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FIRE RISK ASSESSMENT

Part 1

The Regulatory Reform (Fire Safety) Order 2005

St John's Priory School
St John's Road
Banbury
OX16 5HX



Date of Assessment: 21 April 2022

TERMS AND CONDITIONS OF BUSINESS

St John's Priory School, St John's Road, Banbury, OX16 5HX

Fire risk assessments are a dynamic process subject to changes that may take effect on a moment's notice. This assessment is based on the information gathered on the 21 April 2022 includes conditions of the building/premises number of employees, the layout and information regarding the work processes, type of work carried out, and taking into account of the usual trends regarding number of persons resorting to the premises.

The RESPONSIBLE PERSON will always remain responsible for the outcome of the Fire Risk Assessment or its review.

Abbot Fire Group Ltd (*AFG Ltd*) will carry out a survey of the premises, processes, and occupants.

AFG Ltd as a result of the survey produce a suitable and sufficient Fire Risk Assessment that will comply with the requirements of Article 8 & 9 (1) of the Regulatory Reform (Fire Safety) Order 2005, and will be within the government "fire safety risk assessment" guidance documents or similar standard.

Items that the fire risk assessment will cover are: -

- (a) Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- (b) Measures in relation to the means of escape from the premises;
- (c) Measures for securing that, at all material times, the means of escape can be safely and effectively used;
- (d) Measures in relation to the means for fighting fires on the premises;
- (e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- (f) Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—
 - (i) Measures relating to the instruction and training of employees; and
 - (ii) Measures to mitigate the effects of the fire

Any deficiency highlighted within the report should be implemented by the client at the earliest appropriate time.

Ownership and implementation of the assessment is vital. We accept no responsibility for loss, damage or other liability arising from a fire, loss or injury due to the failure to observe the safety observance and practises identified in our assessment.

We recommend a twelve monthly fire risk assessment review regardless of any changes in the structure, nature of business and employees. The Assessment should also be reviewed under the following circumstances:

- Significant changes in members or levels of staff
- Material alteration to the premise or change in use
- Following a fire, fire alarm actuation or "near miss" incident a full review is recommended
- After any change in working practices

The assessment, layout of the building, work being carried out or details of the clients business, will remain confidential no part of this report will be disclosed to third party's without prior consent from the client.

AFG Ltd limits its liability for any loss, damage or injury (or any consequential or indirect loss) arising from the performance of or failure by this company to perform any of its duties (whether or not such loss damage or injury or consequential or indirect loss be due to the negligence of this company, its servants or agents or to any other cause whatsoever) to that determined by our Professional Indemnity Insurance Policy.

AFG Ltd or its consultants have no control over the clients staffing levels or compliance with the procedures or actions taken to remedy any deficiencies or recommendations within this document.

Where a building has been constructed, refurbished or extended prior to the involvement of AFSM Ltd. there will be elements of structure or design features that may have been obscured by the fabric of the building e.g. enclosed by plasterboard, flooring etc. Therefore, it may not have been possible to comprehensively survey such features at the time of our assessment. Whether or not a full plan history or an audit trail of alterations, extensions, internal re-configurations or other works are available it may never be possible to fully assess a buildings framework/structure without invasive investigations e.g. removal of plaster, the lifting of floorboards or the breaking open of voids all of which are outside the principles of the Fire Safety Order and terms and conditions of this fire risk assessment. AFG Ltd only employ experienced fire safety consultants with considerable experience as inspecting officers within fire and rescue services, dealing with new builds, major refurbishments and existing buildings which makes them competent to make informed judgements as to the suitability of fire protection measures in these circumstances.

It will be the responsibility of the Client to provide evidence of test certificates where appropriate for: -

- Electrical worthiness issued by a NICEIC or other similar approved electrician.
- Portable appliance tests (PAT)
- Any gas appliances issued by a Gas Safe (Corgi) registered gas fitter.
- Maintain records of fire alarm; escape lighting, evacuation tests, staff training etc. as appropriate.

AFSM consultants are not gas or electrical engineers and can only give goodwill advice on specialist devices.

The client should be aware any suggested remedies although considered the best solution for any deficiencies may be only one method of achieving a satisfactory standard; there may be alternative methods that will achieve the same result.

The employer under the Management of Health and Safety at Work Regulations 1992 and the Responsible person under the Regulatory Reform (fire safety) Order 2005 is to ensure that a review is conducted under the above circumstances. **A fire risk assessment is not a health and safety assessment, this should be conducted separately.**

CLIENT ACCEPTANCE

I hereby accept this Fire Risk Assessment in accordance with the terms and conditions above.

NAME (PLEASE PRINT)

SIGNATURE

POSITION IN ORGANISATION

DATE

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The following fire risk assessment has been conducted on behalf of:

St John's Priory School Ltd.

and relates only to the demise of:

St John's Priory School, St John's Road, Banbury, OX16 5HX

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1.0	Fire Risk Assessment Details
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Responsible person(s): Carl Durham & Giorgio Myskowski (Owners)

Telephone Number: **01295 259607** (School landline)

Person(s) consulted: Karen Kelly (Business manager)

Contact telephone number: **01295 259607**

Fire Risk Assessor: Ashley Gurr

Date fire risk assessment was conducted: Thursday, 21 April 2022

Time: 09.30

Suggested date for review: April 2023 or earlier if there are significant changes to the fabric of the building or occupancy.

Fire risk assessment limitations:

The risk inspection was a non-invasive inspection of all of the common circulation areas and rooms. There will be elements of structure or design features that may have been obscured by the fabric of the building e.g. enclosed by plasterboard, flooring etc. It was not possible to inspect these hidden areas without detailed historic drawings showing all of the changes over the years and then only with major dismantling of these areas. Therefore the risk assessment is confined to the areas that are still accessible.

Note

The following assessment has been conducted to assist the responsible person in compliance the Regulatory Reform (Fire Safety) Order 2005. Although reference is made to relevant British Standards, Codes of Practice and Guides the assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be clearly identified in the fire risk assessment.

2.0 General Premises Details.

2.1 **Number of levels (floors):** Four – Ground, 1st, 2nd plus basement

2.2 **Number of Stairs for escape purposes :** Two

2.3 **Approximate building footprint:** 400 M²

2.4 Details of Construction and Premises:

Grade II listed building – original stone built part circa 19th century with later brick built 20th century additions. Timber floors, with mostly lath and plaster ceilings and some internal lath and plaster walls. Due to the age of construction there may be hidden voids.

2.5 Occupancy/Purpose Groups:

The premises are classed as Purpose Assembly and Recreation 5 as defined by Building Regulations Approved Document B 2006 Table D1.

2.6 Approximate maximum number of persons:

Enter range	Below20, 20 – 49; 50-100; 100-250; 250-1000; Above1000		
Time of Day	Maximum Number of occupants during the following times		
	Weekdays	Saturday	Sunday
00.00~04.00	0	0	0
04.00~08.00	0	0	0
08.00~12.00	100-250	0	0
12.00~16.00	100-250	0	0
16.00~20.00	100-250	0	0
20.00~00.00	0	0	0

	Daytime	Overnight
2.7 Approximate maximum number of employees at any one time:	20	0
2.8 Maximum number of members of the public:	300	0

(100 students, approx. 200 public/parents – for occasional events etc.)

2.9	Fire loss Experience:
2.10	
None experienced	

3.0	Overall Risk Rating
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Based on the findings within the fire risk assessment the overall risk ratings have been quantified as:

Risk to Life:

The risk to life is considered to be **Moderate** mainly due to the means of escape for the storage area on the top floor and issues with fire doors. Once the recommendations in the report are implemented the risk to life could be reduced to **Tolerable**.

