

FIRE RISK ASSESSMENT

This Fire Risk Assessment pro-forma has been developed for use in all Lancashire County Council owned and occupied premises. It aims to achieve consistency across the authority and ensure that all aspects of fire safety have been appropriately considered.

This risk assessment considers the risk to life from fire to ensure compliance with fire safety legislation, it does not specifically address the risk to property or business continuity from fire. The risk to property is partially addressed in this risk assessment and is also covered by the engineering servicing contracts for issues such as gas, electricity, etc., and general discussions with your Building Surveyor and contractors. Business continuity will be addressed as part of your emergency procedures and business continuity plan. The fire risk assessment is split into four parts:

- Part A – General Information
- Part B – Non-Technical Aspects
- Part C – Technical Aspects
- Part D – Action Plan

Schools to Note: the offer of assistance in the guidance below is under the terms of the Health & Safety Service Level Agreement. For further details about the terms of the Service Level Agreement please contact our Business Support Team Tel: 01772 538877.

Parts A, B and D are designed to be completed by the Premises Manager or a designated employee following the guidance referred to below (available on the Health Safety and Quality Team's website). If however, assistance is required to complete this, the Premises Manager should contact the Health, Safety & Quality Team on Tel: 01772 538877 and arrangements will be made for an Officer to visit to assist.

Part C can be completed by the Premises Manager or a designated employee who has the relevant competency e.g. knowledge, skills and experience. If however, assistance is required, the Premises Manager should contact the Health, Safety & Quality Team and arrangements can be made for an Officer to visit and assist. See contact details above.

Part D The Action Plan, consolidates the findings of parts B and C to help the Premise Manager or designated employee produce a strategy to ensure that everything reasonably practicable is being done to minimise the risk of fire starting and spreading and any improvements recommended are taken forward within reasonable timescales.

Guidance on how to use this pro-forma and complete a Fire Risk Assessment:

A Fire Risk Assessment must only be carried out by persons who are deemed "competent" as per the criteria in the Fire Risk Assessment Health & Safety Competency available on the web site. Guidance has been developed to assist in this task:

Guidance 1: explains how to use this Fire Risk Assessment pro forma including:

- the identification of People at Risk
- the determination of the Risk Category (where appropriate)
- the development of a Fire Risk Action Plan with priority ratings (where appropriate)

Guidance 2: assists Premises Managers or designated employees with the completion of the pro-forma by outlining Key Factors relating to each topic and suggesting elimination/control measures to be considered to achieve a satisfactory level of fire safety. Additional guidance is also available on the Communities and Local Government website at:

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

PART A - General Information

Part A to be completed by the Premises Manager or a designated employee who has knowledge of the building, its occupants and the activities carried out. The fire risk assessment can either be completed for the whole building or just for part(s) of it i.e. the area(s) you have responsibility for. In shared premises consideration should be given to sharing the risk assessment with others who may be affected.

After the initial fire risk assessment is completed, annual reviews are recommended for the non-technical aspects, and three yearly reviews for the technical aspects where no significant changes have occurred. The fire risk assessment guidance on the Health, Safety & Quality team's web site provides further information on this.

Complete this front page to help form a picture of the type of building, its use and the people who may be at risk. Then complete the remainder of the fire risk assessment on the pages that follow.

Premises/Establishment Name/No: Ashton Community Science College		Premises/Establishment Address: Ashton Community Science College, Aldwych Drive, Ashton-on-Ribble, Preston, Lancashire, PR2 1SL	
Risk Assessment completed by: Abbie Tannock		Premises Manager: Sharon Asquith	
Landlord Name (if the property is not owned by LCC): N/A			
Date of completion (non-technical aspects): 23.07.2025	Proposed review date (non-technical aspects): 30 th July 25	Date of completion (technical aspects):	Proposed review date (technical aspects):
The Building		The Occupants	

Number of floors:	Main Building- 2 Business Center-2 Hive- 1 Inspire-1	Details and approximate number of persons who may be in the building at different times e.g. employees, members of the public, pupils, contractors, etc.	Employees- Pupils- 860 Staff-
Area(s) covered by this Fire Risk Assessment e.g. First floor, Room SB4:	All of school site	Details of any specific "at risk" persons or groups e.g. sensory impaired:	Deaf Students- Student in wheelchair
Has there been a fire at the premises within the last 2 years? If yes, give details.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Brief details of construction (See LCC Property Group PAMS system) or contact your building surveyor for advice::	Main Building: Brick / block building with pitched tiled roof. 2nd Floor elevation to the rear of the building. Business Centre (Site supervisor's house): Brick / block building with pitched ash felt roof 2 stories. Hive: Brick / block single story building with ash felt flat roof. Inspire: Brick / block single story building with ash felt roof.		
Details of any process specific information e.g. - High risk process/activities - Flammable material process(es) - High noise level process(es):	N/A <input type="checkbox"/> or provide details below: 1. Cooking – School Kitchen where school meals are prepared and in room 8 where Food Technology is taught 2. Experiments / storage of chemicals – Science faculty where lessons are carried out and prep room where chemicals are stored and prepared. Use of Bunsen burners. Cleaning chemicals and grounds maintenance are the main chemicals we have on site. 3. Noise – Music lessons in performing arts rooms (various) 4. Noise – Dining hall and Drama room during school events and productions 5. Noise – Sports hall and dining hall during school events such as parents evenings. 6. Grounds – Use of petrol equipment, mowers , hedge trimmers ect		

