

Fire safety risk assessment	
1	Identify fire hazards Identify: <ul style="list-style-type: none"> • sources of ignition; • sources of fuel; and • sources of oxygen.
2	Identify people at risk Identify: <ul style="list-style-type: none"> • people in and around the premises; and • people who are especially at risk.
3	Evaluate, remove or reduce, and protect from risk <ul style="list-style-type: none"> • Evaluate the risk of a fire starting. • Evaluate the risk to people from a fire. • Remove or reduce fire hazards. • Remove or reduce the risks to people from a fire. • Protect people by providing fire precautions.
4	Record, plan, inform, instruct, and train <ul style="list-style-type: none"> • Record any major findings and action you have taken. • Discuss and work with other responsible people. • Prepare an emergency plan. • Inform and instruct relevant people. • Provide training.
5	Review <ul style="list-style-type: none"> • Review your fire-risk assessment regularly. • Make changes where necessary.
Remember to review your fire-risk assessment regularly.	

Model Fire Risk Assessment

1. It should be noted that a Risk Assessment should be completed for each 'Risk Area', meaning that for a large building or a complex site it may be necessary to complete more than one pro forma to accurately and adequately capture the information necessary to conduct a suitable and sufficient risk assessment. This decision should be a considered judgement by the person carrying out the task.

2. A review must be conducted at least annually, prior to any proposed changes to the structure of the building, introduction of new processes or storage of flammable materials or significant changes in the number or types of occupants using the premises.

3. The risk assessment process should consist of a physical examination of the site with any building defects and poor practices recorded as they will form the action plan. The risk assessment should identify all fire hazards but, when evaluating risk, only 'significant findings' should be taken into account:

4. 'Significant findings' - relate to any feature of the premises, including its contents, its processes and occupants, that have an adverse effect on fire safety; only significant findings need to be recorded in this document.

This risk assessment should be completed with reference to the document HS18 (Fire Safety) Arrangements; see Appendix One to help you complete this document.



SUMMARY OF PREMISES INFORMATION			
Date of this assessment	<i>April 2018</i>	Does this FRA cover all the building? If not state rooms / area covered?	Yes
Name of assessor(s) & contact details	<i>Liam Jennings 01392 383000 / Ali Moxley 01392 204082 / Max Lowe 07917 237464</i>		
Name of responsible person	<i>Various</i>	Name of premise's owner	<i>Modern Schools Exeter Ltd Devon County Council</i>
Name of person(s) appointed by the responsible person to assist in fire risk assessment process	<i>Liam Jennings 01392 383000 / Ali Moxley 01392 204082 / Max Lowe 07917 237464 / Kevin Smith 07860 958139</i>		
School Address	<i>Isca Academy Earl Richards Road South Exeter EX2 6AP</i>	Owner's Address	<i>HCP 8 White Oak Square Swanley Kent BR8 7AG</i>
What are the premises used for?	<i>Secondary Education 11-16 and Out of Hours Lettings</i>	What is the building used for?	<i>Secondary Education 11-16 and Out of Hours Lettings</i>
Details of other premise users if part/multi occupied building	<i>Sodexo staff undertake catering, cleaning and caretaking services to support the school. Additionally Sodexo manage and are responsible for "Lettings" out of hours on the site (internal and external).</i>	Normal operating hours of premises	<i>School (Term Time) - Mon to Fri 7.30am to 6pm School (Non Term Time) - Mon to Fri 8am to 4pm (List of staff on site submitted to Sodexo Helpdesk as required) Sodexo (inc Lettings) – Mon to Fri 7am to 10pm Sodexo (inc Lettings) – Sat and Sun 10am to 10pm</i>
Number of employees	<i>School – 98</i>	Maximum number of persons in the building	<i>Max of 1000 onsite</i>

	<i>Sodexo – 24 (inc Lettings)</i>	at any one time	<i>Mon to Fri (7.30am to 6pm) Max of 350 (school show) onsite Mon to Fri (6pm to 10pm)</i>
Do visitors access the building?	<i>Yes – parents, contractors, DCC staff, MSEL staff.</i>	Number of persons above ground floor	<i>Max of 450 - Mon to Fri</i>
Number of floors	2	Number of escape stairways	3
Type of building construction	<i>Steel frame/block construction with plasterboard walls</i>	Do any vulnerable people use the premises (e.g. disabled, etc)?	<i>Yes – currently the school has one disabled student for whom there is a PEEP. There is one other student who is on crutches at the time of writing this RA.</i>

