

# 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

## **Contents**

### **Section 1**

<b>Executive Summary .....</b>	<b>3</b>
<b>Determination of Risk .....</b>	<b>3</b>
<b>Assessment Values .....</b>	<b>3</b>

### **Section 2**

<b>Control Measures/Compliance .....</b>	<b>5</b>
<b>Summary of Significant Findings .....</b>	<b>7</b>
<b>Risk Proofing .....</b>	<b>7</b>

### **Section 3**

<b>Risk Assessment.....</b>	<b>9</b>
<b>Action Plan .....</b>	<b>15</b>

## 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 17<sup>th</sup> 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	<b>Compliant</b> There are no specific risks of arson
2	Automatic Fire Detection	<b>Compliant</b> Automatic Fire Detection is provided throughout the building
3	Building Access	<b>Compliant</b> 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	<b>Compliant</b> 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	<b>Compliant</b> 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	<b>Compliant</b> All emergency lighting was working. Emergency lighting complies with current legislation and industry best practice. Records are up to date
9	Environmental Impact	<b>Compliant</b>
10	Fire Alarm System	<b>Compliant</b> 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	<b>Compliant</b> Evacuation drills are undertaken and evaluated by staff. Significant findings are fed back.
13	Fire Extinguishers	<b>Compliant</b> All certificated in accordance with current legislation and industry best practice
14	Fire Hydrants	n/a – none present

15	Fire Procedures	<b>Compliant</b>
16	Fire Shutters	n/a – none present
17	Fire Signage	<b>Compliant</b> 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	<b>Compliant</b>
21	Premises Management	<b>Compliant</b> Records are held in the Head Teacher's office
22	Means of Escape	<b>Compliant</b> All means of escape have been checked as compliant during the commissioned fire survey
23	Occupant Factors	<b>Compliant</b>
24	Other Control Measures	n/a – none present
25	Persons at Risk	<b>Compliant</b> 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	<b>Compliant</b> No risks identified
29	Smoke extraction	n/a – none present
30	Sprinkler System	n/a – none present
31	Storage Risk	<b>Compliant</b> No risks identified
32	Structural Integrity	<b>Compliant</b> 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	<b>Compliant</b> 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
<b>1. Premises</b>			
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	
<b>2. Management</b>			
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	

		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.	
<b>3. Occupancy</b>			
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	
<b>4. Potential ignition sources</b>			
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.	

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.	
<b>5. Housekeeping/Potential fuel sources</b>			
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	
<b>6. Fire protection measures and procedures</b>			
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	

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	
<b>7. Fire alarm system</b>			
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	
<b>8. Emergency lighting</b>			
8.1	Are escape routes adequately lit	Yes	

8.2	Is emergency lighting tested and serviced	Yes	Lights were aged and not of LED type and thus replaced
<b>9. Escape routes, exits and fire doors</b>			
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.	
<b>10. Signage</b>			
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	
<b>11. Planning</b>			
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	

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	
<b>12. Communicating fire risk assessment</b>			
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	
<b>13. Training and information</b>			
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	
<b>14. Maintenance</b>			
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	
<b>15. Other issues</b>			
15.1	Are there any abnormal risks to firefighters	No	

## Action Plan

<b><u>ACTION PLAN</u></b>		<b>Property address:</b>	<b>Cornfields school, 207 Hythe Road, Ashford, Kent, TN24 8PL</b>		
		<b>ID Number:</b>	<b>tbc</b>		
<b>Ref.</b>	<b>Hazard</b>	<b>Location</b>	<b>Action required</b>	<b>Completed</b>	
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	