



AVON HOUSE PREPARATORY SCHOOL

Fire Risk Assessment Review

490 High Rd,
Woodford Green,
Essex
IG8 0PN

16th June 2020

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1.0 GENERAL DETAILS

Name of Organisation:	Avon House Preparatory School
Name of the person responsible for Fire Safety: <small>Note: This person may be the employer or a person nominated by the employer</small>	Mr Richard Hogg (Health and Safety Governor) Mr Nick Best (Health and Safety Officer)
Address of Premises:	490 High Road Woodford Green Essex IG8 0PN
Telephone Number:	020 8504 1749
Nature of Business:	Education
Use of Premises:	School and classrooms
Date of Assessment Review:	22 nd June 2017 (Reviewed 9 th July 2018, 24 th June 2019, 16 th June 2020).
Areas Assessed:	Block 1, 2, 3 and 4.
Maximum number of Persons allowed in premises:	Not Known
Are flammable liquids kept or used on the premises?	Limited amount of cooking oils with some paints. Painting materials are stored within a brick shed between blocks 1 and 2.
Fire Certificate (Special Premises Only)	Not Applicable

2.0 SUMMARY OF RECOMMENDATIONS AND DATE COMPLETED

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with The Regulatory Reform (Fire Safety) Order 2005.

The objective of this report is not to:

- Address the risk to property or business continuity from fire.
- Provide any assessment of compliance with any British Standard (e.g. in relation to emergency lighting, fire alarm system etc).
- Provide any risk assessment in respect of dangerous substances as may be required by the Dangerous Substances and Explosive Atmospheres Regulations 2002.
- Provide any other form of health & safety risk assessment.
- Provide legal advice.

Where any such advice is provided in this report, it is provided in good faith only and no reliance upon this information should be made. All such advice should be properly and separately obtained from duly qualified professional advisors.

The assessment follows a survey of those parts of the premises which are accessible, in other words, visible and readily available for examination, without risk of causing damage to the premises or injury to the assessor. Due care is therefore exercised throughout the survey regarding safety, practicality and the constraints of being a visitor to the premises (which are likely to be occupied). So, furniture, floor coverings, and other contents are not moved or lifted, and no part is forced or laid open to make it accessible.

The report is based in no small part upon the information provided to the assessor at the time of the survey. It is therefore important that the client read carefully this report and satisfy themselves of the accuracy of the information that they ought reasonably to know (including, but not necessarily limited to, that given to our assessor at the time of the survey). Any inaccuracies should be reported to us at the earliest opportunity so that, if appropriate, the risk assessment and action plan can be modified as required.

The report is solely for the use of the client and their professional advisors. No liability to another party is accepted. Should the client not act upon specific, reasonable advice contained in the report, no responsibility is accepted for the consequences.

Refer to Close-out Summary Sheets for Recommendations – Section 5

3.0 DESCRIPTION OF PREMISES

Approximate date of construction:	Not Known
Type of Building:	Main building and Block 1, 2, 3 and 4 – Brick wall and internal stairs, floors and roof are timber
Shape of Building:	Main building – Square Block 1 and 2 – Square Blocks 3 and 4 – Rectangular.
Number of floors including ground floor:	Blocks 1 and 2 – 3 floors including ground floor Blocks 3 and 4 – 2 floors including ground floor.
Number of floors below ground floor:	Block 1 has two separate basements
Construction of external walls:	Brick
Construction of internal walls:	Brick
Construction of floors:	Timber
Construction of roof:	Timber
Number of internal stairways:	Block 1 – Two stairwells Block 2 – One stairwell Block 3 – One Stairwell Block 4 – One Stairwell
Number of external stairways:	Block 1 and 4 – None Blocks 2 and 3 – One stairwell

4.0 FIRE RISK ASSESSMENT

4.1 Means of Escape in Case of Fire

Note: The responsible person must ensure that there is adequate means of escape in case of fire.

Regular checks should be made to ensure that escape routes including exits, corridors and stairways are kept free from obstruction. Checks should also be made to ensure that doors used as fire exits are readily available for use and can be opened in the event of an emergency without the use of keys.

Fire-resisting, self-closing doors should not be wedged or be held open except by approved devices designed to release the doors on the automatic actuation of the fire alarm system. Fire resisting construction should be checked regularly to ensure that the integrity of the structures is intact.

