

Fire Risk Assessment

Notre Dame Preparatory School

(2022)



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Prepared by:

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Internal review
21/8/23

A Wame

Bursar
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Statement of the Fire Risk Assessment

This risk assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

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

The additional controls, recommendations and actions given for each section of the action plan/summary section of the document should be dealt with accordingly in order to bring the assessed areas up to the required standard and to reduce the risk to a level which is acceptable in the circumstances.

Additionally, in accordance with The Regulatory Reform (Fire Safety) Order 2005, the responsible person/persons must, among other things 'provide his employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures to take and the procedures and measures which are in place for serious and imminent danger.

Before employing a child, the responsible person/persons must provide the parents of the child, among other things, with comprehensive and relevant information on the risks to that child identified by the risk assessment, the preventative and protected measures taken and the procedures and measures which are in place for serious and imminent danger.

The responsible person/persons must also co-operate with other relevant responsible persons (sharing the same occupancy) and inform them of relevant risks in his undertaking.

Where appropriate and necessary the assessment has included the consideration of sections 1-6, 8, 9 and 11 of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other legislation relevant to the premises.

The risk assessment should be available for inspection or validation by any authorized person and should be reviewed:

Following a change of work practice,

Following a significant change of staffing level,

Following any structural or material change to the premises or processes conducted,

Following any change in the fire precautions in the premises,

Following any near miss or fire incidents,

At recommended intervals of no more than 12 months,

The purpose of this report is to provide an assessment of the risk to life in these premises, and, where appropriate to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Scope of the Fire Risk Assessment

In relation to the prevention and management of fire within these premises the following subjects are examined in this report:

- Means of escape from the premises.
- Fire exit & other fire safety signage.
- Means of raising the alarm.
- Emergency Lighting.
- Emergency Plans.
- Firefighting Equipment.
- Risk of Arson.
- Electrical appliance safety.
- Staff training.
- Compartmentation.
- Fire safety management.
- Fire detection & warning.

Note:

The aim of this document is to assess fire risks within the building in order to protect persons working, residing and visiting the property including any contractor carrying out work at the building.

Whilst carrying out this fire risk assessment we will highlight any matters for concern that is discovered during the course of the assessment. It must be born in mind however that we can only report on what is found at the time of carrying out the assessment. Potential fire risks may well be different now than at the time of the risk assessors first visit audit and preparation of the report.

The fire risk assessment has been carried out as Type-1 Non-Destructive and cannot/should not be used as the building's structural inspection report or survey, if required such arrangements should be carried out by a competent person, namely a qualified building inspector.

A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order (FSO). The inspection of the building is non-destructive. Where there are demountable false ceilings, it may be appropriate to lift a sample of readily accessible false ceiling tiles. In addition, it will normally be appropriate to open a sample of service risers, provided access is practicable at the time of inspection. Unless there is reason to expect serious deficiencies in structural fire protection – such as inadequate compartmentation, or poor fire stopping – a Type 1 inspection will normally be sufficient for most premises. Where doubt exists in relation to these matters, the action plan of a Type1 fire risk assessment may recommend that one of the other types of fire risk assessment be carried out or that further investigation be carried out by specialists. (However, this should not be a generic recommendation of all Type 1 fire risk assessments; the recommendation should be based on identification of issues that justify reason for doubt.)

It is the duty of the person/persons deemed responsible for the property to ensure that the necessary requirements are met.

