School Fire Risk Assessment revised 4th September 2021 by Mrs M F Brown

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

ESTABLISHMENT:	Overstone Park School		**Assessor: (print)**	Mr L Cartwright	**Signature**	
Address:	Overstone Park, Northampton, NN6 0DT		**Responsible Person:**	Mrs M F Brown	**Date:**	04/09/2021
					Review Date	September 2022
What is the main method of fire detection:	**People**	✓	**Building size/ description:** (include building use, approx floor area, no of floors and type of construction etc.)		***School building, one floor, timber frame construction.***	
	Automatic (smoke / heat detection)	✓				

IDENTIFY FIRE HAZARDS

Sources of Ignition	Sources of Fuel	Sources of Oxygen
Gas fired boilers , faulty electrical appliances, misuse of electrical appliances, fixed electrical wiring installation, arson, smokers materials, naked flames, contractors undertaking hot work, cooking equipment, portable / fixed heaters, science demonstrations/practical	*Furniture and furnishings, packaging, paper, card and books etc.* piped gas supply, flammable liquids / chemicals, aerosols, gas cylinders /cartridges, *waste, wood dust / shavings etc. shredded paper Props, scenery, stage curtains foam filled equipment such as gym mats (These will burn rapidly, liberate hazardous gases and deplete oxygen quicker than other burning items)*	*N/A*

IDENTIFY PEOPLE AT RISK

People At Risk:	*Employees, non-employees such as temporary staff, contractors, visitors, members of the public, children, residents and service users*	**Detail those at particular risk**	***Sleeping Occupants: Disabled occupants:*** *(include visual, hearing, mobility, learning disabilities etc.)*	**Approx maximum no of persons on site at any one time**	**Employees: 20** **Pupils: 90**
				Occupant Capacity[1]	**Hall Canteen: 150**

FIRE LOSS EXPERIENCE
Old manor house building which was part occupied lost to fire previously. *External changing room area/cricket pavilion lost to fire.*

1. SOURCES OF IGNITION (Check, inspect and control)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
1.1	**Naked flames / hot works**	• Any activities involving use of naked flames (including curricular in secondary DT and science) supervised and strictly controlled by staff. • Naked flames risks arising from contractors work subject to hot work permit. • Any 'hot works' areas are checked an hour after work is completed for smouldering. • Appropriate fire fighting equipment is available close to work **(see section 6)** • Undertaken only by those who are trained and competent • No combustible materials in vicinity • Equipment inspected regularly	None. Procedures in place.			
1.2	**Fixed / portable heaters**	• Use of more hazardous type e.g. radiant bar heaters, LPG avoided. • Located away from items that will burn, e.g. not close to coat racks. No items are stored on or above them and they are not used for drying clothing. • Heaters are not left on overnight, timer switch devices may be used to control this. • Maintenance and servicing of heaters is undertaken in line with the manufacturers recommendations. • All portable heaters are turned off when not in use or when the room is unoccupied.	None. Procedures in place.			

1. SOURCES OF IGNITION (Check, inspect and control)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
1.3	**Hot processes, cooking**	• Only competent persons are allowed into kitchen areas • Extraction filters are changed and ducting is cleaned regularly. ***(specify frequency)*** • Deep fat fryers, ovens, grills etc kept clean of oils and grease • Programme of electrical and mechanical maintenance in place • Cooking oil is stored appropriately and waste oil is collected regularly	None. Procedures in place.			
1.4	**Kiln use**	• Located in separate room / area. • 30 min fire resisting construction **AND/ OR** automatic fire detection provided **(see section 4)** • No combustible materials in vicinity. • Clear circulation space maintained (450mm) at all times. • Inspected regularly by competent contractor. **Date of last service:** • Fired only by those who are trained and competent, students use under close supervision	None on site.			
1.5	**Boilers**	• Boilers are serviced annually by a competent contractor **Date of last service:** • The boiler room is kept clear of all combustible storage • Access to the boiler room is restricted to authorised staff	None. Procedures in place.			
1.6	**Faulty, damaged or misused electrical equipment**	• Visual check of equipment by staff before use / issue to pupils. Any damaged or defective electrical equipment taken out of service and removed from the area for repair or disposal. • Portable appliance testing undertaken at interval suitable for type of equipment and frequency of use by a competent person. • Any additional electrical appliances brought on to site by staff included in inspection/ testing regime. • Staff to ensure sockets not overloaded and minimise use of extension leads. (Daisy chaining of extension leads to be avoided)	None. Procedures in place.			

