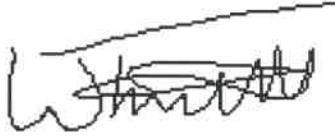


Fire Risk Assessment



Springhead Sixth Form
18th March 2021

Fire Risk Assessor:	Wayne Thickett – Health and Safety Risk Advisor (HandS Service NYCC)	
Contact Details	Mobile: 07973 802034 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: Springhead Sixth Form, Lady Edith's Drive, Scarborough	Use of Premises during normal hours: Primary Educational – non-residential
Post Code: Yo12 5RL	Use of premises outside of normal hours sub-lettings e.g. community group, lunchtime choir etc. N/A
Tel: Main Site - 01723 367829	
Date of Risk Assessment: 18 th March 2021	Recommended review date: March 2022
Responsible Person: Sue Rose (Acting Headteacher) – works from Barry's Lane Site. Appointed On Site Responsible Person: Jan Johnson (Deputy Headteacher)	Caretaker: Kevin Wade – NYCC Facilities Management covers the whole former Raincliffe Site.

2 General description of premises

Description of building construction: Brick and block. Flat felted roof. Single storey building. Part of the former Raincliffe site but no access to the other buildings.			
Brief summary of any structural features which may assist the spread of fire (open staircases, openings in walls ceilings etc.): None Identified.			
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)? None on the Sixth Form site.			
Occupancy		Size	
Times the Premises are in use: School Day 09:00 - 15:00 Staff have access 07:00 – 18:00 (County employed Cleaner on site before this some times)		Building footprint (Metres x Metres):	806.6 sq. m
Approx. number of Employees:	15	Number of floors:	Ground Floor Only
Approx. number of members of the public:	8	Number of Staircases:	0
Approx. number of students/service users:	29		

<p>Disabled persons: All students classed as disabled various disabilities, EHCPs in place which cover fire evacuation as necessary.</p>	<p>Lone or remote workers: NYCC Caretaker employed through County have own procedures. Own cleaner employed, occasional teaching staff, school have own lone working procedure ratified by Governors 16/03/2021.</p>
<p>Sleeping risk – (Fire Service Aware?) None</p>	<p>Young persons (work experience): Rarely, induction carried out by Deputy Headteacher, and work alongside mentor throughout duration. No plans at the current time due to Covid control measures.</p>

2a**Summary of findings – Action Plan**

The fire management arrangements within Springhead Sixth Form is well managed and some issues were addressed at the time of the assessment. 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
6.5	No evidence of the fire alarm being serviced could be located on Concerto and it could not be confirmed whether it had been carried out in the past 12 months. School should confirm whether servicing of the fire alarm has taken place and if not arrange for a competent contractor to carry out relevant servicing.	H		Service done in the Easter Holidays
8.2	No evidence of the emergency lighting being serviced could be located on Concerto and it could not be confirmed whether it had been carried out in the past 12 months. School should confirm whether servicing of the emergency lighting has taken place and if not arrange for a competent contractor to carry out relevant servicing.	H	Sue W will contact Sandra to for clarification on the company who would do the service	
8.2	It could not be confirmed at the time of the assessment whether monthly in-house testing of the emergency lighting had been taking place. School should ensure monthly testing of all emergency lights takes place and records are maintained and up to date.	H	Kevin reports this was not mentioned to him – Sandra will be contacted to arrange training – Sue W	
9.8	It is recommended fire blankets are installed wherever cooking facilities are in use. Therefore school should install fire blankets in the hall space and meeting room where the microwaves are in use.	H	1 provided when fire extinguishers were serviced, other one is now in place.	Completed 09/04/21
9.9	The fire extinguisher annual servicing was overdue. School should arrange for a competent contractor to carry out relevant servicing.	H	Evidence on Concerto seen since identifying carried out on 23/03/2021	Complete
3.3	It is recommended drill records be kept locally in order to ensure up to date and that any necessary actions are followed up.	M		
3.2	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.	L	Copy in Risk Assessment file and in Fire Safety folder	Completed 14/04/21
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		

