



# Fire Risk Assessment Report

<b>Company</b>	St Augustines Priory – Nursery and Early Years - Clockhouse
<b>Site Address</b>	Hillcrest Rd, London W5 2JL
<b>Contact details</b>	020 8997 2022
<b>Site Contact</b>	Jonathan Powell – jpowell@sapriory.com
<b>Date of Assessment</b>	29th September 2016
<b>Date of Report</b>	3rd October 2016
<b>Consultant</b>	Jo Banks 07960152675

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EXECUTIVE SUMMARY

Overview

Overall no significant risks were identified and general fire arrangements were satisfactory. Ongoing vigilance and attention to Fire prevention is the schools ethos. The focus is on good house- keeping and removing waste or unnecessary stored items regularly. The school actively manages the separation of combustibles from sources of ignition.

Fire Risk Assessment St Augustine’s Clockhouse Building- Summary 29th Sept 2016

	No. of Actions		No. of Actions
1.Management of fire safety	Satisfactory	8. Fire fighting equipment	Satisfactory
2. Sources of ignition	Satisfactory	9. Means of Escape	Satisfactory
3. Sources of fuel	Satisfactory	10. Compartmentation	Satisfactory
4. Inadvertent sources	Satisfactory	11. Signs and notices	Satisfactory
5. Sources of Oxygen	Satisfactory	12. Fire safety plan	Satisfactory
6. People at risk	Satisfactory	13. Information & instruction	Satisfactory
7. Fire detection and warning	Satisfactory	14. Fire prevention	Satisfactory

<b>Urgent</b>	A situation that involves a contravention of legislation that could lead to fatal or major injury and could result in the issuing of a Prohibition Notice or legal proceedings by the Enforcing Authority. <b>Not acceptable and requires immediate action</b>
<b>High</b>	A situation exists that involves contravention of legislation that could lead to serious injury or ill health and is likely to result in the issuing of an Improvement Notice and/or legal proceedings by the Enforcing Authority. <b>Not acceptable in the medium term and requires action to minimise the risk.</b>
<b>Medium</b>	A situation exists that may cause injury or reversible ill health that involves non-compliance with legislation and may be subject to the issuing of communication from the Enforcing Authority. <b>Acceptable in the short term provided responsibility for control has been identified and is being implemented.</b>
<b>Low</b>	A situation exists where accidents or property damage is possible. Taking action will ensure conformance with health and safety legislation. <b>An acceptable risk, but must remain under regular review.</b>
<b>Recommendation</b>	Where a situation exists that may arguably meet legislative requirements but following the recommendation will result in an improvement in the working environment and/or health and safety arrangements.

<b>Satisfactory</b>	Arrangements which are compliant with legislation and best practice.
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Overall Fire Risk

<b>Tolerable</b>	<b>No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.</b>
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## INTRODUCTION

As part of the Service to St Augustine’s Priory, Jo Banks GradIOSH MIIRSM of Arinite Ltd conducted a comprehensive inspection and subsequent Fire Safety Risk Assessment of the Clockhouse and Nursery site on 29th September 2016.

### Objective

The objective of the inspection and risk assessment was to assist St Augustine’s Priory in meeting its duties to carry out an assessment of workplace safety and health risks under the:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

Compliance with these duties may be routinely checked by the Fire Authority, or as the result of a fire related incident. The Company insurer will also require a suitable and sufficient risk assessment to be undertaken and any failings in fire safety measures may invalidate an insurance claim in the event of a fire.

### Fire Safety Management

The overall aim of fire safety management is to identify and implement fire risk control measure with the aim of preventing fires, saving lives and preventing business loss as shown in figure 1.

