NP10.3 - Fire Risk Assessment Main School Buildings

This policy applies to the whole school including EYFS at Newton Prep

School	Newton Prep
Site/Location	149 Battersea Park Road, London, SW8 4BX
Persons on site at any one time	**Employees:** Up to 130 (term time) / **Others:** Up to 655 children, Up to 5-10 visitors normally, Up to 250 visitors during events / **Total:** Should not exceed 1000
Times premises are occupied	Monday-Friday (term time) 8-5 typically, possibly later during events. Monday-Friday out of term but with limited numbers of staff and no children
Person carrying out review	Simon Broxham, Bursar
Date of review	26 November 2023
Person carrying previous Fire Risk Assessment	Will White, AHR Consultants
Date of previous assessment	20th and 21st April 2022

Last update	November 2023
Next update	November 2024

Introduction

Background

A Fire Risk Assessment was carried out by AHR Consultants in April 2022. This assessment was reviewed by the Bursar, Simon Broxham, in November 2023 to update the document. The results are recorded here in full using the format prepared by AHR.

Type of Work Undertaken at Premises

Newton Prep (the "school")is a private school for boys and girls aged 3-13. There are approximately 120 staff and 650 children on the site during term-time between the hours of 8am and 5pm, staff start to leave around 4.30pm and the final people leave the building at 6.30pm unless there is a school event taking place. Outside of term there are no children and limited staff members on site. As well as teaching staff there are administration staff, maintenance and IT staff. Catering and cleaning is carried out by contractors.

Description of Building

Newton Prep is a blend of the original Georgian premises with numerous extensions being built in the last two decades. The premises is approximately 8000 square meters and is four storeys at its highest points encompassing a variety of spaces including classrooms, gyms, sports hall, offices, storage areas, theatre, recital hall, maintenance workshop, plant rooms, all weather sports pitch, car parks and grassland area.

Due to the original build and more recent extensions the construction is a mixture of traditional brick and block as well as significant glazed areas and external cladding.

Objective

The objective of this assessment is to ensure that the school minimises the risk of fire, offers a safe environment for its staff, pupils and visitors and meets its statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

Summary / Conclusion		
1	Taking into account the fire prevention measures observed at the time of the risk assessment, it is considered that the hazard from fire (probably of ignition) at these premises is:	Low-Medium
2	Taking into account the nature of the premises and occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of fire would be:	Harmful
3	Accordingly, it is considered that the risk to life from fire at these premises is:	Moderate

In this context, please find below definitions of the above terms.

Overall Risk Assessment

1	Fire hazard (probability)	Potential consequences of fire:		
		Slightly harmful	Harmful	Extremely harmful
	Low	Trivial risk	Tolerable risk	Moderate risk
	Low – Medium	Tolerable risk	Moderate risk	Substantial risk
	Medium	Tolerable risk	Moderate risk	Substantial risk
	High	Moderate risk	Substantial risk	Intolerable risk

2	Potential consequences of fire:	
	Slightly harmful	Outbreak of fire very unlikely to result in serious injury or death of any occupant
	Harmful	Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people
	Extremely harmful	Potential for serious injury or death of one or more occupants

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 BS8800[1] for general health and safety risks.

3	Risk level	Action and timescale
	Trivial	No action is required and no detailed records need to be kept
	Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost –see action plan
	Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
	Substantial	Considerable resources may 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 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 previous section. The risk assessment should be repeated periodically.

---

[1] BS8800: 2004 Guide to occupational health and safety management systems

Risk Assessment Checklist

1. Records & Responsibility		Findings/Comments
1	Who has overall responsibility for Fire Safety (Responsible Person / Duty Holder / Appropriate Person)?	Dr Farouk Walji has overall responsibility. Simon Broxham has day to day responsibility with responsibilities also shared with department heads
2	Has the Responsible Person received sufficient training / knowledge with regard to their duties?	Yes
3	Has there been a previous risk assessment conducted of the premise? If yes, what was the date of the assessment?	Yes, April 2022
4	What previous fire incidents have occurred at the home / premise if any? (Give details)	None with the exception of minor false alarms from the kitchen (excess steam) and the Auditorium (stage smoke machine).
5	Do building drawings exist for the premise and where are they kept?	Yes, by all fire alarm panels
6	If building drawings exist, do they include fire exits, smoke/heat detectors, extinguishers, fixed firefighting equipment, isolation points, flammable storage etc.?	No but not deemed necessary