4.1.1 Are there an adequate number of stairways?	No.
4.1.2 Do the stairways have adequate fire resisting protection?	No. Stairs to year 1 classroom coated in fire resistant paint. Block 3 is carpeted.
4.1.3 Are all escape stairways kept clear of obstruction?	Yes. These are monitored and remain clear always.
4.1.4 Are all stairways, corridors and other escape routes used for means of escape free from potential fire hazards?	Yes. Installed radiator heaters within safe lobby of Block 3. However, site inspection should ensure that no build-up of combustible materials or any blockages. Block 2 at rear exit contains a powered extraction unit.
4.1.5 Are the coverings to stairways in good condition?	Yes. They are fixed and maintained throughout the site.
4.1.6 Are the nosings on the treads fitted to external stairways painted white or yellow?	Yes.

<p>4.1.7 Where more than one escape route is provided, is the maximum route satisfactory?</p>	<p>Yes.</p>
<p>4.1.8 Are there any dead-end conditions?</p>	<p>Yes, on the top floor of Block 3.</p> <p>A single classroom has now been partitioned into two classrooms.</p> <p>This means that there is no means of escape in the second classroom, should a fire occur in the first classroom. This could put the occupant's life at risk.</p> <p>This has been mitigated by a vision panel on the fire door and automatic alarm system.</p> <p>Advised addition regular fire drills and the fire evacuation plan covers this situation.</p>
<p>4.1.9 What is the length of the maximum dead-end condition?</p>	<p>10 metres.</p>
<p>4.1.10 Are dead end conditions adequately protected?</p>	<p>Yes.</p>
<p>4.1.11 Are additional alternative exits required?</p>	<p>Yes, as a recommendation. External staircase for the second classroom on the top floor of Block 3.</p>
<p>4.1.12 Are all fire-resisting doors, except doors to small cupboards fitted with self-closing devices?</p>	<p>Yes.</p>
<p>4.1.13 Are all fire-resisting doors in good condition?</p>	<p>Yes.</p>
<p>4.1.14 Do all self-closing doors close correctly?</p>	<p>Yes.</p>

<p>4.1.15 Are locks fitted to doors to cupboards that are required to be fire resisting?</p>	<p>Yes.</p> <p>All flammable items are kept in a locked garage and pre-prep store cupboard.</p> <p>There are no fireproof cupboards on the premises since there are no flammable items in the classrooms.</p>
<p>4.1.16 Are all fire resisting doors fitted with intumescent strips and smoke seals?</p>	<p>Yes.</p>
<p>4.1.17 Can fire exit doors be opened from the inside without the use of keys?</p>	<p>No.</p> <p>Block 2 – Year 5 classroom has an emergency fire exit that leads the buildings frontage. This door is fitted with a deadlock. The Responsible Person unlocks that at the start of everyday and the key is held left at location on a hook.</p> <p>However, it was told that the door will be replaced to a fire-resistant door. Some renovations will be taking place as well in block 2 kitchen area as advised.</p>
<p>4.1.18 Do fire exits open in the direction of exit travel where required?</p>	<p>No.</p> <p>The front doors within Blocks 1 and 2 open into the building as this was the original design of the building.</p>
<p>4.1.19 Are there level landings outside fire exits?</p>	<p>Yes.</p> <p>Block 3 has a step leading from the rear emergency exit.</p> <p>Block 1 music classroom has steps leading to land level.</p>
<p>4.1.20 Are fire exits unobstructed on the outside?</p>	<p>Yes.</p> <p>The internal fire exits are not obstructed, and supervision ensures that it remains clear.</p>

<p>4.1.21 Can persons using the escape routes from the fire exits leave the curtilage of the premises?</p>	<p>Yes.</p> <p>The escape route from Block 3 and 4 leads to the play area final exit. These gates are locked for security reasons and can be opened by a code. Fire wardens are aware of the code.</p>
<p>4.1.22 Are all external escape routes clear of obstruction?</p>	<p>Yes.</p>
<p>4.1.23 In large floor areas are the escape routes adequately defined?</p>	<p>Yes.</p>
<p>4.1.24 Are there any other matters affecting the means of escape that gives cause for concern?</p>	<p>No.</p>

4.2 Structural Fire Precautions

4.2.1 Are fire resisting walls and floors free from holes and gaps that would permit the passage of fire?	Yes.
4.2.2 Are fire-resisting ceilings in sound condition?	Yes.
4.2.3 Are fire-resisting walls adequately fire stopped to the underside of the ceiling or roof?	Yes.
4.2.4 Are all linings on walls and ceilings suitable to prevent the surface spread of flame?	Yes. Caution should be taken to minimise the amount of paper displayed on walls and on strings across some classrooms.
4.2.5 Are there any other matters that give cause for concern?	No.

