



Fire Risk Assessment Report Number

15981

Company / Client Name

Avalon School

Fire risk assessment conducted by

Steve Burrage MIFPO
On 15th November 2024

Premises assessed

Caldy Road
West Kirby
Wirral
CH48 2HE

Contents

This is your Fire Risk Assessment	4
Revision of this Risk Assessment.....	4
Scope of Assessment, Methodology & Limitations.....	6
Executive Summary.....	8
Risk Rating.....	9
Part 1. Assessment Overview.....	10
Section 1. The Responsible Person / Duty Holder.....	10
Section 2. Persons at Risk.....	10
Section 3. History of Fire Incidents	11
Section 4. Description of Building and Facilities.....	12
Section 5. Sub-buildings.....	16
Part 2. Significant Findings and Action Plan	17
Part 3. Management of Fire Safety	19
Section 6. Maintenance of Facilities to Assist & Protect Firefighters.....	19
Section 7. Fire Safety Policies and Emergency Evacuation Plans	20
Section 8. Procedures for Serious and Imminent Danger	20
Section 9. Information and Training of Employees	21
Section 10. Record Keeping and Maintenance of Equipment.....	21
Part 4. Fire Hazards and Dangerous Substances	23
Section 11. Fire Hazards.....	23
Electrical.....	23
Lightning Protection.....	23
Commercial Kitchen / Cooking Facilities	24
Hot Work Processes	25
Naked Flame	25
Lifts.....	25
Mechanical Machinery.....	25
Housekeeping	26
Waste Management.....	26
Arson / Wilful Fire-Raising.....	26
Smoking Activities	26
Furniture and Furnishings	26
Section 12. Dangerous Substances	27
Highly Flammable Liquids	27
Highly Flammable Gases	27
Combustible Dusts	28
Natural Gas, Heating Systems and Appliances.....	28
Other Fossil Fuel Heating Systems and Appliances.....	29
Part 5. General Fire Precautions	30
Section 13. Firefighting Equipment.....	30
Fire Extinguishers.....	30
Fire Suppression.....	31

Sprinkler System	31
Section 14. Fire Detection and Warning	31
Detection and Warning Systems	31
Section 15. Emergency Routes and Exits.....	33
Exits and Travel Distances	34
Obstructions on Emergency Routes	35
Fire Signs and Notices	35
Emergency Lighting	37
Fire Resisting Doors.....	37
Containment and Separation	40
Declaration.....	43
Duties of the 'Responsible Person / Duty Holder'	45

This is your Fire Risk Assessment

It is a legal document and is **to be available for inspection** by an inspecting officer from an enforcing authority. Those relevant to your area could include:

- Merseyside Fire & Rescue
- Independent Schools Inspectorate
- Wirral Borough Council.

The fire risk assessment has been carried out by an experienced and professionally qualified fire safety consultant on behalf of the Responsible Person/Duty Holder. **The responsibility for complying with the appropriate fire safety legislation, relevant to this assessment detailed in the Scope of Assessment, rests fully with the Responsible Person(s)/Duty Holder**

NOTE - For England, Wales and Northern Ireland the person responsible for fire safety is defined as the '**Responsible person**'. For Scotland the person responsible is defined as the '**Duty holder**'. For the purposes of this report and for ease of use, only the term 'Responsible person' may be used, however these sections will still be pertinent and apply to the 'Duty holder' as named in the section **The 'Responsible Person/Duty Holder'**

NOTE - The responsibility for the adequacy and accuracy of this fire risk assessment and the information contained therein rests with the responsible person/duty holder. **It is important that you study and understand this fire risk assessment.** It sets out measures that are considered necessary for you to take in order to satisfy the requirements of the relevant regulations.

The satisfactory completion of all actions highlighted in this report will ensure:

- An acceptable level of safety for all relevant persons from fire.
- The assessed area complies with current fire safety legislation.
- Suitable fire safety management procedures are in place.

The purpose of this report is to provide an assessment of the **risk to life** from fire and to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Revision of this Risk Assessment

The Responsible Person needs to be aware of their duty with regards to the review of this fire risk assessment. **Regulatory Reform (Fire Safety) Order 2005 - Risk assessment (article 9)** and similarly Article 3 - Duty to review in the **Fire Safety Regulations (Northern Ireland) 2010**. states the following:

Any such assessment (fire risk assessment) must be reviewed by the Responsible Person regularly so as to keep it up to date and particularly if:

- *There is reason to suspect it is no longer valid.*
- *There has been a significant change in the matters to which this assessment relates, including when the premises special, technical and organisational measures, or the organisation of the work, undergoes significant changes, extensions or conversions.*

It is recommended that the fire precautionary arrangements contained within this assessment are checked at least annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standards recommendations.

Based on the findings and current fire safety management, the assessor has determined that this fire risk assessment should be reviewed as follows:

- **ANNUALLY** by a competent person from within the organisation
 - **EVERY THREE YEARS** by a qualified Fire risk assessor.

Your next fire risk assessment will be due November 2027.

The above review dates are for guidance only and are based on the assumption that:

- the current level of fire safety management stays the same
- the actions raised are addressed
- there are no material changes to the premises or the occupants within the timescale advised

Below is a list of changes **which, if they occurred, would require a new fire risk assessment to be carried out**. This list is for guidance only and is not exhaustive:

- Change of use for the premises
- Change of occupancy - increase in numbers/high staff turnover/change of occupancy type
- Alterations to structure/layout of the building
- If required more often for Insurance purposes
- If required due to enforcement notice or other assessments which require a new fire risk assessment
- Following a near miss (after a fire or where evidence suggests that a fire could have occurred)

Scope of Assessment, Methodology & Limitations

This document has been prepared in consequence of a fire risk assessment carried out in compliance with the **Regulatory Reform (Fire safety) order 2005 & Fire Safety Act 2021**. In assessing the fire safety arrangements, regard has been given to government guidance issued. The assessor is an experienced fire safety professional, and every care has been taken to interpret the legislation, guides and codes of practice and apply them appropriately. Compliance with the guides will normally satisfy the relevant legal obligations. The following Guidance documents have also been referenced by the assessor for the purposes of this assessment:

- **Building Bulletin 100: Design for fire safety in schools**
- **Fire Safety Risk assessment: Educational Premises**
- **PAS79 - part 1:2020 - Fire Risk a Code of Practice - Premises other than housing**

Other relevant legislation which may apply is:

- **The Building Regulations (relevant year of construction/conversion)**
- **Health & Safety at work Act 1974**
- **The Electrical Equipment (safety) Regulations 2016**
- **The Furniture & Furnishings (Fire) (Safety) Regulations 1988/9, 1993 & 2010**
- **The Gas Safety (Installation & Use) Regulations 1998**

Limitations

The fire risk assessment is a visual inspection from floor height of readily accessible areas, with a degree of sampling where appropriate. Areas outside the scope of this assessment include:

- Full investigation of the design of any Heating, Ventilation & Air conditioning (HVAC) systems
- Full investigation of the passive fire protection. Any issues observed by the assessor that could compromise the passive fire protection will be listed. However, a full passive fire protection survey may be required. This fire risk assessment may not identify all minor fire stopping issues that might exist within the building or the areas assessed. If you become aware of other fire stopping issues or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist
- Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment, as this is outside our expertise. PAS 9980:2022 is a code of practice which sets out a method for competent professionals to conduct Fire Risk Appraisals of External Wall construction (FRAEW) for existing multi-storey, multi-occupied residential buildings. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of the building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter (<https://www.fia.uk.com/news/guidance-on-the-issue-of-cladding-and-external-wallconstruction-in-fire-riskassessments-for-multi-occupied-residential-premises.html>). It is expected that the duty holder will take responsibility for making the fire risk assessor aware of any known concerns regarding the fire performance of external wall construction, or any alterations since the time of construction that might be detrimental to the fire performance of external wall construction, including the installation of any new cladding, fenestrations or attachments to the building
- Full investigation of all fire doors. The assessment will visually inspect a sample of fire doors. Where issues are identified, these will be listed; however, a full fire door survey may be recommended
- An in-depth review of all documentation. The assessment will review service documentation for dates and issues raised. However, policies and procedures will be given a brief review. The Responsible Person must ensure these are kept up to date, relevant to the occupants and are sufficient, as well as regularly practiced

For the purposes of this report where the term **BUILDING** is used, this refers to the entire building.

