Fire Risk Assessment

Learn and Propser School

180 Old Road, Clacton, CO15 3AY

Assessed By	Samuel Ives MIFSM CFRAR L3FDIAward L4DipFRA
Assessed On	17/09/2025
Approved By	Samuel Ives MIFSM CFRAR L3FDIAward L4DipFRA
Approved On	23/09/2025
Assessment Ref.	RB-32S3FU
Recommended Review Date	17/09/2026
Version	1

SSP COMPLIANCE LTD

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1 Introduction

Overview

A **fire risk assessment** is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement.

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

Enforcement

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

Assessment Review

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

Managing Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

Significant Findings

The Significant Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

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Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

The type of people that occupy a building, the risk of arson, and the ignition sources present are common examples of what affects the likelihood of fire. However, fairly simple steps can often be taken to reduce the possibility of fire.

The other objective is to mitigate the severity of a fire, its intensity and the smoke it produces. Occupants' mobility and their ability to escape are primary considerations, along with how quickly the fire would spread and how many people it might affect.

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

Severity ▸ ▾ Likelihood	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Trivial Rating	Limited action is required, review FRA as recommended; existing controls are generally satisfactory.
Tolerable Rating	No major additional controls required. However, there might be a need for some improvements.
Moderate Rating	Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
Substantial Rating	Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.
Intolerable Rating	Imminent risk of significant harm. Immediate action required.

Action Timescales and Severities

All remedial actions are given a **timescale**. Ideally, this is the time to resolution, but where work takes longer (for example, because it is a large or more complicated piece of work), it must have at least been initiated within this timescale.

Planned Works	Long Term	Medium Term	Short Term	Immediate

All remedial actions are also given a **severity** which distinguishes between matters that constitute breaches of legislation and those that do not. Under the relevant fire safety legislation, breach of the requirements of the legislation in respect of fire precautions constitutes a criminal offence only if the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.

Low Severity	Medium Severity	High Severity
Matters that need to be addressed as good practice, but that do not constitute a significant threat to occupants	Matters that breach legislation but are not considered to constitute a serious threat to life safety	Serious breach of legislation, having the potential for serious injury to occupants

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Scope

The customer has instructed us to carry out this Fire Risk Assessment to assist them in satisfying their responsibilities under the RR(FS)O 2005.

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 requires every responsible person to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, with respect to premises within their control. This is for the purpose of identifying the general fire precautions that are needed to comply with the requirements and prohibitions imposed by the Order.

The responsible person, or any other person who has to any extent control of the premises, must ensure that the duties imposed by the relevant articles of The Regulatory Reform (Fire Safety) Order 2005 are complied with in respect of those premises, so far as the requirements relate to matters within their control.

Where the premises are licensed, an alterations notice is in force, or the responsible person has five or more employees, it is a requirement to record the significant findings of the fire risk assessment including the measures which have been or will be taken as a result of the assessment and details of any group of persons identified by the assessment as being especially at risk.

This report presents the significant findings of a fire risk assessment carried out upon the commercial work areas by SSP Compliance Limited. The assessment carried out was a Type 1 assessment as agreed with the client and did not include areas below normal floor level, above false ceilings or inaccessible void unless these areas were readily accessible and identified within this report. Therefore, no 'intrusive' or 'destructive' inspections of compartmentation or voids was carried out. No responsibility, therefore, is accepted by the assessor or SSP Compliance Ltd for issues relating to compartmentation which could not be viewed or identified at the time of the survey. If a greater degree of inspection is required in order to ascertain adequate compartmentation within the property, this will be identified and recommended within the action plan section of this report.

The assessor was not provided with any building or equipment drawings or past planning applications or submissions, therefore the information contained within this report was obtained during the site survey, from information obtained from the 'Responsible Person' or members of staff with varying levels of responsibility, if on site at the time of the survey. Where no members of staff were present, the relevant information was obtained through the visual inspection of the site. In establishing the final risk analysis, the assessor considered the nature and design of the building, the occupants, including vulnerable occupants, the protection afforded, safety provisions and any procedural arrangements observed at the time of the assessment.

This report includes an Action Plan, which contains recommended tasks for completion at the premises. Each task has a suggested due date, related to its priority. These due dates are only our suggestions, and may or may not be appropriate, depending on individual circumstances such as logistical constraints or requirements of enforcing authorities.

The premises Risk Score was assessed at the time of the assessment, and a recommended review date has been provided. The actual level of risk may change over time, as a result of tasks being completed, or new risks arising. Regardless of the recommended review date, the fire risk assessment should be reviewed regularly so as to keep it up to date and particularly if:
- there is reason to suspect it is no longer valid; or
- there has been a significant change in the matters to which the fire risk assessment relates.

External Wall Construction of Buildings

As required by the FSO, we have considered the external wall construction within this fire risk assessment. However, it is important to note, in line with the PAS 79 guidance that a detailed appraisal of any risk posed by external walls and any cladding are excluded from the scope of this FRA. Therefore, this fire risk assessment may recommend that a further appraisal of the external wall construction and any cladding be carried out. Any such appraisal by specialists should comply with the recommendations set out in PAS 9980.

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Article 17 (Maintenance) of the Regulatory Reform (Fire Safety) Order 2005

Under Article 17 of the Regulatory Reform (Fire Safety) Order 2005, the responsible person is legally required to ensure that all fire safety systems, equipment, and facilities provided within the premises are maintained in an efficient state, in working order, and in good repair.

This obligation applies to all fire safety provisions intended to protect relevant persons, including but not limited to:

Fire detection and alarm systems
Emergency lighting
Firefighting equipment (e.g. extinguishers, fire blankets)
Fire doors, door closers, and associated hardware
Fire exit signage and way-finding
Smoke control and ventilation systems, including AOVs
Emergency escape routes and their supporting features
Sprinkler systems, risers, and suppression systems
Electrical safety systems, including fixed wiring and backup power
Lifts and evacuation aids intended for use in emergencies

Key Requirements Under Article 17

All fire safety systems must be inspected, tested, and serviced regularly, in accordance with relevant British Standards (e.g. BS 5839 for alarms, BS 5266 for emergency lighting, BS 5306 for extinguishers).

Maintenance records must be kept up to date and made available for review by enforcing authorities.
All maintenance and servicing must be undertaken by competent persons, preferably those with third-party certification.

Fire doors must be inspected at suitable intervals, with any identified defects rectified without delay.
Where external contractors are responsible for fire safety systems, the responsible person must ensure they are fully informed of their duties and comply with all relevant legal obligations.

Why Maintenance Matters

Failure to maintain fire safety systems can result in critical equipment not functioning during an emergency, placing lives at serious risk and potentially leading to legal consequences. Proper and proactive maintenance ensures that all fire protection measures function as designed, particularly during an incident.

Consequences of Failing to Comply with Article 17

1. Enforcement by the Fire and Rescue Authority

Non-compliance may result in formal action, including:
Informal notices requesting prompt corrective action
Enforcement notices requiring legally binding improvements
Prohibition notices that may restrict or suspend the use of parts—or all—of the premises
Alterations notices in cases where significant changes impact fire safety arrangements

2. Prosecution

Where non-compliance results in serious risk to life, the responsible person may face:
Criminal prosecution under the Fire Safety Order
Unlimited fines issued by Magistrates' or Crown Court
Imprisonment of up to 2 years in the most serious cases

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3. Increased Risk to Life and Property

Inadequate maintenance increases the risk of:
Alarm or lighting failure during a fire
Fire doors not containing smoke or flame as required
Suppression systems or AOVs malfunctioning, hindering fire control and evacuation
These failures not only jeopardise lives but may also invalidate insurance coverage.

4. Loss of Insurance Cover

Many insurers require compliance with fire safety law. Poor maintenance can lead to:
Rejected insurance claims
Loss of cover or refusal to renew policies
Higher premiums or policy exclusions

5. Reputational Damage

Neglecting fire safety obligations can harm relationships with:
Tenants and residents
Staff and contractors
Regulatory authorities and the wider public

This can result in loss of trust, reputational harm, and impact on future business or investment opportunities.

Summary

Failure to comply with Article 17 poses a direct risk to life, property, and legal standing. The responsible person must ensure that all fire safety systems are regularly maintained, tested, and recorded by competent individuals. Proactive management and documentation are essential for compliance, safety, and peace of mind.

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2 Summary

Fire Risk Assessment

Assessment and Certificate Reference
RB-32S3FU

Assessed On, By
17/09/2025, Samuel Ives MIFSM CFRAR L3FDIAward L4DipFRA

Approved / Validated On, By
23/09/2025, Samuel Ives MIFSM CFRAR L3FDIAward L4DipFRA

Recommended Review Date
17/09/2026

Findings
56 Actions / 20 Controls

Produced For the Responsible Person
SSP Compliance Ltd

Specification Conforms To
Our own internal quality system.

Assessment Scope
Type 1 Fire Risk Assessment

Assessed Property

Property Name
Learn and Propser School

Property Reference
RB-L6MD61

Address
180 Old Road
Clacton
CO15 3AY

Fire Risk Rating

Likelihood High	Severity Moderate Harm	Risk Substantial
Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.	Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.	Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.

Assessing Organisation
SSP Compliance Ltd
Studio 5, Watermill Industrial Estate, Buntingford, Hertfordshire, SG9 9US
https://sspcompliance.com/

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3 General Information

Guidance and Methodologies

Fire Risk Assessment Code of Practice

Fire Risk Assessment Code of Practice
PAS 79-1: 2020 - Fire risk assessment - Premises other than housing. Code of practice

Code of Practice

Details
Fire Safety Risk Assessment Educational Premises

The Following Fire Safety Legislation Applies To These Premises
Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety (England) Regulations 2022, Building Safety Act 2022

The Legislation Is Enforced By
The Local Fire Authority

Other Legislation That Makes Significant Requirements For Fire Precautions In These Premises
The Smoke Free (Premises & Enforcement) Regulations 2006, Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1988 and 1993), Health and Safety (Safety Signs and Signals) Regulations 1996

Responsibility

Competent People

Name
Paul Adams

Responsible People

Name
Learn and Prosper School Limited

General Fire Precautions

Fire Detection & Alarm System
Detection system installed

Fire Detection & Alarm Description
Appears L3 No Commissioning Certificate Available

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Smoke Control
NO smoke control

Emergency Lighting
Installed in communal parts

Closest Fire Station
105 St John's Rd, Clacton-on-Sea CO16 8DB

Fire Fighting Facilities description
None

Fire Hydrant Location/ Water Supply
Old Road to the front of the building

Housekeeping
Good Standard

Signage
Signage not consistent

Smoke control description
Manual Openable Windows

Fire Fighting Facilities
NO riser installed

Access for fire-fighting vehicles
Directly outside the premises on the street

Suppression Systems
NO suppression system installed

Secure Information Boxes
No secure information box installed

Building

Property Type
School

Building Era / Age
Assumed 1980 - 1999

Height of the uppermost storey of the building(s) on the premises or in which the premises are located
Less than 11 metres

Number of Storeys
Two Storey

Number of Basement Levels
None

Structural Wall Material
Block / Stone

Structural Floor Material
Concrete

Structural Stairs Material
Concrete

Brief details of construction
180 Old Road in Clacton-on-Sea is a former youth centre that has been converted into a school. The building comprises brick and block constructed walls with concrete staircases and features timber cladding to the upper floors.

Exterior Cladding
Cladding Present

Electronic Entrance System
Yes

Car Park
External/Outdoor Car Park

Fire Loss Experience
No Previous Fires

Alterations Notices in Force
No

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Occupancy

Employees
Day staff

~ Number of Employees on duty
14

Residents
None

Visitors
Day

Approx number of Visitors
32

Visitors (Extended)
32 young persons will attend for school activities.

People With Reduced Mobility
Unknown

Hours of Operation
08:30 - 17:00

Lone Workers
Yes

Lone Workers (Extended)
It is foreseeable that lone workers or contractors may attend the building to carry out planned and reactive maintenance tasks on various pieces of plant and equipment.

Approx number of Lone Workers
1

Young Persons Employed in the Premises
None

Means Of Escape

Escapes & Exits
3

Number Of Internal Escape Stairs
2

External Means Of Escape
None Present

Types Of Lifts Installed
None

Evacuation Chairs Installed
No

Refuge Points Present
No

Stairwells Protected / Lobbied
No

Evacuation

Evacuation Strategy
Simultaneous Evacuation

Simultaneous Evacuation Strategy
None implemented at present, the following must be adopted.

A Simultaneous Evacuation policy involves the following approach:

In the event of a fire or suspected fire within the building, a Simultaneous Evacuation strategy is to be followed. This approach requires that all occupants, regardless of their location within the premises, evacuate immediately upon discovery of a fire or activation of the fire alarm system.

Immediate Evacuation:

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All staff, visitors, and contractors must leave the building without delay when the fire alarm sounds or if a fire is discovered. This includes those in offices, communal areas, meeting rooms, and ancillary spaces.

Fire Alarm Activation:
If a fire is discovered and the alarm has not yet activated, the nearest manual call point should be operated to alert others, provided it is safe to do so.

Use of Escape Routes:
Occupants must proceed quickly and calmly to the nearest available designated escape route, following fire exit signage to the nearest final exit. Lifts must not be used unless specifically designed for evacuation.

Call the Fire and Rescue Service:
Once safely outside, a responsible person or designated fire warden must call 999, provide the exact address, and state the nature and location of the fire.

Assembly and Accountability:
All evacuees should proceed to the designated assembly point, where roll calls or headcounts can be conducted by fire marshals or designated personnel.

Do Not Re-enter the Building:
Under no circumstances should anyone re-enter the premises until authorised by the Fire and Rescue Service or the designated responsible person following confirmation that it is safe to do so.

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4 Findings

Summary

This is a live document and includes the current status and latest history of 56 actions and 20 controls; please see the approved report for details at the time of the assessment.

Summary of Actions

Severity ▸ Timescale ▾	No Severity	Low Severity	Medium Severity	High Severity
No Timescale	11	0	0	0
Planned Works	0	0	1	0
Long Term	0	2	0	0
Medium Term	0	0	4	0
Short Term	0	0	14	24

Prevention - Fire Hazards and Their Elimination or Control

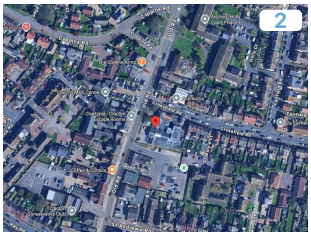
17 Negative Answers 18 Actions 12 Controls

The Property

- ✓ Location
- ✓ Pictures of Building
- ✓ Hydrant Location

Hydrant Location.

