

ROWANS Fire Ltd

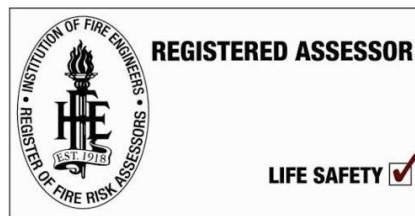
Assessment of Fire Risk under the Requirements of the Regulatory Reform (Fire Safety) Order 2005 For Croft Preparatory School, Stratford-upon-Avon

Report prepared for:

Anjela Jay
Alveston Hill
Loxley Road
Stratford-upon-Avon
Warwickshire
CV37 7RL

Report prepared by:

Judith Evans BEng (HONS) CMIOSH DipFD
Fire engineer
Chartered Safety and Health Practitioner
ROWANS Fire Ltd



Mrs Judith Evans is registered as a Fire Risk Assessor (Life Safety Stream) with the Institution of Fire Engineers.

Date of assessment:

21st July 2020



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FIRE RISK ASSESSMENT

This report summarises the findings of an assessment of the risk to life from fire in the property listed below. Recommendations have been made to ensure compliance with current fire safety legislation and to reduce the risks to a reasonable level. This report does not address the risk to business continuity from fire.

Company:	Croft Preparatory School
Address of property:	Alveston Hill, Loxley Road, Stratford-upon-Avon, Warwickshire, CV37 7RL
Employer or nominated responsible person:	Headmaster – Marcus Cook Chair of the Governing Committee – Vanessa Aris Owner – Sam and Barney Thornton
Person(s) consulted:	Anjela Jay
Assessor:	Judith Evans
Date of fire risk assessment:	21/07/2020
Date of previous fire risk assessment:	Last full 2018, reviewed 2019
Suggested date of review (see note):	3 years unless major changes happen to the structure and fabric of the building or major personnel changes occur.

Note:

This fire risk assessment should be reviewed if there is reason to suspect that it is no longer valid or there have been significant changes to the work practices or at least by the date indicated above. It should be reviewed by a competent person. The assessment must also be reviewed if major changes happen to the structure and fabric of the building or major personnel changes occur.

The submission of this report does not constitute a warranty of future results nor an assurance against risk. The report only represents the best judgement of the consultant involved in the assessment and is based in part on information provided by others. The assessment is based upon information provided by the client or observations made on the day of the assessment. No liability whatsoever is accepted for the accuracy of such information.

Fire Risk Assessment summary

The following risk level estimator is based on the risk level estimator contained in BS ISO 45001:2018 Occupational health and safety management systems. Requirements with guidance for use.

Likelihood of fire – Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the likelihood of fire at this property is:

Low	X	Medium		High	
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Severity 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 risk assessment, it is considered that the consequences for fire safety in the event of fire would be:

Slight harm		Moderate harm	X	Extreme harm	
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Definition of the above terms:

Slight harm - The outbreak of fire is unlikely to result in serious injury or death of any occupant.

Moderate harm - The outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm - There is significant potential for serious injury or death of one or more occupants.

		Severity of fire		
		Slight harm	Moderate harm	Extreme harm
Likelihood of fire	Low	Tolerable risk	Moderate risk	Moderate risk
	Medium	Moderate risk	Moderate risk	Substantial risk
	High	Moderate risk	Substantial risk	Intolerable risk

Calculated risk from fire

Accordingly, it is considered that the risk to life from fire at this property is:

Tolerable		Moderate	X	Substantial		Intolerable	
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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 ISO 45001:2018 for general health and safety risks.

Risk Level	Action and timescale
Tolerable	No additional controls are required unless they can be implemented at very low cost (in terms of time, money, and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate	Consideration should be given as to whether risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be taken into account. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful or very harmful consequences.
Intolerable	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. the work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce the risk, the work should remain prohibited.




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 report. The risk assessment should be reviewed periodically.

An action plan is included in this report, to address the fire risks identified during the assessment. These have been prioritised according to the level of risk considered by the assessor at the time of the visit.

Recommendations and action plan.

It is recommended that the following actions should be implemented in order to reduce fire risk to a tolerable level:

Definition of priorities:

-  Denotes high priority (to reduce high risk activity, and/or need to comply with legal requirement).
-  Denotes medium priority (to eliminate or control medium risks identified and/or need to meet HSE standards).
-  Denotes low priority (to further reduce fire risk).

Ser	High Priority Action	By whom	Signed off
001	Ideally the Mundell Court plant room needs some extraction or ventilation to prevent the build-up of heat that is generated by the boiler equipment. The temperatures within the room were high enough to start the breaking down of the cardboard material being stored in there and give up flammable vapours that would only require a spark of some kind to ignite them. All combustible items stored in there must be removed.		
002	The door leading to the Headmasters flat from the Front hall must be changed to a suitable 30-minute fire door as this is the only way out of the flat and must be protected in case a fire were to start on the ground floor. The door to the cellar must also be changed to a 30-minute fire door to protect the escape route if a fire were to start in that area.		
003	Where walls have been identified as compartment walls in a building, such as the wall in the first floor Clock Tower between the Offices and the empty flat, ensure they are correctly sealed with fire stopping mastic, batts, or other means, to prevent the spread of fire between areas, and protect both means of escape routes and residential areas		
004	There are no appropriate internal fire door assemblies in the pre-prep building, nor compartmentation in the building including into the roof space. This means that were a fire to occur, it would spread unhindered throughout the entire building. The locations of the worst fire stopping are the blocked-up doors that once led into the two offices either side of the entrance, and the doors leading into the covered areas. These areas should be made into compartment walls to divide the building into three compartments.		
005	The door from the flat to the Estates manager's flat still needs to be changed		

