

Fire Risk Assessment

Completed by Stuart Mair , 13th February 2024

Hazelwood School



Hazelwood Nursery & Early Years

19 Bluehouse Lane
Oxted
Surrey
RH8 0AA

Fire Risk Assessment

Fire Safety Order 2005

Date of Risk Assessment: 13th February 2024

Site Type: Educational Premises

Client: Hazelwood School

Site Address: Hazelwood Nursery & Early Years
19 Bluehouse Lane
Oxted
RH8 0AA

Unique reference: FH147201707814800

Assessor: Stuart Mair (TAFRAR Tier 2, TIFSM,
NVQ Lv 3 Auditor)

Validator: Gavin Siddons (TIFSM)

Suggested Date for Review: 13th February 2025

The Responsible Person is detailed in section 1.1

The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk of property or business continuity from fire.

User Guide

This Fire Risk Assessment is written and produced in compliance with BAFE SP205 and assessed as being based on the Risk Rating set out in PAS 79 1 2020 Fire Risk Assessment Code of Practice.

This guide is to assist the reader in understanding how to use this document.

A fire risk assessment should be seen as the start of a process; the significant findings should form the basis for an action plan which will help to rectify any deficiencies found in this assessment.

The action plan should be reviewed to ensure items are dealt with within the timescales provided in the significant findings.

Once the items on the action plan have all been completed this document must then be reviewed annually by a competent person to ensure that it's contents are still correct and relevant to the site in question.

The fire risk assessment is broken down into the following parts:

1. General Information

Comments on the overall risk rating for the site and the findings, including the conclusions of the fire risk assessor have been reached by applying the guidance contained in PAS 79 1 2020 Fire Risk Assessment Code of Practice guidance and methodology together with various fire related British Standards, National Guidance and the LGA Guidance for Fire Safety in Purpose Built Blocks of Flats where applicable.

2. Fire Protection Measures

Provides information regarding the site, it's activity, people and the "human risks" present during the survey.

3. Management of Fire Safety

Comments on the physical fire protection that the building is provided with.

4. Fire Risk Assessment Summary

Comments on the management policies and practises in place and their suitability.

5. Significant Findings and Action Plan

Details the issues found that need to be resolved and provides a timetable for each item. This should form the basis of your action plan.

Appendix A (Limitations)

This sets out the limitations of the report.

Appendix B (Certification)

BAFE SP205 Life Safety Risk Assessment Certificate of Conformity

Fire Risk Assessment Summary

Likelihood of Fire Starting

The definition of this is defined as follows:

- LOW** Unusually low likelihood of a fire as a result of negligible potential sources of ignition.
- MEDIUM** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls.
- HIGH** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in the likelihood of fire.

Taking into account the fire prevention measures observed at the time of the Risk Assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

HIGH

Consequences For Life Safety In The Event Of A Fire

The definition of this is defined as follows:

- LOW** Outbreak of fire unlikely to result in serious injury or death.
- MEDIUM** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- HIGH** Significant potential for serious injury or death of one or more occupants.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of the Fire Risk Assessment it is considered that the consequences for life safety in the event of a fire would be:

LOW

Accordingly it is considered that the risk to life from fire at these premises is:

MODERATE RISK

The risk rating of moderate risk has been reached as even though in the event of a fire there is automatic detection to give early warning to all occupants and numerous exits available there are not adequate controls in relation to potential ignition sources and management of readily combustible materials and there are escape route, fire door and compartmentation issues to resolve. See the findings section of this assessment for further details.

Likelihood of Fire Starting	Consequences For Life Safety In The Event Of A Fire		
	LOW	MEDIUM	HIGH
LOW	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
MEDIUM	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
HIGH	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

Any defects, deficiencies or significant issues identified in this report should be actioned as soon as possible and within the recommended time frames. It is the client's responsibility to ensure that effective and permanent remedial actions are completed, and the fire risk assessor will not be required to follow up to ensure that they are completed unless specifically requested and agreed in writing with the client

General Information

1. Description of Building

1.1 Responsible Person / Duty Holder / Appropriate Person

Hazelwood School

1.2 Details of Previous Fire Risk Assessment

✓ YES

The fire risk assessment was completed on 2nd December 2022 by Churches Fire.

1.3 General description of building

The nursery school is split over 4 separate buildings.

Oak/reception, Fledglings/Robins, Skylarks and the dining hall and kitchen. There is a small wooden outbuilding used for outdoor shelter. There are 3 externally accessed plant rooms.

Oak/reception building consists of a main fire alarm panel, an office, 3 staff offices, 3 classrooms, a cloakroom, toilets, an electrical cupboard, a library and 7 fire exits.

Fledglings/Robins building consists of a fire alarm panel, 3 classrooms, 3 toilets, a hall, a sleeping room, laundry, 2 storerooms and 5 fire exits.

The dining hall consists of a fire alarm panel, 1 classroom, 2 toilets, a kitchen with an office and storage room, a dining hall, an electrical cupboard, 2 cleaners cupboards and 4 fire exits.

Skylarks building consists of a fire alarm panel, a main hall, 1 classroom, 3 toilets, 3 storerooms, 2 cloakrooms, an electrical cupboard and 4 fire exits.

1.4 Number of Floors

Fledglings building is 2 storey with lower ground storage areas.

Skylarks is 2 storey.

