

**YOUR WORKPLACE FIRE PRECAUTIONS LEGISLATION
PERIODIC REVIEW OF FIRE RISK ASSESSMENT HAS BEEN PREPARED BY**



ELITE FIRE LTD, UNIT 17 NORTHBROOK BUSINESS PARK, WORTHING, WEST SUSSEX, BN14 8PQ, 01903240469

**FOR
ST. CHRISTOPHER'S SCHOOL**



Address of Property:	33 New Church Road, Hove, East Sussex, BN3 4AD.
Person(s) Consulted:	Mary Campbell
Assessor:	Martin Turner
Date of Fire Risk Assessment Review:	18/03/2016
Date of Previous Fire Risk Assessment Review:	March 2015
Suggested Date for Next Review:	March 2017

The purpose of this report is to review a previous assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The original fire risk assessment should be reviewed again by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

GENERAL INFORMATION

Y = Yes, N = No, NA=Not applicable

1.1 Significant changes identified since the time of the previous fire risk assessment in respect of:

The premises:

None

1.2 The occupancy:

None

1.3 The occupants (including occupants at special risk):

None

1.4 Fire loss experience:

None

1.5 Application of fire safety legislation:

None

1.6 Other relevant information:

This review should be read in conjunction with the original fire risk assessment and follow up reviews to ensure deficiencies relating to the general fire safety precautions are actioned upon.

This report is based solely on a visual inspection of easily accessible areas or evidence available only. No additional tests were carried out to assess the functionality of equipment, or material samples taken to confirm fire rated suitability of construction, and professional advice must be obtained.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

2.1 Significant changes in measures to prevent fire since the time of the fire risk assessment:

None

3.1 Are there adequate measures to prevent fire?

Y

3.2 Comments and hazards observed:

PAT testing is completed in house and under a rolling schedule. The fixed electrical test was last completed in July 2011 and is scheduled for re-testing this summer. A no smoking policy is in place. Teachers will supervise children in lessons using heat-generating apparatus. The kitchen extract system is subject to regular deep cleaning. There was a loose electrical wall socket in 8H. Combustible material was stored on the heater guard in 2P - see picture 3.2A. See remedial action plan.

4.1 Are housekeeping and maintenance adequate?

Y

4.2 Comments and deficiencies observed:

General levels of housekeeping were good. The eave spaces in a number of rooms were now restricted in use and detection fitted. The boiler/heating system is routinely serviced with certification available. Access to the electrical boards in the kitchen was much better than previously noted.

FIRE PROTECTION MEASURES

Y = Yes, N = No, NA=Not applicable

5.1 Significant changes in fire protection measures since the time of the fire risk assessment:
None

6.1 Are the means of escape from fire adequate?

Y

6.2 Comments and deficiencies observed:

Fire exit routes were kept clear and accessible. There are maps on display with primary and secondary routes marked.

7.1 Are compartmentation and linings satisfactory?

Y

7.2 Comments and deficiencies observed:

From a visual inspection of accessible areas, compartmentation seems sufficient. Due to the age of the building there may be areas that aren't, but additional precautions such as fire doors and a suitable fire alarm system are in place. The 2nd floor practice room has a hinge detached from the fire door - see 7.2A. The fire door to classroom 3 has a cracked lower panel - see picture 7.2B. See remedial action plan.

8.1¹ Is there reasonable emergency escape lighting?

Y

8.2 Comments and deficiencies observed:

Emergency light levels seemed sufficient.

9.1 Are there adequate fire safety signs and notices?

Y

9.2 Comments and deficiencies observed:

Suitable levels of fire safety signage were on display. Each classroom has a copy of the fire evacuation procedures fitted and visible. The legend on the emergency light in the dining room should be removed as there is already a specific sign here, it blocks the light given off and the legend does not comply with current standards - see picture 9.2A. See remedial action plan.

10.1² Are the means of giving warning of fire adequate?

Y

10.2 Comments and deficiencies observed:

A manual and automatic fire alarm system is fitted and has recently been upgraded, with a separate suppression system for the computer block. While zones have been identified, a graphical zone chart of the site should be on display for the emergency services who are unfamiliar with the building. See remedial action plan.

¹ Based on visual inspection only

² Based on visual inspection only

11.1 Is the provision of fire extinguishing appliances adequate?

Y

11.2 Comments and deficiencies observed:

Fire extinguisher points were generally kept clear and accessible. Additional electrical cover for the hall is recommended (nearest one is in the kitchen). There were two water extinguishers in classroom 16, where only one should be - see picture 11.2A. See remedial action plan.

12.1 Comments on other fixed fire protection systems:

The suppression system in the computer block is routinely serviced, and has been fitted with a delay in case of false activations.

MANAGEMENT OF FIRE SAFETY

Y = Yes, N = No, NA=Not applicable

13.1 Significant changes in management of fire safety since the time of the fire risk assessment:
None

14.1 Are the arrangements for management of fire safety adequate?

Y

14.2 Comments and deficiencies observed:

An emergency document pack is kept at the main entrance. It is recommended any given information is laminated where possible to protect it from outside elements. The remedial actions from the previous risk assessment have been worked through and details recorded. Routine checks are also made of the premises in managing fire safety using a specific checklist.

15.1 Are fire procedures adequate?

Y

15.2 Comments and deficiencies observed:

Fire procedures are in place, and on display in all class-rooms along with maps of escape routes. There are additional, detailed fire procedures on display in the staff room that include specific actions to be taken by nominated staff.

16.1 Are the arrangements for staff training and fire drills adequate?

Y

16.2 Comments and deficiencies observed:

Fire drills are regularly carried out, at least one per term. Staff are re-issued with fire procedures and are shown fire safety videos. Fire Wardens have received additional training.

17.1 Are the arrangements for testing and maintenance of fire protection systems and equipment adequate?

Y

17.2 Comments and deficiencies observed:

British Standard maintenance is carried out on fire related systems. Routine user checks are also completed.

18.1 Are there adequate records of testing, maintenance, training and drills?

Y

18.2 Comments and deficiencies observed:

A fire safety log book and maintenance sheets are kept with details of testing and maintenance recorded along with training and fire drill details.

FIRE RISK ASSESSMENT

On the basis of the criteria set out in the original fire risk assessment, it is considered that the current risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

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 BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	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 are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, 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

ACTION ON PREVIOUS ACTION PLAN

Have all previous recommendations been satisfactorily addressed?

Yes No

**The remedial action plan from the previous risk assessment needs to be completed.
This will also help in completing the new action plan from this review**

FIRE RISK ASSESSMENT REVIEW - NEW REMEDIAL ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial Tolerable

Remedial Action Rating Guide: (1-Complete Immediately) (2-Complete within 1 Month) (3-Complete within 3 Months) (4-Complete within 6 Months) (5-Complete within 12 Months)

REF NO	RECOMMENDED REMEDIAL ACTION	Priority	COMMENTS	Complete Y/N	DATE
3.2	Make good the exposed wiring.	1			
3.2	Remove the extension lead from the combustible material. Ensure all staff are made aware of the fire risks from electrical appliances and combustible material stored together.	1			
3.2	Remove the combustible material from the electrical installation in the computer block.	2			
7.2	Re-fit the fire door hinge.	1			
7.2	Repair or replace the lower panel on the fire door to remain an effective barrier.	2			
9.2	Fit identification signs to all mcp's.	1			
9.2	Remove the legend from the dining room emergency light.	2			
9.2	Re-fit the outside fire exit keep clear sign.	1			
10.2	Upgrade and fit a graphical zone chart next to the fire alarm panel so that any affected area can be easily identified.	2			
10.2	Fit a mcp for the new dining hall exit door.	3			
10.2	Fit automatic detection to the suppression room cupboard.	3			
11.2	Remove the obstructions from the extinguisher point in classroom 4.	1			
11.2	An additional CO2 extinguisher for electrical risks is recommended for the dining room hall	3			



Img 3.2A



Img 7.2A



Img 7.2B



Img 11.2A



Img 9.2A