

Fire Risk Assessment



**207 Hythe Road,
Ashford,
Kent,
TN24 8PL**

Approved by: Governing Body

Last reviewed on: September 2023

Next review due by: September 2024

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Executive Summary

This risk assessment was undertaken in accordance with industry standards using the principles outlined in the Regulatory Reform (Fire Safety) Order 2005. The purpose being to identify risks that may give rise to **ignition, fire development and cause injury and/or harm** to persons resorting to the building whether employed or otherwise. The risk assessment was conducted with the previous owner, a serving member of Kent Fire & Rescue Service, a Director of Cornfields and another serving member of Kent Fire & Rescue Service as a suitable experienced and qualified person. This initial risk assessment was conducted on 17th September 2018. The risk assessment is reviewed annually in accordance with the review schedule on the front page.

The assessment gives consideration only to the relevant parts of the building and any risk, act or omission that could endanger any person who has lawful use of the premises and/or permission to lawfully transgress through it.

Determination of Risk

Risk priorities are determined using an industry standard calculation matrix to review assessment values. A numeric value is obtained from the matrix having considered the severity of the hazard and the likelihood of an event occurring. The numerical outcomes of this objective review are then used in the Determination of Risk table to identify priorities for action.

Assessment Values

| Value | Hazard Severity Rating | | | Reputation | Likelihood |
|-------|------------------------|------------------|-----------------|---------------------|--------------------------------------|
| | People | Asset | Environment | | |
| 1 | No/First Aid injury | No damage | No impact | No impact | Extremely unlikely |
| 2 | Loss time injury | Minor damage | Low impact/harm | Limited impact | Unlikely but may occur exceptionally |
| 3 | Major injury | Localised damage | Short term harm | Local impact | Likely to occur sometime |
| 4 | Single fatality | Major damage | Long term harm | Considerable impact | Likely to occur often |
| 5 | Multiple | Extensive | National impact | National impact | Regular to |

| | | | | | |
|--|----------|--------|--|--|------------|
| | fatality | damage | | | continuous |
|--|----------|--------|--|--|------------|

| Determination of Risk | | | | | | | | | |
|-----------------------|------------|---|---|---|---|-----------------------|----------|---------------------------|--|
| Severity | Likelihood | | | | | Priorities for Action | | | |
| | 1 | 2 | 3 | 4 | 5 | Risk Rating | Priority | Action Response Time | |
| 5 | | | | | | INTOLERABLE | 1 | Immediate action required | |
| 4 | | | | | | SUBSTANTIAL | 2 | Action within 28 days | |
| 3 | | | | | | MODERATE | 3 | Action within 3 months | |
| 2 | | | | | | ACCEPTABLE | 4 | Ongoing review | |
| 1 | | | | | | | | | |

Summary of risks identified in this assessment

| No. of Risks | Risk Rating | Priority | Action Response Time |
|--------------|-------------|----------|---------------------------|
| 0 | INTOLERABLE | 1 | Immediate action required |
| 0 | SUBSTANTIAL | 2 | Action within 28 days |
| x | MODERATE | 3 | Action within 3 months |
| x | ACCEPTABLE | 4 | Ongoing review |