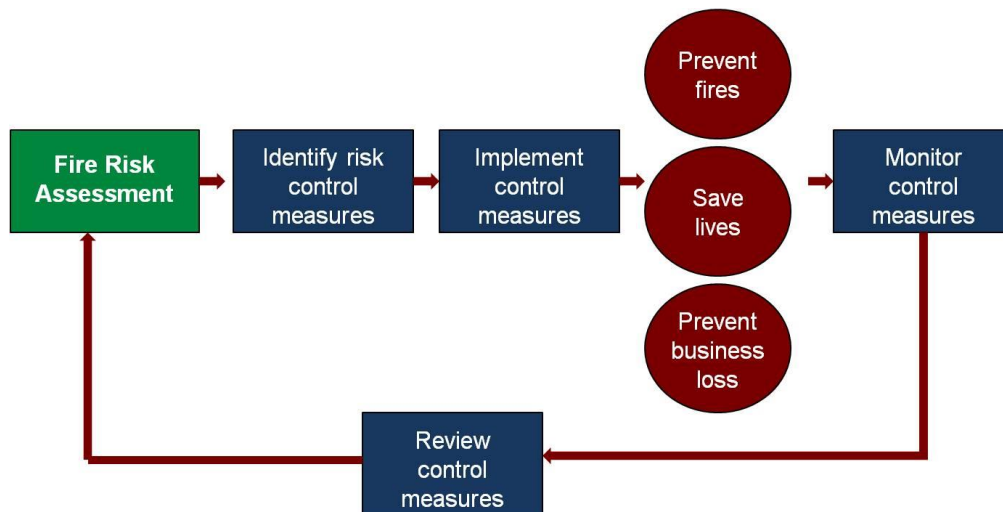


Figure 1

### Limitations of the Assessment

In general, the structural features of the premises and those that were hidden from open view, e.g. ceiling voids, service ducts, etc., may not have been subject to inspection during this fire risk assessment. The Responsible Person has a duty for ensuring that appropriate inspection and maintenance of the structural aspects of the buildings, including the above, is carried out.

It is important to note that the assessment cannot guarantee to cover every aspect of all likely risks. The comments are based on observations and discussions undertaken by Arinite Ltd at the time of a particular visit.

### **Numbers of People and Type of Work Undertaken at Premises**

#### **Nursery School and School setting**

The Nursery is housed in its own purpose built accommodation and caters for boys and girls aged 3 to 4 years of age. The Nursery has a well-equipped outdoor play area as well as access to the school grounds including the Meadow.

The Prep classes are housed in their own building and the girls have their own large playground. This area is protected by security gates and CCTV and access to the playground and classrooms is by security code. In fine weather, the children use the Meadow as a location for play as well as for sports and outdoor learning. Visits to the Meadow are enhanced by the wooden play equipment which encourages imaginative play as well as physical development.

Typically there are 24 children in each Prep class.

Description of Site



Nursery and early years situated in the Clock house building.

Own section on fire panel.

3 evacuation practices per year – one per term. Occasional evacuation due to False alarm.

**Priorities for Action**

To assist in the decision-making process, colour-coded priorities for action have been assigned in the reports to enable management to differentiate between critical necessities and desirable requirements.

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<b>Low</b>	A situation exists where accidents or property damage is possible. Taking action will ensure conformance with health and safety legislation. <b>An acceptable risk, but must remain under regular review.</b>
<b>Recommendation</b>	Where a situation exists that may arguably meet legislative requirements but following the recommendation will result in an improvement in the working environment and/or health and safety arrangements.
<b>Satisfactory</b>	Arrangements are compliant with legislation and best practice.

Note: To ensure full compliance with the requirements of current legislation, all identified tasks should be rectified at the earliest opportunity.

**Acknowledgment:** Arinite Ltd would like to express their appreciation for the help given by Chris and the staff.

## Fire Risk Assessment Action Plan Matrix – Clockhouse Nursery– 29th September 2016

Ref Date	Location	Fire Hazard	Risk	Persons at Risk	Priority	Action Required	Completion or target date	Owner
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NO Live Actions for 2016 Inspection

1 Taking into account the fire prevention measures observed at the time of the risk assessment, it is considered that the hazard from fire (probably of ignition) at these premises is:

**Low**

2 Taking into account the nature of the premises and occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of fire would be:

**Harmful**

3 Accordingly, it is considered that the risk to life from fire at these premises is:

**Tolerable**

		Potential consequences of fire:		
Fire hazard (probability)		Slightly harmful	Harmful	Extremely harmful
<b>1</b>	<b>Low</b>	Trivial risk	Tolerable risk	Moderate risk
	<b>Low – Medium</b>	Tolerable risk	Moderate risk	Substantial risk
	<b>Medium</b>	Tolerable risk	Moderate risk	Substantial risk
	<b>High</b>	Moderate risk	Substantial risk	Intolerable risk

		Potential consequences of fire:	
<b>2</b>	<b>Slightly harmful</b>	Outbreak of fire very unlikely to result in serious injury or death of any occupant.	
	<b>Harmful</b>	Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people.	
	<b>Extremely harmful</b>	Potential for serious injury or death of one or more occupants.	