1. SOURCES OF IGNITION (Check, inspect and control)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
1.7	**Electrical installation**	• Fixed wire test conducted every 5 years by a competent contractor (alternatively 20% test and inspection annually) **Date of last inspection :** • Programme of remedial works arising from test recommendations • Any damage noticed to sockets is reported and communicated to site manager. • Access to electrical equipment/switchgear restricted to authorised personnel (e.g. contractors) • Plant rooms are free of all combustible storage	None. Procedures in place.			
1.8	**Smoking**	• There is a 'No Smoking' policy in place on the site, smokers are directed to designated smoking areas away from combustibles	None. Procedures in place.			
1.9	**Arson**	• Arson audit conducted by Herts Fire and Rescue Service ***(insert date)*** • Fire loading in close proximity to premises kept to a minimum, external stores adequate distance from building. • Shrubs/trees kept to a minimum around school buildings *Detail any specific security measures in place e.g.* • Clear signage externally to ensure adequate visitor control to the site. • All visitors required to sign in / wear badges. • Staffed reception area / controlled access. • Number of entrance points to the building minimised • Use of CCTV • Site secured when unoccupied, school gates locked out of hours. • Fencing maintained in good condition (min 1.8M high) • Intruder alarm in place- full and monitored by alarm monitoring station. • School watch / neighbours encouraged to be vigilant and report suspicious behaviour.	CCTV in place.			

1. SOURCES OF IGNITION (Check, inspect and control)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
1.10	**Science Practicals**	• Guidance in CLEAPSS Hazcards and lab handbook followed • Appropriate supervision of students by qualified science teachers.	None. Procedures in place.			

2. SOURCES OF FUEL (Remove, reduce and control)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
2.1	**Piped gas supplies**	• All gas appliances serviced on an annual basis by a gas safety registered contractor ***(insert date)*** • Gas isolation points clearly signed / accessible, under control of teachers in teaching areas. • No unauthorised access to laboratories / workshops unless under supervision of specialist teaching staff.	None. Procedures in place.			
2.2	**Flammable liquids and flammable chemicals e.g. cleaning products, aerosols**	• Flammable liquids are kept to a minimum on the premises (Maximum of 50L of Highly flammable liquids stored in a workroom). • Stored in clearly labelled, original containers in a lockable metal cabinet or store having 30 min fire resistance. • Store located outside of immediate work area and away from fire escape route. • Good ventilation ensured when flammable / volatile liquids are used. • Procedures for spillage in place • Annual inventory / stock check conducted • Unwanted chemicals disposed of via licensed contractor • CLEAPSS advice followed for storage and segregation of chemicals within science / DT • No unauthorised access to laboratories / prep rooms.	None. Procedures in place.			

2. SOURCES OF FUEL (Remove, reduce and control)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
2.3	**General storage of items which will burn (combustibles) e.g. paper, furniture, textiles, soft furnishings, christmas decorations,**	• All combustible items are stored away from sources of ignition and heat. No storage in plant / boiler rooms • Storage of materials near to electrical switchgear is avoided. Site manager monitors areas for unauthorised storage. • Storage is in designated (secure) areas and kept to a minimum, regular archiving of filing offsite. • Regular housekeeping is undertaken to ensure that unwanted or unused items are not stored on the premises • All upholstered furniture, soft furnishings and textiles meet recognised fire performance standards. Hall / drama studio curtains fire resistant.[2] • Voile panels, curtains, drapes etc. hung from ceilings kept to a minimum, • Where possible cloakrooms are separated from general circulation spaces (consider use of non-combustible lockers to store personal items /clothing). • Props / scenery –only materials which are not combustible to be permanently stored on/under open stage.	None. Procedures in place.			
2.4	**Storage and management of waste on the premises**	• Waste bins inside the premises are emptied regularly, ideally on a daily basis. • Waste storage is kept to a minimum, recycling or waste collection undertaken regularly. Where necessary specialist waste contractors are employed, e.g. for chemical waste • Waste is stored away from buildings, in a locked or gated area to reduce the likelihood of arson occurring. • Skips are lidded / sited as far from building as possible (ideally 6 metres)	None. Procedures in place.			