General Information:	
Property Address	147 Dereham Road, Norwich, Norfolk.
Name of responsible person/persons	School Governors and Headmaster, Rob Thornton.
Site Manager	Mr. Bell – Caretaker.
Relevant fire safety legislation	Regulatory Reform (Fire Safety) Order 2005.
The above legislation is enforced by.	Norfolk Fire and Rescue Services.
Other legislation that makes significant requirements for fire precautions in these premises (other than the building regulations 2010).	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Electricity at Work Regulations 1989. Provisions and Use of Work Equipment Regulations 1998. The Office for Standards in Education, Children's Services and Skills (OFSTED).
Area/Areas of assessment	Whole school.
Building type & construction	Medium sized independent Pre-school. Detached brick building which has undergone various refurbishments and extensions. Construction fabric mainly brick, concrete, steel and timber.
Number of floors	Maximum of 2 + small basement.
Floor Area (approx.)	Not measured.
Building Use	Education premises for children 2 – 11 years of age.
People at Risk	Pupils, staff, visitors and contractors.
Sleeping Occupants	Not applicable.
Disabled Persons	2 pupils – both are assigned "buddies" and personal emergency evacuation plans (PEEPs) are in place and reviewed as required.
Associated Times of Occupation.	Mon-Fri 07.30 – 18.00. Outside of term times the school is hired for private lettings' holiday clubs. In these instances, the relative party are responsible carrying out and providing their own risk assessment based on their intended use of the building.
Number of Persons	Reported as being 220 (students + staff).
Potential Sources of Ignition	Faulty electrical equipment/installations. Deliberate fire-setting. Naked flame from cooking.
Sources of Fuel	Class A – combustible solids. Class B – Flammable Liquids (low volumes) Fires involving electrical appliances & installations.
Fire Loss Experience	None reported.
Date of previous risk assessment	September 2021. - Nov 22.
Recommended date for review	November 2023.
Assessment prepared and written by: Tim Redman, Fire Risk Assessor for Ace Fire Ltd.	
Peer Reviewed by: John Sadler, Fire Risk Assessor, for Ace Fire Ltd, 11/11/22.	

X 1 pupil assigned a PEEP from Sept 23.

Fire Hazards and Their Elimination or Control

7.	Electrical sources of ignition	Yes	No
7.1	Reasonable, measures taken to prevent fires of electrical origin?	✓	
7.2	More specifically:		
	Fixed installations periodically tested?	✓	
	Portable appliance testing up to date?	✓	
	Suitable policy regarding the use of portable electrical appliances?	✓	
	Suitable use of trailing leads and sockets/adapters?	✓	

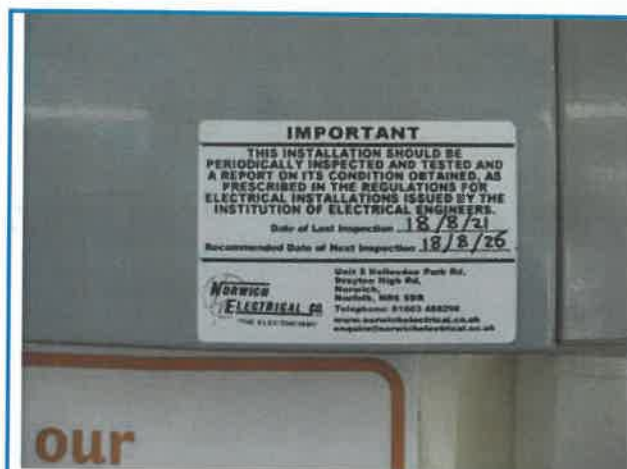
Comments and potential hazards:

The hardwired installations are subject to regular inspections and testing in-line with the BS7671 Wiring Regulations, the most recent Electrical Installation condition Report (EICR) was carried out in August 2021 by a qualified electrical contractor, *see image 1*.

Portable electrical appliances are used throughout the premises. All portable electrical appliances must be subject to regular testing and inspection by a competent person in accordance with the Electricity at Work Regulations 1989 and Provisions and Use of Work Equipment Regulations 1998. Portable appliance testing (P.A.T) was last performed in October 2022.

Trailing and extension leads, where used, are satisfactory.

It is the responsible person's duty to ensure that the fixed electrical installations and portable equipment are maintained and tested in-line with the current standards.



1.

Evidence witnessed that the fixed electrical installations are maintained in-line with the current standards.

8.	Smoking	Yes	No
8.1	Are measures taken to prevent fires as a result of smoking?	✓	
8.2	More specifically:		
	Smoking prohibited on these premises?	✓	
	Smoking permitted in appropriate areas?		✓
	Suitable arrangements for those who smoke?	NA	NA
	Were these arrangements observed at the time of the assessment?		✓

Comments and potential hazards:

The school operates a no smoking policy anywhere on its premises.

It is regarded and widely known that smoking is prohibited within public places and workplaces.