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS8800<sup>1</sup> for general health and safety risks.

		Risk level	Action and timescale
<b>3</b>	Trivial	No action is required and no detailed records need to be kept.	
	<b>Tolerable</b>	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.	
	Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.	
	Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.	
	Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.	

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

<sup>1</sup> BS8800: 1996 Guide to occupational health and safety management systems



## FRA Checklist –St Augustine’s Priory Clockhouse Nursery 29.09.16

No.	Requirement	Y/N/NA
<b>1. Management of Fire Risks</b>		
1	Has a Responsible Person been appointed?	Y
2	Does the Responsible Person have sufficient knowledge with regard to their duties?	Y
3	Has a Competent Person been appointed?	Y
4	Does the Competent Person have sufficient knowledge with regard to their duties?	Y
5	Has an incident controller/s been appointed?	Y
6	Have the Incident Controller/s sufficient knowledge with regard to their duties?	Y
7	Has a previous fire risk assessment been carried out by the client?	Y
8	Was the clients Fire Risk Assessment available to view?	Y
9	Has a previous fire risk assessment been carried out by a landlord?	NA
10	Was the landlord’s Fire Risk Assessment available to view?	NA
11	Are floors plans available?	Y
12	Do floor plans indicate the location of all fire safety systems and equipment?	N
13	Do floor plans indicate emergency escape routes and final exit doors?	Y
14	Would the floor plans be accessible by the emergency services if needed urgently?	Y

### 2. Sources of Ignition

1	<b>Is the workplace free of:</b>	
	• Electrical, gas, oil heaters, room heaters, portable heaters?	N
	• Extract fans for dust and fumes removal (e.g. build up of debris)?	Y
	• Heat sources, e.g. gas, electric, microwave ovens?	N
	• Poor electrical installations (overloads, bunched or damaged cables)?	Y
	• Light fittings and lighting equipment (e.g. halogen lamps, display lighting, products stored too close to lighting, etc.)?	Y
2	Is the workplace free of any indications of near misses, e.g. scorch marks on furniture or fittings, discoloured or charred electrical plugs, cigarette burns, etc.	Y
3	Have all potential sources of ignition been identified?	Y

### 3. Sources of Fuel

1	Is the workplace free of combustible materials?	N
2	Is the workplace free of flammable liquids, chemicals and gases?	N
3	Is the workplace free of other sources of fuel?	N
4	Have all potential fuel sources been identified?	Y

### 4. Sources of Oxygen

1	Is the workplace free of natural air flows, e.g. open doors and windows?	N
2	Is the workplace free of mechanical systems, e.g. air conditioning?	N
3	Is the workplace free of additional sources of oxygen?	Y
4	Have you identified all potential sources of oxygen?	Y

### 5. People at Risk

## FRA Checklist –St Augustine’s Priory Clockhouse Nursery 29.09.16

No.	Requirement	Y/N/NA
1	Employees	Y
2	Visitors / contractors	Y
3	Lone workers, e.g. cleaners, security staff	Y
4	People with disabilities (personal emergency evacuation plans – PEEPS – may be required)	NA
5	Other people in the immediate vicinity of the premises	Y

### 6. Fire Detection and Warning Systems

1	Is there a fire detection system? Is it for:	
	• Smoke?	Y
	• Heat?	Y
	• Other?	N
2	Is there a fire alarm/warning system?	Y
3	Is there an effective procedure in place for full or phased evacuation?	Full
4	Are there adequate break-glass points?	Y
5	Can the means of warning be clearly heard by everyone throughout the whole building?	Y
6	Is the alarm regularly tested? If yes, how?	
	Activated from main control panel?	N
	Individual break glass boxes?	Y
7	Is there a fire log book?	Y
	If so, is it up to date?	
8	Are six-monthly inspections of the detection and warning systems conducted?	Y

