



Fire Safety Management Plan

Fire Risk Assessment

Prepared for:



The address that this document relates to:

Alderton Hall Lane
Loughton
Essex
IG10 3HE

Produced By:

Peter Jolley CFPD Dip (EU)

Fire Safety Advisor

Dated: 7th May 2025

FIRE RISK ASSESSMENT

This fire risk assessment relates to the fire safety measures provided for the protection of life from the effects of fire and is designed to meet the statutory requirements of both Health and Safety legislation and the Regulatory Reform (Fire Safety) Order 2005.

Fire Safety Services Ltd have used their professional expertise and judgments in identifying the recommended actions and in the preparation of this assessment. This document records the fire safety measures in place when the Fire Safety Risk Assessment was conducted, lists any inadequacies found and details the appropriate remedial action.

While the Fire Risk Assessor has taken care to ensure accuracy of the information offered, Fire Safety Services Ltd cannot accept legal liability for any loss (including loss of anticipated profits, expected future business or damage to goodwill) or claims for damages in connection with this report.

It should be borne in mind that this assessment and the recommended actions are open to individual interpretation and as such a fire officer from the local fire authority may express a different view on certain aspects. It is for this reason that Fire Safety Services Ltd cannot accept responsibility for any subsequently identified items that arise from any future detailed analysis that may be carried out.

The observations / deficiencies and recommended actions relate to those areas to which access was possible at the time of the assessment.

Failure to maintain the levels of fire protection provided, or the standards of routine fire precautions and safe working practices, may invalidate the entire risk assessment.

N.B.1. Where no emergency or evacuation procedures exist, it is not in the scope of this report that such procedures are produced. It is the responsibility of the client to establish these procedures as soon as possible together with the arrangement of suitable communication, instruction, and training.

N.B.2. The client is also responsible for arranging the ongoing regular review and monitoring of the assessment.



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NAME OF FIRE ADVISOR CONDUCTING THE FIRE SAFETY RISK ASSESSMENT:	NAME OF PERSON HAVING CONTROL OF THE FIRE SAFETY MANAGEMENT PLAN:
Name (In Full): Pete Jolley Signature:  Date: 24 th March 2025	Name (In Full): Joanna Wilkinson Signature: Date:

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible Person (RP) or person having control of the premises or area Assessed: Joanna Wilkinson

Address of premises: Alderton Hall Lane, Loughton, Essex. IG10 3HE

Person(s) consulted: Laura Westmoreland
Neil Wilkinson

Assessor: Pete Jolley CFPA Dip(EU)

Date of fire risk assessment: 28th May 2025

Date of previous fire risk assessment: 11th May 2022

Suggested date for review¹⁾: May 2028 by a competent person and six monthly by the RP.

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

1.0

The Premises

- 1.1 Number of Floors: Single storey building
- 1.2 Approximate size of property per floor: 300m²
- 1.3 Brief details of building:

A modern single storey building of a traditional construction, brick external walls, with internal dividing walls within the building being either wallboard studded partitions or brick / breezeblock with a tiled pitched roof. There is a main entrance / exit to the nursery to the front at street level, plus each classroom has direct access / egress to the rear garden. The nursery comprises of a kitchen, staff room, sensory room, baby room, two offices, toilets and the three toddler rooms and toilets.

Use of premises:

Purpose Group 5 Assembly & Recreation – Nursery School

Risk Profile A2 - Occupants who are awake and familiar with the building with a medium-fire growth (due to wall coverings), as per BS9999 Code of practice for fire safety in the design, management and use of buildings.

The fire evacuation strategy for this Nursery School is simultaneous.

2.0

The Occupants of the Premises

2.1	Approximate maximum number:	18 Staff 60 children
2.2	Approximate maximum number of employees / associates:	18 Staff
2.3	Maximum number of children:	60 children plus parents at select times

3.0

The Occupants at Special Risk

3.1	Sleeping Occupants:	No
3.2	Disabled Occupants:	The assessor was informed that there are no staff or children on site who require a personal emergency evacuation plan.
3.3	Occupants in Remote areas:	No
3.4	Others: Babies & Children 6 months – 4.5 years old under supervision of adults at all times	

4.0

Fire Loss Experience

- None.

5.0

Other Relevant Information

- Fire Risk Assessment – non-destructive survey of all areas of the buildings where access was granted at the time of the Assessment.
- This fire risk assessment was completed based on a Nursery school. A further fire risk assessment should be conducted to consider any other uses or occupancies. This could include parts of the building being let to an outside organisation by the landlord.
- No fire strategy to review at the time of the FRA.
- It is imperative that all significant findings and potential ignition sources identified during the Fire Risk Assessment are made available, where necessary, to all parties (staff/landlord) concerned. Failing to ensure this could place the building occupants at an increased risk and could be a breach of fire legislation.
- Since the last FRA (2022) some of the required actions to reduce the risk have been completed by the RP.

