

2019

Fire Risk Assessment



UPRN: 01045

Ordsall Primary School

Ordsall Road

Retford

Nottinghamshire

DN22 7SL

Tel: 01777 702852

Date: 18/02/2019

Assessor: Nick Ward

Fire Risk Specialist & Assessor

This fire risk assessment has been completed in order to satisfy the requirements of Article 9 of the Regulatory Reform [Fire Safety] Order 2005 and should be reviewed by a competent person by the date indicated in 11.1 or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

The purpose of this 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 address the risk to property or business continuity from fire.

*The report represents only the best judgement of the assessor involved in its preparation, and is based, in part, on information provided by others.
No liability whatsoever is accepted for the accuracy of such information.*

You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, require approval from the building control authority

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed);
- A licence or registration under other legislation is in force; or
- An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the *general fire precautions* (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy.

1 GENERAL INFORMATION

Relevant information about the building, the processes carried out in the building, and the occupants of the building.

1.1 Responsible Person or person in control of the workplace

Richard Chapman (Head Teacher).

1.2 Person consulted [if different to above]

Wayne Spooner (Site Manager).

1.3 Use of premises

Primary & Nursery School

1.4 Premises managed by:

Children, Families &, Cultural Services.

1.5 Brief description of premises

The school consists of a range of buildings as follows:

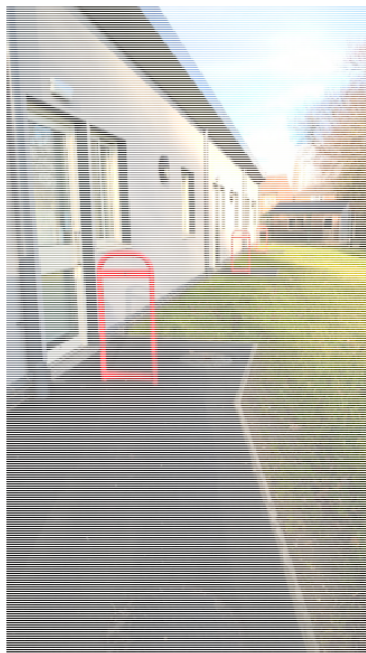
Buildings 1 & 2 (Main School): is a mixture of construction types, **CLASP Mk 3b** built in **1965**, **CLASP mk 5** built in **1977**. It has suspended tile and panelled outer walls with large areas of glazing under a flat roof. In addition, there have been several additions, infills and extensions to this building over the years.

Building 3 (Foundation Unit): is of 'Spooner' construction built in **1954**. This building has suspended tile and panelled outer walls with large areas of glazing under a flat roof.

Building 4 (Kandinsky): is of **CLASP mk 5** construction built in **1977**. This building has suspended tile and panelled outer walls with large areas of glazing under a flat roof.

Building 5 (Former Caretakers House): is of **traditional** construction built in **1965**. It has brick walls under a pitched, tiled roof.

Building 6 (Classroom Block): is of modular/prefabricated construction built in **2018**.



1.6 Total gross floor area [m²]	
<p>The internal gross floor area of the site covers an approximate area of 3193 m². Buildings 1 & 2: 2066 m². Building 3: 421 m². Building 4: 138 m². Building 5: 77m². Building 6: 490 m².</p>	
1.7 Number of storeys in building [including basements]	1.8 Number of storeys for occupier [if different]
All buildings are set out over a Single storey.	As left.
1.9 Detail all times premises in use	
<p>The site is generally occupied between the hours of 0700-1800 & occasionally outside of these times. There is a regular letting on a Thursday evening until 2230.</p>	
1.10 Approximate maximum number of 'employees' in the building at any one time	1.11 Approximate maximum number of 'people' in the building at any one time
The school has approximately 95 employees in the building at any one time.	The maximum number of people likely to be in the school at any one time including staff, pupils, visitors and contractors is approximately 630 .
1.12 People at risk	
<p>The people who may be at risk within the premises include the following groups:</p> <p>Staff: Take part in fire drills and receive training.</p> <p>Students: Under staff supervision always and they take part in fire drills.</p> <p>Visitors: Sign in upon entry, under staff supervision always.</p> <p>Lone Workers: There may be occasions when lone workers are in the building, they have access to all fire precautions, escape routes and, are familiar with the building.</p> <p>Lettings: Relevant information is passed to all user groups.</p> <p>Contractors: Sign in upon entry and given relevant information.</p> <p>Disabled: There are no disabled staff at present, should this change an individual assessment will be made and a formal written document (PEEP) prepared detailing the individual's evacuation needs. It is understood that there are pupils who made need assistance in the event of an evacuation, they have been assessed and a PEEP prepared although these were not seen during the assessment.</p> <p>Fire-Fighters: No specific risks present.</p>	

1.13 History of fires / incidents

None.

1.14 Other relevant premises information

Changes to the site since the last FRA

Since the last FRA there has been a new six classroom modular building added to the site. In addition, there have been some internal alterations and infilling of courtyards. These changes have been assessed as part of this process and are satisfactory.

Remedial notifications

During the last FRA two notifications were raised, both were management related and it was noted that these have been addressed.

2 FIRE HAZARDS & THEIR ELIMINATION & CONTROL

Process of recognising that a fire hazard exists and defining its characteristics

2 General

The Fire Safety Order [Article 8] requires the responsible person to take such 'general fire precautions' as will ensure, so far as is reasonably practicable, the safety of their employees; and in relation to relevant persons who are not employees, to take such 'general fire precautions' as may reasonably be required in the circumstance of the case to ensure that the premises are safe.

More specifically, in terms of fire hazards, the Order requires: -

- Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises; and
- Measures to mitigate the effects of the fire.

These 'general fire precautions' are the 'backbone' of the Order. The measures identified centre on avoiding fire and passive measures taken to avoid its related spread. The following areas are those most commonly associated with fire hazards.

2.1 Electrical sources of ignition

The electrical risks are those that would normally be expected within this type of occupancy.

The fixed electrical installations are tested every **5 years**; at the time of the assessment this work had begun (**January 2019**) and is ongoing for all building across the site.

Portable appliance testing is carried out but, in the past, this has been haphazard. The site manager has a contractor (**Findlay's Electrical Ltd**) booked in for **April 2019**.

There are PV panels installed on the roof of the building.

The inverters are housed in the **Building 2 Room 23** on the NCC plan and accessed externally, automatic fire detection is installed.



There did not appear to be an over use of trailing leads or adapters, however managers should ensure that use of this type of equipment is kept to a minimum and subject to appropriate testing.

It is the assessors' opinion that the current arrangements are **adequate**.

2.2 Smoking

This is a non-smoking site with appropriate management controls and there was no evidence of non-compliance observed.

It is the assessors' opinion that the current arrangements are **adequate**.

2.3 Arson

The premises are located within a residential area and benefit from an intruder alarm and perimeter fence.

