

NW Fire Solutions Ltd

FIRE RISK ASSESSMENT



Named Buildings Address: 27 Caldly Road, West Kirby, Wirral, CH48 2HE

Intended for: Avalon School

Task: Fire Risk assessment

Date of site visit: 20/10/2021

Prepared by: Liam Telford GIFireE

Date: 26/10/2021

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1. Introduction

This fire risk assessment (hereafter referred to as FRA) report is based on the British Standard Institute (BSI) Publicly Available Specification (PAS) 79: 2012. The report presents the risk to life from fire in the above identified premises and makes recommendations to the responsible person regarding how to reduce those risks and to comply with fire safety legislation. This assessment does not address the risk to property or business continuity from fire.

Any alterations affecting means of escape, fire warning systems or structural fire precautions, and/or any change of use of the premises will require the prior approval from the Fire Risk Assessor and approval from the relevant Fire Authority.

This FRA is non-destructive, however where possible, areas above ceiling tiles have been inspected in areas to provide an overall evaluation of the level of compartmentation that may present a risk of avoidable fire spread.

No fire safety systems were tested during this FRA. Compliance is based solely on observations of the systems layout, records, and maintenance certificates.

1.1. Fire Safety Legislation

The Responsible Person as defined in Article 3 has duties in relation to Articles 8-22 of the Regulatory Reform (Fire Safety) Order 2005 (FSO). In Scotland, the RP (DH) as an employer and person in control of the premises has duties in respect of fire safety imposed by Sections 53 and 54 of the Fire (Scotland) Act 2005. In Northern Ireland, the Responsible Person as an employer and person in control of the premises has duties in respect of fire safety imposed by Articles 25 and 26 of the Fire and Rescue Services (Northern Ireland) Order 2006.

The common required outcome of the above legislation is that a Fire Risk Assessment (FRA) be carried out.

It is important that the RP studies this FRA and understands its contents. The FRA includes an Action Plan, which sets out the measures it is considered necessary to take to satisfy the requirements of the relevant fire safety legislation and to protect relevant persons from fire. Relevant Persons are primarily those who are, or may be, lawfully in the building, but may also include certain persons near the building. It is particularly important that the person in charge of the premises studies the Action Plan. If any recommendation in the Action Plan is unclear, further advice should be requested from the Fire Risk Assessor direct or in circumstances the relevant Fire Authority within your area of operations.

Fire safety legislation requires that there be arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions the Responsible Person must take to comply with the FSO. These arrangements must be recorded.

This FRA is not the record of the fire safety arrangements to which the legislation refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. It must be ensured that there is a record of the fire safety arrangements, adequate to comply with legislation, and that it is kept up to date.

In England and Wales, legislation also requires that the RP appoints one or more competent persons to assist in undertaking the general fire precautions required by the legislation. Legislation in Scotland and Northern Ireland details a similar requirement that the person having control of the premises nominates one or more competent persons.

This FRA has considered dangerous substances that are used or stored in the premises, only to the extent necessary to determine the adequacy of the general fire precautions. If dangerous substances are used or stored in the premises, it must be ensured that a risk assessment of the relevant work activities has been carried out to enable compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This FRA does not consider special, technical, or organisational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

Young Persons will be taken into consideration in this FRA. In the event that young persons aged 16-18 are employed in the premises, it is important the findings and control measures are provided to parents or guardians in addition to the young person so as to assist the RP meeting Article 9 Para (4), (5) and Schedule 1 part 2 Of the FSO and associated enabling acts.

The Regulatory Reform (Fire Safety) Order 2005 applied to this premises; this legislation is enforced by the Fire and Rescue Service. Other legislation that makes requirements for fire precautions in these premises are:

- Buildings Regulations
- BS9991
- Control of Substances Hazardous to Health Regulations
- Equality Act 2010
- Health and Safety (Consultation with Employees) Regulations
- Health and Safety (First Aid) Regulations
- Health and Safety (Safety Signs and Signals) Regulations
- Health and Safety at Work act
- Personal Protective Equipment at Work Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Dangerous Substances and Explosive Atmospheres Regulations
- The Licencing Act 2003.

