



## Fire Risk Assessment

### For

<b>Name of property:</b>	Queens school (upper)
<b>Address of Property:</b>	City walls Road Chester CH1 2NN
<b>Responsible Person;</b>	Mrs Wallace-Woodroffe
<b>Fire Risk Assessors(s);</b>	Mike Long
<b>Date of Fire Risk Assessment</b>	25/09/2019
<b>Date of Previous Fire Risk Assessment</b>	20 <sup>th</sup> December 2018
<b>Suggested Date for Review</b>	August 2020
<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.

## Fire Risk assessment Document Checker

		Actioned
<b>PREVIOUS FIRE RISK ASSESSMENT AVAILABLE</b>	Yes	
<b>EVACUATION PROCEDURES SEEN</b>	Seen	
<b>RECORD OF PREVIOUS OFFICER VISITS</b>	Unknown	
<b>SERVICE DATE OF FIRE EXTINGUISHERS</b>	December 2018	
<b>CHECK FIRE ALARM</b>	Healthy	
<b>WEEKLY CHECK OF FIRE ALARM CALL POINTS AT DIFFERENT LOCATIONS</b>	Weekly checks stated as being undertaken but not recorded	
<b>EMERGENCY LIGHTING (MONTHLY CHECK)</b>	Not undertaken	
<b>EMERGENCY LIGHTING (ANNUAL SERVICE)</b>	December 2018	
<b>BOILER MAINTENANCE CERTIFICATE</b>	April 2019	
<b>GAS SAFE CERTIFICATE</b>	Seen – April 2019	
<b>5 YEAR FIXED ELECTRICAL INSPECTION</b>	Last completed 2015 – due next year.	
<b>3 YEAR FIXED ELECTRICAL INSPECTION (SPORT HALL LETTINGS)</b>	No – query – last done 2015	Booked for Apr 2020
<b>PAT TESTING</b>	August 2018	Booked for Feb 2020
<b>ELECTRICAL STAGE LIGHTING</b>	None – rigging noncompliant	Carried out Dec 2019
<b>KITCHEN EXTRACTION DEEP CLEAN</b>	July 2019	
<b>LIGHTNING CONDUCTOR</b>	None	Carried out Dec 2019
<b>FIRE MARSHALL TRAINING</b>	None	
<b>ARE VISITORS/CONTRACTORS ETC GIVEN EMERGENCY EVACUTION INFORMATION UPON ARRIVAL</b>	Seen upon arrival	
<b>SMOKE DETECTION SERVICED</b>	September 2019	
<b>SPRINKLER TESTING</b>	N/A	
<b>DRY RISERS</b>	Unknown	
<b>FIRE ALARM SERVICE</b>	September 2019	
<b>DATE OF LAST FIRE DRILL (EVIDENCE OF 2 PER YEAR)</b>	4 <sup>th</sup> March 2019	
<b>HOT WORKS PERMIT IMPLEMENTED</b>	Yes	

<b>AIR CONDITIONING UNITS SERVICED</b>	April 2019	
<b>FIRE DAMPERS</b>	Unknown	
<b>PEEPS</b>	None	
<b>LEV'S</b>	May 2019	
<b>COSHH ASSESSMENTS IN PLACE</b>	Required	

<b>BUILDING CONSTRUCTION</b>	
<b>Area</b>	<b>Detail</b>
External Walls	All external buildings are brick and block.
Internal Walls	Brick, block and plaster.
Floors	Predominantly concrete. Timber in parts. Carpet and vinyl coverings.
Roof	Part pitched/part flat tiled construction
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. Fire alarm panel various areas.
Building Security	Intruder alarm monitored by ADT 24/7. Lockable gates to front and side car parks.
Internal Layout	General classrooms and activities i.e. science, home economics, physical activities etc. Mix of offices, storerooms, kitchens, toilets, communal areas, and two residential accommodations with external escape routes serving each one.
Voids	Voids above suspended ceilings.
Ventilation	Natural ventilation throughout the buildings.




## The Occupants

1.1	Approximate Maximum Number /number of employees at any one time	<b>147</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>367</b>

To demonstrate the category of fire risk specified it is necessary to consider the available quantity of combustible materials, sources of ignition and the presence of any flammable/hazardous materials in any given area.

<b>Combustibles</b>	<b>Score</b>	<b>Examples</b>
No obvious combustible materials.	1	No combustibles apart from wall, floor and ceiling coverings
Very low amounts of combustible materials	2	Fixed structures/Notices in locked wall mounted display boards/Approved notices
Some amounts of combustible materials	3	General paper, books, cardboard, normal day to day use items
Large amounts of combustible materials	5	Area's used as store rooms for large amounts combustible materials
<b>Ignition sources</b>		
No obvious ignition sources	1	No obvious although includes sockets and light fitting etc.
Possible ignition sources	2	As above + general electrical equipment in use inc PC's, Screens, TV, laptops etc.
Multiple ignition sources	5	As above + large amounts as IT rooms, IT suites
Fixed electrical or plant equipment	8	As above + fixed gas and/or electrical equipment and plant, Plant Rooms and Switch Rooms
<b>Flammable/hazardous materials</b>		
No flammable or hazardous materials	0	No flammable or hazardous materials
Flammable or hazardous materials	4	Flammable or hazardous materials kept in the area, attention to quantities and storage means
Flammable and hazardous materials	8	Flammable and hazardous materials kept in the area, attention to quantities and storage means

A number score is given for each category. The total score is achieved by adding the category columns (a + b + c). There are three possible score ranges achievable. These will range from:

<b>Score</b>	<b>Fire Risk Category</b>	<b>Colour Code</b>
Up to 5	Low (L)	Green 
6 – 9	Medium (M)	Amber 
10 -21	High (H)	Red 

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Sounder/beacon	Fire Extinguisher	Emergency Lights	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		Ground Floor – Main building																			
1	Marketing suite	3	5	0	8	M			N	Y	N	N	N	Y	Y	N	Y	Y	N	Fire door wedged open	
2	Lower stairwell	3	2	0	5	L			N	Y	N	N	N	Y	Y	N	Y	Y	N		
3	Cupboard	3	1	0	4	L			Y	Y	N	N	N	N	Y	N	N	Y	N		
4	Headmistress corridor	2	1	0	3	L			N	Y	Y	N	Y	Y	Y	N	Y	Y	N	Excessive gaps on fire doors. Glass missing on emergency override.	
5	Headmistress room	5	2	0	7	M			N	Y	N	N	N	Y	Y	N	Y	Y	N		
6	Pastoral hub	3	5	0	8	M			N	Y	N	N	N	Y	Y	N	Y	Y	N		
7	School office	5	5	0	10	H			N	Y	N	N	N	Y	Y	N	Y	Y	N		
8	Medical room and WC	5	5	0	10	H			N	Y	N	N	N	Y	Y	N	Y	Y	N	Area used for storage – bags, clothes etc.	
9	Small office	3	2	0	5	L			N	Y	N	N	N	Y	Y	N	Y	Y	N		
10	Admissions office	3	2	0	5	L			N	Y	N	N	N	Y	Y	N	Y	Y	N	Fire door wedged open	
11	Small office	3	2	0	5	L			N	Y	N	N	N	Y	Y	N	Y	Y	N		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		Ground Floor – Main building																			
12	Main foyer	5	2	0	7	M			Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fire action notice required. Key lock on exit. Excessive gaps on fire doors.
13	Communal area	5	2	0	7	M			N	Y	Y	Y	Y	-	-	Y	Y	Y	Y	Y	Excessive gaps on fire doors. Fire action notice required. Fire extinguishers blocked by table.
14	Final exit area	2	1	0	3	L			N	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Final exit opens inwards. Fire action notice required.
15	Male WC	3	2	0	5	L			N	N	Y	N	Y	Y	N	N	N	Y	N	N	
16	Female WC	3	1	0	4	L			N	N	Y	N	Y	N	N	N	N	Y	N	N	
17	Main hall	5	5	0	10	H			N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Move display boards currently blocking exit doors from hall. Fire action notice required.
18	Stage	5	5	0	10	H			N	N	N	Y	Y	-	-	N	Y	Y	N	N	
19	Staff kitchen	3	5	0	8	M			N	Y	N	N	Y	Y	Y	N	Y	Y	N	N	Fire doors wedged open.
20	Cleaner cupboard	3	5	4	12	H			N	Y	N	N	N	Y	Y	N	N	Y	N	N	
21	Staff and visitor WC	3	2	0	5	L			N	Y	N	N	N	Y	Y	N	N	Y	N	N	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		Ground Floor – Main building																			
23	Staff room corridor	2	1	0	3	L			N	Y	N	Y	Y	Y	Y	N	Y	Y	N		
24	IT room	3	5	0	8	M			N	Y	N	N	Y	Y	N	N	Y	Y	N	Fire door wedged open. Fire extinguisher located outside door.	
25	Staff room	5	5	0	10	H			N	Y	N	Y	Y	Y	N	Y	Y	N			
26	Changing area and WC	5	2	0	7	M			N	Y	Y	N	Y	Y	N	N	Y	Y	N		
27	Staff room resource area	5	1	0	6	M			N	Y	N	N	Y	Y	N	N	Y	Y	N	Fire door wedged open	
28	Exit corridor	2	1	0	3	L			N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Fire action notice required.	
29	Career manager area	5	2	0	7	M			N	Y	N	N	N	Y	N	N	Y	Y	N		
30	Deputy headmistress room	3	2	0	5	L			N	Y	N	N	N	N	N	N	Y	Y	N		
31	Careers office	3	2	0	5	L			N	Y	N	N	N	N	N	N	Y	Y	N		
32	Classics	3	2	0	5	L			N	Y	N	N	N	Y	N	N	Y	Y	N		



Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		Main building – first floor																			
33	Geography F1	3	2	0	5	L			N	Y	N	N	N	Y	N	N	Y	Y	N		
34	Store/office	5	2	0	7	M			N	Y	N	N	N	Y	N	N	N	Y	N	Remove portable heater	
35	English F2	3	2	0	5	L			N	Y	N	N	N	Y	N	N	Y	Y	N		
36	Landing	2	1	0	3	L			N	Y	N	N	Y	Y	N	N	Y	Y	Y	Fire action notice required	
37	F3 English	3	2	0	5	L			N	Y	N	N	Y	N	N	N	Y	Y	N		
38	F4 English	3	2	0	5	L			N	Y	N	N	Y	N	N	N	Y	Y	N		
39	F5 Maths	5	2	0	7	M			N	Y	N	N	N	N	N	N	Y	Y	N		
40	Main landing	3	1	0	4	L			N	Y	Y	Y	Y	-	-	N	Y	Y	Y		
41	Hall seating area	5	5	0	10	H			N	Y	Y	N	Y	Y	Y	N	Y	Y	N	Excessive gaps on fire doors	
42	Maths/ICT corridor	2	5	0	7	M			N	Y	N	Y	Y	Y	Y	N	Y	Y	N	Fire doors in poor condition	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall	Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 – RISK							PART 2 - CONTROLS													
		First floor main building continued																				
43	Cupboard	No access																				
44	Virtual boardroom	3	2	0	5	L			N	Y	Y	N	Y	Y	Y	N	Y	Y	N			
45	WC and corridor	2	2	0	4	L			N	Y	N	N	N	Y	-	N	N	Y	N		Fire doors wedged open	
46	Reprographics	5	5	0	10	H			N	Y	N	Y	Y	Y	Y	N	Y	Y	N			
47	Server room	3	8	0	11	H			Y	Y	N	N	N	Y	Y	N	N	Y	N			
48	ICT	3	8	0	11	H			N	Y	N	Y	Y	Y	Y	N	Y	Y	N			
49	F8 ICT	3	8	0	11	H			N	Y	Y	Y	Y	Y	Y	N	Y	Y	N			
50	F9	3	2	0	5	L			N	Y	N	N	Y	N	N	N	Y	Y	N			
Second floor main building																						
51	Head of key stage 3	5	2	0	7	M			N	Y	N	N	Y	Y	N	N	Y	Y	N			
52	T1 Geography	3	2	0	5	L			N	Y	Y	N	Y	N	N	N	Y	Y	N		LED charging indicator out on emergency light highlighting potential fault	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		<b>Second floor main building continued</b>																			
53	Class cupboard	5	1	0	6	M			N	Y	N	N	N	Y	N	N	Y	Y	N		
53	T2 Geography	3	2	0	5	L			N	Y	Y	N	Y	Y	N	N	Y	Y	N	LED charging indicator out on emergency light highlighting potential fault	
55	Corridor	2	1	0	3	L			N	Y	N	Y	Y	Y	N	N	Y	Y	N	LED charging indicator out on emergency light highlighting potential fault	
56	T3 Maths	3	2	0	5	L			N	Y	N	N	N	Y	N	N	Y	Y	N		
57	Main landing corridor	2	1	0	3	L			N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Fire action notice required	
58	Art corridor	3	1	0	4	L			N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Fire action notice required	
59	T4 maths	3	2	0	5	L			N	Y	N	N	N	Y	Y	N	Y	Y	N		
60	Storeroom	5	1	0	6	M			N	N	N	N	N	N	N	N	N	N	N	Ceiling tiles missing	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
61	T5 and T6 Art	5	5	8	18	H			N	Y	N	Y	N	Y	Y	N	Y	Y	N	The room has an elevated teaching area with one access staircase to and from the area. The staircase has a large piece of electrical equipment stored against it and large combustible materials under and around it. A powder fire extinguisher is advised due to the level of gas present. An audibility review is advised to ensure the fire alarm can be heard.
<b>Gym block</b>																				
62	Plant room	5	5	8	18	H			Y	Y	Y	N	N	Y	Y	N	N	Y	Y	Relocate chairs, benches and flammables. Keep area sterile
63	Gym store	5	2	0	7	M			N	Y	Y	N	N	N	N	N	N	Y	Y	
64	Main hall	5	2	0	7	M			N	Y	Y	N	Y	Y	Y	N	Y	Y	Y	
65	Changing area corridor	3	2	0	5	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N	
66	Disabled change & WC	3	2	0	5	L			N	N	Y	N	Y	N	Y	N	N	Y	N	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		<b>Gym block continued</b>																			
67	Boys change	3	2	0	5	L			N	Y	Y	N	Y	Y	Y	N	N	Y	N		
68	Girls change	3	2	0	5	L			N	Y	Y	N	Y	Y	Y	N	N	Y	N		
69	Foyer	3	2	0	5	L			N	Y	Y	Y	Y	-	-	Y	Y	Y	Y		
70	Sport and fitness office	5	2	0	8	M			Y	Y	N	N	Y	Y	Y	N	Y	Y	N		
71	Fitness studio and cupboards	3	2	0	5	L			N	Y	Y	N	Y	Y	Y	N	Y	Y	N		
<b>North wing – ground floor</b>																					
72	Dining corridor	2	1	0	3	L			N	Y	N	N	Y	N	-	Y	Y	N	Y	Small ceiling breach present	
73	Dining room	3	5	0	8	M			N	Y	N	N	N	-	-	Y	Y	Y	Y	Fire action notice required	
74	Services manager	5	2	0	7	M			N	Y	Y	N	N	N	N	N	Y	Y	N		
75	Kitchen	3	8	8	19	H			N	Y	N	Y	Y	-	-	Y	Y	Y	Y	Discarded oil stored next to exit.	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments		
		PART 1 - RISK							PART 2 - CONTROLS													
		<b>North wing – ground floor continued</b>																				
76	Refrigeration room	3	8	0	11	H			N	Y	N	N	Y	N	N	N	Y	Y	N			
77	COSHH cupboard	3	1	8	12	H			Y	N	N	N	N	N	N	N	N	Y	N			
78	Staff dining corridor	3	5	0	8	M			Y	Y	Y	Y	Y	-	-	N	Y	Y	N	Remove any items from under stairwell		
79	Staff dining room	5	2	0	7	M			N	Y	N	N	Y	Y	N	N	Y	Y	N			
80	NI classes	3	2	0	5	L			N	Y	N	N	N	Y	N	N	Y	Y	N			
81	Exit area	2	1	0	3	L			N	Y	N	N	Y	N	N	Y	Y	Y	Y	Fire exit notice required		
<b>North wing first floor</b>																						
82	Stairwell	2	1	0	3	L			N	Y	Y	N	Y	Y	N	N	Y	Y	N			
83	N2 music	3	5	0	8	M			N	Y	N	Y	Y	Y	N	N	Y	Y	N			
84	Music store	5	1	0	6	M			N	Y	N	N	N	N	N	N	N	Y	N			

