Durham County Council

Premises Fire Safety Risk Assessment.

The Woodlands: Bridge site

Durham Road
Lanchester
Durham
DH7 0LG

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

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

What does a fire risk assessment involve?

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

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

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

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

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

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

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

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

Can I do it myself?

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

Under the RRFSO, the duty to carry out and implement a fire risk assessment lies with the responsible person. Achieving fire safety is often a matter of common sense, and in many cases, there may be no need for specialist or formal knowledge or training, providing the responsible person makes enough time available to go through all the necessary steps.

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

How often should I do a risk assessment?

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

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

What happens if I share my premises with others?

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

If your plan changes 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.

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1. Premise details	
Name and address of premise / site: The Woodlands: Bridge site Durham Road Lanchester Durham DH7 0LG	**Name, Address and Contact details of the owner or letting agent:** Durham County Council Health & Safety Team Annand House Meadowfield Durham County Council DH7 8RS
Date of Risk Assessment: 14th October 2026	**Assessment Review date:** 09/09/2020 10/10/2021 05/11/2022 07/10/2023 09/09/2024 08/09/2025 10/03/2026
Name of Person conducting the Risk Assessment: Helen Atkins	**Name of Person responsible for Fire Safety on the premises:** Helen Atkins - Assistant Head Teacher
Use of the premises: Educational Premises Pupil Referral Unit	**Times premises in use:** Monday to Friday: 07:30 to 17:00 Excluding school holidays

Description of the Premises.

The school was built circa 1930 and consists of a single storey building with brick outer walls and a pitched tiled roof (central classroom and dining hall are double height). Windows are double glazed in original wooden frames with some areas updated to plastic frames. There is a small integral subterranean boiler house. Internal finishes comprise of the original plaster walls and ceilings with the later addition of suspended ceiling tiles in many of the offices and classrooms. Flooring includes hard wood floors as well as vinyl and nylon carpet floor coverings.
The total internal floor area is 1290 Sq. M.

Entering through the main entrance at the side of the building there is a fob accessed door before you enter the school reception area. There is a central corridor with offices, staff room, meeting rooms, dining hall and several classrooms. The plantroom is accessed externally under the front of the building.

The premises is fitted with an analogue fire detection and alarm system to an L1 category.

CCTV covers the school externally and the main entry points of the building.

There is asbestos containing materials present within the school building due to its year of construction.

This fire risk assessment deals with life safety and it is not intended to deal with property protection. The Bridge for the purposes of this fire risk assessment is “normal risk” as defined in HM Government Fire Safety Risk Assessment Educational Premises guide Pg64.
Is the premises Multi Occupied: *Provide details of any other organisations on the premises and brief details of their work activities.* • A catering company (Chartwells) use the school kitchen and provide meals for staff and pupils daily. These staff come under the direction of school staff during an emergency. • Virtual School – 1-1 Education – Thursday and Fridays: approx. 4 pupils and 3 staff • Woodlands – Pupil Referral Unit – Monday – Friday approx.. 45 pupils and 20 staff

2. Identifying who might be at Risk

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

Persons	Number	Location
Staff - School	25	Throughout the building
Staff – Kitchen	2	Kitchen and dining hall
Pupils	48	Main school area
Visitors	5	Main school area
Contractors	1	Throughout the building

Additional Comments.

Staff: Undertake normal teaching activities and day-to-day running of the school. Are located throughout the school, working as teachers, teaching assistants, receptionists, cooks, cleaners and caretaker. All staff take part in an induction and yearly training to understand their role in the event of the activation of the fire alarm system. They are familiar with the building and have responsibilities as detailed in the Emergency Action Plan.
Some employees work early/late and may find themselves isolated in parts of the building during these times. Automatic fire detection provides early warning of fire. Supply teachers are given an induction to the school and made aware of fire escape routes and procedures to be followed.

Pupils: Pupils, key stage 3 & 4 are located throughout the school (excluding staff areas) and are familiar with the premises. All pupils using the building are here as an alternative to permanent exclusion and for behavioural issues. The pupils who attend the school, can, at times display challenging and aggressive behaviour.
They take part in fire drills on a termly basis and if an emergency evacuation is sounded, will be guided by a member of staff to the evacuation point as detailed in the emergency action plan.

