

# Fire Safety Risk Assessment

Conducted for



**FIRST RESPONSE  
FIRE SAFETY UK**



**Completed on**  
13<sup>th</sup> February 2017

**Premises**  
Aldenham School, Woodrow House.

## **Disclaimer**

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made. Information on the latest workers compensation and OHS / WHS laws can be found at the relevant State WorkCover/WorkSafe Authority.

## **Confidentiality Statement**

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

<b>Business Information</b>		
<b>Assessment address</b>		Aldenham School, Woodrow House.
<b>Building Overview</b>		
The client occupies the whole or part of the building	Whole	Woodrow House is a detached brick built building on the Aldenham school site.
The main use of the building is	Teaching establishment	School
The building is	Detached	Detached brick built on the Aldenham school site
Estimated size that the client occupies in square feet	0-2000	
The building has SINGLE or MULTI-OCCUPANCY? (i.e. Does the client share an emergency exit route with another occupant)	Single occupancy	
If Multi occupancy.... Does cooperation exist between all responsible persons?	N/A	
<b>Building details</b>		
The number of floors above and including access level is? (This is for the whole building)	2	Ground and first floor detached building.
The number of basement floors is	None	
The type of construction of the building is	Traditional	
External walls are constructed of?	Brick	
Internal walls are constructed of?	Brick Studding Concrete	
The floors are constructed of?	Concrete Timber	
The roof is constructed of?	Pitched tile/slate	
Number of protected	one	

staircases?			
Number of external fire escape staircases?	None		
Number of emergency exits including main entrance is?	4		
The total number of lifts installed?	None		
Number of fireman/evacuation lifts	None		
<b>Building Services</b>			
Is a smoke and heat exhaust ventilation system provided?	No		
Is a smoke control pressurisation system provided?	No		
The building has the following services	Mains gas Electricity		Boilers are serviced within appropriate time scales and the electrical installation has been tested.
The building has the following boiler type	Gas		Gas boiler serviced in appropriate time frames.
Heating of the building is provided by?	Hot water radiators		
Are there any Sources of Ignition that are potential fire hazards?	Yes		Computers, televisions, printers, boilers.
Are there any additional Oxygen Sources that are potential fire hazards?	No		
Are there any Combustible Fuels that are potential fire hazards?	Yes		Furniture and furnishings, paper, wood, cardboard, plastics, floor and wall coverings, electrical item of equipment.
Are there any additional comments regarding Fire Hazards?	Yes		The fire hazards that are found in this building are what you would expect to find in this environment and are not deemed to be excessive. Sources of ignition are well controlled and combustibles are at minimal levels and kept away from sources of ignition.
Are there any sub	No		

buildings included in this report?			
<b>Fire Safety &amp; Emergency Plan</b>			
Has a suitable Fire Safety Policy been produced and is it being reviewed on a regular basis?	Yes		A Fire Safety Policy for the whole school site has been produced and the prep school is included in this. The plan is appropriate for the premises.
Has an emergency plan been formulated and reviewed on a regular basis?	Yes		A suitable fire plan has been created and the instructions are set out on the fire action notices.
<b>Imminent Danger Procedures</b>			
Are fire evacuation and safety drills conducted on a regular basis and recorded? Are fire evacuation and safety drills conducted on a regular basis and recorded?	Yes		Fire drills are held every school term.
Are sufficient persons nominated to ensure a safe evacuation of the building?	Yes		Teachers are deemed the responsible persons in this building. They ensure that students evacuate upon receipt of a fire alarm signal. There is also a Fire Marshal system on site.
Are there procedures in place for the safe evacuation of persons with a physical or sensory disability?	Yes		Staff are aware of children's needs. At the time of the assessment there were no persons identified with disabilities. There is a PEEPS process in place for this site.
Are safe Assembly points established?	Yes		Assembly points are established and clearly marked.
Are there procedures in place for the safe isolation of machinery during evacuation?	N/A		
Are suitable arrangements in place for summoning the emergency services?	Yes		
Are regular fire safety checks being carried out and recorded?	Yes		
<b>Information &amp; training of staff</b>			