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		North wing first floor continued																			
85	N3 drama	5	5	0	10	H			N	Y	N	Y	Y	Y	N	N	Y	Y	N	Daisy chaining extension leads	
86	Store	5	1	0	6	M			N	N	N	N	N	N	N	N	N	Y	N		
87	Drama corridor	3	1	0	4	L			N	Y	Y	N	Y	-	-	N	Y	Y	Y		
88	N4 drama	3	5	0	8	M			N	Y	N	N	Y	Y	N	N	Y	Y	N		
89	Cleaner store	3	1	4	8	M			Y	N	N	N	N	N	N	N	N	Y	N		
90	N5	5	8	4	17	H			N	Y	N	Y	Y	Y	N	N	Y	Y	N	Gas shut off by door	
91	Food store	3	1	8	12	H			Y	N	N	N	N	N	N	N	N	Y	N		
92	Female WC	2	2	0	4	L			N	N	Y	N	Y	Y	N	N	N	Y	N		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		North wing second floor																			
93	Music landing area	2	1	0	3	L			Y	Y	Y	Y	Y	-	-	Y	Y	Y	Y	Fire action notice required	
94	N12	5	5	0	10	H			N	Y	N	Y	Y	Y	N	N	Y	Y	N	Daisy chaining of electrical extension leads	
95	Store	5	1	4	10	H			N	Y	N	N	N	Y	N	N	N	Y	N		
96	N11 music	3	1	0	4	L			N	Y	N	N	Y	Y	N	N	Y	Y	N		
97	N9 music	3	2	0	5	L			N	Y	N	N	Y	Y	N	N	Y	Y	N		
98	N8 music	3	2	0	5	L			N	Y	N	N	Y	Y	N	N	Y	Y	N		
99	N7 music	3	2	0	5	L			N	Y	N	N	Y	Y	N	N	Y	Y	N		
100	N10 music	3	2	0	5	L			N	Y	N	N	Y	Y	N	N	Y	Y	N		
101	N6 landing area	2	2	0	4	L			N	Y	N	Y	Y	-	-	N	Y	Y	Y	Fire action notice required	



Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
<b>North wing second floor continued</b>																				
102	Store	3	1	0	4	L			N	Y	N	N	N	N	N	N	N	Y	N	
103	N6	2	2	0	4	L			N	Y	N	N	Y	Y	N	N	Y	Y	N	
<b>Languages block</b>																				
104	Stairwell	5	1	0	6	M			Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Fire action notice required. Filing cabinets stored at bottom of only stairwell from upper floor
105	L1 and 2 corridor	3	2	0	5	L			N	Y	Y	N	Y	Y	Y	Y	Y	Y	N	Fire extinguisher missing
106	L1	3	2	0	5	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N	
107	Store	5	5	0	10	H			N	Y	N	N	N	Y	N	N	N	Y	Y	Ensure combustibles stored away from switch board. Intumescent strips missing from fire door.
108	L2	3	2	0	5	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N	
109	L3 and 4 landing	3	1	0	4	L			N	Y	N	Y	Y	Y	Y	N	Y	Y	N	
110	L3	3	2	0	5	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
		<b>Languages block continued</b>																		
111	Cupboard	5	1	4	10	H	Red		N	Y	N	N	Y	Y	Y	N	Y	Y	N	
112	L4	3	2	0	5	L	Green		N	Y	N	N	Y	Y	Y	N	Y	Y	N	
<b>Science block – ground floor</b>																				
113	S1 DT corridor	2	1	0	3	L	Green		Y	Y	N	Y	Y	-	-					
114	Cleaner store	3	5	4	12	H	Red		Y	Y	N	N	Y	N	Y	N	N	Y	N	Change door to final exit? Fire action notice required. No exit signage present
115	Cupboard	1	5	8	14	H	Red		Y	Y	N	N	N	N	Y	N	N	Y	N1	
116	S1 DT	5	5	0	10	H	Red		N	Y	N	Y	Y	Y	Y	N	Y	Y	N	
117	ICT office	5	5	0	10	H	Red		N	Y	N	Y	Y	Y	Y	N	Y	Y	N	
118	Small store	5	1	0	6	M	Yellow		N	N	N	N	N	N	Y	N	N	Y	N	
119	Corridor	2	1	4	7	M	Yellow		N	Y	N	N	Y	-	-	N	Y	Y	N	