9.	Arson	Yes	No
9.1	Does the security against arson appear satisfactory?	✓	
9.2	Are the boundaries and exterior of the premises free from unnecessary combustibles?	✓	

Fire Hazards and Their Elimination or Control (continued)

Comments and potential hazards:

The security of the building is satisfactory.

The building is locked outside of business hours and the internal access gates are kept secure with entry into school by permission/appointment only.

There were no reports of past or recent arson/vandalism attacks.

Dummy CCTV cameras are fixed to the front of the property along with warning signs.

10.	Heating installations including portable heaters	Yes	No
10.1	Are portable heaters in use?	✓	
10.2	If portable heaters are used:		
	Are hazardous types used (e.g. LPG or radiant bar heaters)?		✓
	Are measures taken to reduce the risk of ignition of combustible materials?	✓	
10.3	Is the maintenance of the fixed heating installations up to date?	✓	

Comments and potential hazards:

The building has two forms of heating; wall mounted radiators fueled by gas boilers and electrical wall heaters.

The gas boilers are subject to regular (annual) maintained by a registered gas safe engineer, the electric wall heaters are tested and inspected every 5 years as part of the fixed electrical installation safety test. It was reported that during the colder days portable heaters are used (electric), before use all heaters are inspected.

11.	Cooking	Yes	No
11.1	Are safe cooking practices adhered to?	✓	
11.2	More specifically:		
	Are filters changed and ductwork cleaned regularly?	✓	
	Are appropriate extinguishers available?	✓	

Comments and potential hazards:

The school has a well-equipped, fully functional kitchen. The kitchen is used daily for food preparation and serving, both hot and cold foods.

Safe cooking practices are promoted and maintained to a high standard. Extraction canopy filters are cleaned in house on a regular basis along with a deep clean of the system carried out annually by an outside professional contractor.

Firefighting appliances, suitable for the associated fire risk, are provided along with a fire blanket.

Gas/electric shut offs are installed and are within easy access.

The new staff room (ground floor) shares its facilities (mainly the toilets) with the After School Clubs. As many of the people using this area would be young children it is advised, for safety concerns, to relocate the toaster and microwave so they are out of reach of the children, *see image 2*.



2.

Staff Room.

To reduce the risk of injury it is available to relocate the electrical items.

x

x Items unplugged when not in use. Toaster not to be used on the microwave. Signage in place.

Fire Hazards and Their Elimination or Control (continued)

12.	Housekeeping	Yes	No
12.1	Is the standard housekeeping adequate?	✓	
12.2	More specifically:		
	Are combustible materials kept away from ignition sources?	✓	
	Is there a buildup of combustible or waste material?	✓	
	Are hazardous materials/substances stored correctly?	✓	
	In general, is the storage of combustibles satisfactory?	✓	

Comments and potential hazards:

With this type of building use there is a large volume of combustible materials (Class A). however, efforts are made to ensure that high standards of housekeeping are managed and maintained. Where possible combustibles are kept away from known sources of ignition and heat*.

There were no concerns identified at the time of the assessment.

*One isolated issue was identified. At the time of the risk assessment, it was observed that a small pile of towels had been left on top of the electric cooker hobs within the kitchenette (near the medical room), *see image 3*. The cooker switch was turned off and it was reported that this was an isolated incident and that the area is generally kept clear. All staff should be advised not to leave any combustibles on top of the cooker.



3.

Kitchenette.

Potential fire risk identified.



x Items removed
x signage
in place.

13.	Outside contractors and building works	Yes	No
13.1	Are fire safety policies imposed on outside contractors?	✓	
13.2	Is there adequate control in reference to work carried out by outside contractors which may include hot works?	✓	
13.3	If there are in-house maintenance personnel, are preventive measures taken during any hot works?	NA	NA

Comments and potential hazards:

The fire safety procedures are pointed out to any contractor carrying out long term work, but no hot works permits are issued. Contractors are informed, within the NDPS Contractors on Site Risk Assessment, that a hot works permit will be required prior to any hot works.

As far as it was reported the Site Manager/caretaker do not under-take any hot works.