Location.



Electrical

- ✗ Fixed installations are periodically inspected and tested
- ✗ Portable appliance testing is carried out
- ✓ There is suitable limitation of trailing leads and adapters
- ✗ There is suitable control over the use of personal electrical appliances
- ✗ Is the electrical intake suitably secured or enclosed

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Create a policy for the safe use of personal electrical devices.

Any portable electrical appliances located in common areas or other spaces under the control of the responsible person should be regularly inspected and tested.

The IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment provides guidance on the appropriate nature and frequency of these checks. Notably, there were instances observed where personal items were being charged in communal areas, which may pose additional safety risks and should be monitored accordingly.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-79KH7N **Due** 17/12/2025

The electrical intake is not suitably locked or secured, posing a potential safety and security risk.

The responsible person must ensure that the intake area is properly secured with a suitable locking mechanism, restricting unauthorised access and reducing the risk of electrical hazards or fire incidents.

Timescale
Short Term

Severity
High Severity

Reference RB-ZJYEAW **Due** 17/10/2025

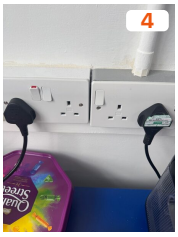
There are no records of Portable Appliance Testing (PAT), which is essential for ensuring the safety and compliance of electrical appliances.

The responsible person must ensure that Portable Appliance Testing (PAT) is carried out regularly by a competent individual, in accordance with best practices and HSE guidelines, to verify the safety of all appliances and minimise the risk of electrical faults or fire hazards.

Timescale
Short Term

Severity
Medium Severity

Reference RB-1ZIDBW **Due** 17/10/2025



There is no evidence that the fixed electrical wiring has been tested within the last five years. Regular inspection and testing of the building's electrical installation should be undertaken in accordance with BS 7671 (IET Wiring Regulations) to ensure safety and compliance.

The responsible person must arrange for an Electrical Installation Condition Report (EICR) to be carried out by a competent electrician, with all findings documented and retained to verify compliance with fire and electrical safety standards.

Only a minor works document was supplied which does not state the outcome of the EICR report.

Timescale
Short Term

Severity
High Severity

Reference RB-61G5W8 **Due** 17/10/2025

Action Continues...

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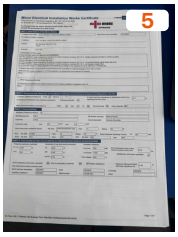
...Action Continued



There were no trailing leads seen within the common areas during the assessment. Tenants are responsible for their respective areas.
Extension cords can overheat and cause fires when used improperly. Overheating is usually caused by overloading or connecting appliances that consume more watts than the cord can handle. Damaged extension cords can also cause fires.

High-Density Electricity Storage and Photovoltaic Panels (Including Associated Control Gear)

✗ If a rooftop PV system is present, is it BS 7671 compliant and provided with suitable shutdown, labelling, cable containment, and maintenance

✓ No luminous discharge tube installations were identified within the premises

Photovoltaic (PV) panels are installed on the roof of the premises. While they offer environmental and energy benefits, they also introduce potential fire risks due to electrical faults, inadequate installation, and challenges in emergency response. The system should be reviewed and managed.

Timescale
Short Term

Severity
High Severity

The PV system layout should be assessed to ensure that cable routes and inverter locations do not expose or sit near combustible materials. Up-to-date documentation, including schematics and layout drawings, must be available and accessible to both maintenance teams and emergency responders.

All system components must comply with BS 7671, particularly Section 712, and be verified for quality and environmental suitability. Installations should be checked for any compromise to the building's fire compartmentation. Where panels are mounted on combustible roof structures, measures such as non-combustible supports, physical fire barriers between panel sections, and mitigation of chimney effects beneath arrays should be considered.

External isolators should be installed where practicable, and all PV-related components must be clearly labelled to warn of DC power hazards. The use of rapid shutdown technology or module-level shutdown options should also be explored to enhance safety for emergency services.

A robust inspection and maintenance schedule must be maintained, including annual visual and electrical checks, use of thermal imaging to identify overheating components, and live system monitoring with fault alert capabilities. Maintenance records must be documented and accessible.

The PV system layout and isolation points should be shared with the local Fire and Rescue Service. Emergency procedures must be updated to reflect the presence of PV systems, and fire wardens or responsible persons should be briefed on the risks associated with live DC components that remain energised during daylight hours.

This action should be prioritised based on the age, condition, and complexity of the system, and completed within a reasonable timeframe. Ongoing review should be carried out annually or following any system changes.

Reference RB-Q8LNQL **Due** 17/10/2025

Action Continues...

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No luminous discharge tube installations were observed within the communal areas.

No EV Charging, Personal Mobility Devices (E-Bikes/E Scooters etc), or other Lithium Ion/rechargeable battery tools/devices were noted on site at the time of assessment.

Housekeeping

- ✓ The overall standard of housekeeping is adequate
- ✓ Unnecessary accumulation or inappropriate storage of combustible materials or waste is avoided
- ✓ Combustible materials appear to be separated from ignition sources
- ✗ A responsible person monitors housekeeping standards
- ✗ If laundry facilities are provided on the premises, are the filters within tumble dryers and associated ventilation systems subject to regular inspection, cleaning, and maintenance

Assign a responsible person to monitor housekeeping standards. Define expected standards and responsible person's role.

Timescale **Medium Term**

Severity **Medium Severity**

A person responsible for monitoring housekeeping is required to guarantee combustable material are stored safely and waste does not accumulate. Documentation should be available so the responsible person understands what is expected of them.

It is also recommended that the individual carrying out housekeeping inspections or audits receives arson prevention training. This equips them with the knowledge to identify early warning signs of potential arson threats—such as suspicious behaviour, unauthorised access, or poorly secured combustible items—enabling them to take proactive steps before an incident occurs.

Reference RB-FY4SRQ **Due** 17/12/2025

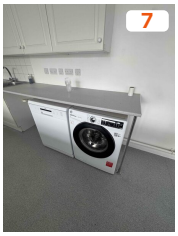
The filters within the laundry facilities are not currently subject to a programme of regular inspection and cleaning. This presents a heightened fire risk, as the build-up of lint and debris can act as a combustible material and become easily ignited during dryer operation.

Timescale **Short Term**

Severity **High Severity**

The Responsible Person must implement a formal maintenance regime, in line with manufacturer's recommendations and industry best practice, to ensure filters are cleaned and inspected at appropriate intervals. Records of all maintenance and cleaning activities should be kept to demonstrate compliance and to support ongoing risk management. Staff and residents (where applicable) should also be made aware of the importance of filter cleaning as part of general fire safety awareness.

Reference RB-IK28R4 **Due** 17/10/2025



Combustibles appear to be separated from ignition sources at the time of assessment.

The standard of housekeeping is adequate.

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Dangerous Substances

- ✓ Appropriate measures in place regarding materials that may fall under DSEAR regulations (The Dangerous Substances and Explosive Atmospheres Regulations 2002)
- ✓ Appropriate storage of hazardous materials in line with COSHH (Control of Substances Hazardous to Health Regulations 2002)
- ✗ If the building was built before the year 2000, does it have an asbestos register available for the fire and rescue serivce

The building does not have an asbestos register.

Timescale **Short Term**

Severity **Medium Severity**

The building does not have an asbestos register, which is a legal requirement under the Control of Asbestos Regulations 2012 for premises constructed before the year 2000. The responsible person must arrange for an asbestos survey to be conducted by a competent specialist and ensure that an asbestos register is created and maintained to manage any potential asbestos-containing materials (ACMs) safely.

Reference RB-R5GYH3 **Due** 17/10/2025

There are no areas within the communal parts of the building that would reasonably require a DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) assessment. No dangerous substances are stored or used in the common areas.

There are no hazardous chemicals stored at the premises at the time of assessment.

Arson

- ✓ Basic security against arson by outsiders appears reasonable
- ✓ Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders
- ✓ Is outdoor lighting adequate
- ✓ Does the building have a surveillance system in place
- ✗ Waste management arrangements at the premises are adequate

Bins should be relocated to a position at least 6m from the building.

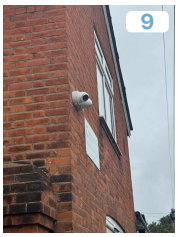
Timescale **Short Term**

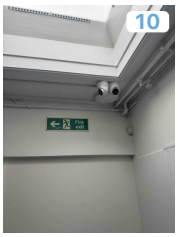
Severity **High Severity**

Bins were found to be located in unnecessarily close proximity of the building.

Reference RB-R8TQK3 **Due** 17/10/2025

The building has a CCTV system fitted.





The building is only accessible via intercom

Control Continues...

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...Control Continued

Portable Heater & Heating Installations

✗ Fixed heating and ventilation installations are subject to regular maintenance

✓ Is the use of portable heaters avoided as far as practicable

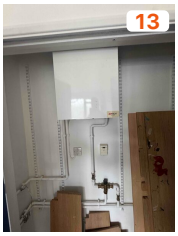
Implement a system for scheduling regular maintenance of fixed heating and ventilation installations.

There is currently no system for scheduling regular maintenance of fixed heating and ventilation installations.

Timescale **Short Term**

Severity **High Severity**

Reference RB-KGKYWL **Due** 17/10/2025



At the time of the visit there were no portable heaters in use within the building.

Cooking

✗ Are suitable first aid firefighting appliances provided

There are currently no first aid firefighting provisions in the kitchen area.

This is a breach of Article 13 of the Regulatory Reform (Fire Safety) Order 2005, which requires that appropriate fire-fighting equipment be provided where necessary based on the level of risk. Given the nature of activities in the kitchen, suitable provisions — such as a fire blanket and an appropriate fire extinguisher — should be installed as a priority. These appliances are intended for use only by staff who have received appropriate training.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-4DBWMD **Due** 17/10/2025

Smoking

✗ 'No Smoking' signs are displayed in the common areas

Review and install 'No Smoking' signs in the common areas as required.

'No Smoking' signage is not adequate. Occupants must easily understand where smoking is and is not prohibited. At least one 'No Smoking' sign must be visible in each common area of the property, including the outdoor areas. These signs must be installed in accordance with the Health Act 2006 and the Smoke-free (Signs) Regulations 2012 (England), to support legal compliance, reinforce smoke-free policies, and reduce associated fire and health risks.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-BRZVXQ **Due** 17/10/2025

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Lightning

✕ There is a Lightning Protection System

Seek advice from a specialist contractor to assess whether a lightning protection system is required in accordance with BS EN 62305.

A lightning protection system has not been provided for the building.

Reference RB-LKAFUK **Due** 17/03/2026

Timescale **Long Term**

Severity **Low Severity**

Contractors & Works

✕ Are fire safety conditions imposed on outside contractors

Fire safety conditions are not currently enforced for external contractors carrying out work on-site.

The Responsible Person must implement a comprehensive contractor fire safety policy to ensure that all contractors working on the premises comply fully with applicable fire safety regulations and site-specific requirements.

This policy must include:
A clear and enforceable permit-to-work system, with particular emphasis on a mandatory hot work permit procedure. No high-risk activities involving hot works (e.g. welding, grinding, cutting, or torch use) may commence without a formally issued and authorised permit.

Pre-work briefings to ensure all contractors are made aware of site-specific fire risks, emergency evacuation procedures, fire alarm arrangements, and any temporary fire precautions in place.

Strict authorisation of hot works, ensuring that no activity begins until the relevant permit has been signed and authorised by the Responsible Person or their appointed representative. In all cases, appropriate control measures must be in place, including a fire watch and suppression readiness.

A requirement that any breach of fire compartmentation caused during works must be immediately rectified using third-party accredited, fire-rated materials to ensure full reinstatement of fire resistance in accordance with the original specification.

Submission and approval of Risk Assessments and Method Statements (RAMS) prior to any works commencing. These documents must clearly outline the scope of works, identify associated fire risks, and specify mitigation controls.

Reference RB-CEW6WM **Due** 17/10/2025

Timescale **Short Term**

Severity **Medium Severity**

Fire Safety Signs & Notices

✕ There is a reasonable standard of fire safety signs and notices
✕ Is there a reasonable standard of directional fire safety signs
✕ Are fire doors correctly signed according to their specific purpose

Fire doors are not correctly fitted with appropriate signage.

Fire doors are not correctly fitted with appropriate signage in accordance with their function, as required by BS 5499-10:2014. For instance, communal doors fitted with self-closing devices should display ‘Fire Door – Keep Shut’ signs, while riser cupboard doors must be labelled with ‘Fire Door – Keep Locked’ signs.

Correct signage is essential to ensure clarity of use, occupant safety, and compliance with statutory fire safety requirements.

Reference RB-E7HPKG **Due** 17/10/2025

Timescale **Short Term**

Severity **High Severity**

Action Continues...

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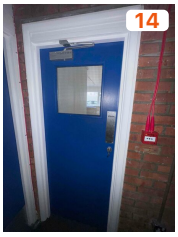


The electrical cupboard doors lack compliant hazard warning signage, as required under health and safety regulations (BS EN ISO 7010 / Electricity at Work Regulations).

Timescale
Short Term

Severity
High Severity

Install BS EN ISO 7010-compliant "Danger – Electric Shock Risk" warning signs on all electrical cupboard doors. Ensure the signage is clearly visible, durable, and maintained in good condition. This action should be completed promptly to achieve compliance with statutory requirements and reduce the risk of injury.

Reference RB-MYTGFU **Due** 17/10/2025

There are no fire action notices installed adjacent to manual call points, which may lead to confusion during an emergency.

Timescale
Short Term

Severity
Medium Severity

The responsible person must ensure that fire action notices are correctly fitted at each manual call point, providing clear instructions on emergency procedures.

Reference RB-81MW16 **Due** 17/10/2025

The current directional fire escape signage within the premises is confusing and lacks clarity, which may cause delays or uncertainty during an emergency evacuation.

Timescale
Short Term

Severity
Medium Severity

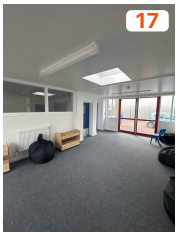
This poses a significant risk, particularly in low visibility conditions or for unfamiliar occupants, and does not meet the intent of BS 5499-4:2013 or BS EN ISO 7010, which require escape signage to be clear, consistent, and unambiguous.