6.0		Relevant Fire Safety Legislation		
		Yes	No	N/A
6.1	The Regulatory Reform (Fire Safety) Order 2005	✓		
6.2	The Health & Safety at Work Act 1974	✓		
6.3	The Housing Act 2004			✓
	<ul style="list-style-type: none"> • Equality Act • Children's Act 2004 			
6.4	Others:			
	<ul style="list-style-type: none"> • The Education (School Premises) Regulations 1999 • The Fire Safety Act 2021 • The Building Safety Act 2022 			

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7.0		Electrical Sources of Ignition		
		Yes	No	N/A
7.1	Reasonable measures taken to prevent fires of electrical origin?	✓		
7.2	More Specifically:	✓		
	a) Fixed Installation periodically inspected and tested?	✓		
	b) Portable Appliance Testing (PAT) carried out?	✓		
	c) Suitable policy regarding the use of personal electrical appliances?	✓		
	d) Suitable limitation of trailing leads and adaptors?	✓		
7.3	Comments and hazard observations:			
	<ul style="list-style-type: none"> • Advisory - The RP must ensure that a competent person conducts the fixed electrical installation test within the schools' buildings. It is a requirement to have the fixed electrical installations within the school tested at least every 5 years. At the time of the Assessment, the Assessor noted they were inspected in July 2024 and be due for retest in 2029. Where necessary, the RP must also ensure that any C1 & C2 identified within the engineer's report are rectified within a given timeframe. • Advisory - To ensure that all electrical equipment is in a serviceable state of repair and therefore you have adequate controls of potential ignition sources, i.e. portable electrical equipment, the RP should ensure that all portable electrical appliances are tested within their area of control by a competent person. At the time of the Assessment, it was noted they were tested with records held. <u>Guidance can be sourced here reference testing.</u> • Advisory - There is a policy in place for staff regarding the use of their own portable electrical equipment within the building. 			

- Adapters and extension leads are intended for use as occasional means of providing power. The RP should provide separate sockets (preferably switched) to each electrical appliance / equipment in regular use in the building. Where multi-point adapters are used you must ensure that the total fused rating of the electrical appliances does not exceed the safe fused rating of the electrical circuit and that extension leads are not plugged into extension leads (daisy chaining). Also, where coiled extension leads are in use, in certain circumstances they must be fully unwound prior to use. See labels on coiled extension leads for further safety information.

8.0		Smoking		
		Yes	No	N/A
8.1	Reasonable measures taken to prevent fires as a result of smoking?	✓		
8.2	More Specifically:			
	a) Smoking prohibited in the premises?	✓		
	b) Smoking prohibited in appropriate areas?	✓		
	c) Suitable arrangements for those who wish to smoke?			✓
	d) No evidence of breaches of policy?	✓		
8.3	Comments and hazard observations:			
	<ul style="list-style-type: none"> • Smoking is not permitted anywhere within the nursery grounds. 			

9.0		Arson		
		Yes	No	N/A
9.1	Does basic security against arson by outsiders appear reasonable? ¹⁾	✓		
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	✓		
9.3	Comments and hazard observations:			
	None.			

¹⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required the advice of a security specialist should be obtained.

10.0

Portable Heaters and Heating Installations

	Yes	No	N/A
10.1 Is there satisfactory control over the use of portable heaters?	✓		
10.2 Are fixed heating and ventilation installations subject to regular maintenance?	✓		
10.3 Comments and hazard observations:			
<ul style="list-style-type: none"> The RP must ensure that the heating system(s) are regularly serviced by a competent person and that the RP holds all test / inspection / installation Gas Safe certificates where necessary. This is the Landlords' responsibility and carried out by Mitie on 4 February 2025. Plus, the air-conditioning system is being maintained too. 			

11.0

Cooking

	Yes	No	N/A
11.1 Are reasonable measures taken to prevent fires as a result of cooking?	✓		
11.2 More Specifically Filters changed, and ductwork cleaned regularly?	✓		
11.3 Comments and hazard observations:			
<p>Within the nursery there is a kitchen, with small oven and electric hobs. Plus, toaster and microwaves etc in staff room.</p> <ul style="list-style-type: none"> Kitchen Appliances Fire Safety - Various kitchen appliances (fridge's, washing machines etc) have been deemed a fire hazard and have been recalled since 2010. This Government website: Consumer product safety: advice for staying safe has identified which appliances are deemed a fire risk and have been recalled. To reduce the risk, the RP should ensure that none of the appliances within the building are on the recall list, if they are, they should be removed. The RP should ensure the combustible displays above the toaster in the staff room are removed or the toaster relocated. There is a risk that they could fall onto the toaster whilst in use. Over time the radiant heat from the toaster will dry out the adhesive. 			

12.0

Lightning Protection System

	Yes	No	N/A
12.1 Do the premises have a lightning protection system?	✓		
12.2 Comments and hazard observations:			
<ul style="list-style-type: none"> There is an external lightning protection system 			

13.0	Housekeeping
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		Yes	No	N/A
13.1	Is the standard of housekeeping adequate?	✓		
13.2	More Specifically:			
	a) Combustible materials appear to be separated from ignition sources?	✓		
	b) Avoidance of unnecessary accumulation of combustible materials or waste?	✓		
	c) Appropriate storage of hazardous materials?	✓		
	d) Avoidance of inappropriate storage of combustible materials?	✓		
13.3	Comments and hazard observations:			
	<ul style="list-style-type: none"> At the time of the fire risk assessment, where access was granted, the level of housekeeping was to a good standard. 			

