



Firesmart Risk Assessment

Queen Mary School

Completed Date: 12/09/2016

Carried Out By: Clint Smith

To ensure continuing compliance your Firesmart Risk Assessment must be reviewed/updated within 12 months from 12/09/2016

Report Content

- Section 1: What To Do Next
- Section 2: Company Details
- Section 3: Record of Risk Assessment Findings
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Section 1: What to do Next

Congratulations, you have now completed your Fire Risk Assessment which is a legal requirement under the Regulatory Reform (Fire Safety) Order 2006 No: 1541, Regulatory Reform England and Wales and the Fire and Rescue Services (Northern Ireland) Order 2006 SI No:1254 and The Fire Safety (Scotland) Regulations 2006.

Remember - The risk assessment that you have just conducted will highlight risks and potential dangers in the section titled 'Significant Findings'. You have not completed the process until you have taken action to manage and reduce these risks.

In premises where there is more than one occupier you should liaise with them and inform them of any significant risks that you have identified. You should also co-ordinate your resources and ensure that the emergency plan operates effectively.

You must also review and update the inspection if;

- a) there is reason to suspect that it is no longer valid; or
- b) there has been a significant change in the matters to which it relates; and where as a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them.

You only need to amend your assessment if you introduce new hazards as a result of a change.

You may have been served with an Alterations Notice from your enforcing (usually fire) authority. If this is the case you must inform them of any changes you propose to make as a result of your review.

The information contained within this document will enable you to compile your company fire safety policy. Essentially you need to explain and inform persons on site, contractors and people that visit the premises

- The significant findings from your fire risk assessment
- The measures you have put in place to reduce the risks
- What persons on site should do if there is a fire
- Who has been nominated with special duties in relation to fire
- Any special arrangements for serious and imminent danger of fire

In many cases this may just be a simple explanation. It is good practice to keep a record of how you have conducted this exercise.

Remember, you have unlimited, free access to Firesmart's online consultants. Therefore, if you have any questions or queries please feel free to contact us. We will be only too pleased to help and assist.

Email for help is info@firesmart.co.uk

Section 2: Company Details

Company Name:	Queen Mary School
Responsible Person:	Clint Smith
Nominated Assessor:	Clint Smith
E-mail:	c.smith@queenmarys.org
Job Title:	Estate Manager
Company Address:	Baldersby Park Topcliffe
Town:	Thirsk
County:	North Yorkshire
Post Code:	YO7 3BZ
Telephone Number :	01845575047
Total Number of persons on site:	250
Number of persons working elsewhere, (other than on the ground floor):	12

Section 3: Record of Risk Assessment Findings

Ignition Sources

Do you allow smoking in external areas on the premises?	No
Do you have naked flame heating or equipment that has an accessible flame?	Yes
Do you have portable electrical, gas or oil fired heaters?	Yes
Do you have hot processes such as welding or grinding work?	Yes
Do you have catering areas?	Yes
Do you have Engines or Boilers?	Yes
Do you have heavy / production machinery? (eg lathes, printers etc.)	No
Do you have old, misused or worn electrical wiring or equipment?	No
Do you have halogen lamps, fixed or portable ?	Yes
Can electrical equipment overheat due to poor ventilation?	No
Does friction cause equipment to overheat?	No

Potential Fuel Sources

Do you have Varnish, Paints, Glue Thinners, etc.? (often associated with building and decorative work)	Yes
Do you have Liquids / Solvents? (eg. White Spirit, Meths, Paraffin, Petrol etc.)	Yes
Do you have a Flammable Liquid store?	Yes
Do you have large quantities of : paper, card, printed matter, packaging materials?	No
Do you have manufacturing processes that use Plastics / Foams? (eg. Polystyrene or Polyurethane).	No
Do you use / store combustible gases? (eg. Butane, Propane, Acetylene)	Yes
Do you have any non-compliant upholstered furniture?	Yes
Could textiles, curtains, floor coverings and decorative items come into contact with an ignition source? (display boards or room dividers etc.)	No
Do you have large quantities of packaging materials	No
Do you have waste materials from your work or industrial process? (e.g. scrap paper, wood, shavings or off-cuts, dirt /.dust, food packaging)	Yes
Do you work in an older style building which has :	Yes

Oxygen Sources

Oxygen is always present but reducing it can reduce risk and damage.

Close all doors and windows, especially when the building is unoccupied.