Is there a fire alarm system installed?	Yes	If yes – is it linked to an external company?	Yes – Chubb (0161 6542206)
Is there a zoned map with the control panel?	Yes	How regularly do you conduct fire drills?	Termly covering all permanent users on site. Outside of normal school hours Sodexo manage access / egress by a signing in sheet. All staff (school and Sodexo) receive Fire Awareness as part of their induction.
Do ‘hold open’ door devices release when alarm sounds?	Yes	Do automatic doors fail to safe when the fire alarm is sounded?	Yes
Details of any site/building security	Access to the site is restricted during school hours. External access gates and doors are		

procedures that include arson prevention.	<i>mag locked or manually locked. Outside of school hours the top (wooden gate) is left open to enable Fire Service access if required. External rubbish bins are away from the school building.</i>
Do you hold radioactive sources? And if so, when did you inform the fire brigade?	No
Do you have an Out of Hours contact? Detail name and contact details have the fire service been informed of these details?	Sodexo Helpdesk – 01392 268999
Detail the premises false alarm procedures.	<i>Upon the Fire Alarm being activated the site is to be evacuated as is normal practise. Sodexo staff view Fire Alarm Panel, check for faults. Check zone as indicated on the Fire Panel. If found to be a false alarm, say due to a pupil setting off the alarm, Sodexo confirm this prior to re-setting the Fire Alarm and allowing people, staff and pupils back into the building.</i>
Notes:	The ultimate responsibility for the adequacy of this fire risk assessment lies with the 'Responsible Person' as defined by legislation for ensuring a fire risk assessment is undertaken and general fire precautions are adequate. This is a PFI Academy that is leased via DCC from the PFI provider Modern Schools (Exeter) Ltd (MSEL) on a twenty eight year lease. Facilities Management is contracted to Sodexo via MSEL.

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
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1. IDENTIFYING FIRE HAZARDS IN THE PREMISES

1.1	Identify all potential ignition sources in your building and what measures can be taken to remove or reduce these sources?	<p><i>General areas:</i></p> <ul style="list-style-type: none"> • <i>General electrical equipment including fridges, microwaves, kettles, coffee percolators, IT equipment including servers and lap top trolleys which charge overnight, TV's and DVD players, projectors.</i> <p><i>Additional ignition source in curriculum areas</i></p> <ul style="list-style-type: none"> • <i>Food Technology: hot plates, cookers, microwaves, washing machine/ dryer/dishwasher, fridges.</i> • <i>Metal Work / Resistant Materials: heat treatment area, vacuum forming plastics, hot wire cutting, soldering, dust extraction systems, glue guns. Flammables in separate cupboards in G38.</i> • <i>Science: Bunsen burners, electrical equipment, oxidising chemicals, dish washer. Separate stock list held in separate cupboards in prep room G23. Flammables in separate cupboards in G23. Chemical store accessed from the outside of G23, location G23A</i> • <i>Physical Education: electronic fitness equipment</i> • <i>Music: electrical music instruments and amplifiers, ICT equipment</i> • <i>Art: kiln room, batik wax heaters</i> • <i>Staffroom: dishwasher</i> • <i>Arson risk</i> • <i>Heating plant and electrical installation under the control of Sodexo.</i> <p><i>Sodexo remain in control of the premises and are responsible for ensuring the following is undertaken –</i></p>	No
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No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<p><i>5 yearly electrical installation inspection – completed 03/08/16</i></p> <p><i>Gas appliance inspection/maintenance (catering) – completed 11/04/18</i></p> <p><i>Gas appliance inspection/maintenance (food tech) – completed 21/08/17</i></p> <p><i>Gas boiler inspection/maintenance – completed 01/08/17</i></p> <p><i>Gas pressure – completed 09/09/16</i></p> <p><i>Portable appliance inspected and tested by Sodexo – tech rooms completed 13/11/17 and general areas completed 26/10/17.</i></p> <p><i>The academy liaises with Sodexo to notify them of all electrical appliances that require a periodic inspection and test.</i></p> <p><i>The Academy will PAT test kettles/toasters/microwaves yearly, whilst fixed items that don't really move (IE Fridges etc) will be tested on a 5 yearly basis. Other portable items will be PAT tested 3 yearly.</i></p> <p><i>Gantry "Stage Lighting" PAT Tested 2016.</i></p> <p><i>Academy staff will notify Sodexo of damaged or defective items via the Helpdesk promptly and remove any such items from use.</i></p> <p><i>Defective Academy owned equipment will be removed from use by the Academy.</i></p> <p><i>Solar panels are electrically non-functional - water collection only.</i></p>	
<p><i>Consider: naked flames, gas appliances, hot processes, welding, paint stripping, electric, gas/oil fired heaters and boilers, cooking implements, electrical equipment, hot surfaces, arson or blocked vents. Priority 1 & 2 items on the 5 year fixed electrical system should be actioned. Solar panels</i></p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
1.2	Identify all potential fuel sources and what measures can be taken to remove or reduce these sources?	<p><i>General areas:</i></p> <ul style="list-style-type: none"> • <i>Furniture, stationery, paper, wood, cardboard, soft furnishings, plastics, display boards</i> <p><i>Additional fuel source in curriculum areas</i></p> <ul style="list-style-type: none"> • <i>Food Technology: cooking oils, food ingredients, oven gloves/aprons</i> • <i>Metal Work / Resistant Materials: wood, plastics, glue, flammable liquids stored in metal cupboard in G38, paints and varnishes, wood dust, gas canisters for outdoor ed.</i> • <i>Science: flammable chemicals (separate stock list held in G23 and intranet),</i> • <i>Art: paper, cardboard, paints, varnishes, fixatives</i> • <i>Drama: full length curtains supplied and treated by Sodexo</i> • <i>Drama costume store, costumes stored in plastic boxes, stacked appropriately.</i> • <i>Textiles: material, paint</i> • <i>Physical Education: clothing, plastic sports equipment and accessories</i> • <i>Plant rooms and stores under the control of Sodexo.</i> • <i>Flammable liquids are only stored within a purpose made flammable liquid cabinet.</i> • <i>Oxidising agents are stored away from organic fuels or combustibles.</i> • <i>Gas cylinders are only kept ready for use and are secured in an upright position.</i> • <i>Housekeeping checks control the build up of combustible in circulation space.</i> 	No