### 7. Fire Fighting Equipment and Facilities

1	Are there portable fire extinguishers containing:	
	a) Water?	Y
	b) Carbon dioxide?	Y
	c) Dry powder?	Y
	d) Foam?	Y
	e) Wet chemical?	N
	f) Fire blankets?	Y
2	Are there enough extinguishers sited throughout the premises at appropriate locations?	Y
3	Are the right types of extinguishers located close to the fire hazards?	Y
4	Are the extinguishers visible or does their position need indicating?	N
5	Are fire extinguishers:	
	• In good condition, checked and “in date”?	Y
	• Fixed to a wall or fire point/stand?	N
6	Are members of staff trained to use them?	Y
7	Have steps been taken to prevent the misuse of extinguishers?	Y

## FRA Checklist –St Augustine’s Priory Clockhouse Nursery 29.09.16

No.	Requirement	Y/N/NA
8	Is there a fixed fire fighting installation?	Y
9	Is all of the fire fighting equipment periodically checked by a competent person to ensure operation?	Y
10	Are those who maintain and test fire protection systems BAFE (British Approvals for Fire Equipment) registered?	Y

### 8. Means of Escape

1	Are six-monthly fire drills conducted?	Y
2	Can all the occupants escape to a place of total safety in a reasonable time?	Y
3	Are escape routes suitable?	Y
4	Are escape routes properly signed?	Y
5	Are escape routes kept clear at all times?	Y
6	How many exit routes are available?	2
7	Do the doors on escape routes open in the direction of escape (if necessary)?	Y
8	Are all escape routes covered by an acceptable form of emergency escape lighting?	Y
9	Have notices been provided giving information on:	
	• how to operate security devices on exit doors?	Y
	• doors enclosing fire hazards that must be kept shut?	Y
	• fire action notices?	Y
10	Is the emergency lighting regularly checked/tested to ensure operation?	Y
11	Are records for checking (function and durability) emergency lighting maintained and available?	Y
12	Are safe refuges available?	N
13	Has a safe means of escape been provided for disabled persons in the event of an emergency?	Evac chair
14	Has suitable specialist evacuation equipment, e.g. Evac Chairs, been provided where necessary?	possible
15	Can lifts be used in an emergency?	NA

### 9. Compartmentation

1	Are all fire doors in good condition and fit correctly?	N
2	Do all self-closing devices on doors operate effectively?	Y
3	Are fire doors periodically inspected?	Y
4	Has a competent person carried out a structural survey?	Y
5	Is the workplace free of any visible places where smoke and flames can spread from one compartment to another?	Y

## FRA Checklist –St Augustine’s Priory Clockhouse Nursery 29.09.16

No.	Requirement	Y/N/NA
<b>10. Signs and Notices</b>		
1	Where necessary, are escape routes and exits, the locations of fire fighting equipment and emergency telephones indicated by appropriate signs?	Y
2	Is the signage visible and of pictogram style?	Y
3	Are all the necessary signs and notices being maintained so that they continue to be correct, legible and understood?	Y
<b>11. Fire Safety Plan</b>		
1	Is there a documented fire safety plan?	Y
2	If yes, is it appropriate?	Y
	Does the fire plan include information on:	
	• Fire prevention?	Y
	• Fire warnings/alarms?	Y
	• Alarm tests?	Y
	• Evacuation procedure?	Y
	• Emergency lighting?	Y
	• Lighting tests?	Y
	• Disabled persons?	Y
	• Terrorist activities?	NA
	• Visitors?	Y
	• Fire suppression/fighting?	Y
	• Staff training?	Y
• Periodic review of risk assessment?	Y	
<b>12. Information and Instruction</b>		
1	Have staff and visitors, etc. been informed about what do to in an emergency?	Y
2	How are they currently informed?	
	• Induction	Pupils informed by staff
	• Fire Policy	
	• Staff Handbook	
	• Fire Action Notice	
	• Visitor’s badge	
• Personal Emergency Evacuation Plan		
3	Have staff received basic fire training?	Y
4	Have fire marshals been trained?	Y
5	Are employees aware of specific tasks if there is a fire?	Y
<b>13. Fire Prevention</b>		
1	Are all items of electrical equipment maintained, serviced and inspected regularly?	Y
2	Are extension leads/adaptors being used safely?	Y
3	Is the wiring of the electrical installation periodically inspected?	Y