4.3 Emergency Lighting

Note: The responsible person must ensure that the escape routes are adequately lit and that the equipment is inspected and tested.

The emergency lighting system should be energised at least once a month to ensure that all lighting units are working correctly.

The emergency lighting system should be inspected and tested by a competent person annually in accordance with the guidance given in current codes of practice and any manufacturer's recommendations.

4.3.1 Is emergency lighting required for this building?	Yes.
4.3.2 Is any emergency lighting provided in the premises?	Yes – all blocks have emergency lighting installed.
4.3.3 Does the emergency lighting system appear to adequately cover the escape routes?	Yes.
4.3.4 Does the emergency lighting system appear to be working correctly?	Yes.
4.3.5 Is the system energised at least once a month?	Yes.
4.3.6 Date of last test?	8 and 11 June 2020.
4.3.7 Is the system tested every six months and annually?	Yes.
4.3.8 Date of last test?	17/04/2020.
4.3.9 Are there any other matters that give cause for concern?	No.

4.4 Fire Alarm System

Note: The responsible person must ensure that there is adequate means for detecting fire and sounding the alarm and that the equipment is inspected and tested.

The fire alarm system should be tested weekly for function and to check whether the sounders can be heard throughout the building.

The fire alarm system should be inspected and tested quarterly and annually by a competent person.

4.4.1 Type of fire alarm system installed.	Automatic Fire alarm system consist of connected: Smoke Detectors Fire Panels and Alarm sounders installed in each block
4.4.2 Is the fire alarm tested at least once a week for function?	Yes. Last test was on 15/06/2020.
4.4.3 Does a competent person test the fire alarm quarterly and annually?	Yes – Contractor.
4.4.4 Name of fire alarm contractor.	Ace Security & Electrical Ltd.
4.4.5 Date of last maintenance test?	17/04/2020.
4.4.6 What are the means of detecting fire?	Smoke detectors are positioned within communal areas and classrooms.
4.4.7 Are there sufficient call points?	Yes. Fire call points are located within the emergency evacuation routes within communal areas fire exits.
4.4.8 Does there appear to be enough automatic detector heads?	Yes. They are situated within the classrooms.

<p>4.4.9 Where is the main control panel situated?</p>	<p>Block 1 Fire Panel is located within the upper utility cupboard outside Head mistress office.</p> <p>Block 2 Fire Panel is in the kitchen storeroom.</p> <p>Block 3 Fire Panel is located by the first aid box outside the kitchen area.</p> <p>Block 4 Fire Panel is located at the entrance. There is also a Fire Panel in year 2's cupboard in the small kitchen.</p>
<p>4.4.10 Does the panel appear to be working correctly?</p>	<p>Yes.</p>
<p>4.4.11 When raised can the alarm be heard and or seen in all parts of the building?</p>	<p>Yes. However, not checked during time of audit.</p>
<p>4.4.12 Are there any other matters that give cause for concern?</p>	<p>No.</p>

4.5 Fire Equipment & Protection

Note: The responsible person must ensure that there is adequate means for fighting fire.

Daily checks should be made to ensure that fire-fighting equipment is in place, have not been discharged, are at the correct pressure and have not suffered any obvious damage.

A weekly check should be made to ensure that safety clips are in place and for any obvious damage that may have occurred.

A competent person should carry out an annual service.

An extended service should be carried out every 5 years on portable fire extinguishers.

Portable fire extinguishers should be subjected to a major overhaul or be replaced every 20 years.