Visitors: Are normally professionals such as occupational therapists or social workers. They are subject to a signing-in process at reception whenever they enter the building and will be under the guidance of a staff member who will escort them from the premise

in the case of an evacuation. It was identified that some visitors will have knowledge of and familiarity with the layout of the building, others will not.

Contractors: Where possible work is carried out in school holidays so as not to affect the day-to-day running of the school. However, when contractors are called in to carryout work, they are subject to a signing-in process at the reception, given an induction to the school site and are monitored by school staff.

Visitors and contractors are invited by a note on the booking in tablet in reception to inform staff of any disabilities that would prejudice their evacuation in an emergency.

In the event of the fire alarm sounding a full site evacuation would take place.

At the present time of inspection, there are no staff or pupils identified that required the preparation of a PEEP.

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

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

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

3. Identify any significant sources of FUEL within the building, their location and quantity where possible.
Examples include: • Flammable liquids / solvents / oils etc • Flammable chemicals i.e., cleaning chemicals. • Wood / paper / cardboard etc. • Plastics / rubber/ foam etc. • Furniture and fixings / textiles / display materials etc. • Flammable gases i.e., liquefied petroleum gas (LPG), aerosols. • Waste materials i.e., shredded paper, wood shavings, dust etc.
Combustible materials are mainly those commensurate with a primary school premises. With classrooms containing quantities of paper, textiles, and furniture. Storage cupboards containing paper materials are located throughout the school. Displays along corridors were not excessive in their quantity of material (display boards not more than three metres in length with a one metre gap). Soft furnishings can be found throughout the school, with a greater concentration in the break areas. All meet the requirements of current fire regulations, with no ignition sources in close proximity. The cleaner's cupboard has a small quantity of cleaning chemicals, with only the hand gel sanitiser identified as being flammable. There are 10 litres of cooking oil in the kitchen storeroom. Housekeeping around the school premises was acceptable with only one issue identified. Old furniture awaiting disposable was against the rear wall of the building. **Action 3.1 Actioned.**

Internal waste bins are emptied daily.
External waste bins were in the carpark over 6 metres away from the main building.

The school has an externally accessed boiler house. On inspection it was found that there were no flammable items near the boiler or DB board with a small amount of storage in other areas of the boiler house away from heat/ignition sources.
A petrol leaf blower was stored in the basement. The fuel needs to be stored securely in a ventilated area with a DSEAR risk assessment completed. **Action 3.2 Actioned.**

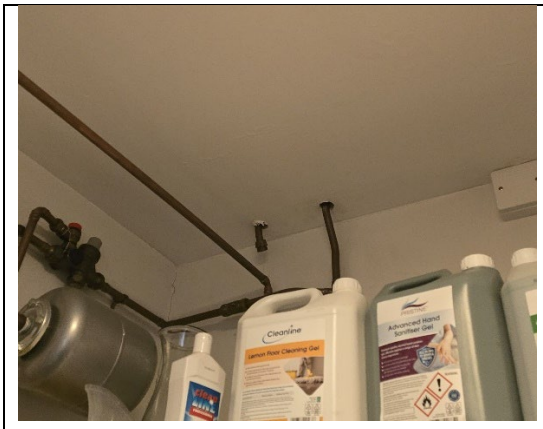
4. Identify any significant sources of HEAT / IGNITION within the building and their location where possible.
Examples include: • Smoking materials / matches / lighters etc. • Naked flames / hot works processes etc. • Heaters – fixed / portable, gas / electric etc. • Plant – boiler, electrical etc. • Lighting equipment. • Friction / static / sparks etc. • Arson. • Laminators • Items that may create heat if faulty – computers for example
The ignition sources are mainly those commensurate with school premises, being office electrical equipment such as computers, monitors, printers, laminators and photocopiers etc. The gas central heating boilers are located within the boiler house accessed externally, in addition, there is a new condensing boiler in a separate boiler house with external access next to the LRC. These are serviced annually by an approved contractor. The kitchen contains gas hobs, electric ovens, fridge freezers, electrical cooking appliances and a deep fat fryer. The staffroom has a toaster, kettle, microwave, fridge tumble dryer and washing machine. There is an industrial printer/photocopier and server in the room opposite reception. Generally, throughout the school the standard of the management of electrical appliances was very good.

