Anglia Fire Protection
Unit 7, Kestrel Park, Finch Drive, Springwood Ind. Estate,
Braintree, Essex CM7 2SF
Telephone: (01376) 345677 Fax: (01376) 345777
enquiries@angliafire.com
accounts@angliafire.com
www.angliafire.com

FIRE RISK ASSESSMENT

Responsible person: **Beverly Smith**

Address of premises:
Dukes Education, Broomfield House School, 10 Broomfield Road, Kew, London, TW9 3HS

Site telephone numbers:
02089403884 /
office@broomfieldhouse.com

Assessor: **Tim Warner**

Date of Fire Risk Assessment:
19th October 2021

Suggested date for review[1)]:
October 2022

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

This fire risk assessment has been carried out by:

Anglia Fire Protection

Tel: **01376345677**
E-Mail: **enquiries@angliafire.com**

GENERAL INFORMATION

1. THE PREMISES

1.1 Number of floors:

Three (Ground, First and Second)

1.2 Brief details of construction:

Brick and Timber

1.3 Use of premises:

Education

2. THE OCCUPANTS

2.1 Approximate maximum number:

Three Hundred and Fifty (350)

2.2 Approximate number of employees at any one time:

One Hundred (100)

2.3 Maximum number of members of public at any one time:

Fifty (50) during Parents Evenings / Productions etc.

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

3.1 Sleeping occupants:

N/A

3.2 Disabled occupants:

None currently

3.3 Occupants in remote areas and lone workers:

N/A

3.4 Young persons:

All students

3.5 Others:

4. FIRE LOSS EXPERIENCE

None known

5. OTHER RELEVANT INFORMATION

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

In accordance with the Regulatory Reform (FIRE) Safety Order 2005

6.2 The above legislation is enforced by:

Surrey County Fire and Rescue Service (S.C.F.R.S)

6.3 Comments:

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes [√] No [ ]

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes [√] No [ ]

Last tested 2nd Aug. 2019 (due next 2024)

Portable appliance testing carried out? Yes [√] No [ ]

Last tested Dec. 2020

Suitable policy regarding the use of personal electrical appliances? Yes [√] No [ ]

Suitable limitation of trailing leads and adapters? Yes [√] No [ ]

7.3 Comments observed:



8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes [√] No [ ]

8.2 More specifically:

Smoking prohibited in the building? Yes [√] No [ ]

Smoking prohibited in appropriate areas? N/A [ ] Yes [√] No [ ]

Suitable arrangements for those who wish to smoke? Yes [√] No [ ]

This policy appeared to be observed at time of inspection? Yes [√] No [ ]

8.3 Comments and hazards observed:

Portable Appliance Testing
Completion Certificate

Issued To
Broomfield House School, TW9 3HS

To certify that all portable appliances have been tested for electrical safety in accordance with the IET Code Of Practice

Date of test completion: 14/12/2020 **Re-test due: December 2021**

Signed for on behalf of AGG: *C Taylor*
Christian Taylor - Head of Operations & Planning

AGG

Certificate Issued By
AGG Electrical Safety Testing Ltd
Unit H1C, Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire, NG19 8RL
01623 810400 | admin@aggmaintenance.com | www.aggelectrical.co.uk

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION			
Location of Distribution Board	Harrow house cleaners cupboard	Supply to distribution board is from:	SubMains(DB 3, 3/L3)	Associated RCD (if any)	
		No of phases	1	Nominal Voltage	230 V
Distribution board designation	DB 13	Overcurrent protective device for the distribution circuit		BS(EN)	N/A
		Type BS(EN)	60898 MCB C	Rating	63 A
				RCD No of Poles	N/A
				RCD Rating	N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (ΔIn)	
1/L3	Sub Mains(DB 16)	A	B	1	16	16	5	60898 MCB		B	50	10	N/A	0.92
2/L3	Sub Mains(DB 15)	A	B	1	6	2.5	5	60898 MCB		B	40	10	N/A	1.09
3/L3	sockets gym	A	B	13	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.19
4/L3	Not Tested untraced	A	B	4	2.5	1.5	0.4	61009 RCD/RCBO		B	32	10	30	1.44
5/L3	sockets Kindergarten + hand dryers	A	B	29	2.5	1.5	0.4	61009 RCD/RCBO		B	32	10	30	1.44
6/L3	FCU boiler	A	B	1	2.5	1.5	0.4	61009 RCD/RCBO		B	10	10	30	4.60
7/L3	Door access	A	B	1	2.5	1.5	0.4	61009 RCD/RCBO		B	10	10	30	4.60
8/L3	sockets IT panel	A	B	2	2.5	1.5	0.4	61009 RCD/RCBO		B	10	10	30	4.60
9/L3	sockets cloakroom	A	B	5	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.30
10/L3	SPD	A	B	1	2.5	2.5	0.4	60898 MCB		B	16	10	N/A	2.73

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE	ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Location of Distribution Board: Top floor flat

Distribution board designation: DB 9

Supply to distribution board is from: SubMains(DB 5, 1/L1)

No of phases: 1 Nominal Voltage: 230 V

Overcurrent protective device for the distribution circuit

Type BS(EN): 61009 Rating: 40 A

Associated RCD (if any)

BS(EN): N/A

RCD No of Poles: N/A

RCD Rating: N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (IΔn)	
1/L1	Loft sockets	A	100		6	2.5	0.4	61009 RCD/RCBO		B	32	10	30	1.37
2/L1	Cooker	A	100	1	6	2.5	0.4	61009 RCD/RCBO		B	32	10	30	1.37
3/L1	sockets radial	A	100	37	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.19
4/L1	Immersion Heater	A	100	1	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.19
5/L1	Not Tested untraced	A	100		2.5	1.5	0.4	61009 RCD/RCBO		B	16	10	30	2.73
6/L1	lights	A	100	16	1.5	lim	0.4	61009 RCD/RCBO		B	10	10	30	4.37
7/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
8/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
9/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
10/L1	SPD	A	B	1	2.5	2.5	0.4	60898 MCB		B	16	10	N/A	2.73

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION		
Location of Distribution Board	harrow House cupboard	Supply to distribution board is from:	SubMains(DB 13, 1/L3)	Associated RCD (if any)
		No of phases	1 Nominal Voltage 230 V	BS(EN) N/A
Distribution board designation	DB 16	Overcurrent protective device for the distribution circuit		RCD No of Poles N/A
		Type BS(EN)	60898 MCB B Rating 50 A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (ΔIn)	
1/L3	lights gym room	A	B	8	1.5	1	0.4	61009 RCD/RCBO		B	10	10	30	4.60
2/L3	lights gym room	A	B	6	1.5	1	0.4	61009 RCD/RCBO		B	10	10	30	4.60
3/L3	lights stage	A	B	4	1.5	1	0.4	61009 RCD/RCBO		B	10	10	30	4.60
4/L3	lights kindergarten	A	B	9	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.67
5/L3	lights corridor/WC	A	B	23	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.67
6/L3	lights outside	A	B	5	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.67
7/L3	Pre Kindergarton Lights	A	B	9	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
8/L3	Glassed link lights	A	B	3	1.0	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
9/L3	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
10/L3	SPD	A	B	1	2.5	1.5	0.4	60898 MCB		B	16	10	N/A	2.73

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE	ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Location of Distribution Board: harrow house Gym stage

Distribution board designation: DB 15

Supply to distribution board is from: SubMains(DB 13, 2/L3)

No of phases: 1 Nominal Voltage: 230 V

Overcurrent protective device for the distribution circuit

Type BS(EN): 60898 MCB B Rating: 40 A

Associated RCD (if any)

BS(EN): N/A

RCD No of Poles: N/A

RCD Rating: N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm^2	cpc mm^2		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (IΔn)	
1/L3	Stage lighting box	A	B	1	10	4	0.4	61009 RCD/RCBO		C	32	10	30	0.72
2/L3	Stage lighting box	A	B	1	10	4	0.4	61009 RCD/RCBO		C	32	10	30	0.72
3/L3	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
4/L3	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
5/L3	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
6/L3	SPD	A	B	1	2.5	2.5	0.4	60898 MCB		B	16	10	N/A	2.73

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION		
Location of Distribution Board	basement mains cupboard	Supply to distribution board is from:	SubMains(DB 3, 8/L1)	Associated RCD (if any)
		No of phases	1 Nominal Voltage 230 V	BS(EN) N/A
Distribution board designation	DB 4	Overcurrent protective device for the distribution circuit		RCD No of Poles N/A
		Type BS(EN)	60898 MCB C Rating 63 A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (IΔn)	
1/L1	Sub Mains(DB 11)	A	B	1	10	4	5	60898 MCB		B	63	10	N/A	0.73
2/L1	Sub Mains() to DB green room	A	B	1	10	4	5	60898 MCB		B	63	10	N/A	0.73

