

Fire Risk Assessment

Trimley St Martin / 21 Sep 2022

Complete

Actions	5
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Client	Trimley St Martin
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Client Address	137 Kirton Road Felixstowe England IP11 0QL
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Conducted on	21.09.2022 12:48 BST
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Prepared by	Leanne Lockwood
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Location	137 Kirton Road Felixstowe England IP11 0QL United Kingdom (51.99917353848209, 1.3135034645023225)
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Photo of Clients Premises

Table of Contents

Actions.....	4
REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT	6
Introduction	7
The Premises	9
The Occupants.....	10
Occupants Especially at Risk From Fire	11
Fire Loss Experience	12
Other Relevant Information	13
Relevant Fire Safety Legislation.....	14
Fire Hazards and Their Elimination and Control.....	15
Smoking Prevention	17
Arson Prevention.....	18
Portable Heaters and Heating Installations.....	19
Cooking.....	20
Lighting Prevention Systems	22
Housekeeping.....	23
Hazards Introduced by Contractors and Building Works	24
Plant Room	25
Oil & Gas Supply / Dangerous Substances.....	26
Offices	27
Fire Protection Measures	28
18.2 More specifically:	28
18.3 Are there reasonable distances of travel:	28
Measures to limit Fire Spread and Development (External)	30
Measures to limit Fire Spread and Development (Internal).....	32
Passive fire protection and fire stopping appears to be:	32
Fire Door.....	34
Emergency Escape Lighting	36
Fire Safety Signs and Notices.....	38
23.2 Sign Type:	38
Means of Giving Warning in Case of Fire	40
What type of fire detection system does the building have?	40
Manual Fire Extinguishing Appliance	42
Relevant Automatic Fire Extinguishing Systems.....	43

Other Relevant Fixed Systems and Equipment	45
Management of Fire Safety	46
29.3 Does all staff training provide information, instruction or training on the following points:	47
29.6 When the employees of another employer work in the premises:	48
Testing and Maintenance.....	49
Records.....	50
Fire Risk Assessment	51
Appendix	54

Actions

5 actions

Fire Door

Are all fire door intumescent seals in good condition?

No



Photo 1

To Do | Priority Medium | Due 01.03.2023 09:00 GMT | Created by Leanne Lockwood

Intumescent strips

Fire doors do not have intumescent strips or smoke seals on the doors. The fire doors should be fitted with intumescent strips to fulfil the requirement for a FD30 fire door. However, due to the size of the school, safety provisions and evacuation procedures it would only be recommended that the corridor fire doors have smoke seals installed.

Fire Door

Are, all fire doors correctly signed internally and externally?

Amber

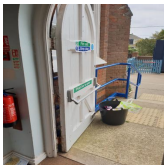


Photo 2

To Do | Priority Medium | Due 01.03.2023 09:00 GMT | Created by Leanne Lockwood

External signage

All fire doors require fire door signage on the external side of the door.

Fire Safety Signs and Notices

Is there a reasonable standard of fire safety signs and hazard signs?

Amber

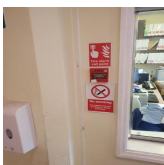


Photo 3



Photo 4

To Do | Priority Low | Due 24.12.2022 09:00 GMT | Created by Leanne Lockwood

Fire action notices

Fire action notices must be placed by all fire call points. The fire action notices should be checked to ensure the assembly point has been filled out.

Fire Safety Signs and Notices

23.3 Are there Fire Action Notices in public areas and by Break Glass Units?

Amber

To Do | Priority Medium | Due 24.12.2022 09:00 GMT | Created by Leanne Lockwood

Fire action notices

Fire action notices should be placed by all call points, the call point by the reception, between the year 5 and 6 classrooms and year 4 classroom doesn't have the correction fire action signage.

Management of Fire Safety

Are procedures in the event of fire appropriate and properly documented (Fire Action/Emergency Plan)?

Amber

To Do | Priority Low | Due 21.03.2023 09:00 GMT | Created by Leanne Lockwood

Emergency plan amended

Emergency plan to be adapted as a new fire exit has been installed

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or person having control of the premises:	Mrs Samantha Ross
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Address	137 Kirton Road Felixstowe England IP11 0QL
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Person(s) consulted:	Mrs Samantha Ross
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Assessor:	Leanne
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Date of the fire risk assessment:	21.09.2022
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Suggested date for the review:	21.09.2023
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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, there has been a change in the premises, a change in occupancy, or if there has been a significant change in the matters to which it relates, or if a fire related incident occurs

Introduction

INTRODUCTION

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, 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 was undertaken by Safetyboss Ltd

This risk assessment looks at sources of ignition and the procedures in place to prevent a fire occurring. It then looks at the precautions in place to evacuate the premises safely and prevent the spread of fire. Whilst every care has been taken to undertake a full and comprehensive review of all accessible areas of the buildings, it is inevitable that some areas, such as voids have not been seen. The items noted are a reflection of the conditions on the day of the visit and highlight the need for continuing inspections to be carried out by designated responsible persons

This assessment should be retained with the fire log-book and these records made readily available to any authorised person

The assessment should be reviewed if:

- o A change in work practice occurs.
- o A significant change in staff occurs.
- o Any structural or material changes take place.
- o A change in the fire precautions are made.
- o A fire or near miss incident of fire occurs.
- o As stated on the front cover not exceeding 12 months.