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<ul style="list-style-type: none"> • <i>Riser cupboards / electrical cupboards being used for storage</i> • <i>Some classrooms have “paper displays” hanging from ceilings – also potentially obstructing / blocking the sprinkler head.</i> 	
<p><i>Consider: anything that burns - paints, varnishes, thinners, adhesives, solvents, lint, white spirits, cooking oil, packaging, paper, textiles, waste products, dust, wood, LPG, oily rags, etc.</i></p>			
1.3	Identify all potential sources of air or oxygen and what measures can be taken to remove or reduce these sources?	<i>Oxidising chemicals (separate stock list held G23) Stored away from combustibles and organic fuels.</i>	Yes
<p><i>Consider: chemicals containing oxidising materials, oxygen supplies from cylinders, air conditioning units in areas with sources of ignition</i></p>			
1.4	Identify any specific activities that might introduce a fire hazard and what measures can be taken to control these activities?	<p><i>Science: Experiments undertaken in accordance with COSSH guidance, see individual risk assessments held in science department. Emergency stop buttons available for gas/electrical supplies.</i></p> <p><i>Technology: Work undertaken in accordance with COSSH guidance see individual risk assessments held in technology department, emergency stop buttons available for gas/electrical supplies.</i></p> <p><i>Drama/Dance: Use of lighting, see Sodexo Fire Risk Assessment for maintenance and management of lighting rigs.</i></p>	Yes
<p><i>Consider: hot works, kiln, science experiments, D&T. Staff should be informed of the nature and whereabouts of any hazardous or flammable substances kept within or around a building.</i></p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
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2. IDENTIFYING PEOPLE AT RISK IN THE PREMISES

2.1	Which groups of people have been identified as at risk in your building and why and what measures can be taken to remove or reduce these risks?	<p><i>Pupils, school employed staff, visitors, contractors, supply teachers. Any of the above groups with disabilities.</i></p> <p><i>Cleaners, Catering staff and premises staff who are employed by Sodexo. Contractors relating to these functions are also under the control of Sodexo and as such are “managed” when on site.</i></p>	Yes
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Consider: people who work in isolated areas and out-of-hours working, cleaners, security staff, visitors, hirers, contractors, especially those that work outside of school times, others in the immediate vicinity, and people with disabilities or language difficulties.

2.2	Have you produced Personal Emergency Evacuation Plans (PEEPS) for all people identified as being at particular risk?	<p><i>Currently only one pupil requires a Personal Emergency Evacuation Plan(PEEPS). PEEPS are held by Assistant Head, SENCo and reception. The pupil is guided out of the building by the attached TA. If the nominated TA is absent cover is in place. This is subject to regular review.</i></p>	Yes
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Consider: Disabled, visually impaired etc, PEEPS confirm the individual arrangements used during evacuation.

2.3	Are there any particular or unusual issues to consider?	No	
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This could include sleeping accommodation whereby there are particular issues with evening/night time/weekend evacuation.

