efiresafety

Fire Safety in the Workplace

# FIRE RISK ASSESSMENT

**St Crispins School**
**4-6 St Marys Road**
**Leicester**
**LE2 1XA**

**0116 270648**
**11/12/2024**

nebosh

FPA
Fire Protection Association
Member 2020

## INTRODUCTION AND GUIDANCE

In accordance with The Regulatory Reform (Fire Safety) Order 2005 (England and Wales) and Publicly Available Specifications (**PAS 79**).

The Health and Safety at Work Act 1974 and regulations made under it cover the provision of fire precautions which are intended to prevent the outbreak of a fire or minimise the consequences should one occur. Matters falling within the scope of the Act include the storage of flammable materials, the control of flammable vapours, standards of housekeeping, safe systems of work, the control of sources of ignition and the provision of appropriate training. These precautions are enforced by inspectors from the Health and Safety Executive or the local authority.

### The Regulatory Reform (Fire Safety) Order 2005 requires you to:-

- Carry out a fire risk assessment of your building (you must consider all of your staff and other people who may be affected by a fire in the building and you are required to make adequate provision for any disabled people with special needs who use or may be present at your premises);
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded);
- Provide and maintain such fire precautions as are necessary to safeguard those who use your building; and
- Provide information, instruction and training to your staff about the fire precautions in your building.

The risk assessment will help you decide the nature and extent of the general fire precautions which you will need to provide.

### Six other legal duties you need to know and comply with are:-

- Where it is necessary to safeguard the safety of staff, you must nominate people to undertake any special roles which are required under your emergency plan (you can nominate yourself for this purpose);
- You must consult your staff (or elected representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving fire precautions;
- You must inform other staff who also have rooms in the building of any significant risks you find which might affect the safety of their staff – and co-operate with them about the measures proposed to reduce/control these risks.
- If you are not an owner but have any control of premises which contain more than one building, you are responsible for ensuring that the requirements of the Fire Regulations are complied with in those parts you have control over.
- You must establish a suitable means of contacting the emergency services, and ensure that they can be easily called;
- The law requires your staff to co-operate with you to ensure the building is safe from fire and its effects, and do not do anything which will place themselves or other people at risk

**Time Scales.**

It is important therefore that this assessment is not just a paper exercise and it should be read carefully, and any recommended actions taken. Where the client feels that the cost of the recommended improvements outweighs the risk, this should be discussed with the consultant for possible alternative action.

We strongly advise that this risk assessment is reviewed on a regular basis by the "Responsible Person" to keep it up to date, and, in any event, at intervals of no more than 12 months. We have provided a recommended date in section 1. This date assumes that all the "Action Plans" in sections 2-10 have been taken in the time scales set. Should any alteration or actions take place prior to the review date then the assessment should be reviewed immediately. It should be noted that this risk assessment in our opinion is not complete until recommended actions have been implemented fully.

Action points are split into High (H), Medium (M) and Low (L) priority next to the individual hazards with suggested time scales in months 1, 2, or 3.

Any Action stating **"Immediate"** requires severe steps to be taken urgently to rectify a potentially fatal situation.
Should you require further advice on any section of the assessment, please do not hesitate to contact us.

**The Owner and or Responsible Person.**

The owner, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out below are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his staff, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

Responsible Persons must, amongst other duties, provide their staff with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied upon the information and/or responses provided by or on behalf of the Staff or other responsible person.

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

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

We have not looked in roof spaces or other hidden areas on the premises except where there was an obvious fire hazard which reasonably required further investigation.

We have assumed that information and documentation supplied to us by or on behalf of the Owner or other responsible person who has a bearing on the fire risk assessment is current, true, accurate and not misleading.

The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 [and the Fire (Scotland) Act 2005.

*"Please note that this report and any recommendations in it are based on conditions observed and information supplied. It is not intended to be exhaustive or conclusive, covering every hazard or risk potential, or to guarantee compliance with any statute or regulation. It is offered to assist you in your assessment and/or management of risk".*

**RISK ASSESSMENT METHODOLOGY**

**A risk assessment is an organised and methodical look at:**

- The premise.
- The activities carried out there.
- How likely is it that a fire could start and cause harm to anyone.

The method used to undertake the fire risk assessment follows Publicly Available Specifications (**PAS 79**).

We have used a nine-step structured approach and corresponding documentation for conducting and recording the significant findings of the fire risk assessment of the building, and also parts of buildings to which the **Regulatory Reform (Fire Safety) Order 2005** applies.

The intention of PAS 79 is to enable employers and those acting on their behalf, to carry out the “suitable and sufficient” fire risk assessment required by the **Regulatory Reform (Fire Safety) Order 2005**, to enable the employer to satisfy associated fire legislation.

Fire risk assessments carried out in accordance to PAS 79; address the safety of all building occupants including employees, visitors, guests, contractors and members of the public.

Accordingly the fire risk assessment carried out in accordance with PAS 79, are likely to provide a good basis for the responsible person to ensure good management of fire safety is established, maintained and reviewed.

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

## FIRE RISK ASSESSMENT

| | |
|---|---|
| Employer or other responsible person: | St Crispins School (Leicester) Ltd - Mr & Mrs C Lofthouse |
| Person with day to day responsibility for fire safety: | Mrs C Lofthouse |
| Persons consulted: | Catherine Lofthouse |

**Persons consulted Email:**

office@stcrispins.co.uk

**Assessor:**

Paul Wells NEBOSH Fire Safety and Risk Management.

| | |
|---|---|
| Date of Fire Risk Assessment: | Date 11/12/2024 |
| Date of previous Assessment: | Date 16/11/2023 |
| Suggested date for review1: | Date 10/12/2025 |

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

*This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time, as there is reason to suspect that it is no longer valid or there have been significant changes.*

## GENERAL INFORMATION

## 1. THE PREMISES

| | |
|---|---|
| 1.1 NUMBER OF FLOORS INCLUDED IN THE RISK ASSESSMENT | 3 |
| 1.2 APPROXIMATE FLOOR AREA | 2000 m2 |

**1.3 USE OF THE PREMISES**

Junior and Senior School.

**1.4 GENERAL DESCRIPTION OF PREMISES:**

The school consists of two separate buildings (Junior and Senior School) which are adjacent to each other. Buildings are Circa 1890 and of brick/concrete construction. Floors are timber/concrete in parts. Walls/ceilings have plaster emulsion finish in parts. Junior school consists of ground floor entrance/reception area, art room, music room, break out room and toilet facilities. Stairs lead from the reception area to the first floor which has meeting room, classrooms, and toilet facilities. Stairs lead from first floor to the office/storage loft area. Junior school has a basement boys changing area. Senior school has ground floor computer room, toilets, staff room/breakout room, and classroom. First floor consists of classrooms and headmasters study. Second floor consists of classrooms and changing/toilet areas. The Site Managers store/maintenance area is attached to the Junior school building.
Five exits including the front entrance/exit are available from the Junior school. External escape stars lead from the top floor office/storage area. Senior school has front entrance/exit and side and rear exits. Travel distances are reasonable. The Library and Science room are separate buildings with adequate exits.