All matters in the Action Plan should receive earliest attention.

The questions of the fire risk assessment are answered using a RAG (Red – Amber – Green) system. Please see below for the details of the key:

RED = Further action required, see action plan.

AMBER = Requires improvement.

GREEN = Adequate control measures/ management (Recommendations may be advised).

Questions which are not relevant or applicable are left blank.

Executive Summary

Trimley St Martin Primary take their fire safety very seriously and this can be shown with the small number of actions to be completed following the fire risk assessment. The school works with vertas who take care of the property and have a dedicated site manager who carries out all the planned preventative maintenance. The school was built potentially in the

1800's and as such the external doors could be improved as a fire door, however the school show a good level of fire safety standards and their evacuation procedures are to a good level. The staff of Trimley St Martin should continue the good standards they are currently working at.

The Premises

1. THE PREMISES

Number of buildings and floors:	1
Approximate floor area:	Unknown
Build Date:	28.09.1845
Wall Construction (Exterior):	Brick and block
Wall Construction (Interior):	Solid with some partitioned walls in the newer aspects of the premises.
Floor Construction:	Solid base no basements
Roof Type:	Pitched with some flat roofs
Use of premises:	Educational

The Occupants

2. THE OCCUPANTS

Occupancy/Purpose group: 1 Residential (Flats/Dwellings), 2 Residential (institutional), 3 Offices, 4 Shops & Commercial, 5 Assembly & Recreational, 6 industrial, 7 Storage & other non-residential (Delete Non-Applicable)

Approximate maximum number of persons at any one time:	240
Approximate number of employees at any one time:	32
Approximate number of contractors at any one time:	0
Maximum number of members of public at any one time:	0

Occupants Especially at Risk From Fire

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

Sleeping occupants:	0
Disabled occupants:	1
Occupants in remote areas and lone workers:	0
Young persons:	197

Fire Loss Experience

4. FIRE LOSS EXPERIENCE

Has a fire occurred previously at these premises? According to staff questioned, there is no fire lose experience for the premises

Yes

If yes, please give details:

Historic fire in 1994 - paperwork left on top of an oven and burnt down one half of the school

Other Relevant Information

5. OTHER RELEVANT INFORMATION

No

Relevant Fire Safety Legislation

6. RELEVANT FIRE SAFETY LEGISLATION

The following fire safety legislation applies to these premises:

Regulatory Reform Act 2001 enabling;

Regulatory Reform (Fire Safety) Order 2005

Equality Act 2010

Building Regulations Approved Document

Fire Hazards and Their Elimination and Control

FIRE HAZARDS AND THEIR ELIMINATION AND CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Are reasonable measures taken to prevent fires of electrical origin?

Green

7.2 More specifically:

Are fixed installations periodically inspected and tested?

Green

Date/Contractor

Feb 2017 - imtech

Have any outstanding remedial Cat 1 or 2 actions from the inspection report, been completed within a defined timeframe?

Green

If the electrical infrastructure is antiquated, do the MCB panels have periodic thermal imaging carried out for hot spots?

Not Applicable

Do all the electrical sub panel fire doors have the appropriate electrical hazard signage on them?

Green

Is there a procedure whilst working on the electrical infrastructure, i.e a Permit to work system?

Green

Premises is maintained by Vertas and they arrange all the permits and safe systems of work.

Are electrical contractors all competent to work on the systems?

Green

Are all HV/LV or plant rooms suitably protected to prevent fire spread?

Green

Do all recessed lighting diffusers forming part of a false ceiling have a Thermoplastic rating?

Not Applicable

Do all electrical devices in a damp/moisture environment have a Ingress Protection rating?

Not Applicable

Are there any sources of reproduction equipment constantly turned on in open plan areas that may affect the means of escape route if a fire occurs?

Green

The printer can be found underneath the stairwell which leads to a single room. The school is not very big and as a result there is limited space for the printer to go. Care is taken to

ensure that printer is not used when the building is unoccupied and it is PAT tested annually.

Is there a suitable policy, regarding the use of personal electrical appliances?	Green
Is, portable appliance testing conducted to a recognised schedule?	Yes
Date/Contractor	Calibrie- Nov 2021
Is there a behavioural culture to overload sockets?	No
Is there suitable limitation of trailing leads and adapters?	Green
Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs etc	Not Applicable
Is all electrical infrastructure in an explosive atmosphere intrinsic?	Not Applicable

Relevant code of practice/Guidance Document(s):

British Standard (BS) 7671

IET - Code of practice for in-service inspection and testing of electrical Equipment.

Smoking Prevention

8. SMOKING PREVENTION

Are, reasonable measures taken to prevent fires from of smoking?

Green

8.2 More specifically:

Is, smoking prohibited in the building?

Green

Are, statutory 'No Smoking' signs displayed?

Green

Are there suitable arrangements made outside for those who wish to smoke?

Green

Is there any evidence of smoking occurring externally in undesignated areas around the perimeter of the building?

No

Does, no smoking appear in any company policy, and does it appear to have been observed at the time of the inspection?

Green

Relevant code of practice/Guidance Document(s):

Health Act. 2009 Part 1. – Smoking (Chapter 1: Smoke Free Premises, Places and Vehicles).

