

# Norwich School

## Fire Risk Assessment



Record of significant findings	
Risk assessment for :	Assessment undertaken by :
<b>Blakes Studio &amp; Fleming Building</b>	<b>Nigel Billing CMIOSH, Enable Safety and Health</b> <span style="float: right;"><b>Date: 15/12/20</b></span>
<b>Overview of Premises:</b>	Blake studio is a drama hall incorporating retractable seating accessed via the adjoining Fleming building, a 3 storey traditional building comprising classrooms and offices. The inspection was undertaken during school holidays and seating in Blake Studio was fully retracted.
SUMMARY OVERVIEW	
Evaluate the risk of a fire occurring.	Well managed buildings with no significant risk of a fire occurring.
Evaluate the risk to people from a fire starting in the premises.	Recommendations made to reduce the risk.

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<b>RECOMMENDATIONS (See Appendix for extracts from official guidance that reinforce recommendations made where necessary)</b>		<b>Completed When?</b>
To remove and reduce the hazards that may cause a fire.	No recommendations made.	
To remove and reduce the risks to people from a fire.	Door to F3 was sticking on the carpet and the self closer not operating, door to F4 was not closing fully in its frame. These should be adjusted accordingly.	
	The fire exit from the lower ground floor classroom in Fleming is not signed as a fire exit and a sign should be fitted <b>(PREVIOUS RECOMMENDATION)</b> .	
	Door to storage area adjacent to Dyers was open with significant combustible storage within. This door must be kept closed at all times <b>(PREVIOUS RECOMMENDATION)</b> .	
	Exit door from floor of Blake exits outwards into playground/car park. As it is foreseeable that vehicles could be parked in this area and potentially obstruct the door when Blake is in use, a bollard should be installed outside to ensure cars don't park close and the door can open unobstructed at all times <b>(PREVIOUS RECOMMENDATION)</b> .	
<b>Assessment review</b>		
This fire risk assessment will be constantly monitored and if there is any reason to suspect it is no longer valid or if there are significant changes that affect the fire risks and precautions, it will be formally reviewed and revised if necessary. Irrespective of this, reviews will be undertaken on an annual basis.		

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FIRE RISK ASSESSMENT – DETAIL OF ASPECTS COVERED					
		Hazard Controlled/ Compliance achieved			Comments
		Yes	No	N/A	
<b>STEP 1 - IDENTIFY FIRE HAZARDS</b>					
<b>Consideration of potential ignition sources from:</b>					
	Naked flames or smokers' materials, eg cigarettes and matches?	✓			No smoking policy in place for school. No evidence of smoking outside.
	Electrical, gas or oil-fired heaters (fixed or portable)?	✓			Both buildings provided with central heating system fed via serviced and maintained gas boilers located in plant room within Fleming.
	Hot processes (such as welding or grinding work)?			✓	
	Cooking?			✓	
	Machinery, engines, plant, non standard equipment, boilers	✓			Plant room in good order. Meal stepladders stored within but no combustible materials.
	Faulty or misused electrical equipment?	✓			PAT undertaken October 2020 and fixed electrical test and inspection in 2019.
	Hot surfaces and obstruction of equipment ventilation, eg office equipment?	✓			
	Arson?	✓			Premises are accessible to the general public but security guard located near playground entrance, gate locked overnight and no significant risk.
<b>Consideration of potential sources of fuel from:</b>					
	Flammable liquids such as paints, varnish, thinners, adhesives, petrol, paraffin?			✓	
	Solids such as wood, paper, card, plastics, rubber, polystyrene, foam?	✓			Bookcases are provided within the Fleming staircase enclosure that significantly increases the fire loading for this area and whilst this is not an ideal situation, the upper floor is provided with fire separation from the staircase and an alternative exit, so with the provision of automatic detection throughout, it is deemed an acceptable risk.

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	Flammable gases such as liquefied petroleum gas (LPG) and acetylene?			✓	
	Furniture, including fixtures and fittings?	✓			Seating and carpets within Studio installed during 2016 refurbishment to required standards.
	Textiles or loose packaging material?	✓			Drapes within Studio installed during 2016 refurbishment to required standards.
	Waste materials, in particular finely divided materials such as wood shavings, off cuts, dust, paper and textiles?	✓			
<b>Construction of the workplace</b>					
	Is the internal construction free of large areas of combustibles such as hardboard, chipboard, blockboard walls or ceilings?	✓			Wall to rear of hall has not been fully clad to the rear exposing timber construction, but not a significant issue. Notice boards within Fleming corridors well managed.
	Is the internal construction free of large areas of synthetic ceiling or wall coverings, such as polystyrene tiles?	✓			
<b>Identifying sources of oxygen</b>					
	Are windows, doors or other openings closed that are not required for ventilation purposes after the working day?	✓			
	Are the mechanical air conditioning systems and air handling systems designed so as not to spread a fire in the workplace?	✓			Self contained ventilation and extract system within Blakes.
	Is there absence of any oxygen sources (eg oxidising agents, cylinders or piped systems for welding)?	✓			
<b>Near misses</b>					
	Absence of indications of 'near misses', such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns?	✓			
<b>STEP 2 - PEOPLE AT RISK</b>					
	Will staff at workstations be able to reach a place of safety in a fire?	✓			

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	Would people working in plant rooms or roof be aware that there is a fire alarm actuating and have suitable means of escape in case of fire?	✓			Suitable precautions would be implemented for any contractors needing to work on roof plant on Fleming, accessed via central protected staircase.
	Would customers, visiting contractors and other non-staff members be able to reach a place of safety in case of fire?	✓			
	Is there an absence of high risk areas and/or people working in high risk locations?	✓			
	Are there adequate fire safety provision arrangements for people sleeping in the building?			✓	
	Is there adequate provision for people with special needs, including those that have restricted mobility, impaired hearing or sight or any other form of disability?			✓	Personal emergency evacuation plan (PEEP) would be implemented as required as per Fire Policy.
	Large numbers of people unfamiliar with the layout of the building are unlikely to be present?	✓			Should Blakes studio be let out or used for events with external attendees, means of escape provision are obvious.
STEP 3 - FIRE SAFETY ARRANGEMENTS					
Means of escape					
	Are travel distances acceptable for the appropriate risk rating within rooms to exits within the workplace (generally 18m single direction or 45m for alternative routes)?	✓			Blakes Studio is provided with exit door to the rear of the studio discharging directly to open air, as well as a ground floor fire exit to the rear of the studio and an upper exit to the rear of the seating area, both of which pass into the main staircase enclosure of Fleming to discharge via the main entrance. Upper floors of Fleming have an alternative exit out to an external metal fire escape spiral staircase and lower ground floor of Fleming has exit from room F2 to rear of building.
	Are fire resisting partitions and walls, floors, ceilings in a good state of repair?	✓			
	Are fire resisting doors adequate (positively self-closing where required, fitting tightly in the frame in a good state of repair and kept closed)?		✓		Door to storage area adjacent to Dyers was open with significant combustible storage

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				within. This door must be kept closed at all times. Door to F3 was sticking on the carpet and the self closer not operating, door to F4 was not closing fully in its frame. Some doors held open on magnetic holders or Dorgard units that release of fire alarm activation. Checked as part of weekly tests.
Do inner rooms meet the requirements for means of escape (vision panel or gap at top or smoke detection to outer room)?	✓			
Is fire resisting glass, where required, an appropriate rating and in suitable frames and in good condition?	✓			Georgian wired glass panels and door to 2 <sup>nd</sup> floor of Fleming.
Are there sufficient exits in the right place?	✓			
Are the type and size of exits suitable and sufficient for the number of people likely to need to use them?	✓			
Are all escape routes easily identifiable, free from any obstructions and adequately illuminated?		✓		Exit door from floor of Blake exits outwards into playground/car park. As it is foreseeable that vehicles could be parked in this area and potentially obstruct the door when Blake is in use, a bollard should be installed outside to ensure the door can open unobstructed at all times. The fire exit from the lower ground floor classroom F2 in Fleming is not signed as a fire exit.
Do internal staircases meet the requirements for good means of escape?	✓			
Do external staircases meet the requirements for good means of escape (1.8m horizontally and 9m vertically from non FR glazing or openings)?	✓			No glazing to vicinity of external fire exit.
Do external escape routes meet the requirements for good means of escape?	✓			
Are long corridors (>30m) subdivided with fire doors?			✓	

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	Is there only one suitable securing device on doors required for means of escape?	✓			Exits from F7 and F3 onto fire escape operate easily.
	Are any interlocks on doors normal kept closed for security reasons suitable for means of escape in case of fire?	✓			
	Is the fire assembly point in a safe and secure location?	✓			Nelson statue on the Close.
	Are there sufficient fire action notices in appropriate locations?	✓			Notices provided within classrooms by doors.
<b>Fire detection and fire warning</b>					
	Does the workplace need an electrical fire alarm system?	✓			
	Does the electrical fire detection and warning system have a back-up power supply?	✓			
	Are fire alarm call points sited in suitable locations with a travel distance of no more than 45 metres from any point in the workplace?	✓			
	Is the fire control panel in an appropriate location?	✓			Entrance lobby to Fleming.
	Does the workplace have automatic fire detection if needed for life or property protection?	✓			
	Are the fire alarm sounders or indicating lights clearly heard and understood throughout the whole premises?	✓			Not tested during visit but appear sufficient and no issues reported.
<b>Means of fighting fire</b>					
	Are there sufficient extinguishers or hose reels appropriately sited throughout the workplace?	✓			
	Are the extinguishers suitable for the purpose and of sufficient capacity?	✓			
	Are the right types of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?	✓			
	Does the location of any hidden extinguisher need indicating?	✓			
	Are fixed installations required for the life or property risks appropriate?			✓	

