Premises Fire Safety Risk Assessment.

Fyndoune Community College

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 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 because 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: Fyndoune Community College Findon Hill Sacriston Durham County Durham DH7 6LU	If the premises are not owned by the responsible person: Name, Address and Contact details of the owner or letting agent.
Date of Risk Assessment: 30/05/2022 reviewed 16/10/2024	Assessment Review date: October 2025
Name of Person conducting the Risk Assessment: Mr Andrew Scarr DCC Senior H&S (Fire) Advisor	Name of Person responsible for Fire Safety on the premises: Joanne Murphy and Keith Allen Caretaker
Use of the premises: Educational establishment and private nursery provision.	Times premises in use: 7am to 5pm Monday to Friday. The site is closed at the weekend.

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 premises consists of 7 blocks, which briefly comprise the following: Block 1 – Main building on site, it is two storeys high comprising first floor office space and additional resources areas and at ground floor, a science and technology block alongside a main hall, dining hall and a sports hall. The sports hall is not in use and the science and technology rooms are also not used and are slowly being decommissioned. Block 1A – is presently used as a private nursery which is situated within Block 1. Block 3 – Single storey CLASP building, not currently occupied. Block 4 – Sports Hall with music rooms, comprising fitness suite, changing rooms/showers, classroom, offices, boiler room and large double height sports hall. Block 5 farm buildings comprises of two outbuildings which are utilised as teaching space and includes classrooms, a toilet and circulation space. Block 6 which is the greenhouse, and Block 7 which is a farm building that was formerly used to keep animals. The building is now utilised as a 'teaching' workshop with storage rooms.

Built in 1965, Block one is two storeys in height with a double height main hall and sports hall. The Block is of 'CLASP' construction, with a steel frame, curtain walling concrete, and timber clad with a solid floor and flat roof. The block is 3940.24 Sq. M. there are two protected staircases from the first-floor area. There is a lift which serves the first floor but at the time of the assessment it was out of use.

Block 1A is an area within Block 1 used as a private nursery by the Castle Kindergarten. It is the same construction as Block 1. This fire risk assessment does not cover this area.

Block 3 is a single storey standalone CLASP building constructed in 1978 with prefabricated concrete panels on a steel frame. The roof is flat and felt covered with internal rainwater goods. The block is 1195.65 Sq.M. This part of the premises is no longer in use and is being decommissioned. Plans are in place to demolish this building due to its poor state or repair.

Block 4 is the sports hall and was built in 1982. It is a two-storey steel framed structure with

profile sheet metal clad walls and pitched roof. The block comprises a double height indoor sports court, changing rooms/showers, fitness suite, wc's, circulation spaces, storage rooms and general a teaching space, this is currently used by Education plus. The block is 1003.02Sq.M. There are two means of escape from the first floor one is via the internal staircase and the other is via the external escape staircase.

Block 5 is the two single storey buildings which have pitched roofs with cement fibre roof tiles and mineral felt covering. External walls are timber framed with horizontal timber cladding to the exterior of the walls and the internal walls are lined internally with a mixture of horizontal timber boarding and painted plaster. The ceilings are painted plaster and timber boarding.

Block 6 is the greenhouse which is a single storey building with brick low height external walls and aluminium framed, single glazed greenhouse. The greenhouse structure is built off a concrete slab. The front external doors are aluminium framed/ single glazed sliding double doors.

Block 7 is a farm building that was formerly used to keep animals. The building is now utilised as a 'teaching' workshop with storage rooms. The building is constructed from a pre-cast concrete frame. The pitched roof structure is formed from a concrete frame and beams, with asbestos cement roof tiles and polycarbonate panels. The external walls consist of concrete blockwork walls and timber cladding. The internal walls comprise half height concrete blockwork with painted surfaces and timber cladding to roof of the building.

There is a limited amount of asbestos containing materials within the premises, which is contained within the boiler houses, and in pipe lagging, heater backboards, toilet cisterns and floor tiles. The asbestos management plan is kept in the caretaker's office.

This fire risk assessment does not cover the kindergarten as access could not be gained to the nursery. The nursery provider is responsible for producing a specific fire risk assessment for the area that they are responsible for. They have shared their fire risk assessment with Responsible Person for the premises.

Education Health Needs occupy the first floor and hall of Block 1, and a small number of pupils use the farm buildings. Education Health Needs have shared their fire risk assessment with the Responsible Person for the premises.

Fyndoune Community College for the purposes of this fire risk assessment is "normal risk" as defined in HM Government Fire Safety Risk Assessment Educational Premises guide Pg64. This guide was used to assist with completing this fire risk assessment.