Arson Prevention

9. ARSON PREVENTION

9.1 Is the basic security, against arson by third parties seem to be sufficient? (Sufficient only in the context of this fire risk assessment)

Not Applicable

9.2 More specifically:

Does the premises have a 24/7 permanent security presence?

Not Applicable

Is the external perimeter of the premises secure with fencing conforming to BS 1722-10 and determined as acceptable?

Green

Does the organisation have a security alarm system?

No

Does, the premises have CCTV coverage?

No

9.3 Are, there any external waste compounds?

Yes

Are they secured?

Yes

Is there any bulk fire loads within close proximity of the premises, which may be used to accelerate the rate of the fire growth?

No

If there are any external, waste skips close to the premises, can they be secured?

Not Applicable

Relevant code of practice/Guidance Document(s):

FPA - The prevention and control of arson.

BS 1722-10 2019 - Specification for anti-intruder fences in chain link and welded mesh

BS 4737 Intruder alarm systems in buildings

BS 8220 Guide for security of buildings against crime

Portable Heaters and Heating Installations

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is, the use of portable heaters avoided as far as practicable?

Green

10.2 If portable heaters are used:

Is, the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?

Green

Are, suitable precautions taken to minimize the hazard of ignition of combustible materials?

Green

10.3 Does, the premises have a fixed heating installation?

Yes

Is the fixed heating system a radiant bar type?

Yes

Is, the fixed heating system maintained by a competent contractor?

Yes

Date / Contractor

29/10/2021 - regin

Does the fixed heating system operate when the building is unoccupied?

No

Is, the fixed heating system linked into the building management system?

No

Is, the heating and ventilation system fitted with smoke heating extraction ventilation switches (solely for fire service use)?

Not Applicable

Cooking

11. COOKING

Are, reasonable precautions taken to prevent fires as a result from cooking?

Green

More specifically:

If there is a kitchen extract system, are the grease traps and filters changed and cleaned regularly?

Green

Catering and kitchens are maintained by Vertas.

Is the ductwork inspected and maintained to BS EN 13501 standard?

Yes

Were the ductwork is required to be fire resistant, does it comply to BS EN 13501 standard?

Yes

Are, any fire damper devices controlled by the building management system linked into the fire alarm system?

Not Applicable

Are deep fat fryers in limited use?

Green

Are, areas of the kitchen at high risk covered by fire suppression systems?

Not Applicable

If there is no automatic fire suppression system, does the kitchen provide wet chemical extinguishers if required?

Yes

Are the utility supplies interfaced with the fire detection system, to terminate supplies to equipment on the activation of the fire alarm?

Not Applicable

Do any fire shutters on serveries or hatches, meet current standards BS EN 1634 and are they interfaced with the fire detection system to close on activation of the fire alarm

Not Applicable

The shutters provided on the hatch is not a fire shutter. Previsions are made to prevent a fire starting and should a fire occur there is adequate measures in place to get everybody out or extinguish the fire if possible.

Relevant code of practice/Guidance Document(s):

BS EN 13501 Fire classification of construction products and building elements

BS 15004 Fixed firefighting systems - gas extinguishing systems. Design, installation, and maintenance

BS ISO 14520 Gaseous fire-extinguishing systems — Physical properties and system design

BSRIA - Fire risk assessment – Catering extract ventilation.

BS EN 1634 Fire resistance and smoke control tests for doors, shutter and openable window assemblies

Lighting Prevention Systems

12. LIGHTNING PREVENTION SYSTEMS

Has, a risk assessment been carried out to determine whether a lightning protection system is required for the premises?

Not Applicable

12.2 More specifically, was the risk assessment carried out for -

Risk level 1 - Loss of human life

No

Risk level 2 – Loss of service to the public

No

Risk level 3 – Loss of cultural Heritage

No

Risk level 4 – Loss of economic value

No

12.3 Is the system designed to BS EN/IEC 62305?

Not Applicable

Is the system inspected and maintained with current standard BS EN/IEC 62305?

Not Applicable

Are all exposed bonding strips clear of any paint?

Not Applicable

Has, there been any extension works to the building?

Not Applicable

Relevant Code of Practice/Guidance Document(s):
BS EN 62305 (All parts).

Housekeeping

13. HOUSEKEEPING

Is the standard of housekeeping adequate to reduce the amount of potential fuel for a fire?

Green

More specifically:

Is there a planned housekeeping regime in place for the premises?

Green

Combustible materials appears to be separated from ignition sources?

Green

Is, there avoidance of unnecessary accumulation of combustible materials or waste?

Green

Is, there appropriate storage for hazardous materials?

Green

Are, rooms used for the storage of hazardous materials, constructed of suitable fire resisting materials?

Green

Do storage rooms used for hazardous materials; have the appropriate hazard signage on the entrance doors?

Green

Is all the excess waste removed from the building and secured in external waste skips?

Green

Relevant Code of Practice/Guidance Document(s):

BSI - A Comprehensive Guide to Fire Safety.

Department for Communities & Local Government – Risk assessment – Offices & Shops

Hazards Introduced by Contractors and Building Works

14. HAZARDS INTRODUCED BY CONTRACTORS AND BUILDING WORKS

Do contractors receive an induction before working in the premises?