2. Responsible Person and Assessment Dates

Responsible person:	Ann Evans
Person nominated to manage fire safety:	Ann Evans
Date of Fire Risk Assessment:	26/10/2021
Date of previous Assessment:	01/03/2020
Suggested date for review ¹ :	October 2022

3. Property Maintenance Information

Periodic maintenance of fire alarm systems was carried out on:	Unknown (No evidence seen on the day of this assessment)
Annual maintenance of emergency escape lighting was carried out on/by:	August 2021 / P. Dennis Electrical
Annual maintenance of fire extinguishers was carried out on/by:	19/11/2020 / Fire Protection Hexham
5-yearly maintenance of fixed electrical installation carried out on/by:	19/08/2021 /P. Dennis Electrical
Comments and hazards: The RP must ensure all the above maintenance services are inspected and tested as required and relevant certification is available on request from inspecting authorities and the fire service, more details can be found in the action plan below.	

4. General Information

4.1. THE PREMISES

Building Name	Number of Floors above ground	Number of Floors Below Ground level	Number of Stairs
Avalon School	First, second & Mezzanine floors	1 x Basement level	4 plus basements

4.2. Property Description:

This site is currently used as a primary school where approximately 140 children aged between 2-11 attend. There are 2 separate blocks that this fire risk assessment covers, the smaller of the buildings contains a main reception, caretakers offices and first floor science labs and classroom, the larger block contains the main school assembly area, kitchen, storage rooms and various I.t suites and classrooms spread across 3 floors, there is also a basement located in the larger building. The building is a brick construction with a tiled roof which has various pitches and slopes.

The building is installed with an addressable hard-wired fire alarm system with automatic detection and manual call points throughout.

The premise is located within a residential area with access for the fire service gained from the front of property via a private driveway.

4.3. Occupants

4.3.1. Approximate maximum number: 180

4.3.2. Approximate maximum number of employees at any one time: 40

4.3.3. Maximum number of members of public: **140 pupils** (Parents may be invited to attend the school as and when required).

4.3.4. Associated times/hours of occupation: N/A

4.4. Occupants Especially at Risk of Fire

4.4.1. Sleeping occupants: 0

4.4.2. Disabled occupants: Possibly

4.4.3. Occupants in remote areas and lone workers: Nil

4.4.4. Young persons: Young persons are present throughout the building in hours of operation, they must always be supervised by an appropriate number of adults dependent on age, needs and vulnerabilities.

4.4.5. Others: Contractors

4.4.6. Comments: Pupils and staff may be present with any combination of disabilities throughout the premises. Specific measures regarding occupants with any disabilities identified can be discussed and implemented following a site fire safety check in conjunction with relevant local community services.

4.5. Fire Loss Experience

I the author of this report have not been made aware of any previous fire loss relating to this building.

4.6. Other Relevant Information

No Further hazards

5. Fire Hazards and Their Elimination and Control

5.1. Electrical Sources of Ignition

Reasonable measures taken to prevent fires of electrical origin? Yes

5.1.1. More specifically:

Fixed installation periodically inspected and tested? Yes, 5 yearly

Portable appliance testing carried out (PAT)? Yes

Suitable personal electrical appliance policy? Yes

Suitable limitations of trailing leads and adaptors? Yes

5.1.2. Comments and Hazards observed: Electrical Fixed wiring system has recently been tested on 19/08/2021 by a suitably qualified electrical engineer, P.A.T was completed on 14/07/2021. No electrical hazards identified during this assessment.

5.2. Smoking

5.2.1. Reasonable measures taken to prevent fires because of smoking? Yes

5.2.2. More specifically:

Is smoking prohibited in the building? Yes

Is smoking prohibited in appropriate areas? Yes

Are there suitable arrangements for those who wish to smoke? N/A

This policy appeared to be observed at time of inspection? Yes

5.2.3. Comments and Hazards observed: The School operates a No-Smoking on site policy, there was no signs of smoking on the day of this assessment and No-Smoking signs are on display throughout to further support this policy.

