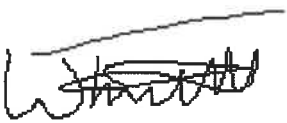


Fire Risk Assessment (FRA)



E7017 : Springhead School

26th March 2021

FRA Contact Officer:	Wayne Thickett – Health and Safety Risk Advisor (HandS Service NYCC)	
FRA Contact Details	HandS Service, County Hall. Northallerton, DL7 8AE. 01609 532545.	
Premises contacts during Assessment:	Jan Johnson – Deputy Headteacher	
Assessor's Signature:		
The findings detailed in this assessment report relate only to the operations observed within the scope and times of the assessment.		

FIRE RISK ASSESSMENT

1 Premises particulars

Premises Address: Barry's Lane, Seamer Road, Scarborough, North Yorkshire	Use of Premises during normal hours: Education: Special School
Postcode: YO12 4HA	Use of premises outside of normal hours sub-lettings e.g. community group, lunchtime choir etc.: No lettings at the time of the assessment
Tel: 01723 367829	
Date of Risk Assessment: 18 th March 2021	Recommended review date: March 2022
Responsible Person: Acting Headteacher: Sue Rose	Deputy Headteacher: Mrs J Johnson

2 General description of premises

Description of building construction The school is made up of four structures. The main build was constructed in 1972 and is made up of bricks and timber with tiled pitch roof. There is a bungalow that is used as a staff area, which is also brick with pitched tile roof, a pool plant shed and a PCU.			
Brief summary of any structural features which may assist the spread of fire (open staircases, openings in walls ceilings etc.): The school is quite old and not up to current building standards, but it is not considered practical for many older buildings such as this to achieve full compliance with the current Building Standards due to their age and structural form.			
If there are Dangerous Substances (Classed as Explosive, Oxidising, Highly Flammable or Flammable) and will include: Petrol, LPG, Acetylene, Paints, Thinners, Varnishes and Dusts produced in machining and sanding) - Has a Risk assessment been carried out as required by the Dangerous Substances & Explosive Atmospheres Regulations (DSEAR)? Oxygen cylinders for 2 x pupils stored in cabinets, risk assessments in place.			
Occupancy		Size	
Times the Premises are in use: 0730 – 1900 (Pupils working day: 0900 – 1500)		Building footprint (Metres x Metres):	1049M ²
Approx. number of Employees:	40	Number of floors:	All buildings are single storey
Approx. number of members of the public	0 - 10	Number of Staircases:	N/A
Approx. number of students/service users	54		
Disabled persons: This is a specialist school and therefore there are pupils who have restricted mobility. All have EHCPs in place.		Lone or remote workers: NYCC Caterers who have their own procedures. The school does have lone working procedures.	
Sleeping risk – (Fire Service Aware?) N/A		Young persons (work experience): No plans for work experience this academic year. The school has Work Experience on occasion. The Head Teacher gives a verbal induction and walk round. The placement then works with a mentor for the duration.	

2a**Action Plan**

The fire management arrangements within Springhead School are well managed. However it is recommended that the actions below are addressed as and when possible:

Ref no	Issue and Action Required	Priority	Responsible Person	Completion Date
9.8	Where the microwave is located in the right hand PCU classroom the school should install a fire blanket in close proximity (but not above).	H		
3.10	Currently the staff and visitors registers are printed out in the event of an evacuation, this could slow evacuation or may not be possible at all times. School should consider whether electronic registers are able to be accessed via tablet or mobile phone.	M		
6.5	Contractor testing of the fire alarm is identified on most recent record located as only having been 50% tested in June 2020. It is recommended school follow up to ensure fire alarm testing is up to date.	M		
7.3	It is recommended that the door to Class 7 has the intumescent strip replaced by a competent person.	M		
7.8	It is recommended that the blind on the vision panel of the door between Class 4 and the neighbouring room is either kept open, removed or moved to the opposite side of the door in order to allow occupants in Class 4 to see into the next room during a fire evacuation.	M		
3.2, 6.3	No fire safety procedure/policy seen. JJ confirmed as in handbook and accessible via Sharepoint by all staff. It is recommended that a copy be kept locally in the fire folder. School should ensure the procedure for raising the alarm in the bungalow if the alarm sounds in the main building and vice versa is reflected in the fire safety procedures.	L		
5.6	Staff provide personal electrical items for visual inspection if needed to be used on the school site. It is recommended that a record be kept of these visual inspections.	L		
6.2	It is recommended that the school consider numbering call points to make it easier to confirm all call points are tested throughout the cycle.	L		
10.3	The school has a couple of bins stored at the front of the school near the main entrance. Bins can be a target for arson and if placed close to buildings the fire can spread into the building easily. The school if possible should aim to locate bins away from the building and in a secure area where possible to deter arson. It is important to ensure bins are emptied regularly and not overfilled. It is noted that street lighting and being on a public road may act as deterrent to some extent.	L		