2. Identify People at Risk Who are they and why are they at risk?		Findings/Comments
1	How many people work within the premise?	Up to 130
2	Do people work at occasional locations around the premises and if so who? – E.g. caretaker in boiler room	Yes, maintenance and IT staff may work in server rooms, plant rooms, workshop.
3	Are there any lone workers within the premise and if so where are they located, e.g. laundry workers, etc.	Yes, school keepers may work early/late shifts where they might be lone working and some workers in school holidays may lone work
4	Is there anyone who is unfamiliar with the premises and if so who?, e.g. visitors, contractors, delivery staff, etc.	Visitors and contractors are inducted and escorted where necessary
5	How many residents, tenants and/or others sleeping on the premises?	None
6	How many people, including employees have disabilities and are suitable personal emergency evacuation plans established?	None
7	Are there any people including employees with language difficulties, for example any foreign workers?	None
8	If there are any foreign workers on site do they understand the fire procedure and is a copy made available to them in their own language?	None
9	Are there any other people in the immediate vicinity of the premises, if so give details, i.e. residential building?	No

3. Emergency Evacuation of People at Risk		Findings/Comments
1	What is the evacuation strategy?	
	▪ Simultaneous evacuation	Yes
	▪ Progressive evacuation	
	▪ Delayed (stay put) evacuation	

	▪ Other (state)	
2	Has an evacuation assessment been conducted to ensure that all the occupants of a compartment can be evacuated to a place of reasonable safety in a reasonable time (within 6 minutes)? Give details.	Yes, termly drills, last dated 14/09/23. 4.5 minutes for full evacuation
3	What is the maximum number of bedrooms to evacuate in a compartment, in the initial stages?	Not applicable
4	How will staff assist any non-ambulant residents to a refuge or place of reasonable safety?	Not applicable
5	Have sufficient evacuation aids been provided for the horizontal and vertical evacuation of residents who are non-ambulant and where are they kept?	Yes – evac+chairs in central stairwell
6	If evacuation aids have been supplied, are staff trained in the safe use of such equipment and via which means, for example DVD, onsite training etc?	Yes – Estates Manager is train the trainer trained and has trained the School Keepers
7	How many escape routes are available and are they adequate for the numbers and type of people that may need to use them, e.g. staff, visitors, residents, contractors, etc?	Multiple – adequate for premises
8	Are care plans or PEEPs in place for all residents and do they inform staff of how each resident should be evacuated including the number of staff required?	Not applicable
9	How often are care plans or PEEPs reviewed and by whom?	Not applicable

4. Identify Sources of Ignition These sources could include the following, give details of how the sources are controlled:		Findings/Comments
1	▪ Arson (internal or external), etc.	None
	▪ Smokers' material (cigarettes, matches, and lighters)	No smoking site
	▪ Naked flames (candles, gas fires, barbecues, etc.)	None observed or reported
	▪ Space heating – type?	Gas central heating
1	▪ Supplementary heating – type?	Oil filled electric radiators
	▪ Cooking appliances, hobs, ovens, grills, in kitchens – energy type?	Gas commercial kitchen
	▪ Other cooking appliances – microwave ovens, toasters, hot plates, etc. – locations?	Various locations, domestic only
	▪ Hot flues from boilers, hot ventilation ducts from kitchens or laundries.	All go to fresh air
	▪ Obstruction of ventilation fans in bathrooms, toilets, laundries, etc.	None observed
2	▪ Laundry equipment, washers, dryers – energy type?	Electric only
	▪ Laundry equipment – irons, roller irons etc.	None

2	▪ Electrical appliances – potential overload, obstruction of vents, etc.	No concerns
	▪ Light fittings close to combustible items.	None
	▪ Hot surfaces of electrical equipment such as transformers, distribution boards etc.	No concerns
	▪ Hot surfaces of kitchen or laundry appliances.	Kitchen staff all appropriately trained
1	▪ Spontaneous ignition and self-heating, e.g. oil soaked rags, paint scrapings, crumb and batter residue, etc.	No concerns
	▪ E-cigarettes and charging equipment.	None
	▪ Battery charging facilities, e.g. hoists, scooters etc.	None
3	How have any processes that could cause a flammable/explosive atmosphere been eliminated? (e.g. flame out protection on gas equipment, interlinked cooking hood vents).	Gas is linked to fire alarm and extraction system
4	Have there been any indications of near misses, e.g. scorch marks on furniture or fittings, discoloured or charred electrical plugs, cigarette burns, etc? If so give details	No
5	Are there any other sources of ignition not listed above? If so are they adequately controlled?	No

