


REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment

Premises	BURTON GREEN CE Primary School, Hob Lane CV8 1QB
UPRN	5036
Date of this FRA	08/10/2015
Date of review	05/11/19
Photograph	

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. This Fire Risk Assessment (FRA) will record significant findings as identified by WCC's competent fire risk assessor. The review of the assessment has been carried out by the school's Head Teacher Andrew Morris and the school's competent health and safety advisor; Andrea Burrows, CMIOSH, YMD Boon Ltd.

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1. PREMISES INFORMATION

UPRN	5036	Details of other areas if part of a multi-occupied building	NONE – Single occupancy
Premises name:	Burton Green	Occupancy Details	
Address	Hob Lane, BURTON GREEN, Kenilworth, CV8 1QB	Approximate number of occupants (max) Adults Children	Adults: 40 Children: 102 pupils 4-11 yrs Maximum occupancy with Parents – 288 Approx
Brief description of building construction: <i>(To include various uses of the buildings and site; type of structure and construction etc.)</i>	Brick built traditional single storey school with a pitched tiled roof. The building was extended in 2011. There is a wooden structure in the playground at the rear of the building which is used as a classroom.	Number of employees at any one time (approx)	19 staff plus 6(approx) volunteers (Teachers/ classroom assistants/ Admin / Kitchen staff/Care Taker / Cleaners)
		Number of Members of the public at any one time (approx)	15 (depending upon time of day)
Use of the premises: <i>(To include building usage, numbers of occupants; opening hours etc.)</i>	Primary School	Times of occupation	7am – 6pm (including care taker working hours)
The building's total number of stories:	Main School building – Ground Floor only	Number of sleeping occupants	None – N/A
Number of storeys under the control of the responsible person <i>i.e. leased for your business, if applicable.</i>	All floors are under the control of the responsible person	Number of disabled occupants	No PEEP's currently in place, one PEEP is required
Total building floor area (m2)	673 m2	Number of occupants in remote areas/lone workers (e.g. Cleaners)	1 Caretaker
Floor area under the control of the responsible person (m2)	632 m2	Others – Contractors	Occasional

1. PREMISES INFORMATION

Responsible Person:	Mr Andrew Morris (Head Teacher)	Name of Assessor	Andrea Burrows (Arnie) Ymd Boon Ltd Andrew Morris, Head Teacher
Office Address	Hob Lane, BURTON GREEN, Kenilworth, CV8 1QB	Contact Details	YMD Boon Ltd 07960 621980
		Competence of Assessor	25 years health and safety experience Chartered membership of IOSH
		Assessor's signature	A. Burrows
Contact Number	02476 464130	Date Assessment review	05.11.19
Email Address	head3588@we-learn.com		
Date of Previous Fire Risk Assessment	January 2015 by WCC	(This fire risk assessment should be reviewed annually by the Site Responsible Person or sooner if there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates. Complete the detail in review log below)	

Review Details

Review Date	05/11/19	Responsible person	A. Burrows/A. Morris	Signature	A. Burrows
Review Date		Responsible person		Signature	
Review Date		Responsible person		Signature	

1. PREMISES INFORMATION

Ref No.	Room No	Details of recommended occupancy for any function rooms / assembly areas (areas intended to be occupied by more than 60 people e.g. School Halls)
23.0	Hall	<p>Only the Assembly Hall would be occupied by more than 60 persons.</p> <p>The recommended maximum occupancy for the main hall is 288 persons. This capacity does not apply to lunch times where there are large numbers of table and chairs in use.</p> <p>The numbers and widths of the escape routes in the hall are considered to be suitable and sufficient for the maximum recommended occupancy.</p>

2. REMEDIAL ACTION PLANS

Action Plan – Building/ Corporate							
Ref No.	Room No	Observation	Remedial action/s required Example for level of detail	Priority based on risk level	To be Completed by DD/MM/YY and responsible officer	Date completed DD/MM/YY	Verified by name
21.2	All	Records of the annual service of the fire alarm systems not seen during the assessment.	The Fire detection and alarm system service records to be reviewed on Atlas and ensure the last service was completed in the last 12 months.	2	12/10/18		
21.4	All	No records of annual Emergency lighting service carrying out.	The Emergency lighting service records to be reviewed on Atlas and ensure the last service was completed in the last 12 months.	2	12/10/18		