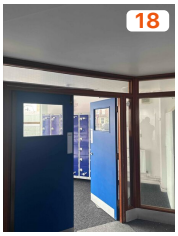
The responsible person must undertake a review of all fire escape signage and ensure that:

All signs are clearly visible, correctly positioned, and illuminated where necessary.
Arrows indicate the correct direction of travel to the nearest available exit.
Signage is consistent throughout the premises, avoiding mixed messages or conflicting instructions.

Any outdated, misleading, or missing signs should be replaced by a competent contractor to ensure the safe and efficient evacuation of the building in the event of a fire.

Reference RB-UEAZXV **Due** 17/10/2025





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Assessment of Fire Protection Measures

15 Negative Answers 14 Actions 7 Controls

Fire Spread Over External Walls

✗ There does not appear to be any cladding present on the external walls, and there is no indication that Aluminium Composite Material (ACM) or any other high-risk combustible cladding type known to promote rapid fire spread is in use

Timber cladding is present on the external walls, which poses a potential risk of external fire spread due to the combustible nature of the material.

Timescale **Long Term**

Severity **Low Severity**

Timber cladding is a highly combustible material and, where possible, should be replaced with a non-combustible material achieving a minimum classification of Euroclass A2-s1, d0 or better, in accordance with the guidance set out in Approved Document B.

As an alternative, the existing timber cladding should be treated with an appropriate fire-retardant product to improve its fire performance to at least Euroclass B-s2, d0.

Reference RB-8E1UZZ **Due** 17/03/2026

Smoke Control

✓ The building is equipped with suitable smoke control arrangements designed to manage and limit the spread of smoke

There are adequate smoke control provisions in place, provided through manually operable windows, which can be utilised by the fire and rescue service to assist with smoke ventilation during an incident.

Automatic Fire Suppression

A fire suppression system is not present within the building, and no recommendation has been made for retrofitting.

Fire Doors

✗ Are fire doors in a reasonable state of repair
✗ Do fire doors close correctly into their rebates and latches
✗ Do fire doors have edge gaps of 4mm or less
✗ Fire doors provide suitable protection from fire and smoke
✗ Where fire doors are held open, are automatic closers installed
✓ Fire doors on escape routes only open in the direction of travel

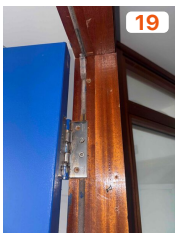
Fire doors are generally in poor condition, compromising their fire resistance and effectiveness in preventing the spread of fire and smoke.

Timescale **Short Term**

Severity **High Severity**

The responsible person must engage a competent fire door contractor to inspect, repair, or replace defective fire doors to ensure compliance with fire safety regulations and maintain proper compartmentation.

Reference RB-76PA6J **Due** 17/10/2025



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It was observed that fire doors are being wedged open, which significantly undermines the building's fire safety strategy. Wedging fire doors prevents them from containing fire and smoke, posing a serious risk to occupants and compromising safe evacuation routes.

The Responsible Person must take immediate action to ensure all fire doors remain closed, or if necessary, consider installing approved hold-open devices that release automatically upon fire alarm activation, in compliance with fire safety regulations.

Timescale
Short Term

Severity
High Severity

Reference RB-JJZS3U **Due** 17/10/2025

Some fire doors are not correctly closing into their rebates and latches, compromising their fire resistance and effectiveness in preventing the spread of fire and smoke.

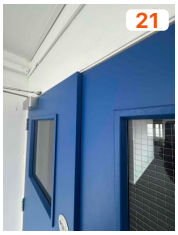
The responsible person must ensure that a competent fire door contractor inspects, adjusts, and, where necessary, repairs the doors to ensure they close fully and securely in compliance with fire safety regulations.

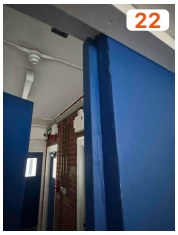
Install door selectors

Timescale
Short Term

Severity
High Severity

Reference RB-ULQCR5 **Due** 17/10/2025





Some fire doors were observed to be missing smoke seals, which may compromise their ability to prevent the spread of cold smoke in the early stages of a fire, reducing their overall effectiveness in maintaining compartmentation.

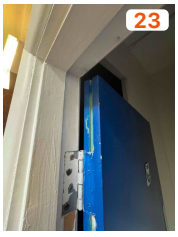
It is recommended that all fire doors are inspected by a competent person. Where smoke seals are found to be absent or defective, they should be retrofitted, or the doors replaced, in accordance with BS 476-31.1 and BS 8214.

Smoke seals play a critical role in maintaining compartmentation by limiting the passage of toxic fumes and cold smoke, particularly during the early stages of a fire, thereby protecting escape routes and supporting safe evacuation.

Timescale
Short Term

Severity
High Severity

Reference RB-E6YDDR **Due** 17/10/2025



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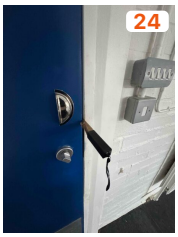
The fire doors have gaps exceeding 4mm, which could allow the spread of fire and smoke.

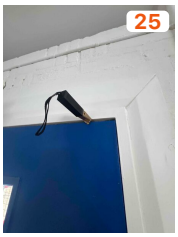
Timescale
Short Term

Severity
High Severity

The responsible person must appoint a competent fire door inspector to assess all doors and ensure they meet FD30s standards. All fire doors should have a maximum gap of 4mm and be fitted with effective self-closing mechanisms.

Reference RB-LGCDJX **Due** 17/10/2025





Means of Escape

- ✓ The construction and glazing on escape routes appear to be suitably fire resisting and in good condition
- ✓ Travel distances to a relative place of safety are not excessive
- ✓ There are enough fire escapes to support the number of people in the building
- ✓ There are no notable obstructions or trip hazards on escape routes
- ✓ Do the security-controlled doors have manual override switches fitted to allow immediate release in the event of an emergency, in accordance with BS 7273-4
- ✓ Are staircases of adequate widths to support the number of occupants
- ✓ Are the exit widths adequate to safely accommodate the maximum occupancy of the building
- ✗ Final exits are not obstructed externally and can be opened easily without needing a key

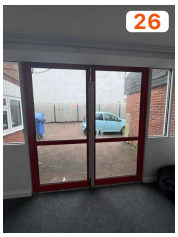
Final exits are not easily openable, which may impede safe and timely evacuation in an emergency.

Timescale
Short Term

Severity
High Severity

All fire exit doors should be readily openable without the use of keys, tools, or excessive force, in accordance with BS 9999 and the Regulatory Reform (Fire Safety) Order 2005.

Reference RB-LB8HX4 **Due** 17/10/2025

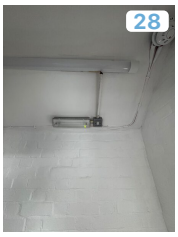


Escape routes were clear at the time of assessment.

Emergency Escape Lighting

- ✓ A reasonable standard of emergency escape lighting has been provided

The premises are provided with adequate emergency lighting, ensuring that escape routes, exits, and critical locations such as call points and fire-fighting equipment remain illuminated in the event of a power failure. This supports safe evacuation and complies with the requirements of BS 5266-1.



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Fire Detection & Warning

- ✗ A reasonable fire detection and fire alarm system is provided
- ✓ Is the fire alarm panel fault free
- ✗ Is there a Fire Alarm Zone Plan installed to BS5839 Part 1 and positioned in close proximity to the fire alarm Control and Indicating Equipment (Panel)
- ✓ The means of giving warning in case of fire are adequate
- ✓ Are manual call points of adequate heights and are suitably protected to prevent accidental activation
- ✗ Where appropriate, there are adequate arrangements for silencing and resetting an alarm condition
- ✓ Do the travel distances to the nearest manual call point comply with the recommended guidelines
- ✗ Is there remote transmission of alarm signals

There are currently no adequate arrangements in place for silencing and resetting the fire alarm system following an activation.

This may hinder the effective management of alarm conditions and could lead to delays in restoring normal system function. It is recommended that appropriate controls—clearly marked and accessible only to authorised personnel—be provided in accordance with BS 5839-1:2025 to ensure safe and compliant operation of the system.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-4VJEH6 **Due** 17/10/2025

There is currently no automatic transmission of fire alarm signals to an Alarm Receiving Centre (ARC).

As a result, any delay in manually reporting a fire may increase the time it takes for the fire and rescue service to attend, potentially compromising the effectiveness of the emergency response. It is therefore recommended that an automatic alarm transmission system be installed, in accordance with the guidance set out in BS 5839-1, to ensure prompt notification to an Alarm Receiving Centre (ARC) and to support faster attendance by the fire and rescue service.

Timescale **Medium Term**

Severity **Medium Severity**

Reference RB-DUQP9L **Due** 17/12/2025

There is no fire alarm zone plan installed to BS5839 Part 1

Install an appropriate Fire Alarm Zone Plan in accordance with BS5839 Part 1

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-QV5DM3 **Due** 17/10/2025

The current detection system coverage is inadequate for the type of premises.

A competent fire alarm engineer should be engaged to upgrade the system to Category L1, providing automatic detection throughout all areas of the building.

Timescale **Short Term**

Severity **High Severity**

Reference RB-M7F6X9 **Due** 17/10/2025

Manual call points are installed at the correct mounting height from finished floor level, in line with the requirements of BS 5839-1:2025, which specifies that they should be positioned between 0.9 m and 1.2 m above the floor. This ensures they are easily accessible to all occupants, including wheelchair users, and comply with best practice for usability and safety.

Spread of Fire

- ✗ Compartmentation is of a reasonable standard
- ✓ There is reasonable limitation of linings that may promote fire spread
- ✗ There are adequate fire-protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

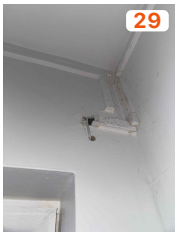
Service risers contain cable and pipe penetrations that are inadequately or incorrectly fire-stopped, compromising the compartmentation and allowing for potential passage of fire and smoke between floors or areas.

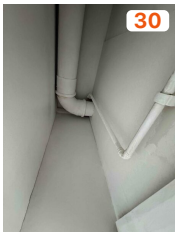
It is recommended that the Responsible Person engages a competent fire-stopping contractor to inspect all service riser penetrations. Any deficiencies should be remediated using appropriate fire-stopping materials and methods in accordance with the manufacturer specifications, to restore the integrity of the fire compartmentation.

Timescale
Short Term

Severity
High Severity

Reference RB-2J445Z **Due** 17/10/2025





The wall linings appear to be non-combustible. Where combustible materials are present, such as notice boards and displays, they account for less than 25% of the surface area. These items are also located away from escape routes with a single direction of travel, and therefore do not present a significant fire risk in terms of surface spread of flame.

Load-Bearing Elements of Structure

✓ The load-bearing elements of structure are protected and remain in good condition

The load-bearing walls and floors were inspected as part of this assessment and are considered to be in good condition. No signs of structural damage, cracking, spalling, or deterioration were observed, and the elements appear to remain structurally sound. Fire protection measures applied to these elements, where present, were found to be intact and effective, providing the required resistance to fire spread and structural collapse. Based on the inspection carried out, the load-bearing walls and floors continue to perform their intended function in both normal use and in the event of fire, thereby supporting the overall integrity and safety of the building.

Manual Fire Fighting

✗ There is a reasonable provision of manual fire extinguishing appliances

✗ Are all areas of the building accessible within 45 meters of fire vehicle access

Certain areas of the building are located beyond the 45 m hose reach recommended for Fire and Rescue Service (FRS) access.

It is advised that the local FRS be contacted to undertake a site visit, so the issue can be formally recorded and considered within their operational response planning.

Timescale
Short Term

Severity
High Severity

Reference RB-XFPW4K **Due** 17/10/2025

There are currently no means of fighting fire available within the premises, contrary to the requirements of Article 13 of the Regulatory Reform (Fire Safety) Order 2005, which states that appropriate fire-fighting equipment must be provided, maintained, and readily accessible.

It is therefore recommended that the Responsible Person engages a competent fire extinguisher engineer to assess the premises and install suitable portable fire extinguishers, based on the specific risks present. Recommended provision may include:

Electrical equipment:
– CO_2 extinguisher – suitable for live electrical fires (e.g. distribution boards, server rooms)
– Dry powder (where CO_2 is not suitable and ventilation is good).

Timescale
Medium Term

Severity
Medium Severity

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

...Action Continued

General combustibles (paper, wood, fabrics, etc.):
– Water or water additive extinguisher (e.g. AFFF or water mist).

Flammable liquids (paints, solvents, fuels):
– Foam extinguisher or dry powder, depending on environment.

Kitchens / cooking oils:
– Wet chemical extinguisher (for deep fat fryers and cooking oils – Class F fires).

All extinguishers should be:
BS EN3 compliant
Clearly signed
Wall-mounted or placed on suitable stands
Commissioned on installation
Accompanied by user training and included in the fire safety logbook
Maintained annually in accordance with BS 5306-3
Only used by trained staff

Fire extinguishers should be positioned no more than 10 metres from the associated fire risk, in accordance with BS 5306-8, to ensure prompt accessibility and effective first-response fire protection.

Reference RB-33UKN5 **Due** 17/12/2025

Management

14 Negative Answers 24 Actions 1 Control

Procedures & Arrangements

✕ There are suitable records of the fire safety arrangements

There are no records for to show that fire wardens/marshals are given additional training in the use of firefighting equipment, including understanding of the purpose of all portable and any fixed firefighting equipment.

Staff undertaking the role of fire wardens/marshals should be provided with specialised training relating to the use of and an understanding of the purpose of all portable and any fixed firefighting equipment.

Timescale **Short Term**

Severity **High Severity**

Reference RB-PSVJZX **Due** 17/10/2025

Keeping up-to-date records of your fire risk assessment is essential in managing the fire strategy for your premises and demonstrating compliance with fire safety law.

A dedicated record should be kept of all fire protection equipment maintenance and staff training. There is no single prescribed format, but suitable record books are available from trade associations and sometimes from local enforcing authorities. The quality of these records is often considered an indicator of the overall quality of fire safety management on site.

Records should be kept in a specified place, such as the management office, and include details of significant findings from the fire risk assessment, actions taken, and testing of escape routes and locking mechanisms. They should also cover fire alarm testing (including weekly checks and periodic servicing), records of false alarms, and the maintenance of emergency lighting, extinguishers, hose reels, blankets, and, where appropriate, suppression or smoke control systems.

In addition, records should reflect staff training and evacuation drills, fire safety policies, audits, and arrangements for co-ordinated emergency plans in multi-occupied buildings. They must also document alterations, tests, repairs, and maintenance of passive systems such as fire doors.