Is fire safety instruction/training been given to employees on a regular basis by a competent person and recorded?	Yes		Staff are given regular fire training. Fire drills are carried out termly and Fire Marshals are trained.
Have sufficient persons been trained to a competent standard to conduct the fire evacuation procedures?	Yes		All teachers are aware of the fire procedures in this building.
Are employees given fire safety training at commencement of employment?	Yes		Induction training is completed by all staff.
Are employees given training on hazardous work processes?	N/A		
Are suitable arrangements in place to provide visitors/contractors from outside undertakings with clear fire safety information?	Yes		Visitors are required to sign in. Fire signs and notices are displayed. Contractors are required to sign in and are escorted to the area of work. Visitors and contractors are accompanied throughout the premises.
Are Fire Wardens established and trained on a regular basis?	Yes		
Are there sufficient fire wardens for the size and type of premise?	Yes		
Are there any additional comments regarding Information and Training of Employees?	No		
<b>Maintenance of equipment</b>			
Is all fire related equipment subject to a system of routine maintenance/ testing and recording?	Yes		The fire alarm system, extinguishers and emergency lighting are tested and maintained by First Response Fire.
Are records being maintained of all fire safety training?	Yes		
Are records being maintained of fire evacuation drills?	Yes		

<b>Electrical</b>		
Has the main electrical system been tested by a competent person?	Yes	The electrical installation has been tested in appropriate time frames by a competent person. Records are held in the estates department.
Are electrical light fittings clear from all combustible material?	Yes	Combustibles are kept clear of light fittings.
Is portable electrical equipment subject to a system of routine testing (PAT Testing)?	Yes	PAT testing is carried out within appropriate timeframes.
Are electrical cables and sockets (one plug one socket rule) in a good condition without signs of visible defects?	Yes	
Are suitable arrangements in place to prevent the ignition of flammable liquids, gases or dusts from electrostatic discharge?	N/A	
<b>Commercial kitchen facilities</b>		
Is the building provided with cooking facilities on a commercial basis (Which include cooker hoods, deep fat fryers etc)?	No	There is not a kitchen on a commercial basis in this building.
<b>Hot work processes</b>		
Are there any hot work processes being carried on site?	Yes	Hot works may have to take place at some time in this building.
Are satisfactory arrangements in place for hot work processes?	Yes	A suitable permit to work system is in place on this site. This is managed by the estates department.
<b>Naked flame</b>		
Are there any naked flame processes on site?	No	There are no naked flame processes in this building.
Are satisfactory arrangements in place for any naked flame processes?	N/A	
<b>Mechanical machinery</b>		
Is there any mechanical	No	

machinery on site?			
<b>Housekeeping</b>			
Is housekeeping well managed including high risk areas?	Yes		Housekeeping in this building was in good order and appeared to be well managed.
<b>Waste management</b>			
Is there a satisfactory system of waste management?	Yes		Waste bins are emptied regular and large external bins are emptied at regular occasions. They are not overflowing.
<b>Arson</b>			
Are suitable arrangements in place to minimise the risk of arson/willful fire raising?	Yes		CCTV is located throughout the site. Entry to the site is well managed and visitors must sign in.
<b>Smoking</b>			
Is a Smoking Policy in force?	Yes		Smoking is prohibited throughout the site. Vaping is also prohibited on this site.
Is there evidence of illicit smoking?	No		There is no evidence of illicit smoking on this site.
<b>Furniture &amp; furnishings</b>			
Are furniture coverings in a good state of repair?	Yes		Of the furniture inspected it appeared to be in good order and there were no visible signs of damage. Furniture appeared to comply with the furniture and furnishings regulations.
Are curtains and drapes in circulation areas in compliance with the flammability requirements?	N/A		
<b>Highly flammable liquids</b>			
Are highly flammable liquids used on site?	No		There are not large quantities of highly flammable liquids used in this building.
Are appropriate arrangements in place for the safe storage of flammable liquids and solvents (e.g. oil, diesel, petrol, aircraft fuels and paraffin)?	N/A		
Are flammable liquids (with a flashpoint below	N/A		