5.3. Arson

5.3.1. Does basic security against arson by outsiders appear reasonable? Yes

5.3.2. Is there an absence of unnecessary fire load in proximity to the building or available for ignition by outsiders? Yes

- 5.3.3. Does the premises have a security alarm and/or CCTV system? Yes, CCTV
- 5.3.4. Does the premises have secure access i.e. suitable locks and fittings? Yes
- 5.3.5. **Comments and Hazards observed:** The building is only accessible via perimeter security card access Mag Lock doors, CCTV is installed throughout, no signs of external fire loading at the time of this assessment.

5.4. Portable Heaters and Heating Installations

- 5.4.1. Is the use of portable heaters avoided where practical? No
- 5.4.2. If portable heaters are used:
- Is the use of the more hazardous types (e.g. radiant heaters log appliances) avoided? No
- Are suitable measures taken to minimize the hazard of ignition of combustible materials? Yes
- 5.4.3. Are fixed heating installations subject to regular maintenance? Yes
- 5.4.4. **Comments and Hazards observed:** The building Gas services have been annually serviced on 03/08/2021 by a suitably qualified contractor.
- The headteachers office has a plastic case electrical portable heater in use. This type of heater has proven to be dangerous and malfunction and melt causing fires.

5.5. Cooking

- 5.5.1. Are reasonable measures taken to prevent fires as a result of cooking? Yes
- 5.5.2. **More specifically:**
- Filters changed and ductwork cleaned regularly? Yes
- Suitable extinguishing appliances available? Yes
- 5.5.3. **Comments and Hazards observed:** The school has a industrial size ground floor kitchen located in the main building, the kitchen was in excellent condition on the day of this assessment, all equipment provided appeared to be in good working order, there was no build-up of grease and cleanliness was found to be of a high standard throughout, the filters and ductwork have been deep cleaned on 05/08/2021 by a specialised company Master Grill. Wet chemical fire extinguisher and fire blanket are installed to provide additional fire safety protection.

5.6. Lightning Protection

- 5.6.1. Does the building have lightning protection? No
- 5.6.2. **Comments and Hazards observed:** No evidence of lightning protection seen on the day of this visit, must be confirmed by the RP, further investigation may be required.

6. Housekeeping

6.1. Is the standard of housekeeping adequate? No

6.1.1. More specifically:

Combustible materials appear to be separate from ignition sources? No

Avoidance of unnecessary accumulation of combustible materials or waste? No

Appropriate storage of hazardous materials? No

Avoidance of inappropriate storage of combustible materials? Yes

- 6.1.2. **Comments and Hazards observed:** Housekeeping was found to be of a good standard throughout the pupil accessible areas of the site however, bad practises and poor housekeeping was observed in several areas please see the list below;
- Caretakers Office has excessive amounts of Highly Flammable products openly stored with other combustible materials
 - Basement has Highly Flammable products openly stored throughout
 - Basement has excessive amount of combustibles stored throughout.

7. Hazards Introduced by External Contractors

7.1. Are fire safety conditions imposed on outside contractors ([See INDG368](#))? Yes

7.1.1. Is there satisfactory control over works carried out in the building by outside workers (including [permits to work/hot works permit](#))? Yes

7.1.2. If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of hot work permits? N/A

7.1.3. **Comments and Hazards observed:** Contractors are subject to a service level agreement and are selected through a suitability process. The RP must ensure Permits to work are issued when required.

8. Dangerous Substances

8.1. If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the [Dangerous Substances and Explosive Atmospheres Regulations 2002](#)? N/A

8.1.1. **Comments and Hazards observed:** No substances subject to DSEAR regulations on site, small amounts of flammables paints and oils only.

9. Other Significant Fire Hazards

9.1. Hazards

- No other significant hazards

10. Fire Protection Measures

10.1. Means of Escape

10.1.1. Is it considered that the building is provided with reasonable means of escape in case of fire? Yes

10.1.2. More specifically:

Adequate design of escape routes?	Yes
Adequate provision of exits?	Yes
Exits easily and immediately openable where necessary?	No
Fire exits open in direction of escape where necessary?	Yes
Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
Satisfactory means for securing exits?	No

10.1.3. Reasonable distances of travel:

Where there is a single direction of travel?	Yes
Where there are alternative means of escape?	Yes
Suitable protection of escape routes?	Yes
Suitable fire precautions for all inner rooms?	Yes
Escape routes unobstructed?	Yes
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?	No

10.1.4. **Comments and Hazards observed:** Travel distances are reasonable and deemed acceptable throughout, Additional measures would need to be introduced to ensure the safe evacuation of disabled occupants from upper floors.

