

Fire Risk Assessment

based on PAS79:2012

Fire Risk Assessment:

Company Name: Moon Hall College

Address: Burys Court, Flanchford Road, Reigate, Surrey, RH2 8RE

Date: 14th December 2017

Prepared by: Paul Fuller - Tech IOSH, GFireE



Scope and Terms of this Assessment

- 1 The Regulatory Reform (Fire Safety) Order 2005 (if the relevant premises are in England or Wales) or the Fire (Scotland) Act 2005 (if the relevant premises are in Scotland) require the responsible person to carry out a fire risk assessment of the premises they are responsible for.
- 2 This risk assessment carried out is made to enable the Employer or other responsible person to comply with the legal requirements summarised in Paragraph 1 above.
- 3 This report is addressed to the Employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.
- 4 We have agreed with you that this assessment should be conducted by us in accordance with and on the basis and assumptions set out in this scope.
- 5 The risk assessment should be available for inspection, at all times.
- 6 The fire risk assessment should be reviewed by the responsible person regularly so as to keep it up-to-date and, in any event by the date indicated on the general information page of this report or at such earlier time as (a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergone significant changes, extensions, or conversions. By way of example and without limiting the general statement made above, the assessment should be reviewed following:
 - a) Significant changes to work practices or procedures.
 - b) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
 - c) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
 - d) Significant changes to furniture and fixings and / or to displays or quantities of stock.
 - e) The introduction or increase in the storage of hazardous substances.
 - f) Any change in the fire precautions in the premises.
 - g) Any near miss or fire incident.

and, in any event, at recommended intervals of no more than twelve months.

- 7 The hazards and / or risks identified (if any) in each section of this document increase the risk to life and / or property safety in and around the areas assessed.

- 8 The Employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.
- 9 The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, as applicable, impose various other obligations in relation to fire safety on responsible persons. We would be pleased to provide further guidance on these obligations but would like to draw your particular attention to the following:

Responsible persons must, amongst other things, provide their employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures in place in the event of serious and imminent danger to them.

- 10 In this report:
 - a) We confirm that the information shown is correct based upon a general 'walk through' inspection of the premises, and discussions with both responsible management and staff. The contents are, to the best of the Assessor's knowledge, a true and fair review of the fire safety status of the premises, and meet the employer's responsibilities in carrying out a fire risk assessment under the relevant legislation. Whilst the inspecting Assessor has taken all reasonable care to ensure accuracy of the information offered, Fire Risk UK Ltd cannot accept legal liability for any loss (including loss of anticipated profits, loss of expected future business, or damage to goodwill), nor claims for damages in connection with this report.
 - b) Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and / or responses provided by or on behalf of the Employer or other responsible person.
 - c) We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
 - d) Unless otherwise stated, we have assumed that at the premises -
 - (i) all fire safety equipment, including fire doors and fire resistant partitions and
 - (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
 - e) We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.
 - f) We have assumed that information and documentation supplied to us by or on behalf of the Employer or other responsible person which has a bearing on this fire risk assessment is current, true, accurate and not misleading.
 - g) The term "responsible person" has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005.

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General Information	
Name:	Moon Hall College
Address:	Burys Court, Flanchford Road, Reigate, Surrey, RH2 8RE
Person(s) Consulted:	Reg Bates - Premises Manager
Assessor:	Paul Fuller - Tech IOSH, GIFireE
Date of risk assessment:	14th December 2017
Date of Previous fire risk assessment:	16/12/16 by Reaction Group
Suggested date of review[1]	14th December 2018.
Responsible Person:	David Baker
Position Held:	Chair of Governors
Contact Number:	01306 611372

Fire safety legislation or any other applicable for premises:

Regulatory Reform (Fire Safety) Order 2005 (RRO)
Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992
Health and Safety (Safety Signs & Signals) Regulations 1996
Electricity at Work Regulations 1989
Health & Safety Executive HSG107-2004. Maintaining portable & transportable electrical equipment
The Equality Act 2010
The Smoke-free (Premises & Enforcement) Regulations 2006

The Premises:	
Number of floors:	Four - basement, ground, first and second floors
Brief details of property:	Victorian manor house constructed circa 1876 with range of associated buildings. Constructed of brick, concrete, mortar, stone, glass with pitched tiled and lead roof. One main entrance/exit with three additional fire exits at ground floor level. Two staircases serving upper floors. One entrance to and additional exit leading from basement. Four exits from first floor, two via external escape staircase, two exits from second floor, one via external escape staircase. Restricted access from small staircase on second floor to roof space.
Use of Premises	Independent day school specialising in teaching children with dyslexia aged 7-16 years
Approximate Floor Area:	2200 sq m

The Occupancy:	
Hours building occupied:	0700-1800 hrs Monday to Friday, occasional limited opening at weekends for events
Approximate max. number of persons at any one time:	160
Approximate max. number of employees:	40
Approximate max. number of members of the public:	120 pupils
Number of sleeping occupants:	None
Disabled occupants:	Yes - some pupils have dyspraxia, some staff members have restricted mobility.
Occupants in remote areas & lone working:	Yes - members of staff
Young persons:	Yes - pupils/visitors
Fire Loss Experience:	None
Legislation enforced by:	The Local Fire Authority
Type of Assessment:	Life Assessment, Type 1 (non-invasive, visual only).
Additional comments:	The premises are owned by Moon Hall Schools Educational Trust. The Chair of Governors is responsible for the installation and maintenance of all life safety systems (e.g. fixed electrical wiring, PAT testing, fire alarm and emergency lighting systems, portable fire extinguishers etc.). Access for fire appliances achievable to the front of the main building. Water supplies (mains fire hydrants) restricted on site, open water supply close by via River Mole. Advised Surrey Fire and Rescue Service review pre determined attended to ensure Water Carrier or similar bulk fluid vehicle attends in an emergency.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