14.	Dangerous substances	Yes	No
14.1	Are there adequate fire precautions in place which are associated with dangerous substances within the premises?	✓	
14.2	If "Yes" to 14.1 has a suitable risk assessment been carried out, in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002?		NA

Fire Hazards and Their Elimination or Control (continued)

14.3	Have measures been put in place to ensure compliance to the Control of Substances Hazardous to Health regulations 2002 (and the 2004 amendment) (COSHH), have been met?	✓	
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Comments and potential hazards:

The school use a very low number of flammable liquids and gases. Those that are kept and used on site are housed in appropriate facilities at the end of the sports field, see *image 4*.

All CoSHH documentation is up to date.





4.

Storage of flammable liquids and gases kept away from the main school building.




15.	Other significant fire hazards	Yes	No
15.1	Hazards:		✓
Comments and potential hazards: None identified or reported.			

Fire Protection Measures

16.	Means of escape from fire	Yes	No
16.1	It is considered that the premises are provided with reasonable means of escape from fire.	✓	
16.2	More specifically:		
	Adequate design of escape routes?	✓	
	Adequate provision of exits?	✓	
	Exits easily and immediately operable where necessary?	✓	
	Fire exits open in the direction of escape where needed?	✓	
	Avoidance of sliding or revolving doors as fire exits where appropriate?	✓	
	Satisfactory means for securing exits?	✓	
	Reasonable distances of travel:		
	• Where there is a single direction of travel?	✓	
	• Where there are alternate means of escape?	✓	
	Suitable protection for escape routes?	✓	
	Suitable fire precautions for all inner rooms?	✓	
	Escape routes unobstructed?	✓	
16.3	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled persons?	✓	

Comments and potential hazards:

The design and provisions for the means of escape from the school are adequate for the size and occupancy of the building.

The upper floor has two escape routes;

1. external metal stairs leading the West side small playground.
2. Main internal stairway to the ground floor – following the exit route to East 3 fire exit.

From the ground floor there are four designated fire exits all of which are serviced by the main corridor and hall. The Butterfly and Caterpillar nursery classes and the Pre-Prep class have their own internal exits which lead direct to the outside. The kitchen also benefits from having its own fire exit.

To save confusion on which exit to use when within the stairs/hall lobby it is recommended that the Fire Exit sign above the main hall is removed. Occupants will then be encouraged to follow the nearest route using the East 3 fire exit, *see image 5*.

Travel distances to a place of relative and total safety are satisfactory.

The main assembly point is within the playground with a secondary muster point allocated to the sports field, this is used during drop-off and pick-up times.

All final exits can be unlocked without the use of a key.

All doors that are held closed, for security, and all automatic opening doors release upon activation of the fire alarm.

Persons identified as needing assistance in an evacuation are allocated a buddy.



5.

Stairs Lobby.



Fire Protection Measures (continued)

17.	Measures to limit fire spread	Yes	No
17.1	It is considered that there is:		
	• Compartmentation of a reasonable standard.	✓	
	• Reasonable limitations of linings that may promote fire spread.	✓	
17.2	Upon inspection it appears that fire dampers are provided to protect the means of escape against the spread of fire, smoke and combustion materials in the early stages of fire.	NA	NA

Comments and potential hazards:

The main circulation areas are generally open plan. Separation fire doors are positioned at the end of the corridors on both floors, ensuring the stairs lobbies are fully protected. Each classroom is fitted with close fitting solid wood doors (with glazed panels). All higher risk areas have 30-minute fire doors fitted.

Fire resistant shutters are fitted to the reception window and the main serving hatch within the kitchen, both release upon activation of the fire alarm.

See image 6.



6.

Corridors and circulation areas.