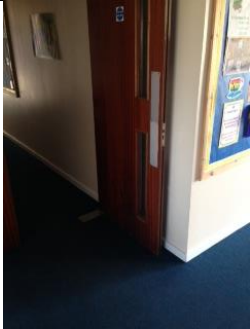
21C) kept to a minimum in the workplace?			
Has an assessment been carried out under DSEAR Regulations?	N/A		
<b>Gas systems &amp; appliances</b>			
Is there a natural gas installation?	Yes		Gas boilers are provided for heating and hot water.
Are gas systems and appliances maintained by a competent person on a regular basis?	Yes		Gas boilers have been serviced within appropriate timeframes. Records are held by the estates department.
Is the mains gas intake housed in a suitable compartment with adequate ventilation and free from all ignition sources?	Yes		
Are gas emergency shut off controls readily accessible and unlikely to be impeded?	Yes		
<b>Highly flammable gases</b>			
Are highly flammable gases used or stored on site (eg: LPG, Acetylene)?	No		
Is LPG stored in accordance with Code of Practice 7?	N/A		
Are on site LPG appliances subject to a system of routine maintenance?	N/A		
<b>Combustible dusts</b>			
Is there a combustible dust hazard (i.e. sawdust, shavings)?	No		
Are appropriate controls and collection in place for combustible dusts?	N/A		
Are there any additional comment regarding Dangerous Substances?	No		
<b>Fire extinguishers</b>			
Are the correct types	Yes		

and numbers of extinguisher/Fire Blankets in place to deal with the most likely source of ignition, including equipment that deals with multi fuel fires (that may involve electrical equipment)?			
Are there any Fire extinguishers which are undefined (Non-compliant) or not warranted to be removed?	No		
Are all extinguishers fixed to the wall or on appropriate extinguisher stands and are correctly sited?	Yes		
Are extinguishers accessible and free from obstruction?	Yes		
Are all extinguishers provided with the appropriate safety signage?	Yes		
Are there any additional comments regarding Fire Fighting Equipment?	No		
<b>Fire Suppression</b>			
Is a fire suppression system installation required to protect high risk or other areas?	No		
Is the fire suppression installation provided with the appropriate signage?	N/A		
Are there any additional comments regarding Fire Suppression Installation?	No		
<b>Sprinkler system</b>			
Is a sprinkler system installed?	No		
Is a sprinkler system	No		

required?			
Is the Sprinkler Systems (where installed) tested as required and the results of the test recorded on the Sprinkler test record card?	N/A		
<b>Fire Detection &amp; Warning</b>			
Is the fire alarm/detection system appropriate for this type of building?	Yes		
Is the level and type of detection and warning satisfactory in all parts of the building?	Yes		
Are automatic hold open devices required but are not currently installed?	No		
Are automatic hold open devices (where fitted) functioning correctly	N/A		
Is the level of audibility satisfactory throughout the premises?	Yes		
Are manual call points easily accessible?	Yes		
Are the fire alarm call points correctly positioned?	Yes		
Are additional call points required?	No		
Are strobe lights required but not installed?	No		
Are there any additional comments regarding Fire Detection and Warning?	No		
<b>Exits &amp; Travel Distances</b>			
Do all emergency routes and exits lead to a place of safety?	Yes		
Are the distances for occupants to travel to a place of safety in an	Yes		

