

FIRE RISK ASSESSMENT REPORT

Single site/occupier

Employer
Whites Wood Academy

Address of property
**Whites Wood Lane
Gainsborough
DN21 1TJ**

Telephone Number
01427613097



Person responsible for fire safety
Mr Paul Turner - Trust Premises Manager

Person consulted if not the responsible person
Mr Rory Hamilton - Site Manager

Date of Fire Risk Assessment
04/11/2021

Assessor
John Wettler

Reference
31282221

Recommended Next Risk Assessment Review date
November 2022

This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up to date, and in any event by the date indicated above or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.

Scope of Fire Risk Assessment

1. The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) or where appropriate The Housing Act 2004, require the Employer or other responsible person to carry out a fire safety risk assessment of the premises.
2. This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.
3. This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
4. We have agreed with you that this assessment should be conducted by us in accordance with and on the bases and assumptions set out in this scope.

Our 'Standard' risk assessment (low / medium risk) is deemed sufficient because all of these conditions prevail;

- Single occupancy premises
- Do not store >50 litres of highly flammable materials
- Do not provide sleeping accommodation
- Is not a licensed premises
- Mostly open plan

OR

Our 'Premium' risk assessment (high risk) is deemed necessary because one or more of these conditions prevail;

- Multi occupancy premises
- >50 litres of highly flammable materials are stored
- Sleeping accommodation is provided
- Is a licensed premises
- The internal layout of the premises is such that the means of escape is complex

5. The risk assessment should be available for inspection.

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6. This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the front page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:

- a) Significant changes to work practices or procedures.
- b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
- c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
- d) Significant changes to furniture and fixings and/or to displays or quantities of stock.
- e) The introduction or increase in the storage of hazardous substances.
- f) Any change in the fire precautions in the premises.
- g) Any near miss or fire incident.

And in any event, at recommended intervals of no more than twelve months

7. The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.

8. The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

9. The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees and parents of employed children with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

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10. In this report:

- a) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other responsible person.
- b) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- c) Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- d) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
- e) We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person who has a bearing on this fire risk assessment is current, true, accurate and not misleading.
- f) The term “responsible person” has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 [and the Fire (Scotland) Act 2005].

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A: GENERAL INFORMATION

DESCRIPTION OF PROPERTY

A detached ground floor Primary School

Premises risk level at the time of the risk assessment; NORMAL
(See section m)

Number of storeys, including basement floors in the building: 1

Number of storeys included in the risk assessment: 1

Approximate total floor area in M2 of the floors surveyed: 2000

Approximate floor area in M2 of the footprint of the building: 2000

Number of additional tenants/occupiers in the building: 1

Brief details of Construction:

A traditionally built brick building with flat and pitched roofs.

Occupiers Details:

Location of areas assessed i.e. 2 nd floor, common areas etc.	Activity and/or Process	No at work
Ground Floor	Classrooms, kitchen, hall, boiler room	35

USE OF PREMISES

The premises are used as a school for children aged 7-11

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OCCUPIERS OF THE BUILDING

- | | | |
|----|---|------------|
| a. | Does this risk assessment or review report replace an earlier document? | Yes |
| b. | If so what is the date of the earlier document? | 27/10/2021 |
| c. | Approximate total numbers of persons at work in the whole premises: | 35 |
| d. | Approximate numbers of members of the public resorting to the premises: | 1 or 2 |
| e. | Are the premises used out of hours? | No |
| f. | Are persons specifically at risk? | No |
| g. | Approximate total numbers known to sleep in the premises: | none |
| h. | Are there any disabled staff members? | No |
| i. | Are there occupants in remote areas? | No |
| j. | Is there any recent history of fires in the building? | No |

Comments and other relevant issues noted (list)

- a: The previous fire risk assessment was made by CHUBB
- d: There are approximately 200 children attending school.