The risk rating has been determined by considering the overall risk of a fire occurring as remote but the likely consequences of harm from fire (should one occur) are major.

Risk to Property

The risk to the property is considered to be **High**. This is mainly due to the issues involving fire separation (compromises in the fire resisting construction). Once these items and the other recommendations in this report are implemented the risk to the building could be considered as **Moderate**.

The risk rating has been determined by considering the overall risk of a fire occurring as remote but the likely consequences of harm from fire (should one occur) are major to disastrous.

AUDIT		
IDENTIFYING THE FIRE HAZARDS		
4.0	Dangerous, Flammable, Combustible Materials & Substances	Result
4.1	Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances? (<i>Article 12</i>)	<i>Not Applicable</i>
4.2	Are there suitable additional emergency measures provided to safeguard all relevant persons from emergencies related to dangerous substances in or on the premises? (<i>Article 16</i>)	<i>Not Applicable</i>
4.3	Have combustible or flammable materials used or stored in the premises been identified?	<i>Yes</i>
4.4	Are all combustible or flammable materials stored or stacked safely?	<i>Yes</i>
4.5	Has consideration been given to reduce the quantity held or has the use of non-combustible materials been considered?	<i>Yes</i>
4.6	Are all substances stored away from ignition sources?	<i>Yes</i>
4.7	Is there any Liquid Petroleum Gases (LPG) stored or in use on the premises?	<i>No</i>
4.8	Are bulk LPG products stored outside in vented cages?	<i>Not Applicable</i>
4.9	Where flammable stores are provided, are they adequately ventilated and correctly marked?	<i>Not Applicable</i>
4.10	Are large fuel, oil, chemicals drums etc. held within a bunded area that will contain 110% of the contents of the largest container held within the bunded area?	<i>Not Applicable</i>
4.11	Is Controlled waste contained securely and removed from site appropriately?	<i>Not Applicable</i>
Housekeeping		
4.12	Is the general housekeeping good. Are any store cupboards free of unnecessary/ inappropriate items?	<i>Yes</i>
4.13	Are the routes around the premises free of waste, obstructions and trip hazards?	<i>Yes</i>
4.14	Are all refuse bins sited where they will not affect the means of escape or pose a fire hazard?	<i>Yes</i>
4.15	Is all combustible waste removed from the building on a regular basis?	<i>Yes</i>
4.16	Is the frequency of waste removal from the site adequate?	<i>Yes</i>
4.17	Are the premises secure from any potential fire hazards outside that are susceptible to arson attack that could affect the building?	<i>Yes</i>
4.18	Are there designated sites for smokers; are they in an area away from the building?	<i>No</i>

4.0	Significant Findings Dangerous, Flammable, Combustible Materials & Substances	
Areas of Deficiencies.		
Ref	Hazards:	Recommended Actions:
4.0	No adverse significant findings or deficiencies were found in this section.	None
Ref	Recommendation	
	Observation:	Recommended Actions:
4.0	There are no recommendations for this section.	None.
Ref	Commentary	
4.0	There are currently no items that could be considered as items that form part of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) on these premises.	
4.12-1 6	The waste bins are kept in the school yard that is kept locked out of hours	
4.18	Smoking is not permitted anywhere on the site.	

5.0	Interior Furnishings	Result
5.1	Are all interior furnishings made from fire resisting materials? (The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993))	<i>Yes</i>
5.2	Are all furnishing items located away from ignition sources?	<i>Yes</i>
5.3	Is all furniture in a good condition i.e. free from tears in covers, burns or discolouring from heat?	<i>Yes</i>
5.4	Where appropriate are the furnishings and covers retreated with flame retardant chemicals (theatre curtains etc.) or made from inherently flame retardant materials.	<i>Not Applicable</i>

5.0	Significant Findings Interior Furnishings
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Deficiencies.		
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Ref	Hazards:	Recommended Actions:
5.0	No adverse significant findings or deficiencies were found in this section.	None

Ref	Recommendation	
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Ref	Observation:	Recommended Actions:
5.0	There are no recommendations for this section.	None.

Ref	Commentary	
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5.0	All Furnishings at the time of the visit appeared to be in good condition and compliant with (The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993))	
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6.0	Heating & Electrical Appliances	Result
6.1	Are portable heaters used? (<i>LPG, Oil, Paraffin, Electric</i>)	<i>Yes</i>
6.2	Are all heaters fitted with suitable guards and located in positions away from combustible materials?	<i>Not Applicable</i>
6.3	Are all heaters free from naked flames?	<i>Yes</i>
6.4	Has the use of safer alternatives been considered?	<i>Yes</i>
6.5	Is the heating via a water filled radiator system heated by gas or electric boiler? And in good working order?	<i>Yes</i>
6.6	Are systems in place to ensure appliances are tested, repaired and maintained on a regular basis and are there certificates of worthiness for gas appliances held on site?	<i>Yes</i>
6.7	Do gas appliances appear to be in good condition?	<i>Yes</i>
6.8	If gas appliances or any other fossil fuel burners are in use is there a carbon monoxide detector in use near to the appliance. (Sleeping Accommodation)	<i>Not Applicable</i>
6.9	Do electrics appear to be in a good working order?	<i>Yes</i>
6.10	Has the premise's electrical system undergone electrical safety checks?	<i>Yes</i>
6.11	Are systems in place to ensure appliances are tested, repaired and maintained on a regular basis in accordance with the Electricity at Work Regulations, 1989? (PAT)	<i>Yes</i>
6.12	Is the ventilation of all appliances adequate?	<i>Yes</i>
6.13	Are all appliances turned off at the end of the working day when possible?	<i>Yes</i>
6.14	Are all appliances free from visible signs of overheating?	<i>Yes</i>
6.15	Are multi-point plug in adaptors in use? 	<i>No</i>
6.16	Are extension leads with multi-point adapters kept to a minimum? 	<i>Yes</i>
6.17	Are electrical leads free of visual mechanical damage?	<i>Yes</i>
6.18	Are walkways or escape routes free from trailed cables?	<i>Yes</i>
6.19	Are all electrical hazards indicated with signs?	<i>Yes</i>
6.20	Have other potential sources of heat not listed above been considered?	<i>Yes</i>
6.21	Is there any relevant luminous discharge tube signs (neon lighting) present either inside or external to the building?	<i>No</i>
6.22	Are there any fireman's switches clearly visible and available to isolate the signs in 6.21 above?	<i>Not Applicable</i>
6.23	Are legal or other requirements for testing, maintenance & record keeping complied with for equipment such as hoists, escalators, air handling systems, pressure vessels etc.?	<i>Not Applicable</i>
6.24	Is a lightning conductor fitted on this building (where required).	<i>No</i>
6.25	If Solar PV panels are fitted is there an emergency cut-off switch fitted on the DC side of the converter & an arc fault detection unit in the circuit	<i>Not Applicable</i>

6.0		Significant Findings Heating & Electrical Appliances	
Deficiencies.			
Ref	Hazards:	Recommended Actions:	
6.0	No adverse significant findings or deficiencies were found in this section.	None	
Ref	Recommendation		
	Observation:	Recommended Actions:	
6.24	<p>There is no lightning protection system in place. Lightning protection has in the past not been deemed as an essential part of fire risk assessments. However with the integrated electrical systems and computer based information systems a building does not need to suffer a direct hit to disrupt or damage their business as a near strike can critically damage electrical systems to nearby buildings up to ¼ of a mile from the assessment building.</p> <p>New guidance is suggesting that all buildings, not only tall buildings, require lightning strike and electrical surge protection.</p>	<p>If there is a concern regarding lightning protection for this building, it is suggested a risk assessment is carried out by a competent person who specialises in lightning protection and can advise as to the requirements of British Standard EN 62305/2006 Pt2 to determine if and what lightning protection (if any) is required for your building.</p>	
Ref	Commentary		
6.0	Heating is a mix of gas powered central heating to radiators and wall mounted electric convector heaters. A portable electric fan heater will be provided for the receptionist.		
6.8	Gas safety checks conducted annually – last test February 2022		
6.10	Electrical safety checks have been carried out in recent years (November 2021) this is in line with "the Electricity at Work Regulations, 1989"		
6.11	Portable appliance testing is currently carried out annually. This is now undertaken by the school caretaker. The test equipment he uses should be calibrated in accordance with the manufacturer's instructions which is generally annually.		