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			Red folder in use, kept in the reception area. Currently contains in-house alarm testing records. Extended site folder kept in main building managed by NYCC. Fire folder at main Springhead Site.
3.2	Is there a suitable fire procedure and emergency evacuation plan? The emergency services response has been considered in the plan?		X		Fire procedure not seen. Confirmed as in handbook and kept on Sharepoint so staff can access. Emergency Evacuation Plan located in each class room showing evacuation routes. Emergency Services are 5 minutes away in Scarborough town centre area.
3.3	Fire drills are undertaken regularly (recommend 6 monthly) and detailed records kept?	X			Fire drills carried out termly, last sixth form drill records kept at main site 14/01/2020 last record seen, only two records seen for past 2 years. Confirmed by Jan Johnson that a drill was carried out Autumn term. Would be recommended that information also kept locally.
3.4	What is the evacuation strategy, simultaneous, progressive or delayed?	X			Simultaneous at all times.
3.5	Are there clearly marked fire assembly points? How many?	X			1 assembly point in the enclosed court area. Signage in place and directing signs on escape route to assembly point. Key to exit to the rear gate taken out with emergency pack.
3.6	In shared premises is there good communication with other building users on fire?	X			Building separate from the adjacent buildings which are currently unoccupied. Would contact NYCC in the event of a fire.
3.7	Are there suitable out of hours arrangements for emergencies?	X			Fire alarm is not linked to a monitoring company. Caretakers contact details noted at gate.
3.8	Are Fire Safety conditions imposed on contractors?	X			School uses ATWs forms for contractors.
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			The school would ensure the use of hot work permits should they be required.
3.10	Are there specific persons nominated to assist with evacuation?	X			All staff assist with evacuations. School have an emergency evacuation pack including emergency contacts, high vis jackets, keys for the back of the MUGA etc. This is taken out by admin staff. This should be reflected in the fire safety procedure.
3.11	Are Personal emergency evacuation plans (PEEPs) implemented for those requiring assistance?	X			Deputy Headteacher confirms all students have EHCPs and relevant assistance is in place for those who need to.
3.12	Where a prior history of fires is known have associated control measures been implemented to prevent further issues?			X	No known history of fires.
Notes	3.2 and 3.3 to complete				

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			Depends on staff and who is available, admin carry out inductions for lunchtime staff, Deputy HT carries out teacher induction and TA inductions carried out by HLTAs. Confirmed as recorded by Jan Johnson.
4.1	Are fire wardens appointed and provided with specific training? Are their roles defined in the plan?			X	Due to the needs of the students all staff accompany and assist with evacuations.
4.2	Are there records of fire training for staff?	X			Delivered to sixth form site on 02/12/2019 by HandS advisor.
4.3	Are staff provided with refresher training and updates at suitable intervals?	X			This should be refreshed every 3 years as per NYCC HandS recommendation.
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			The cupboard housing the electrical distribution boards was secure at the time of the assessment.
5.2	Electrical fixed installations are periodically inspected and tested (every 5 years)?	X			September 2017.
5.3	Electrical equipment relying on maintenance for continued safety e.g. Extractor fans, dampers, Air Conditioning Systems, etc. is routinely inspected & maintained?	X			Servicing is carried out through MASS. Air conditioning serviced 11/02/2021 by HCS.
5.4	Portable electrical appliances are regularly inspected and tested?	X			Completed September 2020
5.5	Safe management of trailing leads and adaptors to prevent damage/overloading?	X			On the whole this was good.
5.6	Is there managerial control of personal electric items?	X			Staff must provide any personal items to SLT for a visual inspection prior to use. Not been recorded previously.
5.7	Are fixed gas heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?	X			Linked into the main site which is managed by NYCC.
5.8	Is access to all plant rooms restricted and are all plant rooms free of storage?	X			Hot Water storage tank in secure room. Main plant room in adjacent building, managed by NYCC.
5.9	Are all cooking processes properly supervised, are deep fat fryers, ovens and other catering equipment	X			Domestic appliances clean, no deep fat fryer. Staff room kitchen only.