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B: FIRE HAZARDS AND IGNITION SOURCES

B1; Electrical Sources of Ignition

- | | |
|---|-----|
| a. Is portable appliance testing carried out? | Yes |
| b. Are electrical circuits and installations periodically tested and inspected? | Yes |
| c. Is there managerial control of personal electrical items? | No |
| d. If extension leads and adaptors are in use are they used safely? | Yes |
| e. Are electrical cables routed so as to avoid physical damage? | Yes |
| f. Is lightning protection provided for the building? | No |
| g. Is the lightning protection tested periodically? | N/A |

Comments and other relevant issues noted (list)

B1 a: Portable Appliance Testing is carried out in-house by the site managers who have attended training courses. The P.A.T. was last carried out From December 2019 to February 2020.

B1 b: A test/inspection of the fixed electrical installation was carried out by M. Gladwin on 14/02/2018

B1 c: There should be a formal policy and managerial control on electrical items of equipment which are brought onto the premises by members of staff. All such items should be included in the periodic electrical safety testing which takes place. This should be carried out before permission for the use of the item is given. Part of this permission process should include an enquiry with regard to the quality and source of mobile telephone chargers and other electrical equipment.

See recommendations in the action plan.

Indicate the appropriate risk level: Normal

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B2; Smoking

- | | |
|--|-----|
| a. Is smoking permitted in any part of the building? | No |
| b. Is smoking managed in an appropriate and safe manner? | Yes |
| c. Are the legally required no smoking signs provided? | Yes |

Comments and other relevant issues noted (list)

No comment is required.

Indicate the appropriate risk level: Low

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B3; Heating

- | | |
|---|-----|
| a. Are mains gas supplies connected? | Yes |
| b. Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors? | Yes |
| c. Are portable heaters in use?
list the types; Electrical Convection | Yes |
| d. Are portable heaters kept away from any combustible storage or refuse? | Yes |

Comments and other relevant issues noted (list)

The three gas boilers in the boiler room were replaced in August 2021. An installation certificate is available.

Indicate the appropriate risk level: Low

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B4; Cooking

- | | |
|---|-----|
| a. Are catering facilities provided? | Yes |
| b. Is this on a commercial basis? | Yes |
| c. Does this involve the use of deep fat fryers,
an oven or cooking range? | Yes |
| d. Are emergency cut off switches/valves/cocks provided and accessible
with their location and use indicated by signage? | Yes |
| e. Are grease filters and extraction ducting degreased and cleaned? | Yes |
| f. Are cleaning certificates provided? | No |

Comments and other relevant issues noted (list)

B4 a: There are two kitchens in the school.

One is not used as a kitchen but does contain kettles, toasters etc. This room is equipped with smoke and heat detectors.

The second kitchen is run as a commercial enterprise by Ideal Catering Ltd. Ideal Catering Ltd also supply meals to other schools in the area from this kitchen.

B4 b: It is reported that a separate Fire Risk Assessment is available for the commercial kitchen

B4 c: The commercial kitchen has a cooking range with extractor hood over.

B4 d: The gas supply has a emergency shut-off.

B4 e: It is reported that the hood filters are cleaned each term.

Indicate the appropriate risk level: Low

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B5; Arson/Wilful Fire Raising

- | | |
|--|-----|
| a. Is external refuse managed adequately? | Yes |
| b. Are suitable external security arrangements in place? | Yes |
| c. Are suitable internal security arrangements in place? | Yes |
| d. Is the premises vulnerable to arson? | No |

Comments and other relevant issues noted (list)

B5 a: The wheeled refuse bins are kept within the security fence around the site. The gate to the area where the bins are stored is opened once a week to allow the bins to be emptied.

B5 b: A steel security fence protects the site

B5 c: The premises have CCTV cameras and an intruder alarm

Indicate the appropriate risk level: Low

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B6; Factory Processes

Do any potentially hazardous processes take place?

No

Comments and other relevant issues noted (list)

No factory processes take place on site.