Where the term **PREMISES** is used, this is referring to the area assessed, which is relevant to the client and Responsible person detailed in the report, under the Business Information section. This may be the entire building, however it could also be a part of the building and this will be detailed in both the scope of the assessment and the description of the area assessed.

Executive Summary

The Executive Summary highlights the areas of concern that have been identified during this fire risk assessment. A **Risk Rating** has been awarded based on the risks of possible fire identified within the building and the possible harm to occupants.

This fire risk assessment has been carried out in good faith and is, to the best of the fire risk assessors' knowledge and belief, a true and fair review of the fire safety status of the premises on the day of inspection. It is based on a visual inspection of the premises, limited to those areas

to which access was possible and documentary evidence seen on the day or provided in advance. It also relied on information provided by management and occupants. It should be understood that the assessment is subjective and therefore open to individual interpretation.

Assessment Overview

This section details the persons managing the fire safety of the premises, including the person with overall control for whom the fire risk assessment has been carried out, the Responsible Person. The Responsible Person (RP) named is the person for whom the relevant fire safety legislation imposes a requirement to carry out a fire risk assessment. This can include the owner, employer, managing agent and/or occupier of the building. They should have sufficient authority, competence and knowledge of the premises to ensure, as far as reasonably practical, the safety of everyone lawfully on the premises or in the space they are responsible for. This includes employees, residents, members of the public, and persons in the immediate vicinity. They also have a duty, where they do not have sole control, to liaise with other RP's who also have to manage some of the fire safety in the building. The section will detail the type of occupants within the building and if any of those occupants are particularly at risk, the type of construction and layout of the building and the potential fire hazards. This information will be used to determine if there are any particular areas considered of higher risk of danger to the lives of the occupants or of the potential for fire to occur that the RP needs to be especially aware of.

Significant Findings and Action Plan

Provides a summary of areas of concern observed by the assessor that need to be addressed in order to comply with legislation. It also highlights sections where the assessor has given guidance or made observations, which will help or advise the RP. The full details and recommendations are detailed in the relevant section of this report.

This Fire Risk Action Plan can be used to provide management and inspecting officers from enforcing authorities with information on the current progress of compliance to fire safety legislation. The timescales given for each action are for guidance and to help the RP identify those areas that require urgent attention.

The risk assessment terms "Suitable and Sufficient" and "Significant Findings" are not defined in any legislation; therefore, the adequacy of the risk assessment is a subjective judgement. There is, therefore, no correct or incorrect method of carrying out the risk assessment and recording the "Significant Findings". There are many approaches that can lead to a "Suitable and Sufficient" documented fire risk assessment.

Management of Fire Safety

Management of fire safety is a crucial element of the legislation; it ensures the safety of all persons who are likely to be affected by a fire within the building. A fire safety strategy, including policies, emergency plans, maintenance, training and records of all fire related issues, must be implemented and maintained to the required standard. Where deficiencies are discovered, the actions to be taken to satisfy legislation are detailed.

Fire Hazards and Hazardous Substances

Fire hazards and hazardous substances are considered to be potential risks that must be eliminated or reduced. The recommended control measures, which are also requirements, are detailed.

General Fire Precautionary Arrangements

General fire precautionary arrangements that are required by legislation, such as fire alarms, fire suppression systems, emergency lighting, safety signs, and fire containment, must comply with required standards. All of these items have been assessed; where non-compliance exists, the actions to be taken are detailed.

Executive Summary

This Executive Summary highlights the number of concerns that have been identified by this fire risk assessment and the risk levels of the concerns. It is **NOT** the complete list of deficiencies or hazards discovered. However, the full details of all items that need to be addressed to comply with fire safety legislation are contained within the relevant sections of this report. A risk rating has been awarded based on the fire hazards identified within and/or around the assessed area and the likely harm to occupants.

		Life Risk				
		Rare	Unlikely	Possible	Likely	Certain
Fire Risk	Insignificant	Low	Low	Low	Medium	Medium
	Minor	Low	Medium	Medium	Medium	High
	Moderate	Low	Medium	Medium	High	High
	Major	Medium	Medium	High	Substantial	Substantial
	Extreme	Medium	High	High	Substantial	Extreme

Extreme

There are **0** areas of concern raised with a Extreme rating. These areas carry a Certain risk of fire occurring and risk of extreme harm to occupants. A dangerous condition, liable to cause an imminent risk of a fatal or major injury.

Substantial

There are **0** areas of concern raised with a Substantial rating. These areas carry a Likely risk of fire occurring and risk of major harm to occupants. Urgent action required - if occupied, if vacant no occupation until rectified.

High

There are **4 areas** of concern raised with a High rating. These areas carry a Likely risk of fire occurring and moderate risk of harm to occupants. Risk reduction measures which may involve cost should be implemented within a defined time.

Medium

There are **6 areas** of concern raised with a Medium rating. These areas carry a Possible risk of fire occurring and risk of minor harm to occupants. No major additional fire precautions required. Reasonable practicable improvements. Minor limited cost.

Low

There are **1 areas** of concern raised with a Low rating. These areas carry a Low risk of fire occurring and slight risk of minor harm to occupants. These concerns have been raised for **review**. Action may not be required, however it should be considered, detailed records are not required.

Advisory

There are **5 areas** of concern raised with a Advisory rating. These areas carry a No risk of fire occurring and no risk of harm to occupants. No action is required this is for **information** and/or to raise awareness



Items on the Action summary which have been highlighted with an **!** are actions which can be addressed immediately by a competent person within the organisation. This is to help the Responsible person identify areas that can be quickly remedied.

Risk Rating

Taking into consideration all concerns raised within the report, the assessment of the premises has been rated as **Low** overall. This means there is a Low risk of fire occurring and slight risk of minor harm to occupants.

- 1: General overview of current fire safety provisions within the premises and standard of fire safety management

The current standard of fire safety management within the premises is SATISFACTORY. Any shortcomings will be addressed within the main body of this fire risk assessment.

- 2: Details for last fire risk assessment **NO DETAILS PROVIDED FOR PREVIOUS FIRE RISK ASSESSMENT**
-

- 3: Scope and purpose of the fire risk assessment **This is a non-destructive, visual inspection of the WHOLE building to complete a life safety fire risk assessment.**
-

Part 1. Assessment Overview

Section 1. The Responsible Person / Duty Holder

The management of fire safety rests with the 'Responsible Person' who must make and give effect to such arrangements as are appropriate, having regard to the size of their undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures, in order to ensure the premises and relevant persons are safe from fire.

4: This fire risk assessment was carried out on behalf of a 'Responsible Person (RP) /Duty Holder' for these premises **Avalon School**

5: The 'Responsible Person (RP) / Duty Holder' named above is the **EMPLOYER; OWNER OF THE BUILDING/LANDLORD,;**

6: Are there OTHER persons/RP's/Duty holders with control over ELEMENTS of fire safety within the building?

NO - THE RP HAS SOLE RESPONSIBILITY FOR FIRE SAFETY IN THE BUILDING

Where there is a Landlord of the building the tenancy agreement gives the RP sole responsibility for the building.