[2] Be aware that washing or dry cleaning fabrics which were fire retardant can reduce the fire retardant ability and they may need to be retreated.

2. SOURCES OF FUEL (Remove, reduce and control)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
2.5	**Flammable gases, e.g. LPG in tanks or cylinders**	• Minimal amount of gas cylinders stored on site- location marked on school plan. • Cylinders in use stored chained upright / on trolley away from exit routes and combustible materials. • Cylinders stored appropriately, ideally in an external, well ventilated and lockable area/enclosure. Away from flammable liquids, oil and oxidising agents. • Appropriate signage to main entrance door to block and door to room where stored e.g. 'compressed gas', 'highly flammable' • **LPG** tanks are inspected and maintained by a competent person in line with HSE guidelines. • Maximum for storage internally of 15Kg. • **Acetylene** - notify fire and rescue of the location of any acetylene cylinders on site and display appropriate signage. (as outlined above) .	None on site.			
2.6	**Laundry filters**	• Filters in tumble dryers are cleaned of any lint regularly, ideally before each use.	None. Procedures in place.			
2.7	**General Housekeeping on the premises**	• General housekeeping is undertaken on a daily basis and the premises is kept tidy • Fire escape routes and exit doors are not used for storing waste materials	None. Procedures in place.			
2.8	**Foam filled equipment (PE mats etc.)**	• Gym mats are made of combustion modified foam. • To reduce potential fire spread mats are stored flat on top of one another. • Always put away after use • Stored in a locked area away from ignition sources and evacuation routes	None. Procedures in place.			

3. SOURCES OF OXYGEN (reduce)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
3.1	**Fresh air and mechanical ventilation**	• All windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas fired equipment) are closed, particularly out of working hours. • Air conditioning is automatically shut down at the end of the day and is regularly serviced	None. Procedures in place.			
3.2	**Oxidising materials**	• Minimal amount stored on site • Oxidising materials are not stored near to any heat source or flammable materials. (Check COSHH assessments, hazard symbol and/or product data to identify oxidising materials).	None. Procedures in place.			
3.3	**Oxygen cylinders**	• Minimal amount stored on site, secured to prevent them falling over and away from exit routes. . • Appropriate signage to room where stored e.g. 'compressed gas'. • Inform fire and rescue if oxygen is used on the premises.	None on site.			

4. STRUCTURAL FEATURES (Control fire spread)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
4.1	**Suspended ceilings on the premises**	• Areas with suspended ceilings are separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions continue to the main structure of the building (i.e. to the underside of the floor slab above leaving no gap in the ceiling void through which fire could spread).	None. Procedures in place.			

4. STRUCTURAL FEATURES (Control fire spread)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
4.2	**Voids**	• Voids (including roof voids) should not be used for the storage of combustible materials. *Where such storage is in lofts etc. automatic detection should be considered in that area.* • Voids should be either sealed off or kept entirely open to allow easy access for inspection and the removal of combustible materials • If services (e.g. electric cables etc.) are present in the void, fire detection may be required in particular where there is a deep ceiling void (above 800mm).	None. Procedures in place.			
4.3	**Holes in the ceiling, partition walls around pipe work and cables.**	• Visual inspection of building for any damage and monitoring of all recently conducted work which may have made holes in walls or damaged any fire resistant wall/ceiling linings? E.g. cable / pipe work installations etc. • Any defects / damage reported (All holes or voids must be filled to help prevent the spread of fire)	None. Procedures in place.			
4.4	**Ventilation / aircon systems**	• As far as can be ascertained fire dampers are provided to protect critical means of escape from fire and smoke in the early stages of a fire. *Ventilation and air conditioning systems can provide a path for smoke and fire spread. This is of particular importance where there are sleeping risks.*	None. Procedures in place.			

