

ACTION PLAN

FIRE RISK ASSESSMENT

Lorraine Deville

The Old Buckenham Hall School , Brettham Park School, IP7 7PH

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QUESTION	SIGNIFICANT HAZARDS	RESPONSIBLE PERSON	TARGET DATE	DATE COMPLETED/ RESPONSIBLE PERSONS INITIAL
7.00	Electrical Sources of Ignition			
8.00	Smoking			
9.00	Arson			
10.00	Portable Heaters and Heating Installations			
11.00	Cooking			
12.00	Lightning			
13.00	Other Significant Ignition Sources			
14.00	Housekeeping			
14.04		0		
14.07	The wooden floors wooden stairs and wooden panels should be treated with fire resisting varnish		30/07/2021	
15.00	Outside Contractor and Building Works Hazards			
16.00	Dangerous Substances			

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16.03				
17.00	Means of Escape			
17.01	Access to the uptairs admin offices is via a small narrow spiral staircase and the only other means of escape is via a window out on the roof this is not a acceptable means of escape and is advised that a external fire escape system is fitted to the roofed area to the ground floor		30/10/2021	
17.03	Provide an additional escape exit from the admin offiice		30/10/2021	
17.17	Provide "fire door keep shut" / "fire door keep locked" signs at eye level on both faces of the door in the Nursery		30/07/2021	
17.18	The Escape route from the nursery was obstructed by Palletts theses must be removed		30/06/2021	
17.22	The office door, The Art room door,Ringer door, Ives studios and class rooms , Learning Success require intumescent strips and smoke seals fitted to the vertical and top edges of the door or frame.The		30/06/2021	
18.00	Fire Spread and Development Limitation			
18.01	Fire doors must not be wedged open propriety devices required or fire doors to be kept shut		30/07/2021	
19.00	Escape Lighting			
20.00	Fire Safety Signs and Notices			
21.00	Fire Warning Arrangements			
21.04	Install a L2 electrical fire alarm system in the Ives department and in the portacabins (as the portacabins have domestics fitted) and in the Long class rooms.		30/10/2021	
21.06	provide a sounder in Alan's flat		30/07/2021	
22.00	Portable Fire Extinguishing Appliances			
22.01	Replace the Powder Fire Extinguishers with CO2 Fire Extinguishers. Fir Extinguishers must be kept on brackets on the wall or in Stands		30/06/2021	
23.00	Automatic Fixed Systems			
24.00	Other Fixed Systems			

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25.00	Luminous Discharge Tubes			
26.00	Procedures and Arrangements			
27.00	Training and drills			
28.00	Testing and Maintenance			
29.00	Records			
30.00	Young Persons			
30.01				

Responsible Person or Person Having Control of Premises:	
Fire Safety Manager:	Lorraine Deville
Address of Property:	The Old Buckenham Hall School , Brettham Park School, IP7 7PH
Person(s) Consulted:	
Assessor:	
Assessors Statement:	The purpose of this report is to provide an 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. I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken.
Assessors Signature:	<i>T. Kirkton</i>
Date of Fire Risk Assessment:	15/04/2021
Date of Previous Fire Risk Assessment:	
Suggested Date for Review:	
Fire Risk Assessment Review:	This fire risk assessment should be reviewed 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 has been significant change in the matters to which it relates, or if a fire occurs.

GENERAL BUILDING DESCRIPTION

FIRE RISK ASSESSMENT

1.00	The Building	
1.01	Number of floors and basements	old Buckenham hall School has several building Main Building has 3 floors
1.02	Approximate floor area:	Ives Study has 2 floors The Long Class rooms has 1 floor
1.03	Construction Details:	Portakabins 1 floor Sewell 3 floors
1.04	Use of premises:	West building 2 floors Nursery 1 floor
2.00	The Occupants	
2.01	Approximate maximum number of persons:	204
2.02	Maximum number of employees at any one time:	84
2.03	Maximum number of members of public at any one time:	4
2.04	Associated times/hours of occupation:	During Term times the school is permanently occupied as it has boarders
3.00	Occupants at Special Risk	
3.01	Sleeping occupants:	100
3.02	Disabled occupants:	None at the time of this Assessment
3.03	Occupants in remote areas or lone workers:	0
3.04	Young Persons:	Yes Children from 3 to 13
3.05	Others:	
4.00	Fire Loss Experience	
4.01	Fires in past 10 years:	Small fire in the DT block Which was put out by a Fire extinguisher at the time then c inspected by :
4.02	Cost of fire losses:	Small amount of smoke damage