Some comments are not considered to be requirements under the Regulatory Reform (Fire Safety) Order 2005 and are therefore regarded as advisory.

They may, however, fall under legislation which is not enforced by the Fire and Rescue Service.

3 Management arrangements					
	Question	Y	N	N/A	Comments/deficiencies
3.1	Is there a fire management folder or electronic file?	X			The school uses the HandS folder.
3.2	Is there a suitable fire procedure and emergency evacuation plan? The emergency services response has been considered in the plan?		X		The school has a fire safety procedure, not seen, recommended to include in fire folder. Confirmed as being located on Sharepoint. Fire and Rescue Services are stationed in Scarborough.
3.3	Fire drills are undertaken regularly (recommend termly) and detailed records kept?	X			Due to the type of provision school have opted to carry out drills six monthly. Staff only fire drill carried out 23/03/2021 with two previous drills one for whole site one for staff only in Autumn term, records seen in folder.
3.4	What is the evacuation strategy, simultaneous, progressive or delayed?	X			The premises employ a simultaneous evacuation procedure for the occupants, staff and visitors to the building.
3.5	Are there clearly marked fire assembly points? How many?	X			There are 4 assembly points with the school due to its nature and layout. These are signed. A member of staff moves between all assembly points to ensure all are accounted for.
3.6	In shared premises is there good communication with other building users on fire?			X	Adjacent to Thomas Hinderwell academy, school can hear alarm. School would inform if fire broke out. Consideration should be made of a reciprocal arrangement to communicate should either site have a fire.
3.7	Are there suitable out of hour's arrangements for emergencies?	X			The alarm panel is not connected to an Alarm Receiving Centre or the Fire and Rescue Services. The key holders are: Head Teacher, Deputy Head Teacher, School Business Manager and Caretaker.
3.8	Are Fire Safety conditions imposed on contractors?	X			ATW/COW systems are in place and followed at all times.
3.9	Are there suitable arrangements in place to manage any hot works either in house or by contractors? E.g. hot work permits	X			There is an expectation to ensure hot work permits are in place. All possible "hot work" situations would be carried out by NYCC Contractor. The school needs to consider the procedure if a contractor does not have their own.
3.10	Are there specific persons nominated to assist with evacuation?	X			During an evacuation, the office manager takes out the registers and prints out the inventory signing in record school to investigate whether electronic means to identify. Staff assist with pupil evacuation. This should be reflected in the fire policy/procedures.
3.11	Are Personal emergency evacuation plans (PEEPs) implemented for those requiring assistance?	X			Personal emergency evacuation plans (PEEP) are in place for any persons requiring one.
3.12	Where a prior history of fires is known have associated control measures been implemented to prevent further issues?	X			No fires in the past 10 years.
Notes	Required to complete 3.2 and 3.10				

4 Training					
	Question	Y	N	N/A	Comments/Deficiencies
4.1	Is there a suitable fire induction in place for staff and others working in the building and are records kept?	X			The Senior Leaders carries out all inductions which includes the emergency procedures in the event of a fire or hearing the fire alarm. The staff also receive a staff handbook that has the emergency procedures contained within. Inductions are recorded via new staff records.
4.2	Are fire wardens appointed and provided with specific training? Are their roles defined in the plan?		X		Acceptable given size of school. Are aware of who is on site, strict signing in process and due to provision have a large number of staff to pupils.
4.3	Are there records of fire training for staff? Are staff roles defined in the plan?	X			The staff received training on the 20/01/2020, delivered by HandS advisor.
4.4	Are staff provided with refresher training and updates at suitable intervals?	X			This is refreshed every three years as recommended by Health and Safety Teams in NYCC.
Notes					