People at Risk	
E – Employees	C – Contractors

A – Agency/Casual

P – Public

PS – People Using the Service/Pupils

ES – Emergency Services

O – Other (specify)

For the majority of hazards and risks, it is acknowledged that all of the groups noted above could be affected and the Fire Risk Assessment has been completed with this in mind. Where only specific groups or individuals are identified to be at risk, this will be noted in the Existing Arrangements and/or Action Required.

PART B Non-Technical Aspects

Part B to be completed by the Premises Manager or a delegated employee who has knowledge of the building, its occupants and the activities carried out. If however, it is felt that assistance is required to complete this, the premises manager should contact the Health, Safety & Quality Team on Tel: 01772 538877 and arrangements will be made for an Officer to visit and assist.

Requirement	Detail the Existing Arrangements	Additional Action Required
B1. Management systems and procedures		
<p>i) Fire related policies/procedures are in place and are appropriate for the building, its occupants and activities.</p> <p>Fire Safety Order - Articles 11. Fire safety arrangements 15. Procedures for serious and imminent danger and for danger areas 17. Maintenance 19. Provision of information to employees 22. Co-operation and Co-ordination</p>	<p>Fire Safety procedure is available to all staff in the K Drive, in the staff handbook.</p> <p>It is also discussed with new staff in their induction and them to read fully.</p> <p>The procedure reviewed annually and approved by school governors at the Resources Committee.</p> <p><u>The non-technical fire risk assessment is reviewed annually and the technical review is 3 yearly or sooner if required.</u></p> <p>Staff are reminded annually to review the fire safety procedure during the inset day in September.</p> <p>The fire alarm is tested weekly, with a call point in each building tested each week. This is recorded in the site supervisor's office.</p> <p>A full fire drill is completed each term to ensure our procedure is effective, understood and correct, we then ask staff to complete a MS form for any feedback to any issues they noticed whilst evacuating.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>ii) Roles and responsibilities relating to fire safety are clearly defined.</p> <p>Fire Safety Order –Articles 11. Fire safety arrangements 15. Procedures for serious and imminent danger and for danger area 19. Provision of information to employees 22. Co-operation and Co-ordination Article 23. General duties of employees at work</p>	<p>Site Supervisor completes a building sweep on activation of the fire alarm. All staff to act as fire wardens ensuring the rooms they pass as they are evacuating are clear, including toilets.</p> <p>Site supervisor is responsible for onsite fire safety testing regimes, for example the fire alarm weekly test, emergency lighting tests.</p> <p>Staff are to act as fire wardens en route to their evacuation door, checking classrooms and offices they pass are cleared.</p> <p>HRS and TBE to be at the two refuge areas (top of maths stairs HRS and top of English stairs TBE) to assist students on crutches and students with PEEP down the stairs using the EVAC chair.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>iii) An appropriate level of fire training has been provided to all employees dependant on their role.</p> <p>Fire Safety Order – Articles 13. Fire-fighting and fire detection 15. Procedures for serious and imminent danger and for danger areas 19. Provision of information to employees 21. Training 23. General duties of employees at work</p>	<p>All staff to complete fire safety training via E-Learning in September 2025. They will then re-fresh this training every three years.</p> <p>All new staff receive training as part of formal induction. The induction will cover fire safety and fire evacuation procedure. This induction is then underpinned with the experience of the termly fire practice. As part of the new staff induction from September 2025 all staff will be required to complete the Fire Safety E-Learning.</p> <p>Employees are trained to only use the firefighting equipment if their exit is blocked, they are to raise the alarm and evacuate the building.</p> <p>Fire drills are completed every school term, we take staff feedback and operations manager notes the time different steps take (building clear, roll call, full evacuation completion time). If the drill is unsuccessful, we look at what went wrong and implement steps to improve it and then schedule in another drill the same week. Fire drill records are saved with the Operations Manager and are emailed to SLT after the event. An action plan is completed following the fire practice.</p> <p>Evac chair training refreshed every 5 years for safe evacuation of students with PEEPs.</p>	<p>EVAC chair training to be booked.</p>