## 2. OCCUPANCY

| | |
|---|---|
| 2.1 Approximate maximum number: | 132 entire site |
| 2.2 Approximate maximum number of employees at any one time: | 12 |
| 2.3 Maximum number of members of public: | 120 Pupils |
| 2.4 Associated times/hours of occupation: | 0600-1730 Term Periods. |

## 3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

| | |
|---|---|
| 3.1 Sleeping occupants: | No |
| 3.2 Disabled occupants: | No |
| 3.3 Occupants in remote areas and lone workers: | No |
| 3.4 Young persons: | Yes |

**3.5 Others:**

Junior Pupils aged 4-11. Senior Pupils 11-16

## 4. FIRE LOSS EXPERIENCE

**4.1 FIRE LOSS EXPERIENCE :**

None

## 5. OTHER RELEVANT INFORMATION

**5.1 OTHER RELEVANT INFORMATION:**

A fire safety audit was carried out 12/09/2024 by Sophie Smith from the Leicestershire Fire and Rescue Service. The audit advised that the premises were broadly compliant with fire safety requirements. The audit advised the following -
Upgrade the fire alarm system within the Senior School.
Install external emergency lighting and review internal emergency lighting. Arrange annual service for emergency lighting.
Consideration to provide escutheons (key hole covers) to fire doors.

## 6. RELEVANT FIRE SAFETY LEGISLATION

**6.1 The following fire safety legislation applies to these premises:**

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

### The Regulatory Reform (Fire Safety) Order 2005:

**6.2 The above legislation is enforced by: The Fire and Rescue Service**

Leicestershire FRS

**6.3 Other guidance and legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):**

Fire Safety Guide for Educational Premises.

Buildings Regulations

- BS9999
- Control of Substances Hazardous to Health Regulations
- Equality Act 2010
- Health and Safety (Consultation with Employees) Regulations
- Health and Safety (First Aid) Regulations
- Health and Safety (Safety Signs and Signals) Regulations
- Health and Safety at Work act
- Personal Protective Equipment at Work Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Dangerous Substances and Explosive Atmospheres Regulations
- The Licencing Act

**6.4 The legislation to which 6.3 makes reference is enforced by: Local Authority Inspecting Officers**

n/a

**Comments:**

A fire safety audit was carried out 12/09/2024 by Sophie Smith from the Leicestershire Fire and Rescue Service. The audit advised that the premises were broadly compliant with fire safety requirements. The audit advised the following -
Upgrade the fire alarm system within the Senior School.
Install external emergency lighting and review internal emergency lighting. Arrange annual service for emergency lighting.
Consideration to provide escutheons (key hole covers) to fire doors.

## FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

### 7. ELECTRICAL SOURCES OF IGNITION

| | |
|---|---|
| 7.1 Reasonable measures taken to prevent fires of electrical origin? | Yes |

### 7.2 More specifically:

| | |
|---|---|
| Fixed installation periodically inspected and tested? | Yes |
| Portable appliance testing carried out (PAT)? | See Comments |
| Suitable policy regarding the use of personal electrical appliances? | Yes |
| Suitable limitations of trailing leads and adaptors? | Yes |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | 5 year Fixed Wire Electrical Test carried out December 2020. Advised by Catherine Lofthouse that PAT testing has been carried out in house Sept/Oct 2024. | | All | |

| Name / Action Taken | Date of control |
|---|---|
| | |

## 8. SMOKING

| | |
|---|---|
| 8.1 Reasonable measures taken to prevent fires as a result of smoking? | Yes |

### 8.2 More specifically:

| | |
|---|---|
| Is smoking prohibited in the building? | Yes |
| Is smoking prohibited in appropriate areas? | Yes |
| Are there suitable arrangements for those who wish to smoke? | Yes |
| This policy appeared to be observed at time of inspection? | Yes |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Smoking is prohibited in the building. | | All | |
| **Name / Action Taken** | | | **Date of control** | |

## 9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? See Comments

9.2 Is there an absence of unnecessary fire load in proximity to the building or available for ignition by outsiders? Yes

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Perimeter fencing is installed around the properties and external sensor lighting is installed to deter intruders. CCTV is installed internally. | It is recommended that consideration be given to extend the CCTV system to cover the external areas of the properties. | All | |

| Name / Action Taken | Date of control |
|---|---|
| | |

## 10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided where practical? See Comments

### 10.2 If portable heaters are used:

Is the use of the more hazardous types (e.g. radiant heaters log appliances) avoided? See Comments

Are suitable measures taken to minimize the hazard of ignition of combustible materials? See Comments

10.3 Are fixed heating installations subject to regular maintenance? See Comments

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Medium | The gas service was due 23/11/2024. Advised by Catherine Lofthouse that this is being arranged. | Ensure the gas boiler/gas installation is serviced on an annual basis. Individual heating appliances require particular care if they are to be used safely, particularly those, which are kept for emergency use during a power cut or as supplementary heating during severe weather. It is advised that if staff members/service uses are to use these heaters then combustible materials should be kept well clear of the heaters and in a position where they do not cause an obstruction. If portable heating has to be used, the use of oil filled radiators is the safest option. | All | |
| **Name / Action Taken** | | | **Date of control** | |

## 11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? See Comments

### 11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A

Suitable extinguishing appliances available? See Comments

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | There are breakout/staff rooms. No commercial kitchen type cooking takes place on the premises. | | All | |

| Name / Action Taken | Date of control |
|---|---|
| | |

## 12. LIGHTNING

| | |
|---|---|
| 12.1 Does the building have lightning protection? | No |

## 13. HOUSEKEEPING

| | |
|---|---|
| 13.1 Is the standard of housekeeping adequate? | See Comments |

### 13.2 More specifically:

| | |
|---|---|
| Combustible materials appear to be separate from ignition sources? | Yes |
| Avoidance of unnecessary accumulation of combustible materials or waste? | See Comments |
| Appropriate storage of hazardous materials? | See Comments |
| Avoidance of inappropriate storage of combustible materials? | See Comments |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | The standard of housekeeping was generally adequate. There was an excessive amount of combustible materials stored within the loft/office area of the Junior building. | De-clutter area by removing excess cardboard paper etc which will act as a source of ignition and fuel for fire. See Section 15 re storage of hazardous substances. | All | |

| Name / Action Taken | Date of control |
|---|---|
| | |

## 14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? See Comments

14.2 Is there satisfactory control over works carried out in the building by outside workers (including hot work permits.) See Comments