This fire risk assessment deals with life safety and it is not intended to deal with property protection.

The premises does not have a lightning protection system fitted as it is deemed that the risks from lightning are not sufficiently significant to warrant the provision of a bespoke lightening protection system.

Is the premises Multi Occupied:
Provide details of any other organisations on the premises and brief details of their work activities.
As mentioned above Block 1a is occupied by Castle Kindergarten, and Education Health Needs occupy Block 1 and occasionally use the farm buildings .
These occupiers are responsible for their own site activities and are responsible for coordinating with site staff regarding fire drills etc.

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**
Caretaker	**1**	**The caretaker is on site between 7am till 11am and 3.30pm till 5pm.**
Cleaner	**2**	**Throughout the school between the hours of 7am till 9am and 2.30pm till 5pm.**
Education Health Needs Team Staff	**Approx. 20**	**Block 1 first floor and occasionally use of the assembly hall.**
Education Health Needs Pupils	**Approx. 30**	**Block 1 first floor and occasionally use of the assembly hall and block 5 and 7. Term time only between the hours of 8.30am till 3.30pm**
Visitors	**Up to 20**	**Various throughout the premises.**
Contractors	**Max of 5**	**Various throughout the project.**
Castle Kindergarten	**Staff 12-15v**	**Block 1A only**
Castle Kindergarten	**Pupil's max of 40**	**Block 1A only**
Additional Comments. At the time of the assessment no staff or pupils who attend the premises did not require the preparation of a PEEP. Any visitors to the premises must contact the site caretaker via mobile phone before they can access the premises. In addition, during term time the reception area is staffed by a member of the EHN team. Approved contractors do attend site to carry out maintenance etc on the boilers and fire alarm system.		

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).

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.

At the time of the assessment no staff, pupils or visitors within the premises did not require the preparation of a PEEP.

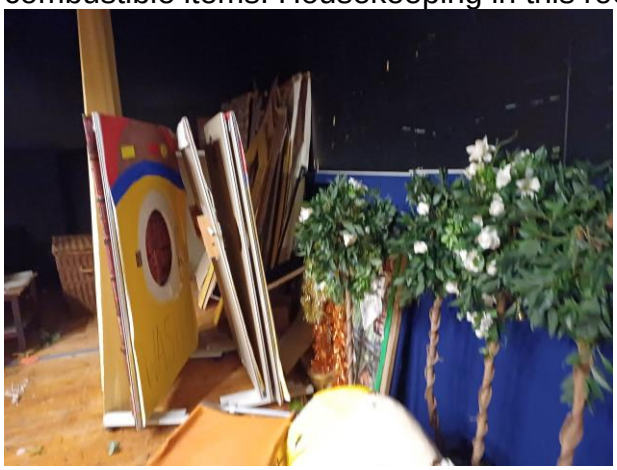
3. Identify any significant sources of FUEL within the building, their location and quantity where possible.

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 sources of fuel are mainly those commensurate with school premise such as paper, cardboard, and very limited display materials.

Housekeeping throughout the premises was to a good standard generally. One area of concern was the main stage area in block 1 which was being used for storage of combustible items. Housekeeping in this room required improvement**. Action 3.1**



There is 'main gas' supplying the gas boilers to the boiler house in block 1 and kitchen, however the kitchen is no longer in use and some equipment has been removed from it.

The woodworking store in block 1 which has been vacated was found to contain a lot of redundant combustible items, this has been left by the previous occupants which was Education +. **Action 3.2**

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

Examples include:

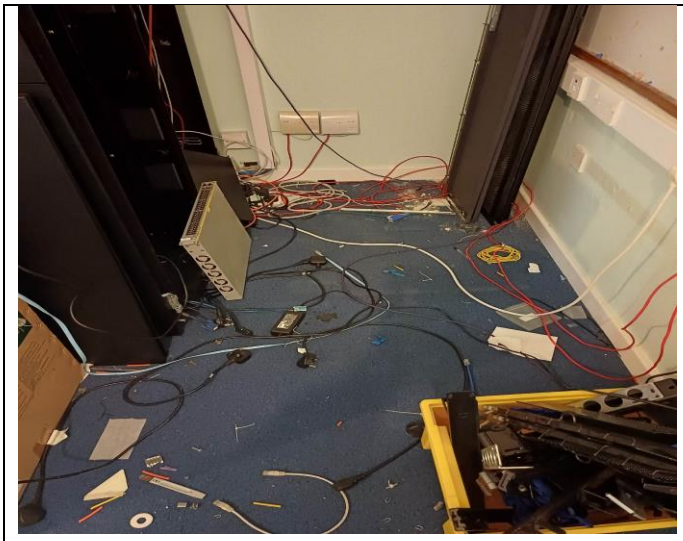
- Smoking materials / matches / lighters etc.
- Naked flames / hot works processes etc.
- Heaters – fixed / portable, gas / electric etc.
- Plant – boiler, electrical etc.
- Lighting equipment.
- Friction / static / sparks etc.
- Arson.