emergency for high, normal, and low risk areas in line with the prescribed distances?			
Is the building free of any inner room situation that requires recommendations?	Yes		
Is the building free of any 'Dead End' situation that compromises the escape route?	Yes		
Are there sufficient emergency exits from the building?	Yes		
Are emergency fire exit doors available at all material times?	Yes		
Do all emergency exit doors open in the direction of escape?	Yes		
Is the building free of revolving or sliding emergency exit doors?	Yes		
Are all fire exit doors in a good state of repair?	Yes		
Are all steps/platform areas around emergency exit doors in a good state of repair?	Yes		
Do all emergency doors have approved emergency fastenings?	Yes		
Are there any other deficiencies with regard to emergency routes and exits?	No		
<b>Obstruction on Emergency Routes</b>			
Are all EXTERNAL emergency routes and exits free from obstruction?	Yes		At the time of the assessment all external routes were free from obstructions.
Are all INTERNAL emergency routes and	Yes		At the time of the assessment all emergency routes were free from

exits free from obstruction?		obstructions.
<b>Fire Signs &amp; Notices</b>		
Are emergency routes adequately indicated by directional exit signs?	Yes	
Are emergency exits adequately indicated by appropriate signs?	Yes	
Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs?	Yes	
Are all fire resisting doors clearly indicated with appropriate signs?	No	 <p>Fire door keep shut signs on 1<sup>st</sup> and ground floor corridor doors.</p>
Are Fire Action Notices clearly displayed at appropriate positions?	Yes	
Are Lift Fire Action Notices clearly displayed adjacent to lifts on all floors?	N/A	
Are all emergency exit operating mechanisms clearly indicated by appropriate signs such as (Push Bar to Open)?	Yes	
<b>Emergency Lighting</b>		
Is Emergency Lighting Provided (where required)?	Yes	
Is additional internal Emergency Lighting required?	No	

Where required is the exterior of each final exit, fire escape door and pathway lit by Emergency Lighting that activates during a mains failure?	Yes		
Are all E/ Lighting units in full working order and free from any obvious defects?	Yes		
Are there any additional comments regarding Emergency Lighting?	No		
<b>Fire Doors</b>			
Are any Fire Resisting Doors required? (Additional or otherwise)	No		
Do all doors that form part of emergency routes and high risk areas conform to the required standard of resistance?	Yes		
Are intumescent strips and smoke seals (where required) provided to all fire resisting doors?	Yes		
Are additional self-closers required?	No		
Are self-closers (where fitted) in a satisfactory state of repair?	Yes		
Are all fire resisting doors kept closed and not wedged open?	No		 <p>Fire doors in entrance lobby are sticking on the carpet. These doors must be adjusted so they do not remain open.</p>

Are Fire Resisting Doors free from air transfer grills?	Yes		
Are fire doors with vision panels (when fitted) made of fire resisting glazing?	Yes		
Are there any additional comments regarding Fire Resisting Doors?	No		
<b>Fire Containment</b>			
Do partition walls, glazing and ceilings (excluding doors) that form part of emergency routes provide the required standard of fire resistance?	Yes		
Are high risk areas (i.e. Kitchens, boiler rooms, server rooms, plant rooms and basements) separated from the remainder of the building by the appropriate standard of fire resistance (Excluding Doors)?	Yes		
Are all cavity barriers/voids in place and in a good state of repair?	Yes		
If lift shafts and hoists are installed are they constructed to the appropriate standard of fire resistance?	N/A		
Are there any breaches of fire walls and floors?	No		
Are refuges/temporary waiting space for persons with mobility impairment provided?	Not required		
Do all items in this section (Emergency Routes and Exits)	Yes		

provide satisfactory information for this part of the assessment?



