

Fire Risk Assessment

Significant Findings and Action Plan

Complies with BSi Standard PAS 79:2012



Name and address of premises being assessed:	Carre's Grammar School Northgate Sleaford Lincolnshire, NG34 7DD
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Date of Assessment:	18 th September 2018
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FRA, Step 8 - Action Plan Definition of Priorities

A suitable risk-based control plan should involve effort and urgency that is proportionate to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action	Priority	Timescale
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced. If occupied, consider vacating.	1	Actioned: Immediate. Complete: 30 days.
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.	2	Actioned: 14 days. Complete: 30 days.
Moderate	It is essential that efforts are made to reduce the risk. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.	3	Actioned: 30 days. Complete: 60 days.
Tolerable	No major additional controls required, however, may be a need for improvements that involve minor or limited cost.	4	Actioned: ASARP Complete: 90 days.
Trivial	No action is required and no detailed records need to be kept.	0	No action required.

Note:
Although the purpose of this section is to place the fire risk in context, the above approach to fire 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 action plan. The fire risk assessment should be reviewed regularly.

Fire Risk Assessment (FRA)

Findings Index

IAW Regulatory Reform (Fire Safety) Order 2005



Property:	Carre's Grammar School		
Date:	20 th November 2018	Arion Reference:	3933

#	Description	Done	#	Description	Done
1	Electrical, Overloading Extensions		22	Exit Blocked by Blind	
2	Electrical, Permanent Extensions		23	Non-compliant Exit Devices	
3	Electrical, Potential for Damage		24	Locked Doors	
4	Electrical, Enclosed Dist. Boards		25	Checker Plate Steel Checks	
5	Electrical, Fixed Appliances		26	Chocked Fire Doors	
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10	Lightning Protection System		31	Door Hinges	
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52	Plans, Zones		64	Maintenance, External Staircases	
53	AFDAS, Deficiencies		65	Documentation, Fire Drills	
54	Extinguishers, Deficiencies				

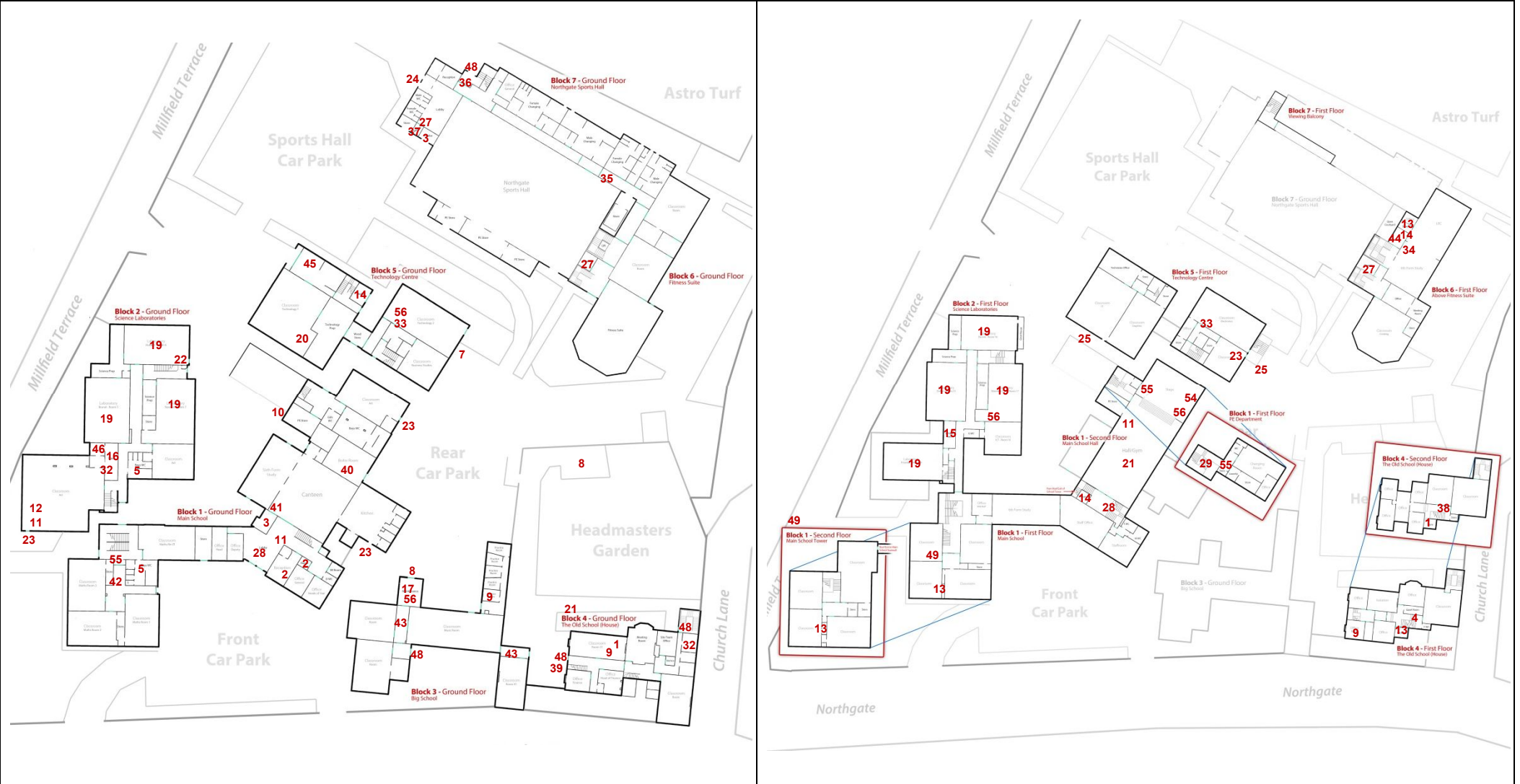
Plan of Findings (Indicative Only, Not Necessarily Exhaustive)

Property / Company:

Carre's Grammar School




Date:


18th November 2018



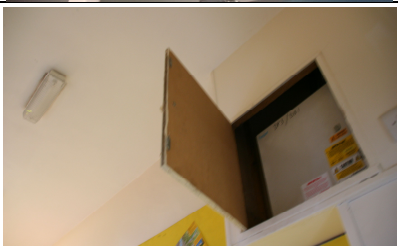
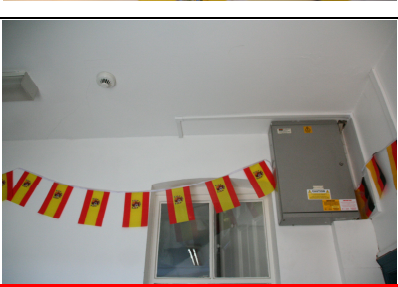



1	PAS 79 Ref:	2.3	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Electrical Sources of Ignition Overloading of Extension Leads There was evidence of a potential lack of reasonable measures being taken to prevent fires of electrical origin with extension leads which were seen to be used in conjunction with high-wattage appliances such as portable heaters and kitchen appliances. The risk of overloading and subsequent overheating is high.				Use of extension leads can lead to overloading and is a significant cause of accidental fires. In turn such fires could cause death or serious injury		
				Hazard & Cost Category:	Priority:	
				4 x 4 = 16 HIGH (C)	2	
Extension leads should always; be kept to a minimum; be located so as not to cause a tripping hazard, or be damaged themselves, and; be used well within their current rating.				Action required by:	Date action Commenced:	
Recommended Controls & Precautions:				Action Comments (if any):		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Ensure where extension leads are used that; they are not used whilst coiled or "daisy chained" and that high consumption items (kitchen appliances) are not plugged into them. (Go to: http://www.electricalsafetyfirst.org.uk/guides-and-advice/electrical-items/overloading-sockets/ to check) Avoid the use of extender blocks where possible as these are often not fused and increase the chances of uncontrolled overloading. Give strong consideration to the installation of extra double gang 240v sockets on the ring main where required, especially in the kitchen area. These should preferably be at countertop level also. Remind staff of the importance of avoiding the use of extension leads in conjunction with any appliances which has moving parts, or heating elements. Fans, heaters, printers, laminators, etc. 						
				Completion Date:		
				Action Completed Signature:		



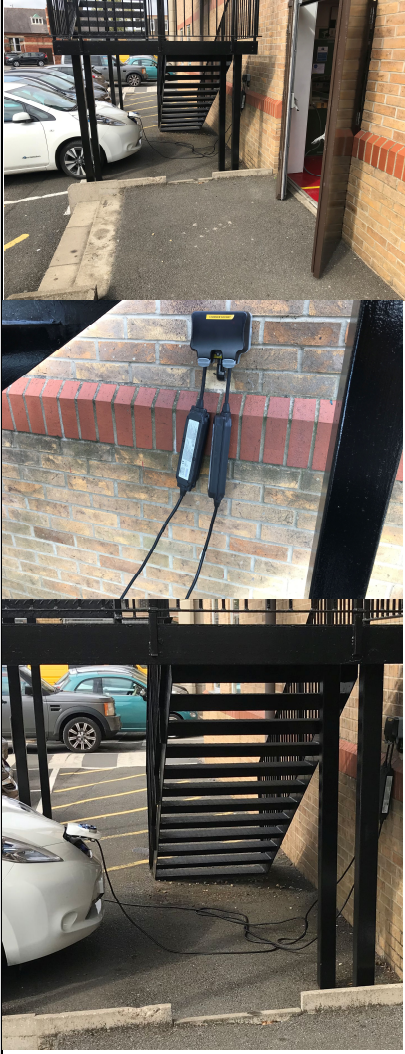
2	PAS 79 Ref:	2.3	Fire Hazard Identified:	Consequences for life safety in the event of fire:	Evidence of Findings:				
<p>Electrical Sources of Ignition Permanent Use of Extension Leads and Extender Blocks</p> <p>There was evidence of a potential lack of reasonable measures being taken to prevent fires of electrical origin.</p> <p>There was evidence of extension leads and extender blocks in use on the premises in a permanent manner, contrary to advice from HSE.</p> <p>The number of socket outlets provided should be sufficient for the number of appliances without the need for adapters.</p> <p>Extension leads should always:</p> <ul style="list-style-type: none"> ▪ Be kept to a minimum. Used on a temporary basis. ▪ Be located so as not to cause a tripping hazard, or be damaged themselves. ▪ Be used well within their current rating. 			<p>Use of extension leads can lead to overloading and is a significant cause of accidental fires.</p> <p>In turn such fires could cause death or serious injury</p>		  				
			<table border="1"> <tr> <th>Hazard & Cost Category:</th> <th>Priority:</th> </tr> <tr> <td>2 x 3 = 6 MEDIUM (C)</td> <td>3</td> </tr> </table>			Hazard & Cost Category:	Priority:	2 x 3 = 6 MEDIUM (C)	3
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Action required by Whom:	Date action Commenced:								
<p>Recommended Controls & Precautions:</p> <p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> ▪ Ensure where extension leads are used that; they are not used whilst coiled or “daisy chained” and that high consumption item are not plugged into them. ▪ Avoid the use of extender blocks where possible as these are often not fused and increase the chances of uncontrolled overloading. ▪ Consider works service for the installation of extra double gang 240v sockets on the ring main where required, aim for removal of all extension leads in use on premises. 		<p>Action Comments/Notes (if any):</p> <p> </p> <p>Completion Date:</p> <p> </p>							
<p>Action Completed Signature:</p> <p> </p>									