Shut down non-essential ventilation / air-conditioning systems.

Persons at Risk

Do you have persons working in high risk areas?	No
Do you have persons on site working on their own?	Yes
Do persons on site work in remote areas?	Yes
Do the public visit the workplace?	Yes
Do you have any mobility impaired persons on site?	No
Do you have persons with learning difficulties?	No
Do you have people trained to help those with special needs?	Yes

Special Risks and Considerations

Do you have explosives substances on site?	Yes
Do you have on site any risks that could, in the event of fire, pose a risk to attending fire-fighters?	Yes
Do you have on site any risks that could, in the event of fire, pose a significant environmental hazard?	Yes
Do you have on site any risks that could, in the event of fire, pose a significant risk to adjacent or nearby premises?	No
Do you control or operate from a building or site of national importance?	Yes
Do you have a Mezzanine Floor?	No
Do you have compressed Gas cylinders onsite?	No

Special Risks and Considerations Note

Gas oil, Kerosine and LPG stored on site. All fuels stored outside in adequate storage vessels

Fire Warning & Fire Detection Equipment

Fire Warning

Do all persons on site work in the same general area / near each other?	No
Is the building all on the same level?	No
Does it have a basement where people work?	Yes
Are you above the ground floor?	Yes
Is your part of the building shared with other people?	Yes
Is most of your premises in the open air?	Yes
Can a shouted warning be heard throughout all the premises above the normal noises associated with your process or business?	No

Fire Warning Note

Small basement housing boilers which are checked but only worked in by contractors who are supervised

Fire Detection Equipment

Large storage areas, that are only visited now and again?	Yes
A basement, or area(s) above the ground floor?	Yes
Premises that provide sleeping accommodation?	Yes
Provision for a care facility?	Yes
Offices within an office?	No
Automatic machinery left unattended for periods?	No
High-risk / highly flammable process(es)?	No
Computer rooms, stores, boiler rooms, kitchens, or other high-risk areas, valuable / irreplaceable items, vital to the survival of your company?	Yes

Fire Detection Equipment Note

Boarding school, with grounds and maintenance staff

Means of Escape

Escape Route Summary - Enclosed Areas

Distances measured from the furthest point in the room to the nearest exit door are shown in route 1. Route 2 is the distance to an alternative exit or place of relative safety.

Area Description	Route 1	Compliance	Route 2	Compliance
Boiler House	8	Passed	14	Passed
Dungeon Changing Rooms	17	Passed	17	Passed
Dovedale	37	Passed	37	Passed
Thorntondale	36	Passed	38	Passed
Mallowdale	26	Passed	45	Passed
Eskdale	23	Passed	45	Passed
Ryedale	11	Passed	70	Failed
Newtondale	15	Passed	67	Failed
Wheeldale	14	Passed	58	Failed
Emmerdale	38	Passed	65	Failed
Bransdale	20	Passed	N/A	
Swaledale	52	Failed	N/A	
Staindale	22	Passed	N/A	
Calderdale	40	Failed	N/A	
Barrondale	40	Passed	58	Failed
Lonsdale	42	Failed	N/A	
Baysdale	56	Failed	N/A	
Matrons Flat	57	Failed	N/A	
Dentdale	50	Failed	N/A	
Deepdale	50	Failed	N/A	
Kildale	39	Passed	43	Passed
Croasdale	39	Passed	39	Passed
Farndale	24	Passed	24	Passed
Rosedale	24	Passed	24	Passed
Wensleydale	24	Passed	26	Passed
Laptop Room	29	Passed	31	Passed
Coverdale	19	Passed	29	Passed
Griesdale	36	Failed	N/A	
Glaisdale	7	Passed	N/A	
Langdale	13	Passed	40	Passed
Learning Support 1	17	Passed	29	Passed
Learning Support 2	15	Passed	26	Passed
Learning Support 3	15	Passed	17	Passed
Keyboard Room	20	Passed	23	Passed
Art Room	36	Failed	N/A	
Textiles	23	Passed	N/A	