<p>4.5.1 Does a competent person check the firefighting equipment at least once a year?</p>	<p>Yes. Fowler Fire Extinguishers</p>
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4.5.2 Date of last Test	06/2019. Next test is being arranged; slight delays due to coronavirus lockdown.
4.5.3 Are there sufficient water type extinguishers available (1 for every 200 square metres of floor space)?	Yes.
4.5.4 Are there sufficient carbon dioxide extinguishers available for electrical fires?	Yes.
4.5.5 Are there sufficient foam or dry powder extinguishers available for liquid fires?	Yes.
4.5.6 Are all extinguishers hung on wall brackets or a suitable base plate?	Yes.
4.5.7 Are hose reels installed?	N/A.
4.5.8 Are the hose reels tested annually by a competent person?	N/A.
4.5.9 Are the hose, drum and nozzle in good condition?	N/A.
4.5.10 Date of last test	N/A.
4.5.11 Is a sprinkler system installed?	N/A.
4.5.12 Does a competent person regularly check the system?	N/A.
4.5.13 Does the system appear to be in good order?	N/A.

4.5.14 Is a dry or wet riser installed?	No.
4.5.15 If “Yes”, does a competent person regularly check the system?	N/A.
4.5.16 Does the system appear to be in good order?	N/A.
4.5.17 Date of last test	N/A.
4.5.18 Are there any other matters that give cause for concern?	No.

4.6 Fire Safety Signs

Note: The responsible person must ensure that emergency routes are adequately marked and that the signs comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Regular checks should be made to ensure that fire safety notices are legible and undamaged.

4.6.1 Do all fire safety signs meet the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996?	Yes. Would recommend replacing the old signage to British Standard (like the new signage in block 4) as you renovate the building.
4.6.2 Are there sufficient signs to indicate the fire escape routes?	No. Replace signage on first floor fire exit door in block 3.
4.6.3 Are self-closing fire resisting doors fitted with “Fire Door-Keep Shut” notices on both sides of the doors?	Yes.
4.6.4 Are doors to fire resisting cupboards fitted with notices stating, “Keep Locked Shut”?	Yes.

4.6.5 Are doors fitted with magnetic holders provided with notices stating, “Automatic Door-Keep Clear”?	Yes.
4.6.6 Are all panic bolts fitted with “Push Bar to Open” notices?	Yes.
4.6.7 Where there is the risk of obstruction are signs stating, “Fire Exit-Keep Clear” mounted on the outside of exit doors?	Yes. Access and egress are kept free of obstructions throughout the site.
4.6.8 Are there notices that display the action to be taken in case of fire?	Yes. Completed and detailed Fire Action notices are displayed by Fire Call Points.
4.6.9 Is there a notice indicating the location of the assembly point?	Yes.
4.6.10 Are there any other matters that give cause for concern?	No.

4.7 Fire Routines and Training

Note; The responsible person must ensure that there is a written fire plan, members of staff are trained on the action to be taken in the event of fire, some members of staff are given adequate training on how to use firefighting equipment and there is adequate means of liaison with the Fire Brigade.

4.7.1 Is there a written fire plan?	Yes. These are available onsite and have been issued to each responsible person Fire Warden as instruction.
4.7.2 Is the plan satisfactory	Yes.

<p>4.7.3 Are members of staff given training on fire safety and emergency routines at least once every 6 months?</p>	<p>Yes. Fire Drills are conducted three times a year within every academic term.</p> <p>Last fire drill was conducted on 13/05/2020</p>
<p>4.7.4 Is there a fire assembly point?</p>	<p>Yes.</p>
<p>4.7.5 Is there a fire warden system in operation?</p>	<p>Yes.</p> <p>There are 7 trained fire marshals onsite. All completed a refresher course on 7 January 2019.</p> <p>During fire evacuation drills, 3 random staff provides drill feedback, which is presented in the staff meeting.</p>
<p>4.7.6 Are fire wardens given training on how to operate fire-fighting equipment?</p>	<p>Yes.</p> <p>All staff are aware of how to use firefighting equipment onsite and operating instructions are displayed on the fire extinguishers.</p>
<p>4.7.7 Are there arrangements to assist the Fire Brigade in identifying the risks in the building should a fire occur? e.g. a fire wallet.</p>	<p>Yes.</p>
<p>4.7.8 Are the arrangements for calling the Fire Brigade adequate?</p>	<p>Yes.</p> <p>When at assembly point the responsible person phones the Fire Rescue Services and reports the incident.</p>
<p>4.7.9 Is a logbook kept?</p>	<p>Yes.</p>
<p>4.7.10 Are there any other matters that give cause for concern?</p>	<p>No.</p>

4.8 Other Fire Risks

Note: The responsible person must ensure that flammable liquids are stored correctly, and flammable materials are stored safely.

