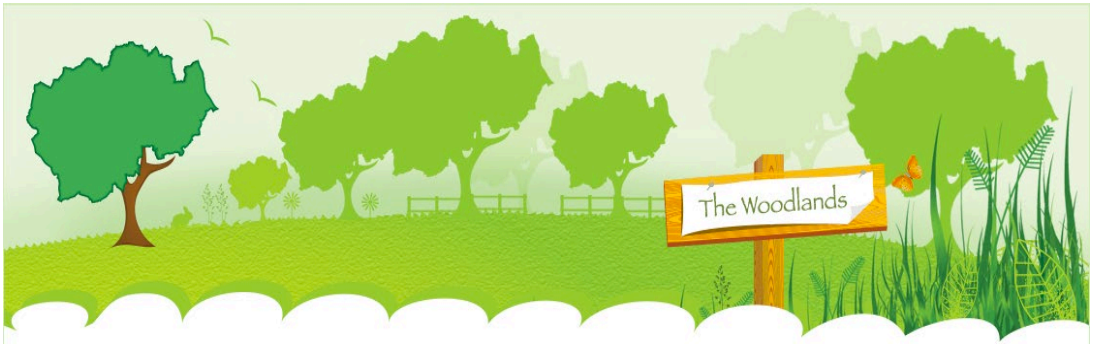

Durham County Council

Premises Fire Safety Risk Assessment.

The Woodlands : Bridge site (1100)

Durham Road, Lanchester, Durham, DH70LG

Approved by:	H Atkins K Dinsdale	**Date:** Sept 25
Last reviewed on:	Sept 24	
Next review due by:	Sept 26	

What is the Regulatory Reform (Fire Safety) Order 2005 (RRFSO)?

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) came into force on 1 October 2006, and replaced other separate pieces of fire safety legislation. Under the RRFSO a 'responsible person' (usually the owner, employer or occupier of business or industrial premises) must carry out a fire risk assessment. Responsible persons under the order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

What does a fire risk assessment involve?

There are five key steps in a fire safety risk assessment:

1. **Identify fire hazards** - e.g. how could a fire start? What could burn?

   In Durham County Council's risk assessment Pro forma this has been split down into specific fire hazards. The assessor needs to identify the types of fire hazards, their location and quantities i.e.

   - Sources of fuel – paper, textiles, flammable liquids, gases etc.
   - Sources of Heat / ignition – Smoking materials, hot processes, cooking etc.
   - Sources of Oxygen – O_2 cylinders, chemicals etc.
   - Work processes – Boiler works, maintenance 'Hot works' etc.
   - Structural features – Damage to fire compartmentation, large atria, blocked staircases etc.

2. **Consider the people who may be at risk** - e.g., employees, visitors to the premises, and anyone who may be particularly vulnerable such as children, the elderly and disabled people. You also need to refer to any Personal Emergency Evacuation Plans (PEEPs) that may be in place on the premises for people who need assistance evacuating the building.

3. **Evaluate, remove, reduce, protect and act** - think about what you have found in steps 1 and 2 and remove and reduce any risks to protect people and premises. Consider the fire precautions that have been provided within the building i.e. fire alarm and detection systems, fire fighting equipment, signage, maintenance etc.

4. **Record, plan, inform, instruct and train** - keep a record of what risks you identified and what actions you have taken to reduce or remove them. Make a plan of how to prevent fires and, should a fire start, what actions you will take. Make sure all staff know what to do in the event of a fire and if necessary that they are trained for their roles.

5. **Review** - regularly review your risk assessment to ensure it remains up to date and reflects any significant changes that may have occurred. Do not amend the risk assessment for every trivial change. It is recommended that a fire risk assessment is reviewed annually at the very least.

Can I do it myself?

Yes. Those with the responsibility for premises are likely to be best placed to conduct a fire risk assessment, maintain fire safety precautions and understand and address the risk to lives and property that fire represents to those working there or visiting.

Under the RRFSO, the duty to carry out and implement a fire risk assessment lies with the responsible person. Achieving fire safety is often a matter of common sense, and in many cases

there may be no need for specialist or formal knowledge or training, providing the responsible person makes enough time available to go through all the necessary steps.

In carrying out a risk assessment, however, the responsible person may decide that, given the nature of the premises or the people involved, they do not have the necessary competence to discharge their duties under the RRFSO. If this is the case they should seek guidance from their Service H&S provider.

How often should I do a risk assessment?

You should keep your fire risk assessment under regular review as risks may change over time.

If you make changes to your premises that have affected the fire precautions, you should ensure that the fire risk assessment and risk management plan are updated.

What happens if I share my premises with others?

If you share a building with others, you will need to co -operate and co-ordinate the findings of the fire risk assessment and risk management plan with them.

If your plan changes as a result of a review or changes you made to your premises over time, you will need to share the revised risk management plan with others who share the premises.

Does the fire risk assessment require measures such as fire escapes, fire alarms, fire doors or sprinklers to be in place?

There are likely to be a range of prevention and protection measures possible in an individual premises and the RRFSO allows the responsible person to decide which would be most appropriate in the light of the premises and those who may be in them at any one time.

Providing the fire safety measures are adequate to mitigate the potential risk, it is for the responsible person to decide from the range of available options.

Am I responsible if my fire safety equipment fails?

Under the RRFSO the 'responsible person' is usually the owner, employer or occupier of business or industrial premises who must ensure that all equipment provided for the purpose of fire safety or for the protection of fire fighters is maintained and kept in good order.

Who enforces the RRFSO?

Fire and Rescue Authorities are the enforcing authorities for the RRFSO and will develop appropriate risk based inspection regimes.

What happens if I don't comply with the legislation?

Fire and Rescue Authorities will, where necessary, offer support and advice on how best to improve fire safety arrangements. In doing so, they will take account of measures which are proportionate and reasonable to the identified risk.

In cases where a serious risk exists and is not being managed, Fire and Rescue Authorities have a statutory duty to enforce compliance with the RRFSO.

Contents:

1. Premise details	
Name and address of premise / site: The Woodlands: Bridge site Durham Road, Lanchester, Durham, DH7 0LG	If the premises are not owned by DCC: Name, Address and Contact details of the owner or letting agent. N/A
Date of Risk Assessment: 09/09/2019	Assessment Review date: Sep 20, Sep 21,Sep 22, Sep 23, Sep 24, Sep 25
Name of Person conducting the Risk Assessment: Helen Atkins	Name of Person responsible for Fire Safety on the premises: Helen Atkins
Use of the premises: Educational establishment	Times premises in use: 7.30am until 5.00pm Monday to Friday

Description of the Premises.
I.e. Age and size of the building, construction type any particular hazards that may be cause for concern in relation to fire safety. A plan of the premises should be included in the appendices.

The School consists of a single storey building which is used to educate children from key stage 1 to key stage 4.

The School was built circa 1930. The building is of stone construction with artificial stone additions under a pitched slate tile roof. There is an integral subterranean boiler house. CCTV is present in the building and externally.
The asbestos management plan for the building has identified that asbestos containing materials are present within the building. Asbestos management plan is kept in main reception.

The premises are considered to be of low risk taking into account the likelihood of fire and likely consequences. In the event of a fire there is little chance of anyone being placed at risk due to a high staff to pupil ratio, high number of trained fire marshals and fire safety measures in place.

Is the premises Multi Occupied:
Provide details of any other organisations on the premises and brief details of their work activities.

Acorns – Key Stage 1 and 2 provision – Tuesday and Thursday: approx. 8 pupils and 2 staff daily
Virtual School – 1.1. education – Thursday and Fridays: approx. 4 pupils and 3 staff
Woodlands – pupil referral unit – Monday to Friday: approx. 42 pupils and 18 staff

2. Identifying who might be at Risk

List the numbers of persons who would normally be in the premises and their usual locations, i.e. staff, clients, pupils, visitors, contractors etc.

Persons	Number	Location
Educational staff including teachers/LSA's/ admin and caretaker	Between 15 and 25 daily	Throughout the School
Pupils	Between 25 – 35 daily	Throughout the School
Contractors and visitors	Maximum of 10	Throughout the School

Additional Comments.

The building is currently used by pupils from Key Stage 1 to Key Stage 4. All pupils using the building are here as an alternative to permanent exclusion and for behavioural issues. The pupils who attend the school, can, at times display challenging and aggressive behaviour.

Staff, pupils and visited can be distributed throughout the building. Normal expected teaching activities are undertaken.

At the time of the assessment there were no staff members who required a PEEP.
At the time of the assessment there were no pupils requiring a PEEP.

