?	X		Some timber cladding on buildings J and L, but this is not a cause for concern based on the quantity and location
Are there service openings in the exterior of the building which may cause fire spread between floors (such as waste pipes and extraction vents)?		X	
Are there service openings in the exterior of the building which open directly onto the escape routes from the premises?	X		In some areas but there are multiple evacuation routes to the assembly point so everyone can be rerouted safely
Is there other material external to the premises which could cause fire spread or additional fire loading?		X	All the area to the rear of Food Tech has been cleared



9. Travel Distance

Question	Yes	No	Comments
Industrial / Storage / Non-residential Higher hazard – Is the travel distance from a dead end to an exit less than 12 metres?			NA no dead ends
Industrial / Storage / Non-residential Normal hazard – Is the travel distance from a dead end to an exit less than 25 metres?			NA no dead ends
Residential / Institutional / Plant rooms / areas of high hazard – Is the travel distance from a dead end to an exit less than 9 metres?	X		

Offices / Shops / Commercial – Is the travel distance from a dead end to an exit less than 18 metres?			NA no dead ends
Industrial / Storage / Non-residential Higher hazard – Is the travel distance from an area with more than one escape route to an exit less than 25 metres?	X		
Industrial / Storage / Non-residential Normal hazard – Is the travel distance from an area with more than one escape route to an exit less than 45 metres?	X		
Residential / Institutional / Plant rooms / areas of high hazard – Is the travel distance from an area with more than one escape route to an exit less than 18 metres?	X		
Offices / Shops / Commercial – Is the travel distance from an area with more than one escape route to an exit to an exit less than 45 metres?	X		
Other areas not listed – are all travel distances acceptable as listed in table 2 in B1 of the AD(B) document?			NA building not fire engineered



10. Emergency Lighting

Question	Yes	No	Comments
Is there adequate light to enable the escape routes to be used safely at all times when the building is occupied, including during winter months, evenings, nights and in the event of power failure?	X		Good lighting throughout
Is there provision of emergency lighting in areas within the workplace that has no natural light or borrowed light, and from which staff may be expected to escape from or pass through in the event of fire evacuation?	X		Full emergency lighting in areas specified by assessment

Is there adequate light outside the workplace that will illuminate the escape routes leading to assembly points?		X	There is minimal emergency lighting externally leading to the assembly points
Is the emergency lighting system tested by operation every month by a designated member of staff?		X	Not currently – keep recommending as is part of the British standard user checks required on the system
Does a qualified engineer test the emergency lighting system annually, or as appropriate, in accordance with the system design specification?	X		do the three hour annual check – April 2021 – certificate seen – system satisfactory although some minor faults identified which must be completed
Are emergency lighting tests recorded in a fire precautions logbook?	X		Recorded electronically



11. Electrical Equipment

Question	Yes	No	Comments
Is portable electrical equipment maintained in a satisfactory condition?	X		Done in house on a rolling process throughout the year – policy with different intervals for different equipment
Is it regularly tested to prove electrical safety? There is no legal schedule, but it should be tested at some point to prove it is safe.	X		Varies but in the policy
Is there a policy regarding employees bringing their own electrical equipment to work	X		
Is the use of extension leads and multi point adaptors kept to a minimum? This includes block adaptors.	X		Additional sockets have been installed in places where many extension leads were being used
Are cables and flexes run in safe positions where they will not be damaged	X		
Is electrical installation wiring inspected periodically by a competent person	X		Due November 2021 – last was Nov 2016 – report seen

Is there lightning protection and if so is it maintained to BS EN 62305 annually?	X		May 2021 – serviced both, both passed – cert seen
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12. Fire Extinguishers

