

**St Vincents School**

**Yew Tree Lane  
Liverpool  
Merseyside  
L12 9HN**

**FIRE RISK ASSESSMENT  
REPORT**

CARRIED OUT BY:  
SIMON MEYNELL (TIFIREE)  
NEBOSH H&S and Fire Safety  
FIRE SAFETY CONSULTANT

On Behalf of:

**Hawkesworth**

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**DISCLAIMER:**

This Fire Risk Assessment Report is based on verbal & written information generally taken in good faith at time of conversation(s) / at the time of visit(s) & within the scope of the visit(s) undertaken. The Fire Risk Assessment was Type 1 non-invasive and does not inspect voids, false ceilings or roof spaces for compartmentation deficiencies. Recommendations and advice are given in good faith to reduce the risk of injury to employees or other persons on or off your premises (to the extent that they may be affected by your business activities) and to reduce the risk of damage to property. Compliance with the advice and / or recommendations given does not guarantee fulfilment of all obligations required. It is ultimately the responsibility of the Client to ensure compliance with Acts of Parliament, other statutory requirements and civil obligations.

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Hawkesworth Appliance Testing Ltd is a Company registered in England - Company number:  
5374162 VAT: 721636352

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## Fire Risk Assessment Report

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CLIENT: **St Vincent's School**

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Address of Property:

**Yew Tree Lane  
Liverpool  
Merseyside  
L12 9HN**

'Responsible person': **Dave Swanston - Head Teacher**

Person given information: **John Bishop - Maintenance manager**

Assessor(s): **Simon Meynell (TIFireE)**

Date of Fire Risk Assessment: **16<sup>th</sup> February 2024**

Review Date: **You should review this assessment annually. If there is reason to suspect that it is no longer valid due to significant organisational or structural changes, the risk assessment will be renewed.**

Proposed Renewal Date: **1 year on**

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The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, 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. The assessment is non evasive and does not access roof voids or false ceilings.

<b>DESCRIPTION OF PREMISE</b>	
<b>Building: School for Visually and Hearing impaired pupils</b>	<b>Number of floors: 3 floors, at the time of the assessment the 3<sup>rd</sup> floor and Bridgman wing were not in use.</b>
<b>Brief details of construction: Built around 1890. Traditional construction Majority of concrete floors with some timber floors. Pitched tiled roofs. Extensions added over the years. Chapel with traditional timber roof.</b>	
<b>Operations undertaken within the premises: School providing education for visually and hearing-impaired pupils. Admin offices and several canteens for staff use school kitchen and kitchen for educational purpose for pupils. Chapel within main school for worship. Workshop for maintenance team. Laundry in main school. Residential accommodation for students is provided in Caulfield.</b>	
<b>Nursery attached to the school not under the control of St Vincents.</b>	

## Identification of Fire Hazards

### Sources of Ignition

Sources considered	Known to be present?		Comments
Smokers material, e.g. cigarettes matches, lighters		no	
Naked flames e.g. candles, night lights, gas or liquid-fuelled open-flame equipment	yes		See action plan
Electrical, gas or oil-fired heaters (fixed or portable)	yes		
Boilers	yes		Serviced July 2023
Hot processes e.g. welding by contractors		no	
Cooking equipment and activities	yes		School kitchen, classroom providing cooking facilities.
Machinery with hot surfaces		no	
Faulty or misused electrical equipment e.g. electric blankets, computers, vending machines		no	
Lighting equipment (fixed and moveable), e.g. halogen lamps or table lamps		no	
Obstruction of ventilation equipment		no	
Arson		no	
Other		no	

## Sources of fuel

Sources of fuel			
Sources considered	Known to be present?		Comments
Furniture (permanent and temporary storage)	yes		General to school and office environment
Textiles and soft furnishings, such as hanging curtains and clothing displays	yes		As above
Laundry (bedding, linen, towels)	yes		
Waste products, particularly finely divided items such as shredded paper and wood shavings, off-cuts and dust	yes		
Waste storage, refuse containers and skips	yes		Secure compound provided
Flammable liquid-based products such as paints, varnishes, thinners and adhesives		no	
Flammable liquids and solvents, such as white spirit, methylated spirit, cooking oils and disposable lighters		no	
Flammable chemicals, such as certain cleaning products, photocopier chemicals and dry cleaning that uses hydrocarbon solvents		no	
Flammable gases such as liquified petroleum gas (LPG) and aerosols	yes		Gas outlets in science room automatic shut off fitted in 2021
Paper products, packaging materials, stationery, advertising material, paper and books	yes		General to school and office environment
Decorations for seasonal and religious occasions	yes		Lights must be PAT
Plastics and rubber, such as video tapes, polyurethane foam-filled furniture and polystyrene-based display materials		no	
Guest possessions	yes		
Wall and ceiling hangings		no	
Other		no	