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE	ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION

Location of Distribution Board: Outside ICT studio

Distribution board designation: DB 11

Supply to distribution board is from: SubMains(DB 4 , 1/L1)

No of phases: 1 Nominal Voltage: 230 V

Overcurrent protective device for the distribution circuit

Type BS(EN): 60898 MCB B Rating: 63 A

Associated RCD (if any)

BS(EN): N/A

RCD No of Poles: N/A

RCD Rating: N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm^2	cpc mm^2		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (IΔn)	
1/L1	lights	A	B	11	1.5	1	0.4	61009 RCD/RCBO		B	10	10	30	4.37
2/L1	Bell	A	B	1	1.5	1	0.4	61009 RCD/RCBO		B	10	10	30	4.37
3/L1	sockets/Hand dryer	A	B	31	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.19
4/L1	sockets year 3	A	B	32	2.5	1.5	0.4	61009 RCD/RCBO		B	32	10	30	1.37
5/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
6/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
7/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
8/L1	SPD	A	B	1	2.5	2.5		60898 MCB		B	16	6	N/A	

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

ELECTRICAL INSTALLATION CERTIFICATE [BS 7671:2018 as amended]

EIC132015 - Master

NICEIC APPROVED CONTRACTOR

DYNAMELEC

Details of the Client

Client/Address	Norton York, Broomfield House School, Broomfield Road, Kew Gardens, Surrey, TW9 3HS

Details of the Installation

		The installation is:	
Address	Broomfield House School, Broomfield Road, Kew Gardens, Surrey, TW9 3HS,	New	N/A
Extent of the installation covered by this certificate	Carried out all remedial works from report number ECR131987	An Addition	N/A
		An Alteration	✓

Design

I being the person(s) responsible for the design of the electrical installation (as indicated by my signature(s) below), particulars of which are described above, have exercised reasonable skill and care when carrying out the design hereby CERTIFY that the design work for which I have been responsible is, to the best of my knowledge and belief in accordance with BS 7671 amended to July 2018 (date) except for the departures, if any detailed as follows:

Details of departures from BS 7671, as amended (Regulations 120.3, 133.1.3 and 133.5) None

Details of permitted exceptions (Regulations 411.3.3): No

Where applicable, a suitable risk assessment(s) must be attached to this Certificate: No

Number of pages: N/A

The extent of liability of the signatory or signatories is limited to the work described above as the subject of this certificate.

For the DESIGN of the installation:

Signature		Date	18/11/2019	Name (CAPITALS)	Spencer Jackson	Designer 1
Signature	N/A	Date	N/A	Name (CAPITALS)	N/A	Designer 2 **

**(where there is divided responsibility for the design)

Construction

I being the person(s) responsible for the construction of the electrical installation (as indicated by my signature(s) below), particulars of which are described above, have exercised reasonable skill and care when carrying out the construction hereby CERTIFY that the construction work for which I have been responsible is, to the best of my knowledge and belief in accordance with BS 7671 amended to July 2018 (date) except for the departures, if any detailed as follows:

Details of departures from BS 7671, as amended (Regulations 120.3, 133.1.3 and 133.5) None

The extent of liability of the signatory is limited to the work described above as the subject of this certificate.

For the CONSTRUCTION of the installation:

Signature		Date	18/11/2019	Name (CAPITALS)	Spencer Jackson	Constructor

Inspection and Testing

I being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my signature(s) below), particulars of which are described above, have exercised reasonable skill and care when carrying out the inspection and testing hereby CERTIFY that the work for which I have been responsible is, to the best of my knowledge and belief in accordance with BS 7671 amended to July 2018 (date) except for the departures, if any detailed as follows:

Details of departures from BS 7671, as amended (Regulations 120.3, 133.1.3 and 133.5) None

The extent of liability of the signatory is limited to the work described above as the subject of this certificate.

For the INSPECTION AND TESTING of the installation:

Reviewed by

Signature		Date	18/11/2019	Signature		Date	18/11/2019
Name (CAPITALS)	Spencer Jackson	Inspector		Name (CAPITALS)	David Jackson	Qualified Supervisor	

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION			
Location of Distribution Board	Outdoor cupboard	Supply to distribution board is from:	N/A	Associated RCD (if any) BS(EN)	N/A
		No of phases	N/A	Nominal Voltage N/A V	RCD No of Poles N/A
Distribution board designation	DB 1	Overcurrent protective device for the distribution circuit			
		Type BS(EN)	N/A	Rating N/A A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (kn)	
1/TP	Sub Mains(DB 3)	G	C	1	25	16	5	88-2 Fuse HRC		gG	100	80	N/A	0.46

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION			
Location of Distribution Board	Cupboard in basement	Supply to distribution board is from:	SubMains(DB 1, 1/TP)	Associated RCD (if any) BS(EN)	N/A
		No of phases	3	Nominal Voltage 400 V	RCD No of Poles N/A
Distribution board designation	DB 3	Overcurrent protective device for the distribution circuit Type BS(EN)	88-2 Fuse HRC	Rating 100 A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm^2	cpc mm^2		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (IΔn)	
1/TP	Sump pump	G	C	1	4	Am	0.4	60898 MCB		C	20	10	N/A	1.09
2/TP	Surge Protection	D	B	1	16	16	0.4	60898 MCB		C	63	10	N/A	0.35
3/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
3/L2	Sub Mains(DB Dining room)	G	C	1	25	25	5	60898 MCB		C	63	10	N/A	0.35
3/L3	Sub Mains(DB 13)	G	C	1	25	25	5	60898 MCB		C	63	10	N/A	0.35
4/TP	Sub Mains(DB 14)	G	C	1	25	16	5	60898 MCB		C	63	10	N/A	0.35
5/TP	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
6/L1	Sub Mains(DB 5)	D	B	1	25	16	5	60898 MCB		C	63	10	N/A	0.35
6/L2	Sub Mains(DB 7)	D	B	1	25	16	5	60898 MCB		C	63	10	N/A	0.35
6/L3	Sub Mains(DB new extension)	G	C	1	25	25	5	60898 MCB		C	63	10	N/A	0.35
7/TP	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
8/L1	Sub Mains(DB 4)	D	B	1	25	16	5	60898 MCB		C	63	10	N/A	0.35
8/L2	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
8/L3	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION		
Location of Distribution Board	Cupboard above green room door	Supply to distribution board is from:	N/A	Associated RCD (if any)
		No of phases	1	Nominal Voltage 230 V	BS(EN) N/A
Distribution board designation	DB Green Room	Overcurrent protective device for the distribution circuit		RCD No of Poles N/A
		Type BS(EN)	N/A	Rating N/A A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (ΔIn)	
1/L1	sockets in class room	A	B	13	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.30
2/L1	sockets in office	A	B	34	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.30
3/L1	Fire panel + security	A	B	2	2.5	1.5	0.4	60898 MCB		B	16	10	N/A	2.87
4/L1	lights	A	B	8	1.5	1	0.4	60898 MCB		B	10	10	N/A	4.60
5/L1	Lobby lights	A	B	4	1.5	1	0.4	60898 MCB		B	10	10	N/A	4.60
6/L1	Security Panels	A	B	2	2.5	1.5	0.4	60898 MCB		B	10	10	N/A	4.60
7/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
8/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral Insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION			
Location of Distribution Board	Dining Room Cupboard	Supply to distribution board is from:	SubMains(DB 3, 3/L2)	Associated RCD (if any)	
		No of phases	1	Nominal Voltage 230 V	BS(EN) N/A
Distribution board designation	DB Dining room	Overcurrent protective device for the distribution circuit			RCD No of Poles N/A
		Type BS(EN)	60898 MCB C	Rating 63 A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (ΔIn)	
1/L2	Lighting dining room	A	B	14	1.5	1	0.4	61009 RCD/RCBO		C	6	10	30	3.64
2/L2	lights / dome/ cupboard	A	B	15	1.5	1	0.4	61009 RCD/RCBO		C	6	10	30	3.64
3/L2	Up lights	A	B	14	1.5	1	0.4	61009 RCD/RCBO		C	6	10	30	3.64
4/L2	lights Kitchen/WC	A	B	13	1.5	1	0.4	61009 RCD/RCBO		C	6	10	30	3.64
5/L2	Dishwasher/tumble dryer	A	B	2	2.5	1.5	0.4	61009 RCD/RCBO		C	32	10	30	0.68
6/L2	FCU extract fan	A	B	1	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
7/L2	FCU oven	A	B	1	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
8/L2	socket for freezer	A	B	6	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
9/L2	FCU roller shutter	A	B	2	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
10/L2	FCU Immersion heater	A	B	1	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
11/L2	FCU heating	A	B	2	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
12/L2	lights external	A	B	11	1.5	1	0.4	61009 RCD/RCBO		C	6	10	30	3.64
15/L2	sockets Kitchen	A	B	12	2.5	1.5	0.4	61009 RCD/RCBO		C	32	10	30	0.68
16/L2	sockets servery	A	B	6	2.5	1.5	0.4	61009 RCD/RCBO		C	32	10	30	0.68
17/L2	sockets end wall	A	B	4	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
18/L2	sockets servery	A	B	2	2.5	1.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
19/L2	Portable sink sockets	A	B	4	4	2.5	0.4	61009 RCD/RCBO		C	32	10	30	0.68
13/L2	Gate Supply						0.4	61009 RCD/RCBO		C	16	10	30	1.3
14/L2	Surge Protection	D	B	1	4	4	0.4	60898 MCB		B	16	10	N/A	2.73