Yes

14.2 More specifically:

Does the induction mention any actions in the event of a fire for contractors on activation of the fire alarm?

Green

Does the induction mention any safe systems of works required to carry out Hot Works? (Permit to work)

Green

Are, all-combustible materials removed before the Hot Works begin?

Yes

Are contractors required to provide their own fire extinguishers if they are carrying out Hot Works?

Yes

If Hot Works are carried out, is a fire watch implemented after the works are completed?

Yes

Do contractors have to provide risk assessments and method statements before carrying out any works?

Yes

Is there satisfactory control over works carried out in the building by outside contractors?

Yes

14.3 If there are inhouse maintenance personnel, are suitable precautions taken during "Hot Work"?

Yes

Relevant Code of Practice/Guidance Document(s):
HSE – Fire Safety in Construction.

Plant Room

15. PLANT ROOMS

15.1 Are, there plant room's onsite?	Yes
15.2 Is plant equipment, segregated from the room by a cage or in their own room?	Not Applicable
15.3 Are combustibles stored well away from plant equipment and machinery?	Green
15.4 Are the plant rooms restricted access and controlled by a permit system?	Green
15.5 Are, the plant rooms constructed of fire resistance materials?	Green
15.6 Does the plant room fire door, have the appropriate hazard signage installed?	Green
15.7 As the plant rooms are classed as fire hazards rooms, is an appropriate fire extinguisher located within an acceptable distance?	Green
15.8 If there is any ductwork leaving the plant rooms, is the ductwork work fitted with fire dampers?	Not Applicable
15.9 Is the plant equipment located within the room, interfaced with the fire alarm to shut down on activation of the fire alarm?	No

Oil & Gas Supply / Dangerous Substances

16. OIL AND GAS SUPPLY/DANGEROUS SUBSTANCES

Is, oil and gas supplies in general use?	Yes
Have, staff been trained how to isolate the gas supplies?	Green
Is, there clear instruction signs how to isolate the gas supplies?	Green
Is there a maintenance regime in place for gas plant?	Green
16.4 Is, there any external gas tank storage facilities?	Yes
If external gas storage exists, is it secure?	Yes
Does, the external storage facilities have the correct hazard signage?	Yes
Is there any compressed gas stored?	No
Are flammables liquids or solids in controlled storage?	Not Applicable
Is, the storage facility constructed of fire resisting materials?	Not Applicable
Does the storage facility have the correct hazard signage displayed?	Not Applicable
16.7 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	Not Applicable

Relevant Code of Practice/Guidance Document(s):

The Dangerous Substances and Explosive Atmospheres Regulations 2002.

Offices

OFFICES

17.1 Are, electrical circuits kept clear from combustibles?	Green
Is, all bulk waste removed constantly through a good housekeeping regime?	Green
17.2 Are there any open plan, tea / coffee making facilities or kitchens?	No
17.3 Are all means of escape routes free from obstructions?	Green
Can, all means of escape signage be seen from the means of escape route?	Green
Are the means of escape routes the correct size for the flow of occupancy?	Green
Are there reasonable travelling distances between each fire compartment?	Green
If there has been a change in the layout of the premises does the signage for evacuation still send you in the right direction?	Green

Relevant Code of Practice/Guidance Document(s):

Building Regulations Approved Document B

Building Regulations Approved Document M

Department for Communities & Local Government – Risk assessment – Offices & Shops

Fire Protection Measures

1 action

18. FIRE PROTECTION MEASURES

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

Green

18.2 More specifically:

1 action

Is there adequate design of the means of escape route?

Yes

Is there adequate provision of exits for the size of occupancy?

Yes

Are the routes the correct size for the flow of occupancy?

Yes

Do exits open easily and immediately where necessary?

Yes

Do, all automatic opening doors on escape routes 'fail safe' in the open position?

No

To Do | Priority Low | Due 28.09.2022 13:10 BST | Created by Leanne Lockwood

Not Applicable
No automatic doors

Do, all electric release mechanisms; on all exit doors work correctly? Do they 'fail safe' in the open position?

Yes

Do fire exits open in direction of travel where necessary?

Yes

Is there avoidance of sliding or revolving doors as fire exits where necessary?

Yes

Are there satisfactory means for securing exits?

Yes

18.3 Are there reasonable distances of travel:

Where there is a single direction of travel?

Yes

Where there are alternative means of escape?

Yes

Is there suitable protection of escape routes? (including walls and Glazing under BS EN 1364)

Yes

Are there suitable fire precautions for all inner rooms?

Yes

Are all internal/external means of escape routes clear and safe?

Yes

18.4 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people

Yes

Relevant Code of Practice/Guidance Document(s): RRF SO Guidance notes.
Building Regulations Approved Document B
BS 7273-4 Code of practice for the operation of fire protection measures
BS EN 1364 Fire resistance tests for non-loadbearing elements

Measures to limit Fire Spread and Development (External)

3 actions

19 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT (EXTERNAL)

19.1 It is considered that there is:

Reasonable limitation of external materials that might promote fire spread?

Green

Is, external cladding fitted to the building?

No

Is evidence available of the components, materials, and construction that comprise the system and are these appropriate for the type of building?

Yes

If the building has a floor over 18 metres high

If the cladding is ACM, has the core material in the cladding been tested for limited combustibility (this includes materials of Class A2-s3, d2)

Not Applicable

Has, the cladding been inspected by a competent person in line with the Ministry of Housing, Communities and Local Government (MHCLG) recommendations?

Not Applicable

Does it appear to be suitably installed, in good condition and without any damage?

Not Applicable

Is, external cladding constructed of appropriate fire rated materials?

No

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Not Applicable

Was, the cladding installed by competent or approved contractors?

No

To Do | Priority Low | Created by Leanne Lockwood

Not Applicable

Was, the cladding installed with fire stopping membranes at each floor level to reduce fire spread?

No

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Not Applicable

Is the cladding of the building made of Glazed components?

Not Applicable

Relevant Code of Practice/Guidance Document(s):

Building Regulations Approved Document B

BS 8414 Fire performance of external cladding systems

BS 9414 Fire performance of external cladding systems. The application of results from BS 8414-1 and BS 8414-2 tests

BS EN 12150 Glass in building. Thermally toughened soda lime silicate safety glass

BS EN 12600 Glass in building. Pendulum test. Impact test method and classification for flat glass

Measures to limit Fire Spread and Development (Internal)

20. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT (INTERNAL)

20.1 Compartmentation of a reasonable standard (based on visual inspections of readily accessible areas)

Is there reasonable limitation of linings that might promote fire spread?	Green
Are the paint finishes used throughout the building, a Class 0,1 ,2 or 3 products to reduce the spread of fire?	Green
Do any decorative finishes meet current standards of BS EN 13501-1, to ensure they do not promote fire spread?	Green
Is there suitable protection of escape routes? (including walls and Glazing under BS EN 1364)	Green
Where required to protect the means of escape routes, does the glazing meet current standards of BS 476 - 22	Green
Passive fire protection and fire stopping appears to be:	
Adequately installed	Yes
All works/materials have a LPCB Certificate of Conformity	Yes
A record of fire-resistant locations is provided	Not Applicable
20.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke, and combustion products in the early stages of a fire? (A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment)	Not Applicable
If the ductwork has fire dampers installed are, they fitted in the plane of a wall in a fire compartment?	Not Applicable
The fire damper is only allowed up to a maximum of 1 metre from a fire compartment line, is the ductwork fire resistance or fire wrapped from the wall to the fire damper?	Not Applicable
If there are fire dampers in the ductwork are, they inspected and maintained to BS EN 15650 standard?	Not Applicable

Are, fire dampers controlled by the building management system and interfaced with the fire alarm system to close on activation of the fire alarm?	Not Applicable
Were the ductwork is required to be fire resistant, does it comply to BS EN 13501 standard?	Not Applicable
If any ductwork is enclosed for fire resistance is the insulation intact?	Not Applicable
If the building has service risers, do they conform to BS 5041 standard?	Not Applicable

Relevant Code of Practice/Guidance Document(s):
 Building Regulations Approved Document B
 BS EN 13501-1 The impact of European fire test and classification standards
 BS EN 1364 Fire resistance tests for non-loadbearing elements
 BS 476 – 22 Fire tests on building materials and structures
 BS EN 15650 Ventilation for buildings. Fire dampers

Fire Door

2 actions

21. Fire Doors

21.1 All Fire Doors are:

Do, all fire doors in the building conform to BS 476 standard were required?

Green

Do, all fire doors inspected and maintained to BS 476 standard?

Green

Are, they inspected by a competent person?

Green

Are all fire door intumescent seals in good condition?

No

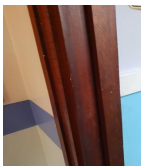


Photo 1

To Do | Priority Medium | Due 01.03.2023 09:00 GMT | Created by Leanne Lockwood

Intumescent strips

Fire doors do not have intumescent strips or smoke seals on the doors. The fire doors should be fitted with intumescent strips to fulfil the requirement for a FD30 fire door. However, due to the size of the school, safety provisions and evacuation procedures it would only be recommended that the corridor fire doors have smoke seals installed.

Is the intumescent fire seal the right size for the fire rating of the door?

Not Applicable

There is currently no intumescent strips.

Do all internal self-closing fire doors work correctly?

Yes

Has, the door release and closing mechanisms of any fire resisting compartment doors been tested by a competent person?

Yes

Does the ironmongery conform to BS 1634 standard?

Yes

Are, all fire doors correctly signed internally and externally?

Amber



Photo 2

To Do | Priority Medium | Due 01.03.2023 09:00 GMT | Created by Leanne Lockwood

External signage

All fire doors require fire door signage on the external side of the door.

**Do the fire doors have identification discs for the fire rating?
(HTM 05-02 for NHS premises)**

Not Applicable

If any of the fire doors have security devices locking them, do they fail safe with the activation of the fire alarm?

Not Applicable

If any of the fire doors have an hold open device do they close with an activation of the fire alarm?

Yes

Do the fire doors fit the frame correctly? are there signs of warping, loose hinges or ill fitting

Green

Are any of the vision panels obscured on any fire door on means of an escape route?

Yes

Kept closed and not wedged/propped open?

Yes

Do, the door hinges conform to current standards BS EN 1935

Yes

Does, the glazing in the fire door have gaskets fitted?

Yes

Relevant Code of Practice/Guidance Document(s):

Building Regulations Approved Document B

BS 476 -22 Fire tests on building materials and structures

BS EN 1364 Fire resistance tests for non-loadbearing elements

BS 7273-4. Fire doors - Actuation of release mechanisms for doors

BS 8214:2016 - Timber-based fire door assemblies

Emergency Escape Lighting

22. EMERGENCY ESCAPE LIGHTING

Is a reasonable standard of emergency escape lighting system provided? (Based on visual inspection, but no test of light levels or verification of full compliance with relevant British Standards carried out)	Green
Does the system conform to BS 5266 standard?	Yes
Was, the lighting installed by a competent person?	Yes
Have all lights been tested by a competent person in that area?	Yes
Is, it maintained in accordance with the BS 5266 standard?	Yes
Date / Contractor:	Chubb - 8/6/2022
Were the maintenance records available for inspection?	Yes
Are all charging indicators (if fitted) visible?	Yes
Does the lighting illuminate any changes in the floor level on the escape route?	Yes
Does the lighting illuminate any changes in direction on the escape route?	Yes
Does the lighting illuminate any final exits from the building externally?	Yes
Are all luminaries and all exit signs in good condition and undamaged?	Green
Is emergency lighting and sign lighting working correctly?	Green
Do all luminaries operate on test for one third of their rated value?	Green
Do all luminaries and exit signs function correctly when tested?	Green
Does the lighting illuminate up to 1 lux down the centre of an escape route up to 2 meters wide?	Yes
Does any lighting with signage attached conform to ISO 3864?	Yes

Does the lighting illuminate all emergency equipment or hazards areas(electrical cupboards)?

Yes

Relevant Code of Practice/Guidance Document(s):

Building Regulations Approved Document B

BS5266-1: 2016 Emergency lighting. Code of practice for the emergency lighting of premises

ISO 3864 – 2016 Graphical symbols. Safety colours and safety signs

Fire Safety Signs and Notices

2 actions

23. FIRE SAFETY SIGNS AND NOTICES

Is there a reasonable standard of fire safety signs and hazard signs?

Amber



Photo 3

Photo 4

To Do | Priority Low | Due 24.12.2022 09:00 GMT | Created by Leanne Lockwood

Fire action notices

Fire action notices must be placed by all fire call points. The fire action notices should be checked to ensure the assembly point has been filled out.

23.2 Sign Type:

Are they EU compliant?

Yes

Are they produced In-house?

No

Non-compliant to any standard?

Yes

Healthcare HTM Compliant (NHS only)?

Not Applicable

23.3 Are there Fire Action Notices in public areas and by Break Glass Units?

Amber

To Do | Priority Medium | Due 24.12.2022 09:00 GMT | Created by Leanne Lockwood

Fire action notices

Fire action notices should be placed by all call points, the call point by the reception, between the year 5 and 6 classrooms and year 4 classroom doesn't have the correction fire action signage.

23.4 Do means of escape (MOE) signs clearly define exit routes?

Green

Is the MOE signage clean and visible?

Green

Is the MOE signage faded or need replacing?

Green

Does the MOE signage point you in the right direction to a means of escape?

Green

Is there a requirement for the MOE signage to be photo luminescent, due to poor lighting levels?	No
If there has been a change in the layout of the premises does the MOE signage for evacuation still send you in the right direction?	Not Applicable
If there is any construction within the building, have the contractors placed any temporary signage to point you in the right direction?	Not Applicable
Do all final fire exits; display a “fire exit keep clear” sign externally?	Yes
23.5 Do all electrical cupboards have hazard-warning signs on the entrance door?	Yes
23.6 Do all hazardous storage facilities have hazard warning signs on the entrance doors (CoSHH)?	Yes
23.7 Do all Utilities(Gas/Electric) have signage for the isolation process if required in the event of a fire?	Yes

Relevant Code of Practice/Guidance Document(s):

Building Regulations Approved Document B

Regulatory Reform (Fire safety) Order 2005

Health & Safety (Safety Signs and Signals) Regulations 1996

BS 5499 part 4: 2013 Code of practice for escape route signing

BS 5499 part 10:2014. Guidance for the selection and use of safety signs and fire safety notices

ISO 3864 – 2016 Graphical symbols. Safety colours and safety signs

Means of Giving Warning in Case of Fire

24. MEANS OF GIVING WARNING IN CASE OF FIRE

Reasonable manually operated electrical fire alarm system provided? (Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out)

Green

What type of fire detection system does the building have?

M - Manual

☐

L- Life protection

☒

P – Property protection

☐

Is the extent of fire detection generally appropriate for the occupancy and fire risk?

Green

If the building has an Automatic Fire Detection (AFD) system does it conform to BS 5839 standard?

Yes

Was, the system installed by a competent person?

Yes

Is the system tested and inspected to BS 5839 standard?

Yes

Were the maintenance records available for inspection?

Yes

Is the system showing any faults, during occupation of the building?

No

Is there a zone chart next to the fire panel?

Yes

Is there a maintenance logbook for the Alarm system? (This should record any faults, signals and anyone working on the system)

Yes

If there has been a change in the layout of the building, does the system still give coverage to the correct BS standard it is certified too?

Not Applicable

Is there any remote transmission of alarm signals to a third-party monitoring service to alert the Fire and Rescue Service?

Not Applicable

Is, the fire alarm system interfaced with the building management system?

Not Applicable

Is there a Responsible Person for checking the system daily?	Yes
Did the alarm system work correctly when tested?	Yes
Did any linked fire protection systems operate correctly? (e.g. magnetic door holders release, smoke curtains drop, fire dampers activate)	Not Applicable
Do, any linked visible alarms or vibrating alarms and pagers work, on activation of the fire alarm?	Not Applicable
If the system is a Public address voice alarm (PAVA) system? Was the message heard clearly and understood?	Not Applicable
Are there any detector heads covered up or obstructed for any reason?	No

Relevant Code of Practice/Guidance Document(s):

BS 5839 part 1:2017 Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning, and maintenance of systems in non-domestic premises
BS 9999:2008 Table 8 gives the Minimum level of fire alarm/detection systems for premises).

Manual Fire Extinguishing Appliance

25. MANUAL FIRE EXTINGUISHING APPLIANCES

Is there reasonable provision of portable fire extinguishers that have the correct firefighting media for the hazards in the areas?

Green

Do the extinguishers conform to BS EN 3 standard?

Green

Are, the extinguishers inspected and maintained to BS EN 3 standard?

Yes

Are, the extinguishers checked by a competent person?

Yes

Were the maintenance records available for inspection?

Yes

Are, all fire extinguishing appliances readily accessible?

Green

Is there signage showing the location of the extinguishers?

Green

Are all fire extinguishers in their location they were installed?

Yes

Is the pressure in stored fire extinguishers correct?

Green

Are they kept clean and fit for purpose if required?

Yes

Has any Co2 or dry powder extinguishers been weighed?

Yes

25.2 If there are any fire blankets, are attached to the wall to allow them to be deployed quickly if required?

Yes

Relevant Code of Practice/Guidance Document(s):

BS EN 3 Portable fire extinguishers

BS EN 1869 -2019 Fire blankets

Relevant Automatic Fire Extinguishing Systems

26. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

(Relevant to life safety and this risk assessment as opposed purely to property protection):

Does the building have a gas suppression system, and does the system conform to BS 15004 or BS EN 14520 standard?	Not Applicable
Do, the rooms where the systems are installed have integrity testing carried out?	Not Applicable
Were the maintenance records available for inspection?	Not Applicable
If there has been a change in the building layout is the system still required and the right media for suppression?	Not Applicable
Has staff had training on the operation of the system?	Not Applicable
Are the Gas cylinders in date for pressure test?	Not Applicable
26.2 Does any kitchen have a wet chemical fire suppression system inspected and maintained to BS 15004 or BS ISO 14520 standard?	Not Applicable
Was, the system installed by a competent person?	Not Applicable
Is there access to the operating valves for the system if it is not automatic?	Not Applicable
Is the signage for operation of the system visible?	Not Applicable
Has staff had training on the operation of the system?	Not Applicable
26.3 Does the building have a sprinkler system fitted and does it conform to ISO 6182 or BS EN 12845?	Not Applicable
Were the maintenance records available for inspection?	Not Applicable
If there has been a change in the building layout, does the system still meet the requirements?	Not Applicable
26.4 Does the building have a water mist system fitted and does it conform to BS 8489 or BS EN 14972?	Not Applicable

Relevant Code of Practice/Guidance Document(s):

BS 15004 Fixed firefighting systems. Gas extinguishing systems

BS EN 14520 Gaseous fire-extinguishing systems

ISO 6182 Fire protection. Automatic sprinkler systems.
BS EN 12845 Fixed firefighting systems. Automatic sprinkler systems.
BS 8489-1. Fixed fire protection systems. Industrial and commercial water mist systems.
BS EN 14972-9:2020 Fixed firefighting systems. Water mist systems

Other Relevant Fixed Systems and Equipment

27. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

(Relevant to life safety and this risk assessment (as opposed purely to property protection):

27.1 Does the building still have operational fire hoses installed, and if so, do they meet the current BS 5306 standard?

Not Applicable

Are the fire hoses inspected and maintained to BS 5306 standard?

Not Applicable

27.2 Is the building fitted with Dry Risers, and if so, do they meet the current BS 5041 standard? (Buildings over 18 metres should have dry risers)

Not Applicable

27.3 Is the building fitted with Wet Risers, and if so, do they meet the current BS 5041 standard? (Buildings over 60 metres must have wet risers)

Not Applicable

27.4 Is the building fitted with Smoke, Heat, exhaust ventilation systems (SHEV), and if so, do they meet the current BS ISO 21927 standard? (Buildings over 11 metres from the height of the first floor should have SHEV)

Not Applicable

27.5 Does the building have a fire hydrant on its premises and does it meet the current BS 750 standard?

Not Applicable

27.6 Is, the building designed with firefighting lifts, and do they meet current BS EN 81 standards? (Required for buildings over 18 metres)

Not Applicable

27.7 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs etc

Not Applicable

Relevant Code of Practice/Guidance Document(s):

BS 5306 Code of practice for fire extinguishing installations and equipment on premises.

Hose reels and foam inlets

BS 5041 Fire hydrant systems equipment. Specification for landing valves for dry risers

BS 5041 Fire hydrant systems equipment. Specification for landing valves for wet risers

BS ISO 21927 Smoke and heat control systems.