**Sources of oxygen**

<b>Sources considered</b>			<b>Known to be present?</b>	<b>Comments</b>
Mechanical air conditioning systems or air handling systems		no		
Oxidising chemicals		no		
Oxygen supplies from cylinder storage		no		
Pyrotechnics (fireworks), which contain oxidising materials		no		
Other	yes		Open doors and windows	

### Identification of People at Risk

**Maximum number of employees on site at any given time: 45 staff,46 Pupils**

**Maximum number of persons on site at any given time: 120**

Other people considered	Known to be present?		Comments
People asleep (who will be slow to respond and disorientated)	yes		Pupils in residential accommodation
Employees who work alone and/or in isolated areas, e.g. cleaners, maintenance staff, security staff, night staff	yes		Full fire detection provided
People who are unfamiliar with the premises, e.g. guests, visitors, customers, seasonal staff, new staff and contractors		no	Visitors accompanied by a member of staff
Unaccompanied children and young persons		no	
People with disabilities (including mobility impairment, or hearing or vision impairment, etc.	yes		See action plan (PEEPS)
People who may have some other reason for not being able to leave the premises quickly, e.g. parents with children		no	
People who are sensorially impaired due to alcohol, drugs or medication		no	
Other people in the immediate vicinity of your premises	yes		contractors
Other		no	



<b>FIRE RELATED DOCUMENTATION</b>		
<b>1.0 Testing and Maintenance – Normally Completed by the ‘Nominated Person’</b>		
1.1	Are weekly tests of the fire detection and alarm systems undertaken	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
1.2	Is evidence available to show regular Emergency Evacuation Drills have taken place	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Comments</b> 1.1 Break glass actuation points tested every Monday. 1.2 last Evacuation drill carried 7/02/24 the recommended time to evacuate the building is 2.5 minutes, this does not include a roll call - See action plan.		

<b>2.0 Testing and Maintenance – Normally Completed by Contractors under the direction of the ‘Nominated Person’</b>			
2.1	Are periodic tests and inspections of the fire detection and alarm systems undertaken	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.2	Are Monthly and annual testing routines in place for emergency lighting	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.3	Are items of local fire fighting equipment checked, tested and maintained on at least an annual basis	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.4	Where applicable are rising mains inspected and tested on six monthly and annual basis respectively	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
2.5	Where applicable are sprinkler systems tested weekly and regularly inspected	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
2.6	Are fixed heating installations regularly inspected and maintained	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.7	Is Portable Appliance Testing carried out	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.8	Are fixed electrical installations periodically inspected and tested	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Comments:</b>                      2.1 25% of system serviced every 3 months = 100% over a year                      2.2 Annual inspection carried out 12/02/24 awaiting documentation.                      2.3 Extinguishers serviced August 2023.                      2.6 Boilers serviced 13/07/2023.                      2.7 Carried out by Hawksworth 224/10/23.                      2.8 Carried out August 2020.</p>			

**RESPONSE FROM THE 'NOMINATED PERSON'****3. Management of Fire Safety**

3.1	Does the 'Nominated Person' acknowledge their responsibility for fire safety	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.2	Has a deputy been nominated in case of absence	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.3	Have persons been nominated to assist with emergency evacuation	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.4	Are all staff provided with relevant instruction related to fire and emergency on induction to the company	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.5	Are all staff provided with "refresher training" at appropriate intervals	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.6	Are staff with specific responsibilities (e.g. fire wardens) given additional training	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.7	Have appropriate staff been trained in the use of fire fighting equipment	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.8	Is an automatic fire fighting system provided within the premises	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3.9	Does the system remotely transmit alarm signals to an external organisation	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.10	Are appropriate procedures in place for summoning emergency assistance	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.11	Are arrangements in place for liaison with the fire authority	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.12	Has a suitable assembly point been identified away from the premises	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.13	Is the means of reaching the assembly point safe, free from obstruction and away from busy traffic routes, etc	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.14	Are reasonable arrangements in place for the evacuation of disabled occupants	Yes No Don't Know	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3.15	Are reasonable arrangements in place for informing overnight guests/pupils of evacuation arrangements	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
3.16	Are routine in-house inspections of fire precautions undertaken	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
3.17	Are routine checks of final exit doors or security fastenings undertaken	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>

**Comments:**

**3.6 At the time of the assessment there were 3 trained fire marshals.**

**3.10 Fire alarm connected to receiver calling fire service automatically.**

**3.12 Due to the size of the school 4 assembly points are designated with procedures in place to carry out roll calls.**