IDENTIFYING THE PERSONS AT RISK

7.0	Persons at Risk Audit	Results
Occupants with disabilities: is there persons employed who are: -		
7.1	Mobility-impaired; Hearing-impaired; Sight Impaired ; Learning difficulties; Any other impediments that may affect an evacuation :	<i>No</i>
7.2	Have the requirements of the Equality Act 2010. (<i>Permanent or temporary disabilities</i>) for ALL persons been assessed and complied with where reasonable.	<i>Not Applicable</i>
7.3	Have all disabled staff members been consulted and where agreed P.E.E.P's (<i>Personal Emergency Evacuation Plan</i>) been prepared?	<i>Not Applicable</i>
7.4	Have generic P.E.E.P's been prepared where disabled members of the public or visitors may reasonably be expected to resort to the premises?	<i>Not Applicable</i>
7.5	Are disabled refuges provided?	<i>Not Applicable</i>
7.6	Are carry down, evacuation chair, or similar devices provided to assist with the evacuation of mobility impaired persons?	<i>Not Applicable</i>
7.7	Are members of staff trained in the evacuation of disabled or mobility impaired persons? Do they practice as part of evacuation drills?	<i>Yes</i>
7.8	Is the access of relevant persons controlled at all times? I.e. are Public, Visitors & Contractors required to sign in?	<i>Yes</i>
7.9	Are relevant persons made aware of the fire and health and safety procedures on arrival? (<i>I.e. Fire Procedure/Building Plan adjacent to signing in book etc.</i>)	<i>Yes</i>
7.10	Are notices in place to inform of restricted access areas?	<i>Yes</i>
7.11	Are there any young persons employed to work on the premises (under 16)	<i>No</i>
7.12	Have the parents been informed of any significant findings involved with the processes or risks involved in the work they undertake or risks in the proximity of their work area.	<i>Not Applicable</i>
7.13	Is sleeping accommodation provided for the staff, public, temporary residents etc.? (<i>Hotels, Boarding Houses, Probation Hostels etc.</i>)	<i>No</i>

7.0 Significant Findings Persons at Risk Audit		
Deficiencies.		
Ref	Hazards:	Recommended Actions:
7.0	No adverse significant findings or deficiencies were found in this section.	None
Ref	Recommendation	
	Observation:	Recommended Actions:
7.0	There are no recommendations for this section.	None.
Ref	Commentary	
7.1-7	There is no person currently employed who has any disability which will prevent them from responding to a fire evacuation.	
	The school are aware of the PEEP process and carry them out as required (students or staff).	
7.11 7.12	No young persons employed but occasional work experience placements and all relevant procedures followed including informing parents etc.	

EVALUATION OF THE RISKS – ELIMINATE, REDUCE OR CONTROL

(ARE EXISTING MEASURES ADEQUATE OR ARE IMPROVEMENTS REQUIRED?)

8.0	Escape	Results
8.1	Do travel distances meet the criteria given in the relevant HM Government guide and recognised industry norms and guidelines?	<i>No</i>
8.2	Does the actual occupancy of the premises/building conform with the occupancy figures contained in the relevant guide for the type of premises/purpose group	<i>Yes</i>
8.3	Can you expect the premises to be evacuated within the standard times for the type of construction?	<i>Yes</i>
8.4	Are all escape routes identifiable, available and accessible at all relevant times?	<i>Yes</i>
8.5	Are there a sufficient number of exits of suitable width from each area/room for the potential maximum of the persons likely to be present?	<i>Yes</i>
8.6	Are all escape routes and stairways free from obstacles? <i>(E.G. portable heaters, cooking appliances, furniture, coat racks, vending/gaming machines, photocopiers etc.)</i> .	<i>Yes</i>
8.7	Are floor and stairway surfaces in good condition and free from slip and trip hazards?	<i>Yes</i>
8.8	Are final exits opening freely and free from binding in the frame?	<i>Yes</i>
8.9	Do all doors required for means of escape open in the direction of egress (more than 60 persons)	<i>No</i>
8.10	Is the door furniture provided appropriate for the purpose group of the premises? <i>(E.g. panic bars push pads etc.)</i>	<i>Yes</i>
8.11	In licenced premises are the management/responsible person(s) aware of the occupancy restrictions for all rooms within the premises? <i>(i.e. Function Rooms, Bars, Conference Facilities)</i> .	<i>Not Applicable</i>
8.12	Are all doors required as part of the escape route unlocked, available at all times when the premises are occupied?	<i>Yes</i>
8.13	Do all final exits lead to a place of safety?	<i>Yes</i>
8.14	Are all handrails and nosing's on stairs secure and in good condition?	<i>Yes</i>
8.15	Do any inner rooms exist?	<i>Yes</i>
8.15a	Are Inner rooms provided with either unobstructed clear vision panels, of sufficient size and suitably positioned between the inner room & access room? Or is there suitable automatic fire detection provided in the access room . <i>(if no see fire detection section 10)</i>	<i>No</i>
8.16	Are external escape paths clear of obstructions and suitable for the use of mobility aids (wheelchairs, frames, etc.) where necessary?	<i>Yes</i>
8.17	Is there sufficient normal external lighting to the premises to allow the escape route to be used safely? <i>(see also escape lighting 11.4)</i>	<i>Yes</i>

8.0	Escape (continued)	Results
Electronic Door release Devices		
8.18	Are all escape doors free from electro-mechanical door locks/devices?	<i>Yes</i>
8.19	Are all escape doors free from electro-magnetic door locks/devices?	<i>No</i>
8.20	Where electronic/electrical door control devices are fitted do they meet the installation criteria given in BS 7273 Part 4 2007	<i>Yes</i>
8.21	Do entry control devices conform to the Category of Actuation for the purpose group that the particular premises/building currently operates within?	<i>Yes</i>
8.22	Is the emergency operation of the door lock stated by appropriate signage?	<i>Yes</i>
8.23	Have all persons in the assessment area received instructions on how the devices operate in the event of an emergency?	<i>Yes</i>
Lifts		
8.24	Are there lifts within the buildings?	<i>No</i>
8.25	Is the lift motor room separated from the remainder of the building by fire resistance?	<i>Not Applicable</i>
8.26	If a lift is provided is the lift car driven by:- None provided	<i>Not Applicable</i>
8.27	Are any of the lifts suitable as firefighting lifts?	<i>Not Applicable</i>
8.28	Do lifts ground when the fire alarm sounds?	<i>Not Applicable</i>
8.29	Is it possible to use lifts before the fire alarm is reset?	<i>Not Applicable</i>
Evacuation lifts		
8.30	Are the lifts capable of being used as evacuation lifts?	<i>Not Applicable</i>
8.30a	Is the lift powered by an alternative power supply? (Battery or 2 nd independent power supply.)	<i>Not Applicable</i>
8.30b	Are suitable refuges provided at each level?	<i>Not Applicable</i>
8.30c	Does the base have direct access to an external exit or have at least two alternative routes, which are fire separated by suitable fire resistance?	<i>Not Applicable</i>