The school uses domestic sized waste bins which are located at various points around the site. It was noted that these are not secured in position (see photograph and action point below):

It was noted that there are several wooden sheds which are positioned adjacent to the school building. It is recommended that, if possible, these are relocated away from buildings to reduce the arson threat (see photograph and action point below):



View of the waste bins and wooden sheds

It is the assessors' opinion that the current arrangements **can be further improved** by taking the following remedial action:

- The external waste bins should be secured away from the building to reduce the arson risk.
- It is recommended that the wooden sheds are relocated to areas away from the school buildings to reduce the risk of arson.

2.4 Heating installations & Portable heaters

Heating across all buildings is provided by **gas** boilers.

These are serviced annually by **Wrights Engineering Ltd**, last done in **February 2019**.

The use of portable heaters was noted during the assessment however, these are part of the PAT testing regime.

It is the assessors' opinion that the current arrangements are **adequate**.

2.5 Cooking

There is a kitchen on site providing hot meals; adequate controls are in place with appropriate fire-fighting equipment and staff training. The kitchen uses gas ranges and has a ventilation & gas proving system and emergency shut off system in place.



The kitchen extract system is cleaned and maintained by **Ken Burrows Ltd**. No details were available at the time of the assessment, but this work is organised by NCC catering services Ltd.

There are also tea-making and reheat facilities in staff room (**Building 1 Room 38**). In addition, there are cooking, tea making & reheat facilities in Buildings 3 & 4 all with adequate controls in place

It is the assessors' opinion that the current arrangements are **adequate**.

2.6 Lightning

Lightning protection has been provided for **Building 6**.



It is currently within warranty period, but school leaders are reminded to ensure a service contract is set up once this initial period ends.

It is the assessors' opinion that the current arrangements are **adequate**.

2.7 Housekeeping

At the time of the assessment the housekeeping on site was found to be *generally* good and consistent with the buildings use.

It is the assessors' opinion that the current arrangements are **adequate**.

2.8 Hazards introduced by outside contractors and building works

The premises operate appropriate control systems when contractors are working on site. They are provided with relevant information before commencement of work. Risks are reduced still further using risk specific assessments; method statements and any work permit as necessary.

It is the assessors' opinion that the current arrangements are **adequate**.

2.9 DSEAR Regulations

The Fire Safety Order [Article 12] requires that where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.

Not Applicable - Work processes that would involve the use of substances classified under the Dangerous Substances and Explosives Regulations were not identified during the assessment.

2.10 Other significant fire hazards

Not Applicable – There are no other significant fire hazards present on site and none that the fire & rescue service would not expect to encounter in this type of occupancy.

3 FIRE PROTECTION MEASURES

Design features, systems, equipment or structural measures to reduce danger to people and property if fire occurs

3.1 Means of escape

The Fire Safety Order [Article 14] requires that where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

Each of the school buildings are provided with multiple final exit doors which are spread evenly throughout.

The final exits were found to be adequate for the occupancy, readily available, easily openable and, lead to a place of ultimate safety. In support of the above several final exits were tested during the assessment.

There are some final exits Override facilities have been provided and it is understood that these, are interfaced with the fire alarm system and release on actuation (although this was not tested during the assessment). It is understood that this is checked by site staff during the weekly fire alarm test.

Like many schools the circulation routes have a dual purpose as they are also being used as teaching/storage areas. Re-purposing of the circulation routes in this way is considered by the assessor to be acceptable given the presence of automatic smoke detection. In addition, the staff are familiar with the building and there is adequate means of escape for the occupancy.

There are inner rooms within the building which are protected with automatic smoke detection in the access rooms.

Escape is *generally* available in two directions although there are some small areas of single direction travel within the main building which are protected by AFD. All areas are within acceptable travel distances.

Regarding the new modular building it was noted that there is no path on the field side of the building (see photo). This has already been identified as an issue and NCC are taking steps to resolve this. Advice has been given regarding the width of the new path given the fact that the doors open onto this area and that door stop barriers have been provided which will obstruct the flow.



The emergency evacuation strategy is further enhanced by the provision of a **monitored L2 fire alarm system**.

Egress from some external areas away from the building is via key operated gate(s), the keys are taken out by designated staff as part of the practiced evacuation plan.

The assessor recognises that the use of keys is a deviation from accepted guidance, but also appreciates the need to balance the conflicting demands between fire safety and broader day to day issues of security and child protection.

Given that at the point where the keys would be needed, all school occupants are judged to have reached an external place of 'relative safety', there is little to be gained by the use of an approved panic fastening.

It is felt that this is a reasonable compromise and has been tested repeatedly during routine fire drills and shown to be a robust procedure.

It is the assessors' opinion that the current arrangements are **adequate**.

3.2 Measures to limit fire spread and development

The Fire Safety Order does not make any specific requirement regarding measures to limit fire spread, other than in relation to the broader requirements for the responsible person to take such 'general fire precautions' [Article 8] as will ensure, so far as is reasonably practicable, the safety of any of his employees; and in relation to relevant persons who are not his employees, take such general fire precautions as may reasonable be required in the circumstances of the case to ensure that the premises are safe.

Demonstrating compliance with the broader context of non-specific requirements of the Fire Safety Order such as 'general fire precautions' can be difficult. However, current design standards such as Approved Document B [Building Regulations], BS9999: 2017 Code of practice for fire safety in the design, management and use of buildings, and the relevant Fire Risk Assessment occupancy guide published in support of the Fire Safety Order, have all been considered by the assessor as benchmarking standards when making an evaluation of the suitability and sufficiency of measures provided. Unless specifically highlighted below, the premises are considered by the assessor to broadly meet those design standards and are therefore considered to be 'appropriate' for the premises, the activity carried on there, any hazard present to safeguard the safety of relevant persons.

It should be noted that ceiling and other voids have **not been inspected in accordance with NCC guidance on access to ceiling voids (due to potential presence of Asbestos (pre-2000) and/or access issues, therefore the standard of any fire compartmentation within those areas cannot be confirmed.*

The main building is provided with fire separation at key points however, this will be within the limits of the CLASP construction. **Buildings 3 & 4** have limited fire separation which is acceptable given their size and layout. **Buildings 5 & 6** have a very good level of separation due to being new builds or refurbished.

There were two areas which would benefit from some upgrade works as follows:

The **kitchen/boiler room** in **Building 4** would benefit from a new FD30sSC (to include the top panel) & in **Building 3** the **boiler room** should be provided with a ceiling to provide 30 minutes fire resistance.



View of the boiler room ceiling in Building 3

These passive fire precautions were found to be in good condition and are checked by site staff monthly.

The provision of a **monitored L2 fire alarm system** will allow for earlier intervention by the fire & rescue service during periods when the premises are unoccupied and could also be considered as a compensatory feature for the existing provision of compartmentation provided.

It is the assessors' opinion that the current arrangements **can be further improved** by taking the following remedial action:

- The door to the kitchen & boiler room in Building 4 (Kandinsky) should be replaced with FD30sSC (include top panel).
- The boiler room in Building 3 (Foundation) should be provided with a ceiling to give 30 minutes fire resistance.

3.3 Means for giving warning in case of fire

The Fire Safety Order [Article 13] requires that where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that the premises are, to the extent that is appropriate, equipped with fire detectors and alarms.