[1] This fire 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 if there has been a significant change in the matters to which it relates, or if a fire occurs.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1	ELECTRICAL SOURCES OF IGNITION	
1.1	Reasonable measures taken to prevent fires of electrical origin?	Yes
1.2	More specifically:	
	• Fixed installation periodically inspected and tested?	Yes
	• Portable appliance testing carried out?	Yes
	• Suitable policy regarding the use of personal electrical appliances?	Yes
	• Suitable limitation of trailing leads and adapters?	Yes
	• Sockets and extension leads loaded correctly?	Yes
Standard Advice	<p><i>Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded, and reel type extension leads should be fully unwound if the appliance that they supply is of a wattage that is greater than that which may be used with an unwound lead. Where cables and leads could constitute a tripping hazard their routes should be indicated with hazard warning tape, and where they may suffer damage by being walked upon they should be run in protective flexible plastic sheathing. Check the condition of all the cables and check that the appliances are fitted with correctly rated fuses; a fuse of too high a rating can lead to a fire in the appliance that it is supposed to protect. Regular inspection of such equipment is a requirement of the Electricity at Work Regulations 1989.</i></p> <p><i>Electrical installation periodic inspection; all public buildings, caravan parks, sports and leisure facilities should be tested every year, industrial and agricultural every three years, commercial, educational and residential every five years.</i></p>	
<p>Comments and hazards observed: Electrical installation inspection carried out by Reaction Group on 4/4/16. A number of unsatisfactory items were identified, with remedial works undertaken on 10/8/16 to rectify these. Next inspection due April 2021. Records seen. PAT Testing carried out 24-25/8/17 by Reaction Group. Records seen. Some items were highlighted in the report not to be used and Assessor was informed this had been actioned.</p>		

2	SMOKING	
Smoking ban in place from 1st July 2007. The Smoke-free (Premises & Enforcement) Regulations 2006		
2.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
2.2	More specifically:	
	• Smoking prohibited in building and 'No Smoking' signage displayed?	Yes
	• Suitable arrangements for those who wish to smoke?	Yes
	• This policy appeared to be observed at time of assessment?	Yes
<p>Comments and hazards observed: 'No Smoking' sign suitably displayed. No discarded smoking materials observed around perimeter of building.</p>		

3	ARSON	
3.1	Does basic security against arson by outsiders appear reasonable?(2)	Yes
3.2	Are the premises reasonably secure during hours of darkness?	Yes
3.3	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
3.4	Are wheelie bins lockable?	Yes
3.5	Are wheelie bins remote from the building?	Yes
3.6	Is CCTV provided?	Yes
Standard Advice	<p><i>Arson is a major cause of fires in industry and commerce; some 40% of all fires in non-domestic premises are started deliberately. Good security is probably the best protection against arson and therefore it is important to ensure that all means of access to the premises doors and windows are locked at all times when building is unoccupied</i></p> <p><i>Staff should be trained to challenge anybody whose presence or behaviour gives cause for concern and to immediately report any suspicious behaviour.</i></p>	
<p>2) Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</p>		
<p>Comments and hazards observed: Good management of waste and security employed at time of assessment. Premise has 24 external CCTV. Waste bins kept in secured area and emptied weekly by contractor.</p>		

4	PORTABLE HEATERS AND HEATING INSTALLATIONS	
4.1	Is the use of portable heaters avoided as far as practicable?	No
4.2	If portable heaters are used:	
	• Is the use of the more hazardous type (e.g. radiant bar or LPG appliances) avoided?	Yes
	• Are suitable measures taken to minimize the ignition of combustible materials?	No
4.3	Are fixed heating, HVAC and air-conditioning installations subject to regular maintenance?	Yes
A full investigation of the design of the HVAC system is outside the scope of this fire risk assessment		
Comments and hazards observed: Heating system serviced by DJ Byrne on 10/2/17, Air Conditioning serviced by MV Air on 14/5/17. Records seen. See Action Plan regarding use of portable heaters within the ground floor reception area.		

5.0	COOKING	
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
5.2	More specifically:	
	• Are all cooking appliances maintained and in a good condition?	Yes
	• Is the kitchen area clear of any combustible furnishings?	Yes
	• Filters changed and extractors and ductwork cleaned regularly in accordance with the industry specification TR19?	Yes
	• Suitable extinguishing appliances available?	Yes
Standard Advice	<i>The large amount of grease drawn into a kitchen ventilation system creates a fire risk. One of the most common causes of commercial kitchen fires is through sudden combustion of grease laden air in the extraction system. It can happen very quickly with no obvious cause to the kitchen staff.</i>	
Comments and hazards observed: All kitchen equipment and appliances seen in good clean condition at time of assessment. 1 x wet chemical, 1 x CO2 extinguishers and 1 x fire blankets installed. Gas emergency isolation switches fitted to main kitchen area. Cooking hood and extraction system cleaned annually. Last cleaning service undertaken by Surrey Commercial Cleaning on 17/10/17.		

6	LIGHTNING	
6.1	Is a lightning protection system provided to the building?	No

7	HOUSEKEEPING	
7.1	Is the standard of housekeeping adequate?	Yes
7.2	More specifically:	
	• Combustible materials appear to be separated from ignition sources?	No
	• Avoidance of unnecessary accumulation of combustible materials or waste?	No
	• Appropriate storage of hazardous materials?	Yes
	• Avoidance of inappropriate storage of combustible materials?	Yes
	• Are all cleaning cloths impregnated with solvents etc. kept in metal-lidded containers?	N/A
	• Are external bins kept at a reasonable fill level and away from the side of the building?	Yes
Standard Advice	<i>All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.</i> <i>Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards BS 7176:2007 (Amended: 2011) & BS 7177:2008.</i>	
Comments and hazards observed: Housekeeping must be improved in the areas detailed in the Action Plan report		

8	HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS	
8.1	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	Yes
8.2	Are fire safety conditions imposed on outside contractors?	Yes
8.3	If there are in house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	N/A
8.4	Are contractors made aware of the emergency procedures?	Yes
Comments: All contractors to be made aware of / instructed on the specific fire procedures applicable to the premise, prior to commencing any work. To ensure that safe systems of work are employed by contractors, workplace risk assessments, control statements and suitable supervision must be in place, before any 'hot works' are undertaken.		

9	OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS	
9.1	Are all the combustible materials and flammable liquids and gases stored/used safely?	Yes
Standard Advice	<p><i>Stores for flammable liquids and stores for combustible materials should be sited at secure locations, and they should carry No Smoking signs and signs such as "Flammable Liquid", "Flammable Gas" etc. as appropriate.</i></p> <p><i>The arrangements for the storage of flammable liquids should conform to the guidelines published by the Health and Safety Executive. The storage of highly flammable liquids and liquefied petroleum gases should conform to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)</i></p>	
9.2	Other Hazards: Petrol, Diesel, Corrosives, Acids, Corrosives	
Comments: External garages away from the main building now store a limited amount of flammable liquids/gases mainly for grounds maintenance equipment. This is secured with appropriate warning signs added. Very small amounts of corrosives/acids within Science Department kept locked when not in use.		

