

Norwich School

Fire Risk Assessment



Record of significant findings	
Risk assessment for :	Assessment undertaken by :
Redmayne Pavilion	Nigel Billing CMIOSH Date: 12/02/18
Overview of Premises:	<p>Brick and block sports pavilion with tiled pitch roof and equipment storage sheds located 3 miles north of the city centre. Pavilion consists of ground floor changing rooms underneath a first floor refectory room.</p> <p>Refectory has tables with seating for 104. The size and location of exits and staircases from this area result in a maximum occupancy capacity of 360, although this would likely feel overly crowded.</p>
SUMMARY OVERVIEW	
Evaluate the risk of a fire occurring.	No significant risk of a fire occurring.
Evaluate the risk to people from a fire starting in the premises.	Means of escape are compromised in several locations due to difficulties in operating final exit doors.

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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.	Fire exit sign is required on the wall above the water fountains pointing to the adjacent fire exit door, as the sign above the door is not evident when looking along the corridor.	
	Front entrance lobby and extinguishers are obstructed by equipment trolleys which should be relocated away from exit routes.	
	Ground floor fire exit door out under the external staircase has 2 handles and throwbolts. These are awkward to operate and should be released with a single push bar type locking device. Single fire exit door from girls side and the double doors from the boys side were both difficult to open and need maintenance. The side exit door from first floor refectory had dropped the locking bar and could not be opened. This was rectified during the visit. As fire exit doors from the building are not in regular use, these should be tested on a routine basis for ease of operation.	
	A number of fire action notices requiring completion.	
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This fire risk assessment will be constantly monitored and if there is any reason to suspect it is no longer valid or if there are significant changes that affect the fire risks and precautions, it will be formally reviewed and revised if necessary.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. No evidence of smoking outside.
	Electrical, gas or oil-fired heaters (fixed or portable)?	✓			Oil fired central heating to pavilion.
	Hot processes (such as welding or grinding work)?			✓	Some minor work may be undertaken in garage/stores but these are located away from the pavilion.
	Cooking?	✓			Small kitchen and serving facility in refectory. Unable to inspect within servery as locked at time of visit.
	Machinery, engines, plant, non standard equipment, boilers	✓			
	Faulty or misused electrical equipment?	✓			PAT undertaken Feb 2017 and main distribution network tested Jan 2018.
	Hot surfaces and obstruction of equipment ventilation, eg office equipment?	✓			
	Arson?	✓			Site is remote and accessible to general public through the unfenced perimeter. Pavilion building is provided with CCTV to the immediate exterior. Building surroundings are adequately managed and clear of refuse etc.
Consideration of potential sources of fuel from:					
	Flammable liquids such as paints, varnish, thinners, adhesives, petrol, paraffin?	✓			Some items in stores but adequately managed.
	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?	✓			

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		Hazard Controlled/ Compliance achieved			Comments
		Yes	No	N/A	
	Textiles or loose packaging material?	✓			
	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?	✓			
	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)?	✓			
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?			✓	Building not routinely occupied.
	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?	✓			
	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?	✓			

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FIRE RISK ASSESSMENT – DETAIL OF ASPECTS COVERED					
		Hazard Controlled/ Compliance achieved			Comments
		Yes	No	N/A	
	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. Evacuation chair is provided in refectory area.
	Large numbers of people unfamiliar with the layout of the building are unlikely to be present?	✓			Visiting teams and supporters will be present, but layout of building is simple and means of escape are obvious and they would be accompanied by school pupils and staff.
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?	✓			
	Are fire resisting doors adequate (positively self-closing where required, fitting tightly in the frame in a good state of repair and kept closed)?	✓			
	Do inner rooms meet the requirements for means of escape (vision panel or gap at top or smoke detection to outer room)?	✓			Changing rooms located off main corridor through building which is provided with smoke detection.
	Is fire resisting glass, where required, an appropriate rating and in suitable frames and in good condition?	✓			
	Are there sufficient exits in the right place?	✓			Numerous exits on ground floor (changing rooms) and first floor refectory provided with two double door exits onto balcony and double metal staircase down to the field.
	Are the type and size of exits suitable and sufficient for the number of people likely to need to use them?	✓			

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Are all escape routes easily identifiable, free from any obstructions and adequately illuminated?		✓	Fire exit sign is required on the wall above the water fountains pointing to the adjacent fire exit door, as the sign above the door is not evident when looking along the corridor. Front entrance lobby is obstructed by equipment trolleys which should be relocated away from exit routes.
Do internal staircases meet the requirements for good means of escape?	✓		Single staircase providing main entry/exit route.
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 is the main exit route for the first floor refectory. The ground floor fire exit that discharges below has fire resistant glazing.
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 fire exit door out under the external staircase has 2 handles and throwbolts. These are awkward to operate and should be released with a single push bar type locking device. Single fire exit door from girls side and the double doors from the boys side were both difficult to open and need maintenance. The side exit door from first floor refectory had dropped the locking bar and could not be opened. This was rectified during the visit. As fire exit doors from the building are not in routine use, these should be tested on a routine basis for ease of operation.
Are any interlocks on doors normal kept closed for security reasons suitable for means of escape in case of fire?		✓	See comment above.
Is the fire assembly point in a safe and secure location?	✓		
Are there sufficient fire action notices in appropriate locations?		✓	A number of fire action notices were not completed.
Fire detection and fire warning			



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	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?	✓			Panel located in entrance hall.
	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 but appears to be reasonable coverage.
Means of fighting fire					
	Are there sufficient extinguishers or hose reels appropriately sited throughout the workplace?		✓		Sufficient numbers of extinguishers but those in the entrance lobby are obscured by trolleys with sports equipment that should be located elsewhere.
	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?			✓	
Maintenance and testing					
	Do you regularly check all fire doors and escape routes and associated lighting and signs?		✓		Routine checks are required on fire doors due to problems with their opening.
	Do you regularly check all your fire-fighting equipment?	✓			Annual service undertaken Aug 17.
	Do you regularly check all your fire detection and alarm equipment as per official guidance?	✓			6 monthly servicing undertaken, last in Nov 17.
	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					



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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?	✓			



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	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?	✓			
	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.
	Is the type of training dedicated to the workplace and does it explain the emergency procedures?	✓			



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	Does the fire training take account of the work activity, the duties and responsibilities of employees?	✓			Understood to be the case but detail on training content not available.
	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?	✓			
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?	?			