## FRA Checklist –St Augustine’s Priory Clockhouse Nursery 29.09.16

No.	Requirement	Y/N/NA
4	Are air-conditioning systems maintained, serviced and inspected?	Y
5	Are boilers and heating systems maintained, serviced and inspected?	Y
6	Are contractors managed – hot working, etc?	Ops Dir
7	Are periodic housekeeping inspections conducted?	Y
8	Will building security reduce arson attacks?	Y

### 15. Conclusion

What is the most likely cause of a fire?	Electrical fault resulting in combustion of paper or other light materials.
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Estimated time lapse before the fire is detected:

Normal working hours	Immediate.
Out of hours (when not occupied)	Not known

Time to evacuate (from records or estimated)

Normal working hours	Less than 5 minutes to escape.
Out of hours (e.g. overtime, meetings etc)	NA

Time when fire fire fighting will commence

Fixed installation (Type)	N
Portable appliances	Immediate
In-house fire team	NA
Fire Brigade	10 minutes

# Supporting Photographs

**FIRE ALARM ZONES**

**PANEL 1 MAIN BLOCK**

ZONE	DESCRIPTION
1	MAIN BLK GROUND FLOOR NORTH
2	MAIN BLK GROUND FLOOR EAST
3	MAIN BLOCK GROUND FLOOR SOUTH
4	MAIN BLOCK GROUND FLOOR WEST
5	MAIN BLOCK FIRST FLOOR NORTH
6	MAIN BLOCK FIRST FLOOR EAST
7	MAIN BLOCK FIRST FLOOR SOUTH
8	MAIN BLK FIRST FLOOR WEST
9	MAIN BLK SECOND FLOOR EAST
10	MAIN BLK SECOND FLOOR WEST
11	MAIN BLK GROUND FLOOR LAB BLOCK (ACADEMY)
12	MAIN BLK FIRST FLOOR LAB BLOCK (ACADEMY)
14	MAIN BLK LOWER GROUND FLOOR
15	MAIN BLK BOILER ROOM
16	MAIN BLK BASEMENT EAST
24	MAIN BLK SOUNDERS

**PANEL 2 SCIENCE BLOCK**

ZONE	DESCRIPTION
1	SCIENCE BLK GROUND FLOOR
2	SCIENCE BLK FIRST FLOOR
3	SCIENCE BLOCK SECOND FLOOR
4	SCIENCE BLOCK STAIRS
5	SCIENCE BLOCK ROOF VOID
6	SCIENCE BLOCK EXTERNAL AREA
20	SCIENCE SOUNDERS & RELAYS GRND
21	SCIENCE SOUNDERS FIRST FLOOR
22	SCIENCE SOUNDERS SECOND FLOOR

**PANEL 3 NURSERY CLOCK HSE**

ZONE	DESCRIPTION
1	NURSERY BLOCK MAIN STAIRS
2	NURSERY BLOCK GROUND FLOOR
3	NURSERY BLOCK FIRST FLOOR
4	NURSERY BLOCK ROOF VOID
5	PREP SCHOOL BLOCK
10	NURSERY SOUNDERS & RELAYS
11	PREP BLOCK SOUNDERS & RELAYS

