

Durham County Council

Premises Fire Safety Risk Assessment.

***The Orchard EHN
(previously GAP)***

Approved by:	D James 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 – 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.

1. Premises details	5
2. Identifying people at risk	6
3. PEEPs	6
4. Sources of fuel	7
5. Ignition sources	8
6. Sources of oxygen	9
7. Work processes	9
8. Structural features	9
9. Fire detection and alarm system	10
10. Emergency lighting system	11
11. Fire fighting equipment	12
12. Means of escape (Horizontal & Vertical)	13
13. Fire safety signs and notices	14
14. Fire evacuation plans	15
15. Schematic floor plans	15
16. Training	16
17. Significant findings and action plan	17
18. Signatures	18

□ Appendix A – Schematic floor plans showing fire safety equipment.

1. Premise details	
Name and address of premise / site:	The Orchard EHN Leadgate Primary School West Street Leadgate Consett DH8 7PN
Date of Risk Assessment:	13.6.24
Name of Person conducting the Risk Assessment:	Danielle James – Head of School Amy Walters - EHN Co-ordinator

Use of the premises: Education	Times premises in use: Monday – Friday 7:30 – 4:30
<p>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></p> <p>The school consists of a single building and is used to educate children.</p> <p>The school was constructed in 1960 with traditional brick walls and consists of 2 floors. All floors are concrete and internal walls are plaster and brick. Building has an integral boiler house. .</p> <p>There are no external metal emergency escape staircases</p> <p>The premises are considered to be of low risk taking into account the likelihood of fire and likely consequences. In the even of fire there is little chance of anyone being placed at risk due to the fire safety measures in place.</p>	
<p>Is the premises Multi Occupied: <i>Provide details of any other organisations on the premises and brief details of their work activities.</i> None</p>	

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	10	Various locations throughout all buildings
Pupils	40	Various locations throughout all buildings
Any other visitors/contractors, members of the public	Various dependent on activities	Various locations throughout all buildings

Additional Comments.

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

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

Visitors are signed in when they arrive. Contractors sign in at the mainstream school reception. All contractors who may be working on the site have been accepted as approved contractors with a general 'permit to work' system in place. 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 printed from the signing in/out system and these names can be checked by office staff at the mustering point.

At the present time there are no employees with disabilities.

If employees work late and find themselves isolated in parts of the building during these times. Automatic fire detection provides early warning of fire.

There are fire evacuation drills carried out 3 times a year at varying times of the day. Records are maintained in the fire log book. Action arising from drills is documented in the risk register and reviewed at a debrief session.

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 cupboard in admin office.
- Cardboard, paper to be recycled are in a locked cage away from the building
- Cleaners' cupboard has small amounts of cleaning chemicals which are recorded on a register, along with a safety data sheet inside the locked cupboard. This is in main building.
- Notice boards – all flame retardant
- All furniture regularly checked for damage
- Waste paper bins are emptied every night and the waste is stored outside away from the building in locked skips
- Flammable liquids are locked in labelled cabinets in mainstream school
- Voids not used for storage – Site Manager conducts regular checks. Any breaches in fire break walls checked regularly and repaired e.g. where pipes have gone through walls and not filled in (see action plan). Completed by Leadgate caretaker.
- Competent contractor used to dispose of waste with weekly collections □ Lost property stored in locked cupboard and regularly disposed of.
- Radiators not to be restricted by coats, school bags etc

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 site manager and caretaker who are the only key holders
 - Computers throughout the building. No computers pose significant fire hazard.
 - All appliances are PAT tested annually by an approved contractor and the installed electrical systems are inspected periodically in accordance with IEE recommendations. Staff report faulty equipment via Site Manager.
 - Electrical switchgear room is located on the ground floor of the main site
 - 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 or the grounds
 - Any displays round the building are away from heat sources
 - Procedures for spillage disposal of substances or contaminated cloths in place
 - Cooker in kitchens monitored by staff
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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.

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 enrichment lessons and cooking in the school kitchen. - guidance in CLEAPS hazards. Occasionally contractors visit the building to carry out building repairs. All contractors are approved competent with appropriate risk assessments,

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

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

Check for damage to fire break compartments following any building works
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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.

<p>Additional Information regarding the fire alarm system:</p> <p>Electrical system complying to BS 5839. Break glass points. Smoke detectors have been provided in all classrooms and public areas including WCs</p> <p>Our fire alarm is suitable for our premises and can be heard throughout all parts of the building.</p> <p>Should the fire alarm go off the Head teacher or senior member of staff will be in charge. Single stage electrical fire alarm system activated by break glass call points and smoke alarms. (see plan for locations). If the fire alarm is activated in out of hours then the alarm 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 corridor opposite reception. There is a zone chart in place and another panel is located in the gym</p> <p>The fire alarm is maintained by Honeywells, a County approved contractor every 6 months in accordance with BS5839. False alarms do occur occasionally usually initiated by students.</p>

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.

Additional Information regarding the Emergency lighting system:

The emergency lighting system is suitable for the size/use of the premises. It is tested monthly by the Site Manager by simulating a lighting power failure to make sure all lighting units function correctly. These are maintained by Honeywell's as directed by County. Records are kept by the Site Manager in his office

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 automatic fire fighting equipment is available?	Location.

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

Additional information regarding fire fighting equipment:

A comprehensive list of fire fighting equipment is kept in log book within the mainstream school.

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises. They are adequate for the risks within the premises and have been serviced within the last 12 months. A service contract with the councils approved service engineer is in place who also advises as necessary if there any issues with numbers or type of extinguisher. An extinguisher schedule is kept with the fire log book to assist in monthly location and condition checks

Fire Marshalls are appointed

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.

It is anticipated that a fire in the building would be a slow to medium growth fire involving paper and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons, due to the working practices of the building. Furthermore, some areas and escape routes are covered by automatic smoke detectors. This automatic smoke detection provides early warning for employees or cleaners who may be isolated e.g. cleaners working late or lettings users

It is anticipated that all employees, pupils and visitors would be evacuated in less than 5 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.

Vertical evacuation.

First floor – There are 2 sets of stairwells in the building. There are no external fire escapes from the first floor. There are large opening windows upstairs on the used side of the building.

Overall there are sufficient stairways and exits in the premises for means of escape

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.

Additional Information regarding fire safety signage:

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

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 and the emergency plan is available on the school shared drive.	

15. Schematic Floor Plans.

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

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: <ul style="list-style-type: none"> • <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
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?	Yes
Have staff been made aware of the contents of the fire risk assessment?	Yes
Is information given to visitors, contractors, temporary workers etc?	Yes
<p>Any other information relating to fire safety training: (Consider the nature of the task being carried out in the premise i.e. Hot work)</p> <p>All staff are given fire safety training on induction by the Head of School/EHN Coordinator. Fire drills are held termly and records kept by the site manager of Leadgate Primary School. Existing staff receive training/instruction on what to do in the event of a fire via termly drills.</p> <p>This Fire risk assessment is available for all staff and they are invited to make comments or additions as necessary.</p> <p>All visitors are given badges with fire evacuation procedures and are told how to raise alarm and location of exits. Temporary workers are given fire safety training on their first visit. Lettings users are given fire safety talk on first letting use and handed fire safety instruction leaflet.</p> <p>6 staff are trained as fire marshalls.</p>	

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

18. Signatures.

Date of Assessment	Signature
13.6.24	DJames
Review Date	Name / Signature

Attach schematics floor plan as appendix