



# **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

## **FIRE RISK ASSESSMENT**

### **MAINTENANCE WORKSHOPS/SCHOOL SHOP**

#### **BUILDING SUMMARY**

The Maintenance workshops and School Shop are timber constructed sheds with an insulation infill. The sheds and shop have electrical power and are heated by wall mounted electrical heaters.



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<b>Area being assessed:</b>	<b>Maintenance Workshops and School Shop.</b>	<b>Date(s):</b>	<b>September 2015</b>	<b>Review Date(s):</b>	<b>September 2016</b>
<b>ASSESSMENT QUESTION</b>	<b>COMPLIANCE?</b>				<b>COMMENTS/RECOMMENDATIONS</b>
	N/A	Yes	No	Part	

<b>1. Identification of the hazards</b>					
1.1 Identification of sources of fuel.		✓			Timber used in construction of building and in furniture, Paper and card in use throughout, Plastics used in furniture and equipment. Storage of timber, storage of school clothing in shop.
1.2 Identification of sources of ignition.		✓			Use of electrical equipment throughout, uncontrolled maintenance, unauthorised smoking, Arson.
1.3 Identification of sources of oxygen.		✓			
<b>2. People at risk</b>					
2.1 Identification of people at risk in area.		✓			Staff, Visitors, Contractors and Pupils.
2.2 Identification of people at risk from area activities.		✓			See 2.1 above.
2.3 Identification of those especially at risk.					
2.3.1 Unsupervised.		✓			Potential for staff or support staff to be in buildings unsupervised.
2.3.2 Language difficulties.		✓			.
2.3.3 Very young.	✓				
2.3.4 Disabilities.		✓			
<b>3. Evaluation of fire risk in area being assessed</b>					
3.1 Higher.					
3.2 Normal.		✓			
3.3 Lower.					
<b>4. Removal or reduction of hazard</b>					
4.1 Reduction in sources of ignition.		✓			
4.2 Reduction in sources of fuel.		✓			.



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		N/A	Yes	No	Part		
4.3	Reduction in sources of oxygen.		✓				
4.4	Have all dangerous substances been identified?		✓				
4.5	Have these been removed or reduced so far as is reasonably practicable?		✓				
4.6	Are fixed electrical installations and portable electrical equipment subject to routine inspection and test?		✓				
<b>5. Fire warning and detection systems</b>							
5.1	Is a shout or manual alarm sufficient?	✓					
5.2	Alarm to BS5839 or equivalent.	✓					
5.3	Are the number and location of operating points acceptable?	✓					
5.4	Is the audibility acceptable?	✓					
5.5	Any persons with impaired hearing.	✓					
5.6	Is automatic fire detection advised?	✓				AFD not considered necessary due to small size of buildings	
5.7	Right type and location.	✓					
5.8	Maximum travel distance of 45m to any alarm operating point?	✓					
5.9	Alarm operating points located at storey exits and final exits?	✓					
<b>6. Fire fighting equipment</b>							
6.1	Are the correct extinguishers provided?						
6.1.1	Class A combustible solids.		✓				
6.1.2	Class B or Class A with additives flammable liquids		✓				
6.1.3	Class C fires involving gases.	✓					



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6.1.4 Class D fires involving metals.		✓					
6.1.5 Class F cooking oils and deep fat fryers.		✓					
6.1.6 Hose reels.		✓					
6.1.7 Sprinkler systems.		✓					
6.2 Are there a sufficient number of extinguishers correctly sited?							
6.2.1 Minimum of 2 per floor or			✓				
6.2.2 One every 200m <sup>2</sup> of floor space.			✓				
6.3 Are fire blankets (light duty) provided for fat-type fires?			✓				
<b>7. Means of escape (general)</b>							
7.1 Work in inner room is controlled by:							
7.1.1 Vision panel in dividing wall or		✓					
7.1.2 500mm smoke gap at ceiling or		✓					
7.1.3 Smoke detection in outer room		✓					
7.2 Are dead-end travel distances acceptable?			✓				
7.3 Are combined travel distances acceptable?			✓				
7.4 Are dead-end corridors protected by:							
7.4.1 Protected route status or		✓					
7.4.2 Automatic fire detection.		✓					
7.5 If room >12metres (10m classrooms) are there two exits with included angle >45°?		✓					
7.6 Are doors set at 800mm width and above?		✓					
7.7 Are fire doors acceptable and closing		✓					

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properly?							
7.8	Is there fire sub-division of corridors >30m in length?	✓					
7.9	Is there fire door sub-division of corridors serving 2 floor exits?	✓					
7.10	Are stairway enclosures of Class 0 Construction, leading to final exit?	✓					
7.11	Are stairway enclosures free of combustibles?	✓					
7.12	Are accommodation stairways enclosed at all upper levels?	✓					
7.13	If stairway extends to basement, is there a separate fire-resisting lobby at that point?	✓					
7.14	Is the floor above the basement 60-minute fire resistance?	✓					
7.15	Are any external fire escapes the correct vertical and horizontal distance from unprotected doors and windows? (1.8m horizontally and 9m vertically).	✓					
7.16	Are all means of escape clear of obstruction and properly managed?		✓				
7.17	Are accommodation stairways enclosed at all upper levels?	✓					
7.18	Do final fire exit doors open in direction of travel?		✓				
7.19	In the case of fire walls, do these extend upwards through false ceilings to the floor slab above?	✓					
7.20	Do the walls contain hidden voids or shafts that would spread smoke vertically	✓					



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and bypass the fire-resisting structure?							
<b>8. Means of escape with single stairs</b>							
8.1 Basement and ground floor:							
8.1.1 Not >60 people in the basement.		✓					
8.1.2 Stairwell protected.		✓					
8.1.3 Travel distance to storey exit acceptable.		✓					
8.1.4 Fire resisting of lobby in basement before stairs.		✓					
8.2 Ground floor and first floor:							
8.2.1 Not >120 people on first floor.		✓					
8.2.2 Travel distance to storey exit acceptable.		✓					
8.2.3 Stairwell protected.		✓					
8.3 Ground floor and up to 3 upper floors:							
8.3.1 Children must not be accommodated above the first floor.		✓					
8.3.2 Upper floors must not have >60 people each.		✓					
8.3.3 Travel distance to storey exit acceptable.		✓					
8.3.4 Approach to staircase via a protected lobby (except on top floor) <b>or</b> have AFD.		✓					
<b>9. Fire Safety Maintenance (see Checklist)</b>							



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9.1	Are there monthly checks of the following:						
9.1.1	Escape routes		✓				
9.1.2	Emergency lighting		✓			1 hour test completed Easter and 3 hour test completed in Summer.	
9.1.3	Fire fighting equipment		✓			Extinguishers checked annually.	
9.2	Does the fire warning system have a 6-monthly check by a Competent Person?	✓					
9.3	Do the fire extinguishers have a 12-monthly check by a Competent Person?		✓				
<b>10. Miscellaneous Matters</b>							
10.1	Signs and notices:						
10.1.1	Are emergency exits and signs clearly marked?	✓					
10.1.2	Are the alarm operating points clearly marked?	✓					
10.1.3	Are internal fire doors provided with the "Fire Door Keep Shut" notice?	✓					
10.1.4	Are "Push Bar to Open" notices provided at door panic bolts?	✓					
10.1.5	Are fire-resisting doors to cupboards on staircases and protected routes marked "Fire Door – Keep Locked"?	✓					
10.1.6	Are there evacuation instructions posted throughout the area at appropriate points?		✓				
10.2	Is there an emergency plan in place?		✓				
10.3	Has training on the emergency plan and on fire generally been provided to		✓				

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management and employees?							
10.4	Does the emergency plan include the appointment of fire Marshalls and detail their role?		✓				
10.5	Does the emergency plan detail the frequency and objectives of fire drills and the method of achieving any roll call?		✓				
10.6	Does the plan deal with the presence of contractors and visitors who may be on site?		✓				
10.7	Is there provision of a sufficient number of emergency lighting luminaires or equivalent?		✓				
10.8	Is there adequate lighting on external routes adjacent to fire exit?		✓				
10.9	Is there means by which employees can voice their concern about fire risks in line with their duty under Article 19 of the Fire Safety Order?		✓				
10.10	Are there back-up power supplies for fire detection and emergency lighting systems?		✓				
<b>11. Hire of Facilities</b>							
11.1	Are any parts of the area hired to external organisations?	✓					
11.2	Is the Responsible Person identified in each case?	✓					
11.3	Are the fire safety responsibilities established as part of the contract of hire?	✓					





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<b>12. Soft furnishings etc</b>										
12.1	Is there a policy on the purchase and use of soft furnishings complying with the Furniture and Fittings (Fire) Safety Regulations 1998?			✓						
12.2	Is it being implemented?			✓						

**NORWICH SCHOOL – FIRE RISK ASSESSMENT**  
*THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS AND THE REGULATORY REFORM  
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**SIGNIFICANT FINDINGS – MAINTENANCE WORKSHOPS AND SCHOOL SHOP**

<b>Item No.</b>	<b>Ref No.</b>	<b>Description of Unsatisfactory Condition</b>	<b>Persons at Risk</b>	<b>Existing Control Measures (if any)</b>	<b>Proposed Remedial Action When and Who</b>
		No significant findings noted.			