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION			
Location of Distribution Board	Ground floor Annex	Supply to distribution board is from:	SubMains(DB 3, 6/L3)	Associated RCD (if any)	
		No of phases	1	Nominal Voltage 230 V	BS(EN) N/A
Distribution board designation	DB new extension	Overcurrent protective device for the distribution circuit			RCD No of Poles N/A
		Type BS(EN)	60898 MCB C	Rating 63 A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm^2	cpc mm^2		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (Δn)	
1/L3	lights ground floor	A	B	13	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
2/L3	lights upper ground floor	A	B	13	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
3/L3	lights 1st floor	A	B	7	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
4/L3	lights staircase	A	B	8	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
5/L3	lights toilet	A	B	4	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
6/L3	boiler under stairs	A	B	1	1.5	1	0.4	61009 RCD/RCBO		B	10	10	30	4.37
7/L3	sockets lower Ground	A	B	21	2.5	1.5	0.4	61009 RCD/RCBO		B	32	10	30	1.37
8/L3	sockets upper ground	A	B	20	2.5	1.5	0.4	61009 RCD/RCBO		B	32	10	30	1.37
9/L3	sockets 1st floor	A	B	25	2.5	1.5	0.4	61009 RCD/RCBO		B	32	10	30	1.37
10/L3	Projector bottom class	A	B	21	2.5	1.5	0.4	61009 RCD/RCBO		B	16	10	30	2.73
11/L3	Surge protector	A	B	1	4	4	0.4	60898 MCB		B	16	10	N/A	2.73
12/L3	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE	ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION	
Location of Distribution Board: Top floor store room	Supply to distribution board is from: SubMains(DB 3, 4/TP)	Associated RCD (if any)
	No of phases: 3 Nominal Voltage: 400 V	BS(EN): N/A
Distribution board designation: DB 14	Overcurrent protective device for the distribution circuit	RCD No of Poles: N/A
	Type BS(EN): 60898 MCB C Rating: 63 A	RCD Rating: N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (ΔIn)	
1/L1	lights ground floor	A	B	14	1.5	1	0.4	61009 RCD/RCBO		C	10	10	30	2.19
1/L2	lights basement	A	B	21	1.5	1	0.4	61009 RCD/RCBO		C	10	10	30	2.19
1/L3	sockets ground floor	A	B	22	2.5	1.5	0.4	61009 RCD/RCBO		C	32	10	30	0.68
2/TP	Surge protection	A	B	1	16	16	0.4	60898 MCB		C	63	10	N/A	0.35
3/L1	sockets 1st floor	A	B	19	2.5	1.5	0.4	61009 RCD/RCBO		B	32	10	30	1.37
3/L2	lights 1st floor	A	B	24	1.5	1	0.4	61009 RCD/RCBO		C	10	10	30	2.19
3/L3	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
4/L1	Fire Alarm	O	B	1	2.5	2.5	0.4	61009 RCD/RCBO		C	16	10	30	1.37
4/L2	External Lights	A	B	5	1.5	1	0.4	61009 RCD/RCBO		C	10	10	30	2.19
4/L3	sockets basement													
5/TP	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
6/TP	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
7/TP	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
8/TP	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION		
Location of Distribution Board	Basement cupboard Broomfield House	Supply to distribution board is from:	SubMains(DB 3, 6/L1)	Associated RCD (if any)
		No of phases: 1	Nominal Voltage: 230 V	BS(EN): N/A
Distribution board designation	DB 5	Overcurrent protective device for the distribution circuit		RCD No of Poles: N/A
		Type BS(EN): 60898 MCB C	Rating: 63 A	RCD Rating: N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (ΔIn)	
1/L1	Sub Mains(DB 9)	A	B	1	10	4	5	61009 RCD/RCBO		B	40	10	30	1.09
2/L1	sockets end class	A	B	11	2.5	1.5	0.4	60898 MCB		B	32	10	30	1.37
3/L1	Kiln Supply	A	B	1	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.19
4/L1	Not Tested untraced	A	B		2.5	1.5	0.4	61009 RCD/RCBO		B	16	10	30	2.73
5/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
6/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-
7/L1	Surge Protection	D	B	1	2.5	2.5	0.4	60898 MCB		B	16	10	N/A	2.73
8/L1	SPARE	-	-	-	-	-	-	-	-	-	-	-	-	-

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

SCHEDULE OF CIRCUIT DETAILS FOR THE INSTALLATION

EIC132015 - Master

Board Details

TO BE COMPLETED IN EVERY CASE		ONLY TO BE COMPLETED IF THE DISTRIBUTION BOARD IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION			
Location of Distribution Board	Basement mains cupboard	Supply to distribution board is from:	SubMains(DB 3, 6/L2)	Associated RCD (if any)	
		No of phases	1	Nominal Voltage 230 V	BS(EN) N/A
Distribution board designation	DB 7	Overcurrent protective device for the distribution circuit			RCD No of Poles N/A
		Type BS(EN)	60898 MCB C	Rating 63 A	RCD Rating N/A mA

Circuit Details

Circuit number and phase	Circuit designation	Type of wiring	Reference method	No of points served	Circuit conductors csa		Max permitted disconnection times (s)	Overcurrent protective device					RCD	Maximum permitted Zs (Ω)
					Live mm²	cpc mm²		BS(EN)	AFDD	Type	Rating (A)	Short circuit capacity (kA)	Operating current (ΔIn)	
1/L2	sockets Kiln room + hand dryers	A	B	11	2.5	1.5	0.4	61009 RCD/RCBO		B	16	10	30	2.73
2/L2	lights kiln prep room via FCU	A	B	5	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
3/L2	lights end class	A	B	4	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
4/L2	lights corridor and stairs	A	B	11	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
5/L2	lights toilet and mid class	A	B	15	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
6/L2	sockets mid class	A	B	7	2.5	1.5	0.4	61009 RCD/RCBO		B	20	10	30	2.19
7/L2	lights mains cupboard	A	B	2	1.5	1	0.4	61009 RCD/RCBO		B	6	10	30	7.28
8/L2	sockets 1st floor green room	A	B	2	2.5	1.5	0.4	61009 RCD/RCBO		B	16	10	30	2.73

Wiring Code

A	B	C	D	E	F	G	H	O
PVC/PVC cables	PVC cables in metallic conduit	PVC cables in non-metallic conduit	PVC cables in metallic trunking	PVC cables in non-metallic trunking	PVC/SWA cables	XLPE/SWA cables	Mineral insulated cables	Other

9. ARSON

9.1	Does basic security against arson by outsiders appear reasonable? [2)]		Yes	√	No
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?		Yes	√	No
9.3	Comments and hazards observed:				

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1	Is the use of portable heaters avoided as far as practicable?			Yes	√	No
10.2	If portable heaters are used:					
	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	N/A		Yes	√	No
	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A		Yes	√	No
10.3	Are fixed heating installations subject to regular maintenance?	N/A		Yes	√	No
10.4	Comments and hazards observed:					

[2)] Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A [ ] Yes [√] No [ ]

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A [ ] Yes [√] No [ ]

Suitable extinguishing appliances available? Yes [√] No [ ]

11.3 Comments observed:



12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes [ ] No [√]

12.2 Comments and deficiencies observed:

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes [√] No [ ]

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes [√] No [ ]

Avoidance of unnecessary accumulation of combustible materials or waste? Yes [√] No [ ]

Appropriate storage of hazardous materials? N/A [√] Yes [ ] No [ ]

Avoidance of inappropriate storage of combustible materials? Yes [√] No [ ]

13.3 Comments and hazards observed:

Storage of all combustible materials should always be kept to an absolute minimum

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1	Are fire safety conditions imposed on outside contractors?			N/A	√	No
14.2	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?			N/A	√	No
14.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits?	N/A	√	Yes		No

14.4 Comments:

15. DANGEROUS SUBSTANCES

15.1	If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	√	Yes		No

15.2 Comments:

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:
None noted

16.2 Comments and deficiencies observed:

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes [√] No [ ]