8.0 Significant Findings Escape		
Deficiencies.		
Ref	Hazards:	Recommended Actions:
8.1 8.15a	<p>The storage area on the top floor consists of a number of linked inner, inner rooms.</p> <p>The travel distance from the furthest point to the staircase is excessive at around 25m.</p> <p>Further to previous fire risk assessments, the doors connecting the rooms have been removed and 2 of the 4 rooms have automatic smoke detection.</p> <p>It is noted that the area is only used for short duration visits rather than a work station, however the existing circumstances should be addressed.</p>	<p>Recommend that the furthest room (old bathroom) is not used at all.</p> <p>Additional smoke detectors linked to the fire alarm system are installed so that each room in this area is covered.</p> <p>It is noted that management procedures have been introduced so that no one is permitted to enter the space on their own and a second person maintains a watch by the door to the stairs to give early warning to the person depositing or removing stored items.</p> <p>This is seen as an interim measure and may not be robust enough to satisfy the fire authority, therefore the recommendations to disuse the furthest room and install additional smoke detection remains.</p>
Ref	Recommendation	
	Observation:	Recommended Actions:
8.0	There are no recommendations for this section.	None.
Ref	Commentary	
8.19	<p>Some doors open inwards, but due to the number of exits available it is unlikely that more than 60 persons would use any one door.</p> <p>Exits are locked outside working hours but are unlocked whilst the school is occupied.</p> <p>The front door has an electro-mechanical lock and whilst there is no signage to indicate method of opening, the staff know how to open the door and there is an emergency override.</p>	

9.0	The Confinement of Fire	Results
9.1	Are all escape routes and compartments protected by fire resistant walls and doors where required?	<i>No</i>
9.2	Is the associated glazing in any element of 9.1 above? Fire resistant and to the same degree of protection as the rest of the structure.	<i>Yes</i>
9.3	Are all fire doors either self-closing, kept closed, secured with a catch, or kept locked shut where appropriate and in good condition?	<i>No</i>
9.4	Are all fire exits underneath and within 1.8 meters horizontal or 9 meters vertically of any external escape stair, fire resisting (including glazing) and self-closing?	<i>Not Applicable</i>
9.5	Are all fire resisting doors fitted with smoke seals and intumescent strips where required?	<i>No</i>
9.6	Are smoke seals effective and meet the frame or in the case of double doors the edge of the opposing door.	<i>Yes</i>
9.7	Do wall & ceiling linings meet the required surface spread of flame classes? E.g. Class O on escape routes	<i>Yes</i>
9.8	Have any breaches in the fire resistance (<i>walls, floors & ceilings</i>) been fire stopped with appropriate fire resisting materials?	<i>No</i>
9.9	Are all ducts fitted with effective fire dampers where required?	<i>Not Known</i>
9.10	Are cooking hoods & associated extraction ducts over cooking ranges cleaned and maintained in accordance with environmental health requirements?	<i>Yes</i>
9.11	Is it likely that the Fire Service will arrive whilst the fire is in the room of origin?	<i>Yes</i>
9.12	Have there been any structural alterations within the past 12 months?	<i>No</i>
9.13	Were the requirements of the Building Regulations followed and a completion certificate issued?	<i>Not Applicable</i>
9.14	Is there a procedure for all premises/areas to be checked at the end of a working period for potential fire hazards?	<i>Yes</i>
9.15	Are the premises free from risk posed by adjacent properties? (<i>Uncontrolled fly tipping, overgrown vegetation or poor housekeeping</i>)	<i>Yes</i>
9.16	Have all other premises features or hazards that could affect fire development or spread been considered?	<i>Yes</i>

9.0	The Confinement of Fire (continued)	Results
Automatic Hold Open Devices		
9.17	Are any fire doors fitted with automatic door release devices?	<i>No</i>
9.18	Are the devices fitted to any critical doors e.g. onto stairs in a single staircase building.	<i>Not Applicable</i>
9.19	Is smoke detection provided within the area located near to the door release device? (L3 standard?)	<i>Not Applicable</i>
9.20	Are all non-self-contained devices linked to the fire alarm system and released on actuation?	<i>Not Applicable</i>
9.21	Are any self-contained, acoustically actuated door hold open devices fitted?	<i>No</i>
9.22	Is there control measures in place to change the batteries at pre-set times if necessary. (Stock of replacement batteries held on site?)	<i>Not Applicable</i>
9.23	Are all doors (fitted with hold open devices) released at night or when the building is unoccupied?	<i>Not Applicable</i>
9.24	Are all the fire resisting doors free from any wedges hooks, fastenings or non-automatic hold open devices?	<i>Yes</i>
9.25	Are all devices tested in accordance with the manufactures relevant standard to ensure satisfactory operation?	<i>Not Applicable</i>
9.26	Are all devices tested regularly and the results recorded? (At least once a week)	<i>Not Applicable</i>

9.0		Significant Findings Confinement of Fire	
Deficiencies.			
Ref	Hazards:	Recommended Actions:	
9.0	No adverse significant findings or deficiencies were found in this section.	None	
Ref	Recommendation		
	Observation:	Recommended Actions:	
9.1 9.3	An attempt to upgrade the door to attic storage room, however the original door is too thin at around 25mm for this to be effective	The door should be replaced with a 30-minute fire resisting door, fitted with smoke seals and intumescent strips. The door should be kept locked shut when not in use	
9.5	The smoke seal at the top of the door to the activities room has come adrift at one end and should be replaced.	The in-house routine checks of fire doors should identify such issues. Recommend that smoke seals and intumescent strips are fitted where they are found to missing (or damaged) from fire doors.	
9.7	There are holes in the ceiling (staircase outside attic store) where it appears that a light fitting has been moved.	The holes should be fire stopped to reinstate the fire resistance of the ceiling.	
9.7	Holes in the basement ceiling identified in previous inspections have been sealed with a fire resistant expanding foam, unfortunately that product is not effective for gaps over 15mm. There is also a gap near the doorway to the main staircase.	All gaps in the basement ceiling should be fire stopped to provide 60 minutes fire resistance. (Abbot Fire can carry out certified fire-stopping should you require a quotation).	
Ref	Commentary		
9.0	<p>The premises are Grade II Listed and due to the age of construction there may be hidden voids that could allow undetected fire spread.</p> <p>Some of the internal partitions are of lath and plaster construction, as are most of the ceilings. The fire resistance of lath and plaster is inconsistent and unlikely to achieve 30 minutes, however the automatic fire detection will give early warning of fire and evacuations are well practised and achieved promptly. Therefore this issue is unlikely to affect life safety but could have an effect on property protection.</p> <p>Some of the original timber doors, whilst not fire doors, have been considered robust enough to offer an acceptable level of protection.</p>		