**DECLARATION**

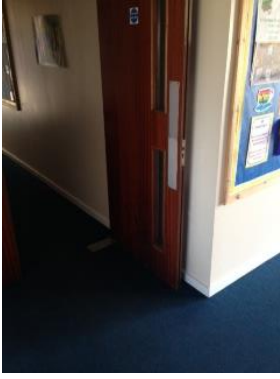
**Having conducted a thorough inspection of the building/s and answered all the relevant questions within this assessment, I can confirm it to be true and accurate to the best of my ability. This report is intended for the clients' sole use and consequently no responsibility whatsoever is undertaken or accepted to any third party for the whole of this report or any part of its contents.**

Lee Crak

**Action Plan**

- 1. The fire doors on the entrance lobby must be adjusted to prevent them from wedging open on the floor.**





2. The corridor doors on the first and ground floor must be provided with fire door keep shut signage.



# Fire Safety Risk Assessment

Conducted for



**FIRST RESPONSE  
FIRE SAFETY UK**



**Completed on**  
13<sup>th</sup> February 2017

**Premises**  
Aldenham School, Wilson House Nursery and prep school.

## **Disclaimer**

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## **Confidentiality Statement**

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during this risk assessment unless legally obligated to do so.

<b>Business Information</b>			
<b>Assessment address</b>		Aldenham School, Wilson House Prep School.	
<b>Building Overview</b>			
The client occupies the whole or part of the building	Whole		Wilson House is a detached brick built building on the Aldengam school site.
The main use of the building is	Teaching establishment		Prep School
The building is	Detached		Detached brick built on the Aldenham school site
Estimated size that the client occupies in square feet	0-2000		
The building has SINGLE or MULTI-OCCUPANCY? (i.e. Does the client share an emergency exit route with another occupant)	Single occupancy		
If Multi occupancy.... Does cooperation exist between all responsible persons?	N/A		
<b>Building details</b>			
The number of floors above and including access level is? (This is for the whole building)	1		Single story detached building.
The number of basement floors is	None		
The type of construction of the building is	Traditional		
External walls are constructed of?	Brick		
Internal walls are constructed of?	Brick Studding Concrete		
The floors are constructed of?	Concrete		
The roof is constructed of?	Pitched tile/slate		

Number of protected staircases?	None		
Number of external fire escape staircases?	None		
Number of emergency exits including main entrance is?	3		
The total number of lifts installed?	None		
Number of fireman/evacuation lifts	None		
<b>Building Services</b>			
Is a smoke and heat exhaust ventilation system provided?	No		
Is a smoke control pressurisation system provided?	No		
The building has the following services	Mains gas Electricity		Boilers are serviced within appropriate time scales and the electrical installation has been tested.
The building has the following boiler type	Gas		Gas boiler serviced in appropriate time frames.
Heating of the building is provided by?	Hot water radiators		
Are there any Sources of Ignition that are potential fire hazards?	Yes		Computers, televisions, printers, boilers.
Are there any additional Oxygen Sources that are potential fire hazards?	No		
Are there any Combustible Fuels that are potential fire hazards?	Yes		Furniture and furnishings, paper, wood, cardboard, plastics, floor and wall coverings, electrical item of equipment.
Are there any additional comments regarding Fire Hazards?	Yes		The fire hazards that are found in this building are what you would expect to find in this environment and are not deemed to be excessive. Sources of ignition are well controlled and combustibles are at minimal levels and kept away from sources of ignition.
Are there any sub buildings included in this	No		

report?			
<b>Fire Safety &amp; Emergency Plan</b>			
Has a suitable Fire Safety Policy been produced and is it being reviewed on a regular basis?	Yes		A Fire Safety Policy for the whole school site has been produced and the prep school is included in this. The plan is appropriate for the premises.
Has an emergency plan been formulated and reviewed on a regular basis?	Yes		A suitable fire plan has been created and the instructions are set out on the fire action notices.
<b>Imminent Danger Procedures</b>			
Are fire evacuation and safety drills conducted on a regular basis and recorded? Are fire evacuation and safety drills conducted on a regular basis and recorded?	Yes		Fire drills are held every school term.
Are sufficient persons nominated to ensure a safe evacuation of the building?	Yes		Teachers are deemed the responsible persons in this building. They ensure that students evacuate upon receipt of a fire alarm signal. There is also a Fire Marshal system on site.
Are there procedures in place for the safe evacuation of persons with a physical or sensory disability?	Yes		Staff are aware of children's needs. This building is a single storey premises. At the time of the assessment there were no persons identified with disabilities. There is a PEEPS process in place for this site.
Are safe Assembly points established?	Yes		Assembly points are established and clearly marked.
Are there procedures in place for the safe isolation of machinery during evacuation?	N/A		
Are suitable arrangements in place for summoning the emergency services?	Yes		
Are regular fire safety checks being carried out and recorded?	Yes		
<b>Information &amp; training of staff</b>			