Reasonable measures are taken to prevent fires of electrical origin. More specifically the fixed electrical installation is periodically inspected and tested every 5 years by “Durham County Council” with the last test carried out on the 2nd August 2023. Portable appliance testing is carried out on an annual basis. No concerns were identified with any equipment inspected at the time of the assessment. A suitable policy regarding the use of personal electrical equipment appliances being used is in place and no concerns were identified at the time of the assessment. A no smoking policy is enforced on site.

5. Identify any significant sources of OXYGEN within the building, their location and quantity where possible:
Examples include cylinders for medical use, oxidising chemicals, natural or mechanical air flows.
Natural airflow around the building with mechanical extraction in the kitchen. There are no significant sources of oxygen. There were no cylinders or oxidising chemicals within the building.

6. Identify any significant WORK PROCESSES that may increase the risk of fire.
Examples include cooking, welding, grinding etc.
The kitchen is used daily for cooking meals for the pupils, there is a large amount of cooking equipment (gas hobs, ovens, fridges and a deep fat fryer). The staff room is used for reheat/cook meals by staff as well as a washing machine. No hot work is carried out by in house maintenance staff. If at any time such work is required, contractors will attend the site with the appropriate hot work permit.

7.	**Identify any significant STRUCTURAL FEATURES that may increase the risk of fire.**
Examples include damage to fire stopping, open staircases, holes	
Due to the age of the building not all doors meet modern fire safety requirements. The doors along the main corridor entering classrooms, offices and cupboards are still the original doors classified as 'notional fire doors', a fire door that satisfied the standard applicable to fire-resisting doors at the time of the building's construction but may not meet modern standards due to not having self-closers or smoke seals, as well as having a gap along their sides that is greater than that recommended. Due to the fire safety measures within the building; L1 fire alarm system, practiced fire drills with an evacuation time of less than 3 minutes, sterile exit routes, limited fuel sources, well-practiced evacuation plan, high standard of staff training and good building management, replacement of these doors is not necessary. Due to the possible behaviours of the pupils at the school (violence and aggression), the three doors along the main corridor have been replaced with heavy duty security doors. These are fob access controlled, with the fobs held by staff only and will unlock on activation of the fire alarm system. No self-closers are fitted to the doors, but with it being a secure area staff will open and close the doors to keep children confined to designated areas. The standard of compartmentation was generally good within the school, with only two breaches of compartmentation identified. The ceiling of the cleaner's cupboard had holes around the pipework and the rear wall of the boiler house near the LRC had a hole around the waste pipe. **Action 7.1 Actioned.**	



The room off the main dining hall had one direction of travel, as the external door is not classed as a fire door, the distance was within acceptable travel distances for one direction of travel. There were no other areas identified with only one direction of travel or room within a room scenario.

Note - Areas above false ceilings and the loft space were not accessed for inspection during this assessment, due to some areas having asbestos containing materials.

8. Fire Detection and Alarm System

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

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

Additional Information regarding the fire alarm systems:

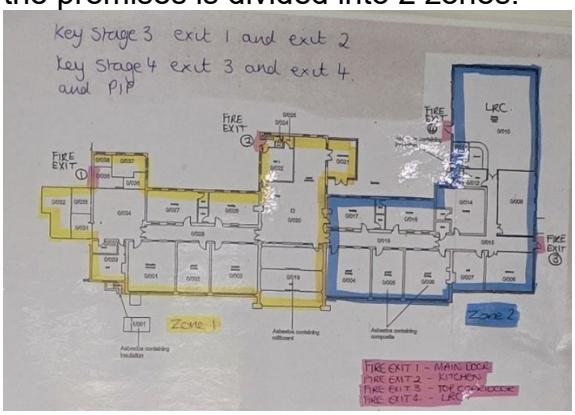
The fire alarm system installed throughout the school is appropriate for the occupancy characteristics of the premises. The fire alarm system was defined to meet the requirements of an L1 category complying with BS5839 Part 1, with one amendment to the standard - There was one classroom with no detection, due to a wiring fault in the area the detector has been disabled, unable to be replaced at the current time due to asbestos in the ceiling. The room is not high risk, so this is acceptable.
A visual inspection of the fire alarm panel indicated no faults, and an inspection of the detector heads showed no damage. It was reported that the alarm could be heard in all areas of the premises.

