

Durham County Council

Premises Fire Safety Risk Assessment.

Fyndoune Community College



May 2026

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

1. Premise details	
Name and address of premise / site: Fyndoune Community College Findon Hill Sacriston Durham County Durham DH7 6LU	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: 27 th May 2026	Assessment Review date: May 2027
Name of Person conducting the Risk Assessment: Andrew Hall - Senior Fire Safety Advisor (IQ Level 4 in Fire Safety)	Name of Person responsible for Fire Safety on the premises: Joanne Murphy – Business Manager
Use of the premises: Educational Premises. Special Education & Private Nursery Provision.	Times premises in use: Monday to Friday: 07:00hrs to 17:00hrs excluding school holidays.
Description of the Premises. 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 dining hall and sports hall, science and technology block alongside the main hall. The sports hall and science and technology rooms are vacant and not used (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 comprise 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. 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 – this building was not inspected as part of the risk assessment.	

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.

The premises is fitted with an analogue fire detection and alarm system to an L2 category.

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

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
- 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, for example staff, clients, pupils, visitors, contractors.

Persons	Number	Location
Caretaker	1	Throughout the premise
Cleaner	2	Throughout the premise
Woodlands Staff	20	Block 1 first floor and occasionally use of the assembly hall.
Woodlands Pupils	30	Block 1 first floor and occasionally use of the assembly hall and block 5 and 7.
Visitors	5	General Areas
Contractors	1	Throughout the premise
Castle Kindergarten Staff	15	Block 1A only
Castle Kindergarten Pupils	40	Block 1A only

Additional Comments.

Staff:

Business manager, Caretaker and Cleaner undertake normal activities and day-to-day running of the premise and can be found throughout the school. They oversee building management and coordinate between the two parties occupying the site. 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.

Pupils: Come under the responsibility of either Woodlands or Castle Kindergarten. They are in the designated areas of the school for their group and are familiar with their area of the premises.

They take part in fire drills on a termly basis and if an emergency evacuation is sounded, will be guided by a member of their own staff to the evacuation point as detailed in the emergency action plan.

Visitors: Such as visiting parents 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: Are approved by DCC and 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 carry out work, they are subject to a signing-in process at the

reception, given an induction to the school site and are monitored where necessary 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.

PEEP's: There is no staff or pupil with a PEEP in place.

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

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

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

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

Examples include:

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

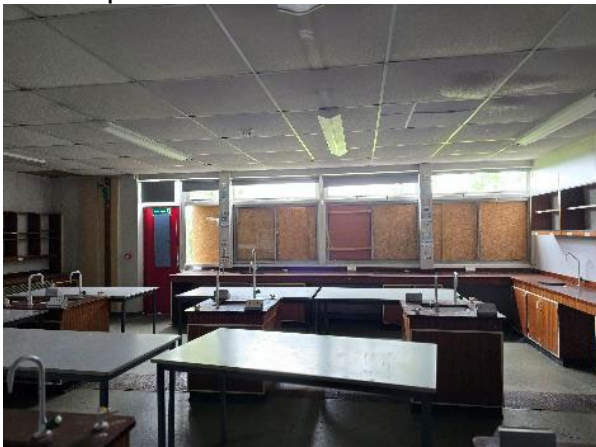
The sources of fuel are mainly those commensurate with school premise such as paper, cardboard, and very limited display materials.

Housekeeping throughout the premises was to a good standard generally.

The stage has large curtains; these are of a flame-retardant material.



The science & Technology area have fixed furniture still in some rooms. As the area is unoccupied and there have been several break-ins some windows are boarded up.



The cleaner's cupboard contained no flammable chemicals.

The old woodworking area in block 1 still has combustible items, this has been left by the previous occupants which was Education +. As this building has been a target for trespasses it needs to be emptied. **Action 3.1**



The old gym is no longer used by the school, so is being used for storage, considering the number of break-ins this needs to be emptied to avoid leaving a fuel source for an arsonist. **Action 3.2**



Due to part of the building being occupied by Nursery children there is a larger quantity of soft furnishing than what you would normally find in a school. All meet the requirements of current fire regulations, with no ignition sources in proximity.

There is a small quantity of flammable chemicals stored in a locked metal cabinet in storeroom 38a on the first floor.



Internal waste bins are emptied daily.

