

# Fire Risk Assessment

**Name and address of premises:**

St Vincents School  
Yew Tree Lane  
Liverpool Merseyside  
L12 9HN

**Responsible Persons:**

John Bishop - Site Manager

**Duty Holder (Group):**

The catholic blind institute  
David Swanston – Principle

**Date of Assessment:**

12/8/25

**Fire Risk Assessor:**

S Hunter



The purpose of this fire risk assessment report is to demonstrate compliance with The Regulatory Reform (Fire Safety) Order 2005 and Fire Safety Act 2021. The focus of the report is to assess the risk to life from fire in the building/premises and make necessary recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or the impact on business continuity in the event of a fire. The assessment has been carried out to provide a comprehensive evaluation of the fire safety measures in place, including fire alarms, fire suppression systems, means of escape, and fire safety signage. The report will outline any areas of non-compliance and provide recommendations for improvement to meet the requirements of the fire safety legislation. The inspection carried out is a visual only, non-destructive inspection. It is important to note that this report is not a guarantee or warranty of fire safety compliance, and it is the duty of the responsible person to ensure that all fire safety legislation is adhered to. The author of this report and its associated company will not be held liable for any actions taken or not taken as a result of this report. The responsible person should take all necessary steps to ensure that fire safety measures are implemented and maintained in compliance with fire safety legislation. It is important to keep in mind that the outcome of a fire risk assessment can be subject to personal interpretation, and an enforcement officer may have a different opinion. This report should be readily accessible for inspection upon request and should be updated following any changes in work practices, staffing levels, structural/material changes in the premises, changes in fire precautions, a fire incident or near miss, or at least once a year from the date of the assessment.

**GENERAL DESCRIPTION OF BUILDING/PREMISES**

<b>Occupier of building</b>	<i>St Vincents School</i>	<b>Site</b>	<i>Yew Tree Lane</i>
<b>Main use of building</b>	<i>School for the visually impaired</i>	<b>On site contact consulted for review of the site information</b>	<i>Yes</i>
<b>Date of the previous Fire Risk Assessment</b>	<i>16/2/24</i>		
<b>Approximate premises footprint</b>	<i>Approx 4000m<sup>2</sup></i>		
<b>Floor(s) in building eg ground, first etc</b>	<i>G-1</i>	<b>Number of disabled refuges on site</b>	<i>2x Evac Chairs</i>
<b>Opening Hours:</b>	<i>24/7</i>	<b>Are there any vulnerable people at risk on the premises? i.e., children, the disabled or the elderly?</b>	<i>Students are visually impaired</i>
<b>Has the building every suffered from a fire?</b>	<i>No</i>	<b>What is the mobility of occupants for this type of occupancy</b>	<i>High risk</i>
<b>Number of persons employed to work in building</b>	<i>60x staff members 50x students Currently 6x residential</i>	<b>Maximum public occupancy for the site</b>	<i>Unlikely to exceed exit capacity</i>
<b>Is the building occupied by more than company / occupier?</b>	<i>No</i>	<b>Type of fire detection and fire alarm in the building</b>	<i>Fitted to BS5839-part 1 and appears to be an L1 standard.</i>

A suitable risk-based control plan should involve effort and frequency that is proportional to risk. The following is based on one advocated by BS8800 for general health and safety risks.

Potential Consequences of Fire	Potential Consequences of Slight Harm	Potential Consequences of Moderate Harm	Potential Consequences of Extreme Harm
Low Likelihood of Fire	Trivial Risk	Tolerable Risk	Moderate Risk
Medium Likelihood of Fire	Tolerable Risk	Moderate Risk	Substantial Risk
High Likelihood of Fire	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 these premises is:

Low	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>
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In this context, a definition of the above terms is as follows:

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

**Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy.

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

<b>OCCUPANCY PROFILE</b> <b>(Occupants Especially At Risk From Fire)</b>		
Classification	Description	Details
<b>SLEEPING OCCUPANTS</b>	Details of numbers – public / staff	Up to 18 Residents Max 12 students and 6x staff
<b>DISABLED OCCUPANTS</b>	Personal Emergency Evacuation Plans in use when necessary	PPI states all students have PEEPS plans. These were not available to view at the time of inspection.
<b>OCCUPANTS IN REMOTE AREAS</b>	Lone Working / Isolated Areas	No lone working
<b>YOUNG PERSON'S</b>	Individual Risk Assessment provided for those persons under 16 years	PPI states all students have PEEPS plans. These were not available to view at the time of inspection.
<b>OTHERS</b>	Details of Elderly / Infirm / Mental Ability	Visually impaired

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

Slight Harm	<input type="checkbox"/>	Moderate Harm	<input checked="" type="checkbox"/>	Extreme Harm	<input type="checkbox"/>
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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 these premises is.

Trivial	<input type="checkbox"/>	Tolerable	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Substantial	<input type="checkbox"/>	Intolerable	<input type="checkbox"/>
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A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based plan is based on one advocate by BS 8800 for general health and safety risks.

Risk Level	Action and Timescale
<b>Trivial</b>	No action is required, and no detailed records need to be kept.
<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 risk is reduced.

## **FIRE RISK ASSESSMENT CHECKLIST**

- 3.1) Identification of most likely Ignition Source**
- 3.2) Identification of most significant Combustible Materials present**
- 3.3) Definitions & Risk Levels**
- 3.4) Control of Ignition Sources and Combustible Fire Hazards on Site**
- 3.5) Policy & Procedures**
- 3.6) Evacuation Procedures and Fire & Rescue Services**
- 3.7) Training**
- 3.8) Fire Alarm and Detection Systems**
- 3.9) Fire Escapes, Exit Routes (inc. Fire Doors), and Emergency Lighting**
- 3.10) Portable Fire Equipment & Fixed Fire Safety Ancillary Systems**
- 3.11) Site Documentation**
- 3.12) Appendices**

### 3.1 Identification of most likely Ignition Source

Tick most likely significant source(s) of ignition present in the building/premises							
Naked flames/sparks from "hot" work carried out as part of building function	<input type="checkbox"/>	Electrical equipment	<input checked="" type="checkbox"/>	Extension leads/multi point adaptors	<input checked="" type="checkbox"/>	Portable heaters including oil baths/heating mantles etc.	<input type="checkbox"/>
Frictional heat e.g., from motors/belts/pulleys etc	<input type="checkbox"/>	Electrostatic charges	<input checked="" type="checkbox"/>	Smoking Paraphernalia e.g. cigarettes, matches or lighters	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Incineration/ovens/kilns etc	<input type="checkbox"/>	Cooking equipment	<input checked="" type="checkbox"/>	Light bulbs/fluorescent tubes if too close to combustible materials	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>
Boilers/generators etc	<input checked="" type="checkbox"/>	Gas burners e.g., Heating,	<input checked="" type="checkbox"/>	Faulty/damaged wiring or electrical equipment	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>

### 3.2 Identification of most significant Combustible Materials present

Tick most significant combustible material(s) present within the building if this is relevant					
Large quantities of paper and contents of waste bins	<input checked="" type="checkbox"/>	Large quantities of plastics, especially packing/foamed plastic	<input type="checkbox"/>	Oxygen related items i.e. cylinders, piped oxygen or oxidising agents	<input type="checkbox"/>
Packaging materials	<input type="checkbox"/>	Fabrics and clothing	<input checked="" type="checkbox"/>	Combustible wall/ceiling linings	<input type="checkbox"/>
Timber, hardboard, chipboard etc	<input checked="" type="checkbox"/>	Combustible chemicals	<input type="checkbox"/>	Composite sandwich panels with combustible insulation	<input type="checkbox"/>
Flammable and highly flammable liquids (inc petroleum products)	<input type="checkbox"/>	Flammable/highly flammable gases (inc propane/butane etc)	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>
Motor oils, paints and thinners	<input type="checkbox"/>	Large quantities of aerosol containers	<input type="checkbox"/>	Other:	<input type="checkbox"/>

### 3.3 Definitions & Risk Levels

<b>Significant Findings</b>	<b>Proposed Measures</b>
All Significant Findings in this report should be addressed by the Responsible Person to meet compliance with the Fire Safety Order 2005.	To be prioritized by the Responsible Person using the risk level tolerability guidance below.