3. INTERNAL INSPECTION OF THE SITE

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
3.1	Are there any partitions, walls, floors or ceilings with holes that could facilitate the movement of fire or smoke between areas?	<p><i>Fire stopping has occurred with no obvious holes.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p>	Yes
<p><i>Consider: Holes or gaps in ceilings, walls, etc will allow the spread of smoke and heat. They should be stopped using a suitable fire resistant material. Glass panels that will allow heat to radiate through, metal pipes that will allow heat to conduct along. Check above false ceilings to ensure integrity of compartmentation.</i></p>			
3.2	Are all doors, self-closing, fitting tightly to the frame and in good condition?	<p><i>No – there are fire doors that swing both ways that have been modified to allow the door mechanism to fit. These doors have quite a gap at the top. One of these doors has also cracked / damage around hinges.</i></p>	No
<p><i>Check the integrity of all doors and frames, intumescent strips/smoke seals; are there any doors that are not fire doors? That self-closures operate correctly; this is particularly important for doors opening on to escape routes. Inspections should be carried out periodically and the results recorded in the fire logbook</i></p>			
3.3	Is fire resisting glass in good condition and unobscured?	<p><i>Yes.</i></p> <p><i>In the main fire resisting glass is unobscured.</i></p>	No
<p><i>Check that glass is not cracked, that there are no obstructions to aid visual checks and that there are no flammable objects that radiated heat can come into contact with</i></p>			
3.4	Are the boiler rooms, electrical cupboards secure and stairwells free from any flammable storage items?	<p><i>No – electrical cupboards are being used by Sodexo to store their cleaning equipment (hoovers for example)</i></p> <p><i>Boiler room also contains some Sodexo equipment, in addition to some cardboard boxes.</i></p>	No
<p><i>Check these rooms should not be used for any other purpose, e.g.: storing of materials</i></p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
3.5	Are there any particular or unusual issues to consider?	<i>Storage space is limited. Sodexo to consider the use of an external portacabin to store their cleaning equipment.</i>	
<i>This could include the layout or particular complexity of the building e.g., room in a room, changes of direction, stairs, steps or any storage of flammable liquids, chemicals, oxyacetylene or radioactive sources, isolation points for gas, electricity, water, solar panels, location of known asbestos</i>			
EXTERNAL INSPECTION OF THE SITE			
3.6	What arrangements are in place to ensure that there is clear access to fire hydrants and for fire engines at all times?	<i>Sodexo staff perform daily and weekly “walk around” checks. School staff briefed in parking arrangements.</i>	Yes
<i>Check to ensure that approach routes for fire and emergency vehicles are kept clear and that known fire hydrants are kept clear. Do you know where the fire appliance will turn up (have you more than one entrance)?</i>			
3.7	What is the monitoring system to ensure that external fire escapes are kept in good condition?	<i>Sodexo staff undertake a daily /weekly walkaround of the site including checking fire escapes etc. School staff also monitor irregularly. Any defects within the premises are reported promptly via the helpdesk for action.</i>	Yes
<i>Check the condition of external routes, either steps or pathways must be slip-free and unobstructed.</i>			
3.8	What are the control measures for ensuring that oil/petrol/LPG tanks comply with current standards?	N/A	