Rubbish and waste materials should be kept to a minimum and adequate arrangements should be made for regular disposal of unwanted items.

Freestanding electric or gas heaters should not be used because of the risk of accidentally standing them against flammable materials.

Damaged coverings on furniture reduce the fire resistance of the furniture.

All portable electrical appliances, including personal radios, heaters and kettles should be subjected to regular tests.

4.8.1 Are flammable liquids used or kept on the premises?	Yes.
4.8.2 If "Yes", What materials are stored?	Cooking oil and cleaning materials storage area adjacent to Kitchen. Paints and varnishes stored in storage areas.
4.8.3 Is the storage of flammable liquids satisfactory?	Yes.
4.8.4 Is the storage of waste flammable materials satisfactory?	N/A.
4.8.5 Is the workplace free of rubbish and combustible waste materials?	Yes. Caution should be taken when storing boxes, furniture etc into a single room as you try to create space for children due to coronavirus.
4.8.6 Are PAT Tests carried out on all portable appliances?	Yes, every two years. Last PAT test was in October 2019 next due in October 2021. Fixed Wire testing completed on 26/09/2019.
4.8.7 Is the use of extension leads and multi-point adapters kept to a minimum?	Yes.

<p>4.8.8 Are all heaters fitted with suitable guards and fixed in position away from combustible materials?</p>	<p>Yes.</p> <p>No unsafe conditions were observed during the site inspection audit. It is important that teachers are aware of the risks of class A combustibles onsite and how to isolate these from ignition sources.</p>
<p>4.8.9 Is the upholstery of any furniture in good condition?</p>	<p>Yes.</p>
<p>4.8.10 Is there a SMOKING AREA?</p>	<p>No – smoking is not allowed anywhere onsite.</p>
<p>4.8.11 Are the steps to reduce the risk of arson satisfactory?</p>	<p>Yes.</p>
<p>4.8.12 Are there any other matters that give cause for concern?</p>	<p>Yes.</p> <p>A Network Server unit has been installed within an enclosed storage area of the rear classroom in Block 4. This enclosed storage door should be fitted with a key rather than screwed in.</p> <p>The server is separated from class A combustible materials (paper) by a combustible wooden panel.</p> <p>Have been advised a detector head will be installed within this enclosed area.</p>

End of Main Report

5.0 CLOSE OUT SUMMARY SHEETS FOR RECOMMENDATIONS

Ref. No.	Recommended Action	Action Taken	Actioned By (Print Name)	Signed	Date
4.1.4	<p>Are all stairways, corridors and other escape routes used for means of escape free from potential fire hazards?</p> <p>Yes</p> <p>Installed radiator heaters within safe lobby of Block 3. Regular site inspection should ensure that no build-up of combustibile materials or any blockages. Block 2 at rear exit contains a powered extraction unit.</p>				

4.1.8	Are there any dead-end conditions? Yes, on the top floor of Block 3. A single classroom has now been partitioned into two classrooms creating an inner room. This means that there is no direct means of escape in the second classroom, should a fire occur in the first classroom. Advised regular fire drills and the fire evacuation plan covers this situation.				
4.1.11	Are additional alternative exits required? Yes, as a recommendation. External stairs for the second classroom on the top floor of Block 3.				

<p>4.1.17</p>	<p>Can fire exit doors be opened from the inside without the use of keys?</p> <p>No</p> <p>Block 2 – Year 5 classroom has an emergency fire exit that leads the buildings frontage. This door is fitted with a deadlock. The Responsible Person unlocks that at the start of everyday and the key is held left at location on a hook.</p> <p>However, it was told that the door will be replaced to a fire-resistant door. Some renovations will be taking place as well in block 2 kitchen area as advised.</p>				
<p>4.6.2</p>	<p>Are there sufficient signs to indicate the fire escape routes?</p> <p>No.</p> <p>Replace signage on first floor fire exit door in block 3.</p>				

4.8.12	<p>Are there any other matters that give cause for concern?</p> <p>Yes.</p> <p>A Network Server unit has been installed within an enclosed storage area of the rear classroom in Block 4. This enclosed storage door should be fitted with a key rather than screwed in.</p> <p>The server is separated from class A combustible materials (paper) by a combustible wooden panel.</p> <p>Have been advised a detector head will be installed within this enclosed area.</p>				
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