No Timescale

No Severity

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

...Action Continued

Further useful information may include the competence and qualifications of those carrying out inspections, the results of audits and remedial actions, details of incidents with potential to cause accidents, and a log of building use, fire prevention measures, and high-risk areas.

All documentation must be readily available for inspection by the enforcing authority, and management decisions should never compromise safety.

Reference RB-6FCYWS **Due** No Due Date

Emergency Plan
Your emergency plan must be appropriate to the premises and set out clear arrangements for managing fire safety. It should explain how people will be warned in the event of a fire and what actions staff, pupils, or students must take if they discover one. The plan should also describe how evacuation will be carried out, including where people will assemble once outside and the procedure for confirming that the premises have been fully evacuated.

No Timescale

No Severity

The plan should identify all key escape routes, how people can access and use them, and how they lead to a place of total safety. It must also set out arrangements for firefighting, as well as the duties and identities of staff or students with specific fire safety responsibilities.

Provisions must be included for the safe evacuation of people who may be especially at risk, such as young children, babies (e.g. in crèches), people with disabilities, contractors, visitors, and members of the public. The plan should also highlight any appliances, machines, or power supplies that need to be shut down in the event of fire and detail any specific arrangements required for high-risk areas.

If parts of the premises are hired out, the plan should also include instructions for hirers. Contingency arrangements must be made for situations where life safety systems, such as evacuation lifts, fire-detection and alarm systems, sprinklers, or smoke control systems, are out of service. The plan should also specify how the fire and rescue service will be called, who is responsible for doing so, and procedures for meeting the service on arrival, including identifying any special risks such as flammable materials.

Training and Procedures
The plan should include details of the training employees need and the arrangements for ensuring it is delivered. If relevant, phased evacuation procedures should be documented, where some areas are evacuated immediately while others remain on alert until later.

Post-Incident Planning
As part of the emergency plan, it is good practice to prepare post-incident procedures for dealing with situations that may arise, such as assisting young persons, recovering personal belongings (particularly valuables) left in the building, arranging onward transport for pupils/students, and managing evacuation during adverse weather conditions.

Contingency Planning
Finally, contingency plans should outline specific actions and the mobilisation of specialist resources where required. These plans help ensure that the organisation remains resilient and able to respond effectively to emergencies that may compromise life safety systems or disrupt normal evacuation procedures.

Reference RB-8KITCT **Due** No Due Date

Supplying Information
The Responsible Person must ensure that easily understandable fire safety information is provided to employees, the parents of any children employed, and to employers of other persons working within the premises. This information must explain the measures in place to ensure a safe escape from the building and how those measures will operate in practice.

No Timescale

No Severity

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

This should include details of:
Any significant risks to staff and other relevant persons identified through the fire risk assessment (or similar assessments carried out by other responsible persons using the building).
The fire prevention and protection measures in place, including the specific procedures for the premises and how they affect staff and other relevant persons.
The procedures for fighting fire within the premises.
The identity of people nominated with specific fire safety responsibilities.

It is essential that all staff, and where necessary other relevant persons (such as pupils, students, and contractors), receive this information in a clear and accessible format. Where specific tasks have been assigned—such as shutting down equipment or directing people to the nearest exit—those individuals must be given special instructions to ensure they fully understand their role during an emergency.

Reference RB-ERYRQD **Due** No Due Date

Employees also have a responsibility to take reasonable care for their own safety and for the safety of others who may be affected by their actions. This duty extends to following established fire safety procedures and cooperating with the employer in maintaining a safe environment.

No Timescale

No Severity

Employees must also notify their employer immediately if they become aware of any activity, condition, or situation that presents, or could present, a serious and immediate danger to themselves or to others. This ensures that risks are promptly identified, reported, and addressed.

Reference RB-PP57NY **Due** No Due Date

The type of fire safety instructions provided to staff, pupils, students, contractors, and visitors must be carefully considered. Written instructions should always be clear, concise, and relevant, and must be reviewed and updated regularly—particularly when new working practices or hazardous substances are introduced. Where young children or individuals with learning difficulties are present, the fire risk assessment should determine whether additional guidance or tailored instructions are required to ensure that the evacuation strategy is fully understood and effective.

No Timescale

No Severity

Instructions should also be given to those with delegated responsibilities. These may include removing additional security devices (such as bolts, bars, or chains) on final exit doors at the start of the day to ensure escape routes are available, completing daily, weekly, quarterly, and yearly checks on fire safety measures, and carrying out safe closing-down procedures at the end of the day, such as removing rubbish, securing hazardous substances, and ensuring fire doors and shutters are closed.

Specific responsibilities may also include assisting pupils, students, and members of the public or visitors during an evacuation, conducting sweeps of the premises to guide occupants to the nearest exits, and ensuring designated areas are checked so that no one remains inside. Staff may also be tasked with calling the emergency services, taking roll calls at the assembly point, assuming charge of the assembly area, meeting and directing the fire service on arrival, and arranging cover when nominated personnel are absent.

Reference RB-GHSH92 **Due** No Due Date

In the event of a fire, the actions of teachers, lecturers, and other relevant persons (including pupils and students) will be crucial to their own safety and that of others within the premises. All teachers and lecturers should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals. Because children rely on them for guidance, teaching staff play a critical role in evacuation procedures. It is therefore essential that they are fully conversant with all aspects of the fire strategy for the premises—not only the evacuation procedure but also day-to-day fire prevention and protection measures.

No Timescale

No Severity

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

...Action Continued

All staff, including part-time and temporary staff, as well as pupils, students, visitors, and contractors, should be made aware of the emergency plan and shown the escape routes. Training must take account of the findings of the fire risk assessment, be easily understood by those attending, and cover the roles and responsibilities that staff will be expected to carry out in the event of a fire. In larger premises, this may include appointing certain staff as fire marshals or assigning additional roles, which will require more advanced training.

Pupils and students should also receive fire safety training so that they are aware of the actions to take if a fire occurs and of simple measures they can follow to reduce fire risks.

Reference RB-SBMJI3 **Due** No Due Date

Fire Marshals
Staff who are expected to undertake the role of fire marshals (often referred to as fire wardens) must receive more comprehensive training than general staff, as they have specific responsibilities during a fire situation.
Their role may include:

No Timescale

No Severity

Assisting people within the premises to evacuate safely.
Checking the building to ensure everyone has left.
Using firefighting equipment if it is safe to do so.
Liaising with the fire and rescue service on arrival.
Shutting down vital or dangerous equipment.
Taking a supervisory or managing role during the incident.

Training Requirements for Fire Marshals
Training for fire marshals should be tailored to their additional responsibilities and may include:
A detailed understanding of the fire safety strategy of the premises.
Awareness of human behaviour in fire situations.
Guidance on how to direct and encourage others to use the safest and most appropriate escape routes.
Knowledge of how to conduct safe searches and identify areas that are unsafe to enter.
Understanding of the difficulties some people may face when evacuating, particularly those with disabilities, and familiarity with any pre-planned special evacuation arrangements (e.g. PEEPs).
Additional training in the safe use of firefighting equipment.
Awareness of the purpose and operation of fixed firefighting systems such as sprinklers or gas suppression systems.
Procedures for reporting faults, incidents, and near misses.

Reference RB-P1I2X4 **Due** No Due Date

Once the emergency plan has been developed and staff and pupils have received training, its effectiveness must be evaluated. The best way to do this is by carrying out a fire drill. A drill should be conducted at least annually, or more frequently if required by the fire risk assessment. In educational settings, where pupil turnover is high, a drill should be carried out at least once a year and, preferably, once every term or semester.

No Timescale

No Severity

A well-planned and executed drill will confirm that the training has been understood and provide valuable information for shaping future training. The responsible person should set clear objectives for the drill, which may include identifying weaknesses in the evacuation strategy, testing procedures after recent changes to the building or working practices, familiarising new occupants with evacuation arrangements, and assessing the effectiveness of provisions for people with disabilities.

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

...Action Continued

Who Should Take Part?
Fire drills should include the evacuation of all occupants of the building. The only exceptions may be individuals who need to remain behind to ensure security, or those who are required, based on a risk assessment, to stay with equipment or processes that cannot be shut down immediately. In premises made up of multiple buildings on the same site, drills should be carried out one building at a time, unless the emergency procedures require a full-site evacuation.
Where appropriate, it may also be useful to include members of the public in a fire drill. In these cases, all necessary health and safety precautions must be addressed beforehand.

Carrying Out the Drill
In buildings with more than one escape route, the fire drill should be designed on the assumption that one exit or stairway is unavailable due to fire. This can be simulated by positioning a designated person at a suitable point along an escape route to restrict access. Varying this scenario across drills ensures that individuals become familiar with alternative escape routes that they may not usually use.
When organising the drill, it is helpful to circulate details in advance and remind all staff and occupants of their duty to participate. Surprise drills are not generally recommended, as the health and safety risks they create can outweigh the benefits. Staff should be instructed to leave equipment in a safe condition before evacuating, and observers should be nominated to monitor performance during the drill.

If the fire-warning system is monitored by an alarm receiving centre, they must be notified beforehand to prevent an unnecessary fire and rescue service response. Visitors and members of the public who are on the premises should also be informed. To test knowledge, a member of staff may be chosen at random to activate the alarm by operating the nearest manual call point with a test key. This exercise provides a useful measure of how familiar staff are with the location and operation of call points.

For further detailed guidance on fire drills and evacuation testing, reference should be made to BS 5588-12.47.

Reference RB-Q9H79Y **Due** No Due Date

Roll Call and Checking the Premises
Where possible, a roll call should be carried out promptly at the designated assembly point(s). Alternatively, fire wardens or staff designated to 'sweep' the premises should report back confirming that their areas have been fully evacuated. Any individuals who remain unaccounted for must be identified, and in a real emergency this information should be passed immediately to the fire and rescue service upon their arrival.

No Timescale

No Severity

Once the roll call has been completed, or all sweep reports have been received, people may be permitted to re-enter the building. If the fire-warning system is monitored, the alarm receiving centre should be informed that the drill has ended. The outcomes of the drill, including any identified issues or lessons learned, should be recorded.

In many educational premises, a full roll call may not always be practical. In such cases, it is essential to ensure that robust management procedures are in place to confirm evacuation. This may include systematic sweeping of the premises by designated staff to ensure no one remains inside.

Reference RB-8YBCXJ **Due** No Due Date

Monitoring and Debrief
During the fire drill, the responsible person and nominated observers should carefully monitor key aspects of the evacuation. Particular attention should be given to any communication difficulties during roll call and confirming that everyone is accounted for. Observers should also note whether staff and pupils use the nearest available escape routes rather than relying only on familiar circulation routes.

No Timescale

No Severity

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

...Action Continued

Other important areas to monitor include:
Any difficulties opening final exit doors.
Challenges faced by people with disabilities or young children during the evacuation.
The effectiveness of fire wardens and staff with specific responsibilities.
Instances of inappropriate behaviour, such as stopping to collect personal items or attempting to use lifts.
Whether windows and doors were left open as people exited, which can contribute to fire and smoke spread.

After the evacuation, an on-the-spot debrief should be held to encourage immediate feedback from staff, pupils, and fire wardens about the drill. Later, all reports and observations should be collated and reviewed in detail. Any lessons learned, including identified weaknesses, should be documented, and appropriate remedial actions implemented to strengthen fire safety procedures.

Reference RB-9M113B **Due** No Due Date

No Timescale

No Severity

Good management of fire safety within your premises is essential to ensure that any issues arising are dealt with effectively. In smaller premises, this responsibility can often be managed by a teacher who oversees both fire safety and general health and safety planning. In larger premises, overall responsibility may rest with a vice-chancellor or head teacher. In some cases, it may be appropriate for the designated health and safety lead to also take on fire safety duties. Responsibility may also be shared – for example, a local authority or governing body may devolve day-to-day responsibilities to the head teacher.

An organisation's fire safety policy should be flexible enough to allow modifications where necessary. Fire safety operates at all levels of an organisation, and those with responsibility should be able to develop a local action plan specific to their premises. The fire safety policy should be documented in writing and may cover:
who holds responsibility for fire safety at board (or equivalent) level;
who is the responsible person for each premises (the individual with overall control);
arrangements for nominating, in writing, specific people to carry out fire safety tasks in the event of a fire;
systems to monitor and check that those with fire safety responsibilities are complying with legal requirements; and
arrangements for providing relevant information to those hiring out the premises.

Alongside this, you should prepare a plan of action to bring together all the measures identified during your fire risk assessment. This plan is separate from the emergency plan – it is a structured outline of what you will do to reduce identified hazards and risks, and how you will implement the necessary protective measures. Actions should be prioritised, ensuring that issues presenting an immediate danger (e.g. locked fire exits) are addressed straight away. Other improvements, where no immediate danger exists, may be scheduled over a longer timeframe.

Before admitting staff, students, or visitors to your premises, it is vital to confirm that all fire safety provisions are in place and in good working order. Where this is not possible, suitable alternative arrangements must be made.

Detailed recommendations on managing fire safety are set out in BS 5588-12.

Reference RB-Q9SPXT **Due** No Due Date

Resident Engagement

There are no residents living on site.

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Training & Drills

- ✓ Are there designated fire wardens/marshals on site
- ✓ Are all staff given adequate refresher training at suitable intervals
- ✗ Does all staff training provide information, instruction or training on the following: fire risk in the premises, fire safety measures on the premises, action in the event of a fire, action on hearing the fire alarm signals, method of operation of manual call points, location and use of extinguishers, means of summoning fire and rescue services, the identity of persons nominated to assist with evacuation, and identity of persons nominated to use fire extinguishing appliances
- ✗ Have employees received training on the procedures relevant to the specific fire risks present within the premises
- ✗ When the employees of another employer work in the premises is their employer given appropriate information on fire risks and general fire precautions, and have they ensured that the employees are provided with adequate instruction and information

Employees have not received training specific to the fire risks associated with the premises, meaning they may be unprepared to respond appropriately in the event of an incident.

Timescale
Short Term

Severity
High Severity

The Regulatory Reform (Fire Safety) Order 2005 mandates that all employees must be trained on the specific fire risks associated with the premises in which they work. It is the duty of the responsible person to ensure that fire safety procedures and information are in place, communicated effectively, and understood by all staff.

Article 15 – Procedures for Serious and Imminent Danger and Danger Areas
Under Article 15, the responsible person must establish and maintain clear, site-specific procedures to be followed by employees in the event of serious and imminent danger, including fire or any other hazardous situation that could pose a risk to life or safety.