10.0	Fire Alarm System	Results
10.1	Is a manual operated fire alarm suitable for the size and risk in these premises?	<i>No</i>
10.2	Would a shout of fire give sufficient warning in this building?	<i>No</i>
10.3	Is there suitable means of giving warning in case of fire?	<i>No</i>
10.4	Is there an automatic fire alarm system in place?	<i>Yes</i>
10.5	Is the fire alarm provided to a standard equivalent to British Standard 5839 part 1 or 6	<i>No</i>
10.6	Is the category suitable for the risk level and premises type? (<i>M, P1-3, or L1-5</i>)	<i>Yes</i>
10.7	Are sufficient fire alarm call points and detectors provided?	<i>No</i>
10.8	Can the alarm be raised without placing anyone at risk?	<i>Yes</i>
10.9	Are all call points visible, unobstructed and clearly identifiable?	<i>Yes</i>
10.10	Are all automatic detector heads clear of obstructions and heating vents, is there a clear gap above any storage or fittings of 500mm?	<i>Yes</i>
10.11	Are all fire alarm sounders of the same type, giving the same alarm signal? The signal should be distinct from all other alarms or signals in the workplace to avoid confusion.	<i>Yes</i>
10.12	Where required does the system have a voice alarm? <i>i.e. Large places of assembly.</i>	<i>Not Applicable</i>
10.13	Is the fire alarm monitored by an independent call centre?	<i>Yes</i>
10.14	Can the occupants clearly hear the fire alarm throughout the premises over any ambient noise?	<i>Yes</i>
10.15	Has a suitable fire zone plan/list been provided adjacent to the fire panel where required?	<i>Yes</i>
10.16	Is the fire alarm system if provided a single stage?	<i>Yes</i>
10.17	Is the alarm system under a regular maintenance programme by a qualified fire alarm engineer?	<i>Yes</i>
10.18	Are there systems in place to ensure the system is tested weekly from a different call point?	<i>Yes</i>
10.19	Are all fire alarm tests, faults and maintenance schedules recorded?	<i>Yes</i>

10.0 Significant Findings Fire Alarm System		
Ref	Deficiencies	
	Hazards:	Recommended Actions:
10.5 10.7	As mentioned in Sec 8 above, some of the rooms on the top floor are not covered by automatic smoke detection.	Additional smoke detectors should be installed to cover all the rooms in the storage section on the top floor.
Ref	Recommendation	
	Observation:	Recommended Actions:
10.0	There are no recommendations for this section.	None.
Ref	Commentary	
10.0	None	

11.0	Emergency Escape Lighting	Results
11.1	Has the provision of emergency lighting been considered? Working hours, windowless areas, (<i>i.e. open access areas greater than 60 m², toilets larger than 8 m²</i>).	Yes
11.2	Is emergency lighting provided in accordance with guidance relevant to the Purpose Group for the premises (<i>BS5266, ADB Table 9</i>)	Yes
11.3	Does it illuminate escape routes, exits, corridors, hazards, obstructions, level changes, signs, fire alarm call points and firefighting equipment?	Yes
11.4	Is the emergency lighting beyond the final exit adequate so that persons can reach a place of safety?	Yes
11.5	Is normal lighting adequate and in working order?	Yes
11.6	Is there sufficient borrowed lighting from external sources to illuminate all or part of the external escape route?	Yes
11.7	Are routine checks carried out in accordance with the appropriate standard to which the system conforms – (<i>i.e. Daily, Monthly and Annual checks</i>)?	No
11.8	Are records of maintenance, tests and checks kept?	Yes

11.0 Significant Findings Emergency Escape Lighting		
Deficiencies		
Ref	Hazards:	Recommended Actions:
11.0	No adverse significant findings or deficiencies were found in this section.	None
Ref	Recommendation	
	Observation:	Recommended Actions:
11.7	In-house emergency lighting monthly function tests are being carried out but only for sections of the lighting on each occasion.	<p>A simple function test of all the emergency lighting should be checked each month by operating the test switches. The results should be recorded in the log book.</p> <p>This does not have to be all luminaires at once, but could be a rolling programme of some each week so that all are tested monthly.</p>
Ref	Commentary	
11.0	There appears to be a sufficient provision of emergency lighting and it is subject to contractor servicing.	

12.0	Fire Fighting Equipment & Systems	Results
12.1	Is there a suitable medium provided to fight fires.	<i>Yes</i>
12.2	Are fire extinguishers provided and suitable for the risks?	<i>Yes</i>
12.3	Are all extinguishers installed and sited in accordance with current guidance?	<i>Yes</i>
12.4	Are all extinguishers clearly visible, unobstructed, clear of obstructions and ready for use?	<i>No</i>
12.5	Are appropriate checks carried out on a monthly basis?	<i>Yes</i>
12.6	Are all extinguishers serviced by a qualified engineer annually?	<i>Yes</i>
12.7	Regarding extinguishers, are all training, tests, checks and maintenance recorded?	<i>Yes</i>
Fixed Installations		
12.8	Are firefighting shafts provided with dry or wet rising fire mains where required?	<i>Not Applicable</i>
12.9	Are any fixed firefighting installations provided? (<i>Sprinkler systems, local inert gas flooding systems etc.</i>)	<i>No</i>
12.10	Where rooms are fitted with gas flood systems are they provided with over pressure relief valves in the walls or doors.	<i>Not Applicable</i>
12.11	Are all security devices functional? (<i>Sprinkler valves, wet & dry rising mains padlocked etc.</i>)	<i>Not Applicable</i>
12.12	Where sprinklers are fitted are all heads clear of obstructions (<i>500 mm. clear of stock and fittings</i>) and functional?	<i>Not Applicable</i>
12.13	Are all systems fully operational and under a maintenance programme?	<i>Not Applicable</i>
12.14	Are records kept for all tests, checks, maintenance, and training regarding the type and use of fixed installations?	<i>Not Applicable</i>
Water Supplies		
12.15	Is there a fire hydrant available close to the premises?	<i>Yes</i>
12.16	Are there any private hydrants within the grounds of the premises?	<i>No</i>
12.17	Are there any open water sources available for firefighting close by?	<i>No</i>

12.0 Significant Findings Fire Fighting Equipment, Systems & Fixed Installations		
Deficiencies		
Ref	Hazards:	Recommended Actions:
12.0	No adverse significant findings or deficiencies were found in this section.	None
Ref	Recommendation	
	Observation:	Recommended Actions:
12.4	The carbon dioxide extinguisher outside the nursery is missing the anti-tamper tag.	Recommend that the extinguisher be checked by the service contractor. The tags often get removed in schools – if the issue persists, suggest installing extinguisher covers that can act as a deterrent.
Ref	Commentary	
12.1-4	Sufficient extinguishers appropriate for the risks are provided and are subject to annual servicing by contractors.	