	DANGEROUS SUBSTANCES	
9.3	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Yes
9.4	If 9.3 applies, has a specific fire risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations?	N/A
Standard Advice	<p><i>Dangerous substances can put peoples' safety at risk from fire and explosion. DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.</i></p> <p><i>Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, flammable gases, such as liquid petroleum gas (LPG), dusts from machining and sanding operations and dusts from foodstuffs.</i></p> <p><i>Further guidance can be found in the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)</i></p>	
Comments: See comments within Section 9.1		

FIRE PROTECTION MEASURES

10	MEANS OF ESCAPE FROM FIRE	
10.1	It is considered that the building is provided with reasonable means of escape in case of fire.	Yes
10.2	More specifically:	
	• Adequate provision of exits?	Yes
	• Exits easily and immediately opening where necessary?	No
	• Fire exits open in direction of escape where necessary?	Yes
	• Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
	• Are all automatic door fastenings fail safe open & provided with an override facility?	Yes
	• Satisfactory means for securing exits?	Yes
	• Free from obstructions including slip and trip hazards?	No
	• Reasonable distances of travel:	
	• Where there is a single direction of travel?	Yes
	• Where there are alternative means of escape?	Yes
	• Suitable protection of escape routes?	Yes
	• Suitable fire precautions for all inner rooms?	Yes
	• Suitable condition of stairways?	Yes
	• Final exits lead to a place of safety?	Yes
10.3	It is considered that the building is provided with reasonable arrangements for means of escape for disabled people with mobility impairments.	No
Standard Advice	<p><i>A place of safety is a place beyond the building in which a person is no longer in danger from fire. The designated place of safety must not be a dead end situation from which people are unable to move further away from the building.</i></p> <p><i>Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, coat racks, stocks of stationary, cleaners' equipment, newly delivered goods, or goods awaiting collection all reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. Sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. must never be sited on escape routes.</i></p> <p><i>Changes of level, electrical extension leads, unstuck flooring tiles, and small items, such as empty drink cans or contractors tools, left on the floor are all capable of causing people to trip. Changes of level should be indicated by use of warning tape. Wet floors and loose mats or runners constitute slipping hazards.</i></p> <p><i>Loose handrails, raised or loose floor tiles, and damaged nosing on steps may all cause people to trip whilst escaping from fire; on a staircase this could have disastrous consequences.</i></p> <p><i>Final exit doors must always remain unlocked whenever the premises are in use. If, for reasons of security, final exit doors have to be locked shut when the premises are not in use they may be secured by means that do not require the use of a key in order to release the door.</i></p> <p><i>Break glass bolts (Redland bolts), which are released by breaking a glass tube with a small hammer, are an acceptable way of keeping a fire exit door securely shut, provided that clear instructions as to how to release the bolt are displayed on or adjacent to the door and that a suitable hammer is attached by a chain that is anchored on or adjacent to the door. The ideal fastening for a fire exit door is a panic latch or lock that may be released by pressure upon a bar that runs across the full width of the door.</i></p> <p><i>Normally, doors on escape routes should open in the direction of travel. They must do so if they lead from an area from which more than 50 people may be required to escape, or if they lead from an area of high fire risk such as, for example, a kitchen.</i></p> <p>Disabled employees may require additional assistance to escape in the event of fire. Plans of how best they may be helped should be drawn up, and tested during regular fire drills.</p> <ul style="list-style-type: none"> • Are lightweight evacuation chairs available? • Has each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation? • Is the building equipped with evacuation lifts that may be used by people in wheelchairs in the event of fire? • Are there ramps in place at all changes of level on escape routes? • Does the fire alarm system give a visual warning of fire for those who are profoundly deaf? • As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs? 	
Comments and deficiencies observed: External Fire escapes serviced as satisfactory by Panbridge Construction Ltd on 24/8/17. Records seen. Some Improvement works are required as detailed in the Action Plan report.		

11	MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	
11.1	It is considered that there is:	
	• compartmentation of a reasonable standard(3)	No
	• fire doors in place, normally closed, and in good condition	No
	• reasonable limitation of linings that might promote fire spread	No
Standard Advice	<i>The principle structural means for limiting the spread of fire is compartmentation – dividing the building into compartments that are separated from each other by fire resistant walls and doors.</i>	
	<i>The integrity of the compartmentation will be compromised if the fire doors have been badly hung, or if the compartmentation does not extend into the floor and ceiling voids that are created by suspended floors and ceilings.</i>	
	<i>Penetration of fire walls by ducting or building services greatly reduces the effectiveness of the wall unless the spaces between the ducting or services and the hole through which they pass are completely filled with fire resistant stopping.</i>	
	<i>As with the use of wedges, fire extinguishers, or door stops to hold fire doors open, faulty self-closing devices or, those in which the tension has been incorrectly set, will not automatically close fire doors. This will put lives at risk in the event of fire. Employees should be made aware of the importance of reporting any self-closing devices that are not operating correctly.</i>	
3) Note: Based on a visual inspection of readily accessible areas.		
Comments and deficiencies observed: Some improvement works are required to the fire doors as detailed in the Action Plan report.		

12	EMERGENCY ESCAPE LIGHTING	
12.1	Reasonable standard of emergency escape lighting system provided to internal escape routes?(4)	No
12.2	Reasonable standard of emergency escape lighting system provided to external escape routes?	Yes
Standard Advice	<i>Fire escape routes should be provided with emergency escape lighting if required. The emergency escape lighting system should be installed and maintained according to the recommendations of BS 5266.</i>	
	<i>Fire escape routes should be provided with artificial lighting and, because the mains electricity supply may fail in a fire, with emergency escape lighting if required. In general, it is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving stories more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m2.</i>	
4) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
Comments and deficiencies observed: Additional emergency lighting is required as detailed in the Action Plan report.		

13	FIRE SAFETY SIGNS AND NOTICES	
13.1	Reasonable standard of fire safety signs and notices?	Yes
Standard Advice	<i>Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996. These make use of pictograms employing the running man, an open door, and directional arrows.</i>	
Comments and deficiencies observed: Doorways, or other exits, providing access to a means of escape, other than exits in ordinary use (i.e. main entrance), were distinctively and conspicuously marked by exit signs, in accordance with BS 5499-1 and BS 5499-4. The types and uses of other displayed fire signs are appropriate for the premise.		