Fire Protection Measures (continued)			
18.	Emergency escape lighting	Yes	No
18.1	Reasonable standard of emergency lighting within the premises?		✓
Comments and potential deficiencies: There are limited provisions for emergency back-up lighting within the older part of the school. Previous recommendations for the full inclusion of emergency lighting have been considered, but there are no current plans to go ahead with the work. As part of the "Emergency Grab Bag" contents, torches are now included and are tested regular. There is a good source of natural daylight.			
19.	Fire safety signage	Yes	No
19.1	Reasonable standard of fire safety signs and notices?	✓	
Comments and potential deficiencies: Fire action notices are displayed throughout the school, giving instruction of what to do in the event of a fire and where the nearest fire exits are. *Fire exit directional sign are displayed throughout the building directing people to the nearest final exits. Where applicable, egress window/s, are identified by way of a sign directly on the window. *See section 16 regarding the sign above the main hall door.			
20.	Means of giving warning in case of fire	Yes	No
20.1	Reasonable manually operated fire alarm system provided?	✓	
20.2	Automatic fire protection provided?	✓	
20.3	Is the automatic fire detection appropriate for this type of premises and fire risk?	✓	
20.4	Remote transmission of alarm signal?		✓
Comments and potential deficiencies: Automatic Fire Detection (AFD) and warning is present within the circulation areas, reception area, offices and new classroom. The system consists of; control panel, smoke sensors, heat sensor, manual call points and sounders, additionally the fire shutters in the kitchen and reception are linked to the system.			
21	First Aid Firefighting equipment.	Yes	No
21.1	Reasonable provision of portable fire extinguishers?	✓	
21.2	Are hose reels provided?		✓
21.3	Are fire extinguishers easily accessible?	✓	
Comments and potential deficiencies: Fire extinguishers are sited throughout the school suitable for tackling small fires involving Class A combustibles and live electrical appliances. Specialist fire extinguisher provided within the kitchen for tackling a hot cooking oil fire (CLASS F – Wet Chemical) All extinguishers are securely mounted and accompanied with an identification sign.			
22	Relevant automatic fire extinguishing system	Yes	No
22.1	Type of system:	NA	NA
Comments: Not applicable.			
23	Other relevant fixed systems and equipment	Yes	No
23.1	Type of fixed system:	✓	
Comments: Automatic release fire shutters are installed to the reception window and kitchen servery hatch. Both are tested weekly.			
23.2	Suitable provision of fire-fighting switch for high voltage luminous tube signs, etc.	NA	NA
Comments: Not applicable.			

Management of Fire Safety			
24	Fire safety procedures	Yes	No
24.1	Fire safety is managed by: the responsible persons and the site manager.		
24.2	Competent persons appointed in undertaking general fire precautions are: Rob Thornton (Head Teacher) and Mr. M Bell (site manager).		
24.3	Are fire safety arrangements recorded?	✓	
24.4	Appropriate fire procedures (emergency plans) in place?	✓	
	More specifically:		
	Are these procedures appropriate for the building type and use?	✓	
	Are procedures in the event of a fire documented?	✓	
	Are there adequate arrangements for contacting the fire and rescue service?	✓	
	Are there adequate arrangements in place to meet the fire and rescue service upon arrival and provide information that may include hazards to fire fighters?	✓	
	Are there arrangements in place to ensure that the premises have been evacuated?	✓	
	Are there suitable fire assembly points?	✓	
	Are there provisions in place to aide disabled people in an evacuation?	✓	
24.5	Persons trained in the use of fire extinguishers.	✓	
24.6	Persons nominated and trained to assist with evacuation.	✓	
24.7	Routine in house inspections of fire safety precautions.	✓	
Comments: A full and detailed Fire Emergency Evacuation Plan (FEPP) is in place, kept on file and are reviewed before the start of the academic year. The needs for pupils that require assistance is assessed and an individual evacuation plan is put in place (PEEP) and reviewed regularly. The emergency procedures are practiced during each fire drill. All teachers and teaching assistants are responsible for ensuring their classrooms are fully evacuated and a role call is carried out at the assembly point. All fire marshals are assigned areas of the building to sweep prior to arriving at the muster point. Staff receive fire extinguisher training every two years. The main school playground is the main assembly point, however during the morning drop off period times the school sports field becomes the designated temporary muster point. Key safes are located at suitable points housing the gate padlock keys if required (all staff have the access codes). The site managers are responsible for carrying out regular inspections of all matters relating to fire safety: escape routes & exits, fire alarm devices, firefighting equipment, general housekeeping.			
25	Training and fire drills	Yes	No
25.1	Are all staff given fire safety instruction and training on induction?	✓	
25.2	Is all fire safety training given at suitable intervals?	✓	
25.3	Does all fire training provide information, instruction or training on the following:		
	Fire risks in the premises?	✓	
	The fire safety measures in the premises?	✓	
	What to do in the event of a fire?	✓	
	What to do on hearing the fire alarm?	✓	
	How to raise the alarm?	✓	
	Correct use of fire extinguishers?	✓	
	Means for calling the fire rescue services?	✓	
	Identity of nominated fire wardens?	✓	
	Identity of persons nominated to use firefighting equipment?	✓	
25.4	Are fire wardens given additional training in accordance with their role?	✓	
25.5	Are fire drills carried out at sufficient intervals?	✓	
25.6	When the employee of another employer carries out work in the premises:		
	Is there employer given appropriate information regarding to fire risks and general fire safety?	✓	
	Are these employee's provided with sufficient instruction and information relating to the fire risks and fire safety?	✓	