13.0	Fire Safety Signs and Notices	Results
13.1	Do signs indicate all final exits?	<i>Yes</i>
13.2	Can the final exit or a directional sign indicating the exit route be identified from any position in the assessment area?	<i>No</i>
13.3	Are all signs in the correct position, suitably fixed and directional arrows correct? (<i>Can the way out be found just by using signs alone?</i>)	<i>Yes</i>
13.4	Are the signs the correct size for the areas where they are located?	<i>Yes</i>
13.5	In places of public assembly are all escape signs illuminated on maintained luminaires.	<i>Not Applicable</i>
13.6	Are exit signs unobstructed (point of sale items, decorations, etc.)	<i>Yes</i>
13.7	Are fire action notices displayed prominently and unobstructed throughout the premises?	<i>Yes</i>
13.8	Are all fire action notices similar throughout the premises (do all signs indicate the correct information)?	<i>Yes</i>
13.9	Is there a fire action notice by every exit/break glass call point?	<i>Yes</i>
13.10	Does the content of the fire action notices reflect the actual procedure?	<i>Yes</i>
13.11	Where firefighting equipment or fire alarm call points are not clearly visible is their location highlighted by supporting signage?	<i>Not Applicable</i>
13.12	Are all fire doors signed appropriate to their use i.e. Fire Door Keep Locked Shut, Fire Exit Keep Clear etc.?	<i>No</i>
13.13	Where appropriate, are external fire assembly points signs prominently displayed?	<i>Yes</i>
13.14	Are sufficient "No Smoking" and other prohibition signs in place?	<i>Not Applicable</i>
13.15	Where facilities are provided for smokers within the site is this clearly identifiable with signage?	<i>Not Applicable</i>
13.16	Are all signs legible and in good condition?	<i>Yes</i>
13.17	Do all signs comply with the Health and Safety Signs & Signal Regulations or BS 5499 & ISO/EN 7010:2012	<i>Yes</i>

**Significant Findings
Fire Safety Signs and Notices**

13.0

Deficiencies'

Ref	Hazards:	Recommended Actions:
13.0	No adverse significant findings or deficiencies were found in this section.	None

Ref	Recommendation
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Ref	Observation:	Recommended Actions:
13.2	There isn't a fire exit sign indicating the alternative exit from the main hall.	As the facilities are now used by outside groups that may not be fully familiar with the building, a fire exit sign should be installed to indicate the the alternative exit from the hall.
13.12	Many of the fire doors do not display "Fire Door-Keep Shut" notices.	To remind staff which doors are fire doors and the importance of keeping them closed, "Fire Door – Keep Shut" notices should be displayed at eye level on both sides of self-closing fire doors. Doors to store cupboards or store rooms etc., that are not fitted with self-closers, should display "Fire Door – Keep Locked" notices.

Ref	Commentary
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13.15	Smoking is not permitted anywhere on site – no provision for smokers.
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14.0	General Fire Safety Procedures	Results
14.1	Has the premises been free fire related incidents within the past 12 months?	<i>Yes</i>
14.2	If 14.1 above is no has action been taken to avoid reoccurrence?	<i>Not Applicable</i>
14.3	Has the premises been free of unwanted fire alarm actuations within the past 12 months?	<i>No</i>
14.4	If 14.3 above is no. Where necessary has any action been taken to prevent reoccurrence?	<i>Yes</i>
14.5	Have there been any incidents of deliberate ignition by employees or arson attacks?	<i>No</i>
14.6	Do all staff understand the need to report any potential fire hazards?	<i>Yes</i>
14.7	Has a person(s) been given the overall responsibility for fire safety related matters and management?	<i>Yes</i>
14.8	Have the fire service inspected the premises within the last 12 months?	<i>No</i>
14.9	Were any recommendations, enforcement or prohibition notices served?	<i>Not Applicable</i>
14.10	Have all recommendations and notices been complied with?	<i>Not Applicable</i>
14.11	Are all important documents that may affect business continuity stored in fire resisting containers or the information backed up on remote computer servers?	<i>Yes</i>
14.12	Is adequate access provided for fire service vehicles in the event of an emergency?	<i>Yes</i>
14.13	Is an outbreak of fire likely to be contained in a single area prior to the arrival of the fire service?	<i>Yes</i>
14.14	Is there a fire station within 10 miles of the premises?	<i>Yes</i>

14.0 Significant Findings General Fire Safety Procedures		
Deficiencies		
Ref	Hazards:	Recommended Actions:
14.0	No adverse significant findings or deficiencies were found in this section.	None
Ref	Recommendation	
	Observation:	Recommended Actions:
14.0	There are no recommendations for this section.	None.
Ref	Commentary	
14.14	The nearest fire station is less than 1 miles from this location by road. It is expected that the first fire appliance would be in attendance in approximately 5 minutes.	

15.0	Fire Safety Management	Results
15.1	Are there an adequate number of competent persons and arrangements in place with regard to article 18 of the order to assist the responsible person in the management and implementation of the preventative & protective measures?	Yes
15.2	Has all staff received instruction in how to call the Fire Service, use of fire extinguishers, evacuation procedures and basic fire awareness?	Yes
15.3	Do all new employees receive basic fire procedure and induction training on the date of appointment?	Yes
15.4	Do all staff receive refresher training at regular intervals?	Yes
15.5	Are fire evacuation drills conducted at least annually, taking into account all employees (including any disabled staff), shift and casual workers, visitors and contractors where appropriate?	Yes
15.6	Is this building subject to a phased evacuation policy?	No
15.7	Are the results of the evacuation recorded? (<i>People involved, time taken, learning outcomes</i>).	Yes
15.8	Are records of the staff fire safety training kept including evacuation drills?	Yes
15.9	Are systems and procedures in place to control any new work, alterations or repairs to the premises, so that no fire hazards are introduced?	Yes
15.10	Is a "permit" to work procedure in place for contractors etc.?	Yes
15.11	Where an alterations notice is in force has the enforcing authority been informed prior to any significant changes being made?	Not Applicable
15.12	Are procedures in place to ensure (The Smoke Free (Premises and Enforcement) Regulations 2006) are enforced?	Yes
Fire Marshals & Emergency Plans		
15.12	Are fire marshals available to take charge of a fire incident and liaise with the Fire Service where required?	Yes
15.13	Is there a list of fire marshals displayed in all locations where required?	Yes
15.14	Are systems in place to provide identification for fire marshals during an emergency where required?	Yes
15.15	Are there designated fire marshals where appropriate for all areas to ensure all relevant persons are accounted for following an emergency?	Yes
15.16	Has a suitable fire assembly point been designated? (<i>i.e. free from traffic hazards, radiated heat and free movement away from the premises</i>)	Yes
15.17	Do the premises require a fire plan in order to evacuate?	No
15.18	Is a fire plan displayed throughout the premises where required?	Not Applicable
15.19	Are there clearly defined written procedures to be followed in the event of a fire in the form of an emergency plan?	Yes
15.20	Are there procedures for calling out key staff during fire related emergencies outside of normal working hours?	Yes

15.0 Significant Findings Fire Safety Management & Fire Marshals & Emergency Plans		
Deficiencies		
Ref	Hazards:	Recommended Actions:
15.0	No adverse significant findings or deficiencies were found in this section.	None
Ref	Recommendation	
	Observation:	Recommended Actions:
15.0	There are no recommendations for this section.	None.
Ref	Commentary	
15.0	An adequate number of staff are trained as fire wardens and the remainder have just received fire awareness training. There are good fire procedures in place that are practiced every term.	

Fire Action Notice

16.0



17.0 Importance Level and Fire Risk Rating

Importance Level

Each action required has been given a priority rating of between 1 and 3 based upon the following:

Importance Level 1 (IL1) – A serious breach of the Fire Safety Order which if not actioned would significantly increase the risk of fire or injury. Failure to reduce the risk could result in substantial injury to relevant persons. Actions or omissions of this nature would normally constitute an offence liable to enforcement or prosecution actions by the Fire Authority. The time scales given are normally short – from immediate up to twenty one days.

Examples include: Blocked or locked fire exits, serious breaches of required fire resistance, ineffective fire doors, insufficient or complete failure of emergency lighting or fire alarm systems.

Importance Level 2 (IL2) – A lesser breach of the Fire Safety Order which if not resolved would present a risk of fire or injury. Failure to reduce the risk could result in a moderate injury to relevant persons. Compliance may still be required to satisfy enforcing authorities but longer time scales are given, such as within twelve weeks.

Examples include: Fire fighting equipment missing or defective, minor defects to the fire alarm or emergency lighting systems.

Importance Level 3 (IL3) - Similar to IL2 but includes deficient items that will require additional time to implement or will necessitate a planned program of works that will need to be organised and may involve additional funding these are: - A lesser breach of the Fire Safety Order which if not resolved would present a risk of fire or injury. Failure to reduce the risk could result in a moderate injury to relevant persons. Compliance may still be required to satisfy enforcing authorities but longer time scales are given, such as within 6 months.

Examples include: Additions or alterations to a fire alarm system, additional emergency lighting and building works.

Importance Level 4 (IL4) – Poor practices or features that whilst not presenting a serious risk would detract from the overall impact on the fire safety provisions within the premises. . Examples include: Logbooks not completed or up to date, fire extinguishers not wall mounted.

Importance Level (IL5) - Items that are compliant with the guidance and regulations but would benefit from an upgrade of the existing standard to provide a higher level of protection and achieve the modern day standards. i.e provision or practices and features that are preferable over and above the minimum standards required under the Fire Safety Order.

Time scales are variable. The acts or omissions would normally be tolerable but actions should still be implemented to reduce the risk level to a negligible level. Normally within 12 months (the lifespan of this risk assessment).

The fire risk assessment process involves an assessment of the likelihood of an event (generally outbreak of fire) combined with an assessment of the severity should the event be realised, the severity being classified as negligible, tolerable, moderate, substantial or intolerable. Each significant

finding identified has been given an appropriate risk rating, which is then prioritised accordingly on the action plan.

Once all the significant findings have been identified the premises is given an overall risk rating based on the expert opinion, experience and training of the fire safety consultant conducting the assessment.

The fire risk assessment process involves an assessment of the likelihood of an event (generally outbreak of fire) combined with an assessment of the severity should the event be realised, the severity being classified as negligible, tolerable, moderate, substantial or intolerable.

Each significant finding identified has been given an appropriate risk rating, which is then prioritised accordingly on the action plan.

Once all the significant findings have been identified the premises is given an overall risk rating based on the expert opinion, experience and training of the fire safety consultant conducting the assessment.

Definitions:

Hazard - An article, substance, machine, installation or situation with potential to cause harm, loss or both. A fire hazard is a hazard that has the potential to cause a fire or promote fire development and/or spread.

Risk - A measure of the probability that the potential for harm or loss posed by the hazard will materialise, combined with the potential extent and severity of the harm and/or damage that may result.

Harm - Physical injury, death, ill health, property and equipment damage and any form of associated loss, which could cause harm.

To determine the risk rating two main areas are considered, the likelihood of an outbreak of fire and the potential for that outbreak to cause harm to persons, property and business continuity.

The likelihood of fire outbreak is given a rating of highly unlikely, unlikely and likely, this is then multiplied by the harm potential rating of slight, moderate and serious harm.

The level of fire risk is then quantified as

- **Insignificant Risk**, (Negligible)
- **Low Risk** (Tolerable),
- **Medium Risk** (Moderate),
- **High Risk** (Substantial) or
- **Extremely High Risk** (Intolerable).

The individual risk rating is calculated and the risk level determined within the following parameters:

- (1) **Insignificant Risk-** Where the combination of severity of harm and likelihood is very low and there is minimal risk to people's lives. The risk of a fire occurring is rare and the potential for fire spread is insignificant, also where the overall fire safety management is of a high standard. No further action is normally required unless circumstances change. A re assessment should take place on the review date.
- (2) **Low Risk -** Where the present systems, facilities or management procedures are reasonably satisfactory at the time of the assessment. Escape should be carried out unaided with effective fire safety management procedures in place. Possible minor actions may be required; with a re assessment being conducted at the review stage.
Premises of low fire risk are those where there are small quantities of combustible materials, with no highly flammable substances and virtually no sources of heat/ignition, which could cause a fire.
- (3) **Medium Risk –** The present systems, facilities or management is unsatisfactory in some areas. Where a fire could occur and the available time needed to evacuate may be reduced by the speed of the development of fire, also where the reaction time of occupants may be slower because of the type of persons present e.g. sleeping, elderly or infirm or where there are large numbers of persons or complex escape routes. Remedial actions will be required with some control measures being implemented. A re assessment should be made once the control measures have been put in place. Premises of medium fire risk may contain quantities of combustible materials and sufficient sources of heat to take them out of the low risk category. Any outbreak of fire is likely to remain confined and / or is likely to spread slowly, this may allow people sufficient time to either stay within their demise whilst the Fire Service extinguish the fire or escape to a place of safety.
- (4) **High Risk-** Where the combination of severity and probability is high and urgent action must be taken to reduce the risk. Where a fire is likely or highly likely to occur and the spread of fire development would be such that the available escape time would be substantially reduced. Premises identified with substantial risk areas will normally require the provision of considerable resources in the form of equipment, training, information and management to mitigate the risks.
- (5) **Extremely High Risk –** Where the combination of severity and probability is such that extreme harm or death will occur and there is a real threat of an outbreak of fire. Action must be taken to immediately reduce the risk, ideally to a Low Risk level. If this cannot be achieved then consideration must be given to prohibiting or limiting the use of all or part of the premises until such risks can be reduced. Re assessment is required following implementation of the immediate or interim control measures. These may include properties which contain substantial quantities of readily combustible materials and/or any highly flammable substances, or where there may, in consequence, be a greater likelihood of a fire occurring and subsequently fire, heat or smoke spreading rapidly. Or where management of escape routes has failed leading to possible trapping of occupants. (Control measures urgently required).

Fire Risk Rating Matrix

The following risk rating matrix is used to enable semi-quantification of the individual fire safety deficiencies (hazards) that were found during the recent survey of the premise.

**The
likelihood
of a fire
outbreak
probability level x
harm
potential
= the fire
risk
rating**

The
Probability
of Fire
depends
on the
number
and
nature of
ignition
sources,
the
extent of
and any
fire
prevention
measures
and
the
nature
and
actions
of the
occupants.
The
Probability
and
Extent of
Harm
should a
fire
occur
depends
on the
quality of
the
means
of
escape,
number

of storeys, complexity of the premises and mobility of the occupants.

Based upon the significant findings identified above, application of current fire safety codes and practice, experience and knowledge the following risk areas have been quantified.

		Harm Potential				
		1 Minor	2 Moderate	3 Serious	4 Major	5 Disastrous
Probability Level	1 Improbable	1	2	3	4	5
	2 Remote	2	4	6	8	10
	3 Occasional	3	6	9	12	15
	4 Probable	4	8	12	16	20
	5 Frequent	5	10	15	20	25

The matrix allows the identified significant fire hazards to be classified in terms of the harmful or unwanted consequences (Harm) that the hazard would cause, if it were to occur and also the likelihood (probability) that such harm will occur. These factors are considered with due regard to the existing fire safety features and procedures (controlling measures), which are either incorporated within the building design or procedurally implemented within the premise.