**3.14 At the time of the assessment 2 evac chairs are provided, as the number of students requiring their use is very low this is acceptable, the provision for further evac chairs should be addressed if an increase in students requiring their use increases.**

**The Health and Safety Document section 5 Fire Safety Policy and procedures covers Fire Safety Training**

**All staff receive basic fire safety induction training and attend refresher sessions when required.**

**Key staff in the individual school buildings receive more detailed instruction including the use of firefighting equipment.**

**Pupils are given instruction by their form staff during the first week of the Autumn term on their actions to be taken in the event of a fire.**

**Fire drills are planned each term to evaluate the effectiveness of the school's evacuation procedures. The findings of the drill are reported to staff through the Minutes of the Health and Safety Committee meetings. Any conclusions and remedial actions are recorded and implemented.**

**4.0 Management of Contractors**

4.1	Are contractors who are not accompanied at all times given instruction as to evacuation procedures, e.g. during a site induction.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>
4.2	Are fire related risks discussed with/documented with regards to contractors who could potentially cause a fire during their task(s).	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/>

**Comments:**

**4.1/4.2 Contractors who are not accompanied at all times should be given instruction as to evacuation procedures, e.g. during a site induction.  
 Fire related risks should be discussed with/documented with regards to contractors who could potentially cause a fire during their task(s).**

## Fire Protection Measures for Each Floor

### 5. Means of Escape from Fire

5.1	Is the floor provided with adequate and reasonable means of escape	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.1 Are there an adequate number of designated emergency exits	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.2 Are exits easily and immediately openable	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.3 Do exits open in the direction of escape	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.4 Is the use of sliding/revolving doors as emergency exits avoided	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.5 Are there satisfactory means for securing emergency exits	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.6 Are travel distances to secure/protected areas reasonable	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.7 Are suitable fire precautions in place for all inner rooms	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	5.1.8 Are all escape routes unobstructed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
5.2	Is the assembly point clearly identified, labelled or signposted	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

**Comments**

**5.1.2 For security some doors are locked with a key when the school is not occupied. All doors are unlocked prior to the occupation of the school.**

**5.1.3 The doors to the assembly hall open inwards, this limits the maximum occupancy of the hall to 60 people.**

**5.1.1 Glazing on classroom windows adjacent to corridors does not appear to be fire resisting. The compensating factors are 2 directions of travel in the corridors and fire detection been present.**

**5.2 Due to the size of the school 4 assembly points are designated with procedures in place to carry out roll calls.**

**Some exit doors lead onto steps, however there are alternative exits provided with ramps within the required travel distances.**

**6. Measures to Limit Fire Spread and Development**

6.1	Do self-closing fire doors operate correctly	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.2	Are fire doors not fitted with magnetic devices secured in a closed position	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
6.3	Are all fire doors fitted with the appropriate smoke stop or intumescent strips	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
6.4	Is there reasonable limitation of wall coverings that may promote fire spread	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
6.5	Is there evidence of adequate fire stopping around pipework and wiring	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

**Comments:**

**6.2 See action plan.**

**6.3 Excessive gaps on fire door smoke seals - see action plan.**

**6.4 Display boards in corridors- see action plan.**

**6.5 Reference to this is made in the disclaimer**

**7. Escape Lighting**

7.1	Are provisions in place to ensure that escape routes are adequately lit at all times when this floor is occupied	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**Comments:**

**8. Fire Safety Signs and Notices**

8.1	Are emergency escape routes throughout the floor adequately marked with appropriate safety signage in accordance with current legislation	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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8.2	Are there adequate and appropriate fire action notices throughout the building	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**Comments:**

**9. Means of Raising the Alarm**

9.1	Is there an appropriate means of raising the alarm throughout the floor	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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9.2	Can the fire alarm system be heard by all persons throughout the floor at all times when the premise is occupied	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
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9.3	Is automatic fire detection provided throughout the floor	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**Comments:**

**9.2 See action plan.**



<b>10. Manual Fire Fighting Appliances</b>			
10.1	Are appropriate means for manually fighting fires available throughout the floor		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	10.1.1	Are fire blankets provided	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	10.1.2	Are a suitable number of portable fire extinguishers available throughout	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
	10.1.3	Are all extinguishers correctly located on their brackets	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10.2	Are portable fire extinguishers provided throughout the floor appropriate for their surroundings		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10.3	Is the location of fire fighting equipment obvious and clearly defined		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
10.4	Is fire fighting equipment clearly indicated and labelled		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Comments:</b>			

