

OLD VICARAGE SCHOOL
REGULATORY REFORM (FIRE SAFETY) ORDER 2005
FIRE RISK ASSESSMENT

Employer or other person having control of the relevant premises:	Headmistress
Address of Premises:	All Buildings Richmond Hill Richmond
Person(s) Consulted:	Compliance Officer
Assessor:	J D Roughton-Bentley
Date of Fire Risk Assessment:	6 th May 2020
Date of Previous Fire Risk Assessment:	29 th April 2019
Suggested Date for Review ¹ :	May 2021

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

The submission of this report constitutes neither a warranty of future results by J D Roughton-Bentley nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

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¹ This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

IMPORTANT

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

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

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

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

You must record the above arrangements if:

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

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

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

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

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office, but can be freely downloaded from the Internet at:

www.opsi.gov.uk/si/si2005/20051541.htm

GENERAL INFORMATION

[single occupation]

1. THE PREMISES

1.1 Number of floors: No 48 Four floors and basement
No 46 Three floors and basement
Art/Music Two floors

1.2 Approximate floor area: Not known

1.3 Brief details of construction:

Period buildings solid construction, solid and wooden floors with pitched slated/tiled roofs.

1.4 Occupancy:

Educational establishment

2. THE OCCUPANTS

2.1 Approximate maximum number: 246

2.2 Approximate maximum number of employees at any one time: 42

2.3 Maximum number of members of the public at any one time: 60

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants: 0

3.2 Disabled occupants: Occasional - details in section 25.3

3.3 Occupants in remote areas: Contractors when working on plant

3.4 Young persons: 197

3.5 Others: Visiting contractors

4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
	None known		

5. OTHER RELEVANT INFORMATION

RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

The Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

The Fire and Rescue Service

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

6.4 The legislation to which 6.3 makes reference is enforced by:

6.5 Is there an alterations notice in force? Yes No

6.6 Comments:

- In the case of buildings for which an alterations notice is in force, proposals to carry out material alterations must be notified to the fire and rescue authority. You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions, require approval from the building control authority.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? Yes No

Suitable policy regarding the use of personal electrical Appliances? Yes No

Suitable limitation of trailing leads and adapters? Yes No

7.3 Comments and hazards observed:

Portable appliances tested every other year and fixed wiring tests carried out at five yearly intervals.
Personal electrical appliances not permitted on site.
Trailing leads and multipoint adaptors generally eliminated.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

No breaches of this policy observed at time of inspection? Yes No

8.3 Comments and hazards observed:

Smoking not permitted on the site

9. ARSON

- 9.1 Does basic security against arson by outsiders appear reasonable²? Yes No
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No
- 9.3 Comments and hazards observed:
Combustible waste kept away from buildings and cleared regularly by Caretaker into bin area.
CCTV in place.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

- 10.1 Is the use of portable heaters avoided as far as practicable? Yes No
- 10.2 If portable heaters are used,
is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A Yes No
- are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No
- 10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No
- 10.4 Comments and hazards observed:
Portable heaters only used by Staff in limited controlled conditions.
Combustible materials kept away from heaters.
Heating boilers serviced annually under contract.

² **Note:** J D Roughton-Bentley is not a specialist in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. COOKING

11.1 Reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters cleaned or changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? N/A Yes No

11.3 Comments and hazards observed:

Filters cleaned every half term and ducting cleaned with deep clean.
Emergency cut off for electricity.
Foam & CO₂ extinguishers and fire blanket sited.

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

13.3 Comments and hazards observed:

Combustible materials cleared regularly by Caretaker.
Low hazard materials stored in locked cleaning cupboards with bulk materials stored in outside shed.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes No

14.2 Is there satisfactory control over works carried out in the building by outside contractors? Yes No

(Suitable guidance is contained in the following publications:

- *Standard Fire Precautions for Contractors Engaged on Crown Works*, Department of Environment, HMSO.
- *Fire Prevention on Construction Sites*. Fire Protection Association.
- *Fire Safety in Construction Work*. HSE.

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.)

14.3 If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including Use of hot work permits, where appropriate? N/A Yes No

14.4 Comments:

Full Contractor Procedure in place requiring the production of full Risk Assessment for all activities and use of Hot Work Permit where applicable.

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A Yes No

15.2 Comments:

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

16.2 Comments:

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE

17.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes No

17.2 More specifically:

Adequate design of escape routes? Yes No

Reasonable distances of travel:

- where there is escape in a single direction? N/A Yes No

- where there are alternative means of escape? N/A Yes No

Suitable protection of escape routes? Yes No

Adequate provision of exits? Yes No

Exits easily and immediately openable where necessary? Yes No

Escape routes unobstructed? Yes No

17.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. Yes No

17.4 Comments and deficiencies observed:

Escape routes protected by fire doors as appropriate.
Distances of travel in line with guidance.
Alternative exit with second stair from third floor.
Mobility impaired disabled persons only able to access Ground Floor with member of Staff assigned in event of fire.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard³.

Yes No

reasonable limitation of linings that may promote fire spread.

Yes No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{4,5}

N/A Yes No

18.3 Comments and deficiencies observed:

Compartmentation satisfactory with some fire doors fitted with magnetic hold back devices/Dorgards.
All fire doors closed at end of School day to ensure correct fire control and compartmentation.
Construction appears to be satisfactory to prevent spread of fire.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided⁶?

Yes No

19.2 Comments and deficiencies observed:

Generally means of escape routes are covered.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices?

Yes No

20.2 Comments and deficiencies observed:

Generally in place.

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁵ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁶ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

- 21.1 Reasonable manually operated electrical fire alarm system provided⁷? Yes No
- 21.2 Automatic fire detection provided? Yes Yes No
(throughout premises) (part of premises only)
- 21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A Yes No
- 21.4 Remote transmission of alarm signals? Yes No
- 21.5 Comments and deficiencies observed?

Smoke detection appears to be L2 standard.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers? Yes No
- 22.2 Hose reels provided? Yes No
- 22.3 Are all fire extinguishing appliances readily accessible? Yes No
- 22.4 Comments and deficiencies observed:

Extinguishers appropriate to risk sited throughout the premises.

23. RELEVANT[‡] AUTOMATIC FIRE EXTINGUISHING SYSTEMS

- 23.1 Type of fixed system:
- 23.2 Comments:

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.
[‡] Relevant to life safety and this risk assessment (as opposed to property protection).

24. OTHER RELEVANT* FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

24.2 Comments:

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc N/A Yes No

24.4 Comments:

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by⁸: Bursar

25.2 Is there a suitable record of the fire safety arrangements? N/A Yes No

25.3 Appropriate fire procedures in place? Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

Comments:

Plan in place with who is to contact the Fire and Rescue Service/monitoring in place.
Bursar will meet the Fire and Rescue Service.
Fire drills carried out each term with the details recorded.
Fire assembly points identified.
Personal Emergency Exit Plans devised for temporarily disabled pupils.
Evacuation Chair available as required.
Procedure for mobility impaired disabled persons to be accompanied by member of staff to assist with evacuation and agreed in advance.

⁸ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

25.4 Persons nominated and trained to use fire extinguishing appliances? N/A Yes No

Comments:

Staff trained in the use of Fire Extinguisher Equipment.

25.5 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A Yes No

Comments:

Staff assist with evacuation.
Designated person allocated to any disabled person on site.

25.6 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A Yes No

Comments:

25.7 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

Regular checks by Bursar or Caretaker covering extinguishers, fire doors, fire exits, housekeeping etc.

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? Yes No

Comments:

Instruction in the use of fire extinguisher equipment and details of fire procedures, assembly points etc.

26.2 Are all staff given adequate periodic 'refresher training' at suitable intervals? Yes No

Comments:

Periodic refresher training carried out.

26.3 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

26.4 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises? Yes No

The general fire precautions in the building? Yes No

Action in the event of fire? Yes No

Action on hearing the fire alarm signal? Yes No

Method of operation of manual call points? Yes No

Location and use of fire extinguishers? Yes No

Means for summoning the fire and rescue service? Yes No

Identity of persons nominated to assist with evacuation? Yes No

Identity of persons nominated to use fire extinguishing appliances? Yes No

Comments:

Carried out with induction training.

26.5 Are fire drills carried out at appropriate intervals? Yes No

Comments:

Carried out each term with details recorded.

27.1 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and fire safety measures)?

Yes No

It is ensured that the employees are provided with adequate instructions and information?

Yes No

Comments and deficiencies observed:

Covered by full Contractor Procedure.

28. TESTING AND MAINTENANCE

28.1 Adequate maintenance of workplace?

Yes No

Comments and deficiencies observed:

Building generally in good condition with repair or remedial work carried out as required.

28.2 Weekly testing and periodic servicing of fire detection and Alarm system?

N/A Yes No

Comments and deficiencies observed:

Weekly testing of call points on rota basis and maintenance of alarm system under contract.

28.3 Monthly and annual testing routines for emergency escape Lighting?

N/A Yes No

Comments and deficiencies observed:

Emergency escape lighting tested each half term and yearly

28.4 Annual maintenance of fire extinguishing appliances?

Yes No

Comments and deficiencies observed:

Carried out under contract.

28.5 Periodic inspection of external escape staircases and Gangways? N/A Yes No

Comments and deficiencies observed:

Checked by Caretaker as part of regular maintenance checks.

28.6 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

28.7 Weekly and monthly testing, six-monthly inspection and Annual testing of fire-fighting lift(s)? N/A Yes No

Comments and deficiencies observed:

28.8 Weekly testing and periodic inspection of sprinkler Installations? N/A Yes No

Comments and deficiencies observed:

28.9 Routine checks of final exit doors and/or security fastenings? N/A Yes No

Comments:

Carried out daily as part of unlocking procedure or fitted with crash bars.

28.10 Annual inspection and testing of lightning protection system? N/A Yes No

Comments:

28.11 Other relevant inspections or tests:

Comments:

29. RECORDS

29.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

Maintenance and testing of other fire protection systems? N/A Yes No

29.2 Comments:

All recorded by Bursar or Caretaker as appropriate.

FIRE RISK ASSESSMENT

[Non-sleeping risks]

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79⁹:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is

Low

 Medium

 High

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

Low: Unusually low likelihood of 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 proper controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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 this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

 Moderate harm

 Extreme harm

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate harm: Outbreak of fire could result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

⁹ PAS 79: 2005. *Fire risk assessment - Guidance and a recommended methodology.*

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

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

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.)

ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

1. Boiler Room 43 – Remove combustible materials.
2. Room 19 – Remove combustible materials.
3. Server Room – Move server away from wall to avoid leak from Air Conditioning Unit.

Timings: As soon as possible.