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
<i>Consider in terms of bunding, distance from buildings and escape routes; appropriate impact protection; free from combustible materials</i>			
3.9	Are there any particular or unusual issues to consider?	No	
<i>This could include the layout or particular complexity of the building, the external make-up of the building (cladding etc.), changes of direction, passing high risk areas or stores of combustible materials.</i>			
4. MEANS OF ESCAPE			
4.1	How long does it take for all occupants to escape to a place of total safety? When did you last have a fire drill and what was the outcome?	<p><i>Its takes approximately 3 minutes for all occupants to reach a place of total safety. The most recent evacuation (at the time of writing this) was 17th May 2018.</i></p> <p><i>Fire evacuations are tested termly and evacuation times recorded by Sodexo in the Fire File. Whilst it would appear "Lettings" have not undertaken a Fire Evacuation test, Sodexo staff have and know what to do should there be a fire. Most "Lettings" are external to the school.</i></p> <p><i>Personal Emergency Evacuation Plans (as required) are held by Assistant Head, SENCo and reception. The pupil is guided out of the building by the attached TA. If the nominated TA is absent cover is in place. This is subject to regular review.</i></p>	Yes
<i>Fire drills must be carried out at least termly, covering all hours and areas where the buildings are in use. False alarms where an evacuation occurred may be counted. - remember to consider people with disabilities.</i>			
4.2	Where is the fire assembly point? If there is more than one assembly point, what arrangements are in place to communicate with each other?	<i>The Fire Assembly Point is identified as being the "All Weather Pitch" as identified on the Academy's Fire Emergency Plan and by signs. Details are displayed in all rooms.</i>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<p><i>Heads of Year / Tutor undertakes a roll call of evacuated pupils against the register.</i></p> <p><i>Visitors / Support Staff are checked by Ali Moxley or the Head of Department.</i></p> <p><i>2 staff “man” the safe area speaker.</i></p> <p><i>Sodexo – Kitchen Manager performs a roll call.</i> <i>Cleaning / FM Manager performs a roll call.</i></p> <p><i>In terms of checking / confirming a fire Sodexo staff will view the fire panel and check identified fire location. If no fire they will perform a safety check of the site prior to staff and pupils being allowed back on site. Sodexo would call the Fire Service on finding a fire.</i></p>	
<p><i>This is a place away from the premises, where people are at no immediate danger from the effects of fire. The ability to account for everyone as quickly as possible is paramount</i></p>			
4.3	<p>Are the existing escape routes adequate for the numbers and the type of people likely to be in the building?</p>	<p><i>There are 3 stairwells, 19 doors to external areas and a further 2 external doors from the kitchen.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p> <p><i>Academy management to communicate with Sodexo when special events are held (plays, performance etc.) to ensure maximum numbers not exceeded. See also RA07 Drama risk Assessment</i></p>	Yes
<p><i>Normally there should be at least two escape routes. Single escape routes are acceptable where there are fewer than 60 people or where travel distances are small</i></p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
4.4	Are there any doors on the escape routes that do not open in the direction of escape?	<i>No. All doors open in the direction of escape on escape routes.</i>	Yes
<i>All doors on escape routes (where over 60 people use them) should open in the direction of travel and ideally be fitted with a safety vision panel</i>			
4.5	How do you manage any combustible materials that are in escape routes?	No combustible materials are stored in escape routes and notice boards are covered. On call staff member “laps” the school every lesson.	Yes
<i>Control measures might be display boards being covered, staggered, coats etc being kept away from sources of heat; constant observation; smoke detection</i>			
4.6	How do you manage the inspection of the site and how do you ensure exits are kept clear?	<i>Daily / weekly / and monthly checks are made by Sodexo. Any defects within the premises are reported promptly via the helpdesk for action.</i>	Yes
<i>There should be a thorough physical examination of the site. See Fire Safety Checklist</i>			
4.7	Are final exit doors protected to prevent unauthorised access?	<i>Some escape doors are protected from misuse by magnetic locks. These are maintained by Sodexo. Push bar in the Sports Hall. The function of these is tested during termly drills.</i>	Yes
<i>What is the securing mechanism, a key should not be involved in opening final exits, think about push bars</i>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
4.8	What are your procedures to maintain any facilities and equipment provided for the safety of people in the building?	<p><i>Generally fire safety systems are maintained by Sodexo. Any defects within fire safety systems and equipment are reported promptly via the helpdesk for action.</i></p> <p><i>Fire Alarm serviced / maintenance completed – 13/02/18</i> <i>Emergency Lighting serviced / maintenance completed – TBC</i> <i>Fire Extinguishers checked / serviced / maintenance completed – 24/11/17</i> <i>Fire Call Points and Fire Alarm tested weekly.</i></p> <p><i>Evacuation Chairs are maintained by the school – date of last service to be confirmed.</i></p>	No
<p><i>For example, evacuation chairs - ensure you have maintenance contracts or regular maintenance procedures in place. Defect reporting system in place</i></p>			
4.9	Are there any particular or unusual issues to consider on escape routes?	No	
<p><i>This could include the layout or particular complexity of the building, changes of direction, stairs, steps or any storage of combustible materials. Evacuating evenings/nights for sleeping accommodation residents.</i></p>			
<p>5. FIRE DETECTION AND WARNING</p>			
5.1	Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?	<p><i>Smoke detection and sprinkler systems are installed.</i> <i>Call points accessible and tested weekly.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
<i>How do you warn people there is a fire? Does the alarm system cover all parts of the premises and if activated can it be heard by everyone likely to be on site</i>			
5.2	Where are your smoke/heat detectors?	<p><i>Smoke detection and sprinkler systems are installed throughout the whole building these are linked to the fire plan.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p>	Yes
<i>Detection systems usually contain smoke or heat detectors - smoke detectors in corridors and offices, heat detectors where cooking or dusty atmospheres Is there a plan to show where detectors are located and if they are individually numbered that these numbers are known and correspond with the fire alarm panel</i>			
5.3	What provisions are in place where the alarm cannot be heard and how would the hearing impaired be warned?	<p><i>N/A - Alarm audible in all areas. Visual strobe alarms used in addition to sounders. PEEPS would be put in place for staff or pupils with hearing impairment. There is no current need for this.</i></p>	Yes
<i>Sweeping system; fire wardens, the use of 'buddies' or flashing alarm lights, pagers etc</i>			
5.4	What system is in place for the servicing and maintenance of the fire detection systems are working and how are any remedial findings (from inspections) actioned?	<p><i>Competent Contractor (Chubb currently) are commissioned to perform 6 monthly servicing on the Fire Alarm System.</i></p> <p><i>Fire Alarm serviced / maintenance completed – 13/02/18</i></p> <p><i>Any issues are fed back to the FM Manager.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p>	Yes
<i>Fire detection and warning systems should be maintained by a competent contractor.</i>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
5.5	What procedure is in place to check that call points are tested and unobstructed and how are any remedial findings (from these checks) actioned?	<p><i>Sodexo perform a weekly Fire Call Point test – 1 per week. Records are kept in Sodexo’s Fire File. Sodexo staff also perform daily / weekly / monthly walkarounds.</i></p> <p><i>Sodexo have a fault log in their Fire File.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action. Academy staff have been briefed in the importance of not obstructing manual call points or fire safety signs.</i></p> <p><i>Concerns here would be reported by Sodexo to college management.</i></p>	Yes
<p><i>Call points should be tested weekly in rotation and their location visible; these checks are to be recorded in the fire logbook. You shouldn’t have to travel more than 45m to activate a call point and ideally one should be available on your direction of travel on your escape route</i></p>			
5.6	Are there any particular or unusual issues to consider?	<p><i>Out of hours – Caretakers to call 999 if they suspect a fire.</i></p>	
<p><i>This could include the silencing of alarms during exam periods, system testing etc.</i></p>			
5.7	Does your “break glass call points” have protective covers?	<p><i>No but all high risk areas where “false alarms” could occur have protective covers.</i></p>	Yes
<p><i>Consider the number of false alarms caused by inadvertently knocking the call point, if an existing installation doesn’t have call point covers then this needs to be annotated within this fire risk assessment indicating they are not required.</i></p>			
<p>6. FIRE FIGHTING EQUIPMENT</p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
6.1	What is the monitoring regime that ensures extinguishers are located in the correct position and are not damaged?	<p><i>Fire Extinguishers are checked by Sodexo as part of their daily / weekly / monthly regime. A competent contractor (Chubb) has been appointed to service / maintain Fire Extinguishers. Last service/inspection by contractor was 24/11/17. MSEL have also commissioned a site survey to confirm the number / location of the Fire Extinguishers required. The survey must also ensure the type of extinguishers is suitable for the activity.</i></p> <p><i>Fire-fighting equipment inc. extinguishers and fire blankets available in Science and DT departments The Academy has provided and funded extinguisher covers for corridor mounted extinguishers to prevent unauthorised tampering with extinguishers by pupils.</i></p>	No
<p><i>There should be a regime for in-house checking of fire fighting equipment, can extinguishers be easily identified or seen, they should have suitable signs placed nearby to indicate type of extinguisher and recommended use. Misuse of extinguishers may be addressed by instruction, supervision</i></p>			
6.2	Are the extinguishers available suitable for fire hazard within that area?	<p><i>Fire Extinguisher provision overseen by Sodexo. External commissioned contractor has been commissioned to perform an audit of requirements.</i></p> <p><i>Fire-fighting equipment inc. extinguishers and fire blankets available in Science and DT departments</i></p>	Yes
<p><i>Water for wood, paper, textiles, not for electrical fires, CO2 for electrical fires, foam for liquid fires- petrol paint or oils, dry powder for general use, wet chemical for deep fat fryers.</i></p>			
6.3	Are there enough extinguishers sited throughout the building at appropriate locations?	<p><i>Fire Extinguisher provision overseen by Sodexo. External commissioned contractor has been commissioned to perform an audit of requirements.</i></p> <p><i>The Academy has provided and funded extinguisher covers for corridor mounted extinguishers to prevent unauthorised tampering with</i></p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<i>extinguishers by pupils</i>	
<i>Normally at least 25 metres to get a water/foam extinguisher, 10 metres for a dry powder, CO2 & wet chemical extinguisher</i>			
6.4	Are fire fighting equipment (extinguishers, sprinklers, gas drenching systems) maintained in a safe condition?	<i>Sodexo oversee the provision and undertake their own "visual" inspections. Chubb service the extinguishers – Nov 2017. Sprinkler system serviced/inspected by contractor 24/10/17</i>	Yes
<i>There should be a regime for inspection & maintenance by a competent contractor.</i>			
7. EMERGENCY LIGHTING			
7.1	What emergency lighting is provided if your premises are used during periods of darkness?	<i>Any defects within the premises are reported promptly via the helpdesk for action. Emergency lighting system is a central battery backup system capable of 3hrs running time. Torches held by Sodexo</i>	Yes
<i>There should be sufficient lighting during times of darkness for people to immediately identify the emergency routes and exits. Consider lone workers, and those staff/contractors working out of normal hours. Emergency lighting should either be backed up by battery or alternative sources such as torches</i>			
7.2	Is emergency lighting maintained in a safe condition?	<i>Any defects within the premises are reported promptly via the helpdesk for action. Sodexo confirmed that Chubb maintain/service the Emergency Lighting.</i>	No