7: Name of the Building Fire Safety Manager **A Evans**

8: Name and role of the person consulted on the day

NAME

A Evans

ROLE

Business manager

9: Details of any other person consulted **W Spence- Site manager**

Section 2. Persons at Risk

The persons at risk are the 'Relevant Persons', who are any person who is or may be lawfully on the premises and persons within the immediate vicinity of the premises. Where the word Building/Premises is referred to in this report, it is that part which is being assessed.

10: Total number of employees for the premises:

38

11: Total number of persons (inc employees), that may be in the premises & relevant times.

OCCUPANCY TIMES & NUMBERS:

Hours of opening are - Mon-Fri, 0700-1800hrs

Number of employees - 38

Pupils- 123

Visitors (approx) - 2

DURING THE NIGHT:

0

NOTE - The number of occupants & times are approximate & are to give an understanding of when & how the premises is used.

12: Are there persons employed on the premises that are under the age of 18? **NO**

13: The RP is responsible for the following 'Relevant persons'

The Regulatory Reform (Fire Safety) Order 2005 - Article 2 defines the Relevant person:

(a) any person (including the responsible person) who is or may be lawfully on the premises; and

(b) any person in the immediate vicinity of the premises who is at risk from a fire on the premises

At the time of the assessment the following relevant persons were identified:

Mixed workforce

School children

All persons are capable of evacuating with assistance or when verbally prompted

A MAJORITY of occupants are fully FAMILIAR with premises layout - AWAKE & ALERT

14: Relevant persons considered to be especially at risk, e.g. contractors and identified during this assessment.

Below are details of those persons considered ESPECIALLY at risk and the areas of fire safety which should be addressed in order to reduce the risk.

This will be due to areas requiring improvement identified during the assessment and/OR because they are not directly included in the RPs fire safety management procedures but could be impacted by a fire on the premises

No one was considered ESPECIALLY at risk due to the robust fire safety management in place & risks identified at the time of the assessment.

Section 3. History of Fire Incidents

15: Is there a history of fire related incidents in the premises? **NO**

Section 4. Description of Building and Facilities

16: Details of the premises

SIZE OF SPACE BEING ASSESSED:

Estimated size - 1500m²

THE AREA ASSESSED (which the Responsible person has control over), IS:

The whole of the BUILDING was assessed, which INCLUDED - Classrooms, offices, kitchen, hall, nursery, preschool

The number of floors in the BUILDING above and including the access level is 3.

The number of floors occupied by the client is 3.

There is a basement

Maximum distance to travel to a place of safety is - 18m

The BUILDING is detached.

This type of premises is a building part CONVERTED for current use and part PURPOSE BUILT.

THE PREMISES IS USED FOR:


The premises is an Educational Facility.

17: The number of basement floors in the building is 1

Any concerns regarding the basement will be detailed within the relevant section of the report.

Contains a boiler room

NOTE – As a minimum any floor over a Basements/cellar, should provide 60 minutes fire resistance. If one exists in the building it would be advised to ensure that it is adequately separated. For smaller premises 30 minutes may be acceptable. Where this may be impractical, and provided no smoke can get through the floor, automatic smoke detection linked to a fire-alarm system, which is audible throughout the premises could, as an alternative, be provided in the basement/cellar area.

 This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		


18: The building has **Single Occupancy**.

Whilst the premises has only one entity, the Responsible Person must ensure they cooperate & coordinate with any neighbouring premises, emergency services and other authorities.

At the time of the assessment, if the Responsible Person or their representative was present, the assessor will have discussed cooperation and coordination as detailed.

Cooperation with fire and rescue service inspectors and operational crews discussed.

NOTE - If nobody was present during the assessment, the Responsible Person must be aware that this is part of their responsibilities.

 This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

19: The building was constructed in approx

Construction Date: 1900-

Conversion Date: 1932- further extensions added

20: The type of construction of the building is **Traditional**,

21: External walls are constructed of **Brick**,

22: The external walls have the following elements that COULD aid fire to spread externally.

WINDOWS -

NOTE - If windows are not installed with fire rated glass, then any fire within the premises may not be contained, as the glass may shatter. If this is likely to affect an escape route, this will be highlighted in the relevant section of the report.

23: Are there any concerns noted with the external walls that the responsible person needs to be made aware of/needs to address

NO – NO OBVIOUS CONCERNS

The assessor has made a VISUAL inspection of the external walls, and there were no obvious concerns taking into account:

*** Anticipated evacuation time (if evacuation is necessary)**

*** The height of the building**

*** The use of the building**

NOTE - This assessment is only a visual inspection from access level; therefore, concerns raised will only be obvious defects. This does not mean that there are not any deficiencies. See details of the limitations of the assessment in the 'Scope of assessment' section of the report.

24: Internal walls of the building are constructed of **Brick, Studding,**

25: The floors of the building are constructed of **Concrete (Ground floor) Timber (Upper floors).**

26: The roof of the building is constructed of **Mixed (Combination of several types),**

27: Number of staircases available to the client

PROTECTED - DIRECT ACCESS

Main building- 4, Westminster Cent Building- 1

These stairs have doors opening directly onto them however all doors leading to the stairs should be fire rated to provide a protected escape route

28: Number of emergency exits available to the client, including the main entrance is **Number of exits & date of last visual door check**

HIGH footfall 3 monthly checks: 13 exits- 11/2024

29: Are lifts installed in the BUILDING **YES**

Lift installed in Westminster Centenary Building- Not in use

30: Is there a control system for smoke OR smoke & heat in the means of escape? **NO - NOT REQUIRED**

Due to the layout and size of the premises a smoke control system isn't required.

31: The area managed by the responsible person, has the following services **Mains Gas, LPG, Electricity,**

32: The area managed by the responsible person, has the following boiler type **Gas**



33: Heating of the area managed by the responsible person, is provided by

HOT WATER RADIATORS

AIR CONDITIONING UNITS - SERVICED

Test date & engineer details

02/2024: Four Seasons Heating

34: Were portable heaters observed on the premises? **NO**

At the time of the assessment portable heaters were not observed in the premises.

NOTE - Where portable heaters are used in the premises, these must be monitored and managed effectively.

Portable heaters can be knocked over, placed too close to flammable materials and, in some cases, emit carbon monoxide.

i This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

35: Are there any Sources of Ignition, within the clients' occupied space, that are potential fire hazards? **YES**

CCTV

Electrical kitchen appliances

Electrical office equipment

Electrical system

Computers

NOTE: This list will not be exhaustive and should be used to raise awareness of items that could potentially start a fire, however there may well be other items not listed.

36: Are there any Combustible Fuels, within the clients' occupied space, that are potential fire hazards? **YES**

Displays

Gas installation

Hand Sanitising Gel

Packaging

Paper & books

Plastic items / containers

Stationery

Textiles eg clothing, bed linen, towels

Upholstered furniture

Waste paper bins

Wooden furniture

NOTE: This list will not be exhaustive and should be used to raise awareness of items that could potentially fuel a fire, however there may well be other items not listed.

37: Are there any additional Oxygen Sources that are potential fire hazards? **NO**

38: Are there any additional comments regarding the Building Services and Fire Hazards? **NO**

Section 5. Sub-buildings

Sub-buildings (if any) that form part of this assessment are summarised below:

The control measures required to rectify any deficiencies discovered within these areas will be highlighted in the main body of the report.

39: Are there any sub buildings included in this report? **YES**

Westminster Centenary Building- 150m²- 2 storey, traditional construction (2008)



Part 2. Significant Findings and Action Plan

This section provides a summary of all areas where the assessor observed that actions are required to satisfy current fire safety legislation or offered additional relevant information and advice for the Responsible Person. Items that were found to contravene the regulations are highlighted, giving an indication of the timescale in which the matter should be rectified. For all areas highlighted, further, more detailed information is given in the main report, under the relevant section.