14.3 If there are in-house maintenance personnel, are suitable precautions taken during hot work including use of hot work permits. See Comments

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | All visitors are required to sign into the visitors book. Full procedures for outside contractors and hot works unseen. | Ensure fire safety conditions are imposed on outside contractors and satisfactory controls over works are carried out in the building by outside workers (including hot work permits). | All | |
| **Name / Action Taken** | | | **Date of control** | |

## 15. DANGEROUS SUBSTANCES

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? See Comments

15.2 If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Chemicals and gas cylinder bunsen burners are used and securely stored within within the Science Building. A flame cabinet is installed within the building for dangerous/hazardous substances.<br>It would appear that fuels and other hazardous substances have been removed from the Site Managers store area adjacent to the main building. | Regular inspections should be made to ensure any hazardous/flammable substances used within the Site Managers area are stored within a fire resistant COSHH cabinet with correct hazard signage and designed to contain a spill. | All |  |
| **Name / Action Taken** | | | **Date of control** | |

## 16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

**16.1 Hazard?**

n/a

**16.2 Comments and Hazards observed:**

None

## FIRE PROTECTION MEASURES

## 17. MEANS OF ESCAPE

17.1 Is it considered that the building is provided with reasonable means of escape in case of fire? See Comments

### 17.2 More specifically:

| | |
|---|---|
| Adequate design of escape routes? | Yes |
| Adequate provision of exits? | Yes |
| Exits easily and immediately openable where necessary? | See Comments |
| Fire exits open in direction of escape where necessary? | Yes |
| Avoidance of sliding or revolving doors as fire exits where necessary? | Yes |
| Satisfactory means for securing exits? | Yes |

### Reasonable distances of travel:

| | |
|---|---|
| Where there is a single direction of travel? | Yes |
| Where there are alternative means of escape? | Yes |
| Suitable protection of escape routes? | See Comments |
| Suitable fire precautions for all inner rooms? | N/A |
| Escape routes unobstructed? | Yes |

17.3 Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people? See Comments

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Five exits including the front entrance/exit are available from the Junior school. External escape stairs lead from the top floor office/storage area. Senior school has front entrance/exit and side and rear exits. Travel distances are reasonable. The Library and Science room are separate buildings with adequate exits. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| Notes | All fire exits are easily openable from the inside without the use of a key. The coded lock to the front entrance/exit has been removed since the last Fire Risk Assessment. | | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| Notes | The exit door from the top floor office/storage area of the Junior school leading to the external exit stairs did not easily open. | Ensure regular inspections are made to the exit door from the top floor office/storage area of the Junior school to ensure it is easily openable. | All | |
| **Name / Action Taken** | | | **Date of control** | |
| Notes | There are external escape stairs leading from the top floor office/storage area of te Junior School. | Ensure regular inspections are made to ensure the stairs are clear of any slippery surface and the stairs/timber railings are securely fixed.<br>Advised by Catherine Lofthouse that the timber rails were treated with fire resistant paint August 2024. | All |  |
| **Name / Action Taken** | | | **Date of control** | |

**Further information regarding Means of Escape:**

**Suitability of escape routes:**

You should ensure that your escape routes are:

• suitable;

• easily, safely and immediately usable at all times;

• adequate for the number of people likely to use them;

• generally usable without passing through doors requiring a key or code to unlock, or with low level manual over-rides for metal roller shutter doors;

• free from any obstructions, slip or trip hazards;

• well lit by normal or emergency escape lighting; and

• available for access by the emergency services.

All doors on escape routes should open in the direction of escape and ideally be fitted with a safety vision panel. This is particularly important if more than 60 people are expected to use them at any one time or they provide an exit from an area of high fire risk.

At least two exits should be provided if a room/area is to be occupied by more than 60 persons.

This number of 60 can be varied in proportion to the risk, for a lower risk there can be a slight increase, for a higher risk, lower numbers of persons should be allowed.

Movement of persons up or down a group of not less than three steps will be so obvious to those following that they will be prepared for the change in level, but movement up or down one step is not so readily observed and may easily lead to a fall.

Wherever practicable, differences of level in corridors, passages and lobbies should be overcome by the provision of inclines or ramps of gradients not exceeding 1 in 12 or steps not having less than three risers in any flight.

Corridors and passages should be level for a distance of 1.5 metres in each direction from any steps. Any mirrors situated in escape routes should be sited so that persons escaping from a fire will not be thrown into confusion by any reflected image of the route they are using, or be misled as to the direction they should take to reach fire exits.

While not normally acceptable, the use of ladders, floor hatches, wall hatches or window exits may be suitable for small numbers of able-bodied, trained staff in exceptional circumstances.

**Fire-resisting construction:**

The type and age of construction are crucial factors to consider when assessing the adequacy of the existing escape routes. To ensure the safety of people it may be necessary to protect escape routes from the effects of a fire. In older premises it is possible that the type of construction and materials used may not perform to current fire standards.

**Fire escapes:**

The following guide can be used to determine the general capacities of escape routes:

A width of at least 750mm can accommodate up to:

• 80 people in higher risk premises;

• 100 people in normal risk premises; or

• 120 people in lower risk premises.

A width of at least 1,050mm can accommodate up to:

• 160 people in higher risk premises;

• 200 people in normal risk premises; or

• 240 people in lower risk premises.

An additional 75mm should be allowed for each additional 15 persons (or part of 15).The minimum width of an escape route should not be less than 750mm (unless it is for use by less than five people in part of your premises) and, where wheelchair users are likely to use it, 900mm.

Also changes of occupancy and refurbishment may have led to:

• cavities and voids being created, allowing the potential for a fire to spread unseen;

• doors and hardware worn by age and movement being less likely to limit the spread of smoke;

• damaged or insufficient cavity barriers in modular construction; and

• breaches in fire compartment walls, floors and ceilings created by the installation of new services, e.g. computer cabling.

Where an escape route needs to be separated from the rest of the premises by fire-resisting construction, e.g. a dead-end corridor or protected stairway then you should ensure the following:

• Doors, (including access hatches to cupboards, ducts and vertical shafts linking floors), walls, floors and ceilings protecting escape routes should be capable of resisting the passage of smoke and fire for long enough so that people can escape from the building.

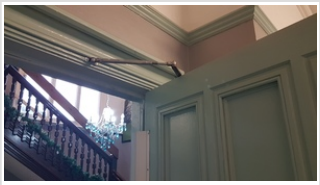
• Where suspended or false ceilings are provided, the fire resistance should extend up to the floor slab level above. For means of escape purposes a 30 minute fire-resisting rating is usually enough.

