

PART C - Technical Aspects

Requirement	Existing Arrangements	Additional Action Required
C1. Sources of fuel (Building Linings)		
<p>i) Adequate precautions have been taken in respect of the risk of fire posed by walls, ceiling and floor linings on designated escape routes.</p> <p>Fire Safety Order – Article 17. Maintenance</p>	<p>The wall, ceiling and floor linings on all escape routes were examined as part of this fire risk assessment and all appeared to be sound and in good condition.</p> <p>No excessive quantities of wall display materials were noted on the escape routes.</p> <p>Displays made from combustible materials are monitored on the escape routes to limit the possibility of the spread of fire wherever possible.</p>	No action required.
C2. Fire protection measures to limit fire spread and development		
<p>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.</p> <p>Fire Safety Order – Article 17. Maintenance</p>	<p>Also see Section C4ii) Fire Doors.</p> <p>All fire resisting structures appeared sound as far as could be ascertained by visual inspection at the time of this fire risk assessment.</p> <p>A number of lines of fire compartmentation were examined closely.</p>	

Requirement	Existing Arrangements	Additional Action Required
<p>C2. Fire protection measures to limit fire spread and development – Continued</p>	<p><u>Outstanding action from previous assessment</u></p> <p>1. The smoke seals and intumescent strips on some corridor doors were painted over therefore the doors may not offer the required level of fire protection in an emergency.</p> <p>the Comms Unit in the Business Centre was sited under the stairs is now protected by appropriate fire boarding.</p> <p>2. A number of fire doors were found to be held open with wedges or door stops etc. This practice compromises fire protection and would not prevent the passage of fire or smoke.</p>	<p>1. Consideration should be given to checking all fire doors to ensure that intumescent strips and cold smoke seals are intact. Where they are painted over consideration should be given to replacing them to ensure they offer the required level of fire protection in an emergency.</p> <p>2. All fire doors within the school should be closed when not in use. If a fire door needs to be open for access, an automatic closing device should be considered, that will close on activation of the fire alarm.</p>
<p>ii) Where appropriate there are fire-damping measures within ventilation & ducting systems. Fire safety Order – Article 17. Maintenance</p>	<p>The method of ventilation within the building was considered to be appropriate at the time of the assessment.</p>	<p>No action required.</p>

Requirement	Existing Arrangements	Additional Action Required
<p>iii) External – there are appropriate measures in place to reduce the risk of combustible waste spreading fire to adjacent buildings/units.</p> <p>Fire Safety Order – Articles 11. Fire safety arrangements 22. Co-operation and Co-ordination</p>	<p>The buildings are detached and do not pose a risk to adjacent properties.</p> <p>Appropriate waste management systems were in place at the time of the assessment. The waste bins are stored away from the building in a secured compound.</p> <p>Also see Section B3ii) Combustible materials disposal.</p>	<p>No action required.</p>
C3. Means of giving warning in the event of fire		
<p>i) The means of giving warning in the event of fire is appropriate for the size and layout of the building.</p> <p>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</p>	<p>The school has an unmonitored fire alarm system with a limited number of automatic fire/smoke detectors located in some higher risk areas and newer parts of the school including in the boiler room, catering kitchen, The Hive, corridor 106, the staff room and the newly built assembly hall building with adjoining classrooms (rooms 236, 232 & 233).</p> <p><u>Outstanding action from previous assessment</u></p> <p>3. High risk locations such as food technology rooms, science labs, laundry rooms and reprographics rooms have no automatic fire alarm detection devices installed. In addition, it was noted that escape corridors and stair wells have no automatic fire alarm detection devices installed.</p>	<p>3. Consider installing automatic fire/smoke detection to cover higher fire risk areas including corridors and stairwells that are relied on for escape.</p>