Is fire safety instruction/training been given to employees on a regular basis by a competent person and recorded?	Yes		Staff are given regular fire training. Fire drills are carried out termly and Fire Marshals are trained.
Have sufficient persons been trained to a competent standard to conduct the fire evacuation procedures?	Yes		All teachers are aware of the fire procedures in this building.
Are employees given fire safety training at commencement of employment?	Yes		Induction training is completed by all staff.
Are employees given training on hazardous work processes?	N/A		
Are suitable arrangements in place to provide visitors/contractors from outside undertakings with clear fire safety information?	Yes		Visitors are required to sign in. Fire signs and notices are displayed. Contractors are required to sign in and are escorted to the area of work. Visitors and contractors are accompanied throughout the premises.
Are Fire Wardens established and trained on a regular basis?	Yes		
Are there sufficient fire wardens for the size and type of premise?	Yes		
Are there any additional comments regarding Information and Training of Employees?	No		
<b>Maintenance of equipment</b>			
Is all fire related equipment subject to a system of routine maintenance/ testing and recording?	Yes		The fire alarm system, extinguishers and emergency lighting are tested and maintained by First Response Fire.
Are records being maintained of all fire safety training?	Yes		
Are records being maintained of fire evacuation drills?	Yes		

<b>Electrical</b>		
Has the main electrical system been tested by a competent person?	Yes	The electrical installation has been tested in appropriate time frames by a competent person. Records are held in the estates department.
Are electrical light fittings clear from all combustible material?	Yes	Combustibles are kept clear of light fittings.
Is portable electrical equipment subject to a system of routine testing (PAT Testing)?	Yes	PAT testing is carried out within appropriate timeframes.
Are electrical cables and sockets (one plug one socket rule) in a good condition without signs of visible defects?	Yes	
Are suitable arrangements in place to prevent the ignition of flammable liquids, gases or dusts from electrostatic discharge?	N/A	
<b>Commercial kitchen facilities</b>		
Is the building provided with cooking facilities on a commercial basis (Which include cooker hoods, deep fat fryers etc)?	No	There is not a kitchen on a commercial basis in this building.
<b>Hot work processes</b>		
Are there any hot work processes being carried on site?	Yes	Hot works may have to take place at some time in this building.
Are satisfactory arrangements in place for hot work processes?	Yes	A suitable permit to work system is in place on this site. This is managed by the estates department.
<b>Naked flame</b>		
Are there any naked flame processes on site?	No	There are no naked flame processes in this building.
Are satisfactory arrangements in place for any naked flame processes?	N/A	
<b>Mechanical machinery</b>		
Is there any mechanical	No	




