



## Fire Risk Assessment

### For The Queen's Lower School

<b>Name of property:</b>	Queens Lower School
<b>Address of Property:</b>	55-57 Liverpool Road Chester CH2 1AW
<b>Responsible Person;</b>	Iona Carmody
<b>Fire Risk Assessors(s);</b>	Mike Long
<b>Date of Fire Risk Assessment</b>	15/01/2020
<b>Date of Previous Fire Risk Assessment</b>	20/12/2018
<b>Suggested Date for Review</b>	January 2021
<b>Issue number:</b>	1

**This fire risk assessment is a type 1 fire risk assessment and is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order (FSO).**

**This inspection of the building is non-destructive. The purpose of this report is to provide an assessment of the risk to life from fire in this building(s) and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. This report does not address the risk to property or business continuity from fire.**

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## Fire Risk assessment Document Checker

<b>PREVIOUS FIRE RISK ASSESSMENT AVAILABLE</b>	Yes
<b>EVACUATION PROCEDURES SEEN</b>	Yes
<b>RECORD OF PREVIOUS OFFICER VISITS</b>	Unknown
<b>SERVICE DATE OF FIRE EXTINGUISHERS</b>	Dec 2019
<b>CHECK FIRE ALARM</b>	Panels healthy
<b>WEEKLY CHECK OF FIRE ALARM CALL POINTS AT DIFFERENT LOCATIONS</b>	Yes & recorded in Fire Log Book
<b>EMERGENCY LIGHTING (MONTHLY CHECK)</b>	Not seen
<b>EMERGENCY LIGHTING (ANNUAL SERVICE)</b>	18/12/2019
<b>BOILER MAINTENANCE CERTIFICATE</b>	Apr 2019
<b>GAS SAFE CERTIFICATE</b>	Aug 2019
<b>5 YEAR FIXED ELECTRICAL INSPECTION</b>	July 2014
<b>3 YEAR FIXED ELECTRICAL INSPECTION (SPORT HALL LETTINGS)</b>	N/A
<b>PAT TESTING</b>	October 2019
<b>ELECTRICAL STAGE LIGHTING</b>	N/A
<b>KITCHEN EXTRACTION DEEP CLEAN</b>	Jul 2019
<b>LIGHTNING CONDUCTOR</b>	None
<b>FIRE MARSHALL TRAINING</b>	To be completed
<b>ARE VISITORS/CONTRACTORS ETC GIVEN EMERGENCY EVACUTION INFORMATION UPON ARRIVAL</b>	Yes
<b>SMOKE DETECTION SERVICED</b>	Dec 2019
<b>SPRINKLER TESTING</b>	N/A
<b>DRY RISERS</b>	None
<b>FIRE ALARM SERVICE</b>	Dec 2019
<b>DATE OF LAST FIRE DRILL (EVIDENCE OF 2 PER YEAR)</b>	08/01/2020
<b>HOT WORKS PERMIT IMPLEMENTED</b>	Yes

<b>AIR CONDITIONING UNITS SERVICED</b>	Apr 2019
<b>FIRE DAMPERS</b>	Unknown – to investigate pool area
<b>PEEPS</b>	None – to be completed as and when required.
<b>LEV'S</b>	None
<b>COSHH ASSESSMENTS IN PLACE</b>	Requires reviewing

<b>BUILDING CONSTRUCTION</b>	
<b>Area</b>	<b>Detail</b>
External Walls	All external buildings are brick and block with the exception of the
Internal Walls	Brick, block and plaster.
Floors	Predominantly concrete. Timber in parts. Carpet and vinyl coverings.
Roof	Part flat, part pitched tiled roof.
Stairs	Multiple stairs throughout serving upper floors and basements. All concrete and block construction.
Fixed Installations	400v 3 phase main supply feeding 230v distribution boards terminating in sockets and light fittings.
Building Security	Lockable manual gates. Door coded entry system. CCTV present.
Internal Layout	General classrooms and activities, physical activities etc and a swimming pool. Mix of offices, storerooms, kitchens, toilets, communal areas. Upper floors have external escape stairs present. Two external portacabins for general teaching purposes. Basement areas present within the main building and Sandford House.
Voids	Voids above suspended ceilings.
Ventilation	Natural ventilation throughout the buildings.

## 1. THE BUILDING

### THE OCCUPANTS

1.1	Approximate Maximum Number /number of employees at any one time	<b>57</b>
1.2	Approximate number of members of the public/ Visitors	<b>Up to 25</b>
1.3	Number of young persons (Under the age of 18)	<b>143</b>

### OCCUPANTS AT SPECIAL RISK

		<b>N/A</b>	<b><u>Y</u></b>	<b>N</b>
3.1	Any 'Occupants at Special Risk' expected within the building at any one time (Sleeping Occupants, Occupants with disabilities Occupants in Remote Areas / Contract workers)			
3.2	Comments and Hazards observed: None			

### Previous Fire Events/ Related Incidents involving fire(s)

None recorded

### Other Relevant Information

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# FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

## ELECTRICAL SOURCES OF IGNITION

		N/A	Y	N
7.1	Are measures taken to prevent fires of electrical origin specifically;			
7.2				
	• Fixed System installation periodically inspected and tested?		X	
	• Portable appliance testing carried out?		X	
	• Control of cascading leads / adapters/ overloading of sockets? (extensions on extensions & high load appliances)		X	
	• Staff awareness regarding the use of personal electrical appliances? (non Pat tested kettles & radios)		X	
7.3	Comments and Hazards observed: <b>Any staff bringing in personal electrical items have them PAT tested by the school prior to use.</b> <b>PAT testing completed October 2019</b> <b>Fixed Wiring carried out July 2014</b> <b>Action:</b> <b>If not already complete the school should procure a suitably qualified contractor to undertake a 5 yearly electrical inspection.</b>			

## SMOKING

		N/A	Y	N
8.1	Are measures taken to prevent fires as a result of smoking specifically;			
8.2				
	• Smoking prohibited within the building?			X
	• Smoking prohibited in specific areas?		X	
	• Suitable arrangements for those who wish to smoke?	X		
	• Evidence of any breaches of policy?			X
8.3	Comments and Hazards observed <b>School is a strictly no smoking site</b> <b>Action:</b>			

## PORTABLE HEATERS AND HEATING INSTALLATIONS

		N/A	Y	N
9.1	Is the use of portable heaters avoided as far as possible?		X	
9.2	If portable heaters are used,			
	• Is the use of the more hazardous types (i.e. radiant bar fires or LPG appliances) avoided?		X	
	• Are suitable measures taken to minimise the hazard of ignition of combustible materials?		X	
9.3	Are fixed heating installations subject to regular maintenance?		X	
9.4	Comments and Hazards observed; <b>Boilers were serviced April 2019</b> <b>Action:</b>			

## COOKING

		N/A	Y	N
10.1	Are measures taken to prevent fires as a result of cooking, specifically;			
10.2	• Filters changed and ductwork cleaned regularly?		X	
	• Suitable extinguishing appliances available?		X	
	• Good housekeeping observed within area?		X	
10.3	Comments and Hazards observed: <b>Kitchen extraction was deep cleaned in July 2019</b> <b>Action:</b>			

## LIGHTNING

		N/A	Y	N
11.1	Does the building have a lightning protection system? (BS 6651) lightning strip & earth continuity check			X
11.2	Comments and Hazards observed: <b>Action:</b>			

## OTHER SIGNIFICANT IGNITION SOURCES

		N/A	Y	N
12.1	Are control measures in place to prevent fires from;			
	<ul style="list-style-type: none"> <li>Possibility of electrostatic discharge in your building? (e.g. within paint shop area)</li> </ul>	X		
	<ul style="list-style-type: none"> <li>Sources of ignition from machinery /work equipment processes i.e., power tools, wing build processes, owned, furnaces etc?</li> </ul>			X
	<ul style="list-style-type: none"> <li>Open gas flames or other burning equipment (i.e. in laboratories)?</li> </ul>		X	
	<ul style="list-style-type: none"> <li>Natural gas that is used as part of manufacture process?</li> </ul>	X		
12.2	Comments and Hazards observed: <b>The external maintenance workshop has mixture of fuel, substances and combustibles stored together.</b> <b>Action:</b> <b>A full layout review is required of the workshop area.</b> <b>Appropriate fume cupboards should be purchased and all flammables items should be separated.</b> <b>Housekeeping is required of the maintenance workshop area.</b>			

## 2. COMBUSTIBLE MATERIALS (PAPER, PACKAGING ETC) AND HOUSEKEEPING

		N/A	Y	N
13.1	Are combustible materials controlled / reduced adequately? Are combustible materials stored in bulk quantities e.g. raw materials, finished goods?			X
13.2	Is the standard of housekeeping adequate?		X	
13.3	Specifically,			
	<ul style="list-style-type: none"> <li>Combustible materials appear to be separated from ignition sources?</li> </ul>			X
	<ul style="list-style-type: none"> <li>Avoidance of unnecessary accumulation of combustible materials or waste?</li> </ul>			X
	<ul style="list-style-type: none"> <li>Avoidance of inappropriate storage of combustible materials?</li> </ul>			X



## Compliance

### Education

	<ul style="list-style-type: none"> <li>Collection of waste adequate?</li> </ul>		X	
13.4	Comments and Hazards observed: <b>Some minor areas (storage) within the school were displaying poor housekeeping examples.</b> <b>Action:</b> <b>The maintenance workshop requires housekeeping improvements. A review of storage areas is required and any identified should be addressed and maintained.</b>			

## FLAMMABLE SUBSTANCES

		N/A	Y	N
14.1	Are there significant quantities of flammable substances within the building?			X
	Comments and Hazards observed: <b>Small quantities of fuel stored in maintenance workshop for use with ride on mower.</b>			

## GAS CYLINDERS (FLAMMABLE GASES)

		N/A	Y	N
17.1	Are flammable or combustible gases in use or stored within the building?	X		
17.8	Comments and Hazards observed:			

## EXTERNAL AREAS TO THE BUILDING

		N/A	Y	N
19.1	Could adjacent / adjoining facilities effect the building in a fire?		X	
	Specifically;			
19.2a	<ul style="list-style-type: none"> <li>Any processes that take place in neighbouring buildings?</li> </ul>		X	
19.2b	<ul style="list-style-type: none"> <li>Hazards contained within neighbouring buildings in the event of an emergency?</li> </ul>			X
19.3	Are measures taken against the potential of arson?			
	<ul style="list-style-type: none"> <li>Control over the fire load / combustible materials around external areas of building?</li> </ul>		X	





## Compliance

Education

19.4	Comments and Hazards observed: <b>There is a high risk area attached to the building in the form of a maintenance workshop – see action plan for further details.</b>
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### HAZARDS INTRODUCED BY OUTSIDE BUILDING CONTRACTORS AND BUILDING WORKS.

		N/A	Y	N
20.1	Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits)?			X
20.2	Are fire safety conditions imposed on outside contractors?			X
20.3	If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits?	X		
20.4	Is modification work assessed as part of fire risk assessment? (Building change control)	X		
20.5	Comments and Hazards observed: <b>At present there is no control of contractor management for areas relating permits to work etc. The Estates Manager stated that she is aware of this and is in the process of introducing a contractor management system.</b> <b>Action:</b> <b>Introduce the contractor management system at the earliest opportunity and ensure the site team are aware of the necessary requirements relating to the system and the management of contractors.</b>			

### ASSESSMENT OF DANGEROUS SUBSTANCES

	N/A	Y	N
Dangerous Substances defined as a substance or preparation which is oxidising, extremely flammable, highly flammable or flammable, and/or combustible and explosive dust, (as classified by the Chemical (Hazards Information and Packaging for Supply) Regulations 2002) with the potential to create risk to persons from energy releasing events. (Fire, explosion, and / or thermal Runaway from exothermic reactions).			
Details & reference to DSEAR Assessments:			