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>iv) There is (are) an effective Emergency Plan(s). Fire Safety Order – Articles 11. Fire safety arrangements 15. Procedures for serious and imminent danger and for dangerous areas 19. Provision of information to employees 22. Co-operation and Co-ordination</p>	<p>Fire procedures are reviewed annually, or after any significant change due to evaluation of a fire drill.</p> <p>All staff to act as a fire warden to ensure the rooms they pass as they evacuate the building are empty, including toilets.</p> <p>Fire evacuation posters are in every classroom and offices.</p> <p>The premises manager (Headteacher) is the nominated person to call the fire brigade, in her absence it would fall to the deputies, business manager then the operations manager.</p> <p>Radios are used by key staff to communicate the evacuation of the building. This is how we ascertain the buildings are empty and all visitors are accounted for.</p> <p>Staff who are trained in the use of the Evac chair are competent in the evacuation of students with PEEPs.</p> <p>Visitors are informed of the fire procedure when signing in and are signposted to the tennis courts as the assembly point.</p> <p>Members of the public who hire the facility outside of normal working hours will seek advice from the lettings staff in the event of a fire. The schools fire procedure is also available to hirers, via the documents on school hire. The organiser of the booking is responsible for knowing who is present at the session.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>v) There is (are) adequate numbers of staff available to effect a safe evacuation</p> <p>Fire Safety Order – Articles 15. Procedures for serious and imminent danger and for danger areas</p> <p>19. Provision of information to employees</p>	<p>We currently have:</p> <ul style="list-style-type: none"> - 64 teaching staff - 55 support staff <p>When the fire alarm sounds all staff are to act as a fire warden and evacuate the whole building. Teaching staff lead their class, making sure that classrooms, offices and toilets they pass as exiting are empty. Support staff stand on the paths to help with student behaviour and hurry them to the tennis courts.</p> <p>Staff roles and responsibilities are detailed in the fire procedure.</p> <p>During non-routine events such as school plays the fire procedure is announced at the start of the evening to all visitors, stating their nearest exit and where to assemble.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>vi) The Emergency Plan and Fire Procedures are communicated effectively to all occupants and visitors, etc., (as appropriate). Fire Safety Order – Articles 11. Fire safety arrangements 15. Procedures for serious and imminent danger and for danger areas 19. Provision of information to employees 22. Co-operation and Co-ordination</p>	<p>Emergency plan and fire procedure is communicated to new staff during their induction, and a copy of the procedure is emailed to them.</p> <p>Procedure is saved in staff K-Drive, in the staff handbook.</p> <p>Visitors are informed of the emergency plan and fire procedure when they sign in by the receptionist and this information is also printed onto the back of their lanyards.</p> <p>Fire notices are displayed in every classroom, office and meeting space in school.</p> <p>Emergency escape signage is appropriately displayed throughout the buildings.</p> <p>Emergency lighting is in place.</p>	
<p>vii) Competent persons have been appointed to assist in undertaking preventative and protective measures for fire safety. Fire Safety Order – Articles 18. Safety Assistance 19. Provision of information to employees 21. Training</p>	<p>Technical assistance is given via Lancashire County Councils Design and Construct team.</p> <p>H&S SLA visit takes place annually and support is available at all times via phone or email.</p> <p>All staff will undertake fire prevention training in September 2025 via LCC E-Learning.</p> <p>Operations Manager employed to manage the day to day health and safety including management of the fire procedure and fire log book.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>viii) There are adequate inspection and monitoring systems in place relating to fire safety.</p> <p>Fire Safety Order – Articles 11. Fire safety arrangements 17. Maintenance 19. Provision of information to employees 22. Co-operation and Co-ordination 23. General duties of employees at work</p>	<p>Fire risk assessment and procedure is reviewed annually using LCC frame work.</p> <p>Weekly and monthly fire safety checks are completed by and recorded by the site supervisor.</p> <p>Annual fire extinguisher inspections are completed by Walker Fire.</p> <p>Any damage or use of fire extinguishers are reported immediately to Walker Fire for repairs to take place.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
B2. Sources of ignition		
<p>i) Appropriate measures are taken to prevent or reduce the risk of fires of electrical origin including any posed by lighting fixtures.</p> <p>Fire Safety Order – Articles 10. Principles of prevention to be applied</p> <p>17. Maintenance</p>	<p>All electrical items are PAT tested annually.</p> <p>There is a five-year electrical inspection, and remedial work takes place following actions required by this.</p> <p>Use of staff personal electrical equipment is not permitted across site.</p> <p>Extension leads are not permitted unless given by the IT technician, this is only for temporary use not permanent and must be handed back in at the end of the day. Where practical, if there is a requirement additional sockets will be installed.</p> <p>Electrical items are purchased from reputable suppliers.</p> <p>When school is out of action (school holidays) all plug sockets are switched off.</p> <p>Staff are instructed not to block the ventilation ports on electrical equipment. This is done during H&S induction and also reminders in NFTW.</p> <p>Staff are reminded not to store items closely to light fittings (e.g. in storerooms) this is done in H&S induction and reminders are sent out in NFTW.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>ii) Appropriate measures are taken to prevent or reduce the risk of fires resulting from Smoking or Smoking Materials.</p> <p>Fire Safety Order – Articles 10. Principles of prevention to be applied 19. Provision of information to employees 23. General duties of employees at work</p>	<p>Ashton Community Science College is a smoke free site, this includes tobacco cigarettes and E-Cigarettes.</p> <p>The smoke Free Policy is available on the Staff K drive in the staff handbook.</p> <p>New staff are introduced to this policy during their induction.</p> <p>There are 'no smoking signs' used to re-enforce the message to visitors, contractors and students.</p> <p>Staff are vigilant on site and if someone is smoking, they will immediately report to the senior leadership team.</p>	
<p>iii) Appropriate measures are taken to prevent or reduce the risk of arson.</p> <p>Fire Safety Order – Articles 10. Principles of prevention to be applied 22. Co-operation and Co-ordination 23. General duties of employees at work</p>	<p>Ashton Community College school site is covered by 81 CCTV cameras.</p> <p>The school is protected by perimeter fencing which has anti vandal paint on it to deter and prevent perpetrators from accessing site.</p> <p>School gates are closed during the school day and are locked in an evening.</p> <p>School lettings take place from 6pm-10pm, these are manned by a site supervisor and at the end of the session they do a site check to ensure everything is secure. The main entrance gate is locked as they leave.</p> <p>During the school day and lettings evenings and weekends, access to the school site is only through the main entrance gate. Anyone who access site during the school day is instructed to go straight to visitor reception to sign in. They are then collected by the member of staff who they have arranged a meeting with.</p>	

