FIRE RISK ASSESSMENT

MALTMAN'S GREEN SCHOOL

Assessment of Fire Risk under the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO)

For

Maltman's Green School

APRIL 2012

Report prepared by:

Hazel Bourne

IH In House

The support you need to Reduce Risk and Protect People

Synopsis

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:	Maltman's Green School
Address of property:	Maltmans Lane Chalfont St Peter Buckinghamshire SL9 8RR
Responsible person:	Malcolm Irving
Person(s) consulted:	Malcolm Irving, Adrian Winchcombe
Assessor:	Hazel Bourne
Date of fire risk assessment:	17th April 2012
Date of previous fire risk assessment:	April 2009
Suggested date of review (see note):	April 2013

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This fire risk assessment should be reviewed if there is reason to suspect that it is no longer valid or there have been significant changes to the work practices or at least by the date indicated above.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.

Contents

Synopsis 1

Contents 3

1. Summary 4

2. Recommendations and action plan. 6

3. Introduction 9

4. Definitions of terms used in the report. 10

5. Documentation. 11

6. Building construction. 12

7. Fire alarms 17

8. Safety signage 19

9. Emergency lighting 21

10. Fire doors and shutting. 22

11. Fire extinguishers and other fire extinguishing equipment. 24

12. Electrical hazards. 26

13. Evacuation process. 27

14. People 29

15. Conclusion 30

Appendix (i) Audit Checklist. 31

1. **Summary**

The following risk level estimator is based on the risk level estimator contained in BS 18004:2008 Guide to achieving effective occupational health and safety performance.

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:

Low		Medium	X	High	

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:

Slight harm		Moderate harm	X	Extreme harm	

1.1 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.

		Severity of fire		
		Slight harm	**Moderate harm**	**Extreme harm**
Likelihood of fire	**Low**	**Trivial risk**	**Tolerable risk**	**Moderate risk**
	Medium	**Tolerable risk**	**Moderate risk**	**Substantial risk**
	High	**Moderate risk**	**Substantial risk**	**Intolerable risk**

1.2 Calculated risk from fire

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

Trivial		Tolerable		Moderate	X	Substantial		Intolerable	

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 BS18004:2008 for general health and safety risks.

Risk Level	Action and timescale
Trivial	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
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.

2. 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:

Denotes high priority (to reduce high risk activity, and/or need to comply with legal requirement).

Denotes medium priority (to eliminate or control medium risks identified and/or need to meet HSE standards).

Denotes low priority (to further reduce fire risk).

Ser	High Priority Action	By whom	Signed off
001	Current fire precautions considered inadequate for bedsit 5 – which sits in the centre of the main house. Lack of detection in nearby rooms, unknown fire resistance of building and walkway over roof makes this a hazardous sleeping accommodation. It is recommended that bedsit 5 is not used as sleeping accommodation until these further safety measures are installed.		
002	Confirm roof exit route has emergency lighting. If not, install emergency lighting in this area. Improve this route – ideally provide a separate walkway that does not risk tripping over roof windows, and has a handrail/guard. Short-term measure – make sure a torch is available. Consider contacting local electrical organisations and getting quotes on full external emergency lighting systems for routes leading to the assembly point and any other external routes that might be used.		
003	Improve fire signage such as exit route signage. This must comply with current standards. Walk the fire exit routes (especially in the main house) and ensure the route is always clear at any junction or long corridor.		
004	Change any locked final exit doors to a key-less system – e.g. push bar/panic bar style.		

Ser	Medium Priority Action	By whom	Signed off
001	Develop a proper site diagram which shows the location of key fire appliances, detectors, emergency lighting, fire doors etc.		
002	It is recommended that all doors are inspected and checked by a competent person, either from the facilities department or an external specialist door joiner. This is to ensure they are appropriate 30 minute fire doors with intumescent strips, smoke seals and all appropriate door hardware in corridors and 60 minute doors in higher risk areas such as electrical cupboards, chemical stores, lab prep rooms.		
003	Provide visitors with fire action information. This could be in the form of information on the back of a visitor badge, or a written procedure, which they are instructed to read. Visitors at events should be informed of fire evacuation procedures at the start of every event.		

Ser	Medium Priority Action	By whom	Signed off
004	Provide fire point information for all fire extinguishers, and ideally keep all appliances on hooks or on fire stands. This will make it easier to see if an extinguisher has been moved or is missing. Relocate the fire blanket in the kitchen so it is easily accessible. Currently found behind a shelving unit, and obstructed by equipment. Make sure the fire extinguisher in the junior gym is included in annual appliance testing. Keep extinguishers on wall-mounted devices – to prevent corrosion of the extinguisher bottom in areas of wet mopping (e.g. kitchen).		
005	Plan and change final exit doors to make sure they are outward opening. Prioritise any which have more than 50 people exiting through them. Outward opening exit doors should have adequate lighting to light the way to the assembly point. Replace lighting as necessary to ensure outside route is adequately lit. Provide torches for areas where lighting is not practical.		
006	Sick bay doors are locked with a push bar and two thumb-locks. These are not marked. Ideally, the door should only have one fastening, but if extra fastenings are required for security, these must be clearly marked. Also, inform verbally any person who may be sleeping in this room (occasional visitors).		
007	Repair or remove the microwave in the pool function room. It has been PAT checked and failed.		
008	Make sure the PAT policy is enforced for equipment found in staff bedsits.		
009	Practical fire safety training is recommended for the senior team who have increased involvement in fire evacuations. This should include how to assess if a room is safe to enter when checking fire alarm triggers.		
010	Clarify the procedures for events and out-of-hours emergency evacuations. Document this procedure and make sure all staff that are residential are suitably trained or informed. All events should include fire safety as part of the risk assessment – and include the key personnel required for each event – e.g. main person responsible for evacuation, who is calling fire brigade, has a fire bag with torches/high-vis required etc.		
011	Provide a fire bag for events – which would include high-vis, a torch, loudspeaker, key contact numbers, map of school for fire brigade etc.		
012	Keep contractor signing in books with other lists so they are included in the fire registers.		
013	Arrange servicing of lighting conductor devices		
014	Fix holes in stairway near bedsit 5.		

Ser	Low Priority Action	By whom	Signed off
001	Make sure all fire notices are consistent and have the same information.		
002	Add instructions of what to do in case of discovering fire to the fire action notices.		
003	Plan replacement of non-standard signage throughout the school. Prioritise signage in areas where visitors are likely to be.		
004	Develop a fire door asset register, so fire doors can be checked easily.		
005	Develop Personal Emergency Evacuation Plans in the event that disabled staff or children attend the school. A plan should be considered for events where elderly visitors may be present.		
006	Retrain staff to keep room doors closed after school hours or in holidays.		
007	When funds become available for fire safety measures, it is recommended that automatic fire detection in the form of heat or smoke detectors are installed in the two external buildings and linked into the existing fire alarm system		

3. Introduction

The methodology for this Fire Risk Assessment was based on the completion of a Fire Safety Audit form: - A Fire Risk Assessment questionnaire compiled using templates from different Fire & Rescue Services throughout England as well as the British Standard published PAS 79:2007 Fire Risk Assessment. Guidance and a recommended Methodology; and based on the Regulatory Reform (Fire Safety) Order 2005 (FSO).

The ethos of the FSO is that employees and other members of the public can escape to safety in the event of fire and not be affected by other circumstances or neighbouring events.

Maltman's Green School must consider how it's building can affect others, and how its neighbours can affect Maltman's Green School.

Maltman's Green School must be able to contact the local Fire and Rescue Service, who must be able to get on site safely and have access to plans and schematic layouts of the buildings.

For this fire risk assessment, the audit was broken down into sections. These give an overview of the full FSO and what needs to be covered. The full section list is as follows:

1. General assessment.
2. Fire alarm.
3. Fire doors.
4. Escape routes.
5. Fire exit doors.
6. Fire exit signage.
7. Fire action notices.
8. Fire resistance.
9. Travel distance.
10. Emergency lighting.
11. Electrical safety
12. Fire extinguishers.
13. Fire training.
14. Fire drills.
15. Fire Marshals and accounting for personnel.
16. Visitors.
17. Contractors.
18. Disabled persons.
19. Calling the fire service.
20. Assembly points.
21. Highly flammable or explosive materials.
22. Highly flammable or explosive materials, other issues.
23. Hazards to fire-fighters.
24. Information for the fire service.
25. Post fire contingency.

The completed list can be found in appendix (i) at the rear of this document.