<b>Risk Priority</b>	<b>Guidance on necessary action</b>
<b>Very Low</b>	No Risk considered likely. However, this must be monitored on a regular basis. A review must be conducted if circumstances and risk changes.
<b>Low</b>	Actions identified to further reduce these risks are assigned low priority. Arrangements should be made to ensure that existing controls are properly maintained and monitored.
<b>Medium</b>	All actions required must be implemented within the timescales indicated. All controls must be properly maintained so as to reduce the risk, particularly if it could lead to the likelihood of harm.
<b>High</b>	Substantial efforts should be made to reduce the risk. The identified risk reduction measures should be implemented urgently within the defined time period. Consideration should be taken as to whether it may be necessary to suspend or restrict the activity, or to apply interim risk control measures, until improvements have been completed. Arrangements should then be made to ensure that the risk controls continue to be properly maintained.
<b>Very High</b>	This risk level is unacceptable Substantial improvements in the risk controls are necessary, so that the overall the risk is reduced to an acceptable level. The work activity should be suspended until the risk control measures are fully implemented.

### 3.4 Control of Ignition Sources and Combustible Fire Hazards

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
1	<b>Yes</b>	No Flammable liquids or gasses stored on site.	No measures required.		
2	<b>Yes</b>	No Combustible materials on site	No measures required.		
3	<b>Yes</b>	No issues identified at time of inspection.	No measures required.		

### 3.4 Control of Ignition Sources and Combustible Fire Hazards cont.

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
6	Are the premises free from structures, hazardous process, explosive, highly flammable materials present which could be hazardous to fire fighters?	Yes	None on site	No measures required.		
7	Are the premises free from substances / materials which if subject to fire cause a serious impact on the environment?	Yes	No dangerous substances on site.	No measures required.		
8	Are measures in place eg fire dampers/fire-stopping etc to ensure that fire and smoke cannot spread from one compartment to another?	Yes	At time of inspection a number of fire doors were found to be wedged open.	Wedges to be removed immediately. Fire doors to always remain closed. Hold open devices that release the door in the event of a fire alarm activation should be considered.	<p style="color: red; text-align: center;"><b>Very High</b></p> <p style="color: red; text-align: center;"><b>Immediately</b></p>	Removed Immediately 12/8/25 J Bishop
9	Has the use of combustible ceiling/wall linings and sandwich panels been avoided?	NA	No external sign of combustible panels. None destructive inspection only.	No measures required.		
10	Is furniture upholstery in a satisfactory condition and fire retardant?	Yes	Furniture appeared to be of modern construction.	No measures required.		

### 3.4 Control of Ignition Sources and Combustible Fire Hazards cont.

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature	
11	Is the building wiring installation checked at appropriate periods by a competent person?	Yes	EICR 6/8/20. PPI states new EICR completed but still awaiting certificate.	Ensure any recommendations within the EICR are completed.	Medium	5 year EICR Report plus remedial work completed- J Bishop
					1 Month	
12	Is the use of extension leads/multi-point adapters kept to a minimum?	Yes	No evidence of daisy chaining.	No measures required.		
13	Are all items of portable electrical equipment subject to regular inspection?	Yes	PAT testing completed 10/24	No measures required.		
14	Are electrical installations protected by RCD's?	Yes	Reviewed and satisfactory.	No measures required.		
15	Is the use of portable heaters avoided as far as practicable?	Yes	No evidence of portable heaters.	No measures required.		
16	Are the fixed heating installations subject to periodic inspection by a qualified engineer?	Yes	Central heating radiators.	No measures required.		

### 3.4 Control of Ignition Sources and Combustible Fire Hazards cont.

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
17	NA	No evidence of portable heaters.	No measures required.		
18	NA	No evidence of portable heaters.	No measures required.		
19	Yes	Kitchen area. Fire doors. Extinguisher and fire blanket provided. Extraction units maintained regularly by external company. Emergency isolation.	No measures required.		
20	Yes	No smoking policy	No measures required.		
21	Yes	No smoking policy	No measures required.		