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<i>Records not available to confirm this at the time.</i>	
	<i>There should be regimes for in-house checking and testing & maintenance by a competent contractor.</i>		
8. SAFETY SIGNS			
8.1	What monitoring system is in place to ensure that escape routes and fire exits are indicated by appropriate signs?	<i>The Fire Plan indicates the location of agreed signage/fire exits. Any defects within the premises are reported promptly via the helpdesk for action.</i>	No
	<i>Signs that provide information on escape routes and emergency exits should have white lettering on a green background, incorporating a running man symbol and where necessary a directional arrow</i>		
9. FIRE SAFETY INFORMATION			
9.1	How does the emergency evacuation plan take into account the findings of this risk assessment?	<i>A separate Premises Fire Emergency Plan document is in place which is reviewed annually in tandem with the review of this Fire Risk Assessment and in light of the practical experience of termly fire drills.</i>	Yes
	<i>Emergency plans should be devised, written and published so everyone knows of its contents. It should be revised as often as required, or at least annually. The plan should include be preferred routes to use, whether marshals are used, and choice of assembly point etc.</i>		
9.2	What are your arrangements for informing staff and others of the findings of this risk assessment and the evacuation plan?	<i>Academy staff are briefed in the School Premises Fire Emergency Plan at induction and again annually thereafter. Termly fire drills put the plan into practical action Record of when and how long it took are kept in fire drill file along with any lessons learned. School visitors are supervised / accompanied by school staff.</i> <i>Sodexo hold a copy of this risk assessment and of the Fire Emergency Plan. Fire drills are conducted along with Sodexo staff to ensure</i>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<p><i>suitable cooperation and coordination.</i></p> <p><i>Contractors are “managed” whilst on site by Sodexo.</i></p>	
<p><i>E.g.: Fire routine notices, visitor badges and briefings – others may include students/pupils, temporary/agency, contractors, hirers of the buildings and visitors. Agency staff, contractors, hirers, visitors and volunteers need to be aware of any hazards that they may come into contact with.</i></p>			
9.3	<p>Do you keep a logbook to record tests, inspections and maintenance? Where your records are kept and are they available for inspection by the enforcement authorities?</p>	<p>Sodexo keep a Fire Log book which is kept in the caretakers office. Some areas of recording observed. Sodexo have supplied a copy of contractor servicing and inspection paperwork and will continue to do so when asked.</p> <p>Any defects within the premises are reported promptly via the helpdesk for action.</p>	No
<p><i>A fire log book detailing all maintenance, testing and inspections of fire alarm, fire fighting equipment, emergency lighting, automatic doors, fire doors etc. Reports will include copies of other risk assessments, emergency plans, statutory inspection reports, PEEPS, fire logbook, training records etc.</i></p>			
<p>10. CO-ORDINATION</p>			
10.1	<p>In what way have you co-ordinated your fire safety arrangements with other responsible people working in the building?</p>	<p><i>Academy staff are briefed in the School Premises Fire Emergency Plan at induction and again annually thereafter. Termly fire drills put the plan into practical action Record of when and how long it took are kept in fire drill file along with any lessons learned.</i></p> <p><i>Sodexo hold a copy of this risk assessment and of the Fire Emergency Plan. Fire drills are conducted along with Sodexo staff to ensure suitable cooperation and coordination.</i></p>	Yes
<p><i>Fire and emergency plans should be co-ordinated with outside organisations that share your site - In shared premises employers have a duty to co-operate with other employers who may share the premises or have guest workers in your premises.</i></p>			
<p>11. TRAINING</p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
11.1	What is the level of your staff's fire safety training and where are the records kept?	<p><i>Academy staff are briefed in the School Premises Fire Emergency Plan at induction and again annually thereafter. Termly fire drills put the plan into practical action Record of when and how long it took are kept in fire drill file along with any lessons learned.</i></p> <p><i>Senior Managers have attended DCC overview training and FRA.</i></p> <p><i>Sodexo staff undertake an induction process that includes Fire Safety.</i></p>	Yes
<p><i>Adequate fire safety training must be provided to all persons depending on their levels of responsibility. Staff appointed to specific duties in the event of a fire should receive adequate information and training</i></p>			
11.2	What fire training has science, technology or kitchen staff had?	<p><i>Kitchen staff are employed by Sodexo and it was verbally confirmed that all Sodexo staff undertake an induction process that includes Fire Safety upon employment.</i></p> <p><i>Trained in safe use of equipment.</i></p> <p><i>Receive H&S bulletins as required / CLEAPS.</i></p> <p><i>They are aware of the use of "wet chemical" extinguisher use</i></p>	Yes
<p><i>You may consider that science, technology or kitchen staff should have some specific training on putting out small fires.</i></p>			
<p>12. REVIEW</p>			
12.1	When do you review your fire risk assessment and plans?	<p><i>This Fire Risk Assessment is reviewed annually.</i></p>	
<p><i>Fire risk assessments must be reviewed following significant changes of use, personnel, layout or structure of the building or at least annually.</i></p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
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Date this risk assessment will be checked to ensure all actions have been completed	<i>October 2018</i>
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Date of next fire risk assessment	<i>April 2019</i>
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ASSESSOR'S FINDINGS - ADDITIONAL CONTROL MEASURES AND ACTIONS