Ser	Medium Priority Action	By whom	Signed off
001	Now the fire alarm survey has been carried out across site, the findings should be implemented		
002	There should be no daisy chaining of extension leads in any area as this increases the load put on the electrical circuit and the heat build-up and is a major cause of fires in office type areas.		
003	All cables should be run in safe areas and not where they could either be damaged, or so long that they could cause a large heat build-up, such as in the art rooms		
004	Ensure where electrical sockets and switches have been installed, they are sealed all the way around to prevent tampering and people inserting items into the mechanism which could cause arcing.		
005	Where the pipework for the heating system travels through the buildings, the holes should be fire stopped with appropriate intumescent mastic internally, and standard mastic to the external walls, as this will prevent the spread of smoke and hot gases through any of the buildings in the event of a fire		
006	All fire extinguishers should be visible and accessible at all times, and not have items stored in front of, or blocking, any access to them, as can be seen on the stage in figure 01		
007	Additional power sockets must be installed in the art room to remove the need for the extension lead the length of the classroom powering the computer and other equipment in the tiny office.		
008	Replace the doors in the Admin office on the ground floor of the main building, with a suitable fire exit door.		
009	The lock on the entrance door to the front hall must be changed so it can be used easily by all in an emergency. This is the main route out for the Headmaster and his family from the flat above, and having a key, that may get moved, is not an appropriate final exit. An external stair is still be considered but a cost benefit assessment will need to be carried out		
010	Carry out maintenance on the final exit doors from the canteen to make sure they open correctly, but can also be shut, as can be seen in figure 02		
011	Reduce the amount of combustible material on the stair leading from the Estates manager's flat, as can be seen in figure 03		
012	Remove all combustible items from under the stair and in the entrance foyer of the theatre, seen in figure 04		

013	Ensure the fire door leading into the balcony of the performance space in the Mundell building shuts under it's own power and does not stick at the bottom to the floor, as seen in figure 05		
014	All faults on the fire alarm should be cleared by the engineer on his next visit, as can be seen in figure 06		
015	The pre-prep classrooms that still have barn door exits to outside should have them replaced to single doors with single turn to exit, as can be seen in figure 07		

Ser	Low Priority Action	By whom	Signed off
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No low priority actions were identified during the assessment.

The "By Whom" section has not been filled out by the assessor as she feels the client has a better knowledge of who should be carrying out these tasks.

Conclusion

The fire safety within Croft Prep school is getting better each year the assessment is being carried out. There will always be more awareness where a fire has occurred, but even so it is good to see the list of actions being reduced the way it is.

It should be remembered that there is no legal timescale to carry out the actions identified but a plan must be put in place to carry out the high priority actions, even if it were to take several financial years to carry out the works. The medium priority actions should be put on the plan as well. This will provide evidence to the local Fire and Rescue Service that the fire safety of the people using the building is being taken seriously. This is a legal document but can be updated as and when actions are completed by the client as a record of working towards compliance.

This assessment was based on a 'snapshot' taken on the day visited. Housekeeping matters will change, but major issues like the compartmentation will not and further action will be required.

This report was written and prepared by:



Judith Evans B.Eng. (HONS) CMIOSH DipFD

Fire engineer, ROWANS Fire Ltd

07th August 2020

General Information

The Buildings	
Number of floors	No more than two storeys on any building
Brief details of construction including any building hazards	Pre-prep and pre-reception traditional build with internal steels and solid plastic covered roof over two open areas. Clocktower traditional build with residential flat on first floor at one end. Main prep buildings connected old farmhouse and milking sheds converted into classrooms, residential areas, offices, kitchen, and canteen. Mid-19 th century construction with additions from 1970s and 1980s. Residential flat in part of first floor. Mundell Court built in last 10 years, steel frame, treated timber cladding to first floor area. Theatre and gym buildings constructed in last 15 years, traditional brick with some supporting steels. Possible asbestos in all locations
Occupancy	Low to medium depending on time of day for each of the buildings
Brief description of activities within the building	Standard school premises for under 11-year olds – no hazardous science chemicals on site; offices, commercial kitchen, canteen, two residential properties within the buildings

The Occupants	
How many employees	Approx. 80 employees and up to 360 pupils across the site
Approximate maximum number of employees/visitors at any one time	Some school events could be up to 800 people on site – employees, pupils, and parents
Details of any shared tenancy / occupation	Site wholly owned and operated by the schools' owners' family

Occupants at special risk	
Sleeping occupants	Estates manager with family; Headmaster with family; some nursery sleeping during the day
Occupants with additional needs	One pupil with cerebral palsy who has a PEEP
Children and elderly	Minimum age of pupils is three – maximum age on site likely to be upper 70s
Lone Workers	Only maintenance at start and end of day
Other people in the vicinity (e.g. neighbours)	Located in a remote location

Others	Groups who come in to use the school premises in the school Holidays Croft Parents Association who have events onsite Parents, other visitors, contractors
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Details of any previous fire loss experience
Fire in the old kitchen caused from a tumble dryer that destroyed the kitchen, canteen, upper offices, and classroom in June 2018

