

HEB Safety Solutions

FIRE SAFETY RISK ASSESSMENT

**Moreton Hall Preparatory School
Mount Road
BSE
IP32-7BJ**



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Client: **Moreton Hall Preparatory School**
Project: **Fire Safety Risk Assessment**

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| Initial Issue | | | |
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PREMISES DETAIL

1.1 Introduction

Intro paragraph

1.2 Premises overview

| Use of premises | Educational Purposes |
|--|---|
| Number of storeys | 4 Storeys |
| Number of areas assessed | 35 separate areas within the grounds |
| Single or multi-occupation? | Multi as students and house masters |
| Are the premises vulnerable to deliberate fire starting? | No |
| Is there a history of fires or false alarms? | No |
| Is a license or registration in force or applied for? | No |
| Are the premises subject to an alterations notice | Not |
| Total number of persons in the building at any one time | 60+ as visitors to school or sports/activity days etc |
| Sleeping occupants? | Yes male and Female areas, also +18 in house responsible persons |
| Lone workers in remote areas | N/A |
| Under 18's | Boarding students Male/Female |
| Employees / Students / Visitors with disabilities | Measures in place for the grade 1 listed school, there is a portable ramp used for access when needed which is periodically checked |
| Visitors / Contractors / Deliveries etc | Single access and egress route in to the school which leads to the front of the building |

1.3 Security measures and fire safety equipment

| Measure | To designated standard or manufacturer |
|---------------------------------|--|
| Fire alarm system | Yes and periodically checked |
| Automatic fire detection system | Yes present throughout the school |
| Emergency lighting | Yes present throughout the school |
| Fire Extinguishers | Yes and all extinguishers checked 08/2015 |
| CCTV internal and external | Not seen, a deterrent at the Outdoor swimming pool |
| Sprinkler System | No |
| Fire Suppression System | Some doors only with self-closing hinges on |

| | |
|----------------|---|
| | magnetic brackets |
| Signage | Yes but not enough |
| Intruder alarm | Not sure on schools policy and procedures |

1.4 Legislation applicable to premises of this type

- The Regulatory Reform Fire Safety Order 2005
- The Management of Health and Safety Regulations 1999
- Disability Discrimination Act 1995
- BS 9999:2008 – Code of Practice for the fire safety in the design, use and management of buildings
- BS 5266 – Emergency lighting
- BS 5306 – Fire extinguishing installations and equipment on premises
- BS 7937:2000 – Specification of portable extinguishers for use on cooking oil fires
- BS 5839 – Fire detection and alarm systems for buildings
- BS 7671:2008 – Requirements for electrical installations
- BS 5499 – Safety signs and symbols

1.5 Duties imposed by the legislation

- Conduct a fire risk assessment of the premises
- Identify the fire safety measures necessary as a result of the fire risk assessment
- Implement the fire safety measures contained within the assessment using risk reduction principles
- Implement fire safety arrangements for the continuing control and review of the measures
- Comply with the specific requirements of the current fire safety regulations
- Keep the assessment current through regular review
- Keep written records of the findings and actions taken

1.6 Further fire safety duties

- **You must** appoint one or more competent persons, depending on the size and nature of the premises, to undertake any required preventative and protective control measures

- **You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment; about the measures you have taken to prevent fires and how these measures will protect them if a fire breaks out
- **You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises
- **You must** co-operate and co-ordinate with other responsible persons who also have premises within the building, inform them of any significant risks and how you will seek to reduce or control such risks that might affect the safety of their employees
- **You must** provide the employer of any person from an outside agency who is working on your premises (for example – agency staff) with clear and relevant information on the risks to those employees and the preventative and protective measures taken. You must further provide those employees with appropriate instructions and relevant information about the risks to them
- If you are not the employer but have control of the premises which contains more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control
- **You must** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances
- **You must** provide appropriate information, instruction and training to your employees, during normal working hours, about the fire precautions in your workplace on initial employment and at relevant intervals throughout their employment
- **You must** ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, emergency exits and routes are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair

2.0 IDENTIFICATION OF FIRE HAZARDS

2.1 Ignition Sources

- Arson
 - Disgruntled employee/student/visitor
 - Opportunist
- Electrical and gas installations
 - Server Systems
 - Gas supply to building
- Discarded cigarettes in smoking areas
- Friction from plant and equipment
- Hot work during maintenance or process such as welding/braising/hairstyling
- Kitchen equipment producing heat and naked flames
 - Gas fired ovens
 - Hot surfaces within cooking areas
- Ill-maintained electrical equipment
 - Overheating of electrical equipment due to lack of overload of sockets
 - Overheating of electrical equipment due to lack of maintenance and testing
- Hot machinery/lighting in specific areas such as drama areas making contact with combustible materials
- Chemical agents
- Central heating boilers

2.2 Fuel Sources

- Flammable liquids including cooking oils
- Flammable chemicals including cleaning substances
- Display material
- Paper and books
- Props and scenery
- Waste and litter
- Plastics and rubber
- Office and classroom furniture including stationery
- Storage material and boxes
- Biomass chippings

2.3 Oxygen Sources

- Natural ventilation

3.0 PEOPLE AT RISK

An assessment has been made of persons likely to be at risk if there is a fire. This assessment has taken into consideration:

- School children in unsupervised areas;
- School Children with language difficulties (e.g. overseas students from a non-or limited English speaking country);
- Employees who work alone and/or in isolated areas, e.g. facility management staff, cleaners and security personnel;
- People who are unfamiliar with the premises, e.g. visitors, delivery personnel, supply teachers and members of the public;
- People with disabilities (including mobility impairment, or hearing or vision impairment, etc.);
- People who may have some other reason for not being able to leave the premises quickly, e.g. young children or babies in a nursery; those who you know have special needs or the elderly;
- Any other people in the immediate vicinity of the premises.

| Who is at risk | Control measures in place | Level of risk H/M/L | Further action to be taken |
|---|--|---------------------|---|
| 3.1 Employees over 18 years of age | <ul style="list-style-type: none"> • Fire alarm system both audible and visual • Automatic fire detection system • Emergency lighting • Fire Extinguishers • Intruder alarm / warning system • Fire suppression in cooking areas • Fire doors • Evacuation plan • Signage | Medium | <p>Ensure employees are fully aware of their responsibilities</p> <p>Employees to receive fire safety training in line with responsibilities</p> <p>When complete risk will be:</p> <p><u>Low</u></p> |
| 3.2 Personnel under 18 years of age school children who board and those invited on premises for activity's | <ul style="list-style-type: none"> • Disabled refuge's • Fire drill practice • Fire Safety Plan • Compartmentalisation • Regular maintenance and inspection regime | Medium | <ul style="list-style-type: none"> • Ensure training is received and confirmation confirmed • Review Fire Risk Assessment on a regular basis • Continue with fire evacuation training • Ensure requirements for young persons with regards to fire safety is written into fire safety |

| | | | |
|--|--|---------------|--|
| | | | <p>management arrangements</p> <p>When complete risk will be:</p> <p><u>Low</u></p> |
| <p>3.3 People who share premises with you or sports court</p> | <ul style="list-style-type: none"> • Fire alarm system both audible and visual • Automatic fire detection system • Emergency lighting • Fire Extinguishers • Intruder alarm • Fire suppression in cooking areas • Fire doors • Evacuation plan • Signage • Disabled refuge's • Fire drill practice • Fire Safety Plan • Compartmentalisation • Regular maintenance and inspection regime | Medium | <ul style="list-style-type: none"> • Ensure co-operation with anyone else who shares fire safety responsibilities • Ensure other organisations are made aware of your procedures by briefing and nominal roles • Coordinate activities with other occupiers <p>When complete risk will be:</p> <p><u>Low</u></p> |
| <p>3.4 Contractors and Visitors who use facilities</p> | | Medium | <ul style="list-style-type: none"> • Ensure personnel working on premises sign in (in place with badges) • Ensure fire procedures are made known to visitors and contractors • Identify fire wardens to visitors and contractors • Training needed <p>When complete risk will be:</p> <p><u>Low</u></p> |
| <p>3.5 Disabled personnel including those with language difficulties or where English is a second language</p> | | Medium | <ul style="list-style-type: none"> • Identify disability/difficulty and provide means for the person to recognise and react to the alarm • Devise a means of identifying relevant people in the event of a fire • Designate people to give assistance • Provide training and |

| | | | |
|--|--|--|--|
| | | | <p>guidance for those assisting</p> <ul style="list-style-type: none">• Ensure procedure written in to management plan <p>When complete risk will be:</p> <p><u>Low</u></p> |
|--|--|--|--|