4. Definitions of terms used in the report.

4.1 In this report, **general fire precautions** in relation to the building and taken from Article 4 of the FSO means:

- measures to reduce the risk of fire within the building and the risk of the spread of fire within the building;
- measures in relation to the means of escape from the building;
- measures for securing that the means of escape can be safely and effectively used;
- measures in relation to the means for fighting fires within the building;
- measures in relation to the means for detecting fire within the building and giving warning in case of fire;
- measures in relation to the arrangements for action to be taken in the event of a fire, including:-
  - instruction and training of employees;
  - reducing the effects of the fire.

4.2 The term **Fire Hazard** is defined as a source or situation with potential to result in a fire i.e. an ignition source or an accumulation of waste that could be subject to ignition.

4.3. The term **Fire Risk** is defined as a combination of the likelihood and consequences of fire.

4.4. The term **'Suitable and Sufficient'** is used in Article 9 of the FSO where it states the:

> *"responsible person must make a **suitable and sufficient** assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this order."*

5. Documentation.

The following records were seen:

Fire Precautions Log Book, Emergency light records, Fire alarm testing records, Detector test records, call point test records, Fire extinguisher certificates, Gas safety checks, PAT logs, lighting conductor certificate.

Maltman's Green School must be able to demonstrate to the local Fire and Rescue Service, HSE or any other regulatory authority (including the insurers), that procedures exist to monitor and record the testing and servicing of any piece of fire safety equipment. This would include Emergency Lights and Call Points, as well as Fire Doors and Extinguishers.

Every item, whether fixed or portable, should have an asset code and any activity relating to that piece of equipment should be recorded. This information can be recorded on a simple spreadsheet, see figure 01 of an example extinguisher asset list below.

Asset Number	Type	Size	Location	Last Discharge	Next Discharge	Service 2006	Service 2007
001	Water	9ltr	1st floor by gents	2003	2008	Serviced	Serviced
002	Co2	2kg	1st floor by gents	2006	2016	Serviced	Refurbished
003	Foam	6ltr	Office RS2	2004	2009	Serviced	Serviced
004	Dry Powder	4kg	Chemical store C4	2007	2012	***	New
005	Co2	2kg	Chemical store C4	2000	2010	Serviced	Serviced

Figure 01 – Example asset list

This format can be used on any of the items covering Fire Doors, Emergency Lights and Fire Alarm Call Points etc.

The servicing of all equipment should be carried out by 'competent' persons or organisations. Competency can be defined as having Knowledge and Experience, backed up with suitable certification. Membership of professional organisations, institutes and/or certification to appropriate standards is all confirmation of competency.

The fire policy states that the Head Teacher is the Responsible Person, and the Bursar is the Fire Safety Manager. It outlines their individual responsibilities, and states that the life safety of staff, children, contractors, visitors and the emergency services will be Maltman's Green School's highest priority, secondary priorities such as extinguishing the fire and saving property will only be conducted if it is safe to do so. The policy also details the procedures and the arrangements for fire safety.

6. Building construction.

6.1 General building.

The school is made up of several buildings:

Main House – dates back to at least 1675, is mainly brick built with many additions and modifications over the last 300 years. Maximum 3-storeys, wooden dining area.

Several stairways in the main building, which are protected, but may not be protected to current standard. Corridor and door widths are also not to current standard, in line with the age of the building.

The only residential accommodation is in the Main House, caretaker and Head's bungalow. The accommodation in the main house is bedsit-style – single rooms – and for a maximum of 5 people and are on the 1st floor. There are 4 residents in the 2 separate ground floor caretaker flats.

Purple Block, Technology block, Junior Gym, LePraik Hall, Art/Reception, Swimming pool, Head's bungalow – brick built buildings, maximum 2-storeys.

Staircases appear to be adequately protected.

Outbuildings – various including wooden sheds etc.

There is a road access to the front, and a lane that accesses the rear of the property. There is a walled garden, tennis courts and play fields/woods around. There are no touching neighbours, but there are houses in the vicinity (residential area).

General site information

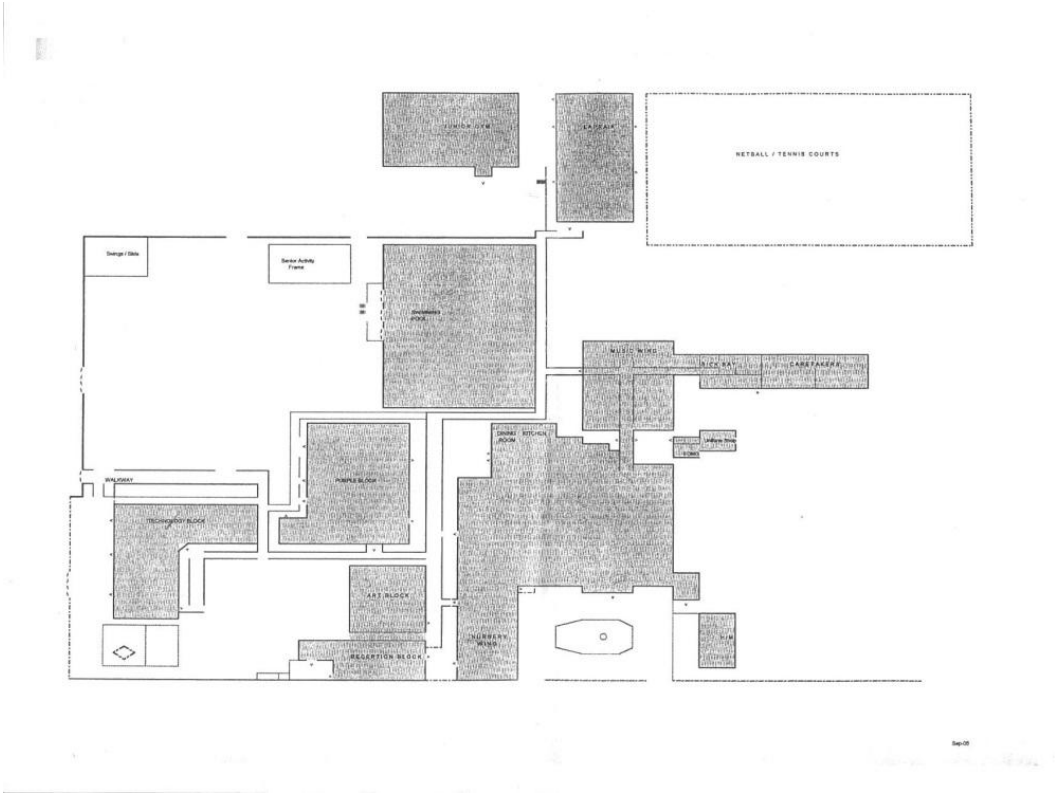
The school is predominantly used by the majority of staff, pupils and visitors during usual hours – 8.30am – 4pm. There may be extra curricular events (such as sports activities, speech days, fayres etc.) outside these hours. Approximately 10 people sleep on the site overnight.

Access to the school is limited, and the school is currently installing keypad access to buildings outside normal school hours. This will help improve security.

The lane at the back of the school runs parallel with the public footpath, which means the public do not walk onto school grounds. The back lane, which provides access to delivery vehicles etc., is locked – a key has been provided to the local fire brigade.

There are several loft hatches noted, especially in the Main House. Plant rooms are kept locked. Some false ceilings.

A basic line drawn plan of the site can be found below. The School should consider investing in a more useful and up-to-date site plan.



6.2 Regulations.

The FSO Guidance notes for Sleeping Accommodation and Educational Premises state:

"To assess the risk in these premises, you need to evaluate the construction and layout of its building. This does not mean a structural survey, unless you suspect that the structure is damaged or any structural fire protection is missing or damaged, but rather an informed look around to see if there are any easy paths through which smoke and fire may spread and what you can do to stop that.

In general, older buildings will have more void areas, possibly hidden from view, which will allow smoke and fire to spread away from its source. Whatever type of building, you may need to consider typical situations that may assist the spread of fire and smoke such as:

• Vertical shafts e.g. open stairways;

• False ceilings, especially if they are not fire stopped above walls;

• Voids behind wall panelling;

• Unsealed holes in walls and ceilings where pipework, cables or other services have been installed; and

• Doors, particularly to stairways, which are ill-fitting or routinely left open.

Roofs

Where the roofs of buildings are close together or connected to each other, flame or smoke can spread easily. This risk may be reduced by fire prevention measures, or by fire separation. For some roof configurations, venting systems may offer a means of reducing the spread of fire (including the movement of flames under the roof) and the spread of smoke and toxic gases.

Specialist advice should be sought on whether venting systems would be advantageous in a particular case.