This Fire Risk Action Plan provides management with the facility to plan and allocate the recommendations made in this assessment. It also provides inspecting officers from enforcing authorities with information on the current progress of compliance to fire safety legislation. It cannot be guaranteed that a subsequent inspection undertaken by a member of an enforcing authority (with statutory powers) will not result in a different evaluation of the level of risk.

THE POINTS LISTED BELOW ARE ONLY A SUMMARY

PLEASE GO TO THE RELEVANT SECTIONS TO GET A FULL EXPLANATION

The timescales are NOT prescriptive and are for guidance to help the Responsible Person/Duty Holder prioritise the actions when implementing a plan of work. All the risks should be addressed as soon as practicable.

NOTE - It is likely that some items deemed a lower risk to life safety could be resolved immediately eg putting up signage. Equally, higher risk items may require longer than the timescale guidance to address fully; however in this instance, some action must at least be commenced within the timescale.

For some items the relevant legislation (England & Wales) or British Standard has been listed for your reference

Major Requirement	Risk Rating	Completed
When each action has been completed and signed off please tick the relevant box here.		<input checked="" type="checkbox"/>
Building Overview		
17: Fire separation from the Basement needs to be confirmed. Ref - ADB Vol 1 Table B4/ADB Vol 2 Table A2	Information	<input type="checkbox"/>
18: Although single occupancy, Responsible person must be aware to cooperate & coordinate with external agencies & neighbours. Ref - Article 22 Regulatory Reform (Fire Safety) Order 2005	Information	<input type="checkbox"/>
Building Details		
34: Portable Heaters - Information provided regarding their safe use.	Information	<input type="checkbox"/>
Protection of Firefighters		
41: The responsible person or their representative must provide a means for giving attending fire crews information that maybe required during a fire or other incident.	3-6 months	<input type="checkbox"/>
Hot Work Processes		
73: Non routine hot works may be carried out & procedures need to be reviewed.	Information	<input type="checkbox"/>
Highly Flammable Gases		
86: An assessment has NOT been carried out under DSEAR Regulations.	1-3 months	<input type="checkbox"/>
Fire Detection and Warning		
98: The audibility level of the fire warning system requires checking by a competent person	Review	<input type="checkbox"/>
103: A zone plan is required and/or the number of zones needs reviewing.	3-6 months	<input type="checkbox"/>
Fire Signs and Notices		

119:	Fire resisting doors were NOT clearly indicated with appropriate signs	3-6 months	<input type="checkbox"/>
120:	Fire Action Notices require reviewing.	3-6 months	<input type="checkbox"/>
121:	Emergency exit operating mechanisms were NOT indicated by appropriate signs such as 'Push Bar to Open'	3-6 months	<input type="checkbox"/>
Emergency Lighting			
122:	The duration of internal emergency lighting needs to be confirmed OR the current lighting needs reviewing. Ref - Article 14 of the Regulatory Reform (Fire Safety) Order 2005	Information	<input type="checkbox"/>
Fire Doors			
130:	Issues were identified with the ACCESSED single fire doors that require addressing	1-3 months	<input type="checkbox"/>
131:	The double fire resisting doors are ill-fitting and are identified as an issue.	1-3 months	<input type="checkbox"/>
Fire Containment			
138:	Parts of the emergency protected routes do NOT appear to provide the required standard of fire resistance.	1-3 months	<input type="checkbox"/>
142:	Further investigation into the loft areas may be required.	3-6 months	<input type="checkbox"/>

Part 3. Management of Fire Safety

Section 6. Maintenance of Facilities to Assist & Protect Firefighters

Access, protection & maintenance of facilities for firefighters during incidents.

40: Is access for fire and rescue service vehicles adequate? **YES**

41: Are the premises, building or site provided with a means for giving attending fire crews information required during fire-fighting? **NO**

The responsible person or their representative must provide a means for giving attending fire crews information that may be required during a fire or other incident. This may be in the form of an information folder or “grab bag” or a Fire box which is accessible to firefighters and contractors. The information must be kept in a location that is easily accessed without risk or danger to any person (e.g. adjacent to the fire alarm panel).

It must contain at least the following -

- Plan of the building or site.
- Location of electricity cut off.
- Location of gas cut off (if gas is on site).
- Location of water cut off.
- Location and quantity of any chemicals that may pose a danger during fire-fighting operations.
- Emergency contact list (eg Key holders/Responsible person/Landlord) with telephone numbers.
- Copy of the emergency plan.
- Type and location of any fixed fire-fighting systems installed (e.g. sprinklers).
- If applicable - details of any PEEPS in place.

NOTE - If the information will contain personal details about occupants, this must be considered when selecting how the details will be stored for the Fire service, particularly in the case of a premises information box.

i This is a **Medium** priority problem that requires attention over the course of the next **3-6 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

42: In the premises are any electric wires and cables surface mounted to walls and ceilings (i.e. not encased in plaster or concrete)? **YES - Surface mounted and correctly secured**

43: Is external signage installed to warn firefighters of potential storage of hazardous materials? **N/A**

At the time of the assessment the premises:

*** Doesn't have a large quantity of dangerous materials stored, that would not normally be expected, in this particular type of premises.**

Notification & Marking of sites (NAMOS) - NMS Regulations require the notification to the local fire authority & the enforcing authority for the HSW Act for any site with a total quantity of 25 tonnes or more of dangerous substances. They also require the display of signs warning of the presence or possible presence of dangerous substances at the access points to any site with a total quantity of 25 tonnes or more of dangerous substances, whether or not the site is excepted from the notification requirements.

44: Is the building fitted with a dry or wet rising main? **No - Not installed**

45: Is the building installed with a photovoltaic system (solar panels)? **NO**

Section 7. Fire Safety Policies and Emergency Evacuation Plans

This section assesses if written policies are in place for effective planning, organisation, control and monitoring of the preventative and protective measures that are required to ensure the premises and relevant persons are safe from fire. It reviews if a written Emergency plan is required and how robust and relevant it is if one is in place. It also assesses the current evacuation strategy and if this requires reviewing.

46: Has a suitable Fire Safety Policy been produced and is it being reviewed on a regular basis? **YES - IN PLACE & UP TO DATE**

There is a policy in place and there is a process in place to review this regularly.

Reviewed 05/2024

47: Has an emergency plan been formulated, which is reviewed on a regular basis? **YES - SUFFICIENT PLAN IN PLACE & REGULARLY REVIEWED - SIMULTANEOUS EVACUATION**

Reviewed 05/2024

48: If required, is there a PEEP or GEEP in place for the safe evacuation of either employees/residents and/or members of the public/visitors - with a physical, sensory or cognitive impairment? **NOT REQUIRED - Not accessible to the general public**

The premises is not accessible to the general public and all the occupants can evacuate unaided with the current evacuation policy.

Section 8. Procedures for Serious and Imminent Danger

The 'Responsible Person/Duty Holder' is required to establish and give effect to appropriate fire evacuation & safety drills in the event of serious and imminent danger to relevant persons. It must be ensured that sufficient numbers of competent persons are nominated to implement those procedures at all times, both day & night, as required. Any nominated safe assembly points need to be easy to get to and of sufficient distance away from the building for the number of occupants. Consideration must be given to the type of occupants and if shelter would be required in extreme weather or at night.