Action Plan - Local Management

Ref no.	Room No	Deficiency	Remedial action/s required	Priority based on risk level	To be Completed by DD/MM/YY and responsible officer	Date completed DD/MM/YY	Verified by name
5.1		Combustible materials stored on and around microwave in staff room.	The microwave to be kept free from combustibles and inspected during health and safety inspections.	4	<i>On going</i>		
7.2		Combustible materials not separated from ignition source in the storeroom.	<p>Improvement to housekeeping required in the electrical cupboard/stock cupboard off the main reception area.</p> <p>Combustible materials to be removed from around the Electrical panel and ensure area is reviewed during health and safety inspections.</p> <p>Confirm that the smoke detector in the stock room is tested weekly and that a schedule for replacing the batteries is in place. Maintain records.</p>	4	<i>On going</i>		
7.4		Inappropriate storage of hazardous materials in the electrical cupboard in a classroom.	The paint tins to be removed and ensure they are stored appropriately in a locked room or dispose of them if not required.	4	<i>Complete</i>		

12.10		All fire doors were found to free from defects. Some fire doors were found to be propped open.	Confirm that systems are in place to ensure that all fire doors are closed upon exit of the area.	4			
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Action Plan - Local Management

Ref no.	Room No	Deficiency	Remedial action/s required	Priority based on risk level	To be Completed by DD/MM/YY and responsible officer	Date completed DD/MM/YY	Verified by name
14.1	Through out the school	During the assessment is was considered that not all fire directional signage is correct.	Upon decoration upgrade the fire dire directional signage	4			
19.11	All	Formal fire safety and fire marshal was not found to be up to date.	Organise for fire safety and fire marshal training to be delivered.	4			

3. EVALUATION OF RISK

Evaluation of Risk

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Severity (Potential consequences of fire)		
	Slight harm 1	Moderate harm 2	Extreme harm 3
Low 1	1 - Trivial risk	2 - Tolerable risk	3 - Moderate risk
Medium 2	2 - Tolerable risk	4 - Moderate risk	6 - Substantial risk
High 3	3 - Moderate risk	6 - Substantial risk	9 - Intolerable risk

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 appropriate 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.

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 (other than an occupant sleeping in a room in which a fire occurs).

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

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

Risk level	Risk level numerical	Action and timescale
Trivial	1	No action is required and no detailed records need be kept.
Tolerable	2	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	3-4	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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	6	Considerable resources might have to be allocated to reduce the risk. If the premise is unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied,
Intolerable	9	Premises (or relevant area) should not be occupied until the risk is reduced.

4. HAZARD IDENTIFICATION

In order to identify the significant fire hazards within the premises, this checklist considers the particular fire hazards associated with this type of building. The checklist has been designed to meet the standards required by the Regulatory Reform (Fire Safety) Order 2005). It will assist the site responsible person in managing fire safety within the premises.

Consider each item with due regard to the existing 'control measures', either already inherent within the building fabric design or implemented through the management policy / procedures for the premises. The checklist is not exhaustive and the competent FRA should add to it as they deem necessary so as to ensure all significant findings are recorded.

Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
					L	S	
1.0	ELECTRICAL SOURCES OF IGNITION				L	S	
1.1	Suitable measures taken to prevent fires of electrical origin?	Y	There was evidence of PAT Testing being undertaken.				
1.2	Fixed installation periodically inspected and tested?	Y	The 5 Yearly fixed wire inspection was found to be up to date, the next inspection is due 2020				
1.3	Portable appliance testing (where appropriate) carried out?	Y	The portable electrical items checked were found to have been electrical safety tested.				
1.4	Suitable policy regarding the use of personal electrical appliances?	Y	Staff are not permitted to bring personal electrical equipment onto site, unless they carry an up to date PAT.				
1.5	Suitable limitation of trailing leads and adapters?	Y	At the time of the assessment the use of trailing leads was considered to be adequately managed.				
2.0	SMOKING				L	S	
2.1	Smoking is prohibited	Y	Smoking on site is not permitted.				