Chemistry	5	Passed	12	Passed
Chemical Store Room	12	Passed	N/A	
Science Office	12	Passed	N/A	
Music Room 7	13	Passed	17	Passed
Music Room 8	11	Passed	20	Passed
Music Room 10	8	Passed	21	Passed
Music Room 11	7	Passed	21	Passed
Swandale	46	Failed	49	Failed
Junior Science	9	Passed	21	Passed
Year 5	7	Passed	22	Passed
Year 4 Science	6	Passed	12	Passed
Year 4 Maths	11	Passed	28	Passed
Year 3	15	Passed	23	Passed
Year 5 Common Room	13	Passed	20	Passed
Junior Library	16	Passed	20	Passed
Kirkdale	6	Passed	29	Passed
Laundry	24	Passed	27	Passed
Cleaners Staff Room	26	Passed	29	Passed
Day Room	16	Passed	29	Passed
Great Hall	21	Passed	28	Passed
History Room	14	Passed	N/A	
Library	22	Passed	24	Passed
English 1	12	Passed	18	Passed
Lingdale (English)	15	Passed	22	Passed
School Office	7	Passed	20	Passed
Bursars Office	5	Passed	22	Passed
Geography	8	Passed	13	Passed
Religious Education	6	Passed	N/A	
Dining Room	18	Passed	23	Passed
Staff Room	19	Passed	24	Passed
R.M.J Drawing Room	16	Passed	21	Passed
Chapel	11	Passed	11	Passed
D.H.W Office	9	Passed	19	Passed
Classics	9	Passed	15	Passed
Pool Changing Rooms Girls	14	Passed	18	Passed
Pool Changing Rooms Boys	16	Passed	16	Passed
Gymnasium	22	Passed	30	Passed
P.E Office	6	Passed	18	Passed
Music Practice Room	8	Passed	8	Passed
S2 Common Room	8	Passed	N/A	
Drama Studio	7	Passed	N/A	
Science Lab	10	Passed	N/A	
Science Lab (P.Nuttal)	8	Passed	N/A	
Home Economics	12	Passed	12	Passed
Mary Jane Classroom 1	8	Passed	9	Passed

Mary Jane Classroom 2	11	Passed	17	Passed
Alastairs Classroom 1	10	Passed	11	Passed
Alastairs Classroom 2	8	Passed	9	Passed
Tractor Shed	7	Passed	N/A	
Workshop	10	Passed	N/A	
S1 Changing Room Near Gym	12	Passed	23	Passed
Music Studio 2	4	Passed	10	Passed
Music Studio 3	7	Passed	8	Passed
Music Studio 4	12	Passed	14	Passed
Music Studio 5	12	Passed	12	Passed
Music Studio 6	11	Passed	13	Passed
Kitchen	9	Passed	29	Passed

Escape Route Summary - Open Plan Area

Distances shown are from 4 selected points. Route 1 is the distance to the nearest exit or place of relative safety. Route 2 is the distance to an alternative exit or place of relative safety. (NB all alternative routes diverge from greater than 45 degrees)

* Places of relative safety are more common place in larger buildings examples include; storey exits into protected stairways or a door leading directly to a protected stair or final exit via a protected corridor. All routes must lead to a place of ultimate safety in the open air.

Area 1: School

Point A	0 Passed	0 Passed
Point B	0 Passed	0 Passed
Point C	0 Passed	0 Passed
Point D	0 Passed	0 Passed

Emergency Lighting

All escape routes, including external ones, must have sufficient lighting for people to see their way out safely. If you decide that there is insufficient light you will have to provide some sort of emergency lighting that will work on full or partial failure of the normal lighting circuits. In the main however you will have to consider the professional installation of a system complying with BS 5266, covering the areas listed above.

Lighting Criteria

	In-Situ
Intersections of corridors?	Yes
Intermediate areas in long corridors?	Yes
Above each exit door?	Yes
Outside each final exit?	Yes
Illuminating each flight of a staircase?	Yes
Close to a change in floor level?	Yes
By signs, signifying change of direction?	Yes
Near Fire Fighting equipment?	Yes
Near Fire Alarm Call Points?	Yes
Within lift cars?	N/A
Within toilets?	Yes

Signage of Escape Routes

In an emergency situation people behave very unpredictably, often passing by the nearest exit, to go out the way that they came in, or know best. In buildings, exit doors and emergency escape routes that are not in common use, must be clearly marked with signs (the normal entry/exit door in say a factory or office need not be signed). However in places where the public can visit (shops/cinemas/clubs etc) the main entrance should also be signed.