14 MEANS OF GIVING WARNING IN CASE OF FIRE		
14.1	Does the building have a means for giving warning in case of fire?	Yes
14.2	Reasonable manually operated electrical fire alarm system provided?(5)	No
14.3	Is the warning to occupants with impaired hearing satisfactory?	Yes
14.4	Is the number and siting of call points satisfactory?	Yes
14.5	Are any detectors or call points obstructed?	No
14.6	Is the detection sufficient and appropriate?	Yes
14.7	Does the fire alarm panel appear to be in good condition and showing no faults?	Yes
14.8	Is the fire alarm panel connected to a central monitoring station?	No
Standard Advice	<i>By providing the earliest possible warning of fire, a properly installed and maintained automatic fire detection and alarm system does much to reduce the risk to life and property in the event of fire.</i>	
	<i>The correct operation of a properly maintained system will greatly reduce the incidence of false alarms and, consequently, the incidence of unnecessary calls to the fire service. Raising the alarm should ideally be done automatically. If not it should be done from a place of safety.</i>	
	<i>Manual fire alarm call points should be mounted in conspicuous positions on exit routes, on staircase landings, and at final exits. Items such as coat racks, potted plants etc. should not be allowed to obscure the presence of a call point, or to hinder easy access to it.</i>	
5) Note: Based on a visual inspection only, but no test or verification of full compliance of the system carried out.		
Comments and deficiencies observed: A fire alarm system has been installed throughout the premises. However, with no commissioning certificate available, the Assessor could not confirm whether it had been installed in accordance with the recommendations of BS 5839. A zone plan is also required. See Action Plan.		

15 MANUAL FIRE EXTINGUISHING APPLIANCES		
15.1	Reasonable provision of portable fire extinguishers (amount & type)?	No
15.2	Hose reels provided?	N/A
15.3	Are the fire extinguishers wall mounted in the correct locations and do they remain unobstructed?	Yes
Standard Advice	<i>Portable fire extinguishers are probably the commonest type of fire fighting equipment to be found in industrial and commercial premises. For a floor in a building, the correct number of water or foam extinguishers to tackle Class A fires (fires involving combustible solids such as paper, wood, cloth, plastics etc.) may be determined if the fire rating of the floor is known.</i>	
	<i>Generally, extinguishers should be located at exits from rooms or storeys, in corridors that form parts of escape routes, and on landings. Extinguishers for special risks such as electrical fires, flammable liquid fires, or cooking oil fires should be located near the risk.</i>	
	<i>All extinguishers, and fire blankets, should be located so as to be both conspicuous and readily accessible. Ideally, they should be mounted on either wall brackets or floor stands. It should never be necessary to travel more than 30m from a fire in order to gain access to a Class A extinguisher.</i>	
Comments and deficiencies observed: Additional extinguishers required as detailed in the Action Plan report.		

16 RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS		
16.1	Type of System: N/A	
Comments: None		

17 OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT		
17.1	Type of Fixed System: N/A	
Comments: None		

MANAGEMENT OF FIRE SAFETY

18	PROCEDURES AND ARRANGEMENTS	
18.1	Fire safety is managed by: (6) Premises Manager	
18.2	Competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Yes
<p>Comments: The Premises Manager is appointed to assist with preventative and protective fire safety measures. The responsible person should ensure that that a suitable and sufficient number of personnel are appointed to assist with preventative and protective fire safety measures (where appropriate) and that they are suitably trained.</p> <p>6) Note: This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.</p>		
18.3	Appropriate fire procedures in place?	Yes
	More specifically	
	• Is there a Fire Safety Policy in place?	Yes
	• Are procedures in the event of fire appropriate and properly documented in the form of an Emergency Evacuation Plan?	Yes
	• Are there suitable arrangements for summoning the fire and rescue service?	Yes
	• Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters?	Yes
	• Are there suitable arrangements for ensuring that the premises have been evacuated?	Yes
	• Is there a suitable fire assembly point (s)?	Yes
	• Are there adequate procedures for evacuation of any disabled people who are likely to be present?	No
<p>Comments: Procedures for identifying and responding to unplanned events, potential emergencies or disasters should be established, documented and maintained. Where fire is concerned, liaison with the fire and rescue service should include: emergency shut-down of equipment, effective arrangements for notifying the fire and rescue service of changes to the occupancy, periods of abnormal occupancy, fire growth characteristics, and other relevant factors Adequate fire safety policy and emergency evacuation plan procedures have been documented and displayed.</p>		
18.4	Persons nominated and trained to use fire extinguishing appliances?	Yes
<p>Comments: Staff trained in Fire Awareness/ Fire Extinguisher training on 5/9/17. Records seen.</p>		
18.5	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	No
<p>Comments: Some employed staff suffer from disability/mobility impairments. No specific evacuation equipment has been installed within the premise. There is no specific policy for people with disabilities or mobility impairments on evacuating the building. Any disabled person entering the premise would be expected to carry out personal evaluations and risk assessments, to ensure that they do not put themselves (or others) at risk, and have suitably appointed assistants (if required) to escape safely from the building. Adequate training must be provided to ensure (where appropriate) that staff can assist in the safe evacuation of all disabled occupants. Records of any policies, planning or training should be maintained (where applicable). See Action Plan.</p>		
18.6	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	Yes
<p>Comments: Liaison with operational fire crews undertaken on 14/11/17. Report by Inspecting Officer of Surrey Fire and Rescue Service on 12/06/17 highlighted a good standard of fire safety being employed at the premises. It highlights recommendations concerning floor plans which are now present on all floors. However, it recommends a zone chart by the fire alarm panel which has yet to be completed and highlighted in this report. The Inspecting Officer further highlights monthly testing of emergency lighting which is now being undertaken. He also highlights need for automatic fire detection within specific areas which have been addressed. He further recommends reviewing the fire stopping throughout the building for property protection. The Assessor supports this recommendation and consideration for additional automatic fire detection within the roof space area (see additional comments section 22).</p>		
18.7	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes
<p>Comments: Carried out by staff identified as having responsibilities for health and safety inspections.</p>		