17.2 More specifically:

Adequate design of escape routes? Yes [√] No [ ]

Adequate provision of exits? Yes [√] No [ ]

Exits easily and immediately openable where necessary? Yes [√] No [ ]

Fire exits open in direction of escape where necessary? Yes [√] No [ ]

Avoidance of sliding or revolving doors as fire exits where necessary? Yes [√] No [ ]

Satisfactory means for securing exits? Yes [√] No [ ]

Reasonable distances of travel:

- Where there is a single direction of travel? Yes [√] No [ ]
- Where there are alternative means of escape? Yes [√] No [ ]

Suitable protection of escape routes? Yes [√] No [ ]

Suitable fire precautions for all inner rooms? Yes [√] No [ ]

Escape routes unobstructed? Yes [√] No [ ]

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. Yes [√] No [ ]

17.4 Comments observed:




18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

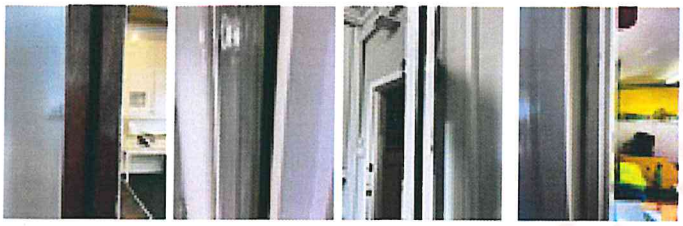
18.1 It is considered that there is:

Compartmentation of a reasonable standard[3].	Yes	√	No	
Reasonable limitation of linings that might promote fire spread.	Yes	√	No	

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? [3), 4)]

N/A √ Yes No

18.3 Comments observed:



19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? [5)]

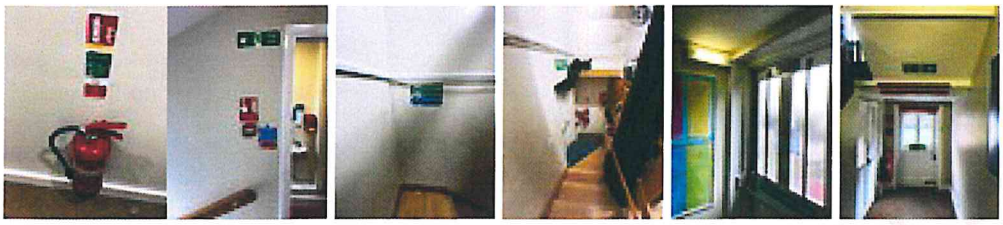
Yes √ No

19.2 Comments observed:

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices? Yes [√] No [ ]

20.2 Comments observed:



3) Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.
4) A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.
5) Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided? [6)] — Yes [√] No [ ]

21.2 Automatic fire detection provided? — Yes (throughout building) [√] Yes (part of building only) [ ] No [ ]

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? — N/A [ ] Yes [√] No [ ]

21.4 Remote transmission of alarm signals? — Yes [ ] No [√]

21.5 Comments observed:

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers? — Yes [√] No [ ]

22.2 Hose reels provided? — Yes [ ] No [√]

22.3 Are all fire extinguishing appliances readily accessible? — Yes [√] No [ ]

22.4 Comments observed:

6) Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

MANAGEMENT OF FIRE SAFETY

23. PROCEDURES AND ARRANGEMENTS

23.1 Fire safety is managed by: [8)]
In house

23.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? Yes [√] No [ ]

Comments:

23.3 Is there a suitable record of the fire safety arrangements? N/A [ ] Yes [√] No [ ]

Comments:

23.4 Appropriate fire procedures in place? Yes [√] No [ ]

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A [ ] Yes [√] No [ ]

Are there suitable arrangements for summoning the fire and rescue service? Yes [√] No [ ]

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A [ ] Yes [√] No [ ]

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A [ ] Yes [√] No [ ]

Is there a suitable fire assembly point(s)? N/A [ ] Yes [√] No [ ]

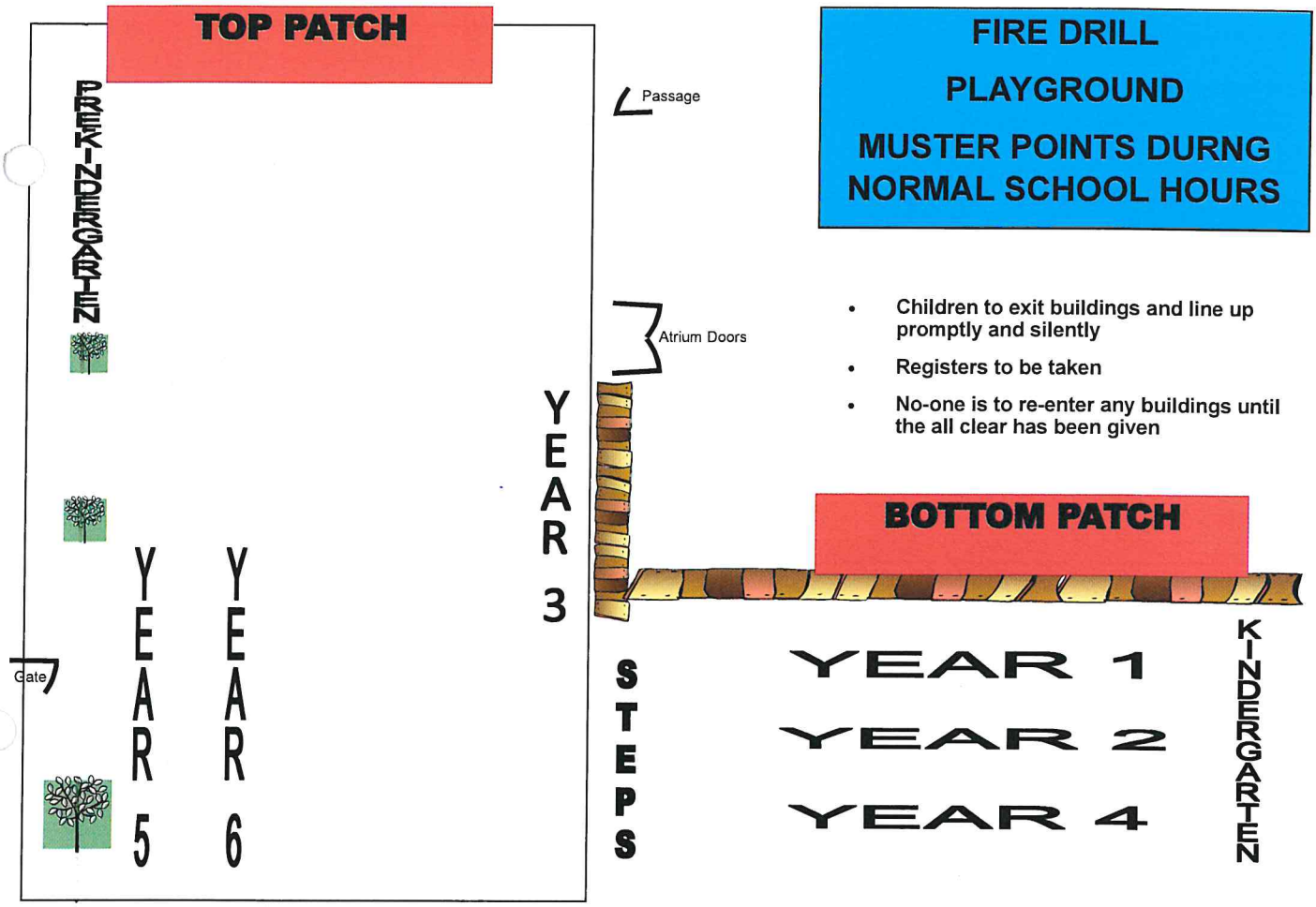
Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A [ ] Yes [√] No [ ]

8) This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

FIRE DRILL

PLAYGROUND

MUSTER POINTS DURNG NORMAL SCHOOL HOURS



- Children to exit buildings and line up promptly and silently
- Registers to be taken
- No-one is to re-enter any buildings until the all clear has been given

Comments:

Although the "Fire Assembly Point" is away from the Main School in the event of Fire the Children will need to be led to an "ultimate place of safety" a safe distance away from the School itself and away from attending Emergency Services.

23.5 Persons nominated and trained to use fire extinguishing appliances? N/A ☐ Yes ☑ No ☐

Comments:

Details of all Staff trained in the use of Portable Fire Extinguishers should be retained with this assessment and displayed in relevant areas accordingly.

23.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A ☑ Yes ☐ No ☐

Comments:

23.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A ☑ Yes ☐ No ☐

Comments:

23.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☑ No ☐

Comments:

Regular checks should be made to ensure all precautions remain up to date

Broomfield House School

Kew's oldest private school

Fire Instruction Notice

ACTION ON DISCOVERING A FIRE

Any member of staff who discovers a fire should activate the fire alarm by pressing the dot on the nearest manual call point.