machinery on site?			
<b>Housekeeping</b>			
Is housekeeping well managed including high risk areas?	Yes		Housekeeping in this building was in good order and appeared to be well managed.
<b>Waste management</b>			
Is there a satisfactory system of waste management?	Yes		Waste bins are emptied regular and large external bins are emptied at regular occasions. They are not overflowing.
<b>Arson</b>			
Are suitable arrangements in place to minimise the risk of arson/willful fire raising?	Yes		CCTV is located throughout the site. Entry to the site is well managed and visitors must sign in.
<b>Smoking</b>			
Is a Smoking Policy in force?	Yes		Smoking is prohibited throughout the site. Vaping is also prohibited on this site.
Is there evidence of illicit smoking?	No		There is no evidence of illicit smoking on this site.
<b>Furniture &amp; furnishings</b>			
Are furniture coverings in a good state of repair?	Yes		Of the furniture inspected it appeared to be in good order and there were no visible signs of damage. Furniture appeared to comply with the furniture and furnishings regulations.
Are curtains and drapes in circulation areas in compliance with the flammability requirements?	N/A		
<b>Highly flammable liquids</b>			
Are highly flammable liquids used on site?	No		There are not large quantities of highly flammable liquids used in this building.
Are appropriate arrangements in place for the safe storage of flammable liquids and solvents (e.g. oil, diesel, petrol, aircraft fuels and paraffin)?	N/A		
Are flammable liquids (with a flashpoint below	N/A		

21C) kept to a minimum in the workplace?			
Has an assessment been carried out under DSEAR Regulations?	N/A		
<b>Gas systems &amp; appliances</b>			
Is there a natural gas installation?	Yes		Gas boilers are provided for heating and hot water.
Are gas systems and appliances maintained by a competent person on a regular basis?	Yes		Gas boilers have been serviced within appropriate timeframes. Records are held by the estates department.
Is the mains gas intake housed in a suitable compartment with adequate ventilation and free from all ignition sources?	Yes		
Are gas emergency shut off controls readily accessible and unlikely to be impeded?	Yes		
<b>Highly flammable gases</b>			
Are highly flammable gases used or stored on site (eg: LPG, Acetylene)?	No		
Is LPG stored in accordance with Code of Practice 7?	N/A		
Are on site LPG appliances subject to a system of routine maintenance?	N/A		
<b>Combustible dusts</b>			
Is there a combustible dust hazard (i.e. sawdust, shavings)?	No		
Are appropriate controls and collection in place for combustible dusts?	N/A		
Are there any additional comment regarding Dangerous Substances?	No		
<b>Fire extinguishers</b>			
Are the correct types	Yes		

and numbers of extinguisher/Fire Blankets in place to deal with the most likely source of ignition, including equipment that deals with multi fuel fires (that may involve electrical equipment)?			
Are there any Fire extinguishers which are undefined (Non-compliant) or not warranted to be removed?	No		
Are all extinguishers fixed to the wall or on appropriate extinguisher stands and are correctly sited?	Yes		
Are extinguishers accessible and free from obstruction?	Yes		
Are all extinguishers provided with the appropriate safety signage?	Yes		
Are there any additional comments regarding Fire Fighting Equipment?	No		
<b>Fire Suppression</b>			
Is a fire suppression system installation required to protect high risk or other areas?	No		
Is the fire suppression installation provided with the appropriate signage?	N/A		
Are there any additional comments regarding Fire Suppression Installation?	No		
<b>Sprinkler system</b>			
Is a sprinkler system installed?	No		
Is a sprinkler system	No		

required?			
Is the Sprinkler Systems (where installed) tested as required and the results of the test recorded on the Sprinkler test record card?	N/A		
<b>Fire Detection &amp; Warning</b>			
Is the fire alarm/detection system appropriate for this type of building?	Yes		
Is the level and type of detection and warning satisfactory in all parts of the building?	Yes		
Are automatic hold open devices required but are not currently installed?	No		
Are automatic hold open devices (where fitted) functioning correctly	N/A		
Is the level of audibility satisfactory throughout the premises?	Yes		
Are manual call points easily accessible?	Yes		
Are the fire alarm call points correctly positioned?	Yes		
Are additional call points required?	No		
Are strobe lights required but not installed?	No		
Are there any additional comments regarding Fire Detection and Warning?	No		
<b>Exits &amp; Travel Distances</b>			
Do all emergency routes and exits lead to a place of safety?	Yes		
Are the distances for occupants to travel to a place of safety in an	Yes		