### 3.4 Control of Ignition Sources and Combustible Fire Hazards cont.

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
22	No	Secured area with CCTV.	No measures required.		
23	No	No issues identified at time of inspection.	No measures required.		
24	No	No issues identified at time of inspection.	No measures required.		
25	Na	Information unavailable.	Any lightening conductors on site should be inspected annually by a qualified person.		
26	Yes	Reviewed and satisfactory.	No measures required.		

### 3.5 Policy & Procedures

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
27	Yes	Full evacuation policy in place. Staff members are to assist evacuation of students.	No measures required.		
28	Yes	Full evacuation policy in place. Staff members are to assist evacuation of students.	No measures required.		
29	Yes	Regular staff training in regard to evacuation policy and responsibilities.	No measures required.		
30	Yes	Roll call available for staff members and students. Contractors are signed in.	No measures required.		
31	Yes	Staff are aware of emergency plan.	No measures required.		
32	Yes	Contractors sign in an out of building.	No measures required.		

### 3.5 Policy & Procedures Cont.

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
33	Are fire safety conditions imposed upon outside contractors attending site?	Yes	Contractors sign in an out of building. Contractors are escorted around site.	No measures required.		
34	Are there any disabled staff or disabled visitors regularly within or visiting the building?	Yes	PPI states PEEPS plan in place for all students. There were not available to view at the time of inspection.	Keep all PEEPS plans current and accessible on site.	Medium 1 Month	Staff Server - Caulfield Docs. J Bishop
35	Are procedures in place e.g. flame certificate to control fire hazards arising from "hot work"?	Yes	No Hot works during day-to-day activities.	No measures required.		
36	Is there a suitable policy regarding the use of personal electrical appliances?	Yes	Personal electrical appliances should not be used on site.	No measures required.		
37	Are systems in place to ensure that housekeeping standards within building are acceptable?	Yes	No housekeeping issues identified.	No measures required.		
38	Is there a system in place for the regular collection and disposal of rubbish and combustible waste?	Yes	Regular waste collection.	No measures required.		

**3.5 Policy & Procedures Cont.**

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
39	Are filters changed and ductwork cleaned regularly in the kitchens?	Yes	Contract with external company to clean and maintain kitchen ductwork.	No measures required.		
40	Are suitable measures in place to protect against the risk of arson?	Yes	Secure site.	No measures required.		

### 3.6 Evacuation Procedures and Fire & Rescue Services

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
41	Yes	Fire drills are conducted each term to assess the school's evacuation procedures. Results are shared with staff via the Health and Safety Committee meeting minutes, with any findings and corrective actions documented and put into place.	No measures required.		
42	Yes	2x evac chairs on site.	No measures required.		
43	No	No lone working policy	No measures required.		
44	NA	No lone working policy	No measures required.		

**3.6 Evacuation Procedures and Fire & Rescue Services Cont.**

	Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
45	Are suitable arrangements for summoning the fire and rescue service and investigating an alarm activation in place?	Yes	Staff to call 999 in the event of a confirmed fire.	No measures required.		
46	Are there suitable arrangements in place to meet the fire and rescue service on arrival and provide relevant information including any hazards on site relating to fire fighters?	Yes	Staff to meet with FRS and provide hazard/isolation point and occupant information.	No measures required.		