The fire alarm system is not linked to an automatic receiving centre and relies on a staff member to call the fire service if required.

Manual Call Points (MCP's) are provided beside all external exit points.

The fire alarm system is tested on a weekly basis with the results recorded in the fire safety logbook.
Certification was viewed to show the fire alarm system was serviced by Honeywell on the 10th June 2025, this is maintained by way of two service visits per year.

A schematic zone plan is displayed adjacent to the fire panel in the foyer identifying that the premises is divided into 2 zones.



The roller shutter between the kitchen and dining area is a fire shutter linked to the fire alarm system.

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

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: The emergency lighting is integrated into the lighting of the classrooms (where the lighting has been upgraded) or bulkhead lighting above doors. These are non-illuminated self-test covering all areas: classrooms, corridors and exit doors of the building. A monthly check of the emergency lighting is carried out, with the records of the test kept in the fire safety file. The emergency lighting is maintained by Gent Honeywell by way of two service visit per year, with the last documented inspection being on the 28th August 2025. This report highlighted the failure of several emergency lights (batteries lasting only 1 hour, not 3). **Action 9.1 Actioned.**
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. Firefighting Equipment.

What automatic firefighting equipment is available?	Location
None	n/a

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

Additional information regarding firefighting equipment.

The extinguishers provided are of the correct type and size for the fire risks present and correctly located on the exit routes or within areas of high risk.
There are 6 – CO^2 (Carbon Dioxide), 4 - 6 litre AFFF (Foam), 1 – Wet Chemical and 1 fire blanket throughout the premises.

Due to the extinguishers in the front corridor near reception being tampered with by pupils they have been moved behind the reception desk. All staff are aware of their location and this is acceptable.

The CO^2 extinguisher in the server room is located behind the printer. An extinguisher should always be placed near the door or exit and not behind equipment or in corners of rooms. As there is no room to place the extinguisher near the door the area has been assessed and identified that the extinguishers behind reception are within an acceptable travel distance to cover the risk posed by the electrical items in the room. The CO^2 extinguisher should be removed. **Action 10.1 Actioned.**

A wet chemical extinguisher is available in the kitchen to cover the risk of the deep fat fryer.

The extinguishers are checked monthly by site staff, with the records of the test kept in the fire safety file.
The portable firefighting equipment is maintained on an annual service agreement with Safe & Sure, with the last service carried out in July 2025.

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: **<u>Horizontal Evacuation</u>** All staff are aware of the actions to take on hearing the alarm or discovering a fire. There are no staff that require additional assistance that would prejudice their escape from the premises. There are no staff or pupils with a PEEP in place. There are sufficient fire exits from the premise of suitable width and within acceptable travel distances. These will allow all persons in the premises to evacuate safely in the event of fire. All classrooms have independent means of escape. Emergency exits open outwards in the direction of escape. Some of the fire exits are secured by the means of locks for security purposes, these are all unlocked prior to occupation of the building by the caretaker as part of their morning duties. All fob accessed doors default to open/unlocked on activation of the fire alarm system or power failure. There are no areas with one direction of travel. 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. The assembly point is on the school yard (tennis/basketball courts) to the rear of the premises.

It is anticipated that all persons in the building would have evacuated in less than 3 minutes. This has been demonstrated in fire drills that are held termly, with the last fire drill held on the 16th July 2026 with an evacuation time of under 2 minutes.

Overall – There are sufficient exits in the premises for means of escape.

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

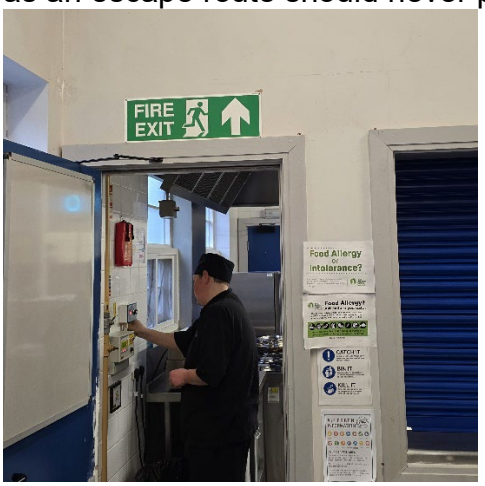
Horizontal Escape

- 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 taking into account the fire hazards present)?
- Are the escape route / stairs kept clear of combustible items?