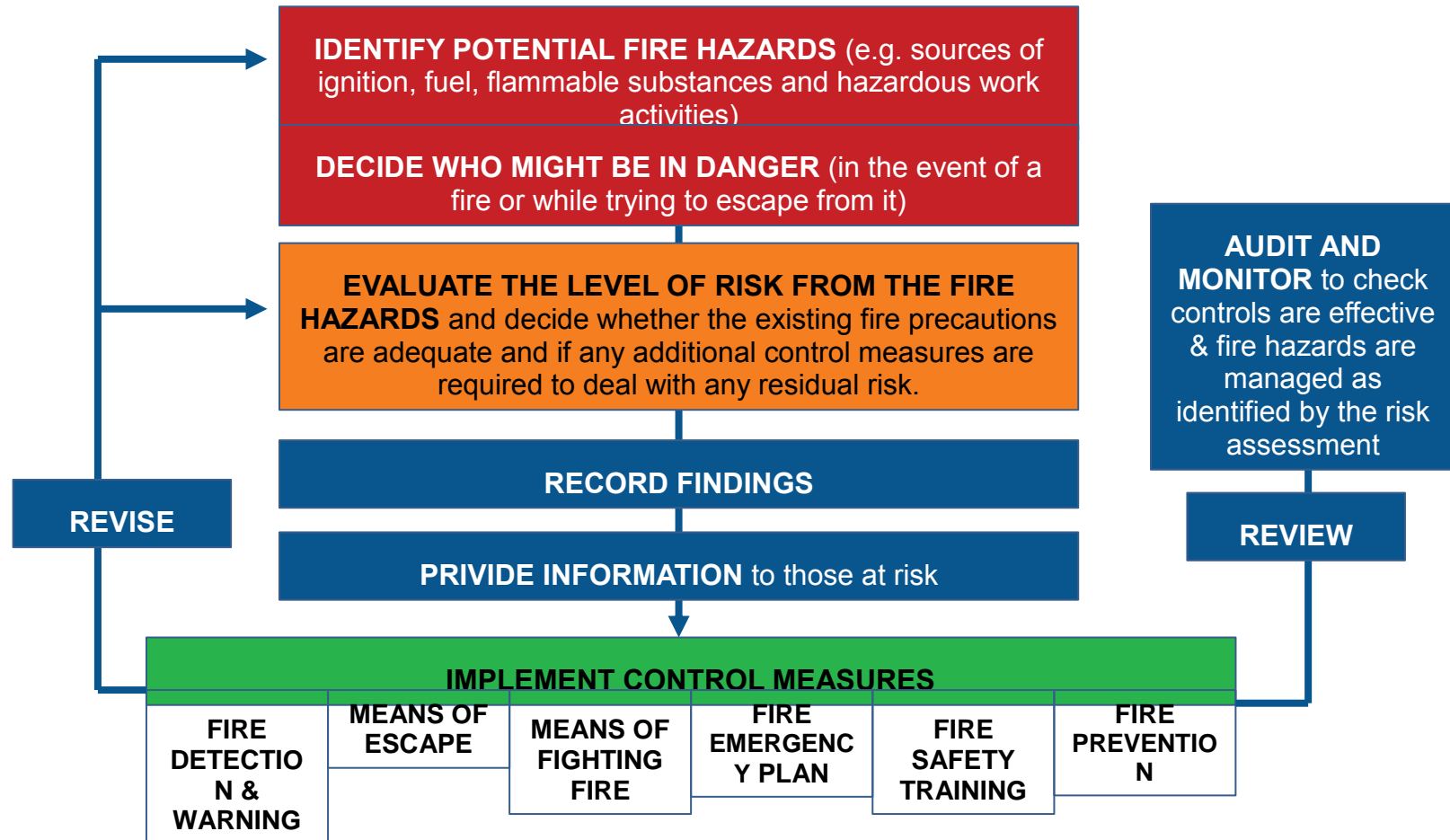
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**Fire Zone Map**



# Background Information

## Fire Risk Assessment Flow Chart



# References

## Government Guidance

HM Government guides on Fire Safety Risk Assessment. The government has produced the following guides on fire risk assessment.

- Offices and Shops
- Factories and Warehouses
- Sleeping Accommodation
- Residential Care Premises
- Educational Premises
- Small and Medium Places of Assembly
- Large Places of Assembly
- Theatres, Cinemas and Similar Places
- Open Air Events and Venues
- Healthcare Premises
- Transport Premises and Facilities
- Means of Escape for Disabled People

The relevant guides were used for the purposes of this fire risk assessment.

## British Standards, including:

### BS 5266: Emergency lighting

Part 1: Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment

Part 8: Emergency escape lighting

### BS 5306: Fire Extinguishing Installations and Equipment on Premises

Part 3: Maintenance of portable fire extinguishers – Code of practice.

Part 8: Selection and installation of portable fire extinguishers – Code of practice.

### BS 5839: Fire Detection and Alarm Systems for Buildings

Part 1: Code of practice for system design, installation, commissioning and maintenance.

### BS 7671: Requirements for electrical installations. IEE Wiring Regulations. Sixteenth edition.

### BS 8214: Code of practice for fire door assemblies with non-metallic leaves

BS EN 1125: Building Hardware, Panic Exit Devices Operated by a Horizontal Bar  
Requirements and test Methods.

**Building Regulations, Approved Document B** – as appropriate and particularly for new buildings.

**Industry Best Practice** as recognised.