### 3.7 Training

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
47	<b>Do all the staff receive information, instruction or training on the following:</b>				
<b>Fire risks within the premises?</b>	<b>Yes</b>	PPI states training carried out on induction and refreshed regularly. Records were not available to view at the time of inspection.	Ensure all documentation is available to view on site.	<b>Low Low</b>	Office Logged J Bishop 13/8/25
<b>Fire Safety measures within the building?</b>	<b>Yes</b>	PPI states training carried out on induction and refreshed regularly. Records were not available to view at the time of inspection.	Ensure all documentation is available to view on site.		Office Logged J Bishop 13/8/25
<b>Action in the event of a fire?</b>	<b>Yes</b>	PPI states training carried out on induction and refreshed regularly. Records were not available to view at the time of inspection.	Ensure all documentation is available to view on site.		Office Logged J Bishop 13/8/25
<b>Action on hearing the fire alarm signal?</b>	<b>Yes</b>	PPI states training carried out on induction and refreshed regularly. Records were not available to view at the time of inspection.	Ensure all documentation is available to view on site.	<b>3 Months</b>	Office Logged J Bishop 13/8/25
<b>Method of operation of the manual call points?</b>	<b>Yes</b>	PPI states training carried out on induction and refreshed regularly. Records were not available to view at the time of inspection.	Ensure all documentation is available to view on site.		Office Logged J Bishop 13/8/25
<b>Means of summoning the fire &amp; rescue service?</b>	<b>Yes</b>	PPI states training carried out on induction and refreshed regularly. Records were not available to view at the time of inspection.	Ensure all documentation is available to view on site.		Office Logged J Bishop 13/8/25

48	Have all staff been trained in the fire procedure, basic workplace fire prevention and the use of fire extinguishers?	Yes	PPI states training carried out on induction and refreshed regularly. Records were not available to view at the time of inspection.	Ensure all documentation is available to view on site.	Low	Main Office Logged J Bishop 13/8/25
					3 Months	

### 3.7 Training Cont.

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature	
49	Are specially trained personnel e.g., Fire team, emergency response team or fire wardens available to assist in the event of a fire emergency?	Yes	PPI states 4 x Fire wardens on site. No documentation was available to view at the time of inspection.	Ensure all documentation is available to view on site.	Low	Completed J Bishop 25/8/25
					3 Months	

### 3.8 Fire Alarm and Detection Systems

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
50	By means of fire alarm systems can persons be effectively warned of fire at an early stage and evacuated to a place of safety within 2.5-3 minutes?	Yes	Sounders throughout premises. No breaches in travel distances.	No measures required.		
51	Is the extent of the automatic fire detection generally appropriate for this occupancy and fire risk?	Yes	Adequate alarm system for property type and size.	No measures required.		
52	Is the fire alarm system in good working order, tested weekly and properly maintained?	Yes	Weekly fire alarm tests completed and recorded.	No measures required.		

### 3.8 Fire Alarm and Detection Systems Cont.

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
53	Are there zonal drawings by the fire alarm panel that indicate where a fire is located?	Yes	Zonal drawings in vicinity of panel.	No measures required.		
54	Is there a remote transmission of the fire alarm signals?	Yes	Remote transmission from alarm panel.	No measures required.		
55	Are numbers of fire alarm call points adequate, are they correctly sited (within 45m or 25m for high hazard or disabled), clearly visible and unobstructed?	Yes	Call points at exits.	No measures required.		
56	Is the building free from any open roof void areas without fire detection?	Na	Non invasive inspection only.			
57	If the building has raised floors do these areas have detection installed?	Yes	No raised floor area.	No measures required.		

### 3.8 Fire Alarm and Detection Systems Cont.

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
58	<b>Yes</b>	Beacons on site.	No measures required.		
59	<b>Yes</b>	No out of hours staff	No measures required.		
60	<b>No</b>	No other systems on site.	No measures required.		

### 3.9 Fire Escapes, Exit Routes (inc. Fire Doors), and Emergency Lighting

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
61	Is there a reasonable standard of fire safety signs and notices?	Yes	Sufficient signs and notices.	No measures required.		
62	Are escape routes clearly signed with pictogram "running man"?	Yes	Sufficient signs and notices.	No measures required.		
63	Are fire action notices displayed prominently throughout the building?	Yes	Sufficient Fire Action notices.	No measures required.		
64	Are all internal fire doors labelled and kept normally closed?	No	At time of inspection a number of fire doors were found to be wedged open.	Wedges to be removed immediately. Fire doors to always remain closed.	<p style="color: red; margin: 0;"><b>Very High</b></p> <p style="color: red; margin: 0;"><b>Immediately</b></p>	<p style="color: blue; margin: 0;">Wedges Removed Immediately J Bishop 13/8/25</p>
65	Are other passive fire protection structures suitable and in good working condition i.e. Loft hatches?	Yes	All appeared in good condition at time of inspection.	No measures required.		
66	Are all exits and escape routes clear and free from obstructions?	Yes	Escape routes clear at time of inspection.	No measures required.		

### 3.9 Fire Escapes, Exit Routes (inc. Fire Doors), and Emergency Lighting Cont.

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
67	Yes	Unlikely to exceed.	No measures required.		
68	Yes	Final exits lead to fully external area.	No measures required.		
69	Yes	All fire doors opened freely at time of inspection.	No measures required.		
70	Yes	All emergency lighting appeared to be in working condition at time of inspection.	No measures required.		
71	Yes	All emergency lighting appeared to be in working condition at time of inspection.	No measures required.		

### 3.10 Portable Fire Equipment & Fixed Fire Safety Ancillary Systems

Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature	
72	Is the provision of fire equipment, including specialist equipment for specific hazards, suitable for the hazards and risks?	Yes	No additional equipment required.	No measures required.		
73	Are fire extinguishers, fire hose reels and fire blankets located correctly, sufficient in number and clearly visible?	Yes	Sufficient numbers of extinguishers	No measures required.		
74	Is all fire-fighting equipment inspected regularly and serviced annually by a competent person?	Yes	Extinguisher inspection and servicing completed annually. 8/24.	No measures required.		
75	Are there any other forms of building fire protection installed i.e., sprinklers, suppression systems or dry risers?	No	No fixed systems on site	No measures required.		
76	Are there any facilities for the control of smoke installed within the building?	No	No fixed systems on site	No measures required.		

**3.10 Portable Fire Equipment & Fixed Fire Safety Ancillary Systems Cont.**

	Item	Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
77	Are these facilities readily available to fire-fighters e.g. Fireman switch?	No	No fixed systems on site	No measures required.		
78	Are fire hydrants sufficient in number, within service date and located in suitable areas to cover the premises?	Yes	Sufficient number of hydrants in area.	No measures required.		

### 3.11 Site Documentation

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
79	Is the H&S and Fire Policy & Procedures Documentation available on site?	Yes	Reviewed and satisfactory.	No measures required.		
80	Is the Emergency Plan & PEEPS documentation in place?	Yes	PPI states PEEPS in place for students. These were not available to view at the time of inspection.	No measures required.		
81	Has the Business Continuity Plan been viewed?	Yes	Reviewed and satisfactory.	No measures required.		
82	Is the Building Control Approval Documentation available to view?	Yes	Reviewed and satisfactory.	No measures required.		
83	5 Yearly Fixed Wiring Testing Documentation in date and compliant?	No	See 3.4/11	See 3.4/11		
84	Portable Appliance Testing Documentation in date and compliant?	Yes	PAT testing carried out 10/24	No measures required.		

### 3.11 Site Documentation Cont.

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
85	Monthly Emergency Lighting Test Documentation confirmed as able to view and compliant?	Yes	Monthly checks carried out and records kept.	No measures required.		
86	Annual (3 hour) Shut Down Emergency Lighting Test Documentation available on site?	Yes	Emergency lighting serviced in annually in accordance with BS 5266. 12/2/25	No measures required.		
87	Weekly Fire Alarm Test Log available to view and sufficient?	Yes	Weekly tests completed and recorded.	No measures required.		
88	Fire Alarm Servicing Documentation available to view and compliant?	Yes	Alarm system serviced by external contractor in accordance with BS 5839-1. 21/7/25	No measures required.		
89	Fire Extinguisher Service Certificate available to view and compliant?	Yes	Extinguishers serviced and in date at time of inspection. 8/24. PPI states next service is scheduled before month end.	No measures required.		
90	Is the Evacuation Log on site and records compliant?	Yes	Evacuation log on site.	No measures required.		

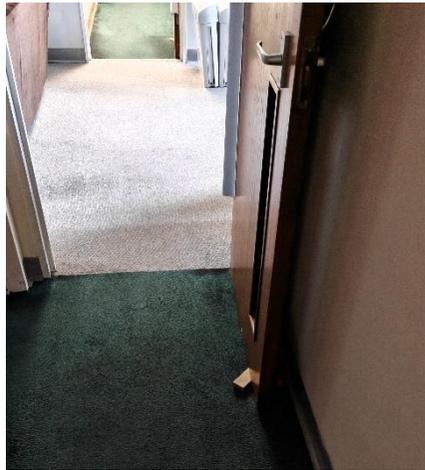
### 3.11 Site Documentation Cont.

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
91	Is there Assembly Point Signage externally or a point agreed and staff fully aware of the location?	Yes	Suitable assembly point nominated and communicated to staff. 3x assembly points for different areas of school.	No measures required.		
92	Is the H&S and Fire Safety Induction Training Log available to view?	No	Records not available a time of inspection.	Records should be available on site.	Low 3 Months	Completed 25/8/25
93	Is the Fire Marshal/Warden Training Log available to view?	No	Records not available a time of inspection.	Records should be available on site.	Low 3 Months	Completed 25/8/25
94	Is the Previous Fire Risk Assessment Document on site and actioned?	Yes	Partial	No measures required.		
95	Is there Dry Riser / Smoke Vent / Suppression Systems / ANSUL Systems etc. Testing Documentation available	No	None	No measures required.		
96	Does the site have a Gas Safety Certificate?	Yes	Gas safety certificate 6/8/20. PPI states new Gas safety inspection completed but still awaiting certificate.	Ensure any recommendations within the Gas safety certificate are completed.	Medium 1 Month	Gas Safety Certificate 18/8/25 J Bishop

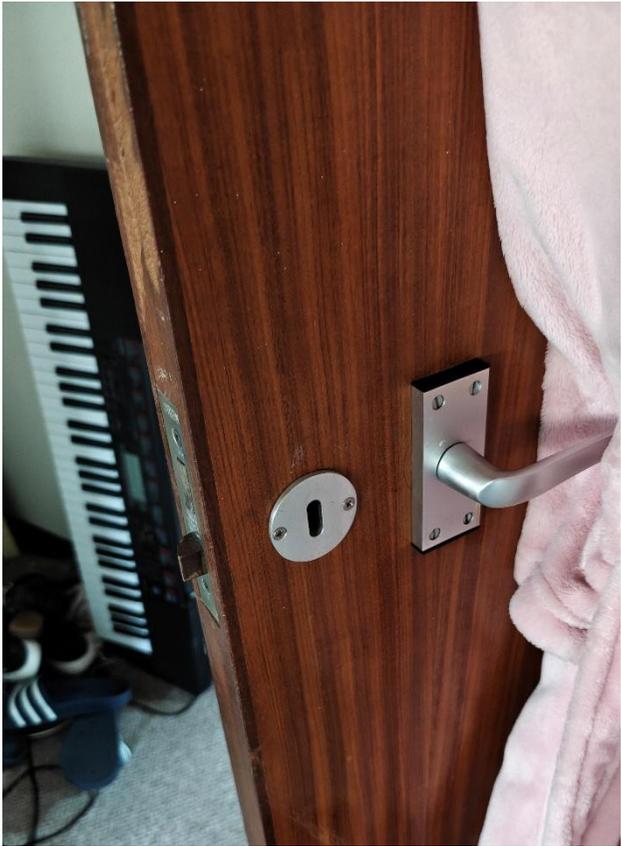
**3.11 Site Documentation Cont.**

Item		Yes / No	Significant Findings	Proposed Measures	Risk Level & Action by date	Date Completed & Signature
97	Is Hot Works Permit Documentation on site?	Yes	No hot works for day-to-day activities. Procedures in place for contractors.	No measures required.		
98	Is there a Fire & Rescue Service Call Out Log available?	Yes	Fire wallet.	No measures required.		
99	Are there Building Plan/Layout/Zonal Drawings available on site?	Yes	Building plans on site.	No measures required.		
100	Is the Code of Practice – Fire Safety & Evacuation Equipment available to view on site?	Yes	Reviewed and satisfactory.	No measures required.		

Date of Assessment	Assessment recorded by	Position/Title	Next Assessment Due
12/8/25	S Hunter	Fire Safety Consultant	August 26

<b>Significant findings</b>				
<p>During the inspection it was identified that some fire doors had been propped open. The laundry room fire door was missing a self closing device.</p>				
<b>Proposed Measures</b>				
<p>All wedges should be removed immediately. Fire doors without hold open devices that close in the event of a fire should remain closed at all times. A self closing device should be fitted to the laundry room fire door.</p> <ul style="list-style-type: none"> <li>• A closed fire door can buy precious time for occupants to evacuate and for firefighters to arrive. Wedging it open creates a pathway for fire and smoke to spread rapidly, endangering lives and increasing the risk of property damage.</li> <li>• In a fire, closed fire doors create safe compartments, allowing people to reach escape routes without encountering smoke and flames. Open doors can turn these compartments into deadly traps.</li> <li>• Fire needs oxygen to burn. Closed fire doors limit the air supply to a fire, slowing its growth and making it easier to control. Wedging doors open provides more oxygen, accelerating the fire's spread.</li> </ul>				
<b>Risk Level &amp; Action by Date</b>		<b>Location</b>		
<b>Very High</b>	<b>Immediately</b>	Site wide/Laundry room		

<b>Significant findings</b>		
<p>During the inspection, multiple fire doors opening onto designated escape routes were found to lack cold smoke seals and intumescent strips. These doors are critical to maintaining compartmentation and preventing the spread of smoke and fire along escape routes.</p> <p>An inspection of a cross-corridor double fire door revealed excessive gaps between the door leaves. The gaps exceed the maximum allowable clearance (typically 3mm as per BS 8214:2016) compromising the door's ability to prevent the passage of smoke and fire. These doors are located along a critical escape route, increasing the risk to occupants during an evacuation.</p>		
<b>Proposed Measures</b>		
<p>The absence of cold smoke seals and intumescent strips compromises the fire doors' ability to restrict smoke and fire spread, potentially endangering occupants during evacuation and increasing the risk of injury or loss of life. This also contravenes regulatory requirements under the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Install cold smoke seals and intumescent strips on all identified fire doors to ensure compliance with fire safety standards. These components are essential for maintaining the integrity of fire doors in preventing smoke and fire spread.</p> <p>Adjust or replace the door leaves to reduce gaps to within acceptable limits (maximum 3mm between leaves and 4mm at the door frame, as per BS 8214:2016). If adjustment is not feasible, consider replacing the doors with correctly fitted fire-rated assemblies.</p>		
<b>Risk Level &amp; Action by Date</b>		<b>Location</b>
<b>Medium</b>	<b>1 Month</b>	Fire Doors

<b>Significant findings</b>		
<p>Several staff sleeping accommodation rooms require a key to unlock the door from the inside. This arrangement poses a significant risk to occupant safety, as it could delay or prevent evacuation in the event of a fire, particularly during nighttime when staff are likely to be asleep. This contravenes fire safety principles outlined in the Regulatory Reform (Fire Safety) Order 2005 and guidance for residential premises (e.g., BS 9991:2015 for fire safety in residential buildings), which require escape routes to be accessible without the use of a key.</p>		
<b>Proposed Measures</b>		
<p>Replace all locks on sleeping accommodation doors that require a key to unlock from the inside with thumb-turn locks or other keyless egress mechanisms (e.g., panic bars or lever handles compliant with BS EN 1125). These must allow immediate egress without the need for a key, as per fire safety guidance for residential buildings.</p>		
<b>Risk Level &amp; Action by Date</b>		<b>Location</b>
<b>Medium</b>	<b>1 Month</b>	Staff residential rooms

**Significant findings**

Student sleeping accommodation.

**Proposed Measures**

**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, 1995 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 1995 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.*

**Risk Level & Action by Date**