The premises have been provided with a fire alarm system which consists of:

- **Break glass call points and automatic detection installed within all occupied spaces (L2)**

The system would appear to reflect the characteristics of an **L2** system as defined in the current British Standard BS5839-1 2017 based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

It is the assessors' opinion that the current arrangements are **more than adequate** in terms of compliance with the above requirement, and therefore considered to be **satisfactory**.

The system is also **monitored** by an alarm receiving centre, current provider **TIS**.

Details relating to the testing and maintenance of the system are to be found in **6.2**.

3.4 Emergency lighting

The Fire Safety Order [Article 14] requires that where necessary in order to safeguard the safety of relevant persons, emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

Emergency lighting is provided **throughout** the buildings. The system consists of:

- **Illuminated exits signs, stand-alone units & integral fittings.**
- **There is also an external provision.**

The system would appear to reflect the characteristics of the current British Standard BS5266-1: 2016. Based on visual inspection but no test of luminance levels or verification of full compliance with relevant British Standards carried out.

It is the assessors' opinion that the current arrangements are **adequate**.

Details relating to the testing and maintenance of the system are to be found in **6.3**.

3.5 Fire safety signs and notices

The Fire Safety Order [Article 14] requires that where necessary in order to safeguard the safety of relevant persons, emergency routes and exits must be indicated by signs.

Appropriate signs and notices were provided throughout the premises; and generally complied with current standard BS 5499-10: 2014. They indicated not only escape routes but also other fire precautions and safety equipment present.

It is the assessors' opinion that the current arrangements are **adequate**.

3.6 Portable fire-fighting equipment

The Fire Safety Order [Article 13] requires that where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that the premises are, to the extent that is appropriate, equipped with appropriate fire-fighting equipment; and, that any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.

Fire extinguishers appeared to have been selected and positioned in accordance with the current British Standard BS5306-8:2012. There are various types of extinguishers which were found to be appropriate for the risks present. Supplementary safety signage as required, indicating the various locations of the equipment was also provided and clearly visible.

It is the assessors' opinion that the current arrangements are **adequate**.

Details relating to the testing and maintenance of the equipment are to be found in **6.4**.

3.7 Fixed fire-fighting equipment

Not Applicable.



4 FIRE SAFETY MANAGEMENT

Policies and procedures designed to prevent the occurrence of fire by eliminating or controlling fire hazards.

4.1 Fire safety is managed locally by:

The Fire Safety Order [Article 5] requires that any duty imposed on the 'responsible person' in respect of the premises shall also be imposed on every person, other than the responsible person, who has, to any extent, control of those premises so far as the requirements relate to the matters within their control.

NCC has developed a formalised corporate structure to provide appropriate levels of responsibility, support and maintenance across all areas of compliance including fire safety, with roles and responsibilities clearly defined. For this premise it is as follows:

The nominated property officer [NPO]: **Richard Chapman**

The NPO is supported on site by **Wayne Spooner** who is responsible for the in-house testing and checking of passive & active systems and, general fire safety duties.

It is the assessors' opinion that the current arrangements are **adequate**.

Note: This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

4.2 Safety assistance [corporate]

The Fire Safety Order [Article 18] requires that the responsible person appoint one or more competent persons to assist in undertaking the preventive and protective measures.

Whilst some aspects of that requirement are covered onsite by the persons identified in 4.1, **NCC** recognises the importance of appointing 'competent persons' and has appointed a team of fire safety specialists. The team have developed an ongoing review and update programme for fire risk assessments and as part of that programme proposes to carry out a further review of this assessment by the date identified in 11.2.

In further support of the above programme, any 'property' related significant findings identified are also actioned by the assessor on completion of the assessment and entered into a remedial programme of works. This provides a direct link and audit trail between the assessment and the remedial programme. Delivery of the 'corporate' programme reflects the competing demands of the property portfolio with the highest 'relative risk' premises prioritised.

The team also provides a direct 'on demand' technical fire safety advice service to NPO's and other colleagues where necessary. Contact details within the footer of each page.

It is the assessors' opinion that the current arrangements are **adequate**.

4.3 Fire safety arrangements

The Fire Safety Order [Article 11] requires that the responsible person must make such arrangements as are appropriate, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures, and that these be recorded.

The procedures that are in place for these premises include the following:

- Fire risk assessment. **The NPO is advised to ensure that the significant findings of this document (if any) are communicated to all relevant persons.**
- Emergency plan. **It is understood that this document is reviewed on an annual basis and the content is communicated to all staff.**
- Relevant information for lettings.
- Fire safety log book.

It is the assessors' opinion that the current arrangements are **adequate**.

4.4 Appropriate procedures

The Fire Safety Order [Article 15] requires that the responsible person [see 4.1] must establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons.

These are in place and include the following:

- Evacuation procedures.
- Assembly point.
- Method of calling the Fire & Rescue Service.

The **site manager** was aware of the fire service's policy on fire alarm actuations (**December 2018**). This conversation included the need to back up a confirmed fire with a 999 call and to ensure that keyholder information and out of hours procedures are up to date.

It is the assessors' opinion that the current arrangements are **adequate**.

4.5 Persons nominated and trained in the use of fire extinguishers

The Fire Safety Order [Article 13] requires that where necessary, in order to safeguard the safety of relevant persons, the responsible person must, take measures for fire-fighting in the premises, and nominate competent persons to implement those measures and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and specific hazards involved in the premises concerned.

It appears that most members of staff have received practical fire extinguisher training in **June 2017**, this was facilitated by **Nottinghamshire Fire Safety Ltd**.

It is the assessors' opinion that the current arrangements are **adequate**.

4.6 Persons nominated and trained to assist with the evacuation of disabled people

In addition to the requirement identified in 4.4, the Fire Safety Order [Article 15] also requires that the responsible person must nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises.

All members of staff would assist in the evacuation of disabled people. No other specialist evacuation equipment is provided or *currently* required on the site.

It is the assessors' opinion that the current arrangements are **adequate**.

4.7 Appropriate liaison with Fire & Rescue Service

The Fire Safety Order [Article 13] requires that the responsible person must where necessary; arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.

Whilst it is recognised that there is a requirement to establish such contact arrangements, no specific risks or hazards were identified during the assessment, which would in the opinion of the assessor, require an operational site visit from the fire and rescue service.

4.8 Routine in-house inspections of fire precautions

The **site manager** has a process in place to monitor the buildings general fire precautions. These are carried out monthly, with records kept, and include the following items:

- Final exit doors.
- Fire resisting doors.
- Fire extinguishers.
- Escape routes.
- Structural fire precautions.

It is the assessors' opinion that the current arrangements are **adequate**.

5 STAFF TRAINING

Consideration of arrangements for giving instruction and training to staff on fire safety matters and for carrying out fire drills.

5.1 Training & drills

The Fire Safety Order [Article 21] requires that the responsible person must ensure that his employees are provided with adequate safety training at the time when they are first employed; and on their being exposed to new or increased risks, and be repeated periodically where appropriate.