GENERAL BUILDING DESCRIPTION

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5.00	Other Relevant Information	
5.01	Detail:	
6.00	Relevant Fire Safety Legislation	
6.01	The following fire safety legislation applies to these premises	Regulatory Reform (Fire Safety) Order 2005 / Fire (Scotland) Act 2005
6.02	The above legislation is enforced by:	Suffolk Fire Authority
6.03	Other legislation that makes significant requirements for fire precautions in these premises (other than Building Regs):	
6.04	The legislation to which 6.3 makes reference is enforced by:	
6.05	Comments:	

GENERAL BUILDING DESCRIPTION

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the fire brigade

FIRE HAZARDS

FIRE RISK ASSESSMENT

INDEX	DETAIL	YES	NO	N/A	CONTROL MEASURES
7.00	Electrical Sources of Ignition				
7.01	Reasonable measures taken to prevent fires of electrical origin?	✓			
7.02	Fixed installation periodically inspected and tested?	✓			
7.03	Portable appliance testing (where appropriate) carried out?	✓			
7.04	Suitable policy regarding the use of personal electrical appliances?	✓			
7.05	Suitable limitation of electrical extension leads or multi point adaptors?	✓			
	Observations:				
8.00	Smoking				
8.01	Reasonable measures taken to prevent fires as a result of smoking?	✓			
8.02	Is smoking prohibited in premises?	✓			
8.03	Is smoking prohibited in appropriate areas of premises?	✓			Old Buckenham hall School is a no smoking Site
8.04	Are suitable arrangements in place for those who wish to smoke?			✓	
8.05	Does the no smoking policy appear to be observed at time of inspection?	✓			
	Observations:				
9.00	Arson				
9.01	Does basic security against arson by outsiders appear reasonable?	✓			

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9.02	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	✓			
	Observations:				
10.00	Portable Heaters and Heating Installations				
10.01	Is the use of portable heaters avoided as far as is practicable?		✓		Some portable electric heaters were seen on site. The extension leads and wires To be removed from the vented fire
10.02	Is the use of the more hazardous type of portable heaters (radiant bars or LPG) avoided?	✓			
10.03	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	✓			
10.04	Are fixed heating installations subject to regular maintenance?	✓			
	Observations:				
11.00	Cooking				
11.01	Are reasonable measures taken to prevent fires as a result of cooking?	✓			
11.02	Are filters changed and ductwork cleaned regularly?	✓			
11.03	Are suitable extinguishing appliances available?	✓	✓		
	Observations:				
12.00	Lightning				
12.01	Does the building have a lightning protection system?	✓			
	Observations:				

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13.00	Other Significant Ignition Sources				
13.01	Are there other significant ignition sources present?	✓			The School uses a mixture of oil Biomass and propane as fuel sources
13.02	Does the activity involve processes such as frictional heat?		✓		
13.03	Are there light bulbs or heating appliances near flammable/combustible materials?		✓		
	Observations:				
14.00	Housekeeping				
14.01	Is the standard of housekeeping adequate?	✓			
14.02	Are combustible materials separated from ignition sources?	✓			
14.03	Is there an avoidance of unnecessary accumulation of combustible materials or waste?	✓			
14.04	Is there appropriate storage of combustible materials?	✓			
14.05	Is there avoidance of inappropriate storage of combustibles materials?	✓			
14.06	Are all textiles and furniture treated to be fire retardant?	✓			
14.07	Are substantial areas of walls or ceilings covered with flammable linings or materials?	✓			The wooden floors wooden stairs and wooden panels should be treated with fire resisting varnish
	Observations:				
15.00	Outside Contractor and Building Works Hazards				
15.01	Are fire safety conditions imposed on outside contractors?	✓			
15.02	Is there satisfactory control over works carried out in the building by outside contractors (including hot work permits)?	✓			

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15.03	If there are in-house maintenance personnel, are suitable precautions taken during hot work, including use of hot work permits?	✓			
	Observations:				
16.00	Dangerous Substances				
16.01	Have the hazardous properties of dangerous substances been considered?	✓			Petrol is stored in metal locked containers The LPG tanks are situated away from the buildings behind concrete walls
16.02	Is there adequate information on safety provided by the supplier on any relevant safety data sheet?	✓			
16.03	Has account been taken regarding:				
16.03.1	the special, technical and organisational measures and the substances used and their possible interactions.	✓			
16.03.2	the amount of the substance involved	✓			
16.03.3	where the work will involve more than one dangerous substance, the risk presented by such substances in combination	✓			
16.03.4	the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances	✓			
16.03.5	any other measures introduced as a result of the RRO/FSA.			✓	
16.04	Are there safe systems of work for maintenance, where there is the potential for a high level of risk?	✓			
16.05	Are sufficient control measures in place to counter the likelihood that an explosive atmosphere will occur and its persistence including adjacent areas?	✓			

FIRE HAZARDS

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16.06	Are sufficient control measures in place to counter the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective	✓			
16.07	Has account been taken regarding the scale of the anticipated effects?	✓			
16.08	Is sufficient additional safety information available to enable the assessment to be completed?	✓			
16.09	Has account been taken regarding sources of oxygen:				
16.09.01	Is there piped oxygen in use?		✓		
16.09.02	Are there oxygen cylinders used or stored?			✓	
16.09.03	Is there an operational procedure for isolation?			✓	
16.09.04	Are oxidising materials used or stored?				
16.10	Has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?				
16.11	Are there other significant hazards that warrant consideration including process hazards that impact on general fire precautions:		✓		
	Observations:				

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INDEX	DETAIL	YES	NO	N/A	CONTROL MEASURES
17.00	Means of Escape				
17.01	Is it considered that the premises is provided with reasonable means of escape in case of fire?	✓			Access to the uptairs admin offices is via a small narrow spiral staircase and the only other means of escape is via a window out on the roof this is not a acceptable means of escape and is advised that a external fire escape system is fitted to the roofed area to the ground floor
17.02	Is there adequate design of escape routes?		✓		
17.03	Is there adequate provision of escape exits?		✓		Provide an additional escape exit from the admin offiice
17.04	Are exits easily and immediately openable where necessary?				
17.05	Do fire exits open in the direction of escape where necessary?	✓			
17.06	Are sliding or revolving doors avoided as fire exits where necessary?	✓			
17.07	Are there satisfactory means for securing exits?	✓			
17.08	Are single direction travel distances reasonable in the circumstances of the case?	✓			
17.09	Are alternative means of escape travel distances reasonable in the circumstances of the case?	✓			
17.10	Is there suitable protection of escape routes where required?	✓			
17.11	Are suitable fire precautions provided for inner and inner-inner rooms?	✓			
17.12	Are escape routes unobstructed?	✓			
17.13	Is the premises provided with reasonable arrangements for means of escape for disabled people?	✓			
17.14	Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?	✓			