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	<p>If the person who entered site caused concern or aroused suspicion, the receptionist would alert the Senior Leadership Team who would investigate.</p> <p>During lettings site is manned by a site supervisor who has a role to be actively monitoring site to ensure its safety.</p> <p>Duty staff at all locations of school during break and lunchtime to monitor the student's behaviour. They would call for the Senior Leadership Team immediately if they suspected any concerning behaviour from students or visitors via the use of the school radios.</p> <p>Staff are vigilant whilst moving around school and would question a person acting suspiciously.</p> <p>External bins are kept secure in a bin store over the weekend. Bins are emptied Monday, Wednesday and Friday mornings. Bins are not over filled and the lids are closed at the end of each school day.</p> <p>Recycling bins are chained to the fence over away from the main building.</p>	
<p>iv) Appropriate measures are taken to prevent or reduce the risk of cooking related fires Fire Safety Order – Articles 10. Principles of prevention to be applied 17. Maintenance 19. Provision of information to employees</p>	<p><u>School kitchen and Pod:</u></p> <p>Kitchen staff are trained by LCC in use of fire extinguishers and fire blankets.</p> <p>All kitchen staff are inducted by LCC Catering Service.</p> <p>All portable fire extinguishers comply with BS EN 3 and are installed and maintained in accordance with BS 5306 Parts 3 and</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
23. General duties of employees at work	<p>8. Fire blankets comply with BS EN 1869 and are CE marked for suitability in kitchen and lab environments.</p> <p>The staff have been instructed to exit the building in event of fire and only use the firefighting equipment if needed to exit the building due to exits being blocked.</p> <p>Fire fighting materials are serviced annually by Walker Fire.</p> <p>Kitchen equipment is serviced twice a year including ventilation hoods.</p> <p>Access to the kitchen is limited to kitchen staff, the kitchen is secured and independently alarmed when staff are not on site.</p> <p>Only the Site Supervisor has a key to access the kitchen and Pod when the catering staff are not in.</p> <p><u>Food Technology</u></p> <p>Students are always supervised when in the food technology room.</p> <p>Hobs and ovens are controlled by central switch, key for this is stored securely by class teacher and is only turned on when cooking is taking place.</p> <p>Classroom door is locked when classes are not taking part.</p> <p><u>Duke of Edinburgh</u></p> <p>Use of portable stoves in Duke of Edinburgh practice and</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
	<p>expedition. These are stored securely in the outside container.</p> <p>When in use students are monitored in small groups by qualified D of E staff.</p> <p>COSHH Risk Assessment in place for the use of the gas canisters.</p>	
<p>v) Appropriate measures are taken to prevent or reduce the risk of fires caused by the use of portable heaters & heating installations including gas heating systems.</p> <p>Fire Safety Order – Articles 10. Principles of prevention to be applied</p> <p>19. Provision of information to employees</p>	<p>Annual PAT testing is in place to ensure safety of electrical items.</p> <p>Portable heater use is monitored and only used when necessary.</p> <p><u>The gas boiler is in a specially designed separate room, in the boiler house. The boiler house is always kept locked with only relevant staff having a key to access the area. The boiler house is always kept free of combustible materials.</u></p> <p><u>Detail where the gas main isolation valves are and are they clearly marked on the building plans, and known to relevant staff? (The isolation sign must have a green background with black writing and indicate which direction the valve should be turned). Gas main isolation valve is located in its own room, next to the boiler house. It is clearly marked on the building plans and relevant staff are aware of their location.</u></p> <p>Oil filled radiators are used rather than fan heaters.</p> <p>Gas heating system is serviced by LCC contractors as part of service level agreement.</p>	