<b>Control of Workplace Fire Hazards</b>			
<b>11. Electrical Hazards</b>			
11.1	Are reasonable measures taken to prevent fires of electrical origin	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11.2	Are electrical items labelled to show Portable Appliance Testing(PAT) is up to date	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11.3	Is there evidence of personal electrical appliances in use not PAT tested	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
11.4	Are suitable electrical distribution points available to limit the presence of trailing leads and adapters	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Comments</b> 11.2 PAT carried out by Hawksworth October 2023. 11.4 Some trailing sockets in use PAT October 2023.			
<b>12. Smoking</b>			
12.1	Is evidence available to substantiate breaches of smoking policy (Cigarette butts, ashtrays etc.)	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Comments:</b>			
<b>13. Heating</b>			
13.1	Is the use of portable heaters avoided as far as is practicable	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.2	If portable heaters are used are they in good order	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13.3	Are controls in place to minimise the potential of ignition of combustible materials	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Comments:</b> 13.1 Electric heater used in maintenance office PAT October 2023.			

<b>14. Cooking</b>			
14.1	Are reasonable measures taken to prevent fires as a result of cooking activities	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14.2	Are filters and ductwork regularly cleaned	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Comments</b>			
<p><b>14.2 Extractors in main kitchen deep cleaned 12 monthly.</b></p> <p><b>Gas shut of panic devices fitted in pupil's kitchen.</b></p>			
<b>15. Housekeeping</b>			
15.1	Is the standard of housekeeping adequate	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15.2	Are combustible materials separated from ignition sources	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15.3	Is the unnecessary accumulation of combustible materials or wastes avoided	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15.4	Are there any "dangerous substances" (as defined in DSEAR) stored	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
15.5	Are dangerous substances suitably stored	Yes No N/A	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Comments:</b>			
<p><b>15.2 Main boiler room clear of combustible items. Verbal confirmation from John that all boiler rooms are clear of combustible material.</b></p>			

**ASSESSMENT AROUND THE PERIMETER OF THE BUILDING**

**16. Outside Escape Routes and Arson Considerations**

16.1	Are outside escape routes maintained in good condition	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16.2	Are final escape routes compromised	Yes No N/A	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
16.3	Does security in place to prevent arson by outsiders appear to be reasonable	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16.4	Is the storage of wastes and other materials close to the building kept to a minimum to reduce the potential for ignition by outsiders	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16.5	Are all external fire escape routes clear of waste.	Yes No N/A	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Comments**

**16.3 CCTV, security on site until 10pm**  
**16.4 locked compound for waste bins**

# RECOMMENDATIONS

## EXPLANATION OF PRIORITY RATINGS

PRIORITY	ACTION REQUIRED
<b>CRITICAL</b>	IMMEDIATE
<b>HIGH</b>	WITHIN 7 DAYS
<b>MEDIUM</b>	WITHIN 3 MONTH
<b>LOW</b>	WITHIN 12 MONTHS

## RECOMMENDATIONS – TO THE ‘RESPONSIBLE PERSON’

PRIORITY	ACTION REQUIRED	Date actioned
<b>CRITICAL</b>		
<b>HIGH</b>	Candles are used in the Chapel. 1 member of staff is designated to light the candles and extinguish them after use. Robust control measures must be in place and adhered to avoid fires. Where this cannot be achieved naked flame candles should be replaced with LED type or similar.	
<b>MEDIUM</b>	6.1 All fire doors fitted with self-closing devices must close fully onto their rebates and regular checks must be carried out.	

	<p><b>6.2 The kitchen door requires adjustment to allow it to fully close onto the rebate.</b></p>	
	<p><b>6.3 Regular checks should be carried out to ensure doors fitted with smoke seals form a seal to the rebates or where 2 doors are fitted between the doors.</b></p> <p><b>All doors to kitchens that lead onto means of escape should be FD30S with intumescent strips smoke seals and positive action self-closing devices fitted.</b></p> <p><b>Fire doors not fitted with or with damaged smoke seals should have them replaced.</b></p>	
	<p><b>6.4 Display materials and decorations.</b></p> <p><b>Displays are often located in corridors and in entrance foyers, and generally comprise materials such as paper, cardboard and plastic which provide a means for the rapid spread of fire. You should evaluate what material could ignite first and what would cause the fire to develop and spread and assess how materials used in temporary or permanent displays would interact with surface linings and position them accordingly. To reduce the risk of fire spread, you should consider the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Avoid the use of displays in corridors and foyers</b></li> <li>• <b>Minimise the size and number of display areas to discreet, separated areas</b></li> <li>• <b>Do not put displays down stairways which are part of a designated escape route or where there is only one direction of escape (i.e. dead-end conditions)</b></li> <li>• <b>Treat displays with proprietary flame retardant sprays</b></li> <li>• <b>Consider the use of display boxes</b></li> <li>• <b>Keep displays away from curtains, light fittings and heaters</b></li> <li>• <b>Keep displays away from ceiling voids which may lack fire barriers</b></li> <li>• <b>Ensure that there are no ignition sources in the vicinity</b></li> <li>• <b>Ensure displays do not obstruct escape routes or obscure fire notices, fire alarm call points, firefighting equipment, or escape signs.</b></li> </ul>	