Other relevant information
No fire hydrants on site, but swimming pool and large pond on site for use by Fire and Rescue Service. The site has two CCTV controlled access gates which are open during drop off and pick up, but the site cannot be made secure as there is a public footpath running through the grounds

Site plans
Pdf plans are available for the site including all fire evacuation routes from all areas

Management procedures
<p>Fire policy covering fire safety, evacuation procedures, fire marshals and their duties, fire extinguishers, and general fire safety</p> <p>Test fire alarms weekly including in holidays - generally tested Weds morning</p> <p>Emergency lighting tested monthly – some areas still awaiting installation</p> <p>Good signage</p> <p>Practice evacuation carried out as soon as some pupils returned after half term as they were in different locations and had to socially distance</p> <p>Evacuations are carried out on a termly basis and are not on planned dates, so staff are not forewarned. All evacuation drills have a debrief session and good and bad points are discussed.</p> <p>There are full evacuation plan routes drawn out for all locations to the assembly points, installed in each respective classroom and staff area.</p> <p>Full CCTV around site</p> <p>Radios for staff use around site</p> <p>Watch attended to service the fire alarm in Feb but are due next 29th July 2020</p> <p>There is a separate H&S policy for the Early Years department, which includes fire safety arrangements for the staff and all Little Crofters’.</p> <p>The maintenance of all identified equipment and physical items relating to fire safety appears to be managed appropriately, with contractors attending to the correct schedule, and internal checks being carried out as they should..</p> <p>There is a visitor and contractor information leaflet which covers duties and fire precautions; it also includes a plan of the site with the assembly points marked.</p> <p>There are named fire marshals allocated across the school and deputies in case of holiday or illness</p>

1. FIRE RISK ASSESSMENT

Question	Yes	No	Comments	
Have all areas including unoccupied areas been assessed for fire hazards?	X		All areas accessed, as far known	
Has the risk of fire hazards developing into real fires been assessed?	X			
Have "out of normal" working hours also been fire assessed?	X		Out of school hours and holiday time when groups are renting the site	
Have other uses of the building been fire assessed?	X			
Has the fire assessment revealed all potential fire hazards (combustibles too close to ignition sources and deficiencies of existing fire precautions)?	X			
Have those people at risk from the fire hazards been identified and provided for?	X		Pupils, visitors, contractors, staff, residents	
Have those people at greatest risk been identified?	X			
Have people at greater risk been adequately provided for?	X			
Are the existing fire precautions adequate to protect against the hazards that cannot be removed or reduced and are they functioning correctly?	X			
Have the findings of the fire risk assessment been documented and are they retrievable?	X		Once the report has been received they will be retrievable	
Has everyone in the workplace been informed of the significant findings of the fire assessment?	X		This will be done upon receipt of the report	
If required, has remedial action, provision, upgrade, or maintenance been initiated?	X		This will be started upon receipt of the report	
Has a person been designated to ensure completion of the remedial control measures?	X		The headmaster and owners	
Has a completion date been set for the remedial control measures?		X	This will be done when the report is processed	
Has a review of the assessment been done within the last year and is the next review scheduled?	X		An internal review will be scheduled for one year, unless major building works occur	
Is the fire assessment reviewed whenever significant changes occur in the workplace?	X			
Is the threat of arson specifically covered in the fire assessment?	X		Due to the nature of educational establishments	
Tolerable	X	Moderate	Substantial	Intolerable

2. FIRE ALARM

Question	Yes	No	Comments
What type of fire alarm system is installed in the premises?			An L3 system in some areas, L4 in some areas, nothing in other areas, but looking to install additional detection and sounders in various areas. Some of the fire panels in the different buildings are starting to reach replacement age as they were installed 20 to 25 years ago. There is a program of replacement currently being undertaken for additional equipment.
Does everyone know how to operate the fire alarms?	X		All staff are trained every three years with e-learning; all staff have signed induction given by the H&S manager
Does everyone know what the fire alarm sounds like?	X		From the fire alarm practice evacuations that take place every term
Is the fire alarm audible throughout the building? Are audibility tests carried out? This is very important if any refurbishment works have taken place.	X		
Is the fire alarm tested by operation every week by a designated member of staff and while the building is occupied?	X		Weds morning by Premises team
Is the fire alarm tested from a different location within the building each week?	X		On rotation across the site – Steve has the records
Is the fire alarm serviced quarterly, six monthly and annually by a qualified engineer or in accordance with its design specification?	X		Watch service the fire alarm – every six months although have been coming to check things where there have been problems – Feb 2020
Is the fire alarm provided with any unique features and do all staff know these features exist? This could be an alarm receiving centre or pager/mobile phone type system to alert key personnel, it could also be a pre-alarm time for investigation.	X		24hr Alarm Receiving Centre monitors the sites fire alarm system
Are there control panel repeater panels in other locations in the building, or other buildings on site?	X		All buildings have own fire alarm panels and connected to main panel in reception
Do all staff know what they are expected to do if they hear the alarm sound?	X		Covered in induction and training
Are visitors informed of what they are expected to do if they hear the fire alarm sound?	X		Proper visitors' information leaflet with all H&S and Fire information printed on it, including plans which identify the assembly point locations

Are fire alarm tests recorded in a fire precautions logbook? Are these records logical so it can be identified that all MCPs are tested in rotation?	X		With Steve in the premises office
Are there any additional items connected to the fire alarm systems, such as door hold open devices or pager alert systems, and are they tested? Who tests them and how?			NA
Tolerable		Moderate	X
	Substantial		Intolerable