Where a roof contains combustible materials these should be replaced by non-combustible materials; where this is not practicable, the roof should be lined with non-combustible board."

6.3 Findings from walk around of site.

Apart from the main house, the buildings appear to be suitably constructed with good access etc. However, the main house is a complex building, with additions and extensions over the years. There are loft hatches that were not inspected – these voids should be checked and detection added if necessary (likely to be necessary if voids are in an area where there is sleeping accommodation).

It is not possible to clearly confirm escape route distances, and distances to protected areas, as the construction of fire doors and routes could not be confirmed. Several corridors and stairwells are narrow compared to current standards. Whilst the risk is considered low during normal school hours, given the high movement and use of the rooms in the building, it is of concern as there is sleeping accommodation in this building. Four bedsits are found near the music rooms (first floor, good detection and emergency lighting), and the 5th bedsit is in the middle of the old house on the 2nd floor, but with less detection and complex escape routes.

Generally, the school site is organised. Housekeeping is generally good, and rubbish is collected away from the main school buildings, although this is near the caretaker's accommodation.

Other issues noted include:

There were items left on the nursery stairs. Although the assessment was conducted during the holidays, all routes should be kept clear.

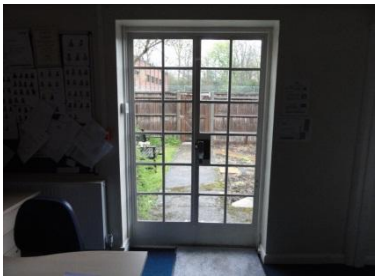
There were holes in the stairs near Bedsit 5 – this may provide a route for fire or oxygen. Fill up these holes.

A box of wooden kindling was found in the plant room of the pool.

No detection in the Purple or Technology building – only call points and sounders. Considered lower risk and no sleeping accommodation.

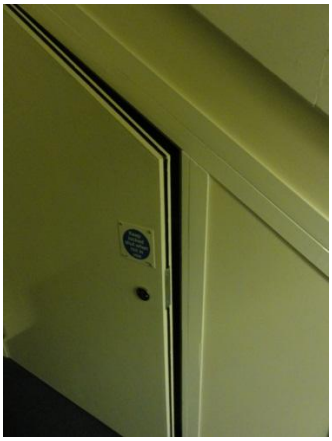
There is a lightning conductor system installed in the main house. Documentation states that the next inspection was due in July 2009 – but a post-it note states that the insurance requests this is done by 13/2/11. Make sure any communication with insurance companies is documented, and followed.

There have been no reported arson attacks on the school. There was a minor fire incident over 5 years ago involving a halogen lamp.



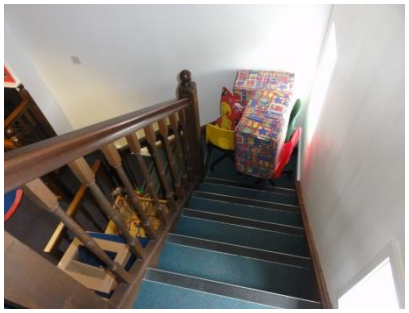
Sick bay door – unmarked thumb-locks, no signage, and obstructed manual call point.

No manual call points noted in the dining room.



Under-stair cupboards should be kept locked when not in use.

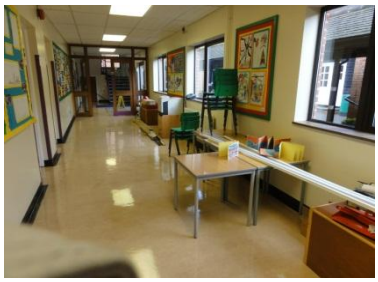
Do not store combustible items in boiler rooms (Nursery)



Blocked stairwell in Nursery

Do not store items on the room evacuation route (notice board)

Poor condition of roof stair banister – part rotten wood

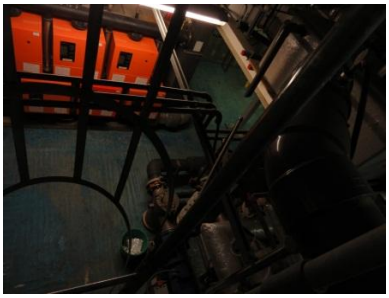


Keep evacuation routes as clear as possible of storage and tables

Avoid combustible art displays hanging over fire exit routes.

Keep storage rooms tidy – especially when there are sources of ignition (tech building)

Holes in stairwell floor near bedsit 5



Keep pool plant room tidy – remove rubbish and unused items, including box of tinder wood.

7. Fire alarms.

The purpose of a fire alarm system is to alert the greatest number of people or those who may be at greatest risk from fire.

7.1 Type of fire alarm.

The alarm system is provided by Chalbrook, with heat/smoke detectors, call points, and sounders.

Main alarm in the house

Secondary panel in the swimming pool foyer

All buildings on the system are linked together. There is a secondary panel in the newly built swimming pool. There are detectors in some buildings, but not in Purple or Technology buildings. This area only has manual call points.

When funds become available for fire safety measures, it is recommended that automatic fire detection in the form of heat or smoke detectors are installed in the two external buildings and linked into the existing fire alarm system.

The alarm is not linked to the fire brigade, but the school site is manned 365 days a year, due to an onsite caretaker.

7.2 Servicing of fire alarm equipment.

The fire alarm system should have been installed and serviced under BS 5839 pt 1 "Fire Detection and Alarm Systems for buildings. The Code of Practice for system design, installation, commissioning and maintenance."

This document gives guidance and provides information on extra devices that may be needed. The alarm should be serviced quarterly under this British Standard by a competent person and tested weekly.

The fire alarm is tested weekly on a Monday at 7am. Each week the alarm is tested from a different call point. Records of these tests are kept in the Fire Precautions Log Book.

7.3 Reaction to fire alarm.

Maltman's Green School need to be confident that once the fire alarm has been 'activated', employees, visitors and contractors will:

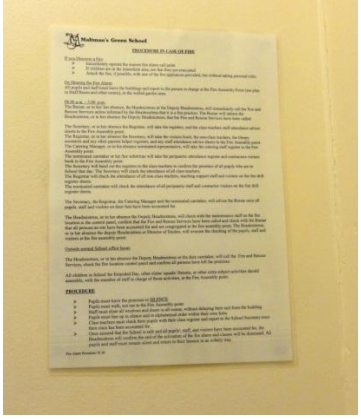
- Recognise what the alarm is;
- Be able to react to the alarm;
- Know how to evacuate the building, in a calm and orderly manner;
- Know where the appropriate Fire Assembly Point is.

This will be confirmed when fire evacuation drills are carried out.

No information is given to visitors when they arrive – although some guidance has been printed for visitors, but it is not handed out.

There is a full Evacuation plan that is posted on walls throughout the building.

Majority of Action Notices



Old style Action Notice

Another Action Notice

Remove any notices that provide conflicting information.

8. Safety signage

8.1 Compliance with the regulations.

Where necessary, as stated in the FSO under Article 14 (2) g, emergency routes and exits must be indicated by signs. This does not mean every single route; junction and passage split must have a sign, only 'where necessary'. Some areas, such as the only staircase down from a room, would not necessarily need evacuation signage; however, where confusion could lead to a person taking the wrong route signage must be considered.

Some of the Fire Signs comply with 'The Safety Signs and Signal Regulations 1996'. Within the regulations it states:

A 'fire safety sign' means a sign (including an illuminated sign or an acoustic signal) which-

- *provides information on escape routes and emergency exits in case of fire;*
- *provides information on the identification or location of fire fighting equipment; or*
- *gives warning in case of fire.*

There is currently a new European standard being adopted known as pr EN 7010 Graphical symbols – Safety colours and safety signs which, although having been and international standard since 2003, was not adopted by the UK until the beginning of 2011. This will aim to standardise signage throughout the European Union.

The Safety Signs and Signal regulations state all signage should be of the same style and not a mix of types, although there is, at the moment, no requirement under pr EN 7010 that all signage must be replaced to conform to the standard. However, it is good practice to only have one style of signage as this prevents any confusion. All new signage should comply with pr EN 7010.

The regulations also state that for fire safety signs, neither wording nor arrows can be used on their own. It has to be a combination of these and generally would include pictograms.

Signage should never be used instead of training. It should be used as a reminder of what to do in the event of a fire, based on training received.