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Requirement	Detail the Existing Arrangements	Additional Action Required
<p>vi) Appropriate measures are taken to prevent or reduce the risk of fires caused by contractor hot works or other potentially hazardous electrical works.</p> <p>Fire Safety Order – Articles 10. Principles of prevention to be applied 20. Provision of information to employers/and the self-employed</p>	<p>All contractors to site are assessed by the Site Supervisor using the induction checklist. If necessary a contractor risk assessment is completed.</p> <p>Part of the assessment is around the need for hot works permits if there is any operation that includes cutting, welding, grinding, brazing, soldering, pipe thawing etc. The contractors will sign in at reception so will follow the guidance re what to do in event of fire as per B1 iii.</p> <p>With regard to permits and hot works the following will apply:</p> <p><u>Planned work</u> – if the item of maintenance is planned then the permit to work will be agreed with LCC . All checks for the work will sit at this level. The work will be signed off at the end of the project in line with the schedule of work for the project.</p> <p><u>Reactive work</u> - LCC contractors are used in the majority of works when contractors are on site for reactive / emergency work. Contractors will be asked if any hot works are needed and plans will be put in place to ensure that the area is safe to work in and that permits are in place.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>vii) Appropriate measures are taken to prevent or reduce the risk of fires relating to the storage of chemicals or potential chemical reaction during a fire.</p> <p>Fire Safety Order – Articles 12. Elimination or reduction of risks from dangerous substances 16. Additional emergency measures in respect of dangerous substances 19. Provision of information to employees 23. General duties of employees at work</p>	<p>Science Faculty – All chemicals are stored appropriately. There is a locked store room and a metal cabinet for relevant chemicals. Science staff are trained and have access to CLEAPS for technical bulletins, newsletters, help lines, risk assessment and other guidance. Regular training is undertaken, senior technician trains other technicians as part of the SLP programme.</p> <p>Cleaning staff – Most of the cleaning staff have received training to NVQ level 1. COSHH inventory is available in the K Drive. A COSHH risk assessment is completed as necessary as per Management of COSHH flowchart. A training record has been created and annual refresher training is documented.</p> <p>SDS are requested from the supplier or manufacturer and kept by the Site Supervisor, Grounds Team, Science Technician and Head of DT. They are all logged on the COSHH register.</p>	<p>Ensure training is completed by all relevant staff.</p>
<p>viii) Appropriate measures are taken to prevent or reduce the risk of fires caused by lightning e.g. installation of a lightning conductor.</p> <p>Fire Safety Order – Articles 10. Principles of prevention to be applied 17. Maintenance</p>	<p>Lightning conductor installed and tested as part of annual maintenance.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
B3. Potential sources of fuel		
<p>i) Combustible materials and supplies are appropriately stored.</p> <p>Fire Safety Order – Articles 12. Elimination or reduction of risks from dangerous substances 19. Provision of information to employees 23. General duties of employees at work</p>	<p>Combustible materials are kept to a minimum and are replaced by non-combustible materials where possible.</p> <p>Combustible materials are stored in the schools locked container, behind locked gates away from ignition sources.</p> <p>Storage containers are well ventilated and dry.</p> <p>Flammable substances (e.g. aerosols or fuels) are stored in fire-resistant cabinets or secure containers compliant with COSHH regulations.</p> <p>All combustible substance are COSHH risk assessed, and SDS are available from the site supervisor or science technician.</p> <p>Only the minimum required amount of the combustible material is stored on site, ACSC does not bulk buy the materials.</p> <p>Staff who may come into contact with combustible materials have received training. Employees are instructed and expected to handle, store, and dispose of combustible materials responsibly. Any breaches are reported and followed up with retraining where necessary.</p> <p>All external waste bins (including recycling and general waste) are stored at a safe distance from the building (minimum of 6 metres where possible) to reduce the risk of fire spreading to the premises.</p>	<p>Ensure staff training is completed.</p>