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	<p>4. There is no fire detection above the photocopier which is positioned in an escape corridor in The Hive (room 141). See action 8</p> <p>5. There is no manual call point adjacent to the final exit from the boy and girls changing rooms (room 79 and 65), allowing the possibility to leave the premises without passing a manual call point or having the ability to raise the fire alarm.</p> <p>Regular testing confirms that the fire alarm can be heard in all areas of the school.</p> <p>The fire alarm panel and zone plan at the main entrance indicated a normal state. A repeater panel is situated in the foyer of the new assembly hall building.</p> <p>It was confirmed that the fire alarm system is tested on a weekly basis and is subject to periodic maintenance and testing. All testing and maintenance is recorded in the fire log book/other and is readily available.</p>	<p>4. It is suggested that as a minimum there should be automatic fire detection directly above the photocopier in the escape corridor (room 141)</p> <p>5. Consider installing additional manual call points adjacent to the final exit doors leading from the boys and girls changing rooms to allow anyone in the area to raise the alarm.</p>
<p>ii) The provisions in place take account of the needs of persons with specific requirements i.e. those with hearing impairments.</p> <p>Fire Safety Order – Articles</p>	<p>Personal Emergency Evacuation Plans (PEEPS) are prepared and documented when necessary.</p> <p>Evac chairs are positioned at the top of staircases within refuge areas. It was confirmed that these were serviced and</p>	<p>No action required.</p>

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13. Fire-fighting and fire detection 19. Provision of information to employees 23. General duties of employees at work	maintained. Designated staff are trained on the use of evac chairs and this training is refreshed.	
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	Also see section C7 Fire Safety Signs & Notices. 6. Escape route directional signage is provided throughout the school with the exception of room 144 which require directional signage to indicate the primary escape route. In addition, there is no signage in the kitchen above the final exit. (Room 54). Signs are generally in good repair and are not obstructed.	6. Install directional signage in room 144 to indicate the primary escape route and final exit signage above the final exit door in the catering kitchen (room 54).
ii) The escape route(s) can adequately cope with the number of persons that may need to evacuate. Fire Safety Order - Article 14. Emergency routes and exits	All escape routes were examined. The number of exits is considered to be adequate for the present occupancy. All travel distances are considered reasonable. 7. It was noted at the time of the assessment that all escape routes were kept unobstructed with the exception of the external fire escape route from the sports hall (room 69) where grounds equipment and boulders were blocking the path. In addition, the path was covered in leaves and moss which posed an additional trip hazard.	7. Arrange for the external path behind the sports hall to be cleared of obstructions and slip and trip hazards. Carry out regular monitoring checks to ensure that the

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	<p>8. In addition, a photocopier is positioned in the escape corridor in The Hive (room 141). Photocopiers are a fire hazard which could prohibit the escape of occupants from room 141E & 141C. See action 4</p> <p>Adequate widths were maintained on escape route corridors.</p>	<p>external escape route remains clear at all times.</p> <p>8. All identified fire exit routes must be kept clear from hazards and available in an emergency. Consider relocating the photocopier to a more appropriate position.</p>
<p>iii) Emergency illumination is available on all escape routes. Fire Safety Order – Articles 14. Emergency routes and exits 17. Maintenance</p>	<p>Emergency lighting is provided in many parts of the premises.</p> <p>9. There was no emergency lighting on some corridors which are the main escape routes including corridor 36, 27, and 25.</p> <p>The system is tested on a monthly basis and is subject to periodic maintenance and servicing.</p> <p>All tests are recorded and records are readily available.</p>	<p>9. Carry out a test in the hours of darkness to determine if sufficient illumination is provided along corridors 25, 27 & 36 and identify if additional lighting units are required.</p>
<p>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</p>	<p>Also see Section C2i) Fire Protection – 30 or 60 minute fire resisting structures.</p> <p>All final exit doors open in the direction of escape.</p> <p>10. All fire doors appeared to be in good condition and were effectively self-closing with the exception of the door leading to room 15 (science lab) and the double doors leading to the staircase from corridor 198.</p>	<p>10. Adjust the self-closer on the door leading to room 15 (science lab) and adjust the double doors leading to the</p>