19	TRAINING & DRILLS	
	<i>Training of staff and others for action in the event of a fire is an essential element of fire safety management.</i>	
19.1	Are all staff given adequate fire safety instruction and training on induction and issued with the Emergency Evacuation Plan?	Yes
Comments: Induction training has been provided to all staff members. Records kept on personal record files.		
19.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	
Comments: Staff have been trained in Fire Awareness/ Fire Warden and Fire Extinguisher training in 2017. Fire safety training should be continuous, commencing with induction training and continuing in the form of regular (at least once per year) refresher training. The training should cover the roles and responsibilities of staff, fire actions and the emergency evacuation plan.		
19.3	Does all staff training provide information, instruction or training on the following:	
	· Fire risks in the premises?	Yes
	· The fire safety measures in the building?	Yes
	· Action in the event of fire?	Yes
	· Action on hearing the fire alarm signal?	Yes
	· Method of operation of manual call points?	Yes
	· Location and use of fire extinguishers?	Yes
	· Means for summoning the fire and rescue service?	Yes
	· Identity of persons nominated to assist with evacuation?	Yes
	· Identity of persons nominated to use fire extinguishing appliances?	Yes
Standard Advice	<p><i>The Management of Health and Safety at Work Regulations 1999 requires employers to supply employees with adequate health and safety training and this must include general fire safety, so that they know:</i></p> <ul style="list-style-type: none"> • <i>how to operate the fire alarm system,</i> • <i>how to use the fire fighting equipment provided,</i> • <i>how to call the fire brigade,</i> • <i>the location and use of the escape routes,</i> • <i>the location of the assembly points,</i> • <i>how to assist visitors and members of the public in evacuating the workplace.</i> 	
Comments: Ensure that fire training covers the above salient topics as it is important to identify to staff the company fire safety policy, emergency fire and evacuation procedures and to provide an overview of the fire safety arrangements in place for the premise.		
19.4	Are staff with special responsibilities (e.g. fire wardens) given additional training?	Yes
Comments: Fire wardens have been provided with additional training during May 2017. One Fire Warden is nominated per floor area. It is recommended that a suitable and sufficient number of personnel are Fire Warden trained so that at least two trained members of staff are on duty at any one time per floor level.		
19.5	Are fire drills carried out at appropriate intervals?	Yes
Comments: Fire drill undertaken 20/09/17. Records seen. Fire drills must be carried out twice yearly, to test the effectiveness of your procedures, with records of how the fire drill was performed being kept in a fire log book. Records should include any comments made by participants, particularly on any areas where difficulties were found in making a safe escape, and what actions are to be implemented to prevent any reoccurrences.		
19.6	Are there any employees of another employer at work in the premises?	No
	If Yes	
	• Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A
	• Is it ensured that the employees are provided with adequate instructions and information?	N/A
Standard Advice	<p><i>Where the employees of third parties work in the premises the responsible person needs to ensure that adequate information on fire procedures and relevant fire precautions are passed on to their employer, and that the employees have been given the relevant information. Third parties include contractors working in the premises, contract security staff, contract caterers, contract cleaners, etc.</i></p>	
Comments and hazards observed: There are no employees of another employer at work in the premises.		

20	TESTING AND MAINTENANCE	
20.1	Adequate maintenance of workplace?	Yes
Comments and deficiencies: See Section 20		
20.2	Periodic servicing to BS5839 of fire detection and alarm system?	Yes
Comments and deficiencies: Last Service undertaken by Property Fire Protection on 29/9/17. Records seen.		
20.3	Periodic servicing to BS5266 of emergency escape lighting?	Yes
Comments and deficiencies: Last Service undertaken by Property Fire Protection on 29/9/17. Records seen.		
20.4	Annual maintenance to BS5306 of fire extinguishing appliances?	Yes
Comments and deficiencies: Last Service undertaken by Fire Protection Services on 13/1/17. Records seen.		
20.5	Weekly testing to the fire alarm system?	Yes
Comments and deficiencies: Weekly testing carried out and recorded in fire log book. Records seen.		
20.6	Monthly testing to the emergency light system?	Yes
Comments and deficiencies: Monthly testing carried out and recorded in fire log book. Records seen.		
20.7	Weekly or monthly visual checks to the fire extinguishing appliances?	No
Comments and deficiencies: Monthly checks not being carried out or recorded. See Action Plan.		
20.8	Routine checks of escape routes, final exit doors and/or security fastenings?	Yes
Comments and deficiencies: Carried out as part of the business opening and closing routines.		
20.9	Weekly & monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Comments and deficiencies: None fitted		
20.10	Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments and deficiencies: None fitted		
20.11	Annual inspection and test to the relevant standards of the lightning protection system?	N/A
Comments and deficiencies: None		
20.12	Six-monthly inspection and annual testing of rising mains:	N/A
Comments and deficiencies: None fitted		
20.13	Other relevant inspections or tests:	N/A
Comments and deficiencies: None		

21	RECORD KEEPING	
21.1	Appropriate records of:	
	· Induction fire safety training for staff?	Yes
	· Refresher training for staff?	Yes
	· Fire warden/marshal training?	Yes
	· Fire evacuation drills?	Yes
	· Fire alarm weekly tests and maintenance?	Yes
	· Emergency escape lighting monthly tests and maintenance?	Yes
	· Fire extinguisher checks and maintenance tests?	No
	· Maintenance and testing of other fire protection systems?	N/A
	· Weekly testing and periodic inspection of sprinkler system?	N/A
	· Electrical installation and PAT testing?	Yes
	· Machinery, HVAC's and plant testing?	Yes
	· Other relevant maintenance, inspections and testing?	N/A
Comments and deficiencies: All maintenance, servicing & test records must be held on file as these may be required for audit purposes by an authorised Inspecting/Enforcement Officer from the Fire & Rescue Service. Also, the records should encompass details of any individual or collective staff fire safety training. See Action Plan.		
22	Additional Comments	
22.1	<p>Whilst this fire risk assessment focuses on risk to life, the Assessor wishes to highlight a property risk regarding any fire occurring within the roof area. The Assessor did not access this area, but was informed there is a common void throughout the roof space which is not compartmented, nor has automatic fire detection within it. The Report by Inspecting Officer Warby on 12/9/17 highlights concerns of this but also acknowledges any works will need to be balanced with available funds with risks affecting life safety addressed as a priority. However, The Assessor recommends that consideration is given to extending the existing fire alarm system to cover the roof space area, with fire compartmentation added if possible.</p>	

FIRE RISK ASSESSMENT RATING

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ► Fire hazard ▼	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at this building is:

Low

 Medium

 High

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm

 Moderate harm

 Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial Tolerable Moderate

 Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	Minor action may be required to maintain or improve the fire precautions already in place.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve limited or minor cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost in to account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Implementation of the recommendations will reduce the fire risk.
Please note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only.
All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section.
The fire risk assessment should be reviewed periodically.