Are staircases wide enough to allow all people to escape?

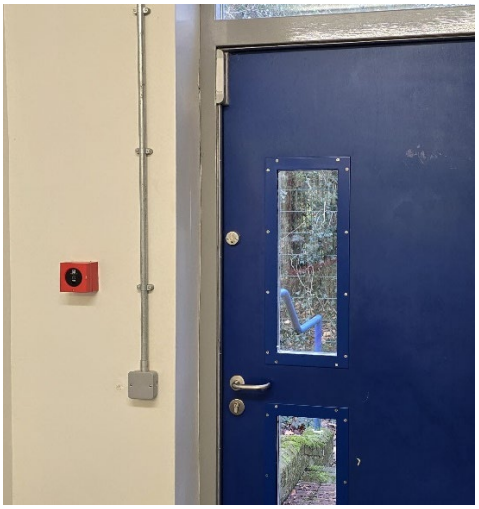
12. Fire Safety Signs and Notices
Fire safety signs must be provided in a premise, they can provide information on safe escape routes, the location of fire safety equipment and information on what actions to take in the event of a fire.
Additional Information regarding fire safety signage: Fire safety signs were inspected, and these were visible, legible and of the correct size. **Fire Exit Signage** - Fire exit signage is correctly located around the premises guiding occupants to the nearest exit door, except The fire exit signage directing occupants to exit through the kitchen should be removed, as an escape route should never pass through a high-risk area. **Action 12.1 Actioned.**    The fire exit signage at the far end of the corridor is duplicated following the addition of new bulkhead emergency lights. It would be more presentable if the old signage was removed – as this may pull the paint off, wait until the area is next due to be painted. **Action 12.2**

Fire Assembly Point - The fire assembly point is identified by signage on the school yard.

Fire Extinguisher Signs – Signage is placed above each extinguisher identifying its type and the category of fire it can be used on.

Fire Door Signs – Display signage ‘fire door keep shut’ or ‘fire door keep locked’ is not placed on all doors due to being notional fire doors.

Fire Action Notices - A simple fire action notice detailing the emergency actions to take in the event of fire should be placed beside each exit point. The FAN in the recreational area needs to specify where the assembly point is located. **Action 12.3 Actioned.**



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 service 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 was available for inspection and found to be written to a good standard with one point needing clarification - The appendix needs the search areas of staff identified.

This was communicated to staff as part of their induction and annual training.

14. 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 firefighting equipment provided on the premises?	Yes
c. The location of fire alarm equipment i.e.., break glass points etc?	No
d. The location of the emergency lighting system?	Yes
e. The location emergency shut off valves i.e.., Water, Electricity, Gas etc?	No
f. The location of any asbestos containing materials?	Yes

A schematic plan has been attached to the appendix of this document showing the escape routes and assembly points.

A plan showing the location of the isolation points for the services firefighting equipment etc needs to be added to the maintenance folder. **Action 14.1**

Due to the age of the premise, there is asbestos containing materials, the type and location is detailed in the asbestos file in the office.

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)

New staff are given an induction to the premises on procedures that includes fire safety and the Emergency Action Plan, that is recorded.

Staff training is repeated on an annual basis that includes general fire safety. The last recorded training was the first week of September 2025.

Fire Extinguisher training was carried out online (DLDS) by the senior fire marshals (5 members of staff) within the past year.

Fire drills are conducted on a termly basis, with the last recorded drill being carried out on the 16th July 2026 (evacuation time of less than 1 minute).

All contractors are employees or subcontractors arranged and approved by Durham County Council. They are given an induction to the site before any work is carried out. If hotwork permits are required then these will be provided before work begins.

16. Significant Findings and Action Plan.

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

Significant findings should include details of

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

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.

Action Plan

Significant Finding	Priority Low, Medium, High, or Immediate.	Details of Remedial Action (if any)	Person Responsible	Completion Date
Identifying who might be at Risk				
Significant Sources of Fuel				
Action 3.1	**High**	Old furniture awaiting disposable against the rear wall of the building needs to be removed.	Site Manager	18.11.2025
Action 3.2	**High**	DSEAR risk assessment to be completed for the use/storage of petrol.	Site Manager	To meet with Emma Short from DCC 03.12.2025
Significant Sources of Heat/Ignition				
Structural Features				
Action 7.1	**High**	Breaches of compartmentation identified in the boiler house and cupboard to be filled with an intumescent sealer.	Site Manager	18.11.2025
Fire Detection and Alarm System				
Emergency Lighting				
Action 9.1	**High**	Emergency lights identified in the service document as defective to be repaired/replaced.	Site Manager	Ongoing with DCC Spiidur. Ref No: 10076713 DCC still to respond with quote.14.10.2026
Firefighting Equipment				
Action 10.1	**Medium**	The CO^2 extinguisher should be removed from the server cupboard.	Site Manager	18.11.2025
Means of Escape				
Fire Safety Signs and Notices				
Action 12.1	**High**	The fire exit signage directing occupants to exit through the kitchen should be removed.	Site Manager	18.11.2025

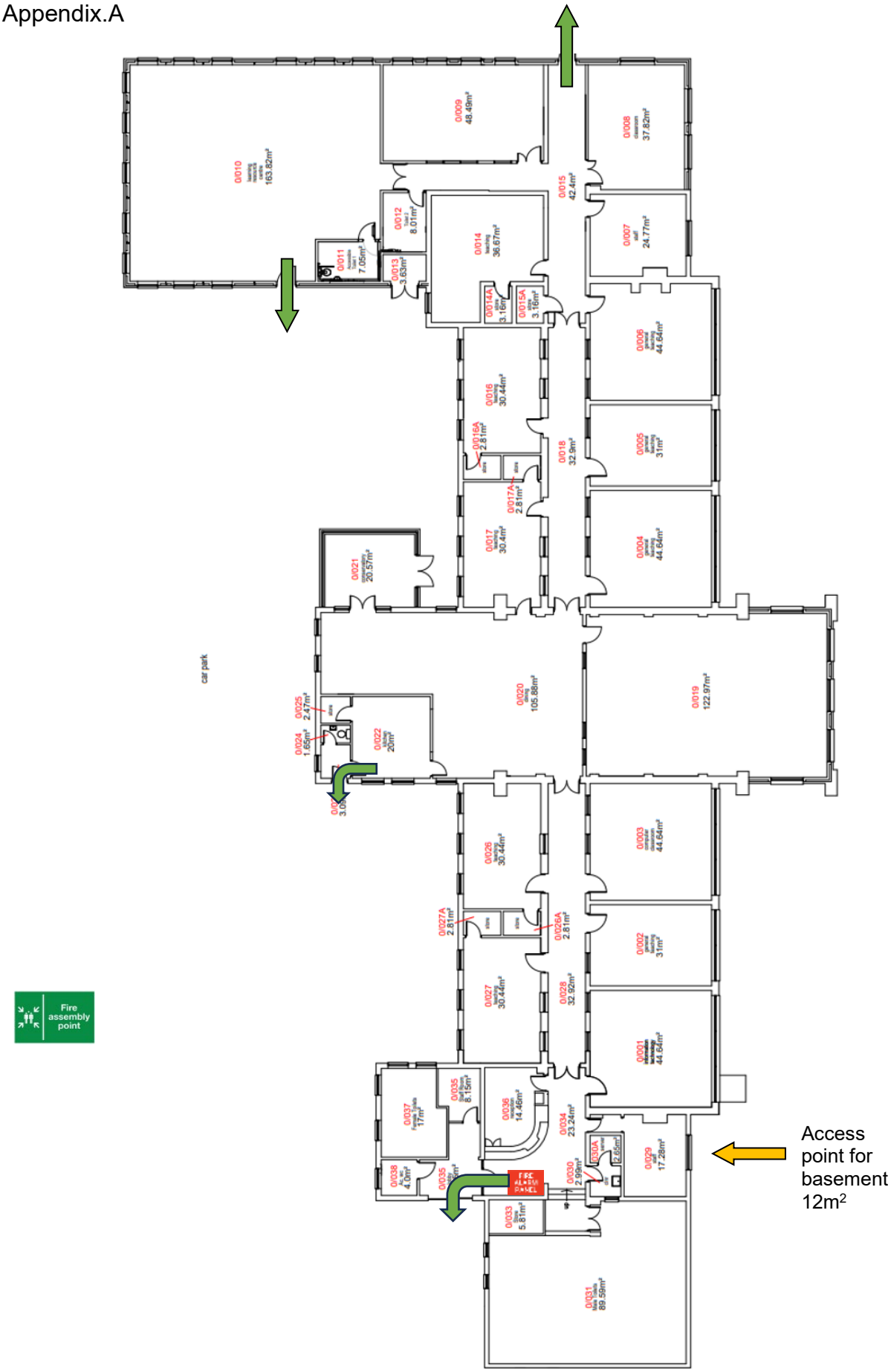
Action 12.2	**Low**	Consider removal of duplicate exit signage.	Site Manager	To be removed Summer 2026 when decorating. Completed.
Action 12.3	**High**	Place fire action notices at the exit points that identifying the assembly point.	Site Manager	18.11.2025
Fire Evacuation Plan				
Schematic Floor Plans				
Action 10.1	**Medium**	A plan or description identifying the location of the isolation points and other equipment to be added to the maintenance folder.	Site Manager	20.11.2025 See Appendix B
Training				