Fire Exit Signage summary:

	In-Situ	Shortage
Above each exit door?	Yes	0
Above each exit door, leading to a final exit door?	Yes	0
Intersections of corridors?	Yes	0
Intermediate areas in long corridors?	Yes	0
On each flight of a staircase?	Yes	0
Any significant change of direction?	Yes	0
At strategic points in large open plan areas consistent with sight lines and distance.	Yes	0

Emergency Signage summary:

	In-Situ	Shortage
Above each Fire Alarm Call Point?	Yes	0
Above each fire point?	Yes	0
Emergency action notices?	Yes	0
Fire assembly points?	Yes	0

Emergency Escape Routes

The following items are Prohibited on an escape route:

Do you have any of the following on any escape route?

Portable heaters of any type?	No
Heaters which have unprotected naked flames or radiant bars?	No
Fixed heaters using a gas supply cylinder where the cylinder is in the escape route?	No
Oil fuel heaters or boilers?	Yes
Cooking appliances?	Yes
Upholstered furniture?	No
Temporary storage of any kind?	No
Gas boilers, pipes, meters or other fittings?	Yes
Gaming or vending machines?	No
Electrical equipment, eg. photocopiers etc?	No

Fire Fighting Equipment

Specialist Extinguishers

Details show extinguishers in-situ compared to suggested minimum.

Location	Suggested Equipment Rec.	In-situ	Shortfall
Large Kitchen	CO2 / 5.0kg, Blanket / Large	4 / 1	0 / 0
Boiler Room, oil fired	AFFF Foam 9 L	3	0
Electrical - Switch room/cupboard	Co2	1	0
Computer/fax copiers etc	Co2	2	0
Large Machinery	Co2	1	0

Water Extinguishers

Required number of extinguishers is calculated - building footprint at 9 litres/200m². With a minimum of one per floor.

Area Description	m ²	Existing	Recommended	Shortfall
Corridor Past School Office	14	2	1	0
Corridor To Junior Science	15	2	1	0
Corridor From Langdale to Dining Room	136	4	1	0
Corridor From Dining Room to Back Stairs	40	2	1	0
Corridor Past Laundry	10	1	1	0
Corridor From Eskdale to Back Stairs	16	2	1	0
Marble Archway Top of Stairs	16	1	1	0
Corridor From Marble Archway To Wensleydale	18	1	1	0
Corridor Above Great Hall S3 Side	30	2	1	0
Corridor Above Great Hall Common Room Side	30	2	1	0
Marble Archway Top of Stairs Near Lift	16	2	1	0
Corridor From Marble Arch Way Near Lift to Back Stairs	58	3	1	0
Corridor From Back Stairs to Fire Exit Past Wheeldale	29	3	1	0
Matrons Corridor	6	1	1	0
Corridor From Wensleydale to Langdale	18	1	1	0
Corridor From Wensleydale to English Room	15	1	1	0
Corridor Bottom of Music Department	18	1	1	0
Corridor Above Music Department	10	1	1	0
Corridor & Stairs in Science Department	9	1	1	0
Corridor Outside Swimming Pool	15	1	1	0

Changing Rooms

Hose Reels

Do you currently have an existing Hose Reel System?

No

Date of last service (dd/mm/yyyy) :

Maintenance call out number :

Fire Extinguisher Training

Have persons on site been trained in the use of fire fighting equipment within in the last 12 months ?

Yes

Fixed Fire Fighting Equipment

Do you have any of the following?

Gas systems covering computer suites?	No
Automatic fire detection system and / or fire alarm system?	Yes
Sprinkler Systems (warehousing, storage or high-risk rooms)?	No

All of the systems above need to be professionally maintained:

Do you have a service contract for this equipment?	Yes
Do you have an emergency callout number?	Yes

Fire Extinguishers Guidelines

Do you have any of the following?

Water / Water Spray Extinguisher	Yes
Water Mist Extinguisher 'Dry Water Mist'	No
Powder Extinguisher (Multi-Purpose)	Yes
Dry Powder Extinguisher (Special Powders)	Yes
Foam Extinguisher (AFFF)	Yes
Carbon Dioxide Extinguisher	Yes
Wet Chemical	Yes
Fire Blanket	Yes
Hose Reel	No
Fire Buckets	No

Arson Prevention

Do you have any of the following?

An intruder alarm?	Yes
Five lever locks on all entry / exit doors?	Yes
Security glazing/protected ground floor windows?	No
Vehicles kept in or near the premises overnight ?	No
Security vetting of persons on site?	Yes
External security lighting?	Yes
Well maintained security fencing?	No
Securely stored, regularly collected waste?	Yes
Waste skip/bins kept well away from building?	No
Examples of fire setting and/or anti-social behaviour?	No
Fire safe to protect vital records and cash / cheques?	Yes
Off-site duplicates of vital records, eg. customer databases etc?	Yes

Mobility

Mobility Impaired Persons

Do you have disabled employees or regular visitors who require Personal Emergency Evacuation Plans? **No**

Section 4: Significant Findings Report

Please find your significant findings report.

You should also include any documentation you have to support the actions you are taking or have taken to reduce and or remove fire risks from the building.

We suggested adding photographic evidence where possible or to help with your explanation.

The following is an explanation of the risk rating system:

- **Priority 1** (Immediate fix - before the day is out)
These are potentially dangerous or even life threatening and if discovered at inspection could lead to prosecution.
- **Priority 2** (Action should be taken within 1 week or as soon as practically possible)
- **Priority 3** (Programme in with other routine/regular maintenance)

Significant Findings with proposed remedial actions. Further explanation/advice is provided where necessary. For additional advice please contact support at www.firesmart.co.uk.

Priority 1

Please use the box provided to add further detail where required and initial to acknowledge the action being taken.

Risk Identified	Remedial Action	Add details & Initial
There are Engines or Boilers on site	Eliminate unofficial storage in area	
Fixed or portable halogen lamps are on site	Ensure combustible material cannot come into contact with lamps	
There are Varnish, Paints, Glue Thinners, etc on site	Keep under secure storage	
You have Liquids / Solvents (eg. White Spirit, Meths, Paraffin, Petrol etc.) on site	Keep under secure storage	
There are combustible gases stored on site (eg. Butane, Propane, Acetylene)	Take care when changing cylinders (not when appliance is in use.)	
Waste materials from your work or industrial process (eg. scrap paper, wood, shavings or off-cuts, dirt /dust, food packaging) are produced	Instigate regular collection and tidying at end of shift / day.	
Doors and windows are left open when the building is occupied.	Close all doors and windows especially when the building is unoccupied. Requires continual monitoring.	
There are some non-essential ventilation / air-conditioning systems.	Shut down non-essential ventilation / air-conditioning systems	
There are oil fuelled heaters/boilers on site	Remove / reposition oil / fuel boilers from escape routes	
There are cooking appliances on escape routes	Remove cooking appliances from escape routes	
There are explosives on site	Inform the enforcing authority immediately. You may need a licence. For further information go to www.hse.gov.uk/explosives/	
High risk to fire-fighters identified	Contact FireSmart or your local Fire Authority for advice and support	
High risk to Environment	Contact FireSmart or your local Fire Authority for advice and support	
You operate from a building of National importance	Contact www.english-heritage.org.uk for further advice on increased safety provisions	

Immediate action - fix before the day is out or continually monitor.

These are potentially dangerous or even life threatening and if discovered at inspection could lead to prosecution.

Please sign and date your report to acknowledge you are taking steps to reduce and/or remove the risks identified above.

Responsible Person Signature:

Date:

Priority 2

Please use the box provided to add further detail where required and initial to acknowledge the action being taken.