3	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Housekeeping Cleaners / Utility Cupboard Materials are being stored in electrical isolation rooms/meter cupboards. Storage of materials in these areas has the potential to damage the electrical equipment when being moved in and out. The resulting fire in this area would develop quickly due to the presence of combustible materials.			Poorly managed cupboards often become dumping areas for unwanted material which can greatly increase the chances of fire with escape routes and fire doors being blocked or obstructed. In the event of a fire deaths or serious injuries could result.			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Try to avoid the storage of any materials in these areas. Where this is unavoidable, ensure measures are considered to reduce the risk of damage to the installations. E.g. the installation of additional shelving that makes good use of the space without compromising the current installations. Do not store any combustible materials in these areas. 			1 x 4 = 4 MEDIUM (C)	4		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

4	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Electrical Sources of Ignition Enclosing Distribution Boards <p>Distribution boards on escape routes around the school are generally seen to be enclosed, in line with guidance.</p> <p>A board in the centre stairwell of the house however remains exposed.</p>				<p>In the event that the board faults, sparks on the escape could result in persons becoming trapped.</p>		   
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Enclose the distribution board in a similar manner as can be seen across the site. 				1 x 4 = 4 MEDIUM (C)	3	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		

5	PAS 79 Ref:	2.5	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Electrical Sources of Ignition Testing of Mains Wired Appliances</p> <p>There is concern that fixed appliances, e.g. heaters, hand dryers, etc. may not be tested frequently as they are often assumed to have been covered by other parties such as by an electrician during a 5 yearly Mains Installations Inspection.</p> <p>These are rarely tested by PAT Testers due to the experience required when dealing with mains installations however they are sometimes not included in periodic Mains Installations Inspections.</p>				<p>Poorly maintained electrical appliances are a regular cause of serious fires with many serious injuries and deaths each year.</p>		
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> Ensure that on the next Mains Installations Check that the fixed electrical appliances are included. 				2 x 3 = 6 LOW (C)	4	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		


6	PAS 79 Ref:	2.6	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Electrical Sources of Ignition Personal electrical appliances: <p>It is not at all uncommon for faculty to bring their own electrical appliances on to site. These may comprise of the likes of chargers (for phones and tablets), desk fans or heaters, kitchen appliances, laptops (and peripherals), hairdryers and straighteners etc.</p> <p>There was no documentary evidence of a suitable policy regarding the use of personal electrical appliances. Personal items where required must be included in the company PAT Testing regime. Entry should be made concerning the use of personal electrical appliances in the Company Fire Safety Policy document.</p>				<p>Unsafe personal electrical appliances which have been introduced into commercial premises without control are a regular cause of serious fires with many serious injuries and deaths each year.</p>		
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	Evidence of Findings:
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Review the company fire safety policy document to include the following paragraph: “Where the company requires staff to (or staff wish to) bring personal electrical appliances onto the premises for use during working hours; the Responsible Person will be notified. The Responsible Person is to register these items and ensure that they are subject to routine Portable Appliance Testing (PAT) in accordance with the Electrical Equipment (Safety) Regulation 1994”. This has been drafted for you to check in Section 1 of the Fire Safety Procedures and Documentation Folder. 				3 x 3 = 9 MEDIUM (C)	3	
				Action required by Whom:	Date action Commenced:	Evidence of Findings:
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		





7	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Trip Hazard Trailing Cables or Hoses</p> <p>Electric Vehicle Charging Points have been installed underneath the southern external escape staircase of Block 5.</p> <p>This presents a hazard where the cables run to the vehicles which could result in injury to persons passing, or damage to the cables and connection points. This also introduces a potential source of ignition underneath an escape route.</p> <p>Pedestrian traffic should not typically pass under here however it is suspected that the potential for students using this route is relatively high.</p>				<p>In the event of a loss of power due to fire, personnel attempting to escape could trip and fall in the darkness, sustaining injury which could prevent them from escaping.</p> <p>Occupants would then be likely to quickly succumb to toxic smoke and fire gases.</p>		
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> As there are alternate escape routes, it is acceptable for these charging points to remain in position. However, it is important that they are protected from pedestrian traffic – this may be some form of a barrier between the posts nearest the raised platform. A more suitable location, away from underneath an escape route may be considered. 				2 x 2 = 4 MEDIUM (B)	3	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		


8	PAS 79 Ref:	2.12	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Arson Unsecured Wheeled Waste Containers:</p> <p>There is a designated bin compound however the bins are not secured into position and could be susceptible to being moved.</p> <p>Bins can be found away from this area around the site against building walls also. This is contrary to the requirements of The Fire Order.</p> <p>The site is not secured and does not have CCTV.</p> <p>The Fire Order states; skips should never be placed against a building and should normally be a minimum of 6m away from any part of the building. Where waste bins, particularly wheeled bins, are used outside, they should be secured in compounds to prevent them being moved next to the building and set on fire.</p>				<p>A deliberate arson attack using a wheeled skip could result in a serious fire with fire exits being blocked.</p> <p>Consequences could include serious injury or death of staff and customers.</p>		  
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> Store all bins and waste in a designated space in a secure location on site. This will minimize the risk of arson attacks. The bins should be left out only when collection is due. If possible, avoid leaving the bins out at night on this occasion as when they are full and out is when they are most at risk. Ensure that any bins used feature a lockable lid which should be kept locked at all times whilst not in use and, most pertinently, at night. If secure space is limited, a secure bin compound should be considered. Other options may include secure bin cages, or chaining the bins into position. 				<p>2 x 4 = 8 MEDIUM (B)</p>	<p>2</p>	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		

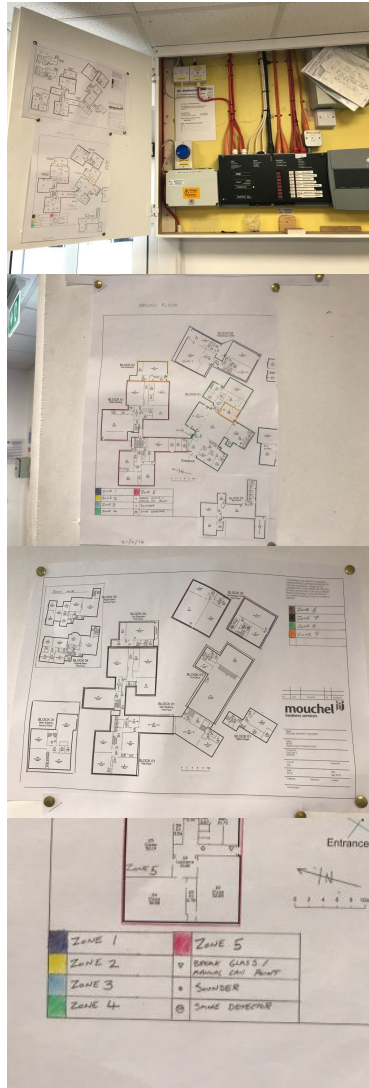
9	PAS 79 Ref:	2.14	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Portable Heaters Ensuring Safe Use <p>Portable heaters appear to be relied upon around the school, and not surprisingly in particular, in the older areas of the school where heating and insulation are potentially less effective.</p> <p>Portable heaters are being used in a manner contrary to the provisions of the Fire Order which states that such items should be secured in a position where they do not cause an obstruction and are well clear of all combustible materials. They are also in use in conjunction with extension leads.</p> <p>Unsecured heaters are often subject to additional wear and tear, damage and being moved. The flex can present a trip hazard and away from walls can often be closer to combustible materials.</p>			Unsecured portable heaters are a regular cause of fires with serious consequences.			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ Ascertain the need to use portable heaters and if there is no genuine need, then ensure that they are taken out of use. ▪ If there is a need then wall-mounted heaters are preferred. When using portable heaters, ensure that convector or fan heaters are used, rather than radiant/hot element heaters because they present a lower risk of fire and injury. ▪ Ensure that all heaters are kept well clear of combustible materials and where they do not cause an obstruction. ▪ Ensure that the heaters are secured in position when in use and fitted with a fire guard if appropriate. ▪ Heaters should be subject to at least annual PAT Testing to ensure their safety and MUST NOT be used in conjunction with extension leads. 			4 x 4 = 16 HIGH (B)	2		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			






10	PAS 79 Ref:	2.21	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Lightning Protection System Servicing and Maintenance <p>There appears to be a Lightning Protection System installed for this property however no evidence of servicing and maintenance has been seen.</p> <p>Lightning strikes in the UK are comparatively rare however when they do strike, they can be destructive and are a known cause for starting fires.</p> <p>BS6651:1999/BS EN recommends that lightning protection systems should be inspected and tested at fixed intervals, preferably not exceeding a 12 month period.</p>			<p>In the event of a lightning strike, a faulty lightning conductor would fail to conduct the massive voltage and current to earth, resulting in a huge overload on the electrical services of the building.</p> <p>This would be likely to cause immediate fires in any equipment connected to the main.</p> <p>Serious injuries or deaths could result.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Ensure that any documentation relating to the testing and maintenance is entered or copied into the Fire Safety Procedures and Documentation Folder. If not carried out, arrange for the Lightning Protection System to be checked by a qualified electrical specialist in accordance with BS6651:1999/BS EN, to ensure that the system is in full working order and does not exceed the maximum 10 Ohms specified resistance. 			1 x 3 = 3 LOW (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			


11	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<div>Housekeeping</div> <div>Access to Escape Routes, Extinguishers, and Exits Blocked</div> <div>Housekeeping throughout the property was generally of an acceptable standard however plants, tables, and general stored materials are seen to regularly block call points and fire extinguishers which may be essential in the event of fire.</div>				<div>Accumulations of waste and poor storage of materials increase the chances of injury whilst attempting escape.</div> <div>In the event of a fire deaths or serious injuries could result.</div>		   
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
<div>It is recommended that the Responsible Person should:</div> <div><div>▪ Clear all materials affecting access to any fire equipment.</div><div>▪ Daily checks should ensure that no materials or products are stored where clear access is required at all times e.g. in front of fire extinguishers, on fire escapes, fire alarm call points.</div><div>▪ Remind all personnel of the importance of maintaining access to these areas.</div><div>▪ Spaces adjacent escape routes should remain completely clear to ensure clear access of escape routes. This includes items that might become dislodged or topple onto and block the escape if knocked.</div></div>				4 x 3 = 12 MEDIUM (C)	3	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		