emergency for high, normal, and low risk areas in line with the prescribed distances?			
Is the building free of any inner room situation that requires recommendations?	Yes		
Is the building free of any 'Dead End' situation that compromises the escape route?	Yes		
Are there sufficient emergency exits from the building?	Yes		
Are emergency fire exit doors available at all material times?	Yes		
Do all emergency exit doors open in the direction of escape?	Yes		
Is the building free of revolving or sliding emergency exit doors?	Yes		
Are all fire exit doors in a good state of repair?	Yes		
Are all steps/platform areas around emergency exit doors in a good state of repair?	Yes		
Do all emergency doors have approved emergency fastenings?	Yes		
Are there any other deficiencies with regard to emergency routes and exits?	No		
<b>Obstruction on Emergency Routes</b>			
Are all EXTERNAL emergency routes and exits free from obstruction?	Yes		At the time of the assessment all external routes were free from obstructions.
Are all INTERNAL emergency routes and exits free from obstruction?	Yes		At the time of the assessment all emergency routes were free from obstructions.

<b>Fire Signs &amp; Notices</b>		
Are emergency routes adequately indicated by directional exit signs?	Yes	
Are emergency exits adequately indicated by appropriate signs?	Yes	
Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs?	Yes	
Are all fire resisting doors clearly indicated with appropriate signs?	Yes	
Are Fire Action Notices clearly displayed at appropriate positions?	Yes	
Are Lift Fire Action Notices clearly displayed adjacent to lifts on all floors?	N/A	
Are all emergency exit operating mechanisms clearly indicated by appropriate signs such as (Push Bar to Open)?	No	 <p>Push bar to open sign required on fire exit doors in class room.</p>
<b>Emergency Lighting</b>		
Is Emergency Lighting Provided (where required)?	Yes	
Is additional internal Emergency Lighting required?	No	
Where required is the exterior of each final exit, fire escape door and pathway lit by	Yes	

Emergency Lighting that activates during a mains failure?			
Are all E/ Lighting units in full working order and free from any obvious defects?	Yes		
Are there any additional comments regarding Emergency Lighting?	No		
<b>Fire Doors</b>			
Are any Fire Resisting Doors required? (Additional or otherwise)	No		
Do all doors that form part of emergency routes and high risk areas conform to the required standard of resistance?	Yes		
Are intumescent strips and smoke seals (where required) provided to all fire resisting doors?	Yes		
Are additional self-closers required?	No		
Are self-closers (where fitted) in a satisfactory state of repair?	Yes		
Are all fire resisting doors kept closed and not wedged open?	Yes		
Are Fire Resisting Doors free from air transfer grills?	Yes		
Are fire doors with vision panels (when fitted) made of fire resisting glazing?	Yes		
Are there any additional comments regarding Fire Resisting Doors?	No		
<b>Fire Containment</b>			
Do partition walls, glazing and ceilings	Yes		

(excluding doors) that form part of emergency routes provide the required standard of fire resistance?			
Are high risk areas (i.e. Kitchens, boiler rooms, server rooms, plant rooms and basements) separated from the remainder of the building by the appropriate standard of fire resistance (Excluding Doors)?	Yes		
Are all cavity barriers/voids in place and in a good state of repair?	Yes		
If lift shafts and hoists are installed are they constructed to the appropriate standard of fire resistance?	N/A		
Are there any breaches of fire walls and floors?	No		
Are refuges/temporary waiting space for persons with mobility impairment provided?	Not required		
Do all items in this section (Emergency Routes and Exits) provide satisfactory information for this part of the assessment?	Yes		

**DECLARATION**

**Having conducted a thorough inspection of the building/s and answered all the relevant questions within this assessment, I can confirm it to be true and accurate to the best of my ability. This report is intended for the clients' sole use and consequently no responsibility whatsoever is undertaken or accepted to any third party for the whole of this report or any part of its contents.**

Lee Crak

**Action Plan**



1. The fire exit from the class room must have a push bar to open sign displayed.

