




St Augustine's
PRIORY

Arinite.



Fire Risk Assessment Report

Regulatory Reform (Fire Safety) Order 2005
(As amended by The Fire Safety Act 2021)

Organisation	St Augustine`s Priory
Site Address	St Augustine`s Priory, Hillcrest Road, Ealing, London W5 2JL
Contact Details	James Philpott, Bursar & Clerk to the Governors Tel: 07398 622 685 Email: JPhilpott@sapriory.com
Photograph of Site	
Assessor	Jo Banks, BSc GradIOSH MIIRSM Tel: 07960 152 675 Email: j.banks@arinite.com
Date of Assessment	08.09.2023
Report Reviewer / QA	Steve Moulton, Head of Arinite Fire Safety Division FdSc, NCRQ-Dip, CFPA-ADip, DipHE, MIFireE, IOSH
Date of Issue	26.09.2023

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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 London office on 08.09.2023.

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 (as Amended by the by The Fire Safety Act 2021).

Significant issues identified were as follows:

- Evidence of daisy chained electrical sockets to be removed.
- Inappropriate chemical (ethanol) storage basement.
- Storerooms overflowing in some areas.
- Storage in stairwells to be moved.

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 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 as amended, 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 workers.
- The premises are residential with two or more domestic residences with common parts.
- 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:

- Home office Guidance on The Fire Safety (England) Regulations 2022
- Animal Premises and Stables (Oct 2007)
- Educational Premises (June 2006)

- Means of Escape for Disabled People (Mar 2007)
- Offices and Shops (June 2006)
- Small and Medium Places of Assembly (June 2006)

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
- DCLG Fire Safety Risk Assessment Animal Premises and Stables

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 within the Action Plan Matrix (Section 5).

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 workers that work at or visit the property.
- Share the significant findings with non-workers 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.
- Changes in Occupancy numbers or mobility issues.
- 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 or of anti-social behaviour it would also be advisable 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 (inclusions from the UK Governments FRA Prioritisation Tool)

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 as amended by The Fire Safety Act 2021.
Areas Inspected:	All areas of the school and grounds.
Areas Not Inspected:	The roof, classrooms in use.
Persons Accompanying Assessment:	Chris Mortimer, Site Manager. James Phillpott, Bursar & Clerk to the Governors.

3.2 The Premises

Premises Name:	St Augustine's Priory (Independent day school).
Responsible Person:	Board of Governors.
Person with Day-To-Day Responsibility:	James Philpott, Bursar & Clerk to the Governors. Chris Mortimer, School Caretaker.
Use of the Premises / Activities:	School buildings, sports fields and pitches, portacabins, kitchen, art and photography studios, school farmyard.
Extent of Premises:	Main School. Science Block. Portacabins. Junior School / Clock House. Chapel. Extensive fields and gardens.

No. of Floors:	<p>The Clock House comprises ground and 1st floor. Portacabins at single level. Purpose built Science Block. 1 passenger lift, 1 main staircase. Set over 2 floors.</p> <p>The main school is set over 4 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.</p>
Height of the Building: (In storeys)	4 floors, plus basement.
Construction of the Building:	Brick, timber, render and tile. Traditional historic building and chapel. Modern science block and portacabins.
Number of Staircases:	2 in main building.
Unusual Features:	13-acre grounds, maintenance sheds and a farm. Occasional hire of school buildings out of hours.
External Cladding:	Brick, stone, render.
Recent Refurbishments:	On-going maintenance and refurbishment plans. Several building projects in 2000's.

3.3 Occupancy

Times of Occupancy:	<p>2 dwelling houses on site occupied by workers, separate to school buildings. School day and out of hour hires.</p>
Max. no. of Workers: (At any one time)	<p>C100 plus students. Pupils from nursery to 6th Form. Lone workers, young persons, persons with mobility/sensory/cognitive difficulties potentially.</p>
Other Relevant Persons:	Students, hirer's, contractors, visitors. Some accommodation for workers on the site, in dwelling houses - not forming part of this risk assessment.
Vulnerable People Especially at Risk from Fire:	Lone workers, young persons, persons with mobility/sensory/cognitive difficulties potentially.
Fire Evacuation Strategy:	Simultaneous evacuation. All out approach and assemble school field.

