



## Fire Risk Assessment

### HSF 91

This Fire Risk Assessment was undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 (the "Fire Safety Order").

The purpose of the report is to provide an assessment of the risk to life from fire, and where appropriate, to make recommendations to ensure compliance with fire safety legislation.

The report does not necessarily address the risk to property or business continuity from fire.

The survey was conducted as a "non-invasive" survey and only those areas of the building structure that were readily accessible were inspected.

The survey did not access inaccessible areas such as ducts, or all basements, lofts or ceiling voids.

Responsible person	<i>Rachel Mills Nominated people to assist – Zoe Bolton/Nikki Boag, Will Morley &amp; G Taylor</i>
Address of premises	<i>Mary Howard Primary School, School Lane, Edingale, Tamworth, B79 9JJ</i>
HSW Service Assessor	<i>Rachel Mills &amp; Zoe Bolton</i>
Date fire risk assessment completed	<i>13<sup>th</sup> September 2023</i>
Date of previous fire risk assessment	<i>14<sup>th</sup> February 2023</i>
Suggested date for review	<i>September 2024</i>

Health Safety and Wellbeing Service

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General Information			
<b>1. The Premises</b>			
1.1	Use of premises	<i>Education</i>	
1.2	Number of floors	<i>1</i>	
	Approximate floor area (m²)	<i>336</i>	
	Number of basements	<i>1 – Storage Cellar</i>	
	Number of stairs	<i>0</i>	
1.3	Brief details of construction and layout of each building	<i>Brick Building with some flat roof</i>	
<b>2. The Occupants</b>			
2.1	Approximate total number of people present in the building at any one time	<i>55</i>	
2.2	Approximate maximum number of employees at any one time	Day	Night
		<i>11</i>	<i>0</i>
2.3	Approximate maximum number of other occupants at any one time	Day	Night
		<i>80</i>	<i>80</i>
2.4	Hours of occupation	<i>7.30 – 5.30</i>	
<b>3. Occupants especially at risk from fire</b>			
3.1	Sleeping occupants	<i>N/A</i>	
3.2	Disabled occupants	<i>0</i>	
3.3	Visual/hearing impairment	<i>0</i>	
3.4	Young persons	<i>43</i>	
3.5	Occupants in remote areas and lone workers	<i>2</i>	
3.6	Non-English speakers	<i>0</i>	

3.7	Others (e.g. visitors/contractors)	0		
<b>4. Record of recent fires</b>				
N/A				
<b>5. Electrical sources of ignition</b>				
5.1	Is the fixed electrical installation periodically inspected and tested?	Yes	No	Date April 2022
5.2	Is portable appliance testing (PAT) carried out?	Yes	No	Date Jan 2023
5.3	Have the recommended actions raised in the testing in 5.1 and 5.2 above been completed?	Yes	No	
5.4	Is there a policy in place regarding the use of personal electrical appliances?	Yes	No	
5.5	Is there excessive use of extension leads and plug adapters?	Yes	No	
5.6	Is the use of charging devices controlled?	Yes	No	
5.7	Further comments or hazards observed	Dishwasher only to be on when someone is on site. Ipads not to be left on charge overnight.		
<b>6. Smoking</b>				
6.1	Is smoking prohibited on the premises?	Yes	No	
6.2	Are there suitable arrangements for those wishing to smoke?	Yes	No	n/a
6.3	Is there evidence that the smoking arrangements are not being followed?	Yes	No	n/a
6.4	Further comments or hazards observed at the time of inspection	Completely none smoking anywhere onsite.		
<b>7. Arson</b>				
7.1	Have you considered the risk of arson as part of your site security measures?	Yes	No	

7.2	Do you manage the external premises to ensure that risk of arson is minimised	Yes	No
7.3	Further comments and hazards observed from 7.1 and 7.2. If you have also answered “No” to any question above provide further detail of the action required to resolve the issue and add this to the action plan.	<i>We have external lighting. Our bins are kept away from the building especially the kitchen. Windows are closed at night. Building alarmed at night. No personal equipment is left onsite. No free-standing electrical heaters.</i>	

## 8. Portable heaters and heating installations

8.1	Do you use portable heaters in your premises?	Yes	No	
8.2	Do you take measures to minimise the risk from these such as the ignition of combustible materials?	Yes	No	n/a
8.3	Are your heating systems subject to regular maintenance?	Yes	No	
8.4	Please add further comments or observations regarding questions 8.1, 8.2 and 8.3 If you have answered “No” to any questions above please provide further detail of the action required to resolve the issue and add this to the action plan.	G Taylor to check for items pushed under radiator guards. Maintenance checks done every 6 months.		

## 9. Cooking/Catering

9.1	Do you have cooking facilities on site?	Yes	No	
9.2	Do you have an external catering supplier/contractor?	Yes	No	
9.3	Have they carried out a Fire Risk Assessment?	Yes	No	n/a

9.4	If "Yes" do you have a copy of the fire risk assessment for their area?	Yes	No	n/a
9.5	If you do not have an external caterer do you have control measures in place to reduce the risk of fire during cooking?	Yes	No	n/a
9.6	Are service contracts in place for fire control measures and appliances such as gas shut-off valves/ automatic shut off devices and ventilation/suppression systems?	Yes	No	
9.7	Further comments and observations from questions 9.1-9.6 and if you have answered "No" to any question above please provide further details of the action required to resolve the issue and add this to the action plan.	Edwards and Ward have their own Fire Risk Assessment. Fridge to be checked before weekends and holidays. Fridge to be PAT tested by school.		
<b>10. Lightning</b>				
10.1	Do the premises have a lightning protection system?	Yes	No	
10.2	Does this have a servicing contract?	Yes	No	n/a
10.3	Further comments or if you have answered "No" to any question above please provide further detail of the action required to resolve the issue and add this to the action plan	N/A as we are a Single Story building.		
<b>11. Housekeeping</b>				
11.1	Is the standard of housekeeping adequate?	Yes	No	
11.2	Do combustible materials appear to be separated from ignition sources?	Yes	No	
11.3	Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes	No	
11.4	Further comments and observations or if you have answered "No" to the question above please provide further detail of the action required to resolve the issue and add this to the action plan			
<b>12. Shared Workplaces</b>				

12.1	Do you operate within a shared workplace	Yes	No	
12.2	If "yes," have you made appropriate arrangements to share information about fire risks and communicated your fire safety arrangements?	Yes	No	n/a
12.3	Add further comments and observations from 12.1 and 12.2 and add any actions to the action plan			
<b>13. Fire hazards introduced by outside contractors and building works</b>				
13.1	Do you have arrangements in place for managing outside contractors on your premises?	Yes	No	
13.2	Are suitable precautions taken by in-house maintenance personnel who carry out works?	Yes	No	
13.3	If you have answered "No" please provide further details of the action required to resolve the issue and add this to the action plan	Hazard exchange always completed & emergency numbers supplied.		
<b>14. Dangerous substances</b>				
14.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Yes	No	n/a
14.2	If you have answered "No" please provide further detail of the action required to resolve the issue and add this to the action plan			
15	<b>Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions</b>			
15.1	List the hazards	Candles, Paint in the cellar		
15.2	Do you have control measures in place to manage the fire risks associated with these hazards?	Yes	No	n/a
15.3	If you have answered "No," please provide further detail of the action required to resolve the issue and add this to the action plan			
15.4	Comments and deficiencies observed	Stored away from the main building & other combustible materials.		

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Fire protection measures				
<b>16. Means of escape from fire</b>				
16.1	Is the provision of fire exits adequate?	Yes	No	
16.2	Exits are easily and immediately openable where necessary?	Yes	No	
16.3	Do fire exits open in direction of escape where necessary?	Yes	No	
16.4	Are the distances of travel to fire exits and protected routes reasonable and unobstructed?	Yes	No	
16.5	Please provide further comments on observations from 16.1-16.5 and if you have answered "No," please provide further details of the actions required to resolve the issue and add this to the action plan	We check all fire exits daily to make sure they are unobstructed.		
<b>17. Evacuation of vulnerable people</b>				
17.1	Do you have adequate arrangements in place to evacuate vulnerable or disabled occupants?	Yes	No N/A	
17.2	Is there adequate provision of equipment in place to facilitate evacuation of vulnerable or disabled people?	Yes	No N/A	
17.3	Are the arrangements for evacuating vulnerable or disabled people (including PEEPs) tested for effectiveness as part of Fire Drills?	Yes	No N/A	
17.4	Please provide further comments on your procedures from 17.1-17.3 and if you have answered "No," please provide further details of the actions required to resolve the issue and add this to the action plan	If anyone with injuries, we would do a temporary PEEP for them.		
<b>18. Measures to limit fire spread and development.</b>				
18.1	Are you aware of the fire compartmentation arrangements in your premises?	Yes	No	
18.2	Are there any holes/damage to walls or breach of any compartmentation to your knowledge?	Yes	No	
18.3	Are fire resisting doors maintained in sound condition and self-closing where necessary?	Yes	No	
18.4	Are fire dampers present in the building and is a maintenance regime in place?	Yes	No	n/a

18.5	Please provide further comments on 18.1-18.4 and if you have answered "No," please provide further details of the actions required to resolve the issue and add this to the action plan	In the event of a fire, electric cut to all main escape routes. Kitchen hatch automatically closes when the fire alarm goes off. Members of staff checks every morning to make sure all external doors are unlocked.
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### 19. Emergency escape lighting

19.1	Has a reasonable standard of emergency escape lighting system been provided?	Yes	No
19.2	Is the lighting tested and maintained?	Yes	No
19.3	If you have answered "No," to any of the above please provide further detail of the action required to resolve the issue and add this to the action plan	Emergency lighting in boiler room – needs adding.	

### 20. Fire safety signs and notices

20.1	Are adequate fire safety signs and notices in place?	Yes	No
20.2	If "No" please provide details of the action required to resolve this include this in your action plan	<i>All updated Summer 2022.</i>	

### 21. Fire Alarms

21.1	Is a reasonable fire detection and fire alarm system provided?	Yes	No
21.2	Is your system adequate and does it operate effectively?	Yes	No
21.3	Is a zone plan displayed?	Yes	No
21.4	Does the alarm signal transmit to an alarm receiving centre?	Yes	No



21.5	If Yes, are your key holder's contact details regularly reviewed and updated with the alarm receiving centre?	Yes	No	n/a
21.6	Alarm testing and maintenance system in place and recorded?	Yes	No	
21.6	Please provide further comments on 21.1-21.5 and if you have answered "No" please provide further details of the actions required to resolve the issue and add this to the action plan	L2		

## 22. Manual fire extinguishing appliances

22.1	Is there suitable provision of portable fire extinguishers of the right type in the correct location?	Yes	No
22.2	Are they tested and maintained?	Yes	No
22.3	Are they accessible and not in locations where they can become hidden or blocked?	Yes	No
22.4	If you have answered "No" to any of the above, please provide further details of the action required to resolve the issue and add this to the action plan	Staff Check regularly on premises walks.	

## 23. Automatic fire extinguishing systems

23.1	Are there any automatic fire extinguishing systems in place?	Yes	No N/A
23.2	If "yes" are they tested and maintained?	Yes	No n/a
23.3	Comments		

## Management of fire safety

### 24. Procedures and arrangements

24.1	Fire safety is managed by:	All occupants have a shared roll.	
24.2	Has anyone else working in the premises been given any fire safety responsibilities and are these clearly identified and understood?	Yes	No
24.3	Is there a suitable record of the fire safety arrangements?	Yes	No

24.4	Do you have in place routine in-house inspections of fire precautions and are these recorded in the manual?	Yes	No
24.5	Are adequate fire procedures in place?	Yes	No
24.6	If you have answered "No" to any of the above, please provide further details of the action required to resolve the issue and add this to the action plan		
<b>25. Training and drills</b>			
25.1	Are all staff given adequate fire safety instruction and training?	Yes	No
25.2	Are they given additional training to cover any specific roles and responsibilities?	Yes	No
25.3	Are fire drills carried out at appropriate intervals?	Yes	No
25.4	Provide further information on the training you provide and if you have answered "No," to any of the above please provide further detail of the action required to resolve the issue and add this to the action plan	<i>1 fire drill done per term and feedback given to staff at staff meetings. All staff receive a Health and Safety Induction.</i>	
<b>26. Testing and maintenance</b>			
26.1	Maintenance and testing of other fire precaution systems?	Yes	No
26.2	Are systems in place for reporting and managing safety measures that have fallen below standard or are faulty? e.g. a fault log	Yes	No
26.3	Are records kept for all the fire checks and tests identified above?	Yes	No
26.4	Is a system in place for people to report concerns with fire safety or fire safety system problems?	Yes	No
26.5	If you have answered "No," to the above please provide further detail of the action required to resolve the issue and add this to the action plan		

## Fire risk assessment – Risk Rating

A fire risk assessment considers the **likelihood** of fire in a premise (with fire prevention measures currently in place) in conjunction with the **potential consequences** in the event of a fire (death being the most extreme).

		Potential severity of harm					
		Slight Harm 1	Moderate Harm 2	Extreme Harm 3			
Likelihood of fire occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3			
	Unlikely 2	Low 2	Medium 4	High 6			
	Likely 3	Medium 3	High 6	High 9			
Risk Rating	Action Priority						
High (6-9)	Immediate action required. Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.						
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented. It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures						
Low (2)	Implement reasonable control measures and monitor. No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost						
Trivial (1)	No action required unless level of harm or likelihood changes.						
Based on the findings in this assessment the fire risk assessment for this building is:							
High		Medium		Low	X	Trivial	

An action plan has been provided separately to The Responsible Person for this Fire Risk Assessment.

End.