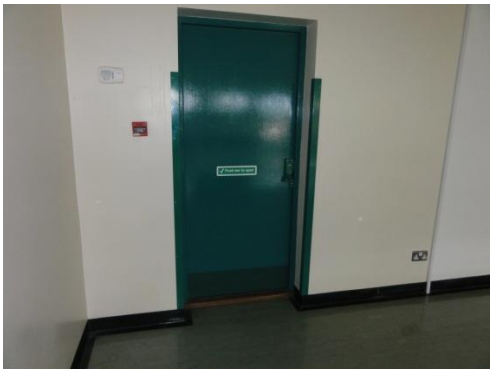
8.2 Findings.

There is mixed signage throughout the school. The signage in the newer buildings is generally adequate, but the complex nature of the Main House means that signage is essential to ensure people do not get lost or confused in case of evacuations. Improvements are recommended to signage in the Main House.

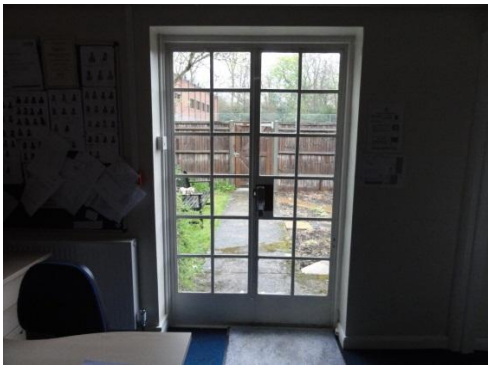
Ideally all new signage should comply with new standards – see above. In particular, in areas the public go into such as halls or canteens there should be the standard style of fire action notice as it is what people would be looking for.

Example of old style, word only format – no arrows

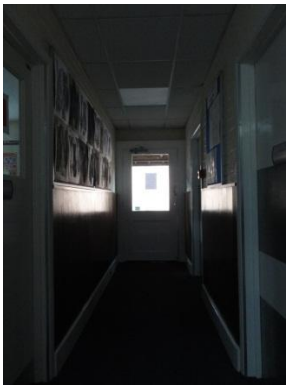
Signage 'lost' amongst other notices/art.



Lack of signage on junior gym doors



Lack of signage on sick bay doors



Lack of signage on doors near dining room/staff room

No appliance signage

There were very few 'fire exit keep clear' notices on the back of doors – these should be considered for doors such as LePraik hall, and the rooftop exit routes.

All fire appliances should have information provided such as a wall sticker.

The exit route on the rooftop is very faded and should be repainted – or an alternative way-finding method found.

Feint walkway marks and tripping hazards on the roof exit route (3 evacuation routes exit via this roof).

9. Emergency lighting

9.1 Compliance with regulations.

The servicing of Emergency Lights should be carried out in line with BS 5266 pt 1 and pt 7, and Fire Alarms to BS 5839 pt 1.

There is a range of Emergency Lighting around the school.

There is limited documentation about the lights, as different systems have been installed over the years in different buildings.

The lighting is tested by the Fire Contractor – ABC Fire. Records exist showing that all lights are checked (conducted over termly visits – tested either via a key or simulating power cuts). All units receive a full discharge at least annually.

There are limited internal checks on the emergency lighting, which may be in part due to a lack of a diagram with all Emergency Lighting shown. A more formal system of checking emergency lighting is recommended.

The lights on the roof exits do not appear to be Emergency escape lighting – which risks this area being in total darkness. Given the tripping hazards on this roof, make sure emergency lighting is installed in this area.

Consider contacting local electrical organisations and getting quotes on full external emergency lighting systems for routes leading to the assembly point and any other external routes that might be used.

10. Fire doors and shutting.

10.1 Compliance with regulations.

The FSO Guidance note Sleeping Accommodation / Educational Premises states:-

"Requirements of a fire-resisting door

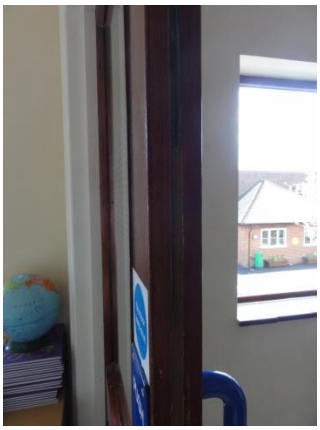
Effective fire-resisting doors are vital to ensure that the occupants can evacuate to a place of safety. Correctly specified and well-fitted doors will hold back fire and smoke preventing escape routes becoming unusable, as well as preventing the fire spreading from one area to another.

Fire-resisting doors are necessary in any doorway located in a fire-resisting structure. Most internal doors are constructed of timber. These will give some limited protection against fire spread, but only a purpose-built fire-resisting door that has been tested to an approved standard will provide the necessary protection.

Fire-resisting doors and shutters will require routine maintenance, particularly to power operation and release and closing mechanisms".

10.2 Findings.

Many doors, which are labelled as fire doors, do not appear to be proper fire doors –many do not have intumescent strips or cold smoke seals, and although well fitted, they may not provide sufficient protection. As a result, it is not possible to ascertain if there is sufficient fire resistance to 'protected' escape routes etc. for 30 minutes. This is of particular concern relating to escape routes from sleeping areas such as the single upstairs flat. It is recommended that all doors are inspected and checked by a competent person, either from the facilities department or an external specialist door joiner. This is to ensure they are appropriate 30 minute fire doors with intumescent strips, smoke seals and all appropriate door hardware in corridors and 60 minute doors in higher risk areas such as electrical cupboards, chemical stores, lab prep rooms.

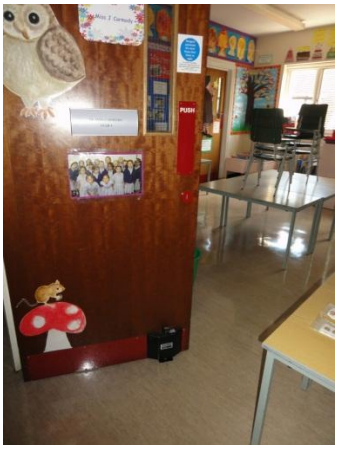


The seals in the double doors in the art room area are damaged.

The door to the upstairs art room did not shut properly.

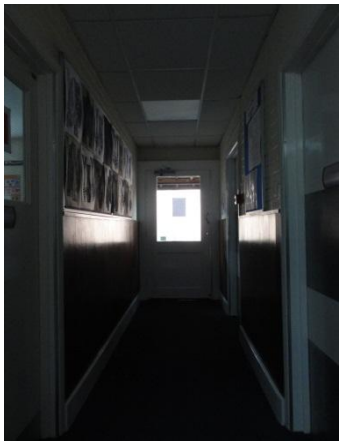
There is no asset register of the fire doors – this should be considered to ensure they are checked regularly and kept in good order.

Several doors in the school were found propped open. These doors are fitted with DorGuards. Whilst it is expected that doors may be propped open during school days, all doors should be closed during holiday times and after school hours.



Fire doors left open during holiday periods

Kitchen exit door – inward opening



Final exit door near entrance to dining room – no notice and outward opening

Nursery exit door – more than one device to open door, and inwardly opening

Locked fire exit door.

Many final door exits do not open outward – which is not ideal. Where it is likely that more than 50 people are expected to exit, plan to re-hang doors so they open outwards in the direction of traffic.

Some final exit doors have more than one device to open them. Where possible there should only be one fastening. Doors in some areas were kept locked – and are unlocked when staff are on site. This is not recommended – final exit doors should be quickly and easily openable without keys or code in the event of a fire.

11. Fire extinguishers and other fire extinguishing equipment.

11.1 Compliance with regulations.

The FSO states that all portables need to be maintained and in good condition. They have to be serviced at least annually by a competent person and regularly checked to make sure that they are still in good working order and have not been tampered with. This is covered under the British Standard BS EN 3.

There are no internal checks on extinguishers by someone from the school. Extinguishers should be checked daily or at least weekly to ensure they are in the right location, with unbroken tags, and accessible. This is especially important in a school environment where extinguishers may be tampered with or moved.

11.2 Findings

Fire extinguishers are serviced and maintained by ABC Fire. Again, a fire diagram is recommended which shows the location of extinguishers etc.

Higher risk locations such as the kitchen, laboratories and DT rooms are provided with extra appliances.

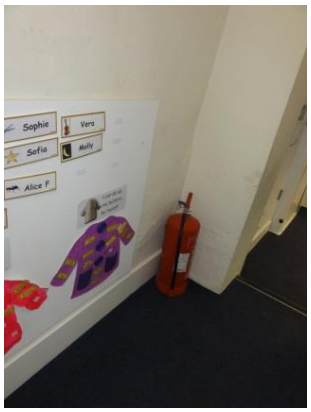
Very few of the extinguishers, especially in the Main House, have fire point information. This information (usually in the form of a wall sticker) shows clearly what type of extinguisher it is, but also help to identify when an extinguisher is missing or has been moved. This is important, as there is no list of extinguishers and locations, so it is not obvious if extinguishers are gone. Ideally, extinguishers should be provided on hooks or fire stands.