# FIRE PROTECTION MEASURES

## MEANS OF ESCAPE FROM FIRE

		N/A	Y	N
FIRE RISK CATEGOREY FOR ASSESSING MEANS OF ESCAPE (BS 5588 S3-8)				
LOWER RISK		NORMAL RISK	X	HIGHER RISK
21.2	In assessment of the means of escape;			
	• Can fire exits be easily and immediately opened where necessary?		X	
	• Do fire exits open in the direction of escape where necessary?		X	
	• Evidence of any prohibited items on the means of escape			X
	• Are all escape routes unobstructed?		X	
	• Are escape routes protected?		X	
	• Are travel distances adequate for the occupants and building use?		X	
	• Are fire protection in place for "dead end" conditions?		X	
	• Are fire precautions in place for inner rooms? (room inside a room)		X	
21.3	Is the total time for an excavation of occupants adequate?		X	
21.4	Comments and Hazards observed: <b>Travel distances are adequate throughout.</b>  <b>Fire exit doors are sufficient for each building.</b>			

## MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

		N/A	Y	N
22.1	It is considered that there is:			
22.2	• Are there limitation of building materials that may promote fire spread? (i.e. wood or fabric)		X	
	• Are notice boards/ paper used on Means of Escape kept to a minimum?			X
22.3	It is considered that internal fire doors (where installed);			
	Can be effectively used in emergency? (Can close where required)		X	
	Are in good working order with the minimum elements of self closing device, Intumescent strip, Smoke seal or brush, Appropriate glazing and affixed with mandatory signage?			X
22.4	Comments and Deficiencies observed: <b>Corridors and routes of escape have unprotected displays present however it acceptable for this practice to continue as housekeeping is good and detection is present throughout.</b> <b>Action:</b> <b>Some fire doors were identified as requiring attention – a full review of fire doors should be undertaken and any identified should be addressed.</b>			

## ESCAPE LIGHTING (IN ACCORDANCE WITH BS 5266 SERIES)

		N/A	Y	N
23.1	Is emergency lighting provided to all areas of the facility/ Building?		X	
23.2	Is consideration given to hazardous areas or Areas of a building that are unlit?		X	
23.3	Are emergency lighting luminaries obstructed?			X
23.4	Are emergency lighting luminaries consistent throughout the facility/ Building?		X	
23.5	Comments and Deficiencies observed: <b>Emergency lighting is excellent throughout.</b> <b>Actions:</b> <b>Recent servicing has highlighted a number of defective lighting units which should be addressed.</b>			

## FIRE SAFETY SIGNS AND NOTICES (FIRE ESCAPE SIGNAGE) IN ACCORDANCE WITH BS 5499 SERIES)

		N/A	Y	N
24.1	Is fire escape signage adequate in providing information on the means of escape and avoid confusion?		X	
24.2	Is fire escape signage consistent throughout its;		X	
	• Location and placement		X	
	• Standard used			
24.3	Are fire safety signs provided consistent throughout the facility/ building?			X
24.4	Are Fire Action Notices provided and displayed in prominent places?		X	
24.5	Are fire safety signs obstructed?			X
24.6	Has consideration been given to the use of photo-illuminous signage?		X	
24.7	Comments and Deficiencies observed: <b>Generally fire signage and information is excellent throughout however some additional signage is required for Sanford House.</b> <b>Actions:</b> <b>Some additional signage is required for Sanford House first floor.</b>			

## MEANS OF GIVING WARNING IN CASE OF FIRE (IN ACCORDANCE WITH BS 5839 SERIES)

		N/A	Y	N
25.1	Is fire <u>detection</u> provided throughout facility / building?		X	
25.2	Is fire detection equipment (detector heads etc) obstructed?			X
25.3	Is fire <u>warning</u> provided throughout the facility/ building?		X	
25.4	Can the fire warning be heard in all areas throughout the facility/ building?		X	
25.5	Are there a high number of false alarms?			X
25.6	Are manual call points easily accessible and identified?		X	
25.7	Where necessary, are special arrangements in place for occupants at special risk? (Paging devices etc.)	X		
	Comments and Deficiencies observed: <b>Fire detection throughout the buildings is excellent.</b> <b>Actions:</b>			

## MANUAL FIRE EXTINGUISHING APPLIANCES (IN ACCORDANCE WITH BS 5306 SERIES)

		N/A	Y	N
26.1	Is portable fire equipment (Fire extinguishers/ Fire blankets) easily identified and accessible?		X	
	• Are fire extinguishers located in adequate positions?			X
	• Are fire extinguishers in date/ not beyond <i>the next test date</i> ?		X	
26.2	Are nominated personnel competent to use equipment?			X
26.3	Are hose reels provided, easily identified and accessible?	X		
26.4	Comments and Deficiencies observed: <b>Powder fire extinguishers are located in main circulation areas.</b> <b>Actions:</b> <b>Powder fire extinguishers should not be sited in normal areas of occupation and should be removed/replaced.</b>			

## FIRE SERVICE

		N/A	Y	N
27.1	Access for the Fire Service adequate? (including access roads and area connecting building)		X	
27.2	Information for the Fire Service provided and up to date? (hazard inventory)	X		
27.3	Special actions that the Fire Service must take on arrival to building?		X	
27.4	Adequate systems for fire fighters? (Hydrants/ Wet/ Dry mains, Foam inlets, fire fighters switches)		X	
27.5	Suitable provision of controls for ventilation systems? (fire damper/ Air conditioning.)		X	
27.6	Comments and Deficiencies observed: <b>It is unknown if the fire service have the most up to date hazard information (SSRI)</b>			

## RELEVANT\* AUTOMATIC FIRE EXTINGUISHING SYSTEMS

28.1	Type of system: <b>None</b>
28.2	Comments:

\* Relevant to life safety and this risk assessment (as opposed purely to property protection)

## OTHER RELEVANT\* FIXED SYSTEMS

29.1	Type of system:
29.2	Comments:

# MANAGEMENT OF FIRE SAFETY

## PROCEDURES AND ARRANGEMENTS

		N/A	Y	N
30.1	Are emergency/ fire procedures in place? (including arrangements for summoning the fire service)		X	
Comments; <b>Emergency evacuation procedures are located around the separate buildings.</b> <b>Actions:</b>				
		N/A	Y	N
30.2	Is appropriate liaison with Fire Service undertaken?	X		
Comments:				
		N/A	Y	N
30.3	Are people nominated to respond to fire? specifically;			
	• Nominated Business Unit arrangements? (Contractor and visitor sign in)	X		
	• Fire wardens/ Marshall assist with evacuation?		X	
	• Fire Marshal training refreshed at suitable intervals?			X
Comments: <b>A fire briefing was carried out with staff on October 2019 however this was not formal fire marshal training. Fire marshal training has been undertaken historically and should be refreshed with roles and responsibilities reviewed.</b> <b>Actions:</b> <b>Coordinate formal fire marshal training and review current fire marshal roles.</b>				
		N/A	Y	N



## Compliance

### Education

30.4	Is an assessment undertaken for the risk of young person(s)?	X		
	Comments: <b>To be completed as and when required.</b>			
		N/A	Y	N
30.5	Are routine in-house inspections of fire precautions undertaken? (e.g. Safety Audits)			X
	Comments: <b>The Estates Manager is in the process of implementing an in-house maintenance inspection regime.</b>			

## TRAINING AND DRILLS

		N/A	Y	N
31.1	Do new entrants / contractors / Visitors receive Fire Safety training as part of their induction?			X
	Comments: <b>Action:</b> <b>Ensure that new visitors and contractors to the building are made aware of the fire evacuation procedures when signing in at reception.</b>			
		N/A	Y	N
31.2	Is all staff given periodic refresher fire safety training at suitable intervals?		X	
	Comments: <b>Fire safety briefing completed by Compliance Education in October 2019.</b> <b>Action:</b>			
		N/A	Y	N
31.4	Are fire evacuation exercises carried out at appropriate intervals?		X	
	Comments: <b>Last drill carried out on the 8<sup>th</sup> January 2020.</b> <b>Action:</b>			

## TESTING AND MAINTENANCE (IN ACCORDANCE WITH BRITISH STANDARDS)

		N/A	Y	N
32.1	Is the fire alarm system tested and maintained periodically?		X	
Comments and deficiencies observed: <b>Fire alarm was last serviced in December 2019</b>				
		N/A	Y	N
32.2	Is the emergency lighting system tested and maintained periodically?		X	
Comments and deficiencies observed: <b>Emergency lighting was last maintained in December 2019</b>				
		N/A	Y	N
32.3	Are the fire extinguishers tested and maintained periodically?		X	
Comments and deficiencies observed: <b>Fire extinguishers were last maintained in December 2019</b>				
		N/A	Y	N
32.4	Final fire exit doors and auto release mechanisms subject to periodic maintenance?	X		
Comments and deficiencies observed:				

## RECORD KEEPING

		N/A	Y	N
33.1	Are appropriate records kept of:			
	• Evacuation Exercises?		X	
	• Fire Alarm Tests?		X	
	• Escape Lighting Tests?			X
	• Maintenance and testing of other applicable fire protection systems?		X	
33.2	Comments: <b>No evidence available of local monthly emergency lighting inspections.</b> <b>Action:</b> <b>Ensure the site team are inspecting and documenting monthly inspections of the emergency lighting.</b>			



## MANAGEMENT OF FIRE SAFETY CHANGES

		N/A	Y	N
34.1	Are appropriate records kept of:			
	<ul style="list-style-type: none"> <li>Modification management and consultation with fire Safety advisor?</li> </ul>	X		
	Significant changes (Major management of Change) to fire safety measures assessed & recorded with appropriate consultation with local Fire service/Fire Safety Department	X		
	<ul style="list-style-type: none"> <li>New building fire risk assessment completed?</li> </ul>	X		
34.2	Comments:			

## FIRE RISK ASSESSMENT ACTION PLAN

<b>Significant Findings</b>	<b>VHP</b>	VERY HIGH PRIORITY	These items are identified as being a serious risk to life or a serious risk of fire and damage to the premises and should be actioned within 1-4 weeks unless stated otherwise by the <i>'Competent Person'</i> .
<b>Other Findings</b>	<b>P1</b>	PRIORITY ONE	These items are identified as being required to comply with current regulations and should be actioned within 1-3 months unless stated otherwise by the <i>'Competent Person'</i> .
	<b>P2</b>	PRIORITY TWO	These items are identified as being required to comply with current regulations and should be actioned within 3-6 months unless stated otherwise by the <i>'Competent Person'</i> .
	<b>R</b>	RECOMMENDED	Findings that would lessen the risk of harm to the occupants or fire and damage to the premises and should be actioned within 6-12 months unless stated otherwise by the <i>'Competent Person'</i> .

\*The findings and subsequent actions identified below, must be shared and agreed with all relevant parties as applicable

Significant Findings - VHP						
Ref	Date Reported	Findings	Person for Action	Comments	Date Completed	Approved by

Other Findings							
Ref	Date Reported	Findings/Action	Person for Action	Priority	Comments	Date Completed	Approved by
1	15/01/2020	At present there is no control of contractor management for areas relating to permits to work etc. The Estates Manager stated that she is aware of this and is in the process of introducing a contractor management system.	Estates Manager	P1	Introduce the contractor management system at the earliest opportunity and ensure the site team are aware of the necessary requirements relating to the system and the management of contractors.		
2	15/01/2020	Fixed Wiring of the site was last carried out July 2014	Site team	P1	If not already complete the school should procure a suitably qualified contractor to undertake a 5 yearly electrical inspection.		
3	15/01/2020	No evidence available of local monthly emergency lighting inspections.	Site team	P1	Ensure the site team are inspecting and documenting monthly inspections of the emergency lighting.		
4	15/01/2020	The maintenance workshop has a mixture of combustibles, fuel stored and electrical appliances stored together and is a high risk area. The flammable substances and other chemicals were stored inappropriately.	Site team	P1	Housekeeping improvements are required within the area. A full layout review is required to ensure, flammables, combustibles and sources of ignition are not stored together. Flammable cupboards should be purchased and any flammable substances stored appropriately.		

 **Compliance**  
Education

5	15/01/2020	There were a number of fire doors identified as requiring attention i.e. not sitting flush, excessive gaps etc.	Site team	P1	A building audit of fire doors is required and any identified should be addressed.		
6	15/01/2020	Generally fire signage is excellent throughout the buildings however additional signage is required for Sandford House.	Estates Manager	P2	Review signage within Sandford House and where required install additional signage.		
7	15/01/2020	A fire briefing was carried out with staff on October 2019 however this was not formal fire marshal training. Fire marshal training has been undertaken historically and should be refreshed with roles and responsibilities reviewed.	Responsible person	P2	Coordinate formal fire marshal training and review current fire marshal roles.		
8	15/01/2020	Powder fire extinguishers are present in normal areas of occupation i.e. corridors and escape routes.	Site team	P2	Powder fire extinguishers should only be utilised in high risk areas i.e. workshops etc and any in normal areas of occupation should be removed.		
9	15/01/2020	There school has external escape stairs serving upper floors.	Site team	P2	Paint the edgings of the external escape stairs to ensure visibility during hours of darkness.		

## FIRE AND EMERGENCY EVACUATION PROCEDURE



- ▶ In the event of an emergency (e.g. fire) the nearest emergency alarm call point must be activated by pressing firmly on the glass cover.



- ▶ The Fire Brigade must be called if a real emergency has been declared.



- ▶ Leave your location as quickly as possible by the nearest safe fire exit. Do not stop to collect personal items or change clothing.
- ▶ Proceed to the Fire Assembly Point, warning others on the way.
- ▶ If safe to do so, close all doors and windows before proceeding to the Fire Assembly Point.



- ▶ The Fire Assembly Point is located **xxxxxxxx**
- ▶ The assembly point can be safely accessed from all areas via the nearest fire exit.
- ▶ Remain at the Fire Assembly Point until the 'All Clear' has been given.

### GENERAL POINTS

- ▶ In the event of the alarm sounding during lunchtime or outside of normal operational hours then the single most important priority remains to evacuate the school safely.
- ▶ If there is any doubt as to whether to evacuate or not then an evacuation must take place.
- ▶ All adults are expected to contribute to the health and safety of staff, students and visitors. This includes active supervision of students throughout any possible emergency situation.

### PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

Planning for the emergency evacuation of those who may need assistance in an emergency is extremely important. In addition to people with disabilities this would include children, the elderly or frail and anyone with a temporary condition which might hinder their escape. This is not just about those people with disabilities – Personal Emergency Evacuation Plans (PEEP's) are for anyone who may need help and assistance during an evacuation.

People may not be able to use stairs, hear the fire alarm or move quickly. Some people (for example children or people with learning difficulties) may not fully understand the rules for evacuation. These people may need arrangements in place to help them in emergencies which must be described and communicated to those involved in a PEEP.

Well thought through PEEP's are vital in making our workplaces safe for everybody as well as demonstrating our commitment to improving accessibility.

**NB:** The role of fire marshals includes assisting with the evacuation of persons as necessary.

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Department:

Name of person:

Active Location

### BACKGROUND

### PLAN

In the event of an emergency evacuation, the following procedure must be adopted:

**ACTION**

**FURTHER ACTION REQUIRED**

**FORM A – MOBILITY/IMPAIRED PERSONS**

<b>Name:</b>		<b>Department:</b>	
<b>Building to which this PEEP applies:</b>			
<b>Floors used:</b>			
<b>Personal Emergency Evacuation Plan Checklists</b>		<b>YES</b>	<b>NO</b>
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	Are you able to and have you been shown how to use the communications equipment?		
6	Do you use a manual wheelchair?		
7	What is the approximate width of your wheelchair? (if applicable)		
8	If you use another type of mobility aid, what is it? (insert details)		
9	Could you transfer to an Evacuation Chair in an emergency with assistance?		
<b>Activities on the Ground Floor</b>			
10	At the intended time of use, how many fire exits are available for disabled use?		
11	If only 1 emergency exit is available, how far, approximately, is the exit from the area where you are starting to escape?		
12	How long, approximately, would it take you to evacuate, unaided, from the building? (please record a time for each of your available exits up to a maximum of 4)		
13	Are the escape routes free from any structural features that will present either a hazard or a barrier to you using any of the available fire exits?		
<b>The following questions need to be answered by all ground floor based mobility impaired persons that will be assisted</b>			
14	Who will be providing this assistance? (insert names i.e. colleagues, Acting Buddy)		
15	Who will cover this "help" role when your normal helper/buddy is absent e.g. due to sickness, leave etc.? (insert names)		
<b>Activities based above the Ground Floor (or in a basement with access by stairs)</b>			
16	<b>ASSESSOR:</b> Have all possibilities for relocating the activity or service provision on the ground floor (of this or any other building) been exhausted?		
17	Is there a "fire lift"?		
18	At the intended time of use, how many fire exits from the floor to be used are available for use? (insert number in column)		
19	Do any of the escape routes involve escape into an adjoining building allowing horizontal evacuation?		
20	Have refuges been provided on, or adjacent to, each fire escape route? (where applicable)		



21	Where refuges have been provided, are these appropriate for use at the intended time of occupancy?		
22	Where refuges are not provided on all escape routes, does the existing fire escape signage clearly lead you to other refuges that are available?		
23	Are the refuge doors of the self-closing type and operating correctly?		
24	Do refuges have communication points that are accessible for you to use i.e. telephone or speaker connected to building fire control point or Security?		
25	Are you able to use an "evac" chair?		
26	Can you transfer to an "evac" chair without being lifted?		
27	Is there an evacuation chair provided in the building?		
28	Where are the nearest alternative chairs kept?		
29	How long, approximately, would it take you, unaided, to reach a place of safety in an emergency? (Please record a time for each of your available exits up to a maximum of 4.)		
<b>The following questions need to be answered by all "non-ground floor based" mobility impaired persons that will be provided with assistance</b>			
30	Who will be providing this assistance?		
31	Who will cover this "help" role when the colleague/buddy is absent e.g. due to sickness, leave etc.?		
<b>Confirmation of responsibilities</b>			
<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	

**GENERAL – FORM B**

<b>Personal Emergency Evacuation Plan Checklists</b>			
<b>AWARENESS OF EMERGENCY EGRESS PROCEDURES</b>		<b>YES</b>	<b>NO</b>
1	Have the general emergency procedures been explained to you?		
2	Could you raise the alarm if you discovered a fire (operate the call point)?		
3	Can you open the fire escape door on the floor(s) you will be using?		
4	Could you use a telephone in the area to call the emergency services?		
5	Can you hear the fire alarm in normal circumstances?		
6	Do you need assistance to get out of your place of work in an emergency?		
7	Is anyone designated to assist you to get out in an emergency?		
8	Is the arrangement with your assistant a formal arrangement?		
9	In an emergency could you contact the person in charge of evacuating the building in which you work and tell him where you were located?		
10	Do you require the building emergency procedures to be provided to you in an alternative format to the standard written instructions?		
11	Can you move quickly in the event of an emergency?		
12	<b>ARE YOU AWARE OF ANY OTHER MEASURES THAT COULD BE INTRODUCED IN THE BUILDING UNDER ASSESSMENT THAT COULD FURTHER AID YOUR EVACUATION IN CASE OF AN EMERGENCY?</b>		

**Copies to:**

**Assessment sign-off and review:**

Assessor Name:	Employee/Student Name:
Signature:	Signature:
Date of Assessment:	Review Date:



