



The Woodlands

Premises Fire Safety Risk Assessment.

Elms & Maples

Approved by:	L Candler D Wall	Date: Sept 24
Last reviewed on:	Sept 24	
Next review due by:	Sept 25	

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 – O₂ 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.

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1. Premise details	
Name and address of premise / site: The Woodlands Broom Road FERRYILL Co Durham DL17 8AN	If the premises are not owned by DCC: Name, Address and Contact details of the owner or letting agent.
Date of Risk Assessment: 1.7.24	Assessment Review date: September 2025
Name of Person conducting the Risk Assessment: C Batson & S Carr	Name of Person responsible for Fire Safety on the premises: L Candler
Use of the premises: Educational Premises	Times premises in use: Mon – Fri 6 am – 6 pm (excluding school holidays)
Description of the Premises. <i>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.</i> <i>The school consist of a main building and an annex building. The main building (The Elms and The Orchard) is a single storey brick built building with a slate roof with brick and plaster walls. The building is heated by gas boilers.</i> <i>The annex Key stage 4 building (The Maples) is of a CLASP type construction technique with panel walls and has a flat felted roof. The building is heated by gas boilers.</i> The curtilage of the site is protected by a palisade fence and the main entrance is provided with an access control facility. There is internal CCTV in corridors of The Elms, The Orchard and The Maples.	
Is the premises Multi Occupied: <i>Provide details of any other organisations on the premises and brief details of their work activities.</i> Chartwells operate the kitchen and prepare meals at lunchtime	

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
Staff	20	The Elms
	8	The Orchard
	18	The Maples

Pupils	Up to 36	The Elms
	Up to 10	The Orchard
	Up to 36	The Maples

Additional Comments.

Staff – includes teaching and non-teaching staff

Staff, pupils and visitors are distributed throughout the building. Normal expected teaching activities are undertaken.

All staff, including supply teachers, are given an induction including all safety procedures on first being employed on the premises.

Visitors and contractors are signed in at reception.

General visitors are always accompanied by a member of staff who will brief them on the fire evacuation procedures by referring them to the 'Fire Notice' at reception and the alarm signal. Staff are made responsible for their guests during any evacuation. In the event of a fire a register can be obtained from the signing in/out system and these names can be checked by office staff at the assembly point.

At the present time there are no employees or pupils with PEEP's.

3. Peeps (Personal Emergency Evacuation Plan).

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.

4. 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.
- Waste materials i.e. shredded paper, wood shavings, dust etc.
- Flammable gases i.e. liquefied petroleum gas (LPG), aerosols.

In general

- ☐ Seasonal decorations which are kept to a minimum and are flame retardant – stored in a locked cupboard in locked girls shower room
- ☐ Cleaners' cupboard has small amounts of cleaning chemicals which are inside the locked cupboard. Notice boards – all flame retardant plus notice boards in corridors are lockable.
- ☐ All furniture regularly checked for damage
- ☐ Waste paper bins are emptied every night and the waste is stored outside in locked compound.
- ☐ The cleaners empty waste bins on a daily basis
- ☐ Competent contractor used to dispose of waste with weekly collections.
- ☐ Radiators not to be restricted by coats, school bags etc
- ☐ Bulk storage of paper – not stored near sources of ignition including electrical switch gear and ICT servers.

Departments

- ☐ Admin Office and reprographics room – sources of fuel commensurate with office premises – furniture, stationery and combustible office equipment. Spare paper for printers is stored in locked stationery cupboard.
- ☐ Science room – small amounts of flammable chemicals kept in locked labelled metal cupboard in chemical store. Annual inventory/stock check conducted of chemicals. Storage as per CLEAPPS laboratory handbook.
- Art Equipment – flammable materials stored in a locked cupboard.
- ☐ Kitchen – cooking oil stored in kitchen. Equipment serviced regularly.
- ☐ Sports Hall – mats never stored on emergency escape routes

5. 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.