During the assessment training was discussed and it appears that an induction process is in place for all new and temporary staff. This training/instruction includes general fire safety & building specific information.

In addition, all existing members of staff receive annual refresher training.

Records are kept and are available for inspection if required.

It is the assessors' opinion that the current arrangements are **adequate**.

5.2 Content of instruction/training and relevant information to employees

The Fire Safety Order [Article 21] also specifically requires that the training referred to must,

- *Include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;*
- *Be repeated periodically where appropriate.*
- *Be adapted to take account of any new or changed risks to the safety of the employees concerned;*
- *Be provided in a manner appropriate to the risk identified by the risk assessment; and*
- *Take place during working hours*

During the assessment the format & content of training/instruction was discussed and can include the following items:

- General fire safety
- Contents of the emergency plan
- Any significant changes to either the buildings structure or emergency procedures or,
- Individual responsibilities.

It is the assessors' opinion that the current arrangements are **adequate**.

5.3 Staff with nominated additional responsibilities

The Fire Safety Order does not specify any specific training for staff with additional responsibilities, however; the Order repeatedly makes reference to 'Competent persons'.

The Order clearly states that there are two means by which competent persons might be identified. They must have both 'sufficient training and experience' or alternatively must possess 'knowledge and other qualities' which will in both cases enable the person to properly carry out the task at hand.

On this site key staff members carry out fire warden duties in the event of an evacuation and 'sweep' specific areas. Other members of staff take out the registers and other relevant information.

It is the assessors' opinion that the current arrangements are **adequate**.

5.4 Fire evacuation drills

As previously identified in 4.4 the Fire Safety Order [Article 15] requires that the responsible person must establish and, where necessary, give effect to appropriate procedures, including safety drills.

Fire evacuation drills are carried out on a termly basis for all staff and pupils.

The times and days of these drills are varied to ensure all staff members participate.

Records are kept of these sessions.

It should be noted that if a non-planned evacuation takes place this can be counted as an evacuation drill provided it is de-briefed and recorded.

It is the assessors' opinion that the current arrangements are **adequate**.

5.5 Employees of another employer

The Fire Safety Order [Article 20] requires that the responsible person must take reasonable steps to ensure that any person from an outside undertaking who is working in or on the premises is provided with comprehensible and relevant information.

The building managers operate a system whereby contractors are required to sign in upon entry and are given relevant building information.

It is the assessors' opinion that the current arrangements are **adequate**.

6 TESTING & MAINTENANCE

Arrangements for testing and maintenance of all fire protection measures and to ensure the workplace itself are adequately maintained in order to avoid certain fire hazards.

6.1 Maintenance of premises [General]

The Fire Safety Order [Article 17] requires that where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

This requirement covers anything that has been provided for the purposes of fire safety, including those most frequently referred to elements detailed below. There is no specific requirement in the Order for the keeping of records, however; the keeping of such with regard to scheduled maintenance and routine testing is considered good practice and allows the responsible person to evidence that appropriate testing has taken place, should the need arise.

At the time of the assessment the 'premises' were found to be generally well maintained, and therefore considered to be **satisfactory**.

6.2 Fire detection & alarm system

The fire alarm system is serviced periodically in accordance with the requirements of the current British Standard 5839:1 2017. The recommended period between successive inspection and servicing visits should **not exceed six months**. Records indicate that this was last done in **January 2019** by **Protec Ltd**.

The system is tested by site staff on a '**weekly**' basis using a different call point in rotation, with records kept.

It is the assessors' opinion that the current arrangements are **adequate**.

6.3 Emergency lighting system

The emergency lighting is serviced periodically in accordance with the requirements of the current British Standard BSEN 50172/BS 5266-8 2004. The recommended period between successive inspection and servicing visits should **not exceed 12 months**. Records indicate that this was last done in **February 2019** by **Findlay's Electrical Ltd**.

The system is tested by site staff on a '**monthly**' basis, with records kept.

It is the assessors' opinion that the current arrangements are **adequate**.

6.4 Portable fire-fighting equipment

The portable fire-fighting equipment is serviced periodically in accordance with the requirements of the current British Standard BS 5306-3: 2017 by **Nottinghamshire Fire Safety Ltd** the last recorded site visit was in **November 2018**.

Visual checks are carried out by site staff on a '**monthly**' basis, with records kept.

It is the assessors' opinion that the current arrangements are **adequate**.

6.5 Fire doors

Fire resisting doors are checked by site staff for condition and operation on a **'monthly'** basis, with records kept.

It is the assessors' opinion that the current arrangements are **adequate**.

6.6 Final exit doors/and or security fastenings, escape routes & external escape staircases

Fire exit doors are checked by site staff for condition and operation on a **'monthly'** basis, as are the escape routes, to ensure that they are maintained free from obstruction and storage, with records kept.

It is the assessors' opinion that the current arrangements are **adequate**.

6.7 Structural fire precautions

Visual checks are carried out by site staff on a **'monthly'** basis, with records kept.

It is the assessors' opinion that the current arrangements are **adequate**.

6.8 Other fixed facilities [if appropriate]

Not Applicable.



7 LIKELIHOOD OF FIRE

Overall likelihood of fire in the building, regarded as a summation of the likelihoods of fire associated with each and every one of the fire hazards identified.

This assessment is principally based upon the relevant information from [Section 1 – General information] & the findings in [Section 2 – Fire hazards & their controls]

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire [probability of ignition] at this building is:

7.1 **Low** **Medium** **High**

In this context, a definition of the above terms is as follows:

Low	<i>Unusually low likelihood of fire as a result of negligible potential sources of ignition</i>
Medium	<i>Normal fire hazards [e.g. potential ignition sources] for this type of occupancy, with fire hazards generally subject to appropriate controls [other than minor shortcomings]</i>
High	<i>Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire</i>

8 CONSEQUENCES OF FIRE

Consequences take into account the extent of injury that would occur to occupants in anticipated scenarios, and the number of occupants likely to be affected.

This assessment is principally based upon the findings in [Section 3 – fire protection measures] & [Sections 4, 5 & 6 - Management]

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

8.1 **Slight harm** **Moderate harm** **Extreme harm**

In this context, a definition of the above terms is as follows:

Slight harm	<i>Outbreak of fire unlikely to result in serious injury or death of any occupant [other than an occupant sleeping in a bedroom in which fire occurs]</i>
Moderate harm	<i>Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities</i>
Extreme Harm	<i>Significant potential for serious injury or death of one or more occupants</i>

9 FIRE RISK

The combination of likelihood and consequences of fire

The fire risk is assessed by combining the likelihood of fire [Section 8] and the consequences of fire [Section 8]

Potential consequences of fire ► Fire Hazard ▼	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Accordingly, it is considered that the risk to life from fire at this building is:

9.1 Trivial Tolerable X Moderate Substantial Intolerable

In the context, a definition of the above is as follows:

Risk Level	Action and timescale
Trivial	<i>No action is required, and no detailed records need to be kept.</i>
Tolerable	<i>No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.</i>
Moderate	<i>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</i>
Substantial	<i>Considerable resources may have to be allocated to reduce the risk. If the building is occupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.</i>
Intolerable	<i>Building [or relevant area] should not be occupied until the risk is reduced.</i>

9.2 Assessors additional comments:

10 SIGNIFICANT FINDINGS / ACTION PLAN

Measures identified in the course of the fire risk assessment that need to be implemented to ensure that the level of fire safety is achieved or maintained

Prioritization: HIGH [H] – A serious breach of legislation, having the potential for serious injury to occupants

MEDIUM [M] – Matters that breach legislation but are not considered to constitute any serious threat to life safety

LOW [L] – Matters that should be addressed as good practice, but that do not constitute any significant threat to occupants

Ref No:	Hazard[s]	Priority	Further action needed to reduce risk	P2 Notification Ref:	Responsibility for resolving issue	Date rectified
2.3	Risk of Arson	M	The external waste bins should be secured away from the building to reduce the arson risk.	FR 10995	Site	
2.3	Risk of Arson		It is recommended that the wooden sheds are relocated to areas away from the school buildings in order to reduce the risk of arson.	FR 10999	Site	
3.2	Fire Separation	M	The door to the kitchen & boiler room in Building 4 (Kandinsky) should be replaced with FD30sSC (include top panel).	FR 10997	Compliance	
3.2	Fire Separation	M	The boiler room in Building 3 (Foundation) should be provided with a ceiling to give 30 minutes fire resistance.	FR 10998	Compliance	

The NPO should notify the fire safety team via email on fire.safety@nottscc.gov.uk when identified issues have been resolve in order that the p2 notification indicated above can be recorded as complete and closed down.



11 REVIEW

Necessary after a period defined in the fire risk assessment.

The Fire Safety Order [Article 9] requires that the fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if:

- Material alterations to the building take place
- A significant change occurs in the matters taken into account when the fire risk assessment was carried out
- A significant change in fire precautions occurs
- There is any reason to suspect that the original fire risk assessment might no longer be valid [this might include the occurrence of a fire]

11.1 Review [Carried out by Responsible Person]

<i>Suggested Date for review:</i>	18.02.2020
<i>Date review completed:</i>	
<i>Review completed by:</i>	

11.2 Suggested date for new fire risk assessment to be considered

<i>Suggested date:</i>	18.02.2021
------------------------	------------

When this fire risk assessment is reviewed, it should also be confirmed whether work recommended in the Action Plan [Section 10] has been carried out correctly. The issues identified should have been addressed.

12 REFERENCES

Legislation

Regulatory Reform (Fire Safety) Order 2005.
Health & Safety (Safety Signs & Signals) Regulations 1996.
Dangerous Substances & Explosive Atmospheres Regulations 2002.
Disability Discrimination Act 1995.

Fire Safety Guides

Fire safety risk assessment: Educational Premises.
Fire safety risk assessment: Offices & Shops.
Fire safety risk assessment: Residential Care Premises.
Fire safety risk assessment: Small and Medium Places of Assembly.
Fire safety risk assessment: Transport premises & facilities.
Fire safety risk assessment: Factories & Warehouses.
Fire risk assessment - Guidance and a recommended methodology (PAS79:2012).

Fire Safety Design and Management

Building Regulations 2010 (2006 edition including 2013 updates) – Approved Document B: Volume 2 Buildings other than dwellings.
Building Regulations 2010 (2015 edition) - Approved Document M: Volume 2 Buildings other than dwellings.
BS 9999:2017 Code of practice for fire safety in the design, management and use of buildings.
BS 7974: 2018 Application of fire safety engineering principles to the design of buildings.
Building Bulletin 100: Design for fire safety in schools.
BS 9991: 2015 Fire safety design management and use of residential buildings.
National Fire Chiefs Council: Fire Safety in Specialised Housing.

Fire Detection and Fire Alarm Systems

BS5839-1: 2017. Fire detection and fire alarm systems for buildings - Code of practice for system design, installation, commissioning and maintenance of systems in non-domestic premises.
BS 5839-3: 1988. Fire detection and alarm systems for buildings – Specification for automatic release mechanisms for certain fire protection equipment.
BS 5839-6: 2013. Fire detection and fire alarm systems for buildings – Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.
BS 5839-8: 2013. Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.
BS 5839-9: 2011. Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.

Fire Extinguishing Appliances

BS 5306-1: 2006. Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.
BS 5306-3: 2017. Fire extinguishing installations and equipment on premises - Commissioning and maintenance of portable fire extinguishers – Code of practice.
BS 5306-8: 2012. Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.
BS EN 1869: 1997. Fire blankets.

Emergency Escape Lighting

BS 5266-1: 2016. Emergency lighting - Code of practice for the emergency lighting of premises.

BS 5266-8: 2004 (BS EN 50172: 2004). Emergency escape lighting systems.

BS EN 1838: 2013. Lighting applications - Emergency lighting.

BS EN 62034: 2012 Automatic test systems for battery powered emergency escape lighting.

Fire Safety Signs

BS EN ISO 7010: 2012+A7: 2017 Graphic symbols – Safety colours and Safety signs – Registered safety signs – (ISO 7010:2011).

BS ISO 3864-1: 2011 Graphic symbols – Safety colours and signs. Design principles for fire safety signs and safety markings.

BS ISO 3864-3: 2012 Graphic symbols – Safety colours and signs. Design principles for graphical symbols for use in safety signs.

BS 5499-10: 2014. Guidance for the selection and use of safety signs and fire safety notices.

Fixed Fire Extinguishing Systems and Equipment

BS EN 12845: 2015. Fixed firefighting systems – Automatic sprinkler systems – Design, installation and maintenance.

BS 9990: 2015. Non-automatic fire-fighting systems in buildings - Code of practice.

Fire Doors

BS 476-22: 1987 Methods of determination of the fire resistance of non-loadbearing elements of construction.

BS 8214: 2016 Timber based fire door assemblies - Code of practice.

Miscellaneous

BS EN ISO 13943: 2017. Fire Safety – Vocabulary.

BS 7176: 2007. Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.

BS 7273-4: 2015. Code of practice for the operation of fire protection measures - Actuation of release mechanisms for doors.