REF	LIST FINDINGS AND RECOMMENDED CONTROL MEASURES	DATE ACTION TO BE COMPLETED	BY WHOM
<p><i>The findings within this assessment have been put forward to assist (ESTABLISHMENT) in complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Although the purpose of these findings are to place the fire risk in context, the adopted approach to fire risk assessment is subjective and therefore it is the decision of the Responsible Person(s) on how they remedy and act upon the guidance offered in this report..</i></p>			
1.1	<p><i>Sodexo / MSEL to confirm the C1 and C2 items identified within the 5 yearly electrical installation survey/test have been actioned.</i></p> <p><i>Decision taken:</i></p>	<i>By 30/06/18</i>	<i>Sodexo / MSEL</i>
1.1	<p><i>School to undertake its PAT testing regime and confirm when complete.</i></p> <p><i>Decision taken:</i> <i>PAT testing of school owned high risk items undertaken 9/5/18, provision for subsequent year's PAT testing in place.</i></p>	<i>By 30/06/18</i>	<i>School</i>
1.2	<p><i>Sodexo to remove any storage in riser cupboards / electrical cupboards</i></p> <p><i>Decision taken:</i></p>	<i>By 30/09/18</i>	<i>Sodexo</i>
1.2	<p><i>School to remove any paperwork attached to ceilings / lights in ALL classrooms</i></p> <p><i>Decision taken:</i> <i>Email to staff of rooms that require items being removed from ceiling sent AM to check compliance 10/9/18</i></p>	<i>By 30/09/18</i>	<i>School</i>
3.2	<p><i>There are a couple of sets of double fire doors that "swing" both ways. The tops of the doors have been modified to allow the "hinge mechanism" to work. Fire Doors to be replaced.</i></p>	<i>By 30/09/18</i>	<i>Sodexo / MSEL</i>