14.0	Hazards Introduced by Outside Contractors and Building Works
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		Yes	No	N/A
14.1	Is there satisfactory control over works carried out in the building by outside contractors.	✓		
14.2	Are Fire Safety conditions imposed on outside contractors?	?		
14.3	If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits?			✓
14.4	Comments and hazard observations:			
	<ul style="list-style-type: none"> Control of contractors. Where necessary, a policy should be in place and given to any contractors relating to fire and fire safety procedures for any hot works that might be carried out onsite. The RP must also ensure prior to any works that they are fully aware of all Risk Assessment Methodology Statement (RAMS) provided by a contractor and whilst on the school site where necessary, there are adequate controls in place. At the time of the Assessment there was no Control of contractors or Hot Works policy available for perusal. Please See here for guidance on control of contractors & See here for guidance on managing hot works 			

15.0		Dangerous Substances ²⁾		
		Yes	No	N/A
15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises ²⁾ ?			✓
15.2	Dangerous Substances ³⁾ & Explosive Atmospheres Regulations Assessment required?			✓
15.3	Comments and hazard observations:			
	<ul style="list-style-type: none"> • None. 			

2) For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

3) Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16.0		Other Significant Ignition Sources / Hazards that warrant consideration		
		Yes	No	N/A
Ignition Sources:				
16.1	<ul style="list-style-type: none"> • Tumble Dryers • Drapes and Curtains & Soft furnishings • Christmas / fairy lights • Inline extraction vents/fans 	✓		
16.2	Comments and hazard observations:			
	<ul style="list-style-type: none"> • Tumble Dryers – The RP must ensure where necessary, the filters of the tumble dryer on site are cleaned at regular intervals. If lint is allowed to build up, the heat from the tumble dryer can ignite it, therefore these filters must be cleaned at least monthly or sooner if in continual use. Certain appliances have a safety light fitted that warns you if the filters require cleaning. At the time of the Assessment the filter was clean of lint. The RP should ensure all staff are aware of this instruction via ongoing onsite fire training. • Soft furnishings - The RP must ensure that all furnishings and upholstery which is introduced to the school complies with BS 7176: 2007+A1: 2011 Specification for resistance to ignition of upholstered furniture for non-domestic seating. • Drapes and Curtains - All curtains, drapes, banners or temporary fabric (wall coverings) within the building must be fire retardant and comply with BS 5867: Part 2 Fabrics for curtains, drapes and window blinds. Flammability requirements and specification. In addition to this, if any of the above are introduced for an event by an external organisation, they too must also be fire rated and compliant. • Christmas / fairy lights - The RP must ensure that any Christmas / fairy lights within the nursery are tested at the correct intervals and that if in contact with materials, must be fire retardant. These types of lights have been known to fail due to cheap imitations, plus if involved with fire, the non-fire rated materials in use could melt. To reduce the risk, the RP must ensure if Christmas / fairy lights are to be used, they are either using battery type LED lights, or if electrical mains powered, they must be portable appliance tested regularly. The RP should ensure all staff are aware of this instruction via onsite ongoing fire training. 			

- Inline extraction vents/fans – The RP should ensure that there is a list of all extraction vents/fans within the nursery and inspection plan and ensure, where necessary, they are cleaned regularly and kept free from a build-up of lint. This is to reduce the risk of fire. If an extraction vent/fan was to overheat, any lint present can aid in combustion and the development of fire.

FIRE PROTECTION MEASURES

17.0	Means of Escape from Fire	Yes	No	N/A
17.1	Is the design and maintenance of the means of escape considered adequate?		X	
17.2	More Specifically:			
	a) Do staircase and exit capacities appear to be adequate for the number of occupants ⁴ ?			✓
	b) Is there adequate provision of exits?	✓		
	c) Do fire exits open in the direction of escape, where necessary?	✓		
	d) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?			✓
	e) Are the arrangements provided for securing exits satisfactory?	✓		
	f) Is a suitable standard of protection designed for escape routes?	✓		
	G) Are there Reasonable Distances of Travel			
	• where there is escape in a single direction?	✓		
	• Where there are alternative means of escape?	✓		
	Are there reasonable arrangements for means of escape for disabled people?			✓
17.3	Are the escape routes available for use and suitably maintained?	✓		
	More specifically:			
	a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary?		X	
	b) Is the fire-resisting construction protecting escape routes in sound condition ⁵ ?	✓		
	c) Are all escape routes clear of obstructions?	✓		
	d) Are all fire exits easily and immediately openable?	✓		
17.4	Comments and hazard observations:			
	From each classroom there is direct escape to fresh air via a fire exit, there are also four additional ground floor fire exits that lead directly to fresh air at street level, which are released via either panic bars or Euro thumb turn locks.			
	<ul style="list-style-type: none"> • The Assessor noted to assist the evacuation of the very young children with their escape, there is one evacuation cot on site. The RP must continue to ensure all staff are aware of the maximum number of children that can use it and at least annually staff must practise using it, as part of the fire evacuation drill and continuation staff fire training. Plus, the evacuation cot must be inspected regularly to ensure its fit for purpose and not damaged. 			