4.0 EVALUATION OF RISKS

Action points arising from the following questions can be found in Part 5.0 of this report.

| 4.1 Electrical and Machinery | | |
|---|---|-----|
| 1 | Is portable appliance testing carried out? | TBA |
| 2 | Are fixed electrical installations periodically inspected and tested? | Yes |
| 3 | Is there a suitable policy regarding the use of personal electrical appliances? | TBC |
| 4 | Is the use of extension cables and multi – adaptors appropriate and managed safely? | No |
| 5 | Is lightening protection provided for the building? | TBC |
| 6 | Has machinery been assessed against the requirements of PUWER? | TBC |
| Comments: Training needed on overloaded sockets, PAT tests needed for the school ASAP. Justin is arranging the PAT programme. | | |

| 4.2 Housekeeping and Storage | | |
|---|---|----------------------------------|
| 7 | Is general housekeeping satisfactory? | Yes in most areas |
| 8 | Are significant ignition sources separated from combustible material? | Yes |
| 9 | Are electrical cupboards and server rooms kept clear of storage? | Yes |
| 10 | Are hazardous materials stored appropriately? | Yes in most areas |
| 11 | Are highly flammable substances kept/stored on premises? | Yes but Not in the main building |
| 12 | If so, are they stored appropriately? | Yes |
| 13 | Is the upholstery of the foam furniture in good condition? | Yes unsure of age |
| Comments: Housekeeping needs monitoring in areas and periodically inspections to be conducted, there are areas where paper and cardboard is sat leaning against sockets, unnecessary sockets left on over Christmas leave periods. To turn these off is not only cost effective but reduces risk. Monitoring has been conducted and the housekeeping has been rectified since the inspection. | | |

| 4.3 Fire Prevention – General | | |
|-------------------------------|--|--|
| 14 | Are all fire resisting doors closed at night? | Yes |
| 15 | Is the building at risk from deliberate fires? | Yes, some heating is by open fires but the fuel and ignition source are well apart |
| 16 | Is there a no smoking policy on the premises? | Yes |

| | | |
|----|--|-----|
| 17 | Are there designated areas for smoking? | Yes |
| 18 | Is external storage and waste or combustible material kept away from the building? | Yes |
| 19 | Is there a permit to work system for employees and outside contractors, which includes hot work? | Yes |
| 20 | During the assessment was any building work being carried out? | Yes |
| 21 | Did the building work introduce hazardous ignition sources? | No |
| 22 | Is there adequate management control of contractors doing building work? | Yes |

Comments: Behind the Sports hall needs attention, removal of pallets and old sofas. Work carried out was from the schools caretaker, the school does have open fires that will be covered later.

| 4.4 Heating and Cooking | | |
|-------------------------|--|-----|
| 23 | Is cooking carried out on a commercial basis? | Yes |
| 24 | Does any cooking involve the use of deep fat fryers, ranges and ovens? | Yes |
| 25 | Are grease filters, hoods and extraction ducting degreased and cleaned | Yes |
| 26 | Are emergency cut off switches, valves and cocks provided and accessible with their location and use indicated by signage? | Yes |
| 27 | Is mains gas supplied to the premises? | Yes |

| | | |
|--|--|-----|
| 28 | Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors? | Yes |
| 29 | Are portable heaters in use | Yes |
| 30 | Are suitable measures taken to minimise the hazard of ignition of combustible material within the area? | Yes |
| Comments: 4.4/30 there is open fires in the school for heating purposes, fuel sources need to be moved from the fire area. Signage is needed on the cut off valves; most valves in the kitchen are marked with white sticky labels. All portable heaters in use throughout the school none have been PAT tested. | | |

| 4.5 Means of Escape | | |
|---------------------|---|-----|
| 31 | Are all gangways, corridors and stairways forming part of the escape routes free from obstruction and not used for storage? This includes hanging displays on corridors and stairwells. | Yes |
| 32 | Do all doors open in the direction of travel? | Yes |
| 33 | Are all floors and stairway surfaces in good condition and free from tripping and/or slipping hazards? | Yes |
| 34 | Are there adequate final exit doors? | Yes |
| 35 | Are all exit doors in good condition and immediately and easily opened? | Yes |
| 36 | Are electronic locking devices fitted to exit doors? | Yes |