- ☐ Mains gas supplying the boilers – serviced annually by gas safety registered contractor. Located in boiler/plant rooms. Free of obstruction. Access only possible by caretaker, safeguarding manager and Service Direct who are the only key holders. New boiler fitted in Orchard October 2016, Replacement boilers fitted in The Elms January 2018
- ☐ Periodic electrical inspection is carried out regularly
- ☐ Computers throughout the building. No computers pose significant fire hazard. All appliances are PAT tested annually by an approved contractor Staff report faulty equipment via Line Manager.
- ☐ All reasonable steps have been taken to prevent any attacks of arson on the building – no flammable materials are left anywhere near the building – fencing maintained in good condition and school gates locked out of hours
- ☐ Lighting in school is adequate for purpose but replace and upgrade when necessary
- ☐ Clear signage externally to ensure adequate visitor control to the site. All visitors required to sign in and wear badges.
- ☐ No smoking in the building enforced by staff
- ☐ Any displays round the building are away from heat sources
- ☐ Procedures for spillage disposal of substances or contaminated cloths in place

- Departments
- ☐ Attendance/Inclusion Office– Server kept in locked cupboard
- ☐ Science room – Practical lessons in Science labs follow the CLEAPSS HAZ cards and all students are supervised by qualified science teachers. Bunsen burners in science labs – technician checks all gas taps switched off at end of day and mains gas supply secured with locked padlock.
- ☐ Technology rooms – Cookers – both gas and electric – technician to check switched off every lesson. All serviced by County. Mains switches secured by locked padlock. Used only by competent operators and students use only under strict supervision. Regularly inspected by competent person
- ☐ Kitchen –Extraction filters changed and ducting cleaned regularly – monitored by County under SLA.
Heaters – Portable heaters used in office during winter due to poor heating. Guarded at all times and not places near combustible materials

6. 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.

Natural airflow only.

All windows/doors are closed out of working hours

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

Examples include: Cooking, Welding, Grinding etc.

Cooking in technology lessons and cooking in the school kitchen. - guidance in CLEAPS hazards. No unauthorised access to labs/kitchens except under the supervision of specialist teaching staff.

Heating with Bunsen burners in science labs guidance in CLEAPS hazards. No unauthorised access to classrooms except under the supervision of specialist teaching staff

Occasionally contractors visit the building to carry out building repairs. All contractors are approved competent with appropriate risk assessments, method statements in use.

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

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

N/A

9. 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 similar		Type M: 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.

The Maples now has key activated units.

Additional Information regarding the fire alarm system:

Electrical system complying to BS 5839. Break glass points / key points are provided in the corridors and beside all external doors. Smoke detectors in ceilings.

Our fire alarm is suitable for our premises and can be heard throughout separate sections of the building.

Should the fire alarm go off the Head teacher or senior member of staff will be in charge. Trained fire marshals will ensure the emergency fire plan is followed in all bases. If the fire alarm is activated in out of hours then the alarm in The Elms, The Orchard and The Maples automatically rings the alarm company ADT. They interpret the alarm as either fire or intruder and contact the appropriate people. The main panel is located in the main office.

The fire alarm is maintained by a County approved contractor every 6 months in accordance with BS5839. False alarms do occur occasionally usually initiated by students.

As the fire alarms in The Elms and The Maples are not connected the following procedure is followed. In whichever building the fire has occurred, the secretary (or line manager if secretary is unavailable) will phone via mobile and alert the building not affected by the fire to sound their alarm and conduct a safe evacuation of staff pupils and visitors to meet the rest of the school at the emergency evacuation points. This is to enable an accurate head count to be undertaken.

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

- Is it suitable for the premises type / size?
- Can the alarm be heard throughout all parts of the building?
- Is a break glass call point tested weekly in strict rotation (if applicable)?
- Is the fire alarm maintained by a competent contractor?
- Where are the test records held?
- Have there been any false alarms? Consider the location of detection and activation devices.

10. 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 lighting.

What automatic fire fighting equipment is available?	Location.
	<i>Not Applicable</i>

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

- Is it suitable for the premises type / size / use of the premises?
- Is the emergency lighting system regularly tested?
- Is the emergency lighting system maintained by a competent contractor?
- Where are the test records held?
- A plan of the emergency lighting should be provided.

11. Fire Fighting Equipment.

What portable fire fighting equipment is provided?	Yes / No
Fire Extinguishers (Foam Spray/C02)	Yes
Carbon Dioxide	Yes
Fire Blankets	Yes

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises

Fire fighting equipment points to consider:

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

12 Means of Escape

All employees are trained in the actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises. There are sufficient fire exits from the premises of suitable width and within acceptable travel distances. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction. There are no dead end conditions.