When considering the risks to persons with Disabilities you may need to discuss their individual needs with them. The details of these discussions should be recorded using the Personal Emergency Evacuation plan documentation (PEEP's).

Further information on PEEP's can be obtained from the Corporate H&S unit policies and procedures page: SMP/PEEP/001

Any significant findings during the PEEP's process should be recorded and copies kept in a safe location. Specific information, instruction and training should be given to the appropriate people e.g. fire marshal, buddy to ensure safe evacuation of the building.

3. Identify any significant sources of FUEL within the building, their location and quantity where possible.

Examples include:

- Flammable liquids / solvents / oils etc
- Flammable chemicals i.e. cleaning chemicals.
- Wood / paper / cardboard etc.
- Plastics / rubber/ foam etc.
- Furniture and fixings / textiles / display materials etc.
- Flammable gases i.e. liquefied petroleum gas (LPG), aerosols.
- Waste materials i.e. shredded paper, wood shavings, dust etc.

The caretakers cleaning cupboard contain small quantities if paints, thinners and adhesives.These are stored on shelving unit away from sources of ignition. No significant issues identified in relation to this storage room.

Displays are present throughout the School in classrooms and corridor areas.

4. Identify any significant sources of HEAT / IGNITION within the building and their location where possible.

Examples include:

- Smoking materials / matches / lighters etc.
- Naked flames / hot works processes etc.
- Heaters – fixed / portable, gas / electric etc.
- Plant – boiler, electrical etc.
- Lighting equipment.
- Friction / static / sparks etc.
- Arson.

The ignition sources are mainly those commensurate with School premises, being office electrical equipment such as computers, printers, photocopier ect.. Laminators are present in Art room and Waves classroom.

Two central heating boilers are located within the boiler house. In addition to a new condensing boiler in a separate boiler house with external access next to the LRC. The boilers are serviced annually in line with DCC guidelines via Service Direct. Boiler houses are checked regularly by the caretaker and no concerns were raised in relation to fire safety.

5. Identify any significant sources of OXYGEN within the building, their location and quantity where possible:

Examples include: Cylinders e.g. for medical use, Oxidising Chemicals, Natural or Mechanical air flows.

6. Identify any significant WORK PROCESSES that may increase the risk of fire.

Examples include: Cooking, Welding, Grinding etc.

Hot meals are prepared daily by Chartwells There are 2 ovens (gas hob/gas oven) within the kitchen. Food is served via a serving hatch in the kitchen.

7. Identify any significant STRUCTURAL FEATURES that may increase the risk of fire.

Examples include: Damage to fire stopping, Open Staircases etc.

Access control doors have been fitted August 2019 doors will be linked to fire system and open on activation of fire alarm via battery back-up, located on each door. The loft space was not inspected during this assessment due to some areas having asbestos containing materials.

8. Fire Detection and Alarm System

In small buildings it may be sufficient to simply shout fire, in other more complex premises a suitable electrically operated fire detection and warning system should be installed to comply with BS5839.

Type of fire alarm system. Please tick which system is installed.			
Rotary Gong / Air horn or		**Type M:**	

similar		**Manual Break Glass only.**	
Type L System: (Life Protection)		**Type P System: (Property Protection)**	
L1: **System installed throughout all parts of the building.**		**P1:** To provide the earliest possible warning of fire.	
L2: As L3 but with additional detection in high risk areas.		**P2:** Detection provided in high risk or valuable areas.	
L3: Detection in escape routes and rooms that open onto escape routes.			
L4: Detection provided in circulation areas and escape routes only.			
L5: Detection installed to satisfy a specific fire safety objective.			

A plan of the fire alarm system should be attached to this risk assessment in Appendix A.

Additional Information regarding the fire alarm systems:

The fire alarm system complies with BS 5839. The fire alarm panel was inspected at the time of the assessment and did not show any faults.

The system installed is appropriate for the risks present and the occupancy characteristics of the building.

It was confirmed by staff that the fire alarm can be heard throughout all parts of the building.

Due to the nature of the pupils that attend there may be behavioural issues which may lead to unwanted fire detection activities. Therefore the manual call points are key operated to stop unwanted activations by pupils. All staff carry a key to activate the break glass points. These are situated at each external exit.

