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This risk assessment and ALL associated documents must be retained.



BEDFORD
BOROUGH COUNCIL

The Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessment Proforma

This Fire Risk Assessment should be read in conjunction with the following documents:

- Any Relevant Temporary Fire Risk Amendment Sheets
- Any Active Personal Emergency Evacuation Plans (PEEPs)
- Bedford Borough Council's Asbestos Policy
- Any Relevant Fire & Security Handbook
- Bedford Borough Council's Policy for the Management of Contractors

The Action Plan and review history for this Fire Risk Assessment can be found at the back of this document in Appendices D & E.

The purpose of this document is to provide an assessment of the risk to life from fire in these premises, and, document an action plan to address the significant findings to ensure compliance with fire safety legislation.

This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

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Section 1. General Information

Building or Location Manager:	HELEN WARD – HEADTEACHER		
Address Of Property Being Assessed:	HAZELDENE SCHOOL		
Date Of Fire Risk Assessment:	September 12 th 2017 internal 27/9/17 by fire brigade	Date Of Previous Fire Risk Assessment	19/11/15
Suggested Date For Review:	6/11/18		
Person Carrying Out Risk Assessment:	HELEN WARD – HEADTEACHER NOREEN HARRIS – H & S OFFICER JOHN BARROW H&S GOVERNOR PAULINE EVERITT- SBM RICHARD PARTRIDGE		
Job Title	AS ABOVE		
Building Manager’s Signature			
Date	28/9/17		

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1.1 The Premises

1.1.1 Number of floors (inc. basements):

1.1.2 Brief details of construction
BRICK/BLOCK OUTER WALLS UNDER FLAT ROOF. MOST INTERNAL WALLS ARE BLOCK WORK WITH A CONCRETE SLAB BETWEEN THE GROUND AND FIRST FLOOR. THE GROUND FLOOR HAS SUSPENDED CEILINGS BELOW THE SLAB WITH A VOID OVER 800MM DEEP.

1.1.3 Occupancy i.e. use of building

1.1.4 Is free access for fire appliances maintained? Yes No

1.1.5 Is the building listed? Yes No

1.1.6 Would serious damage to the building have a major impact on the local community? Yes No

1.1.7 Is there an asbestos policy for the premises? Yes No

1.2 The Relevant Persons

1.2.1 Approximate number of employees in the building at any one time:

1.2.2 Maximum number of other persons in the building at any one time:

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1.2.3 Approximate maximum occupancy within the building at any one time:

520

1.3 Record Of Previous Fire Incidents And False Alarms

Date	Type Of Incident	Details
14/12/10	FALSE ALARM	MID DAY SUPERVISOR SET OFF BY MISTAKE
24/10/13	FALSE ALARM	PARENT SET OFF BY MISTAKE
30/9/15	FALSE ALARM	NEW FIRE SYSTEM INSTALLATION - FAULTY

1.4 Other Relevant Information

- 1.4.1 Is a safety of sports certificate in force? (as issued by the borough council) Yes No N/A **N/A**
- 1.4.2 Are the premises subject to an alterations Notice? (issued by the fire authority) Yes No **NO**
- 1.4.3 Is a licence or registration in force? (e.g. premises licence, fireworks registration) Yes No **YES - FIREWORK DISPLAY – RISK ASSESSMENT IN PLACE POLICE/FIRE INFORMED ALSO NEIGHBOURS**
- 1.4.4 Does the organisation employ 5 or more persons, in these or other premises, in total? Yes No **YES**

2 The Prescribed Information

2.1 Relevant Persons Especially At Risk

Has a procedure been implemented for items 2.1.1 – 2.1.3?

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- 2.1.1 People with disabilities: Yes No **YES** - WE HAVE A PEEP for SEND pupils
-
- 2.1.2 Occupants in remote areas: (lone worker policy) Yes No **YES** – Lone worker risk assessment July 2017 LA44
-
- 2.1.3 Any others: i.e. young persons (see Appendix A) visitors etc. Yes No **YES** - ALL STUDENTS GIVEN INDUCTION ON FIRE SAFETY
-

2.2 The responsible person must, where necessary, appoint competent persons for (2.2.1 – 2.2.5):

(A person is to be regarded as competent, when he/she has received sufficient training or has the relevant experience and knowledge and any other qualities which will enable him/her to properly implement the procedures referred to). Refer to Section 11 page 16.