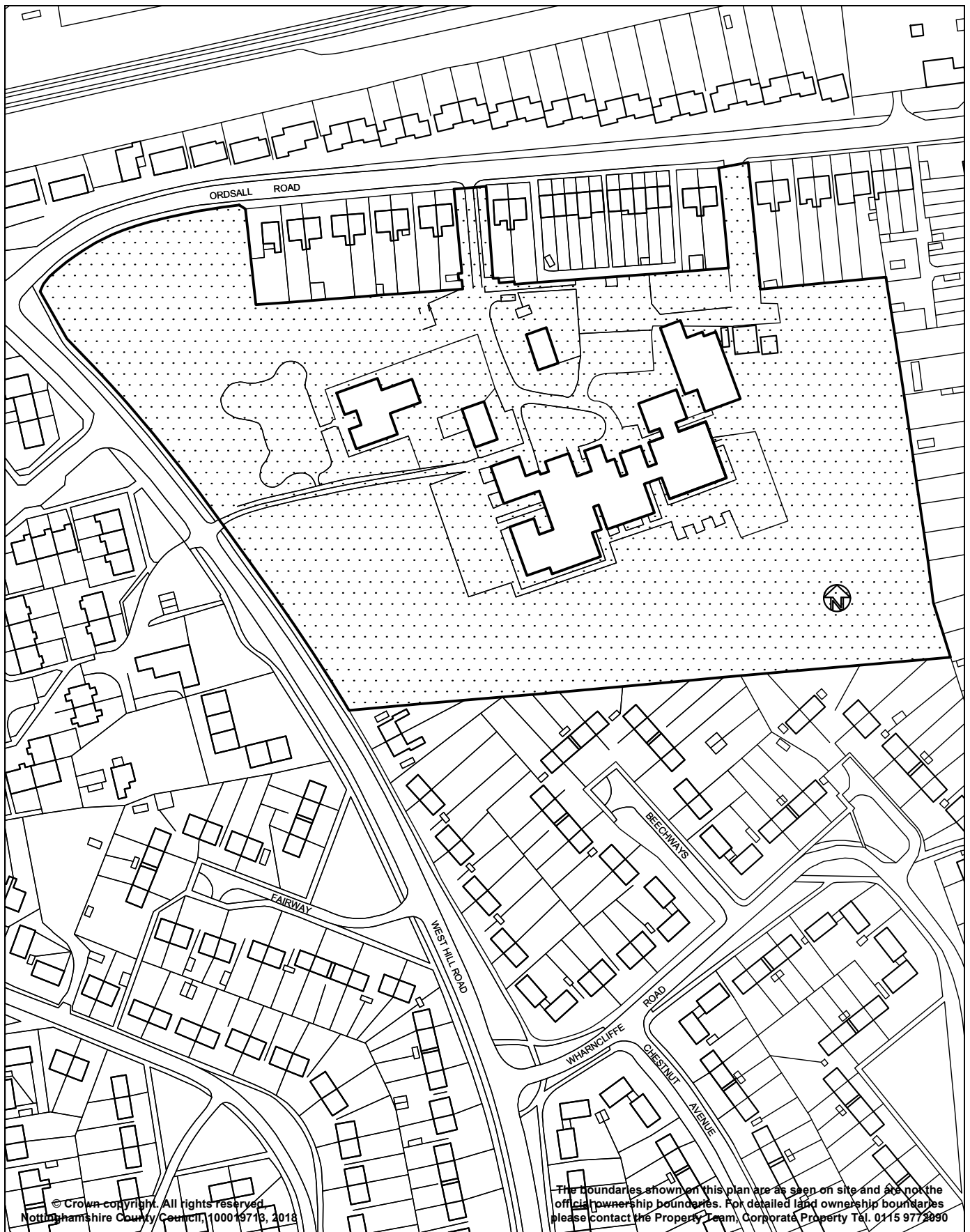
Lightning

BS EN 62305-1: 2011. Protection against lightning. General principles.

BS EN 62305-2: 2012. Protection against lightning. Risk management.

BS EN 62305-3: 2011. Protection against lightning. Physical damage to structures and life hazard.

BS EN 62305-4: 2011. Protection against lightning. Electrical and electronic systems within structures.



















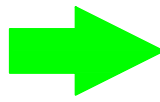




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Place Department Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ 	Project		Drawn	Date
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	Property No.	Project No.	Ch'kd	Date
	1045		Auth	Traced
	Title			Scale
	SITE PLAN			NTS
© Nottinghamshire County Council	Drawing No.	C.1045 - 1		Rev.

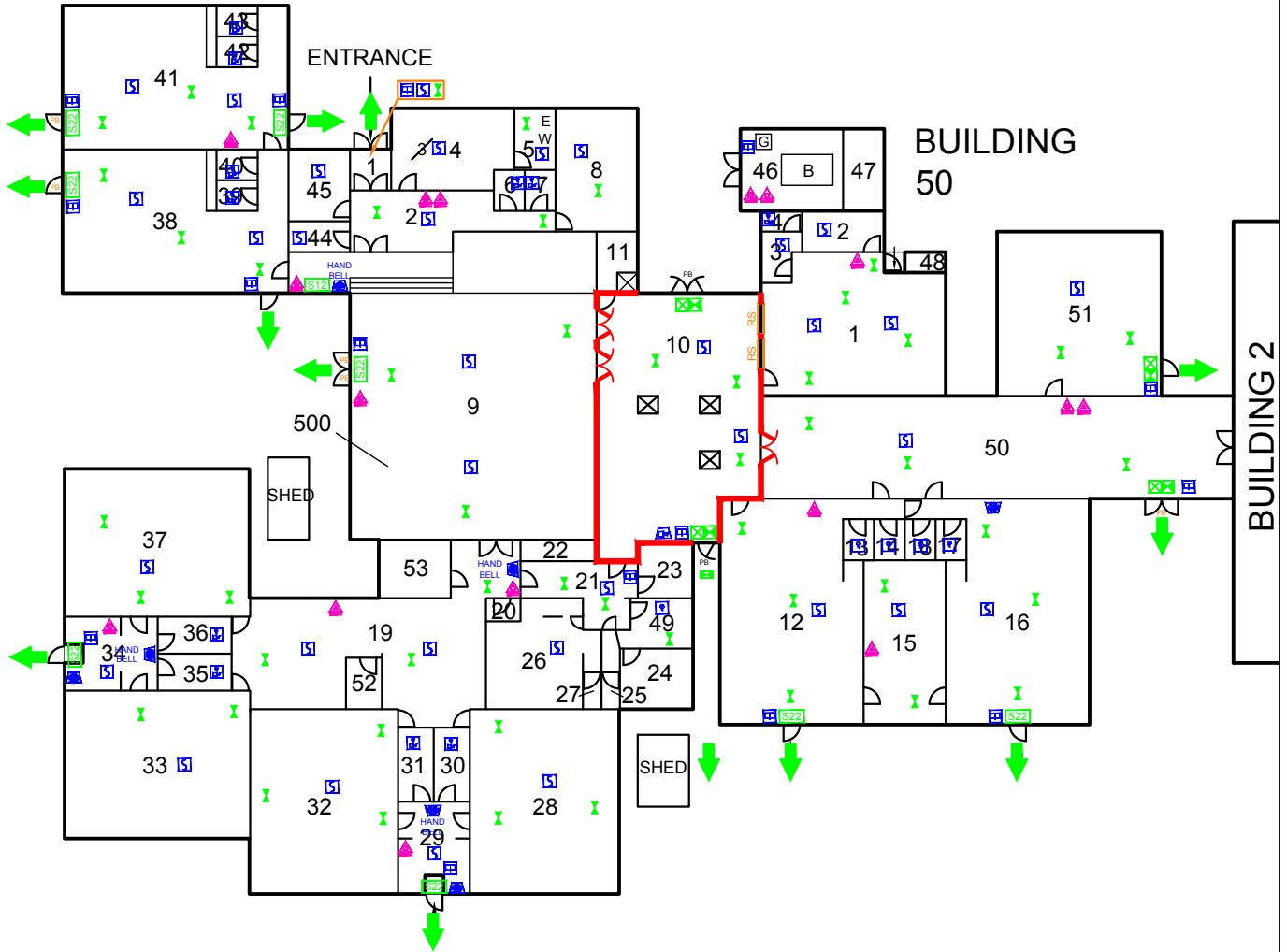
LEGEND


	Water : HS = Hydro-spray
	Gas
	Carbon Dioxide
	Powder/ABC/BC
	Foam
	Water Film/Wet Chemical
	Fire Blanket in container
	Smoke Detector/ w sounder/& beacon
	Heat Detector/ w sounder/& beacon
	Fire Alarm Call Point
	Alarm Bell/Sounder/Visual
	Open Bell/Speaker/both Sounder Visual
	Control Panel w Signals/Sounded/Both
	Emergency Lighting (Maintained/Non-maintained)
	Notice/directional (code gives wording)
	Illuminated Notice/Exit Box
	Fire Resistant Construction
	Fire Door/Non-FR door
VP	Vision Panel
PB/PP/PF	Push Bar/Push Pad/Panic Fastening
	Fire Escape Route/Exit
	Roller Shutter

Place Department Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ 	Project		Drawn	Date
	ORDSALL PRIMARY		MPJ	Oct'16
	Property No.	Project No.	Ch'kd	Date
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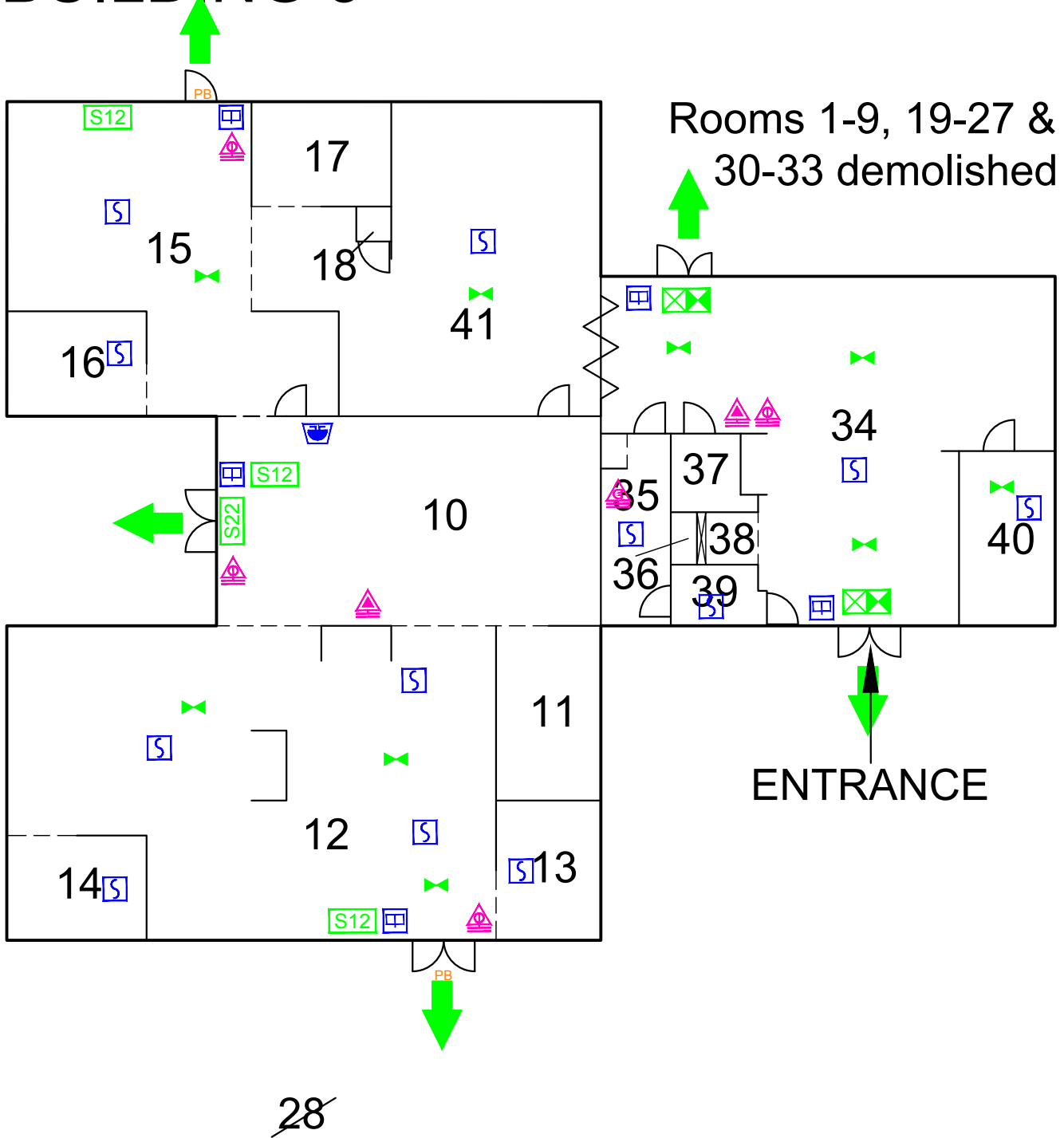


BUILDING 1

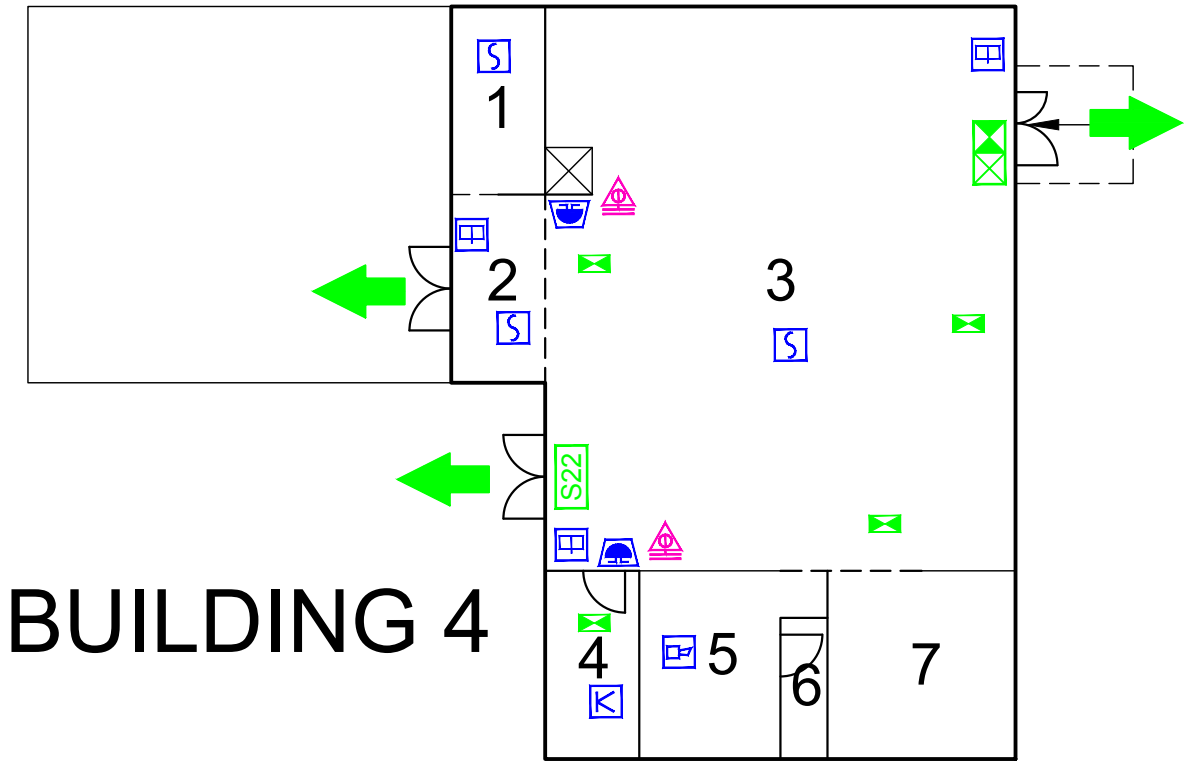
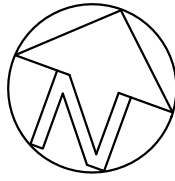


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BUILDING 3

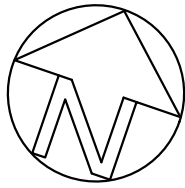


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			Rev.	



BUILDING 4

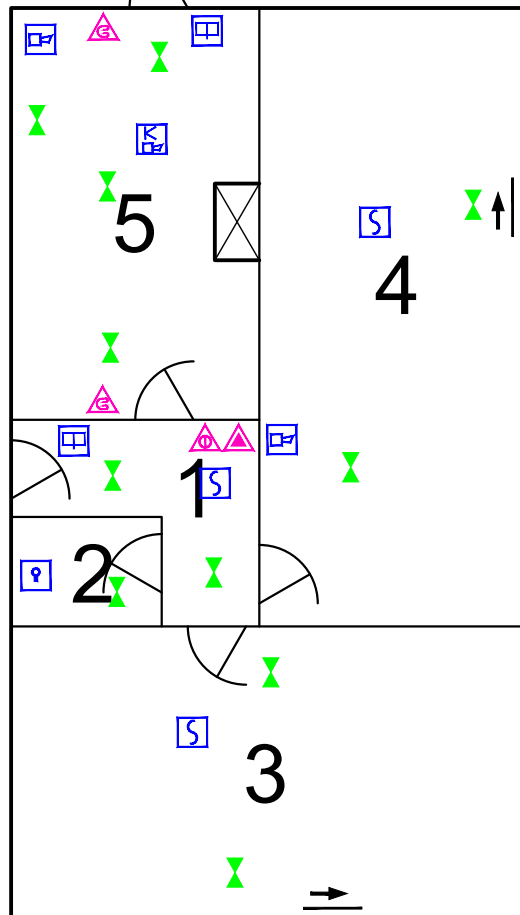
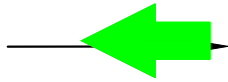
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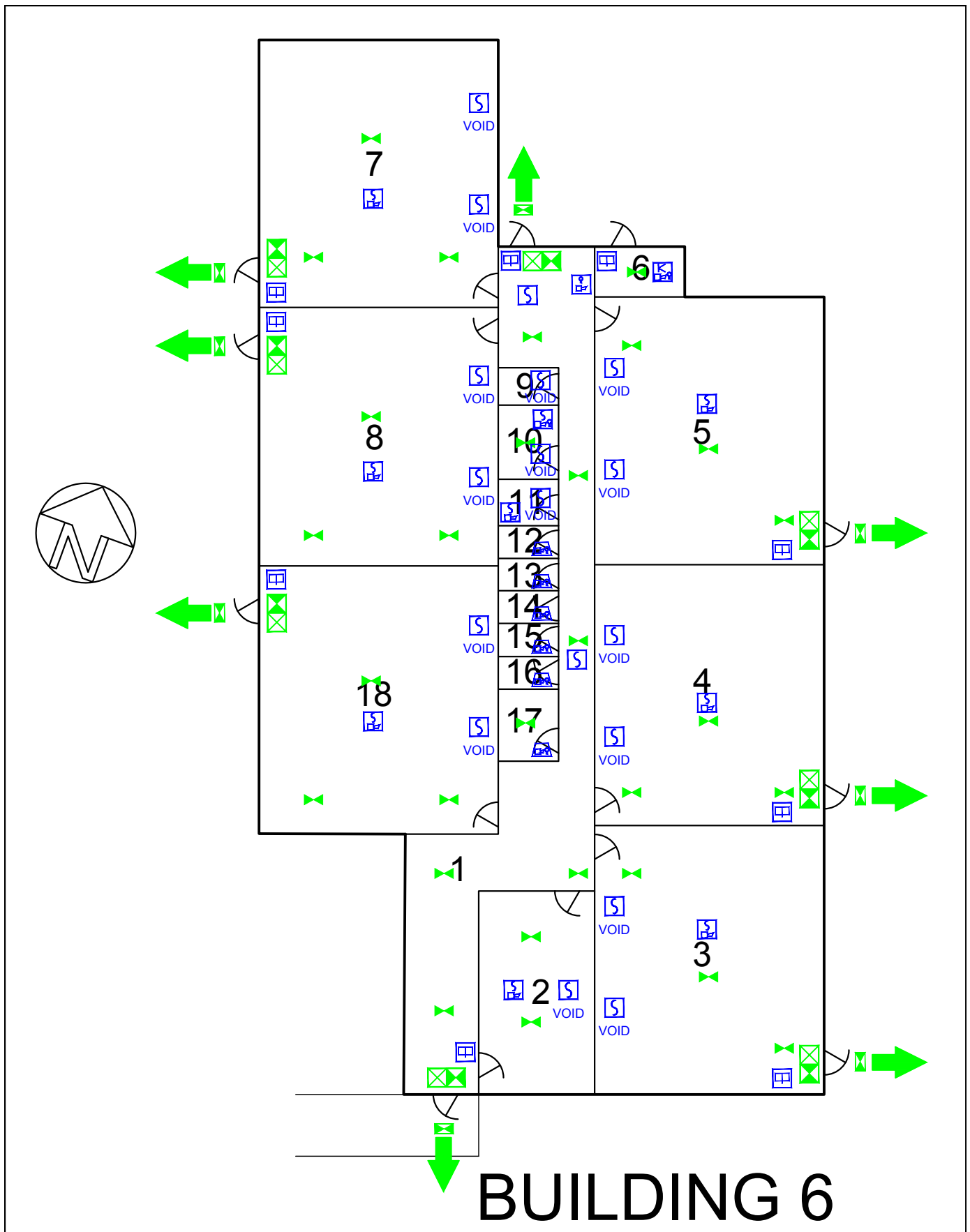
BUILDING 5



ENTRANCE



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BUILDING 6

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