The fire blanket in the kitchen was inaccessible – relocate this to a more suitable position and ensure it is never blocked. Fire extinguishers should be wall-mounted – to prevent possible injury and as an easy check to show they are present. In particular, they should be wall-mounted in areas such as the kitchen where daily mopping will corrode the base of the fire extinguisher.

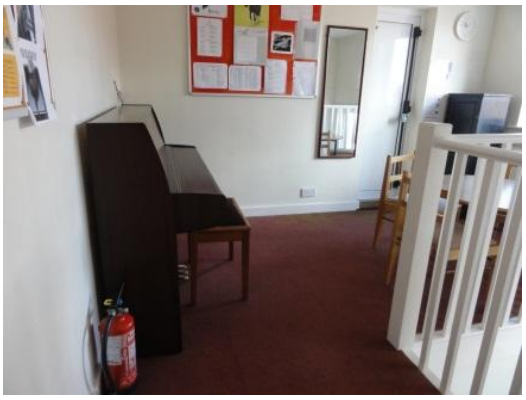
Kitchen extinguishers – no fire point information

Kitchen – wet chemical extinguisher freestanding and no information.

Kitchen – fire blanket inaccessible



Freestanding extinguisher – no fire point info or hook or stand



Freestanding extinguisher near internal flat escape route

Junior gym extinguisher – slightly obstructed and no fire point information

Science extinguisher – not located at fire point information

12. Electrical hazards.

12.1 Compliance with regulations and findings.

Electrical Equipment, if unchecked is one of the major hazards in the causes of fire.

Portable Appliance Testing and the integrity testing of the wiring loops and circuit breakers are the main control methods of preventing fires occurring.

PAT checks are carried out annually on moveable equipment, and less frequently on equipment such as desktop computers.

PAT-Cambs Ltd carry out this work – full PAT log in the Fire Precautions log.

One item failed on last inspection/test (October 2011) – microwave in the Function room in the pool – make sure this is fixed or removed from use.

Only 3 of the 4-bedsit flats have had personal equipment checked. Arrange testing for items if the fourth flat is occupied.

Fixed wiring test completed within the last 5 years by PAT-Cambs Ltd.

There is a policy that no other personal electrical equipment be brought in to the premises. Fire Risk Assessment carried out during the holidays, so it was not possible to assess the extent to which this policy was being followed.

Some extension leads found, but generally, electrical appliances were neat and tidy.

Wiring in the science lab a little disorganised – although some of these wires are telephone/AV.

Gas

Gas boilers are serviced annually – last service in October 2011.

13. Evacuation process and training plan.

13.1 Compliance with regulations

Full evacuations should take place at least twice a year. The fire policy is thorough and provides information for all relating to responsibilities, arrangements and evacuation procedures. The policy includes information about training, but not the frequency. Staff were given fire training in 2009, and a briefing again in 2011. No record of practical training found.

The aim of evacuation is to get people out to safety before a fire becomes a danger to life.

The average time to evacuate during a working day is 3 minutes, with full clearance within 5-6 minutes, which is perfectly adequate for school with buildings of that size Full fire evacuations are carried out regularly within the working year – usually 3 times per year.

13.2 Training schedules and contents

Fire evacuation procedures are covered during induction. This is carried out for all staff at the start of each school year, and individually for those staff who start work mid-term. General fire awareness training is given to staff approx. every 3 years.

The maintenance team and Senior Management Team have additional duties during evacuations – these are trained and practiced during drills.

It is not clear what the procedure would be during events, and out-of-hours evacuations (e.g. at night, only residents on site). Clarify the procedure to follow and make sure all staff and residents are informed.

13.3 Fire station distances.

The nearest fire station is in Gerrards Cross (< 8 minutes). The local fire brigade are in contact with the school about every 2 years, to confirm details. They have been provided with a key to the back gate, and are aware of the locations of the two public fire hydrants in Maltman's Lane. They have also indicated that the water in the swimming pool could be used in emergency.

13.4 Fire service liaison

Within the FSO guidance for Educational premises it states:

The responsible person will need to ensure effective liaison with the fire and rescue service to enable them to carry out fire fighting operations. These may include information on:

- *difficult access for fire engines;*
- *particular hazards in the construction features of the building (including asbestos);*
- *the provision of water supplies;*
- *the presence of any ironwork in the building.*

Liaison would be carried out by the Bursar, maintenance manager or duty caretaker, depending on the time of day.

13.5 Findings

Some procedures are set down in the Fire Precautions Log Book – which also contains the checks of equipment.

Put together a fire safety manual, which should include the school fire policy, evacuation procedure (during school day and for out-of-hours and events). This should also detail the frequency of testing of appliances, lighting, call points etc. These policies etc should be kept separate to the actual reports of testing.

Consider a firebox, which could be given to the fire brigade showing the site, plans to assist in fire fighting or rescue. This could also include emergency staff contact details in case the fire took place out of normal hours. The school is already considering keeping an off-site box in a separate safe place with the contact names of staff/pupils to enable them to be contacted in an emergency.

Put together a fire bag for events, which includes a torch, hi-vis tabards, loudhailer etc. All events should have a chief fire co-ordinator and designated (trained) wardens to help evacuate people who may not be familiar with the site.

Following the termly site evacuation drill, there should be a debriefing. This will cover:

- Fire Warden sweeping problems.
- Use of the nearest available escape routes, as opposed to common circulation routes.
- Difficulties in opening final exit doors.
- The roles of specified people (e.g. Fire Wardens).
- Inappropriate actions (e.g. stopping to collect personal items, coats/bags etc).
- Windows and doors not being closed, as people leave.
- Time taken to evacuate the areas.

14. People

14.1 Disabled and vulnerable people

There are no disabled, vulnerable or mobility impaired staff working on the site. There are problems with many of the buildings regarding accessibility for persons with mobility impairments and the main building is virtually out of bound for such persons.

There are no disabled, vulnerable or mobility-impaired pupils on site either. There is one pupil with visual impairment, but this is not considered a problem for evacuations. However, there is a gap between collecting this type of information and it reaching the necessary people to ensure that their needs can be accommodated with respect to fire safety. In the future, if pupils attend the school that fall into this category then a separate risk assessment with respect to fire safety would need to be conducted and the outcome of this assessment communicated to relevant staff and if any changes are required to the building etc these can be made.

At any time pupils could be on crutches following sporting injuries – individual plans to cope with this situation should be developed.

There are no flashing luminaire alarms throughout the site, which would aid persons with hearing impairments. This does not need to be addressed unless somebody with hearing impairments attends or is employed. A risk assessment would need to be conducted to ensure that their needs are catered for.

14.2 Visitors

There are fire action notices next to most exit doors to alert people what to do.

No formal procedures exist to assist disabled or less able visitors. School visitors are escorted during working hours, but at events, parents are less closely monitored – e.g. at shows etc. The school is considering providing a separate assembly point behind the tennis courts for events in LePraik – but this should be carefully introduced to prevent confusion. Any event should include a briefing to inform visitors how to evacuate and where to assemble.

Visitors have to sign in to the school, including any visitors to the residents in the bedsits.

14.3 Contractors.

Most contractors are familiar with the site, but it is not clear if documented fire safety procedures are provided for them. Limited hot works take place, but equipment may be used around the site.

Contractors sign in, but this should always be kept at reception, not the back entrance, so that the signing in books are picked up by secretaries as part of the evacuation procedure.

15. Conclusion

This assessment was based on a 'snap shot' taken on the days visited. Housekeeping matters will change, but major issues like evacuation from the internal flat, and issues relating to out-of-hours events will not and further action will be required.

This report was written and prepared by: Report reviewed and authorised by:

_____ _____

Hazel Bourne

Health & Safety Advisor,

Date: 17th April 2012

Appendix (i) Audit Checklist.