UPVC ground floor doors found to have key barrel locking devices, also the middle landing nursery final exit door has several locking devices installed. Only 1 means of opening should be fitted to a final exit door as not to cause confusion upon opening in an escape situation.

11. Measures to Limit Fire Spread and Development

11.1. Is it considered that there is:

Compartmentation of a reasonable standard ³ ?	No
Reasonable limitations of the linings that may promote fire spread?	Yes
As far as can be ascertained, fire dampers are provided to protect critical means of escape against the passage of fire, smoke from a fire? (A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.)	N/A

Comments and Hazards observed:

11.1.1. Fire door

Fire doors were fitted throughout the premises and the majority were found to be of a good standard however, the basement entrance door requires upgrading to a FD30S fire rated door. The basement is currently used to store high levels of combustibles and highly flammable products, this emphasises the importance of being able to contain any potential fire within this area for a period of 30 minutes to allow of building user on upper floors to evacuate safely.

11.1.2. Internal Compartmentation and Fire Stopping

Several Fire stopping breaches observed in the basement area around passing services that feed upper floors.

11.1.3. External Walls

External walls are brick and mortar construction and appear to be solid with no breaches of compartmentation and no use of dangerous materials.

12. Emergency Escape Lighting

12.1. Reasonable standard of emergency escape lighting system provided⁴? Yes

12.1.1. **Comments and Hazards observed:** Emergency lighting system installed appropriately throughout, regular in house checks and annual engineer servicing records have been seen on the day of this assessment.

13. Fire Safety Signs and Notices

13.1. Were the following fire safety signs and notices in place?

- | | |
|---|---|
| o Exit routes: | Exit routes were clearly signed. |
| o Final exit door signage: | Yes |
| o Final exit panic furniture signage: | Yes |
| o Signage complies with Health and Safety (Signs and signals) regulations 1996: | Yes |
| o Fire door signage: | Yes |
| o 'No Smoking' signage: | Yes |
| o Fire alarm call point signage: | Yes |
| o Fire extinguisher signage: | Fire extinguishers have suitable signage denoting their position, type and use. |
| o Fire action posters: | Yes |
| o Emergency Stop buttons highlighted with additional signs? | Yes |
| o Sprinkler Stop valve identifiable by signs externally to the premises? | N/A |
| o Are gas shut off valves clearly identifiable by signs? | Yes |
| o Firefighting switches identified by signs? | N/A |
| o Flammable stores have in place suitable signage and warning? | N/A |
| o Assembly Point sign in place? | Yes |
| o Are refuges adequately signed? | N/A |
| o 'Do not use lift in the event of a fire' sign provided? | N/A |

13.1.1. **Comments and hazards observed:** Signage was found to be appropriate and correctly installed where required throughout the site.

14. Means of Giving Warning in |Case of Fire

- | | |
|---|---------|
| 14.1. Reasonable manually operated electrical fire alarm systems provided? | Yes |
| 14.1.1. Automatic fire detection provided? | Yes |
| 14.1.2. Extent of automatic fire detection generally appropriate for the occupancy and fire risk? | Yes |
| 14.1.3. Remote transmission of alarm signals (to ARC)? | Unknown |

- 14.1.4. **Comments and Hazards observed:** This building is installed with an addressable hard-wired fire alarm system which has automatic fire detection and manual call points throughout. The grade of the of the system appears to be L1 this must be confirmed by the fire alarm engineer. Current Zonal chart is not sufficient and must be upgraded. No evidence of fire alarm annual service records seen on the day of this assessment.

15. Manual Fire Extinguishing Appliances

- 15.1. Is there [appropriate provision](#) of portable fire extinguishers? No
- 15.1.1. Are hose reels provided? N/A
- 15.1.2. Are all fire extinguishers sited correctly and within suitable travel distances? Yes
- 15.1.3. **Comments and Hazards observed:** Although fire extinguishers are provided throughout, several deficiencies observed such as Dry Powder fire extinguishers are present, poor locations and type of extinguishers and found to be hung excessively high in some areas which presents a significant risk to younger persons due to their height.