3.4 Previous History (If any):

Previous Fire Risk Assessment:	Arinite 2017, 2018, 2019, 2020, 2021, 2022.
Previous Enforcement Action or Advice:	None.
History of Recent Fires or Attempted Arson:	None.

3.5 Other Relevant Information

Fire Safety Systems in Place	Fire alarm panel, sounders, beacon, smoke detection, fire extinguishers, gas flow test box for science rooms.
Any Known Hazards	Gas, electricity, kitchens, appliances and batteries in IT and tools.

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)	
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.

Ref	Subject (Section)	Deficiency	Risk	Persons at Risk	Priority	Action Required	Target Date	Completed
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5. FIRE RISK ASSESSMENT – ACTION PLAN MATRIX (including evidence photos)

01-09-23	Flammables	Store cupboards and cardboard storage.	In some areas the storage was overflowing and getting in the way of riser doors or gas shut off.	All	M	Site wide school purge to get rid of unnecessary items and bring order to storage rooms.		
02-09-23	Means of Escape and Emergency Arrangements	Some storage of IT carts and bags in the ground level stairwells.	Flammables in escape routes.	All	L	Remove from escape routes and stairwells.		
03-09-23	Housekeeping Electricity	Cable management and removing any daisy chained extension leads.	Ignition risk overheating or damage.	All	L	Ensure all portable appliances and extensions are being used appropriately.		
04-09-23	Chemicals	Ethanol for camping stove stored in basement on open shelves.	Flammables should be in the chemical store.	All	T	Removed on the inspection.		

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?	Y	
1.2.	Is the Fire Safety Policy communicated to all workers?	Y	Drill every term and false alarms. Fire Training session online.
1.3.	Has responsibility for fire safety been established and documented?	Y	
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	
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	
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	
1.10.	Is a Fire Logbook available and up to date?	Y	Site Manager keeps the log.
1.11.	Has a previous Fire Risk Assessment been carried out by the Organisation?	Y	Date: 2022 By: 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	
Section 1: Summary		The school has trained all workers on the inset days and has online training. The school has already had a fire drill this term due to a false activation.	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
2.0	Multi-Occupied Residential Buildings		
2.1.	Residents have been given fire safety instructions and information on the importance of fire doors?	N/A	
2.2.	In buildings over 11m are annual checks of flat entrance doors undertaken and quarterly checks of all fire doors in the common parts?	N/A	
Section 2: Summary		2 houses on site outside of this risk assessment used as homes by workers.	
3.0	Sources of Ignition		
3.1.	Do all electrical cables and equipment appear in good condition without visible signs of defects?	Y	
3.2.	Do all electrical sockets appear to be used correctly without overloading or excessive use of extension leads / adaptors?	N	
3.3.	Is there a policy for the control of personal appliances brought on to the premises?	Y	Workers use own chargers etc.
3.4.	Are heating appliances kept clear of combustible materials?	Y	
3.5.	Are any supplementary heaters used and positioned correctly?	Y	
3.6.	Are any cooking or food heating appliances located, positioned, and supervised to minimise risk?	Y	
3.7.	Are combustible materials kept well away from high temperature surfaces such as high output light fittings, distribution boards, etc.?	N	Some housekeeping required.
3.8.	Are the fire risks from smoking adequately controlled within the building?	Y	
3.9.	Has a low-risk area been designated for smoking with appropriate ash trays / dispensers and a regime for emptying the ash trays / dispensers?	N/A	Workers leave site.
3.10.	Are the activities of contractors controlled and Hot Work Permits used where appropriate?	Y	
Section 3: Summary		The Site Manager has allowed additional heating in some areas where it may be cold in winter months. Advised to use small radiators rather than fans.	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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4.0 Sources of Fuel			
4.1.	Do furniture and furnishings meet relevant standards and guidance for ignition resistance?	Y	
4.2.	Do housekeeping standards minimise the risk of accumulation of combustibile materials?	N	
4.3.	Are combustibile materials stored to minimise their potential for contact with sources of ignition?	N	Lots of storage areas need clearing out.
4.4.	Are highly flammable or explosive substances stored or used appropriately and with minimum quantities in any workplace?	N	Teachers had stored camping fuel in basement.
4.5.	Are other hazardous substances appropriately identified with a register and information available for Firefighters?	Y	
4.6.	Are there any processes that could cause a flammable/explosive atmosphere such as Lithium-ion batteries stored or used including in EV 's?	Y	2 EV charging points in Car Park.
4.7.	Are external waste areas managed in a way to minimise the risk of fire from arson, or other ignition sources?	Y	
4.8.	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 combustibile materials	N/A	
4.9.	Are natural gas supply points protected from impact, well ventilated, and clearly marked?	Y	
4.10.	If insulated core panels are used, has the flammability of the insulation been identified?	N/A	
4.11.	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	
4.12.	If Lithium-ion batteries are stored or used in or adjacent to the premise/building, including those in Electrical Vehicles, state quantity, storage methods and fire precautions in place	Y	Tools stored in the maintenance shed. IT equipment in all areas of the school.
Section 4: Summary		The school boilers are serviced every summer holiday and are in a locked area, not accessible to workers or pupils.	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
5.0 Sources of Oxygen			
5.1.	Are sources of direct oxygen such as cylinders or concentrators adequately stored, handled, and used correctly?	Y	
5.2.	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	
5.3.	If any oxidising agents are used on the site, are they appropriately stored, handled, and used?	Y	
Section 5: Summary		Science use Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) to manage school science chemicals.	
6.0 People at Risk			
6.1.	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?	N	Possibly, pupils and teachers currently have no evacuation needs.
6.2.	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 houses.
6.3.	If young people use the premises, have appropriate risk assessments been made which cover fire safety aspects?	Y	
6.4.	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	
6.5.	Are arrangements in place to inform contractors and visitors of the Fire Evacuation Procedure, and for accounting for them following an evacuation?	Y	
Section 6: Summary		The school has a lift and platform lift. Currently no disabled pupils. No PEEP plans needed as yet.	
7.0 Fire Detection & Warning Systems			
7.1.	Is the fire alarm/detection system appropriate for this type of occupancy?	Y	L5 plus some additional strategic smoke detection heads. 3 panels.

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
7.2.	Is the fire alarm control panel (or any repeater panel) conveniently located for Fire Service access, complete with a zone diagram?	Y	Main hallway/3 panels.
7.3.	Can the means of warning be clearly heard and understood by everyone throughout the whole building?	Y	
7.4.	Are there provisions for people who may not be able to hear the alarm?	Y	Buddy system in place if necessary.
7.5.	Where installed, are fire alarm manual call points on each storey exit, and positioned so that no one must travel more than 45 metres to operate one?	Y	
7.6.	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 monthly, and are the results of the tests recorded in the Fire Logbook? If held digitally, can they be quickly downloaded?	Y	Online log with Site Manager.
7.7.	Is the fire alarm system maintained in accordance with BS 5839?	Y	Date of last service: Quarterly service.
7.8.	Is there a process in place to ensure that the fire alarm system is operable and fault-free daily?	Y	
7.9.	Is there a procedure in place for investigating and dealing with unwanted false alarms including records of all activations and any onward action to prevent a recurrence?	Y	
7.10.	Is the fire alarm monitored by a remote alarm receiving centre with key holder information kept up to date? If not, do the circumstances for life risk and property damage require remote monitoring?	Y	
Section 7: Summary		The Caretaker lives on site and there are regular visits to service the fire alarm and smoke detection systems.	
8.0	Firefighting Equipment & Firefighter's Facilities		
8.1.	Are there enough fire extinguishers (including fire blankets) sited throughout the premises at appropriate locations, e.g., at exits and adjacent to the risk with a register of their type and location?	Y	
8.2.	Are the right types of extinguishers located close to the fire hazards, and can users get to them without exposing themselves to risk?	Y	
8.3.	Are the extinguishers visible, and /or their position need indicating by notices?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
8.4.	Are the extinguishers fixed to a wall or positioned in a fire point / stand, and protected against misuse where necessary?	Y	
8.5.	Are portable extinguishers subject to regular visual checks for their position and condition?	Y	
8.6.	Are portable extinguishers and fire blankets subject to annual service in accordance with BS5306-3?	Y	Date of last service: July 2023.
8.7.	Do the circumstances or conditions require the installation of a fixed, fire-suppression system?	N	
8.8.	Where fire-suppression systems are installed, what extinguishing medium is used and are they maintained?	N/A	
8.9.	Where wet or dry risers are installed, are they appropriately tested and maintained by a competent person?	N/A	
8.10.	Are there sufficient means for venting smoke from the building in the event of a fire?	Y	
8.11.	Is there clear and unimpeded access for emergency vehicles?	Y	
8.12.	Are fire hydrants or other water supplies located suitably close to the premises (within 100 metres)?	Y	
8.13.	If 'private' hydrants are in place, are they tested and maintained?	N/A	
8.14.	Are Firefighter switches in place where there is high voltage apparatus such as luminous tube signs?	N/A	
8.15.	On secure sites, have arrangements been made for the Fire and Rescue Service to gain access in an emergency?	Y	
8.16.	If applicable, have arrangements been made to prevent the pollution of land and water courses from extinguishing water run-off?	N/A	
Section 8: Summary		The school gates can be opened in an emergency for firefighters to gain entry.	
9.0	Means of Escape & Emergency Arrangements		
9.1.	Is there sufficient occupancy space for the number of people using the area - safe occupancy levels to BS 9999 or Approved Document B?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
9.2.	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	
9.3.	Are the safe occupancy or exit capacity levels exceeded?	N	
9.4.	Are travel distances to an exit or protected compartment containing an exit within guideline limits?	Y	
9.5.	Is there a specific Fire Assembly Point suitably signposted outside the building, and with safe onward escape, that all workers can reach safely and remain in safety?	Y	
9.6.	Do exit doors held on magnetic locks release immediately upon activation of the fire alarm, and is this subject to regular recorded checks?	Y	
9.7.	Are there override buttons or devices on all exit doors held on magnetic locks, and are these subject to regular recorded checks?	Y	
9.8.	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?	N	
9.9.	Do all final exit fire escape doors open freely and to their full width without obstruction?	Y	
9.10.	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 workers?	Y	
9.11.	Do fire exits open in the direction of escape where necessary?	Y	
9.12.	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	
9.13.	Is it considered that the premises are provided with reasonable arrangements for the evacuation of people who have a disability?	N/A	
9.14.	Is there an adequate number of fire protected stairways?	Y	
9.15.	Are external escape routes protected from the effects of fire e.g., fitted with self-closing devices?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
9.16.	Are external stairways and escape structures examined regularly for structural defects?	Y	
9.17.	Is the full length of all escape routes covered by an acceptable form of emergency escape lighting?	Y	
9.18.	Does the emergency lighting illuminate changes in floor level, changes in direction on the escape route, and fire points, etc.?	Y	
9.19.	Is high-risk task emergency lighting provided where required?	N/A	
9.20.	Is the emergency lighting subject to a monthly recorded functional test?	Y	
9.21.	Is the emergency lighting system maintained in accordance with BS 5266 by a competent person?	Y	Date of last service: Carried out internally by the Site Manager and repairs log kept.
Section 9: Summary		External stairwells are inspected regularly for trip hazards, internal staircases and fire doors are maintained regularly.	
10.0	Compartmentation & Fire Spread		
10.1.	Has a competent person carried out a structural survey of the passive fire protection of the building including fire doors and have any issues been addressed?	Y	Various surveys, asbestos, planning and for refurbishments.
10.2.	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	
10.3.	Is there evidence that any voids beneath floors are sub divided to prevent fire spread?	N/A	
10.4.	Is there evidence that voids above ceilings are sub-divided with fire resisting materials to prevent fire spread?	N/A	
10.5.	Are escape routes, etc. protected by fire-resisting doors?	Y	
10.6.	Do fire doors fully close and fit closely together or close to their frames, so that there are no excessive gaps?	Y	Continual Maintenance Program.
10.7.	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	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
10.8.	Are fire doors subject to regular recorded checks?	Y	A mixture of heavy wooden traditional doors and modern fire door sets within the various buildings.
10.9.	Are holes in compartment walls and ceilings around service ducts, pipes, and cables effectively fire-stopped with the correct material?	Y	
10.10.	Are any noise activated door retainers used on critical fire doors such as cross corridor fire doors or doors protecting escape stairs?	N	
10.11.	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	
10.12.	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	
10.13.	Is there a risk of fire spread between compartments through windows, openings or from adjacent buildings?	N	
Section 10: Summary		The main building is old, and the fire doors are of the same period. The modern areas of the school have fire door sets to current standards.	
11.0	Signs & Notices		
11.1.	Are all fire exits and fire exit routes clearly indicated by adequate lighting levels with appropriate directional signage?	Y	
11.2.	Is wayfinding signage in stairwells installed and visible in low lighting to indicate floor levels?	Y	
11.3.	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	
11.4.	Are Fire Action Notices displayed at appropriate locations and visible by adequate lighting levels?	Y	
11.5.	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	
11.6.	Are mandatory 'Fire Door - Keep Locked' or 'Fire Door - Keep Shut' notices and automatic door closing warning notices displayed on fire doors?	Y	

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
11.7.	If the site holds 25 tonnes or more of dangerous substances, have appropriate notices been displayed at the site entrance?	N/A	
Section 11: Summary		No concerns with signs and notices. Signs are replaced after works or refurbishment.	
12.0	Emergency Planning		
12.1.	Is there an appropriate Emergency Fire Plan for the size and use of the premises?	Y	Lockdown and evacuation procedures.
12.2.	Is there a Fire Evacuation Plan for the premises? Does the Plan explain the evacuation strategy e.g.: Simultaneous Evacuation, Phased/delayed evacuation including roles and responsibilities.	Y	
12.3.	Does the Plan include suitable arrangements for evacuating the disabled and summoning the Fire and Rescue Services?	Y	
12.4.	Where simultaneous evacuation is used, does the Plan include the arrangements for ensuring that the building has been evacuated and all persons accounted for?	Y	
12.5.	Are there suitable arrangements to meet the Fire and Rescue Service on arrival and provide them with relevant information?	Y	Alarm linked to first responders; onsite workers also get notifications.
Section 12: Summary		The school practice for fire drills and will ensure an Evacuation Plan is created for any workers or pupils, if required.	
13.0	Information & Instruction		
13.1.	Do new workers and site-based contractors receive Fire Safety Training as part of their Induction?	Y	Contractors are given site rules.
13.2.	Have all workers 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	
13.3.	Are practice fire drills undertaken regularly to try to ensure that all workers participate?	Y	Date of last practice fire drill: Each term.
13.4.	Are workers who are nominated as the fire wardens/marshals, and those who assist in the evacuation of any occupant who has a disability, adequately trained for their role?	Y	All workers are fire marshals.
13.5.	Have fire safety arrangements been agreed, co-ordinated and documented with other responsible people in the building/complex?	Y	Hirers or after school activity.