These procedures should:

Support the prompt and safe evacuation of people from danger areas
Provide clear guidance on when and how to stop work and exit the premises
Identify all emergency escape routes and rally point
Ensure that safety instructions are clearly communicated and understood by all staff
Include appropriate measures to assist vulnerable individuals, such as those with disabilities or limited mobility
These procedures must reflect the specific nature of the building, activities carried out on-site, and the findings of the fire risk assessment. Where necessary, nominated individuals (such as fire wardens or marshals) must receive additional training to carry out their duties during emergencies.

Article 19 – Provision of Information to Employees
Article 19 requires the responsible person to ensure that all employees receive accurate, relevant, and up-to-date fire safety information, which includes:

The fire risks identified in the premises that relate to their roles or areas of work
The preventive and protective measures in place to mitigate those risks
The identity and roles of nominated persons, such as fire marshals or others responsible for fire safety duties
The evacuation procedures, including details of escape routes, fire exits, and assembly points
Information on firefighting equipment and emergency contact procedures
This information must be provided in a format that is understandable and accessible to all employees, taking into account any language differences, disabilities, or literacy levels.

It is also essential that refresher training is provided at appropriate intervals, and that information is updated promptly when any changes are made to the building, its use, or its fire safety arrangements.

Reference RB-22YGJN **Due** 17/10/2025

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

There are currently no systems in place to ensure that employers of other companies (e.g. contractors or service providers) are provided with relevant information about fire risks within the building.

The responsible person must implement a procedure to share appropriate fire safety information, including identified hazards, emergency procedures, and any specific risks.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-TXWJBB **Due** 17/10/2025

Maintenance & Testing

- ✗ Fire detection is subject to periodical maintenance in accordance with BS5839
- ✗ Emergency lighting is subject to maintenance in accordance with BS5266
- ✗ Are solar panels adequately maintained in accordance with BS 7671:2018 + A2:2022
- ✗ Are all fire resisting doors being inspected
- ✗ Has cause and effect testing been carried out on the fire safety systems to confirm correct operation and interlinked functionality

Fire doors are not currently routinely inspected.

Fire doors are not currently undergoing periodic inspections, which is a requirement under Article 17 of the Regulatory Reform (Fire Safety) Order 2005 regarding fire safety maintenance. The responsible person must ensure that regular inspections are conducted and documented in accordance with BS 9991 and BS 8214, identifying and addressing any defects promptly to maintain fire integrity and compliance.

Timescale **Short Term**

Severity **High Severity**

Reference RB-VFVPZA **Due** 17/10/2025

The solar panels are not subject to annual maintenance.

The Responsible Person must ensure that the solar PV system is maintained in accordance with BS 7671 (IET Wiring Regulations). At the time of inspection, no maintenance records were available for review.

It is recommended that the system be serviced annually by a competent solar PV engineer. This service should include a professional clean, a visual inspection, and testing to confirm continued compliance with electrical and fire safety standards.

As best practice:

A visual inspection should be carried out every 12 months
A more comprehensive deep inspection should be undertaken every 3 to 5 years

Timescale **Short Term**

Severity **High Severity**

Reference RB-HKZJJ8 **Due** 17/10/2025

There is currently no evidence to confirm that cause and effect testing has been undertaken on the fire safety systems.

As a result, it cannot be verified whether the detection, alarm, smoke control systems, and associated control interfaces are operating in accordance with the building's intended fire strategy or system design.

It is recommended that a full cause and effect test be undertaken by a competent contractor to confirm that all components of the fire safety systems function correctly and interact as required in the event of a fire.

Timescale **Planned Works**

Severity **Medium Severity**

Reference RB-SE8MF5 **Due** No Due Date

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

There are no records of maintenance for the emergency lighting system, which is essential for ensuring its functionality during power failures.

Timescale **Short Term**

Severity **High Severity**

The Responsible Person must ensure that emergency lighting systems are routinely serviced and maintained in accordance with the requirements of BS 5266-1. All inspections and maintenance activities must be fully documented, with accurate records retained for audit and regulatory compliance. A full 180-minute duration test should be carried out as part of the periodic maintenance schedule.

It is also recommended that the attending technician measures the illuminance (lux) levels during servicing to verify that lighting meets the required standards. For escape routes, a minimum illuminance of 5 lux is generally advised to ensure sufficient visibility and safe egress during emergency conditions.

Reference RB-M29TE9 **Due** 17/10/2025

There are no records of maintenance for the fire detection system, which is essential for ensuring its reliability in detecting and alerting occupants to fire hazards.

Timescale **Short Term**

Severity **High Severity**

The Responsible Person must ensure that regular servicing and maintenance of the fire detection and alarm system are carried out in accordance with BS 5839-1:2025. All activities must be thoroughly documented, with records maintained to demonstrate compliance.

Reference RB-NEMCNI **Due** 17/10/2025

Records

- ✗ Are appropriate client records kept of fire drills
- ✓ Are appropriate client records kept of fire training
- ✗ Are appropriate client records kept of weekly testing for fire detection/alarm systems
- ✗ Are appropriate client records kept of monthly emergency escape lighting tests
- ✗ Are periodic checks of final exit doors, security fastenings, and inspection of external escape staircases and gangways recorded

Record and report on fire drills once occupied.

Timescale **Short Term**

Severity **Medium Severity**

The responsible person must ensure that fire drills are conducted periodically and that detailed records are maintained, including the time taken for occupants to evacuate. This ensures compliance with fire safety regulations, allows for the identification of any issues, and helps improve evacuation procedures where necessary.

Reference RB-ABGNUT **Due** 17/10/2025

No records of monthly emergency light testing was available on site.

Timescale **Short Term**

Severity **Medium Severity**

The responsible person must implement regular monthly flick tests to ensure the proper functioning of emergency lighting systems. These tests should be documented and carried out in accordance with BS 5266-1.

Reference RB-1FAIJ2 **Due** 17/10/2025

No records of weekly fire alarm/detection were available on site.

Timescale **Short Term**

Severity **Medium Severity**

The Responsible Person must ensure that the fire alarm and detection system is tested weekly in accordance with BS 5839-1:2025, with each test properly recorded.

To verify system functionality, a different manual call point should be activated during each weekly test to ensure all devices are tested over time and to confirm alarm audibility throughout the premises.

Reference RB-9W13G1 **Due** 17/10/2025

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

There are no records of periodic checks for fire doors and escape routes.

The responsible person must ensure that regular inspections are conducted and documented to verify that fire doors and escape routes remain unobstructed and functional.

Timescale
Short Term

Severity
High Severity

Reference RB-K3A9UR **Due** 17/10/2025

Information Boxes

✕ There is a suitably located premises information box for the fire and rescue service

No secure information box (PIB/SIB) was present on site.

The Responsible Person should install a secure information box. This should contain up-to-date floor plans, a one-page building plan, and details of Personal Emergency Evacuation Plans (PEEPs) if applicable. The box must be located in an area accessible to the fire and rescue service, secured against unauthorised access, and subject to inspection at least annually to maintain accuracy and compliance.

Where the installation of a fixed information box is not reasonably practicable, a suitably managed and readily accessible grab bag may be used as an alternative.

Timescale
Short Term

Severity
Medium Severity

Reference RB-PX2VPV **Due** 17/10/2025

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

5 Action Plan

Bins should be relocated to a position at least 6m from the building.

Bins were found to be located in unnecessarily close proximity of the building.

Reference RB-R8TQK3 **Due** 17/10/2025

Timescale
Short Term

Severity
High Severity

Completed On / By

Certain areas of the building are located beyond the 45 m hose reach recommended for Fire and Rescue Service (FRS) access.

It is advised that the local FRS be contacted to undertake a site visit, so the issue can be formally recorded and considered within their operational response planning.

Reference RB-XFPW4K **Due** 17/10/2025

Timescale
Short Term

Severity
High Severity

Completed On / By

Employees have not received training specific to the fire risks associated with the premises, meaning they may be unprepared to respond appropriately in the event of an incident.

Timescale
Short Term

Severity
High Severity

The Regulatory Reform (Fire Safety) Order 2005 mandates that all employees must be trained on the specific fire risks associated with the premises in which they work. It is the duty of the responsible person to ensure that fire safety procedures and information are in place, communicated effectively, and understood by all staff.
Article 15 – Procedures for Serious and Imminent Danger and Danger Areas
Under Article 15, the responsible person must establish and maintain clear, site-specific procedures to be followed by employees in the event of serious and imminent danger, including fire or any other hazardous situation that could pose a risk to life or safety.
These procedures should:
Support the prompt and safe evacuation of people from danger areas
Provide clear guidance on when and how to stop work and exit the premises
Identify all emergency escape routes and rally point
Ensure that safety instructions are clearly communicated and understood by all staff
Include appropriate measures to assist vulnerable individuals, such as those with disabilities or limited mobility
These procedures must reflect the specific nature of the building, activities carried out on-site, and the findings of the fire risk assessment. Where necessary, nominated individuals (such as fire wardens or marshals) must receive additional training to carry out their duties during emergencies.
Article 19 – Provision of Information to Employees
Article 19 requires the responsible person to ensure that all employees receive accurate, relevant, and up-to-date fire safety information, which includes:

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

The fire risks identified in the premises that relate to their roles or areas of work
The preventive and protective measures in place to mitigate those risks
The identity and roles of nominated persons, such as fire marshals or others responsible for fire safety duties
The evacuation procedures, including details of escape routes, fire exits, and assembly points
Information on firefighting equipment and emergency contact procedures
This information must be provided in a format that is understandable and accessible to all employees, taking into account any language differences, disabilities, or literacy levels.
It is also essential that refresher training is provided at appropriate intervals, and that information is updated promptly when any changes are made to the building, its use, or its fire safety arrangements.

Reference RB-22YGJN **Due** 17/10/2025

Completed On / By

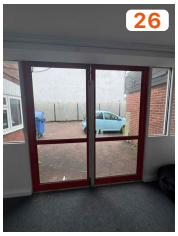
Final exits are not easily openable, which may impede safe and timely evacuation in an emergency.

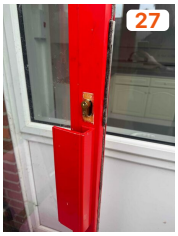
Timescale **Short Term**

Severity **High Severity**

All fire exit doors should be readily openable without the use of keys, tools, or excessive force, in accordance with BS 9999 and the Regulatory Reform (Fire Safety) Order 2005.

Reference RB-LB8HX4 **Due** 17/10/2025





Completed On / By

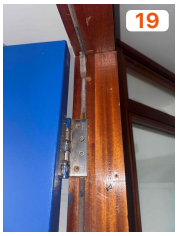
Fire doors are generally in poor condition, compromising their fire resistance and effectiveness in preventing the spread of fire and smoke.

Timescale **Short Term**

Severity **High Severity**

The responsible person must engage a competent fire door contractor to inspect, repair, or replace defective fire doors to ensure compliance with fire safety regulations and maintain proper compartmentation.

Reference RB-76PA6J **Due** 17/10/2025



Completed On / By

Fire doors are not correctly fitted with appropriate signage.

Timescale **Short Term**

Severity **High Severity**

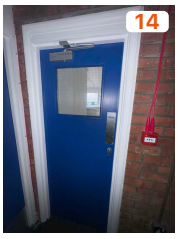
Fire doors are not correctly fitted with appropriate signage in accordance with their function, as required by BS 5499-10:2014. For instance, communal doors fitted with self-closing devices should display 'Fire Door – Keep Shut' signs, while riser cupboard doors must be labelled with 'Fire Door – Keep Locked' signs.

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

Correct signage is essential to ensure clarity of use, occupant safety, and compliance with statutory fire safety requirements.

Reference RB-E7HPKG **Due** 17/10/2025



Completed On / By

Fire doors are not currently routinely inspected.

Timescale
Short Term

Severity
High Severity

Fire doors are not currently undergoing periodic inspections, which is a requirement under Article 17 of the Regulatory Reform (Fire Safety) Order 2005 regarding fire safety maintenance. The responsible person must ensure that regular inspections are conducted and documented in accordance with BS 9991 and BS 8214, identifying and addressing any defects promptly to maintain fire integrity and compliance.

Reference RB-VFVPZA **Due** 17/10/2025

Completed On / By

Fire safety conditions are not currently enforced for external contractors carrying out work on-site.

Timescale
Short Term

Severity
Medium Severity

The Responsible Person must implement a comprehensive contractor fire safety policy to ensure that all contractors working on the premises comply fully with applicable fire safety regulations and site-specific requirements.
This policy must include:
A clear and enforceable permit-to-work system, with particular emphasis on a mandatory hot work permit procedure. No high-risk activities involving hot works (e.g. welding, grinding, cutting, or torch use) may commence without a formally issued and authorised permit.
Pre-work briefings to ensure all contractors are made aware of site-specific fire risks, emergency evacuation procedures, fire alarm arrangements, and any temporary fire precautions in place.
Strict authorisation of hot works, ensuring that no activity begins until the relevant permit has been signed and authorised by the Responsible Person or their appointed representative. In all cases, appropriate control measures must be in place, including a fire watch and suppression readiness.
A requirement that any breach of fire compartmentation caused during works must be immediately rectified using third-party accredited, fire-rated materials to ensure full reinstatement of fire resistance in accordance with the original specification.
Submission and approval of Risk Assessments and Method Statements (RAMS) prior to any works commencing. These documents must clearly outline the scope of works, identify associated fire risks, and specify mitigation controls.

Reference RB-CEW6WM **Due** 17/10/2025

Completed On / By

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

Implement a system for scheduling regular maintenance of fixed heating and ventilation installations.

There is currently no system for scheduling regular maintenance of fixed heating and ventilation installations.

Timescale **Short Term**

Severity **High Severity**

Reference RB-KGKYWL **Due** 17/10/2025

Completed On / By

It was observed that fire doors are being wedged open, which significantly undermines the building's fire safety strategy. Wedging fire doors prevents them from containing fire and smoke, posing a serious risk to occupants and compromising safe evacuation routes.

The Responsible Person must take immediate action to ensure all fire doors remain closed, or if necessary, consider installing approved hold-open devices that release automatically upon fire alarm activation, in compliance with fire safety regulations.

Timescale **Short Term**

Severity **High Severity**

Reference RB-JJZS3U **Due** 17/10/2025

Completed On / By

No records of monthly emergency light testing was available on site.

The responsible person must implement regular monthly flick tests to ensure the proper functioning of emergency lighting systems. These tests should be documented and carried out in accordance with BS 5266-1.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-1FAIJ2 **Due** 17/10/2025

Completed On / By

No records of weekly fire alarm/detection were available on site.