The ignition sources are mainly those commensurate with school premises, being office electrical equipment such as computers, printers, and photocopier.
There is a kettle and fridge situated in the staff room. A toaster, microwave, kettle, and fridge freezer are situated within the former kitchen for the making of breakfast for pupils.

A number of portable heaters were situated throughout the ground floor and first floor area for thermal comfort during cold weather. The majority of these were oil filled radiators however several others were panel heater. However, they were not in close proximity to any fuel sources and were all switched off at the time of the assessment.

There is a No Smoking policy that is enforced on site.

There is a server room located on the first floor of block 1, housekeeping in this room has improved since the initial FRA was completed, however there are still numerous redundant electrical items within this room that appear to be superfluous and there is evidence of multi ganging of sockets. **Action 4.1**



A trailing lead for a projector was in use in the Technicians room, this lead was connected to a socket in the server room, thus it was under the door thresh and it is foreseeable that this training lead would be damaged by the closing door. **Action 4.2**

The fixed electrical installation is periodically inspected and tested every 5 years by “Electrical Inspection & Testing EIAT (UK)” and overseen by Technical Services. The last test was carried out in June 2020.

There have been no reported incidents of arson recently at the school, however, there has been some recent anti- social behaviour at the premises where two windows have been broken in the redundant classrooms in Block 1.

The premises does not have a lightning protection system fitted as it is deemed that the risks from lightning are not sufficiently significant to warrant the provision of a bespoke lightening protection system.

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.

No significant sources of oxygen were identified at the time of the assessment. All doors and windows and other openings not required for ventilation are closed, particularly out of working hours.

No known bottled oxygen stored or used.

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

Examples include Cooking, Welding, Grinding etc.

No work processes that may increase the risk of were identified at the time of the assessment.

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

Examples include Damage to fire stopping, Open Staircases etc.

It was identified that ceiling tiles within the IT room which houses the server had been removed to allow for the passing of cables into the ceiling space. **Action .7.1**

The fire barrier to the first floor PE classroom within the sports hall has been damaged. However, this is a property protection issue and not a life safety concern and as such this has not been included within the action plan to be repaired. If this area is to be reoccupied, then arrangements should be made to have this repaired.

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 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.	Yes	**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:
Block1
The fire alarm was recently upgraded to an L2 system, and the fire alarm panel is situated within the main entrance reception area. Break glass points are situated at final exits.
At the time of the assessment the alarm panel was not showing any faults.

Block 3
An L2 system is fitted within this area and the main panel is situated within the main entrance corridor to this block. However, as this block is being decommissioned the fire warning system will also be decommissioned.

In the farm building Blocks 5 & 7 there is no fire warning and detection system fitted due to the very simple layout of the buildings and low occupancy of these areas.

The caretaker carries out a weekly check of the manual call points in strict rotation and the findings are recorded within the fire safety logbook.

Honeywell carry out a 6 monthly service visit. The records of these visits are held on the DCC Spiidur electronic compliance database.

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.

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 handheld 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 installed in block 1 and block 3. The emergency lighting is suitable for the premises.

The caretaker is currently testing the emergency lighting monthly, and an annual service/maintenance visit is carried out annually by Honeywell.

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.

10. Fire Fighting Equipment.

What automatic firefighting equipment is available?	Location.
Sprinkler system / Gas suppression system / Dry powder system	*IT suite ground floor*
N/A	**N/A**

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

Additional information regarding firefighting equipment

There are numerous fire points located within Block 1, Block 3 and the sports hall. Peterlee Fire Company Ltd carry out an annual inspection/service of the fire extinguishers on an annual basis.
As Block 3 and the science/tech rooms in Block 1 are no longer in use and in the process of being decommissioned then the fire extinguishers within these areas can be removed**. Action 10.1**

The caretaker has completed online fire extinguisher training. The records of this are held on the Durham Learning and Development System (DLDS)

Firefighting equipment points to consider:

- Are extinguishers suitable for the purpose?
- Are there sufficient extinguishers located throughout the premises?
- Are specific extinguishers / firefighting 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 / firefighting equipment?
- Is equipment maintained and records held?