12	PAS 79 Ref:	4.8	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Means of Escape Materials on Escape Routes which Could Block them:</p> <p>There were incidences where stored materials were seen to be blocking exits or having the potential to become dislodged.</p> <p>If these were to become dislodged, they could become a trip hazard or obstruction which could result in significant injury during an evacuation, particularly if a pile-up develops.</p>				<p>Loose items on an escape route greatly increase the chances of injury when attempting to escape from a fire, especially if they could easily topple.</p> <p>Minor injuries could lead to serious delays.</p>		
				Hazard & Cost Category	Priority	
				2 x 5 = 10 LOW (C)	3	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> ▪ Arrange for any items stored on or immediately adjacent escape routes and fire exits to be cleared so as to eliminate the risk of them becoming dislodged and impacting the routes. 						
				Completion Date	Action Completed Signature	

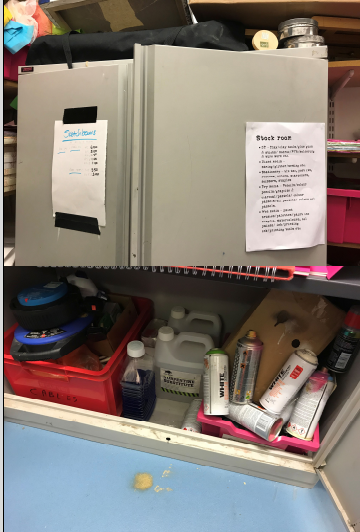
52	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Fire Warning / Signage Alarm Zone Plan A plan is available adjacent to the main fire alarm panel however this is hand-drawn and may not be easily replaceable should it go missing.				With incorrect zone information, it may take additional time to identify the source of the signal which could delay the evacuation effort and put staff at risk as they thoroughly check the building. Personnel could find themselves in greater danger should they seek to confirm a fire in the wrong place.		
				Hazard & Cost Category: 2 x 4 = 8 MEDIUM (C)		
Recommended Controls & Precautions: It is recommended that the Responsible Person should: <ul style="list-style-type: none">▪ Instigate works to ensure that an updated zone plan is reproduced.▪ Plans have been provided as part of this Fire Risk Assessment and can be found in Section 3 of the Fire Safety Procedures and Documentation Folder. With the full zone information provided to Arion, we can detail the zone information on to these plans.▪ The existing plan should be removed and replaced with the new plan.				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		


13	PAS 79 Ref:	4.17	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Separation of Combustible Materials and Ignition Source Storing Combustibles near Lighting</p> <p>Combustible materials were seen to be stored in close proximity to light fittings, most notably in store cupboards. This includes spot lighting, fluorescent strips, and flat panels.</p> <p>In the event that a fault occurs with lighting units, the nearby stored combustibles will allow a fire to develop in an area where the fault would have otherwise not resulted in ignition of combustibles.</p> <p>Accessing stored materials in close proximity to light fittings could also result in damage to fittings or bulbs if contact is made.</p>				In the event of a fault, the nearby combustible may be ignited and a fire could spread quickly, enveloping all combustibles in the area.		
				Large amounts of smoke would spread into adjacent areas quickly.		
				Hazard & Cost Category	Priority	
				2 x 4 = 8 MEDIUM (C)	4	
				Action required by Whom	Date action Commenced	
Action Comments/Notes (if any)						
				Completion Date	Action Completed Signature	




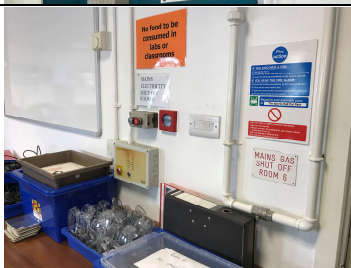
14	PAS 79 Ref:	4.17	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Separation of Combustible Materials and Ignition Source</p> <p>Main Electrical Board</p> <p>Combustible materials are being stored in close proximity or immediately underneath distribution boards.</p> <p>In the event of a fault with the installations, the materials stored immediately adjacent could be ignited and what would've been a low risk issue could develop into a large fire very quickly in the presence of these combustibles.</p>				In the event of a fire, the hot smoke and fire gases would spread quickly, enveloping all combustibles in the area.		
				Hazard & Cost Category		
Recommended Controls & Precautions				3 x 4 = 12 MEDIUM (C)	2	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">Remove combustible materials from the vicinity of the electrical installations. And ensure measures are in place to ensure they do not build up again. Non-combustible items may be stored here provided that they do not present a risk of damage to the installations.Ensure that combustibles are never stored within 2ft of an electrical installation such as this.				Action required by Whom	Date action Commenced	
				Action Comments/Notes (if any)		
				Completion Date	Action Completed Signature	



15	PAS 79 Ref:	2.31	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:	
<p>Dangerous Substances</p> <p>Improper Storage of Flammables:</p> <p>The existing arrangements for the storage of COSHH in the first-floor science department store room are wholly inadequate and constitute a notable and significant risk to life safety on the site.</p> <p>Flammable liquids, oxidizers, and reactive metal-based products kept in the COSHH store were not being stored IAW guidance, regulations*.</p> <p>There is insufficient ventilation available in this area to prevent the build-up of explosive atmospheres. There is insufficient fire compartmentation.</p> <p>There is insufficient segregation of the reactive metals and water sources. There is insufficient separation of COSHH with adverse interactions due to the A to Z arrangements for ease of locating when required. The store was not locked at the time of audit (staff were nearby however).</p>				The presence of highly flammable liquids, oxidizers, and reactive metals presents a particularly high fire and explosion risk.			
				Any subsequent fire involving this area would be likely to develop rapidly, with possible serious injury or death.			
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">Take all reasonable steps to comply with the regulations and guidance cited below.It is felt that it would be prudent for this area to be subject to a comprehensive assessment to identify more suitable arrangements for storage, to assess all chemicals stored and their interactions.Any COSHH should normally be stored in designated fire resisting cabinets, however it is felt that a more far-reaching solution in this case would provide a safer storage arrangement given the nature and quantity of substances stored here.Measures should extend to the structure within which the chemicals are stored, ensuring that there is adequate ventilation, protection from leaks, fire compartmentation and protection measures, and elimination of poor interaction with other chemicals, water, or otherwise.Any areas, containers, cabinets, etc., should be marked with the appropriate pictogram warning signs and provided with Foam (or Powder) fire extinguishers. CO2 may be used if only very small quantities are present.An up-to-date list of the chemicals and the quantities stored in here must be immediately available to the fire service in an emergency.It is strongly recommended, to ensure security, that the doors into the store are self-closing with a manual keypad lock. <p><i>*Control of Substances Hazardous to Health Regulations (COSHH), Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), Building Bulletin 100 (BB100), DfE Safe storage and disposal of hazardous materials and chemicals, Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) – Secure Your Chemicals, the Material Safety Data Sheets (MSDS)</i></p>				4 x 5 = 20 HIGH (A)	1		
				Action required by Whom:	Date action Commenced:		
				Action Comments/Notes (if any):			
				Completion Date:			
				Action Completed Signature:			

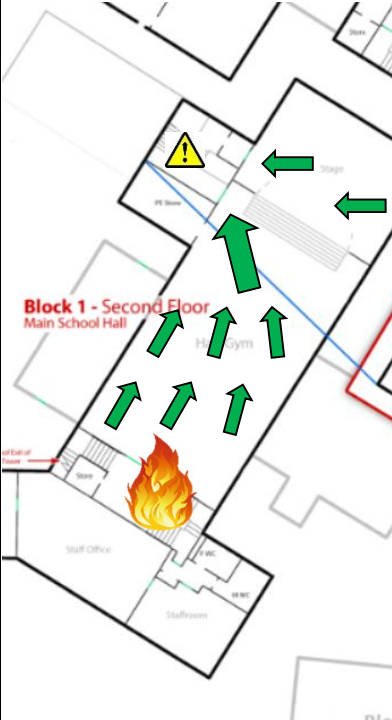
16	PAS 79 Ref:	2.31	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
			Dangerous Substances Improper Storage of Flammables: <p>The maintenance team have need for small amounts of COSHH in the form of paints, thinners, glues, solvents, lubricants, and other flammable liquid-based products.</p> <p>These are not being stored IAW regulations, under counters or on open shelving.</p>	<p>The presence of highly flammable liquids presents a particularly high fire risk.</p> <p>A leak of flammable solvent may produce large quantities of heavier than air vapours which travel significant distances, reaching a source of ignition.</p> <p>Any subsequent fire involving flammables would be likely to develop rapidly with possible serious injury or death.</p>		
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Amalgamate flammable substances from the department into a designated location in a yellow COSHH cabinet, suitable for the storage of flammables. Having all flammables in designated areas reduces the need for multiple fire extinguishers to cover the risks. Any empty flammables containers should be disposed of in suitable industry standard waste receptacles. Only the minimum amount flammables should be in-use at any time with the rest in suitable storage. Any areas or cabinets should be marked with the appropriate pictogram warning signs and provided with Foam fire extinguishers. CO2 may be used if only very small quantities are present, typically less than 30 litres. 			3 x 4 = 12 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			





17	PAS 79 Ref:	2.31	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings: 
Dangerous Substances Improper Storage of Flammables: The art department uses some flammable substances. These are stored in cabinets which are not designed to contain spills or vent fumes which is not IAW regulations and guidance.			<p>The presence of highly flammable liquids presents a particularly high fire risk.</p> <p>A leak of flammable solvent may produce large quantities of heavier than air vapours which travel significant distances, reaching a source of ignition.</p> <p>Any subsequent fire involving flammables would be likely to develop rapidly with possible serious injury or death.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Amalgamate flammable substances from the department into a designated location such as a yellow COSHH cabinets suitable for the storage of flammables. Having all flammables in designated areas reduces the need for multiple fire extinguishers to cover the risks. Any empty flammables containers should be disposed of in suitable industry standard waste receptacles. Only the minimum amount flammables should be in-use at any time with the rest in suitable storage. Any areas or cabinets should be marked with the appropriate pictogram warning signs and provided with Foam fire extinguishers. CO2 may be used if only very small quantities are present, typically less than 30 litres. 			3 x 4 = 12 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			


18	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Gas Safety Procedures and Documentation</p> <p>No documentation of procedures for preventing uncontrolled gas release in the science labs has yet been seen.</p> <p>Each student workstation is equipped with a piped gas feed; if the gas supply to each lab is not isolated on exit, and if left any of the outlets is left in the open position, it could allow gas to fill the room.</p> <p>The bench gas taps were energized at the time of audit though no lesson was in play.</p>				<p>Should a tap be left open and the gas is on. The lab would fill with gas.</p> <p>On reaching an ignition source, there would be a significant explosion, potentially resulting in significant injury and loss of life.</p>		
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> Ensure that suitable procedures are in place and documented for ensuring that all taps are switched off and the gas isolated at the end of each lesson, and in particular at the end of the day and in the event of a fire evacuation. Consider gas alarms which will detect the uncontrolled release of gas into the labs. 				2 x 5 = 12 MEDIUM (C)	3	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		



