

# Norwich School

## Fire Risk Assessment



Record of significant findings	
Risk assessment for :	Assessment undertaken by :
<b>2&amp;2A The Close</b>	<b>Nigel Billing CMIOSH      Date: 02/08/21</b>
<b>Overview of Premises:</b>	Large building consisting of basement, ground, first and second floors housing the music department. Main front entrance serves Number 2 with a separate dedicated entrance to the side at basement level serving 2a. Buildings interconnect at basement and ground floor. A music room and additional room have been created in the basement. Inspection was undertaken during school holidays.
SUMMARY OVERVIEW	
Evaluate the risk of a fire occurring.	No significant risk due to usual precautions.
Evaluate the risk to people from a fire starting in the premises.	Several recommendations are made to reduce the risk to people within the building.



## Fire Risk Assessment

RECOMMENDATIONS		Completed When?
To remove and reduce the hazards that may cause a fire.	None	
To remove and reduce the risks to people from a fire.	The rear external fire exit passes adjacent to windows at the rear of the building. These did not appear to be fire resistant and, although the risk is deemed currently acceptable because of the reasons stated in the assessment, upgrade of this glazing should be planned.	
	The door to the 1 <sup>st</sup> floor kitchenette was wedged open and should be kept closed. If it is required to be kept open for practical reasons, a hold open device should be fitted that releases upon activation of the fire alarm.	
	Escape route to external spiral staircase from 1 <sup>st</sup> and 2 <sup>nd</sup> floor levels is not indicated by signage from the main building areas (including staircase and rooms with access to the staircase) which should be provided.	
	Fire action notices generally well provided, although there was none in the entrance lobby to 2a or basement exit.	
	Audibility of fire alarm sounders (some of which appear integrated within the detector heads in the staircase) should be checked within music rooms when they are in full use to check sound levels are adequate.	
	Basement compartment has some small gaps around edges of boarding and some small cable penetrations through the ceiling. These should be infilled with fire resisting material.	
	Some extinguishers were last inspected in 2018 (outside room 11, room 21 and ground floor of 2a) and must be incorporated in annual servicing.	
<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.		

# Norwich School

## Fire Risk Assessment



### FIRE RISK ASSESSMENT – DETAIL OF ASPECTS COVERED

	Hazard Controlled/ Compliance achieved			Comments
	Yes	No	N/A	

### STEP 1 - IDENTIFY FIRE HAZARDS

#### Consideration of potential ignition sources from:

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)?			✓	
Hot processes (such as welding or grinding work)?			✓	
Cooking?	✓			Small kitchenette provided but no significant risk, although the door was wedged open.
Machinery, engines, plant, non standard equipment, boilers	✓			Basement boiler room in good order and locked. Wall mounted boiler.
Faulty or misused electrical equipment?	✓			PAT undertaken 10/20 for items requiring annual testing, 10/16 for items requiring 5 yearly test. Fixed distribution system tested June 2020.
Hot surfaces and obstruction of equipment ventilation, eg office equipment?	✓			
Arson?	✓			

#### Consideration of potential sources of fuel from:

Flammable liquids such as paints, varnish, thinners, adhesives, petrol, paraffin?	✓			
Solids such as wood, paper, card, plastics, rubber, polystyrene, foam?	✓			
Flammable gases such as liquefied petroleum gas (LPG) and acetylene?			✓	
Furniture, including fixtures and fittings?	✓			
Textiles or loose packaging material?	✓			
Waste materials, in particular finely divided materials such as wood shavings, off cuts, dust, paper and textiles?	✓			



## Fire Risk Assessment

<b>Construction of the workplace</b>					
	Is the internal construction free of large areas of combustibles such as hardboard, chipboard, blockboard walls or ceilings?	✓			
	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?			✓	
	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?	✓			
	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?	✓			Fire exit within basement area.
	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?	✓			



## Fire Risk Assessment

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)?	✓			
Are fire resisting partitions and walls, floors, ceilings in a good state of repair?		✓		Basement compartment has some gaps around edges of boarding and some small cable penetrations through the ceiling. These should be infilled with fire resisting material.
Are fire resisting doors adequate (positively self-closing where required, fitting tightly in the frame in a good state of repair and kept closed)?		✓		The door to the 1 <sup>st</sup> floor kitchenette was wedged open and should be kept closed. If it is required to be kept open for practical reasons, a hold open device should be fitted that releases upon activation of the fire alarm. A number of doors are reported to have been treated with Envirograf products to provide fire resistance.
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?	✓			Vision panels have been added to a number of doors for safeguarding purposes. These are FR glass and doors have been treated with Envirograf products to provide fire resistance.
Are there sufficient exits in the right place?	✓			No.2 has a main staircase with alternative exits from the rear at each floor level, which is via a spiral staircase at 1 <sup>st</sup> and 2 <sup>nd</sup> floor levels. The basement has an alternative exit. No. 2a has a single staircase serving its ground, first and second floor with a possible alternative exit at 1 <sup>st</sup> floor level out into No.2.
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?		✓		Escape route to external spiral staircase from 1 <sup>st</sup> and 2 <sup>nd</sup> floor levels is not indicated by signage from the staircase or ancillary rooms from which people would need to use it.
Do internal staircases meet the requirements for good means of escape?	✓			



## Fire Risk Assessment

Do external staircases meet the requirements for good means of escape (1.8m horizontally and 9m vertically from non FR glazing or openings)?		✓		Rear external staircase is adjacent to windows from the rear which did not appear to be fire resistant in nature. Although not ideal, the risk is acceptable because at ground floor, the rear window is within a lobby area so a fire in that area would not affect the main building staircase and a fire in the main part of the building would not affect the external escape. The window on the main staircase is in an area of relatively low fire risk and so a fire in the main building is unlikely to affect this. The provision of fire detection would mean a fire is detected at its early, incipient stage. However, this situation is reliant on good management procedures (ie fire doors kept closed) and so upgrades to the glazing should be planned.
Do external escape routes meet the requirements for good means of escape?	✓			
Are long corridors (>30m) subdivided with fire doors?			✓	
Is there only one suitable securing device on doors required for means of escape?	✓			Ground floor rear fire exit from No. 2 is locked out of hours for security reasons, but unlocked by Facilities staff as part of morning entry procedures.
Are any interlocks on doors normal kept closed for security reasons suitable for means of escape in case of fire?	✓			Main entrance/exit door is provided with an electromagnetic locking device. A power cut out break glass override is provide to the side.
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?		✓		Fire action notices were absent in 2a in the entrance lobby, basement exit and 2 <sup>nd</sup> floor.
<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?	✓			



## Fire Risk Assessment

	Is the fire control panel in an appropriate location?	✓			6 zone fire panel located in main entrance lobby.
	Does the workplace have automatic fire detection if needed for life or property protection?	✓			Provided to escape routes.
	Are the fire alarm sounders or indicating lights clearly heard and understood throughout the whole premises?		✓		Audibility of fire alarm sounders (some of which appear integrated within the detector heads in the staircase) should be checked within music rooms when they are in full use to check sound levels are adequate.
<b>Means of fighting fire</b>					
	Are there sufficient extinguishers or hose reels appropriately sited throughout the workplace?	✓			Extinguishers generally sited within staircases.
	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?	✓			
	Are extinguishers visibly evident?	✓			
	Are fixed installations required for the life or property risks appropriate?			✓	
<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 extinguisher service undertaken July 21, although some were last inspected in 2018 (outside room 11, room 21 and ground floor of 2a).
	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?	✓			

# Norwich School

## Fire Risk Assessment



Fire emergency plan				
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?	✓			
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?	✓			



## Fire Risk Assessment

	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?			✓	
	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.



## Fire Risk Assessment

	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?	✓			Fire training delivered by standard online module.
	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.
<b>STEP 4 - REVIEW AND REVISE</b>					
	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.