2 Serena Smith, Head's PA 2 Ali Wame, Borsar .

Management of Fire Safety (continued)

Comments:

All staff undertake fire training as part of their induction, this is generally done through an on-line course. All training is up to date. All designated fire wardens/marshals receive appropriate training for their role, this is generally carried out every two years.

Regular evacuation drills are carried with staff and pupils all taking part, all dates and results are documented in the fire log book. At the time of the assessment a scheduled fire drill took place, the results were witnessed firsthand. No concerns observed nor reported by the evacuation coordinators.

As far as it is appropriate any employee from an outside source that shall be working within the building for a period of time shall be provided with details of the fire safety arrangements.

This is not the case for contractors carrying out small repairs or maintenance, the responsible person/persons would be responsible for the wellbeing and safety of these individuals.

26.	Testing and maintenance	Yes	No
26.1	Adequate maintenance of premises?	✓	
26.2	Weekly testing and periodic servicing of the fire alarm system?	✓	
26.3	Monthly and annual testing of emergency escape lighting?	✓	
26.4	Annual maintenance fire extinguishers?	✓	
26.5	Periodic inspection of external escape stairs and gangways?	✓	
26.6	Six monthly inspection and annual testing of any rising mains?	NA	NA
26.7	Weekly and monthly testing, six monthly inspection and annual testing of any firefighting lifts?	NA	NA
26.8	Weekly testing and periodic inspection of sprinkler installations?	NA	NA
26.9	Routine checks of final exit doors and/or security fastenings?	✓	
26.10	Are systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	✓	

Comments:

The maintenance of the building is satisfactory, a service and maintenance schedule are in place and is kept up to date.

The automatic fire detection system is maintained by Kings of Barnham bi-annually and in accordance with BS5839-1.

The manual call points are tested weekly by the site manager.

Monthly in-house flash testing of the emergency lighting is carried out and recorded.

Fire extinguishers are serviced in accordance with BS5306-3/8 by Morgan Fire Protection.

Regular inspections carried out by the site manager to ensure that all exits can be opened freely and that there are no hazards or obstructions preventing a safe passage out of the building.

The closing capabilities of all fire doors and fire shutters are assessed and form part of the weekly inspections, these tests and all subsequent results are recorded.

The site manager liaises with the Head Teacher (the responsible person) in reference to all safety and fire safety standards.

27	Records	Yes	No
27.1	Appropriate records of:		
	Fire drills.	✓	
	Fire training.	✓	
	Fire alarm tests.	✓	
	Firefighting equipment.	✓	
	Emergency lighting tests.	✓	
	Maintenance and testing of other fire protection systems?	✓	
	Fire doors and exits.	✓	

Comments:

All safety documents and certificates are kept on file within the bursar's office. The log book was examined as part of the audit, no concerns were raised.

Review

Ensure the fire risk assessment is reviewed regularly, in this instance Notre Dame Preparatory school review their risk assessment annually with a third-party assessment every two years.

Level of Fire Risk

Taking into account the fire protection 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	
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In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of a 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 short comings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of a fire would be:

Slight Harm	✓	Moderate Harm		Extreme Harm	
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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 occupants (other than an occupant sleeping in a room in which a fire occurs).

Moderate Harm: Outbreak of a fire could foresee ably result in injury (including serious injury) of one or more occupants, but it is unlikely to include 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	
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Trivial: No action is required and no detailed records need be kept.

Tolerable: No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

Moderate: It is essential that efforts are made to reduce the risk. Risk reduction measures which should take cost into account, should be implemented within a defined time period. 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 improving control measures.

Substantial: Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.

Intolerable: Premises (or relevant area) should not be occupied until the risk is reduced.