Section 2

Control Measures and Compliance

| Compliance Ref | Title | Status |
|----------------|--------------------------|--|
| 1 | Arson | Compliant There are no specific risks of arson |
| 2 | Automatic Fire Detection | Compliant Automatic Fire Detection is provided throughout the building |
| 3 | Building Access | Compliant Access and egress are controlled during school hours by the front office. There is a signing in/out procedure and visitor ID provision in place. Visitors are informed of fire evacuation procedure and assembly point prior to access being granted. |
| 4 | Disabled Access | Compliant There are no physically disabled occupants at the time of this assessment. In the event of any occupants with disabilities being present then the risk assessment will be reviewed and additional control measures implemented where required and the outcomes recorded. |
| 5 | Dispersal | Compliant Occupants are able to exit the building and evacuate to an assembly point remote from the building. |
| 6 | Downcomers | n/a – none present |
| 7 | Dry Risers | n/a – none present |
| 8 | Emergency Lighting | Compliant All emergency lighting was working. Emergency lighting complies with current legislation and industry best practice. Records are up to date |
| 9 | Environmental Impact | Compliant |
| 10 | Fire Alarm System | Compliant A zoned fire alarm system is installed to BS5839 with the main control panel situated in the ground floor reception area. Testing and records are up to date. |
| 11 | Fire Curtains | n/a – none present |
| 12 | Fire Drills | Compliant Evacuation drills are undertaken and evaluated by staff. Significant findings are fed back. |
| 13 | Fire Extinguishers | Compliant All certificated in accordance with current legislation and industry best practice |
| 14 | Fire Hydrants | n/a – none present |

| | | |
|----|-----------------------------|---|
| 15 | Fire Procedures | Compliant |
| 16 | Fire Shutters | n/a – none present |
| 17 | Fire Signage | Compliant All signs are present and in good order. All signs are photoluminescent in accordance with industry best practice. |
| 18 | Fire Suppression | n/a – none present |
| 19 | Hose Reels | n/a – none present |
| 20 | Housekeeping | Compliant |
| 21 | Premises Management | Compliant Records are held in the Head Teacher's office |
| 22 | Means of Escape | Compliant All means of escape have been checked as compliant during the commissioned fire survey |
| 23 | Occupant Factors | Compliant |
| 24 | Other Control Measures | n/a – none present |
| 25 | Persons at Risk | Compliant No person was considered at risk at the time of assessment |
| 26 | Plant Shut Down | n/a – no plant room |
| 27 | Pressurised Staircases | n/a – none present |
| 28 | Risk to Firefighters | Compliant No risks identified |
| 29 | Smoke extraction | n/a – none present |
| 30 | Sprinkler System | n/a – none present |
| 31 | Storage Risk | Compliant No risks identified |
| 32 | Structural Integrity | Compliant Building is of sound structure and has been the subject of a recent building inspection for mortgage valuation purposes. |
| 33 | Tenant Fire Risk Assessment | n/a |
| 34 | Training | Compliant All staff have basic training in Fire Safety and the actions in the event of a fire during inset days prior to the beginning of the term. There are sufficient first aid trained personnel. |
| 35 | Wet Risers | n/a – none present |

Summary of significant finding based on control measures and compliance

| Ref | Significant Hazard | Recommended control | Priority |
|-----|------------------------|---------------------|----------|
| | <i>None identified</i> | <i>n/a</i> | |

Risk Proofing

The current BSI 'Code of practice for fire safety in the design, management and use of buildings' (BS 9999, 2008) is predicted on two main factors: **occupancy characteristic** and **fire growth rate**. Combining these two factors creates the risk profile for a specific building. This means that, rather than a prescriptive formula there is scope for much more interpretative approach on a case by case basis which takes into account the specific features of an individual building. The occupancy characteristic is principally determined according to whether the occupants are familiar or unfamiliar with the building and whether they are likely to be awake or asleep.

| Occupancy Characteristic | Description | Examples |
|--------------------------|--|--|
| A | Occupants who are awake and familiar with the building | Office and industrial premises |
| B | Occupants who are awake and unfamiliar with the building | Shops, exhibitions, museums, leisure centres, etc |
| C | Occupants who are likely to be asleep | This category is subdivided as follows: |
| Ci | Long term individual occupancy | Flats without 24 hr maintenance / management control on site |
| Cii | Long term managed occupancy | Serviced flats, halls of residence, boarding schools, etc |
| Ciii | Short term occupancy | Hotels |

The fire growth rate is estimated according to the nature and quantity of combustible materials in a specific building as detailed in the table below:

| Category | Fire growth rate | Examples |
|----------|------------------|--|
| 1 | Slow | Limited combustible materials |
| 2 | Medium | Stacked cardboard boxes |
| 3 | Fast | Baled clothing, stacked plastic products |
| 4 | Ultra fast | Flammable liquids |