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:

Horizontal Escape.

The design of the means of escape from this school relies heavily on the assumption of "one fire in one place at one time."

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 soon after ignition by persons, due to the occupancy of the building. Furthermore, escape routes and rooms are covered by automatic detection. Automatic detection also provides early warning for employees or cleaners who may be isolated e.g., working late.

At the time of the assessment all emergency exit doors were within acceptable ravel distances and emergency exit doors open in the direction of travel. There is a dead-end condition presented at the end of the corridor from the reception area however this corridor is fitted with automatic detection and the travel distance from the end room is within the travel distance mentioned within HM Government guide. There are also several inner rooms from the reception area however there is automatic detection fitted to the access room and there is a means of escape to the outside from Room 5.

In the farm buildings there are no concerns with means of escape from these areas as they are within the suggested travel distances for single direction travel in table 2 page 70.

It was identified that footpaths outside of the means of escape to the ground floor exits in block 1 require moss/vegetation removal as they were overgrown and the exit door nearest to the private nursery boundary fence was partially obstructed with a tarpaulin/sheet. **Action 11.1**

Vertical Escape

Vertical Escape

The means of escape from the sports hall first floor is via the internal staircase and the other is via the external escape staircase. No concerns were identified with travel distances or obstructions from this area.

Within the first floor of Block 1 there are two means of escape via two protected staircases that lead to the ground floor exits.

A recent fire drill carried out within the premises indicated that the premises was evacuated within 1minutes 30 seconds.

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?
- Enough 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 considering 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.

Additional Information regarding fire safety signage:

Fire evacuation notices are displayed throughout building giving instruction to staff/pupils and vistors on evacuation of the premises.

The fire evacuation plan is displayed around the building in the form of a bespoke fire action notice.

The emergency exit sign above the door to the storeroom should be removed as it is directing people into a store cupboard**. Action 12.1**

The emergency exit sign placed on the emergency light fitting above the exit door in the main hall should be removed as this door in no longer in use as an emergency exit**. Action 12.2**

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?

13. 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:

The emergency plan will need to be revised considering the changes of the relevant people who use the premises as there are now areas of the school that are no longer occupied by relevant people. **Action 13.1**

14. Schematic Floor Plans.

Has a schematic floor plan of the premises been developed and included	Yes

in the fire risk assessment/emergency plan?	
Does the floor plan include?	
a. The layout of the workspace and escape routes?	Yes
b. The firefighting 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
Floor plans are displayed at main fire panel.	
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?	Yes
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
Any other information relating to fire safety training: (Consider the nature of the task being carried out in the premise i.e., Hot work) The fire risk assessment is shared with the other relevant persons who use the premises. The last fire drill carried out on 06/09/2024 indicated that all relevant persons evacuated the premises in 1 minute 30 seconds. This was block 1 and Castle Kindergarten.	

16. Levels of Risk

Considering the fire prevention measures observed at the time of this fire safety risk assessment, decide on the hazard from fire (likelihood of fire) at these premises. In premises where there is a likelihood of a fire starting and spreading quickly, or a fire could start and grow undetected, and affecting the escape routes before people can use them, then the level of risk should normally be regarded at ‘higher’. Such premises might include those where significant quantities of flammable materials are used or stored; ready sources of ignition are present, e.g., heat producing machinery and processes; premises where significant numbers of the people are present and might move slowly or be unable to move without assistance; and premises where the construction provides hidden voids or flues through which a fire could quickly spread. In premises where there is a low occupancy level and all the occupants are able bodied and capable of using the means of escape without assistance; very little chance of a fire starting; few if any highly combustible or flammable materials or other fuels for a fire; fire is unlikely to spread quickly; and will be quickly detected so that all people will quickly know that a fire has occurred and can make their escape, then the risk can usually be regarded as ‘lower’. In most cases however, the risk will usually be ‘normal’.

FIRE SAFETY RISK ASSESSMENT Considering both the active and passive fire prevention measures and general fire precautions observed at the time of this fire safety risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ Normal ☒ High ☐

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

Low: Unusually low likelihood of fire because of negligible potential sources of ignition. There is very little chance of a fire occurring, few if any flammable materials or other sources of fuel. There will be a low occupancy level and all occupants are able bodied and capable of using the means of escape without assistance. Fire cannot spread quickly as there are adequate levels of fire resting construction and compartmentation. A fire will be detected quickly so people will know that a fire has occurred at an early stage and can make their escape.

Normal: In most cases the fire risk will be considered as normal fire hazard (e.g., sources of ignition and fuel present, adequate fire detection system, emergency lighting, fire resisting construction, some compartmentation and fire safety management systems.

