




Fire Risk Assessment Report

Company / Organisation	St Augustine's Priory Clockhouse
Site Address	Hillcrest Rd, London W5 2JL
Contact Details	Bursar J Powell Switchboard: 020 8997 2022 Direct Line: 020 8991 7514 www.sapriory.com
Photograph of Site	
Assessor	Jo Banks MIIRSM GradIOSH 07960152675 j.banks@arinite.com
Date of Assessment	9 th September 2020
Report Reviewer / QA	Bill Tucker JP, MSc, BSc (hons), FIFireE, CMIOSH Senior Health & Safety Consultant Specialist
Date of Issue	September 2020

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1. EXECUTIVE SUMMARY

1.1. Overview

As part of the service to St Augustine’s, Jo Banks GradIOSH MIIRSM of Arinite conducted a comprehensive inspection and a subsequent fire risk assessment of the Clockhouse on the 9th September 2020.

The Fire Risk Assessment set out in this document is an evaluation of life safety and property protection measures and is intended to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Key issues identified were as follows:

- Produce document control system for compliance.
- Continue with fire drill for the term with Covid 19 restrictions
- Review Fire Plan and School Fire Map with new ancillary buildings (4 Classes)

Full details of all the individual actions and recommendations arising from this Fire Risk Assessment are detailed within the Action Plan Matrix in Section 5.

1.2. Overall Fire Risk

In the opinion of the Assessor the overall fire risk at the premises at the time of the Fire Risk Assessment inspection is:

Tolerable

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk-reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

1.3. Re-assessment

In the opinion of the Assessor the recommended frequency for re-assessment is:

One year

2. INTRODUCTION

2.1. Fire Safety Legislation

In England and Wales, The Regulatory Reform (Fire Safety) Order 2005 places a clear legal duty on the "Responsible Person" to undertake a fire risk assessment.

The equivalent legislation in Scotland, the Fire Safety (Scotland) Act and Fire Safety (Scotland) Regulations 2006 and in Northern Ireland, the Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010, whilst slightly different, all impose a similar duty. The legislation applies to most "non-domestic" premises.

The Responsible Person is deemed to be the person in control of the premises, which in most cases is the employer. It could also be anyone else that has control of a building, such as the Landlord, the Managing Agent, or, in some circumstances, the Tenant.

It is important to recognise that the legislation places a duty on other persons that may "take control" of the premises to undertake a risk assessment. An example may be contractors that are appointed to undertake work on the property. The Fire Safety Order recognises that, in these circumstances, there may be one or more legal duty holders or "responsible persons" and places a responsibility on both parties to communicate and co-ordinate on fire safety. If contractors or other operators "take control" of the premises, the Responsible Person should share this report with them and ask them to complete their own Fire Risk Assessment.

The Fire Risk Assessment needs to be "suitable and sufficient" and any "significant findings" must be recorded where the following apply:

- The business has 5 or more employees
- The premises are licenced
- The premises have been served with an alterations notice which remains in force

The legislation makes specific reference to assessing the risks to "relevant persons", and this would include any person who is or may be lawfully on the premises, and also any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

2.2. Specific Fire Safety Guidance

The HM Government (CLG) Guidance, Fire Safety Risk Assessment

<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

The guide(s) below were used for the purposes of this Fire Risk Assessment, as relevant to the client's premises and/or client's activities:

- Animal Premises and Stables (Oct 2007)
- Educational Premises (June 2006)
- Means of Escape for Disabled People (Mar 2007)

- Offices and Shops (June 2006)
- Open Air Events and Venues (Mar 2007)

Other Guidance Used in This Fire Risk Assessment

- Approved Document 'B': 2019: Volume 2: Buildings Other Than Dwelling Houses
- Health Technical Memoranda
- The Fire Safety of Furniture and Furnishings in the Contract and Non-Domestic Sector
- Building Bulletin (BB 100) – Schools Fire Design

2.3. Methodology

The Fire Risk Assessor has used their knowledge and experience to complete the Fire Risk Assessment Checklist (Section 6 of this report). They have examined and evaluated the risk of a fire starting, the risk of it spreading and the risks to people in the event of fire. An assessment of the overall risk is provided in the Fire Risk Assessment Summary Findings (Section 4).

Where it is considered that fire safety risks are not adequately controlled, additional remedial actions have been proposed. Full details of all the individual actions and recommendations arising from this Fire Risk Assessment are detailed within the Action Plan Matrix (Section 5).