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<b>Maintenance and testing</b>					
	Do you regularly check all fire doors and escape routes and associated lighting and signs?	✓			Fire Policy requires Heads of Department to undertake termly inspections.
	Do you regularly check all your fire-fighting equipment?	✓			Annual service undertaken in July 2020.
	Do you regularly check all your fire detection and alarm equipment as per official guidance?	✓			6 monthly servicing undertaken. Weekly bell tests undertaken, but not generally during occupied times.
	Do you regularly check any other equipment provided to help means of escape arrangements in the building?	✓			
	Are there instructions for relevant employees about testing of equipment?	✓			
	Are those who test and maintain the equipment properly trained to do so?	✓			
<b>Fire emergency plan</b>					
	Does the facility have a fire emergency plan?	✓			Plan incorporated within Fire Policy for school.
	Does the emergency plan take account of all reasonably foreseeable circumstances?	✓			
	Are your employees familiar with the plan, trained in its use and involved in testing it?	✓			
	Is the fire emergency plan made available to all who need to be aware of it?	✓			
	Does the plan provide clear instructions on the action employees should take if they discover a fire?	✓			
	Does the plan provide clear instructions on how people will be warned if there is a fire?	✓			
	Does the plan provide clear instructions on how the evacuation of the workplace should be carried out?	✓			
	Has the fire procedures for disabled people been included in the emergency plan?	✓			
	Does the plan provide clear instructions on where people should assemble after they have left the workplace and procedures for checking whether the workplace has been evacuated?	✓			
	Does the plan provide clear instructions on the fire-fighting equipment provided?	✓			



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Does the plan provide clear instructions on the duties and identity of employees who have specific responsibilities in the event of a fire?	✓			
Does the plan provide clear instructions on arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors?	✓			
Does the plan provide clear instructions, where appropriate, on any machines/processes/ power supplies which need stopping or isolating in the event of fire?			✓	
Does the plan provide clear instructions on specific arrangements, if necessary, for high-fire-risk areas of the workplace?			✓	
Does the plan provide clear instructions on how the fire brigade and any other necessary emergency services will be called and who will be responsible for doing this?	✓			
Does the plan provide clear instructions on procedures for liaising with the fire brigade on arrival and notifying them of any special risks?	✓			
Does the plan provide clear instructions on what training employees need and the arrangements for ensuring that this training is given?	✓			
<b>Fire safety management</b>				
Have practical measures been taken to ensure good housekeeping?	✓			
Have practical measures been taken to ensure escape routes are kept clear?	✓			
Have practical measures been taken to ensure suitable security measures reduce the chance of arson	✓			
Have practical measures been taken to provide regular fire safety checks?	✓			
Have practical measures been taken to ensure all windows and doors are closed, including doors held open by automatic release units?	✓			
Have practical measures been taken to ensure all naked flames are extinguished or left in a safe condition?				
Have practical measures been taken to ensure all flammable rubbish and waste is removed to a safe place?	✓			
Have practical measures been taken to ensure all highly flammable materials are safely stored?			✓	



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	Have practical measures been taken to ensure the workplace is secured against unauthorised entry?	✓			
	Have all employees working in the premises outside normal hours, such as cleaners or shift workers been given information about the fire precautions in the workplace and what to do in the event of a fire?	✓			
<b>Information and instructions for employees</b>					
	Does all fire training and written information take account of those with disabilities such as hearing or sight impairment, those with learning difficulties and those who do not use English as their first language?	✓			Specific requirements would be implemented as necessary.
<b>Training employees</b>					
	Do all employees receive induction training on fire arrangements on their first working day?	✓			Training delivered as part of new staff inset via online training module.
	Is the type of training dedicated to the workplace and does it explain the emergency procedures?	✓			
	Does the fire training take account of the work activity, the duties and responsibilities of employees?	✓			
	Does the fire training take account of the findings of the risk assessment?	✓			
	Does the fire awareness training include the standard actions to be taken in workplace fire?	✓			
	Are all the employees identified in the emergency plan who have a supervisory role in the event of fire (eg heads of department, fire marshals or wardens and, in some large workplaces, fire-fighting teams), given details of the fire risk assessment and receive additional training?	✓			Fire awareness training is delivered at induction and at 3 yearly intervals. Fire Wardens receive additional specific training on their roles.
	Have the people likely to use the fire extinguishers been given adequate instruction and training?	✓			Fire Wardens receive specific training.
	Are all the employees identified in the emergency plan who are working in a high risk area given additional training for those risks?	✓			
<b>Fire Evacuation Drills</b>					
	Are regular fire evacuation drills carried out involving all building occupants?	✓			Each term.

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STEP 4 - REVIEW AND REVISE					
	Have changes to the work processes, furniture, plant, machinery, substances, buildings, or the number of people likely to be present in the workplace been taken into account?	✓			
	If a fire or 'near miss' occurs, will the existing assessment be reassessed?	✓			
	Have fire risk assessments been periodically reviewed to make sure that the precautions are still working effectively?	✓			Annual reviews undertaken.
	Have any proposed structural alteration or material change of use (in Scotland, any changes) to a building, been notified to building control?	✓			
	Are procedures in place in buildings that hold a license, to ensure that any proposed changes as a result of the risk assessment are notified to the licensing authority?			✓	