



# DAIR HOUSE SCHOOL.

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**The Regulatory Reform(Fire Safety)Order 2005**

**FIRE RISK ASSESSMENT  
OCTOBER 2018**

## **Building Summary**

The original part of the School is from the early 20<sup>th</sup> Century and has been extended over the years. The majority of the building is of standard construction with pitched timber and tile roofs. The building is used to educate children in the age range of 3-11. The school building has a fire detection and alarm system in place which is fully serviced and tested. There is no sleeping accommodation in the building. The building contains classrooms, a hall, offices and a kitchen and dining area.

## **Responsible Person**

The Governors of Dair House School



**DAIR HOUSE SCHOOL**  
**GENERAL FIRE RISK ASSESSMENT FOR EDUCATIONAL PREMISES**  
**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

<b>Client Name:</b>	<b>DAIR HOUSE SCHOOL</b>				<b>Name of Assessor:</b>	<b>M B Vale: Owen David Risk Management Ltd</b>		
<b>Area being assessed:</b>	<b>MAIN SCHOOL BUILDING</b>				<b>Date(s):</b>	<b>OCTOBER 2018</b>	<b>Review Date(s):</b>	<b>OCTOBER 2019</b>
<b>ASSESSMENT QUESTION</b>		<b>COMPLIANCE?</b>				<b>COMMENTS/RECOMMENDATIONS</b>		
		N/A	Yes	No	Part			
<b>1. Identification of the hazards</b>								
1.1	Identification of sources of fuel.		✓			Timber used in the construction of the building, timber used in furniture and toys, paper and card in use throughout, plastics and soft furnishings. Fuel for heating boiler.		
1.2	Identification of sources of ignition.		✓			Use of electrical equipment throughout the building, use of heating boilers, arson, uncontrolled maintenance, uncontrolled smoking.		
1.3	Identification of sources of oxygen.		✓					
<b>2. People at risk</b>								
2.1	Identification of people at risk in area.		✓			Staff, Pupils, Visitors, Contractors.		
2.2	Identification of people at risk from area activities.		✓			See 2.1 above.		
2.3	Identification of those especially at risk.							
	2.3.1 Unsupervised.		✓			Potential for staff to be working in building unsupervised. All staff are trained with regards to fire procedures. Pupils are always supervised when in the building.		
	2.3.2 Language difficulties.		✓			The pupils are always supervised when in the building.		
	2.3.3 Very young.		✓			All the youngest pupils are fully supervised when in the building		
	2.3.4 Disabilities.		✓			Potential for persons with specific disabilities to be in the building – managed as required.		



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	N/A	Yes	No	Part				
<b>3. Evaluation of fire risk in area being assessed</b>								
3.1 Higher.								
3.2 Normal.		✓				The risk is considered as normal as there is no sleeping accommodation in the building.		
3.3 Lower.								
<b>4. Removal or reduction of hazard</b>								
4.1 Reduction in sources of ignition.		✓				All electrical equipment is PAT tested and the fixed circuits and wiring in the building is subject to 5 yearly tests by a competent person. Records were seen at the time of assessment. Smoking not permitted on site. Boilers are serviced annually by a competent person.		
4.2 Reduction in sources of fuel.		✓				Housekeeping noted to be good in all areas.		
4.3 Reduction in sources of oxygen.		✓						
4.4 Have all dangerous substances been identified?		✓				Cleaning chemicals kept in a locked cupboard.		
4.5 Have these been removed or reduced so far as is reasonably practicable?		✓						
4.6 Are fixed electrical installations and portable electrical equipment subject to routine inspection and test?		✓				A suitable electrical test regime is in place. The electrical circuits in the building are being tested every 5 years. All portable appliances are tested on an annual basis. Records for all the testing were seen at the time of assessment.		
<b>5. Fire warning and detection systems</b>								
5.1 Is a shout or manual alarm sufficient?	✓							