It is anticipated that all employees, pupils and visitors would be evacuated in less than 3 minutes before any escape routes become untenable. This has been demonstrated by fire drills. All door fastenings can be easily opened at all times without the use of keys and escape routes lead to a place of safety in the open air. For security purposes some doors are fitted with Magnetic security devices that are linked to the fire detection and warning system

Fire drill conducted every term, recorded by Premises Manager in the Health & Safety file.

13. 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.

All fire safety signs need to be checked and replaced if necessary and new signs fitted where applicable.

All break glasses need Fire Action notices displayed next to them

All self-closing fire doors should display 'fire door – keep shut' signs.

Fire doors to cupboards/store display should read 'fire door – keep locked shut' signs

Fire extinguisher positions should be marked by appropriate signs showing the type.

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

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

14. Fire Evacuation Plan.

Has a fire evacuation plan been completed?	Yes
Does the evacuation plan cover the following points:	
a. The actions staff should take if they discover a fire?	Yes
b. How staff are informed if there is a fire incident?	Yes
c. How the evacuation of the premises will take place?	Yes
d. The location of the fire assembly point?	Yes
e. The identification of escape routes?	Yes
f. How the fire brigade will be informed?	Yes
g. The specific fire duties of staff with additional responsibilities i.e. Fire Marshal, Caretaker, Facilities Manager etc.	Yes
Any other details related to the emergency plan:	
There is an emergency action plan in place for fire. All the above points are covered on induction.	
Fire risk assessment and emergency action plan to be made available to staff and confirmed by Microsoft Forms Action 14.1	
Updated Fire Risk Assessment, Fire Emergency Plan and Fire Safety Policy to be made available to staff and confirmed via Microsoft Forms	

15. Schematic Floor Plans.

Has a schematic floor plan of the premises been developed and included in the fire risk assessment / emergency plan.	
Does the floor plan include:	
a. The layout of the workspace and escape routes?	Yes
b. The fire fighting equipment provided on the premises?	No
c. The location of fire alarm equipment i.e. break glass points etc?	No
d. The location of the emergency lighting system?	No
e. The location emergency shut off valves i.e. Water, electricity, gas etc?	No
f. The location of any asbestos containing materials?	No

Floor plans attached

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

16. 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: • <i>How to raise the alarm?</i> • <i>Evacuation routes out of the building?</i> • <i>The location of the fire assembly point?</i> • <i>How to stop machines / equipment (where appropriate)?</i> • <i>The importance of fire doors?</i> • <i>The importance of good housekeeping?</i>	Yes
Is this information repeated annually or when significant changes occur i.e. a change in premises / working procedures etc?	Repeated annually or when required
Is additional training given to employees who have a specific role to play in the event of an emergency i.e. fire marshals etc.	Yes
Are fire drills undertaken regularly i.e. all people involved in at least one fire drill per year?	One fire drill a term
Have staff been made aware of the contents of the fire risk assessment?	Yes
Is information given to visitors, contractors, temporary workers etc?	Yes
Any other information relating to fire safety training: (Consider the nature of the task being carried out in the premise i.e. Hot work) Staff training records kept in Health & Safety file in 'Fire section'.	

17. 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 or High	Details of Remedial Action (if any)	Person Responsible	Completion Date
Staff to be made aware of the adapted Emergency Fire Plan and Risk Assessment Action 14.1	High	Fire plan and Risk Assessment sent to all staff September 2023	School Business Manager	Yearly
Fire Risk Assessment updated September 2024	High	Risk Assessment sent to staff September 2023	School Business Manager	September 2023
Secure bins in Maples grounds to fence short term.	High	Caretaker to use chain and lock to secure bins to fence	Head teacher discussed with caretaker Mar 13 2018	March 18
Create lockable bin compound in Maples grounds to secure bins – long term	High	Obtain quote for bin compound for Maples ground	Property help desk informed 14 Mar 2018. Caretaker to chase up Property Help Desk	Resubmitted – as urgent 2.7.24

18. Signatures.

Date of Assessment	Signature
1.7.24	C Batson
Review Date	Name / Signature
1.7.24	C Batson

The Maples