19	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:		
Gas Safety Multiple Gas Shut Off's Each science lab appears to be equipped with sometimes up to 5 gas shut off points. Some appear to be manual, others electrical.			This could lead to confusion or delay in an emergency or result in the gas being left on by mistake. A fire could then be allowed to develop a fire or explosive atmosphere, resulting in injury or death.					
			Recommended Controls & Precautions:		Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none">▪ Ensure that each lab is equipped with a single prominent gas shut off point at each exit from the lab. These should not be obscured by or blend in with nearby signage or stored materials.▪ Preferably though not critically, a single means of gas should be used throughout the labs to ensure that there is no delay or confusion in using the shut off.			2 x 3 = 6 MEDIUM (C)		3			
			Action required by Whom:		Date action Commenced:			
			Action Comments/Notes (if any):					
Completion Date:								
			Action Completed Signature:					

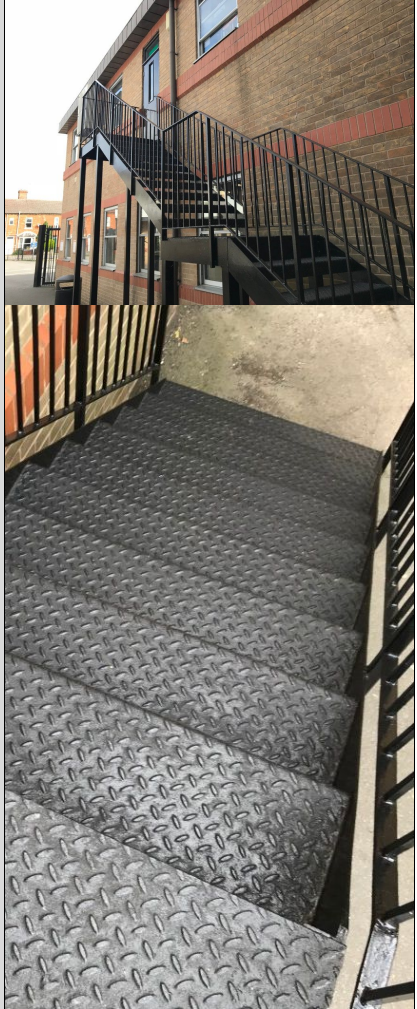
20	PAS 79 Ref:	2.32	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Gas Safety Shut Off Point in Tech</p> <p>The main gas cock for the metal foundry equipment is located such that it may not be accessible when needed due to its' proximity to the hot areas.</p> <p>There is another shut off point nearby; it is not clear if this is for the gas, or for the adjacent morticing machine. This could result in further confusion or delay.</p>			<p>If the gas shut off cannot be reach, fire development which could have otherwise been avoid will be allowed to develop and may do so rapidly. This could lead to injury for persons in the area.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> Clarify the connection of the shut off points to avoid any confusion. If the gas shut off is limited to the manual cock immediately adjacent the hot work area, consideration should be given to clearing the area around it or moving the pipework to make the shut off more accessible. 			<p>1 x 3 = 3 MEDIUM (C)</p>	<p>3</p>		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

21	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:	
<p>Means of Escape</p> <p>Design of Escape Routes not Suitable for Level of Occupancy</p> <p>The Occupancy Calculation carried out by Arion Ltd (found in Section 6 of the Fire Safety Procedures and Documentation Folder) has identified some areas where it is likely that, should a fire block the widest available exit, the remaining exits will significantly restrict the flow due to limited exit width.</p> <p>The most notable case for this is the main school hall where the exit widths limit occupancy to 260 persons. Another is where the second floor of the school tower is limited to 90 persons, and lastly, the Science/Art Block is limited to 110 persons per floor</p>			Should the widest available exit become blocked by fire, the remaining exits could suffer a funnel effect resulting in significant delays in evacuation and, if panicked enough, occupants could cause crush injuries which could be fatal.				
			See Worst Case Scenario at pg15 of the 2018 FRA Report, Arion Ref: 3933				
			Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:
			Issues with exit width can be somewhat ameliorated by the provision of a more comprehensive fire warning system, see Significant Finding 53.			3 x 5 = 15 MEDIUM (C)	3
			Where the limitation causes significant concern, it is recommended that the Responsible Person should:			Action required by Whom:	Date action Commenced:
<ul style="list-style-type: none">Consider widening the existing exits, provide additional exits, or create escape routes which offer a reasonable place of safety.If any of the above cannot be achieved in a reasonable timescale, it may be necessary to restrict occupancy in these areas until a solution is found.							
		Action Comments/Notes (if any):					
		Completion Date:					
		Action Completed Signature:					





22	PAS 79 Ref:	4.8	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Means of Escape</p> <p>Exit Blocked by Blind</p> <p>The exit from science lab 6 is blocked by a fixed blind. This requires manual winding which could result in significant delays in the event of a fire.</p>				If delays occur, those trapped could suffer injury, smoke inhalation or death if egress cannot be obtained.		   
				Hazard & Cost Category	Priority	
				2 x 3 = 6 MEDIUM (C)	3	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">▪ Ensure that the blind is open at all times whilst the lab is occupied to ensure immediate egress is available.▪ If the blind is to be closed while the lab is occupied, it should be equipped with a blind that is easily and immediately openable in the event of an emergency such as a sprung blind.						
				Completion Date	Action Completed Signature	



23	PAS 79 Ref:	4.3	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
Means of Escape Non-Compliant Devices Installed <p>Some of the exits from the site are equipped with non-compliant devices or require a key to unlock the door which is not compliant with the provisions of the Fire Order.</p> <p>The Fire Order states that 'Exit doors on escape routes and Final Exit doors should normally open in the direction of travel and be quickly and easily openable without the need for a key.'</p> <p>Guidance on fire exits starts from the position that doors on escape routes should not be fitted with any locking devices but recognises that the need for security will require some form of device that prevents unlimited access but still enables the occupants of a building or area to open the door easily if there is a fire.</p> <p>The Order further states that where there are members of the public present or others who are not familiar with the building then panic exit bar devices (i.e. push bars or touch bars) should be used. Exceptionally push pads or lever handles may be used.</p>				<p>With a non-standard locking device, there is potential for confusion which could result in occupants becoming trapped or unnecessarily delayed. Serious injuries or death possible.</p>		
				Hazard & Cost Category	Priority	
				3 x 5 = 15 HIGH (C)	2	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Remove any non-standard locking devices and ensure that a push bar or pad is fitted. If added security is required, an upgraded 3-point locking push bar system should be fitted. If the escape route is to be used by members of the public, a push bar must be used. In exceptional circumstances where occupancy is low and those occupying the premises are familiar with the escape route, and the installation of an entirely new mechanism is not currently reasonably practicable, a thumb-turn device may be installed in place of the existing barrel lock. Sliding bolts must be removed from all exits. 						
				Completion Date	Action Completed Signature	

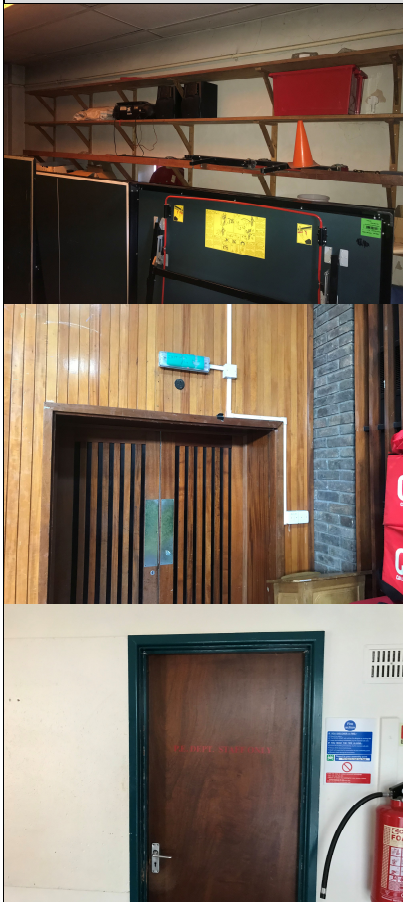
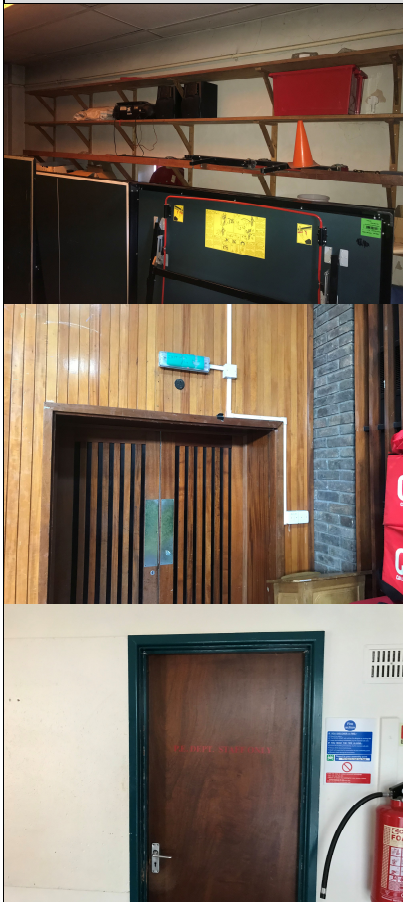
24	PAS 79 Ref:	4.3	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings					
<p>Means of Escape Non-Compliant Devices Installed</p> <p>The front doors to the sports hall were locked at the time of audit whilst the sports hall was fully occupied, including occupancy of the lobby area. These doors require a key to unlock from the inside and could result in persons being trapped when locked.</p> <p>The Fire Order states that ‘Exit doors on escape routes and Final Exit doors should normally open in the direction of travel and be quickly and easily openable without the need for a key.’</p> <p>Guidance on fire exits starts from the position that doors on escape routes should not be fitted with any locking devices but recognises that the need for security will require some form of device that prevents unlimited access but still enables the occupants of a building or area to open the door easily if there is a fire.</p> <p>The Order further states that where there are members of the public present or others who are not familiar with the building then panic exit bar devices (i.e. push bars or touch bars) should be used. Exceptionally push pads or lever handles may be used.</p>				With a non-standard locking device, there is potential for confusion which could result in occupants becoming trapped or unnecessarily delayed. Serious injuries or death possible.							
				<table><tr><th>Hazard & Cost Category</th><th>Priority</th></tr><tr><td>4 x 5 = 20 LOW (C)</td><td>1</td></tr></table>			Hazard & Cost Category	Priority	4 x 5 = 20 LOW (C)	1	
				Hazard & Cost Category	Priority						
				4 x 5 = 20 LOW (C)	1						
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Action required by Whom	Date action Commenced										
Action Comments/Notes (if any)											
<p>Recommended Controls & Precautions</p> <p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">Consider the installation of thumb-turn locks on the inside of the front exit doors so that the risk of persons being trapped is eliminated.Otherwise procedures should guarantee that these doors are unlocked at all times where the sports hall is or may be occupied.											
				Completion Date	Action Completed Signature						