***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

17. Signatures.

Date of Assessment	Signature
18th November 2025	
Review Date	**Name / Signature**
20th November 2025	H Atkins
10th March 2026	
14th October 2026	

Appendix.A


car park
Fire assembly point
FIRE ALARM PANEL
Access point for basement 12m²

APPENDIX B

LOCATION OF ISOLATION POINTS

WATER – STOP VALVE IS LOCATED AT BOTTOM OF THE DRIVE NEAR THE MAIN ROAD.

GAS – STOP VALVE IS LOCATED TO THE STEPS NEXT TO THE BASEMENT BOILER HOUSE.

THE ALARM PANEL IS LOCATED BEHIND THE RECEPTION DESK. TURN LEFT AND GO THROUGH THE BLUE DOOR AND THE PANEL IS BEHIND THE DOOR ON THE RIGHT.

THE FIRE PANEL IS ON THE WALL ON THE RIGHT AS YOU ENTER THE BUILDING AFTER THE GREEN DOOR.
11 FIRE CALL POINTS

THESE ARE IN THE FOLLOWING LOCATIONS:

1. ON THE RIGHT OF THE MAIN DOORS ENTERING THE BUILDING
2. ON THE WALL AT THE BOTTOM OF THE STEPS TO THE RIGHT OF RECEPTION
3. ENTER THROUGH THE BLUE SECURITY DOOR INTO CORRIDOR 1 AND FOLLOW THROUGH INTO KS3 WHERE THE CALL POINT IS ON THE WALL ON THE RIGHT HAND SIDE AS YOU GO THROUGH THE SECOND SECURITY DOOR.
4. IN THE DINING HALL AFTER KS3 DOOR ON THE WALL ON THE RIGHT HAND SIDE.
5. ENTER THROUGH THE SECURITY DOOR INTO KS4. BREAKPOINT IS ON LEFT HAND SIDE OF FIRE EXIT DOOR AT END OF THE BUILDING.
6. LEARNING RESOURCE CENTRE (LRC) LOCATED ON THE WALL BESIDE THE FIRE EXIT ON THE LEFT HAND SIDE OF THE ROOM.
7. LOCATED BETWEEN KS3 AND KS4 IN THE MIDDLE OF THE WALL ON THE LEFT HAND SIDE
8. THE OASIS WHICH IS THE CONSERVATORY LOCATED AT THE BACK OF THE DINING HALL, BEHIND THE DOOR ON THE RIGHT HAND SIDE
9. LOCATED THROUGH THE EXIT DOOR AT THE BACK OF THE KITCHEN VIA THE DINING HALL
10. UPPER BOILER HOUSE LOCATED AT THE BACK OF THE BUILDING
11. LOWER BOILER HOUSE IN THE BASEMENT AT THE FRONT OF THE BUILDING

ALL RECORDS HELD IN MAIN RECEPTION AREA ON SHELVES ABOVE RADIATOR.

FIRE ALARM SYSTEMS MAINTAINED BY SITE MANAGER AND HONEYWELL.

BREAK GLASS CALL POINTS TESTED WEEKLY IN ROTATION.