CALLING THE FIRE BRIGADE

Hughes Security (Custodian) through Anglia Fire are responsible for calling the Fire Brigade but the person discovering the fire must also alert the Fire Brigade by dialing 999.

EVACUATION

When evacuating the children, all staff must check that all the doors are shut, when leaving the school. They must take the laminated class list to the Muster Point in the playground.

At the Muster Points, both the top and bottom patch, the class teachers and nominated staff will immediately check the registers against all of the children and staff

Once the Headteacher/Fire Fighters have confirmed that it is safe to return to the building, all children need to be escorted back into the school buildings.

Fire Emergency Plan - Staff

SWEEPERS:-

The following members of staff to sweep the following areas:

Broomfield House:	Ms Cash (Ground floor, and Floors 1 and 2) Mrs Zammit (Basement)
Broomfield Annexe:	Mr Halliday
Harrow House:	Miss Baird, Mrs Marshall, Mrs Hill/Mrs Brown

All staff named above must report at their meeting point once the buildings have been checked and cleared.

Fire Marshalls:-

Mrs Byers, Mrs Pache, Miss Baird, and Mrs Smith

Broomfield House School

Kew's oldest private school

Procedure in case of a fire

When the fire alarm sounds:

1) **Line up your children as quickly as possible, ready to leave the classroom.**

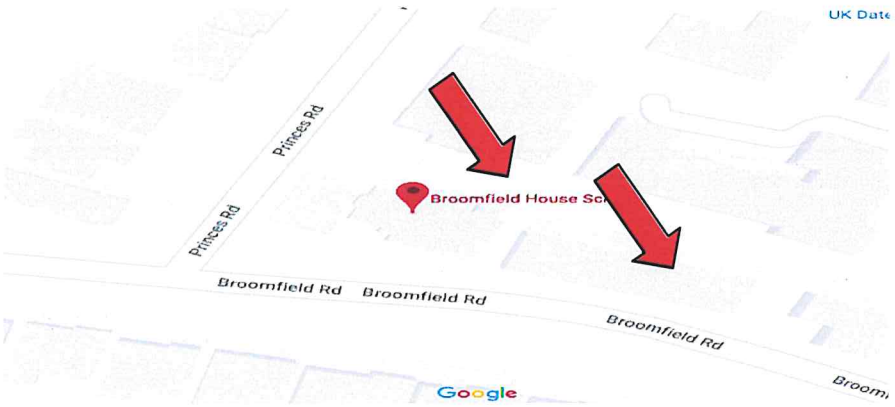
2) **Shut doors as you exit the room.**

3) **Do not stop to try to put out the fire.**

4) **Take the laminated fire list with you.**

5) **Designated member of the office staff to take the fire folders, school mobile phone and emergency bag.**

6) **The Muster Points are in the playground - top/bottom patch**
RED ARROWS



7) **At the Muster Points, all Class Teachers and Assistants, Office staff and SLT will immediately check the registers against the children and staff.**

8) **Do not leave the children unattended and recount the children frequently and reassure them.**

9) **The Fire Brigade or The Headteacher will notify if it is safe to re-enter the buildings.**

Broomfield House School

FIRE SAFETY COMMENTARY

The School's approach to fire safety should be supported by the following written documentation:

1. **Fire Safety Policy** – This document sets out how the School manages fire safety issues in practical terms on a day-by-day basis to ensure an acceptable level of life safety and legal compliance. The policy should be simple but commensurate with the complexity of the undertaking.

2. **Fire Risk Assessment** – This document evidences that the process of assessing the level of risk from fire and applying the necessary controls to ensure the safety of persons occupying the school. Given the complexity and risks associated with the School, this process should be undertaken by a competent person. This is a legal requirement under the Regulatory Reform (Fire Safety) Order. The document should be seen as a 'live and organic' process, in that the Competent Person gets the School to a stage where there is an 'action plane' in place to which the School must comply.

3. **Emergency (Evacuation) Plan** – This is the document that gives the detailed actions that the School will adopt in the event of a fire. It will describe the roles and responsibility in an emergency evacuation. Although detailed the process needs to be as simple and straightforward as practical. This document should provide the basis of Broomfield House's induction training, annual fire safety refresher training as well as evacuation practices (fire drills).

4. **Fire Instruction Notice** – Less is more when it comes to ensuring staff and pupils self-evacuate, particularly under stress that might be generated in a real emergency. Mindful of this, prescriptive and wordy notices should be replaced by a bold and simple Fire Instruction Notice, such as:

*Notices that relate to safety processes or emergency action should be affixed in a prominent and obvious position but in isolation from other non-risk critical information. Classrooms are often visually stimulating environments that have lost of posters and associate learning material on the walls.

Written policy and procedures should be concise, simple and specific to Broomfield House School. In reality persons will take more notice of their lived experience rather than any notice or policy, particularly when under stress, hence the importance of induction and on-going instruction and training.

Broomfield House School

FIRE SAFETY POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

This document sets the policy on how the regulations are interpreted at our School.

Legal Requirements:

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Policy and its supporting documents explain the actions the School will take to ensure compliance with the FSO. This will ensure that, where reasonably practicable, fire is prevented and that any fire risks are adequately controlled.

The policy and the process of managing fire safety has been developed based on guidance issued HM Government and the Articles of the FSO form 8-22.

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), the out of school care and extra-curricular activities inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), and volunteers working in the school

Related Documents:

- Appendix 'A' - Fire Risk Assessment
- Fire Evacuation Procedure
- Fire Emergency Plan
- Health and Safety Policy
- Accessibility Plan
- Fire Safety Documents

Availability

The Fire Safety Policy, Evacuation Plan and Fire Evacuation Procedures along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Broomfield House School. They are required to state that they have read and understood such documents and confirm this by signing as part of their new staff induction procedure.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. The Headteacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Last reviewed: September 2021
Next review: September 2022

Regulations:

All workplaces are required by the Fire Precautions (Workplace) Regulations 1997 to have an emergency plan. The plan should include the actions to be taken by staff in the event of a fire, evacuation procedures and arrangements for calling the fire brigade. It is recommended every occupied room has a fire action notice. The Headteacher, manages fire safety in the same way they manage other health and safety issues - by implementing the policies agreed and ensuring they are monitored.

Aim

This Policy is designed to demonstrate compliance with the School's duties under the Regulatory Reform (Fire Safety) Order 2005 ensuring adequate safety for relevant persons. The priority is to eliminate or minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school premises and safe evacuation of the buildings if a fire breaks out. We also aim to ensure that all staff are aware of their roles and responsibilities in relation to fire safety and our specific requirements in relation to fire evacuation.

A Fire Risk Assessment will be undertaken by an external specialist and reviewed on an annual basis by the school's Health and Safety committee. A replacement Risk Assessment will be commissioned alongside any major works which affect the use or layout of the school building or site.

Responsibilities:

The FSO places duties on the 'Responsible Person'. As the employer, it is Dukes Education Group Limited (Dukes) that constitutes the 'Responsible Person. Certain day to day responsibilities can be delegated down to a 'duty holder', which is the case for the Head of Broomfield House School.

The School Fire Safety Policy forms part of the School's Fire, Health and Safety Management and in common with that the Health and Safety Policy extends through the whole school, with specific responsibilities as below:

1. The Employer, Dukes will ensure that an appropriate policy is in place and that suitable and sufficient fire safety arrangements are made for its effective implementation;

2. The Headteacher with the support of Dukes has the ultimate responsibility for the day to day implementation and management of this policy;

3. The Administration Manager with the support of the Headteacher and Deputy Headteacher is responsible for the effective implementation of this Policy and its role within the School's Fire, Health and Safety managements systems and processes;

4. The Administration Manager is the designated School Fire Officer, who is responsible for ensuring those items listed in the following section (**Managing Fire Safety)** are implemented;

5. All employees have the responsibility to cooperate with issued instruction, their training and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Managing Fire Safety

The school has delegated the day to day responsibility for managing fire safety to the 'duty holder', the Administration Manager who will:

1. Arrange to have a Fire Risk Assessment (FRA) carried out for the whole premises to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments. The FRA should be conducted by a 'competent person' who has relevant knowledge of places of education. She will ensure that the FRA is reviewed annually and a new FRA will be commissioned alongside any major works which affect the use or layout of the school building or site.

2. Ensure that the principles of prevention are applied as follows:
    a. avoiding risks;
    b. evaluating the risks which cannot be avoided;
    c. combating the risks at source;
    d. adapting to technical progress;
    e. replacing the dangerous by the non-dangerous or less dangerous;
    f. developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
    g. giving collective protective measures priority over individual protective measures; and
    h. giving appropriate instructions to employees.

3. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times when the school is occupied; and that the means of escape have adequate emergency lighting;

4. Any facilities, equipment and devices provided are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair;

5. Provide and maintain in working order all life safety systems and firefighting equipment including:

    a. fire detection and alarm systems;
    b. emergency lighting systems;
    c. firefighting equipment;
    d. notices and signage relating to fire procedures;
    e. means of escape, taking into account, the needs of any disabled users.

6. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices (fire drill) for the whole school;

7. Ensure that all staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;

8. Identify any special risks, e.g. the storage, process and disposal of hazardous materials, and put in place appropriate procedures to minimise the risks;

9. Implement additional emergency measures in respect of dangerous substances.

10. Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures are in place;

11. Monitor and review this policy and its associated documentation on a regular basis so as to ensure that any new risk or alteration to regulations and guidance is addressed.

Monitoring and Testing

The school utilises the services of various personnel and external contractors to carry out effective monitoring and testing of its duties as follows:

1. Final exit doors are opened and checked daily by a named nominated employee;

2. Means of escape routes, door mechanisms, signage, firefighting equipment are checked visually weekly by the Site Manager;

3. A full survey of the means of escape and final exit escape doors is made termly by the Site Manager;

4. The school fire detection and alarm system is maintained and checked by Anglia Fire Protection on a six monthly basis;

5. The fire alarm system is tested on a weekly basis for audibility by the Site Supervisor/School Groundsman using a different Fire Call Point each week but at a time persons are present and able to report any lack of audibility;

6. Emergency lighting units are checked and have a 1-hour discharge test every six monthly and have a further check and three-hour discharge test yearly by Anglia Fire Protection.

7. Notices and Signage are updated as and when required and checked annually by the Site Supervisor/Administration Manager;

8. Firefighting equipment is visually checked monthly by the Site Supervisor and extinguishers are checked, replenished or replaced annually by Anglia Fire Protection;

9. The Administration Manager will maintain a record of fire safety issues as evidence that supports the policy. These issues include:

    a. fire evacuation practices;
    b. kiln servicing, etc.;
    c. the storing of hazardous materials;
    d. the inspection and testing of:
        i. fire detection and alarm systems;
        ii. emergency lighting systems;
        iii. firefighting equipment;
    e. staff training records.

Records are kept documenting those actions listed above and the supporting evidence such as contractor's reports, certificates and/or invoices. These are maintained by the Administration Manager and located in the School Office.

The Fire Risk Assessment

The school engaged Safety Management (UK) Ltd to carry out a comprehensive Fire Risk Assessment (FRA) for the whole premises on 22 May 2019. A new FRA is booked for October 2021. The FRA is reviewed internally at least annually or sooner if there are any material change to the people, processes, plant or premises. The Headteacher will ensure that any actions identified are completed within the desired timescale.

Any new schemes of building works, alterations or development to the site must consider the requirements of the RRO and therefore the FRA must be reviewed during the planning stage and once again when works are complete.

The FRA identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, e.g. pupils, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.
The FRA will identify the required control measures to remove or reduce the level of risk to a tolerable level.

It is important that in the planning of any significant event or activity the issue of fire safety and the emergency evacuation of relevant persons should be properly considered and where necessary an Event Fire Risk Assessment as an appendix should be carried out to address any additional hazards and increased risk. Such events may include:

- Theatrical productions
- Musical productions
- Events using fireworks or naked flames
- Cooking (other than the normal operation)

Fire Safety Training

All staff receive basic fire safety induction training during the staff induction training at the start of each academic year or on a one-to-one basis for members of staff who join the school at other times. Staff attend refresher sessions annually. Staff are encouraged to complete the Basic Fire Safety in Education (Educare) course. Fire Marshalls complete the How to be an Effective Fire Marshall course. The Headteacher has completed Fire Safety Awareness – with the use of Extinguishers, How to be an Effective Fire Marshall and Fire Safety in Education training.

Key staff in the school receive more detailed instruction on the evacuation of persons with disabilities, the practical use of fire extinguishers and fire blankets, the procedures to call the Fire and Rescue Services and the procedures for carrying out check of escape routes and the testing of alarm systems.

Pupils are given instruction by their form teachers during the first week of the Autumn term or at other times if joining the school mid-year, on the actions to be taken in the event of a fire. Teachers use the first week of term to familiarise new pupils with the school premises. This includes walking all of the possible fire exit routes, particularly those that may not normally be used.

Fire evacuation practices are planned and delivered each term to evaluate and develop the effectiveness of the school's evacuation procedures.

The findings of the evacuation practices and other fire safety events are reported to staff through the completion of a short report by the Headteacher in consultation with others, which is circulated to the Staff. A summary of incidents and events will be reported at the Health and Safety Committee along with any conclusions and remedial actions recorded and implemented. Minutes of these meeting should be available for inspection.

Evacuation Procedures

The full evacuation procedures which are to be followed in the event of a fire alarm are detailed in the Fire Evacuation Procedures. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. A summary of this information, the Fire Instruction Notice can be found adjacent to each Fire Call Point and other prominent locations throughout the premises. Further information for visitors can be found in the Safeguarding and Site Information Leaflet in Reception.

Smoking

Smoking can be a major source of fires. Smoking on the School's premises is prohibited.

Broomfield House School

FIRE EVACUATION PROCEDURES

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

The Headteacher/Head of School are responsible for the Fire Safety of the whole school.

Monitoring and Review:

- ✓ This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- ✓ The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Last reviewed: September 2021
Next review: September 2022

This document details the fire evacuation procedures in operation at Broomfield House School. The document is split into a number of sections which are as follows:

A. Action in the Event of a Fire.

B. Fire Alarm Response Procedures

C. Procedures at the Assembly Point

D. Persons with Mobility or Sensory Impairment

E. Fire Fighting Equipment

F. Fire Action Notices

A. Action in the Event of a Fire

1. The first priority after discovering a fire is to raise the alarm by operating the nearest Fire Call Point. This will warn other occupants so they can evacuate the building safely. Fire call points can be found at each storey exit and final exit doors.

2. Once you have raised the alarm, please leave the building to a place of safety, using the nearest available safe evacuation route. Pupils, staff and all others must make their way to the primary Assembly Point within the playground (See Appendix A).

3. When evacuating, all staff should calmly check the immediate area to ensure all persons are responding to the evacuation. Nominated 'Sweepers' will check specified areas.

4. All visitors and contractors should assemble at the primary Assembly Point within the playground (Top Patch), reporting to the appropriate Fire Marshal.

5. Persons with mobility or sensory impairment will be covered by a pre-determined PEEP (Personal Emergency Evacuation Plan). Those with responsibilities for implementing a PEEP should respond promptly.

6. Outside of normal School hours and during one-off events or activities please follow the instructions given and the direction of nominated fire marshals and other senior staff. In the absence of specific instruction go to the playground.

7. As soon as you are in a safe environment please inform the Headteacher/Head of School or her/his Deputy or a senior member of staff that you:

    a. discovered the fire;
    b. operated the fire alarm and;
    c. any other relevant information.

B. Fire Alarm Response & Evacuation

The School have a very low rate of unwanted fire signals. This together with the age and complexity of the buildings, and the limitations of the fire system, will mean that the School will call the Fire Service using the '999' system to all unplanned fire evacuations.

Even though the School is covered by the Hughes Security (Custodian) monitoring service, the School must call 999.

1. Office Staff

a. Office staff should gather all essential fire folders from the school office, and/or grab bag and move to the Assembly Point on the Top Patch.

b. Office staff should report to the Headteacher/Head of School and should assist in accounting for staff and visitors while teachers stay with classes and ensure that all pupils and staff are accounted for.

c. The Office Staff should call the Fire Service using the 999 system and inform the Headteacher/Head of School when this is done. The school will NOT rely on the automatic monitoring service.

2. School Incident Manager (SIM) Responsibilities

a. The duties of the School's Incident Manager will be undertaken by the Administration Manager or other nominated Senior Manager. The SIM will confirm that the Fire Service have been called.

b. The SIM will ensure effective liaison with on-coming emergency vehicles. The SIM will wear a high-visibility tabard which will be by the fire panel. The SIM will ensure the main School gate(s) are open and await the arrival of the Fire Service.

c. The 'fire alarm' will be left sounding until the Fire Service has attended, in which case **only** the Fire Service Incident Commander will authorise silencing the alarm. The system must never be reset if the Fire Service has been called.

d. A 'fire folder' containing essential site-specific information will be held at Reception / School Office and made available to the oncoming Incident Commander.

e. The SIM will co-ordinate information from all sources to ensure the Fire Service get accurate, timely and factual information. The following sources should be prepared to give regular updates:
    i. Fire Marshals on the progress of accounting for all persons;
    ii. The initial investigation team on exact location of incident along with any other relevant facts;
    iii. Key staff as requested, maintenance, catering, medical, etc.

f. **Alternative Assembly Area** - Based on this information the Incident Manager will carry out a Dynamic Risk Assessment and consider the safety of staff and pupils to ensure the Assembly Area is a viable and a safe location given the nature of the incident, wind direction and likely firefighting operations.