Photographs are provided where they assist in highlighting good or poor practice and can be found at the end of the document (Section 7).

2.4. Limitations of the Assessment

In general, the structural features of the premises and those that were hidden from open view, e.g. ceiling voids, service ducts, etc., may not have been subject to inspection during this Fire Risk Assessment. The Responsible Person has a duty for ensuring that appropriate inspection and maintenance of the structural aspects of the buildings, including the above, is carried out.

This Fire Risk Assessment is prepared following an inspection pursuant to our knowledge of the premises, as disclosed to us by the occupier or their agent. The working of equipment not specifically checked by us is outside of our knowledge and control.

The Fire Risk Assessment only identifies those areas of risk apparent at the date of inspection in relation to the risks relating to fire. The Assessment is based on observations, discussions and the examination of documents undertaken by Arinite on the date when the premises was visited. Specific areas inspected and those not inspected are noted in Section 3.1.

The Fire Risk Assessment is based on visual observation only. No verification of full compliance with the relevant British Standard was carried out. No structural survey has been carried out as part of this Fire Risk Assessment, and fire compartmentation was based on visual inspection of readily accessible areas only, with a degree of sampling where appropriate.

This Fire Risk Assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority.

2.5. Action on Receipt of Report

Upon receipt of this report the responsible person should:

- Implement the Action Plan and make a formal record of any action(s) taken.
- Share the significant findings with any employees that work at or visit the property.
- Share the significant findings with non-employees who work at or on the property (this would include 'resident' contractors such as security companies and other contractors).
- Keep the Fire Risk Assessment available at the premises or otherwise easily accessible for review by any third party who may request it, e.g. the Fire Authority, Landlord or Managing Agent, Insurer, or other occupiers within shared premises.

2.6. Review

Your attention is drawn to the recommended period for this Fire Risk Assessment to be formally reviewed (Section 1.3). This period is based on the risk remaining unaltered. Should there be any significant changes in the following before that date, then the Fire Risk Assessment will need to be reviewed to reflect these changes:

- Use or layout of the building,
- Occupancy, or
- Protective systems in place.

In the event of any fire losses, or if there is any significant deterioration (i.e. increase) in the false alarm rate, it would also be prudent to review the Fire Risk Assessment.

If there is any doubt about the validity of the assessment and the need for review, please contact Arinite for further clarification.

3. SUPPORTING INFORMATION

3.1 The Assessment

Assessing company details:	Arinite Ltd. Warnford Court, 29 Throgmorton Street, London, EC2N 2AT Tel: 020 7947 9581 www.arinite.co.uk
Type of assessment:	Fire Risk Assessment to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005
Areas inspected:	All areas of the school building, classrooms sampled when not occupied.
Areas not inspected:	Loft voids, dwelling house.
Persons accompanying assessment:	Bursar J Powell

3.2 The Premises

Premises name:	St Augustine's Priory
Responsible person:	School Governor's
Person with day-to-day responsibility:	Bursar J Powell, Head, Maintenance Team, all teaching staff
Use of the premises / Activities:	School, childcare, chapel, play and sports,
Extent of premises:	Main building and ancillary classrooms (portacabins) external areas, car parks
No. of floors:	Set over four floors lower ground to 2nd floor level. The site is covered by smoke detection and a new upgrade to the fire alarm system was installed in 2017. The fire panel is in the main ground floor corridor. The school is maintained by the in-house team and contractors
Areas / No. of floors occupied by the client:	All areas
Construction of the building:	Brick, timber, render and tile, with modern extension.
Number of stairways:	2 in main building
Unusual features:	St Augustine's is a unique historic London school set in 13 acres of beautiful grounds.
External cladding:	Rendered / brick

3.3 Occupancy

Times of occupancy:	Day, evening, cleaning and maintenance out of core hours
Max. no. of employees:	Independent Day School There were c75 full time and part time teachers and support staff. Pupils from Nursery to 6th form Small class sizes in all years – up to 18 children
Other relevant persons:	Members of public, residents / sleeping occupants in house only, contractors, pupils
People especially at risk from fire:	Lone workers, young persons, persons with mobility/sensory/cognitive difficulties potentially.