Fire Alarm points to consider: *To be indicated in the box above.*

- Is it suitable for the premises type / size? – Yes
- Can the alarm be heard throughout all parts of the building? – Yes
- Is a break glass call point tested weekly in strict rotation (if applicable)? - Yes
- Is the fire alarm maintained by a competent contractor? - Yes
- Where are the test records held? - In reception

Have there been any false alarms? Consider the location of detection and activation devices. – Yes –due to hanging displays – discussed with alarm company and measures put in place to prevent further false alarms.

9. Emergency Lighting System.

If the premises are used during the hours of darkness (consider winter months) emergency lighting should be considered.

In smaller premises hand held torches may be sufficient, in larger more complex premises an emergency lighting system should be provided.

Areas of the premises with no natural light should be provided with escape lightning.

Additional Information regarding the Emergency lighting system: Emergency lighting is suitable for the premises. Monthly inspections are carried out by the caretaker and any defaults reported to admin. eg – bulbs that need replacing.
Emergency lights points to consider: *To be indicated in the box above.* • Is it suitable for the premises type / size / use of the premises? - Yes • Is the emergency lighting system regularly tested? – Yes – monthly • Is the emergency lighting system maintained by a competent contractor? - Yes • Where are the test records held? – Fire log book A plan of the emergency lighting should be provided.

10. Fire Fighting Equipment.

What automatic fire fighting equipment is available?	Location.

What portable fire fighting equipment is provided?	Yes / No
Water Extinguisher	
Foam Extinguisher	Yx4
CO2 Extinguisher	Yx6
Dry Powder Extinguisher	
Wet Chemical Extinguisher	Y
Fire Hose Reel	
Fire Blanket.	Y

Additional information regarding fire fighting equipment

Last tested July 2025 by Safe and Sure – inspected annually

3 extinguishers located in main office
2 extinguishers located in kitchen
2 extinguishers located in conservatory
1 fire blanket in kitchen
2 extinguishers locate in main hall (Key stage 4)
2 extinguishers located end of main corridor (Key stage 4)

Fire extinguishers are distributed across the school to allow all users access. Staff from each group within the building have had fire marshall

Fire fighting equipment points to consider:

- Are extinguishers suitable for the purpose? - Yes
- Are there sufficient extinguishers located throughout the premises? - Yes
- Are specific extinguishers / fire fighting equipment located in close proximity to fire hazards? - Yes
- Are the locations of the extinguishers obvious so that users can gain immediate access to them? - Yes
- Have people been given information, instruction and training in the use of extinguishers / fire fighting equipment? – Yes
- Is equipment maintained and records held? - Yes

11. Means of Escape

Consideration should be given to how people will escape from the premises in the event of a fire both horizontally and vertically. Some bullet points have been provided at the bottom of the page but this is by no means exhaustive.

Additional information regarding the means of escape:

Each group within the School is responsible for informing pupils and staff of escape routes.
All escape routes have viable signage to fire exits. All routes lead to the car park (front) or tennis/basketball courts.
Last fire drill the evacuation time was under 3 minutes.
All fire doors are outward opening and in a good state of repair.
Staff briefed to keep escape routes clear at all times. Caretaker monitors and removes any obstructions.
Main entrance escape route suitable for wheelchairs.

Means of escape points to consider: *To be indicated in the box above.*

Horizontal Escape

- The number of occupants in the area/room/floor and their familiarity with the premises.
- The likely spread of fire?
- How long will it take people to evacuate the building (2-3minutes?)
- Do escape routes lead to a place of safety?
- Do emergency doors open in the direction of travel, and can they easily be opened i.e. not locked?
- Do fire doors close properly i.e. are not chocked open / self closing devices are operational?
- Dead –end conditions – is there only one way out?
- Is signage clear and visible from all parts of the building?
- Sufficient number of escape stairways?
- Is the escape route suitable for the number of people using it?
- Is the travel distance to the nearest escape route excessive?
- Inner room situations. Is the exit only available through another room?
- Housekeeping – is there storage of combustibles or obstructions in escape routes?
- Provisions for people with physical or sensory impairments or special needs etc.

Vertical Escape

- Are there sufficient stairways to get all occupants out of the premises even if one is inaccessible due to fire?
- Are the doors, walls and partitions to the stairways fire resisting (i.e. could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazards present)?
- Are the escape route / stairs kept clear of combustible items?

Are staircases wide enough to allow all people to escape?