C. Procedures at the Assembly Points

1. The Headteacher/Head of School or nominated deputy will attend Assembly Point '**A**' (Top Patch) wearing a high visibility tabard. They will be responsible for accounting for all persons on site.

2. The SIM's first task is to ensure that the Assembly Points are safe and will not be affected by fire, smoke or radiated heat. If there is any doubt, then their first action should be to re-direct the evacuating persons to a safer area within close proximity.

3. During an evacuation located at the Assembly Point (Top Patch), pupils will line up by class in their normal locations. (see muster points).

4. All School Staff that are **not** involved in accounting for pupils, all visitors and contractors are to report to the Assembly Point under the direction of the Deputy Fire Marshals currently the Headteacher, Deputy Head and Head of Early Years. All staff, visitors and contractors are to report to the Headteacher/Deputy Fire Marshals and **not** expect the Deputy Fire Marshal to find and account for them.

5. Outside normal School hours' personnel must wait at the Assembly Points for a senior member of staff who will assume the role of School Incident Manager or await the arrival of the Fire Service. The organiser of the event or activity must take the procedures set out in this policy into account when carrying out their risk assessment

D. Persons with Mobility or Sensory Impairment

1. When considering the evacuation of those with disabilities measures are often considered for those in wheelchairs but not those with sensory impairment and mobility impairment such as would be found with a pupil using crutches after sustaining a broken leg.

2. The evacuation of any persons that cannot evacuate as easily and as fluidly as the general community will be covered by a Personal Emergency Evacuation Plan (PEEP), specifically drawn up for the individual concerned. It is recognised that for the plan to be realistic it must involve the individual and others that will be involved in the process. The following staff will be responsible for ensuring a suitable PEEP is in place for either pupils or staff that have specific needs:

    a. Pupils = The Deputy Head (Pastoral);
    b. Staff = The Administration Manager.

3. Formal consideration for the potential of disabled persons who might attend events at the School must be applied by the organiser of any event or activity during the risk assessment process. Technical advice and training on the process of evacuation and resource such as Evac Chairs must be considered.

4. It is important to remember that not all people who have disabilities are wheelchair bound. People with sensory or mobility impairment might just need some additional time and the support of a recognised and appointed 'Buddy' to achieve a safe evacuation. This methodology still constitutes a PEEP and should be properly documented.

5. On arrival visitors that may need assistance should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor must ensure the visitor's safety in the event of an emergency evacuation.

6. Wherever possible (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked or the person is above ground floor, wheelchair users must be either assisted by an appointed "buddy" or other third party.

7. When evacuating the upper floors of the buildings, any person unable to leave without assistance should wait for assistance in the refuge areas.

8. The use of the term "Refuge" is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken.

9. A "Refuge" is **not** a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait such as in the lobby of a protected stairwell. Lifts must not be used during an emergency evacuation

E. Fire Fighting Equipment

1. The priority for all staff is the safe evacuation of all persons on site. Staff should not attempt to use firefighting equipment if it would impact and delay the efficient evacuation of occupied buildings.

2. Firefighting equipment has been strategically located across the site and consists of the following items: Water, CO2 and Foam Extinguishers and Fire Blankets.

3. It is important that only staff who have been given training and feel confident to operate such equipment attempt to extinguish any fire.

4. Extinguishing fire is dangerous and, whilst there are numerous variables that will affect how the fire behaves, if the fire is any bigger than the dimension of a small office chair, it should be left alone and the area evacuated. If possible close doors to contain the fire and stop it spreading to other areas.

5. If a small fire has been successfully extinguished, the fire service must still be called. When you request their attendance explain that the fire has been extinguished but you request they attend to ensure that the situation is safe.

F. Fire Action Notices

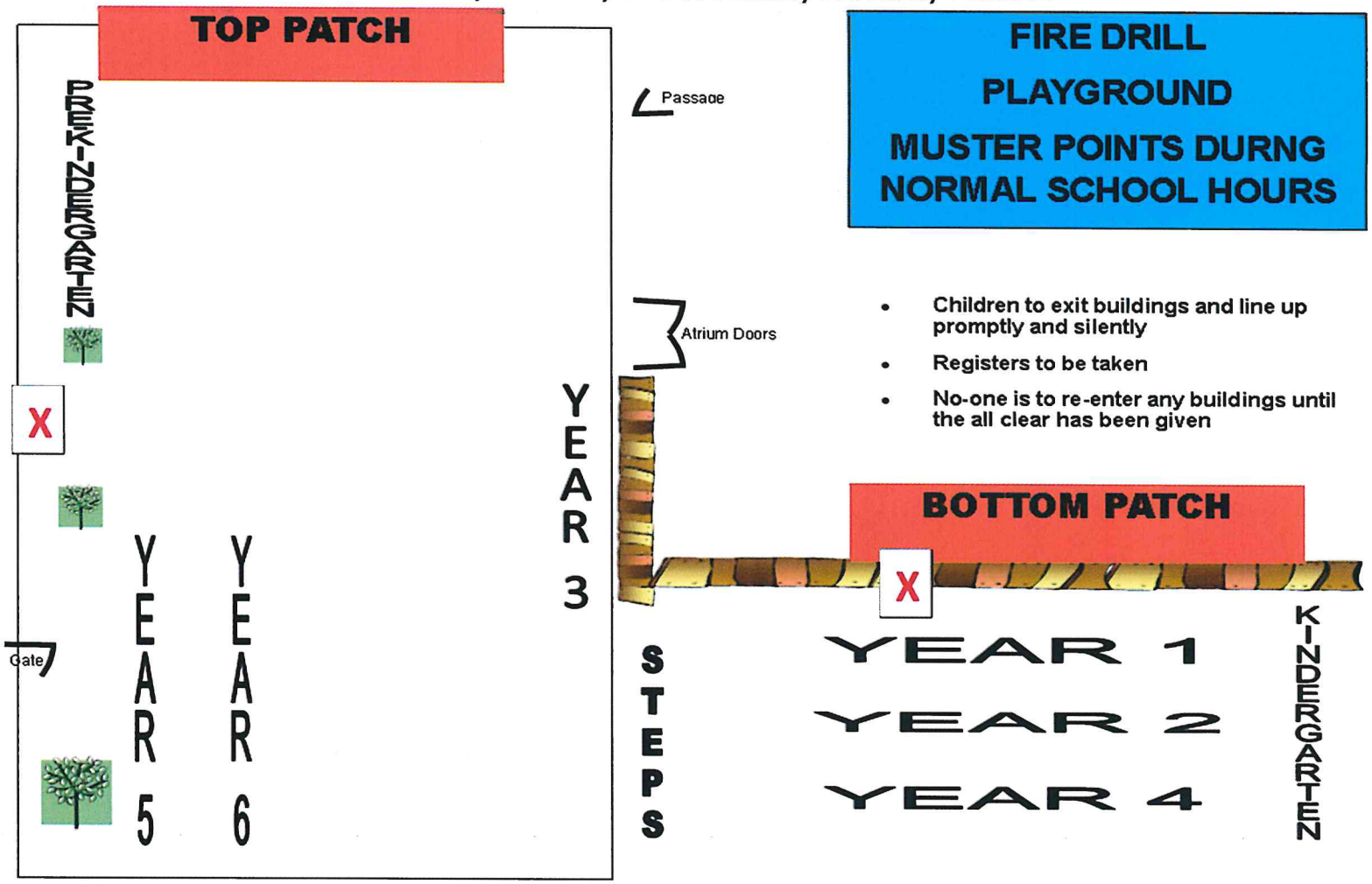
1. A Fire Action Notice will be affixed adjacent to all Fire Call Points and in a prominent position in all areas, classrooms and other circulation space as deemed appropriate.