- The Assessor noted at least one of the installed fire doors would not perform as intended and would not contain the products of fire. It was noted an air transfer grill that had been installed in the door leaf. However, there was no intumescent insert within air transfer grill. To limit the spread of the products of fire and protect the means of escape, the RP must ensure all fire doors are being inspected by a competent person (person who has been trained). Where necessary, ensure the fire doors and doorframes (doorset) are up to the required standard, Nominal or Certified FD30S fire doors. All onsite fire doors must be repaired / installed and maintained in accordance with BS 8214:2016 and/or the manufacturer's instructions.
- Advisory - The RP must ensure that wherever bunting or other items are suspended from the ceiling or walls that they do not hang across the means of escape (corridors) or fire exits. No bunting should be permitted within the means of escape or by fire exits. The RP should ensure all staff are aware of this instruction via onsite fire training.
- Advisory - The Assessor noted that the Landlord's room still has access rights for escape purposes through the nursery. However, this alternative escape route is not required as the main fire exit is within 18 metres. Therefore, the fire exit sign in the Virgin Medical room can be removed that leads into the nursery classroom. However, if this escape route is to remain, the RP must ensure that they comply with any legal agreement which may be in place to ensure that there is adequate right for the use of a secondary means of escape from the adjacent room(s) through New Beginnings Nursery. Plus, the access control emergency door release should be relocated and installed on the side of the direction of escape.

4) Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

5) This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

18.0

Measures to Limit Fire Spread and Development

		Yes	No	N/A
18.1	It is considered that there is:			
	a) Compartmentalisation of a reasonable standard. ⁶⁾	✓		
	b) Reasonable limitation of linings that may provide fire spread.	✓		
18.2	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire ? ⁷⁾ ³⁾			✓
18.3	Comments and deficiencies observed:			
	<ul style="list-style-type: none"> • To limit and reduce the spread of the products of fire, the RP must ensure that a fire door survey is completed by a competent person and within a defined timeframe ensure that the fire doors are fit for purpose. See Section 17.4 ref fire doors. • To reduce the risk of fire spread, the RP should take the following action, ensure that no combustible materials are affixed to the walls or ceilings unless they are fire retardant or been treated with a fire-retardant spray. The Assessor was informed by Neil that all displays have been treated with a Fire Chief fire-retardant spray. 			

6) Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

7) A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19.0	Escape Lighting
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		Yes	No	N/A
191	Reasonable standard of escape lighting system provided? ⁸⁾	✓		

19.2 Comments and hazard observations:

- At the time of the Fire Risk Assessment the Assessor observed that there was Emergency Escape Lighting (EEL) installed within the building.

8) Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

20.0	Fire Safety Signs and Notices
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		Yes	No	N/A
20.1	Reasonable standard of fire safety signs and notices?	✓		

20.2 Comments and deficiencies observed:

- None.

21.0	Means of giving Warning in Case of Fire
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		Yes	No	N/A
21.1	Is a reasonable fire detection and fire alarm system provided ⁹⁾ ?	✓		
21.2	Is there remote transmission of alarm signals?	✓		
21.3	Is a zone plan displayed?	✓		
21.4	Relevant information on false alarm experience (if known):	✓		

21.5 Comments and deficiencies observed:

- There is a type M/L2 electrical fire alarm system with manual call points, sounders and automatic fire detection installed within building, which is linked and is monitored off site by an Alarm Receiving Centre (ARC), who during in silent hours would call the fire service to raise the alarm if there was a fire alarm actuation.

9) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22.0

Manual Fire Extinguishing Appliances

	Yes	No	N/A
22.1 Reasonable provision of portable fire extinguishers?	✓		
22.2 Hose reels provided?			✓
22.3 Are all fire extinguishing appliances readily accessible?	✓		
22.4 Comments and deficiencies observed:			
<ul style="list-style-type: none"> There are various fire points within different locations of the nursery with the appropriate types of fire extinguishers for the classes of fire that may be present. 			

23.0

Relevant Automatic Fire Extinguishing Systems

- 23.1 Type of System:
- None.
- 23.1 Comments and hazards observed:
- None.

24.0

Other Relevant Fixed Systems & Equipment ¹¹⁾

24.1 Type of System: (E.g. Dry rising main, Automatic smoke vents, Firefighting lift)			
24.2 Comments and hazards observed:			
<ul style="list-style-type: none"> None. 			
	Yes	No	N/A
24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?			✓
24.4 Comments and hazards observed:			
<ul style="list-style-type: none"> None. 			

¹¹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

MANAGEMENT OF FIRE SAFETY

25.0

Procedures and Arrangements

Yes No N/A

25.1 Person Responsible for fire safety? ¹²⁾

- Joanna Wilkinson

25.2 Competent Person(s) available to assist in implementation of fire safety legislation?

- Larua Westmoreland - The RP and Laura must be aware of their current fire safety responsibilities. See Guidance 1 - [Building Safety Act 2022](#) and Guidance 2 – [Fire Safety Nursery](#) regarding managing fire safety.