16. Automatic Fire Extinguishing Systems

- 16.1. Type of system? N/A
- 16.1.1. **Comments and Hazards observed:** N/A

The Building has no Automatic Fire Suppression Systems fitted.

16.2. Other Fire Safety Systems

- 16.3. Type of system? N/A
- Type of system? N/A
- 16.4. **Comments and Hazards observed:** N/A
- 16.4.1. Suitable provision of fire-fighters switch(s) for high voltage luminous tube signs, etc. N/A

17. MANAGEMENT OF FIRE SAFETY

17.1. Procedures and Arrangements

- 17.1.1. Is there a suitable record of the fire safety arrangements? Yes
- 17.1.2. **Comments and Hazards observed:** If not already then a suitable and sufficient fire safety policy must be written for this building, the fire evacuation procedures must be documented within this policy and well communicated to all building users and further supported with fire action notice signage.
- 17.1.3. Appropriate fire procedures in place? Yes
- 17.1.4. **More specifically:**
- Are procedures in the event of fire appropriate and properly documented? Yes
- Are there suitable arrangements for summoning the fire and rescue service? Yes
- Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? Yes
- Are there suitable arrangements for ensuring that the premises have been evacuated? Yes
- Is there a suitable fire assembly point(s)? Yes
- Are there adequate procedures for evacuation of any disabled people who are likely to be present? Yes
- 17.1.5. **Comments and Hazards observed:** Policy must back up all signage and fire action notice signage on display throughout, all key stake holders must be aware of their roles in the event of a fire.
- 17.1.6. Persons nominated and trained to use fire extinguishing appliances? Unknown
- 17.1.7. **Comments and Hazards observed:**
- Fire extinguishers are provided in this building; however, it is unknown if any persons are trained in the safe use of these appliances, if not then the RP must arrange staff training for the safe use of fire extinguishers.
- 17.1.8. Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A
- 17.1.9. **Comments and Hazards observed:**

17.1.10. Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?
Unknown

17.1.11. **Comments and Hazards observed:** If not already the RP must ensure a visit is arranged for the local fire service, the familiarization training for the fire service is key to ensuring a speedy response in the event of a fire.

17.1.12. Routine in-house inspections of fire precautions (e.g. during health and safety inspections)? Yes

17.1.13. **Comments and Hazards observed:** Please refer to the action plan below for more information on In-house checks and the timeframes for completion.

18. Training and Drills and Safety Checks

18.1. Documented Training Information

18.2. Are appropriate records kept regarding employee fire safety instruction and training to include the following:

- On induction? N/A
- Are they given refresher training at appropriate intervals? N/A
- Are they given training to cover a specific role (e.g. fire warden)? N/A

18.2.2. **Comments and Hazards observed:**

18.2.3. Does this training include the following?

- Fire risks in the premises.
- The fire safety measures in the building.
- Action in the event of fire.
- Action on hearing the fire alarm signal.
- Method of operation of manual call points.
- Location and use of fire extinguishers.
- Means for summoning the fire and rescue service.
- Identity of persons nominated to assist with evacuation.
- Identity of persons nominated to use fire extinguishing appliances.

18.2.4. **Comments and Hazards observed:** No evidence provided on the day of this assessment relating to staff fire safety training.

18.2.5. Are fire drills carried out at appropriate intervals and appropriate records kept? Yes the last drill last conducted on 07/09/2021

18.2.6. When the employees of another employer work in the premises:

- Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A
- Is it ensured that the employees are provided with adequate instructions and information? N/A

18.2.7. **Comments and Hazards observed:** Fire drills must be conducted on a quarterly basis throughout the year.

In-House Fire Safety Checks

18.3. Are records for the following maintenance requirements available, up to date, and recorded in the fire logbook?

- Weekly tests of fire detection and alarm systems. Yes
- Monthly checks of escape lighting. Yes
- Monthly checks of fire extinguishing appliances. Yes
- Periodic inspection of external escape staircases and gangways. Yes
- Routine checks of final exit doors and/or security fastenings. Yes
- Other relevant inspections or tests. Yes

18.4. **Comments:** In- House check records are well managed and contained within the fire Log Book, no issues to note in this area.