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce the fire risk to, or maintain it at the following level:

Tolerable ✓

- Priority 1 - HIGH RISK - to be carried out immediately**
Priority 2 - MEDIUM RISK - to be carried out within 2 months
Priority 3 - LOW RISK - to be carried out within 4 months

It is considered that the following recommendations should be implemented in order to reduce the fire risk.			
Check List No.	Detail (to be read in conjunction with the report findings)	PRIORITY	CONFIRM DATE ACTION COMPLETED
4.2	See Section 7.2	1	
7.2.a	Ground floor reception - Portable heaters were observed being used in close proximity to adjacent desk and chairs. Several wires/cables were also present creating slip/trip hazards. There is already a heating system present within the reception area which has a guard surrounding it. The presence of these portable heaters and trailing cables present fire/slip/trip hazards, especially as they are located within an escape route. It is recommended these items are removed from these areas to reduce this risk.	1	
7.2.b	First floor Server room (F9) - There was an accumulation of combustible items (paper, cardboard) located within the Server room (cardboard, paper, etc). It is recommended this area is cleared of these items to reduce the risk of fire spread should it occur.	1	
7.2.c	Kiln within basement - A number of combustible items (paper, cardboard, plastics) were observed in close proximity to the Kiln. Whilst the Kiln has a cage around it to reduce combustible items coming in close contact with it, it is recommended that a safe area around it is 'hatch' marked and users of the Kiln advised not to store combustible items within this area. This will reduce the risk of transferred heat to nearby combustible materials and reduce the risk of a fire accidentally occurring when the kiln is in operation.	2	

ACTION PLAN

10.2.a	Ground floor reception - at the time of inspection a wooden Christmas tree was located in the foyer of the main reception. Its presence here whilst not intending to obstruct the means of escape, creates a fire risk due to faulty lighting. It was acknowledged that this will only be in use for a temporary period, but it is recommended that the tree lights are not left on at night and turned off at the end the working day.	1	
10.2.b	Ground floor reception - a number of chairs were located with the ground floor escape route by the main entrance, at the bottom of the staircase. These chairs sit partially within the escape route to the main entrance fire exit. It is recommended the number of these chairs are reduced to prevent slip/trip hazards so the fire exit and route to it can safely be used in an emergency.	1	
10.2.c	The Fire Exit doors located on the first floor via the Science Classroom (F17), the Ground floor Fire Exit (Bell Porch), and exit door leading from the basement all had bolt action locks fitted to them. The result of this requires the locks to be opened first before the fire exits can be used. These bolts must be removed to enable these fire exits to be easily used in an emergency without this restriction. The fitting of a 'push pad to open' device will enable the fire exit to be secured and safely used.	1	
10.2.d	The Assessor was advised that a member of staff has restricted mobility and is a frequent lone worker on the first floor. In the event of a fire occurring, the staff members current working location and mobility restrictions may impair their ability to escape from the building safely in an emergency. As a lone worker they will be situations that could occur where they cannot be assisted to escape. It is recommended that the staff members work location is moved to the ground floor, preferably in close proximity fto a fire exit to reduce this risk. This should also be reviewed in line with Section 18.5 of the Action Plan.	1	
10.2.e	A printer was located for use on the first floor, within the escape route. This presents a source of ignition which could prevent the safe use of the escape stairs in an emergency. It is recommended this is removed from its current location to an alternative room to avoid this risk.	1	
10.3	Sections 10.2.d and 18.5 refer	1	

ACTION PLAN

11.1.a	<p>Compartmentation and Ground floor kitchen servery hatch - This hatch opens onto and escape route. The risk posed as a result of this is a fire occurring within the kitchen quickly spreading through the hatch, spreading the fire beyond the kitchen and into the escape corridor. The previous fire risk assessment dated 16/12/16 by the Reaction Group highlighted this concern. Their recommendations include the provision of a fire rated roller shutter with automatic actuation linked to the fire alarm system. The Assessor was informed that the Kitchen service provision is currently being reviewed. Therefore options to address this risk include either replacing the hatch with a fire rated roller shutter, or either decommissioning it and infilling it to maintain a 30 minute fire rated compartment. It is recommended a decision is made on which option is to be progressed and works to rectify this risk are carried out as soon as possible.</p>	1	
11.1.b	<p>If a fire separating element is to be effective, every joint or imperfection of fit, or opening to allow services to pass through the element, should be adequately protected by sealing or fire stopping so that the fire resistance of the element is not impaired. This is provided by a proprietary sealing system which has been shown by test to maintain the fire resistance of the wall, floor or cavity barrier. - Approved Document B, section 10.2, p.85 refers. Compartmentation in the following areas will require appropriate repair works to be implemented to reduce this risk: Ground floor kitchen corridor where electrical cable enters ceiling area, Second floor room 57 where electrical cable enters ceiling area, First floor room F8 electrical cable within cupboard</p>	1	
11.1.c	<p>First Floor ICT A room - The door had a very large threshold gap at the base of the door and gaps around the door. As a result, any fire occurring within this room will be able to spread via these gas and into the escape route. The door must be repaired/replaced to ensure that the gaps along the sides/top should be 3 mm (+/- 1 mm) and the gap at the bottom no more than 10mm.</p>	1	

ACTION PLAN

11.1.d	Basement exit door leading to the ground floor - the Fire door leading from the basement had a grill located within the door. Any fire occurring here will be able to pass through this grill as a result. To reduce this risk, the grill will need to have an instumecent pad added into it which will prevent this. In addition to this, there is a very large gap (excess of 20 mm) at the base of the door. The result of this will allow any fire occuring within the basement to spread beyond it via this gap. The fitting of a threshold smoke seal can address this issue. Additionally, if required, the fitting of a hardwood threshold strip can also reduce this gap significantly to less than 10 mm.	1	
12.1	The following areas of the internal escape routes must be fitted with emergency lighting in accordance with BS 5266: Ground floor back kitchen and Main reception area - During a recent power cut it was observed that the exit route to the main reception area entrance/exit were not sufficiently lit with emergency lighting. The previous fire risk assessment highlighted concerns over adequacy of emergency lighting. It is recommended a site survey is undertaken by a suitably qualified engineer to install additional emergency lighting in this area.	2	
14.0	In accordance with BS 5839-1:2013 a diagrammatic zone plan should be displayed adjacent to the control and indicating equipment (fire alarm panel). This is to provide those responding to the fire signal unambiguous information to the location of a fire.	2	
14.2	A fire alarm system has been installed. However, there was no commissioning/installation certification available to confirm the system has been installed to BS 5839. It is recommended a site survey is undertaken by a suitably qualified engineer to determine the suitability of the current system installed and repaired/replaced/ungraded accordingly to meet these requirements.	1	
15.1	Additional fire extinguishers are required in accordance with BS 5306-8:2012 in the following areas: 1 x CO2 extinguisher in ICT B room on first floor, and in ICT area on the second floor. The ground floor staff room requires 1 x fire blanket and 1 x CO2 extinguisher to be installed.	1	