	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			2 x cut off points seen. 1 in kitchen area and 1 in electrical cupboard.
5.11	If open flame sources are used in the premises are they suitably managed?	X			Candle used as part of worship and science extinguisher, under full supervision matches/lighter kept securely out of reach of children and extinguished prior to room vacated.
5.12	Management of portable heaters is acceptable?	X			Managed at the discretion of the responsible person and plugged directly into wall sockets.
5.13	Where a lightning protection system is fitted is it adequately maintained? annually	X			NYCC responsible for servicing, Horizon carried out 09/07/2020, believed to be on the adjacent building.
Notes	5.6 to complete				

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			3 break glass points. Audible alarm – easily heard throughout. Visual alarm (red light) in part of the building.
6.2	Is the fire alarm system tested weekly using a different call point, and are the results of the tests recorded?	X			Weekly testing carried out by caretaker last recorded at the time of the assessment on the 17/03/2021. Records kept in the red folder. All three call points tested each week.
6.3	Can the alarm be heard throughout the premises?	X			Confirmed as easily heard throughout building.
6.4	Is the system linked to a monitoring company?		X		Not connected to an alarm receiving centre.
6.5	Are records kept of regular maintenance?		X		Part of NYCC contract via MONKS. Concerto records show last servicing carried out 4th January 2019.
6.6	Are the panel(s) appropriately located?	X			Located in the reception of the adjacent building. School do not access.
6.7	Where more than one panel is in place are they interlinked with each other?			n/a	
6.8	Are there detailed zone plans next to the panel(s)?			n/a	Emergency evacuation route located in each room.
6.9	Are records kept of false alarms?	X			Would be recorded at main site, none in the last academic year.
Notes	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			The premises has adequate means of escape.
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			Doors open in the direction of travel. Exit door in SF2 classroom is not used as a means of escape due to high drop.
7.3	Are all fire doors fitted with the appropriate fixtures and fittings?	X			Doors sampled fitted with appropriate fixtures.
7.4	Do exits open easily and immediately where necessary? (e.g. alarm linked door release or acoustic device closes)	X			Maglocks require fob to escape, staff have fobs on them at all times. Fob kept at each door as well. Main gate requires fob however key for egress through back of assembly point taken out during evacuation.
7.5	Is there a reasonable standard of fire safety signs and notices?	X			Good standard of signage.
7.6	Are security fixtures satisfactory when premises are occupied?	X			Perimeter fencing is in place with maglocked gate.
7.7	Are compartmentation and surface linings acceptable? (fire stopping of service penetration) Displays managed?	X			Good.
7.8	Are all escape routes unobstructed?	X			Good at the time of the assessment.
7.9	Dead end and inner room situations are appropriately managed? E.g. (vision panels and/or detection)	X			Kitchen has detection, fire blanket and extinguishers. Medical room has a vision panel.
7.10	Where refuges are provided are they adequate?			N/A	
7.11	Are external staircases examined by a competent person at 3 yearly intervals?			N/A	
7.12	Are external staircases adequately protected?			N/A	
7.13	Overall is it possible for all persons to evacuate the premises safely and quickly?	X			Deputy Headteacher confirms due to staffing levels evacuation is swift and safe. Drill timings evidence this.
Notes					

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			Some emergency lighting on site.
8.2	Is it tested and maintained regularly? Monthly, annually and records kept?		X		No records seen of in-house testing but believed to be being carried out. Annual servicing carried out through NYCC along with adjacent buildings records on Concerto identify last serviced 4 th January 2019.
Notes	Required to complete 8.2				

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) 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 there automatic fire shutters on the kitchen serving hatches? Are they 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			Extinguishers located appropriately.
9.7	Are staff trained to use the firefighting equipment?	X			This was touched on via the Fire Awareness training. 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			Class F wet chemical extinguisher not required at this time. Fire blanket needed for hall space and meeting room where microwaves are located.

9.9	Are the extinguishers maintained and records kept?		X		At the time of the assessment extinguishers last serviced January 2020.
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 kept clear at all times. Fire service aware post code refers to appropriate block on site.
Notes	Required to complete 9.8 and 9.9				

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 policy on site. Staff and visitors should be made aware.
10.2	Are the basic security measures in place suitable to deter acts of arson against the premises?	X			Perimeter fencing and intruder alarm. NYCC CCTV in place for neighbouring buildings may deter trespassers.
10.3	Is external waste managed appropriately? And bins kept in a secure location/away from the building.	X			Bins are kept in designated area in staff car park.
10.4	Is the general standard of housekeeping satisfactory?	X			Very 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	No abnormal combustible storage.
10.6	Are significant ignition sources separated from combustible or highly flammable materials?	X			Keep electrical units clear of combustibles to a distance of at least 1m.
10.7	Are firefighting lifts regularly maintained and tested? Weekly, monthly testing, six monthly inspection and annual testing.			X	
Notes					

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.