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		<b>Science block – ground floor continued</b>																			
120	S2 physics	3	2	4	9	L			N	Y	Y	Y	Y	Y	Y	N	Y	Y	N		
<b>Science block – first floor</b>																					
121	Cupboard	1	1	0	2	L			N	N	N	N	N	N	Y	N	N	Y	N		
122	S4 biology	3	2	4	9	M			N	Y	N	Y	Y	Y	Y	N	Y	Y	N		
123	S3 biology	5	2	4	11	H			N	Y	Y	Y	Y	Y	Y	N	Y	Y	N		
124	Store	5	2	0	7	M			Y	Y	N	N	Y	N	N	N	N	Y	N		
125	S5 physics	3	5	0	8	M			N	Y	N	Y	Y	Y	Y	N	Y	Y	N		
126	S5 preparation	5	2	0	7	M			Y	Y	N	Y	Y	N	N	N	Y	Y	N	Radioactive materials present	
127	Biology preparation	5	5	0	10	H			Y	Y	N	N	Y	Y	Y	N	Y	Y	N		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
<b>Science block – second floor</b>																				
128	Landing area	3	1	0	4	L			N	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Fire action notice required
129	WC	2	2	0	4	L			N	Y	N	N	N	Y	N	N	N	Y	N	
130	S6 chemistry	3	5	4	12	H			N	Y	Y	Y	Y	Y	Y	N	Y	Y	N	
131	S6 store	3	2	8	13	H			Y	Y	N	N	N	Y	Y	N	Y	Y	N	Flammables locked away securely
132	S7 chemistry	5	2	4	11	H			N	Y	N	Y	Y	Y	Y	N	Y	Y	N	
133	Preparation / storage area x 2	5	2	4	11	H			Y	Y	N	Y	Y	Y	Y	N	Y	Y	N	
134	S8 sixth form science	5	2	0	7	M			N	Y	N	N	Y	Y	Y	N	Y	Y	N	
135	Learning support	3	2	0	5	L			N	Y	N	Y	Y	Y	Y	N	Y	Y	N	Fire extinguisher service required
136	Landing area	2	1	0	3	L			N	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Fire action notice required

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
<b>McLean House</b>																				
137	Site team workshop	5	5	4	14	H			Y	Y	Y	Y	Y	N	N	Y	Y	Y	Y	Monitor housekeeping, keep external staircase sterile, emergency light defective.
138	Staff kitchen	5	2	0	7	M			Y	Y	N	Y	Y	N	N	Y	Y	N	Y	Fire action notice required, ceiling breach outside room.
139	Laundry room	3	8	0	11	H			N	Y	N	N	N	N	N	N	N	Y	N	Fire door required.
140	Exam office corridor	2	1	0	3	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N	Emergency door release is on the wrong side of the door
141	Exam office	3	2	0	5	L			Y	Y	N	N	Y	Y	N	N	Y	Y	N	
142	Exam office store	5	2	0	7	M			Y	Y	N	N	N	N	N	N	N	Y	N	Intumescent strip missing from door
143	Head of teaching and learning	5	2	0	7	M			N	Y	N	N	N	Y	Y	N	Y	Y	N	
144	LR1	5	2	0	7	M			N	Y	N	N	Y	Y	Y	N	Y	Y	N	LED charging indicator out on emergency light highlighting potential fault
145	Library foyer	3	1	0	4	L			Y	Y	N	N	Y	Y	Y	Y	Y	Y	Y	LED charging indicator out on emergency light highlighting potential fault. Fire action notice required.

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		McLean House continued																			
146	LR2	5	2	0	7	M			N	Y	N	N	Y	Y	Y	N	Y	Y	N	Intumescent seals missing from door	
147	LR3	5	2	0	7	M			N	Y	Y	N	Y	Y	N	N	Y	Y	N	Fire action notice required	
148	Foyer and corridor	1	2	0	3	L			Y	Y	N	Y	Y	-	-	Y	Y	Y	Y		
149	Lower stairwell	3	5	0	8	M			N	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Fire doors require attention, fire action notice required	
150	First floor landing	3	1	0	4	L			N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y		
151	Pastoral offices corridor	1	1	0	2	L			N	Y	N	N	Y	Y	Y	Y	Y	Y	N		
152	WC	3	2	0	5	L			N	Y	N	N	Y	Y	Y	N	N	Y	N		
153	Deputy head – key stage 5	3	2	0	5	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N		
154	Common room	5	5	0	10	H			N	Y	N	N	Y	Y	Y	N	Y	Y	N	Co2 fire extinguisher recommended and fire blanket	
155	Psychology library	3	1	0	4	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		McLean House continued																			
156	Loft	5	1	0	6	M			Y	Y	N	N	N	N	Y	N	N	Y	N		
157	Second floor landing	1	1	0	2	L			N	Y	Y	N	Y	Y	Y	N	Y	Y	Y	Fire action notice required, exit signage required.	
158	Corridor	1	1	0	2	L			N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Directional signage incorrect, final exit sign required, fire action notice required.	
159	Computer room	3	2	0	5	L			N	Y	N	Y	Y	Y	Y	N	Y	Y	N		
160	Small kitchen	5	1	0	6	M			N	Y	N	N	N	Y	Y	N	N	Y	N	Area is used to store bean bags	
161	Breakout room	3	5	0	8	M			N	Y	N	N	Y	Y	Y	N	Y	Y	N	Co2 fire extinguisher recommended.	
162	Silent work room	3	2	0	5	L			N	Y	N	Y	Y	Y	Y	N	Y	Y	N		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
<b>Stanley Place</b>																				
163	Locker corridor	1	1	0	2	L														Door exiting building blocked and on key lock.
164	Foyer	2	1	0	3	L		Y	Y	N	Y	Y	Y	N	Y	Y	Y	Y	Y	Fire action notice required
165	Cleaner cupboard	3	1	0	4	L		N	Y	N	N	N	Y	Y	N	N	Y	N		
<b>First floor</b>																				
166	SP4 history	3	2	0	5	L		N	Y	N	N	Y	Y	Y	N	Y	Y	N		
167	WC	3	1	0	4	L		N	N	N	N	N	Y	Y	N	N	Y	N		
168	Storeroom	5	1	0	6	M		N	N	N	N	N	Y	Y	N	N	Y	N		
<b>Second floor</b>																				
169	Corridor	3	1	0	4	L		N	Y	Y	N	Y	Y	Y	N	Y	Y	N		
170	WC	3	1	0	4	L		N	N	N	N	N	Y	Y	N	N	Y	N		



Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		Stanley Place continued																			
171	SP5 history	3	2	0	5	L			N	Y	N	N	Y	Y	Y	N	Y	Y	N		
172	Economic and business studies	3	2	0	5	L			Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Key lock on exit, fire action notice required	
173	Corridor	3	1	0	4	L			N	Y	N	N	Y	Y	N	N	Y	Y	N	Exit door nailed shut - reinstate	
174	Changing room	3	1	0	4	L			N	Y	N	N	Y	N	N	N	Y	Y	Y		
175	SP1 RE	3	2	0	5	L			N	Y	N	N	N	N	N	N	Y	Y	N		
176	SP3 business studies	3	2	0	5	L			N	Y	N	N	N	N	N	N	Y	Y	N		
177	SP2	3	2	0	5	L			N	Y	N	N	N	Y	Y	N	Y	N	N		
178	Cupboard	1	1	0	2	L			N	N	N	N	N	N	N	N	N	Y	N		
179	Estates entrance / kitchen	3	5	0	8	M			Y	N	N	N	N	N	N	N	Y	Y	N	No firefighting equipment present, no detection present.	
180	Corridor	1	2	0	3	L			N	Y	Y	N	Y	-	-	N	Y	Y	N		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments	
		PART 1 - RISK							PART 2 - CONTROLS												
		Stanley Place continued																			
181	Director of ICT	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N		
182	Alumni	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N		
183	Clothing store	5	1	0	6	M			N	N	N	N	N	N	N	N	N	Y	N		
184	Director of finance	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N		
185	Finance entrance	3	5	0	8	M			Y	Y	N	Y	N	N	N	N	Y	Y	Y	Fire action notice required	
186	Finance corridor	1	2	0	3	L			N	Y	N	N	Y	-	-	N	Y	Y	N		
187	Finance office	3	2	0	5	M			N	Y	N	N	N	N	N	N	Y	Y	N		
188	HR office	3	2	0	5	M			N	Y	N	N	N	N	N	N	Y	Y	N		
189	Photocopier room	5	5	0	10	H			N	Y	N	N	N	N	N	N	N	Y	N	Ensure no combustibles are stored next to server.	
190	Finance x 2	3	5	0	8	M			N	Y	N	N	N	N	N	N	Y	Y	N		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
<b>Stanley Place continued (residential) – Heads flat</b>																				
191	Kitchen	3	5	0	11	H			Y	N	N	N	N	N	N	Y	Y	Y	N	
192	Bathroom	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N	
193	Bedroom	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N	
194	Dining/entrance	5	2	0	7	M			Y	Y	Y	N	Y	N	N	N	Y	Y	Y	E/L and call point on landing.
195	Spare room	5	2	0	7	M			N	N	N	N	N	N	N	N	Y	Y	N	
196	Living room	5	2	0	7	M			N	N	N	N	N	N	N	N	Y	Y	N	
<b>Teachers flat</b>																				
197	Kitchen	3	5	0	8	M			Y	N	N	N	N	N	N	Y	Y	Y	N	Install Co2 fire extinguisher
198	Bathroom	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N	
199	Bedroom	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N	Portable heater present

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments		
		PART 1 - RISK							PART 2 - CONTROLS													
		<b>Teachers flat continued</b>																				
200	Store	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N	Multiple portable heaters stored.		
201	Living room	3	2	0	5	L			N	N	N	N	N	N	N	N	Y	Y	N			
202	Bedroom 2	3	1	0	4	L			N	N	N	N	N	N	N	N	Y	Y	N			
203	Corridor	2	2	0	4	L			Y	Y	Y	N	Y	N	N	N	Y	Y	Y	Alarm call point on landing.		
<b>Pavilion</b>																						
204	Changing area	3	2	0	5	L			Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Domestic detection only. Intumescent seals missing from fire door.		
205	Kitchen	2	2	0	4	L			N	N	N	N	N	N	N	N	N	Y	N			
206	WC	1	1	0	2	L			N	N	N	N	Y	Y	N	N	N	Y	N			
207	Fitness suite	3	2	0	5	L			Y	Y	N	Y	Y	Y	N	Y	Y	Y	N	Area not used at present.		
208	Plant room	3	5	0	8	M			Y	Y	N	N	Y	N	N	N	N	Y	N			
209	Disabled WC	3	1	0	4	L			Y	N	N	N	Y	Y	N	N	N	Y	N	No visual beacon/sounder.		

Area ID	Description	Combustibles (a)	Ignition (b)	Flammables (c)	Score (a + b + c)	Fire Risk Category	Colour Code		Restricted Access	Auto Fire Detector	Wall Sounder/beacon	Fire Extinguisher	Emergency Light's	Self-closer fitted	Intumescent seals	Available Fire Exit	Route/s of escape	Area integrity	Alarm call Point	Comments
		PART 1 - RISK							PART 2 - CONTROLS											
210	Groundsman hut	5	8	8	21	H			Y	N	N	Y	N	-	-	-	N	Y	N	
<b>Basements</b>																				
211	Paper cellar	5	1	8	14	H			Y	Y	N	N	Y	N	N	Y	N	Y	Y	Main gas supply in area, powder fire extinguisher required
212	Main building plant room	3	8	8	19	H			Y	Y	N	Y	Y	N	N	Y	N	Y	Y	Emergency light failed on test
213	Under stage area	5	1	0	6	M			Y	Y	N	N	Y	N	N	N	N	Y	N	Used as desk storage
214	Stanley Place plant room	3	8	8	19	H			Y	Y	N	Y	Y	N	N	Y	N	Y	Y	
215	Narnia main plant room	3	8	0	11	H			Y	Y	N	Y	Y	Y	N	N	N	Y	Y	
216	IT store	5	1	0	6	M			N	Y	N	N	N	N	N	N	N	Y	N	
217	Cleaner store	5	1	8	14	H			N	Y	N	N	N	N	N	N	N	Y	N	
218	Bin storage																			Bins are stored next to wall and unchained - must be stored 8 metres from building.

## 7. Record of Findings

Mandatory findings should be implemented in order to comply with regulations and to reduce the risk of harm to the occupants or fire and damage to the premises.

### **ACTIONS IN RED ARE OUTSTANDING ACTIONS FROM PREVIOUS FIRE RISK ASSESSMENTS**

<b>Significant Findings</b>	<b>VHP</b>	<b>VERY HIGH PRIORITY</b>	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>	<b>PRIORITY ONE</b>	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>	<b>PRIORITY TWO</b>	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>	<b>RECOMMENDED</b>	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
1	25/09/2019	There are currently no means of evacuating people requiring assistance from upper floors in the event of an emergency in any of the buildings	Responsible person	A full review should be undertaken to ascertain the most appropriate means of evacuating any persons requiring assistance from upper floor areas	Jan 2020	A Riley
2	25/09/2019	The language block has one staircase serving the upper floor. There are filing cabinets filled with combustible items stored at the bottom of the staircase.	Site management	As the staircase is the only means of escape for the first floor the staircase must be kept sterile at all times.	Nov 2019	A Riley
3	25/09/2019	The external staircase servicing the upper floors in Maclean house has various combustible items stored under it.	Site management	The staircase is a primary means of evacuation for people on the upper floors and must be kept clear at all times.	Nov 2019	A Riley

Other Findings							
Ref	Date Reported	Findings/Action	Person for Action	Priority	Comments	Date Completed	Approved by
3	25/09/2019	The school adopt a fire tag system for clearing rooms during an evacuation which involves a card tagged to the back of a door with instructions during an evacuation.	Site management	P1	The school should adopt a documented weekly monitoring schedule to ensure cards are in place at all times.	Jan 2010	A Riley
4	25/09/2019	The staircase to the duplex area in T5 & T6 is the only staircase available from that area. There are large electrical items stored next to the wooden staircase and many large combustible items underneath and around it.	Responsible person	P1	The art department must ensure items are stored away from the staircase at all times.	Nov 2019	A Riley
5	25/09/2019	The school bins are stored unsecured next to the kitchen.	Site management	P1	Waste bins should be stored a minimum of 8 metres away from the building and secured when not in use to prevent the risk of arson.	Jan 2020	A Riley
6	25/09/2019	There are many combustible items stored on the corridor outside the staff dining area in the north wing	Site management	P1	The corridor is a route of escape and should be kept clear at all times.	Nov 2019	A Riley



7	25/09/2019	There was evidence of daisy chaining of electrical extension leads.	All staff	P1	The school must ensure that electrical extension leads are not daisy chained as this can cause an overload to the electrical sockets.	Jan 2019	A Riley
8	25/09/2019	The site staff stated that weekly fire alarm tests at different call points were being undertaken however these were not being recorded.	Site staff	P1	The site team must ensure that all weekly fire alarm tests are documented.	Dec 2019	A Riley
9	25/09/2019	The school should ascertain if they have lighting conduction.	Site staff	P1	If lighting conduction is present it must be serviced accordingly.	Dec 2019	A Riley
10	25/09/2019	There was no evidence of the servicing of any kitchen equipment or PAT testing taking place in the residential flats.	Site staff	P1	The school must ensure that all items that require maintenance or servicing is undertaken within the recommended timescales.	Jan 2020	A Riley
11	25/09/2019	The stage lighting has not been inspected for some time as the rigging is non-compliant.	Site staff	P1	Ensure the stage rigging is maintained to enable the stage lighting can be inspected.	Dec 2019	A Riley
12	25/09/2019	The emergency override outside the Headmistress office has the break glass missing.	Site management	P1	The site team should replace the missing panel to ensure it is functioning correctly.	Jan 2020	A Riley

13	25/09/2019	The gym plant room is used to store a mixture of combustibles, and flammables alongside the fixed electrical equipment.	Site management	P1	Any combustible and flammable items should be relocated and stored appropriately.	Nov 2019	A Riley
14	25/09/2019	There are combustible items stored next to the server in the language block store	Responsible person	P1	Any combustible items must be kept away from any significant sources of ignition.	Dec 2019	A Riley
15	25/09/2019	The locker corridor in Stanley Place has a door that can be used in an emergency however access is blocked by the lockers.	Site management	P1	The door should be kept clear to ensure it can be accessed in an emergency.	Jan 2020	A Riley
16	25/09/2019	There is an exit door in Stanley Place that has been nailed shut.	Site management	P1	The school should reinstate the door to ensure it can be accessed during an emergency.	Jan 2020	A Riley
17	25/09/2019	The PAT testing of the sites portable electrical equipment was due in August 2019	Site management	P1	The school should procure the next service of their portable electrical appliances.	Jan 2020	A Riley
18	25/09/2019	There are various areas in all buildings across the site with insufficient fire directional signage.	Site management	P2	It is advised that a building audit of fire signage is undertaken.		
19	25/09/2019	There are many call points throughout the site that do not have fire action notices installed	Site management	P2	Any fire call point in all buildings must have a fire action notice installed.		

		next to call points.					
20	25/09/2019	There are many exit doors throughout the building that are accessed via a key lock.	Site management	P2	Exit doors should be freely accessible at all times and should have either a thumb turn or push bar installed and the key lock facility removed.		
21	25/09/2019	There are a small number of areas within the school with ceiling breaches i.e. missing tiles etc.	Site management	P2	Any areas identified within the room matrix should be addressed.	Jan 2020	A Riley
22	25/09/2019	There a doors throughout the building that have fire doors with intumescent strips missing, excessive gaps or are in poor condition.	Site management	P2	An audit of fire doors should be undertaken and a schedule of works developed to address any identified doors.	Jan 2020	A Riley
23	25/09/2019	A small amount of emergency lights failed during a random test or had the LED indicator unlit highlighting a potential defect.	Site management	P2	The site team should introduce a monthly test of emergency lighting to establish what (if any) emergency lights are defective.	Dec 2019	A Riley
24	25/09/2019	There were various fire doors throughout the buildings that were wedged open.	All staff	P2	Fire doors limit the spread of fire and should be in the closed position when not in use. This should be communicated to staff regularly.		

25	25/09/2019	The corridor outside the exam office has a maglock linked to the fire alarm however there is no emergency override.	Site management	P2	Any electronic door mechanism should have a manual override installed.		
26	25/09/2019	The laundry room by the exam office is open plan and leads directly on to an escape corridor.	Site management	P2	The room is a high-risk area and a fire door must be installed to keep the escape corridor compartmented.	Nov 2019	A Riley
27	25/09/2019	The kitchen area in the estates entrance has no detection or firefighting equipment	Site management	P2	The estates kitchen should have early detection and appropriate firefighting equipment installed	Jan 2020	A Riley
28	25/09/2019	There are areas within the school where firefighting equipment is recommended.	Site management	R	Any areas identified within the room matrix requiring firefighting equipment should be addressed.		
29	25/09/2019	There is no visual beacon/sounder in the disabled WC located in the Pavilion	Site management	R	The school should consider upgrading the disabled WC to install a visual beacon/sounder.		

## FIRE AND EMERGENCY EVACUATION PROCEDURE

### **1 Control procedure statement**

As far as reasonably practicable, all steps shall be taken by the school to prevent or minimise the probability of all causes of fire.

The Queens School acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems are in place to deal with this eventuality and these will be regularly reviewed by the Management Team to ensure that they are suitable and adequate, i.e. fire evacuation drills, inspection of the means of escape and maintenance of fire warning systems and fire-fighting equipment.

All staff shall be given suitable instruction in basic fire precaution measures during induction.

Staff should report any concerns they have about fire hazards, etc. to their Manager, so that appropriate measures can be taken to eliminate the problem.

### **2 Arrangements**

The Responsible Person has responsibility for fire precautions during operational hours.

#### **Each Responsible Party must:**

- Report any deficiencies in the alarm system to the Site Team.
- Update the Evacuation Procedure in consultation with their Competent Person. Amendments to the procedure must be communicated appropriately.
- Provide training and equipment i.e. communication devices, keys etc. to personnel with specific responsibility under the Fire and Emergency Evacuation Procedure.
- Organise, or take part in fire drills minimum twice per year.
- Make arrangements for the safe evacuation of people with disabilities.
- Review and update the Fire Risk Assessment as required ensuring that changes are communicated appropriately.

#### **Site Management must:**

- Ensure the fire alarm system is tested weekly; results of tests must be recorded.
- Ensure firefighting equipment is examined and tested annually.
- Assist in the safe evacuation of people with disabilities.

Managers will ensure that all new employees (including agency staff) are informed of the fire hazards on site and are trained in the Fire and Evacuation Procedure as part of their induction.

All staff will check daily that fire precautions are being properly maintained in all known hazard areas, i.e. storage areas etc.

Staff must help keep escape routes and fire exits clear and report any fire hazards which may develop to their Manager. They should familiarise themselves with the Fire and Evacuation Procedure and assist in roll calls in the event of a genuine emergency or drill.

### **3** Emergency evacuation procedure

#### **All personnel will:**

- Leave their location as quickly as possible by the nearest safe fire exit. Do not stop to collect personal items or change clothing.
- Proceed to their 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.
- Be directed by a Fire Marshal and ensure they can be accounted for.
- Remain at the Fire Assembly Point until the **'All Clear'** has been given.

#### **Incident Controller will:**

- Investigate the source and extent of the fire only if it is safe to do so.
- The Fire Brigade must also be called if a real emergency has been declared.
- Co-ordinate matters for the duration of the emergency and liaise with the emergency services.

#### **Receptionist will:**

- Evacuate the building to the Fire Assembly Point taking with them the Visitors/Contractors signing in book for checking.

#### **Fire Marshals will:**

- Ensure that their respective departments are fully vacated.
- Direct persons through designated exit routes to the Fire Assembly Point.
- Account for personnel and report to the senior person present, taking account of visitors and contractors.
- Assist in control and supervision during the emergency situation.

A small fire may be tackled using a fire extinguisher, but only if the person discovering the fire is confident to do so and their exit is clear. They must not put their own safety at risk.

#### **Exit Marshals will:**

Once evacuated and accounted for:

- Prevent unauthorised access back into the building until the **'All Clear'** has been given.

#### **Out of normal hours**

The most senior person on site at the time of the emergency will generally co-ordinate matters for its duration and liaise with the emergency services.

#### **Incident Control Point**

In the event of an evacuation, the incident will be controlled from a safe area near to the main entrance.

### **4** Monitoring

It is the responsibility of all management and staff alike to monitor these arrangements.

# THE QUEENS SCHOOL 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 on the **PAVILLION**
- ▶ 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.

---

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:

