



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, Julie Jacks & G Taylor</i>
Address of premises	<i>St Andrew’s Primary School, Main Street, Clifton Campville, B79 0AP</i>
HSW Service Assessor	<i>Rachel Mills & Zoe Bolton</i>
Date fire risk assessment completed	<i>12th September 2023</i>
Date of previous fire risk assessment	<i>1st March 2023</i>
Suggested date for review	<i>September 2024</i>

Health Safety and Wellbeing Service

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General Information			
1. The Premises			
1.1	Use of premises	<i>Education</i>	
1.2	Number of floors	<i>1</i>	
	Approximate floor area (m²)	<i>282</i>	
	Number of basements	<i>0</i>	
	Number of stairs	<i>0</i>	
1.3	Brief details of construction and layout of each building	<i>Flat Roof</i>	
2. The Occupants			
2.1	Approximate total number of people present in the building at any one time	<i>90</i>	
2.2	Approximate maximum number of employees at any one time	Day	Night
		<i>10</i>	<i>0</i>
2.3	Approximate maximum number of other occupants at any one time	Day	Night
		<i>70</i>	<i>0</i>
2.4	Hours of occupation	<i>8am – 6pm</i>	
3. Occupants especially at risk from fire			
3.1	Sleeping occupants	<i>0</i>	
3.2	Disabled occupants	<i>1</i>	
3.3	Visual/hearing impairment	<i>1</i>	
3.4	Young persons	<i>49</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		
4. Record of recent fires				
None				
5. Electrical sources of ignition				
5.1	Is the fixed electrical installation periodically inspected and tested?	Yes	No	Date 2021
5.2	Is portable appliance testing (PAT) carried out?	Yes	No	Date January 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 left on charge overnight		
6. Smoking				
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	Totally non-smoking site		
7. Arson				

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>Bins are kept away from the building. We have External Lighting. Building is alarmed at night. No personal equipment left on-site. No free standing 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 check for items pushed under radiator guards. Maintenance 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	N/A
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.			
10. Lightning				
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 it is a single story building.		
11. Housekeeping				
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			
12. Shared Workplaces				

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			
13. Fire hazards introduced by outside contractors and building works				
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 always supplied.		
14. Dangerous substances				
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	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions			
15.1	List the hazards	Candles, Paint in Boiler Room		
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	<i>Stored away from main building and other combustible materials.</i>		

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Fire protection measures			
16. Means of escape from fire			
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	<i>We check fire exits daily to make sure they are not obstructed.</i>	
17. Evacuation of vulnerable people			
17.1	Do you have adequate arrangements in place to evacuate vulnerable or disabled occupants?	Yes	No
17.2	Is there adequate provision of equipment in place to facilitate evacuation of vulnerable or disabled people?	Yes	No
17.3	Are the arrangements for evacuating vulnerable or disabled people (including PEEPs) tested for effectiveness as part of Fire Drills?	Yes	No
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	Plan is in-place for vulnerable person. If anyone had injuries, we would do a temporary PEEP.	
18. Measures to limit fire spread and development.			
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	Members of staff check daily to make sure all external doors are unlocked.		
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 to be added in Boiler Room.		
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>Signs replaced June 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	G Taylor check weekly.	

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	
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	Fire plan has been provided to all staff and is part of induction.	
25. Training and drills			
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 is done per term and feedback is given to staff at staff meetings.</i> <i>All staff have a Health and Safety Induction.</i>	
26. Testing and maintenance			
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.