• Cavity barriers, fire stopping, and dampers in ducts are appropriately installed.

## 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

### 18.1 Is it considered that there is:

| | |
|---|---|
| Compartmentation of a reasonable standard | See Comments |
| Are fire doors suitable and sufficient? | See Comments |
| Reasonable limitations of the linings that may promote fire spread? | Yes |
| 18.2 As far as can be reasonably ascertained, fire dampers are provided as necessary to protect critical means of escape against a passage of fire, smoke and combustion products in the early stages of a fire? | N/A |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Medium | Many of the doors that lead to the escape routes appear to be original and solid timber notional FD30 fire doors. Closers and intumescent strips/smoke seals are fitted.<br>Not all fire doors completely closed correctly by the installed door closers including door to reception room and music room. Closer not fitted to Year 9 fire door within Senior School. | Ensure all fire doors are regularly inspected to ensure they are not damaged, the door completely closes with the door closer fitted, intumescent strips/smoke seals are intact and gaps around the door do not exceed 3mm.<br>Fit closer to Year 9 fire door. See Observations.<br>It is recommended that escutcheons (key hole covers) are fitted to fire doors where necessary.<br>Records of inspections should be recorded within the Fire Log Book.<br>The escape routes must be protected to provide 30 minute fire resistance | All |  |
| **Name / Action Taken** | | | **Date of control** | |

## 19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? See Comments

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Medium | Emergency lighting is installed within the buildings and is similar to BS5266-1-2016. Additional lighting was installed in 2022.<br>Emergency lighting is not installed within the lobby entrance area to the Senior school, loft storage area, exit to play ground area from Junior school, toilets and basement/boys changing areas. External emergency lighting not installed at exits and external escape stairs. | It is recommended that a survey is made by an engineer of the external/internal routes of the premises in order to ascertain how much light would be available in the event of a power failure. Consideration should be given to installing emergency lighting which will illuminate all appropriate areas to ensure that the system conforms to the requirements of British Standard 5266:1-2016.<br>Generally an escape, emergency lighting luminaire should be sited near each exit door, to illuminate exit routes and staircases and at the points where it is necessary to emphasise the position of safety equipment and potential hazards.<br>Where installed, should be in good working order, be maintained and comply with the relevant codes of practice. Additional information on servicing can be found in BS 5266-1-2016 (Code of practice for the emergency lighting of premises).<br>Emergency lighting is not installed within the lobby entrance are to the Senior school, exit to play ground area from Junior school, toilets and basement/boys changing areas. External emergency lighting not installed at exits and external escape stairs. | All |  |
| **Name / Action Taken** | | | **Date of control** | |

## 20. FIRE SAFETY SIGNS NOTICES

20.1 Reasonable standard of fire safety signs notices? Yes

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Fire safety signage is installed. | | All |   |
| **Name / Action Taken** | | | **Date of control** | |

## 21. MEANS OF GIVING WARNING IN CASE OF FIRE

| | |
|---|---|
| 21.1 Reasonable manually operated electrical fire alarm systems provided? | See Comments |
| 21.2 Automatic fire detection provided? | Yes |
| 21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? | See Comments |
| 21.4 Remote transmission of alarm signals? | No |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | A recent new fire alarm system similar to BS5839-1-2017 has recently been installed (2022) within the Junior school. Detection is installed within the escape routes, classrooms, basement and breakout areas. A C-Tec fire alarm panel is installed.<br>The Senior school has an aged fire alarm system which is similar to BS5839-1.<br>Advised that aged detectors have been replaced and are inspected on each service. The system is similar to L4 Category with detection and Manual Call Points within the escape routes.<br>Not confirmed if the detection within the Library and Science room are interlinked with the main system. | It is recommended that the aged fire alarm system within the Senior school be upgraded in the future to BS5839-1-2017 Category L2. | All |  |

| Name / Action Taken | Date of control |
|---|---|
| | |

| | | | | |
|---|---|---|---|---|
| Notes | Manual Call Points and sounders are installed. | | All |  |

| Name / Action Taken | Date of control |
|---|---|
| | |

**Notes HMO**

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|

## 22. MANUAL FIRE EXTINGUISHING APPLIANCES

| | |
|---|---|
| 22.1 Is there a reasonable provision of portable fire extinguishers? | See Comments |
| 22.2 Are hose reels provided? | No |
| 22.3 Are all fire extinguishing appliances readily accessible? | Yes |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Advised by Catherine Lofthouse that servicing is being arranged for January 2025.<br>Powder extinguishers are installed in parts. | It is recommended that monthly recorded checks of the fire extinguishers are undertaken to ensure that they are in place, are serviced and have not been discharged or tampered with in any way. Records of such checks should be recorded in the dedicated fire log book.<br>Powder extinguishers should be replaced. These are now generally inappropriate for public access areas due to the media clouding and restricting visibility impeding escape from the building. | All |  |
| **Name / Action Taken** | | | **Date of control** | |

## 23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

**23.1 Type of system?**

n/a

**Comments**

None

## 24. OTHER RELEVANT FIXED SYSTEMS

**24.1 Type of system?**

n/a

| | |
|---|---|
| 24.2 Suitable provision of fire-fighters switch(s) for high voltage? | N/A |
| Fire Fighters Switches Etc. | No |

**Comments:**

None

## MANAGEMENT OF FIRE SAFETY

## 25. PROCEDURES AND ARRANGEMENTS

**25.1 Fire safety is managed by:**

Catherine Lofthouse.

| | |
|---|---|
| 25.2 Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? | Yes |
| 25.3 Is there a suitable record of the fire safety arrangements? | Yes |
| 25.4 Appropriate Fire Procedures in Place? | Yes |

### More specifically:

| | |
|---|---|
| Are procedures in the event of fire appropriate and properly documented? | Yes |
| Are there suitable arrangements for summoning the fire and rescue service? | Yes |
| Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? | Yes |
| Are there suitable arrangements for ensuring that the premises have been evacuated? | Yes |
| Is there a suitable fire assembly point(s)? | Yes |
| Are there adequate procedures for evacuation of any disabled people who are likely to be present? | See Comments |