| | | |
|----|---|------|
| 37 | If so, are they appropriately and safely fitted and maintained? | Yes |
| 38 | Are sliding doors or revolving doors relied upon for a means of escape? | N/A |
| 39 | Is artificial lighting provided where necessary and is it good working order? | Yes |
| 40 | Are there any automatic or manual systems installed to assist with means of escape (e.g. pressurised stairs, smoke control systems, evac chair etc) | No |
| 41 | If so, are adequate testing and servicing procedures carried out? | Yes |
| 42 | Are travel distances acceptable? | Yes |
| 43 | Are there appropriate assembly points located outside of the premises that all personnel can reach safely and remain in safety? | Yes |
| 44 | Are all self closing fire doors/shutters free from obstruction, not held open by unauthorised means such as wedges, fire extinguishers etc? | Yes |
| 45 | Do all fire doors close fully on their rebates and available at all times? | No |
| 46 | Are all fire doors fitted with three hinges and have suitable and serviceable intumescent strips and cold smoke seals? | TBC |
| 47 | Are all fire doors in good condition and provided with appropriate and correct signage that says 'fire door keep shut' or 'automatic fire door keep clear'? | Some |

| | | |
|--|--|------|
| 48 | Are all fire resisting doors fitted to plant rooms and service cupboards in good condition, kept locked shut and provided with appropriate signage that says 'fire door keep locked shut'? | Some |
| 49 | Are all fire doors and exit routes clearly indicated by appropriate signage that avoid confusion, including directional arrows where required, with the 'running man' pictogram? Are they marked on the outside to stop blockage by vehicles etc | No |
| <p>Comments: Most doors are not fitted with intumescent strips and cold smoke seals; most are the original doors and sit on two hinges only (Grade 1 doors permission must be gained from the school to change). Signage and directional arrows are needed throughout the school. There is evidence of monthly fire alarm checks and these are documented.</p> | | |

| 4.6 Means of escape – external | | |
|---|---|-----|
| 50 | Are external stairs and gangways examined by a competent contractor at three yearly intervals? | Yes |
| 51 | Are external stairs and gangways suitably protected from fire in the premises and adjoining property? | Yes |
| 52 | Are external routes illuminated and without obstruction or trip hazards? | Yes |
| 53 | Do external routes lead to a place of safety? | Yes |
| <p>Comments: All external routes from the upper floors the stair wells have periodical checks and the reports are in the main office.</p> | | |

| 4.7 Means to limit fire spread and development | | |
|--|--|-----------------------------|
| 54 | Is compartmentalisation of a reasonable standard? (Base this on a visual inspection of accessible areas, with a degree of sampling including false roof voids) | No, grade 1 listed building |
| 55 | Is there a reasonable limitation on linings that may prevent fire spread? | N/A |
| 56 | Are fire dampers/Vents, where fitted, tested regularly? | N/A |
| 57 | Are service shafts between floors adequately fire stopped? | N/A |
| 58 | Are doors to service shafts to a suitable fire resistant standard? | N/A |
| <p>Comments: From the top attic floor there is a standard wooden escape hatch.</p> | | |

| 4.8 Emergency Lighting | | |
|------------------------|--|-----|
| 59 | Is emergency lighting provided and is it fully serviceable? (based on visual inspection) | Yes |
| 60 | Is emergency lighting maintained in accordance with British Standard 5266 | Yes |
| 61 | Is emergency lighting tested in accordance with British Standard 5266 | Yes |

| | | |
|---|--|------|
| 62 | If no emergency lighting is provided or required, indicate justification | N/A. |
| Comments: There is emergency lighting in all corridor's and class rooms. Top floor dormitory's need checking for serviceability as some green emergency power lights not present. Signage is needed to correspond with the lighting layout. | | |

| 4.9 Signs and notices | | |
|--|---|-----|
| 63 | Do the existing signs and notices comply with the relevant legislation and approved code of practice (i.e. Safety Signs and signals Regulations 1996) | No |
| 64 | Are additional signs required? | Yes |
| Comments: 63: Information & signage has started immediately to be placed out following the inspection. | | |