ACTION PLAN

18.5	<p>Staff members must be appointed and given adequate training to be able to assist with the evacuation of disabled occupants. Any disabled member of staff should have a Personal Emergency Evacuation Plan (PEEP) and the procedures should be practiced.</p> <p>Further information can be found in BS 8300 and the CLG Publication “Fire Safety Risk Assessment Supplementary Guide – Means of Escape for Disabled People” which is available to download for free from the https://www.gov.uk/workplace-fire-safety-your-responsibilities</p>	1	
20.7	<p>Monthly visual checks should be made to the fire extinguishers to ensure they are correctly positioned and have not been damaged or used. Details to be recorded in a Fire Log Book.</p>	1	
21.1	<p>Ensure all maintenance / servicing / test records are held on file as these may be required for audit purposes by an authorised Inspecting Officer / Engineer from the Fire Service. Whilst a log book is not a legal requirement, it is recommended and good practice for these types of records to be held in a log book. For the purposes of consistency across the practices it is recommended that all maintenance paperwork is kept in a 'maintenance file'.</p>	Ongoing	

*

Fire Safety Policy

This fire safety policy has been prepared by **** as the responsible person for the premises known as **** to comply with The Regulatory Reform (Fire Safety) Order 2005 (FSO).

The purpose of this policy is to ensure the safety from fire of all relevant persons on, in or in the vicinity of the premises by effective planning, organisation, control, monitoring and review of the preventive and protective measures.

This policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements.

As such the following will be provided;

- The position of *** will be responsible for the provision of safety under the FSO.
- A suitable and sufficient fire risk assessment will be prepared, regularly reviewed, and its significant findings acted upon.
- A suitable and sufficient fire emergency plan will be prepared, regularly reviewed, and practised by the regular carrying out of fire drills.
- All staff will be trained to satisfactorily carry out the fire emergency plan, regular fire drills and any other necessary actions to comply with the FSO.
- Employees will be provided with comprehensible and relevant information regarding the risks identified from the risk assessment and any other notification of risk by other employees, the preventative and protective measures, the fire emergency plan, and the identities of persons nominated to carry out the duties of the responsible person.
- The employer of any other employees, or any other person working on the premises, will be provided with the same information as the responsible person's employees.
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be tested and maintained in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire & Rescue Service as required.

YOUR EMERGENCY PLAN

You need to plan the action that your employees and other people in the workplace should take in the event of a fire. If you employ more than five people then you must have a written emergency plan. This emergency plan should be kept in the workplace, be available to your employees and the employees' representatives (where appointed) and form the basis of the training and instruction you provide. Any written plan should be available for inspection by the fire authority.

The purpose of the Emergency Plan is:

- To ensure that the people in your workplace know what to do if there is a fire; and
- To ensure that the workplace can be safely evacuated.

In drawing up the Emergency Plan, you need to take the results of your Risk Assessment into account.

For most workplaces it should be easy to prepare a reasonable and workable emergency plan. In some small workplaces the final result may be some simple instructions covering the above points on a Fire Action Notice.

However, in large or complex workplaces, the Emergency Plan will probably need to be more detailed.

If your workplace is in a building which is shared with other employers or occupiers, the Emergency Plan should be drawn up in consultation with those employers and the owner(s) or other people who have any control over any part of the building. It can help to agree on one person to co-ordinate this.

Your plan should provide clear instructions on:

- The action employees should take if they discover a fire;
- How people will be warned if there is a fire;
- How the evacuation of the workplace should be carried out;
- Where people should assemble after they have left the workplace and procedures for checking whether the workplace has been evacuated;
- Identification of key escape routes, how people can gain access to them and escape from them to places of safety;
- The fire-fighting equipment provided;
- The duties and identity of employees who have specific responsibilities in the event of fire;
- 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;
- Where appropriate, any machines / processes / power supplies which need stopping or isolating in the event of fire;
- Specific arrangements, if necessary, for high-fire-risk areas of the workplace;
- How the Fire Brigade and any other necessary emergency services will be called and who will be responsible for doing this;
- Procedures for liaising with the Fire Brigade on arrival and notifying them of any special risk, eg; the location of highly flammable materials; and
- What training employees need and the arrangements for ensuring that this training is given.

If you have a larger or more complex workplace, then it might be helpful to you to include a simple line drawing. This can also help you check your fire precautions as part of your ongoing review. The drawing could show:

- Essential structural features such as the layout of the workplace, escape routes, doorways, walls, partitions, corridors, stairways etc (including any fire-resisting structure and self-closing fire doors provided to protect the means of escape);
- Means of fighting fire (details of the number, type and location of the fire-fighting equipment);
- The location of manually operated fire alarm call points and control equipment for the fire alarm;
- The location of any emergency lighting equipment and any exit route signs;
- The location of any automatic fire-fighting system and sprinkler control valve; and
- The location of the main electrical supply switch, the main water shut-off valve and, where appropriate, the main gas or oil shut-off valves.

Information and instructions for employees

It is important that your employees know how to prevent fires and what they should do if a fire occurs. They should all be given information about the fire precautions in the workplace and what to do in the event of a fire. You also need to ensure that you include employees working in the premises outside normal hours, such as cleaners or shift workers.

Ensure that training and written information is given in a way that employees can understand, and 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.

On their first day, all employees should be given information about:

- The location and use of the escape routes from where they are working; and
- The location, operation and meaning of the fire warning system where they are working.

Fire Action Notices complement this information and should be prominently posted in key locations throughout the workplace. However, they are not a substitute for formal training.

FIRE EMERGENCY PLAN

Name of company: **XXXXXX**

Address of premises: **XXXXXX**

Date plan produced and/or amended: **XXXXXX**

Name of person producing plan: **XXXXXX**

Job title: **XXXXXX**

Signature: **XXXXXX**

Action to be taken by a person discovering a fire

1. Raise the alarm by (insert description relevant to type of system).
2. Dial the emergency services (999).
3. Evacuate the building and report to the assembly point (insert assembly point location).

Actions to be taken by a person upon hearing the fire alarm

1. Leave building by nearest available exit.
2. Report to assembly point (insert assembly point location).
3. Do not stop to collect personal belongings.