25.3 Are procedures in the event of fire appropriate and properly documented, where appropriate¹³⁾ More Specifically:

- | | | |
|---|---|---|
| a) Are there adequate procedures for investigating fire alarm signals? | ✓ | |
| b) Are there suitable arrangements for summoning the fire and rescue service? | ✓ | |
| c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? | ✓ | |
| d) Are there suitable arrangements for ensuring that the premises have been evacuated? | ✓ | |
| e) Is there a suitable fire assembly point(s)? | ✓ | |
| f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? | | ✓ |

Comments:

At the time of the Assessment the Assessor was provided with an emergency fire evacuation procedure, which is due for review in 2025. Plus, in some areas fire action notices are also displayed with the location of the fire assembly point and action to take in the event of fire.

- The RP must ensure the fire evacuation plan also includes your short-term relocation plan (which is the school) for during inclement weather where staff and children can re-assemble if the nursery cannot be reoccupied immediately and / or where parents can meet / pick up their children if it is a protracted incident.
- The RP should ensure the fire evacuation grab bag, contains as a minimum, Hi-Viz jackets, torche(s), basic first aid kit, space blankets, access keys, stake holder contact list, simple plan drawing of nursery with location of isolation valves and switches and extended evacuation / contingency plans, for staff use.
- The RP should ensure there are evacuation plan drawings displayed at the fire points, which show location of fire equipment, direction of escape routes and location of fire exits in the nursery. At the time of the Assessment no evacuation plan drawings were displayed.

- 25.4 Are there persons nominated to use fire extinguishing appliances? ✓
 Comments:
 • No staff should attempt to fight a fire unless they have received appropriate fire training in the selection and operation of fire extinguishers. The Assessor noted all staff are trained online.
- 25.5 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? ✓
 Comments:
 • The RP should continue to ensure there is good communication and cooperation between the landlord and the RP.
- 25.6 Are there persons nominated to assist with evacuation, including evacuation of disabled people? ✓
 Comments:
 • All adults (staff) present would assist with the evacuation of the building. Key staff are also assigned roles to ensure that the building has been evacuated.
- 25.7 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? ✓
 Comments:
 • The RP must ensure that staff periodically inspect fire extinguishers, means of escape, fire doors and exits, fire alarm system (weekly) and escape lighting (Monthly). It is imperative that staff conduct periodic tests / inspections of the installed fire equipment / precautions and these inspections should be recorded within the fire logbook or held via a digital record. At the time of the Assessment there was historic documentation for perusal.

12) This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.
 13) Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

26.0		Fire Brigade Provisions Onsite		
		Yes	No	N/A
26.1	Is there suitable vehicle access onto the site for the emergency services?	✓		
26.2	Can the fire brigade easily access the building?	✓		
26.3	Are fire hydrants provided and are they in suitable locations?	✓		
26.4	Are dry risers provided?			✓
26.5	Is there a 'Fire Plans' box in place and is it suitably located?			✓
26.6	Comments and deficiencies observed: <ul style="list-style-type: none"> • None. 			

27.0	Fire Safety Training and Evacuation Drills	Yes	No	N/A
27.1	Are <u>all</u> staff given adequate fire safety instruction and training?	✓		
27.2	More specifically:			
	a) Are they trained on induction?	✓		
	b) Are they given periodic refresher training?	✓		
	c) Are they given additional training to cover any specific roles and responsibilities?	✓		
	d) Is the content of training provided considered adequate ¹⁴⁾ ?	✓		
	Comments:			
27.3	<ul style="list-style-type: none"> When staff commence employment or a contractor or other organisation is on site for a length of time, it is imperative that they receive induction training regarding their actions to be taken in the event of fire. It is also imperative that this initial instruction / training for staff / associates is recorded. The Assessor noted that the New Beginnings Nursery historically provides staff fire awareness training via their online safety portal, plus via Mentor online training portal too for their fire marshal training. The RP must ensure that all permanent staff are trained in their onsite action in the event of fire, the nursery fire policy, onsite nursery workplace fire safety e.g some of the findings of this FRA. The RP must ensure that all staff receive suitable refresher training as to their role. At least every twelve months, staff should be refreshed via toolbox talk with the nurseries onsite policy in action in the event of fire and upon the actuation of the fire alarm and at least every three years fire marshals must have refresher training too, which includes the selection and operation of fire extinguishers. Plus, the findings within this FRA where necessary, must also form part of the nurseries staff continuation fire training content. 			
27.4	Are staff with special responsibilities (e.g. Fire Wardens) given additional training?	✓		
	Comments:			
	<ul style="list-style-type: none"> The Assessor noted there are trained fire marshals (11) via Mentor online training portal who form the evacuation team at the nursery. 			
27.5	Are Fire Evacuation Drills carried out at appropriate intervals?	✓		
	Comments:			
	<ul style="list-style-type: none"> At the time of the FRA the Assessor noted a fire drill was carried out in March 2025. Fire drills are not only to test the reactions of building occupants, they are also conducted to ensure that the procedures in place are suitable. It is also imperative that at least annually you conduct a desktop exercise of your post-fire recovery / relocation plans to ensure that they are fit for purpose and that staff are aware of how and who is responsible for activating the recovery / disaster plan. 			