5. Identify Sources of Fuel (giving details)	Findings/Comments
1 Solid Materials, e.g.	
▪ furniture,	Various – all compliant
▪ paper, books, shredded paper	Yes – kept to a minimum
▪ linen, clothing, laundry,	Minimal
▪ decorations and wall displays,	Yes – no concerns
▪ soft furnishings, curtains, foam filled items, etc. (flame retardant?)	Yes – all appeared to be compliant
▪ waste in skips, etc.	None
▪ waste packaging	Yes – in external bins
▪ private belongings,	Yes
2 Flammable Liquids, e.g.	
▪ petrol,	
▪ white spirit,	Yes – stored in maintenance workshop
▪ paints,	Yes
▪ adhesives,	Yes
▪ cleaning products,	Yes
▪ toiletries, aerosols,	Yes

3	Flammable Gases: e.g. ▪ Natural gas; ▪ liquefied petroleum gas (LPG),	Yes
4	Cooking oil (deep oil fryers – new & waste)	Yes – regularly removed from site
5	Other sources of fuel, e.g. ▪ materials used to line walls and ceilings, ▪ hardboard, chipboard or block-board partitions ▪ carpets, carpet tiles, ▪ polystyrene tiles to ceilings ▪ etc.	No concerns
6	Are there any other sources of fuel not listed above? If so are they adequately controlled?	No

6. Identify Sources of Oxygen		**Findings/Comments**
1	Natural air flows, e.g. open doors and windows	Windows and doors can be opened if needed
2	Is there any mechanical systems, e.g. air conditioning, air change units, etc. if so give locations.	Yes, some air conditioning units, annual maintenance
3	What additional sources of oxygen, e.g. some chemicals (oxidising agents), oxygen supplies from cylinder storage and piped systems, concentrators, etc.	No
4	Are there Dynamic Air Flow pressure relieving mattresses in place? If Yes, how many and what adequate measures in place to control local ignition and fuel sources?	No – not required
5	Are there any other sources of oxygen not listed in this section? If so are they adequately controlled?	No

7. Fire Detection and Warning Systems		**Findings/Comments**
1	What type of fire detection system? Please describe: i.e. L1, L2 and location of the panel.	Addressable fire alarm panel with repeater panels with smoke and heat detectors to L3 standard. Redcare line installed for remote dial up support
2	What kind of detector heads are in place and where? ▪ Smoke? ▪ Heat? ▪ Other?	 Throughout Plant rooms and kitchen
3	Are the detectors of the right type and in the appropriate locations so that a fire is discovered quickly enough?	L3 standard maintained by Protec
4	Is there a fire alarm/warning? If yes, is it: ▪ Manual call points and sounders ▪ Automatic through detection system	 Yes Yes
5	Can the means of warning be clearly heard and understood by everyone throughout the whole building including those with hearing problems?	Yes

6	Are there provisions for people who may not be able to hear the alarm? (e.g. visual beacons or vibrating pads to alert those with profound hearing loss)	Not required
7	In conventional systems, can the allocated fire alarm zones be searched by staff in a reasonable time to find the activated detector head? (i.e. the zones are not too large or cover multiple floors)	Not applicable
8	How often is the fire alarm tested and by which means?	
	▪ Activated from main fire alarm control panel	
	▪ Individual detector heads where a test facility is provided	
	▪ Individual manual call points	Weekly
9	Describe the arrangements for ensuring that each detector head and manual call point is subject to regular testing?	Weekly in house checks
10	Detail arrangements for servicing and maintenance of the fire detection and warning system (at least 6 months) by a competent person?	Maintenance by an external contractor three times per year
	Are appropriate records kept and where are they maintained?	Yes
11	What process is in place to ensure that the fire alarm system is operable and fault free on a daily basis?	Checks by School Keepers
12	What is the system for keeping records of any unwanted / false alarms?	Recorded in log book
13	Are any anti tamper devices in place on manual call points? If so what type?	Yes, 'screamers' in some locations