Note: Although the purpose of this section is to place the fire risk in context, the above approach to the fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all the recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

Action Plan Colour Coding Reference

The time frame for each suggested action is based on its urgency, importance and ease to carry out. This is commonly known as the Traffic Light system.

All hazards and deficiencies identified in this report should be addressed in order to:

- Reduce the risk of fire breaking out.
- Reduce the effects caused by a fire within the premises.
- Improve the effectiveness of the fire safety equipment, management and strategies.

High Risk	Requires immediate action or within one month.
Medium Risk	Requires action within 3 months.
Low Risk	Requires on-going attention or to be actioned within 12 months.

Action Plan		
Section	Action	Date Completed & By Whom
11	Ensure that the toaster and microwave are kept out of the way when the staff room is accessible by the after-school clubs. Consider a more permanent place that would be out of reach of young children.	
16	Remove the fire exit sign above the main hall door (from the stairs lobby). People will be directed to the nearest and safest exit door (East 3).	
12	Continue to advise all employees that combustible items should not be left close to or on top of sources of heat.	
Review	Continue to review the risk assessment annually or sooner if significant changes take place or it is deemed that the current report no longer applies.	Ongoing

*
See
below

* 11 - Completed November 22

16 - Completed November 22

12 - Reminder at September 23 inset training

Review - Completed 21/8/23 - ongoing
review as things change.

* * New fire doors to be installed between
the Butterfly & Caterpillar Nurseries
September 2023.

Fire Safety Maintenance Check List

	Daily	Weekly	Monthly	6 Monthly	Annual
Fire Alarm System	•	•		•	
Firefighting Equipment		•			•
Emergency Lighting			•		•
Emergency Torches			•		•
Fire Doors			•		
Escape Routes	•				
Fire/Final Exits	•				
Safety Signage				•	
Fire Emergency Evacuation Plans				•	
Fire Drill				•	
Staff Training					•
Evacuation Aids				•	
Kitchen Canopies & Filters*		•	•	•	•

Daily checks

- Remove bolts, padlocks and security devices from fire exits, ensure that doors on escape routes swing freely and that fire doors close fully and check escape routes to ensure they are clear from obstructions and combustible materials.
- Check the fire alarm panel to ensure the system is active, fully operational and that no faults are showing.
- Where practicable, visually check that emergency lighting units are in good repair and working.
- Check that all safety signs and notices are legible.

Weekly tests and checks

- Test fire-detection and warning systems and manually-operated warning devices weekly following the manufacturers or installer's instructions.
- Check the batteries of safety torches and that fire extinguishers and hose reels are correctly located and in apparent working order. Fire pumps and standby diesel engines should be tested for 30 minutes each week.
- Inspect the fire log book, is it up to date.

Monthly tests and checks

- Test all emergency lighting systems and safety torches to make sure they have enough charge and illumination according to the manufacturers or supplier's instructions. This should be at an appropriate time when, following the test, they will not be immediately required.
- Check that fire doors are in good working order and closing correctly and that the frames and seals are intact.
- Ensure housekeeping standards are met.

Six-monthly tests and checks

- A competent person should test and maintain the fire-detection and warning system.
- Carry out a full fire evacuation drill.
- Hold meetings with the responsible persons and site managers to discuss and review matters relating to fire safety.
- Make arrangements for the kitchen canopies, fans and filters to be cleaned professionally.
- Is the emergency plan still applicable to the building use?

Annual tests and checks

- The emergency lighting and all firefighting equipment, fire alarms and other installed systems should be tested and maintained by a competent person.
- All structural fire protection and elements of fire compartmentation should be inspected and any remedial action carried out.
- Ensure that all staff receive fire safety and awareness training.

Fire Hazards, Elimination or Control Measures and Relevant Codes of Practice

Fire Hazard Prompt List (Table 1)

This annex sets out a list of fire hazards that are normally considered in the fire risk assessment. Typical key measures for the elimination or control of each hazard are given, along with some relevant codes of practice or guidance documents. Government guidance documents in support of the relevant fire safety legislation also give guidance on those matters.