	Decision taken:		
3.3	School to remove items attached to Fire doors / vision panels. Decision taken: Email to staff of rooms that require items being removed from fire doors/vision panels sent AM to check compliance 10/9/18	30/09/18	School
3.4	Sodexo to remove any combustible items from the boiler room(s). Decision taken:	30/09/18	Sodexo
4.8	School to confirm maintenance schedule / dates on evacuation chairs. Decision taken: Until 23/7/18 we didn't own an Evac chair, this has now been purchased, training will take place 3/9/18 and maintenance discussed at this time	30/09/18	School
4.8 / 7.2	Sodexo to confirm date and corresponding work sheet to show that the Emergency Lighting has been serviced/inspected by a competent contractor. Decision taken:	30/09/18	Sodexo
6.1	Survey results to be shared with DCC H&S Team to agree changes and/or replacement/alternative solutions. Assessment must include whether the identified extinguisher is suitable for the type of activity its covering Decision taken:	30/09/18	MSEL / Sodexo
6.1	Whilst there appears to be signage indicating the fact there should be a "powder" fire extinguisher outside F64 it was not in place. To be replaced.	30/09/18	Sodexo

	<i>Decision taken:</i>		
6.1	<i>Seating Area has 3 fire extinguishers but no signs indicating their usage. To be fitted.</i>	30/09/18	Sodexo
	<i>Decision taken:</i>		
8.1 SIGNS	<i>“Running Man” sign required G23</i>	30/09/18	Sodexo
	<i>Decision taken:</i>		
9.3	<i>Whilst there are some written records of Sodexo activity in terms of fire safety these records are quite scant. Sodexo to ensure written records of activity are completed more robustly going forward – inc emergency lighting / call points / sprinkler / fire extinguishers / walkarounds / fault logs etc. Sodexo’s Fire Log contents sheet indicate 17 sections but many are blank.</i>	30/09/18	Sodexo
	<i>Decision taken:</i>		
General	<i>Sodexo to confirm the date and the corresponding contractor work sheet to show that the Science Gas Proving Unit has been serviced / maintained.</i>	30/09/18	Sodexo
	<i>Decision taken:</i>		
General	<i>MSEL / Sodexo to confirm whether the following doors are highlighted as fire exits on the Fire Plan (Kevin as they appear they may have been at some point – break glass / signage. If YES, “running man” signs required.</i> <i>G37 / G38 / G41/ G70 / G71</i>	30/09/18	MSEL / Sodexo
	<i>Decision taken:</i>		

General	Confirmation required that the remedial works identified as being required by the Fire Extinguisher Contractor inspection on 24/11/17 has been actioned (Some replacement extinguishers / fire blankets required)	30/09/18	Sodexo
General	Confirmation required that the remedial works required from the last Food Tech Gas Appliance Test (21/08/17) have been actioned. Decision taken:	30/09/18	Sodexo
	Confirmation required that the remedial works required from the last Gas Boiler Safety Test (August 2017) have been actioned. Decision taken:	30/09/18	Sodexo
	Confirmation required that the remedial works required from the last Lift Inspection (08/05/17) have been actioned. Decision taken:	30/09/18	Sodexo
	Confirmation required that the Air Conditioner Units have been serviced and where remedial works required, this has been actioned. Decision taken:	30/09/18	Sodexo
	Confirmation required that the remedial works required from the last Automatic Door Inspection (25/10/17) have been actioned. Decision taken:	30/09/18	Sodexo

Should the Responsible Person(s) deem any points inadequate/unreasonable/impracticable then they should raise any issues with the Fire Risk Assessor in the first instance.

Signed Principal/Headteacher

Date

The outcome of this assessment should be shared with the relevant staff. A copy of the completed assessment to be kept on file