How the Fire Brigade (and other emergency services) are to be called and who is responsible

1. (insert name of person) will call the emergency services upon hearing the fire alarm.
2. Anyone calling 999 should give specific details of the location of building i.e. name of the road etc. and wait for control room staff/nominated staff to confirm message.

Fire warning system

(insert explanation of the fire warning system i.e. automatic fire alarm with detectors and sounders).

Evacuation procedures

Staff and members of the public will evacuate the building following the directions of trained fire marshals and proceed to the designated assembly point (insert location) to await a head count or roll call. Staff should not re-enter the building until the Local Fire Brigade's Officer in Charge gives the all clear.

Key escape routes

(insert the details of the escape routes from different parts of the building).

Assembly points

(insert details of the location of the assembly point / points).

Duties and identities of employees with specific responsibilities

1. (insert name) to contact the Local Fire Brigade if the fire alarm is sounded (or fire is suspected).
2. Fire Marshals (insert names) to take control of the evacuation and roll call.
3. (insert name) will take control of the visitors book
4. Fire Marshals (insert names) to "sweep" the building by checking all rooms, toilets etc. to ensure the building is fully evacuated.
5. (insert name) to liaise with Officer in Charge upon arrival of the Fire Brigade.
6. Local Fire Brigade to give the all clear before staff return to the affected area (or buildings manager if false alarm).
7. Fire Marshals (insert names) to oversee re-entry into building.
8. (insert name) to reset the fire alarm.

Arrangements for safe evacuation of persons identified as being especially at risk from fire

(insert explanation as to how disabled personnel will be evacuated).

Fire fighting equipment provided (locations and details)

(insert details of the locations and types of extinguishers in building).

Specific arrangements for high fire risk areas

(explain details of the arrangements for closing down machinery / evacuating high risk areas).

Procedures for liaison with Fire Brigade on arrival

(insert name of person to liaise with Officer in Charge upon arrival).

Training needed by employees and arrangements for giving such training

1. Basic fire evacuation for all staff
2. Fire Marshal training
3. The above training should be carried out every 12 months and must follow the specifications laid down in the employee's guide.

FIRE SAFETY TRAINING

BS9999:2017 Annex Q (normative) Fire Safety Training

General

Fire safety training should form part of the planning, training and monitoring activity defined in the fire safety manual.

All training should be given by a person who is competent both in the subject and in training.

Fire safety training should be continuous, commencing with induction training on the first day of appointment of new staff and continuing in the form of regular refresher training.

Thereafter, staff should receive sufficient training at regular intervals (at least once a year) to make sure that they remain familiar with the fire precautions for the workplace and are reminded of the actions to be taken in an emergency.

Training should be more frequent where there is a high turnover of staff or where there is a high risk of fire.

In so far as the responsibilities are applicable to their role, all staff, including part-time staff, security staff, cleaning staff and contractors should be trained and instructed in:

- basic fire prevention
- good housekeeping
- risk awareness
- smoking policy
- the fire routine
- the terms and conditions and restrictions of any licence
- knowledge of the escape routes, refuge and exits, especially those not in regular use
- raising the alarm, including location of alarm indicator panels
- actions to be taken upon hearing the fire alarm
- arrangements for calling the fire and rescue services
- special provision for assisting disabled people
- location of fire fighting equipment
- selection and use of fire fighting equipment, including hand fire fighting equipment (in large premises it might be appropriate to train specific staff in this respect, rather than all staff)
- the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm
- process shutdown and shutting down non essential equipment, stopping machines and processes and isolating power supplies, where appropriate
- evacuation procedures (this includes reassuring any members of the public, escorting them to exits, and encouraging them to get well clear of the building)
- incidents reporting procedures, including for "near miss" events and false alarms

Any members of staff who have particular responsibilities in respect of fire safety, including supervisory roles, should receive detailed instruction in their own duties and appropriate refresher training at least once, and preferably twice in each period of twelve months

Persons with particular responsibilities are likely to include:

- department heads / floor supervisors
- fire marshals or fire wardens
- fire fighting teams in large workplaces
- central control room staff
- security staff (including night security patrols)
- attendants / stewards
- kitchen staff
- engineering and maintenance staff
- receptionists and telephonists

Additional training for staff in large buildings

In larger premises it can be appropriate to train specific persons to ensure that all staff and members of the public are safely evacuated and that everyone is accounted for.

Special arrangements might be needed in premises where there are only occasional visitors and where formal procedures to deal with such visitors are not practicable.

A person or persons should be delegated to liaise with the fire and rescue service on arrival, to confirm whether everyone has been accounted for, to determine the location of the fire and any special risks (e.g. The location of hazardous substances), and where necessary, to make arrangements for the fire and rescue service vehicles to enter the site.

Security personnel should be fully briefed as to the extent of their duties concerning precautions against fire during and outside working/opening hours.

This brief should include;

- the timing of patrols of all parts of the building
- how and where to call the fire and rescue service in every case of fire or suspected fire
- which telephone lines are connected to an exchange line (there should be at least one per floor, or more if the floor area is large)
- the action to be taken on finding a fire, including the use of fire fighting equipment
- the operation of automatic fire alarms, sprinklers, etc.
- the safe operation of self-closing doors and shutters
- the position of all main service controls
- actions to receive and direct the fire and rescue service on arrival

Contractors should be given at least the minimum instruction as recommended for new employees.

They should also be trained in the fire safety precautions relating to their special tasks. If they do not have such training, they should be allowed to work only with supervision or after suitable training has been given. Particular attention or attention should be paid to the fire safety training and education of persons carrying out welding or cutting, using blow lamps or other open flames, and other types of hot work, whether by employees or contractors.

The training should be based on written instructions provided by management and appropriate to specific responsibilities of the members of staff.

The education of tenants of every unit and other occupancy in the complex needs to form part of the planning and training activity defined in the fire safety manual.

The entire fire routine, including evacuation procedures, should be tested regularly by simulated emergencies without involving the public, or by staff carrying out a walk through so that each stage of the procedure is examined. This should include a physical examination of the escape routes and emergency equipment and critical review of the recommended fire instruction notices.

It should be noted that disabled people are likely to expend more effort in the case of a real fire (e.g. Leaving their wheelchair to escape using walking aids or other means) than in a practice walk through, so it is important that there is a chance for disabled people to practice their personal evacuation plan but in a way that does not cause them unnecessary discomfort.

Details of all training and instruction given/received should be recorded in the fire safety manual.