8. Fire Fighting Equipment and Facilities		Findings/Comments
1	Are there portable fire extinguishers containing:	
	a) Water?	Yes
	b) Carbon dioxide?	Yes
	c) Dry powder?	Yes
	d) Foam?	Yes
	e) Fire blankets?	Yes
	f) Other? (wet chemical, etc)	Wet Chemical in kitchen
2	Are there enough extinguishers sited throughout the premises at appropriate locations, e.g. at exits and adjacent to the risk?	Yes
3	Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	Yes
4	How are the extinguishers visible or does their position need indicating?	On stands or wall mounted with signage above
5	Are fire extinguishers:	
	▪ In good condition, checked and "in date"?	Yes
	▪ Fixed to a wall or positioned in a fire point / stand?	Yes

6	Where necessary, are extinguishers protected from tampering by the use of covers or enclosure in boxes?	Not applicable
7	Is all of the firefighting equipment periodically checked by a competent person to ensure operation?	Yes – 22 August 2023
8	Are fire extinguishers subject to a monthly visual check ?	Yes
9	Are staff trained in the use of the fire extinguishers in their work areas? (e.g. kitchen staff trained in use of fire blankets or wet chemical extinguisher)	Yes
10	Are appropriate records for fire extinguisher servicing, inspection and training available?	Yes
11	Are there special fire safety provisions, e.g.	Ansul system in kitchen checked 6 monthly
	▪ Smoke ventilation	
	▪ Shutters on fusible links	Yes
	▪ Gas control valves on fusible links	Yes
	▪ Fire fighters switches	
	▪ Sprinkler system	

9. Emergency Evacuation Facilities		**Findings/Comments**
1	What is the current system for ensuring that escape routes are maintained and kept clear at all times?	Daily tours by school keepers
2	How are the staff who work in the building made aware of the importance of maintaining the integrity of the escape routes, e.g. by ensuring that fire retaining doors are not wedged open and that combustible materials are not stored within escape routes?	Induction and then ongoing training
3	If there is a fire, could all available exits be affected or will at least one route remain available (well separated alternative means of escape)? Give details	Only dead end corridor is PE department who have one route of escape although minimal fire risks on this route and could escape to Sports Hall with ladder from fire brigade in worst case scenario.
4	Can all final fire exit doors be opened easily and immediately if there is an emergency?	Yes
5	If security devices are installed on fire doors do they release on activation of the fire alarm and through an emergency override?	Yes
6	Do the doors on escape routes open in the direction of escape (unless otherwise permitted)?	Yes
7	If bedroom doors can be locked from the inside, what is the alternative means for staff to open them quickly in an emergency?	Not applicable
8	Are all escape routes covered by an acceptable form of emergency escape lighting?	Yes
9	Does the emergency lighting illuminate changes in floor level and changes in direction on the escape route?	Yes
10	Is the emergency lighting subject to monthly functional test, if so by whom and when was the previous test date?	Yes

11	Is the emergency lighting subject to an annual duration test, if so by whom and when was the previous service date?	Yes, new LED lighting panels have self-test facility
12	Are records available for checking (function and durability) emergency lighting and are they current?	No
13	What is the system for dealing with any failures in the emergency lighting system and were any failures identified during this assessment?	Reported to contractor for repair
14	Is there clear and unimpeded access for emergency vehicles?	Yes

10. Fire Confinement		**Findings/Comments**
1	Has a competent person carried out a structural survey of the passive fire protection of the building?	Yes, as part of refurbishment in 2010
2	If so, date of survey	Unknown, records not observed however good survey carried out at time of assessment
3	Was a copy of the survey available at the time of the inspection and where is it kept?	Not applicable
4	Is the building sufficiently compartmentalised to resist the spread of fire and smoke, so that an evacuation can be conducted in a reasonable time? Describe briefly the structural features of the compartments.	Yes. Lots of cross corridors installed throughout with 30 minutes and 1 hour fire doors installed accordingly.
5	Are holes in compartment walls around service ducts, pipes and cables effectively fire stopped?	No
6	Are holes in floors and ceilings where vertical services enter, effectively fire stopped?	No
7	Are any other openings in compartment boundaries protected to prevent fire spread?	No
8	Are any voids beneath floors sub divided to prevent fire spread?	Unable to determine
9	Are voids above ceilings sub divided with fire resisting materials to prevent fire spread?	Yes
10	Do roof void fire resisting divisions align with the fire resisting walls of the floor below?	Not applicable
11	Are glazed panels in compartment boundaries fire resistant?	Yes – mixture of BS476 pt 22, Georgian wire and glazing marks PYR or PYRO.
12	Do fire doors fully close and fit closely together or close to their frames so that there are no excessive gaps?	Not in every case
13	Do all self-closing devices on fire doors operate effectively?	Yes
14	Do all fire door retainers operate effectively?	Yes
15	Are any noise activated 'Dorgard' door retainers used on critical fire doors such as cross corridor fire doors or doors protecting escape stairs?	No
16	Are all rooms on bedroom corridors, other than those to 'sterile' rooms, protected by fire doors which are kept locked or have self-closing devices?	Not applicable