4. STRUCTURAL FEATURES (Control fire spread)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
4.5	**Combustible materials covering substantial areas of walls or ceilings**	• In escape routes combustible wall / ceiling linings e.g. large areas of chipboard or hardboard walls or ceilings or also synthetic wall or ceiling coverings such a polystyrene tiles should be avoided • No displays / drapes etc in close proximity to heat sources • Displays within escape corridors and circulation spaces to be kept to a minimum. (transparent covers can be used to hold it in place) • Notice boards should not be more than 3m wide, and there should be a gap between notice boards on the same wall of at least 1m. • No displays down stairways which are part of escape routes or where there is only one direction of escape.	None. Procedures in place.			
4.6	**Corridors of extended length (> 30M)**	• Cross corridor doors / construction (30 min fire resisting) required to separate into sub-compartments and limit spread of fire and smoke. • Automatic fire detection may also be provided as a compensating feature	None. Procedures in place.			
4.7	**Dead end areas/ corridors and stairwells where escape can be made in one direction only [3]**	• With a single direction exit, travel distance to a place of relative safety i.e. a protected staircase or ultimate safety (outside) must be limited to a maximum of 18M in a normal fire risk area. (in higher risk areas this distance is reduced to 12M and where there is sleeping accommodation 9M in a bedroom / higher risk area) • These routes require that all construction (walls, glazing and doors are 30 min fire resisting, all doors to be fitted with self closures. **AND/ OR** automatic fire detection may also be provided as a compensating feature in dead end escape. Such proposals must be subject to approval by the fire authority. •	None. Procedures in place.			

[3] **Dead corridors and protected stairwells**:- These should be considered a high priority area which in the event of a fire must be adequately protected in order not to compromise the escape of occupants on upper floors and may require and may require a way of providing early detection .

4. STRUCTURAL FEATURES (Control fire spread)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
4.8	**Protected stairwells [3]**	• All construction (walls, glazing) is 30 min fire resisting • All doors opening onto the stairwell 30 min fire resisting and self closing. • Where there are two or more protected stairways, the routes to final exits should be separated by fire-resisting construction in order that one fire cannot affect multiple escape routes at the same time. •	None. Procedures in place.			
4.9	**Fire resistant glazing**	• Glazing within internal fire doors, transom windows above such doors and surrounding panels need to be fire resistant (e.g. Georgian wired or etched to confirm its fire resisting standard[4]) *In circumstances such as those described in 4.5- 4.7 dead end corridors / single direction of travel, protected stairways and cross corridor doors fire resistant glazing is required and thus where clear glazing is fitted and no etching is evident this should be replaced as its fire resistance cannot be confirmed.*	None. Procedures in place.			
4.10	**Inner rooms**	• Vision panel in place between the inner and outer room. And / or • Automatic smoke detection in the outer room. • Maximum of 60 people using an inner room. • Outer room is not an area of high fire risk. • Travel distance from any point in inner room to the exit from the outer room must be limited to a maximum of 18M.	None. Procedures in place.			

[4] Fire resisting glass may be acid etched identifying BS 476:Part 22 and/or a trade name such as Pyrodur, Pyroguard, Fivestar, Pyroswiss, Pyroshield, Pyran S, Sureglaze Clear / Wired, Sureglaze Insulate, Pyrobelite, Pyrostop

4. STRUCTURAL FEATURES (Control fire spread)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
4.11	**Lightning protection**	• Do the premises have a lightning protection system? (if 'yes' give details of maintenance and inspections, to assess the adequacy of earthing, evidence of corrosion and alterations to structure, undertaken by a competent person, every 11 months)	None on site.			