Oak/reception and dining hall are single storey.

1.5 Number of Flats

N/A

1.6 Brief detail of construction

Fledglings building is mostly brick with some timber and terra cotta tile cladding with a pitched tiled roof.

The dining hall and kitchen building is metal sheet cladding with a flat metal roof.

Oak and Skylark buildings are brick with tiled roofs with some terracotta tile cladding on the Skylark building and timber cladding on the Oak building.

1.7 Brief description of external facade

The exterior of the property appears to be comprised of brick/ timber/metal terra cotta tile cladding. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment as this is outside our expertise. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter.

See Appendix A 9

1.8 Fire safety guidance relating to this type of property

- Fire Safety Risk Assessment Educational Premises (DCLG)

1.9 Contemporaneous Notes

The assessor confirms that they have gained access to all areas of the premises under the scope of this risk assessment.

2. The Occupants

2.1 Total maximum number

235

2.2 Approximate number of employees at any one time

45

2.3 Maximum number of members of the public at any one time

185 children.
30 maximum for lettings.
Occasional parent, professional, and contractor visits usually no more than 5 at any one time.

2.4 Associated time/hours of occupation

07.00-18.00 Mon-Fri School hours
Tues 18.00-20.00
Weds 18.30-21.30
Thurs 18.00-20.00 Lettings hours.

2.5 Occupancy lower than that prescribed in relevant guidance

Yes.

3. Occupants Especially at Risk from Fire

3.1 Sleeping occupants

Some children can be asleep.

3.2 Disabled occupants

0

3.3 Other disabled occupants

0

3.4 Occupants in lone areas and lone workers

Yes. Lone workers policy.

3.5 Young persons employed

0

3.6 Others

0

3.7 Occupancy profile

- Babies who may be asleep and unaware of the building layout.
- Members of public who are awake but may be unaware of the premises layout.
- Members of staff/children who are awake and aware of the premises layout.

4. Fire Hazards From Work Process That Warrant Consideration and May Have An Impact On The General Fire Precautions

4.1 Are there any fire hazards from work processes that warrant consideration and may have an impact on the general fire precautions?

N/A

There are no hazards above and beyond those expected for this type of property.

5. Fire Loss Experience

5.1 Fire loss experience

No recent fires were highlighted to the assessor.

5.2 Other relevant information

N/A

5.3 References

N/A

6. Relevant Fire Safety Legislation

6.1 The following fire safety legislation applies to these premises:

- Fire Safety Order 2005

6.2 The above legislation is enforced by:

Surrey Fire & Rescue Authority.

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 and any relevant Local Act):

- Health & Safety at Work Act 1974

6.4 The other legislation referred to above is enforced by:

- Health & Safety at Work Act 1974 is enforced by the Local Authority & the Health and Safety Executive

6.5 There are no alteration notices in force?

✔ YES

6.6 Relevant information and deficiencies observed:

Alterations notices were not highlighted to the assessor.

7. Electrical Sources of Ignition

7.1 Is the fixed electrical wiring test in date?

✔ YES

The sticker on the CCU for the EICR check is dated 27/07/2021 which is within the last 5 years.

7.2 Is there good management of trailing leads and extension points and are square plug adaptors not in use?

✔ YES

There is good management of trailing leads and extension points, there are no trailing leads that could be caught or trapped, extension leads are all plugged directly into a wall socket and not plugged into one another leading to overloading, and no square plug adaptors are being used.

7.3 Is there a testing and inspection regime for portable electrical appliances? ✔ YES

PAT testing is carried out on all portable electrical appliances and was last carried out August 2023.

7.4 Are there suitable control measures in place for tumble dryers? ✘ NO

Lint filters are not cleaned after every use of tumble dryers.

! **Significant Findings** 3-6 MONTHS 1

7.5 Does there appear to be suitable facilities and clear space for the charging or forklift trucks? N/A

N/A

7.6 Is a Solar Energy System installed and if so is it maintained? N/A

No Solar Energy System is installed.

8. Smoking

8.1 Are there reasonable measures taken to prevent fires as a result of smoking? ✔ YES

Smoking is prohibited within the premises. The policy appears to be observed at the time of the inspection.

9. Arson

9.1 Does basic security against arson by outsiders appear reasonable? ✔ YES

The site has reasonable security around the perimeter to deter arsonists.

See Appendix A 2

9.2 Is there an absence of unnecessary fire load near the premises or available for ignition by outsiders? ✔ YES

There are no readily combustible materials stored close to the building and refuse bins are kept away from the exterior.

10. Portable Heater and Heating Installations

10.1 Is the use of portable heaters avoided as far as practicable?

✓ YES

The site is heated via gas central heating throughout and the boilers are located within plant rooms.
There is an air conditioning unit in the Lower Robins building.

10.2 Are wall-mounted electrical heaters in use?

N/A

There are no wall-mounted electrical heaters in use.

10.3 Where radiant bar fires or lpg appliances cannot be avoided, are suitable measures taken to minimise the hazard of ignition of combustible materials?

N/A

These portable heaters are not in use.

10.4 Are fixed heating installations subject to regular maintenance?

✓ YES

The heating system is subject to maintenance in line with the manufacturer's requirements and gas appliances are subject to a Gas Safe inspection which was last carried out on 14/08/2023, 14/10/2023, 25/10/2023, & 25/10/2023.