The Responsible Person must ensure that the fire alarm and detection system is tested weekly in accordance with BS 5839-1:2025, with each test properly recorded.

To verify system functionality, a different manual call point should be activated during each weekly test to ensure all devices are tested over time and to confirm alarm audibility throughout the premises.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-9W13G1 **Due** 17/10/2025

Completed On / By

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

No secure information box (PIB/SIB) was present on site.

The Responsible Person should install a secure information box. This should contain up-to-date floor plans, a one-page building plan, and details of Personal Emergency Evacuation Plans (PEEPs) if applicable. The box must be located in an area accessible to the fire and rescue service, secured against unauthorised access, and subject to inspection at least annually to maintain accuracy and compliance.
Where the installation of a fixed information box is not reasonably practicable, a suitably managed and readily accessible grab bag may be used as an alternative.

Timescale
Short Term

Severity
Medium Severity

Reference RB-PX2VPV **Due** 17/10/2025

Completed On / By

Photovoltaic (PV) panels are installed on the roof of the premises. While they offer environmental and energy benefits, they also introduce potential fire risks due to electrical faults, inadequate installation, and challenges in emergency response. The system should be reviewed and managed.

The PV system layout should be assessed to ensure that cable routes and inverter locations do not expose or sit near combustible materials. Up-to-date documentation, including schematics and layout drawings, must be available and accessible to both maintenance teams and emergency responders.
All system components must comply with BS 7671, particularly Section 712, and be verified for quality and environmental suitability. Installations should be checked for any compromise to the building's fire compartmentation. Where panels are mounted on combustible roof structures, measures such as non-combustible supports, physical fire barriers between panel sections, and mitigation of chimney effects beneath arrays should be considered.
External isolators should be installed where practicable, and all PV-related components must be clearly labelled to warn of DC power hazards. The use of rapid shutdown technology or module-level shutdown options should also be explored to enhance safety for emergency services.
A robust inspection and maintenance schedule must be maintained, including annual visual and electrical checks, use of thermal imaging to identify overheating components, and live system monitoring with fault alert capabilities. Maintenance records must be documented and accessible.
The PV system layout and isolation points should be shared with the local Fire and Rescue Service. Emergency procedures must be updated to reflect the presence of PV systems, and fire wardens or responsible persons should be briefed on the risks associated with live DC components that remain energised during daylight hours.
This action should be prioritised based on the age, condition, and complexity of the system, and completed within a reasonable timeframe. Ongoing review should be carried out annually or following any system changes.

Timescale
Short Term

Severity
High Severity

Reference RB-Q8LNQL **Due** 17/10/2025

Completed On / By

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

Record and report on fire drills once occupied.

The responsible person must ensure that fire drills are conducted periodically and that detailed records are maintained, including the time taken for occupants to evacuate. This ensures compliance with fire safety regulations, allows for the identification of any issues, and helps improve evacuation procedures where necessary.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-ABGNUT **Due** 17/10/2025

Completed On / By

Review and install 'No Smoking' signs in the common areas as required.

'No Smoking' signage is not adequate. Occupants must easily understand where smoking is and is not prohibited. At least one 'No Smoking' sign must be visible in each common area of the property, including the outdoor areas. These signs must be installed in accordance with the Health Act 2006 and the Smoke-free (Signs) Regulations 2012 (England), to support legal compliance, reinforce smoke-free policies, and reduce associated fire and health risks.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-BRZVXQ **Due** 17/10/2025

Completed On / By

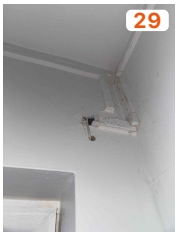
Service risers contain cable and pipe penetrations that are inadequately or incorrectly fire-stopped, compromising the compartmentation and allowing for potential passage of fire and smoke between floors or areas.

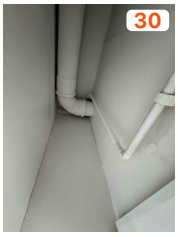
It is recommended that the Responsible Person engages a competent fire-stopping contractor to inspect all service riser penetrations. Any deficiencies should be remediated using appropriate fire-stopping materials and methods in accordance with the manufacturer specifications, to restore the integrity of the fire compartmentation.

Timescale **Short Term**

Severity **High Severity**

Reference RB-2J445Z **Due** 17/10/2025





Completed On / By

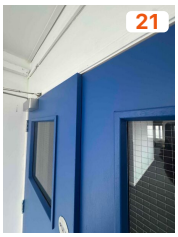
Some fire doors are not correctly closing into their rebates and latches, compromising their fire resistance and effectiveness in preventing the spread of fire and smoke.

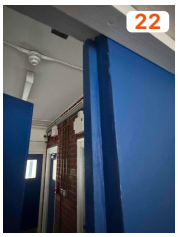
The responsible person must ensure that a competent fire door contractor inspects, adjusts, and, where necessary, repairs the doors to ensure they close fully and securely in compliance with fire safety regulations.
Install door selectors

Timescale **Short Term**

Severity **High Severity**

Reference RB-ULQCR5 **Due** 17/10/2025





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THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

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Completed On / By

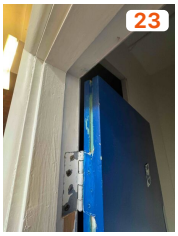
Some fire doors were observed to be missing smoke seals, which may compromise their ability to prevent the spread of cold smoke in the early stages of a fire, reducing their overall effectiveness in maintaining compartmentation.

Timescale
Short Term

Severity
High Severity

It is recommended that all fire doors are inspected by a competent person. Where smoke seals are found to be absent or defective, they should be retrofitted, or the doors replaced, in accordance with BS 476-31.1 and BS 8214.
Smoke seals play a critical role in maintaining compartmentation by limiting the passage of toxic fumes and cold smoke, particularly during the early stages of a fire, thereby protecting escape routes and supporting safe evacuation.

Reference RB-E6YDDR **Due** 17/10/2025



Completed On / By

The building does not have an asbestos register.

Timescale
Short Term

Severity
Medium Severity

The building does not have an asbestos register, which is a legal requirement under the Control of Asbestos Regulations 2012 for premises constructed before the year 2000.
The responsible person must arrange for an asbestos survey to be conducted by a competent specialist and ensure that an asbestos register is created and maintained to manage any potential asbestos-containing materials (ACMs) safely.

Reference RB-R5GYH3 **Due** 17/10/2025

Completed On / By

The current detection system coverage is inadequate for the type of premises.

Timescale
Short Term

Severity
High Severity

A competent fire alarm engineer should be engaged to upgrade the system to Category L1, providing automatic detection throughout all areas of the building.

Reference RB-M7F6X9 **Due** 17/10/2025

Completed On / By

The current directional fire escape signage within the premises is confusing and lacks clarity, which may cause delays or uncertainty during an emergency evacuation.

Timescale
Short Term

Severity
Medium Severity

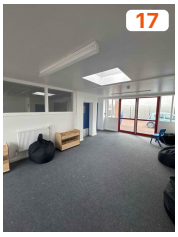
This poses a significant risk, particularly in low visibility conditions or for unfamiliar occupants, and does not meet the intent of BS 5499-4:2013 or BS EN ISO 7010, which require escape signage to be clear, consistent, and unambiguous.
The responsible person must undertake a review of all fire escape signage and ensure that:
All signs are clearly visible, correctly positioned, and illuminated where necessary.
Arrows indicate the correct direction of travel to the nearest available exit.
Signage is consistent throughout the premises, avoiding mixed messages or conflicting instructions.
Any outdated, misleading, or missing signs should be replaced by a competent contractor to ensure the safe and efficient evacuation of the building in the event of a fire.

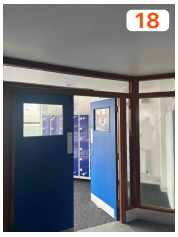
Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

...Action Continued

Reference RB-UEAZXV **Due** 17/10/2025





Completed On / By

The electrical cupboard doors lack compliant hazard warning signage, as required under health and safety regulations (BS EN ISO 7010 / Electricity at Work Regulations).

Timescale **Short Term**

Severity **High Severity**

Install BS EN ISO 7010-compliant "Danger – Electric Shock Risk" warning signs on all electrical cupboard doors. Ensure the signage is clearly visible, durable, and maintained in good condition. This action should be completed promptly to achieve compliance with statutory requirements and reduce the risk of injury.

Reference RB-MYTGFU **Due** 17/10/2025

Completed On / By

The electrical intake is not suitably locked or secured, posing a potential safety and security risk.

Timescale **Short Term**

Severity **High Severity**

The responsible person must ensure that the intake area is properly secured with a suitable locking mechanism, restricting unauthorised access and reducing the risk of electrical hazards or fire incidents.

Reference RB-ZJYEAW **Due** 17/10/2025

Completed On / By

The filters within the laundry facilities are not currently subject to a programme of regular inspection and cleaning. This presents a heightened fire risk, as the build-up of lint and debris can act as a combustible material and become easily ignited during dryer operation.

Timescale **Short Term**

Severity **High Severity**

The Responsible Person must implement a formal maintenance regime, in line with manufacturer's recommendations and industry best practice, to ensure filters are cleaned and inspected at appropriate intervals. Records of all maintenance and cleaning activities should be kept to demonstrate compliance and to support ongoing risk management. Staff and residents (where applicable) should also be made aware of the importance of filter cleaning as part of general fire safety awareness.

Reference RB-IK28R4 **Due** 17/10/2025

Action Continues...

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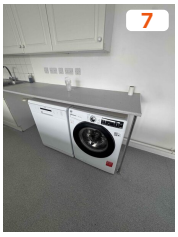


Completed On / By

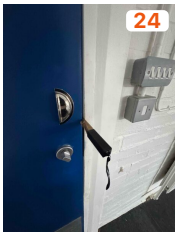
The fire doors have gaps exceeding 4mm, which could allow the spread of fire and smoke.

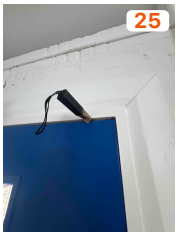
Timescale
Short Term

Severity
High Severity

The responsible person must appoint a competent fire door inspector to assess all doors and ensure they meet FD30s standards. All fire doors should have a maximum gap of 4mm and be fitted with effective self-closing mechanisms.

Reference RB-LGCDJX **Due** 17/10/2025





Completed On / By

The solar panels are not subject to annual maintenance.

Timescale
Short Term

Severity
High Severity

The Responsible Person must ensure that the solar PV system is maintained in accordance with BS 7671 (IET Wiring Regulations). At the time of inspection, no maintenance records were available for review.

It is recommended that the system be serviced annually by a competent solar PV engineer. This service should include a professional clean, a visual inspection, and testing to confirm continued compliance with electrical and fire safety standards.
As best practice:
A visual inspection should be carried out every 12 months
A more comprehensive deep inspection should be undertaken every 3 to 5 years

Reference RB-HKZJJ8 **Due** 17/10/2025

Completed On / By

There are currently no adequate arrangements in place for silencing and resetting the fire alarm system following an activation.

Timescale
Short Term

Severity
Medium Severity

This may hinder the effective management of alarm conditions and could lead to delays in restoring normal system function. It is recommended that appropriate controls—clearly marked and accessible only to authorised personnel—be provided in accordance with BS 5839-1:2025 to ensure safe and compliant operation of the system.

Reference RB-4VJEH6 **Due** 17/10/2025

Completed On / By

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

There are currently no first aid firefighting provisions in the kitchen area.

This is a breach of Article 13 of the Regulatory Reform (Fire Safety) Order 2005, which requires that appropriate fire-fighting equipment be provided where necessary based on the level of risk. Given the nature of activities in the kitchen, suitable provisions — such as a fire blanket and an appropriate fire extinguisher — should be installed as a priority. These appliances are intended for use only by staff who have received appropriate training.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-4DBWMD **Due** 17/10/2025

Completed On / By

There are currently no systems in place to ensure that employers of other companies (e.g. contractors or service providers) are provided with relevant information about fire risks within the building.

The responsible person must implement a procedure to share appropriate fire safety information, including identified hazards, emergency procedures, and any specific risks.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-TXWJBB **Due** 17/10/2025

Completed On / By

There are no fire action notices installed adjacent to manual call points, which may lead to confusion during an emergency.

The responsible person must ensure that fire action notices are correctly fitted at each manual call point, providing clear instructions on emergency procedures.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-81MW16 **Due** 17/10/2025

Completed On / By

There are no records for to show that fire wardens/marshals are given additional training in the use of firefighting equipment, including understanding of the purpose of all portable and any fixed firefighting equipment.

Staff undertaking the role of fire wardens/marshals should be provided with specialised training relating to the use of and an understanding of the purpose of all portable and any fixed firefighting equipment.

Timescale **Short Term**

Severity **High Severity**

Reference RB-PSVJZX **Due** 17/10/2025

Completed On / By

There are no records of Portable Appliance Testing (PAT), which is essential for ensuring the safety and compliance of electrical appliances.

The responsible person must ensure that Portable Appliance Testing (PAT) is carried out regularly by a competent individual, in accordance with best practices and HSE guidelines, to verify the safety of all appliances and minimise the risk of electrical faults or fire hazards.

Timescale **Short Term**

Severity **Medium Severity**

Reference RB-1ZIDBW **Due** 17/10/2025

Action Continues

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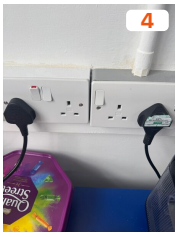

Completed On / By

There are no records of maintenance for the emergency lighting system, which is essential for ensuring its functionality during power failures.

Timescale
Short Term

Severity
High Severity

The Responsible Person must ensure that emergency lighting systems are routinely serviced and maintained in accordance with the requirements of BS 5266-1. All inspections and maintenance activities must be fully documented, with accurate records retained for audit and regulatory compliance. A full 180-minute duration test should be carried out as part of the periodic maintenance schedule.
It is also recommended that the attending technician measures the illuminance (lux) levels during servicing to verify that lighting meets the required standards. For escape routes, a minimum illuminance of 5 lux is generally advised to ensure sufficient visibility and safe egress during emergency conditions.

Reference RB-M29TE9 **Due** 17/10/2025

Completed On / By

There are no records of maintenance for the fire detection system, which is essential for ensuring its reliability in detecting and alerting occupants to fire hazards.

Timescale
Short Term

Severity
High Severity

The Responsible Person must ensure that regular servicing and maintenance of the fire detection and alarm system are carried out in accordance with BS 5839-1:2025. All activities must be thoroughly documented, with records maintained to demonstrate compliance.