For this building, the Occupancy Characteristic has been determined as: A

The Fire Growth Rate has been determined as: 2

Therefore, the overall Risk Profile for this building has been calculated as: A2

Section 3

Risk Assessment

| Ref | Issue | Details | Additional Info |
|----------------------|--|--|-----------------|
| 1. Premises | | | |
| 1.1 | Address of premises | 207 Hythe Road, Ashford, Kent, TN24 8PL | |
| 1.2 | Materials of construction | Brick/timber/concrete/glass/block | |
| 1.3 | How many floors does the property have | 2 | |
| 1.4 | Are there any obvious structural issues | The building construction appears to be in satisfactory condition. | |
| 1.5 | Are service penetrations through fire resisting construction adequately fire stopped | Yes The building meets current regulations and has been the subject of recent assessments including from Ofsted and Kent Fire and Rescue Service. | |
| 1.6 | What is the approx floor area of the premises | 250 sq m | |
| 1.7 | How are the premises used | Educational establishment | |
| 1.8 | How are the premises accessed | Primary access via ground floor front door with Head Teacher controlled access | |
| 1.9 | No. of passenger lifts | Nil | |
| 1.10 | No. of goods lifts | Nil | |
| 1.11 | No. of fire lifts | Nil | |
| 1.12 | No. of staircases | One | |
| 1.13 | No. of escalators | Nil | |
| 1.14 | Other lifting gear | nil | |
| 2. Management | | | |
| 2.1 | Who is the responsible person having control of the building and its day to day management | Operations Manager, Andy Mack | |
| 2.2 | Have there been any incidence of previous fire losses | No | |
| 2.3 | Is there a nominated person to take charge in the event of a fire | Senior member of staff present - either Head Teacher, Operations Manager or Office Manager | |
| 2.4 | Has a procedure been established to review the Fire Risk Assessment | Yes, the Governing Body will ensure the risk assessment is reviewed at least annually. The Operations Manager will ensure the risk | |

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| | | assessment is relevant to the numbers of pupils in the school at the time. | |
| 2.5 | Does the premises have access control | Yes. Access is granted by the Head Teacher or Office Manager. | |
| 3. Occupancy | | | |
| 3.1 | What is the normal total number of occupants in the premises and were the numbers present at the time of the inspection within acceptable limits. | Numbers will vary up to 50 children and 18 members of staff. | |
| 3.2 | How many direct employees | Up to 18 members of staff | |
| 3.3 | Do members of the public enter the premises | No | |
| 3.4 | Is any part of the premises used by occupants for sleeping | No | |
| 3.5 | Are there any disabled occupants | No physical disabilities or impairments | |
| 3.6 | Are any occupants working in remote areas of the premises | No | |
| 3.7 | Are there young workers (u18) in the premises | No | |
| 3.8 | Are there persons in the premises considered to be at a greater risk than others. | No – all pupils are equally vulnerable and attach the same heightened risk | |
| 4. Potential ignition sources | | | |
| 4.1 | Has fixed electrical wiring undergone periodic inspection and testing by competent person | Yes. | Annual contract has been established. |
| 4.2 | Are items of portable electrical equipment inspected regularly and fitted with correctly rated fuses | Yes | Annual contract has been established |
| 4.3 | Is the use of electrical extension leads and multi point adaptors kept to a minimum | Yes. Those in use have been subject to PAT testing | |
| 4.4 | Are flexes run in safe places where they will not be damaged | Yes | |
| 4.5 | Are there any electrical heating appliances in the premises | Yes | |
| 4.6 | Are heaters fitted with suitable guards and fixed in a position away from combustible materials | Yes. Any fixed heaters are away from combustible sources. Portable heaters have fixed legs and are away from combustible sources. | |
| 4.7 | Are there any hot work processes carried out in the premises | Not routinely. Specific maintenance such as plumbing may require hot works. | |