2.2	Suitable measures taken to prevent fires as a result of smoking?	Y	There is sufficient signage around the site to reinforce the message that smoking on site is prohibited. No evidence of illicit smoking identified during the assessment.				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
					L	S	
3.0	ARSON				L	S	
3.1	Does basic security against arson by outsiders appear suitable?	Y	There is fencing around the perimeter and gates to the front and side of the ground so that the facility can be secured out of hours. The building has an intruder alarm and security lighting. It was confirmed that to date there is no history of attempted arson attacks.				
3.2	Are the waste storage facilities (e.g. bins/skips) located away from the building, and have appropriate security features?	Y	At the time of the assessment it was consider that waste storage around the whole site was well managed with no waste being stored in close proximity to any of the buildings.				
3.3	Could a potential arsonist gain easy access to site?	N	The current arrangements of security gates, fencing are considered to be reasonable and sufficient.				
3.4	Is there sufficient security on-site? (security lighting, CCTV, Burglar alarm etc)	Y	The main building is alarmed and there is external lighting.				
4.0	PORTABLE HEATERS AND HEATING INSTALLATIONS				L	S	
4.1	Is the use of portable heaters avoided as far as practicable?	Y	One portable heater in the school office, the heater has been PAT. Confirm that systems are in place to ensure that the heater is switched off when the area is not occupied.				
4.2	Are suitable measures taken to minimise the hazard of ignition of combustible materials?	Y	Confirm that items are not stored on heaters. Continually monitor.				

4.3	Are fixed heating installations subject to regular maintenance?	Y	All found to be satisfactory. The 5 yearly fixed installation wiring inspection is not due until 2020.					
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
5.0	COOKING						
5.1	Are suitable measures taken to prevent fires as a result of cooking?	N	<p>The kitchen area off the main hall is a serving area only with washing facilities.</p> <p>There were combustible materials found on and around the microwave in the staff room.</p> <p>Recommendation: The areas on and around the microwave to be kept free from combustibles and inspected during health and safety inspections.</p>		2	2	4
5.2	Filters changed and ductwork cleaned regularly?	N/A	Not applicable				
5.3	Suitable extinguishing appliances available?	Y	There were suitable extinguishing appliances available throughout the site on the day of the assessment.				
6.0	LIGHTNING						
6.1	Does the premise have a lightning protection system?	N/A	The building is not considered to be of significant risk to justify the installation of an LP system.				
7.0	HOUSEKEEPING						

7.1	Is the standard of housekeeping adequate?	Y	During the assessment the housekeeping was found to be of a good standard. Ensure that areas underneath desks are kept clear and free from combustibles.				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
7.2	Combustible materials appear to be separated from ignition sources?	N	Improvement to housekeeping required in the electrical cupboard off the main reception area. Recommendation: Combustible materials to be removed from around the Electrical panel. Review during health and safety inspections.				
7.3	Avoidance of unnecessary accumulation of combustible materials or waste?	Y	On the day of the assessment no issues were identified.				
7.4	Appropriate storage of hazardous materials?	N	All found to be satisfactory				
7.5	Avoidance of inappropriate storage of combustible materials?	Y	On the day of the assessment no issues were identified.				
8.0	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS				L	S	

8.1	Are fire safety conditions imposed on outside contractors?	Y	<p>All contractors are procured and managed by the central DMAT team.</p> <p>Where maintenance works are undertaken on site, the sites responsible person will make sure that contractors are working safely and that adequate fire safety arrangements are in place and being adhered to. In place</p> <p>There should always be a prestart meeting before works are undertaken which will include discussing the arrangements fire safety arrangements. In place</p>			
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
8.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work")?	Y	Where required contractors are responsible for implanting a hot works process. In place				
8.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	N/A	Not applicable.				
9.0	DANGEROUS SUBSTANCES						
9.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Y	No dangerous substances identified on site.				
9.2	If so, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	Not applicable				
10.0	AREA OF ENHANCED RISK OF FIRE						
10.1	As per the DMAT's and school's fire procedures, are there areas within the premise of 'enhanced risk of fire'?	N/A	Not applicable				
11.0	OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS		N/A				

5. FIRE PROTECTION MEASURES

Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
					L	S	
12.0	MEANS OF ESCAPE FROM FIRE						
12.1	Is it considered that the premises are provided with suitable means of escape in case of fire?	Y	The building and the external classroom provided suitable means of escape.				
12.2	Is there adequate design of escape routes?	Y	An adequate evacuation plan was in place and has been updated in January 2016 following the last alterations to the building / site. Upon receipt of the updated FRA, review and update the school's emergency evacuation plan				
12.3	Is there adequate provision of exits?	Y	There were adequate provision of exits seen during the assessment.				
12.4	Exits are easily and immediately openable where necessary?	Y	On the day of the assessment no issues were identified.				
12.5	Fire exits open in direction of escape where necessary?	Y	No issues identified during the assessment				
12.6	Avoidance of sliding or revolving doors as fire exits where necessary?	NA	There are no sliding or revolving doors				
12.7	Satisfactory means for securing exits?	Y	Fire doors are locked during the day and are opened by thumb turn locks or green push button automatic release buttons. One final exit door was found to be locked with a bolt due to security reasons. All members of staff have been made aware and an alternative exit is provided in close proximity, continue to monitor.				

12.8	Suitable distances of travel - Where there is a single direction of travel?	Y	Where there is a single direction of escape travel distances were found to be within 18 meters.				
12.9	Suitable distances of travel - Where there are alternative means of escape?	Y	Where there is an alternative means of escape the travel distances are all within 45 meters.				

Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
12.10	Suitable protection of escape routes?	Y	By management arrangement ensure that the door to the corridors are kept closed when the classrooms are not in use. Ensure that all members of staff are aware of their responsibilities, and that a final check is undertaken at the end of each school day.				
12.11	Suitable fire precautions for all inner rooms?	N/A	There were no inner rooms identified.				
12.12	Escape routes unobstructed?	N	One escape route was found to be partially obstructed. Confirm that all members of staff ensure that all escape routes are fully accessible.				
12.13	Is it considered that the premises are provided with suitable arrangements for means of escape for disabled people?	Y	This has been considered in the evacuation plan. One PEEP is required for a pupil in reception.				

12.14	Is it considered that there is: Suitable limitation of linings that might promote fire spread?	Y	No issues with the linings of the building identified.				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
					L	S	
	MEANS OF ESCAPE FROM FIRE						
12.15	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?	N/A	No dampers identified during assessment				
13.0	EMERGENCY ESCAPE LIGHTING						
13.1	Is there emergency escape lighting provided?	Y	The building is provided with emergency lighting. Inspection and maintenance systems were found to be in place with clear audit trail.				
13.2	Is it of a suitable standard and in appropriate/required locations?	Y	The emergency lighting in the building was consider to be appropriate.				
14.0	FIRE SAFETY SIGNS AND NOTICES						
14.1	Are fire safety signs and notices provided?	N	During the assessment is was considered that some fire direction signage updating. Upon decoration update the identified fire directional signage.				

14.2	Are they of a suitable standard and in appropriate/required locations?	N	See previous comments with reference to up grading the school's fire directional signage.				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
15.0	MEANS OF GIVING WARNING IN CASE OF FIRE						
15.1	Is there a suitable means of giving warning in case of fire? What is it?	Y	<p>A fire alarm system considered to be of a suitable standard with smoke/heat detection in some areas of the building.</p> <p>Although there is some automatic detection, the detection of a fire relies on the manual activation of call points in most areas.</p> <p>Detection of a fire in its early stages providing adequate time to make their escape and raise the fire alarm by braking one of the many manual call points around the perimeter of the building.</p> <p>Additional fire detection is required in the chalet.</p>				
15.2	Is there a suitable standard of automatic fire detection provided throughout premises?	Y	See 15.1				
15.3	Automatic fire detection provided part of premises only?	Y	See 15.1				
15.4	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Y	See 15.1				
15.5	Remote transmission of alarm signals?	N	The procedure is to dial 999.				
16.0	MANUAL FIRE EXTINGUISHING APPLIANCES						
16.1	Suitable provision of portable fire extinguishers?	Y	There were suitable extinguishing appliances available throughout the site on the day of the assessment.				

16.2	Hose reels provided?	N/A	Not Applicable				
16.3	Are all fire extinguishing appliances readily accessible?	Y	No issues found during the assessment.				

Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
					L	S	
17	RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS				L	S	
	Type of system:	N/A	Not applicable – no other systems identified on site.				
	Sprinkler System	N/A	Not applicable				
18	OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT						
	Type of fixed system: Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.	N/A	Not applicable – no other systems identified on site.				

6. MANAGEMENT OF FIRE SAFETY

Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
					L	S	
19.0	PROCEDURES AND ARRANGEMENTS				L	S	
19.1	Is there an assigned site responsible person?	Y	The Head Teacher				
19.2	Competent person(s) are appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions such as fire evacuation specialist roles as well as site responsible person)?	Y	The Head Teacher				

19.3	Is there a suitable record of the fire safety arrangements?	Y	The evacuation plan includes a suitable "shout" procedure for when the external classroom is in use.				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
			<p>The evacuation plan should include changes to staff and responsibilities. Fire evacuation plan drawing of final exits to be updated. Complete</p> <p>Ensure that all copies that are displayed around the building are updated and replaced when the evacuation plan is updated. Complete</p>				
19.4	Appropriate fire procedures in place?	Y	See 19.3				
19.5	Are procedures in the event of fire appropriate and properly documented?	Y	See 19.3				
19.6	Are there suitable arrangements for summoning the fire and rescue service?	Y	On discovery of a fire the Head Teacher will call 999, this is documented in the fire evacuation plan and on the fire evacuation notices.				
19.7	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?	Y	The fire service have access to the WCC Atlas web site so are able to access the latest drawings of the premises.				
19.8	Are there suitable arrangements for ensuring that the premises have been evacuated?	Y	<p>Part of the fire evacuation procedure is to ensure that the rooms are swept by a fire marshal to ensure that they are clear.</p> <p>Confirm that all fire marshals have received required training, and tested their roles.</p>				

19.9	Is there a suitable fire assembly point(s)?	Y	The school's designated fire assembly point is the playground.				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
			This is considered to be suitable as it located a safe distance from the building and any areas of hazardous storage.				
19.10	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Y	Develop a PEEP for the one reception pupil.				
19.11	Persons nominated and trained to use fire extinguishing appliances where appropriate (i.e. in areas of 'enhanced fire risk'?)	N	It was stated during the assessment all staff have had fire training but there were no staff with specific fire marshal training. Recommendation: Key members of staff to complete Fire marshal training which includes the use of fire extinguishers. Provide fire safety refresher training on an annual basis.				
19.12	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N	Upon completion of the PEEP, confirm that staff have received all required information.				
	PROCEDURES AND ARRANGEMENTS cont				L	S	
19.13	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	Y	Detailed in the evacuation plan.				

19.14	Routine in-house inspections of fire precautions (e.g. health and safety inspections)?	Y	Ensure Workplace Health and Safety inspections by WCC staff to be completed at routine intervals. <i>In place (termly)</i>				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
20.0	TRAINING AND DRILLS						
20.1	Are all staff given adequate fire safety instruction and training on induction?	N	See 19.11 for action				
20.2	Are all staff given adequate periodic “refresher training” at suitable intervals?	N	See previous comments with reference to the provision of staff refresher training.				
20.3	Does all staff training provide information, instruction or training on the following:	Y	See 20.2				
20.4	Fire risks in the premises?	Y	See 20.2				
20.5	The fire safety measures on the premises?	Y	See 20.2				
20.6	Action in the event of fire?	Y	See 20.2				
20.7	Action on hearing the fire alarm signal?	Y	See 20.2				
20.8	Method of operation of manual call points?	Y	See 20.2				
20.9	Location and use of fire extinguishers?	Y	See 20.2 and 19.11 for action				

20.10	Means for summoning the fire & rescue (F&R) service?	Y	See 20.2				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
20.11	Identity of persons nominated to assist with evacuation?	Y	See 20.2				Yellow
20.12	Identity of persons nominated to use fire extinguishing appliances?	N	Staff are not encouraged to use fire extinguishers. The are only instructed to use as a last resort to aid escape from the building.				Green
20.13	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N	See 19.11 for action				Yellow
20.14	Are fire drills carried out at appropriate intervals?	Y	Fire evacuation drills are carried out every term. The last drill was undertaken during the summer break. No issues were identified. The autumn term drill will be undertaken imminently.				Green
	TRAINING AND DRILLS cont				L	S	
20.15	When the employees of another employer work in the premises:	Y	Fire safety information is made available for all visitors.				Green
20.16	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	Y	Continue with the current arrangements.				Green
20.17	Is it ensured that the employees are provided with adequate instructions and information?	Y	Continue with the current arrangements.				Green
21.0	TESTING AND MAINTENANCE						
21.1	Adequate maintenance of premises?	Y	All found to be satisfactory, with clear audit trail.				Green

21.2	Weekly testing and annual servicing of fire detection and alarm system?	Y	All found to be satisfactory. With clear audit trail.				
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Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
21.4	Monthly and annual testing routines for emergency escape lighting?	N	The annual service is carried out. All found to be in place with clear audit trail.				
21.5	Annual maintenance of fire extinguishing appliances?	Y	Records in place at the time of the assessment. All found to be in place, with clear audit trail.				
21.6	Periodic inspection of external escape staircases and gangways?	Y	All escape routes were found to be clear at the time of inspection. All found to be satisfactory.				
21.7	Six-monthly inspection and annual testing of rising mains?	N/A	Not applicable - no requirement for a rising main.				
21.8	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?	N/A	Not applicable - no lifts on site				
21.9	Weekly testing and periodic inspection of sprinkler installations?	N/A	Not applicable - the building does not have sprinkler protection.				

21.10	Routine checks of final exit doors and/or security fastenings?	Y	All doors are regularly in use so this is not considered to be necessary. Defect report systems in place.				
21.11	Annual inspection and test of lightning protection system?	N/A	Not applicable - the building does not have lightning protection installed.				

Ref No.	Assessment questions	Y/N or N/A	Significant findings (include photographs as well as text if appropriate)	Location (text and ref to drawings)	Risk Rating		Total risk level
21.12	Suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Y	There was a suitable system in place during the assessment. Ensure there is a system in place to records, action and review from Health and safety inspections and assessments. All found to be satisfactory				
	TESTING AND MAINTENANCE <small>cont</small>				L	S	
21.13	Other relevant inspections or tests:	N/A					
22.0	RECORDS						
22.1	Appropriate records of:						
22.2	Fire drills?	Y	Carried out every term. The last drill was undertaken during summer term 2019				
22.3	Fire training?	N	See previous comments				
22.4	Fire alarm tests?	Y	See previous comments.				
22.5	Emergency escape lighting tests?	Y	See previous comments				
22.6	Maintenance and testing of other fire protection systems?	N/A					

7. FIRE BARRIER INSPECTION (STRUCTURAL)

A Fire barrier is a continuous vertical or horizontal assembly, such as a wall or floor, that is designed and constructed with a specified fire resistance rating to limit the spread of fire and that also will restrict the movement of smoke. Fire barriers are typically used to subdivide floors and can be attached to or supported by structural members. Fire barriers, which are typically rated for 1 to 3-hour fire-resistance, are usually non-load-bearing walls that extend from the floor-to-floor or floor-to-roof. All supporting structures, such as roofs, columns or floors, should be non-combustible or fire resistant to a rating similar to the barriers they support. Fire barriers also help to provide the building occupants with sufficient time to evacuate to adjacent safe areas in the event of a fire.

The purpose of the fire barrier inspection is to ascertain the presence, condition and integrity of existing barriers, and also to ascertain the need for new barriers, where the building layout has changed. The report is to include specific detail as to remedial works required and materials where the integrity of the barrier/s has been compromised and/or damage is visible. Where a new barrier/compartimentation is required the location is to be clearly marked on a plan, and the length of fire resistance given and materials to achieve this resistance detailed.
Please note: If the barrier is required to protect the means of escape then a higher priority rating is to be provided above those that are required for property protection purposes.

Risk Evaluation

Existing condition grading

Grade	Condition	Definition
A	Good	Performing as intended and operating efficiently
B	Satisfactory	Performing as intended, however exhibiting minor deterioration
C	Poor	Exhibiting major defects and/or not operating as intended
D	Bad	Life expired and/or serious risk of imminent failure

Priority Grading

Priority	Definition
1	Urgent work that will prevent immediate closure of the premises and/or address an immediate high risk to health and safety of occupants and/or remedy a serious breach of legislation.
2	Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address medium risk to health and safety of occupants and/or remedy a less serious breach of legislation.
3	Desirable work required within three to five years that will prevent deterioration of the fabric or services and/or address low risk to health and safety of occupants and/or remedy a minor breach of legislation.
4	Long term work required outside the five year planning period that will prevent deterioration of the fabric or services

7. FIRE BARRIER INSPECTION

Location No on Plan	Location/Room/ Area	Existing construction / materials	Fire Resistance in mins	Significant findings (include photographs as well as text if appropriate)	Risk Rating	
					Grade	Priority
		Not inspected				

8. FIRE BARRIER INSPECTION ACTION PLAN

Action Plan – Fire Barrier Structural Inspection								
Location no on plan	Location/ Room / Area	Observation	Remedial action/s required including materials to be used Example for level of detail	Grade	Priority	To be Completed by DD/MM/YY	Date completed DD/MM/YY	Verified by name
			No Issues with fire barriers identified.					

9. PREMISES (DRAWINGS / PLANS /PHOTOS)

Definitions / Graphics used on plan	
Existing fire barrier	Continuous red line
Recommended/proposed fire barrier	Broken/Dotted red line
Total area of inspection	As shown on floor plan attached
Ceiling access points	Indicated by X on plan