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17.15	Are the people who work in the building aware of the importance of maintaining the safety of the escape routes by ensuring that fire doors are not wedged or held open?	✓			
17.16	Are fire doors holed or damaged?				
17.17	Are fire doors provided with appropriate fire doors signs?	✓			Provide "fire door keep shut" / "fire door keep locked" signs at eye level on both faces of the door in the Nursery
17.18	Are all external escape routes unobstructed and providing a clear route to the fire assembly points?		✓		The Escape route from the nursery was obstructed by Palletts these must be removed
17.19	Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?	✓			
17.20	Can all the occupants escape to a place of total safety in a reasonable time?	✓			
17.21	Are fire assembly points in safe locations?	✓			
17.22	Is fire door integrity/strips/seals and all door furniture adequately maintained?		✓		The office door, The Art room door, Ringer door, Ives studios and class rooms , Learning Success require intumescent strips and smoke seals fitted to the vertical and top edges of the door or frame. The
17.23	Are fire action notices adequate?	✓	✓		Fire action notices to be filled in with permanent pen
17.24	Are high risk rooms adequately protected?	✓			
17.25	If vertical evacuation is necessary (internal or external), are stairways suitable in size and width?				See 17.01
	Observations:				
18.00	Fire Spread and Development Limitation				
18.01	Is it considered that there is compartmentation of a reasonable standard?	✓			Fire doors must not be wedged open proprietary devices required or fire doors to be kept shut
18.02	Is it considered that there is reasonable limitation of linings that may promote fire spread?		✓		It is recommended that all wooden panneling Stairs and floors are treated with a fire resisting coating

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18.03	Are sprinklers if provided of the correct type for the risks present?		✓		
18.04	Are fire/smoke dampers and control systems maintained and tested?	✓			
	Observations:				
19.00	Escape Lighting				
19.01	Are all your escape routes covered by an acceptable form of emergency lighting?	✓			
19.02	Are toilets, plants rooms, external fire escape staircases, underground car parks and external escape routes covered by an acceptable form of emergency lighting?	✓			
19.03	Is there back-up power supplies for the emergency lighting?	✓			
	Observations:				
20.00	Fire Safety Signs and Notices				
20.01	Where necessary are escape routes and exits, the locations of fire fighting equipment and emergency telephones indicated by appropriate signs?	✓			
20.02	Where necessary are notices provided such as those giving information on how to operate security devices on exit doors, those indicating doors enclosing fire hazards that must be kept shut and fire action notices for staff and other people?				
20.03	Are you maintaining all the necessary signs and notices so that they continue to be correct, legible and understood?				

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20.04	Are you maintaining signs that you have provided for the information of the fire and rescue service, such as those indicating the location of water suppression stop valves and the storage of hazardous substances?				
	Observations:				
21.00	Fire Warning Arrangements				
21.01	Is a reasonable manually operated electrical fire alarm system provided?	✓			
21.02	Are fire alarm call points located at all final exits, storey exits, fire compartment wall exits or exits from rooms of high risk?	✓			
21.03	Is the fire control panel located at an exit and visible to the emergency services from the outside of the building?		✓		Due to the listing of the building this cannot be moved
21.04	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?		✓		Install a L2 electrical fire alarm system in the Ives department and in the portacabins (as the portacabins have domestics fitted) and in the Long class rooms.
21.05	Are the automatic fire detectors of the right type and in the appropriate locations?	✓			
21.06	Can the means of warning be clearly heard or be perceptible and understood by everyone throughout the whole building when initiated from a single point?		✓		provide a sounder in Alan's flat
21.07	Are there provisions for people in locations where the alarm cannot be heard?	✓			
21.08	If the fire-detection and warning system is electrically powered, does it have a back-up power supply?	✓			
21.09	Is there a remote transmission of alarm signal?	✓			
21.10	Is a zone plan of the fire alarm system provided adjacent to the main control panel?	✓			

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	Observations:				
22.00	Portable Fire Extinguishing Appliances				
22.01	Are the extinguishers suitable for the purpose?		✓		Replace the Powder Fire Extinguishers with CO2 Fire Extinguishers. Fir Extinguishers must be kept on brackets on the wall or in Stands
22.02	Are there enough extinguishers sited throughout the premises at appropriate locations?	✓			
22.03	Are the right types of extinguishers located close to the fire hazards and can users get to them without exposing themselves to risk?	✓			
22.04	Are the extinguishers hidden from view and their position need indicating?	✓			
22.05	Have steps been taken to prevent the misuse of extinguishers?	✓			
22.06	Are fire fighting appliances checked that they are in good order at least monthly by the occupier?	✓			
22.07	Are those who test and maintain the fire fighting equipment competent to do so?	✓			
22.08	Are hose reels provided and maintained?			✓	
	Observations:				
23.00	Automatic Fixed Systems				
23.01	Is there a suitable sprinkler or water based system that is adequate for the risk present?			✓	
23.02	Is there a suitable gaseous local application or total flooding provided that is adequate for the risk?			✓	
23.03	Are those who test and maintain the fixed fire fighting systems competent to do so?			✓	

