

Fire Risk Assessment Action Plan  
2018  
Old Buckenham Hall School



**3 SAFETYBOSS**  
CONSULTANCY AND TRAINING

## FIRE SAFETY AUDIT ACTION PLAN

Transfer any remedial actions to the action plan below and ensure that the work is programmed to be carried out.

Each item should be allocated a priority as follows:

**Red** = Further action required immediately.

**Amber** = Further action required, to be completed within 3 months

**Green** = Adequate control measures/management. Recommendations may be advised.

Action Ref:	Action required	Priority	Action by	Completion date
7.2	Review the health and safety policy and include arrangements for staff bringing in electrical equipment from home.	Green	PAT testing policy	New Contractor October 2019
10.1	Review the use of portable heaters in use at the school - wherever possible fan heaters should be avoided	Amber	Register of portable heaters	During the October PAT test the register will be compiled and managed by the Estate Team
13.1	Ensure petrol is stored in the flammable lockers and is suitable signed. Ensure that the cabinet and workshop is provided with adequate ventilation	Red	Complete	January 2019
14.1	Ensure contractors are given fire safety information upon arrival and that works are monitored.	Amber	The Reception Secretary and Estate Team are aware to ensure contractors are informed. Also detail on back of contractor badge.	January 2019
16.1	Secure the LPG cupboard next to the science block with a lock.	Amber	Complete	January 2019
16.5	Secure the last propane cylinders to prevent unauthorised use.	Red	Complete	January 2019
18.1	Access to the upstairs administration offices was via a narrow spiral staircase. In the event of a fire on the landing smoke and flames would quickly spread	Amber		

	and current means of escape is not suitable - consideration should be given to improving the means of escape from the rooms off this staircase.		There is a secondary escape from the side window leading to a ladder down.	August 2019
18.1	Install a handrail on the emergency stairs from Elizabeth Dormitory.		Estate Manager to install	September 2019
18.2	Ensure that accommodation of mobility impaired staff and pupils is included in the fire safety policy including the issue of PEEPs.		LD	Policy Reviewed Jan 2019
19.1	Treat the wooden cladding in the main building with a fire-retardant treatment.		Inner hall wood panelling is grade II listed. Officer agreed no treatment necessary.	2018
19.1	The cupboard under the stairs - glazed link Seville Building - was enclosed with MDF which is not likely to be of suitable fire resistance. The stairs should be enclosed with plasterboard or other similar fire-resistant material		Complete	May 2019
20.1	Install an additional emergency light in the lobby outside Elizabeth dormitory		Complete	August 2019
20.1	Test the emergency lighting in Spero corridor to ascertain whether it is suitable		Complete	August 2019
21	An additional fire escape sign should be provided in the IT Suite		Complete	Jan 2019
22	A stand-alone battery operated smoke detector should be installed at the top of the staircase in the Learning Centre.		Complete	Jan 2019
26	Review the fire safety policy to ensure it is still current and communicate it out to all employees.		Updated Jan 2019	H&CS Committee Mar 2019
27	Arrange for all employees who have not received fire awareness training to be provided with training. Ensure that fire awareness training is included in induction training for staff and contractors		Was covered staff training day Sept 2018	Sept 2018

28	Ensure the fire alarm system is consistently checked every week.		Complete	August 2019
28 / 29	Fire door / escape route inspections need to be formally recorded.		Complete	August 2019

Tim Randell CFIOSH



4<sup>th</sup> January 2019

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

**Tolerable**

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.
<b>Tolerable</b>	No major additional controls required. However, there might be a need for 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 might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might 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 fire 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 following action plan.

The fire risk assessment should be reviewed regularly on the dated noted on the front cover.