

NP10.4 - Fire Risk Assessment

AWP Changing Rooms

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

Employer or other person having control of the relevant premises:	Dr Farouk Walji has overall responsibility. Simon Broxham has day to day responsibility with responsibilities also shared with department heads
Address of Premises:	Newton Prep School, 149 Battersea Park Road, London SW8 4BX
Assessor:	Simon Broxham
Date of Fire Risk Assessment:	30 November 2023
Date of Previous Fire Risk Assessment:	September 2022
Suggested Date for Review ¹ :	September 2024

Description of the Building

The changing rooms consist of shipping container type units fitted out as changing rooms. Four containers are arranged in two sets of two containers each (one male and one female) separated by a 3m walkway. The units are situated around 100m away from the main school buildings and so there is very little chance of fire being transmitted between the main school and the changing rooms. The changing rooms are mainly used by third parties leasing the all-weather pitch in evenings. They are rarely used by school pupils who generally use changing rooms in the main school building.

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

¹ This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

GENERAL INFORMATION

[single occupation]

1. THE PREMISES

- 1.1 Number of floors: One
- 1.2 Approximate floor area: Male 37.5 sq m (15m x 2.5m)
1.2 Approximate floor area: Female 37.5 sq m (15m x 2.5m)
- 1.3 Brief details of construction:
Single storey shipping container type buildings with flat roofs.
- 1.4 Occupancy:
Educational establishment – sports changing rooms

2. THE OCCUPANTS

- 2.1 Approximate maximum number: 52
- 2.2 Approximate maximum number of employees at any one time: 2
- 2.3 Maximum number of members of the public at any one time: 0

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: 0
- 3.2 Disabled occupants: Very occasional – details in section 25.3
- 3.3 Occupants in remote areas: Contractors when working on plant
- 3.4 Young persons: 50
- 3.5 Others: Visiting contractors

4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
	None known		

5. OTHER RELEVANT INFORMATION

RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

The Fire and Rescue Service

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

None

6.4 The legislation to which 6.3 makes reference is enforced by:

N/A

6.5 Is there an alterations notice in force?

Yes ☐ No ☒

6.6 Comments:

- In the case of buildings for which an alterations notice is in force, proposals to carry out material alterations must be notified to the fire and rescue authority. You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, require approval from the building control authority.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

- 7.1 Reasonable measures taken to prevent fires of electrical origin? Yes ☒ No ☐
- 7.2 More specifically:
- Fixed installation periodically inspected and tested? Yes ☒ No ☐
- Portable appliance testing carried out? Yes ☒ No ☐
- Suitable policy regarding the use of personal electrical Appliances? Yes ☒ No ☐
- Suitable limitation of trailing leads and adapters? Yes ☒ No ☐
- 7.3 Comments and hazards observed:
- Portable appliances tested annually and fixed wiring tests carried out at five yearly intervals.
Personal electrical appliances tested before being permitted on site.
Trailing leads and multipoint adaptors generally eliminated.

8. SMOKING

- 8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐
- 8.2 More specifically:
- Smoking prohibited in the building? Yes ☒ No ☐
- Smoking prohibited in appropriate areas? N/A ☒ Yes ☐ No ☐
- Suitable arrangements for those who wish to smoke? Yes ☐ No ☒
- Any breaches of this policy observed at time of inspection? Yes ☐ No ☒
- 8.3 Comments and hazards observed:
- Smoking not permitted on the premises or site.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? Yes ☒ No ☐

9.2 Is there an absence of unnecessary fire load in close Proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

9.3 Comments and hazards observed:

Combustible waste kept away from buildings and cleared regularly by Staff.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes ☒ No ☐

10.2 If portable heaters are used,

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A ☐ Yes ☒ No ☐

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A ☐ Yes ☒ No ☐

10.3 Are fixed heating installations subject to regular maintenance? N/A ☐ Yes ☒ No ☐

10.4 Comments and hazards observed:

Portable heaters are not used in the changing rooms

11. COOKING

11.1 Reasonable measures taken to prevent fires as a result of cooking? N/A ☒ Yes ☐ No ☐

11.2 More specifically:

Filters cleaned or changed and ductwork cleaned regularly?

N/A ☐ Yes ☐ No ☐

Suitable extinguishing appliances available?

N/A ☐ Yes ☐ No ☐

11.3 Comments and hazards observed:

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes ☐ No ☒

12.2 Comments and deficiencies observed:

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes ☒ No ☐

13.2 More specifically:

Combustible materials appear to be separated from ignition sources?

Yes ☒ No ☐

Avoidance of unnecessary accumulation of combustible materials or waste?

