

North West Fire Solutions Limited undertook a Fire Risk Assessment on 20th October 2021. The following is an Action Plan of the recommendations/actions required within their report/risk assessment.

North West Fire Solution – Risk Level / Action

Risk Level	Action
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional controls required. However there might be a need for improvements that involve minor or limited costs.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time. 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 determine the priority for improved control measures
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Section in Risk Assessment	Action Required from Risk Assessment	Risk Level	Priority	Deadline for Action Required	Date Action Completed	Notes / Further Action Required
Portable heater 5.4.4	Electric portable heater in headteachers office should be removed as this type of heater has proven to be dangerous and malfunction.	Tolerable	ASAP	By end of Nov 21	COMPLETED Nov 21	Heater removed.
Fire alarm 14.1.3	It was unknown whether the was remote transmission of alarm signal (ARC).	Tolerable	ASAP	By end of Nov 21	COMPLETED Nov 21	The intruder and fire alarm systems are both remotely transmitted to an external fire and security company – Atlas Fire & Security The details of the above were contained in the Fire Safety Log Book at the time of the inspection. Possibly overlooked by inspector. See Section 3.
Housekeeping 6.1.2	The housekeeping was good apart from the caretaker's room. This needs to be decluttered and any COSHH materials present are required to be stowed in a lockable, anti-flammable container.	Tolerable	ASAP	By end of autumn term 21	COMPLETED Dec 21	Area decluttered and all COSHH material now stored in a lockable cupboard.
Breaches in basement area 11.1	Several fire stopping breaches observed in the basement area around passing services that feed upper floors.	Tolerable	ASAP	By end of Spring 22		Holes/breaches filled to fire resistant material as required.

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Fire alarm 14.1.4	The grade of the of the system appears to be L1 this must be confirmed by the fire alarm engineer. Current Zonal chart is not sufficient and must be upgraded. No evidence of fire alarm annual service records seen on the day of this assessment.	Tolerable	ASAP	By end of Nov 21 Requested Dec 21	COMPLETED Nov 21 Temporary in place Feb 22	The fire alarm is serviced annually by Atlas Fire & Security. The certificate was available in the Fire Safety Log Book at the time of the inspection. See Section 5. The annual inspection took place 4 th June 2021. Updated zonal chart of the fire alarm has been requested from Atlas Fire & Security. This will be put in place once received.
Fire extinguishing appliances 17.1.6	It was unknown if any persons had been nominated and trained to use fire extinguishing appliances	Tolerable	ASAP	By end Nov 21	COMPLETED Nov 21	All staff across the school are training to either L1 or L2 fire safety standards including the use of fire extinguishing appliances. The log of training courses undertaken by staff was available in the Fire Safety Log Book at the time of the inspection. See Section 3. Most recent training took place in January/February 2021

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Fire Service familiarisation site visit 17.1.11	A familiarisation visit from the local fire service should be arranged to ensure a speedy response in the event of a fire	Tolerable	ASAP	By end of Spring Term 22	COMPLETED Feb 22	Contact has been made with the local fire service to arrange a visit. Visit will be taking place on 10 th February 2022.
Fire safety training 18.2.4	No evidence provided relating to staff fire safety training	Tolerable	ASAP	By end of Nov 21	COMPLETED Nov 21	All staff across the school are training to either L1 or L2 fire safety standards including the use of fire extinguishing appliances. The log of training courses undertaken by staff was available in the Fire Safety Log Book at the time of the inspection. See Section 3. Most recent training took place in January/February 2021
Fire alarm RA action point 17.1.12	No evidence provided relating to the testing and inspection of fire alarm	Tolerable	ASAP	By end of Nov 21	COMPLETED Nov 21	The fire alarm is tested weekly by site manager and recorded in Fire Safety Log Book. The fire alarm is serviced annually by Atlas Fire & Security. The records and certificate was available in the Fire Safety Log Book at the time of the inspection. See Section 5. The annual inspection took place 4 th June 2021.
Fire door RA action point 10.1.2	UPVC ground floor door (Y1 cloaks) has a barrel locking device. Recommended that the barrel is replaced by a thumb turn lock.	Moderate	ASAP	By end Autumn Term 21	COMPLETED Jan 22	Barrel locking device replaced with thumb turn lock.

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Fire door RA action point 10.1.2	Nursery door (access of outdoor astroturf area) only have 1 means of opening/securing - doors are locked – locks to be removed.	Moderate	ASAP	By end of Spring Term 22		These doors are not fire escape exits and are kept locked to safeguarding children and staff in the nursery block. Replacement UPVC doors to be considered. Ensure emergency lighting is removed from above these doors..
Fire door RA action point 11.1.11	The basement entrance door should be upgraded to a FD30S rated fire door.	Moderate	ASAP	By end of Autumn Term 21	COMPLETED Jan 22	Site manager to replace the basement door to a FD30S rated fire door.
Fire extinguisher position/type RA action point 15.1.3	Fire extinguisher in nursery block positioned to high and dry powder extinguishers to be replaced by C02 extinguishers	Tolerable	ASAP	By end of Autumn Term 21	COMPLETED Nov 21	Inspection completed by MH Fire Protection on 19 th November 2021. All extinguishers serviced, positioned accordingly and dry powder extinguishers replaced.
Fire Safety Policy RA action point 17.1.1	No fire safety policy evidenced.	Tolerable	ASAP	By end of Nov 21	COMPLETED Nov 21	Fire Safety Policy and fire evacuation procedure contained with the H&S Policy available to all (staff & general public) on school website and available at the time of the inspection. Visitors notice given to all visitors on arrival also available at the time of the inspection. All fire notice signage is in place across the school.

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Fire safety training RA action point 18.2.4	No evidence provided relating to staff fire safety training	Tolerable	ASAP	By end of Nov 21	COMPLETED Nov 21	<p>All staff across the school are training to either L1 or L2 fire safety standards including the use of fire extinguishing appliances.</p> <p>The log of training courses undertaken by staff was available in the Fire Safety Log Book at the time of the inspection. See Section 3. Most recent training took place in January/February 2021</p>

Below action plan followed Merseyside Fire & Rescue Service familiarisation visit of 10th February 2022

Item	Suggested Improvement	Risk Level	Priority	Deadline for Action Required	Date Action Completed	Notes / Further Action Required
Means of Escape – Fire Doors	Several fire doors did not close fully into their rebates. Carry out a full survey of all fire doors and make any necessary adjustments/ repairs to ensure they close fully into their rebates	Tolerable	ASAP	By end of Spring Term 22	COMPLETED Mar 22	<p>Site Manager completed a door survey of all doors around the school. Adjustments were made to several doors.</p> <p>New closers ordered, order received. Site Manager to fit – May 22</p> <p>New doors ordered (made to order as not standard sizes) awaiting delivery – May 22</p>
Means of Escape – Wedged Fire Doors	A number of fire doors throughout the premises were found to be wedged open. The practice of wedging fire doors should cease; arrangements should be put in place to prevent a recurrence	Tolerable	ASAP	Immediately	COMPLETED Feb 22	All door wedges removed.
Compartment Lines	<p>Compartment penetrations were noted at a number of locations:</p> <p>Throughout the basement Electrical cupboard to the rear of the stage</p> <p>Site Manager to carry out a survey and completed work as necessary</p>	Tolerable	ASAP	By end of Spring Term 22		Suitable fire resistance materials used to seal compartments – to be completed by Site Manager.