	Yes	No	N/A
27.6 When the employees of another employer work on the premises:			
a) Is their employer given appropriate information e.g. on fire risks and general fire precautions?	✓		
b) Is it ensured that the employees are provided with adequate instructions and information?	✓		
Comments:			
<ul style="list-style-type: none"> It is imperative that any person who works on the premises temporarily e.g. contractors, must receive a safety brief of their action upon hearing the fire alarm or on discovering a fire. All contractors and visitors must sign in. 			

14) Based on brief consideration of the scope of such training. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

28.0 Testing and Maintenance

	Yes	No	N/A
28.1 Adequate maintenance of workplace?	✓		
28.2 Fire Detection & Alarm System			
a) Weekly testing of systems?	✓		
b) Periodic servicing of systems?	✓		
Comments and deficiencies observed:			
<ul style="list-style-type: none"> The RP must continue to ensure that the fire alarm system is being tested and maintained in accordance with BS5839 part 1 e.g. every 6 months minimum by a competent person and a weekly audible test via a different call point on rotation. At the time of the Assessment the Assessor noted that DBS carry out the competent person tests with the last planned service visit being September 2024. There was also evidence of weekly call point tests being carried out too. 			
28.3 Emergency Escape Lighting System	Yes	No	N/A
a) Monthly testing of systems?	✓		
b) Periodic servicing of systems?	✓		
Comments and deficiencies observed:			
<ul style="list-style-type: none"> The RP must ensure that the Emergency Escape Lighting (EEL) is being tested and maintained in accordance with BS 5266 e.g. annual drain down by competent person and monthly via the end user. The Assessor noted the annual drain down had been documented and was carried out in September 2024 by Mitie. Plus, the monthly flick switch tests were documented too. 			
28.4 Fire Fighting Equipment	Yes	No	N/A
a) Annual maintenance of fire extinguishing appliances?	✓		
Comments and deficiencies observed:			
<ul style="list-style-type: none"> The RP must ensure that the fire extinguishers are being serviced in accordance with BS 5306, which at the time of the Assessment they were being tested by O'Heap with the last test being in October 2024. 			

	Yes	No	N/A
28.5 Rising Mains & Hydrants			
a) Are regular visual checks carried out on provisions by an appointed person			✓
b) Six-monthly inspection and annual testing of rising mains?			✓
Comments and deficiencies observed:			
• None.			
28.6 Sprinkler & Suppression Systems	Yes	No	N/A
a) Weekly testing of systems?			✓
b) Periodic servicing of systems?			✓
Comments and deficiencies observed:			
• None installed.			
28.7 Periodic Inspection of external escape staircases and gangways?			✓
Comments and deficiencies observed:			
• None.			
28.8 Weekly testing and monthly testing, six monthly inspection and annual testing of firefighting lifts?			✓
Comments and deficiencies observed:			
• None.			
28.9 Routine checks of final exit doors and/or security fastenings?		?	
Comments and deficiencies observed:			
• The RP must ensure that the emergency electronic locking door release (Green Boxes) are being tested and maintained as per BS 7273 - Code of Practice for the Operation of Fire Protection Measures - Part 4: Actuation of Release Mechanisms for Doors. At the time of the Assessment, the Assessor did not establish who was carrying out the competent person tests, plus if they are being tested on rotation weekly (emergency door release drop test) by the end user, which they must be, where installed.			
28.10 Annual inspections and testing of lightning protection system?		✓	
Comments and deficiencies observed:			
• The Assessor noted PTSG serviced the lightning protection system in May 2024.			

28.11 Inspections and testing of other fire equipment or safety system? **X**

Comments and deficiencies observed:

- Fire door maintenance - The Assessor noted fire doors are being inspected by Neil Wilkinson. The RP must ensure the fire doors are being inspected by a competent person annually or every six months where there is high footfall, which is required under Regulation 17 under the Regulatory Reform (Fire Safety) Order 2005. The fire door must be installed and maintained in accordance with BS 8214:2016 and/or manufacturer's instructions. The RP must ensure, where necessary, that they take any corrective action that is required as per the inspection report.
- Inline extraction vents/fans – The RP should ensure that there is a list of all extraction vents/fans within the nursery and inspection plan and ensure, where necessary, they are cleaned regularly and kept free from a build-up of lint. This is to reduce the risk of fire. If an extraction vent/fan was to overheat, any lint present can aid in combustion and the development of fire.

29.0	Records
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	Yes	No	N/A
29.1 Does the premises have a fire safety logbook	✓		
29.2 Do the premises have a visitor's signing in/out book?	✓		
29.3 Are appropriate records kept of:			
a) Fire Evacuation Drills?	✓		
b) Fire Safety Training?	✓		
c) Fire Alarm System tests?	✓		
d) Emergency Escape Lighting tests?	✓	X	
e) Fire Fighting Equipment tests?	✓		
f) Maintenance and testing of other protection systems:			
Sprinkler Systems			✓
Suppression Systems			✓
Dry Risers / Hydrants			✓
Fire Shutters			✓
Smoke Control Systems			✓
Fire Door Inspection	✓		

29.4 Comments and deficiencies observed:

- All tests and inspections by a competent person and the RP should be suitably recorded, so they can be made available for inspection by a Fire Officer or HSE if required. At the time of the Assessment there was various documentation provided online or in folders.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Severity 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

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

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

- 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.

Taking into account the nature of the building 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 consequences for life safety in the event of fire would be:

Slight harm Moderate harm Extreme harm

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

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious 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 these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen. The type of people that occupy a building, the risk of arson, and the ignition sources present are common examples of what affects the likelihood of fire. However, fairly simple steps can often be taken to reduce the possibility of fire. The other objective is to mitigate the severity of a fire, its intensity and the smoke it produces. Occupants' mobility and their ability to escape are primary considerations, along with how quickly the fire would spread and how many people it might affect.

The matrix below explains how the assessor determines the building risk score. Carrying out the assessment's action recommendations should reduce the risk score.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	Limited action is required, review FRA as recommended; existing controls are generally satisfactory.
Tolerable	There is a need for improvements that involve additional costs or to ensure good management. Risk reduction measures, improvements should be implemented within a defined time period.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period and building occupants advised of the hazard and risk. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. Risk reduction measures and improvements should be undertaken urgently.
Intolerable	Imminent risk of significant harm. Immediate action required

(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 action plan. The fire risk assessment should be reviewed regularly.)

Significant findings and action plan

The RP and competent person should ensure they take the following required recommended actions as detailed under Significant Findings to reduce the risk to building occupants within a defined timeframe. Failing to take no action could place the occupants at risk from fire and also be a breach of Fire Legislation.

The RP and competent person are advised to create a proposed Fire Action Plan which sets out how risk reduction measures, improvements will be implemented to reduce the risk within a defined time period and this Fire Risk Assessment & Action Plan must be reviewed regularly until the risk is significantly reduced.

Definition of Priorities	
1	HIGH
2	MEDIUM
3	LOW
4	BEST PRACTICE

Suggested Timescale	
A	IMMEDIATELY
B	SHORT TERM
C	MEDIUM TERM
D	LONG TERM

An 'O' or 'Ongoing' inserted in the Priority column on the following pages indicates that although there may be no specific non-compliance detected at the time of the Fire Risk Assessment and no immediate action is required, there is a need of ongoing action / attention to ensure compliance is maintained. Where it states 0-1, 0-2, 0-3 alongside the risk level number remedial action is required as stated soonest.