3.4 Previous History (If any):

Previous Fire Risk Assessment:	Arinite 2017, 2018, 2019
Previous Enforcement Action or Advice:	None
History of fires or attempted arson:	None

3.5 Other Relevant Information

Any other relevant information:	Some employee accommodation on the site in dwelling houses. Not forming part of this risk assessment.
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4. FIRE RISK ASSESSMENT – SUMMARY FINDINGS

(1) Considering the fire prevention measures observed at the time of the Fire Risk Assessment, it is considered that the hazard from fire (probably of ignition) at these premises is:

Low

(2) Taking into account the nature of the premises 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 potential consequences for life safety in the event of fire would be:

Slightly Harmful

(3) Accordingly, it is considered that the risk to life from fire at these premises is:

Tolerable

Fire Hazard (1)	
Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Potential consequences of fire (2)	
Slightly harmful	Outbreak of fire very unlikely to result in serious injury or death of any occupant.
Harmful	Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people.
Extremely harmful	Potential for serious injury or death of one or more occupants.

Fire hazard (probability)	Potential consequences of fire:		
	Slightly harmful	Harmful	Extremely harmful
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

A suitable risk-based control plan should involve effort and urgency that is proportional to risk.

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the Action Matrix - Section 5. This Fire Risk Assessment should be repeated periodically.

5. FIRE RISK ASSESSMENT – ACTION PLAN MATRIX

Ref-Date	Subject (Section)	Fire Hazard	Risk	Persons at Risk	Priority	Action Required	Target Date	Completed
01-09-20	Means of Escape and Emergency Arrangements	No updated written fire procedures were seen for these premises. Will need to be altered to meet Covid 19 restrictions and the new school (4 units) classrooms on the field	Clear guidance must be available, giving all occupants an understanding of the various roles in the event of fire.	All	L	Fire procedures, including roles and responsibilities, should be written, detailing all the required actions by all persons in the event of fire. Once written, they should be made available to staff members.	2 weeks	
02-09-20	Compliance Document system	Breach of maintenance or compliance testing regimes.	Fire starting – ignition source.	All	L	Ensure all Fire safety records are available for inspection. Gas, electricity, PAT testing, emergency lights. Spreadsheet supplied for document control.	1 month	
03-09-20	Means of Escape and Emergency Arrangements	Failure to evacuate properly. No recorded evacuation this term.	Confusion or delayed escape leading to injury.	All	L	Complete termly fire drill with Covid 19 restrictions in place and ensure all new classrooms and areas are marked on the school fire map.	1 month	
04-09-20	Means of Escape and Emergency Arrangements	Abundant fuel for a fire. Space and storage areas are full. Classroom areas are cluttered.	Fire, injury and property losses	All	L	Complete termly purge and clearance of store cupboards and classrooms.	1 month	

Priorities for Action

To assist in the decision-making process, colour-coded priorities for action have been assigned in the reports to enable management to differentiate between critical necessities and desirable requirements.

Urgent	Where a situation exists that poses an imminent risk to life safety and would probably be subject to the issuing of a prohibition notice or prosecution by the Enforcing Authority. These matters require immediate action.
High	Where a situation exists that is likely to involve contravention of legislation that could lead to fatal or other serious injury and would probably be subject to the issuing of an enforcement notice by the Enforcing Authority.
Medium	Where a situation exists that is likely to involve contravention of legislation that could lead to injury and would probably be subject to the issuing of a letter of deficiencies by the Enforcing Authority.
Low	Where a situation exists that, although enforcement action is unlikely, accidents or property damage are possible. The remedial actions are improvements, precautions or policy that will ensure full conformance to fire safety legislation.
Recommendation	Where a situation exists that may arguably meet legislative requirements but is not to current best practice and may still pose a risk of injury or damage.

Note: To ensure full compliance with the requirements of current legislation, all identified tasks should be rectified at the earliest opportunity.

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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6. FIRE RISK ASSESSMENT – CHECKLIST

1.0 Management of Fire Risks			
1.1	Is there a formal, documented policy for fire safety that is reviewed regularly?		Review with Covid 19 precautions.
1.2	Is the Fire Safety Policy communicated to all staff?	Y	
1.3	Has responsibility for fire safety been established and documented?	Y	Bursar, Head, teachers, Site Manager
1.4	Have competent persons, and others e.g. Fire Wardens / Marshals, been appointed to assist the Responsible Person in undertaking the preventative and protective measures?	Y	Fire marshals in place.
1.5	Are regular fire safety management checks such as housekeeping inspections and escape routes etc. undertaken?	Y	Cleaners, teachers and Site Manager
1.6	Is there a formal process for the investigation of fire-related incidents and near misses?	Y	Bursar, Site Manager
1.7	Are actions arising from checks and investigations allocated and implemented?	Y	
1.8	Is there a process for consulting the workforce on matters relating to fire safety?	Y	
1.9	Is there a control regime that ensures that building compartment integrity is not compromised by maintenance or building activities?	Y	Maintenance logged with Site Manager
1.10	Is a Fire Logbook available and up to date?	TBC	Maintenance and Fire Log with Site Manager
1.11	Has a previous fire risk assessment been carried out by the Client?	Y	2016-2019 Arinite
1.12	Has a previous fire risk assessment been carried out by the Landlord (if applicable)?	N/A	
1.13	If substances or atmospheres that may be described as dangerous within the meaning of the Dangerous Substances and Explosive Atmospheres Regulations 2002 are used/present, has an appropriate DSEAR Risk Assessment been conducted?	N/A	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
Section 1: Summary		Fire marshals are in place and have received training in recent years. All teachers are in control of pupils for fire drills and support staff have roles or instruction to evacuate.	
2.0 Sources of Ignition			
2.1	Do all electrical cables and equipment appear in good condition without signs of visible defects?	Y	
2.2	Do all electrical sockets appear to be used correctly without overloading or excessive use of extension leads / adaptors?	Y	Annual PAT testing
2.3	Is there a policy for the control of personal appliances brought on to the premises?	Y	
2.4	Are heating appliances kept clear of combustible materials?	Y	
2.5	Are any supplementary heaters used and positioned correctly?	Y	
2.6	Are any cooking or food heating appliances located, positioned and supervised to minimise risk?	Y	
2.7	Are combustible materials kept well away from high temperature surfaces such as high output light fittings, distribution boards, etc.?	Y	
2.8	Are the fire risks from smoking adequately controlled within the building?	Y	
2.9	Has a low risk area been designated for smoking with appropriate ash trays / dispensers and a regime for emptying the ash trays / dispensers?	Y	No smoking
2.10	Are the activities of contractors controlled and Hot Work Permits used where appropriate?	Y	Bursar, Site Manager
Section 2: Summary		EICR Certificate unseen, however the Site Manager and record of engineer's visits confirm the check has been completed. No evidence of 5-year Electrical Installation condition report certificate. However, Maintenance Manager was available and indicated the test was completed for all areas and certification held. Due to re-test in 2022/2023 multiple areas. 20% sampling per year system in place.	
3.0 Sources of Fuel			
3.1	Do furniture and furnishings meet relevant standards and guidance for ignition resistance?	Y	
3.2	Do housekeeping standards minimise the risk of accumulation of combustible materials?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
3.3	Are combustible materials stored to minimise their potential for contact with sources of ignition?	Y	Teachers are advised to de-clutter stores and classes every term.
3.4	Are highly flammable substances stored appropriately and with minimum quantities in any workplace?	Y	COSHH Stores, teachers manage or cleaning staff
3.5	Are other hazardous substances appropriately identified with a register and information available for firefighters?	Y	
3.6	Are there any processes that could cause a flammable/explosive atmosphere?	N	
3.7	Are external waste areas managed in a way to minimise the risk of fire from arson, or other ignition sources?	Y	Plastic 1200l bins in yard behind gate. Closer to the building than ideal circumstance.
3.8	If LPG tanks are on site, have measures been taken to protect the tanks from vehicle impact? e.g. underground hoses are of a polypropylene type, and the separation area kept clear of combustible materials	N/A	
3.9	Are natural gas supply points protected from impact, well ventilated, and clearly marked?	Y	
3.10	If insulated core panels are used, has the flammability of the insulation been identified?	N/A	
3.11	If insulated core panels are used, are regular checks made to ensure that the panels are in good condition with openings sealed and that sources of ignition are eliminated?	N/A	
Section 3: Summary		Paper and card waste is stored in the office – minimal levels removed quickly.	
4.0	Sources of Oxygen		
4.1	Are sources of direct oxygen such as cylinders or concentrators adequately stored, handled and used correctly?	N/A	
4.2	Are ventilation air intake systems and air conditioning systems linked to the fire alarm, or otherwise controlled to shut down in the event of a fire, if appropriate?	N/A	
4.3	If any oxidising agents are used on the site, are they appropriately stored, handled and used?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
Section 4: Summary		Opening windows in all areas. Limited air conditioning units in IT room. No concerns raised over oxygen sources.	
5.0 People at Risk			
5.1	If there are any people who may be unable to evacuate independently, has an assessment, e.g. Personal Emergency Evacuation Plan (PEEP) or Person-Centred Fire Risk Assessment (PCFRA) been completed?	Y	There could be immobile people on the upper floors. Consider rescue if lift fails or fire conditions. Rescue chair to be considered.
5.2	If people sleep on the premises, are there suitable arrangements to make them aware of any fire, and to enable them to escape to a place of safety?	N/A	Separate houses in grounds not in main buildings.
5.3	If young people use the premises, have appropriate risk assessments been made which cover fire safety aspects?	Y	Pupils and occasional work experience only.
5.4	If people may work alone or in remote areas, are appropriate measures taken to give them warning in the event of a fire, and ensure there is an adequate means for their escape?	Y	Only cleaners and occasionally late or early maintenance or office staff work alone.
5.5	Are arrangements in place to inform contractors and visitors of the Fire Evacuation Procedure, and for accounting for them following an evacuation?	Y	Accompanied
Section 5: Summary		All employees are familiar with the building and there are no current concerns about the mobility of staff or frequent visitors. Pupils are assessed for mobility and there are 4 lifts in various areas.	
6.0 Fire Detection & Warning Systems			
6.1	Is the fire alarm/detection system appropriate for this type of occupancy?	Y	
6.2	Is the fire alarm control panel (or any repeater panel) conveniently located for fire service access, complete with a zone diagram?	Y	Lobby panel, Site Manager and contractor manages fire alarm system for building.
6.3	Can the means of warning be clearly heard and understood by everyone throughout the whole building?	Y	
6.4	Are there provisions for people who may not be able to hear the alarm?	Y	Buddy / teacher

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
6.5	Where installed, are fire alarm manual call points on each storey exit, and positioned so that no one has to travel more than 45 metres to operate one?	Y	
6.6	Are grade A fire alarm systems tested on a weekly basis from a different call point each week, or grades C, D, and F systems on a monthly basis, and are the results of the tests recorded in the Fire Logbook?	Y	Zone map available
6.7	Is the fire alarm system maintained in accordance with BS 5839?	Y	Frequency of service: 6 monthly Date of next service to be confirmed
6.8	Is there a process in place to ensure that the fire alarm system is operable and fault-free on a daily basis?	Y	Maintenance Team
6.9	Is there a system for keeping records of any unwanted / false alarms?	Y	Log unseen
6.10	Is the fire alarm monitored by a remote alarm receiving centre? If not, do the circumstances for life risk and property damage require remote monitoring?	N	Out of hours service managed by Site Manager.
Section 6: Summary		Good practice includes; auto-smoke detection; alarm panel on ground floor; Site team respond to incidents. Drills and emergency procedures regularly tested.	
7.0	Firefighting Equipment & Firefighter's Facilities		
7.1	Are there enough extinguishers (including fire blankets) sited throughout the premises at appropriate locations, e.g. at exits and adjacent to the risk?	Y	
7.2	Are the right types of extinguishers located close to the fire hazards, and can users get to them without exposing themselves to risk?	Y	
7.3	Are the extinguishers visible, and /or their position need indicating by notices?	Y	
7.4	Are the extinguishers fixed to a wall or positioned in a fire point / stand, and protected against misuse where necessary?	Y	
7.5	Are portable extinguishers subject to regular visual checks for their position and condition?	Y	
7.6	Are portable extinguishers and fire blankets subject to annual service in accordance with BS5306-3?	Y	Date of last service: Aug 2020

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
7.7	Do the circumstances or conditions require the installation of a fixed, fire-suppression system?	N	
7.8	Where fire-suppression systems are installed, are they maintained?	N/A	
7.9	Where wet or dry risers are installed, are they appropriately tested and maintained by a competent person?	N/A	
7.10	Are there sufficient means for venting smoke from the building in the event of a fire?	Y	Windows
7.11	Is there clear and unimpeded access for emergency vehicles?	Y	
7.12	Are hydrants or other water supplies located suitably close to the premises (within 100 metres)?	Y	
7.13	If 'private' hydrants are in place, are they tested and maintained?	N/A	
7.14	Are firefighter switches in place where there is high voltage apparatus such as luminous tube signs?	N/A	
7.15	On secure sites, have arrangements been made for the Fire and Rescue Service to gain access in an emergency?	Y	Live in staff have houses in the grounds
7.16	If applicable, have arrangements been made to prevent the pollution of land and water courses from extinguishing water run-off?	N/A	
Section 7: Summary		No concerns raised for Fire Fighters. Local station 8 minutes. Fire extinguishers checked in date and operable. Contract in place.	
8.0	Means of Escape & Emergency Arrangements		
8.1	Is there sufficient occupancy space for the number of people using the area - safe occupancy levels to BS 9999 or Approved Document B?	Y	Very spacious school
8.2	Can all the occupants escape to a place of total safety in a reasonable time? Safe exit capacity to BS 9999 or Approved Document B?	Y	
8.3	Are the safe occupancy or exit capacity levels exceeded?	N	
8.4	Are travel distances to an exit or protected compartment containing an exit within guideline limits?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
8.5	Is there a fire assembly point outside the building, and with safe onward escape, that all staff can reach safely and remain in safety?	Y	
8.6	Do exit doors held on magnetic locks release immediately upon activation of the fire alarm, and is this subject to regular recorded checks?	Y	
8.7	Are there override buttons or devices on all exit doors held on magnetic locks, and are these subject to regular recorded checks?	Y	
8.8	Are all internal and external fire escape pathways, stairways or ramps clear of obstruction and combustibles, and are the floor surfaces free of trip or slip hazards, including any routes shared with others?	Y	
8.9	Do all final exit fire escape doors open freely and to their full width without obstruction?	Y	
8.10	Are all final exits and intermediate doors easily operable from inside without the use of a key, and are any removable fastenings removed when the premises are open to the public or staff?	Y	
8.11	Do fire exits open in the direction of escape where necessary?	Y	
8.12	Are inner rooms provided with either effective vision panels, automatic fire detection in the access rooms, or other measures to protect the occupants of the inner rooms?	Y	
8.13	Is it considered that the premises are provided with reasonable arrangements for the evacuation of people who have a disability?	Y	
8.14	Is there an adequate number of protected stairways?	Y	
8.15	Are external escape routes protected from the effects of fire?	Y	
8.16	Are external stairways and escape structures examined regularly for structural defects?	Y	
8.17	Is the full length of all escape routes covered by an acceptable form of emergency escape lighting?	Y	
8.18	Does the emergency lighting illuminate changes in floor level, changes in direction on the escape route, and fire points, etc.?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
8.19	Is high-risk task emergency lighting provided where required?	N/A	
8.20	Is the emergency lighting subject to a monthly recorded functional test?	Y	
8.21	Is the emergency lighting system maintained in accordance with BS 5266 by a competent person?	Y	Fire Log unseen with Maintenance Team
Section 8: Summary		Emergency light fittings on PPM schedule across all floors. Logbook unseen for 2019 / 2020 test.	
9.0 Compartmentation & Fire Spread			
9.1	Has a competent person carried out a structural survey of the passive fire protection of the building, and have any issues been addressed?	Y	Building works and alterations
9.2	Is the building sufficiently compartmentalised to resist the spread of fire and smoke, so that an evacuation can be conducted in a reasonable time?	Y	No obvious faults visible.
9.3	Is there evidence that any voids beneath floors are sub divided to prevent fire spread?	N	
9.4	Is there evidence that voids above ceilings are sub-divided with fire resisting materials to prevent fire spread?	N	Unseen ceiling voids.
9.5	Are escape routes, etc. protected by fire-resisting doors?	Y	
9.6	Do fire doors fully close and fit closely together or close to their frames, so that there are no excessive gaps?	Y	
9.7	Are all self-closing fire-resisting doors free from obstruction, not held open by any unauthorised method such as door wedges, and are they able to fully close under their own effort when released from any angle?	Y	
9.8	Are fire doors subject to regular recorded checks?	Y	
9.9	Are holes in compartment walls and ceilings around service ducts, pipes and cables effectively fire-stopped?	Y	Will need to be checked by Maintenance Team after any penetrative works.
9.10	Are any noise activated door retainers used on critical fire doors such as cross corridor fire doors or doors protecting escape stairs?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
9.11	If any external cladding system is in place, has a survey been conducted, or is any other information available, on the flammability and fire-spread properties?	Y	
9.12	Have reasonable measures been taken to prevent the spread of fire in respect of the surface linings, decorations of walls and ceilings, and/or floor coverings?	Y	Bursar aware to limit art works and flammables in key corridors and escape routes. Teachers are reminded that art should not create a fire hazard.
9.13	Is there a risk of fire spread between compartments through windows, openings or from adjacent buildings?	Y	
Section 9: Summary		No obvious defects noted.	
10.0 Signs & Notices			
10.1	Are all fire exits and fire exit routes clearly indicated by appropriate directional signage?	Y	
10.2	Is there appropriate signage on the exterior of each final exit door, e.g. 'Fire Exit Keep Clear', if there is a risk of obstruction?	Y	
10.3	Are Fire Action notices displayed at appropriate locations?	Y	
10.4	Are hazard and instructional notices posted where necessary, e.g. how to release security devices on escape doors, not to use lift in an emergency, rooms containing oxygen, etc.?	Y	
10.5	Are mandatory 'Fire Door - Keep Locked' or 'Fire Door - Keep Shut' notices and automatic door closing warning notices displayed on fire doors?	Y	
10.6	If the site holds 25 tonnes or more of dangerous substances, have appropriate notices been displayed at the site entrance?	N/A	
Section 10: Summary		Signage was appropriate	
11.0 Emergency Planning			
11.1	Is there an appropriate emergency plan for the size and use of the premises?	Y	Termly drill and occasional false alarm Delayed by Covid 19 restrictions. Drill to be organised for winter term.