The air conditioning system is subject to regular maintenance in line with the manufacturer's requirements, this was last carried out on 09/01/2024.

11. Cooking

11.1 Are there staff tea points?

✓ YES

There are staff tea points these are predominantly used for reheating food and making hot drinks tea and coffee.

11.2 Are reasonable measures taken to prevent fire as a result of cooking?

✓ YES

The site has a commercial kitchen with extraction hoods, the kitchen is located dining hall. The extraction system is subject to regular maintenance by an external contractor and the staff clean the filters regularly.

11.3 Where extraction ductwork passes through a compartment wall is the ductwork protected on the nonkitchen side? ✔ YES

The kitchen extract ductwork leaves the kitchen via the ceiling and is protected until it exits the building.

11.4 Suitable extinguishing appliances available? ✘ NO

There are wet chemical extinguishers for the deep fat fryers and CO2 extinguishers for the electrical risk within the kitchen. The fire extinguishers are overall adequately provided close to hand for the staff tea points. There is an inadequate provision of a fire blanket within the staff room to allow staff to extinguish any fire that may start.

! Significant Findings 0-3 MONTHS 1

12. Lightning

12.1 Do the premises have a lightning protection system? N/A

The provision of a lightning protection system is not considered essential in the context of this risk assessment. However, if the client deems that the building may be at undue risk or has concerns regarding a lightning strike, then it is recommended that a lightning protection specialist is consulted.

12.2 Is the lightning protection system inspected by a competent person? N/A

N/A

13. Housekeeping and Storage of Combustible Materials

13.1 Do combustible materials appear to be separated from ignition sources? ✘ NO

There is a lack of adequate management in relation to the separation of readily combustible materials.

! Significant Findings 0-3 MONTHS 2

13.2 Has the unnecessary accumulation of combustible materials or waste been avoided? ✕ NO

There are areas where large amounts of fire loading (readily combustible materials) are stored, this increases the fire loading within a compartment and will allow a fire to develop and spread at a speed not expected.

! **Significant Findings** 0-3 MONTHS 2

13.3 Appropriate storage of hazardous materials in line with COSHH (Control of Substances Hazardous to Health Regulations 2002) ✔ YES

All materials that fall under COSHH Regulations as highly flammable or oxidising appear to have adequate control measures in place. These materials are stored in cleaners cupboard lower ground storage areas.

See Appendix A 10

13.4 Appropriate measures in place regarding materials that may fall under DSEAR regulations (The Dangerous Substances and Explosive Atmospheres Regulations 2002) N/A

There are no areas on site that would be considered to require a DSEAR assessment.

See Appendix A 11

13.5 Does the building structure include insulated sandwich panels and are these in a good state of repair? ✔ YES

Composite panels (sandwich panels) are installed on the site. These are in a good state of repair and are inspected as part of the general fire precautions of the site.

See Appendix A 10

13.6 Overall are general fire precautions adequate to address the hazards associated with the types of combustible material stored in the premises? ✔ YES

Whilst there are some issues, overall the general fire precautions are adequate to address the hazards associated with the types of combustible material stored on the premises.

14. Hazard Introduced by Outside Contractors and Building Works

14.1 Are fire safety conditions imposed on outside contractors? ✔ YES

Fire safety conditions are imposed on outside contractors, this is communicated via the office.

14.2 Is there satisfactory control over works carried out on the premises by outside contractors (including 'hot work' permits)?

N/A

It is unlikely that 'Hot Works' would be carried out on an ad hoc basis due to the nature of the business, any major works would be part of a managed construction process.

14.3 If there are in-house maintenance personnel, are suitable precautions taken during 'hot work' including the use of 'hot work' permits?

N/A

Members of staff do not carry out 'hot works'.

Fire Protection Measures

1. Means of Escape from Fire

1.1 Is the design of the means of escape considered adequate?

✘ NO

The escape routes are adequately designed, there are 5 escape routes from the Fledglings building, 4 from Skylarks, 4 from the dining hall and 7 from the Oak building, and all lead out to an area of total safety. The upper floor in Skylarks is served by 2 stairwells. The upper floor in Robins is served by 1 stairwell.

The babies in fledglings 1 and 2 are evacuated by 3 evacuation cots. However, an additional evacuation cot should be provided in fledglings 2 as there could be a number of children who may be asleep and require the use of a cot in an emergency above the capacity of the single cot currently provided.

! Significant Findings

3-6 MONTHS 2

1.2 Reasonable distances of travel:

✔ YES

Travel distances and the direction of travel were checked during this inspection and found not to be excessive or incorrect in accordance with the guidance.

See Appendix A 12

1.3 Is there adequate provision of exits?

✔ YES

There are 20 exits from the property. These are in line with the maximum number of occupants currently allowed on the property.

See Appendix A 12

1.4 Do staircase and exit capacities appear to be adequate for the number of occupants?

✔ YES

Staircase and exit capacities are adequate for the number of occupants.

See Appendix A 12

1.5 Are any external escape stairs in a good state of repair and inspected in line with BS8210 - 2020?

✘ NO

External escape stairs appeared to be in a good state of repair, however, there was no evidence to show that these have been inspected in the last 5 years.

! Significant Findings

3-6 MONTHS

1

1.6 Are the premises provided with reasonable arrangements for means of escape for disabled people?

N/A

There are currently no disabled occupants and any visitors do not visit any upper floors.

See Appendix A 12

1.7 Do all fire exits open easily, immediately and in the direction of escape where necessary?

✘ NO

Most fire exits opened easily, were unblocked and unobstructed on the exterior of the premises and they opened in the direction of escape. The fire exit from Skylarks class requires a thumb turn type lock fitted to avoid the use of a key to ensure quick egress in an emergency.

! Significant Findings

3-6 MONTHS

1

See Appendix A 12

1.8 Has using sliding or revolving doors as fire exits been avoided?

✔ YES

All fire exits are free swing opening doors.

See Appendix A 12

1.9 Is there satisfactory means for securing exit where there is a single direction of travel?

✔ YES

There is a single direction of travel from the premises. This is from the upper floor in Robins and the external plantroom.

See Appendix A 12

1.10 Is there satisfactory means for securing exits where there are alternative means of escape?


✔ YES

There are alternate directions of travel from the premises. This is via the exits.

See Appendix A 12

1.11 Is there suitable fire precautions for all inner rooms?	N/A
N/A	

See Appendix A 12

1.12 Are escape routes unobstructed?	✘ NO
The external escape route from the dining hall is not free of unnecessary materials and obstructions.	
 Significant Findings 0-3 MONTHS 1	

See Appendix A 12

1.13 Is the fire-resisting construction which protects escape routes in good condition?	✔ YES
Fire-resisting construction is provided via brick or plasterboard walls and appears to provide 30 minutes fire protection. This was in a good state of repair and there were no holes or large cracks in the walls or ceilings.	


See Appendix A 13

1.14 Are dead-end corridors afforded appropriate protection?	N/A
N/A	

See Appendix A 13

2. Measures to Limit Fire Spread and Development

2.1 Are fire doors installed and, if so, what type of fire doors are installed?	✔ YES
Fire doors on this site have no manufacturer's identification, but present as solid 44mm doors with 3 hinges, adequate door stops, intumescent strips and cold smoke seals and can be considered notional 30-minute fire doors.	

2.2 Do fire doors close correctly into their rebates and latches?	✘ NO
Not all doors closed correctly into their latch or were catching on the flooring.	
 Significant Findings 0-3 MONTHS 1	

2.3 Are fire doors in a reasonable state of repair?

✘ NO

In the main, fire doors are in a reasonable state of repair. Some fire doors are in a poor state of repair and require attention.

! Significant Findings 0-3 MONTHS 2

2.4 Do fire doors have edge gaps of 4mm or less?

✘ NO

Some fire doors have excessive edge gaps of over 4mm which may allow the products of fire to escape through.

! Significant Findings 0-3 MONTHS 1

2.5 Where fire doors are wedged open, are automatic closers installed?

N/A

N/A

2.6 Is compartmentation of a reasonable standard?

✔ YES

Compartmentation is provided via brick or plasterboard and appears to provide 30 minutes of fire protection. A sample of voids and compartmentation walls were inspected and, where services penetrated these walls, they were adequately fire-stopped in line with the regulations of the time. Where new penetrations have been made, these have been fire-stopped by using up-to-date and modern methods.

See Appendix A 13

2.7 Is there reasonable limitation of linings that might promote fire spread?

✔ YES

The wall linings appear to be non-combustible. Where there are combustible materials, such as notice boards and displays, these constitute less than 25% of the surface area and are not on escape routes where there is a single direction of travel.

2.8 Where fire dampers are installed, are they accessible for inspection?

N/A

N/A

See Appendix A 4

2.9 Are fire protected service risers, ducts and cupboards in a good state of repair and will they restrict the spread of fire and smoke?

✘ NO

All service risers, ducts and cupboards were inspected and the fire resistance was damaged or missing and requires fire stopping.

! Significant Findings

3-6 MONTHS

3

0-3 MONTHS

1

See Appendix A 4

3. Emergency Escape Lighting

3.1 Is a reasonable standard of emergency escape lighting system provided?

✘ NO

There is insufficient provision of emergency lighting installed.

! Significant Findings

3-6 MONTHS

2

See Appendix A 5

4. Fire Safety Signs and Notices

4.1 Is there a reasonable standard of no smoking signs?

✔ YES

'No Smoking' signs are installed at all entrances and in communal areas.

4.2 Is there a reasonable standard of directional fire safety signs?

✘ NO

Emergency Exit' signs are clear and unambiguous. There are directional arrows in the correct locations or where the exit is not obvious. All signs are the same type and uniformly mounted.

There are insufficient directional signs installed.

! Significant Findings

0-3 MONTHS

1

4.3 Is there a reasonable standard of fire safety notices?

✔ YES

Fire action notices are legible, unobstructed, and installed at all exits and level changes.

5. Means of Giving Warning in Case of Fire

5.1 Automatic detection/alarm system details

✓ YES

The fire alarm system is broadly compliant with BS5839 Pt 1 L2. The premises are fitted with an automatic fire alarm and detection system giving local alarm provision, this is installed to the wall in the entrance of each building and they are all linked. A zone plan is installed by each panel. Automatic detection is installed throughout the building's escape routes and rooms off, along with specific risk rooms. Manual call points are installed at all exits and changes of level. The systems are linked to a remote monitoring system.

See Appendix A 6

5.2 Is automatic fire protection provided and is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?

✗ NO

Automatic detection is not installed within the following risk/remote areas.

! Significant Findings

3-6 MONTHS

2

5.3 Are smoke control systems installed?

N/A

N/A

5.4 Are there connections to secondary shut down or automated systems?

N/A

N/A

5.5 Are there connections to fire shutters or curtains?

✓ YES

The fire alarm system operates the closing of fire shutter in the kitchen.

5.6 Is the evacuation policy suitable for the premises?

✓ YES

The property has a simultaneous evacuation policy which is suitable for this type of property.

6. Manual Fire Extinguishing Appliances and Facilities for Fire and Rescue Services

6.1 Are there reasonable provisions of portable fire extinguishers?

✓ YES

Portable firefighting equipment is provided throughout the property with Class A, B & electrical which are adequately spaced (minimum class A of 13A per 200M2 & 30-metre travel distance) and adequately provided for the risk.

6.2 Are all fire extinguishing appliances readily accessible?

✗ NO

Portable firefighting equipment overall is adequately mounted and easily accessible. However, the following issue was found.

! Significant Findings

0-3 MONTHS

1

6.3 Are hose reels provided?

N/A

Hose reels are not installed or required.

6.4 Are all dry/wet risers installed?

N/A

Dry or wet risers are not installed or required on these premises.

6.5 Are firefighting shafts provided with lobby protection?

N/A

A firefighters' lift is not installed or required on these premises.

6.6 Are fire hydrants installed within the boundary of the site?

N/A

Fire hydrants are not installed or required in these premises.

6.7 Are there relevant automatic fire extinguishing systems?

N/A

Automatic fire extinguishing systems are not installed.

Management of Fire Safety

1. Procedures and Arrangements

1.1 Fire safety at the premises is managed by:

Howard Garlic and Matthew Weeks manage the property and Steve Smith provided the information during the assessment.

See Appendix A 7

1.2 The competent person(s) appointed, under Article 18 of the Fire Safety Order, to assist the Responsible Person in undertaking the preventive and protective measures (i.e., relevant general fire precautions) is:

Howard Garlic and Matthew Weeks manage the property.

1.3 Have all relevant actions from the previous fire risk assessment been completed?

✘ NO

There are actions outstanding. The actions have been added to the significant findings section of this report.

🚨 Significant Findings 3-6 MONTHS 1

1.4 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?

✔ YES

There are documented inspections of general fire precautions.

1.5 Are there suitable records of the fire safety arrangements?

✔ YES

The organisation's policy sets out in writing; the person who holds responsibility for fire safety at the board level, who the Responsible Person for the premises is, fire wardens nominated for particular tasks in the event of a fire, the proactive arrangements for maintaining and testing life safety systems, and the proactive arrangements to monitor and check that individuals responsible for fire safety are meeting the requirements.

1.6 Are appropriate fire procedures in place?

✘ NO

There is no emergency plan relating to the actions to take in the event of a fire.

🚨 Significant Findings 3-6 MONTHS 1

See Appendix A 14

1.7 Are the procedures in the event of a fire appropriate and properly documented? ✘ NO

The emergency plan is not appropriate to the premises.

! Significant Findings 3-6 MONTHS 1

1.8 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of the fire safety arrangements? N/A

N/A

1.9 Are there suitable arrangements for summoning the fire and rescue service? ✔ YES

The emergency plan includes details of how the fire and rescue service, and any other necessary services, will be called and who will be responsible for doing this.

1.10 Are there suitable arrangements to meet the fire and rescue service on arrival? ✔ YES

The emergency plan includes procedures for meeting the fire and rescue service on their arrival.

1.11 Are there suitable arrangements for ensuring the premises have been evacuated? ✘ NO

The emergency plan does not include specific details on how the building will be evacuated.

! Significant Findings 3-6 MONTHS 1

1.12 Is there a suitable fire assembly point? ✔ YES

The designated assembly points are located in the playground and top car park which are both deemed as areas of total safety. There is a policy in place to ensure all occupants are accounted for.

1.13 Are there adequate procedures for the evacuation of any disabled people who are likely to be present? ✕ NO

The emergency plan does not include how the business will deal with either a member of disabled staff or members of the public who may require assistance in evacuating the premises.

! **Significant Findings** 0-3 MONTHS 2

1.14 Is someone nominated and trained to use fire extinguisher appliances? ✔ YES

Fire wardens/marshals are provided with additional training in the use of firefighting equipment, including an understanding of the purpose of all portable and fixed firefighting equipment. This training is carried out every year.

1.15 Is someone nominated and trained to assist with evacuation? (including EVAC chair training if required) ✔ YES

Fire wardens are provided with additional training in the role of the fire warden which includes; helping those in the premises to leave, checking the premises to ensure everyone has left, liaising with the fire and rescue service on arrival, shutting down vital or dangerous equipment and performing a supervisory role. This training is carried out every year.

1.16 If there has been liaison with the local fire and rescue services, have details from enforcement notices been resolved? N/A

There have been no visits by the fire and rescue services.

2. Training and Drills

2.1 Are all staff given adequate refresher training at suitable intervals? ✔ YES

All members of staff have a periodic review which includes a review of the emergency plan and a tour of the building which includes the locations of escape routes and exits, use of the fire alarm system and the location of portable firefighting equipment.

2.2 Does all staff training provide information, instruction or training on the following: fire risk in the premises, fire safety measures on the premises, action in the event of a fire, action on hearing the fire alarm signals, method of operation of manual call points, location and use of extinguishers, means of summoning fire and rescue services, the identity of persons nominated to assist with evacuation, and identity of persons nominated to use fire extinguishing appliances? N/A

The content of staff training courses was not available to view during this assessment.

See Appendix A 15

2.3 Are fire drills carried out at appropriate intervals?

✓ YES

Fire drills are carried out 3 times a year and the last documented fire drill was carried out on 11/01/2024.

2.4 When the employees of another employer work in the premises is their employer given appropriate information on fire risks and general fire precautions, and have they ensured that the employees are provided with adequate instruction and information?

✓ YES

Staff who do not work directly for the employer are subject to the same training regime as members of staff and are included in all fire drills.

3. Testing and Maintenance

3.1 Is there adequate maintenance of the workplace?

✓ YES

The workplace is maintained and in a good state of repair.

3.2 Is there periodic servicing of the smoke detection system/fire detection and the alarm system?

✓ YES

The smoke detection system/fire detection and alarm system is serviced in line with the recommendations set out in BS5839. The last recorded service was on 30/10/2023.

3.3 Is annual discharge testing of emergency escape lighting undertaken?

✓ YES

The emergency lighting is discharge tested annually for 180 minutes in line with the recommendations set out in BS5266. The last recorded service was on 27/07/2023.

3.4 Are fire extinguishing appliances tested annually?

✓ YES

The portable fire extinguishers are serviced annually in line with the recommendations set out in BS5306. The last recorded service was on 15/02/2023.

3.5 Are six-monthly inspections and annual testing of rising mains undertaken?

N/A

Dry/wet risers are not installed within these premises.

3.6 Is the periodic maintenance of the disabled refuge system undertaken?

N/A

A disabled refuge system is not installed within these premises.

3.7 Is the periodic maintenance of smoke vents and smoke ventilation systems undertaken?

N/A

Smoke vents or smoke ventilation systems are not installed within these premises.

3.8 Are periodic checks of final exit doors, security fastenings, and inspection of external escape staircases and gangways recorded?

✓ YES

The escape routes, exits, fastenings and gangways are inspected at least daily by staff.

3.9 Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?

✓ YES

The manager of the site has the authority to effect any repairs required to life safety systems.

3.10 Are relevant automatic fire extinguishing systems adequately maintained?

N/A

N/A

4. Records

4.1 Are appropriate client records kept of weekly testing for fire detection/alarm systems?

✓ YES

There are records of regular testing of the fire alarm system.

4.2 Are appropriate client records kept of monthly emergency escape lighting tests?

✓ YES

There are records of regular testing of emergency escape lighting systems.

4.3 Are appropriate client periodic tests and records kept of other life safety systems?

N/A

There are no fire sprinkler systems installed.

4.4 Are appropriate client records kept of fire training?

✓ YES

There are records of fire safety training for staff and fire wardens.

4.5 Are appropriate client records kept of fire drills?

✓ YES

There are records of periodic fire drills.

Significant Findings Action Plan

Electrical Sources of Ignition

! Electrical Sources of Ignition

3-6 MONTHS

Are there suitable control measures in place for tumble dryers?



Proposed Action

The lint filters in tumble dryers should be cleaned after every use.

Finding resolved

Cooking

! Cooking

0-3 MONTHS

Suitable extinguishing appliances available?

Proposed Action

There is an inadequate provision of a fire blanket within the staff room to allow staff to extinguish any fire that may start.

Finding resolved

Housekeeping and Storage of Combustible Materials

! Housekeeping and Storage of Combustible Materials

0-3 MONTHS

Do combustible materials appear to be separated from ignition sources?



Proposed Action

The combustible materials found in the electrical cupboard under the stairs in lower Robins should and area kept clear at all times

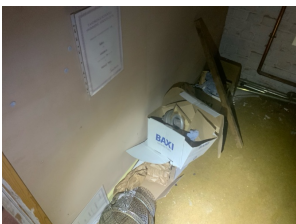
Finding resolved

Housekeeping and Storage of Combustible Materials

! Housekeeping and Storage of Combustible Materials

0-3 MONTHS

Do combustible materials appear to be separated from ignition sources?



Proposed Action

There should be better management of the separation of combustible materials from potential ignition sources in boiler room Oak building

Finding resolved

Housekeeping and Storage of Combustible Materials

! Housekeeping and Storage of Combustible Materials

0-3 MONTHS

Has the unnecessary accumulation of combustible materials or waste been avoided?



Proposed Action

The fire loading (readily combustible materials) should be removed from under the stairs in Skylark's rear stairwell.

Finding resolved

Housekeeping and Storage of Combustible Materials

! Housekeeping and Storage of Combustible Materials

0-3 MONTHS

Has the unnecessary accumulation of combustible materials or waste been avoided?



Proposed Action

The fire loading (readily combustible materials) should be reduced in the estate storeroom in Fledgling 2.

Finding resolved

Means of Escape from Fire

! Means of Escape from Fire

3-6 MONTHS

Is the design of the means of escape considered adequate?

Proposed Action

An additional evacuation cot should be provided in Fledglings 2 as there could be a number of children who may be asleep and require the use of a cot in an emergency above the capacity of the single cot currently provided.

Finding resolved

Means of Escape from Fire

! Means of Escape from Fire

3-6 MONTHS

Is the design of the means of escape considered adequate?



Proposed Action

The escape route from upper Robins class externally is currently not suitable as there is a large step and uneven surface on the egress route. A safe surface and gradient should be created so the route is safe to use.

Finding resolved

Means of Escape from Fire

! Means of Escape from Fire

3-6 MONTHS

Are any external escape stairs in a good state of repair and inspected in line with BS8210 - 2020?



Proposed Action

External escape stairs should be inspected every 5 years in line with BS 8210 - 2010 British Standard Guide to Building Maintenance Management.

Finding resolved

Means of Escape from Fire

! Means of Escape from Fire

3-6 MONTHS

Do all fire exits open easily, immediately and in the direction of escape where necessary?



Proposed Action

The fire exit from Skylarks class requires a thumb turn type lock fitted to avoid the use of a key to ensure quick egress in an emergency.

Finding resolved

Means of Escape from Fire

! Means of Escape from Fire

0-3 MONTHS

Are escape routes unobstructed?



Proposed Action

The escape route should be kept clear at all times to maintain the exit.

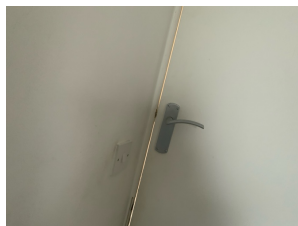
Finding resolved

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

0-3 MONTHS

Do fire doors close correctly into their rebates and latches?



Proposed Action

The following doors should be eased and adjusted to ensure they close correctly into their latch and do not catch on the flooring: Door right of stage Patterson hall, Rear Cloakroom Skylarks, Corridor door to Andrea Hall from stairs, Andrea Hall right exit door, Fledgling 2 class doors to front hall, Laundry room door fledgling 2, Boiler room door Oak building.

Finding resolved

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

0-3 MONTHS

Are fire doors in a reasonable state of repair?



Proposed Action

Install a working lock electrical cupboard under the stairs in lower Robins.

Finding resolved

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

0-3 MONTHS

Are fire doors in a reasonable state of repair?



Proposed Action

Replace the damaged intumescent strip and seal the Oak reception door.

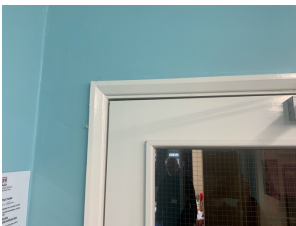
Finding resolved

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

0-3 MONTHS

Do fire doors have edge gaps of 4mm or less?



Proposed Action

The following doors should be eased and adjusted to reduce the excessive edge gap to 4mm or less: Kitchen store room door in Upper Robins, Kitchen door in upper Robins, Dining hall door to exit in Upper Robins, Door from entrance to class in upper Robins, Oak Nursery manager's office.

Finding resolved

Emergency Escape Lighting

! Emergency Escape Lighting

3-6 MONTHS

Is a reasonable standard of emergency escape lighting system provided?



Proposed Action

Additional emergency lighting should be installed on the external escape routes around Skylarks, dining hall, lower Robins, Fledglings 1 and 2, and Oak building.

Finding resolved

Emergency Escape Lighting

! Emergency Escape Lighting

3-6 MONTHS

Is a reasonable standard of emergency escape lighting system provided?



Proposed Action

Additional emergency lighting should be installed externally above the following doors/exits: Lower Robins main entrance and rear exit doors, Main entrance Skylarks, Exit from fledgling 1 class, Main entrance fledgling 2, Oak outside all exits.

Finding resolved

Fire Safety Signs and Notices

! Fire Safety Signs and Notices

0-3 MONTHS

Is there a reasonable standard of directional fire safety signs?



Proposed Action

The additional directional sign should be installed outside the dining room and the Fledgling 1 class exit pointing left.

Finding resolved

Means of Giving Warning in Case of Fire

! Means of Giving Warning in Case of Fire

3-6 MONTHS

Is automatic fire protection provided and is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?



Proposed Action

Install additional automatic detection to the kitchen food storeroom.

Finding resolved

Means of Giving Warning in Case of Fire

! Means of Giving Warning in Case of Fire

3-6 MONTHS

Is automatic fire protection provided and is the extent of automatic fire detection generally appropriate for the occupancy and fire risk?



Proposed Action

Change the heat detector in the estate storeroom to a smoke detector to ensure the earliest possible warning is achieved in case of fire.

Finding resolved

Manual Fire Extinguishing Appliances and Facilities for Fire and Rescue Services

! Manual Fire Extinguishing Appliances and Facilities for Fire and Rescue Services

0-3 MONTHS

Are all fire extinguishing appliances readily accessible?



Proposed Action

Portable firefighting equipment is not securely mounted in Skylarks class.

Finding resolved

Procedures and Arrangements

! Procedures and Arrangements

3-6 MONTHS

Are appropriate fire procedures in place?

Proposed Action

The emergency plan should include how people will be warned if there is a fire, what staff should do if they discover a fire, how the evacuation of the premises should be carried out, where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated. The key escape routes should be identified along with how people can gain access to them and escape from them to a place of total safety. The plan should also detail; arrangements for fighting the fire, the duties and identity of staff who have specific responsibilities if there is a fire, arrangements for the safe evacuation of people identified as being especially at risk, how the fire and rescue service and any other necessary services will be called and who will be responsible for doing this along with procedures for meeting the fire and rescue service on their arrival and notifying them.

Finding resolved

Procedures and Arrangements

! Procedures and Arrangements

3-6 MONTHS

Are the procedures in the event of a fire appropriate and properly documented?

Proposed Action

The emergency plan should be specific to the premises and include the actions of all staff in the event of a fire.

Finding resolved

Procedures and Arrangements

Procedures and Arrangements

3-6 MONTHS

Are there suitable arrangements for ensuring the premises have been evacuated?

Proposed Action

The emergency plan should include arrangements for the safe evacuation of all people.

Finding resolved

Procedures and Arrangements

Procedures and Arrangements

0-3 MONTHS

Are there adequate procedures for the evacuation of any disabled people who are likely to be present?

Proposed Action

The emergency plan should include a PEEPS (personal emergency evacuation plans) detailing how the business will deal with any disabled members of staff/children to ensure they have adequate assistance in evacuating the premises.

Finding resolved

Procedures and Arrangements

Procedures and Arrangements

0-3 MONTHS

Are there adequate procedures for the evacuation of any disabled people who are likely to be present?

Proposed Action

The emergency plan should include a GEEP (general emergency evacuation plan) detailing how the business will deal with visiting disabled members of the public to ensure they have adequate assistance in evacuating the premises.

Finding resolved

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

3-6 MONTHS

Are fire protected service risers, ducts and cupboards in a good state of repair and will they restrict the spread of fire and smoke?



Proposed Action

Fire-stop hole in the ceiling of the electrical cupboard in Oak reception.

Finding resolved

Measures to Limit Fire Spread and Development

! Measures to Limit Fire Spread and Development

3-6 MONTHS

Are fire protected service risers, ducts and cupboards in a good state of repair and will they restrict the spread of fire and smoke?



Proposed Action

Fire-stop service penetration hole in external boiler room Skylarks building.

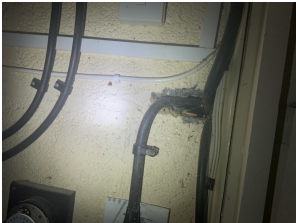
Finding resolved

Measures to Limit Fire Spread and Development

Measures to Limit Fire Spread and Development

0-3 MONTHS

Are fire protected service risers, ducts and cupboards in a good state of repair and will they restrict the spread of fire and smoke?



Proposed Action

Fire-stop service penetration holes in the electrical cupboard under the stairs in Lower Robins.

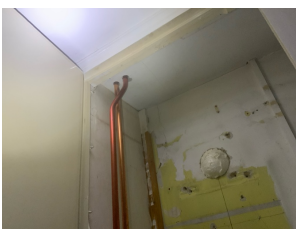
Finding resolved

Measures to Limit Fire Spread and Development

Measures to Limit Fire Spread and Development

3-6 MONTHS

Are fire protected service risers, ducts and cupboards in a good state of repair and will they restrict the spread of fire and smoke?



Proposed Action

Fire-stop the service penetration hole in the boiler cupboard in sleep room Fledgling 2

Finding resolved

Procedures and Arrangements

! Procedures and Arrangements

3-6 MONTHS

Have all relevant actions from the previous fire risk assessment been completed?

Proposed Action

There are actions outstanding. The actions have been added to the significant findings section of this report

Finding resolved

Appendix A (Limitations)

- 1 The Fire Risk Assessment should be reviewed by a competent person by the date indicated above or at an earlier date if there is a reason to suspect that it is no longer valid, or if there has been significant change in the matters to which it relates, or if a fire occurs.
- 2 Reasonable only in the context of this Fire Risk Assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.
- 3 Based on a visual inspection of readily accessible areas with a degree of sampling where appropriate.
- 4 A full investigation of the design of the HVAC systems is outside the scope of this Fire Risk Assessment.
- 5 Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.
- 6 The fire alarm category stated is based on visual observation only, this is not full compliance with the relevant British Standard. Also, no audibility tests or verification of full compliance with relevant British Standards carried out.
- 7 This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of the Fire Risk Assessment.
- 8 Relevant to life safety and this risk assessment (as opposed to property protection).
- 9 Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment as this is outside our expertise. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter (<https://www.fia.uk.com/news/guidance-on-the-issue-of-cladding-and-external-wallconstruction-in-fire-riskassessments-for-multi-occupied-residential-premises.html>).
- 10 For the purpose of this risk assessment, the Fire Safety Order 2005 and Fire (Scotland) Act 2005 & Fire Safety (Scotland) Regulations 2006, dangerous substances are primarily; explosive, highly flammable or flammable substances and oxidising agents. Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.
- 11 The management of other DSEAR areas is managed under the Health and Safety at Work Act 1974 and this assessment does not constitute compliance.

- 12 Based on current occupancy information provided. Detailed calculations (e.g., using floor space factors to predict maximum occupancy) not carried out.
- 13 This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.
- 14 Based on a brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment unless otherwise stated.
- 15 Based on brief consideration of the scope of such training. An in-depth evaluation is outside the scope of this fire risk assessment.