- 2.2.1 Firefighting? Yes No **NO** – ALL STAFF RECEIVE EXTINGUISHER TRAINING. LATEST JAN 2016 (To be revised Oct 2017 following Richard Partridges training)
-
- 2.2.2 Serious and imminent danger evacuation procedures? Yes No **YES** – THROUGH INDUCTION/DRILLS
-
- 2.2.3 Assisting with preventative and protective measures? Yes No **YES** – THROUGH INDUCTION/DRILLS
-
- 2.2.4 Fire safety training of employees? Yes No **YES** – THROUGH INDUCTION/DRILLS
-
- 2.2.5 Assisting with evacuation? (Fire crews will want to know, on their arrival, whether or not all persons are accounted for?) Yes No **YES** – GRAB PACK IN PLACE – SCHOOL OFFICE
-
-
-
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3 This Proforma Should Be Accompanied By A Suitable Plan Showing The Location Of Any Significant Findings.

Your Summary Of Significant Findings should include the following points:-

- 1. Hazards
- 2. Persons at risk
- 3. Preventative measures
- 4. Interim measures
- 5. Relevant instruction and training

3.1 Preventative And Protective Measures (See Definition Appendix B)

3.1.1	Has the responsible person applied preventative and protective measures as appropriate to all significant hazards? i.e. a significant hazard is something with the potential to give rise to a fire/explosion or to affect the safety of a person(s) from fire/explosion. e.g. arson prevention	Yes <input type="checkbox"/> No <input type="checkbox"/>	YES – Paint kept in locked metal cupboard, Bins locked in fixed position
<hr/>			
<hr/>			
<hr/>			
3.1.2	Is access to the perimeter and building restricted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	YES – LOCKED GATES – SEE EVACUATION PLAN
<hr/>			
3.1.3	Are ignition sources restricted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	YES
<hr/>			
3.1.4	Are combustibles kept to a minimum?	Yes <input type="checkbox"/> No <input type="checkbox"/>	YES
<hr/>			
3.1.5	Is waste storage kept secure and away from buildings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	YES
<hr/>			
3.1.6	Are premises especially at risk from arson identified?	Yes <input type="checkbox"/> No <input type="checkbox"/>	NO
<hr/>			

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- 3.1.7 Is there a smoking policy in force? Yes No **YES – NO SMOKING ON PREMISES**
- 3.1.8 Are electrical items maintained? Yes No **YES – ANNUAL PAT TESTING AUG 2017 & 5 YEAR ELECTRICAL TESTING LAST TEST (booked in OCT 2017) DELAYED DUE TO BUILDING WORK CARRIED OUT IN SUMMER HOLIDAYS**
- 3.1.9 Are cooking facilities controlled? Yes No N/A **YES**
- 3.1.10 Is storage of materials controlled and limited to minimums necessary for operations? Yes No **YES**
- 3.1.11 Is waste removed from inside the premises on a regular basis? Yes No **YES**
- 3.1.12 Have all combustible and / or highly flammable materials been removed, or significantly reduced, or been replaced with safer alternatives? If not identify materials and specify storage methods Yes No **YES**
- 3.1.13 Are highly flammable materials stored in fire-resisting stores away from sources of ignition? Yes No **YES**
- 3.1.14 Are there any other specific hazards specific to the premises? Yes No **NO**

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4 **Fire Safety Arrangements**

4.1 The Responsible Person must demonstrate effective planning, organisation, control, monitoring and review of the preventative and protective measures in section 3 above.

4.2 **More specifically:**

4.2.1 Are gas appliances serviced (filters etc)? Yes No **YES – SDG GAS SERVICING FOR SCHOOLS 3/2/17**

4.2.2 It may be necessary to consult a competent electrician to answer 4.2.2.1 to 4.2.2. Consideration should be given to the requirements detailed in the Electricity at Work Regulations 1989.