There have been no reported incidents of arson recently at the school, however, there has been an ongoing issue with anti- social behaviour at the premises where windows have been broken in Block 1. Regular checks of the premise are taking place to discourage this, and security of the building is checked daily with boarding up when required.

* Areas above false ceilings were not accessed during this inspection.

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, printers and laminators etc.

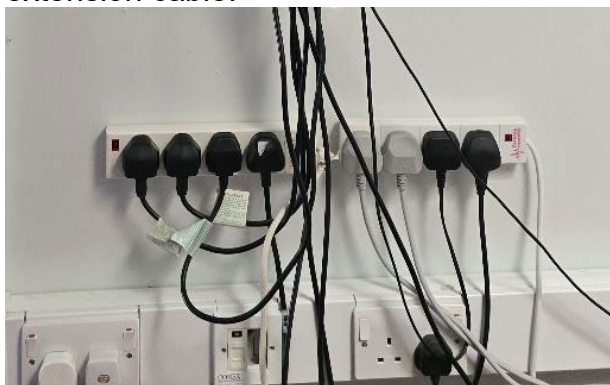
There are two photocopiers/printers in the staff area of the main building.

There are 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.

There is a welding area in the old workshop of block 1, this is no longer used and has been disconnected from the gas supply.

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. There were 8 plugs into 2 extension cables to the server, these were all low amp age and didn't exceed the 13a rating of the extension cable.



No smoking policy is enforced on site.

The fixed electrical installation is periodically inspected and tested every 5 years. The last test was carried out on 1st September 2025.
PAT testing was carried out 12th May 2026.

Several portable heaters were situated throughout the ground floor and first floor area for thermal comfort during cold weather. However, they were not near any fuel sources and were all switched off at the time of the assessment.

The heating for the building is from fixed radiators with the gas boilers in the external boiler house in block 1 and kitchen, however the kitchen is no longer in use, and some equipment has been removed from it.

This is serviced annually by an approved contractor.

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 for medical use, oxidising chemicals, natural or mechanical air flows.
Natural airflow around the building. The kitchen has mechanical extraction although no longer used. There were no oxygen cylinders within the premise. There were 2 beer gas cylinders found in the Gym, these need to be removed. Action 5.1


6. Identify any significant WORK PROCESSES that may increase the risk of fire.
Examples include cooking, welding, grinding etc.
Small amount of facilities are available for staff to heat meals and get warm drinks in each area occupied by the nursery and school. 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

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.



recommended as the area contains a low amount of fuel sources, good detection system, no ignition sources as well as the fact any repair would soon be undone due to the working practices of the building.

Due to the age of the building most doors are classed 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; L2 fire alarm system, practiced fire drills with an evacuation time of less than 2 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 finically viable.

Note - Areas above false ceilings and the loft space were not accessed for inspection during this assessment.

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. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Rotary Gong / Air horn or similar</td> <td style="width: 10%;"></td> <td style="width: 33%; padding: 5px;">Type M: Manual Break Glass only.</td> <td style="width: 10%;"></td> </tr> <tr> <td style="padding: 5px;">Type L System: (Life Protection)</td> <td></td> <td style="padding: 5px;">Type P System: (Property Protection)</td> <td></td> </tr> <tr> <td style="padding: 5px;">L1: System installed throughout all parts of the building.</td> <td></td> <td style="padding: 5px;">P1: To provide the earliest possible warning of fire.</td> <td></td> </tr> <tr> <td style="padding: 5px;">L2: As L3 but with additional detection in high-risk areas.</td> <td style="text-align: center;">✓</td> <td style="padding: 5px;">P2: Detection provided in high risk or valuable areas.</td> <td></td> </tr> <tr> <td style="padding: 5px;">L3: Detection in escape routes and rooms that open onto escape routes.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">L4: Detection provided in circulation areas and escape routes only.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">L5: Detection installed to satisfy a specific fire safety objective.</td> <td></td> <td></td> <td></td> </tr> </table>				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.			
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<i>Additional Information regarding the fire alarm systems:</i> The fire alarm system complies with BS 5839 and appears to be an L2 system. The fire alarm panel was inspected at the time of the assessment and did not show any faults. The system installed is appropriate for the risks present and the occupancy characteristics of the building. Staff reported that the fire alarm was heard throughout all parts of the building. 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.																															