| 4.10 Portable and fixed fire fighting equipment | | |
|---|---|------|
| 65 | Is there adequate provision of portable fire extinguishers that are appropriate for the fire risks where they are positioned? | No |
| 66 | Are fire extinguishers/blankets suitably positioned on brackets securely fitted to the wall or mounted on floor bases and available for immediate use (not hidden or obstructed)? | Yes. |
| 67 | Are fire extinguishers clearly identified? | No |
| 68 | Are extinguishers serviced on an annual basis? | Yes |
| 69 | Is fixed firefighting systems provided? | Yes |
| 70 | If so, are they tested and maintained regularly? | Yes |
| Comments: 65: Fire extinguishers are needed closer on the walls to the open fires. 66: Fire blanket only seen in the Kitchen. 67: signage needed above and around the wall mounts. 68, 69: all inspected 08/2015. | | |

| 4.11 Fire warning and alarm systems | | |
|-------------------------------------|--|-----|
| 71 | Is the means for giving an alarm of fire appropriate to the premises? | Yes |
| 72 | Is an electrical / manual system installed? | Yes |
| 73 | If so, does it appear to comply with British Standard 5839? Based on visual inspection. | Yes |
| 74 | Is automatic fire detection installed? | Yes |
| 75 | Are all dust covers removed from detectors? | Yes |
| 76 | Are the means for giving a warning of fire maintained in accordance with British Standard 5839 and the results recorded? | Yes |
| 77 | Are the means for giving a warning of fire tested on a weekly basis and the | Yes |

| | | |
|--|---|-----|
| | results recorded? | |
| 78 | Is there a remote monitoring centre? | No |
| 79 | Are all parts of the premises that are accessible by any person, within audible and/or visual range of a fire sounder or a warning device, even when plant and machinery are running? | Yes |
| Comments: All records are kept in the main office. | | |

| 4.12 Management of fire safety | | |
|--|---|-----|
| 80 | Is there a nominated person to manage fire safety matters in the premises? | Yes |
| 81 | Is there a nominated person to assist in undertaking fire safety measures? | Yes |
| 82 | Is there an established fire safety and emergency plan? | Yes |
| 83 | Are all staff given fire safety instruction on employment? | Yes |
| 84 | Are all staff given periodic refresher fire safety training at regular intervals? | Yes |
| 85 | Are suitable and complete 'fire action' notices prominently displayed in relevant areas? | Yes |
| 86 | Are suitable arrangements in place for summoning the fire and rescue service? | Yes |
| 87 | Have appropriate members of staff been instructed to summon the fire and rescue services when required? | Yes |
| 88 | Are staff trained to recognise and use portable fire extinguishers? | Yes |
| 89 | Have an appropriate number of staff been trained to act as fire wardens? | Yes |
| 90 | Are routine in-house inspections carried out of fire safety matters relating to the premises (i.e. daily dept checks and weekly management tours)? | Yes |
| 91 | Are fire drills/evacuation drills carried out at appropriate intervals? | Yes |
| 92 | Is there a fire log book available for inspection by a visiting enforcing authority? | Yes |
| 93 | Is the fire log book up to date? | Yes |
| 94 | Do all furnishings comply with current furniture and fittings regulations? | TBC |
| 95 | Are quilts or duvets flame retardant | Yes |
| 96 | Do mattresses achieve the flammability standard as stated in BS6807 | Yes |
| 97 | Do pillows meet the ignition standard in BS7175 Section 2? | Yes |
| 98 | If dangerous substances are, or could be used, is there a risk assessment conducted as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? | No |
| Comments: Training and delegation needed for fire wardens and staff. Please contact me if you require assistance in this. The School needs to confirm the standards and purchase of the schools bedding. Stores register needed to be shown for the science lab and held in main office. | | |

| 4.13 Management of persons with disabilities and visitors | | |
|---|--|-----|
| 99 | Are persons with disabilities (either temporary or permanent disability) employed? | Yes |
| 100 | Do persons with disabilities have access to the premises? | Yes |
| 101 | Are there procedures in place to assist persons with disabilities to evacuate the premises in the event of a fire? | Yes |
| 102 | Is the managerial control of visitors satisfactory? | Yes |
| Comments: Unsure if people with disabilities work at the school. I did not see any ramps present or optional lifts. School needs to confirm the safety plan for people with disabilities and the R/A. | | |