4.2.2.1 Are protective devices such as electrical circuit breakers and thermostats provided and maintained? Yes No **YES**

4.2.2.2 Are all electrical fuses suitable for the purpose? Yes No **YES**

4.2.2.3 Is all electrical equipment adequately maintained? Yes No **YES**

4.2.2.4 Is damaged equipment repaired or replaced? Yes No **YES**

4.2.3 Are portable appliances test regularly? Yes No **YES Aug 2017 PAT TESTING**

4.2.4 Are there good housekeeping systems, waste control/removal system, no storage in exit routes? Yes No **YES**

4.2.5 Is the use of extension leads or multi adaptors restricted? Yes No N/A **YES – NOT ADVISED – ONLY WHEN INSUFFICIENT PLUG SOCKETS AVAILABLE**

4.2.6 Are hazards correctly signed? Yes No **YES**

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- 4.2.7 Are correct fire procedures and signage displayed (refuge areas)? Yes No **YES**
-
- 4.2.8 Is the use of portable heating restricted? Yes No N/A **YES – OCCASIONALLY SMALL ELECTRIC FAN HEATERS ARE USED**
-
- 4.2.9 Is there provision of information for attending fire crews (key holder)? Yes No N/A **YES – GRAB PACK**
-
- 4.2.10 Is there a lone worker policy in force? (see 2.1.3) Yes No **YES LA44 Revised July 2017**
-
- 4.2.11 Does foam filled furniture complies with latest Regs? Yes No N/A **YES**
-
- 4.2.12 Is the use of pyrotechnics restricted (licensed premises)? Yes No N/A **YES – TRAINED PROFESSIONALS**
-
- 4.2.13 Are Monitoring and review arrangements of the above in place? Yes No **YES**
-
- 4.2.14 Has a Deputy Responsible Person been appointed to cover for sickness & leave? Yes No **YES – Victoria Kilroy**
-

5. Dangerous Substances (As Defined In Appendix B)

- 5.1 Are any dangerous substances used or stored on the premises? Yes No **YES – CLEANING MATERIALS all COSHH tested all with data sheets**
-
- 5.2 Has the risk from dangerous substances Yes No N/A **YES**
-

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	been reduced to as low as reasonably possible?		
5.3	Have suitable control measures been introduced (including signage)? Attach details.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	YES – COSHH LABEL ON CLEANING CUPBOARD DOOR AND IN CUPBOARD
5.3	Have measures been taken to mitigate the effects of a fire?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	YES – Fire doors kept shut, rubbish kept to a minimum
5.4	Has suitable training in safe handling, storage, use and disposal been provided to all relevant staff?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	YES – CLEANING STAFF COSHH trained 28/9/17 from Ken Booth (Sept 2017) OTHER SUPPORT STAFF 1ST SEPTEMBER 2016. Staff regularly reminded not to use any cleaning materials that we do not have data sheets for.
5.5	Are liquified petroleum gas (LPG) cylinders used or stored on the premises? If 5.5 is No then go to 6	Yes <input type="checkbox"/> No <input type="checkbox"/>	NO
5.5.1	Are liquified petroleum gas (LPG) cylinders stored safely, preferably in a fenced compound outdoors at least 2M away from any boundary fence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
5.5.2	Is the storage used only for pressurized cylinder storage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
5.5.3	Are empty cylinders stored in the same manner, but kept separate and labeled empty?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
5.5.4	Are permanent warning notices prominently displayed prohibiting smoking and naked lights?	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A

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5.5.5 Are cylinders stored with their valves uppermost? Yes No

N/A

6 **Additional Emergency Measures In Respect Of Dangerous Substances (See Appendix C)**

6.1 Is there provision of suitable information and signage? Yes No

YES (New signage order for new refurbishment)

6.2 Are there suitable evacuation procedures in place? Yes No

YES

6.3 Are there mitigation arrangements for fires, spills, etc. Bund walls, sprinklers, dry sand? Yes No

YES – Fire Extinguishers

6.4 Is there information available for emergency services? Yes No

YES – GRAB PACK kept in school office

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7 Fire Fighting And Detection

- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------|
| 7.1 | Is the fire warning provision appropriate to the size and use of the premises? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES – Audit by Chubb completed September 2017 |
| 7.2 | Are audibility levels appropriate to size and use of premises? (eg premises licence-alarm linked to amplifier / noise limiter – automatic cut off) | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 7.3 | Is there a method of contacting the emergency services? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 7.4 | Is the firefighting equipment appropriate to the size and use of premises? i.e. 1 extinguisher per 200 m ² and/or a minimum of 2 per floor | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 7.5 | Is the firefighting equipment of the appropriate type for the use of the premises? (foam, water, CO ₂ etc) | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 7.6 | Is firefighting equipment accessible, properly sited and signed correctly? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 7.7 | Is the firefighting equipment regularly checked and maintained? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 7.8 | Where necessary are competent persons nominated and trained to use firefighting equipment? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES – ALL TRAINING IS LOGGED (SEE ATTACHED SHEET) |
| 7.9 | Is there a competent person available to reset the fire alarm? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |

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8 Emergency Routes And Exits

- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----|
| 8.1 | Are the number, distribution and size of routes and exits, which lead to a place of safety, including disabled refuge areas satisfactory? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 8.2 | Final exits doors should be free from fastenings (e.g. no keys)? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 8.3 | Are exit routes and staircases kept clear? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 8.4 | Is there correct signage of exit routes and staircases? | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 8.5 | Do travel distances comply with the relevant guides? (i.e. 18m dead end travel 45m two way travel) | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |
| 8.6 | Are exits available at all material times? (e.g. cleaners, security staff working out of hours) | Yes <input type="checkbox"/> No <input type="checkbox"/> | YES |

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8.7 Are exit routes and exits which require illumination fitted with emergency lighting in case of power failure? Yes No YES

8.8 If the workplace is occupied by large numbers of people, particularly members of the public;

8.8.1 Is there adequate sign-posting of escape routes? Yes No YES

8.8.2 Are there sufficient trained staff to assist in evacuation? Yes No YES

8.8.3 Are there appropriate communication systems, eg a PA system? Yes No YES

8.9 If staff work in remote areas of the workplace, or in areas of high fire risk:-

8.9.1 Are they sufficiently trained? Yes No YES

8.9.2 Are there adequate arrangements to ensure their safe evacuation? (Is there an audible or visible fire alarm etc) Yes No YES

9 Procedures For Serious & Imminent Danger & Danger Areas

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9.1 Are there any areas of the premises or processes that take place on the premises that present a serious or imminent danger from fire or explosion Yes No

NO

If 9.1 is NO then go to Section 10

9.2 Is access to areas of imminent danger restricted? Yes No

9.3 Are there appropriate evacuation procedures in place for pre and post incidents? (attach copies to this risk assessment) Yes No

10 **Maintenance Of Premises And Facilities**

10.1 Where equipment and facilities are provided, are they maintained to a suitable standard? Yes No N/A

YES

10.2 Are testing / maintenance records kept for:

Fire alarm? Yes No N/A

YES

Emergency lighting? Yes No N/A

YES

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Firefighting equipment? Yes No N/A YES

Smoke & heat detectors Yes No N/A YES

10.3 Where are the testing / maintenance records kept? FIRE LOG IS KEPT IN SITE AGENTS OFFICE

10.4 Are fire resisting doors, walls and ceilings intact? Yes No N/A YES

10.5 Are fire resisting self closing doors working correctly (not being wedged open)? Yes No N/A YES

10.6 Are sprinklers working? Yes No N/A N/A

10.7 Do the smoke vents work? Yes No N/A N/A

10.8 Are external exit routes kept clear? Yes No N/A YES

10.9 Where a third party is used to maintain equipment can they prove their competency? Yes No N/A YES

10.10 Are the testing / maintenance requirements of relevant British Standards etc complied with? Yes No N/A YES

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11 Safety Assistance (Fire Marshals/Wardens)