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	Observations:				
24.00	Other Fixed Systems				
24.01	Are there suitable smoke control facilities for the risk present?	✓		✓	
24.02	Are those who test and maintain the smoke control facilities competent to do so?	✓			
	Observations:				
25.00	Luminous Discharge Tubes				
25.01	Has notice been given notice to the fire and rescue authority regarding luminous discharge tubes cut-off switch, its colouring and marking.			✓	
	Observations:				

INDEX	DETAIL	YES	NO	N/A	CONTROL MEASURES
26.00	Procedures and Arrangements				
26.01	Appropriate fire procedures in place and properly documented?	✓			
26.02	Are staff aware of the emergency plan, including the identity of people nominated to do a particular fire duty task?	✓			
26.03	Have visitors and guests been informed about what to do in an emergency?	✓			
26.04	Have staff been given information about any dangerous substances?	✓			
26.05	Do you have arrangements for informing temporary or agency staff?	✓			
26.06	Is there an arrangement for informing other employers whose staff are guest workers in your premises, such as maintenance contractors and cleaners?	✓			
26.07	Have fire safety arrangements been co-ordinated with other responsible people and with any contractors in the building?			✓	
26.08	Have details been recorded of any information or instructions you have given and the details of any arrangements for co-operation and co-ordination with others?	✓			
26.09	Has a fire safety manager/deputy fire safety manager been appointed in writing with a suitable job description?	✓			
26.10	Have sufficient fire wardens been appointed to help in evacuating the premises?	✓			
26.11	Are there suitable arrangements for summoning the fire and rescue service?	✓			

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26.12	Are there suitable arrangements to meet the fire and rescue service on arrival and provide them with relevant information?	✓			
26.13	Are there suitable arrangements for ensuring that the premises have been evacuated?	✓			
26.14	Is there a suitable fire assembly point(s)?	✓			
26.15	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	✓			
26.16	Are persons nominated and trained to use fire extinguishing appliances?	✓			
26.17	Are persons nominated and trained to assist with evacuation of disabled people?	✓			
26.18	Have the fire and rescue service carried out pre-fire inspections of the premises?	✓			
26.19	Has an emergency pack been provided for fire and rescue service information during an incident?	✓			
26.20	Are routine fire inspections carried out?	✓			
	Observations:				
27.00	Training and drills				
27.01	Are all staff given adequate fire safety instruction and training on induction?	✓			
27.02	Are all staff given periodic refresher fire training at suitable intervals?	✓			
27.03	Are regular fire drills carried out at appropriate intervals?	✓			
27.04	Does all staff training provide information, instruction or training on the following:				
27.04.01	Fire risks in the premises?	✓			
27.04.02	The fire safety measures on the premises?	✓			
27.04.03	Action in case of fire?	✓			

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27.04.04	Action on hearing the fire alarm signal?	✓			
27.04.05	Method of operation of fire alarm call points?	✓			
27.04.06	Location and use of fire extinguishers?	✓			
27.04.07	Means for summoning the fire and rescue service?	✓			
27.04.08	Identity of persons nominated to assist with evacuation?	✓			
27.04.09	Identity of persons nominated to use fire extinguishing appliances?	✓			
27.05	Are fire wardens given additional training?	✓			
27.06	Are joint training and fire drills sessions carried out in multi-occupied buildings?	✓			
27.07	Are employers aware of fire risks and general fire precautions for other organisations in the premises?	✓			
27.08	Are employees provided with adequate instructions and information regarding fire risks and general fire precautions for other organisations in the premises?	✓			
27.09	Have staff working in areas for used or store hazardous or explosive substances had appropriate fire training?	✓			
27.10	Has the fire manager/deputy fire manager had appropriate training for their role?	✓			
27.11	Are appropriate training measures in place for those workers with language difficulties?	✓			
	Observations:				
28.00	Testing and Maintenance				
28.01	Adequate maintenance of workplace?	✓			
28.02	Weekly testing and periodic servicing of fire detection and alarm system?	✓			