49: Are fire evacuation and safety drills conducted on a regular basis? **YES**

50: Are safe assembly points established? **YES**

51: Are suitable arrangements in place for summoning the emergency services? **YES - ALARM LINKED TO AN AUTOMATIC RECEIVING CENTRE (ARC)**

Atlas Fire and Security

52: Are suitable arrangements in place to provide VISITORS/CONTRACTORS, who are not familiar with or are new to the premises, clear fire safety information? **YES**

Management and workers are on hand to provide fire safety information to visitors/contractors.

53: Are regular visual fire safety checks being carried out ? **YES - VISUAL CHECKS ARE CARRIED OUT AND FINDINGS RECORDED**

At the time of the assessment it was observed that :

- Escape routes & exits - Checked for obstruction/trip hazards/build-up of combustibles/relevant signage (where required)
- Fire doors - checked to ensure not propped open/freely available/undamaged
- Fire related equipment - visually checked for damage/moved out of position/warning indicators
- Fire related signage - checked for damage/legibility/relevant (particularly directional signage)

These visual checks were also being recorded.

11/11/2024

Section 9. Information and Training of Employees

The 'Responsible Person/Duty Holder' is required to provide adequate safety information to the employees and employers of outside undertakings. And provide employees with information and adequate safety training.

54: Are employees given fire safety training at commencement of employment? **YES**

Employees are made aware of the fire safety arrangements, procedures, emergency exit routes and assembly points at the commencement of their employment.

The details of the instruction and the name of the person giving the training will be recorded.

included in induction

55: Is fire safety instruction/training being given to employees on a regular basis by a competent person? **YES**

Training is provided to all employees on a regular basis and this is monitored and recorded

Date of last training & provider:

On site training- 04/2023: NW Fire Ltd, Certificates in log.

56: Are sufficient persons trained in the practical use of extinguishers? **YES**

57: Are there sufficient competent persons to oversee a safe evacuation? **YES - THERE ARE SUFFICIENT COMPETENT PERSONS**

Whilst persons on site were not trained Fire wardens, due to the type & size of the premise & the level of their experience & knowledge, this was deemed sufficient.

All teaching staff trained

Section 10. Record Keeping and Maintenance of Equipment

The 'Responsible Person/Duty Holder' is required to ensure that the premises and any facilities, equipment and devices provided to safeguard the safety of relevant persons are subject to a suitable system of routine maintenance and are maintained in an efficient state, in working order and in good repair.

58: Is a logbook kept for recording all testing of fire related equipment & fire safety checks? **YES - KEPT ON SITE AND ALL TESTING HAS BEEN RECORDED**

59: Is there a process in place to formally record false actuations of fire alarms? **YES**

60: Is there a process in place to formally record all fire incidents? **YES**

61: Are records being maintained of fire evacuation drills & is there an effective system in place to identify significant findings? **YES**

Date of Last Drill: 11/2024

Part 4. Fire Hazards and Dangerous Substances

Section 11. Fire Hazards

The 'Responsible Person/Duty Holder' is required to make general fire precautions to reduce the risk of fire spread on the premises. There are 3 elements required for a fire to occur **Oxygen, Fuel and a source of Ignition**. This section highlights probable ignition sources and available fuels discovered during the assessment that must be eliminated or reduced.

Electrical

62: Has the main electrical system been tested by a competent person? **YES**

Service date and details of test:

Non domestic: 08/2021 exp 01/2026

Note - The responsible person needs to ensure they are aware of the expiry date for this certificate and make arrangements for a new service when due.

63: If the system has been tested, are there issues raised on the certificate which are outstanding? **NO**

64: Are electrical installations/meters/consumer units, within the assessed space, enclosed in suitable fire rated construction? (where applicable) **YES - THE ELECTRICAL INTAKE/METER CUPBOARD APPEARS TO BE ADEQUATELY FIRE RESISTING AND FIRE-STOPPED**

65: Is portable electrical equipment well managed?

YES - TESTED REGULARLY (EET formally PAT)

Date of last test: 2024

66: Are all electrical fittings/sockets in a good state of repair and free from any obvious signs of damage? **YES**

NOTE - It is important that all electrical fittings/sockets are regularly checked to ensure any damage is quickly identified and repaired. This visual inspection will have reviewed all obvious and easily accessible items, however there may be areas which are hidden or inaccessible and these must also be checked.

67: Are extension cables in use within the premises? **NO**

Lightning Protection

At the time of the assessment there was no Lightning protection system on the premises and one was not required

Commercial Kitchen / Cooking Facilities

68: Is there a commercial kitchen or cooking facilities, which includes cooker hoods/deep fat fryers, on the premises? **YES**

Hob, ovens, grill, fryer, cooker hood

NOTE - For commercial kitchens, the guidance document - RISCAuthority RC68: Recommendations for fire safety in catering establishments gives specific recommendations on how to prevent fire.



69: Is kitchen equipment such as ovens and deep fat fryers subject to a system of routine cleaning and maintenance? **YES**

70: Are emergency cut off switches / valves / stopcocks (where provided), free from obstruction suitably located and clearly indicated? **YES**



71: Are cooker hoods, extractors and ducting subject to a system of routine cleaning and maintenance? **YES**

72: Are gas interlocks fitted & tested? **YES - INSTALLED AND TESTED**

Date of test & name of engineer: 08/2024: PRAS Solutions

Hot Work Processes

73: Are hot work processes carried out or likely to be carried out on site? **NO - POSSIBLY NON ROUTINE WORK**

On occasion there could be contractors working on the premises who would be required to carry out a hot work procedure in a place not designed for hot work. The possible relevant work could include plumbing activities for maintenance & repairs or heat applied to roof coverings (particularly in relation to replacement of felt coverings on flat roofs).

The Responsible person should consider having a process in place, which assesses the risk and issuing a permit to work, before any hot work activities commence OR ensure that the contractor has the relevant procedures in place to issue a permit.


The permit should detail the work to be carried out, how and when it will be completed and which precautions will be taken, to ensure that activities are as safe as possible.

Hot work includes any operation that uses open flames or the local application of heat and friction by means of tools or equipment.

Examples include:

- * Welding
- * Soldering
- * Torch cutting
- * Grinding
- * Hot riveting

Such activities could pose a risk of personal injuries due to the risk of fire as well as from hot debris, toxic fumes etc.

 This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

Naked Flame

At the time of this inspection, there were no naked flames on site.

Lifts

74: How many lifts within the premises and type

1 lift- not in use

Mechanical Machinery

At the time of this inspection, there was no mechanical machinery on site.

Housekeeping

75: Is housekeeping well managed throughout the premises? **YES**

All areas maintained clear



Waste Management

76: Is there a satisfactory system of waste management? **YES**

Commercial waste bins in use and sited a suitable distance away from the building, regularly emptied.

Arson / Wilful Fire-Raising

77: Are suitable arrangements in place to minimise the risk of arson / wilful fire raising? **YES**

The security of the premises is sufficient to prevent persons from entering the premises unlawfully when the building is unoccupied.

Smoking Activities

78: How are smoking guidelines in the premises communicated? **WRITTEN POLICY AND SIGNAGE IN PLACE**



79: Is there evidence of illicit smoking? **NO**

Furniture and Furnishings

80: Are furniture coverings in a good state of repair? **YES**

81: Are curtains and drapes in CIRCULATION areas in compliance with the flammability requirements? **N/A**

Section 12. Dangerous Substances

The 'Responsible Person/Duty Holder' is required to safeguard the safety of relevant persons arising from an incident relating to dangerous substances in or on the premises. The items detailed below provide assistance in meeting these requirements.

Note: A Dangerous Substance is any substance or preparation which meets the criteria in the Approved Classification and Labelling Guide (CHIP) or any substance that is explosive, oxidising, extremely flammable, highly flammable or flammable, (combustible dusts are also included). The safe handling and storage of dangerous substances must be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Highly Flammable Liquids

At the time of the assessment Highly Flammable Liquids were not used/present at the premises.