BS 750:2012 Specification for underground fire hydrants and surface box frames and covers

BS EN 81-72:2015 Firefighters lift

Management of Fire Safety

1 action

28. PROCEDURES AND ARRANGEMENTS

Fire safety is managed by:

Mrs Samantha Ross

(This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment)

Competent person(s) appointed to assist in undertaking the preventive and protective measures:

28.1 Is there a suitable record of the fire safety arrangements?

Green

28.2 Are appropriate fire procedures in place?

Green

More specifically:

Are procedures in the event of fire appropriate and properly documented (Fire Action/Emergency Plan)?

Amber

To Do | Priority Low | Due 21.03.2023 09:00 GMT | Created by Leanne Lockwood

Emergency plan amended

Emergency plan to be adapted as a new fire exit has been installed

Are there suitable arrangements for summoning the fire and rescue service?

Green

Are there suitable arrangements to meet the fire & rescue service on their arrival, and provide relevant information, including that relating to hazards to firefighters?

Green

Are there suitable arrangements for ensuring that the premises have been, evacuated?

Green

Is there a suitable fire assembly point(s)?

Green

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Green

Persons nominated and trained to use fire extinguisher appliances?

Green

Persons nominated and trained to assist with evacuation including evacuation of disabled people?

Green

Appropriate liaison with fire and rescue service (fire and rescue service crews visiting for familiarisation visits)?	Green
Routine in house inspections of fire precautions (E.g. during health and safety inspections)?	Green
Site manger does a walk around of the school everyday.	
Relevant Code of Practice/Guidance Document(s): Regulatory Reform (Fire safety) Order 2005 Article 11 & 18 Building Regulations Approved Document B B5(vehicular access)	
29. TRAINING AND DRILLS	
29.1 Are staff given adequate fire safety instruction and training on their induction?	Green
29.2 Are staff given adequate periodic “refresher training at suitable intervals?	Green
29.3 Does all staff training provide information, instruction or training on the following points:	
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
29.4 Are staff with special responsibilities (e.g. fire wardens) given additional training?	Yes
29.5 Are fire drills carried out at appropriate intervals?	Yes
Suitably recorded?	Yes

Last fire drill was carried out in 4/7/2022

29.6 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

Relevant Code of Practice/Guidance Document(s): Relevant Code of Practice/Guidance Document(s):

Regulatory Reform(Fire safety) Order 2005 Article 21

Testing and Maintenance

30. TESTING AND MAINTENANCE

Is the appropriate testing and maintenance to the following:

Maintenance of the Electrical infrastructure?	Yes
Maintenance of an intruder alarm/CCTV system?	Not Applicable
Maintenance of fixed heating systems?	Yes
Maintenance of the Gas infrastructure?	Yes
Maintenance of Lightning Prevention systems?	Not Applicable
Maintenance of all plant and equipment?	Yes
Maintenance of oil/gas supplies and storage?	Yes
Maintenance of means of escape routes?	Yes
Maintenance of all fire dampers and ductwork?	Not Applicable
Maintenance of fire doors?	Yes
Maintenance of emergency escape lighting?	Yes
Maintenance of safety signage?	Yes
Maintenance of the fire detection system?	Yes
Maintenance of fire extinguishers?	Yes
Maintenance of suppression systems?	Not Applicable
Maintenance of sprinkler systems?	Not Applicable
Maintenance of Water Mist systems?	Not Applicable
Maintenance of fire hoses?	Not Applicable
Maintenance of dry/wet risers?	Not Applicable
Maintenance of SHEV's	Not Applicable
Maintenance of fire hydrants	Not Applicable

Records

31. RECORDS

31.1 Fire Logbook held on site

Yes

31.2 Appropriate records of:

Fire evacuation drills?

Yes

Fire training?

Not Applicable

Training records are kept within the personal files of each member of staff and not the fire log book.

Fire alarm tests?

Yes

Extinguisher Inspections?

Yes

Emergency Exit Inspections?

Yes

Emergency escape lighting tests?

Yes

Maintenance and testing of other fire protection systems?

Yes

Relevant Code of Practice/Guidance Document(s):
Regulatory Reform (Fire safety) Order 2005

Fire Risk Assessment

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Likelihood of fire.	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:

Low	<input type="checkbox"/>
Medium	<input checked="" type="checkbox"/>
High	<input type="checkbox"/>

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 building 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:

Slight Harm	<input checked="" type="checkbox"/>
Moderate Harm	<input type="checkbox"/>
Extreme Harm	<input type="checkbox"/>

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 result in foreseeable 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:

Trivial	<input type="checkbox"/>
Tolerable	<input checked="" type="checkbox"/>
Moderate	<input type="checkbox"/>
Substantial	<input type="checkbox"/>
Intolerable	<input type="checkbox"/>

A suitable risk based control plan should involve effort and urgency that is proportional to risk. The following risk based control plan is based on one advocated by BS 8800 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 controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

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 on the dated noted on the front cover.

Consultant: Leanne Lockwood

Signature:



Leanne Lockwood
28.09.2022 16:12 BST

Date:

27.09.2022

Appendix



Photo 1



Photo 2



Photo 3



Photo 4