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| 4.8 | Are ignition sources kept away from fuel sources | Yes | |
| 4.9 | Is there a smoking policy/designated smoking area. | Yes. Smoking is strictly prohibited in all areas of the school and grounds. | |
| 5. Housekeeping/Potential fuel sources | | | |
| 5.1 | Is there an inspection regime in place for gas installations/appliances and flues | Yes, all appliances have been subject to a 'fresh start' approach and have been inspected and certified. | Annual contract has been established |
| 5.2 | Are combustible materials kept to a minimum | Yes | |
| 5.3 | Is there a policy to manage the storage and disposal of combustible materials | Only necessary combustible materials will be stored in the property (books etc). Classrooms are cleaned at the end of each day to remove unnecessary items and to tidy away as required. Bins will be emptied every day | |
| 5.4 | Are there any flammable liquids used or stored | No | |
| 5.5 | Is there a system for controlling flammable liquids in the workplace | No flammable liquids present | |
| 5.6 | Is there a system for controlling flammable gasses in the workplace | No flammable gasses present | |
| 5.7 | Are all combustible materials and flammable liquids and gasses stored safely | N/a | |
| 6. Fire protection measures and procedures | | | |
| 6.1 | Have suitable measures been taken to protect against arson | Yes | |
| 6.2 | Are all fire extinguishers in place and easily accessible | Yes, as per inspection and advice from fire safety company | Annual contract has been established |
| 6.3 | Have an adequate number of fire extinguishers been provided | Yes | |
| 6.4 | Are all fire extinguishers suitable type and appropriate for the risk | Yes | |
| 6.5 | Are fire extinguishers serviced annually by a competent company or person | Extinguishers are new, serviced and certificated. | Annual contract has been established |
| 6.6 | Are fire blankets located suitably and ready for immediate use | No. Advice from fire safety company is that these are no longer advised or recommended | |

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| 6.7 | Are hose reels tested, located suitably and ready for immediate use | n/a | |
| 6.8 | Does the premises have a sprinkler system | No | |
| 6.9 | Does the premises have a fire suppression system | No | |
| 6.10 | Does the premises have dry risers | No | |
| 6.11 | Does the premises have wet risers | No | |
| 6.12 | Does the premises have downcomers | No | |
| 6.13 | Does the premises have smoke extraction/ventilation | No | |
| 6.14 | Does the premises have fire shutters | No | |
| 6.15 | Does the premises have fire curtains | No | |
| 6.16 | Does the premises have fire hydrants | No | |
| 6.17 | Does the premises have automatic plant shutdown | n/a | |
| 6.18 | Does the premises have pressurised staircases | No | |
| 7. Fire alarm system | | | |
| 7.1 | Is there an automatic fire detection and alarm system | Yes detection is provided throughout the premises | |
| 7.2 | Is the fire alarm system and all its components tested regularly | Yes and records are up to date | |
| 7.3 | Is the fire alarm system connected to a monitoring centre which calls the fire brigade | No | |
| 7.4 | Are the fire alarm call points clearly visible and unobstructed | Yes | |
| 7.5 | Can the fire alarm be activated without placing anyone in danger | Yes | |
| 7.6 | Are all call point and emergency release buttons useable | Yes | |
| 7.7 | Are the fire alarm zones displayed next to the fire alarm panel | Yes | |
| 8. Emergency lighting | | | |
| 8.1 | Are escape routes adequately lit | Yes | |