17	Are all fire doors and escape routes regularly checked?	Yes
18	Where ventilation outlets pass through compartment boundaries, have fire dampers or collars been installed?	Yes
19	Are lift shafts, including dumb waiters, sufficiently protected to resist the spread of fire and smoke between floors, e.g. lobbying, smoke seals etc.?	Unable to determine but no issues raised in insurance reports
20	Are external escape routes protected from the effects of fire?	Yes

11. Signs and Notices		**Findings/Comments**
1	Where appropriate and necessary, are escape routes and exits indicated by appropriate signs?	Yes
2	Is the signage visible and of pictogram style? (Usual practice to apply one standard throughout)	Yes
3	Are hazard and instructional notices posted where necessary e.g. how to release security devices on escape doors, not to use lift in an emergency, rooms containing oxygen, etc.?	Yes
4	Are mandatory keep locked or keep shut notices displayed on fire doors?	Yes
5	Are there clear unambiguous notices informing visitors on the actions to be taken in the event of a fire?	Yes
6	Are emergency notices and plans available for the emergency services? (Such plans may include the locations of gas isolating valves, electrical switch rooms, etc. locations of dependent residents, etc.)	Yes
7	Can any alarm activation be easily and readily located on a plan adjacent to the fire alarm panel?	Yes
8	Are fire alarm zone plans accurate and clearly show demarcation points between zones?	Yes

12. Fire Emergency Plan		**Findings/Comments**
1	Is there an appropriate documented fire emergency plan?	Yes
2	Does the fire emergency plan include information on:	
	▪ Fire prevention?	Yes
	▪ Fire warnings/alarms?	Yes
	▪ Alarm tests?	Yes
	▪ Evacuation procedure?	Yes
	▪ Emergency lighting?	Yes
	▪ Visitors?	Yes
	▪ Fire suppression/fighting?	Yes
	▪ Staff training?	Yes
	▪ Periodic review of risk assessment?	Yes

3	Are there contingency plans in place for transporting and accommodating occupants in alternative accommodation should that become necessary?	Yes
4	Are staff regularly briefed on the fire emergency plan and sign to acknowledge their understanding?	Yes
5	Is the fire emergency plan readily available for staff to read?	Yes
6	Is the fire emergency plan available to the enforcing authority?	Yes

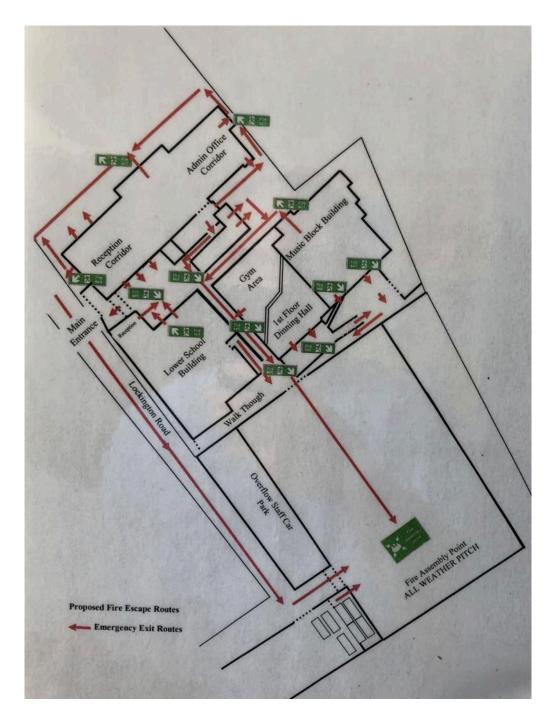| **13. Information and Instruction**		**Findings/Comments**
1	Are procedures in place to ensure that all employees receive appropriate information and/or training regarding: fire prevention, raising the alarm, calling the fire brigade, evacuation procedures, escape routes etc?	Yes
2	How are visitors and contractors informed of the actions to take in the event of a fire?	At induction
3	Do staff regularly attend 'mandatory' fire safety and evacuation training?	Yes
4	Are arrangements in place for informing temporary staff such as agency staff?	Yes
5	Describe the system for ensuring that staff are trained on the safe use of evacuation aids, if provided?	Facilities Manager is train the trainer trained
6	Where are appropriate training records kept and how are they reviewed / updated?	Personnel files, repeated at least 3 yearly
7	Is there a periodic practice evacuation every 3 months (to include 2 day time evacuations and 2 night time evacuations per year)?	Not applicable – carried out termly which is suitable
8	Are accurate records being kept in relation to evacuation drills (dates, attendees, scenarios, progressive evacuation, use of evacuation aids etc?	Yes
9	What type of scenario training is used to familiarise staff with investigation, evacuation etc?	Imaginative drills including using children to hide in toilets to test thoroughness of fire wardens
10	How are employees debriefed following a fire event or practice drill, and record of the result or staff comments?	Via email
11	Are procedures in place for obtaining method statements and/or risk assessments from all contractors with regard to any activities that could affect fire safety?	Yes
12	Have fire safety arrangements been agreed, coordinated and documented with other responsible people in the building/complex?	Not applicable