Highly Flammable Gases

82: Are highly flammable gases used or stored on site (eg: LPG, Acetylene)? **YES**

It must be ensured that highly flammable gases are stored in accordance with relevant health and safety guidance documents.

Highly flammable gases are used on site the types and quantities are as follows:

3x 47kg Propane cylinders- used by kitchen

83: Is LPG stored in accordance with Code Of Practice 7? **YES**



84: If required, are gas emergency shut off controls readily accessible and unlikely to be impeded? **YES**

85: Are on site LPG appliances subject to a system of routine maintenance? **YES**

86: Has an assessment been carried out under DSEAR Regulations? **NO**

It is recommended that a suitable and sufficient assessment of the risks to employees is carried out in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR - as amended 2015)).

An assessment of the dangerous and hazardous substances on site has not been conducted and is required due to the following reasons:

Compressed gasses

i This is a **High** priority problem that requires attention over the course of the next **1-3 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

Combustible Dusts

At the time of this inspection, combustible dust was not applicable to this premises.

Natural Gas, Heating Systems and Appliances

87: The heating system in the assessed area is **NATURAL GAS**

88: Are gas systems and appliances maintained by a competent person on a regular basis? **YES**

Service date:

08/2024

Note - the responsible person needs to ensure they make a note of the service date and make arrangements for the annual service when due.

89: If the gas systems and appliances are maintained on a regular basis, are there any issues raised on the service records which are outstanding? **NO**

90: Is the mains gas intake, meter and/or pipework located in a protected area, suitably housed. **YES**

The gas intake/pipes identified in the protected areas of the premises were housed in a suitable compartment with adequate ventilation, free from all ignition sources and separated from the protected area.

Any opening that communicates with the protected area eg access hatches, was of the same fire rating as the area in which it is fitted. Pipework installed in the protected area was ventilated to outside air at both high and low level.

91: Are gas emergency shut off controls readily accessible and unlikely to be impeded? **YES**



Other Fossil Fuel Heating Systems and Appliances

There were no other fossil fuelled heating systems in the premises at the time of the assessment.

Part 5. General Fire Precautions

Section 13. Firefighting Equipment

The fire safety legislation requires that appropriate fire fighting equipment is provided, is easily accessible, simple to use and indicated by appropriate signs.

Fire Extinguishers

92: Is the provision of fire extinguishers / fire blankets sufficient for the type of premises/occupancy? **YES**

There is sufficient provision of Extinguishers/fire blankets & they are suitable for the type/size of the premises.

These are made up of:

6 Ltr Water

6ltr Foam Spray

2kg CO2

6ltr Wet Chemical

6kg Dry Powder

Fire Blanket

93: Are extinguishers/fire blankets regularly serviced and maintained in line with BS5306-3 code of practice

YES - serviced

Date of last service & name of engineer/company:

12/2023: MH Fire Protection

YES - monthly visual check

Date of last monthly visual check:

11/2024

94: Are all fire extinguishers/blankets correctly installed and easily accessible? **YES - CORRECTLY INSTALLED & ACCESSIBLE**

It was observed that all fire extinguishers/blankets installed were:

* Fixed to the wall or on appropriate extinguisher stands

* Correctly sited

* Easily accessible & not obstructed.



Fire Suppression

At the time of this inspection, a fire suppression system did not apply to this report.

Sprinkler System

At the time of the inspection, a sprinkler system did not apply to this report, nor was one required.

Section 14. Fire Detection and Warning

The fire safety legislation requires that the premises are equipped with appropriate fire detectors and alarms in order to safeguard the safety of relevant persons within the premises.

Detection and Warning Systems

95: Is there a means for giving warning in the case of fire, installed into the premises? (fire alarm system) **YES - INSTALLED AND FUNCTIONAL**

96: Has the type of current fire detection and/or warning system installed, been confirmed? **YES - CURRENT SYSTEM HAS BEEN CONFIRMED AND IS SUITABLE FOR THE PREMISES.**

Documentation provided OR the Responsible Person, confirmed the Grade and category of the current alarm system as detailed. This is sufficient for the design & use of the assessed area.

The RP stated - Current system is BS 5839 part 1 – L1 standard layout and level of detection

NOTE - The fire alarm category stated is based on details from the documentation or confirmed by the Responsible Person. No audibility tests or verification of full compliance with relevant British Standards has been carried out.

97: Is the fire detection & warning system regularly tested and serviced?

YES - SERVICED

Date of last service & engineer/company details:

09/2024: Atlas Fire and Security

YES - TESTED


Date of last weekly test:

11/11/2024

98: Has the level of audibility of the fire warning system been checked by a competent person throughout the premises and is this documented (e.g. in the logbook or fire alarm test certification)? **NO - Appears to be adequate but requires checking.**

The assessor has viewed the current alarm system, it's installation and maintenance records and has deemed that it should provide an adequate level of sound required for the type of premises/occupants. However no evidence was seen on the day, that an audibility test has been carried out and the Responsible Person would be advised to obtain a copy of the commissioning certificate, to keep with the logbook or request that an audibility test is carried out at the next alarm service.

The fire alarm noise level should not be less than 5 decibels above ambient in general areas, but in sleeping areas a minimum level of 65 decibels and 75 decibels at bed head, is required to wake sleeping occupants.

 This item has been highlighted for you to **review** and is raised as a **Low** priority.

DATE	PRINT NAME	SIGN
<i>When this issue has been reviewed/considered, please tick the relevant box in the action plan.</i>		

99: Are manual call points correctly sited, easily accessible & of the correct type? **YES**

All manual call points were correctly sited, accessible and where required had protective covers fitted.

100: Are additional call points required? **NO**

Generally Manual call points (MCP) should be positioned so that, after all fixtures and fittings, machinery and stock are in place, no one should have to travel more than 45 meters (in normal circumstances or 25 meters in higher risk premises), to reach one nor depart a storey or exit without passing one.

At the time of the assessment the assessor deemed that sufficient call points were in place & within an acceptable distance for the type of premises and occupants.

101: Are electronic/automatic systems which impact the means of escape, connected to the Fire alarm system ?

YES - INSTALLED & FUNCTIONAL

Electronic/Automatic systems which DON'T have a mechanical override, require a fail-safe whereby they are connected to the fire alarm system & react on it's activation or in the event of loss of electrical power. Such as electromagnetic door locks or automatic sliding doors.

The following electronic building management systems had automatic fail-safes which were functional, regularly tested as detailed below:

Electromagnetic door locks

Date tested & name of engineer - 09/2024 : Atlas Fire and Security

Gas - shuts off

NOTE - The sound levels of the alarm must meet the requirements of the electronic device to enable it to activate.

102: Are there any issues regarding the Fire alarm panel? **NO - PANEL IS VISIBLE TO ALL RELEVANT PERSONS & FREE FROM VISUAL/AUDIBLE WARNINGS.**



103: Is there a fire alarm zone plan and are there sufficient zones? **NO ZONE PLAN**

BS5839-1: states that it is important to ensure that a suitable zone plan is provided adjacent to the fire alarm control panel (including repeater panels), unless the control panel equipment includes a suitable display e.g. an illuminated mimic panel. The objective is to ensure that those responding to a fire alarm activation are given clear, easy to understand information as to the location of the fire. BS5839-1: defines a fire alarm zone plan as "Diagrammatic representation of a building showing topographic information and the division of the building into detection zones".

i This is a **Medium** priority problem that requires attention over the course of the next **3-6 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

104: Is the alarm connected to an alarm receiving centre (ARC)? **YES**

At the time of the assessment, the alarm was connected to an ARC.