No	Significant Findings & Required Action	Priorities	Timescale	Photo
1	Adapters and extension leads are intended for use as occasional means of providing power. The RP should provide separate sockets (preferably switched) to each electrical appliance / equipment in regular use in the building. Where multi-point adapters are used you must ensure that the total fused rating of the electrical appliances does not exceed the safe fused rating of the electrical circuit and that extension leads are not plugged into extension leads (daisy chaining). Also, where coiled extension leads are in use, in certain circumstances they must be fully unwound prior to use. See labels on coiled extension leads for further safety information.	0-3	C	No Photo
		Action required & Ongoing monitoring		
2	Soft furnishings - The RP must ensure that all furnishings and upholstery which is introduced to the school complies with BS 7176: 2007+A1: 2011 Specification for resistance to ignition of upholstered furniture for non-domestic seating.	O	N/A	No Photo
		Ongoing monitoring		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
3	<p>Drapes and Curtains - All curtains, drapes, banners or temporary fabric (wall coverings) within the building must be fire retardant and comply with BS 5867: Part 2 Fabrics for curtains, drapes and window blinds. Flammability requirements and specification. In addition to this, if any of the above are introduced for an event by an external organisation, they too must also be fire rated and compliant.</p>	O	N/A	No Photo
		Ongoing monitoring		
4	<p>Christmas / fairy lights - The RP must ensure that any Christmas / fairy lights within the nursery are tested at the correct intervals and that if in contact with materials, must be fire retardant. These types of lights have been known to fail due to cheap imitations, plus if involved with fire, the non-fire rated materials in use could melt. To reduce the risk, the RP must ensure if Christmas / fairy lights are to be used, they are either using battery type LED lights, or if electrical mains powered, they must be portable appliance tested regularly. The RP should ensure all staff are aware of this instruction via onsite ongoing fire training.</p>	O	N/A	No Photo
		Ongoing monitoring		
5	<p>Tumble Dryers – The RP must ensure where necessary, the filters of the tumble dryer on site are cleaned at regular intervals. If lint is allowed to build up, the heat from the tumble dryer can ignite it, therefore these filters must be cleaned at least monthly or sooner if in continual use. Certain appliances have a safety light fitted that warns you if the filters require cleaning. At the time of the Assessment the filter was clean of lint. The RP should ensure all staff are aware of this instruction via ongoing onsite fire training.</p>	O	N/A	No Photo
		Ongoing monitoring		
6	<p>Kitchen Appliances Fire Safety - Various kitchen appliances (fridge's, washing machines etc) have been deemed a fire hazard and have been recalled since 2010. This Government website: Consumer product safety: advice for staying safe has identified which appliances are deemed a fire risk and have been recalled. To reduce the risk, the RP should ensure that none of the appliances within the building are on the recall list, if they are, they should be removed.</p>	O-3	C	No Photo
		Action required & Ongoing monitoring		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
7	The RP should ensure the combustible displays above the toaster in the staff room are removed or the toaster relocated. There is a risk that they could fall onto the toaster whilst in use. Over time the radiant heat from the toaster will dry out the adhesive.	O-3	A	
		Action required & Ongoing monitoring		
8	Control of contractors. Where necessary, a policy should be in place and given to any contractors relating to fire and fire safety procedures for any hot works that might be carried out onsite. The RP must also ensure prior to any works that they are fully aware of all Risk Assessment Methodology Statement (RAMS) provided by a contractor and whilst on the school site where necessary, there are adequate controls in place. At the time of the Assessment there was no Control of contractors or Hot Works policy available for perusal. Please See here for guidance on control of contractors & See here for guidance on managing hot works	O-3	C	No Photo
		Action required & Ongoing monitoring		
9	The Assessor noted at least one of the installed fire doors would not perform as intended and would not contain the products of fire. It was noted an air transfer grill that had been installed in the door leaf. However, there was no intumescent insert within air transfer grill. To limit the spread of the products of fire and protect the means of escape, the RP must ensure all fire doors are being inspected by a competent person (person who has been trained). Where necessary, ensure the fire doors and doorframes (doorset) are up to the required standard, Nominal or Certified FD30S fire doors. All onsite fire doors must be repaired / installed and maintained in accordance with BS 8214:2016 and/or the manufacturer's instructions.	O-3	B	 
		Action required & Ongoing maintenance		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
10	To reduce the risk of fire spread, the RP should take the following action, ensure that no combustible materials are affixed to the walls or ceilings unless they are fire retardant or been treated with a fire-retardant spray. The Assessor was informed by Neil that all displays have been treated with a Fire Chief fire-retardant spray.	O	N/A	No Photo
		Ongoing monitoring		
11	The RP must ensure the fire evacuation plan also includes your short-term relocation plan (which is the school) for during inclement weather where staff and children can re-assemble if the nursery cannot be reoccupied immediately and / or where parents can meet / pick up their children if it is a protracted incident.	3	C	No Photo
		Action required		
12	The RP should ensure the fire evacuation grab bag, contains as a minimum, Hi-Viz jackets, torche(s), basic first aid kit, space blankets, access keys, stake holder contact list, simple plan drawing of nursery with location of isolation valves and switches and extended evacuation / contingency plans, for staff use.	4	D	No Photo
		Action required		
13	The RP should ensure there are evacuation plan drawings displayed at the fire points, which show location of fire equipment, direction of escape routes and location of fire exits in the nursery. At the time of the Assessment no evacuation plan drawings were displayed.	3	C	No Photo
		Action required		
14	The Assessor noted that the New Beginnings Nursery historically provides staff fire awareness training via their online safety portal, plus via Mentor online training portal too for their fire marshal training. The RP must ensure that all permanent staff are trained in their onsite action in the event of fire, the nursery fire policy, onsite nursery workplace fire safety e.g some of the findings of this FRA. The RP must ensure that all staff receive suitable refresher training as to their role. At least every twelve months, staff should be refreshed via toolbox talk with the nurseries onsite policy in action in the event of fire and upon the actuation of the fire alarm and at least every three years fire marshals must have refresher training too, which includes the selection and operation of fire extinguishers. Plus, the findings within this FRA where necessary, must also form part of the nurseries staff continuation fire training content.	O-3	B	No Photo
		Action required & Ongoing training		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
15	<p>Inline extraction vents/fans – The RP should ensure that there is a list of all extraction vents/fans within the nursery and inspection plan and ensure, where necessary, they are cleaned regularly and kept free from a build-up of lint. This is to reduce the risk of fire. If an extraction vent/fan was to overheat, any lint present can aid in combustion and the development of fire.</p>	O-4	D	No Photo
		Action required & Ongoing maintenance		
16	<p>Fire door maintenance - The Assessor noted fire doors are being inspected by Neil Wilkinson. The RP must ensure the fire doors are being inspected by a competent person annually or every six months where there is high footfall, which is required under Regulation 17 under the Regulatory Reform (Fire Safety) Order 2005. The fire door must be installed and maintained in accordance with BS 8214:2016 and/or manufacturer's instructions. The RP must ensure, where necessary, that they take any corrective action that is required as per the inspection report.</p>	O-3	B	No Photo
		Action required & Ongoing maintenance		
17	<p>The RP must ensure that the emergency electronic locking door release (Green Boxes) are being tested and maintained as per BS 7273 - Code of Practice for the Operation of Fire Protection Measures - Part 4: Actuation of Release Mechanisms for Doors. At the time of the Assessment, the Assessor did not establish who was carrying out the competent person tests, plus if they are being tested on rotation weekly (emergency door release drop test) by the end user, which they must be, where installed.</p>	O-3	B	
		Action required & Ongoing maintenance		