Indicate the appropriate risk level: Low

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B7; Storage and Housekeeping

a. Are large/abnormal amounts of combustible storage kept in the premises?	No
b. Is there a large or excessive fire loading?	Yes
c. If so are storage arrangements adequate?	No
d. Are highly flammable materials kept in the premises?	No
e. If so are storage arrangements adequate?	N/A
f. Are other fire related hazardous materials kept in the premises?	No
g. If so are storage arrangements adequate?	N/A
h. Is general housekeeping satisfactory?	Yes
i. Is the upholstery of foam furniture in good condition?	Yes
j. Are significant ignition sources separated from combustible or highly flammable materials?	No
k. Is the use of highly flammable materials minimised?	Yes

Comments and other relevant issues noted (list)

B7 c: There are combustible materials stored in the boiler room.

B7 c: The site manager's store has an excessive amount of combustible materials and an exposed fuse board.

There is no fire detection in either area.

See photographs 2 & 3

See recommendations in the action plan.

Indicate the appropriate risk level: High

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B8; Building Work and Outside Contractors

- | | |
|--|-----|
| a. At the time of the risk assessment, was any building work being carried out? | No |
| b. If so did this introduce any unusual hazards or ignition sources? | N/A |
| c. Is there a suitable managerial policy in place for the control of contractors?
Note: This question also refers to future contracts. | Yes |
| d. Are appropriate fire safety conditions imposed on contractors?
Note: This question also refers to future contracts. | Yes |
| e. Is there a permit to work / hot work permits scheme in place?
Note: This question also refers to future contracts. | Yes |
| f. Do contractors work out of hours? | No |

Are occupants at risk from fire hazards and ignition sources, which have been introduced by builders/contractors?	No
--	----

Comments and other relevant issues noted (list)

B8 c-e: Mr Turner confirmed that only approved contractors are used, who are to provide risk assessments and method statements, permits to work are issued where necessary. Contractors are given a thorough induction and are monitored by a fire warden when working on the premises

Indicate the appropriate risk level: Low

C: MEANS OF ESCAPE

Main Access to the building is via: a single entrance from an open area

C1; Alternative Means of Escape;

An alternative means of escape is provided.

The alternative means of escape are available via: final exit doors 16

- | | |
|--|-----|
| a. Are there adequate numbers of final exit doors? | Yes |
| b. Can all fire exits be immediately opened without the use of a key and/or are their fastenings suitable for the people who may need to use them? | Yes |
| c. Are electronic security locks fitted to exit doors on escape routes? | Yes |
| d. If so are they appropriately and safely fitted and maintained? | No |
| e. Do fire exits open in the direction of escape? | No |
| f. Are sliding or revolving doors relied on for means of escape? | No |
| g. Is adequate artificial illumination provided where necessary? | Yes |
| h. Are the alternative exit route/s provided with appropriate fire exit signage? | Yes |
| i. Are any inner, inner room situations involved? | No |
| j. Are vision panels fitted or automatic fire protection provided in access rooms to inner rooms? | Yes |
| k. Are vision panels of inner rooms obstructed? | No |
| l. Were any unsatisfactory fire exit or escape routes noted? | Yes |
| m. Travel distances acceptable? | Yes |
| Alternative means of escape acceptable? | No |

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Comments and other relevant issues noted (list)

C1 a: There are 16 final exit doors

C1 b: A variety of opening devices are used for final exit doors. In many cases the door is unlocked from the inside by the Site Manager before the site is occupied in the morning.

C1 d: Some of the final exit doors have an electronic lock with a manual override and emergency break glass box if the override does not work. Two doors in block 3 have a manual override but no emergency break glass box.

See photograph 4

C1 e: Not all the final exit doors open in the direction of escape.

See recommendations in the action plan.

Indicate the appropriate risk level: High

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C2; Protection of Internal Escape Routes and Structural Integrity