14. Fire Prevention		**Findings/Comments**
1	Is a log book to record tests and maintenance kept?	Yes
2	Have you prevented people smoking on the premises? If not, what control measures are established to reduce the risk of poor smoking practices?	Yes

3	Where is the designated smoking area and is it provided with ashtrays or other means of safe disposal?	Off site
4	If portable heaters are used are they of a convector type rather than radiant fan heaters?	Yes
5	Are gas fired kitchen appliances equipped with 'flame out' protection?	Yes
6	Can gas fired appliances have the gas supply shut off without putting staff at risk? i.e. gas emergency control valves in an accessible location.	Yes
7	Are all electrical appliances subject to regular inspection and safety test? Include PAT test date.	Yes, annual testing, last carried out July 2023
8	Is the wiring of the electrical installation periodically inspected (by a competent electrician)? Include EICR date	Yes, 01/04/2019
9	If the EICR was unsatisfactory, is there evidence that the identified high priority defects have been rectified? Include any dates	No
10	Is the lightning conductor system annually tested by a competent person and are records available?	Yes, October 2023
11	Are any multi point electrical adaptors in use?	None observed
12	Are multi gang extensions used for low output equipment only?	Yes
13	Are electrical wires in a safe place, where they will not be damaged?	Yes
14	Are any toasters positioned beneath wall units?	None observed
15	In the laundry, are irons and roller irons switched off when not attended?	Not applicable
16	Are gas appliances subject to at least annual safety check? Include check dates.	Yes – 14/02/2022
17	Are bathroom, toilet and laundry vents subject to regular cleaning to prevent the build-up of fluff and lint?	Yes
18	Are tumble dryer lint filters cleaned on a regular basis, for example daily? Include any dates	Yes
19	Are any areas/surfaces, equipment machinery contaminated by dust, fluff, grease, waste, etc. that could provide fuel for a fire outbreak?	None observed
20	Is there any accumulation of combustible waste between radiators and their covers?	None observed
21	Is there any accumulation of waste close to the building?	No
22	Are waste bins secured in compounds to prevent their use in an arson attack?	Yes
23	Considering the location of the building, is there adequate security to deter any arson attack?	Yes including CCTV, access control and tall secure fences

15. Additional Information

What is the most likely cause of an outbreak of fire: Electrical fault. Cooking accident.	
Estimate the time lapse before detection of the fire	
Normal work hours	2-3 minutes
Night time	Not applicable
Time of evacuation process (from records or estimate)	
Normal work hours	Day shift – records show 4-5 minutes
Night time	Not applicable
Time if known or estimated when firefighting will commence	
Fixed installation. Type: Ansul	Under 1 minute
Portable appliances	2-3 minutes (staff)
Fire Service	10-15 minutes

Line Drawing Showing General Fire Safety Provisions

Fire risk assessment review

If there are any changes that affect this fire risk assessment, for example structural changes or alterations, increase in staff/resident numbers, use of oxygen cylinders, residents who are smokers, following a fire incident, changes to fire precautions, changes to sources of fuel and ignition sources etc., then these details should be recorded below by the Responsible Person (Home Manager).