Yes ☒ No ☐

Appropriate storage of hazardous materials?

N/A ☐ Yes ☒ No ☐

Avoidance of inappropriate storage of combustible materials?

Yes ☒ No ☐

13.3 Comments and hazards observed:

Combustible materials cleared regularly by Staff.
Low hazard materials stored in locked cleaning cupboards.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes ☒ No ☐

14.2 Is there satisfactory control over works carried out in the building by outside contractors? Yes ☒ No ☐

(Suitable guidance is contained in the following publications:

- *Standard Fire Precautions for Contractors Engaged on Crown Works*, Department of Environment, HMSO.
- *Fire Prevention on Construction Sites*. Fire Protection Association.
- *Fire Safety in Construction Work*. HSE.

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.)

14.3 If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? N/A ☐ Yes ☒ No ☐

14.4 Comments:

Full Contractor Policy in place requiring the production of full Risk Assessments and Method Statements for all activities and use of Hot Work Permit where applicable.

15. DANGEROUS SUBSTANCES

15.1 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? N/A ☒ Yes ☐ No ☐

15.2 Comments:

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

Paints and thinners used by Schoolkeepers.

16.2 Comments:

Paints and thinners kept in Schoolkeepers Stores in the main part of the school.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE

- 17.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes ☒ No ☐
- 17.2 More specifically:
- Adequate design of escape routes? Yes ☒ No ☐
- Reasonable distances of travel:
- where there is escape in a single direction? N/A ☐ Yes ☒ No ☐
- where there are alternative means of escape? N/A ☒ Yes ☐ No ☐
- Suitable protection of escape routes? Yes ☒ No ☐
- Adequate provision of exits? Yes ☒ No ☐
- Exits easily and immediately openable where necessary? Yes ☒ No ☐
- Escape routes unobstructed? Yes ☒ No ☐
- 17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. Yes ☐ No ☒
- 17.4 Comments and deficiencies observed:
- Direct escape routes.
- Distances of travel in line with guidance.
- Mobility impaired disabled persons unable to access.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard².

N/A ☒ Yes ☐ No ☐

reasonable limitation of linings that may promote fire spread.

Yes ☒ No ☐

18.2 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? ^{3,4}

N/A ☒ Yes ☐ No ☐

18.3 Comments and deficiencies observed:

Compartmentation satisfactory with appropriate fire doors. Construction appears to be satisfactory to prevent spread of fire.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided⁵?

Yes ☒ No ☐

19.2 Comments and deficiencies observed:

Generally means of escape routes are covered.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes ☒ No ☐

20.2 Comments and deficiencies observed:

Generally in place.

² Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁵ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

- 21.1 Reasonable manually operated electrical fire alarm system provided⁶? Yes ☐ No ☒
- 21.2 Automatic fire detection provided? Yes ☐ Yes ☐ No ☒
(throughout premises) (part of premises only)
- 21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A ☒ Yes ☐ No ☐
- 21.4 Remote transmission of alarm signals? N/A ☒ Yes ☐ No ☐
- 21.5 Comments and deficiencies observed?

No smoke detection – very low risk of fire.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers? Yes ☒ No ☐
- 22.2 Hose reels provided? Yes ☐ No ☒
- 22.3 Are all fire extinguishing appliances readily accessible? Yes ☒ No ☐
- 22.4 Comments and deficiencies observed:

Extinguishers appropriate to risk sited throughout the premises.

23. RELEVANT^{7‡} AUTOMATIC FIRE EXTINGUISHING SYSTEMS

- 23.1 Type of fixed system:
None
- 23.2 Comments:

⁶ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

^{7‡} Relevant to life safety and this risk assessment (as opposed to property protection).

24. OTHER RELEVANT^{8†} FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

24.2 Comments:

24.3 Suitable provision of fire-fighters switch(es) for high voltage
luminous tube signs, etc N/A ☒ Yes ☐ No ☐

24.4 Comments:

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by⁹: Facilities Manager

25.2 Is there a suitable record of the fire safety arrangements? N/A ☐ Yes ☒ No ☐

25.3 Appropriate fire procedures in place? Yes ☒ No ☐

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for summoning the fire and rescue service? Yes ☒ No ☐

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A ☐ Yes ☒ No ☐

Is there a suitable fire assembly point(s)? N/A ☐ Yes ☒ No ☐

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A ☐ Yes ☒ No ☐

Comments:

Plan in place with details of who is to contact the Fire and Rescue Service.

Bursar or deputy (Facilities Manager) will meet the Fire and Rescue Service who have previously visited the premises for familiarisation. In case of a fire when third parties are using the facility the supervisor of the lessee is responsible for calling and meeting the FRS.