a. Are any dead end exit routes adequately protected?	N/A
b. Are floor surfaces, stairs and handrails etc, safe?	Yes
c. Are exit routes adequately clear of storage and obstructions?	Yes
d. Are staircases kept clear of storage and obstructions?	N/A
e. Are existing fire doors installed to conform with British Standard 476?	No
f. Are fire doors held open by irregular means?	Yes
g. Are door holding devices fitted to fire doors?	No
h. If so are they appropriately and safely fitted, signed and maintained?	N/A
i. Are any fire doors or fire resisting partitions damaged?	No
j. Are existing fire resisting partitions installed to comply with British Standard 476 as far as could be ascertained?	Yes
k. Is there reasonable limitation of linings which might promote fire spread?	Yes
l. Are service shafts between floors adequately fire stopped?	N/A
m. Are doors to service riser shafts to a suitable fire resisting standard?	N/A
n. Is compartmentation considered to be of a reasonable standard?	No
o. Are disabled refuges provided?	No
p. If so, are they adequate and provided with appropriate communications?	N/A
q. Have active fire precautionary arrangements been introduced to replace passive measures? i.e. automatic fire detection to replace fire resisting lobbies on a single staircase etc.	No
r. If so are they considered safe and adequate?	N/A
Is the protection of internal escape routes and structural integrity satisfactory?	No

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Comments and other relevant issues noted (list)

Fire separation in the school is inconsistent.

C2 n (i): There is missing fire stopping in the boiler room.

See photograph 5

C2 n (ii) The electrical distribution cupboard close to the hall is not in a fire resistant enclosure and does not have any detection.

See recommendations in the action plan.

Indicate the appropriate risk level: High

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C3; External Exit Routes

- | | |
|---|-----|
| a. Do external exit routes lead to a place of final safety? | Yes |
| b. Are external exit routes even, illuminated and provided with fire exit signage? | Yes |
| c. Are external staircases, balconies and gangways examined by a competent person at not less than three yearly intervals. | N/A |
| d. Are any doors or windows (other than toilet windows), which open onto or are within 1.8 metres horizontally or 9 metres vertically of external staircases, balconies and gangways, which are used for means of escape purposes fire resisting? | N/A |
| e. Are external staircases or exit routes clear of storage or obstructions? | Yes |
| f. Are the external escape routes and structures considered satisfactory? | Yes |

Comments and other relevant issues noted (list)

No comments are required.

Are persons at risk from means of escape deficiencies? Yes

Note: This question relates to all three means of escape sections.

Indicate the appropriate risk level: High

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D: EMERGENCY ESCAPE LIGHTING

Description: Stand alone non-maintained units

- | | |
|--|---------------------|
| a. Maintained by? | Anderton Electrical |
| b. Is the system serviced and certificated to comply with the current British Standard 5266? | Yes |
| c. Tested to comply with the current British Standard 5266? | Yes |
| d. Date of last service? | 16/02/2021 |
| e. Records up to date? | Yes |
| f. Is the emergency lighting system in good physical condition? | Yes |
| g. Are there any areas where emergency lighting is not provided and where it is required? | No |

Comments and other relevant issues noted (list)

No comments are required.

Are occupants at risk from emergency lighting deficiencies? No

Indicate the appropriate risk level: Low

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E: SIGNS AND NOTICES

Existing signs and notices provided comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499 part 4-2000

Additional signs required?

No

If so please see the recommendations in section L, action plan.

Comments and other relevant issues noted (list)

No comments are required

Are occupants at risk from signage deficiencies? No

Indicate the appropriate risk level: Low

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F: FIRE ALARM AND FIRE WARNING ARRANGEMENTS

Description of System: Manual and automatic installed throughout.

If partial automatic detection indicate areas where provided; Resource room, kitchen and classroom 29

Is phased evacuation or a staged alarm system used in the building?	No
Are visual or other non audible signals used or necessary to augment the fire warning arrangements?	No
a. Maintained by	CHUBB
b. Does the system appear to conform to British Standard 5839 part 1?	No
c. Serviced to comply with British Standard 5839 part 1?	Yes
d. Tested to comply with British Standard 5839 part 1?	Yes
e. Date of last service?	23/08/2021
f. Records up to date?	Yes
g. Alarm connected to a remote monitoring centre?	No
h. History of false alarms?	No

Comments and other relevant issues noted (list)

F: The automatic fire detection does not extend into areas that are considered high risk but are not normally attended.

F d: There is a weekly test of the alarm system using a different call point each time

See the recommendations in the action plan.

Are occupants at risk from fire alarm deficiencies? Yes

Indicate the appropriate risk level: Normal

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G: FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT AND INSTALLATIONS.