- 11.1 Has the responsible person appointed one or more competent persons (having regard to the size of the premises, the risks to which the relevant persons are exposed and the distribution of those risks) to assist in undertaking the measures outlined in sections 2.2.3 & 2.2.5 (also to cover for sickness and leave)? Yes No **YES – RICHARD PARTRIDGE, NOREEN HARRIS & HELEN WARD, NOREEN HARRIS JOANNE SUMNER VICTORIA KILROY ALL TRAINED. (Richard Partridge new site agent booked in for training 11/10/17)**
- 11.2 Are these persons given sufficient time and resources to carry out their duties? Yes No **YES**
- 11.3 Has suitable and sufficient training and refresher training been provided? (provide details) Yes No **YES – Review training requirements for competent persons.**
- 11.4 Has their competence been confirmed? Yes No **NO – See above**

12 Provision Of Information To Relevant Persons

12.1 Provide details of how 12.2 to 12.6 has been achieved

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12.2 Has information been provided to all relevant persons relating to the risks to them identified from risk assessment including details of dangerous substances? Yes No **YES – FIRE INDUCTION TRAINING**

12.3 Has information been provided to all relevant persons relating to the preventative and protective measures taken? Yes No **YES – FIRE INDUCTION TRAINING**

12.4 Has information been provided to all relevant persons re evacuation procedures? Yes No **YES - TO CHILDREN IN ASSEMBLIES AND STAFF ON INDUCTION**

12.5 Has information been provided to all relevant persons relating to the identity of the person/s nominated in section 11 above re. evacuation procedures? Yes No **YES – TO STAFF ON INDUCTION AND BRIEFINGS**

12.6 Where a young person is to be employed, is relevant information from the risk assessment provided to a parent/guardian of that young person before employment? Yes No **NO – Information is provided to the school or college Not given to the parent.**

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13 Capabilities And Training

13.1 Provide details of how 13.2 to 13.6 can be demonstrated

13.2 Are employees being effectively trained by competent persons? Yes No

YES – CERTIFICATE OF ATTENDANCE

13.3 Are employees trained on induction, with periodic refresher training and fire drills? Yes No

YES

13.4 Is training given on the introduction of new systems of work or new technology? Yes No

YES

13.5 Is the training suitable and sufficient? Yes No

YES

13.6 Have procedures been drawn up to ensure that outside contractors and maintenance workers receive necessary fire safety information? Yes No

YES – SITE AGENT TO INFORM CONTRACTORS
ON ARRIVAL

14 Co-Operation And Co-Ordination

14.1 Does adequate co-operation and co- Yes No N/A

N/A

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ordination and sharing of information exist between responsible persons sharing premises? (multi-occupied premises only)
Provide details

15 Firefighters Switches For Luminous Discharge Tubes (Neon Signs Etc.)

15.1 Does the premises have any luminous discharge tubes (Neon signs) Yes No **NO**

If 15.1 is NO then go to Section 16

15.2 Are firefighters switches (power cut off switches) fitted to luminous discharge tubes where applicable? Yes No

16 Maintenance Of Measures Provided For Protection Of Firefighters

16.1 Are dry/wet rising mains, foam inlets being maintained? Yes No N/A **N/A**

16.2 Are fire fighting shafts being maintained? Yes No N/A **N/A**

16.3 Are private hydrants being maintained? Yes No N/A **N/A**

17 Miscellaneous

17.1 Have any Fire Safety Improvement Notices been served on the premises? Yes No **NO**

If 17.1 is YES attach copies of any Fire Safety Improvement Notices to this fire risk assessment.

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17.2 Have any actions from a Fire Safety Improvement Notice been completed? Yes No N/A

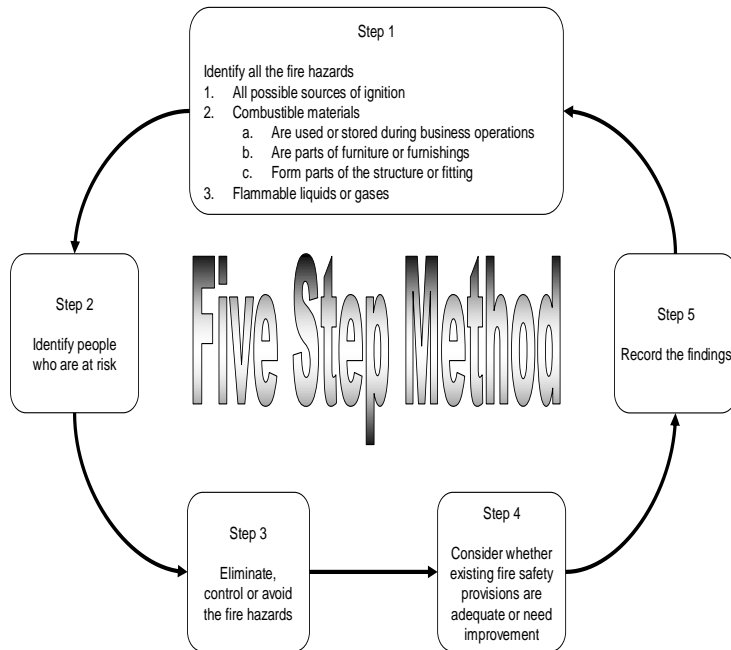
If 17.2 is YES detail actions taken.

17.3 Are there any requirements imposed by other legislation, national guidance documents or approved codes of practice that affect your provisions for means of escape from the premises? Yes No N/A

Appendix A - 5 Steps To Risk Assessment Carrying Out A Risk Assessment

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The important thing you need to decide is whether hazards are significant and whether you have covered them by satisfactory precautions so that the risk is acceptably low.

Step 1: identify the fire hazards in the workplace:- sources of ignition sources of fuel explosive atmospheres/substances

Appendix B - Matters To Be Considered In Risk Assessment In Respect Of Dangerous Substances (A Dangerous Substance Is A Substance Or Preparation Which Is Explosive, Oxidising Or Flammable)

Step 2: decide who (e.g. Employees, visitors) might be in danger in the event of a fire in the workplace or while trying to escape from it, and note their location.

Step 3: evaluate the risks and apply the **preventative and protective measures** as detailed below

The principles are:-

1. Avoiding risks;
2. Evaluating the risks which cannot be avoided;
3. Combating the risks at source;
4. Adapting to technical progress;
5. Replacing the dangerous by the none dangerous or less dangerous;
6. Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
7. Giving collective protective measures priority over individual protective measures; and
8. Giving appropriate instructions to employees.

Step 4: record your findings and details of the action you took as a result :-

Prepare an emergency plan inform, instruct and train employees in fire precautions.

Step 5: keep the assessment under review and revise it when necessary. If you share premises with other people you should liaise with them and inform them of any risks which may affect them. Where five or more persons work in the workplace, even if they are not working at the same time, a record must be kept of the findings of the risk assessment. This record should be available for inspection when required.

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The matters to be considered are:-

- The hazardous properties of the substance;
- Information on safety as provided by the supplier, including the relevant safety data sheet(s);
- The circumstances of the work including:-
- The special, technical and organisational measures and the substances used and their possible interactions;
- The amount of the substance involved;
- Where the work will involve more than one dangerous substance, the risk presented by such substances in combinations; and
- The arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances;
- Activities, such as maintenance, where there is the potential for a high level of risk;
- The effect of measures which have been or will be taken pursuant to this order;
- The likelihood that an explosive atmosphere will occur and its persistence;
- The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective;
- The scale of the anticipated effects;
- Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur, and
- Such additional safety information as the responsible person may need in order to complete the assessment.

Appendix C - Measures To Be Taken In Respect Of Dangerous Substances

In applying measures to control risks the responsible person must, in order of priority:-

- Eliminate or substitute the dangerous substance with a safer alternative.
- Reduce the quantity of dangerous substances to a minimum;
- Avoid or minimise the release of a dangerous substance;
- Control the release of a dangerous substance at source;
- Prevent the formation of an explosive atmosphere, including the application of appropriate ventilation;
- Ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained & removed to a safe place, or otherwise rendered safe, as appropriate;
- Avoid:-
 - Ignition sources including electrostatic discharges; and
 - Such other adverse conditions as could result in harmful physical effects from a dangerous substance; and
 - Segregate incompatible dangerous substances.

The Responsible Person Must Ensure That Mitigation Measures Include:-

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- Reducing to a minimum the number of persons exposed;
- Measures to avoid the propagation of fires or explosions;
- Providing explosion pressure relief arrangements;
- Providing explosion suppression equipment;

- Providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion; and
- Providing suitable personal protective equipment.

The Responsible Person Must:-

- Ensure that the premises are designed, constructed and maintained so as to reduce risk;
- Ensure that suitable special technical and organisational measures are designed, constructed, assembled, installed, provided and used so as to reduce risk;
- Ensure that special , technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair;
- Ensure that equipment and protective systems meet the following requirements:-
- Where power failure can give rise to the spread of additional risk, equipment and protective systems must be able to be maintained in a safe state of operation independently of the rest of the plant in the event of power failure;
- Means for manual override must be possible, operated by employees competent to do so, for shutting down equipment and protective systems incorporated within automatic processes which deviate from the intended

- operating conditions, provided that the provision or use of such means does not compromise safety;
- On operation of emergency shutdown , accumulated energy must be dissipated as quickly and as safely as possible or isolated so that it no longer constitutes a hazard; and necessary measures must be taken to prevent confusion between connecting devices;
- Where the work is carried out in hazardous places or involves hazardous activities, ensure that appropriate systems of work are applied including:-
- The issuing of written instructions for the carrying out of work; and
- A system of permits to work, with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned.

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Appendix D - Action Plan

The Action Plan should be completed if, after completing all of the relevant sections, work needs to be carried out to provide adequate fire safety precautions.

Once an action has been identified and a completion date proposed, it is beneficial to nominate a person to monitor the work through to completion. It is also advisable to review the completion date approximately one month before it is due in order that any problems can be identified. Completion of the work should be confirmed by a signature and date.

ACTION PLAN				
Detail action to be taken	Responsible person	Target completion date	Review date	Signature and date to confirm completion
Update new site agent in September 2017	Helen Ward	Sept 2017		Helen Ward 4/9/17
New site agent to attend fire safety training	Helen Ward to book	Booked for 11/10/17		
Following new build arrange the CHUBB to come and assess signage etc and service equipment	Pauline Everitt	4/9/17	September 2018	September 2017
Emergency Lighting service	Richard Partridge	September 2017		
Review COSHH training for staff following site agent training	Richard Partridge	September 2017	Sept2018	Completed 28/9/17
Review fire equipment training following site agent training	Richard Partridge	Oct 2017		
Internal classroom doors to be replaced as they no longer fully comply with fire regulations	Richard Partridge	On a rolling programme		
Hall doors to be replaced	Richard Partridge	Summer 2018		
Internal first floor classrooms to ensure all have smoke detectors fitted	Richard Partridge	Easter 2018		
There are a number of open vents in the ground floor main corridor linking class rooms to escape routes. These will have to be blocked up to prevent smoke travelling from one room to the next. Inspect all air space(s) above fire doors to locate and block any holes where pipes/ cables have breached the walls.	Richard Partridge	Dec 2017		

Reference Number:

Doc No.	:	FR01
Version.	:	2
Revision	:	5
Date	:	Sept 2017

ACTION PLAN				
Detail action to be taken	Responsible person	Target completion date	Review date	Signature and date to confirm completion

Reference Number:

Doc No.	:	FR01
Version.	:	2
Revision	:	5
Date	:	Sept 2017

ACTION PLAN				
Detail action to be taken	Responsible person	Target completion date	Review date	Signature and date to confirm completion

Reference Number:

Doc No.	:	FR01
Version.	:	2
Revision	:	5
Date	:	Sept 2017

Appendix E - Risk Assessment Review Sheet

This risk assessment and the activities to which it relates have been reviewed.

ASSESSMENT REVIEW DATE:		NEXT REVIEW DATE:	
ASSESSOR'S NAME:		ASSESSOR'S SIGNATURE	
BUILDING MANAGER'S SIGNATURE		DATE:	
ASSESSMENT REVIEW DATE:		NEXT REVIEW DATE:	
ASSESSOR'S NAME:		ASSESSOR'S SIGNATURE	
BUILDING MANAGER'S SIGNATURE		DATE:	
ASSESSMENT REVIEW DATE:		NEXT REVIEW DATE:	
ASSESSOR'S NAME:		ASSESSOR'S SIGNATURE	
BUILDING MANAGER'S SIGNATURE		DATE:	