Question	Yes	No	Comments
Is there are policy relating to the location and layout of the fire extinguishers on site?	X		As per British Standard
Are the fire extinguishers the correct type for the fire hazards found in the workplace? Residential and educational premises should only have dry powder type in secure areas of hazard in case of accidental discharge.	X		No powders in unsupervised pupil areas
Are there sufficient number of fire extinguishers in the workplace in relation to its size and the nature of the fire hazards present?	X		As far as was seen
Are fire extinguishers in safe and conspicuous locations in the workplace?	X		
Are fire extinguisher locations clearly identified with appropriate signs?	X		Some had missing contents and usage signage
Are fire extinguishers mounted correctly at their locations (wall hooks or floor stands)?	X		As far as was seen
Are fire extinguishers colour-coded in accordance with current British and European Standards? Polished chrome is acceptable as long as this is the only type, or they are in specific areas all staff are aware of.	X		All red
Is there a plan / schedule / asset list of the locations of all extinguishers on site?	X		There is an asset list for the school, but they are not all marked on a plan
Are staff aware that they are not to put themselves at risk when using a fire extinguisher?	X		

Are staff aware that they must raise the fire alarm first before they attempt to use a fire extinguisher?	X		
Do staff regularly familiarise themselves with the fire extinguishers provided in their workplace to check their basic operating instructions and serviceability?	X		
Does a competent person annually service all fire extinguishers in the workplace? Who and when?	X		█ service twice a year – Last in July 2021
Where fire suppression and extinguishing systems other than fire extinguishers are installed in the building, what are these systems, are these systems regularly serviced and maintained, and are staff familiar with their operation?			NA no suppression systems installed



13. Fire Training & Awareness

Question	Yes	No	Comments
Do staff receive fire training as part of their initial induction when employed?	X		As part of the initial induction
Do staff receive regular fire training? This is generally taken to be a maximum of every three years.		X	No training given to general employees, only fire marshals
Does staff fire training include instruction on what to do if a fire is discovered and how to raise the alarm?			Only on induction
Does staff fire training include instruction on what to do if the fire alarm sounds?			Only on induction
Does staff fire training include instruction on the selection and use of fire extinguishers?			NA

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Does staff fire training include instruction on the location and safe use of assembly points?			Only on induction
Does staff fire training include instruction on the purpose of fire doors and their correct use?			NA
Does staff training include instruction on the means of escape from the building and maintenance of the escape routes?			NA
Does staff fire training include instruction on their specific role within the fire procedure?			NA
Does staff fire training include instruction on how staff and visitors will be accounted for?			Only on induction
Does staff fire training include instruction on the emergency provision for persons with additional needs and requirements and how they will be assisted during a fire evacuation?			Only for certain people who assist those learners
Does the fire training include instruction for staff with a specialist role within the fire procedure?	X		Fire marshal training has been provided for those who work in higher risk areas and who maybe investigating the fire
Does staff training include instruction on how the fire service will be called and by whom?			Only on induction
Does staff training include instruction on the 'significant findings' of the fire risk assessment?			NA
Does staff training include instruction on good housekeeping and fire prevention?			NA



14. Fire Drills

Question	Yes	No	Comments
Are fire drills conducted every term?	X	X	There have been no full fire drills carried out, but they have been done in year group and bubble group walk throughs during the Covid
Where night work is undertaken, do members of night staff receive fire drills in the hours of darkness?			NA
Where shift work is undertaken, do shift workers on every shift receive fire drills?		X	Not always
Are staff informed what day and what time the fire drills will take place?		X	
Are fire drills conducted based on the assumption that one of the exits may be unusable due to a fire, and is this assumption simulated in the fire drills by prohibiting the use of an exit (different exit for every drill conducted, in rotation)?			Not at the moment due to Covid restrictions but this may change for the new school year



15. Fire Marshalls and Accounting for Personnel

Question	Yes	No	Comments
Are fire marshals designated to clear personnel from the building during an evacuation?	X		
Is there a sufficient number of fire marshals designated to cover the whole building?	X		
Are the areas that fire marshals are allocated restricted in size so that they will take no longer than 60 seconds to clear (sweep)?	X		Some areas might be slightly larger, but it depends on where the locations are and at what time of day

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Are fire marshals provided with a distinctive means of identification (armband, coloured bib, reflective clothing, or bump-hat etc.)?		x	
Are fire marshals aware that they should report their 'sweep' status to their incident controller/coordinator?	X		
Are fire marshals instructed that they should avoid smoky areas?	X		Covered in training
Are fire marshals instructed that they should exercise caution when passing through doors when they are unable to see whether the area they are accessing is clear of fire and smoke?	X		
Are fire marshals aware that they should report the presence of visitors that require additional aid in evacuation that enter their allocated area and, where appropriate, take action in accordance with their workplace PEEPs and GEEPs?	X		
Is there a deputy fire marshal designated for every fire marshal to ensure that the role is covered during absences?	X		
Are fire marshals aware of the vital role they play within the workplace in a non-emergency capacity (fire prevention, staff training and fire drills)?	X		
Are the limitations of using a roll call as a sole means of accounting for people understood?	X		
Are the benefits of using a physical check (sweep) to clear the building understood?	X		
Are fire marshals aware that they should pass on all relevant information regarding missing persons and potential hazards to fire-fighters?	X		



16. Visitors

Question	Yes	No	Comments
Are visitors required to register their attendance upon arrival at the workplace?	X		
Are visitors issued with a pass that includes details of the fire procedure?		X	No fire procedure information in the main entrance to the school
Are visitors asked to confirm their understanding of the fire procedure?		X	
Is a host allocated to visitors in order that their whereabouts within the workplace may be tracked and confirmed in the event of an evacuation?	X		Depending on whether they have current DBS check that the school has a copy of – if they have then they can travel the school on a white lanyard. If not DBS then yellow lanyard and monitored
In the event of a fire evacuation, are visitors accounted for by means of a physical check of the building, in addition to a check of the visitor register?	X		
Do visitors have their access restricted to specific, designated areas of the workplace?	X		There are some areas where access control is installed to monitor movement
Is evacuation of, and accounting for, visitors specifically detailed in the fire procedure?	X		
Is the evacuation of visitors practiced during the fire drills?	X		



17. Contractors

Question	Yes	No	Comments
Are contractors adequately managed in the workplace?	X		Competitive tendering for most of the contractors currently – three quotes and RAMS etc

Does a defined policy relating to contractor fire safety exist in the workplace?		X	Nothing specific but there is a contractor induction carried out for Premises contractors but not always other contractors for different departments
Is there a mechanism for the exchange of fire safety information and procedures between contractors and site occupiers/employers?	X	X	Only with the contractors onsite known by the Premises team
Where appropriate, is a 'hot working permit' system in operation?	X	X	Only with the contractors onsite known by the Premises team
When it is safe to do so, are staff encouraged to check work areas for fire safety, after contractors have left?	X	X	Only with the contractors onsite known by the Premises team
Are 'contracted works' carried out in the workplace assessed in relation to their impact on the existing fire safety arrangements?	X	X	Only with the contractors onsite known by the Premises team
Are contractors specifically covered in the workplace fire risk assessment?	X		



18. People with Additional Needs

Question	Yes	No	Comments
Are there any PEEPs or GEEPs written for use with employees or visitors? Who goes through the process with the person who uses this?			PEEPs for some of the pupils attending the autism unit and Skills for learning, and any other people requiring them – not managed through premises who currently don't have access to them to know who, how many, or what procedures have been put in place
Can all people on site be adequately warned of fire in the workplace? Beacons, vibrating pads etc	X		Although additional equipment may be provided to people unknown to by the Premises team
Can all people on site be safely evacuated in the event of fire? There may be procedures	X		As far as has been made aware

involving additional support as part of the PEEPs or GEEPs			
Can all people on site be accounted for in the event of fire? How do they know who is in a temporary refuge?	X		No temporary refuges used on site
If procedures are for people to be located in temporary refuges, are there buddies with them or is there communicational equipment for them to use?			NA
Does the fire safety policy cover people with additional needs, including PEEPs and GEEPs?	X	X	The fire policy requires reviewing
Are staff aware of the fire procedure relating to people with additional needs and their role in it? This is related to the PEEPs and GEEPs and additional equipment on site.		X	Not the premises team
How are the staff who will assist in PEEPs and GEEPs communicated with to know where people are located in refuges or who need assistance in evacuating?			They will be teaching them so will be in the same area
Where special arrangements and/or equipment have been provided, are staff adequately trained in their use? Is this training then practiced i.e. use of evac chairs?	X	X	The people who will use the evac chairs require refresher training



19. Calling the Fire Service

Question	Yes	No	Comments
Are the fire service called immediately the fire alarm is sounded and a fire confirmed?	X		ARC always call premises phone if fire alarms go off to identify if they need to call the fire service
Is a delay calling the fire service to allow for an investigation of the alarm activation been formally agreed with the fire service and has	X		

this course of action been covered in the fire risk assessment?			
Are there facilities, either inside or outside the workplace, for calling the fire service?	X		Would use a mobile
Is there a specifically designated person who will call the fire service in the event of a fire and is a deputy designated to cover in the event of their absence?	X		Anyone can call the Fire Service
Where an automatic means of calling the fire service is used, has a person been designated to make a manual call as a back-up in case of malfunction?	X		Anyone can call the Fire Service
Is the location from which an emergency call will be made, relatively safe or protected with fire resisting construction?	X		Will be outside



20. Assembly Points

Question	Yes	No	Comments
Is the fire assembly point located in a safe place?	X		On the courts at the bottom of the school – a few rooms and offices have plans with the locations.
Are the routes to the assembly point safe?	X		This will depend on if there is an actual incident and routes may have to be changed or blocked off if affected by a fire
Is the assembly point provided with sufficient lighting?	X		There is some lighting, but it is not emergency lighting
Has the provision of shelter at the assembly point been considered?		X	Would not be practical
Is the assembly point at least 50m from the building (where not 50m not closer 18 m)?	X		

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Has an alternative assembly point been designated as a contingency in case a fire event escalates?	X		On to the school field
Are staff familiar with the location of and route to the assembly point?	X		
Is there provision for visitors to be informed of the location and route to the assembly point?		X	Only if they were being escorted



21. Highly Flammable or Explosive Materials

Question	Yes	No	Comments
Are large quantities of highly flammable or explosive materials stored in the premises?		X	Mains gas supply for boilers and for use in science, small amounts of hydrogen and other flammable gases on site, no oxygen (made on site), small quantities of reactive chemicals on site in science – all managed under CLEAPSS and stock listed plus kept in chem store, some flammable gases in DT etc which are chained and have appropriate control measures in place. Petrol gardening equipment held in store for grounds maintenance – minimal storage of petrol on site
Are large quantities of highly flammable or explosive materials used in the premises?		X	
Are there flammable materials that are volatile at normal ambient temperatures stored or used in the premises?		X	
Do highly flammable liquids stored or used in the premises have low flash points?	X		
Are highly flammable or explosive materials stored or used in the premises reactive?		X	
Do materials stored or used in the premises have oxidising properties?		X	



22. Highly Flammable or Explosive Materials, Other Issues

Question	Yes	No	Comments
Are quantities of highly flammable or explosive material introduced into the premises from bulk storage at any given time sufficient to enable only a single day's work to take place?	X		
Has consultation with specialists and Enforcing Authorities been undertaken regarding the storage and use of highly flammable or explosive materials?			NA
Have both general and fire risk assessments been undertaken in respect of the storage and use of highly flammable or explosive materials?	X		



23. Hazards to Fire Fighters

Question	Yes	No	Comments
Are there hazardous substances in the workplace that would be a danger to fire-fighters attending an incident?	X		Within science and DT
Are there hazardous processes or machinery in your workplace that would be a danger to fire-fighters attending an incident?		X	
Are there hazardous features in relation to the structure of your workplace that would be a danger to fire-fighters attending an incident?		X	Although potentially some ACM within areas
Are there circumstances relating to the use of your workplace that could constitute a hazard to fire-fighters attending an incident?		X	



24. Information for the Fire Service

Question	Yes	No	Comments
Are details relating to the location and isolation of the mains electricity supply available to the fire service?	X		In the fire document box at the front of site that the Fire Service have access keys to
Are details relating to the location and isolation of the mains gas supply available to the fire service?	X		
Are details relating to the location, operation and isolation of the heating ventilation and air conditioning systems available to the fire service?	X		
Are details relating to the fire alarm control panel location, operation, and isolation, available to the fire service?	X		
Are details relating to the location, operation, and isolation of hazardous processes available to the fire service?	X		
Is the personnel accounting method used capable of providing accurate information to the fire service in relation to persons that may still be in the building upon their arrival?	X		
Are details relating to the location of emergency facilities available to the fire service upon their arrival (on-site hydrants, dry riser inlet, foam inlet, over-ride switches, fire-fighting lifts, sprinkler stop valves, emergency water tanks or reservoirs etc.)?	X		
Are details relating to the fire procedure and specialist roles within it available to the fire service?	X		Along with contact details
Is a line drawing of the building available to the fire service, detailing the location of all the fire precautions, access, and egress points, including any hazards relating to the structure, its contents, and its use?	X		Paper copies



Appendix 1 – Photographic Evidence



Figure 01
An example of a classroom fire evacuation instruction, one of which is in most of the classrooms, but needs updating



Figure 02
An example of the new fire action notice style instruction found in various places around the school



Figure 03
An example of both types of notice in the same location



Figure 04
An example of a Dorgard with a flat battery propped with a wedge



Figure 05
An example of a microwave in a temporary space that must be checked to ensure correct air flow around it

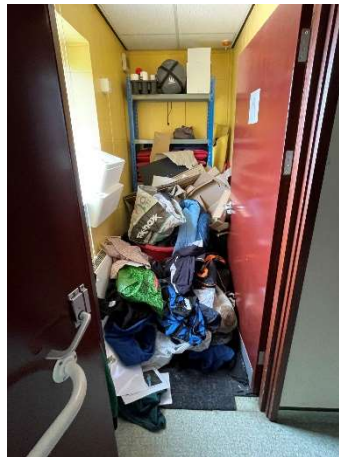


Figure 06
An example of poor housekeeping in a storage area



Figure 07
An example of a distribution board found open



Figure 08
Another example of a distribution board found open



Figure 09
An example of an old classroom door that can be boarded or bricked up



Figure 10
An example of missing signage by fire equipment



Figure 11
An example of where signage has never been installed



Figure 12
An example of where the gas pipes are not identified clearly or differentiated from the water pipes



Figure 13
An example of where equipment has been installed on top of signage



Figure 14
The Bidle storage area unmanaged



Figure 15
The PE washing machines and tumble dryers that must be correctly managed



Figure 16
The evacuation wayfinding signage covered by a blind



Figure 17
The evacuation wayfinding signage hidden by the cross-corridor door



Figure 18
An example of a newly installed fire door with no closer or signage



Figure 19
A door from the main prep room into one of the classrooms with no door closer installed



Figure 20
An example of a fire door not closing properly



Figure 21
The small prep room with door vents and extraction



Figure 22
The drama store with chemicals and other substances that should be stored in a better safer way



Figure 23
The musical instruments in the way of the fire equipment



Figure 24
The fire doors in the music room propped open during the night



Figure 25
An example of one of the fire door symbols covered by a sticker



Figure 26
An example of where fire door signage must be replaced as it can no longer be read



Figure 27
An example of an evacuation sign covered by a cupboard so it can't be read