High: Lack of adequate controls applied to one or more significant fire hazards, resulting in a significant increase in the likelihood of fire. The likelihood of a fire starting and spreading quickly, or a fire could start and grow without being detected quickly and a warning given, and this will affect the escape routes before people are able to use them. The premises might have large quantities of flammable materials used or stored in the premises. There are ready sources of ignition present. There may be less able-bodied people present who may move slowly or are unable to move or escape without assistance. The premises may

be constructed with hidden voids or flues through which a fire could quickly spread, there is a lack of fire resting construction and compartmentation.

Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained in the following action plan

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.

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the risk to life from fire at these premises is low. In the event of a fire starting there is a low risk to both staff and pupils and any visitors for evacuating given the levels of fire detection and the means of escape available.

Significant Finding	**Priority Low, Medium, High or Immediate.**	**Details of Remedial Action (if any)**	**Person Responsible**	**Completion Date**
Significant sources of fuel				
Action 3.1	High by 29th November 2024.	Housekeeping within the main stage area should be improved to ensure that all redundant equipment/materials are removed from this area.	Joanne Murphy/ Keith Allen	3rd December
Action 3.2	High by 29th November 2024.	The woodworking room should be cleared of all redundant equipment as this is no longer in use and it presents a high fire loading if subject to a deliberate Arson attack.	Joanne Murphy/ Keith Allen	5th December
Significant sources of heat				
Action 4.1	High	Enquiries should be made with the IT section to determine which equipment is needed within this room as this will eliminate the use	Joanne Murphy/ Keith Allen.	Discussions and instruction with IT has

		of extension leads and overloading of sockets. This will also allow any redundant equipment to be removed from site and improve the housekeeping within this room.		allowed all redundant cables and equipment to be removed
Action 4.2	High	The use of the trailing electrical lead to power the projector from the IT server room should cease. If an extension lead is required, then this should be placed under a purpose made cable floor cover to eliminate the tripping hazard.	Joanne Murphy/ Keith Allen.	31st October Re-positioned and cable floor covers used
Structural Features				
Action 7.1	High	The ceiling tiles within the IT room above the server cabinet should be repaired to ensure that they provide an effective barrier to heat and smoke in a fire situation.	Joanne Murphy/ Keith Allen.	31st October Fitted MDF in void
Fire Fighting Equipment				
Action 10.1	Low by 29th August 2025	The fire extinguishers with Block 3 and the science/technology rooms in Block 1 can be removed as they are no longer required.	Keith Allen	29th October Collated, and removed from site plan, (Ext removed from site on 4th Nov)
Means of Escape				
Action 11.1	Medium by 31st January 2025	The paved areas outside of the fire emergency exit doors leading from block should be cleared of all moss/algae/vegetation and the sheet should be removed to prevent any persons using the exit tripping over it.	Keith Allen	31st October Kindergarten advised not to store rubbish behind shelter
Fire Safety Signs and Notices				
Action 12.1	High by 29th November 2024	The fire exit sign above the door at the rear of the stage area should be removed, as this is directing persons to a storeroom at the rear of the	Keith Allen	31st October

		stage.		
Action 12.2	High by 29th November 2024	The emergency exit sign placed on the emergency light fitting above the exit door that is engineered permanently shut in the main hall should be removed.	Keith Allen	31st October
Fire Evacuation Plan				
Action 13.1	High	The emergency plan should be revised to take into account that Block 3, and part of Block 1 are no longer occupied.	Keith Allen	7th November
Training				
Action 15.1	Medium	This fire risk assessment should be shared with all relevant people who use the building.	Joanne Murphy/ Keith Allen	15th November
Action 15.2	High	A fire drill should be carried out every term to ensure that all users of the building are au fait with the emergency procedures within the building.	Joanne Murphy/ Keith Allen	12th November and ongoing (previous 6th September)
Action 15.3		Records of staff training on emergency procedures and other fire safety training should be recorded and kept within the fire safety file. This training should be carried out on an annual basis. This will need to include instruction on how to interrogate the fire alarm panel and who covers for the caretaker when they are unavailable due to holidays etc.	Joanne Murphy	29th November Safety File Updated, including fire alarm instruction to site fire marshalls

***Immediate**	Arrange immediately and complete within 7days
High	Needs attention within 1 month
Medium	Needs attention within the next 3 months
Low	Ongoing within the next 12 months

18. Signatures.

Date of Assessment	Signature
30/05/2022	
Review Date	**Name / Signature**
16/10/2024