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28.03	Monthly and annual testing routines for emergency lighting?	✓			
28.04	Annual maintenance of fire extinguishing appliances?	✓			
28.05	Weekly testing and periodic inspection of sprinkler installations?			✓	
28.06	Six-monthly inspection and annual testing of dry riser?			✓	
28.07	Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts?			✓	
28.08	Periodic inspection of external escape staircase and gangways?	✓			
28.09	Routine checks of final exit doors and security fastenings?	✓			
28.09	Annual inspection of lightning protection system?				
28.10	Six-monthly inspection and annual testing of private hydrants?			✓	
28.11	Other relevant inspections or tests:			✓	
28.12	Do you carry out daily checks to ensure that there is clear access for fire engines?	✓			
28.13	Are suitable systems in place for reporting and subsequent restoration of fire safety measures that have failed?	✓			
	Observations:				
29.00	Records				
29.01	Are appropriate records kept for fire training and fire evacuation drills?	✓			
29.02	Are appropriate records kept for fire alarm tests?	✓			
29.03	Are appropriate records kept for escape lighting tests?	✓			

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29.04	Are appropriate records kept for the maintenance and testing of other fire protection systems?	✓			
29.05	Are your fire records immediately available for inspection by the enforcing authority?	✓			
29.06	Is there an emergency plan in place?	✓			
29.07	Does the fire emergency plan take account of other emergency plans applicable in the building?			✓	
29.08	Is the fire emergency plan readily available for staff to read?	✓			
29.09	Is the fire emergency plan available to the enforcing authority?	✓			
29.10	Are Personal Emergency Evacuation Plans (PEEPS) required and in place?	✓			
	Observations:				
30.00	Young Persons				
30.01	Have the following matter matters to be taken into particular account in risk assessment in respect of young persons:				
30.01.1	the inexperience, lack of awareness of risks and immaturity of young persons	✓			
30.01.2	the fitting-out and layout of the premises	✓			
30.01.3	the nature, degree and duration of exposure to physical and chemical agents	✓			
30.01.4	the form, range, and use of work equipment and the way in which it is handled;	✓			
30.01.5	the organisation of processes and activities	✓			
30.01.6	the extent of the safety training provided or to be provided to young persons	✓			

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30.01.7	risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of young people at work	✓			
	Observations:				

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FIRE RISK ASSESSMENT

Risk Value Matrix

Likelihood	Value	Severity of Outcome(s)
Negligible	1	Negligible
Low	2	Slight damage to property- Minor injury to occupants, fire aid required
Moderate	3	Moderate damage to property. Partial evacuation required. Injury to occupants, medical attention required.
High	4	Large scale damage to property. Complete evacuation required. Occupants required hospitalisation.
Extreme	5	Major loss of property. Major loss of life.

		Likelihood				
Severity	1	2	3	4	5	
	2	4	6	8	10	
	3	6	9	12	15	
	4	8	12	16	20	
	5	10	15	20	25	

Likelihood

Severity

Risk Rating Score:

Risk Rating	Action
1	Record findings and review in 12 months
2-3	Record findings and review in 12 months
4-6	Moderate Risk- Implement interim measures immediately and full controls within 3 months
8-12	High Risk - Implement interim measures immediately and full controls within 3 months
15-25	Extreme Risk - Cease use of area until additional controls have been applied

Fire Risk Assessment Review

Assessments should be kept under constant review, and in any case reviewed whenever circumstance change which affect the validity of the current assessment. Whilst there is no maximum period between assessments, it is recommended that the review period should not exceed 12 months.