This prompt-list is not necessarily exhaustive, particularly in respect of measures for control and elimination of fire hazards, and there might be a need to consider further hazards and measures to prevent fire in the course of the fire risk assessment, particularly if work processes give rise to more specific fire hazards. Similarly, the codes of practice and guidance documents referenced are intended only to comprise a representative sample of those available.

Key factors to consider in assessment of means of escape (Table 2)

This table shows the key factors that should always be explicitly considered in assessment of means of escape. Most of the factors are quite broad and encompass a number of more specific issues.

These key factors can be used as a form of prompt-list and should, therefore, normally be shown in the documented fire risk assessment

Guidance on means of escape is contained in Government guidance documents that support the relevant fire safety legislation.

Table 1

Fire Hazard	Key measures for control or elimination of the fire	Relevant code of practice or guidance
Electrical faults	Periodic inspection and testing of fixed electrical installations Portable appliance testing (PAT). Employees and visitors use of their own electrical equipment. Reduction in the quantity of extension/trailing leads and adaptors.	IEE Guidance note [22]. IEE Guidance of practice for in-service inspection and testing of electrical equipment [23]. HSE HSG 107 [24]. Portable appliance testing: www.hse.gov.uk/myth/july.htm
Smoking	Arrangements for those who wish to smoke. Prohibiting or limitation of smoking.	
Arson	Basic security measures to prevent malicious ignition by outsiders. Avoidance of unnecessary fire load in close proximity to the premises.	The prevention and control of arson [25].
Improper use of portable heaters	Avoidance of use of portable heating devices as far as being practical. If portable heaters are to be used, avoidance of the most dangerous type. Suitable measures to minimize the likelihood of ignition of combustible materials.	
Faults in fixed heating installations	Regular maintenance of heating installations.	
Use of cooking appliances	Suitable design of cooking areas. Suitability of fire extinguishers to tackle small fires. Regular removal & replacement of filters and cleaning of extractors.	Cooking equipment [26]. Fire risk assessment-catering extract ventilation.
Lighting	Provide lighting protection systems if likelihood of a lightning strike.	BS EN 62305
Contractors' operations and hot-works by maintenance staff	Suitable fire safety conditions in contracts with outside contractors. Suitable control over outside contractors while on the premises. Suitable control over hazardous activities by in-house maintenance personnel, such as hot-works involving cutting, welding or the use of blowlamps etc.	Standard fire precautions for contractors engaged on crown works [28]. Fire prevention on construction sites [29]. Fire safety on construction [30].
Poor housekeeping and inadequate control over general fire hazards associated with work activities.	Separation of combustible materials from ignition sources Avoidance of unnecessary & inappropriate build up and storage of waste or combustible materials. Appropriate storage of hazardous materials. Correct maintenance in the work place. Routine safety inspections.	

Table 2

Key factor	Specific issues to consider	Notes
Design of escape routes	<p>Do escape routes lead to a final exit?</p> <p>Do doors on the escape routes open in the direction of travel?</p> <p>Are doors on the escape routes fitted with appropriate panic bolts or latches?</p> <p>Will occupants of inner rooms be aware of a fire within the premises?</p> <p>Do any revolving or sliding doors have suitable by-pass doors where necessary?</p>	
Distances of travel	<p>Are travel distances reasonable?</p> <p>Are travel distances in dead ends suitably limited?</p>	
Protection of escape routes	<p>Are escape routes, such as staircases, dead end corridors, bedroom corridors etc., protected?</p> <p>Are all fire resisting doors properly self-closing, kept locked shut or only held open by suitable correctly functioning automatic door release mechanisms?</p>	
Adequate provision of exits and escape routes	<p>Is there sufficient number of fire exits and escape routes?</p> <p>Are the number and widths of fire exits and escape routes sufficient for the number of occupants?</p>	
Exits easily and immediately operated (opened)	<p>Are fire exits easily opened without the use of a key?</p> <p>Is there only a single means of securing each fire exit?</p> <p>Where necessary do the means of securing fire exits comprise of panic bolts or latches?</p> <p>Where electronic locking devices are used, are their use acceptable and the communication between the secured door and fire alarm monitored and maintained?</p>	
Escape routes clear of obstructions and hazards	<p>Are escape routes kept clear and unobstructed?</p> <p>Are adequate widths of corridors and any other escape route maintained at all times?</p>	

Notes

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