1. FIRE RISK ASSESSMENT			
Question	**Yes**	**No**	**Comments**
Have all areas including unoccupied areas been assessed for fire hazards?		✓	Loft voids not inspected, nor outbuildings such as sheds
Has the risk of fire hazards developing into real fires been assessed?	✓		
Have "out of normal" working hours also been fire assessed?	✓		
Have other uses of the building been fire assessed?		✓	No individual activity assessments found – such as PTA events.
Has the fire assessment revealed all potential fire hazards (combustibles too close to ignition sources and deficiencies of existing fire precautions)?			
Have those people at risk from the fire hazards been identified and provided for?	✓		
Have those people at greatest risk been identified?	✓		Sleeping residents and disabled visitors
Have people at greater risk been adequately provided for?		✓	
Are the existing fire precautions adequate to protect against the hazards that cannot be removed or reduced and are they functioning correctly?		✓	
Have the findings of the fire risk assessment been documented and are they retrievable?	✓		
Has everyone in the workplace been informed of the significant findings of the fire assessment?		✓	Relevant members of the senior team have been informed and the 2009 document discussed.
If required, has remedial action, provision, upgrade or maintenance been initiated?	✓		Many actions carried out from previous FRA
Has a person been designated to ensure completion of the remedial control measures?	✓		Bursar
Has a completion date been set for the remedial control measures?	✓		Dates were set from previous FRA
Has a review of the assessment been done within the last year and is the next review scheduled?	✓		FRA was reviewed by the bursar each year. This FRA constitutes a formal review.
Is the fire assessment reviewed whenever significant changes occur in the workplace?		✓	Always review FRA when changes to business or buildings take place
Is the threat of arson specifically covered in the fire assessment?	✓		
Trivial	**Tolerable**	**Moderate**	**x**	**Substantial**	**Intolerable**

Note: Where 'No' is answered to any of the above the fire risk assessment should be reviewed and upgraded and where appropriate compensatory fire precautions provided.

2. FIRE ALARM			
Question	**Yes**	**No**	**Comments**
Does everyone know how to operate the fire alarms?	✓		
Does everyone know what the fire alarm sounds like?	✓		
Is the fire alarm audible throughout the building?	✓		Not audible in some grounds areas, but audible in all buildings
Is the fire alarm tested by operation every week by a designated member of staff and while the building is occupied?	✓		
Is the fire alarm tested from a different location within the building each week?	✓		
Is the fire alarm serviced quarterly, six monthly and annually	✓		ABC Fire and Chalbrooks

by a qualified engineer or in accordance with its design specification?			
Is the fire alarm provided with any unique features and do all staff know these features exist?			n/a
Do all staff know what they are expected to do if they hear the alarm sound?		✓	Not clear outside general school hours
Are visitors informed of what they are expected to do if they hear the fire alarm sound?		✓	Only on Fire Action posters
Are fire alarm tests recorded in a fire precautions log book?	✓		

Trivial		**Tolerable**	**X**	**Moderate**		**Substantial**		**Intolerable**	

N.B. Where "No" is answered to any of the above, the premises fire warning arrangements should be reviewed/upgraded and, where appropriate, compensatory fire precautions provided. This may include additional training for staff.

3. FIRE DOORS

Question	Yes	No	Comments
Are staff aware of the purpose of fire doors and why they should be kept closed?	✓		
Are staff aware of how they can identify a fire door?		✓	
Is the function of fire doors covered in staff training sessions?	✓		
Is appropriate action taken to prevent the misuse of fire doors?	✓		
Are staff instructed to close all doors they pass through during an evacuation?	✓		But some doors left open during holiday period –poor practice
Are fire marshals aware of the safest method of opening a door during a sweep of their area?	?		Confirm with staff

Trivial		**Tolerable**	**x**	**Moderate**		**Substantial**		**Intolerable**	

N.B. Where "No" is answered to any of the above additional training for staff may be required.

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?	✓		
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?	✓		
Are very long corridors subdivided into equal parts by doors that are capable of preventing the passage of smoke?	✓		Smoke resistance not known in Main House – probably inadequate fire doors
Is every opportunity taken to provide more than one direction of escape from every floor level or large occupied area of the premises?	✓		
Where only one direction of escape is achievable is that escape route suitably protected with fire resisting construction, fire doors and smoke detection?		✓	Fire resisting construction not known in main house – unlikely to be to current standard. Concern about lack of detection outside Bedsit 5 – no detection in foyer/ stairway.
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?	✓	✓	Yes in newer buildings, but as above, concern regard fire resisting construction in main house
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?	✓		
Where it would be reasonable to expect escape routes to be used by disabled people using wheelchairs, are the associated corridors on the route not less than 1200mm wide and door openings not less than 800mm wide?	✓		Many buildings not accessible by wheelchairs. Large exit routes from LePraik, Junior Gym and swimming pool.
Do the escape routes for the premises lead as direct as possible to a place of safety?	✓		
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?			
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?	✓		
Do routine housekeeping measures ensure that there are no obstructions on the escape route internally or externally?	✓		
Are staff instructed not to place combustible storage or other articles in staircase enclosures?	✓		
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?		✓	Some rooms without detection in the main house.

Trivial		**Tolerable**		**Moderate**	x	**Substantial**		**Intolerable**	

N.B. Where "No" is answered to any of the above escape route arrangements should be reviewed/upgraded and where appropriate compensatory fire precautions provided. This may include additional training for staff.

5. FIRE EXIT DOORS

Question	Yes	No	Comments
Are staff aware of the difference between fire doors and exit doors?			Not known, staff not present
Do fire doors and exit doors open in the direction of escape?		✓	Many doors in the main house open inwards.
Do exits have signs indicating their location?		✓	Sick bay door requires exit signage.
Do exits have sufficient lighting?		✓	All exit doors should have adequate lighting outside to help evacuation – those on the roof should be emergency lighting, which would operate in a power failure.
Do exits remain unobstructed inside and out?	✓		
Are exits opened regularly to check their serviceability?		✓	Regular checks on little used fire doors (e.g. from the swimming pool plant pit) should be carried out to ensure they are working properly.
Are all staff aware of the location of all the exits in their workplace?	✓		
Are staff aware of the method of operation of all emergency fastenings fitted to exits?	✓		
Is there one (single) simple emergency fastening on each fire exit?		✓	Many doors in the main house have several fastenings. Exit doors from the nursery/reception area are key operated – but were locked during the visit. Change these doors to key-less locks, such as push bar/panic bars. Emergency exit from the sick bay requires two extra thumb-locks to be undone. Consider replacing this door, or making locks more visible and training staff.

Trivial		**Tolerable**		**Moderate**		**Substantial**	X	**Intolerable**	

N.B. Where "No" is answered to any of the above, fire exit facilities should be reviewed/upgraded and, where, appropriate compensatory fire precautions provided. This may include additional training for staff.

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?		✓	Update signage as required when possible – no retrospective legal requirement to update.
Can exit signs indicating the way out be seen from all locations within the workplace?		✓	
Are exit signs illuminated sufficiently where ambient light levels are low?		✓	Some exit signs are illuminated but many are not. However, most do have emergency lighting in the general vicinity. Upgrade to illuminated exit signage, prioritising those areas where evacuations could be expected at night (events, residential areas).
Do exit signs include directional arrows where appropriate?		✓	Mixture of signage.

Trivial		Tolerable		Moderate		Substantial	X	Intolerable	

N.B. Where "No" is answered to any of the above, exit signs should be upgraded and, where appropriate, compensatory fire precautions provided.

7. FIRE ACTION NOTICES

Question	Yes	No	Comments
Are fire action notices displayed adjacent to fire alarm call points?	✓		
Are fire action notices displayed on notice boards and in common areas?	✓		
Are fire action notices displayed in employee areas?	✓		
Do fire action notices include instruction on what to do when discovering a fire?		✓	Include advice
Do fire action notices include instruction on what to do when hearing the fire alarm sound?	✓		
Does the fire routine notice include instruction on calling the fire service?		✓	Fire brigade is called by senior fire team
Does the fire routine notice include information regarding the location of the assembly point?	✓		
Does the fire routine notice include specific instruction regarding actions not permitted during an evacuation?		✓	
Have specific fire routine notices been considered for key staff?		✓	Consider specific notices for events and evenings

Trivial		Tolerable	X	Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, fire action notices should be upgraded and, where appropriate, compensatory fire precautions provided to ensure that the fire procedure information is promulgated.

8. FIRE RESISTANCE

Question	Yes	No	Comments
Are areas of high risk enclosed in fire resisting construction?		✓	Not known – main house is an old building, well-built but unlikely to comply with current standards
Where only a single staircase exists in a building, it is enclosed in fire resisting construction?		✓	Not known – main house is an old building, well-built but unlikely to comply with current standards
Where more than one staircase exists, are they separated from each other by fire resisting construction?	✓		Yes in new buildings, possibly in main house
Are service openings in floors and walls 'stopped' with fire resisting material, including openings that may be above 'false ceilings' and below 'false floors'?	?		Not known – confirm compartmentalisation continues behind false ceilings

Trivial		Tolerable		Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, fire resistance should be upgraded and, where appropriate, compensatory fire precautions provided.