FIRE RISK LEVEL ESTIMATION

28. The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

Potential consequences of fire ⇒ Likelihood of fire ↓↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probably ignition) at this building is:

Medium

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire because of negligible potential sources of ignition.

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.

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequence for life safety in the event of a fire would be:

Moderate Harm

In this context, definitions of the above terms are as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (Other than occupants sleeping in a room, in which a fire occurs).

Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Moderate

Risk Level	Action and timescale
Trivial	No action is required, and no detailed records need 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 are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, 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 fire 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 following section. The risk assessment should be reviewed periodically.

RISK RATING	PRIORITY
High	Immediate/As soon as practicable
Medium	Within 3 to 6 months
Low	Advisory

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or to maintain it at, the following level:

Tolerable

ACTION PLAN

DEFINITIONS USED IN THE ACTION PLAN

† Priorities:

Priority '1' represents a major non-conformity in relation to breaches of legislation and or having the potential for death to employees and relevant persons.

Priority '2' Represents a major non-conformity in relation to breaches of legislation having the potential for serious injury (death is unlikely or improbable) to employees and relevant persons.

Priority '3' Bad practice which does not breach legislation will be recognised as a major non-conformity as it has a potential to constitute a serious threat to employees and relevant persons.

Priority '4' Represents a minor non-conformity as there are breaches of legislation but the breach is not considered to constitute a serious threat to employees and relevant persons, or the situation may constitute a potential risk to fires starting on the premises.

Priority '5' Observations made by the risk assessor to rectify any bad practices that may in future lead to breaches of legislation. These actions once complete will ensure a higher standard of fire safety is implemented ensuring employees and relevant persons and the premises are safeguarded.

†† Timescale:

This author recommends that the required actions should be implemented within the following time scales:

Immediately (IM) – It is the opinion of the risk assessor that due to simple nature of the actions needed to reduce risks by the Responsible Persons these can be completed within 24 hours to 7 days. Where the priority score is 1 or 2 work it is the opinion of the risk assessor that work to control the risks should be progressed immediate without delay and restrictions imposed until the work has been completed.

Medium Term (MT) – It is in the opinion of the fire risk assessor from the information obtained during the visit that suitable controls can be achieved within a timescale of 1 week to 3 months depending on time, cost and effort to take the specified actions.

So Far as Reasonably Practicable (SFRP) – The term "so far as is reasonably practicable" means that the degree of risk in a situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk. If these resources are so disproportionate to the risk that it would be unreasonable to expect any employer to have to incur them to prevent it, the employer is not obliged to do so unless there is a specific requirement that he do

29. 1 This section of the report identifies the necessary steps to be taken to reduce specific or inherent risks to a minimum and comply with the duties under the relevant fire safety legislation, British standards, or best practice.

Ref	Priority Rating [†]	Timescale ^{**}	Observations, deficiencies, and requirements
17.1.12	2	IM	<p>The RP must ensure the below building systems are tested and inspected as stated, all work must be done by competent persons all works must be certified, certifications must be readily available for inspection on request.</p> <p>Fire alarm systems – weekly by in-house trained person and annually by competent person (who has knowledge of BS 5839).</p>
5.4.4	4	IM	<p>The headteachers office has a plastic case electrical portable heater in use. This type of heater has proven to be dangerous and malfunction and melt causing fires.</p> <p>I recommend the RP removes all currently used plastic style portable heaters and replace with a safer metal casing oil filled electrical heater, this will minimise the potential of fires caused by the use of portable heaters on this site.</p> 