Degree of Risk (Colour Band Coded)	Risk Rating Score	Priority Level for Action	Suggested Timescale for Action
Extremely High Risk (or Intolerable conditions)	25	IL1	Immediate action required. within 21 days*
High Risk (Substantial)	12~20	IL2	8 weeks
Medium Risk (Moderate)	8~10	IL3	3 months
Low Risk (Tolerable)	3~6	IL4	6 months
Insignificant Risk	1~2	IL5	12 months +

***Responsible person to be notified and informed of seriousness to initiate immediate response for remedial action, full controls to be in place within time specified above unless deemed necessary to remedy with immediate effect.**

Harm Potential		
Class	Degree	Possible Consequence
1	Minor	No serious injuries; little or no damage to property
2	Moderate	Injury (less than 3 day sick); remedial work required to property
3	Serious	More than 3 day sick due to an accident or serious damage to property.
4	Major	Permanent injury; permanent damage to property
5	Disastrous	Fatality or severe disablement; total loss of property

Probability Level		
Level	Degree	Probability of Exposure to Harm
1	Improbable	Extremely low instances of such an event occurring
2	Remote	Unlikely to occur, but still possible
3	Occasional	Likely to occur at some stage
4	Probable	Event will occur frequently
5	Frequent	Very likely to occur frequently unless actively prevented

The product of the severity and probability factors will equate to a specific risk rating for each identified hazard. The following band matrix can then be used to assign a comparative degree of risk (Low, Medium or High) to each individual fire safety deficiency. This will assist in determining the extent of any necessary additional controlling measures, as well as the timescale in which these measures should be implemented.

The suggested timescale in the summary of significant findings and recommendations in section 18 & 19 of this report, are purely a guide as to a reasonable period to implement the actions. This is taking into account practical, sourcing and budgetary restrictions and is to assist the client, when planning their implementation.

In order to reduce the residual risk to an acceptable level, it will be necessary to implement all items in the report at the earliest practical time ensuring the priority level is taken as an indicator of the seriousness of each item.

18.0 Summary of Deficiencies								
FRA REF	HAZARDS OR DEFECTS	ACTION REQUIRED	HARM POTENTIAL	PROBABILITY LEVEL	HAZARD PRIORITY	RISK RATING	SUGGESTED DATE FOR COMPLETION	DATE COMPLETED
<p>8.1</p> <p>8.15a</p> <p>10.5</p> <p>10.7</p>	<p>The storage area on the top floor consists of a number of linked inner, inner rooms.</p> <p>The travel distance from the furthest point to the staircase is excessive at around 25m.</p> <p>Further to previous fire risk assessments, the doors connecting the rooms have been removed and 2 of the 4 rooms have automatic smoke detection.</p> <p>It is noted that the area is only used for short duration visits rather than a work station, however the existing circumstances should be addressed.</p>	<p>Recommend that the furthest room (old bathroom) is not used at all.</p> <p>Additional smoke detectors linked to the fire alarm system are installed so that each room in this area is covered.</p> <p>It is noted that management procedures have been introduced so that no one is permitted to enter the space on their own and a second person maintains a watch by the door to the stairs to give early warning to the person depositing or removing stored items.</p> <p>This is seen more as an interim measure and may not be robust enough to satisfy the fire authority, therefore the recommendations to disuse the furthest room and install additional smoke detection remains.</p>	4 Major	3 Occasional	12~20=IL2	12-20 High risk	31/07/2022	

19.0 SUMMARY OF RECOMMENDATIONS							
FRA REF	OBSERVATION	RECOMMENDED ACTION	HAR M POT ENTI AL	PRO BABI LITY LEV EL	HAZARD PRIORITY	RISK RATING	DATE COMPLETED
6.24	There is no protection for these buildings from a lightning strike. There is a minor risk of this happening however if this was to occur the results could be disastrous and may cause fire and data loss.	If you consider this as a risk then a specialist should be consulted to survey and provide suitable protection if necessary.	4 Major	1 Imp rob able	3~6 IL4	3~6 = Low risk	
9.1 9.3	An attempt to upgrade the door to attic storage room, however the original door is too thin at around 25mm for this to be effective	The door should be replaced with a 30-minute fire resisting door, fitted with smoke seals and intumescent strips. The door should be kept locked shut when not in use	3 Ser ious	3 Oc cas ion al	8~10 IL3	8~10= Medium risk	
9.5	The smoke seal at the top of the door to the activities room has come adrift at one end and should be replaced.	The in-house routine checks of fire doors should identify such issues. Recommend that smoke seals and intumescent strips are fitted where they are found to missing (or damaged) from fire doors.	3 Ser ious	3 Oc cas ion al	8~10 IL3	8~10= Medium risk	

9.7	There are holes in the ceiling (staircase outside attic store) where it appears that a light fitting has been moved.	The holes should be fire stopped to reinstate the fire resistance of the ceiling.	2 Moderate	3 Occasional	3~6 IL4	3~6 = Low risk	
9.7	Holes in the basement ceiling identified in previous inspections have been sealed with a fire resistant expanding foam, unfortunately that product is not effective for gaps over 15mm. There is also a gap near the doorway to the main staircase.	All gaps in the basement ceiling should be fire stopped to provide 60 minutes fire resistance. (Abbot Fire can carry out certified fire-stopping should you require a quotation).	2 Moderate	3 Occasional	3~6 IL4	3~6 = Low risk	
11.7	In-house emergency lighting monthly function tests are being carried out but only for sections of the lighting on each occasion.	A simple function test of all the emergency lighting should be checked each month by operating the test switches. The results should be recorded in the log book. This does not have to be all luminaires at once, but could be a rolling programme of some each week so that all are tested monthly.	2 Moderate	3 Occasional	3~6 IL4	3~6 = Low risk	
12.4	The carbon dioxide extinguisher outside the nursery is missing the anti-tamper tag.	Recommend that the extinguisher be checked by the service contractor. The tags often get removed in schools – if the issue persists, suggest installing extinguisher covers that can act as a deterrent.	2 Moderate	3 Occasional	3~6 IL4	3~6 = Low risk	
13.2	There isn't a fire exit sign indicating the alternative exit from the main hall.	As the facilities are now used by outside groups that may not be fully familiar with the building, a fire exit sign should be installed to indicate the the alternative exit from the hall.	2 Moderate	3 Occasional	3~6 IL4	3~6 = Low risk	

13.12	Many of the fire doors do not display “Fire Door-Keep Shut” notices.	<p>To remind staff which doors are fire doors and the importance of keeping them closed, “Fire Door – Keep Shut” notices should be displayed at eye level on both sides of self-closing fire doors.</p> <p>Doors to store cupboards or store rooms etc., that are not fitted with self-closers, should display “Fire Door – Keep Locked” notices.</p>	2 Mo der ate	3 Oc cas ion al	3~6 IL4	3~6 = Low risk	
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The recommendations above are issues which have been observed by the AFG Ltd Consultant and which in their opinion do not constitute a breach of the Regulatory Reform (Fire Safety) Order 2005 which deals with **life safety** in relation to all relevant persons. The recommendations are designed to assist the responsible person in identify areas where the required life safety systems are showing signs of deterioration, fair wear and tear etc. so that the business can budget for future replacements, repairs etc. In addition there may be areas where the consultant believes the business is vulnerable from fire in terms of property protection or business continuity and therefore has included recommendations for the client to consider or investigate further.

IT IS FOR THE RESPONSIBLE PERSON TO DETERMINE WHETHER THE USE OF THE PREMISES, THE NATURE OF THE OCCUPANTS, THE PROPERTY PROTECTION, DAY TO DAY OPERATIONS AND THE FIRE SAFETY MANAGEMENT WOULD BE ENHANCED BY THE IMPLEMENTATION OF ANY RECOMMENDATIONS. THEY DO NOT CONSTITUTE A SIGNIFICANT FINDING AND AS SUCH THEY ARE NOT ALLOCATED A RISK OR HAZARD PRIORITY RATING.