105: Are there any additional comments regarding Fire Detection and Warning? **NO**

Section 15. Emergency Routes and Exits

The fire safety legislation requires that suitable and adequate emergency routes and exits are provided, kept clear, maintained, indicated by signs and provided with adequate emergency lighting to ensure relevant persons can evacuate the premises as quickly and safely as possible.

Exits and Travel Distances

106: Do all emergency routes and exits lead to a place of ultimate safety? **YES**

107: Are the distances for occupants to travel to a place of safety in an emergency for high, normal, and low risk areas in line with the prescribed distances? **YES**

108: Is action required for any inner room and/or dead end situation that has been identified?

NO - NO ACTION REQUIRED

At the time of the assessment there was EITHER no inner rooms or dead end situations identified OR mitigating action had already been actioned to address any inner room/dead ends as detailed.

Smoke detection provided in the access room

109: Are the escape routes free of revolving emergency exit doors? **YES**

110: Are EMERGENCY exits from the premises suitable? **YES - ALL EXIT DOORS ARE SATISFACTORY**

At the time of the assessment there were a suitable number of EMERGENCY exits available from the premises and/or the building.

These exits were:

- * Available at all material times
- * Opened in the direction of escape OR due to low numbers/type of premises were acceptable
- * In a good state of repair/well maintained
- * Have approved emergency fastenings



111: Are all steps / platform areas around EMERGENCY EXIT doors in a good state of repair? **YES**

Obstructions on Emergency Routes

112: Are all EXTERNAL emergency routes and exits free from obstruction? **YES**

113: Are all INTERNAL emergency routes and exits free from obstruction? **YES**

114: Are the means of escape free of electrical appliances and equipment? **YES**

115: Further commentary regarding the emergency routes, travel distances and exits. **SUMMARY OF THE EMERGENCY ROUTES, TRAVEL DISTANCES AND EXITS**

Overall the number of exits available and the emergency routes were suitable for the premises and well maintained.

Fire Signs and Notices

116: Are emergency routes adequately indicated by directional exit signs? **YES**

117: Are emergency exits adequately indicated by appropriate signs? **YES**

118: Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs? **YES**

119: Are all fire resisting doors clearly indicated with appropriate signs? **NO**

Fire resisting doors require appropriate signage. During the survey it was noted that fire resisting doors are not clearly indicated with appropriate signs complying with the Health and Safety (Safety Signs and Signals) Regulations 1996.

It is recommended that:

'FIRE DOOR KEEP LOCKED SHUT' signs are to be displayed at about eye level on the following fire resisting doors: 2nd floor store rooms

'FIRE DOOR KEEP SHUT' signs are to be displayed at about eye level on the following fire resisting doors: Year 3 and 4 classroom, Boys cloakroom, Year 6 classroom, Head office, Store cupboard outside reception classroom. SLT office

i This is a **Medium** priority problem that requires attention over the course of the next **3-6 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

120: Are Fire Action Notices (FAN's) clearly displayed, correctly positioned, with the right details? **NO**

Fire Action Notices (FAN's) detailing the specific actions to be taken in the event of an emergency are not provided or clearly displayed in all appropriate positions.

Fire Action Notices detailing the specific actions to be taken in the event of an emergency to be conspicuously sited in the following areas:

To be located at ALL fire call points

i This is a **Medium** priority problem that requires attention over the course of the next **3-6 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

121: Are all emergency exit operating mechanisms clearly indicated by appropriate signs such as 'Push Bar to Open'? **NO**

The operating instructions for the emergency exit doors, are NOT clearly displayed.

Appropriate notices indicating the operating instructions of the emergency fastening such as 'PUSH BAR TO OPEN'. are to be displayed on the emergency exit doors listed below:

Main hall exits.

Exit from nursery corridor



i This is a **Medium** priority problem that requires attention over the course of the next **3-6 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

Emergency Lighting

122: Is there a reasonable standard of internal emergency lighting provided and is it suitable for the occupancy of the premises? **YES**


BS 5266-1 - A minimum duration of 3 hours should be used for emergency escape lighting if premises will not be evacuated immediately in a supply failure, such as sleeping accommodation or places of entertainment, or if the premises will be reoccupied when the supply is restored, without waiting for batteries to recharge.

A minimum duration of 1 hour should be used only if the premises will be evacuated immediately on supply failure and NOT reoccupied until full capacity has been restored to the batteries.

It would be advised that the Responsible Person checks the duration of the battery power for their emergency lights and the minimum time of either 1 hour or 3 hours will be recommended by the assessor below.

Type of lighting installed - Maintained/Non maintained & recommended minimum duration -

1hr non-maintained

 This item has been highlighted for your **information** and awareness.

DATE	PRINT NAME	SIGN
<i>When this information has been considered, please tick the relevant box in the action plan.</i>		

123: Is there a reasonable standard of external emergency lighting or is borrowed lighting available and suitable? **YES - sufficient external lighting**

1hr non-maintained plus borrowed lighting

124: Is emergency lighting regularly serviced and maintained in line with BS5266 code of practice

YES - serviced

Date of last service & Engineer/company name: **10/2024 : Atlas Fire and Security**

YES - monthly visual check

Date of last monthly visual check: **10/2024**

125: Do all installed emergency lighting units appear functional and free from damage and defects? **YES**

Fire Resisting Doors

A modern fire door usually has smoke seals and is referred to as an FD30s or FD60s fire door. FD meaning fire door, 30 or 60 refers to the amount of time in minutes that the door has been tested to withstand a fire for and s, meaning it is fitted with smoke seals and/or intumescent seals. Fire doors generally are fitted with a self-closing device or are locked shut when not in use and should have 3 fire rated hinges.

126: Is the installation of new/additional FD30s fire resisting doors required? **NO**

127: Is the installation of new/additional FD60s fire resisting doors required? **NO**

128: At the time of the assessment: **ALL FIRE RESISTING DOORS - relevant to the assessed area were accessed and checked**

NOTE - Whilst all doors have been accessed and visually inspected, this is not a full fire door inspection as detailed under the Fire Door Inspection scheme, for which you would require a qualified Fire door inspector.

129: From a visual inspection of the ACCESSED doors did they appear undamaged and of the correct fire resistance? **YES - UNDAMAGED AND CORRECT FIRE RESISTANCE**



130: Are the SINGLE fire doors ACCESSED functioning with the relevant fittings?

NO - ISSUES HAVE BEEN IDENTIFIED WITH THE FIRE DOORS ACCESSED

Fire doors are required to prevent/delay the spread of smoke and fire in order to protect areas which are required for escape, as well as any areas which have been designated for occupants to stay safely.

The current standard for fire doors require them to have:

- * 3 fire rated hinges
- * smoke seals/intumescent strips (where required)
- * functioning self-closers (unless a service cupboard which is locked shut)

In addition fire doors should close fully into the rebate with no excessive gaps.

Issues were identified with the ACCESSED fire doors as detailed:

Gaps to the sides and top, exceeding 4mm, were noted on the following doors: Year 3,4,5,6 classrooms. SLT office

Threshold gaps (<8 mm or <3mm for smoke protection doors), were excessive on the following doors: Admin archive on second floor

Intumescent strips were damaged/worn or missing from the following doors: Computing classroom (missing on top of door)



i This is a **High** priority problem that requires attention over the course of the next **1-3 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

131: Are double doors installed correctly and well maintained? **NO**

The following double fire resisting doors are ill-fitting with the gap between the doors over 3mm and the cold smoke seal is either not fitted, damaged or is not touching each leaf of the doors:

Main hall doors at side of stage.