6.1.2	3	MT	<p>Housekeeping was found to be of a good standard throughout the pupil accessible areas of the site however, bad practises and poor housekeeping was observed in several areas please see the list below;</p> <ul style="list-style-type: none"> • Caretakers Office has excessive amounts of Highly Flammable products openly stored with other combustible materials • Basement has Highly Flammable products openly stored throughout • Basement has excessive amount of combustibles stored throughout. <p>The RP should ensure any dangerous goods such as Highly flammable/flammable liquids, Chemicals etc, are ideally stored externally in a lockable fire-resistant store, a suitable distance away from the building, if externally cannot be achieved then internally is acceptable providing items are stored within a lockable flammables cabinet and not openly stored.</p> <p>The amount of Combustible Items currently stored within the basement area must be reduced, if there was to be a fire in this area these combustibles would promote fire spread to upper floors.</p> <div style="display: flex; justify-content: space-around;">    </div> <div style="text-align: center; margin-top: 20px;">  <p>Example of Flammable Cabinet</p> </div>
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Ref	Priority Rating [†]	Timescale ^{††}	Observations, deficiencies, and requirements
10.1.2	3	IM	<p>UPVC ground floor doors found to have key barrel locking devices, also the middle landing nursery final exit door has several locking devices installed.</p> <p>I Recommend the RP arranges for all Final exit doors that have internal key lock barrels to be replaced with thumb turn only this will ensure occupants can always evacuate without the need of a key which can easily be misplaced or not to hand when required.</p> <p>The Nursey middle final exit must only have 1 means of opening/ securing the door so locks are to be removed to ensure compliance is met.</p> 

Ref	Priority Rating [†]	Timescale ^{††}	Observations, deficiencies, and requirements
11.1.1	2	MT	<p>Fire doors were fitted throughout the premises and the majority were found to be of a good standard however, the basement entrance door requires upgrading to a FD30S fire rated door. The basement is currently used to store high levels of combustibles and highly flammable products, this emphasises the importance of being able to contain any potential fire within this area for a period of 30 minutes to allow of building user on upper floors to evacuate safely.</p> <p>The RP must arrange for the basement entrance door to be upgraded to a FD30S fire rated Door and door set; all works are to be completed by a competent person.</p> 

Ref	Priority Rating [†]	Timescale ^{††}	Observations, deficiencies, and requirements
11.1	2	IM	<p>Several Fire stopping breaches observed in the basement area around passing services that feed upper floors, if there was to be a fire in this area smoke and fire could pass through the current holes and spread to upper floors with ease.</p> <p>The RP should have any holes or breaches in compartments filled with a fire-resistant material by a competent person, as to protect occupants of the building from internal fire/ smoke spread. This work is best completed by a registered fire stopping company/engineer.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>

Ref	Priority Rating [†]	Timescale ^{††}	Observations, deficiencies, and requirements
15.1.3	2	IM	<p>Although fire extinguishers are provided throughout, several deficiencies observed such as Dry Powder fire extinguishers are present, poor locations and type of extinguishers and found to be hung excessively high in some areas which presents a significant risk to younger persons due to their height. Dry powder extinguishers reduce visibility when operated internally the powder can also cause significant collateral damage therefore, they are not suitable for internal use in a school setting.</p> <p>The RP must arrange for a suitably qualified fire extinguisher engineer to provide a site survey of the fire extinguisher requirements, as a minimum all dry powder fire extinguishers must be removed from site and replaced, I recommend 2kg CO2 extinguisher are used as a suitable replacement.</p> 
17.1.1	3	MT	A suitable and sufficient fire safety policy must be written for this building, the fire evacuation procedures must be documented within this policy and well communicated to all building users and further supported with fire action notice signage.
18.2.4	3	MT	No evidence of staff fire safety training seen on the day of this assessment, if not already being provided then the RP must arrange for a suitable fire safety training course for all staff to attend, the training must cover the safe use of fire extinguisher as they are provided throughout this site.



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Ref	Priority Rating [†]	Timescale ^{††}	Observations, deficiencies, and requirements



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APPENDICES

Appendix 1:

This assessment must be reviewed by the responsible person regularly to keep it up to date. This assessment may be invalidated by any significant changes such as changes to the premises layout or structure, change of use, occupancy, physical contents or risk profile (as per BS9999). A new FRA should be carried out prior to any such changes taking place. For further guidance contact NWFS Ltd.

DEFINITIONS OF TERMS USED

STANDARDS/APPROVED CODES OF PRACTICES AND EUROPEAN NORMS

In this report, reference may be made to the Category of Automatic Fire Detection installed or recommended to be installed in premises. These categories are taken from BS 5839-1 and the coverage they entail is summarised below.

System documentation, including any purchase specification, tender document, design proposal, submission to enforcing authorities or insurers for approval and the certificate issued by the designers, installers or commissioners, should clearly identify the system category as well, and where appropriate the areas to be protected and any specific proposals for the type(s) of detector to be used.