9. TRAVEL DISTANCE

Question	Yes	No	Comments
Is the travel distance from a dead end to an exit from within an area of high risk, less than 12 metres?	✓		As far as was seen.
Is the travel distance from a dead end to an exit, from within an area of normal fire risk and where sleeping accommodation is provided, less than 16 metres?	✓		As far as was seen.
Is the travel distance from a dead end to an exit, from within an area of normal fire risk and not forming a production area of a factory, less than 18 metres?	✓		As far as was seen.
Is the travel distance from a dead end to an exit, from within an area of normal fire risk, including factory production areas, less than 25 metres?	✓		As far as was seen.
Is the travel distance from a dead end to an exit, from within an area of low fire risk, less than 45 metres?	✓		As far as was seen.
Is the travel distance from an area with more than one escape route to an exit and with high fire risk present, less than 25 metres?	✓		As far as was seen.
Is the travel distance from an area with more than one escape route to an exit, providing sleeping accommodation, and with normal fire risk present, less than 32 metres?	✓		As far as was seen – confirm distance over roof evacuation.
Is the travel distance from an area with more than one escape route to an exit and with normal fire risk present, less than 45 metres?	✓		As far as was seen.
Is the travel distance from an area with more than one escape route to an exit and with low fire risk present, less than 60 metres?	✓		As far as was seen.

Trivial		Tolerable	X	Moderate		Substantial		Intolerable	

N.B. Where the above distances are exceeded, compensatory fire precautions may be required.

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?		✓	Confirm whether outside lighting on the roof is emergency lighting and would operate in case of power cut
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?	✓		
Is there adequate light outside the workplace that will illuminate the escape routes leading to assembly points?	✓		
Is the emergency lighting system tested by operation every six months by a designated member of staff?		✓	
Does a qualified engineer test the emergency lighting system annually, or as appropriate, in accordance with the system design specification?	✓		
Are emergency lighting tests recorded in a fire precautions log book?	✓		

Trivial		Tolerable		Moderate	X	Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, the emergency lighting arrangements should be reviewed/upgraded and, where appropriate, compensatory fire precautions provided.

11. ELECTRICAL EQUIPMENT

Question	Yes	No	Comments
Is portable electrical equipment maintained in a satisfactory condition?	✓		
Is it regularly tested?	✓		Annually, Cambs-PAT
Is there a policy regarding employees bringing their own electrical equipment to work	✓		
Is the use of extension leads and multi point adaptors kept to a minimum?	✓		
Are cables and flexes run in safe positions where they will not be damaged	✓		
Is electrical installation wiring inspected periodically by a competent person	✓		

Trivial	X	Tolerable		Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, the electrical safety policies and procedures should be either updated or reviewed to ensure electrical safety for employees and others who may be affected.

12. FIRE EXTINGUISHERS

Question	Yes	No	Comments
Are the fire extinguishers the correct type for the fire hazards present in the workplace?	✓		
Are there sufficient number of fire extinguishers in the workplace in relation to its size and the nature of the fire hazards present?	✓		
Are fire extinguishers in safe and conspicuous locations in the workplace?	✓		
Are fire extinguisher locations clearly identified with appropriate signs?		✓	
Are fire extinguishers mounted correctly at their locations (wall hooks or floor stands)?		✓	
Are fire extinguishers colour-coded in accordance with current British and European Standards?	✓		
Are staff aware that they are not to put themselves at risk when using a fire extinguisher?	✓		
Are staff aware that they must raise the fire alarm first before they attempt to use a fire extinguisher?	✓		
Do staff regularly familiarise themselves with the fire extinguishers provided in their workplace to check their basic operating instructions and serviceability?		✓	
Does a competent person annually service all fire extinguishers in the workplace? Who and when?	✓		ABC Fire, 10/11. The extinguisher in the junior gym cupboard was not tested in 2011.
Where fire suppression and extinguishing systems other than fire extinguishers are installed in the building, are these systems regularly serviced and maintained and are staff familiar with their operation?			n/a

Trivial		Tolerable	X	Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, fire extinguishing arrangements should be reviewed/upgraded and, where appropriate, compensatory fire precautions provided. This may include additional fire extinguisher training for staff.

13. FIRE TRAINING

Question	Yes	No	Comments
Do staff receive annual fire training?	✓		Fire briefing relating to evacuation procedure is given annually.
Does staff fire training include instruction on what to do if a fire is discovered and how to raise the alarm?	✓		
Does staff fire training include instruction on what to do if the fire alarm sounds?	✓		
Does staff fire training include instruction on the selection and use of fire extinguishers?	✓		Only on 3-year training
Does staff fire training include instruction on the location and safe use of assembly points?	✓		
Does staff fire training include instruction on the purpose of fire doors and their correct use?	✓		
Does staff training include instruction on the means of escape from the building and maintenance of the escape routes?	✓		
Does staff fire training include instruction on their specific role within the fire procedure?	✓		
Does staff fire training include instruction on how staff and visitors will be accounted for?		✓	
Does staff fire training include instruction on the emergency provision for disabled persons and how they will be assisted during a fire evacuation?		✓	
Does the fire training include instruction for staff with a specialist role within the fire procedure?	✓		
Does staff training include instruction on how the fire service will be called and by whom?	✓		Staff are aware that the senior fire team will carry out this duty. Procedures for out-of-hours/events are not clear. Develop procedures and train staff.
Does staff training include instruction on the 'significant findings' of the fire risk assessment?		✓	
Does staff training include instruction on good housekeeping and fire prevention?	✓		

Trivial		Tolerable	X	Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, staff fire training arrangements should be reviewed/upgraded.

14. FIRE DRILLS

Question	Yes	No	Comments
Are fire drills conducted every six months?	✓		Termly
Where night work is undertaken, do members of night staff receive fire drills in the hours of darkness?		✓	
Where shift work is undertaken, do shift workers on every shift receive fire drills?	✓		
Are staff informed what day and what time the fire drills will take place?		✓	Only in the swimming pool, so they can carry out an evacuation to the point of leaving the building (to account for the cold).
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)?		✓	It is good practice to carry out evacuations with one part of the building exit route closed off

Trivial		Tolerable	X	Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to the above, the arrangements in place for conducting fire drills should be reviewed/upgraded as appropriate.

15. FIRE MARSHALLS AND ACCOUNTING FOR PERSONNEL

Question	Yes	No	Comments
Are fire marshals designated to clear personnel from the building during an evacuation?	✓	✓	Teachers act as fire marshals to evacuate children from classrooms. There is a senior fire team which has responsibilities, but no formal fire marshals
Is there a sufficient number of fire marshals designated to cover the whole building?	✓	✓	Teachers are not required to act as fire marshals. They are just responsible for the children in their care.
Are the areas that fire marshals are allocated restricted in size so that they will take no longer than 60 seconds to clear (sweep)?			n/a
Are fire marshals provided with a distinctive means of identification (armband, coloured bib, reflective clothing or bump-hat etc.)?		✓	
Are fire marshals aware that they should report their 'sweep' status to their incident controller/coordinator?	✓		
Are fire marshals instructed that they should avoid smoky areas?		✓	No specific fire marshal training. Specialist training recommended for senior fire team, who may check out the zone where the fire alarm is sounding
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?		✓	No specific fire marshal training. Specialist training recommended for senior fire team, who may check out the zone where the fire alarm is sounding
Are fire marshals aware that they should report the presence of disabled visitors that enter their allocated area and, where appropriate, take action in accordance with their workplace disabled persons evacuation procedure?		✓	
Is there a deputy fire marshal designated for every fire marshal to ensure that the role is covered during absences?	✓		
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)?	✓		
Are the limitations of using a roll call as a sole means of accounting for people understood?	✓		
Are the benefits of using a physical check (sweep) to clear the building understood?	✓		
Are fire marshals aware that they should pass on all relevant information regarding missing persons and potential hazards to fire-fighters?	✓		
Trivial | | **Tolerable** | | **Moderate**	**X**	Substantial | | Intolerable |	

N.B. Where "No" is answered to any of the above, the provision of fire marshals and details of their specific responsibilities should be reviewed/upgraded as appropriate to the circumstances prevailing.