At the time of the assessment the records of weekly checks showed that the call points were being routinely checked on a weekly basis by the caretaker and the records of test were held in the fire logbook.

The fire alarm system is maintained by Gents Honeywell under a service contract. The records of these visits are held on the DCC Spiidur electronic compliance database. The last service was on the 19th February 2026, this is maintained by way of two service visits per year.

A schematic plan is displayed adjacent to the fire alarm panel in the corridor inside the main entrance identifying the zones of the fire alarm panel.

The fire alarm system is linked to an automatic receiving centre Direct Services 24/7 that will call the caretaker or other responsible person if an activation occurs.

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 lighting.
<i>Additional Information regarding the Emergency lighting system:</i> The emergency lighting around the building is a mixture of EL integrated into the lighting and bulkhead emergency lights that 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. The emergency lighting is tested monthly by the caretaker by simulating a power failure to make sure all lighting units function correctly. The records of these tests are kept in the logbook, in the Caretaker's room. The emergency lighting is maintained by Gent Honeywell the last documented inspection being on the 13th August 2025.
Emergency lights, points to consider: <i>To be indicated in the box above.</i> • 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	Yes
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 located on the exit routes or within areas of high risk,

There is numerous fire points located within Block 1, Block 3 and the sports hall. As Block 3 and the science/tech rooms in Block 1 are no longer in use and in the process of being decommissioned then there is no requirement to have fire extinguishers within these areas

The portable firefighting equipment is maintained on an annual service agreement with Churches Fire & Security Ltd, with the last service carried out 17th October 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:

There are no employees with disabilities that would prejudice their escape from the premises. However, one member of staff does have a PEEP in place.

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 travel 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. **Action 11.1**



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.

There is an evacuation chair in the staircase of the main building.

There are sufficient fire exits from the premises of suitable width and within acceptable travel distance. Emergency exits open outwards in escape direction. There are no dead-end conditions.

It is anticipated that all employees and persons reporting to the building would have evacuated in less than five minutes, before any escape route becomes untenable. This has been demonstrated in fire drills. All teachers are familiar with the escape routes from their respective classrooms. The last fire alarm was 1 October 2025.

All door fastenings can easily be opened without the use of keys and escape routes lead to a place of safety in the open air. Door access systems are overridden upon activation of the Fire alarm; this automatically unlocks the doors, excluding the front door for safety of children as it goes into the carpark.

The Assembly point is located at the front of the building.

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.

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:

'You are here' maps are situated in each area showing where the appropriate fire exit is situated.

All classrooms, offices have a pack which should be taken with them when alerted by the fire alarm.

Each pack consists of:

- 'You are here' map
- List of everyone that should be present – must be marked off when outside
- Black whiteboard pen

Fire safety signs were inspected and comply with BS 5499 and can be easily seen throughout all areas of the premises.
and these were visible, legible and of the correct size.

Fire Exit Signage - Fire evacuation notices are displayed throughout building giving instruction to staff/pupils and visitors on evacuation of the premises.

Fire Assembly Point - The fire assembly point is identified by signage.

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 their year of manufacture.

Fire Action Notices - A simple fire action notice detailing the emergency actions to take in the event of fire is placed beside the exits of the building.

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 and found to be well written.