G1; The following types of portable fire extinguishers are provided on site:

Foam Carbon Dioxide Fire Blanket Dry Powder

- | | |
|--|---------|
| a. Are fire extinguishers adequate for the current risk? | Yes |
| b. Are fire extinguishers correctly sited and correctly identified by signage? | Yes |
| c. Are fire extinguishers adequately secured in position and not obstructed? | Yes |
| Extinguishers serviced by: CHUBB | |
| d. Are fire extinguishers serviced in accordance with British Standard 5306? | Yes |
| e. Records up to date: | Yes |
| f. Date of last service? | 02/2021 |

Comments and other relevant issues noted (list)

No comments are required.

Are occupants at risk from fire extinguisher deficiencies? No

Indicate the appropriate risk level: Low

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G2; The Following Fixed Fire Fighting Installation/s is/are provided on site:

Type of equipment	Serviced by	Date of last service
N/A	N/A	N/A

Records up to date? N/A

Comments and other relevant issues noted (list)

There are no fixed firefighting installations in the building.

Are occupants or fire-fighters at risk from fixed installation deficiencies? No

Indicate the appropriate risk level: Low

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H: MANAGEMENT OF FIRE SAFETY

H1; Fire Routine and Emergency Plan

- | | |
|---|-----|
| a. Is there an established fire routine and emergency plan? | Yes |
| b. Are all necessary issues, included in the plan? | Yes |

Comments and other relevant issues noted (list)

No comments are required

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H2; Training and Drills

a. Are all staff given fire instruction on induction?	Yes
b. Are all staff given periodic refresher training at suitable intervals?	Yes
c. Have all staff been made aware of the emergency plan?	Yes
d. Are staff trained to recognise and use the fire extinguishers?	Yes
e. Are fire wardens appointed and trained?	Yes
f. Are there adequate numbers of fire wardens?	Yes
g. Are staff other than fire wardens designated to assist where necessary?	Yes
h. Evacuation drills held?	Yes
i. Date of last evacuation drill?	04/11/2021

Comments and other relevant issues noted (list)

It is reported that the site manager has been trained as a fire warden.

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H3; Record Keeping

- | | |
|---|-----|
| a. Is a dedicated fire log book maintained? | Yes |
| b. Are all appropriate records maintained? | Yes |

Comments and other relevant issues noted (list)

No comments are required.

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H4; Disabled Persons and Visitors

- | | |
|--|----|
| a. Are disabled persons employed? | No |
| b. Do disabled persons frequent premises? | No |
| c. Is management of disabled procedures satisfactory? | No |
| d. Is the procedure part of the fire routine, emergency plan and staff training? | No |

Brief description of the procedure;

- | | |
|---|-----|
| e. Do visitors frequent the premises? | No |
| f. Is the managerial procedure for visitors satisfactory? | N/A |

Brief description of procedure;

Comments and other relevant issues noted (list)

H4 b: Any child with a disability is assessed as to their needs. All visitors are accompanied when on the premises.

Are any persons at risk from management deficiencies? No

Indicate the appropriate risk level: Low

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I: ACCESS FOR FIRE FIGHTING & FIRE FIGHTER SAFETY

- | | |
|--|-----------|
| a. Is access for fire brigade vehicles satisfactory? | Yes |
| b. Is access for fire fighters on foot satisfactory? | Yes |
| c. Is access for fire fighting or means of escape clear and unobstructed? | Yes |
| d. Date of last Fire Brigade inspection, if known? | Not known |
| e. Have the Fire & Rescue Service been advised of any changes to the building or occupancy? | N/A |
| f. Are local water supplies / hydrants adequate and Suitably near to the building? | Yes |
| g. Are the local Fire Service made aware of any hazardous materials or issues, which might be hazardous when fire fighting? | N/A |
| h. Is external signage provided to warn fire fighters of storage hazards? | N/A |
| i. Are suitable fire-fighters switches provided? | N/A |
| j. Has the responsible person considered any issues, which might significantly damage or effect the environment in case of fire? | Yes |
| k. Has the possibility of fire spread to or from adjoining or adjacent buildings been considered by the responsible person? | N/A |

Comments and other relevant issues noted (list)

I a: Fire Brigade vehicles can access the front and side of the building.

I b: Fire fighters can access 4 sides of the building.

Are occupants, the environment or fire fighters at risk from access or managerial deficiencies? No

Indicate the appropriate risk level: Normal

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J: SCHEDULE OF RESPONSIBILITIES

The fire precautions listed below and the recommendations in this document, are required to be maintained by the responsible person at all times when the premises are occupied and should include contractors and cleaning staff employed to work in the premises.

Means of Escape	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.
Fire Alarm System	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied and be maintained and tested to comply with the relevant code of practice.
Electrically Operated Doors	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
Portable Fire Fighting Equipment	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times and be properly maintained to comply with the latest codes of practice.
Fire Signs and Notices	All fire signs and notices should be kept visible and in good order and be fixed permanently.
Emergency Escape Lighting	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
Physically or Sensory disabled Persons	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate.
Steps, Stairs and Corridor Surfaces	Should be maintained in good order with non slip surfaces so they will not be a hazard to persons escaping in case of fire.
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire
Fire Hazards	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum and should be stored safely so as not be exposed to risk of ignition.
Fire Precautions Records and Fire Emergency Plan	All Fire related records and Fire Emergency Plans/Procedures should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

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K: ASSESSING THE INDIVIDUAL RISKS

In order to assign priority to the risks identified, assessors must determine how likely the threat posed by each hazard is to happen. The simplest method of carrying out this prioritisation exercise is through the use of the matrix below.

In this matrix, assessors need firstly to determine how serious the hazard is (is it life threatening or merely an annoyance). This allows the assessor to place the hazard on the severity scale of the matrix (Low – Very High), running an imaginary line vertically from this placement gives one series of reference points.

Assessors now need to determine the probability of the threat actually happening (is it likely to happen almost daily or is it unlikely to ever happen). Once this probability has been determined an imaginary line can be horizontally run from the identified probability on the left of the matrix to where it meets the imaginary vertical line already run from the severity scale. Where the two lines cross gives the resultant prioritisation for action to be taken (see key).

Likelihood	Very Likely <i>Could occur on a daily basis, or at least more than once per week</i>				
	Likely <i>Could occur more than once a month.</i>				
	Unlikely <i>Could occur within a year</i>				
	Remote <i>Only likely to occur once in a lifetime</i>				
		Low <i>negligible or light smoke inhalation only</i>	Medium <i>light to heavy smoke inhalation</i>	High <i>heavy smoke inhalation & risk of burns</i>	Very High <i>risk of serious injury or death</i>
		Severity			

KEY

	Immediate action
	Action completed within 1 month
	Action completed within 3 months
	Action completed within 6 months

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L: ACTION PLAN

The action plan which follows, sets out the risks to be eliminated or minimised to an acceptable level.

The action plan identifies the risk by cross reference to the various section where the deficiency has been identified (e.g. B.1.a. portable appliance testing)

It provides details of the identified risk, the recommended action required to eliminate or minimise the risk and the priority given to the risk (e.g. action should be completed within one month)

Section	Action	Priority Recommended time frame	Date Completed (Client Action)
Section B1	c: There should be a formal policy and managerial control on electrical items of equipment that are brought into the premises by members of staff. All such items should be included in the periodic electrical safety testing that takes place. This should be carried out before permission for the use of the items is given unless it can be shown that the item is newer than the period between PAT tests . Part of this permission process for new items should include an enquiry with regard to the quality and source of chargers for mobile devices and other battery powered electrical equipment.	One Month	
Section B7	c: The practice of using the boiler room, as a storage area for combustible and flammable materials should cease. Boiler rooms generally generate heat above ambient room temperatures, this, combined with the ignition risk in the room makes any such practice a high risk.	Immediate	
Section C1	d: Where electronically controlled locking systems are proposed or fitted on doors and gates on escape routes and they are not provided with a simple mechanical override in the direction of escape (e.g. a normal latch with a handle operating on an electrical strike plate), the following arrangements should be made : a) The system should be released, i.e. doors unlock on loss of all power supplies or disconnection of any relevant cable; b) The locks should release on the operation of the fire alarm system; c) Suitable emergency disconnection arrangements should be provided at each locked door or gate on the exit route. These would normally be in the form of a break glass unit.	Three Months	

