



<b>Responsible person</b>	Catherine Lofthouse	
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<b>Date of assessment</b>	5 <sup>th</sup> October 2018	<b>Review Date:</b> Oct 2019
<b>Person(s) consulted:</b>	Catherine Lofthouse	
<b>Date of previous fire risk assessment</b>	October 2017	

This fire risk assessment should be reviewed by a competent person by the date indicated above or at an earlier time if there is a reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

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Actions recommended are summarised as an **ACTION PLAN**. As items are dealt with they should be signed off and dated to demonstrate management commitment to Health & Safety matters.

The following [redacted] of the Risk Assessment and the level of priority considered advisable.

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## ACTIONS RECOMMENDED

Urgent actions are noted in bold print, and page numbers of the Risk Assessment referred to are quoted.







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Priority 3	Record checks conducted on smoke detectors .....	13
Priority 3	Replace extinguisher marked unfit in site Managers office .....	13
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Priority 3	Ensure that the relevant records of appointments, training & instruction, tests and fire safety checks recommended in this Risk Assessment are implemented and documented, either by the use of the record sheets in the appendix, or in other appropriate record systems. ....	22

# Fire Risk Assessment



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## GENERAL MATTERS

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### Regulatory Reform (Fire Safety) Order 2005.

The Order sets out General Duties on the “Responsible Person” to carry out a risk assessment, and to additionally provide and maintain systems, facilities, procedures and information aimed at securing adequate fire safety arrangements.

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### Health & Safety at Work

The Health and Safety at Work etc. Act 1974 and its subordinate Regulations set out an extensive set of requirements relating more generally to matters of work-related health and safety matters. In many cases there is considerable overlap with Fire Safety requirements and many of the requirements of the Regulatory Reform (Fire Safety) Order 2005 may have been met by compliance with other safety legislation. Where appropriate, such overlaps are identified and indicated in this document.

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### Dangerous Substances and Explosive Atmospheres Regulations 2002

These Regulations made under the Health and Safety at Work etc. Act 1974 set out a general requirement for assessing the risks arising from the use of dangerous flammable or explosive substances at work.

The Regulations require a risk assessment going beyond that required by the Regulatory Reform (Fire Safety) Order 2005 but substantially covering the same requirements.

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### Control of Substances Hazardous to Health Regulations 2002

These Regulations made under the Health and Safety at Work etc. Act 1974 set out a general requirement for assessing the risks arising from the use of hazardous substances at work and are predominantly concerned with personal health risks arising from exposure to chemicals, dusts, fumes and other substances.

The Regulatory Reform (Fire Safety) Order 2005 replicates some of the requirements of the Control of Substances Hazardous to Health Regulations 2002 although it does not extend to the same level of detail.

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## RESPONSIBILITIES

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# Fire Risk Assessment



## Competent Advisers

The Regulatory Reform (Fire Safety) Order 2005 requires that where external persons are appointed to advise and assist in fire safety risk assessment, they must be competent in the health and safety requirements contained in the Management of Health and Safety at Work Regulations 1999.

**Guardian Support** have been appointed to act as competent advisers in this context. They provide:

- Fire safety risk assessment of premises and work methods at contractually agreed intervals.
- A written annual Fire Risk Manual following an assessment which details the fire safety risks, arrangements in place, recommendations made, and records required. The Manual gives an indication of the risk and prioritises the recommended actions.
- Telephone advice during the hours of 9:00 a.m. to 5:00 p.m. during the working week.
- Update the Company's Health & Safety and Fire Safety Risk Assessment on an annual basis and keep the Company informed of any relevant changes in fire safety legislation during the life of the contract.

Responsibility for Fire Safety is apportioned as follows: Overall

## Fire Safety Management

The Regulatory Reform (Fire Safety) Order 2005 sets duties on "Responsible Persons". For workplaces, the responsible person is the Employer, or the person to whom the workplace is under his control, or in other

circumstances, the Occupier. At the school, the defined "Responsible Person" for fire safety arrangements,

fire prevention, means of

- raising the alarm,
- arrangements for the evacuation of the premises
- the provision and maintenance of fire fighting equipment
- the training of staff in fire safety
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## Co-operation and Co-ordination with other Employers

There is little or no shared working within the Company's operations. The need for co-ordination and specialisation contractors and engineers. Working

## on other sites

Work is carried out at other sites from the Company's premises which might require taking account of fire safety

# Fire Risk Assessment



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## **Fire Marshals**

Fire Marshals have been appointed and instructed in their duties. Regular drills are conducted.