3. INTERNAL FIRE DOORS

Question	Yes	No	Comments
Are staff aware of the purpose of fire doors and why they should be kept closed?	X		Covered in e-learning training
Are staff aware of how they can identify a fire door?	X		Identify through signage but some of the internal doors are not appropriate fire door assemblies
Is the function of fire doors covered in staff training sessions?	X		
Is appropriate action taken to prevent the misuse of fire doors? Wedges.	X		No fire doors were seen propped open except in areas for Covid-19 protection where management systems are in place
Are staff instructed to close all doors not on door closers they pass through during an evacuation?	X		
Are fire marshals aware of the safest method of opening a door during a sweep of their area?	X		Via the training every three years
Do all internal fire door assemblies meet the appropriate criteria with three hinges, door closer, signage, intumescent strips, smoke seals, closely fitting etc (where applicable)?	X	X	Some are, some are not, program in place for replacing them over the next few years
Tolerable	X		
		Moderate	
	Substantial		
			Intolerable

4. ESCAPE ROUTES

Question	Yes	No	Comments
Are staff instructed not to place combustible storage or other articles in corridors which have escape in one direction only?	X		
Are staff instructed not to place any storage or other articles in a corridor with escape in more than one direction, where this would reduce the corridor width to less than 1000mm?	X		
Are very long corridors subdivided into equal parts by doors that are capable of preventing the passage of smoke? This distance should be no more than 12 metres.	X		There are not many corridors that long except in the Mundell building which has suitable fire doors and upstairs in the clock tower which have recently been replaced

Are there two directions of escape from all areas of the building? This would not include offices or bedrooms but the corridor exit routes.	X	X	The staff room area only has a single stair exit but is suitably protected			
Where only one direction of escape is achievable is that escape route suitably protected with fire resisting construction, fire doors and smoke detection?	X					
Where there is more than one direction of escape are these escape routes separated from each other by fire resisting construction, and or fire doors? For large open plan industrial or storage areas this is not applicable.	X					
Do all escape routes lead to a place of safety at least 50m away from the building and, in the event that this is not possible, not closer than 18m from the building?	X					
Where it would be reasonable to expect escape routes to be used by people with limited mobility, are the associated corridors on the route not less than 1200mm wide and door openings not less than 800mm wide?	X					
Do the escape routes for the premises lead as direct as possible to a place of safety?	X		Most classrooms have a direct access door to the outside			
Where escape routes are provided for the escape of up to 40 people per minute, are associated doorway openings not less than 750mm, and not less than 1000mm where escape is provided for >40 but <80 people per minute?	X					
Are escape route widths provided for more than 80 people per minute calculated on the basis 1000mm plus 75mm for every 15 people over 80?	X					
Do routine housekeeping measures ensure that there are no obstructions on the escape route internally or externally?	X					
Are staff instructed not to place combustible storage or other articles in staircase enclosures?	X					
Where an escape route from an inner room passes through an access room, is an early warning of fire provided by means of vision panels or smoke detection?	X	X	In most areas except the reception building in the area around the entrance to the headmasters flat and the HR office			
Tolerable		Moderate	X	Substantial		Intolerable

5. FINAL FIRE EXIT DOORS

Question	Yes	No	Comments
Are staff aware of the difference between fire doors and exit doors?	X		

Do fire doors and exit doors open in the direction of escape?	X		Where necessary
Do exits have signs indicating their location?	X		
Do exits have sufficient lighting?	X		
Do exits remain unobstructed inside and out?	X		All doors checked during assessment
Are exits opened regularly to check their serviceability?	X		
Are all staff aware of the location of all the exits in their workplace?	X		
Are staff aware of the method of operation of all emergency fastenings fitted to exits?	X		
Is there one (single) simple emergency fastening on each fire exit?	X	X	There are still some barn door exits from classrooms in the pre-prep building although these rooms are not currently being used for teaching
Can all final fire exits be accessed and opened easily (no door swelling, jamming, blockages etc)?	X	X	Two of the doors from the new canteen have become stiff to open and close and need maintenance
Tolerable		Moderate	X
			Substantial
			Intolerable

6. FIRE EXIT SIGNS

Question	Yes	No	Comments
Do all fire exit signs conform to current British and European Standards and display a running person?	X		
Can exit signs indicating the way out be seen from all locations within the workplace?	X		Some of the new signs have been put up in incorrect areas and do not aid the evacuee
Are exit signs illuminated sufficiently where ambient light levels are low?	X		
Do exit signs include directional arrows where appropriate?	X		
Are the routes the signage directs to safe? Not directing back through buildings, past high hazard areas, through unmanaged traffic areas etc.	X		
Are alternate exit routes signed? This is not a requirement but best practice.	X		
Tolerable		Moderate	X
			Substantial
			Intolerable

7. FIRE ACTION NOTICES

Question	Yes	No	Comments
Are fire action notices displayed adjacent to fire alarm call points?	X		

Are fire action notices displayed on notice boards and in common areas?	X		Really good H&S& Fire notice board in the staff room with all policies and procedures on it	
Are fire action notices displayed in employee areas?	X			
Do fire action notices include instruction on what to do when discovering a fire?	X			
Do fire action notices include instruction on what to do when hearing the fire alarm sound?	X			
Does the fire routine notice include instruction on calling the fire service?	X			
Does the fire routine notice include information regarding the location of the assembly point?	X			
Does the fire routine notice include specific instruction regarding actions not permitted during an evacuation?	X			
Have specific fire routine notices been considered for key staff?	X		For fire marshals	
Tolerable	X	Moderate	Substantial	Intolerable