| 4.14 Access and safety of fire and rescue services | | |
|---|---|----------|
| 103 | Is there adequate access for fire and rescue service vehicle? | Yes |
| 104 | Is there adequate access for fire fighters approaching on foot? | Yes |
| 105 | Is access for fire fighting and means of escape clear and unobstructed? | Yes |
| 106 | Date of last visit of fire and rescue personnel, if known? | 13/01/16 |
| 107 | Are hydrants and other water supplies located close to the premises? | Yes |
| 108 | Are local fire and rescue services made aware of the presence of any hazardous materials used or stored on the premises? | TBC |
| 109 | Is external signage provided to warn attending fire and rescue personnel of hazardous storage? | No |
| 110 | Are suitable fire fighters switches provided? | No |
| 111 | Has the management considered issues that may significantly damage or affect the environment in the event of a fire such as contaminated water run off? | TBC |
| 112 | Has the possibility of fire spread to and or from adjacent or adjoining premises been considered? | Yes |
| Comments: No Hydrants at the school but there is the school's bore-hole, school bore-hole does supply water to the building. No signage to the rear doors of the art & science lab to show contents. Not sure if the responsible person has considered water run off or an environmental plan. Please let me know if you require any assistance in this. The main water supply is the underground well/bore-hole. School needs to supply details to the Fire services in the event of an emergency. | | |

| 4.15 Records | | |
|----------------------------------|-----------------------------------|-----|
| Are appropriate records kept on: | | |
| 113 | Fire detection and alarm systems? | Yes |

| | | |
|---|---|-----|
| 114 | Emergency Lighting? | Yes |
| 115 | Fire extinguishers? | Yes |
| 116 | Fire Drills? | Yes |
| 117 | Fixed fire fighting systems? | Yes |
| 118 | Automatic closing doors/shutters? | Yes |
| 119 | Smoke control systems? | TBC |
| 120 | Evacuation / Fire fighting equipment | TBC |
| 121 | Fire training? | Yes |
| 122 | Will a copy of the fire risk assessment be kept on the premises and be available for inspection by the enforcing authority? | Yes |
| <p>Comments: Held in the main office in the fire register folder. Fire training needed for staff periodically. Fire marshal and fire warden allocation needs to be prioritized and a safe system of work briefed in case to the delegated staff in case of an evacuation needed in the event of an emergency.</p> | | |

5.0 ACTION PLAN

The remedial actions table highlights the issues that have arisen during the assessment in the order of the inspection and that require action.

Once the actions have been completed they are required to be confirmed through signature by the designated responsible person.

The target date criteria is as follows:

| Priority allocated | Action and timescale requirements |
|---------------------------|--|
| No action required | No action is required and no detailed records need be kept |
| Before occupation | Actions to be implemented before occupation. |
| Immediate | Straight away – These would have been rectified during inspection but checks are required to ensure continued compliance |
| On going | Monitoring is required to ensure controls are maintained, however there may be improvements that involve limited costs |
| One week | Arrange immediately and complete within 7 days. Considerable resources should be allocated to reduce the risk. Where the premises are already in use, urgent action should be taken. If unoccupied, the building should not be occupied until the risk is reduced |
| One month | Within one month. It is essential that efforts be made to reduce risk. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures |
| Three months | Within three months. No major additional controls required, however efforts should be made to reduce the risk within a defined time period |

| Ref inspection 21/12/2015 School back 06/01/2016 | Remedial action required from area of School | Target date for completion | Action taken & date | Sign |
|---|--|----------------------------|-------------------------------|------|
| Main Hall | Fire guard inadequate for the open fire (schools heating) needs to be housed outside of the raised lip, as this is a natural trip hazard. | 1 Month | | |
| Main Hall | Move the log basket away from the open fire, fuel and ignition source together. | 1 Week | Moved Jan 16 | |
| Chapel | Self-closing hinge for main door, fire guard needed that sits outside the fires lip as natural trip hazard. Rear store leads to the sacristy needs housekeeping as means of escape route blocked with stores and a dog cage. | Grade 1 On-going | Housekeeping completed Feb 16 | |

| | | | | |
|----------------------------|---|---|---------------------------|--|
| Drawing/Dining Room | No fire guard present (no evidence used). Old style plug needs capping off. | On-going | | |
| Kitchen/clean up area | Service records needs for the following. Caterlux SPT-E, Comenda dishwasher LC411. PAT testing required on all equipment in area (11 items) | On-going max 3 Months | PAT Feb 16 | |
| Main Office | Over loaded sockets with 6 untested plugs housed, Draytek Open reach needs housekeeping and cable tie the array of cables. Dan-tech office transformer (housed on the wall) has old paper, cardboard leaning on the socket. Remove paper to allocated store room from around the BT sub box. Nothing PAT tested. | 1 Week (paper removed off socket during inspection) | All completed by Feb 16 | |
| Bursars Office | Portable heater in use requires PAT tested, kettle also requires PAT tested. | 1 Month | PAT Feb 16 | |
| Staff Tea room | Connolly Chest freezer, Indesit Fridge requires PAT tested. | 1 Month | PAT Feb 16 | |
| Main Kitchen | Lainox 2 x Ovens require maintenance record (recently installed date TBC from School) Lockhart deep fat fryer requires PAT tested, do not store close to blue roll. Buffalo Microwave PAT tested. Fire extinguisher bracket broken. Domino Fridge Nation last inspected 5/10/1999. Electrolux Waste Disposal, bracket to wall required. | 1 Month | PAT Feb 16 | |
| Corridor | From Kitchen to Chapel there is no signage, mark with signage means of escape, extinguishers, fire blankets, safe route. Directional arrows needed to lead people to a safe means of an escape. | 1-3 Months | Completed Mar 16 | |
| Cellar | Fantastic emergency light to the top of the stairs but no directional arrows. No signage or plan. Limited FFE down stairs, and all PAT needs to be carried out. | 1-3 Months | Signage all sorted Mar 16 | |
| Boiler Room | Service records for equipment needs to be present (briefed it was carried out this year). PAT required on all items. Beds, desks, combustibles require housekeeping. | 1-3 Months | PAT Feb 16 | |
| Rear store | Housekeeping required. | 1 Month | | |
| Form V111 MacManus room | Overloaded sockets left on over the break, overhead projector (Mitsubishi) left on (turned off during inspection), Cables require housekeeping and cable tie. All electrical items require PAT. | 1 Month | PAT Feb 16 | |
| Junior Girls Changing room | Wall mounted Hyco heater requires PAT testing. | 1-3 Months | PAT Feb 16 | |
| Library | Overloaded sockets to three areas, all electrical items including Fridge, Kettle | 1 Month | Feb 16 | |

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| | require PAT. | | | |
| IT Suite | 4 x Laptops, photocopier (C5255i) all require PAT tested and if static then cable tie the wires for housekeeping. (all items left on) | 1-3 Months | Feb 16 | |
| Upper Level to students living accommodation | | | | |
| The Secret Garden | No FFE present, door locked during inspection. No safety hinge or smoke seals on the doors. | On going | | |
| Wonderland | Light, extensions, computer, Polaroid TV, Sony DVD player, and Panasonic Phone all require PAT Tested, smoke seals needed for the accommodation doors. Also cleaning cupboard needs moving to a COSHH locker. COSHH assessment needed to prevent exposure. | 1-3 Months | Feb 16 | |
| Narnia | Smoke seals required to doors, PAT required, Fire exit needs signage on the railings. | On-going | PAT Feb 16 | |
| Upper level (boys) | | | | |
| Treasure Island | Smoke seals to doors, PAT required. | On-going | PAT Feb 16 | |
| Tweedle dee | Smoke seals to doors, PAT required. | On-going | PAT Feb 16 | |
| Corridor | Water machine/Cooler in corridor PAT required. | On-going | PAT Feb 16 | |
| Top floor | Signage and means of escape. | On-going | | |
| Out buildings | | | | |
| Work shop/Handy man office | Power RPM 75 drill, Einhell K952 saw (move extension as saw dust dropping into plug) toaster, Kettle all requires PAT with machinery records and service records needed. | On-going | PAT Feb 16 with saw dust | |
| Remedial room/Sawyer room | Both locked during inspection, but can see TV's, OP, Portable heaters & kettles. My assessment is they require PAT tested. | Re-inspection required | PAT Feb 16 | |
| Reception/PP-Form 5 | New wooden buildings with the solar panels were all locked during inspection; my assessment is all will require PAT testing. | Re-inspection required | PAT Feb 16 | |
| Form rooms 6+7 | All electrical items require PAT tested. | 1-3 Months | PAT Feb 16 | |
| Sports Hall | Very good. | No action required. | | |
| Sports hall | To the rear the old settees and pallets need removing. (If used for next year's bonfire they need to be segregated in a separate location) away from the sports hall. | 1 Month | Completed MAR 16 | |
| Pool area | Deterrent CCTV is a good idea, the pool's safety equipment needs to be crossed referenced to life guarding policies and procedures. RA needed for the use of | 3 Months before the summer, I can do this | | |

