



St Augustine's  
PRIORY



**Arinite.**

## Fire Risk Assessment Report

<b>Company / Organisation</b>	St Augustine's Priory
<b>Site Address</b>	St Augustine's Priory Hillcrest Rd Ealing London W5 2JL
<b>Contact Details</b>	James Philpott Bursar & Clerk to the Governors Tel: 07398 622685 Email: bursar@sapriory.com
<b>Photograph of Site</b>	
<b>Assessor</b>	Jo Banks, BSc MIIRSM GradIOSH Email: <a href="mailto:initial.surname@arinite.com">initial.surname@arinite.com</a> Tel: 07960 152675
<b>Date of Assessment</b>	15.09.2022
<b>Report Reviewer / QA</b>	Bill Tucker JP, MSc, BSc (hons), FIFireE, CMIOSH-Head of Fire Safety
<b>Date of Issue</b>	26.09.2022

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## 1. EXECUTIVE SUMMARY

### 1.1. Overview

As part of the service to St Augustine's Priory, Jo Banks of Arinite conducted a comprehensive inspection and a subsequent fire risk assessment of the School on 15.09.2022.

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:

- Displays in corridors
- Maintenance shed insecure during the day
- Temporary electrical installations in use / temporary structures

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 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)
- Large Places of Assembly (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
- 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.
- 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

<b>Assessing Company Details:</b>	Arinite Ltd. Warnford Court, 29 Throgmorton Street, London, EC2N 2AT Tel: 020 7947 9581 <a href="http://www.arinite.co.uk">www.arinite.co.uk</a>
<b>Type of Assessment:</b>	Fire Risk Assessment to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005
<b>Areas Inspected:</b>	Whole school premises
<b>Areas Not Inspected:</b>	Occupied classrooms or roof voids.
<b>Persons Accompanying Assessment:</b>	James Philpott Bursar & Clerk to the Governors Chris Mortimer School Caretaker

#### 3.2 The Premises

<b>Premises Name:</b>	St Augustine's Priory (Independent day school)
<b>Responsible Person:</b>	Board of Governor's
<b>Person with Day-To-Day Responsibility:</b>	James Philpott Bursar & Clerk to the Governors Chris Mortimer School Caretaker
<b>Use of the Premises / Activities:</b>	School buildings, sports fields, and pitches, portacabins, kitchen, art and photography studios, school farmyard.
<b>Extent of Premises:</b>	Main school Science block Portacabins Junior school / Clock house Chapel Extensive fields and Gardens
<b>No. of Floors:</b>	The Clock house, comprises Ground and first floor Portacabins at single level Purpose built Science Block. One passenger lift, one main staircase. Set over 2 floors. The Main school is 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.

<b>Areas / No. of Floors Occupied by the Client:</b>	All – occasional hire of school buildings out of hours.
<b>Construction of the Building:</b>	Brick, timber, render and tile. Traditional historic building and Chapel Modern science block and portacabins
<b>Number of Stairways:</b>	2 in main building.
<b>Unusual Features:</b>	13 acres grounds, maintenance sheds and a farm
<b>External Cladding:</b>	Brick, stone, render

### 3.3 Occupancy

<b>Times of Occupancy:</b>	Day, evening, cleaning, and maintenance out of core hours
<b>Max. no. of Employees:</b>	c75 and c450/475 Children / pupils
<b>Other Relevant Persons:</b>	There were c75 full time and part time teachers and support staff. Visitors and parents may be on site or regular contractors. Events often held in the grounds.
<b>People Especially at Risk from Fire:</b>	Pupils from Nursery to 6th form Small class sizes in all years – up to 18 children Members of public, residents / sleeping occupants in house only, contractors, pupils Lone workers, young persons, persons with mobility/sensory/cognitive difficulties potentially.

### 3.4 Previous History (If any):

<b>Previous Fire Risk Assessment:</b>	Arinite 2017, 2018, 2019, 2020, 2021
<b>Previous Enforcement Action or Advice:</b>	None
<b>History of Fires or Attempted Arson:</b>	None

### 3.5 Other Relevant Information

<b>Any Other Relevant Information:</b>	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:

**Harmful**

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

**Tolerable**

Fire Hazard (1)	
<b>Low</b>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>Medium</b>	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).
<b>High</b>	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)	
<b>Slightly harmful</b>	Outbreak of fire very unlikely to result in serious injury or death of any occupant.
<b>Harmful</b>	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.
<b>Extremely harmful</b>	Potential for serious injury or death of one or more occupants.

Fire hazard (probability)	Potential consequences of fire:		
	Slightly harmful	Harmful	Extremely harmful
<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	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
<b>Trivial</b>	No action is required, and no detailed records need to be kept.
<b>Tolerable</b>	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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	Subject (Section)	Fire Hazard	Risk	Persons at Risk	Priority	Action Required	Target Date	Completed
01-09-22	Means of Escape	Flammable Displays in corridors	Fuel for a fire	All	L	Ensure all teachers are aware of Artwork in fire escape rules and limits. Ensure artworks in classroom walkways and corridors are minimised so there is no potential fuel in escape routes. Keep corridors and evacuation routes sterile as much as possible.	2 weeks	
02-09-22	Fuel Store Maintenance Shed	Gas and fuel storage	Fuel for a fire	All	L	Ensure all gas bottles and all chemicals contained in the various sheds are secured during the day and night when not in use. Sheds out of bounds to pupils.	1 month	
03-09-22	Temporary electrical installations	Damaged or defective electrical systems.	Ignition risk	Fire-fighters	L	Ensure all temporary electrical installations are checked annually by hire company or per contract arrangements.	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.

<b>Urgent</b>	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. <b>These matters require immediate action.</b>
<b>High</b>	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.
<b>Medium</b>	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.
<b>Low</b>	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.
<b>Recommendation</b>	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?	Y	
1.2	Is the Fire Safety Policy communicated to all staff?	Y	Training and inset days
1.3	Has responsibility for fire safety been established and documented?	Y	All adults on site Specific responsibilities for site team and teachers.
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	All staff are considered fire marshals.
1.5	Are regular fire safety management checks such as housekeeping inspections and escape routes etc. undertaken?	Y	
1.6	Is there a formal process for the investigation of fire-related incidents and near misses?	Y	
1.7	Are actions arising from checks and investigations allocated and implemented?	Y	None required
1.8	Is there a process for consulting the workforce on matters relating to fire safety?	Y	Safety committee
1.9	Is there a control regime that ensures that building compartment integrity is not compromised by maintenance or building activities?	Y	Site Caretaker / Maintenance Team
1.10	Is a Fire Logbook available and up to date?	Y	Site Caretaker / Maintenance Team
1.11	Has a previous Fire Risk Assessment been carried out by the Client?	Y	Arinite History annually back to 2017
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	
<b>Section 1: Summary</b>		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.	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
<b>2.0 Sources of Ignition</b>			
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	
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	No Smoking on school site
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 on school site
2.10	Are the activities of contractors controlled and Hot Work Permits used where appropriate?	Y	Site Team manage contractors on site.
<b>Section 2: Summary</b>		No concerns raised ignition sources are well controlled. Science team have CLEAPS training.	
<b>3.0 Sources of Fuel</b>			
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	
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. COSHH Stores, teachers manage or cleaning staff.
3.4	Are highly flammable substances stored appropriately and with minimum quantities in any workplace?	Y	Gas bottles stored in yard/maintenance shed.

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
3.5	Are other hazardous substances appropriately identified with a register and information available for Firefighters?	N	
3.6	Are there any processes that could cause a flammable/explosive atmosphere?	Y	Plastic 1200l bins in yard behind gate. Closer to the building than ideal circumstance.
3.7	Are external waste areas managed in a way to minimise the risk of fire from arson, or other ignition sources?	N/A	
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?	N/A	
3.10	If insulated core panels are used, has the flammability of the insulation been identified?	N/A	Traditional style buildings with brick, stone, and render.
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	
<b>Section 3: Summary</b>		Paper and card waste is stored in the office – minimal levels removed quickly. Chemicals are present in science, maintenance, and cleaning areas.	
<b>4.0</b>	<b>Sources of Oxygen</b>		
4.1	Are sources of direct oxygen such as cylinders or concentrators adequately stored, handled and used correctly?	Y	Yard/shed
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?	Y	
4.3	If any oxidising agents are used on the site, are they appropriately stored, handled and used?	Y	Science / Maintenance
<b>Section 4: Summary</b>		No concerned raised about Oxygen sources.	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
<b>5.0 People at Risk</b>			
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	Not currently applicable.
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?	Y	Separate dwellings
5.3	If young people use the premises, have appropriate risk assessments been made which cover fire safety aspects?	Y	
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	
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	At reception and check in fire safety information is given by iPad.
<b>Section 5: Summary</b>		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 passenger lifts in various areas.	
<b>6.0 Fire Detection &amp; Warning Systems</b>			
6.1	Is the fire alarm/detection system appropriate for this type of occupancy?	Y	L5 plus some additional strategic smoke detection heads.
6.2	Is the fire alarm control panel (or any repeater panel) conveniently located for fire service access, complete with a zone diagram?	Y	3 panels
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	
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	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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	Date of last weekly test: Estates Team do weekly test and record on log
6.7	Is the fire alarm system maintained in accordance with BS 5839?	Y	Date of last service: Summer 2022 Quarterly visits
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	
6.9	Is there a system for keeping records of any unwanted / false alarms?	Y	
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?	Y	Alarm linked to first responders, onsite staff also get notifications
<b>Section 6: Summary</b>		Good practice includes auto-smoke detection; alarm panel on ground floor; Site team respond to incidents. Drills and emergency procedures regularly tested.	
<b>7.0</b>	<b>Firefighting Equipment &amp; Firefighter's Facilities</b>		
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	Monthly
7.6	Are portable extinguishers and fire blankets subject to annual service in accordance with BS5306-3?	Y	Date of last service: August 2022
7.7	Do the circumstances or conditions require the installation of a fixed, fire-suppression system?	Y	
7.8	Where fire-suppression systems are installed, are they maintained?	Y	Date of last service: annual check kitchens.

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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	
7.11	Is there clear and unimpeded access for emergency vehicles?	Y	Gates at front
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	
7.16	If applicable, have arrangements been made to prevent the pollution of land and water courses from extinguishing water run-off?	N/A	
<b>Section 7: Summary</b>		No concerns for fire fighters. Local station 8 minutes. Fire extinguishers checked in date and operable. Contract in place.	
<b>8.0</b>	<b>Means of Escape &amp; Emergency Arrangements</b>		
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	
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	
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	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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	Art displays on walls action raised
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	Upper floors would be difficult if there was a lift failure. Less mobile pupils could be taught in ground level classrooms.
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	
8.19	Is high-risk task emergency lighting provided where required?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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	Date of last service: Summer 2022
<b>Section 8: Summary</b>		Site team now do all emergency light testing internally. Logs with Estates manager.	
<b>9.0</b>	<b>Compartmentation &amp; Fire Spread</b>		
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	Old style doors are heavy solid wood. Not modern, but well maintained.
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	No obvious concerns viewed. 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	
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?	N/A	Traditional build stone and timber cladding only.

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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	School displays of artwork need to be controlled and minimised. 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?	N	
<b>Section 9: Summary</b>		Good housekeeping on site and most areas were checked daily by the site team or teaching staff. Fixtures, fittings, or fire doors needing attention would be reported to the maintenance team.	
<b>10.0 Signs &amp; Notices</b>			
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	
<b>Section 10: Summary</b>		No Concerns raised with signage.	
<b>11.0 Emergency Planning</b>			
11.1	Is there an appropriate Emergency Plan for the size and use of the premises?	Y	
11.2	Is there an Evacuation Plan for the premises? Does the Plan explain the evacuation strategy: simultaneous evacuation, delayed evacuation, etc.	Y	Simultaneous, Teachers to guide pupils to the Fire Assembly Point.

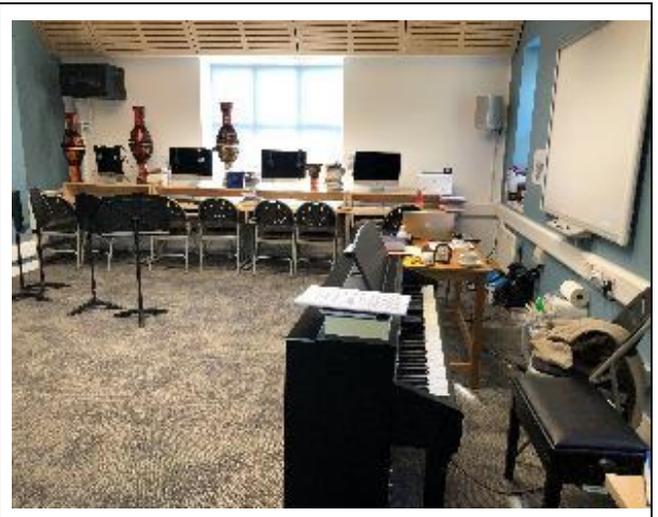
Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
11.3	Does the Plan include suitable arrangements for summoning the Fire and Rescue Services?	Y	
11.4	Where simultaneous evacuation is used, does the Plan include the arrangements for ensuring that the building has been evacuated or all persons accounted for?	Y	
11.5	Are there suitable arrangements to meet the Fire and Rescue Service on arrival and provide them with relevant information?	Y	
<b>Section 11: Summary</b>		Key staff have assigned roles in a fire emergency. Fire plan reviewed annually by the safety committee.	
<b>12.0 Information &amp; Instruction</b>			
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	In house training with Site team talk.
12.3	Are practice fire drills undertaken regularly to try to ensure that all staff participate?	Y	<u>Termly drill organised.</u>
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	
<b>Section 12: Summary</b>		All staff co-operate with termly drill and regular false alarms, normally caused by broken glass or someone bumping a call point.	
<b>13.0 Fire Prevention Measures</b>			
13.1	Are all gas appliances subject to annual safety checks by a competent person?	Y	Date of last Gas Safety check(s): 11 boilers all different dates – Estates Log
13.2	Can gas fired appliances have the gas supply shut off without putting staff at risk?	Y	
13.3	Are portable and fixed electrical appliances subject to appropriate safety testing?	Y	Date of last test: In house tested by site team. 18-month cycle

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
13.4	Is the wiring of the electrical installation periodically inspected by a competent person in accordance with IET guidance?	Y	Date of last EICR inspection: 2019 Now reverted to whole school check.
13.5	If the EICR was unsatisfactory, is there evidence that the identified high priority defects have been rectified?	N/A	
13.6	Where applicable, have adequate precautionary measures been adopted for hazards associated with lightning strikes?	N/A	
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	Cleaning and service contracts.
13.10	Considering the location of the building, are there adequate security measures to deter any arson attack?	Y	
13.11	Are there any factors which may increase the risk of arson?	N	Secure site with good fencing and general security arrangements.
<b>Section 13: Summary</b>		Fire drills have been held reasonably frequently. Logbook unseen this visit. Fire marshals confirmed they have had training previously. False alarms also happen regularly and are investigated for source.	

7. PHOTOGRAPHS



1. Junior Playground



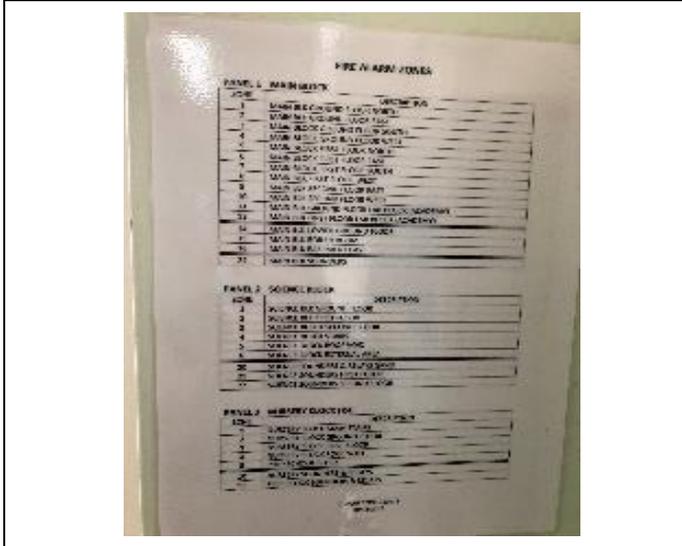
2. Music Room



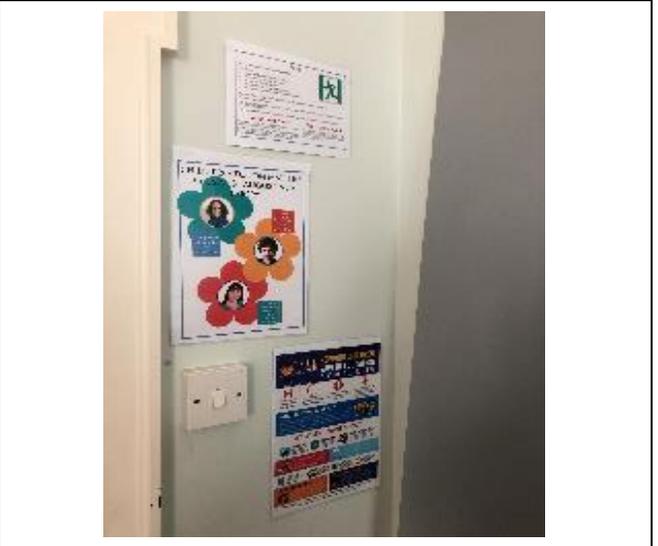
3. Portacabin internal view



4. Portacabin and grounds



5. Fire Zone List



6. Fire Action Plan



7. Temporary electrics



8. Temporary structure



8. Fuel in shed



9. Gas bottles in yard / House in picture