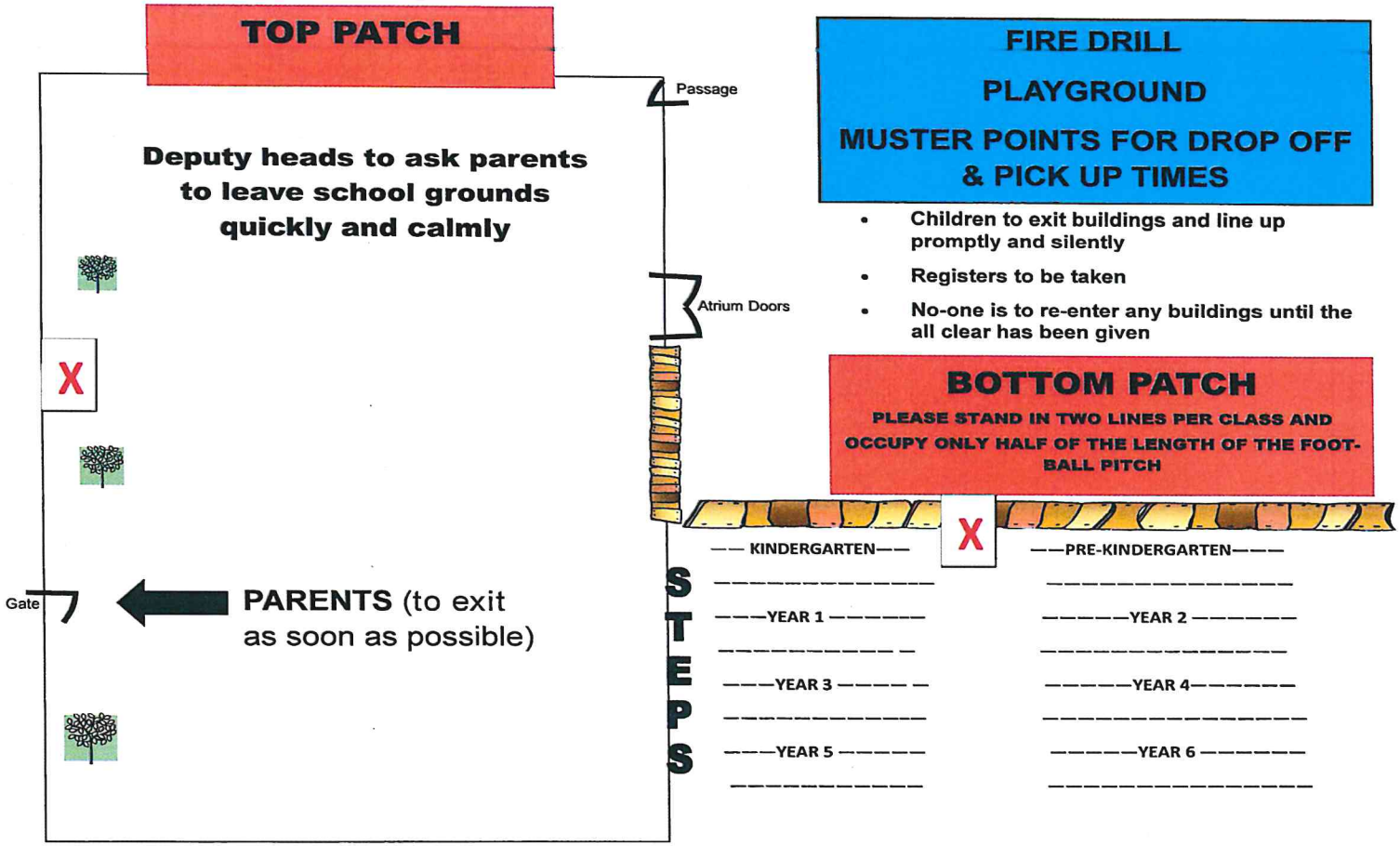
2. Written instructions for visitors can be found in the **Safeguarding and Site Information Leaflet** offered in our main Reception.

3. Fire instructions will also be included in programmes for any production or special event that the School stage.

4. Contractors will receive a contractor's pack and additional information on 'Hot Works'

APPENDIX A – MUSTER POINTS – Primary Assembly and Secondary Assembly Points X




TOP PATCH
Passage
Deputy heads to ask parents to leave school grounds quickly and calmly
Atrium Doors
X
Gate
PARENTS (to exit as soon as possible)
FIRE DRILL
PLAYGROUND
MUSTER POINTS FOR DROP OFF & PICK UP TIMES
• Children to exit buildings and line up promptly and silently
• Registers to be taken
• No-one is to re-enter any buildings until the all clear has been given
BOTTOM PATCH
PLEASE STAND IN TWO LINES PER CLASS AND OCCUPY ONLY HALF OF THE LENGTH OF THE FOOT-BALL PITCH
X
KINDERGARTEN
PRE-KINDERGARTEN
STEPS
YEAR 1
YEAR 2
YEAR 3
YEAR 4
YEAR 5
YEAR 6

24. TRAINING AND DRILLS

24.1 Are all staff given adequate fire safety instruction and training on induction? Yes [√] No [ ]

Comments:

24.2 Are all staff given adequate periodic "refresher training" at suitable intervals? Yes [√] No [ ]

Comments:

Regular updates should be given to Staff with consideration given to a dedicated Notice Board accordingly.

24.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?	Yes [√]	No [ ]
The fire safety measures in the building?	Yes [√]	No [ ]
Action in the event of fire?	Yes [√]	No [ ]
Action on hearing the fire alarm signal?	Yes [√]	No [ ]
Method of operation of manual call points?	Yes [√]	No [ ]
Location and use of fire extinguishers?	Yes [√]	No [ ]
Means for summoning the fire and rescue service?	Yes [√]	No [ ]
Identity of persons nominated to assist with evacuation?	Yes [√]	No [ ]
Identity of persons nominated to use fire extinguishing appliances?	Yes [√]	No [ ]

Comments:

24.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A [ ] Yes [√] No [ ]

Comments:

Names of all Fire Wardens / Marshalls should be retained with this assessment and clearly displayed (as appropriate) within the School itself.
Where appropriate / necessary training should include specialist evacuation procedures with individual P.E.E.P's (Personal Emergency Evacuation Plan) prepared where necessary / appropriate)

24.5 Are fire drills carried out at appropriate intervals? Yes [√] No [ ]

Comments:

A minimum of two off Fire Drills must be carried out per annum with results formally recorded within the "Fire Log Book" accordingly.

24.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A [√] Yes [ ] No [ ]

Is it ensured that the employees are provided with adequate instructions and information? N/A [ ] Yes [√] No [ ]

Comments:

25. TESTING AND MAINTENANCE

25.1 Adequate maintenance of premises? Yes [√] No [ ]

Comments and deficiencies observed:

25.2 Weekly testing and periodic servicing of fire detection and alarm system? Yes [√] No [ ]

Comments and deficiencies observed:

Weekly testing of all Manual Break Glass Call Points should be carried out (in rotation) with all details recorded within the "Fire Log Book" accordingly.

25.3 Monthly and annual testing routines for emergency escape lighting? Yes [ ] No [ ]

Comments and deficiencies observed:

Monthly "functional" b(or "flick" tests) should be carried out with all details recorded within the "Fire Log Book" accordingly.

25.4 Annual maintenance of fire extinguishing appliances? Yes [√] No [ ]

Comments and deficiencies observed:

Last tested Feb. 2021 (next due Feb. 2022)

25.5 Periodic inspection of external escape staircases and gangways/pathways? N/A [ ] Yes [√] No [ ]

Comments observed:

Regular checks of all external escape routes should be made to ensure they remain free from obstruction (including vegetation)

25.6 Routine checks of final exit doors and/or security fastenings? Yes [√] No [ ]

Comments:

Regular checks should be made of all Fire Exit Door Furniture for correct operation with any corrective / remedial action undertaken accordingly.

25.7 Other relevant inspections or tests:

Comments:

26. RECORDS

26.1 Appropriate records of:

Fire drills? N/A [ ] Yes [√] No [ ]

Date of last Fire Drill :.....

Fire training? Yes [√] No [ ]

Date of Fire Training :.....

Fire alarm tests? N/A [ ] Yes [√] No [ ]

Date of last Test :...26th Oct. 2021.

Emergency escape lighting tests? N/A [ ] Yes [√] No [ ]

Date of last Test :...26th Oct. 2021

Maintenance and testing of other fire protection equipment? N/A [ ] Yes [√] No [ ]

26.2 Comments:

27. FIRE RISK ASSESSMENT

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

Potential consequences of fire ⇒ Likelihood of fire ⇓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

Low ☐ **Medium** ☑ **High** ☐

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

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

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

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

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

Slight harm ☑ **Moderate harm** ☐ **Extreme harm** ☐

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

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

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

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

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ **Tolerable** ☑ **Moderate** ☐ **Substantial** ☐ **Intolerable** ☐

Comments:

The designation 'Tolerable' has been given to these premises.

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

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	**No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.**
Moderate	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.
Substantial	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.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

28. ACTION PLAN

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

Tolerable [√] **Moderate** [ ]

Definition of priorities (where applicable):

An item designated '**A**' requires immediate action.

An item designated '**A**' requires action within 12 weeks or sooner.

An item designated '**B**' requires action within 24 weeks or sooner.

An item designated '**C**' requires action within 12 months.

	Priority (where applicable)	**Action by whom**	**Date action taken**
1.			
2.			
3.			
4.			
5.			
6.			
7.			