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|--------------------|--|---|-----------------------|--|
| | the outdoor pool with an emergency procedure in place. | if required | | |
| Outside walkway | Titan ES5000B oil tank requires signage and bund in, is double skinned tank, 10k litres. | 1 Month | | |
| Outside Art room | Gas cylinder cage, signage and padlock and latch require a light coating of oil in case emergency services require access. | 1 Month | | |
| Art Room | Housekeeping required urgently, portable heaters covered in run off glue from the glue guns, Einhall saw in staff area no PPE around the saw (power on) The Kiln B130 was left powered on, these were both turned off during inspection. Combustibles in the rear store room and the WD40 oil, Paint and COSSH items need removing from the area. PAT tested required. | 1 week-1 month | PAT Feb 16 | |
| Science Laboratory | Very good signage, Honeywell heater and Fan, Oertling TP30 counter balance machine, kettle & speakers require PAT tested. The chemical storage box needs the keys removing from the padlock and should be on a sign in/out basis. | 1 Month but Key safe needed immediately | PAT & Key safe Feb 16 | |

6.0 RISK RATING

The following risk level matrix is based on a fire risk level estimator contained within PAS79: 2005 – Fire Risk Assessment (Guidance and a recommended methodology)

| Potential Consequences Of fire Likelihood of fire | Slight harm | Moderate harm | Extreme harm |
|--|----------------|------------------|------------------|
| Low | Trivial Risk | Tolerable Risk | Moderate Risk |
| Medium | Tolerable Risk | Moderate Risk | Substantial Risk |
| High | Moderate Risk | Substantial Risk | Intolerable Risk |

Definitions of the above terms are as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal Fire Hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls.

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Slight harm: Outbreak of fire unlikely to result in injury (including serious injury) or death to any occupant.

Moderate harm: Outbreak of fire could result in injury (including serious injury) of one or more occupants, but unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

| Review point | Risk Rating |
|---|----------------------|
| Prior to implementation of control measures | |
| Hazard from fire (likelihood) at these premises is: | Low |
| | Medium |
| | High |
| It is considered that the consequences of life safety in the event of a fire is: | Slight harm |
| | Moderate harm |
| | Extreme harm |
| Risk to life based on the assessment <i>prior</i> to implementation of actions required is: | Trivial Risk |
| | Tolerable Risk |
| | Moderate Risk |
| | Substantial Risk |
| | Intolerable Risk |

| Review point | Risk Rating |
|---|-----------------------|
| After implementation of control measures | |
| Hazard from fire (likelihood) at these premises is: | Low |
| | Medium |
| | High |
| It is considered that the consequences of life safety in the event of a fire is: | Slight harm |
| | Moderate harm |
| | Extreme harm |
| Risk to life based on the assessment after implementation of actions required is: | Trivial Risk |
| | Tolerable Risk |
| | Moderate Risk |
| | Substantial Risk |
| Intolerable Risk | |

7.0 REVIEW REQUIREMENTS

Having completed the fire risk assessment process and undertaken any remedial action to either the internal or external aspects of the building or to management procedures, it will be necessary to establish a system for auditing the assessment to ensure that it remains valid. The assessment should be reviewed, and if necessary, revised in the event of:

- A change in legislation
- Alterations to the building, including internal layout
- A fire
- A change of use of premises
- A significant increase in the number of personnel or the introduction of people with disabilities
- A significant changes to furniture and fittings
- The introduction or increase of hazardous substances
- A receipt of an enforcement notice
- A recommendation from the Fire Authority
- Any situation that may jeopardise the safety of those within the building with regards to fire safety

Always record your actions

This RA was based around the findings following the inspection on 21 December 2015, I can come back at any time if you give me warning.