5 Fire Hazards – Gas and Electrical systems					
	Question	Y	N	N/A	Comments/deficiencies
5.1	Are there adequate means of protection from ignition sources? e.g. electrical cupboards	X			This was good at the time of the assessment.
5.2	Electrical fixed installations are periodically inspected and tested (every 5 years)?	X			The hardwire test was completed 1 st June 2018 by Calbarrie
5.3	Electrical equipment relying on maintenance for continued safety e.g. Extractor fans, dampers, Air Conditioning Systems, etc. is routinely inspected & maintained?	X			The servicing of these products was completed in line with the MASS SLA. Air conditioning – 09/12/2020 Kitchen extraction – 05/01/2021 (Northern Hygiene). Fan Convectors – 07/08/2020. Records taken from Concerto.
5.4	Portable electrical appliances are regularly inspected and tested?	X			The PA Testing was completed 17/09/2020.
5.5	Safe management of trailing leads and adaptors to prevent damage/overloading?	X			Good at the time of the assessment.
5.6	Is there managerial control of personal electric items?	X			Senior Leaders carry out a visual inspection and authorises use of items. Intend to record. Would be included on the PAT testing schedule if necessary.
5.7	Are fixed gas heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?	X			Gas boiler checked annually by NYCC Contractor. This was last serviced at the time of assessment on the 03/02/2021.
5.8	Is access to all plant rooms restricted and are all plant rooms free of storage?	X			This was in good order.
5.9	Are all cooking processes properly supervised, are deep fat fryers,			X	Food is cooked off site (St Martin's) and served from a hotplate.

	ovens and other catering equipment regularly checked for defects, and cleaning routines followed?				
5.10	Are emergency cut offs clearly signed at source and on fire zone plan? Including kitchens, DT, science.	X			Deputy Headteacher confirms it is known where these are although records of these could not be located at the time of the assessment.
5.11	If open flame sources are used in the premises are they suitably managed?	X			Very occasionally, used under full adult supervision and extinguished before the room is vacated.
5.12	Management of portable heaters is acceptable?	X			Managed at the discretion of the responsible person. Portable heaters seen at the time of the assessment were PA tested.
5.13	Where a lightning protection system is fitted is it adequately maintained? annually			X	
Notes	Required to complete 5.6				

6 Fire safety systems					
	Question	Y	N	N/A	Comments/deficiencies
6.1	Does the premises have suitable means of warning in case of fire (i.e. automatic fire detection, break-glass system, other)	X			The school has the following fire protection systems: 2 x Fire Control Panel 16 x heat detector 13 x manual call points 20 x smoke detectors The alarm within the Bungalow is individuals shouting 'fire'. This would be heard in all areas of the bungalow. There are domestic smoke detectors installed in this area.
6.2	Is the fire alarm system tested weekly using a different call point, and are the results of the tests recorded?	X			In-house alarm testing has been carried out. 19/03/2021 last test recorded. Unclear as to whether all the call points are being tested in the cycle due to numbering system.
6.3	Can the alarm be heard throughout the premises?	X			The fire alarm is audible in the main building. The alarm in the PCU is signalled in the main building by a flashing light, sometimes it is audible and staff contact the main building via phone. The bungalow is typically unoccupied with the exception of lunch times, the procedure for alerting the bungalow and PCU should be included in the fire procedure.
6.4	Is the system linked to a monitoring company?		X		Not linked to Fire and Rescue Services or Alarm Receiving Centre.
6.5	Are records kept of regular maintenance?		X		At the time of assessment, the alarm had been serviced last on 24/06/2020 identified as a 50% service.
6.6	Are the panel(s) appropriately located?	X			This is located in the entrance to the main building and the PCU.
6.7	Where more than one panel is in place are they interlinked with each other?	X			The main panel displays a light when the alarm is triggered within the PCU. This is only one way. The main panel does not control the alarm though.