5. FIRE DETECTION AND WARNING (Alerting building occupants)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
5.1	**How is the alarm raised?**	*Give details of alarm system and extent of any automatic detection E.g.* *Manual alarm system to BS 5389 activated by break glass call points.* *All exits to buildings are provided with manual call points that are unobstructed and clearly visible.* *Automatic detection (L4/L5 system) in place only within new build area.* *Detail if the alarm has a battery back up power supply or is mains powered only (Your alarm contractor will be able to confirm).* *Detail any interface between fire alarm system and other systems e.g. smoke control systems, release for electronically locked or held open doors etc.* • Main panel located in (main corridor) ensure zone chart in place next to panel(s) if not fully addressable.	*Fire alarms which are mains powered only without battery back up do not meet current British Standards. School to plan for replacement and in the interim ensure there is an alternative system in place to raise an alarm in the event of a power failure. This may require bringing everyone to a central location for a short duration or find an alternative way to easily raise the alarm throughout the building, such as using whistles or air horns, combined with suitably trained staff may be acceptable for short periods of time.* *Automatic detection may be needed if the building has areas which are unoccupied in which a fire could develop unnoticed and affect escape routes before the fire is discovered, It can also be used as a compensating feature for inadequate structural fire protection (see section 4).*			
5.2	**Are there places where the alarm might not be heard?**	• Fixed time for weekly alarm test when school is adequately occupied to ensure staff are able to identify any areas of the building where the alarm cannot be adequately heard • Audibility reviewed during termly drills.	None. Procedures in place.			

5. FIRE DETECTION AND WARNING (Alerting building occupants)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
5.3	**Awareness of staff and visitors**	• Staff initially advised of the fire procedure and how to raise alarm at induction, this process is carried out on the first day in the building and is recorded. • Visitors to the building are given some guidance on what to do in the event of an evacuation. • School procedures posted in classrooms and fire action notices are completed and posted by each break glass callpoint.	None. Procedures in place.			
5.4	**Testing of the fire alarm**	• A weekly call point test cycle takes place (testing different call point each week) so that each call point is tested over time. • Call points are numerated to aid identification and ensure regular testing • These tests are recorded and any defects reported. • Weekly check also ensures any doors linked to the alarm are releasing. (e.g. electronic locks release automatically **see 7.7 and 7.8**)	None. Procedures in place.			
5.5	**Testing of heat and smoke detectors**	• 'Domestic' smoke detectors are checked and tested on a weekly basis by a nominated person. These tests are recorded and any defects reported. • Automatic detection (heat and/ or smoke) are installed in 'higher risk' areas e.g. kitchens, plant rooms, electrical intakes, server rooms and unoccupied areas e.g. basements etc. These are maintained and serviced regularly by (detail contractor and cycle). • Inspection / maintenance records kept in fire log book.	None. Procedures in place.			
5.6	**Alarm system servicing**	• The alarm system is serviced by a competent contractor (12 monthly requirement for 240V, mains only systems, 6 monthly requirement where there is a battery back up) though some contracts may specify a more frequent arrangement.	None. Procedures in place.			

6. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
6.1	**Fire equipment on the premises is identified (e.g. extinguishers, blankets, escape aids etc)**	• A comprehensive list is kept in the fire log book. • All fire fighting equipment marked on school plan.	None. Procedures in place.			
6.2	**Location and suitability of fire fighting equipment**	• There are a minimum of 2 extinguishers per floor with a combined rating of at least 26A (unless it is an upper floor of less then 100m^2)[5] (sited so that no person need travel more than 30 metres to reach an extinguisher) • Sufficient extinguisher types appropriate for local risks : CO2 for electrical risks, powder in plant rooms *(note dry powder extinguishers can react with some swimming pool chemicals i.e. Fi-Clor (trichloroisocyanuric acid) and Calcium hypochlorite.* • Extinguishers are fixed near exit doors and at appropriate heights. • All fire fighting equipment. is conspicuous and not blocked or obscured. Signs are displayed where equipment is hidden from direct view (e.g. hose reel in cupboard, extinguisher in an alcove). • Where full body colour extinguishers (BS5423) are still in use, correct fire fighting equipment safety signs are posted above the extinguisher.	None. Procedures in place.			

[5] Extinguishers for use on class A fires (such as paper, wood, textiles etc) are 'rated' on their ability to extinguish test fires. This rating can be found on the extinguisher label, e.g. 13A, 21A etc. As a rule of thumb one 13A extinguisher covers 200 square metres of floor area. The British Standard BS 5306 contains the following method for calculating the number of class A extinguishers.

Floor area (m^2) x 0.065 divided by the extinguisher rating. So for a floor area of 1250 m^2 1250 x 0.065 =81.25 , 7x 13A extinguishers or 4 x 21A extinguishers.

6. FIRE FIGHTING EQUIPMENT (Sufficient & appropriate, check and inspect)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
6.3	**Inspection and testing of fire fighting equipment**	• Weekly check is undertaken to ensure extinguishers are in the correct location and not tampered with. • Extinguishers are inspected annually by a competent engineer. Inspection details are kept in the fire log book and inspection date written on the back of each extinguisher.	None. Procedures in place.			
6.4	**Hose reels (where applicable)**	• Inspected annually by a competent engineer. Records kept in the fire log book. *NB – consider removal of fire hose reels and replacement with extinguishers.* • Any hose reels on the premises are identified by correct signage and maintained as appropriate	None. Procedures in place.			
6.5	**Fire mains and hydrants** hose attachment points for the fire service) **(where applicable on site)**	• Tested annually by the fire service. Records should be kept in the fire log book. • Dry and wet risers are labelled 'dry riser' or wet riser' as appropriate.	None. Procedures in place.			
6.6	**Fire blankets (where applicable)**	• Light duty blankets are located in kitchen areas, laboratories, DT heat bay and food tech areas where a risk of clothing fire exists.	None. Procedures in place.			
6.7	**Automatic fire extinguishing systems (sprinklers)**	*Detail any automatic fire extinguisher systems such as sprinkler systems and any weekly testing and periodic inspection requirements for these.*	None on site.			

7. MEANS OF ESCAPE AND ESCAPE TIMES						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
7.1	**Fire drills**	• Regular fire drills are undertaken (termly in schools) *False alarms can be counted as fire drills.* • Fire drills are recorded and formally reviewed to identify any learning points. Any actions followed up and communicated to staff.	None. Procedures in place.			
7.2	**Nominated person/s**	• Nominated person/persons in charge in the event of a fire alarm activation identified in the local H&S Policy and fire procedures. *A deputy should also be identified to cover in the event of holidays etc*. • For larger sites fire wardens / marshals can play a useful role in sweeping areas of the building to ensure they have been evacuated. To be identified in the site evacuation procedure with responsibility for specific areas and instruction given.	None. Procedures in place.			
7.3	**Means of escape**	• Adequate means of escape available from all parts of the building[6]. No fire evacuation route requires exit from a low risk area through a higher fire risk route e.g. from an office via the kitchen. • Escape routes are available which lead in different directions to places of safety (i.e. a place beyond the building in which a person is no longer in danger). • For out of hours use where only part of the building may be used ensure adequate routes are still maintained. • Stairways, corridors and circulation spaces used as escape routes unobstructed and free from storage and ignition risks. • **External fire escape stairs** need to be protected from the effects of fire along their entire length (Doors, windows (except toilet windows) and walls within 1.8m horizontally and 9m vertically should be fire resisting and windows fixed shut and doors fitted with self closing devices). • **Roof exits:** Any doors, windows, roof lights and ducting	None. Procedures in place.			

[6] DCLG advice : In particular if there are areas where there are more than 60 people there should be 2 exit routes available.
In schools with a 2 storey block, ground and first floor and only a single stairway the first floor must accommodate no more than 120 people (student and teachers), the furthest point on each floor to the storey exit must be within minimum trvel distance (see 4.6) and stairway protected by a protected lobby or corridor.

7. MEANS OF ESCAPE AND ESCAPE TIMES						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
		within 3m of escape route should be fire resisting. Route across roof should lead to a storey exit or external exit route, route should be adequately protected.				
7.4	**Evacuation times**	• Escape routes are short enough to enable all people in the building to get to a place of safety, outside the building in about two to three minutes.	None. Procedures in place.			
7.5	**Evacuation of staff and visitors (day & night)**	• Written fire procedures are available and regularly reviewed (at least annually). • Emergency procedures provided to all hirers. • Are there / should there be specific fire procedures in place reflecting evacuation in circumstances such as public examinations, use of swimming pool, communication with other services on site (children's centre etc.) • Lighting is adequate, especially during the night and in the winter months. • Emergency lighting available where building used outside of ambient daylight hours. **(see 8.3)** • Any individual needs to ensure safe evacuation from the building are identified in service users health / support plans and PEEP's for members of staff.	None. Procedures in place.			
7.6	**Refuge/safe areas** a place of reasonable safety in which disabled people can wait for assistance to evacuate the building	• If applicable / required refuge areas identified and provided with their own means of escape and a means of communication, e.g. 'intercom, telephone etc. • Individuals would not be left alone in refuge areas. *N.B. Fire refuge must lead directly to, or be within, a fire resisting escape route. Often this is a fire protected stairwell leading to a fire exit.* ***You cannot assume that the fire Service will evacuate those left in the refuge. These are temporary waiting areas and the site must be able to evacuate everyone if required.***	None. Procedures in place.			
7.7	**Fire exit doors**	• Fire exit doors are checked daily as part of routine opening up procedures to ensure that they work properly and are free from obstruction.	None. Procedures in place.			

7. MEANS OF ESCAPE AND ESCAPE TIMES						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
		• Fire exits easily openable in one operation without the need for a key or code. • Where electromechanical locks are present these are fitted with a manual override such as a push bar, push pad or lever handle. *If these do not rely on a spring mechanism to return the lock, fail safe open and are not affected by pressure they must be linked to the fire alarm system.* • All electromagnetic devices must be linked to the fire alarm system and de-energise upon activation / loss of power. • Exit doors open in direction of travel (where it might be expected that over 60 people would use the door in the event of a fire) *Where premises are used outside of 'normal hours' (e.g. lettings / extended use) ensure all relevant escape routes remain open.*				
7.8	**Internal fire doors**	• Where required to separate the building into sub-compartments / to provide fire protection in the case of stairwells, single directional exit routes etc. All fire doors are identifiable with signage and fitted with self closures • Fire doors are kept closed at all times. *May be left open for short periods in exceptional circumstances, as long as they are closed as soon as possible afterwards.* • Fire doors are always closed at night • Fire doors with electronic closures or electromagnetic hold open devices may be left open as they will close automatically on actuation of the alarm. Automatic closing doors are tested weekly during the alarm test.[7] • Fire doors close properly and have no damage. Where damage is identified this is recorded and passed to the relevant persons for repair.	None. Procedures in place.			

[7] Electromagnetic hold open devices are only acceptable on fire doors protecting escape routes when installed in conjunction with automatic fire detection on either side of the fire door.

7. MEANS OF ESCAPE AND ESCAPE TIMES						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
7.9	**Evacuation chairs**	• Evacuation chairs are provided where staff / service users with mobility difficulties access upper floors. • A sufficient number of staff are trained in their use	None. Procedures in place.			

8. SIGNAGE & LIGHTING						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
8.1	**Fire signage**	• All final fire exit doors / routes are clearly marked with a green pictogram/graphic symbol (the 'running person' symbol BS5449). *Text only signage no longer acceptable* • Signs stating 'lifts must not be used in the event of a fire' are posted outside lifts unless it is a specifically designed 'fire fighting lift' • All signs are located in positions where they can be clearly seen (no signage obscured by curtains etc.)	None. Procedures in place.			
8.2	**Fire assembly points**	• All those using the building are aware of the location of fire assembly points • Fire assembly points are located in a safe area and are clearly signed (away from the building so as to avoid breaking glass etc and would no be in the way of access for the fire brigade) • For multiple assembly point a means of communication between these is in place	None. Procedures in place.			
8.3	**Lighting on fire escape routes**	• All escape routes are sufficiently lit for people to see their way out safely*. Emergency lighting may be needed if areas of the workplace are without natural daylight or street lights outside and are used at night.* • Emergency lighting is sited so that it will illuminate escape routes. (It may also be sited at intersections of corridors, outside each final exit door and on external escape routes, flights of stairs, fire alarm call points, fire exit signs, changes in floor level and above fire fighting equipment)	None. Procedures in place.			

8. SIGNAGE & LIGHTING						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
8.4	**Emergency lighting**	• Daily checks are made to ensure that the 'green' light is on in the lighting units • Emergency lighting units are checked monthly and a record kept in the fire log book. • A full discharge test and certification of the emergency lighting is carried out annually.	None. Procedures in place.			

9. PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
9.1	**Local emergency evacuation plan in place**	• There is a plan for raising the alarm, evacuating the building and calling the Fire & Rescue Service. • Visitors, contractors and members of the public are considered as part of the plan. (Where building has sleeping risks then *Evacuation procedures can vary depending on the type of building, occupancy and use – if in doubt about suitability of arrangements contact the H&S team)* • All fire assembly points are suitable clearly identified • Fire action notices are in place and up to date. In general fire action notices should be posted next to all fire alarm call points. • Personal Emergency Evacuation Plans (PEEPs) are in place where required and are reviewed regularly with individual concerns and/or if situations change. • Fire drills are formally reviewed to identify problems encountered and any further actions required. • Access route for emergency vehicles available and kept clear.	None. Procedures in place.			

9. PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)						
		What are you already doing?	**What further action is necessary?**	**Action by who?**	**Action by when?**	**Done**
9.2	**Training and/or instruction on evacuation arrangements for all staff**	• New employees receive instruction on the action to take in the event of a fire at their induction on their first day of employment • Existing employees receive refresher training (via fire drills) and/or instruction on what to do in the event of a fire e.g. through team meetings. • Where the site is shared with another employer / occupier employees of that organisation are given appropriate information and instruction on fire procedures.	None. Procedures in place.			
9.3	**Specialist training in the event of an emergency for relevant staff**	• Adequate numbers of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave etc) e.g. fire wardens/marshals aiding people with mobility impairments (Buddy system under PEEPs). • Fire wardens/marshals are fully trained in their duties and responsibilities and this training is refreshed as necessary .There are an adequate number of personnel able to use extinguishers or other fire fighting equipment.	None. Procedures in place.			
9.4	**Building use and group needs**	• Any individual needs to ensure safe evacuation from the building are identified in service users health / support plans and PEEP's for members of staff. • Consideration given to number and range of those with disabilities likely to be in the building at any one time. Adequate staff and equipment in place to effect evacuation	None. Procedures in place.			

Definition of some misunderstood terms used in fire risk assessment	
Dead End Corridor	This where there is only one available escape route and therefore it is essential that the route is protected so that people are able to pass any rooms containing fires.
Fire Door	A door or shutter, together with its frame and furniture which when closed is intended to restrict the passage of fire and / or smoke, and is fire resisting normally for a period of at least 30 minutes, although doors providing fire resistance for longer periods are also available.
Fire Exit Door	A final exit door from a building where people can continue to move away to a safe distance in safety and where they are no longer in danger for fire and/or smoke. They should be easily openable in one operation without the use of a key or code.
Protected Stairwell	A stairwell which is used as an escape route which is protected from the rest of the building by fire resisting materials, including fire doors, fire resisting glass and other materials. These stairs will be essential in enabling people to reach fire exits normally located on the ground floor and must be protected at all times.
Protected Route	An escape route which is adequately protected from the rest of the building by fire resisting materials, including fire doors, fire resistant glass and other materials.
Refuge Area	A place of reasonable safety in which a person requiring assistance can rest / wait for assistance before reaching a place of total safety. It should lead directly to a fire resisting escape route.
Intumescent materials	These are materials which swell when heated, and assist in reducing the passage of air. However, they are not effective at preventing smoke in the early stages of a fire. These are often found on the edges of fire doors, but are also used in a number of other ways such as intumescent air vents, sealants, etc.
Inner Room	A room from which escape is only possible by passing through another room (the access room) in order to reach the escape route. A fire in this area will prevent escape unless there is a method for identifying the fire quickly.
Place of total safety	A place away from the premises, in which people are at no immediate danger from the effects of a fire.
Place of reasonable safety	A place within a building where, for a limited time, people will have some protection from the effects of fire and smoke. This place, usually a corridor or stairway, will normally have a minimum of 30 minutes fire resistance and allow people to continue their escape to a place of total safety.