

Norwich School

Fire Risk Assessment



Record of significant findings	
Risk assessment for :	Assessment undertaken by :
Carter Buildings	Nigel Billing CMIOSH, Enable Safety and Health Date: 15/12/20
Overview of Premises:	Houses Design Technology and Art faculties. Building occupies ground, first and second floors and is constructed predominantly of brick and block with steel and glass roof. The building has a main central staircase with alternative staircase exit from one classroom on first floor. The building underwent a major refurbishment in 2017. The inspection was undertaken during school holidays.
SUMMARY OVERVIEW	
Evaluate the risk of a fire occurring.	Fire loading has been increased within staircase enclosure by provision of textile displays. This area must be kept clear as it is the sole means of escape for most classrooms.
Evaluate the risk to people from a fire starting in the premises.	No significant risk.

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RECOMMENDATIONS		Completed When?
To remove and reduce the hazards that may cause a fire.	Large amounts of OSB have been used for wall linings and partitioning. It must be ensured that these have been treated with a fire retardant coating tested to BS476 to achieve a class 1 surface spread of flame and confirmation obtained from the installer to that effect (PREVIOUS RECOMMENDATION).	
	A number of textile displays on mannequins are presented in the ground floor lobby area. As this serves the single staircase for upper floors, they should be removed and staircase enclosure kept clear of combustible materials (PREVIOUS RECOMMENDATION).	
To remove and reduce the risks to people from a fire.	The rear fire exit onto the metal external circular staircase from room C5 was difficult to open and remedial action should be undertaken to ensure it opens freely.	
Assessment review		
This fire risk assessment will be constantly monitored and if there is any reason to suspect it is no longer valid or if there are significant changes that affect the fire risks and precautions, it will be formally reviewed and revised if necessary.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	
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)?	✓			DT activities.
	Cooking?			✓	
	Machinery, engines, plant, non standard equipment, boilers	✓			External boiler room was locked at the time of visit and not inspected. Two kilns in locked cage.
	Faulty or misused electrical equipment?	✓			PAT last undertaken April 2020 and fixed electrical testing was undertaken in August 2017. Small photocopiers are located outside offices on both 1 st and 2 nd floors. Whilst not ideal, these are in an alcove area and as automatic fire detection is provided in the immediate vicinity, this is deemed an acceptable situation.
	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?	✓			Flammable liquids stored in designated metal cabinets are well managed with lists of contents displayed.
	Solids such as wood, paper, card, plastics, rubber, polystyrene, foam?	✓			
	Flammable gases such as liquefied petroleum gas (LPG) and acetylene?	✓			Gas cylinders well managed.
	Furniture, including fixtures and fittings?	✓			
	Textiles or loose packaging material?			✓	A number of textile displays on mannequins are presented in the ground floor lobby area. As this serves the single staircase for upper floors, they should be

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		Yes	No	N/A	
					removed and staircase enclosure kept clear of combustible materials.
	Waste materials, in particular finely divided materials such as wood shavings, off cuts, dust, paper and textiles?	✓			
Construction of the workplace					
	Is the internal construction free of large areas of combustibles such as hardboard, chipboard, blockboard walls or ceilings?		✓		As previously reported, large amounts of OSB have been used for wall linings and partitioning. It must be ensured that these have been treated with a fire retardant coating tested to BS476 to achieve a class 1 surface spread of flame and confirmation obtained from the installer to that effect.
	Is the internal construction free of large areas of synthetic ceiling or wall coverings, such as polystyrene tiles?	✓			
Identifying sources of oxygen					
	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)?	✓			Gas cylinders well managed.
Near misses					
	Absence of indications of 'near misses', such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns?	✓			
STEP 2 - PEOPLE AT RISK					
	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?	✓			No remote plant rooms.

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	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?	✓			
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)?	✓			With a single staircase serving the building (other than a fire escape from one upper classroom), this staircase must be maintained as a protected staircase to ensure travel distances from furthest classrooms are acceptable.
	Are fire resisting partitions and walls, floors, ceilings in a good state of repair?	✓			OSB Partition wall to the end of the main workshop segregating main workshop from saw machines has a number of penetrations and is not fire resistive as a result, but due to the general layout and location this is not required as a compartment wall so situation is acceptable.
	Are fire resisting doors adequate (positively self-closing where required, fitting tightly in the frame in a good state of repair and kept closed)?	✓			A number of doors are provided with Dorgard hold open units that activate door closure upon activation of the fire alarm.
	Do inner rooms meet the requirements for means of escape (vision panel or gap at top or smoke detection to outer room)?	✓			2D design office on second floor is provided with glazing to doors and AFD is provided throughout.
	Is fire resisting glass, where required, an appropriate rating and in suitable frames and in good condition?	✓			

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Are there sufficient exits in the right place?	✓				Main building entrance & exit is situated in the main lobby with staircase off it. As this is the sole means of escape for upper floors (other than classroom C5 on 1 st floor) the whole staircase and lobby area must be kept clear of combustibles and ignition sources at all times. Ground floor workshop is well provisioned with fire exits at either end and an additional (non-critical) exit from the centre area.
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?	✓				
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)?	?				External staircase from C5. External surroundings not inspected.
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 and does the door open easily?			✓		The rear fire exit onto the metal external circular staircase from room C5 was difficult to open and remedial action should be undertaken to ensure it opens freely.
Are any interlocks on doors normal kept closed for security reasons suitable for means of escape in case of fire?	✓				Coded main entrance door fitted with electromagnetic lock that is provided with a break glass override to facilitate exit.
Is the fire assembly point in a safe and secure location?	✓				By Nelson statue on the Close.
Are there sufficient fire action notices in appropriate locations?	✓				Completed notices are in place.
Fire detection and fire warning					
Does the workplace need an electrical fire alarm system?	✓				

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	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?	✓			
	Does the workplace have automatic fire detection if needed for life or property protection?	✓			Detection provided throughout including to the majority of classrooms.
	Are the fire alarm sounders or indicating lights clearly heard and understood throughout the whole premises?	✓			There appeared to be reasonable provision of sounders throughout the building although their audibility was not tested and it must be ensured that alarms can be heard when machines are operating.
Means of fighting fire					
	Are there sufficient extinguishers or hose reels appropriately sited throughout the workplace?	✓			Extinguishers are in place at appropriate locations by exit doors. There is also a fire blanket in the kiln room.
	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 extinguisher locations suitable indicated where needed?	✓			
	Are fixed installations required for the life or property risks appropriate?			✓	
Maintenance and testing					
	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 of extinguishers 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?	✓			

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	Are there instructions for relevant employees about testing of equipment?	✓			
	Are those who test and maintain the equipment properly trained to do so?	✓			
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?	✓			

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	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?	✓			
Fire safety management					
	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?	✓			Flammable liquid cabinets provided in workshop.



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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?	✓			
Information and instructions for employees					
	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.
Training employees					
	Do all employees receive induction training on fire arrangements on their first working day?	✓			Training delivered as part of new staff inset through use of 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?	✓			

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		Yes	No	N/A	
Fire Evacuation Drills					
	Are regular fire evacuation drills carried out involving all building occupants?	✓			Each term.
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?			✓	