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
11.2	Is there an evacuation plan for the premises? Does the plan explain the evacuation strategy: simultaneous evacuation, delayed evacuation, etc.	Y	
11.3	Does the plan include suitable arrangements for summoning the Fire and Rescue Services?	Y	
11.4	Where simultaneous evacuation is used, does the plan include the arrangements for ensuring that the building has been evacuated or all persons accounted for?	Y	
11.5	Are there suitable arrangements to meet the Fire and Rescue Service on arrival and provide them with relevant information?	Y	
Section 11: Summary		Fire plan to be reviewed as per Covid 19 Risk Assessment.	
12.0	Information & Instruction		
12.1	Do new members of staff and site-based contractors receive fire safety training as part of their induction?	Y	
12.2	Have all staff and site-based contractors received fire safety training within the last 12 months (or other appropriate interval), and is this training recorded for each person?	Y	
12.3	Are practice fire drills undertaken regularly to try to ensure that all staff participate?	Y	Last one Summer term.
12.4	Are staff who are nominated as the Fire Wardens, and those who assist in the evacuation of any occupant who has a disability, adequately trained for their role?	Y	
12.5	Have fire safety arrangements been agreed, co-ordinated and documented with other responsible people in the building/complex?	Y	
Section 12: Summary		Fire drill has been delayed this term.	
13.0	Fire Prevention Measures		
13.1	Are all gas appliances subject to annual safety checks by a competent person?	Y	Annual boiler service on PPM schedule.
13.2	Can gas fired appliances have the gas supply shut off without putting staff at risk?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
13.3	Are portable and fixed electrical appliances subject to appropriate safety testing?	Y	Annually 2019
13.4	Is the wiring of the electrical installation periodically inspected by a competent person in accordance with IET guidance?	Y	Due 2022/2023 20& sampling. New portacabins signed off by contractors.
13.5	If the EICR was unsatisfactory, is there evidence that the identified high priority defects have been rectified?	TBC	Ongoing maintenance
13.6	Where applicable, have adequate precautionary measures been adopted for hazards associated with lightning strikes?	Y	
13.7	If lightning protection is provided to the building, is it subject to regular inspection and test in accordance with BS 62305.	N/A	
13.8	Is access to all plant rooms restricted to authorised persons only, and are all plant rooms free of storage?	Y	
13.9	Are there adequate service/maintenance arrangements in place for all fixed plant not detailed elsewhere in this report, e.g. fixed heaters, cookers etc.?	Y	
13.10	Considering the location of the building, are there adequate security measures to deter any arson attack?	Y	Security has been improved and school gated.
13.11	Are there any factors which may increase the risk of arson?	Y	Location in London
Section 13: Summary		Fire drills have been held reasonably frequently. Logbook unseen this visit. Fire marshals confirmed they have had training previously. False alarms also happen regularly.	