Ref.	Hazard	Y, N or N/A	Comment / Photo Ref. No.
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Section 13: Summary	At Reception and check in, fire safety information is given via an iPad. Workers have online training and inset talks, termly drills and false alarms.		
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14.0	Fire Prevention Measures		
14.1.	Are all gas appliances subject to annual safety checks by a competent person?	Y/N?	Date of last Gas Safety check(s): July/August 2023. 11 boilers all different dates – Estates Log.
14.2.	Can gas fired appliances have the gas supply shut off without putting workers at risk?	Y	
14.3.	Are portable and fixed electrical appliances subject to appropriate safety testing?	Y	Ongoing - carried out internally by Site Manager. 18-month cycle.
14.4.	Is the wiring of the electrical installation (EICR) periodically inspected by a competent person in accordance with IET guidance?	Y	Date of last EICR inspection: 2023.
14.5.	If the EICR was unsatisfactory, is there evidence that the identified high priority defects have been rectified?	N/A	
14.6.	Where applicable, have adequate precautionary measures been adopted for hazards associated with lightning strikes?	Y	
14.7.	If lightning protection is provided to the building, is it subject to regular inspection and test in accordance with BS 62305.	N/A	
14.8.	Is access to all plant rooms restricted to authorised persons only, and are all plant rooms free of storage?	Y	
14.9.	Are there adequate service/maintenance arrangements in place for all fixed plant not detailed elsewhere in this report, e.g., fixed heaters, cooking ranges etc.?	Y	
14.10.	Considering the location of the building, are there adequate security measures to deter any arson attack e.g., improved housekeeping, CCTV, external lighting, and security patrols?	Y	
14.11.	Are there any factors which may increase the risk of arson?	N	

Section 14: Summary	The school has good security procedures and two occupied houses on the grounds. There are close residential neighbours in some areas and the fire alarms are monitored. Gates, fences, and CCTV in place.		
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