Category M requires manual call points on all exits as well as corridors where persons are not expected to walk more than 45m to operate one.

Category L5 is designed for buildings that have a particular risk identified which warrants some special attention. For example, if there is an area of high risk which is considered worthy of having some automatic detection, but a manual system is also needed, then it will be termed as L5/M.

Category L4 provides detection within the escape routes only. All escape stairways, all corridors and any other areas that form part of the common escape routes. NOTE - Main access and egress stairways normally form part of escape routes and should be treated as escape stairways.

Category L3 covers the same areas as an L4 category and in addition all rooms leading onto the escape route. The reasoning behind this is to alert people of the danger prior to full smoke logging of the corridor, so they can escape safely.

Category L2 is a further enhancement of protection with all the areas covered by an L3 category, as well as all high-risk areas such as boiler rooms etc.

Category L1 provides further protection throughout all parts of the building, and also where property protection is the prime reason for the system.

For greater detail in the type, exact location and positioning of detectors as part of these systems; reference must be made to BS 5839-1.

STANDARD TERMS AND DEFINITIONS

FIRE RESISTING (FIRE RESISTANCE)

The ability of a component or construction of a building to satisfy, for a stated period, some or all the appropriate criteria specified in the relevant British Standard.

INTUMESCENT STRIPS

Registered in England and Wales: 07525798, VAT number: 114936809

A strip of material placed along the door edges (excluding the bottom edge), or frame, that will react to heat by expanding to form a seal to the passage of hot gases and flame.

SMOKE SEAL

A flexible strip of material (often used in conjunction with an intumescent strip) placed along the door edges or frame to limit the spread of cold smoke during the early stages of a fire.

SELF CLOSING DEVICE

A device which can close the door from any angle and against any latch fitted to the door. Rising butt hinges are not acceptable.

AUTOMATIC DOOR RELEASE

A device, linked to, (or operated by the sound of), the fire alarm system, that when fitted to a fire resisting self-closing door, enables it to be held open during normal working conditions.

EMERGENCY ESCAPE LIGHTING

That part of the emergency lighting system provided for use when the electricity supply to the normal lighting fails so as to ensure that the means of escape can be safely and effectively used at all times.

RISK ASSESSMENT

An organised appraisal of your work activities and workplace to enable you to identify potential fire hazards, and to decide who, (including employees and visitors), might be in danger in the event of fire. You will then evaluate the risks arising from the hazards and decide whether the existing fire precautions are adequate, or whether more needs to be done. It will be necessary for you to record your findings, (if you have more than five employees), and to review and revise when necessary.

RELEVANT STANDARDS AND GUIDANCE

The following standards will aid the management of fire safety on the premises:

Fire Safety Risk Assessment – Government Guidance Suites 1 to 12 (free to download from <http://www.communities.gov.uk>)

BS 5266, Emergency lighting

BS 5306 Fire extinguishing installations and equipment on premises

BS 5306-2 Fire extinguishing installations and equipment on premises - Part 2: Specification for sprinkler systems.

BS 5306-8 Fire extinguishing installations and equipment on premises - Part 8: Selection and installation of portable fire extinguishers - Code of practice.

BS 5499-4 Safety signs, including fire safety signs - Part 4: Code of practice for escape route signing.

BS 5588 (all parts), Fire precautions in the design, construction and use of buildings.

BS 5839-1 Fire detection and fire alarm systems for buildings - Part 1: Code of practice for system design, installation, commissioning and maintenance.

BS 5839-6 Fire detection and fire alarm systems for buildings - Part 6: Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.

BS 6651 Code of practice for protection of structures against lightning.

BS 7671 Requirements for electrical installations - IEE Wiring Regulations

BS 7974 Application of fire safety engineering principles to the design of buildings.

BS 9999 Fire safety in design, management and use of buildings

BS 18004, Guide to achieving effective occupational health and safety performance

BS EN 12845, Fixed fire-fighting systems. Automatic sprinkler system. Design, installation and maintenance.

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BS EN 62305 (all parts), Protection against lightning

BS EN ISO 13943 Fire safety – vocabulary

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