25.5 Person nominated and trained to use fire extinguishing appliances? Yes

25.6 Are Persons nominated and trained to assist with evacuation, including evacuation of disabled people? Yes

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? Yes

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? Yes

| **Priority Rating** | **Observation** | **Recommendation** | **Persons at Risk** | **photograph** |
|---|---|---|---|---|
| Notes | Fire Action Notices and procedures are in place. Assembly Point not entered on all Fire Action Notices.<br>Advised by Catherine Lofthouse that staff fire extinguisher training has been carried out and trained Fire Marshals are always onsite. Staff fire training is carried out each term. | Ensure the Assembly Point is indicated on all Fire Action Notices. | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| Notes | Advised that there are no disabled persons that occupy the school.<br>If disabled persons occupy the school in future ensure PEEPS are in place for emergency evacuation. | | All | |
| **Name / Action Taken** | | | **Date of control** | |

## 26. TRAINING AND DRILLS

| | |
|---|---|
| 26.1 Are all staff given adequate fire safety instruction and training on induction? | Yes |
| 26.2 Are all staff given periodic training. | Yes |

### 26.3 Does all staff training provide information, instruction or training on the following:

| | |
|---|---|
| Fire risks in the premises? | Yes |
| The fire safety measures in the building? | Yes |
| Action in the event of fire? | Yes |
| Action on hearing the fire alarm signal? | Yes |
| Method of operation of manual call points? | Yes |
| Location and use of fire extinguishers? | Yes |
| Means for summoning the fire and rescue service? | Yes |
| Identity of persons nominated to assist with evacuation? | Yes |
| Identity of persons nominated to use fire extinguishing appliances? | Yes |
| 26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? | Yes |
| 26.5 Are fire drills carried out at appropriate intervals? | Yes |

### 26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? Yes

Is it ensured that the employees are provided with adequate instructions and information? Yes

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Advised by Catherine Lofthouse that staff fire extinguisher training has been carried out and trained Fire Marshals are always onsite. Staff fire training is carried out each term. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| Notes | Advised by Catherine Lofthouse that fire drills are carried out every term. Last fire drill 16/10/2024 | | All | |
| **Name / Action Taken** | | | **Date of control** | |

### 27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of the premise? Yes

27.2 Weekly testing and periodic servicing of fire detection and alarm systems? Yes

27.3 Monthly and annual testing routines for escape lighting? Yes

27.4 Annual maintenance of fire extinguishing appliances? Yes

27.5 Periodic inspection of external escape staircases and gangways? Yes

| | |
|---|---|
| 27.6 Six monthly inspection and annual testing of rising mains? | N/A |
| 27.7 Weekly and monthly testing, six monthly inspections and annual testing of fire-fighting lifts? | N/A |
| 27.8 Weekly testing and periodic inspection of sprinkler installations? | N/A |
| 27.9 Routine checks of final exit doors and/or security fastenings? | Yes |
| 27.10 Annual inspection and test of lightning protection system? | N/A |
| 27.11 Are suitable systems in place for reporting and subsquent restoration of safety measures that have fallen below standards? | Yes |
| 27.12 Other relevant inspections or tests? | N/A |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Weekly tests are carried out for the fire alarm system. Last test 04/12/2024. Emergency lighting is tested on a monthly basis. Last test 15/11/2024. Fire alarm system serviced by ADT 10/12/2024. Advised by Catherine Lofthouse that servicing has been arranged for emergency lighting. Date not confirmed | Ensure emergency lighting is serviced on an annual basis.<br>Where installed, should be in good working order, be maintained and comply with the relevant codes of practice. Additional information on servicing can be found in BS 5266-1: 2016 (Code of practice for the emergency lighting of premises). | All | |

| Name / Action Taken | Date of control |
|---|---|
| | |

## 28. RECORDS

### 28.1 Appropriate records of:

| | |
|---|---|
| Fire drills? | Yes |
| Fire training? | Yes |
| Fire alarm test? | Yes |
| Escape lighting tests? | Yes |
| Maintenance and testing of other fire protection systems? | N/A |

| Priority Rating | Observation | Recommendation | Persons at Risk | photograph |
|---|---|---|---|---|
| Notes | Fire Log Book records are kept within the school. | | All | |

| Name / Action Taken | Date of control |
|---|---|
| | |

**FIRE RISK ASSESSMENT**

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

| Likelihood of fire | Potential consequences 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 |

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

# Medium

In this context, a definition of the above terms is 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 appropriate controls (other than minor shortcomings).
**High** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

# Moderate harm

In this context, a definition of the above terms is as follows:
**Slight harm** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
**Moderate harm** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
**Extreme harm** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

# Tolerable

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 that has been advocated for general health and safety risks:

| Risk level | Action and timescale |
|---|---|
| Trivial | No action is required and no detailed records need be kept. |
| Tolerable | No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost. |
| Moderate | It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. 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. |
| Substantial | Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken. |
| Intolerable | Premises (or relevant area) should not be occupied until the risk is reduced. |

**(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 following action plan. The fire risk assessment should be reviewed regularly.)**

## ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

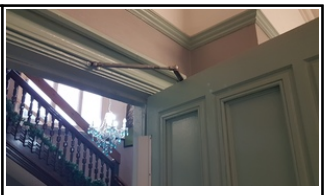
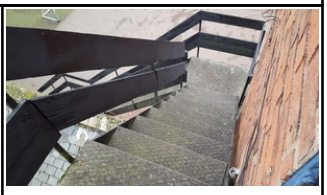
**Trivial Tolerable**

Definition of priorities (where applicable):

| Priority Rating | Observation | Recommendation | Persons at Risk | Photo number |
|---|---|---|---|---|
| **Section** 7.2 Notes | 5 year Fixed Wire Electrical Test carried out December 2020. Advised by Catherine Lofthouse that PAT testing has been carried out in house Sept/Oct 2024. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 8.2 Notes | Smoking is prohibited in the building. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 9.2 Notes | Perimeter fencing is installed around the properties and external sensor lighting is installed to deter intruders. CCTV is installed internally. | It is recommended that consideration be given to extend the CCTV system to cover the external areas of the properties. | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 10.3 Medium | The gas service was due 23/11/2024. Advised by Catherine Lofthouse that this is being arranged. | Ensure the gas boiler/gas installation is serviced on an annual basis. Individual heating appliances require particular care if they are to be used safely, particularly those, which are kept for emergency use during a power cut or as supplementary heating during severe weather. It is advised that if staff members/service uses are to use these heaters then combustible materials should be kept well clear of the heaters and in a position where they do not cause an obstruction. If portable heating has to be used, the use of oil filled radiators is the safest option. | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **Section** 11.2 Notes | There are breakout/staff rooms. No commercial kitchen type cooking takes place on the premises. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 13.2 Notes | The standard of housekeeping was generally adequate. There was an excessive amount of combustible materials stored within the loft/office area of the Junior building. | De-clutter area by removing excess cardboard paper etc which will act as a source of ignition and fuel for fire.<br>See Section 15 re storage of hazardous substances. | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 14.3 Notes | All visitors are required to sign into the visitors book. Full procedures for outside contractors and hot works unseen. | Ensure fire safety conditions are imposed on outside contractors and satisfactory controls over works are carried out in the building by outside workers (including hot work permits). | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 15.2 Notes | Chemicals and gas cylinder bunsen burners are used and securely stored within within the Science Building. A flame cabinet is installed within the building for dangerous/hazardous substances. It would appear that fuels and other hazardous substances have been removed from the Site Managers store area adjacent to the main building. | Regular inspections should be made to ensure any hazardous/flammable substances used within the Site Managers area are stored within a fire resistant COSHH cabinet with correct hazard signage and designed to contain a spill. | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **Section** 17.3 Notes | Five exits including the front entrance/exit are available from the Junior school. External escape stairs lead from the top floor office/storage area. Senior school has front entrance/exit and side and rear exits. Travel distances are reasonable. The Library and Science room are separate buildings with adequate exits. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 17.3 Notes | All fire exits are easily openable from the inside without the use of a key. The coded lock to the front entrance/exit has been removed since the last Fire Risk Assessment. | | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 17.3 Notes | The exit door from the top floor office/storage area of the Junior school leading to the external exit stairs did not easily open. | Ensure regular inspections are made to the exit door from the top floor office/storage area of the Junior school to ensure it is easily openable. | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section** 17.3 Notes | There are external escape stairs leading from the top floor office/storage area of te Junior School. | Ensure regular inspections are made to ensure the stairs are clear of any slippery surface and the stairs/timber railings are securely fixed.<br>Advised by Catherine Lofthouse that the timber rails were treated with fire resistant paint August 2024. | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **Section**<br>18.2<br>Medium | Many of the doors that lead to the escape routes appear to be original and solid timber notional FD30 fire doors. Closers and intumescent strips/smoke seals are fitted.<br>Not all fire doors completely closed correctly by the installed door closers including door to reception room and music room. Closer not fitted to Year 9 fire door within Senior School. | Ensure all fire doors are regularly inspected to ensure they are not damaged, the door completely closes with the door closer fitted, intumescent strips/smoke seals are intact and gaps around the door do not exceed 3mm. Fit closer to Year 9 fire door. See Observations.<br>It is recommended that escutcheons (key hole covers) are fitted to fire doors where necessary.<br>Records of inspections should be recorded within the Fire Log Book.<br>The escape routes must be protected to provide 30 minute fire resistance | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>19.1<br>Medium | Emergency lighting is installed within the buildings and is similar to BS5266-1-2016. Additional lighting was installed in 2022.<br>Emergency lighting is not installed within the lobby entrance area to the Senior school, loft storage area, exit to play ground area from Junior school, toilets and basement/boys changing areas.<br>External emergency lighting not installed at exits and external escape stairs. | It is recommended that a survey is made by an engineer of the external/internal routes of the premises in order to ascertain how much light would be available in the event of a power failure. Consideration should be given to installing emergency lighting which will illuminate all appropriate areas to ensure that the system conforms to the requirements of British Standard 5266:1-2016.<br>Generally an escape, emergency lighting luminaire should be sited near each exit door, to illuminate exit routes and staircases and at the points where it is necessary to emphasise the position of safety equipment and potential hazards. Where installed, should be in good working order, be maintained and comply with the relevant codes of practice. Additional information on servicing can be found in BS 5266-1-2016 (Code of practice for the emergency lighting of premises).<br>Emergency lighting is not installed within the lobby entrance are to the Senior school, exit to play ground area from Junior school, toilets and basement/boys changing areas. External emergency lighting not installed at exits and external escape stairs. | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>20.1<br>Notes | Fire safety signage is installed. | | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>21.4<br>Notes | A recent new fire alarm system similar to BS5839-1-2017 has recently been installed (2022) within the Junior school. Detection is installed within the escape routes, classrooms, basement and breakout areas. A C-Tec fire alarm | It is recommended that the aged fire alarm system within the Senior school be upgraded in the future to BS5839-1-2017 Category L2. | All |  |

| | | | | |
|---|---|---|---|---|
| | panel is installed.<br>The Senior school has an aged fire alarm system which is similar to BS5839-1.<br>Advised that aged detectors have been replaced and are inspected on each service. The system is similar to L4 Category with detection and Manual Call Points within the escape routes.<br>Not confirmed if the detection within the Library and Science room are interlinked with the main system. | | | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **Section**<br>21.4<br>Notes | Manual Call Points and sounders are installed. | | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>22.3<br>Notes | Advised by Catherine Lofthouse that servicing is being arranged for January 2025.<br>Powder extinguishers are installed in parts. | It is recommended that monthly recorded checks of the fire extinguishers are undertaken to ensure that they are in place, are serviced and have not been discharged or tampered with in any way. Records of such checks should be recorded in the dedicated fire log book. Powder extinguishers should be replaced. These are now generally inappropriate for public access areas due to the media clouding and restricting visibility impeding escape from the building. | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>25.8<br>Notes | Fire Action Notices and procedures are in place. Assembly Point not entered on all Fire Action Notices.<br>Advised by Catherine Lofthouse that staff fire extinguisher training has been carried out and trained Fire Marshals are always onsite.<br>Staff fire training is carried out each term. | Ensure the Assembly Point is indicated on all Fire Action Notices. | All |  |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>25.8<br>Notes | Advised that there are no disabled persons that occupy the school.<br>If disabled persons occupy the school in future ensure PEEPS are in place for emergency evacuation. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **Section**<br>26.6<br>Notes | Advised by Catherine Lofthouse that staff fire extinguisher training has been carried out and trained Fire Marshals are always onsite. Staff fire training is carried out each term. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>26.6<br>Notes | Advised by Catherine Lofthouse that fire drills are carried out every term. Last fire drill 16/10/2024 | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>27.12<br>Notes | Weekly tests are carried out for the fire alarm system. Last test 04/12/2024. Emergency lighting is tested on a monthly basis. Last test 15/11/2024. Fire alarm system serviced by ADT 10/12/2024. Advised by Catherine Lofthouse that servicing has been arranged for emergency lighting. Date not confirmed | Ensure emergency lighting is serviced on an annual basis.<br>Where installed, should be in good working order, be maintained and comply with the relevant codes of practice. Additional information on servicing can be found in BS 5266-1: 2016 (Code of practice for the emergency lighting of premises). | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |
| **Section**<br>28.1<br>Notes | Fire Log Book records are kept within the school. | | All | |
| **Name / Action Taken** | | | **Date of control** | |
| | | | | |

## FIRE EMERGENCY PLAN

**Action on discovering fire-Any person discovering a fire should:**

- Raise the alarm.
- Dial 999 to call the Fire Brigade.
- Attack the fire, if it is safe to do so, using the correct appliances provided.
- Leave building by nearest available exit.
- Report to designated assembly point.
- Activate all shut down valves, switches etc. For example ensure gas cut off.