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	N/A	Yes	No	Part				
5.2 Alarm to BS5839 or equivalent.		✓			A fire alarm system is in place covering the whole of the building.			
5.3 Are the number and location of operating points acceptable?		✓			A suitable number of call points are in place.			
5.4 Is the audibility acceptable?		✓			Audibility not checked at the time of survey, but indications given that alarm is adequately audible in all areas of building.			
5.5 Any persons with impaired hearing.	✓							
5.6 Is automatic fire detection advised?				✓	It is recommended that additional automatic fire detection is located in the following areas.  i) Detection should be located in the first aid room and access corridor as the room contains a tumble dryer and washing machine. ii) Detection connected to the fire alarm system should be used to replace battery operated detection such as that located in R6 and on the in the corridor on the approach to Art.			
5.7 Right type and location.		✓			See comments above.			
5.8 Maximum travel distance of 45m to any alarm operating point?		✓						
5.9 Alarm operating points located at storey exits and final exits?	✓							
<b>6. Fire-fighting equipment</b>								
6.1 Are the correct extinguishers provided?								
6.1.1 Class A combustible solids.		✓			A suitable number of extinguishers are in place.			



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		N/A	Yes	No	Part							
6.1.2 Class B or Class A with additives flammable liquids			✓			See above.						
6.1.3 Class C fires involving gases.		✓										
6.1.4 Class D fires involving metals.		✓										
6.1.5 Class F cooking oils and deep fat fryers.			✓			The correct types of extinguishers are in place in the main kitchen.						
6.1.6 Hose reels.		✓										
6.1.7 Sprinkler systems.		✓										
6.2 Are there a sufficient number of extinguishers correctly sited?												
6.2.1 Minimum of 2 per floor or			✓									
6.2.2 One every 200m <sup>2</sup> of floor space.			✓									
6.3 Are fire blankets (light duty) provided for fat-type fires?			✓			Fire blankets are located in the main kitchen.						
<b>7. Means of escape (general)</b>												
7.1 Work in inner room is controlled by:												
7.1.1 Vision panel in dividing wall or		✓										
7.1.2 500mm smoke gap at ceiling or		✓										
7.1.3 Smoke detection in outer room		✓										
7.2 Are dead-end travel distances acceptable?			✓			Short dead-end distances from some offices all have short escape distances within guidance limits.						
7.3 Are combined travel distances acceptable?			✓									
7.4 Are dead-end corridors protected by:												
7.4.1 Protected route status or		✓										



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	N/A	Yes	No	Part				
7.4.2 Automatic fire detection.	✓							
7.5 If room >12metres (10m classrooms) are there two exits with included angle >45°?		✓			Many of the ground floor classrooms have exits directly to outside. The main hall has numerous exit points.			
7.6 Are doors set at 800mm width and above?		✓			All doors are to acceptable standards.			
7.7 Are fire doors acceptable and closing properly?		✓			<p>The majority of doors were to a good standard. At the time of assessment many doors were propped or wedged open. If doors need to be held open for operational reasons then door holding devices that release the door when the fire alarm is activated should be fitted. Some doors need to be upgraded to a fire resisting standard. A summary of areas for consideration are listed below;</p> <ul style="list-style-type: none"> <li>i) The door to the first aid room needs to be upgraded to one which is 30 minute fire resisting and fitted with a self-closing device, smoke seal and intumescent strip. The door will need to be also fitted with a vision panel.</li> <li>ii) The door isolating the offices and reception area from the main school was wedged and needs to be fitted with a holding device.</li> <li>iii) The doors to R6, R8, R10 and R12 were wedged and will need door holding devices if these doors need to be held open.</li> <li>iv) The door at the top of the stairs to Art/Science needs to have a smoke seal and intumescent strip fitted.</li> <li>v) The main door from the kitchen to the dining area was wedged and needs to have a holding device fitted.</li> <li>vi) Both doors to Art and Science need to have smoke seals and intumescent strips fitted.</li> </ul>			
7.8 Is there fire sub-division of corridors >30m in length?		✓			Corridors are suitably sub-divided.			
7.9 Is there fire door sub-division of corridors serving 2 floor exits?		✓						
7.10 Are stairway enclosures of Class 0		✓						



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	N/A	Yes	No	Part				
Construction, leading to final exit?								
7.11 Are stairway enclosures free of combustibles?		✓						
7.12 Are accommodation stairways enclosed at all upper levels?	✓							
7.13 If stairway extends to basement, is there a separate fire-resisting lobby at that point?	✓							
7.14 Is the floor above the basement 60-minute fire resistance?	✓							
7.15 Are any external fire escapes the correct vertical and horizontal distance from unprotected doors and windows? (1.8m horizontally and 9m vertically).	✓							
7.16 Are all means of escape clear of obstruction and properly managed?		✓			All escape routes were clear at the time of assessment.			
7.17 Are accommodation stairways enclosed at all upper levels?	✓							
7.18 Do final fire exit doors open in direction of travel?		✓						
7.19 In the case of fire walls, do these extend upwards through false ceilings to the floor slab above?		✓			The building has suitable partitions in place.			
7.20 Do the walls contain hidden voids or shafts that would spread smoke vertically and bypass the fire-resisting structure?		✓			See comments above.			



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	N/A	Yes	No	Part				
<b>8. Means of escape with single stairs</b>								
8.1 Basement and ground floor:								
8.1.1 Not >60 people in the basement.	✓							
8.1.2 Stairwell protected.	✓							
8.1.3 Travel distance to storey exit acceptable.	✓							
8.1.4 Fire resisting of lobby in basement before stairs.	✓							
8.2 Ground floor and first floor:								
8.2.1 Not >120 people on first floor.	✓							
8.2.2 Travel distance to storey exit acceptable.	✓							
8.2.3 Stairwell protected.	✓							
8.3 Ground floor and up to 3 upper floors:								
8.3.1 Children must not be accommodated above the first floor.	✓							
8.3.2 Upper floors must not have >60 people each.	✓							
8.3.3 Travel distance to storey exit acceptable.	✓							
8.3.4 Approach to staircase via a protected lobby (except on top floor) <b>or</b> have AFD.	✓							





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		N/A	Yes	No	Part			
<b>9. Fire Safety Maintenance</b>								
9.1	Are there checks of the following:							
9.1.1	Escape routes				✓			The Caretaker undertakes checks of escape routes.
9.1.2	Emergency lighting				✓			All emergency lighting is given function and discharge tests.
9.1.3	Fire-fighting equipment				✓			
9.2	Does the fire warning system have a 6-monthly check by a Competent Person?				✓			The fire alarm system is checked and serviced by a competent person on a quarterly basis.
9.3	Do the fire extinguishers have a 12-monthly check by a Competent Person?				✓			All extinguishers are checked annually by a competent person.
<b>10. Miscellaneous Matters</b>								
10.1	Signs and notices:							
10.1.1	Are emergency exits and signs clearly marked?				✓			Suitable signage is in place.
10.1.2	Are alarm operating points clearly marked?				✓			All alarm points are clearly visible.
10.1.3	Are internal fire doors provided with the "Fire Door Keep Shut" notice?				✓			
10.1.4	Are "Push Bar to Open" notices provided at door panic bolts?				✓			
10.1.5	Are fire-resisting doors to cupboards on staircases and protected routes marked "Fire Door – Keep Locked"?				✓			
10.1.6	Are there evacuation instructions posted throughout the area at appropriate points?				✓			Evacuation instructions are posted in various locations.



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		N/A	Yes	No	Part			
10.2	Is there an emergency plan in place?		✓			A suitable emergency plan is available for site.		
10.3	Has training on the emergency plan and on fire generally been provided to management and employees?		✓			All staff are suitably trained.		
10.4	Does the emergency plan include the appointment of fire Marshalls and detail their role?		✓			Staff are responsible for evacuating the pupils in their control.		
10.5	Does the emergency plan detail the frequency and objectives of fire drills and the method of achieving any roll call?		✓			The emergency plan outlines frequency of the evacuation drills.		
10.6	Does the plan deal with the presence of contractors and visitors who may be on site?		✓			All persons have to report to the main receptionist and sign in. They will then be escorted while on site. Regular contractors may not be directly supervised and have to report to the receptionist to confirm they have left the building if the fire alarm has been activated.		
10.7	Is there provision of a sufficient number of emergency lighting luminaires or equivalent?		✓			Emergency lighting is provided in each of the classrooms and in the main evacuation routes.		
10.8	Is there adequate lighting on external routes adjacent to fire exit?		✓			External lighting is in position at the building exit points.		
10.9	Is there means by which employees can voice their concern about fire risks in line with their duty under Article 19 of the Fire Safety Order?		✓			Employees can raise fire safety issues directly with their line manager or directly with the Bursar.		
10.10	Are there back-up power supplies for fire detection and emergency lighting systems?		✓			Battery back-up supplies fitted for the operation of fire panel, emergency lighting and detection systems.		
<b>11. Hire of Facilities</b>								
11.1	Are any parts of the area hired to external organisations?	✓						
11.2	Is the Responsible Person identified in each	✓						



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	N/A	Yes	No	Part				
case?								
11.3 Are the fire safety responsibilities established as part of the contract of hire?	✓							
<b>12. Soft furnishings etc.</b>								
12.1 Is there a policy on the purchase and use of soft furnishings complying with the Furniture and Fittings (Fire) Safety Regulations 1998?		✓			Soft furnishings are only purchased through reliable suppliers.			
12.2 Is it being implemented?		✓						





## Dair House School

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

### SIGNIFICANT FINDINGS DAIR HOUSE SCHOOL October 2018

Item No	Ref No	Description of Unsatisfactory Condition	Proposed Remedial Action. When and Who	Priority
1	5.6	Need for additional automatic fire detection.	<p>It is recommended that additional automatic fire detection is located in the following areas.</p> <ul style="list-style-type: none"><li>i) Detection should be located in the first aid room and access corridor as the room contains a tumble dryer and washing machine.</li><li>ii) Detection connected to the fire alarm system should be used to replace battery operated detection such as that located in R6 and on the in the corridor on the approach to Art.</li></ul>	2
2	7.7	Need for some additional work on fire doors.  Contd.....	<p>The majority of doors were to a good standard. At the time of assessment many doors were propped or wedged open. If doors need to be held open for operational reasons then door holding devices that release the door when the fire alarm is activated should be fitted. Some doors need to be upgraded to a fire resisting standard. A summary of areas for consideration are listed below;</p> <ul style="list-style-type: none"><li>i) The door to the first aid room needs to be upgraded to one which is 30 minute fire resisting and fitted with a self-closing device, smoke seal and intumescent strip. The door will need to be also fitted with a vision panel.</li><li>ii) The door isolating the offices and reception area from the main school was wedged and needs to be fitted with a holding device.</li><li>iii) The doors to R6, R8, R10 and R12 were wedged and will need door holding devices.</li></ul>	2



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### **SIGNIFICANT FINDINGS DAIR HOUSE SCHOOL** **October 2018**

Item No	Ref No	Description of Unsatisfactory Condition	Proposed Remedial Action. When and Who	Priority
2 contd			iv) The door at the top of the stairs to Art/Science needs to have a smoke seal and intumescent strip fitted. v) The main door from the kitchen to the dining area was wedged and needs to have a holding device fitted. vi) Both doors to Art and Science need to have smoke seals and intumescent strips fitted.	

#### Priority for Significant Findings

Priority 1. Action is required immediately to rectify the significant finding.

Priority 2. Action should be taken in the short term to rectify the significant finding-within 3 months.

Priority 3. Consideration should be given to the issue raised to make improvement to the overall fire safety of the building.