12. Fire Safety Signs and Notices.

Fire safety signs must be provided in a premise, they can provide information on safe escape routes, the location of fire safety equipment and information on what actions to take in the event of a fire.

Fire safety signs are adequate and displayed around the building. Classrooms have fire evacuation maps highlighting escape routes.

Signage points to consider: *To be indicated in the box above.*

- Are signs the same throughout the building? Yes

- Are they suitable i.e. pictogram, pictogram and text (**Not text only)**? Yes
- Are general fire actions notices displayed stating what actions to take in a fire? Yes
- Is signage placed on fire doors stating 'Keep shut'? Yes
- Are final exit doors clearly marked? Information should also be provided on how to open the door i.e. 'Push bar to open'? Yes
- Can emergency signage clearly be seen throughout all areas? Yes

13. Fire Evacuation Plan.

Has a fire evacuation plan been completed?	**Y**
Does the evacuation plan cover the following points:	
a. The actions staff should take if they discover a fire?	**Y**
b. How staff are informed if there is a fire incident?	**Y**
c. How the evacuation of the premises will take place?	**Y**
d. The location of the fire assembly point?	**Y**
e. The identification of escape routes?	**Y**
f. How the fire brigade will be informed?	**Y**
g. The specific fire duties of staff with additional responsibilities i.e. Fire Marshal, Caretaker, Facilities Manager etc.	**Y**

Any other details related to the emergency plan:

Ensure that all groups using the building make their staff aware of the emergency plan – including visitors.

14. Schematic Floor Plans.

Has a schematic floor plan of the premises been developed and included in the fire risk assessment/emergency plan.	Y☐
Does the floor plan include:	
a. The layout of the workspace and escape routes?	Y☐
b. The fire fighting equipment provided on the premises?	Y☐
c. The location of fire alarm equipment ie., break glass points etc?	Y☐
d. The location of the emergency lighting system?	Y☐
e. The location emergency shut off valves ie., Water, Electricity, Gas etc?	N☐
f. The location of any asbestos containing materials?	Y☐

Schematic floor plans should be included as an Appendix to this risk assessment.

15. Training

All staff should receive fire safety training including the significant findings from the fire risk assessment and emergency plan.

Are staff given a fire safety awareness induction? This should include: • *How to raise the alarm?* • *Evacuation routes out of the building?* • *The location of the fire assembly point?* • *How to stop machines/equipment (where appropriate)?* • *The importance of fire doors?* • *The importance of good housekeeping?*	Yes
Is this information repeated annually or when significant changes occur i.e. a change in premises / working procedures etc?	Y☐
Is additional training given to employees who have a specific role to play in the event of an emergency i.e. fire marshals etc.	Y☐
Are fire drills undertaken regularly i.e. **all people** involved in at least one fire drill per year?	Y☐
Have staff been made aware of the contents of the fire risk assessment?	Y☐
Is information given to visitors, contractors, temporary workers etc?	N☐
Any other information relating to fire safety training: (Consider the nature of the task being carried out in the premise i.e. Hot work) Guidance sheet to be produced to give information to contractors and visitors when signing in to the building.	

16. Significant Findings and Action Plan.

Significant findings of the fire risk assessment should be included and actions taken to remove or reduce the hazard and protect people.

Significant findings should include details of

- The fire hazards identified
- The actions taken or to be taken to remove or reduce the chance of a fire occurring (preventive measures)
- Persons at risk
- The actions taken or to be taken to reduce the risk to people from the spread of fire and smoke (protective measures)
- The actions people need to take in the case of fire including details of any persons nominated to carry out a particular function (emergency plan)
- The information, instruction and training identified that people need and how it will be given.

Significant Finding	**Priority Low, Medium, High or Immediate.**	**Details of Remedial Action (if any)**	**Person Responsible**	**Completion Date**
False alarm activations	Medium	Discussion with ADT Feb 2019 – measures put in place to combat any further activations Letter received April 2022 due to false activations – to be actioned	Helen Atkins Helen Atkins	Feb 2019 May 2022
Emergency shut off values to be added to floor plan	Low	Add to plan with immediate effect	Helen Atkins	11/01/18
Information regarding fire alarms to be given to visitors and contractors	Medium	Produce guidance sheet to be shown to visitors on arrival	Helen Atkins	April 2022

17. Signatures.

Date of Assessment	Signature
October 2023	H.Atkins
Review Date	**Name / Signature**