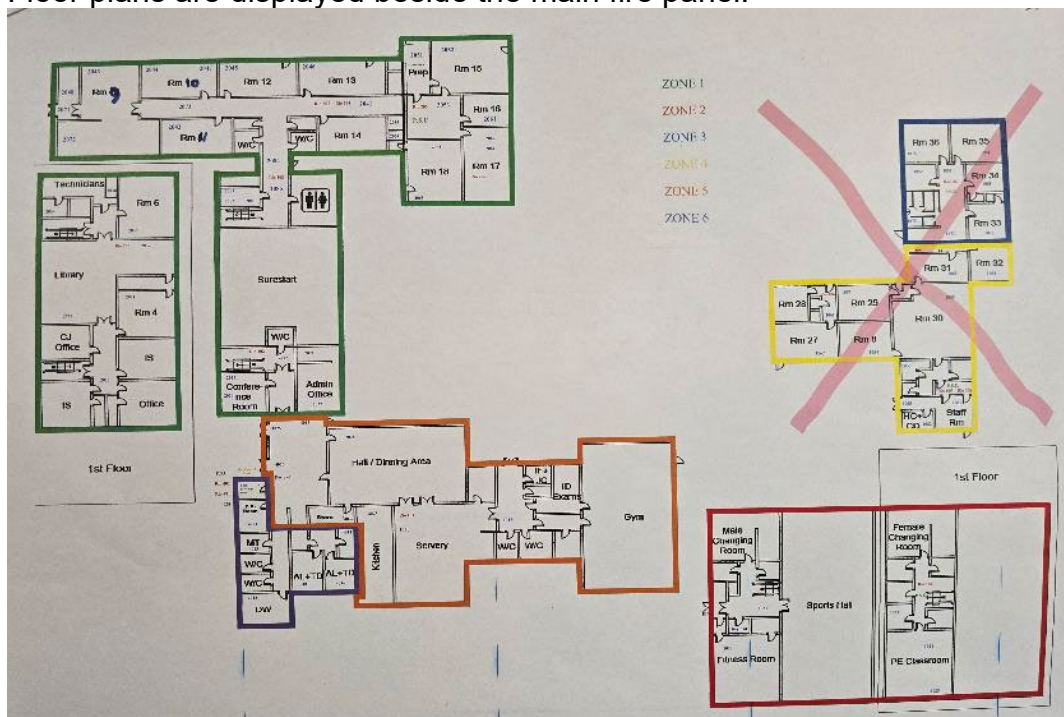
The Fire Evacuation Plan is communicated to staff as part of their induction and annual training.

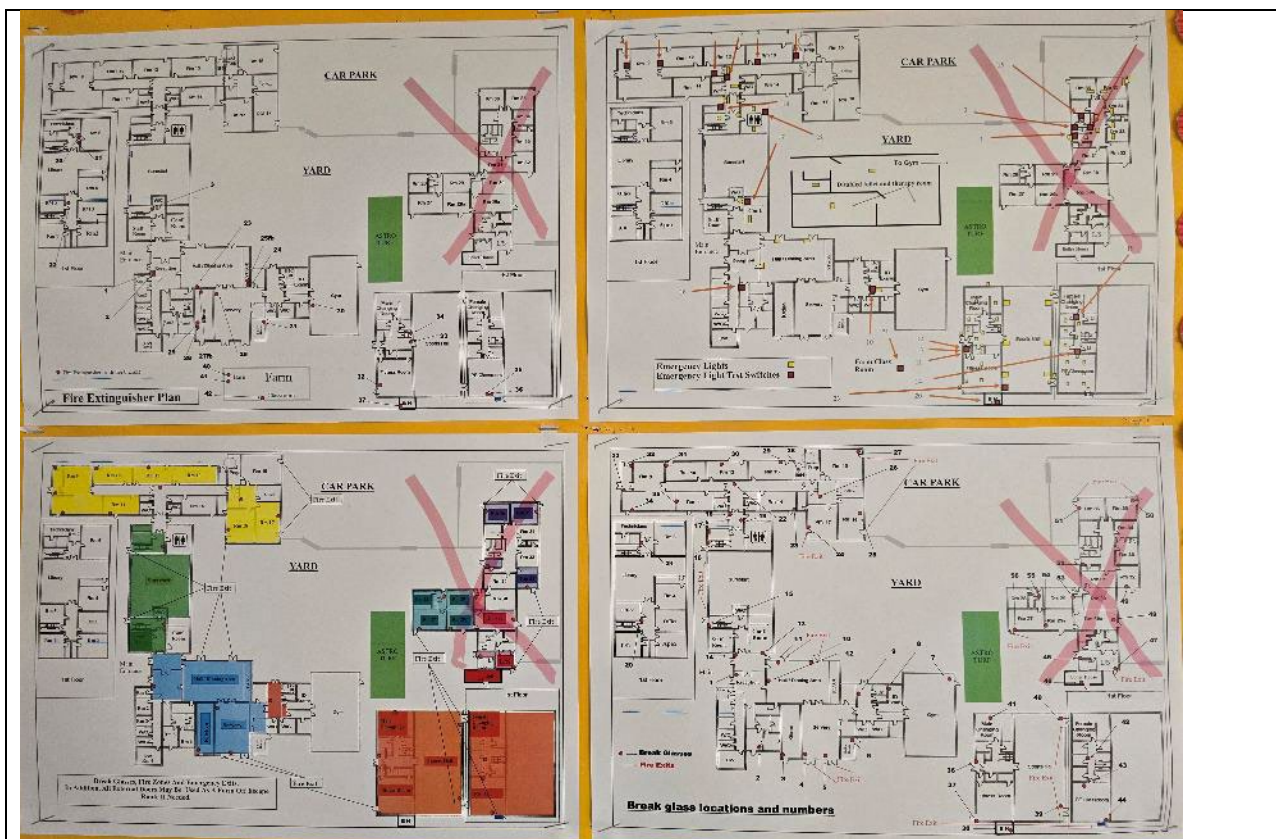
Floor plans are displayed beside the main fire panel.