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	<p>11. Doors with a thumb turn lock, in rooms (111), did not have the method of opening indicated.</p> <p>All final exits are checked monthly for correct operation by the Site Supervisor.</p> <p>The fastenings on the final exits were examined and are considered to be satisfactory.</p> <p>All escape routes lead to final exits.</p> <p>All fire doors are subject to daily use and any faults are reported accordingly.</p>	<p>staircase from the corridor 198 to ensure they close independently fully into their frame.</p> <p>11. Fit a suitable pictogram type sign to all doors with thumb turns, indicating the method and direction of operation to avoid potential confusion in an emergency and in particular on the final exit door in room 111 (staff room).</p>
C5. Fire extinguishing equipment		
<p>i) Appropriate fire extinguishers are provided in all areas.</p> <p>Fire Safety Order – Articles</p> <p>13. Fire-fighting and fire detection</p> <p>17. Maintenance</p> <p>19. Provision of information to employees</p>	<p>The school is provided with a range of portable fire extinguishers, which were considered to be appropriate at the time of the assessment.</p> <p>Manual fire-fighting equipment is positioned at all emergency exits and high fire risk areas e.g. kitchen, ICT and boiler house.</p> <p>12.A water hydrant is located within the school grounds. This has not received its statutory service and inspections.</p>	<p>12. Arrange for the water hydrant to undergo the statutory servicing and inspection and ensure appropriate signage is displayed nearby.</p>

Requirement	Existing Arrangements	Additional Action Required
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	N/A	No action required.
C6. Contractors		
i) Checks have been made to ensure that any contractor work/structural alterations have not compromised existing fire safety measures (compartmentation, detection etc.). Fire Safety Order – Articles 17. Maintenance 20. Provision of information to employers/and the self-employed	Site Manager to liaise with the Building Surveyor/Consultant to confirm what arrangements are in place to ensure: <ul style="list-style-type: none"> • Method statements and risk assessments are provided prior to any work commencing. • Consideration is given to maintaining existing fire safety systems e.g. compartmentation, emergency lighting and automatic fire detection, during the planning stage of any building/alterations work. • Contractors make every effort not to compromise fire safety systems during the course of their work. • The Site Supervisor monitors contractors undertaking work on site that might compromise fire systems. If there is any concern he reports it to the Data Manager immediately. • Onsite inspections are conducted following any building work by a competent person to ensure the integrity and effectiveness of the resultant fire safety arrangements. • In the event of major works, the contractor's work is inspected upon completion by the Data Manager/ Property Consultant. 	No action required.

Requirement	Existing Arrangements	Additional Action Required
	In the event of long-term major works the Site Manager will periodically review the fire risk assessment and associated fire safety arrangements in the school to ensure they remain effective.	
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	Appropriate fire action notices are displayed throughout the premises.	No action required.
C8. Other Observations / Comments		
	13. A number of extension leads were in use around the school including in room 6, 33, 45, 54, 181, 182 & 205, 126 (admin office), 49 (office), and 40 88 & 145 (The Hive). It appeared that these were being used on a permanent basis. This needs to be reviewed as extension cables should only be used as a temporary solution.	13. Contact your building surveyor or property maintenance contractor to discuss the possibility of installing extra wall sockets or review the layout of the equipment or furniture in rooms 6, 33, 45, 54, 181, 182 & 205, 126 (admin office), 49 (office), and 40 88 & 145 (The Hive) so that

Requirement	Existing Arrangements	Additional Action Required
		spare sockets can be accessed.
	14. An extension cable in use in room 145 (The Hive) was not fully unwound. An extension lead that is in use while coiled up or coiled in a reel can be a serious shock and fire hazard. The heat produced from the resistance cannot dissipate and is instead trapped between the tightly coiled cable, leading to a fire or shock.	14. Review the use of extension cables as they should only be used as a temporary solution with fixed electrical sockets always preferable to the use of extensions. Arrange for employees using extension cables to be made aware of how to use them safely i.e. extension cables should be fully unwound and only used for short periods of time.
	15. It was noted that an extension lead was plugged into another extension lead in room 141C (The Hive). This practice is known as daisy chaining and presents a serious risk as the wall socket could be overloaded.	15. Review the use of extension cables as they should only be used as a temporary solution with fixed electrical sockets always preferable to the use of extensions. Arrange for employees using extension cables to be made aware of how to use them safely i.e. extension cables should not be plugged into another extension cable.

Requirement	Existing Arrangements	Additional Action Required
	16. Some items have been missed from the annual portable appliance testing including the fish tank in room 40, portable appliances in the life skills classroom in The Hive, portable appliances in the 108 (servery off dining hall), and some floor cleaning equipment.	16. Arrange for portable appliances that have missed the annual test to be tested and ensure that all items are included in the annual PAT test.
	17. PE mats were not suitably stored in room 72 but were haphazardly thrown in preventing the door from shutting.	17. Cellular foam gym mats are flammable and should be laid flat and stacked on top of one another in a dedicated storeroom to reduce the risk of fire spread.
	18. It was noted that a portable heater was positioned under a desk in room 114. It could not be confirmed if the heater is brought out from under the desk when in use.	18. Ensure heaters are not switched on whilst under or near desks or other flammable materials.
	19. The boiler room door in The Hive (room 153) is at a height that requires a step to prevent possible injury during access and egress from the boiler room and during an emergency.	19. Arrange for a step to be installed at the boiler room door of The Hive (room 153) to enable occupants to safely exit the boiler room in an emergency.

PART D - Fire Risk Assessment Action Plan

Further action / controls required					
Requirement	Action required	Person(s) to undertake action?	Projected time scale	Notes / comments	Date Completed
C2 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.	1. Consideration should be given to checking all fire doors to ensure that intumescent strips and cold smoke seals are intact. Where they are painted over consideration should be given to replacing them to ensure they offer the required level of fire protection in an emergency.	Responsible person and Building Surveyor		Instrumental strips ordered and fitted by the site team on all fire doors in school.	03/03/2023
C2 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.	2. All fire doors within the school should be closed when not in use. If a fire door needs to be open for access, an automatic closing device should be considered, that will close on activation of the fire alarm.	Responsible person		Fire doors in school closed, monitored by staff to ensure they are not pinned open.	27.10.2022

C3 i) The means of giving warning in the event of fire is appropriate for the size and layout of the building.	3. Consider installing automatic fire/smoke detection to cover higher fire risk areas including corridors and stairwells that are relied on for escape.	Responsible person and Building Surveyor		Under consideration of L.C.C, because of the scale of works.	
C3 i) The means of giving warning in the event of fire is appropriate for the size and layout of the building.	4. It is suggested that as a minimum there should be automatic fire detection directly above the photocopier in the escape corridor (room 141).	Responsible person and Building Surveyor		POE installed an automatic smoke detector above the photocopier.	13/02/2023
C3 i) The means of giving warning in the event of fire is appropriate for the size and layout of the building.	5. Consider installing additional manual call points adjacent to the final exit doors leading from the boys and girls changing rooms to allow anyone in the area to raise the alarm.	Responsible person and Building Surveyor		To be considered with item 3.	
C4 i) All escape routes are clearly identified.	6. Install directional signage in room 144 to indicate the primary escape route and final exit signage above the final exit door in the catering kitchen (room 54).	Responsible person		Signage ordered by ATK and POE fitted.	14/11/2022
C4 ii) The escape route(s) can adequately	7. Arrange for the external path behind the sports hall to be cleared	Responsible person		IDE to ensure the path is clear and	27/10/2022

cope with the number of persons that may need to evacuate.	of obstructions and slip and trip hazards. Carry out regular monitoring checks to ensure that the external escape route remains clear at all times.			free of trips/slips and falls.	
C4 ii) The escape route(s) can adequately cope with the number of persons that may need to evacuate.	8. All identified fire exit routes must be kept clear from hazards and available in an emergency. Consider relocating the photocopier to a more appropriate position.	Responsible person		ATK looking into an alternative location for the photocopier. Moved into an old office space.	27/10/2022
C4 iii) Emergency illumination is available on all escape routes.	9. Carry out a test in the hours of darkness to determine if sufficient illumination is provided along corridors 25, 27 & 36 and identify if additional lighting units are required.	Responsible person and Building Surveyor		Tested by SES and JSY. Additional emergency lighting needed.	27/10/2022
C4 iv) All fire doors and final exit doors are suitable for the building and all operating mechanisms are in good working order.	10. Adjust the self-closer on the door leading to room 15 (science lab) and adjust the double doors leading to the staircase from the corridor 198 to ensure they close independently fully into their frame.	Responsible person and Property maintenance contractor		POE adjusted doors and will monitor these over time as they may need further modifications.	02/11/2022
C4 iv) All fire doors and final exit doors are suitable for the building and all operating	11. Fit a suitable pictogram type sign to all doors with thumb turns, indicating the method and direction of operation to avoid potential	Responsible person		Signage ordered by ATK and POE fitted.	02/11/2022

mechanisms are in good working order.	confusion in an emergency and in particular on the final exit door in room 111 (staff room).				
C5 i) Appropriate fire extinguishers are provided in all areas.	12. Arrange for the water hydrant to undergo the statutory servicing and inspection and appropriate signage to be displayed nearby.	Responsible person and Building Surveyor		Hydrant serviced and new sign ordered.	November 2022
C8. Other Observations / Comments	13. Contact your building surveyor or property maintenance contractor to discuss the possibility of installing extra wall sockets or review the layout of the equipment or furniture in rooms 6, 33, 45, 54, 181, 182 & 205, 126 (admin office), 49 (office), and 40 88 & 145 (The Hive) so that spare sockets can be accessed.	Responsible person and Property maintenance contractor		Wells electrical fitted new sockets in all rooms containing extension leads.	22/02/2023
C8. Other Observations / Comments	14. Review the use of extension cables as they should only be used as a temporary solution with fixed electrical sockets always preferable to the use of extensions. Arrange for employees using extension cables to be made aware of how to use them safely i.e. extension cables should be fully unwound and only used for short periods of time.	Responsible person and Property maintenance contractor		All extension leads collected by ATK, POE and PTN. Plug sockets ordered where needed.	27/10/2022

C8. Other Observations / Comments	15. Review the use of extension cables as they should only be used as a temporary solution with fixed electrical sockets always preferable to the use of extensions. Arrange for employees using extension cables to be made aware of how to use them safely i.e. extension cables should not be plugged into another extension cable.	Responsible person and Property maintenance contractor		All extension leads collected by ATK, POE and PTN. Plug sockets ordered where needed.	27/10/2022
C8. Other Observations / Comments	16. Arrange for portable appliances that have missed the annual test to be tested and ensure that all items are included in the annual PAT test.	Responsible person		PAT testing due in February half term.	22/02/2023
C8. Other Observations / Comments	17. Cellular foam gym mats are flammable and should be laid flat and stacked on top of one another in a dedicated storeroom to reduce the risk of fire spread.	Responsible person		PE dept to tidy storeroom and correctly store PE mats.	25/11/2022
C8. Other Observations / Comments	18. Ensure heaters are not switched on whilst under or near desks or other flammable materials.	Responsible person		Heater is pulled from under the desk before use.	Staff member informed on 25/10/2022
C8. Other Observations / Comments	19. Arrange for a step to be installed at the boiler room door of The Hive (room 153) to enable occupants to safely exit the boiler room in an emergency.	Responsible person and Property maintenance contractor		Waiting for Brook House contractors to complete some work and install the step.	12/02/2022

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