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Section	Action	Priority Recommended time frame	Date Completed (Client Action)
	<p>Doors that are electronically released should normally comply with Category Critical of the current BS 7273-4 "Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors."</p> <p>(It should be noted that although BS 7273-4 recommends that the emergency door release boxes should be tested annually by inserting the key, all the CLG guides to fire risk assessment recommend that these tests are carried out on a monthly basis).</p> <p>On each door fitted with an electronically controlled release mechanism for the lock, a manual door release unit Type A conforming to BS EN 54-11:2001 (green break-glass box) should be provided adjacent to the door, on the side approached by persons escaping, to release the electronically controlled lock in an emergency. If such doors provide means of escape in both directions, these devices should be provided on both sides of the door.</p> <p>Each emergency break glass unit would normally be: coloured green, be in a prominent position adjacent to the door, be clearly labelled BREAK GLASS TO OPEN DOOR in adequately sized white letters on a green background</p>		
Section C2	n (i): All services that are taken through fire-resisting walls, must be adequately smoke and fire-stopped using suitable 30/60* minute fire-resisting intumescent foam, intumescent mastic, rockwool or a similar fire-resisting material.	One Month	
Section C2	n (ii): The dividing wall and doors between the electrical distribution cupboard and the remainder of the building must be checked to ensure that it affords a minimum of 30 minutes standard of fire-resistance in accordance with the current British Standard BS 476. Any holes or openings must be infilled with fire-resisting materials. All doors are to be of similar fire-resisting standard, self-closing, and fitted with intumescent strips and cold smoke seals.	One Month	
Section F	It is recommended that automatic fire detection is considered for the boiler room. It should also be considered for the site manager's store room and all storerooms, which contain combustible or flammable materials and which may be seldom visited and be a place where a fire could develop undetected.	Three Months	

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M: PREMISES RISK CATEGORISATION

Generally, workplaces can be categorised as either High Normal or Low Risk

High = Where highly flammable or explosive materials are stored or used (Other than in small quantities)

Where unsatisfactory structural features are present such as:-

1. A lack of fire resisting separation
2. Vertical or horizontal openings through which fire, heat and smoke could spread
3. Long and complex escape routes created by extensive subdivision of large floor areas by partitions, or the distribution of display units in shops or machinery in factories
4. Large areas of flammable/combustible or smoke producing surfaces on walls or ceilings.

Where permanent or temporary work activities are carried out which have the potential for fire to start and spread such as:-

1. Workshops in which highly flammable materials are used, e.g. paint spraying
2. Areas where the processes involve the use of naked flame, or produce excessive heat
3. Large kitchens in works canteens or restaurants
4. Refuse chambers or waste disposal areas
5. Areas where foamed plastics or upholstered furniture are stored.

Where there is a significant risk to life in case of fire, such as where:-

1. Sleeping accommodation is provided for staff, the public or other visitors in significant numbers
2. Treatment or care is provided where the occupants have to rely upon the actions of limited numbers of staff for their safe evacuation
3. There is a high proportion of elderly or infirm people, or people with temporary or permanent physical or mental disabilities, who need assistance to escape
4. Groups of people are working in isolated parts of the premises such as basements, roof spaces, cable ducts and service tunnels etc
5. Large numbers of people are present relative to the size of the premises (e.g. sales at department stores) or in other circumstances, where only a low level of assistance may be available in an emergency (e.g. places of entertainment).

Normal = Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.

Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance.

Where the workplace has an effective automatic warning system, or an effective automatic fire-extinguishing, suppression or containment system, which may reduce the risk classification from high risk

Low = Where there is minimal risk to peoples lives and where the risk of fire occurring is low, or the potential for fire, heat and smoke spread is negligible.

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N: PHOTOGRAPHS



Photograph 1



Photograph 2



Photograph 3

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Photograph 4

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