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?	No
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?	N/A

Schematic plans have been attached to the appendix of this document showing the escape routes, assembly points, detector points, and emergency lighting.

Floor plans are displayed beside the main fire panel.





The location of the gas, electric and water isolation points need to be written down or shown on a building plan. **Action 14.1**

Due to the age of the premise, there is asbestos containing materials. These are documented in the Asbestos Management Plan (type 2 survey) dated February 2026 that can be found on Spiidur.

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: • <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?	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
<i>Any other information relating to fire safety training:</i> <i>(Consider the nature of the task being carried out in the premise i.e., Hot work)</i> New staff are given an induction to the premises on procedures that includes fire safety and the Emergency Action Plan, that is recorded. The caretaker has completed online fire extinguisher training. The records of this are held on the Durham Learning and Development System (DLDS). It is the responsibility of the Nursery and Woodlands School to maintain staff competency around fire awareness. Fire Extinguisher training had been carried out Woodlands School staff in 2026. Evacuation chair training has been carried out by Woodland staff in 2026. Due to the needs of the pupils in the school there is a high staff to pupil ratio. It is anticipated that all persons in the building would have evacuated in less than 5 minutes. The last fire drill was carried out on 31st March 2026 indicated that all relevant persons evacuated the premises in 1 minute 51 seconds. This drill included Woodlands school in block 1 and Castle Kindergarten. Information is given to visitors during the signing in process at reception. The fire risk assessment is shared with the other relevant persons who use the premises. 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 resisting 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 resisting construction and compartmentation.

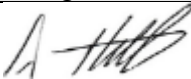
Note that, although the purpose of the above is to place the risk fire in context, the approach to fire safety risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this fire safety risk assessment should be addressed by implementing all the recommendations contained 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	Medium	Flammable material to be removed from the old woodworking area in block 1.	Business Manager	
Action 3.2	Medium	Flammable material to be removed from the Gym area.	Business Manager	
Significant Sources of Heat/Ignition				
Significant Sources of OXYGEN				
Action 5.1	Medium	There were 2 beer gas cylinders found in the Gym. These need to be removed.	Business Manager	
Structural Features				
Fire Detection and Alarm System				
Emergency Lighting				
Firefighting Equipment				
Means of Escape				
Action 11.1	High	The path outside block 1 needs to be cleared & maintained as an exit route.	Business Manager	
Fire Safety Signs and Notices				
Fire Evacuation Plan				
Schematic Floor Plans				
Action 14.1	Medium	location of the gas, electric and water isolation points need to be written down or shown on a building plan	Business Manager	
Training				

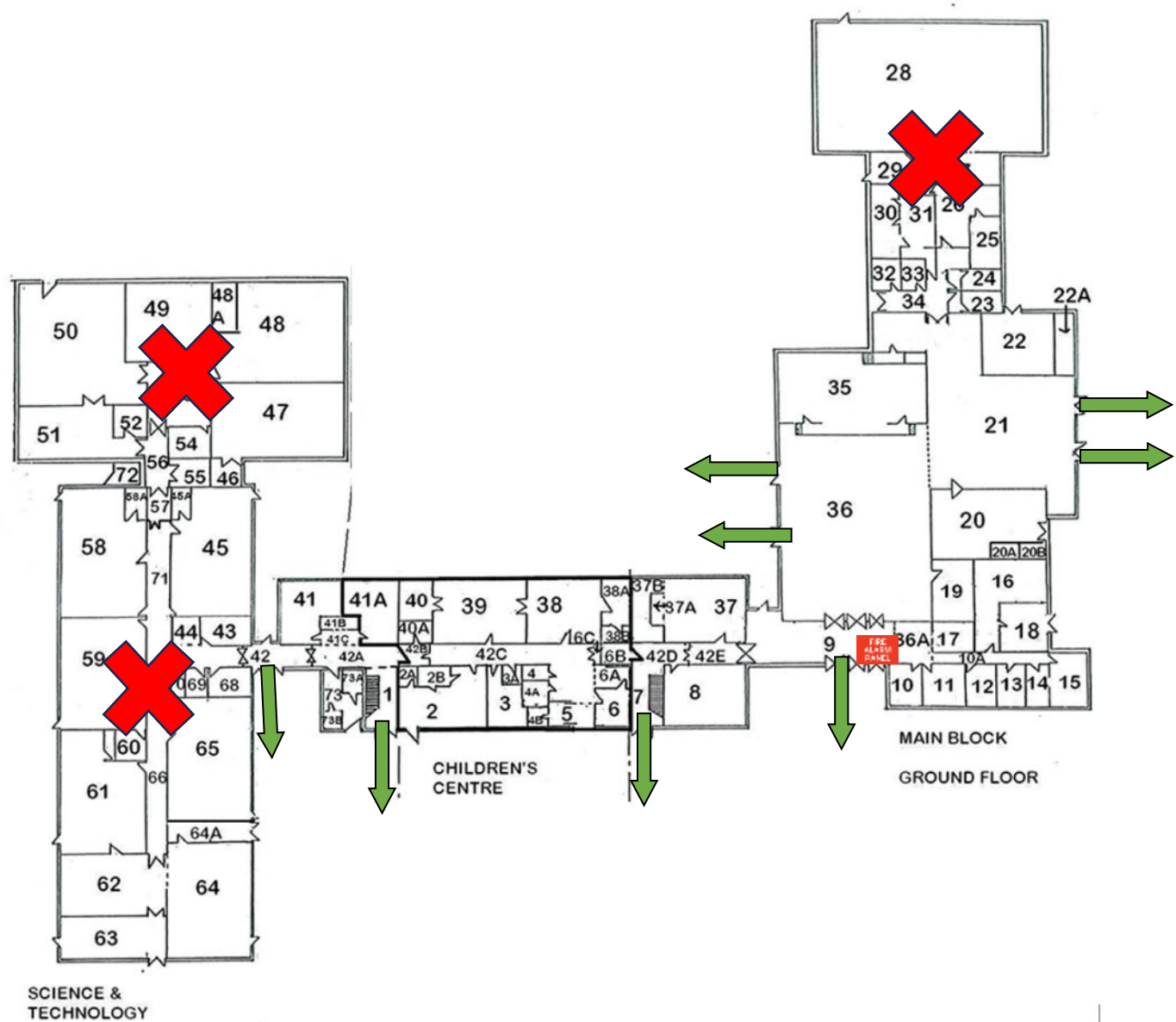
*Immediate	Arrange immediately and complete within 7days
High	Needs attention within 1 month
Medium	Needs attention within the next 3 months
Low	Ongoing within the next 12 months

17. Signatures.

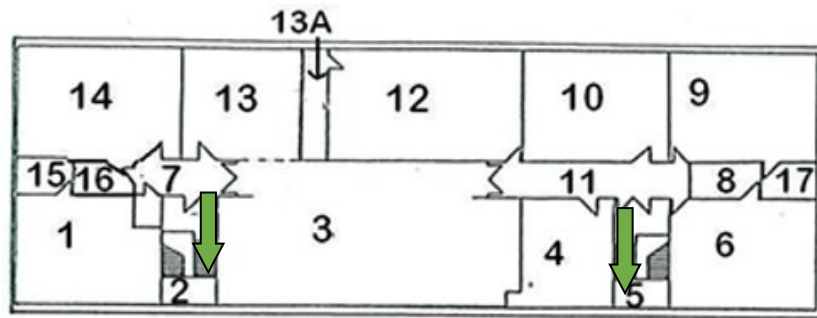
Date of Assessment	Signature
27 th May 2026	
Review Date	Name / Signature

Appendix.

Ground Floor



First Floor



MAIN BLOCK - FIRST FLOOR