25	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings: 
Means of Escape Slip Hazard: Checker Plate Steps The external fire escape staircases are constructed with checker plate steel which when wet can be particularly slippery if not well-maintained, increasing the risk of slip, fall accidents on the stairs during evacuation. Algae development further increases the risk of slipping. The surfaces were not slippery at the time of audit however it was dry on the day. Checker plate stairs from part of the designated fire escape routes for this property from the tech block. Advice on the use of checker plate from the HSE is; Metal profile surfaces can give some mechanical interlocking with a cleated shoe heel or sole, but this is not necessarily the case. Where there is no interlocking, e.g. with smooth shoe heel and sole surfaces, the surface roughness of the top of the profile can give a good indication of the overall slipperiness of the surface. Metal flooring is often much more slippery than expected.			In a fire emergency, persons moving rapidly on the steps could slip and fall resulting in injury or 'pile-ups' leading to serious injuries or deaths.			
			Hazard & Cost Category:	Priority:		
			2 x 4 = 8 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
Recommended Controls & Precautions:			Action Comments/Notes (if any):			
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ Ensure the checker plate steps are clean of any grease/algae and are part of a regular cleaning maintenance program. ▪ Consider covering the nosing of each tread plate with a textured material; grip tape, grit paint, etc. to increase the level of grip on the steps. ▪ Where refurbishment works are carried out, or planned replacement/repair of checker plate steps and staircases, consideration should be given to using alternative materials to checker plate steel. 						
			Completion Date:			
			Action Completed Signature:			


26	PAS 79 Ref:	4.10	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Means of Escape</p> <p>Chocked Fire Doors</p> <p>Fire Doors are designed specifically to withstand the effects of fire for a minimum given period of time. The doors in this property are all of FD30S type; designed to hold back fire and smoke for 30 minutes.</p> <p>Doors throughout are being wedged open, compromising their ability to withstand fire and smoke for the abovementioned period of time.</p> <p>This breakdown of compartmentation could impact the ability for building occupants to escape safely and in good time, and will likely increase the damage done to the property.</p>				Wedged fire doors destroys compartmentation which could mean that by the time people became aware of a fire, the smoke could already have moved well away from the source of fire, blocking off escape routes.		
				Consequences could include serious injury or death.		
				Hazard & Cost Category	Priority	
				3 x 3 = 9 MEDIUM (C)	3	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">▪ Instruct staff on the dangers of destroying compartmentation by chocking fire doors open.▪ Remove all chocks from use in the premises.▪ Where doors are highly travelled through and become an obstacle to efficient/safe work practices, the installation of recognised electromagnetic door retainers or individual measures such as Dorgard, should be considered. These will release the door on sounding of the fire alarm.▪ Devices such as these should be tested weekly with the fire alarm system.▪ Door with retainers installed should be shut at night to allow door closers to rest. <p>Note: Battery operated devices (such as Dorgard) should not be used to hold open a door separating an area of high risk (e.g. kitchen) from an escape route.</p>						
				Completion Date		Action Completed Signature



27	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Fire Doors Cupboards Not Locked Doors marked "Fire Door Keep Locked Shut" were found to be unlocked. These doors are not normally fitted with self-closers and could be left ajar if not locked.			A fire in these areas could quickly compromise an escape route resulting in persons becoming trapped leading to injury or death.			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ Instruct staff on the importance of maintaining compartmentation by ensuring that cupboard doors marked with the "Fire Door Keep Locked" are done so. ▪ If constant access is required to a storage area or cupboard marked as such, it should be reclassified, fitted with a self-closer, and the signage replaced with "Fire Door Keep Shut". 			1 x 3 = 3 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
						Action Completed Signature:


28	PAS 79 Ref:	4.17	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Measures to Limit Fire Spread and Development</p> <p>Inadequate protection of Escape Stairwells:</p> <p>The reception forms the primary escape route for the main school hall, the staff room and the adjacent offices. It is also a secondary route for the canteen, and school tower.</p> <p>The route is not sufficiently protected from fire originating in the reception office and adjacent rooms/offices, and from the chair store at hall level.</p>				In the event of a fire, the hot smoke and fire gases would spread quickly, enveloping all parts of the stairwell, cutting off escape routes.		
				Serious injuries and deaths could result.		
				See Worst Case Scenario at pg15 of the 2018 FRA Report, Arion Ref: 3933		
				Hazard & Cost Category	Priority	
				4 x 4 = 16 HIGH (A)	2	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">Ensure that all doors leading onto the stairwell fully comply with the requirements of FD30S fire rated doors.Ensure that the shutter over the reception window is linked to the fire warning system so that in the event that the alarm sounds, it shuts, protecting the stairwell from fire in the reception.Ensure that the cupboard chair store is constructed of suitably rated materials to prevent a fire from spreading in the escape route. <p>Measures from this finding will help to ameliorate occupancy issues identified in Significant Finding 21.</p>				Action required by Whom	Date action Commenced	
				Action Comments/Notes (if any)		
Completion Date				Action Completed Signature		

29	PAS 79 Ref:	4.17	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Measures to Limit Fire Spread and Development</p> <p>Inadequate protection of Escape Stairwells:</p> <p>The rear stairwell from the main school hall is compromised by a lack of protection from the laundry room, cloak room, and storage areas.</p>				In the event of a fire, the hot smoke and fire gases would spread quickly, enveloping all parts of the stairwell and cutting off escape routes.		
				Serious injuries and deaths could result		
Recommended Controls & Precautions				Hazard & Cost Category	Priority	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">Ensure that all doors leading onto the stairwell fully comply with the requirements of FD30S fire rated doors.Ensure that any voids and services into the stairwell are fully protected using recognized materials, plaster, fire cement, intumescent materials, fire rated silicone, etc.				4 x 4 = 16 HIGH (A)	2	
				Action required by Whom	Date action Commenced	
				Action Comments/Notes (if any)		
				Completion Date	Action Completed Signature	

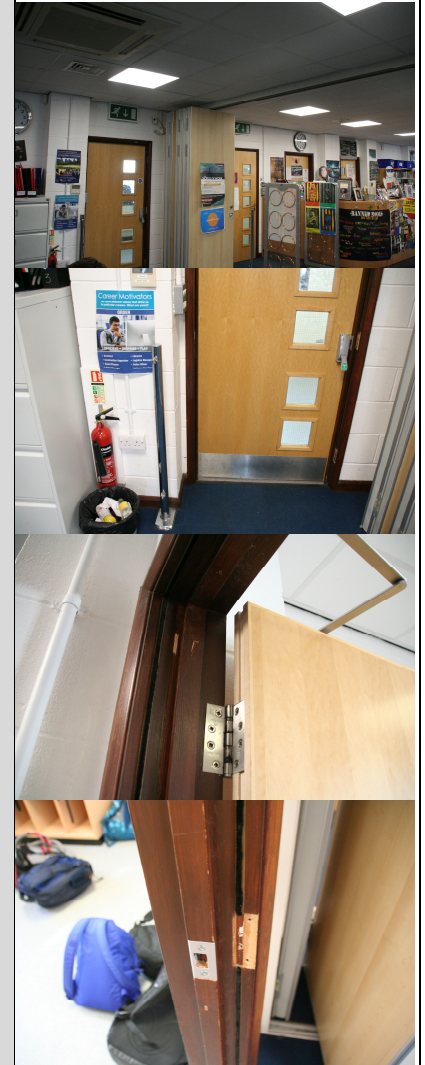
30	PAS 79 Ref:	2.36.1	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Compartmentation Ineffective Fire-resisting Doors</p> <p>It was noted that fire doors have been identified throughout the site which are non-compliant with the regulations.</p> <p>Fire Doors are designed specifically to withstand the effects of fire for a minimum given period of time. The doors in this property are all of FD30S type; designed to hold back fire and smoke for 30 minutes.</p> <p>All of the doors in each area should be checked to ensure that they meet the minimum requirements of a fire door.</p> <p>If a fire door fails to meet the minimum requirements, it may allow fire and smoke to pass through in the early stages of fire which can result in the blocking of escape routes.</p>			<p>In the event of a fire hot smoke and fire gases may pass through the intended fire barrier, blocking the horizontal evacuation strategy leading to deaths or serious injury.</p>			
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
<p>It is recommended that the Responsible Person should ensure that all Fire Doors on site meet the following criteria:</p> <ul style="list-style-type: none"> ▪ Ideally the frame should be to the same standard as the doors, purchased together as a rated fire door set. ▪ Doors should be fitted with closers to BS EN 1154, and self-close efficiently from any angle without catching on the floor or door frame. ▪ There should be 3 hinges which should be tested as part of the door set to BS EN 1935. These should be fitted with no missing screws. Intumescent hinge pads to be fitted on FD60S doors. ▪ Doors on escapes should be fitted with vision panels made of fire resisting glazing, unobstructed. ▪ Doors should be fitted with intumescent strip and cold smoke seals on the top 3 sides to resist the passage of smoke and fire. FD60S doors should have 25mm strip which go around the hinge. ▪ Gaps around all four sides of a smoke stopping FD30S fire door should not exceed 3mm. Non-smoke-stopping doors may have up to 8mm at the bottom of the door. ▪ Latched doors should catch in reasonable time. Unlatched doors must be ensured to sit flush with the frame stop and exert sufficient force on the stop to withstand changes in room pressure and be fire resisting to the same level as the door set. ▪ Doors should not be compromised by unrated fittings/furnishings or be compromised by voids in the face or ends of the door due to old fittings, or unrated door furniture. ▪ A fire door checklist is available in Section 9 of the Fire Safety Procedures and Documentation Folder for the ongoing maintenance of your fire doors. 				4 x 4 = 16 HIGH (A)	2	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		


31	PAS 79 Ref:	2.36.1	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Compartmentation Ineffective Fire-resisting Doors <p>Many of the door hinges across the older areas of the site do not appear to be of fire resisting type as there are no CE markings, no reference to BS EN 1935, and no rating given in a fire classification box.</p> <p>When exposed to extreme heat, non-fire-rated are likely to buckle and fail; the resultant lack of support for the fire doors throughout will allow them to twist, allowing fire and smoke through.</p> <p>Unless the door sets have fire test evidence to show these hinges are suitable, all must be replaced if they do not feature the abovementioned markings.</p>			<p>In the event of a fire hot smoke and fire gases may pass through the intended fire barrier, blocking the horizontal evacuation strategy leading to deaths or serious injury.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ Ensure that all fire doors are fitted with 3 hinges which are suitable for use on 30-minute fire doors and installed in line with current guidance. ▪ Hinges must be fitted with steel screws of which none should be missing. ▪ Intumescence hinge pads to be fitted on FD60S doors. ▪ If the position of hinges on a door need to move* in order to comply with current guidance, any voids created by the previous location must be made good. <p>*hinges on a fire door should be fitted at the top and bottom of the door, with a third hinge above the center of door and preferably closer to the top hinge to support the greater load. The center hinge should not however be fitted too close to the top hinge. Any installation should be carried out by a certified fire door installer who will be familiar with the installation requirements.</p>			4 x 4 = 16 HIGH (A)	2		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			


32	PAS 79 Ref:	2.37	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Compartmentation, Cavities and Voids</p> <p>Moderate Voids</p> <p>Voids were identified in throughout the premises, compromising compartmentation. They could allow a fire to spread unseen throughout the property and could potentially result in blocked escape routes or lead to false reports as to the fires’ origin.</p> <p>No matter how small, voids like these and should be repaired quickly to reduce the devastating effects of fire.</p> <p>Areas of note are shown on the Plan of Findings but include the art store, and many of the storage areas within the house.</p>				In the event of a fire, hot smoke and fire gases could spread unseen through the building to the extent that people would be unable to use the escape routes.		
				Hazard & Cost Category	Priority	
				3 x 3 = 9 MEDIUM (C)	3	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">▪ Instigate works to fill all of the holes and any other voids as they become apparent using suitably fire rated materials.						
				Completion Date	Action Completed Signature	





33	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Compartmentation Wooden Panel <p>In Block 5, there is a panel above the door to a classroom which is wooden in appearance and is unlikely to be fire resisting. There is also glazing above the doors which was not identifiably marked as fire resisting.</p>			<p>In the event of a fire, it would spread quickly through the panel resulting in further risk to life in the premises and increased property damage.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ Ascertain exactly what material is used for the panel. Note however that this information is unlikely to be available from installers or be printed on the material itself. ▪ If there is doubt as to the materials used and their fire resistance, a destructive check should be carried out. ▪ If there is documented fire resistance, no further action is necessary. Note any relevant information on this finding. ▪ On confirmation of no fire resistance, arrangements should be made for any non-fire-rated panels/glazing to be made to withstand fire for 30 minutes by the most appropriate means. ▪ Replacing the panels with fireboard or fire rated glazing are likely to be the most appropriate and cost efficient means. 			2 x 4 = 8 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			



34	PAS 79 Ref:	2.36.1	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Compartmentation Ineffective Fire-resisting Doors <p>The "exit" door from the LRC has been reversed to allow for better flow from the room. The seals were not moved with the door as required to ensure fire resistance.</p>			<p>In the event of a fire hot smoke and fire gases may pass through the intended fire barrier, blocking the horizontal evacuation strategy leading to deaths or serious injury.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Complete the move of the door by ensuring that the seals are moved as required to sit around the door. 			$2 \times 2 = 4$ LOW (C)	4		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			






35	PAS 79 Ref:	2.36.1	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Compartmentation Ineffective Fire-resisting Doors <p>A two-way swinging fire door in the sports hall did not sit centrally, in line with the fire seals in the frame. The location of the door can be found on the Plan of Findings.</p>			<p>In the event of a fire hot smoke and fire gases may pass through the intended fire barrier, blocking the horizontal evacuation strategy leading to deaths or serious injury.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> ▪ Arrange for the door to be adjusted so that it sits centrally. 			2 x 3 = 6 MEDIUM (C)	4		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			


36	PAS 79 Ref:	2.36.1	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Compartmentation Ineffective Fire-resisting Doors</p> <p>The doors which separate the escape route for the viewing balcony of the sports hall from the corridor below has a fault door selector.</p> <p>The doors are rebated which means without proper operation of the door selector, they could close in the wrong order, compromising the seal of the doors.</p>			<p>In the event of a fire hot smoke and fire gases may pass through the intended fire barrier, blocking the horizontal evacuation strategy leading to deaths or serious injury.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none"> ▪ Arrange for the door selector to be adjusted so that it effectively maintains the closing order of the doors. 			3 x 3 = 9 MEIDUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			



37	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Compartmentation Ceiling The meter cupboard from the sports hall has a number of voids around the ceiling which could allow a fire to spread into the roof void and travel unseen from there.			In the event of a fire, hot smoke and fire gases could spread unseen through the building to the extent that people would be unable to use the escape routes.			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: ▪ Ensure that any gaps are properly filled and joins in boards are jointed and skimmed.			2 x 2 = 4 LOW (C)	4		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			



38	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Compartmentation Non-fire-rated Glazing <p>Non-fire-resistant glazing has been identified from room 35, which is intended to form part of a protected fire escape route.</p> <p>The window negates the benefit of the adjacent fire door and compromises the escape route as standard glazing does not offer much resistance to the heat generated by a fire in the same way Georgian Glazing panels do.</p>			<p>In the event of a fire, it would spread quickly through the panel resulting in further risk to life in the premises and increased property damage.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Replace glazing with that of fire resistant type to ensure compartmentation of the protected fire escape route. 			2 x 4 = 8 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			



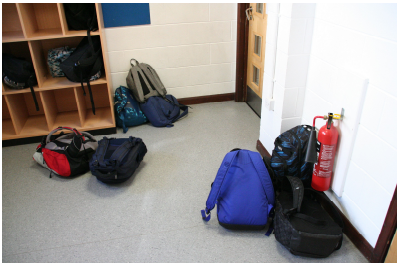
39	PAS 79 Ref:	4.17	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings	
<p>Measures to Limit Fire Spread and Development</p> <p>Inadequate protection of Escape Stairwells:</p> <p>The rated fire compartmentation properties of linings from the cellar of the house are indeterminable.</p> <p>The door does not appear to be a fire rated door-set.</p> <p>Cellars should be compartmented from adjacent routes, normally to 60 minutes.</p>				In the event of a fire, the hot smoke and fire gases would spread quickly, enveloping all parts of the building and cutting off escape routes.			
				Serious injuries and deaths could result.			
				Recommended Controls & Precautions	Hazard & Cost Category		Priority
				It is recommended that the Responsible Person should:	3 x 4 = 12 MEDIUM (B)		3
					Action required by Whom		Date action Commenced
Action Comments/Notes (if any)							
				Completion Date	Action Completed Signature		


40	PAS 79 Ref:	2.37	Fire Hazard Identified	Consequences for life safety in the event of fire		<div>Evidence of Findings</div> 
<div>Compartmentation, Cavities and Voids</div> <div>Moderate Voids</div> <p>There appears to be an old window from the main school boiler room to the canteen which could compromise compartmentation.</p>				In the event of a fire, hot smoke and fire gases could spread unseen through the building to the extent that people would be unable to use the escape routes.		
				Hazard & Cost Category	Priority	
				3 x 3 = 9 MEDIUM (C)	3	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
<div>It is recommended that the Responsible Person should:</div> <ul style="list-style-type: none">Instigate works to have the void properly protected from fire spread.						
				Completion Date	Action Completed Signature	


41	PAS 79 Ref:	2.36.1	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Compartmentation Ineffective Fire-resisting Doors – Main Meter Room The doors from the main school meter room do not have seals or fire rated hinges.			In the event of a fire hot smoke and fire gases may pass through the intended fire barrier, blocking the horizontal evacuation strategy leading to deaths or serious injury.			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Ensure that these doors are fitted with intumescent strips and cold smoke seals on the top 3 sides of each door to resist the passage of smoke and fire for 60 minutes. FD60S doors should have 25mm strip which go around the hinges. The doors should be fitted with fire rate hinges. The doors should be kept locked when not immediately in use and be fitted with a “Fire Door Keep Locked” signage. 			4 x 3 = 12 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			





42	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Combustible Linings Heavily Laden Notice Boards Heavily laden notice boards should not be located on escape routes due to the contribution to fire load that they can present.				In the event that a fire develops on or spreads to an escape route, development will be significantly increased in the presence of combustible notice boards. The rapid fire development could compromise routes, trapping persons, leading to injury or death.		
				Recommended Controls & Precautions:		Hazard & Cost Category:
It is recommended that the Responsible Person should: <ul style="list-style-type: none">Try to avoid the use of notice boards on escape routes. Where it is unavoidable, boards should be maintained up-to-date and tidy so that fire load is kept to a minimum.Enclosing boards in a cabinet can provide some protection in the event of a fire.				2 x 3 = 6 MEDIUM (B)	3	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		


43	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Linings Combustibles on Lockers Combustible materials such as boxes are stored on top of lockers in escape routes, contributing to potential fire load. This was identified in the Big School escape routes.			Combustibles here will allow a fire to develop rapidly on the escape route blocking exits and trapped persons.			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Remove all combustibles stored on top of lockers in this area. 			2 x 3 = 6 MEDIUM (C)	4		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

44	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Linings School Bags <p>Large amounts of school bags left in escape routes will contribute significantly to the fire load and present a significant trip hazard. This was a notable issue in the corridor leading to the LRC, presumably because bags are not allowed in the LRC.</p> <p>Bags in on floors on escape routes also present a significant trip hazard.</p>			<p>A fire will develop quicker due to the combustible load that the bags present.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Seek to find a suitable and tidy solution which caters for the number of bags required to be stored in this area so as to eliminate the risk of trip hazards. If possible, elimination of bags being stored on the escape routes at all should be sought after. 			<p>4 x 4 = 16 HIGH (C)</p>	2		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			





45	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Linings Exhibition of Work The exhibition of school work in Block 5 presents a notable fire load on an escape route. The risk in this area is minimal due to the availability of other exits.			A fire in this area would take hold of the combustible materials and spread rapidly, blocking off escape routes. Alternatives are available, as such, only smoke inhalation and minor are anticipated.			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Ensure that levels of combustible load in this area are limited and that all means to avoid ignition sources are considered. 			1 x 3 = 3 LOW (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

46	PAS 79 Ref:	4.18	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
			Measures to Limit Fire Spread Combustible Linings <p>The ceiling in the Art Room Store (old Dark Room) appears to be constructed of polystyrene, backed by wooden panelling; a combination which will significantly contribute to fire load and surface spread.</p> <p>It also presents a significant break in fire compartmentation.</p> <p>Polystyrene presents a significant risk of ignition – notably in the event of a fault with lighting installations. The combustion of polystyrene can also result in molten plastic dripping onto persons below.</p>	<p>If the linings are combustible, in the event of a fire flashover speeds would be greatly increased leading to a more rapid spread of the fire.</p> <p>In turn this could lead to persons being trapped with serious consequences.</p>		
			Recommended Controls & Precautions:	Hazard & Cost Category:	Priority:	
			It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Instigate works to have the polystyrene material removed from this area and the ceiling re-lined and properly finished with plasterboard to ensure 30 minutes fire compartmentation. 	3 x 4 = 12 MEDIUM (B)	4	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
			Completion Date:			
			Action Completed Signature:			


47	PAS 79 Ref:	4.20	Fire Hazard Identified:	Consequences for life safety in the event of fire:	Evidence of Findings:
Emergency Escape Lighting Insufficient Lighting Throughout Premises: It is thought that there are significant deficiencies in the coverage from the existing system of emergency lighting both internally and externally across the site. The Fire Order indicates that an emergency escape lighting system should normally cover the following: <ul style="list-style-type: none"> ▪ Each exit door ▪ All Escape routes ▪ Intersections of corridors ▪ Outside each final exit and along external escape routes. ▪ Emergency escape signs. ▪ Windowless rooms and toilet accommodation exceeding 8m² ▪ Over Firefighting equipment ▪ Covering Fire alarm call points. ▪ and Equipment that would need to be shut down in an emergency. ▪ Lifts and areas in premises greater than 60m² 				In a fire emergency, personnel could become disorientated in the darkness leading to them becoming trapped with serious consequences.	   
				Hazard & Cost Category:	
				3 x 5 = 15 HIGH (A)	
				Priority:	
				2	
Recommended Controls & Precautions: It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ Instigate works service to install a full emergency lighting system to cover all areas and aspects mentioned above and as required by the fire order. ▪ Thereafter instigate a recorded system of routine checks to ensure that the emergency lighting system is maintained in good working order 				Action required by Whom:	
				Date action Commenced:	
				Action Comments/Notes (if any):	
				Completion Date:	
				Action Completed Signature:	

48	PAS 79 Ref:	4.21	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:	
Emergency Lighting General Faults A small proportion of emergency lighting units appeared not to be fully functional and may require attention to ensure good lighting at all times. These are often most easily identified due to the LED charge light not being lit but other factors are also taken into consideration, such as, moisture in the unit, or significant blackening on the bulb.				In a fire emergency, personnel could become disorientated in the darkness leading to them becoming trapped with serious consequences.			
				Recommended Controls & Precautions:			Hazard & Cost Category:
It is recommended that the Responsible Person should: <ul style="list-style-type: none">Instigate works service to make all lighting, both normal and emergency, on the escape routes made serviceable.Lights of particular note picked up on this audit can be seen in the photos to the right and located on the Plan of Findings.				2 x 3 = 6 MEDIUM (B)	3		
				Action required by Whom:	Date action Commenced:		
				Action Comments/Notes (if any):			
				Completion Date:			
				Action Completed Signature:			

49	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Emergency Lighting Testing Arrangements <p>Some areas where emergency lighting was installed were difficult to test as the location of the testing switches could not be identified or were not accessible.</p> <p>In one case, in the school tower, the light switches and testing switch were covered by part of the wall display.</p>				<p>If lighting cannot be thoroughly checked, they may not work when required.</p> <p>Occupants may be plunged into darkness during a fire and be unable to escape before it is too late, suffering injury or death.</p>		
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Ensure that all existing switches are easily identifiable and are not obscured in the manner identified above. Check all lighting has suitably positioned test switches, which are useable with reasonable ease, i.e. not located on ceilings or by high-level lighting. Any lighting without test switches should be provided with them. A comprehensive plan of the emergency lighting system should be drawn up to show the position of all emergency lights, the type, the location of the testing switches, and which lights the switches are connected to. This will assist in the ongoing maintenance of the emergency lighting system. 				2 x 2 = 4 LOW (C)	4	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		


50	PAS 79 Ref:	4.24	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Fire Safety Signs & Notices Deficiencies There was some evidence of a lack of some of the mandatory fire safety signs and notices, as required by the Fire Order.				In the event of a fire, the lack of direction given by the mandatory fire safety signs and notices could cause confusion and delays leading to injuries and possible deaths		   
				Recommended Controls & Precautions:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none">Implement the Signage Instructions detailed at Section 4 of the Fire Safety Procedures and Documentation Folder.				2 x 4 = 8 MEDIUM (B)	4	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		





51	PAS 79 Ref:	5.2.1	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings
<p>Procedures and Documentation</p> <p>Floor Plans</p> <p>Plans of the property were available however these do not facilitate orientation around the site and are not marked with the location of all fire related equipment and hazards.</p> <p>Up-to-date plans should be available which include the following:</p> <p>Essential structural features; Location of refuges & lifts for disabled persons; Methods of fighting fire including details of number, type & location of firefighting equipment; Location of manually-operated fire alarm call points; Location of any control rooms and fire staff posts; Location of any emergency lighting equipment and the exit routes; Location of any high risk areas, equipment or process that must be shut down by staff on hearing an alarm; Location of any automatic fire fighting systems, risers and sprinkler control valves; Location of mains electricity isolation switch; Location of mains gas isolation switch; Location of mains water isolation valve.</p> <p>Accurate and prominently displayed building floor plans assist staff in their understanding of the emergency fire plan, help the emergency rescue services in the event of a fire and assist management in their job of reviewing fire precautions.</p>				Failure to provide such floor plans could jeopardise and degrade the emergency fire plan.		
				In the event of a fire this could lead to confusion and delay which, in turn, could result in death or serious injury.		
				Hazard & Cost Category	Priority	
				3 x 3 = 9 MEDIUM (C)	2	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
<p>It is recommended that the Responsible Person :</p> <ul style="list-style-type: none">▪ Updated plans have been provided by Arion Ltd however these need to be checked and adopted by management. They can be found in Section 3 of the Fire Safety Procedures and Documentation Folder.▪ Maintain up to date copies of a floor plan for these premises.▪ The floor plans should be displayed at all fire points and a copy kept in a specified place on the premises, for example, in the management's office.▪ Plans should also be made available for immediate retrieval in the event of an emergency, to be given to the fire service on arrival.						
				Completion Date		Action Completed Signature

53	PAS 79 Ref:	4.31	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings: 
Fire Warning System Lack of Adequate Fire Warning <p>There was evidence of a lack of an adequate fire warning system that can detect a fire in its' early stages and be clearly heard and understood by everyone throughout the building when initiated from a single point.</p>			<p>In the event of a fire personnel could be unaware and leave their attempt to escape until it was too late.</p> <p>This could lead to injuries or death.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Study the Automatic Fire Detection and Alarm System (AFDAS) Requirement Calculations and act on its recommendations. This can be found in Section 9 of the Fire Safety Procedures and Documentation Folder. 			4 x 5 = 20 HIGH (A+)	1		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

54	PAS 79 Ref:	4.39	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Extinguishers General Requirements <p>Although the site is widely well-provided for, there is a requirement for an additional extinguisher to cover the risk of electrical fires on the gantry of the stage.</p> <p>Additional extinguishers may also need to be considered by Maintenance, Art, and Science where arrangements are made for the storage of COSHH.</p>				<p>In the event of a minor fire, the potential lack of first aid fire fighting appliances could result in an inability to contain the fire which could then get out of control with serious consequences.</p>		
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
It is recommended that the Responsible Person: <ul style="list-style-type: none"> ▪ Ensure that all extinguishers within the property secured in their positions to the wall or support by which they stand. ▪ Any significant electrical risks should be covered by Carbon Dioxide fire extinguishers. Typical examples include; distribution boards, servers, lift/motor rooms, offices, kitchen appliances, and heating installations. ▪ Any store of flammable liquids such as petrol cans, aerosols, etc. should be covered by the provision of AFFF Foam extinguishers to be sited in close proximity. Very small amounts may be covered by the provision of a Carbon Dioxide fire extinguisher. ▪ Extinguishers must not be mounted with the top of the handle more than 1m from the ground. The exception to this is where an extinguishers' gross weight is less than 4kg, the maximum allowable height is then up to 1.6m. 				2 x 4 = 8 MEDIUM (C)	3	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		



55	PAS 79 Ref:	2.25	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
<p>Fire Extinguishers Mounted Too High</p> <p>Some extinguishers were seen to have been mounted higher than that which is recommended by fire guidance.</p> <p>Extinguishers that are mounted too high may result in difficulties in using them quickly and safely in the event of a fire.</p> <p>The top of a fire extinguisher should not normally be greater than 1m from the ground.</p> <p>The height is of greater importance where an extinguisher is likely to be used by those with a smaller build which may typically include Young, Female, or Elderly employees.</p>				If an extinguisher is mounted higher than that which is recommended, personnel may suffer strain in the event of fire trying to use the extinguisher.		
				Damage may also result to the extinguisher if it is dropped, putting the user at risk with no means to fight a developing fire.		
				If an extinguisher is fumbled from its bracket for being too high, it could result in significant injury to the user, putting them further at risk if they are in the vicinity of a developing fire.		
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
<p>It is recommended that the Responsible Person should:</p> <ul style="list-style-type: none">▪ Arrange for all extinguishers over the recommended height to be re-mounted to an appropriate height with the top of the extinguisher sitting no more than 1m from the ground. The exception to this is where an extinguishers' gross weight is less than 4kg, the maximum allowable height is then up to 1.6m.▪ Supply or move all signage to be just above the corresponding extinguisher.▪ Where an extinguisher may be obscured from view by the building structure, room partition, or furniture, additional "Fire Extinguisher" signage should be posted higher or nearby to compensate.▪ If an extinguisher has been mounted higher to avoid damage from equipment, or pedestrian traffic; the height rules above must still be applied and additional protection measures put in place to ameliorate any such issues.				2 x 3 = 6 MEDIUM (C)	4	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		

56	PAS 79 Ref:	4.39	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Fire Extinguishers Extinguisher Installation <p>It is not thought that misuse of extinguishers is an issue. However, a number of extinguishers were unmounted or had damaged mounting brackets which may be due to wear and tear such as impact by movement of large numbers of students.</p>			<p>In the event of a minor fire, the lack of first aid fire fighting appliances could result in an inability to contain the fire which could then get out of control with serious consequences.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person: <ul style="list-style-type: none"> Instigate works to have all extinguishers permanently fixed to the wall in their designated locations. 			3 x 3 = 9 MEDIUM (C)	4		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
						Action Completed Signature:

57	PAS 79 Ref:	5.2	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Procedures and Arrangements Lack of suitable Fire Safety Policy: <p>No evidence has been seen of a suitable record of the fire safety arrangements and policy.</p> <p>It has been assumed that the Fire Safety Policy for this site is not as required by the Regulatory Reform (Fire Safety) Order 2005.</p>			<p>Fire on premises should be considered inevitable and therefore all possible steps should be taken to mitigate the possibilities of fire. A good policy document will give details of recording, planning, information, instruction and training of personnel.</p> <p>Failure to have a good fire safety policy could result in death or serious injury when the inevitable occurs!</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person: <ul style="list-style-type: none"> ▪ Maintain fire safety records & plans which include planning, organisation, policy & implementation, monitoring, audit and review documentation. 'Responsible Persons' are required to produce this documentation for inspection by any enforcing authority. The records should be kept in a specified place on the premises, for example, in the management's office." ▪ A Fire Safety Policy for this company has been drafted in Section 1 of the Fire Safety Procedures and Documentation Folder. ▪ This must be reviewed and any amendments made. Once suitable, this finding and the policy should be signed as acceptance of the document. 			2 x 2 = 4 LOW (C)	2		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

58	PAS 79 Ref:	5.3	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Procedures and Arrangements Lack of suitable Fire Emergency Plan: <p>The school demonstrate a good plan for actions in the event of a fire however these are not effectively documented as required by the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The Fire Order states: "Responsible Persons' are required to maintain fire safety records and plans which include a Fire Emergency Plan and to produce them for inspection by any enforcing authority."</p>			<p>The purpose of a Fire Emergency Plan is to ensure that all persons on your premises know what to do if there is a fire and that the premises can be safely evacuated.</p> <p>When the inevitable occurs, the lack of procedures could result in confusion, delay, serious injury and death.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person: <ul style="list-style-type: none"> Maintain fire safety records & plans which include a Fire Emergency Plan to produce them for inspection by any enforcing authority. The records should be kept in a specified place on the premises, for example, in the management's office. A Fire Emergency Plan for this company has been drafted in Section 5 of the Fire Safety Procedures and Documentation Folder. This must be reviewed and any amendments made. Once suitable, this finding should be signed as acceptance of the document. 			<p>2 x 2 = 4 LOW (C)</p>	<p>2</p>		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

59	PAS 79 Ref:	5.3	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Procedures and Arrangements Lack of suitable Personal Emergency Evacuation Plans (PEEP's) <p>It is important to know exactly how any personnel with mobility impairment are to be evacuated in the event of an emergency.</p> <p>Consideration should be given to the individuals (and their capability), their location, evacuation aids, and methods of warning. This applies to both students and staff.</p>			<p>The purpose of a PEEP is to ensure that all persons on your premises know how to safely and efficiently evacuate all residents if there is a fire.</p> <p>When the inevitable occurs, the lack of procedures could result in confusion, delay, serious injury and death!</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ The blank PEEP forms behind the Evacuation Report blanks in Section 15 are available for use by the school to help manage the evacuation procedures for any personnel or students with mobility impairment. Staff should be invited by the company to carry out a PEEP assessment. The needs of a student must be carefully considered - the parents/guardians of students should be included in this process. ▪ Any training requirements, policy changes, equipment, signage, etc. which are required to fulfil the PEEP should be arranged and documented. ▪ The records should be kept in a specified place on the premises, for example, in the management's office. ▪ These should be reviewed annually or when changes to the individual circumstances are significant. ▪ Signage may be displayed in Reception inviting visitors to request a PEEP should they require one. The above procedures should also be used for visitors to the premises should they request a PEEP so that their needs in the event of a fire can be identified and catered for. 			3 x 4 = 12 MEDIUM (C)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			


60	PAS 79 Ref:	4.15	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Evacuation Procedures Evac-Chairs <p>People with mobility impairment who visit, work or attend school as a student may often go to the first and second floors. In some cases, they would require use of the lift. In case of fire there are no provisions for their evacuation; this is contrary to the requirements of the Fire Order and The Equality Act 2010.</p> <p>The Fire Order states that your evacuation strategy should not rely on fire & rescue services rescuing people waiting in a refuge. It is imperative that suitable provisions are made to ensure the safe evacuation of disabled personnel, students and visitors.</p> <p>There is a chair at the top of the stairwell to the Sports Hall Viewing Balcony however this is not designed for use on stairs.</p>			<p>In the event of fire, disabled persons may be delayed or unable to escape resulting in serious injury or death.</p> <p>Attempting emergency descent using a chair which is not designed for stairs could result in significant injuries.</p>			
Recommended Controls & Precautions:				Hazard & Cost Category:	Priority:	
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> In accordance with the HM Government Guidance concerning Means of Escape for Disabled People, put in place those measures that are necessary to achieve compliance with the Fire Order and The Equality Act 2010. Consider whether the provision of lightweight evacuation chairs in the central first and second floor escape route stairwells would be suitable. Chairs should be mounted in a designated location with appropriate signage. Training will be required by designated persons/buddies/teachers etc., in the chairs' safe use. There a significant costs involved in the provision, maintenance and training associated with these chairs which may need to be balanced against the benefit, particularly where persons with mobility impairment can be catered for on the ground floors as an alternative. 				1 x 4 = 4 LOW (B)	4	
				Action required by Whom:	Date action Commenced:	
				Action Comments/Notes (if any):		
				Completion Date:		
				Action Completed Signature:		



61	PAS 79 Ref:	2.22	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Fire Service Familiarization Visit <p>The existing status of Fire Service familiarity with the site is not known. Familiarisation visits could prove very beneficial to both the school and the local service for prior planning of a fire emergency.</p> <p>Familiarization visits allow a potential incident commander to update the recorded information for the site and consider specific risks and the potential benefits of different strategies that might be employed if an incident were to occur at this site.</p>			<p>Without pre-incident planning and preparation, an effective response to a fire by the fire service could be hampered by unfamiliarity or uncertainty regarding the risks on site or the means with which to tackle a fire.</p> <p>Undue fire development may result and injuries occur.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> Consider arrangements to invite the Fire Service to carry out a familiarization visit of the site. If carried through, document the visit and any actions or notes as a result in the Fire Safety Procedures and Documentation Folder. A familiarisation visit is not an enforcement visit from a warranted officer. It is an opportunity for the local fire crews to meet the people they may have to deal with in an emergency and to make a plan in the event of a fire. 			2 x 2 = 4 LOW (B)	4		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

62	PAS 79 Ref:	4.30	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Procedures and Documentation Staff Training Sheets <p>There was no evidence of Staff Training Sheets recording all mandatory staff training - as required by the Regulatory Reform (Fire Safety) Order 2005.</p> <p>All staff must be given information and instruction as soon as possible after they are appointed and regularly after that.</p> <p>Training sheets should identify where additional roles and responsibilities are given and record the training given for each individual.</p>			<p>Failure to carry out adequate training could result in confusion, delay, serious injury and even possibly death when the inevitable occurs.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person: <ul style="list-style-type: none"> Maintain fire safety records & plans which include staff training documentation. The records should be kept in a specified place on the premises, for example, in the management's office. 'Responsible Persons' are required to produce this documentation for inspection by any enforcing authority. Sample Staff Training Sheets can be found in Section 8 of the Fire Safety Procedures and Documentation Folder for your consideration. Ensure that, if recorded elsewhere, records are entered into Section 8 of the Fire Safety Procedures and Documentation Folder (either originals or copies) to show evidence of fire training to inspecting authorities. All staff should undergo regular fire awareness training. This can be incorporated into regular drills but must be followed up. Minimally, the higher-risk staff should receive formal training, including the use of extinguishers. This includes; the site team, faculty of science and technology, and assistants in these areas, fire wardens, any staff taking charge of evening events/activities. 			3 x 4 = 12 MEDIUM (B)	3		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

63	PAS 79 Ref:	5.28	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Procedures and Documentation Routine Check Sheets <p>There are arrangements in place but an amalgamated approach to the checks will ensure that they are suitable and sufficient as required by the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Such Check Sheets should include the following:</p> <ul style="list-style-type: none"> • Daily checks such as removing security devices from fire exits and checking that fire alarms are active. • Weekly test and checks of fire detection and warning systems, checking of batteries on safety torches and checking that fire extinguishers are correctly located and in apparent working order. • Monthly tests and checks of all emergency lighting systems and functionality of all fire doors. • Six Monthly checks. A competent person should test and maintain the fire detection and warning system. • Annual tests and checks of emergency lighting systems, all fire fighting equipment, fire alarms and any other installed systems. 			<p>Existing equipment, devices or facilities that are provided in your premises for the safety of people, such as fire alarms, fire extinguishers, lighting, signs, fire exits and fire doors must be kept in effective working order.</p> <p>Failure to carry out such routine checks would result in degradation of fire safety procedures which, in turn, could result in death or serious injury when the inevitable occurs!</p>			
			Hazard & Cost Category:	Priority:		
			2 x 2 =4 MEDIUM (C)	4		
			Recommended Controls & Precautions:			
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ Ensure that all mandatory maintenance and testing requirements are carried out as required by the fire order. ▪ Ensure that all checks are recorded properly. Consider using the sheets given in Section 7 of the Fire Safety Procedures and Documentation Folder. Otherwise, ensure that any other records are entered into the folder (either originals or copies) to show evidence of checks to inspecting authorities. 			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

64	PAS 79 Ref:	4.1	Fire Hazard Identified	Consequences for life safety in the event of fire		Evidence of Findings 
Means of Escape Maintenance of External Escape Staircases <p>It is not known whether the school are aware of the need for regular inspection of the external staircases. Documentation has not been seen – it is recommended that an inspection is carried out on a five-yearly basis.</p>				In the event of a fire, panicking evacuees slip or fall on the escape. Serious injuries could result.		
				Hazard & Cost Category	Priority	
				1 x 4 = 4 LOW (C)	0	
				Action required by Whom	Date action Commenced	
Recommended Controls & Precautions				Action Comments/Notes (if any)		
It is recommended that the Responsible Person should: <ul style="list-style-type: none"> ▪ The external staircase should be subject to periodic formal inspections to ensure its' safety and suitability. Please make reference to any existing documentation if available. 						
				Completion Date	Action Completed Signature	

65	PAS 79 Ref:	4.30	Fire Hazard Identified:	Consequences for life safety in the event of fire:		Evidence of Findings:
Procedures and Documentation Fire Evacuation Reports <p>Fire drills are carried out regularly however the way in which the follow-up is conducted and the documentation available may not identify all potential issues or trends or deal with problems which arise.</p> <p>There was no evidence of a record of all Fire Drills carried out as required by the Regulatory Reform (Fire Safety) Order 2005.</p>			<p>Failure to carry out adequate fire practices could result in confusion, delay, serious injury and even possibly death when the inevitable occurs.</p>			
Recommended Controls & Precautions:			Hazard & Cost Category:	Priority:		
It is recommended that the Responsible Person: <ul style="list-style-type: none"> Maintain fire safety records & plans which include fire/practice evacuation reports. The records should be kept in a specified place on the premises, for example, in the management's office. 'Responsible Persons' are required to produce this documentation for inspection by any enforcing authority. Blank Fire Evacuation Reports can be found in Section 15 of the Fire Safety Procedures and Documentation Folder for your consideration. Ensure that, if recorded elsewhere, records are entered into Section 16 of the Fire Safety Procedures and Documentation Folder (either originals or copies) to show evidence of fire drills to inspecting authorities. Ensure that a comprehensive follow-up is carried out following every drill with key staff and the information disseminated to all relevant persons. 			<p>2 x 2 = 4 MEDIUM (C)</p>	<p>4</p>		
			Action required by Whom:	Date action Commenced:		
			Action Comments/Notes (if any):			
			Completion Date:			
			Action Completed Signature:			

There are no more Significant Findings.

Total Findings: 65