8. FIRE RESISTANCE

Question	Yes	No	Comments
Are areas of high risk enclosed in fire resisting construction?			There are still some areas where gaps and voids are not sealed around where services go through the fabric of the building. These should be closed using intumescent mastic. The Kiln room is sealed correctly.
Where only a single staircase exists in a building, it is enclosed in fire resisting construction?		X	The stair leading to the headmasters flat may not have appropriate fire protection. This should either be improved, or an additional external stair be installed
Where more than one staircase exists, are they separated from each other by fire resisting construction?	X	X	The Mundell building has two stairs and appears appropriate. The clock tower building has had fire doors installed but the fire stopping in the roof could not be confirmed
Are service openings in floors and walls 'stopped' with fire resisting material, including openings that may be above 'false ceilings' and below 'false floors'?		X	Not in all areas but all ceiling hatches were in place. Pre-prep still has many areas where fire would spread through, especially between areas
If there has been firestopping in the compartments, is the material suitable such as mastic or batt, or unsuitable such as firefoam?	X	X	There is evidence of "fire foam" in the electrical intake room but other fire stopping material has also been used - fire board

Are there any firestopping records where competent contractors have been onsite filling gaps and openings?		X	
Is there a management system in place to monitor additional works involved in installing services? This must include IT services.		X	
Is there external cladding to the premises, what material is the cladding made from, and is this cladding fire resistant?	X	X	Timber facia cladding on the Mundell building - all others brick
Are there service openings in the exterior of the building which may cause fire spread between floors (such as waste pipes and extraction vents)?		X	
Are there service openings in the exterior of the building which open directly onto the escape routes from the premises?		X	
Is there other material external to the premises which could cause fire spread or additional fire loading?		X	
Tolerable		Moderate	X
		Substantial	
			Intolerable

9. TRAVEL DISTANCE

Question	Yes	No	Comments
Industrial / Storage / Non-residential Higher hazard - Is the travel distance from a dead end to an exit less than 12 metres?	X		
Industrial / Storage / Non-residential Normal hazard - Is the travel distance from a dead end to an exit less than 25 metres?	X		
Residential / Institutional / Plant rooms / areas of high hazard - Is the travel distance from a dead end to an exit less than 9 metres?	X		
Offices / Shops / Commercial - Is the travel distance from a dead end to an exit less than 18 metres?			NA
Industrial / Storage / Non-residential Higher hazard - Is the travel distance from an area with more than one escape route to an exit less than 25 metres?	X		
Industrial / Storage / Non-residential Normal hazard - Is the travel distance from an area with more than one escape route to an exit less than 45 metres?	X		
Residential / Institutional / Plant rooms / areas of high hazard - Is the travel distance from an area with more than one escape route to an exit less than 18 metres?	X		
Offices / Shops / Commercial - Is the travel distance from an area with more than one escape route to an exit to an exit less than 45 metres?			NA

Other areas not listed – are all travel distances acceptable as listed in table 2 in B1 of the AD(B) document?			NA
Tolerable	X	Moderate	Substantial Intolerable

10. EMERGENCY LIGHTING

Question	Yes	No	Comments
Is there adequate light to enable the escape routes to be used safely at all times when the building is occupied, including during winter months, evenings, nights and in the event of power failure?	X		Site has good lighting in all areas
Is there provision of emergency lighting in areas within the workplace that has no natural light or borrowed light, and from which staff may be expected to escape from or pass through in the event of fire evacuation?	X		Good emergency lighting throughout now
Is there adequate light outside the workplace that will illuminate the escape routes leading to assembly points?	X		Mostly borrowed light, but some external on different circuits
Is the emergency lighting system tested by operation every month by a designated member of staff?	X		Monthly tests by the Estates Manager
Does a qualified engineer test the emergency lighting system annually, or as appropriate, in accordance with the system design specification?	X		K D Fields electricians carry out the three-hour test annually
Are emergency lighting tests recorded in a fire precautions logbook?	X		In the Estates Manager's office
Tolerable	X	Moderate	Substantial Intolerable

11. ELECTRICAL EQUIPMENT

Question	Yes	No	Comments
Is portable electrical equipment maintained in a satisfactory condition?	X		
Is it regularly tested to prove electrical safety? There is no legal schedule, but it should be tested at some point to prove it is safe.	X		Feb Half term – externally with report and cert for all items – AGG electrical – tested 1567 items
Is there a policy regarding employees bringing their own electrical equipment to work	X		
Is the use of extension leads and multi point adaptors kept to a minimum? This includes block adaptors.	X		Minimal seen on site although still some concerns with the art room and need for additional sockets
Are cables and flexes run in safe positions where they will not be damaged	X		As far as was seen
Is electrical installation wiring inspected periodically by a competent person	X		New building and some buildings done 2019 – some buildings being done 2020 – rolling five-year program

Is there lightning protection and if so is it maintained to BS EN 62305 annually?	X		On the clock tower and admin building – tested Dec 2019 – J Lacey Steeplejacks – 17 th Dec 2019 all satisfactory
Tolerable		Moderate	X
	Substantial		Intolerable

12. FIRE EXTINGUISHERS

Question	Yes	No	Comments
Is there are policy relating to the location and layout of the fire extinguishers on site?	X		As per British Standard
Are the fire extinguishers the correct type for the fire hazards present in the workplace? Residential and educational premises should only have dry powder type in secure areas of hazard in case of accidental discharge.	X		All appropriate for a school
Are there sufficient number of fire extinguishers in the workplace in relation to its size and the nature of the fire hazards present?	X		As far as was seen
Are fire extinguishers in safe and conspicuous locations in the workplace?	X		All were clearly visible
Are fire extinguisher locations clearly identified with appropriate signs?	X		All appeared to have signage
Are fire extinguishers mounted correctly at their locations (wall hooks or floor stands)?	X		Either on brackets or stands
Are fire extinguishers colour-coded in accordance with current British and European Standards? Polished chrome is acceptable as long as this is the only type, or they are in specific areas all staff are aware of.	X		All red as per the current British Standard
Is there a plan / schedule / asset list of the locations of all extinguishers on site?	X		On full site fire plans
Are staff aware that they are not to put themselves at risk when using a fire extinguisher?	X		Covered in training
Are staff aware that they must raise the fire alarm first before they attempt to use a fire extinguisher?	X		Covered in training
Do staff regularly familiarise themselves with the fire extinguishers provided in their workplace to check their basic operating instructions and serviceability?	X		Ideally this is yes, but it cannot be totally guaranteed
Does a competent person annually service all fire extinguishers in the workplace? Who and when?			Beta fire – last service May 2020 due to Covid pandemic
Where fire suppression and extinguishing systems other than fire extinguishers are installed in the building, what are these systems, are these systems regularly serviced and maintained, and are staff familiar with their operation?			No suppression systems installed in the school
Tolerable	X		Moderate
	Substantial		Intolerable

13. FIRE TRAINING

Question	Yes	No	Comments
Do staff receive fire training as part of their initial induction when employed?	X		
Do staff receive regular fire training? This is generally taken to be a maximum of every three years.	X		Everyone done by 2018 and now as part of induction and on SmartLog
Does staff fire training include instruction on what to do if a fire is discovered and how to raise the alarm?	X		
Does staff fire training include instruction on what to do if the fire alarm sounds?	X		
Does staff fire training include instruction on the selection and use of fire extinguishers?	X		
Does staff fire training include instruction on the location and safe use of assembly points?	X		
Does staff fire training include instruction on the purpose of fire doors and their correct use?	X		
Does staff training include instruction on the means of escape from the building and maintenance of the escape routes?	X		
Does staff fire training include instruction on their specific role within the fire procedure?	X		
Does staff fire training include instruction on how staff and visitors will be accounted for?	X		
Does staff fire training include instruction on the emergency provision for persons with additional needs and requirements and how they will be assisted during a fire evacuation?	X		
Does the fire training include instruction for staff with a specialist role within the fire procedure?	X		
Does staff training include instruction on how the fire service will be called and by whom?	X		
Does staff training include instruction on the 'significant findings' of the fire risk assessment?	X		
Does staff training include instruction on good housekeeping and fire prevention?	X		
Tolerable	X		Moderate
			Substantial
			Intolerable

14. FIRE DRILLS

Question	Yes	No	Comments
Are fire drills conducted every Term?	X		Last evacuation was 03 rd June 2020 but planned in termly for the next school year
Where night work is undertaken, do members of night staff receive fire drills in the hours of darkness?			NA

Where shift work is undertaken, do shift workers on every shift receive fire drills?			NA
Are staff informed what day and what time the fire drills will take place?		X	
Are fire drills conducted based on the assumption that one of the exits may be unusable due to a fire, and is this assumption simulated in the fire drills by prohibiting the use of an exit (different exit for every drill conducted, in rotation)?	X		Have blocked stairwells, hidden children, etc
Tolerable	X	Moderate	Substantial
			Intolerable

15. FIRE MARSHALS AND ACCOUNTING FOR PERSONNEL

Question	Yes	No	Comments
Are fire marshals designated to clear personnel from the building during an evacuation?	X		Training carried out in October 2019
Is there a sufficient number of fire marshals designated to cover the whole building?	X		
Are the areas that fire marshals are allocated restricted in size so that they will take no longer than 60 seconds to clear (sweep)?	X		Set areas for all fire marshals listed in the H&S policy
Are fire marshals provided with a distinctive means of identification (armband, coloured bib, reflective clothing, or bump-hat etc.)?	X		Hi Viz vest, fire marshal kit, and two-way radio
Are fire marshals aware that they should report their 'sweep' status to their incident controller/coordinator?	X		
Are fire marshals instructed that they should avoid smoky areas?	X		
Are fire marshals instructed that they should exercise caution when passing through doors when they are unable to see whether the area they are accessing is clear of fire and smoke?	X		
Are fire marshals aware that they should report the presence of visitors that require additional aid in evacuation that enter their allocated area and, where appropriate, take action in accordance with their workplace PEEPs and GEEPs?	X		
Is there a deputy fire marshal designated for every fire marshal to ensure that the role is covered during absences?	X		
Are fire marshals aware of the vital role they play within the workplace in a non-emergency capacity (fire prevention, staff training and fire drills)?	X		
Are the limitations of using a roll call as a sole means of accounting for people understood?	X		
Are the benefits of using a physical check (sweep) to clear the building understood?	X		

Are fire marshals aware that they should pass on all relevant information regarding missing persons and potential hazards to fire-fighters?	X		
Tolerable	X	Moderate	Substantial Intolerable

16. VISITORS

Question	Yes	No	Comments
Are visitors required to register their attendance upon arrival at the workplace?	X		
Are visitors issued with a pass that includes details of the fire procedure?	X		There is a leaflet for all visitors to read
Are visitors asked to confirm their understanding of the fire procedure?	X		
Is a host allocated to visitors in order that their whereabouts within the workplace may be tracked and confirmed in the event of an evacuation?	X		
In the event of a fire evacuation, are visitors accounted for by means of a physical check of the building, in addition to a check of the visitor register?	X		
Do visitors have their access restricted to specific, designated areas of the workplace?	X		For safeguarding also
Is evacuation of, and accounting for, visitors specifically detailed in the fire procedure?	X		In both the H&S policy and the fire safety policy
Is the evacuation of visitors practiced during the fire drills?	X		
Tolerable	X	Moderate	Substantial Intolerable

17. CONTRACTORS

Question	Yes	No	Comments
Are contractors adequately managed in the workplace?	X		Most contractors are historical contractors who have been on site for a number of years and are trusted along with appropriate work checks over time
Does a defined policy relating to contractor fire safety exist in the workplace?	X		
Is there a mechanism for the exchange of fire safety information and procedures between contractors and site occupiers/employers?	X		
Where appropriate, is a 'hot working permit' system in operation?	X		Permit to work system discussed in H&S policy – rarely required
When it is safe to do so, are staff encouraged to check work areas for fire safety, after contractors have left?	X		
Are 'contracted works' carried out in the workplace assessed in relation to their impact on the existing fire safety arrangements?	X		

Are contractors specifically covered in the workplace fire risk assessment?	X		
Tolerable	X	Moderate	Substantial Intolerable

18. PEOPLE WITH ADDITIONAL NEEDS

Question	Yes	No	Comments
Are there any PEEPs or GEEPs written for use with employees or visitors? Who goes through the process with the person who uses this?	X		PEEPs have been created for the pupils who require them
Can all people on site be adequately warned of fire in the workplace? Beacons, vibrating pads,	X		
Can all people on site be safely evacuated in the event of fire? There may be procedures involving temporary refuges as part of the PEEPs or GEEPs	X		
Can all people on site be accounted for in the event of fire? How do they know who is in a temporary refuge?	X		Covered in the pupils PEEP
If procedures are for people to be located in temporary refuges, are there buddies with them or is there communicational equipment for them to use?			NA no one left in refuges
Does the fire safety policy cover people with additional needs, including PEEPs and GEEPs?	X		
Are staff aware of the fire procedure relating to people with additional needs and their role in it? This is related to the PEEPs and GEEPs and additional equipment on site.	X		
How are the staff who will assist in PEEPs and GEEPs communicated with to know where people are located in refuges or who need assistance in evacuating?			No one left in refuges – staff who tech pupils with PEEPs are aware
Where special arrangements and/or equipment have been provided, are staff adequately trained in their use? Is this training then practiced i.e. use of evac chairs.	X		Arrangements yes – no equipment provided
Tolerable	X	Moderate	Substantial Intolerable

19. CALLING THE FIRE SERVICE

Question	Yes	No	Comments
Are the fire service called immediately the fire alarm is sounded and a fire confirmed?	X		The Alarm monitoring centre (AMC) calls the three names on the list in order to check to see if there is a fire and they need to contact the Fire and Rescue Service – the headmaster, the Estates manager, the one of the owners. If no one answers they will call the Fire Service

Is a delay calling the fire service to allow for an investigation of the alarm activation been formally agreed with the fire service and has this course of action been covered in the fire risk assessment?	X		If the AMC contacts a member of the list, they then investigate whether the Fire and Rescue Service are needed, or it is an accidental activation
Are there facilities, either inside or outside the workplace, for calling the fire service?	X		Back up calls would be made by mobile
Is there a specifically designated person who will call the fire service in the event of a fire and is a deputy designated to cover in the event of their absence?		X	One of the Executive Leadership Team
Where an automatic means of calling the fire service is used, has a person been designated to make a manual call as a back-up in case of malfunction?		X	As above
Is the location from which an emergency call will be made, relatively safe or protected with fire resisting construction?	X		Outside
Tolerable	X	Moderate	Substantial
			Intolerable

20. ASSEMBLY POINTS

Question	Yes	No	Comments
Is the fire assembly point located in a safe place?	X		On the sports field or in the car park by the flags
Are the routes to the assembly point safe?	X		
Is the assembly point provided with sufficient lighting?	X		
Has the provision of shelter at the assembly point been considered?		X	Decided impractical as on the school field
Is the assembly point at least 50m from the building (where not 50m not closer 18 m)?	X		
Has an alternative assembly point been designated as a contingency in case a fire event escalates?	X		On the sports field behind the adventure play area on the other sports field
Are staff familiar with the location of and route to the assembly point?	X		
Is there provision for visitors to be informed of the location and route to the assembly point?	X		
Tolerable	X	Moderate	Substantial
			Intolerable