Reference RB-NEMCNI **Due** 17/10/2025

Completed On / By

There are no records of periodic checks for fire doors and escape routes.

Timescale
Short Term

Severity
High Severity

The responsible person must ensure that regular inspections are conducted and documented to verify that fire doors and escape routes remain unobstructed and functional.

Reference RB-K3A9UR **Due** 17/10/2025

Completed On / By

There is no evidence that the fixed electrical wiring has been tested within the last five years. Regular inspection and testing of the building's electrical installation should be undertaken in accordance with BS 7671 (IET Wiring Regulations) to ensure safety and compliance.

Timescale
Short Term

Severity
High Severity

The responsible person must arrange for an Electrical Installation Condition Report (EICR) to be carried out by a competent electrician, with all findings documented and retained to verify compliance with fire and electrical safety standards.
Only a minor works document was supplied which does not state the outcome of the EICR report.

Reference RB-61G5W8 **Due** 17/10/2025

Action Continues...

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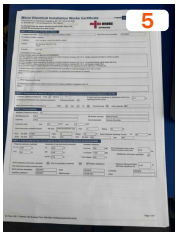

Completed On / By

There is no fire alarm zone plan installed to BS5839 Part 1

Install an appropriate Fire Alarm Zone Plan in accordance with BS5839 Part 1

Reference RB-QV5DM3 **Due** 17/10/2025

Timescale
Short Term

Severity
Medium Severity

Completed On / By

Assign a responsible person to monitor housekeeping standards. Define expected standards and responsible person's role.

A person responsible for monitoring housekeeping is required to guarantee combustable material are stored safely and waste does not accumulate. Documentation should be available so the responsible person understands what is expected of them. It is also recommended that the individual carrying out housekeeping inspections or audits receives arson prevention training. This equips them with the knowledge to identify early warning signs of potential arson threats—such as suspicious behaviour, unauthorised access, or poorly secured combustible items—enabling them to take proactive steps before an incident occurs.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-FY4SRQ **Due** 17/12/2025

Completed On / By

Create a policy for the safe use of personal electrical devices.

Any portable electrical appliances located in common areas or other spaces under the control of the responsible person should be regularly inspected and tested.

The IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment provides guidance on the appropriate nature and frequency of these checks. Notably, there were instances observed where personal items were being charged in communal areas, which may pose additional safety risks and should be monitored accordingly.

Timescale
Medium Term

Severity
Medium Severity

Reference RB-79KH7N **Due** 17/12/2025

Completed On / By

There are currently no means of fighting fire available within the premises, contrary to the requirements of Article 13 of the Regulatory Reform (Fire Safety) Order 2005, which states that appropriate fire-fighting equipment must be provided, maintained, and readily accessible.

It is therefore recommended that the Responsible Person engages a competent fire extinguisher engineer to assess the premises and install suitable portable fire extinguishers, based on the specific risks present. Recommended provision may include:
Electrical equipment:
– CO_2 extinguisher – suitable for live electrical fires (e.g. distribution boards, server rooms)
– Dry powder (where CO_2 is not suitable and ventilation is good).

Timescale
Medium Term

Severity
Medium Severity

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

...Action Continued

General combustibles (paper, wood, fabrics, etc.):
– Water or water additive extinguisher (e.g. AFFF or water mist).
Flammable liquids (paints, solvents, fuels):
– Foam extinguisher or dry powder, depending on environment.
Kitchens / cooking oils:
– Wet chemical extinguisher (for deep fat fryers and cooking oils – Class F fires).
All extinguishers should be:
BS EN3 compliant
Clearly signed
Wall-mounted or placed on suitable stands
Commissioned on installation
Accompanied by user training and included in the fire safety logbook
Maintained annually in accordance with BS 5306-3
Only used by trained staff
Fire extinguishers should be positioned no more than 10 metres from the associated fire risk, in accordance with BS 5306-8, to ensure prompt accessibility and effective first-response fire protection.

Reference RB-33UKN5 **Due** 17/12/2025

Completed On / By

There is currently no automatic transmission of fire alarm signals to an Alarm Receiving Centre (ARC).

Timescale **Medium Term**

Severity **Medium Severity**

As a result, any delay in manually reporting a fire may increase the time it takes for the fire and rescue service to attend, potentially compromising the effectiveness of the emergency response. It is therefore recommended that an automatic alarm transmission system be installed, in accordance with the guidance set out in BS 5839-1, to ensure prompt notification to an Alarm Receiving Centre (ARC) and to support faster attendance by the fire and rescue service.

Reference RB-DUQP9L **Due** 17/12/2025

Completed On / By

Seek advice from a specialist contractor to assess whether a lightning protection system is required in accordance with BS EN 62305.

Timescale **Long Term**

Severity **Low Severity**

A lightning protection system has not been provided for the building.

Reference RB-LKAFUK **Due** 17/03/2026

Completed On / By

Timber cladding is present on the external walls, which poses a potential risk of external fire spread due to the combustible nature of the material.

Timescale **Long Term**

Severity **Low Severity**

Timber cladding is a highly combustible material and, where possible, should be replaced with a non-combustible material achieving a minimum classification of Euroclass A2-s1, d0 or better, in accordance with the guidance set out in Approved Document B.
As an alternative, the existing timber cladding should be treated with an appropriate fire-retardant product to improve its fire performance to at least Euroclass B-s2, d0.

Reference RB-8E1UZZ **Due** 17/03/2026

Completed On / By

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

Emergency Plan
Your emergency plan must be appropriate to the premises and set out clear arrangements for managing fire safety. It should explain how people will be warned in the event of a fire and what actions staff, pupils, or students must take if they discover one. The plan should also describe how evacuation will be carried out, including where people will assemble once outside and the procedure for confirming that the premises have been fully evacuated.
The plan should identify all key escape routes, how people can access and use them, and how they lead to a place of total safety. It must also set out arrangements for firefighting, as well as the duties and identities of staff or students with specific fire safety responsibilities.
Provisions must be included for the safe evacuation of people who may be especially at risk, such as young children, babies (e.g. in crèches), people with disabilities, contractors, visitors, and members of the public. The plan should also highlight any appliances, machines, or power supplies that need to be shut down in the event of fire and detail any specific arrangements required for high-risk areas.
If parts of the premises are hired out, the plan should also include instructions for hirers. Contingency arrangements must be made for situations where life safety systems, such as evacuation lifts, fire-detection and alarm systems, sprinklers, or smoke control systems, are out of service. The plan should also specify how the fire and rescue service will be called, who is responsible for doing so, and procedures for meeting the service on arrival, including identifying any special risks such as flammable materials.
Training and Procedures
The plan should include details of the training employees need and the arrangements for ensuring it is delivered. If relevant, phased evacuation procedures should be documented, where some areas are evacuated immediately while others remain on alert until later.
Post-Incident Planning
As part of the emergency plan, it is good practice to prepare post-incident procedures for dealing with situations that may arise, such as assisting young persons, recovering personal belongings (particularly valuables) left in the building, arranging onward transport for pupils/students, and managing evacuation during adverse weather conditions.
Contingency Planning
Finally, contingency plans should outline specific actions and the mobilisation of specialist resources where required. These plans help ensure that the organisation remains resilient and able to respond effectively to emergencies that may compromise life safety systems or disrupt normal evacuation procedures.

No Timescale

No Severity

Reference RB-8KITCT **Due** No Due Date

Completed On / By

Employees also have a responsibility to take reasonable care for their own safety and for the safety of others who may be affected by their actions. This duty extends to following established fire safety procedures and cooperating with the employer in maintaining a safe environment.

Employees must also notify their employer immediately if they become aware of any activity, condition, or situation that presents, or could present, a serious and immediate danger to themselves or to others. This ensures that risks are promptly identified, reported, and addressed.

No Timescale

No Severity

Reference RB-PP57NY **Due** No Due Date

Completed On / By

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

Fire Marshals
Staff who are expected to undertake the role of fire marshals (often referred to as fire wardens) must receive more comprehensive training than general staff, as they have specific responsibilities during a fire situation.
Their role may include:
Assisting people within the premises to evacuate safely.
Checking the building to ensure everyone has left.
Using firefighting equipment if it is safe to do so.
Liaising with the fire and rescue service on arrival.
Shutting down vital or dangerous equipment.
Taking a supervisory or managing role during the incident.
Training Requirements for Fire Marshals
Training for fire marshals should be tailored to their additional responsibilities and may include:
A detailed understanding of the fire safety strategy of the premises.
Awareness of human behaviour in fire situations.
Guidance on how to direct and encourage others to use the safest and most appropriate escape routes.
Knowledge of how to conduct safe searches and identify areas that are unsafe to enter.
Understanding of the difficulties some people may face when evacuating, particularly those with disabilities, and familiarity with any pre-planned special evacuation arrangements (e.g. PEEPs).
Additional training in the safe use of firefighting equipment.
Awareness of the purpose and operation of fixed firefighting systems such as sprinklers or gas suppression systems.
Procedures for reporting faults, incidents, and near misses.

No Timescale

No Severity

Reference RB-P1I2X4 **Due** No Due Date

Completed On / By

Good management of fire safety within your premises is essential to ensure that any issues arising are dealt with effectively. In smaller premises, this responsibility can often be managed by a teacher who oversees both fire safety and general health and safety planning. In larger premises, overall responsibility may rest with a vice-chancellor or head teacher. In some cases, it may be appropriate for the designated health and safety lead to also take on fire safety duties. Responsibility may also be shared – for example, a local authority or governing body may devolve day-to-day responsibilities to the head teacher.
An organisation's fire safety policy should be flexible enough to allow modifications where necessary. Fire safety operates at all levels of an organisation, and those with responsibility should be able to develop a local action plan specific to their premises.
The fire safety policy should be documented in writing and may cover:
who holds responsibility for fire safety at board (or equivalent) level;
who is the responsible person for each premises (the individual with overall control);
arrangements for nominating, in writing, specific people to carry out fire safety tasks in the event of a fire;
systems to monitor and check that those with fire safety responsibilities are complying with legal requirements; and
arrangements for providing relevant information to those hiring out the premises.
Alongside this, you should prepare a plan of action to bring together all the measures identified during your fire risk assessment. This plan is separate from the emergency plan – it is a structured outline of what you will do to reduce identified hazards and risks, and how you will implement the necessary protective measures. Actions should be prioritised, ensuring that issues presenting an immediate danger (e.g. locked fire exits) are addressed straight away. Other improvements, where no immediate danger exists, may be scheduled over a longer timeframe.
Before admitting staff, students, or visitors to your premises, it is vital to confirm that all fire safety provisions are in place and in good working order. Where this is not possible, suitable alternative arrangements must be made.

No Timescale

No Severity

Action Continues...

THIS LIVE DOCUMENT SHOWS THE LATEST INFORMATION AS OF 23/09/2025 16:35

Detailed recommendations on managing fire safety are set out in BS 5588-12.

Reference RB-Q9SPXT **Due** No Due Date

Completed On / By

In the event of a fire, the actions of teachers, lecturers, and other relevant persons (including pupils and students) will be crucial to their own safety and that of others within the premises. All teachers and lecturers should receive basic fire safety induction training and attend refresher sessions at pre-determined intervals. Because children rely on them for guidance, teaching staff play a critical role in evacuation procedures. It is therefore essential that they are fully conversant with all aspects of the fire strategy for the premises—not only the evacuation procedure but also day-to-day fire prevention and protection measures.

All staff, including part-time and temporary staff, as well as pupils, students, visitors, and contractors, should be made aware of the emergency plan and shown the escape routes. Training must take account of the findings of the fire risk assessment, be easily understood by those attending, and cover the roles and responsibilities that staff will be expected to carry out in the event of a fire. In larger premises, this may include appointing certain staff as fire marshals or assigning additional roles, which will require more advanced training.

Pupils and students should also receive fire safety training so that they are aware of the actions to take if a fire occurs and of simple measures they can follow to reduce fire risks.

No Timescale

No Severity

Reference RB-SBMJI3 **Due** No Due Date

Completed On / By

Keeping up-to-date records of your fire risk assessment is essential in managing the fire strategy for your premises and demonstrating compliance with fire safety law.

A dedicated record should be kept of all fire protection equipment maintenance and staff training. There is no single prescribed format, but suitable record books are available from trade associations and sometimes from local enforcing authorities. The quality of these records is often considered an indicator of the overall quality of fire safety management on site.

Records should be kept in a specified place, such as the management office, and include details of significant findings from the fire risk assessment, actions taken, and testing of escape routes and locking mechanisms. They should also cover fire alarm testing (including weekly checks and periodic servicing), records of false alarms, and the maintenance of emergency lighting, extinguishers, hose reels, blankets, and, where appropriate, suppression or smoke control systems.

In addition, records should reflect staff training and evacuation drills, fire safety policies, audits, and arrangements for co-ordinated emergency plans in multi-occupied buildings. They must also document alterations, tests, repairs, and maintenance of passive systems such as fire doors.

Further useful information may include the competence and qualifications of those carrying out inspections, the results of audits and remedial actions, details of incidents with potential to cause accidents, and a log of building use, fire prevention measures, and high-risk areas.

All documentation must be readily available for inspection by the enforcing authority, and management decisions should never compromise safety.

No Timescale

No Severity

Reference RB-6FCYWS **Due** No Due Date

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Monitoring and Debrief
During the fire drill, the responsible person and nominated observers should carefully monitor key aspects of the evacuation. Particular attention should be given to any communication difficulties during roll call and confirming that everyone is accounted for. Observers should also note whether staff and pupils use the nearest available escape routes rather than relying only on familiar circulation routes.
Other important areas to monitor include:
Any difficulties opening final exit doors.
Challenges faced by people with disabilities or young children during the evacuation.
The effectiveness of fire wardens and staff with specific responsibilities.
Instances of inappropriate behaviour, such as stopping to collect personal items or attempting to use lifts.
Whether windows and doors were left open as people exited, which can contribute to fire and smoke spread.
After the evacuation, an on-the-spot debrief should be held to encourage immediate feedback from staff, pupils, and fire wardens about the drill. Later, all reports and observations should be collated and reviewed in detail. Any lessons learned, including identified weaknesses, should be documented, and appropriate remedial actions implemented to strengthen fire safety procedures.

No Timescale

No Severity

Reference RB-9M113B **Due** No Due Date

Completed On / By

Once the emergency plan has been developed and staff and pupils have received training, its effectiveness must be evaluated. The best way to do this is by carrying out a fire drill. A drill should be conducted at least annually, or more frequently if required by the fire risk assessment. In educational settings, where pupil turnover is high, a drill should be carried out at least once a year and, preferably, once every term or semester.
A well-planned and executed drill will confirm that the training has been understood and provide valuable information for shaping future training. The responsible person should set clear objectives for the drill, which may include identifying weaknesses in the evacuation strategy, testing procedures after recent changes to the building or working practices, familiarising new occupants with evacuation arrangements, and assessing the effectiveness of provisions for people with disabilities.
Who Should Take Part?
Fire drills should include the evacuation of all occupants of the building. The only exceptions may be individuals who need to remain behind to ensure security, or those who are required, based on a risk assessment, to stay with equipment or processes that cannot be shut down immediately. In premises made up of multiple buildings on the same site, drills should be carried out one building at a time, unless the emergency procedures require a full-site evacuation.
Where appropriate, it may also be useful to include members of the public in a fire drill. In these cases, all necessary health and safety precautions must be addressed beforehand.
Carrying Out the Drill
In buildings with more than one escape route, the fire drill should be designed on the assumption that one exit or stairway is unavailable due to fire. This can be simulated by positioning a designated person at a suitable point along an escape route to restrict access. Varying this scenario across drills ensures that individuals become familiar with alternative escape routes that they may not usually use.
When organising the drill, it is helpful to circulate details in advance and remind all staff and occupants of their duty to participate. Surprise drills are not generally recommended, as the health and safety risks they create can outweigh the benefits. Staff should be instructed to leave equipment in a safe condition before evacuating, and observers should be nominated to monitor performance during the drill.

No Timescale

No Severity

Action Continues...

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If the fire-warning system is monitored by an alarm receiving centre, they must be notified beforehand to prevent an unnecessary fire and rescue service response.
Visitors and members of the public who are on the premises should also be informed.
To test knowledge, a member of staff may be chosen at random to activate the alarm by operating the nearest manual call point with a test key. This exercise provides a useful measure of how familiar staff are with the location and operation of call points.
For further detailed guidance on fire drills and evacuation testing, reference should be made to BS 5588-12.47.

Reference RB-Q9H79Y **Due** No Due Date

Completed On / By

Roll Call and Checking the Premises

No Timescale

No Severity

Where possible, a roll call should be carried out promptly at the designated assembly point(s). Alternatively, fire wardens or staff designated to 'sweep' the premises should report back confirming that their areas have been fully evacuated. Any individuals who remain unaccounted for must be identified, and in a real emergency this information should be passed immediately to the fire and rescue service upon their arrival.
Once the roll call has been completed, or all sweep reports have been received, people may be permitted to re-enter the building. If the fire-warning system is monitored, the alarm receiving centre should be informed that the drill has ended. The outcomes of the drill, including any identified issues or lessons learned, should be recorded.
In many educational premises, a full roll call may not always be practical. In such cases, it is essential to ensure that robust management procedures are in place to confirm evacuation. This may include systematic sweeping of the premises by designated staff to ensure no one remains inside.

Reference RB-8YBCXJ **Due** No Due Date

Completed On / By

Supplying Information

No Timescale

No Severity

The Responsible Person must ensure that easily understandable fire safety information is provided to employees, the parents of any children employed, and to employers of other persons working within the premises. This information must explain the measures in place to ensure a safe escape from the building and how those measures will operate in practice.
This should include details of:
Any significant risks to staff and other relevant persons identified through the fire risk assessment (or similar assessments carried out by other responsible persons using the building).
The fire prevention and protection measures in place, including the specific procedures for the premises and how they affect staff and other relevant persons.
The procedures for fighting fire within the premises.
The identity of people nominated with specific fire safety responsibilities.
It is essential that all staff, and where necessary other relevant persons (such as pupils, students, and contractors), receive this information in a clear and accessible format.
Where specific tasks have been assigned—such as shutting down equipment or directing people to the nearest exit—those individuals must be given special instructions to ensure they fully understand their role during an emergency.

Reference RB-ERYRQD **Due** No Due Date

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The type of fire safety instructions provided to staff, pupils, students, contractors, and visitors must be carefully considered. Written instructions should always be clear, concise, and relevant, and must be reviewed and updated regularly—particularly when new working practices or hazardous substances are introduced. Where young children or individuals with learning difficulties are present, the fire risk assessment should determine whether additional guidance or tailored instructions are required to ensure that the evacuation strategy is fully understood and effective.
Instructions should also be given to those with delegated responsibilities. These may include removing additional security devices (such as bolts, bars, or chains) on final exit doors at the start of the day to ensure escape routes are available, completing daily, weekly, quarterly, and yearly checks on fire safety measures, and carrying out safe closing-down procedures at the end of the day, such as removing rubbish, securing hazardous substances, and ensuring fire doors and shutters are closed.
Specific responsibilities may also include assisting pupils, students, and members of the public or visitors during an evacuation, conducting sweeps of the premises to guide occupants to the nearest exits, and ensuring designated areas are checked so that no one remains inside. Staff may also be tasked with calling the emergency services, taking roll calls at the assembly point, assuming charge of the assembly area, meeting and directing the fire service on arrival, and arranging cover when nominated personnel are absent.

No Timescale

No Severity

Reference RB-GHSH92 **Due** No Due Date

Completed On / By

There is currently no evidence to confirm that cause and effect testing has been undertaken on the fire safety systems.

As a result, it cannot be verified whether the detection, alarm, smoke control systems, and associated control interfaces are operating in accordance with the building's intended fire strategy or system design.
It is recommended that a full cause and effect test be undertaken by a competent contractor to confirm that all components of the fire safety systems function correctly and interact as required in the event of a fire.

Timescale
Planned Works

Severity
Medium Severity

Reference RB-SE8MF5 **Due** No Due Date

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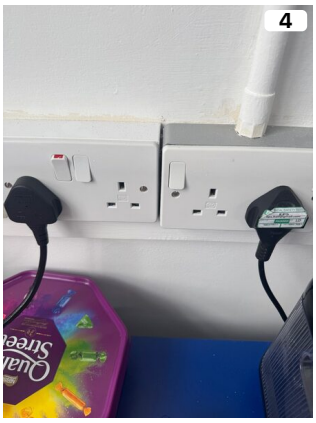
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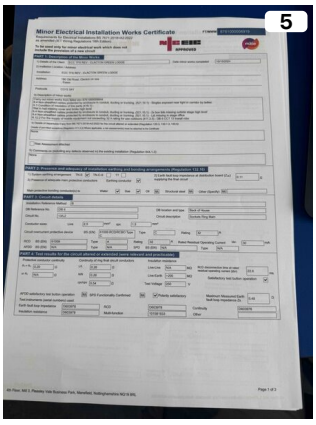
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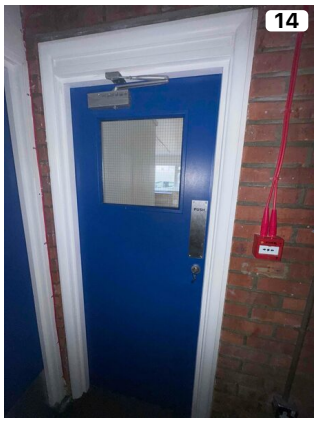

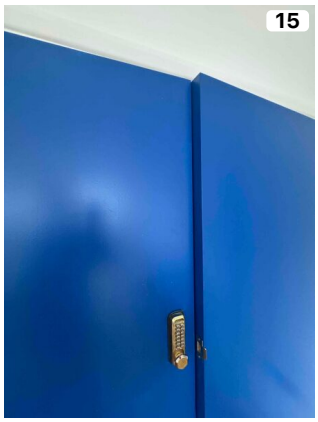

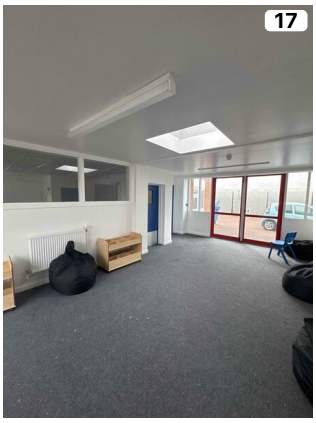

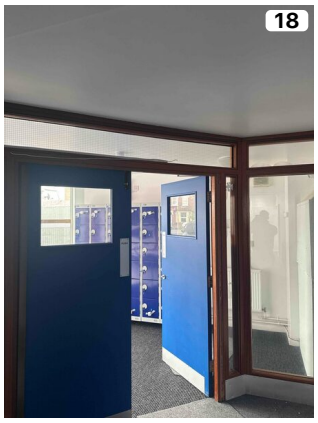

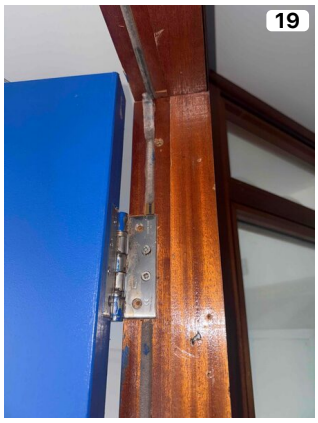

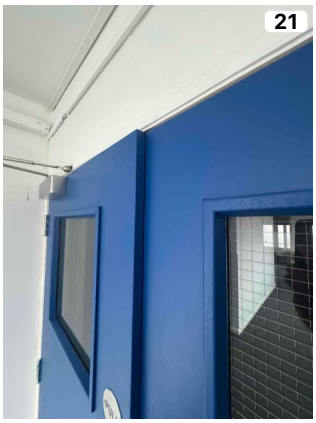

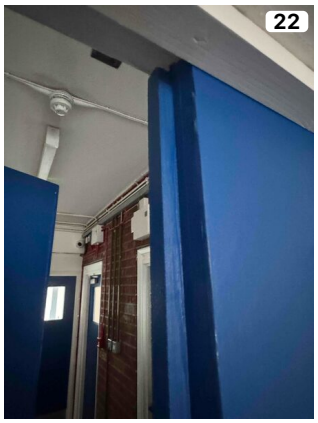

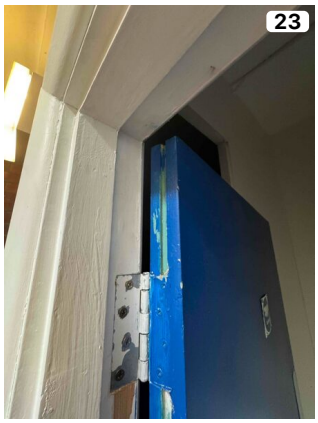

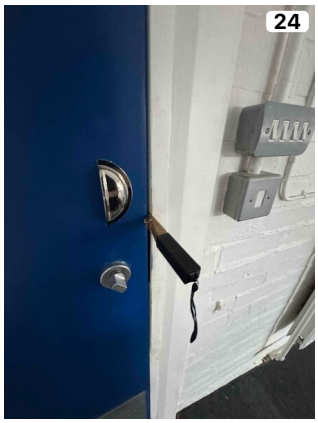

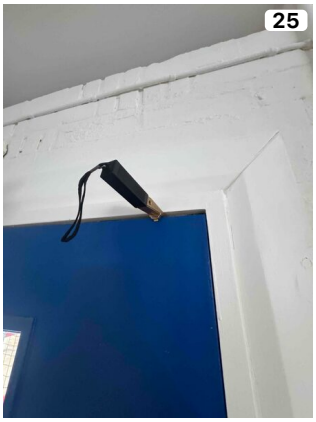

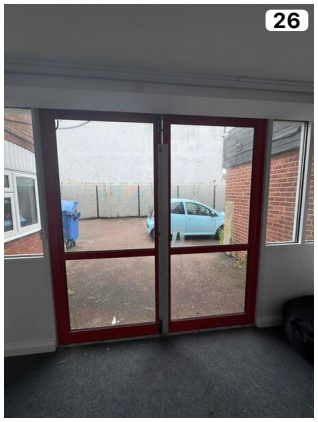

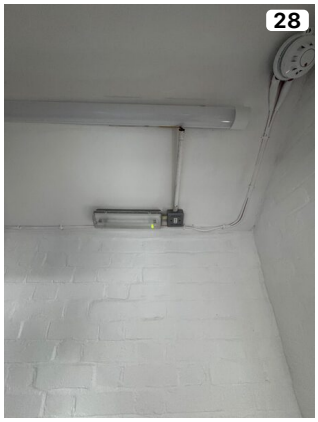

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APPENDIX (Limitations)

The fire risk assessment should be reviewed by a competent person by the date indicated, or sooner if there is reason to believe it is no longer valid, if significant changes have occurred, or if a fire incident takes place.

Any security-related recommendations are made only in the context of this fire risk assessment. If specific security advice is required, including protection against arson, consultation with a security specialist is recommended.

The assessment is based on a visual inspection of readily accessible areas, with sampling conducted where appropriate.

A detailed investigation of HVAC system design falls outside the scope of this assessment.

The evaluation of emergency lighting is based on a visual inspection only. No illuminance level tests or full compliance verification against British Standards have been conducted.

The fire alarm system category stated in this assessment is based on a visual observation and does not confirm full compliance with British Standards. No audibility tests or detailed verification of compliance have been carried out.

The assessment does not provide a legal interpretation of responsibilities but reflects the managerial fire safety arrangements in place at the time of the assessment.

The findings of this assessment are relevant to life safety and do not specifically address property protection.

The fire risks associated with external walls and cladding are excluded from this assessment, as they fall outside our area of expertise. It is strongly recommended that a qualified and competent specialist assesses the fire risks related to external wall construction and cladding. This exclusion aligns with the Fire Industry Association (FIA) guidance, which can be found here: FIA Guidance on Cladding and External Wall Construction.

For the purposes of this assessment, dangerous substances, as defined under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 & Fire Safety (Scotland) Regulations 2006, include explosive, highly flammable, flammable substances, and oxidising agents. However, small quantities with negligible fire risk impact have not been taken into account.

The management of DSEAR-regulated areas falls under the Health and Safety at Work Act 1974, and this assessment does not constitute compliance with DSEAR regulations.

The assessment is based on current occupancy information provided. No detailed occupancy calculations (e.g., using floor space factors to determine maximum capacity) have been conducted.

This fire risk assessment does not necessarily identify all minor fire-stopping issues that may exist within the building. If additional fire-stopping concerns arise or if further verification is needed, an invasive survey by a competent fire-stopping specialist should be considered.

The review of fire safety procedures at the time of this assessment was brief. A more in-depth analysis of fire safety documentation is outside the scope of this assessment unless otherwise stated.

The assessment includes a general review of fire safety training, but a detailed evaluation of its effectiveness falls outside the scope of this assessment.

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