**9.2 The following paragraphs are from MW Government Document fire safety risk assessment for educational premises:**

***People with hearing difficulties***

*Where people have hearing difficulties, particularly those who are profoundly deaf, then simply hearing the fire warning is likely to be the major difficulty. If these persons are never alone while on the premises then this may not be a serious problem, as it would be reasonable for other occupants to let them know that the building should be evacuated. If a person with hearing difficulties is likely to be alone, then consider other means of raising the alarm. Among the most popular are visual beacons and vibrating devices or pagers that are linked to the existing fire alarm.*

*1.13 Help for people with special needs. Of all the people who may be especially at risk you will need to pay particular attention to pupils, students and staff who have special needs, including those with a disability. The Disability Rights Commission estimates that 11 million people in this country have some form of disability, which may mean that they find it more difficult to leave a building if there is a fire. Under the Disability Discrimination Act, 13 if disabled people could realistically expect to use your premises, then you must anticipate any reasonable adjustments that would make it easier for that right to be exercised. The Disability Discrimination Act 13 includes the concept of 'reasonable adjustments' and this can be carried over into fire safety law. It can mean different things in different circumstances. For a small premises, such as a village school, it may be considered reasonable to provide contrasting colours on a handrail to help those with vision impairment to follow an escape route more easily. However, it might be unreasonable to expect that premises to install an expensive voice-alarm system. Appropriate 'reasonable adjustments' for a premises such as a university campus may be much more significant. If disabled people are going to be in your premises then you must also provide a safe means for them to leave if there is a fire. You and your staff should be aware that disabled people may not react, or can react differently, to a fire warning or a fire. You should give similar consideration to others with special needs such as parents with young children or the elderly. In premises with a simple layout, a common sense approach, such as offering to help lead a blind person or helping an elderly person down steps may be enough. In more complex premises, more elaborate plans and procedures will be needed, with trained staff assigned to specified duties. In complex premises, you may also wish to contact a professional consultant or take advice from disability organisations. Whilst the majority of people with special needs wish to and are able to make their own escape, there may be a number who are only able to move or react adequately with assistance from staff. Consider the needs of those with mental disabilities or spatial recognition problems. The range of disabilities encountered can be considerable, extending from mild epilepsy to complete disorientation in an emergency situation. Many of these can be addressed by properly trained staff, discreet and empathetic use of the 'buddy system' or by careful planning of colour and texture to identify escape routes. Where people with special needs use or work in the premises, their needs should, so far as is practicable, be discussed with them. These will often be modest and may require only changes or modifications to existing procedures.*

<b>LOW</b>	<b>2.1 Six monthly servicing and preventative maintenance should be carried out by a competent person with specialist knowledge of fire warning and automatic detection systems. This task is normally fulfilled by entering into a service contract with a specialist fire alarm company.</b>	
	<b>PEEPS</b> <b>Personal emergency evacuation plans should be put in place for pupils who require assistance to evacuate the premises.</b>	



### FIRE RISK ASSESSMENT ESTIMATOR

Potential consequences ▶	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ▼			
<b>Low</b>	Tolerable risk	Tolerable risk	Moderate risk
<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
<b>High</b>	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 premise is:

**Low**       **Medium**       **High**

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

- Low:** 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**

These are defined as:

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom 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 these premises is:**

Tolerable  Moderate  Substantial  Intolerable

Risk level	Action and timescale
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures 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.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

**Overall summary of the company arrangements for fire:**

ST VINCENTS SCHOOL take their fire safety responsibilities seriously. The risk of fire is managed to the requirements of the Regulatory Reform (Fire Safety) Order. I am confident that any deficiencies within my report will be acted on or implemented. The actions in place put risk to life as low and the overall finding is moderate. However, the items identified in the fire risk assessment once actioned would reduce risk further to within the tolerable range. The risk assessor is confident that St Vincents School will implement the findings of this report and the required additional fire safety measures will be put in place and managed appropriately to reduce the risk to the lowest level of 'tolerable' thus reducing it as far as possible.