Fire drills carried out each term with the details recorded.
Fire assembly points identified.

⁹ 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.

25.4 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments:

Staff trained in the use of Fire Extinguisher Equipment.
Staff may use if safe to do so.

25.5 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A ☐ Yes ☒ No ☐

Comments:

Staff assist with evacuation.
Designated person allocated to any disabled person on site.

25.6 Appropriate liaison with fire and rescue service (e.g. by fire And rescue service crews visiting for familiarization visits)? N/A ☐ Yes ☒ No ☐

Comments:

Facilities Manager liaises with Fire and Rescue Service.
Fire and Rescue have visited to familiarise themselves with premises.

25.7 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☒ No ☐

Comments:

Regular checks by Facilities Manager covering
extinguishers, fire doors, fire exits, housekeeping etc.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes ☒ No ☐

Comments:

Instruction in the use of fire extinguisher equipment and
details of fire procedures, assembly points etc.

26.2 Are all staff given adequate periodic 'refresher training' at suitable intervals? Yes ☒ No ☐

Comments:

Annual refresher training carried out.

26.3 Are staff with special responsibilities (eg fire wardens) given additional training? N/A ☒ Yes ☐ No ☐

Comments:

Heads of Department act as wardens/fire marshals and also Schoolkeepers sweep building if safe to do so.

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

Fire risks in the premises? Yes ☒ No ☐

The general fire precautions in the building? Yes ☒ No ☐

Action in the event of fire? Yes ☒ No ☐

Action on hearing the fire alarm signal? Yes ☒ No ☐

Method of operation of manual call points? Yes ☒ No ☐

Location and use of fire extinguishers? Yes ☒ No ☐

Means for summoning the fire and rescue service? Yes ☒ No ☐

Identity of persons nominated to assist with evacuation? Yes ☒ No ☐

Identity of persons nominated to use fire extinguishing appliances? Yes ☒ No ☐

Comments:

Carried out with induction training.

26.5 Are fire drills carried out at appropriate intervals? Yes ☒ No ☐

Comments:

Carried out each term with details recorded.
A walk through is carried out at the start of the academic year to famialirise new pupils and staff before the drill takes place.

27.1 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and fire safety measures)?

Yes ☒ No ☐

It is ensured that the employees are provided with adequate instructions and information?

Yes ☒ No ☐

Comments and deficiencies observed:

Covered by full Contractor Policy.

28. TESTING AND MAINTENANCE

28.1 Adequate maintenance of workplace? Yes ☒ No ☐

Comments and deficiencies observed:

Building generally in good condition with repair or remedial work carried out as required.

28.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

28.3 Monthly and annual testing routines for emergency escape lighting? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

28.4	Annual maintenance of fire extinguishing appliances?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Comments and deficiencies observed: Carried out under contract.	
28.5	Periodic inspection of external escape staircases and gangways?	N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Comments and deficiencies observed: Part of maintenance routine.	
28.6	Six-monthly inspection and annual testing of rising mains?	N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments and deficiencies observed:	
28.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)?	N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments and deficiencies observed:	
28.8	Weekly testing and periodic inspection of sprinkler installations?	N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments and deficiencies observed:	
28.9	Routine checks of final exit doors and/or security fastenings?	N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Comments: Carried out daily as part of unlocking procedure and checked by Schoolkeepers.	
28.10	Annual inspection and testing of lightning protection system?	N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments:	
28.11	Other relevant inspections or tests:	
	Comments:	

29. RECORDS

29.1 Appropriate records of:

Fire drills?

N/A ☐ Yes ☒ No ☐

Fire training?

Yes ☒ No ☐

Fire alarm tests?

N/A ☒ Yes ☐ No ☐

Emergency escape lighting tests?

N/A ☒ Yes ☐ No ☐

Maintenance and testing of other fire protection systems?

N/A ☒ Yes ☐ No ☐

29.2 Comments:

Recorded with comments and deficiencies.
Walk round checks recorded where there is a problem
which appears on an internal work request.

FIRE RISK ASSESSMENT

[Non-sleeping risks]

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79¹⁰:

Potential consequences of fire Likelihood of fire	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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 ☐

Medium ☒

High ☐

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 proper controls (other than minor shortcomings).

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

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

Slight harm ☒

Moderate harm ☐

Extreme harm ☐

In this context, a definition of the above terms is as follows:

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

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

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

¹⁰ PAS 79: 2005. *Fire risk assessment - Guidance and a recommended methodology.*

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

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 in PAS 79:

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 time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the 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 FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.)

ACTION PLAN

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

Trivial ☐

Tolerable ☒

None identified