**Action on hearing the fire alarm-Any person hearing the alarm should:**

- Leave building by nearest available exit.
- Report to designated assembly point.

**DO NOT RETURN TO THE BUILDING UNTIL AUTHORISED TO DO SO**

**Liaison with Emergency Services-On arrival of the Emergency Services, staff will ensure that they make contact with the Officer in Charge and provide a situation report.**

This report is to include the following points;

- Has a full evacuation been completed (if known)?
- Location and type of fire (if known)?
- Potential hazards in the building which could affect fire fighting operations.
- Location of fire alarm panel and electric/gas isolation points within the building.

**Staff are to be advised of their responsibilities regarding fire safety and to ensure that their actions do not adversely affect the safety of others within the premises. Staff should be familiar with;**

- Escape routes and fire exits used to evacuate the building.
- Keeping escape routes clear and unobstructed at all times, (this is to include the physical opening of all final exit doors, to ensure ease of operation).
- Self-closing fire doors and the need to ensure that they are kept closed at all times.
- Fire doors on cupboards/storerooms to be kept locked at all times, when not in use.
- How to manually operate the fire alarm system in an emergency. (The use and location of the red box call points within the building).
- The location of each fire extinguisher and the types of fire they can be safely used on.
- Location of designated assembly point outside the building.

## STANDARDS/APPROVED CODES OF PRACTICES AND EUROPEAN NORMS

In this report, reference may be made to the Category of Automatic Fire Detection installed or recommended to be installed in premises. These categories are taken from BS 5839-1 and the coverage they entail is summarised below.

System documentation, including any purchase specification, tender document, design proposal, submission to enforcing authorities or insurers for approval and the certificate issued by the designers, installers or commissioners, should clearly identify the system category as well, and where appropriate the areas to be protected and any specific proposals for the type(s) of detector to be used.

Category M requires manual call points on all exits as well as corridors where persons are not expected to walk more than 45m to operate one.

Category L5 is designed for buildings that have a particular risk identified which warrants some special attention. For example if there is an area of high risk which is considered worthy of having some automatic detection, but a manual system is also needed, then it will be termed as L5/M.

Category L4 provides detection within the escape routes only. All escape stairways, all corridors and any other areas that form part of the common escape routes. NOTE - Main access and egress stairways normally form part of escape routes and should be treated as escape stairways.

Category L3 covers the same areas as an L4 category and in addition all rooms leading onto the escape route. The reasoning behind this is to alert people of the danger prior to full smoke logging of the corridor, so they can escape safely.

Category L2 is a further enhancement of protection with all the areas covered by an L3 category, as well as all high-risk areas such as boiler rooms etc.

Category L1 provides further protection throughout all parts of the building, and also where property protection is the prime reason for the system.

For greater detail in the type, exact location and positioning of detectors as part of these systems; reference must be made to BS 5839-1.

# FAQ"s on Enforcement & Relevant Notices

## There are three relevant notices:

- **Alterations Notices**
- **Enforcement Notices**
- **Prohibition Notices**

## What are relevant notices?

"Relevant notice" is any notice issued by any enforcing authority which is required by the Environment and Safety Information Act 1988 to be entered into the public register of notices. Under the Regulatory Reform (Fire Safety) Order 2005 there are three relevant notices these are; an enforcement notice, an alterations notice and a prohibition notice.

## What is an enforcement notice?

An enforcement notice is a document which is sent to the responsible person from a fire authority stating that the enforcing authority (fire service) is of the opinion that the responsible person or any other person as is applicable has failed to comply with any provision of the Fire Safety Order 2005 or of any regulations made under it.

## What is an alterations notice?

An alterations notice is a document which is sent to the responsible person from a fire authority stating that the enforcing authority (the fire and rescue service) is of the opinion that the premises constitute, or may constitute, a risk to relevant persons if a change is made to them or the use to which they are put. The notice must state that the enforcing authority is of the above opinion, and, specify the matters which constitute such a risk. Where a notice has been served the responsible person must notify the enforcing authority of any proposed changes.

## What is a prohibition notice?

If the enforcing authority is of the opinion that use of premises involves or will involve a risk to relevant persons so serious that use of the premises ought to be prohibited or restricted, the authority may serve on the responsible person or any other person mentioned in article 5(3) a notice (in this Order referred to as a "prohibition notice").

## Who is a relevant person?

A relevant person means any person (including the responsible person) who is or may be on the premises, and, any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

## Who is the responsible person?

In the workplace it would be the employer, if the workplace is to any extent under his/her control. In any other premises, then it would be the person who has control of the premises or the owner (as occupier or otherwise) where a trade, business or other undertaking (for profit or not) is carried on.

## If I receive a relevant notice what must I do?

**You have 2 options**

**Comply with Notice** – If you fail to comply with the notice you will be in breach of the requirements of the notice and as such under Article 32 (1) (d) have committed an offence under the Fire Safety Order 2005.

**Appeal the Notice** - This must be done within 21 days from the day on which the notice is served, and made to the magistrates court. (the details of this are provided in the body of the notice).

## What happens to the notice when you appeal?

If you appeal an enforcement or alterations notice it will suspend the notice until the appeal has been finally disposed of, or withdrawal of the appeal.

This will provide three possible outcomes:

- The notice may be cancelled - (the notice is not in force)
- The notice may be affirmed - (must be complied with)
- The notice may be affirmed with modifications - (comply with the amended version)

A prohibition notice is different in that on an appeal the notice will remain in force unless the court directs the suspending of the notice. The court may cancel or affirm the notice with the same outcomes as for the enforcement and alterations notice above.

## What happens when I get a letter stating that I am under investigation?

Essentially the fire and rescue authority will investigate the information regarding the apparent breaches of fire safety law to determine whether an offence or offences have been committed, if this proves to be the case then the service will gather information to enable a prosecution to be taken against the alleged offender.

## What happens if the fire and rescue authority intend to take a prosecution against me?

Following the investigation into the apparent breaches of fire safety law where a decision has been taken to pursue a prosecution against the alleged offender, the fire and rescue authority will, within 5 to 10 days of that decision being made, write to the alleged offender informing him of that decision and that he will receive details in connection with this matter in due course.

## Definitions

The following definitions apply in relation to the various words used within the contents of this Fire Risk Assessment.