Date of Review	Details of Changes	Person Conducting the Review
26 November 2023	Number of occupants increased to: Staff 130 Pupils 655	Simon Broxham

Risk Assessment Process

The assessment consisted of a comprehensive tour of all the relevant areas. During this process the assessor was able to identify and view at first hand the total work area and its curtilages. The fire risk assessment focussed on:

- Identifying potential fire hazards
- Identifying who could be at risk in the event of a fire
- Evaluating the level of risk from the fire hazards and deciding how effective are the existing controls to eliminate, control or avoid the fire hazards (control measures include: fire safety emergency plan, fire detection and warning systems, means of escape, means of fighting fire, fire safety training and fire prevention measures)
- What needs to be done to mitigate the risk
- Recording the assessment and communicating information to persons at risk
- Confirming that an appropriate process is in place to review and monitor the control measures

During the course of the assessment it was assumed that any fire detection or fire fighting equipment, emergency lighting, etc., has been supplied, installed and maintained to the current British or European standards and that the premises has been constructed with regard to building control and as detailed under the building regulations.

Limitations of the Inspection

The report only refers to those areas of the premises that were accessible at the time of the visit and where access/observation was perceived as being safe to do so. In general, the structural features of the premises and those that were hidden from open view, e.g. ceiling voids, service ducts, etc., may not have been subject to inspection during the fire risk assessment. The Responsible Person at the company has a duty for ensuring that appropriate inspection and maintenance of the structural aspects of the buildings, including the above, is carried out.

All findings and recommendations included in this report are based upon the evidence seen at the time and cannot guarantee to cover every aspect of all likely risks. No assurances can be guaranteed that subsequent inspections routine visits undertaken by the appropriate enforcing authority will not result in other areas of non-compliance being reported.

NB: The basic risk assessment document covers the main fire safety management processes and the appendices contain significant findings.

During the FRA process, should any event or situation be identified that may cause an imminent risk to fire safety, we will advise the client immediately.

FRA Inspection and Review

This risk assessment should be available for inspection or validation by any authorised person and should be reviewed and updated:

- Following a change of work practice
- Following a significant increase of staffing levels
- Following any structural or material change to the premises or processes conducted
- Following any change to the fire precautions in the premises
- Following a near miss or fire incident
- At recommended intervals of no more than twelve months

Fire Safety Procedures and Inspection Schedules

A comprehensive programme for the provision of fire safety training and information must be in place for all employees and any other relevant persons. The frequency of the training with the 12- month period may be determined by the level of hazard and risk in relation to the number of occupants, location, layout and size of the premises and type of business operations. However, fire safety training and information should be provided for all employees on the day of induction. A documented record of all training must be made. The records must be held on site for audit or inspection purposes.

Note: The provision of health and safety/fire safety information and training is a <u>legal requirement</u>. Attendance at recorded training sessions is therefore <u>mandatory</u>.

An annual programme of fire evacuation exercise drills should be carried out. The frequency of the exercises with the 12-month period may be determined by the level of hazard and risk in relation to the number of occupants, location, layout and size of the premises and type of business operations. A documented record of all evacuation exercises (including false alarm evacuations) must be made. The records must be held on site for audit or inspection purposes.

Flammable, Combustible, Hazardous Materials and Substances (FCHMS)
These should be kept to a minimum wherever business operation will permit.

FCHMS should be stored appropriately. Storage facilities must display appropriate warning and information signage.

Material Safety Data Sheets should be available for each item identified as a FCHMS and must be available at point of use and made available for audit or inspection purposes.

Relevant COSHH (Control of Substances Hazardous to Health) data must be available at point of use and made available for audit or inspection purposes.

Maintenance and Testing of Fire Safety Arrangements/Installations
The maintenance and testing of fire safety provisions is a paramount part of the fire safety management structure as a whole and must therefore be correct. The recording of those tests is an essential part of that structure and required by current legislation.

Fire Alarm System (Bells, Sounders, Strobes)
The fire alarm system should be test sounded regularly, ideally weekly, during working hours, and taking into account any shift working. The fire alarm system should be test activated from a different alarm point each time in rotation. The alarm tests should be recorded with the records held on site for audit or inspection purposes.

Emergency Lighting

The frequency of the test/inspection within the 12-month period may be determined by the number of units, layout and size of the premises and type of business operations.

The test and inspection programme should be conducted by a competent engineer in accordance with the regulations currently in force and manufacturers guidance; a certificate of inspection or engineer's worksheet should be issued for each visit. These records should be held on site and made available to view for audit or inspection purposes.

The emergency lighting must be inspected regularly (daily/weekly) to ensure all indicator lights, where applicable, are operating.

The emergency lighting must be tested monthly (to include any auto-start generator if applicable) by simulating a mains failure, with each luminaire to be powered down long enough to ensure operation. The tests should be recorded with the records held on site for audit or inspection purposes.

Fire Alarms/Smoke/Heat Detectors

These must be tested and inspected as part of a Planned Preventative Maintenance programme. The frequency of the test/inspection within the 12-month period may be determined by the number of detectors, layout and size of the premises and type of business operations. The test and inspection programme should be conducted by a competent engineer in accordance with the regulations currently in force and manufacturer's guidance; a certificate of inspection or engineer's worksheet should be issued for each visit. These records should be held on site and made available to view for audit or inspection purposes.

Fixed Fire Fighting Equipment

Fire fighting equipment must be inspected and serviced annually by a competent engineer in accordance with the regulations currently in force. A certificate of inspection or engineer's worksheet should be issued for each visit. These records should be held on site and made available to view for audit or inspection purposes.

Electrical System

The fixed electrical systems should be visually inspected annually by a competent engineer in accordance with the regulations currently in force. A full certified test and inspection should be carried out at least every five years. A certificate of inspection or engineer's worksheet should be issued for each visit. These records should be held on site and made available to view for audit or inspection purposes.

Portable Appliances

These must be tested and inspected regularly as part of a Planned Preventative Maintenance programme. The frequency of the test/inspection may be determined by the type, use, and location of the appliances. The test and inspection programme should be conducted by a competent engineer in accordance with the regulations currently in force and manufacturer's guidance; a certificate of inspection or engineer's worksheet should be issued for each visit. A comprehensive list of all portable appliances should be compiled. These records should be held on site and made available to view for audit or inspection purposes.

Lightning Conductor System (if installed)

The lightning conductor system should be inspected and tested annually by a competent engineer in accordance with the regulations currently in force. A documented record must be made of each inspection and test. These records should be held on site and made available to view for audit or inspection purposes.

Fire Doors, Escape Routes and Final Exit Doors

Fire doors should be kept closed at times and should never be wedged open. Fire doors may be secured in the open position by means of a suitable fire alarm linked device designed to safely hold open a fire door and automatically release in the event of an alarm activation. Regular checks should be made on all fire doors, escape routes and final exit doors to ensure they remain functional and free of obstructions or damage.

General fire safety precautions

- Keep fire exit routes clear and free of obstructions at all times
- Keep fire doors closed, free of obstructions, not wedged open
- Keep final exit doors clear and free of obstructions at all times
- Keep combustible materials away from sources of heat
- Keep flammable materials secured (i.e. in a lockable metal cabinet)
- Keep fire safety signage free of obstructions
- Keep fire extinguishers free of obstructions
- Keep fire alarm points (red boxes) free of obstructions
- Do not overload electrical sockets or extension blocks
- Report defective electrical equipment

Use of fire extinguishers

- If in any doubt, do not use a fire extinguisher
- **Raise** the alarm, **Call** the fire brigade and **initiate the evacuation plan**
- Use correct extinguisher for the type of fire
- Be accompanied when attacking the fire
- Keep a clear means of escape behind you
- Evacuate if the fire becomes bigger or the risk of being trapped increases

Fire Risk Assessment Flow Chart

IDENTIFY POTENTIAL FIRE HAZARDS
(e.g. sources of ignition, fuel, flammable substances and hazardous work activities)

↓

DECIDE WHO MIGHT BE IN DANGER
(in the event of a fire or while trying to escape from it)

↓

EVALUATE THE LEVEL OF RISK FROM THE FIRE HAZARDS and decide whether the existing fire precautions are adequate and if any additional control measures are required to deal with any **residual risk**.

↓

RECORD FINDINGS

↓

PROVIDE INFORMATION
to those who may be at risk.

↓

IMPLEMENT CONTROL MEASURES, which may include:

Fire detection & warning	Means of escape	Means of fighting fire	Fire emergency plan	Fire safety training	Fire prevention

↓

REVIEW OF RISK ASSESSMENT

↓

AUDIT AND MONITOR to check controls are effective and fire hazards are managed as identified by the risk assessment

REVISE