16. VISITORS

Question	Yes	No	Comments
Are visitors required to register their attendance upon arrival at the workplace?	✓		
Are visitors issued with a pass that includes details of the fire procedure?		✓	
Are visitors asked to confirm their understanding of the fire procedure?		✓	
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?	✓		But not for events when many parents are present

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?	✓		
Do visitors have their access restricted to specific, designated areas of the workplace?	✓		New key pads being installed to further restrict access
Is evacuation of, and accounting for, visitors specifically detailed in the fire procedure?	✓		
Is the evacuation of visitors practiced during the fire drills?	✓		Only if visitors are present during drill

Trivial		**Tolerable**	**X**	**Moderate**		**Substantial**		**Intolerable**	

N.B. Where "No" is answered to any of the above, the fire safety arrangements for visitors should be reviewed/upgraded as appropriate.

17. CONTRACTORS

Question	Yes	No	Comments
Are contractors adequately managed in the workplace?	✓		The maintenance manager is responsible for managing contractors on site.
Does a defined policy relating to contractor fire safety exist in the workplace?		✓	Not seen
Is there a mechanism for the exchange of fire safety information and procedures between contractors and site occupiers/employers?		✓	Informal – contractor staff are told of procedures at some point, but no formal induction
Where appropriate, is a 'hot working permit' system in operation?			n/a
When it is safe to do so, are staff encouraged to check work areas for fire safety, after contractors have left?		✓	
Are 'contracted works' carried out in the workplace assessed in relation to their impact on the existing fire safety arrangements?		✓	
Are contractors specifically covered in the workplace fire risk assessment?	✓		

Trivial		**Tolerable**		**Moderate**	**X**	**Substantial**		**Intolerable**	

N.B. Where "No" is answered to the above, the fire safety arrangements relating to contractors should be reviewed/upgraded as appropriate.

18. DISABLED PERSONS

Question	Yes	No	Comments
Can people with all types of disability be adequately warned of fire in the workplace?	✓		?
Can people with all types of disability be adequately evacuated in the event of fire?			Not known
Can people with all types of disability be adequately accounted for in the event of fire?			Not known
Does a clearly defined policy relating to fire safety for disabled persons exist?		✓	
Are disabled staff and visitors specifically covered in the fire risk assessment?		✓	
Are staff aware of the fire procedure relating to disabled people and their role in it?		✓	
Where special arrangements and/or equipment have been provided, are staff adequately trained in their use?		✓	

Trivial		**Tolerable**		**Moderate**		**Substantial**	**X**	**Intolerable**	

N.B. Where "No" is answered to any of the above, the fire safety arrangements relating to disabled people should be reviewed/upgraded. This may include additional training for staff.

19. CALLING THE FIRE SERVICE

Question	Yes	No	Comments
Are the fire service called immediately the fire alarm is sounded and a fire confirmed?	✓	✓	The senior team investigate the fire alarm zone to see if there is a fire or it is a false alarm and the cause of the alarm is ascertained. Maintenance informs the Bursar, and the Fire Brigade is called by the senior marshal (Bursar) if a fire is found.
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 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?	✓		Mobile phones always taken. Adequate phone signal.
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?	✓		
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?			n/a
Is the location from which an emergency call will be made, relatively safe or protected with fire resisting construction?	✓		Outside in walled garden.

Trivial		Tolerable	X	Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, the arrangements relating to calling the fire service should be reviewed/upgraded as appropriate.

20. ASSEMBLY POINTS

Question	Yes	No	Comments
Is the fire assembly point located in a safe place?	✓		
Are the routes to the assembly point safe?	✓		
Is the assembly point provided with sufficient lighting?	✓		Borrowed lighting from the main building and car park. Consider additional lighting such as torches for events in the halls.
Has the provision of shelter at the assembly point been considered?		✓	
Is the assembly point at least 50 metres from the building (where 50 metres is not achievable not closer than 18 metres)?	✓		
Has an alternative assembly point been designated as a contingency in case a fire event escalates?		✓	Consider an off-site assembly point that can be accessed safely.
Are staff familiar with the location of and route to the assembly point?	✓		
Is there provision for visitors to be informed of the location and route to the assembly point?	✓		

Trivial	X	Tolerable		Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, the arrangements relating to the assembly point and associated procedures should be reviewed/upgraded. This may include additional training for staff.

21. HIGHLY FLAMMABLE OR EXPLOSIVE MATERIALS

Question	Yes	No	Comments
Are large quantities of highly flammable or explosive materials stored in the premises?		✓	Fuel for mowers and gardening maintenance equipment kept in small quantities (<5L) in appropriate secure containers.
Are large quantities of highly flammable or explosive materials used in the premises?		✓	
Are there flammable materials that are volatile at normal ambient temperatures stored or used in the premises?		✓	
Do highly flammable liquids stored or used in the premises have low flash points?		✓	
Are highly flammable or explosive materials stored or used in the premises reactive?		✓	
Do materials stored or used in the premises have oxidising properties?	✓		Some pool chemicals may have oxidising properties

Trivial	X	Tolerable		Moderate		Substantial		Intolerable	

N.B. Where "Yes" is answered to any of the above, the arrangements relating to the storage or use of highly flammable or explosive material should be reviewed and, where necessary, be upgraded. Flash points: <32°C = Highly flammable; >32°C-<60°C = Flammable; >60°C = Combustible

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?			n/a
Has consultation with specialists and Enforcing Authorities been undertaken regarding the storage and use of highly flammable or explosive materials?			n/a
Have both general and fire risk assessments been undertaken in respect of the storage and use of highly flammable or explosive materials?			n/a

Trivial		Tolerable		Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, the arrangements relating to the storage or use of highly flammable or explosive material should be reviewed and, where necessary, upgraded. This may include additional training for staff and consultation with Health and Safety Executive and/or Fire Authority.

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?	✓		Chlorine and chemicals in swimming pool plant area. Location of all hazardous substances to be marked on a map.
Are there hazardous processes or machinery in your workplace that would be a danger to fire-fighters attending an incident?	✓		Swimming pool plant room
Are there hazardous features in relation to the structure of your workplace that would be a danger to fire-fighters attending an incident?	✓		Possible asbestos-containing materials.
Are there circumstances relating to the use of your workplace that could constitute a hazard to fire-fighters attending an incident?		✓	

Trivial		Tolerable		Moderate	X	Substantial		Intolerable	

N.B. Where "Yes" is answered to any of the above, the hazards identified should be relayed to the fire service upon their arrival at an incident as a matter of urgency. The hazards should also be detailed in the fire risk assessment in relation to

the risk those hazards present to persons in the event of a fire. The fire precautions and control measures provided should be reviewed/upgraded in accordance with the findings of the risk assessment.

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?	✓		Fire service aware and locations clearly marked
Are details relating to the location and isolation of the mains gas supply available to the fire service?	✓		Fire service aware and locations clearly marked
Are details relating to the location, operation and isolation of the heating ventilation and air conditioning systems available to the fire service?			n/a
Are details relating to the fire alarm control panel location, operation and isolation, available to the fire service?	✓		
Are details relating to the location, operation and isolation of hazardous processes available to the fire service?		✓	Include in fire box
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?	✓		
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.)?	✓		
Are details relating to the fire procedure and specialist roles within it available to the fire service?	✓		
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?		✓	Develop appropriate plans

Trivial		Tolerable	X	Moderate		Substantial		Intolerable	

N.B. Where "No" is answered to any of the above, the arrangements relating to the information available to the fire service should be reviewed and, where necessary, upgraded. Consultation with the Fire Authority should be undertaken in order that incident emergency planning and fire-fighter health and safety can be formulated.

25. POST FIRE CONTINGENCY

Question	Yes	No	Comments
Has the formulation of a post fire recovery plan been considered?		✓	Discussed but no clear plan in place
Has a salvage hierarchy of the building contents been considered?		✓	
Is there an inventory and valuation of the building contents?		✓	
Is the building provided with a fire safe or other fire resisting facility for the protection of important documents?		✓	School currently considering storing key information at another school/church safe
Have alternative or temporary premises been sourced and have arrangements for the transfer of your business activities to these premises in the event of a fire, been made?		✓	
Have suitable alternative or temporary IT and telephone facilities been sourced in the event of disruption by a fire?		✓	
Have post fire security, boarding-up and drying-out arrangements been considered?		✓	
Have emergency contact telephone numbers been compiled (gas, electricity, water, telephone, key holders, heating ventilation, security, IT, fire prevention officer, insurance, removal services and process maintenance services)?		✓	
Is there a thorough internal 'incident investigation regime' that is capable of establishing cause and future prevention?		✓	

Trivial		Tolerable		Moderate		Substantial		Intolerable	X

N.B. Post fire contingency planning is not a requirement of fire legislation. However, where "No" is answered to the above, it is recommended that managers give careful consideration to the development or upgrade of post fire recovery and business continuation issues.