NOTE - the type of strips/seals applied must be in line with the fire resistance of the fire door, eg 30 or 60 minutes.

i This is a **High** priority problem that requires attention over the course of the next **1-3 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

132: Are fire resisting doors free from air transfer grilles? **YES**

133: If letter boxes are fitted into fire doors do they meet the required fire resistance of the door into which they are installed? **N/A – No letter boxes fitted**

134: Is any glazing installed into and/or around fire resisting doors of the required fire resistance? **YES**

135: Were any fire resisting doors held in the open position by items or devices that would not allow the door to close in a fire situation e.g. wedge, chair, hook and eye, floor covering etc? **NO**

136: Are any fire resisting doors that should be locked shut, found unlocked during the assessment / inspection? **NO**

137: Are INTERNAL fire resisting doors checked regularly? **YES**

Date of last visual check:

11/2024

Containment and Separation

138: Does the passive fire protection construction of the escape corridors, stairs & protected routes (Walls, ceilings & floors - including any glazing), appear to be of suitable fire resistance? **NO**

It is recommended that a passive fire protection survey is carried out to all relevant areas of the building by a competent person. During the assessment, the following areas were identified by the assessor as not having the required standard of fire resistance:

Glass fan light above the library door to be made fire rated.

Any construction, alterations or improvements to the fabric of the building must be carried out by a competent person and certified as meeting the required standard of fire resistance.



i This is a **High** priority problem that requires attention over the course of the next **1-3 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

139: Are areas identified as HIGH RISK adequately separated from the rest of the premises by suitable fire resisting materials? **YES**

At the time of the assessment the following areas were deemed high risk:

Kitchen, boiler rooms, basement

These areas appeared to be separated from the rest of the premises with materials (not including fire doors referenced in their own section), that would afford the right level of fire resistance.

NOTE - The high risk areas will NOT include the electrical meter/intake as this is referenced in it's own section.

140: Are any fire resisting walls, ceilings or floors compromised by pipes, cables or other services? **NO**

141: From a visual inspection are the surfaces of walls and ceilings forming means of escape lined with suitable materials to prevent rapid fire spread? **YES**

142: At the time of the inspection access to the relevant loft space **MULTIPLE LOFT SPACES, ONLY SOME WERE SAMPLED.**

At the time of the assessment only a sample of loft space was accessed. Generally access to the loft will be to observe some or all of the following:

- * There is suitable separation between the loft and the rooms below
- * There is suitable compartmentation within the loft, to prevent fire spread ACROSS the loft space, to rooms/escape routes, below
- * There is sufficient smoke/fire detection within the loft space if required
- * There is no excessive storage of combustibles
- * There is no potential source of ignition in the loft.

The Responsible person needs to check any remaining loft areas.

- * **There is not excessive storage of combustibles.**
- * **There is sufficient smoke/fire detection within the loft space.**
- * **There is suitable compartmentation within the loft, to prevent fire spread ACROSS the loft space, to rooms/escape routes, below.**

i This is a **Medium** priority problem that requires attention over the course of the next **3-6 months**.

DATE	PRINT NAME	SIGN
<i>When this action has been completed and signed off, please tick the relevant box in the action plan.</i>		

143: If lift shafts and hoists are installed are they constructed to the appropriate standard of fire resistance? **YES**

144: Is the means of escape suitable for disabled persons? **MEANS OF ESCAPE SUITABLE FOR CURRENT OCCUPANTS**

At the time of this inspection, it was deemed that the means of escape is suitable for the current occupants and their abilities. In the event that circumstances may change, before your next review, consideration should be given to establishing if refuges/temporary waiting spaces are required.

The use of the term 'Refuge' is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken.

145: Further commentary regarding Fire containment & separation. **SUMMARY OF THE FIRE CONTAINMENT & SEPARATION**

Overall the fire containment and separation within the assessed area appeared to be of a good standard with no areas of concern noted.

Declaration

Where relevant facts in relation to the premises were not visually apparent on the day of inspection, the assessor has relied on the information and/or responses provided on the day, by the person consulted on behalf of the employer/company, or other responsible person.

The assessor has assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s)

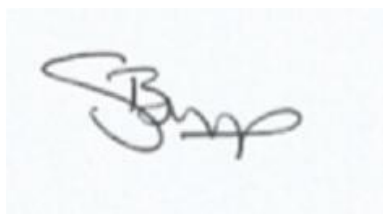
Unless otherwise stated, the assessor has assumed that the premises (i) all fire safety equipment, including fire doors and fire resisting partitions and (ii) all servicing of fire safety equipment, has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.

The findings of the report are based on visual observation only. It will not include appropriate surveys to test for fire protection or check sufficient separation. A destructive test of fire protection/compartmentation may be required by relative enforcing authorities to confirm compliance with legislation or regulations. The assessor has not looked in roof spaces or hidden areas in the premises, except where there was an obvious fire hazard, which reasonably required further investigation. Where safe access was not possible or deemed a risk to the assessor and where passive fire protection is required within the premises, a passive fire survey will be recommended, which should be carried out by a suitably qualified and competent specialist.

The fire risk assessment does not take into account the risk posed by electrostatic discharge (ie. lightning) on the structure or transient overvoltage surge, except where there was obvious physical damage to structures or a life hazard.


The assessor has assumed that information and documentation supplied on the day, by or on behalf of the Responsible Person or their representative, who has a bearing on this fire risk assessment, is current, true, accurate and not misleading.

This report is intended for your sole use, and consequently, no responsibility whatsoever is undertaken or accepted to any third party for the whole of this report or any part of its contents.

A handwritten signature in black ink, appearing to read 'Steve Burrage', is written on a light blue background.

Steve Burrage MIFPO

This fire risk assessment report has been quality checked, and the recommendations made by the above named assessor have been validated by:

A vertical, handwritten signature in black ink on a light yellow background. The signature reads "R. T. Millar" in a cursive, slightly slanted script.

Validator: Richard Millar MIFireE/MIFSM/Eng-Tech/IOSH Tech
Date completed: 23rd November 2024

Duties of the 'Responsible Person / Duty Holder'

This report is based on the findings on the day of inspection. The assessor and fire risk assessments.com are not responsible for, nor have influence over, future changes to the premises/occupancy/management, which could alter the advice given. The assessor has exercised all due diligence in the inspection of the premises and in preparation of this fire risk assessment report/document. The responsibility for the ongoing management of the premises and even, if necessary, the decision to allow the premises to be used for its present purpose remains with the Responsible Person (RP).

It is the duty of the RP to ensure any subsequent faults in equipment or deterioration in the premises and testing requirements are rectified immediately by a competent person/contractor to ensure compliance. The RP has a general duty to ensure, so far as is reasonably practicable, the safety of employees, a general duty in relation to non-employees, to take such fire safety measures as is reasonable to take, to ensure the safety of persons lawfully on the premises and in the vicinity, in respect of harm caused by fire.

Should there be any subsequent structural/change of use of the premises, or should staffing levels/occupancy levels change, the RP should review the changes and ensure appropriate action is taken to produce a new valid fire risk assessment report to reflect the changes.

Fire safety legislation imposes a number of specific duties in relation to the fire safety measures to be taken.

Failure to comply with a requirement or prohibition contained within the fire safety legislation, which puts a relevant person at risk of death or injury in the event of fire, is an offence.

An RP must take all reasonable precautions and exercise all due diligence to avoid the enactment of the offence.

This fire risk assessment was 'suitable and sufficient' at the time of the inspection. It is the duty of the Responsible Person/Duty holder to ensure that all deficiencies identified within the report are addressed and that they engage a competent, suitably qualified contractor.

The purpose of this fire risk assessment is to provide an assessment of the risk to life from fire within the premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation for and on behalf of the Responsible Person.

This fire risk assessment does not address the risk to property or business continuity from fire.

It is a requirement that this fire risk assessment is reviewed on a regular basis.