6.8	Are there detailed zone plans next to the panel(s)?	X			There is a zone plan next to the fire panel. The main panel plan shows 9 zones.
6.9	Are records kept of false alarms?			X	No recent false alarms. Would record if needed.
Notes	6.2, 6.3 and 6.5 to complete				

7 Means of escape					
	Question	Y	N	N/A	Comments/deficiencies
7.1	Is the premises provided with adequate means of escape?	X			There are sufficient means of escape. All classrooms have 2 or 3 exits all with reasonable distances of travel.
7.2	Do all emergency exit doors open in the direction of escape? (i) Give consideration to the occupancy. (ii) Sliding or revolving doors on escape routes are usually unsuitable)	X			Most doors open with the direction of travel. Two classrooms have sliding fire exit doors, whilst not recommended for primary or secondary escape routes these exits are on mag-locks which release when the alarm sounds, also due to the nature of the school the staffing numbers are large in relation to numbers of pupils and these areas are not always in use. These doors open straight onto assembly point areas. The school have another sliding door in the hall. This door would not be on the primary or secondary escape routes from the hall. The school ensure this door is kept open should the hall be used for events where visitors or a larger number of occupants are in the hall to avoid confusion or difficulties opening in the event it is needed to be in a fire evacuation scenario.
7.3	Are all fire doors fitted with the appropriate fixtures and fittings?	X			At the time of the assessment. Class 7 damaged intumescent strip to door.
7.4	Do exits open easily and immediately where necessary? (e.g. alarm linked door release or acoustic device closes)	X			Many fire doors are fitted with Dorguards which are tested every Friday.
7.5	Is there a reasonable standard of fire safety signs and notices?	X			
7.6	Are security fixtures satisfactory when premises are occupied?	X			The school uses mag-locks to secure the building when in use.
7.7	Are compartmentation and surface linings acceptable?(fire stopping of service penetration) Displays managed?	X			All areas can be sealed by fire doors at reasonable intervals to allow good evacuation times.
7.8	Are all escape routes unobstructed?	X			Escape routes clear of obstructions at time of the assessment. Vision panel in door from Class 4 to adjacent room (escape route) has blind on opposite side of the door meaning unable to see into next area to confirm safe evacuation.
7.9	Dead end and inner room situations are appropriately managed? e.g. (vision panels and/or detection)	X			Dead end to SBM office. Door left open when occupied

7.10	Where refuges are provided are they adequate?			X	
7.11	Are external staircases examined by a competent person at 3 yearly intervals?			X	
7.12	Are external staircases adequately protected?			X	
7.13	Overall Is it possible for all persons to evacuate the premises safely and quickly?	X			Deputy Headteacher confirms safe and swift evacuation is possible due to high levels of testing. Drill timings evidence this.
Notes	Required to complete 7.5				

8 Emergency Lighting					
	Question	Y	N	N/A	Comments/deficiencies
8.1	In the event of failure of the main lighting system, is escape lighting provided to illuminate escape routes? (consider late afternoon on a dark winters day)	X			There is sufficient emergency lighting. There are 13 units of various types.
8.2	Is it tested and maintained regularly? Monthly, annually and records kept?	X			The emergency lighting was serviced on the 24/06/2020 by monks. Emergency lighting in-house testing recorded as being carried out, last recorded 05/03/2021.
Notes					

9 Fixed installation and portable firefighting equipment					
	Question	Y	N	N/A	Comments/deficiencies
9.1	Where a fire suppression system is fitted, misting, sprinklers, gas etc., are they provided with appropriate alarms and adequately maintained?			X	
9.2	Where smoke ventilation or control systems are in place are they tested regularly?			X	
9.3	Are there openable windows, roof vents or other means of ventilation to release smoke from means of escape stairwells, if so are they tested?			X	
9.4	Are automatic fire shutters tested and maintained? What is the procedure for closing?			X	
9.5	Where wet or dry risers are fitted are they adequately maintained?			X	
9.6	Fire extinguishers provided are unobstructed, signed and appropriate to the risk?	X			The number and disposition of extinguishers is considered to be satisfactory.
9.7	Are staff trained to use the firefighting equipment?	X			This was done via the Fire Awareness training carried out February 2020. Staff are encouraged to 'get out and stay out' in the event of a fire rather than fight fires. Care of children once building evacuated is the priority. Extinguishers only to be used