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>ii) Combustible waste materials are disposed of appropriately.</p> <p>Fire Safety Order – Articles 12. Elimination or reduction of risks from dangerous substances</p> <p>19. Provision of information to employees</p> <p>23. General duties of employees at work</p>	<p>In science labs, art rooms, and maintenance areas, flammable liquids (e.g. solvents, paints, alcohols) are stored in COSHH-compliant flammable substance cabinets. Usage is strictly supervised by staff.</p> <p>Regular monitoring of waste areas ensures combustible materials are not accumulating unsafely.</p> <p>Half termly Work Place Inspections are undertaken checking waste disposal arrangements and bin locations.</p> <p>Flammable or hazardous waste (such as solvents, aerosols, or oil-soaked rags) is disposed of in line with COSHH risk assessment for each individual item.</p> <p>All external waste bins (including recycling and general waste) are stored at a safe distance from the building (minimum of 6 metres where possible) to reduce the risk of fire spreading to the premises.</p> <p>Internal bins are emptied daily to prevent the build-up of combustible materials.</p> <p>External bins are emptied by FreshStart on Monday's, Wednesday's and Friday's.</p> <p>All relevant staff (cleaners, caretakers, teaching staff) are trained on the correct disposal procedures for both general and hazardous waste. Signage is provided where necessary, and COSHH data is available for relevant substances.</p> <p>Employees are expected to dispose of waste correctly, maintain good housekeeping standards, and report any concerns regarding fire safety. Responsibilities are reinforced through staff induction, regular notices, and monitoring.</p> <p>Lighting and electrical items such as PCs are collect by Envrio Electronics that disposes of them.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>iii) Aerosol containers are stored and disposed of appropriately. Fire Safety Order – Articles 10. Principles of prevention to be applied 12. Elimination or reduction of risks from dangerous substances 19. Provision of information to employees 23. General duties of employees at work</p>	<p>Aerosols are only used/ ordered when required.</p> <p>All items are COSHH risk assessed and will be disposed of according to their risk assessment requirements.</p>	
<p>iv) Furniture is stored, used and disposed of appropriately. Fire Safety Order – Articles 10. Principles of prevention to be applied 17. Maintenance</p>	<p>Surplus, or broken furniture is stored safely and securely in the schools locked garage.</p> <p>Items that show signs of damage (e.g. exposed foam) are taken out of use and disposed of promptly.</p> <p>When disposing of furniture, a skip is organised during half term for a same day collection by the waste removable company.</p> <p>Furniture is checked during workplace inspections.</p> <p>School staff also report faulty, or broken furniture via email to the Site Supervisor and Operations Manager.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
B4. Means of giving warning in the event of fire		
<p>i) There are appropriate arrangements in place for ensuring that all persons are alerted in the event of a fire to enable full evacuation of the building i.e. fire alarm system and sounders.</p> <p>Fire Safety Order – Articles 13. Fire-fighting and fire detection 19. Provision of information to employees 22. Co-operation and Co-ordination 23. General duties of employees at work</p>	<p>The schools fire system is manually operated in the main building, new hall, the HIVE and Inspire. The business centre is an automated system.</p> <p>There are call points in all areas in school so the alarm can be activated. Call points have been tested with students with disabilities (dwarfism, visual impairment and wheelchair use) to ensure they are at a suitable height for them to reach too.</p> <p>All buildings fire panels are linked together, so if the main building is activated so is the HIVE, the new hall, Inspire and the business centre- meaning all members of the school evacuate together.</p> <p>In our Deaf Support unit we have 14 deaf students, who on entrance to school collect a pager and wear it on their pant waist. If the fire alarm is activated this will vibrate on them with a written message on the display screen saying, 'Fire Evacuation'. These are audited annually by WASOL. After each fire practice we check to ensure all the pagers were activated.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
<p>ii) There are adequate arrangements in place for communicating with other occupiers of the building and those of adjacent premises in the event of a fire.</p> <p>Fire Safety Order – Articles 17. Maintenance 19. Provision of information to employees 22. Co-operation and Co-ordination 23. General duties of employees at work</p>	<p>Fire Evacuation Procedure for lettings is viewable on School Hire for all participants this information includes:</p> <ul style="list-style-type: none"> • Location of fire exits and call points • What to do in the event of a fire • How to contact emergency services • Responsibility for accounting for all participants in their group <p>The lettings site supervisor is present during all lettings and acts as the responsible person to manage any fire-related incident, including liaison with emergency services if needed.</p> <p>Hirers are reminded in this policy that they are responsible for ensuring all members of their group follow the evacuation procedure and for reporting any issues to the site supervisor.</p>	<p>Periodic checks to ensure all lettings staff are briefing hirers consistently.</p>

Requirement	Detail the Existing Arrangements	Additional Action Required
B5. Means of escape in the event of fire		
i) The escape route(s) is (are) kept clear and not restricted or blocked. Fire Safety Order – Articles 14. Emergency routes and exits 23. General duties of employees at work	<p>Escape routes are always kept clear.</p> <p>Staff are reminded not to block fire exits or corridors in school, this is reinforced during fire drills.</p> <p>Escape routes are checked weekly during the fire alarm test. Staff are reminded to keep fire doors closed, and not to block them.</p> <p>All vision panes in doors are kept clear.</p> <p>How regularly are escape routes checked to ensure that doors are opening/closing correctly, and are not blocked, vision panels are clear from media/displays?</p> <p>Deliveries are distributed to the required rooms as they arrive in school, and are not stored in corridors.</p>	
ii) The time taken for evacuees to reach a place of safety is within the recommended guidance (2 minutes for high risk, 2.5 minutes for normal risk and 3 minutes for low risk). Fire Safety Order – Articles 14. Emergency routes and exits 15. Procedures for serious and imminent danger and for danger areas	<p>All fire drills are timed and this data is recorded in the fire log book, time improves each time we complete a full drill throughout the academic year, with our most recent one being at 2:57.</p> <p>Student with PEEPs evacuated at the same time as their class with additional support given from TA.</p>	
B6. Means of accounting for persons		