21. HIGHLY FLAMMABLE OR EXPLOSIVE MATERIALS

Question	Yes	No	Comments	
Are large quantities of highly flammable or explosive materials stored in the premises?	X		Two underground gas tanks for heating and cooking are on site, along with three biomass boilers and the wood pellets to fuel them – the biomass boilers are monitored by the installers from offsite to manage and maintain levels of fuel and keep an eye on when they need to empty ash No school chemistry chemicals as pupils too young	
Are large quantities of highly flammable or explosive materials used in the premises?		X		
Are there flammable materials that are volatile at normal ambient temperatures stored or used in the premises?		X		
Do highly flammable liquids stored or used in the premises have low flash points?		X		
Are highly flammable or explosive materials stored or used in the premises reactive?		X		
Do materials stored or used in the premises have oxidising properties?		X		
Tolerable	X	Moderate	Substantial	Intolerable

22. HIGHLY FLAMMABLE OR EXPLOSIVE MATERIALS, OTHER ISSUES

Question	Yes	No	Comments	
Are quantities of highly flammable or explosive material introduced into the premises from bulk storage at any given time sufficient to enable only a single day's work to take place?	X		The three biomass boilers are away from all other buildings and the storage is monitored from offsite	
Has consultation with specialists and Enforcing Authorities been undertaken regarding the storage and use of highly flammable or explosive materials?	X		The local Fire and Rescue Service are aware of the boilers	
Have both general and fire risk assessments been undertaken in respect of the storage and use of highly flammable or explosive materials?	X		Risk assessments and procedures have been written for the boiler storage	
Tolerable	X	Moderate	Substantial	Intolerable

23. HAZARDS TO FIRE FIGHTERS

Question	Yes	No	Comments	
Are there hazardous substances in the workplace that would be a danger to fire-fighters attending an incident?	X		Potentially the wood pellets in the biomass boilers	
Are there hazardous processes or machinery in your workplace that would be a danger to fire-fighters attending an incident?		X		
Are there hazardous features in relation to the structure of your workplace that would be a danger to fire-fighters attending an incident?		X		
Are there circumstances relating to the use of your workplace that could constitute a hazard to fire-fighters attending an incident?		X		
Tolerable	X	Moderate	Substantial	Intolerable

24. INFORMATION FOR THE FIRE SERVICE

Question	Yes	No	Comments	
Are details relating to the location and isolation of the mains electricity supply available to the fire service?	X		Due to the staff living on site	
Are details relating to the location and isolation of the mains gas supply available to the fire service?			N/A no mains gas on site	
Are details relating to the location, operation and isolation of the heating ventilation and air conditioning systems available to the fire service?	X		Via the residential staff	
Are details relating to the fire alarm control panel location, operation, and isolation, available to the fire service?	X		Via the residential staff	
Are details relating to the location, operation, and isolation of hazardous processes available to the fire service?	X		Via the residential staff	
Is the personnel accounting method used capable of providing accurate information to the fire service in relation to persons that may still be in the building upon their arrival?	X		Via register and sweep should get everyone	
Are details relating to the location of emergency facilities available to the fire service upon their arrival (on-site hydrants, dry riser inlet, foam inlet, over-ride switches, fire-fighting lifts, sprinkler stop valves, emergency water tanks or reservoirs etc.)?	X		Via the residential staff, although regular familiarisation visits by the local Fire and Rescue Service	
Are details relating to the fire procedure and specialist roles within it available to the fire service?	X			
Is a line drawing of the building available to the fire service, detailing the location of all the fire precautions, access, and egress points, including any hazards relating to the structure, its contents, and its use?	X		Accurate plans for the site have been created	
Tolerable	X	Moderate	Substantial	Intolerable

25. POST FIRE CONTINGENCY

Question	Yes	No	Comments
Has the formulation of a post fire recovery plan been considered?	X		
Has a salvage hierarchy of the building contents been considered?		X	
Is there an inventory and valuation of the building contents?	X		
Is the building provided with a fire safe or other fire resisting facility for the protection of important documents?		X	

Have alternative or temporary premises been sourced and have arrangements for the transfer of your business activities to these premises in the event of a fire, been made?		X	
Have suitable alternative or temporary IT and telephone facilities been sourced in the event of disruption by a fire?		X	
Have post fire security, boarding-up and drying-out arrangements been considered?		X	
Have emergency contact telephone numbers been compiled (gas, electricity, water, telephone, key holders, heating ventilation, security, IT, fire prevention officer, insurance, removal services and process maintenance services)?	X		
Is there a thorough internal 'incident investigation regime' that is capable of establishing cause and future prevention?	X		
Tolerable	X	Moderate	Substantial Intolerable

Appendix 1 – Photographic evidence



Figure 01 – Blocked fire extinguisher onstage in the theatre



Figure 02 – The canteen doors that are not shutting correctly



Figure 03 – Items on the means of escape stairs from the Estates manager’s flat

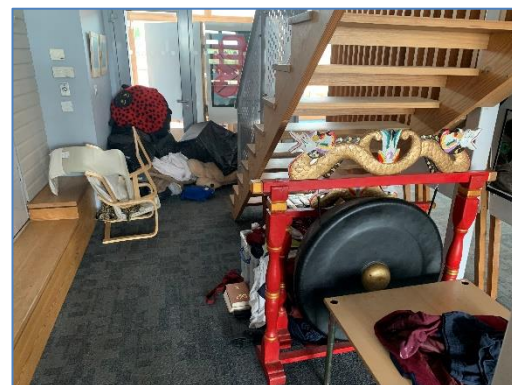


Figure 04 – Items that should be moved from the theatre foyer



Figure 05 - The fire door from the balcony in Mundell building that is not closing correctly



Figure 06 - The faults on the fire alarm that must be cleared



Figure 07 - An example of one of the barn doors leading from a classroom in the pre-prep building