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## **Duties of Employees**

Employees are legally required to:

- Take reasonable care of their own safety and other relevant persons
- Co-operate with his employer in performing or complying with any legal duty relating to fire safety.
- Inform his employer of any serious risks he identifies in the workplace, or any shortcomings in the fire safety arrangements in place.

Employees must specifically inform their supervisor or manager of:

- Any persons seen smoking in a no-smoking area
- Any damage to fire alarm points
- Any damaged or missing fire extinguishers
- Any fire extinguishers that have been discharged, for whatever reason.
- Any blockage of fire exits or fire escape routes

# Fire Risk Assessment



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## SPECIAL ARRANGEMENTS AND ENFORCEMENT NOTICES

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In some circumstances the Local Fire Authority can serve orders and notices requiring improvements or prohibiting or restricting the use of premises. In addition, the Fire Authority can issue an Alterations Notice, restricting any changes planned to be made to a premise and requiring notification of the Fire Authority.

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### Alterations Notices

Where an Alterations Notice is in force, the Responsible Person must notify the Fire Authority before making any changes which may increase the risk, and in particular:

- A change to the premises
- A change to equipment, services or fittings in the premises
- An increase in the quantities of dangerous substances present
- A change of use to the premises

Where specified, the Notice must also be brought to the attention of other relevant parties such as landlords, tenants, neighbours etc. and copies of the Risk Assessment and proposed changes submitted to the Fire Authority.

**No Alterations Notice is reported as having been served on these premises.**

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### Enforcement Notices

Such notices can be served by the Fire Authority where a breach of the Regulatory Reform (Fire Safety) Order 2005 or subordinate Regulations has been alleged. The notice specifies a time period of not less than 28 days for compliance action to be implemented.

**No Enforcement Notices are reported to have been served on these premises.**

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### Prohibition Notices

Such Notices can be served where there is a serious risk to persons, and can have immediate effect if the risk to persons is imminent. Such notices do not require non-compliance with any law, but can be served where there is a risk, regardless of legalities. Where a notice is not immediate, a period of notice can be specified.

**No Prohibition Notices are reported to have been served on these premises.**

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## FIRE SAFETY RISK ASSESSMENT

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# Fire Risk Assessment



The following pages itemise topics forming the Fire Safety Risk Assessment prepared by the consultant. The assessment is divided into topics. A format following the requirements of the Regulatory Reform (Fire Safety) Order 2005 has been generally adopted.

Recommended Actions are summarised at the front of the document as an **ACTION PLAN**. As items are dealt with they should be signed off and dated to demonstrate management commitment to Health & Safety matters.

## Assessment of Risk and Prioritisation

This report assesses aspects of Fire Safety Occupational Health & Safety covered generally by the Regulatory Reform (Fire Safety) Order 2005 and any subordinate Regulations made.

The assessment of risks is a subjective matter and depends on the opinion of our Consultant at the time of the Risk Assessment having consideration for the conditions present at the time.

This report identifies areas where, in the opinion of the consultant, action is required to prevent or reduce risks and to ensure compliance with the relevant statutory requirements, either as mandatory requirements, or as interpreted requirements.

This report does not seek to establish a prescriptive “score” for risks identified. Risk Assessment is a qualitative process, and where necessary the level and nature of risk is discussed within the report. Matters considered as requiring urgent action are however specially identified.

An assessment of priorities for action is given to enable the reader to identify essential requirements.

### High Priority

**Priority 1 RECOMMENDATIONS FORMATTED IN THIS WAY ARE CONSIDERED TO BE HIGH PRIORITY AND SHOULD BE ACTIONED IMMEDIATELY**

Actions are likely to be assigned Priority 1 status where there is a serious risk of injury.

### Medium Priority

**Priority 2 Recommendations formatted in this way need to be actioned promptly.**

Actions are likely to be assigned Priority 2 status where there is potential for injury and/or breaches of statutory duties which can directly lead to injury.

### Action Required

**Priority 3 Recommendations formatted in this way need to be actioned to comply with statutory duties.**

Actions are likely to be assigned Priority 3 status where there is a technical breach of a statutory duty, but one which may not directly lead to injury.



# Fire Risk Assessment



As an example, the lack of records, statutory notices, or failure to comply with welfare arrangements are likely to be assigned Priority 3 status? Such matters may be relatively easy to action but are unlikely to contribute significantly or directly to a reduction in risk.

## Action Recommended

Recommendations formatted in this way should be actioned, as they represent good practice.

Actions assigned Priority 4 status may contribute to a reduction in the level of risk, even though no specific statutory breach is apparent.

# Fire Risk Assessment



## MAIN FIRE SAFETY ASSESSMENT

### Description of Premises

The premises consist of two Edwardian buildings that are subject to listed building status. The junior pupils are housed in one building and the nursery and Seniors are housed in another. There is an annexe to the rear of the nursery building.

### Building Regulations

Y/N  
N/A

Do the premises appear to comply with the fire safety aspects of the Building Regulations and associated codes?

Y

Has compliance with Building Regulations properly addressed the issues of fire safety and means of escape?

Y

Note: - The Building Regulations and associated codes set out normal fire safety and means of escape requirements for premises and are used to evaluate arrangements in place. These Regulations and codes have changed with time and older premises may not fully comply with current standards, and this risk assessment needs to consider any shortfalls with current standards and the desirability of retrospective improvement.

Many of the specific requirements for means of escape are likely to be met if the premises are compliant with these Codes. Large parts of the Code are replicated in Department for Communities and Local Government (DCLG) Fire Safety Guides accompanying the Regulatory Reform (Fire Safety) Order 2005.

### Number of People in the Premises

Number of employees:

22

# Fire Risk Assessment



Number of other personnel in the premises:	133	Pupils
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**Recommended Actions** Maintain Standards.

<u>Hazards</u>	Y/N N/A	
Are Dangerous Substances present in significant quantities?	N	
Are quantities of Waste accumulated in the area?	N	
Are large quantities of combustible materials present?	N	
Are walls/ceilings covered with flammable linings?	N	
Does work involve processes using open flames, the production of sparks or frictional heat?	Y	Very limited use in the science laboratory which forms a separate building.
Are any maintenance activities likely to involve processes using open flames, the production of sparks or frictional heat?	N	
Is there oil or gas fired heating or process equipment?	Y	Gas boiler regularly serviced
Are portable heaters used?	N	
Is electrical equipment or wiring damaged or faulty?	N	
Is there extensive use of trailing electrical leads?	N	

# Fire Risk Assessment



Does any equipment with a potential for fire risk operate unattended?	N	
Could Arson be a potential issue?	N	Unlikely
Is smoking permitted anywhere?	N	

	Y/N N/A	
<b><u>General Risk Management &amp; Risk Reduction</u></b>		
Can risks from Dangerous Substances be reduced or eliminated by replacement, substitution, stock reduction or improved segregation and containment?	N	
Can the control of combustible wastes be improved?	N	
Can improvements be made to the fabric of the building?	N	
Can the extent of processes having sources of ignition be reduced or managed better?	N	
Do maintenance activities need improved control?	N	
Do gas and oil heating systems need improved maintenance/servicing?	N	
Can portable heaters be replaced with safer alternatives?	N/A	
Do wiring systems need improved maintenance and testing?	N	
Does electrical equipment need improved maintenance and testing?	N	
Do trailing electrical leads need improved control?	N	

# Fire Risk Assessment



Does any equipment need improved maintenance & checking of protective equipment as a result of operating unattended?	N	
Could more be done to reduce the risks of Arson?	N	
Does smoking need improved control?	N	

**Recommended Actions** Maintain Standards.

	Y/N N/A	
<b><u>Fire Detection and Raising an Alarm</u></b>		
Is an electronic break-glass fire alarm system installed in the building?	Y	
Is the fire alarm system checked at a different call point each week with a record of the result?	Y	
Can the fire alarm be heard by all occupants when sounded?	Y	<b>No sounders in R1 and R2 (external prefab units) but alarm can reportedly be heard. Sweep is part of procedure.</b>
Is an automatic fire detection system such as heat or smoke detectors installed?	Y	
Have the automatic fire detection systems been tested within the last month?	Y	
Are the automatic fire detection systems subject to annual maintenance by a competent person?	Y	

# Fire Risk Assessment



If no electronic or automatic alarm system is installed, how is the alarm raised?	N/A	
<b><u>Fire Fighting</u></b>	Y/N N/A	
Are all fire extinguishers wall mounted and accessible?	Y	
Are any hosepipe systems provided?	N/A	
Are any fire blankets provided in kitchen areas etc?	N/A	
Have the fire extinguishers and other fire fighting equipment been serviced by a competent person within the last twelve months?	Y	
Have all or key staff been trained or instructed on how to use fire extinguishers?		

## **Recommended Actions**

*Record checks conducted on smoke detectors Replace extinguisher marked unfit in site Managers office  
Consider conducting extinguisher training for key staff*

<b><u>Fire Spread</u></b>	Y/N N/A	
Is there any combustible waste accumulated on the outside of the building?	N	
Are all fire escape staircases free from obstruction?	Y	
Are the spaces under fire escape stairs free of combustible materials?	Y	

# Fire Risk Assessment



Are there any structural features which could assist the spread of fire?	N	<b>As a pair of converted Edwardian houses, fire resistance should a fire start would be relatively limited. The improvements made over the years have sought to create adequate means of escape with minimal disturbance of the historic fabric.</b>
Can the risk of fire spread be contained by improved fire breaks or segregation of risks?	N	
Can the structural features which help fire spread be eliminated or changed to reduce the risk?	N/A	

**Recommended Actions** Maintain Standards.

<b><u>Means of Escape</u></b>	Y/N N/A	
Is there a clear and publicised plan for the evacuation of the premises and if necessary assembly at a fire point? (for small businesses, signs are enough)	Y	
Are there adequate means of escape including alternate means of escape from upper floors?	Y	
Are stairwells fire-protected to create a place of safety?	N	<b>Not the main staircase in the nursery building. Alternate means of escape via side doors through classrooms are provided.</b>
Are there adequate fire breaks in corridors etc?	Y	
Fire exits clear of obstruction and can be readily opened?	Y	
Are all fire exit routes clearly marked?	Y	
Are all final exits from the building clearly marked with the correct signage?	Y	

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Are all final exits from the building unlocked or easily opened when people are in the building?	Y	
Do all fire doors work effectively?	Y	
Do all doors on fire escape routes open in the direction of travel?	Y	
Are all fire exit routes on the outside of the building clear of obstruction?	Y	
Are all fire exit routes on the inside of the building clear of obstruction?	Y	
Are all fire doors marked "Fire door - Keep Shut"?	Y	<b>Some wedged open</b>
Can all fire safety signs be seen?	Y	
Are any additional signs required?	Y	
Is there any emergency lighting in the building?	Y	
Do employees work in the building after hours of daylight?	Y	

## Recommended Actions

***Ensure fire doors are kept shut.***



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# Fire Risk Assessment



# Fire Risk Assessment



# Fire Risk Assessment



# Fire Risk Assessment



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## DANGEROUS SUBSTANCES

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*Note: This Risk Assessment in isolation does not constitute a specific risk assessment complying with the Dangerous Substances and Explosive Atmospheres Regulations 2002 or the Control of Substances Hazardous to Health Regulations 2002.*

This composite requirement requires assessment of fire safety risk from flammable, explosive or oxidising substances, potentially explosive dusts or “other substances” which present a fire risk.

Compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 and Control of Substances Hazardous to Health Regulations 2002 would incorporate full compliance with this requirement

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### Contact with the Fire Authority concerning Dangerous Substances

Where flammable, explosive, oxidising or other “dangerous substances” are present, information, warning systems and if necessary special escape facilities must be established and made available to the Emergency Services, unless there is only a “slight risk” and that the general arrangements in place to manage the risk are adequate.

The level of use of dangerous substances is small and there is considered to be only a slightly increased risk from the presence of such substances. As a consequence, no special emergency procedures are considered necessary. No dangerous Substances are present in quantities which would require alerting the Local Fire Authority.

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### Additional Emergency Procedures in respect of Dangerous Substances Warning systems

No special warning systems arising from the presence and use of Dangerous Substances have been identified as necessary.

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### Emergency shut-off

No special arrangements for process shut-off have been identified.

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### Escape Facilities

No special escape arrangements arising from the presence of Dangerous Substances have been identified as necessary.

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## OTHER RISKS

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### Employed Young Persons (<18yr)

*Note: This Risk Assessment in isolation does not constitute a full and specific risk assessment complying with the Management of Health and Safety at Work Regulations 1999, as applied to the employment of Young Persons.*

Additional risks arising from the employment of young persons are required to be considered. The matters required to be taken into account replicate those specified in the Management of Health and Safety at work Regulations 1999, which requires an assessment to be made of general health & safety issues.

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The Order makes no reference to those who are elderly, disabled or infirm but does require special consideration be given to those employed under the age of 18. The organisation has not employed any persons under the age of 18. The school have young pupils on site and the procedures in place for evacuation are stringent and regularly tested. The buildings have no lifts and are not otherwise adapted for the needs of physically disabled pupils, and as a consequence pupils who are not ambulant are not currently accepted.

## Other at-Risk personnel Risk Exposure

The schools' operations do not place any persons especially at risk.

## Raising Alarms

No special arrangements for raising an alarm are required within the Company's premises. Current normal arrangements are adequate.

## Fire Fighting

No staff require special or enhanced fire safety training to reflect their work or location.

## Means of Escape

Current means of escape are considered to be adequate, subject to recommendations made in the Risk Assessment.

## **FIRE SAFETY ARRANGEMENTS**

The following fire safety arrangements are in force or will be in place once recommended improvements have been completed.

## Arrangements for Fire Detection, Alarms & Fire-Fighting

The arrangements for fire detection and fire alarm arrangements are described in the risk assessment section of this Risk Assessment, and details are communicated to employees via signs and training.

## In-house fire-fighting arrangements

The fire fighting equipment provided in the premises has been sited by the extinguisher servicing engineer and is maintained on a regular basis. Training and instruction arrangements are described in this Risk Assessment.

## Fire Fighting Personnel

The Regulatory Reform (Fire Safety) Order 2005 requires that persons are nominated to carry out fire-fighting duties where necessary. The general principle adopted in practice in the UK is to require all personnel to leave the premises immediately on being alerted to an alarm. **Fire-fighting must be limited to actions necessary to**

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**reach a fire exit, or tackle a very minor fire and extinguish it promptly before it can take hold. All other firefighting must be left to the Emergency Services.**

A list of the persons trained or instructed to use fire extinguishers is maintained and where necessary such training is regularly reviewed. They are only authorised to use fire extinguishers as a last resort to reach a place of safety or to extinguish minor fires which can be reached without compromising any means of escape.

The Regulatory Reform (Fire Safety) Order 2005 requires that the "Responsible Person" takes immediate steps to mitigate the effect of any fire, to inform personnel who may be affected and take steps to restore the situation to normal, including controlling access to fire-damaged areas.

In practice, controlling access to danger areas, access to fire-damaged areas, communicating with personnel in neighbouring premises and the restoring of safe conditions will be managed by the Emergency Services for the duration of their attendance at the scene.

**The Company delegate's responsibility for control of its premises to the Emergency Services for the duration of any fire-related emergency, and during this period, the Emergency Services will be regarded as the "Responsible Person" having control of the premises.**

## Fire-Fighter's facilities

No special fire-fighter's switches for high voltage luminous tube signs are provided

No other special equipment is provided in this premise for the use or protection of fire-fighters.

## Maintenance of fire-fighting facilities and equipment etc.

A schedule of maintenance and testing of fire equipment and facilities is in place.

## Disaster Planning for Dangerous Substances

The level of Dangerous Substances present in the premises does not indicate a need to establish special Disaster Plans.



# Fire Risk Assessment



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## **Maintenance**

Arrangements for a suitable system of maintenance for any facilities, equipment and devices must be provided. A Maintenance and Testing schedule has been devised.

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## **Fire Marshals**

Fire marshals are not appointed to fight fires. Their role is to ensure that any real or practice fire drills proceed smoothly and that evacuation from the premises is achieved. Only where this does not compromise their own escape, Fire Marshals are required to check toilets and other private rooms to ensure that they are cleared.

Teaching staff are appointed as fire marshals and drills are conducted regularly..

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## Permits to Work

The following permits to work will be applied to work in these premises:

- “Hot Work” permit
- General Contractor’s Authority to work.

# Fire Risk Assessment



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## PROVISION OF INFORMATION

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### General Requirements

Employers are required to provide employees with relevant information arising from the fire safety risk assessment, any protective and preventative measures, and emergency procedures. Such information is included in the Safety Rules issued to employees, and displayed in notices in the workplace.

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### Completion and Management of the Fire Safety Risk Assessment

*Ensure that the relevant records of appointments, training & instruction, tests and fire safety checks recommended in this Risk Assessment are implemented and documented, either by the use of the record sheets in the appendix, or in other appropriate record systems.*

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# Fire Risk Assessment



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## **Information for Contractors**

Contractors and other visitors must be informed of fire safety arrangements in force and given details of any fire marshals appointed.

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Such information will be communicated to the contractor's site supervisor or team leader on arrival. Such persons will be required to brief persons working under their supervision in respect of such site arrangements.