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| 8.2 | Is emergency lighting tested and serviced | Yes | Lights were aged and not of LED type and thus replaced |
| 9. Escape routes, exits and fire doors | | | |
| 9.1 | Are all fire exits unobstructed and readily useable | Yes | |
| 9.2 | Do the exits lead to a place of safety | Yes | |
| 9.3 | Is there a sufficient number of exits of suitable width for the occupants likely to be present | Yes | |
| 9.4 | Are fire exits always unlocked when the premises are in use | Yes | |
| 9.5 | Are the devices securing fire exits capable of being opened immediately and easily without the use of a key | Key must be used for front vestibule door. All staff have key attached to their ID lanyard. All staff are aware of spare key located close to this door. | |
| 9.6 | Do the doors on escape routes open in the direction of travel | No | |
| 9.7 | Are the self-closers on the fire doors operating correctly and are fire doors and fire exits checked regularly | All fire doors and fire exits are checked regularly. There are no self-closers fitted. | |
| 10. Signage | | | |
| 10.1 | Are emergency escape routes and fire doors clearly signed | Yes | Replaced for photo luminescent signs |
| 10.2 | Are fire protection notices displayed prominently throughout the premises | Yes | |
| 10.3 | Is there any worn, damaged, missing or obscured signage | No | Replaced for photo luminescent signs |
| 10.4 | Is there a designated fire assembly point | Yes | |
| 10.5 | Are occupants aware of the assembly point | All staff and adults are be aware. Fire evacuation to the assembly point conducted at the beginning of every term | |
| 11. Planning | | | |
| 11.1 | Is there an up to date evacuation procedure | Yes. Normal egress points with muster points to the front and rear of the property | |

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|---|---|---|--------------------------------------|
| 11.2 | Are there any disabled staff or other occupants and do these plans take these individuals into account | No | |
| 11.3 | Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises | n/a – no disabled staff or visitors involved. If this occurs then plans would be made to accommodate the specific disability concerned. | |
| 11.4 | Are fire drills conducted and outcomes reported and recorded | Yes | |
| 11.5 | Have tenants carried out risk assessments for their demised areas | n/a – no tenants involved | |
| 12. Communicating fire risk assessment | | | |
| 12.1 | Will significant finding of risk assessment be communicated to occupants | Yes - to senior leadership team | |
| 12.2 | Will the risk assessment be made available to staff | Yes - to senior leadership team and on request to any member of staff | |
| 13. Training and information | | | |
| 13.1 | Who is responsible for managing fire safety in the premises | Operations Manager, Andy Mack | |
| 13.2 | Are all staff training in fire safety | Yes | |
| 13.3 | Have staff been trained in how to call the fire services, the use of fire extinguishers and basic fire prevention | Yes | |
| 13.4 | Are staff trained in fire warden duties | Operations Manager, Office Manager | |
| 13.5 | Are staff given regular refresher fire safety training | Yes | |
| 14. Maintenance | | | |
| 14.1 | Has a programme of maintenance for fire systems been arranged | Yes. Records will be maintained accordingly | Annual contract has been established |
| 14.2 | Is there a record of testing and maintenance/fire log book | Yes. Records will be maintained accordingly | |
| 15. Other issues | | | |
| 15.1 | Are there any abnormal risks to firefighters | No | |

Action Plan

| <u>ACTION PLAN</u> | | Property address: | Cornfields school, 207 Hythe Road, Ashford, Kent, TN24 8PL | | |
|---------------------------|--|--------------------------|--|---|--|
| | | ID Number: | tbc | | |
| Ref. | Hazard | Location | Action required | Completed | |
| 10.1 & 10.3 | Existing signage not of photoluminescent type | Whole school | All signs, particularly extinguisher location signage, to be replaced with photoluminescent signs | All completed as per recommendations from Fire Action Ltd | |
| 4.1, 4.2, 5.1, et al | Certification of gas, electricity, fire safety etc relied upon existing certificates. A 'fresh start' approach should be taken to ensure current legislation and industry standards are being complied with. | Whole school | Fire safety company to be contracted. All fire safety areas to be inspected, tested and certified. All fixed electrical to be inspected, tested and certified. All portable electrical appliances to be inspected, tested and certified. All gas appliances to be inspected, tested and certified. | All completed. All relevant specialist contractors retained on annual contract | |