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Requirement	Detail the Existing Arrangements	Additional Action Required
<p>i) Appropriate assembly point(s) have been designated. Fire Safety Order – Article 14. Emergency routes and exits</p>	<p>The designated assembly point for all occupants is the school tennis courts.</p> <p>Clear signage is in place.</p> <p>Each form group lines up in its designated area, form tutors register students highlighting any unaccounted-for absences, this is passed to the head of year and then to the attendance officer.</p> <p>Staff registers are taken and compared with the staff signing out sheet to ensure all staff are accounted for, any unaccounted missing staff are reported to the Operations Manager and Business Manager.</p> <p>Visitors are registered using the Invenry Signing in app on the receptionist's iPad. Visitors stand with the receptionist behind the students. Any missing visitors are reported to the Operations Manager and Business Manager.</p>	
<p>ii) There is an effective mechanism for communicating with persons at assembly points. Fire Safety Order – Articles 11. Fire safety arrangements 19. Provision of information to employees 20. Provision of information to employers/and the self-employed 22. Co-operation and Co-ordination</p>	<p>Two-way radio systems are used by the senior leadership team, the site team, Operations Manager and the members of staff at the refuge area.</p> <p>Radio contact is used to declare all clear building, all registers accounted for any and issues that have arisen.</p> <p>Members of staff responsible for accounting students, visitors and staff declare all registered via the radios.</p>	

Requirement	Detail the Existing Arrangements	Additional Action Required
B7. Fire extinguishing equipment		
i) All fire extinguishers are clearly identified and not obstructed. Fire Safety Order – Articles 13. Fire-fighting and fire detection 19. Provision of information to employees	Extinguishers are wall-mounted with signage above, checked monthly by the site supervisor. No obstructions are allowed in front of them. Issues are reported and resolved immediately.	
ii) All fire extinguishers are in good condition and tested annually by an external contractor. Fire Safety Order – Articles 13. Fire-fighting and fire detection 17. Maintenance	Annual testing and maintenance of extinguishers are completed by Walker Fire. Inspection reports are stored with the site supervisor. Any issues or damage to extinguishers are reported to Walker Fire who have immediate call out facilities.	
iii) Is the sprinkler system subject to regular testing by an external contractor? Fire Safety Order – Articles 13. Fire-fighting and fire detection 17. Maintenance	N/A – The school does not currently have a sprinkler system installed.	

Requirement	Detail the Existing Arrangements	Additional Action Required
iv) Appropriate signage is in place for the safe use of firefighting equipment in an emergency and where necessary employees have received appropriate training in their use. Fire Safety Order – Articles 11. Fire safety arrangements 21. Training 19. Provision of information to employees 17. Maintenance	All fire points include signage on extinguisher types and usage. Staff are instructed to only use extinguishers when evacuation is not possible. Basic guidance is provided in the staff handbook and fire safety training.	Staff to complete fire safety training in September 2025
B8. Liaison with fire service		
i) There is an appropriate means of summoning the fire service in an emergency and this has been communicated to all employees. Fire Safety Order – Articles 13. Fire-fighting and fire detection 16. Additional emergency measures in respect of dangerous substances 19. Provision of information to employees 21. Training	The Headteacher (Premises Manager) is the nominated individual to contact emergency services. In their absence, the Deputy Head, Business Manager, or Operations Manager is responsible. Instructions for calling the fire brigade are included in the fire safety procedure and staff induction.	Annual reminders to staff to read the fire procedure.
ii) The Fire Service has been informed of any special risks within the premises e.g. hazardous substances, oxygen/gas cylinders. Fire Safety Order – Articles 16. Additional emergency measures in respect of dangerous substances 22. Co-operation and co-ordination	Site risk information is available and shared during fire service liaison. The science department maintains an inventory of hazardous substances. Emergency services are provided with relevant information on arrival.	

Requirement	Detail the Existing Arrangements	Additional Action Required
B9. Contractors		
i) There are appropriate fire safety arrangements in place in respect of contractors working on site. Fire Safety Order – Article 20. Provision of information to employers/and the self-employed	<p>All contractors sign in and follow safeguarding and H&S guidance.</p> <p>Site induction includes fire procedure. Contractors to read and sign contractors' induction document.</p> <p>Contractors to read, agree to and sign site rules.</p>	
ii) Prior to any work commencing, arrangements are in place to discuss with contractors on site any work, including hot works, that may increase the risk of fire. Fire Safety Order – Articles 11. Fire safety arrangements 15. Procedures for serious and imminent danger and for danger areas 20. Provision of information to employers/and the self-employed	<p>before any work begins on site, all contractors are required to attend a site-specific induction which includes a discussion of fire safety arrangements. Any proposed activities that may increase fire risk—such as hot works (e.g., welding, cutting, or grinding)—must be clearly identified in advance.</p> <p>Contractors are required to provide a risk assessment and method statement (RAMS), which must include fire prevention measures. Where hot works are involved, a Hot Works Permit system is in place and must be completed and approved by the site manager or responsible person before work can commence.</p> <p>Clear procedures are communicated to contractors regarding fire alarm testing, evacuation routes, fire extinguisher locations, and what to do in the event of an emergency.</p> <p>Records of inductions, permits, and communications with contractors are maintained for audit and compliance purposes and This information is stored in the site supervisors office.</p>	

PART C Technical Aspects

Part C to be completed by the Premises Manager or a designated employee who has the relevant competency e.g. knowledge, skills and experience. If however, assistance is required the premises manager should contact the Health, Safety & Quality Team and arrangements can be made for an Officer to assist.

People at Risk

E – Employees
A – Agency/Casual
P – Public
PS – People Using the Service/Pupils

C – Contractors
ES – Emergency Services
O – Other (specify)

For the majority of hazards and risks, it is acknowledged that all of the groups noted above could be affected and the Fire Risk Assessment has been completed with this in mind. Where only specific groups or individuals are identified to be at risk, this will be noted in the Existing Arrangements and/or Action Required.

Requirement	Detail the Existing Arrangements	Additional Action Required
C1. Sources of fuel (Building Linings)		
i) Adequate precautions have been taken in respect of the risk of fire posed by walls, ceiling and floor linings on designated escape routes. Fire Safety Order – Article 17. Maintenance		
C2. Fire protection measures to limit fire spread and development		

Requirement	Detail the Existing Arrangements	Additional Action Required
i) All 30 or 60 minute (whichever is relevant) fire resisting structures are in sound condition with no damage to the integrity of walls, floors, ceilings and fire doors. Fire Safety Order – Article 17. Maintenance		
ii) Where appropriate there are fire damping measures within ventilation & ducting systems. Fire safety Order – Article 17. Maintenance		
iii) External – there are appropriate measures in place to reduce the risk of combustible waste spreading fire to adjacent buildings/units. Fire Safety Order – Articles 11. Fire safety arrangements 22. Co-operation and Co-ordination		
C3. Means of giving warning in the event of fire		
i) The means of giving warning in the event of fire is appropriate for the size and layout of the building. Fire Safety Order – Articles 13. Fire-fighting and fire detection 17. Maintenance 22. Co-operation and Co-ordination 23. General duties of employees at work		

Requirement	Detail the Existing Arrangements	Additional Action Required
ii) The fire safety provisions in place take account of the needs of persons with specific requirements i.e. those with hearing impairments. Fire Safety Order – Articles 13. Fire-fighting and fire detection 19. Provision of information to employees 23. General duties of employees at work		
C4. Means of escape in the event of fire		
i) All escape routes are clearly identified. Fire Safety Order – Articles 14. Emergency routes and exits 17. Maintenance		
ii) The escape route(s) is (are) appropriate for the number of people that may need to evacuate. Fire Safety Order - Article 14. Emergency routes and exits		
iii) Emergency lighting is available on all escape routes. Fire Safety Order – Articles 14. Emergency routes and exits 17. Maintenance		

Requirement	Detail the Existing Arrangements	Additional Action Required
iv) All fire doors and final exit doors are suitable for the building and all operating mechanisms are in good working order. Fire Safety Order – Articles 14. Emergency routes and exits 17. Maintenance 19. Provision of information to employees		
C5. Fire extinguishing equipment		
i) Appropriate fire extinguishers are provided in all areas. Fire Safety Order – Articles 13. Fire-fighting and fire detection 17. Maintenance 19. Provision of information to employees		
ii) A sprinkler or deluge system is provided (if applicable) Fire Safety Order – Articles 13. Fire-fighting and fire detection 17. Maintenance 19. Provision of information to employees		

Requirement	Detail the Existing Arrangements	Additional Action Required
C6. Contractors		
i) Checks have been made to ensure that any contractor work/structural alterations do not compromise existing fire safety measures (compartmentation, detection etc.). Fire Safety Order – Articles 17. Maintenance 20. Provision of information to employers/and the self-employed		
C7. Fire safety signs and notices		
i) Fire safety signage is compliant with The Health & Safety (Safety Signs & Signals) Regulations 1996. Fire Safety Order – Articles 17. Maintenance 19. Provision of information to employees		
C8. Other Observations / Comments		Additional Action Required.

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PART D Fire Risk Assessment Action Plan

Part D to be completed by the Premises Manager or a designated employee following collation of all relevant information from parts A-C to develop an action plan and monitor its progress and completion.

Further action / controls required					
Ref No	Action required	Person(s) to undertake action?	Projected time scale	Notes / comments	Date completed