					to enable evacuation of the building if required.
9.8	Is there suitable extinguishing media available? (recommend a Class F Wet Chemical)	X			No wet chemical extinguisher required. Room 2 in Primary microwave in use but no fire blanket.
9.9	Are the extinguishers maintained and records kept?	X			At the time of assessment, the Fire Fighting Equipment was serviced on 03/06/2020 by MacDonald Martin
9.10	Where hose reels are provided are they adequately maintained?			X	
9.11	Is there suitable access for the fire service vehicles?	X			Access for the fire service access is satisfactory.
Notes	Required to complete 9.8				

10 General Premises					
	Question	Y	N	N/A	Comments/Deficiencies
10.1	Is smoking restricted to the designated smoking areas, and are these areas properly managed to prevent unwanted fires in suitable receptacles?	X			No smoking site.
10.2	Are the basic security measures in place suitable to deter acts of arson against the premises?	X			The school has an intruder alarm, external lighting and CCTV.
10.3	Is external waste managed appropriately? And bins kept in a secure location/away from the building.		X		These are stored in close proximity to the building near the front entrance.
10.4	Is the general standard of housekeeping satisfactory?	X			Housekeeping was good at the time of the assessment.
10.5	Where large/abnormal amounts of combustible storage are kept in the premises, are existing control measures adequate?			X	
10.6	Are significant ignition sources separated from combustible or highly flammable materials?	X			Electrical products (including light fittings) should be 1 metre away from combustible items.
10.7	Are firefighting lifts regularly maintained and tested? Weekly, monthly testing, six monthly inspection and annual testing.			X	
Notes	Required to complete 10.3				

Fire Risk Priorities

	Meaning	Priority Action
High	Uncontrolled significant hazards, significant lack of management control, breaches of legal requirements or where reaction times of individuals may be an issue. (e.g. sleeping, disability)	Immediate priority to be actioned within 24 hours to 1 month
Medium	Partial effectiveness of control measures. Outbreak of fire likely to remain confined. Good warning system allowing persons to escape safely.	Medium priority to be actioned within 1-6 months
Low	Adequate control measures in place or minor improvements required	Low priority to be actioned within 6 months -1year

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

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

This Fire Risk Assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005. The assessment applies only to areas of the premises to which the Order is deemed to apply. It does not apply to individual dwellings which fall outside the scope of the Order.

The findings of this assessment are based upon conditions found at the premises at the time the assessment was carried out and on relevant information provided by the 'responsible person' and/or the nominated representative.

It is assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s) and unless otherwise stated, that the premises fire safety equipment, including fire doors and fire resistant partitions and all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.

Limitations of the assessment

Whilst all reasonable inquiries have been made to gather relevant information on the premises and the nature of its use it must be understood that no dismantling of the building's fabric or structure was undertaken during this process. There has been no investigation in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard which reasonably required further investigation.

It is stressed that this fire risk assessment should not be regarded as a structural survey for fire safety purposes; such a survey should only be entrusted to a qualified building surveyor.

The Responsible Person:

This is the person who is deemed to hold ultimate responsibility for compliance with the Order at the premises. This is usually the most senior person in the organisation. For Council run premises this is the Chief Executive with delegated responsibility to the Premises/Business Manager, Head teacher or Senior Manager on the premises.

The 'responsible person' is responsible for compliance with the Order therefore it is important that he or she is clearly aware of their position in this respect. If any doubt exists as to who the 'responsible person' is then legal advice may be necessary to clarify the matter.

Appointed Competent Person(s) to Assist the Responsible Person:

With certain exceptions the Order requires the 'responsible person' to appoint one or more competent persons to assist in managing the fire safety and risk-control measures at the premises. The role of this person(s) should be made clear to them and they must be suitably competent to carry it out. The role may include ensuring adequate testing, maintenance and checks of fire safety systems, equipment and fittings and ensuring that emergency training for any staff is carried out. Additional duties may include matters relating to building inspections and the control and reduction of risks, depending upon the type of residential use.

Where specific findings relating to the duties of the 'responsible person' and/or the 'appointed competent person(s)' are identified during the survey, guidance on remedial action is provided.