**Fire Log Books**


All information in relation to "fire" e.g. Owners names trained in the use of fire extinguishers, those trained as Fire Marshals, date of service/signature of engineer for fire extinguishers, fire alarm and emergency lighting, copy of fire risk assessment should be kept in the Fire Log Book.

**Fire Resisting**

The construction of doors, walls, floors and other forms of structure using materials in such a manner that if they were tested in accordance with the guidance given in the relevant part of BS 476, would resist the passage of flame and smoke for at least half an hour or any other time specified in the report.

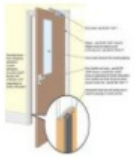
**Self-Closing Device**

Apparatus fitted to doors to enable them to close automatically after persons have passed through. Overhead door closers are preferable to closers fitted between the door frame and the door leaf. Doors fitted with self-closers must not be provided with any other method of holding the doors in the open position – except an approved electromagnetic "hold-open" device connected into an automatic fire alarm system, which will release the door upon the operation of the Fire Alarm. In certain circumstances, a battery operated "Dorgard" release may also be fitted.

**Intumescent Materials**

These are materials which, if subjected to heat, swell to form a barrier against the passage of heat and flame. Intumescent varnish or paint can cover materials to reduce the surface spread of flame or to upgrade some types of wooden doors to an acceptable standard. It should be noted that intumescent materials do not prevent the passage of “cold” smoke.

**Fire and Cold Smoke Seals**



In order to maintain the integrity of fire resisting doors, fire and cold smoke seals are fitted to the edges of the door or to the door frames. Fire seals consist of an intumescent strip, whilst cold Smoke seals take the form of nylon brush or neoprene blade strips it is common for both types of seals to be incorporated into a single fitting.

**Fire Stopping or Stopped**

Terms used to describe the in-filling of voids, passages or small holes with fire resisting materials. Larger voids when it is necessary to change cables or pipe work regularly, could be filled with intumescent pillows (illustrated). Small holes, often formed when pipe work and cabling are installed, can be in-filled with intumescent mastic to provide a satisfactory standard.

**Emergency Fastenings**

Fastenings fitted to doors used as emergency exists and which provide an element of security. The most common forms are panic bolts and panic latches. These are usually found on doors leading to open air and where their use would be by large numbers of people or where people are not familiar with the layout of the building.

**Emergency bolts and fastenings**

It is generally considered that their installation is only suitable where the persons likely to use them can be given regular fire instruction. Advice should be sought before installing such fastenings. All emergency fastenings must be clearly marked as to the method of their operation.

**Emergency bolt with door alarm**

These may be acceptable under certain conditions, such as less than 10 employees. In daytime occupancy or 10 full time residents in sheltered housing. The alarm would reduce the risk of unauthorized access.

Fire resisting self-closing doors **should not** be fitted with cabin hooks.

**Emergency Lighting**

A system of lighting designed to operate in the event of a failure of the mains lighting system. Such lighting should be wired in a manner that it would operate in the event of a failure of a local lighting circuit. Its design, construction and maintenance should be in accordance with the guidance given in the relevant parts of British Standard BS 5266, or its European equivalent. The system must be regularly tested and maintained, with records kept in a Fire Safety Log Book.

**Fire Alarm System**

A fire alarm system is a means for giving warning in case of fire. It is activated by means of manual call points (illustrated) or automatic detection and is provided with sounders of sufficient number and audibility to enable the warning to be heard throughout the building. Such systems should be designed, constructed, installed and maintained in accordance with the latest editions of the relevant parts of British Standard BS5839 or its European equivalent. The system must be regularly tested and maintained, with records kept in a Fire Safety Log Book.

**Exit Sign**


A sign stating “Exit”, “Emergency Exit” or “Fire Exit”, in white lettering on a green background. Lettering on the notices should be of an adequate size. Each sign to be provided with the appropriate graphic pictogram symbol as described in British Standard BS 5499 or its European equivalent (e.g. the "running man type symbol) along with directional arrow where appropriate.

**Fire Instruction/Action Notice**


A fire instruction or action notice describes the action to be taken in the event of a fire. Lettering on the notice should be white in colour on a blue background and should incorporate a blue circle. In hotel properties, the notice should include a simple floor layout plan placed on the back of the room entrance door. Any written instructions should ideally be in at least 3 languages.

**Keep Locked Shut Notice**


A notice stating “Keep Locked Shut” is fitted to the outside of fire resisting doors which are not provided with self-closing devices. Usually found on doors to cupboards or areas containing plant and building services. Lettering on these notices should be white in colour on a blue, circular background and be at least 5mm in height.

**Fire Exit-Keep Clear Notice**


A notice usually found on the outside of exit doors to warn people not to obstruct the exit with storage, transport etc. Lettering on the notice should be at least 40mm in height, white in colour on a blue background or have a blue circle incorporated in its design

**Fire Door-Keep Shut Notice**


Self-closing fire resisting doors should have a notice fitted at eye level on both sides of the door station **Fire Door – Keep Shut**. The lettering on these notices should be at least 5mm in height and be white in colour on a blue, circular background.

**"Automatic Fire Door-Keep Clear" Notice**


Where the door is fitted with electromagnetic releases or a "Door guard" release, a sign stating **"Automatic Fire Door – Keep Clear"** should be fitted.

**Assembly Point Sign**


A sign located in the open air where persons escaping the building can assemble in order that a roll call can be taken.

**Sign and Notices – British Standards**

All notices should be designed and printed in accordance with the guidance given in British Standard BS 5499 "Fire Safety Signs, Notices and Graphic Symbols: - Part 1. Part 3 gives the specification for internally illuminated fire safety signs. **The Safety Signs and Signals Regulation 1996** now require the provision of "flame-symbol" signs to be sited to denote each fire alarm call point, the location of extinguishers, hose reels, fire assembly points etc.

**Note:** All notices and signs should be constructed in good quality materials. "Home made" signs should not be used unless a sign has been damaged or removed and a replacement has been ordered. The use of "photo luminescent" signs is recommended.

**Means of Escape**

Should be kept clear and available at all times when the premises are occupied and be kept free from ALL obstructions and combustible material. They should be properly maintained and all Fire Doors onto means of escape should be kept closed when not in use. Emergency EXIT doors should ideally open in the direction of escape.

**Electrically Operated Doors**

All doors fitted with electrically operated door release mechanisms should release to the "open" position in the event of a power failure. They should also release automatically in the event of the fire alarm sounding.  They should also be fitted with "break-glass" (or switched) release points on the side from which escape is required.

**Portable First-Aid Fire Fighting Equipment**


A workplace should be provided with appropriate first-aid fire-fighting equipment, which should be kept available for use at all times and be properly maintained in compliance with the latest Code of Practice.  They must not be hidden from view. Pictogram type signs should be provided.