Risk Identified	Remedial Action	Add details & Initial
Hot processes such as welding or grinding work are conducted on site	Confine to designated areas	
There are cooking areas on site	Ensure sufficient fire fighting equipment heat detection and personnel training.	
There are fixed or portable halogen lamps are on site.	Consider more appropriate / safer lighting units	
Varnish, Paints, Glue Thinners, etc are kept on site	Reduce stocks to the minimum.	
There are Liquids / Solvents? (eg. White Spirit, Meths, Paraffin, Petrol etc.) on site	Reduce stocks to the minimum.	
Combustible gases are used or stored on site (eg. Butane, Propane, Acetylene)	Observe correct transportation rules	
Waste materials produced from industrial process (eg. scrap paper, wood, shavings or off-cuts, dirt /dust, food packaging)	Ensure that materials once tidied are stored in a secure area, and removed from site on a regular basis.	
People on site do not work in the same general area/near each other.	Ensure your Fire Alarm system covers all persons on site and is regularly checked, tested and maintained by a competent person.	
The building is not all on the same level.	Ensure your Fire Alarm system covers all levels of the building and is regularly checked, tested and maintained by a competent person.	
There is a basement where people work.	Ensure your Fire Alarm system covers the basement of the building and is regularly checked, tested and maintained by a competent person.	
Your operations are based above the ground floor.	Ensure the Fire Alarm system covers your upper level operations and is regularly checked, tested and maintained by a competent person.	
You share all or part of your building with other people.	Liase with the other businesses onsite to ensure the system is regularly checked, tested and maintained by a competent person.	
Your building is mostly in the open air. This increases the risk of arson usually due to ease of access.	Ensure the Fire Alarm system covers the whole site and is regularly checked, tested and maintained by a competent person. Also deter would be arson attacks by considering the installation of security systems such as cameras and security lighting.	
A shouted warning cannot be heard throughout the premises above the normal noises associated with your processes or business.	Modify your Fire Alarm system to ensure it covers the whole site and is regularly checked, tested and maintained by a competent person.	
There are Large Storage areas that are only visited now and again	Ensure your automatic Fire Detection System covers the areas that are only visited now and again and is regularly checked, maintained and tested by a competent person.	
There is a basement, or area(s) above the ground floor	Ensure your automatic Fire Detection System covers the basement and upper floor levels and is regularly checked, maintained and tested by a competent person.	
There is sleeping accommodation provided onsite	Ensure your automatic Fire Detection system covers the whole site and is regularly checked, maintained and tested by a competent person.	
There is the provision of care on site	Ensure your automatic Fire Detection system covers the whole site and is regularly checked, maintained and tested by a competent person.	

There are Computer rooms, stores, boiler rooms, kitchens, or other high-risk areas, valuable / irreplaceable items, vital to the survival of your company	Ensure your automatic Fire Detection System covers this area and is regularly checked, maintained and tested by a competent person.	
Flammable items have been identified in the construction of the route (eg. polystyrene, timber)	Arrange a survey to investigate the non-compliant materials (this may affect the compliance of escape routes)	
There are persons working on their own	Ensure that persons working alone have suitable detection, warning, training, equipment and good quality escape routes. Also, that they are accounted for by roll call.	
There are persons who work in remote areas	Ensure that persons working in remote areas have suitable detection, warning, training, equipment and good quality escape routes. Also, that they are accounted for by roll call.	
Members of the public visit the workplace	Establish visitor procedure (visitor's book, passes and simple emergency action briefing).	
There is gas or oil burning equipment on site	Ensure that gas or oil burning equipment is used in accordance with manufacturers instructions	
Escape distances fall outside Fire Service Guidelines	Contact your local fire safety dept for further advice	

Action should be taken within 1 week or as soon as is practicably possible.

Please sign and date your report to acknowledge you are taking steps to reduce and/or remove the risks identified above.

Responsible Person Signature:

Date:

Priority 3

Please use the box provided to add further detail where required and initial to acknowledge the action being taken.

Risk Identified	Remedial Action	Add details & Initial
There is naked flame heating in site	Ensure equipment is not left unattended when lit	
There are portable electrical, gas or oil fired heaters on site	Replace with safer fixed items	
There are Engines or Boilers on site	Ensure routine maintenance & servicing	
There are Varnish, Paints, Glue Thinners on site (often associated with building and decorative work)	Substitute with less flammable liquids (eg water based paints)	
There are Varnish, Paints, Glue Thinners, etc.? (often associated with building and decorative work) on site	If you have more than 50 litres, consider a purpose-made flammable store	
A Flammable Liquid store is on site	Check with manufacturer's instructions that construction is adequate for use.	
Combustible gases? (eg. Butane, Propane, Acetylene) are used and/or stored on site	Ensure persons on site are fully trained to use and handle correctly	
There is non-compliant upholstered furniture on site	Ensure that upholstered furniture is in good order	
There is no security glazing	Consider if security glazing is appropriate	
There is no security fencing	Consider security fencing	
waste skip/bin too close to the building	move skip/bins away from the building	

Programme in with other routine/regular maintenance

Please sign and date your report to acknowledge you are taking steps to reduce and/or remove the risks identified above.

Responsible Person Signature:

Date:

Section 5: Company Fire Plan and Procedures

The following section contains your company fire plan and a number of training documents which need to be distributed to your staff members. Additional copies of all forms can be obtained from your profile page.

- **Company Fire Plan** - We advise you to print a copy of your plan/laminate it, then place this on the wall in strategic points of your building to ensure all staff are regularly reminded of the course of action to take in the event of a Fire. If you wish Firesmart to send you a laminated copy of your Fire Plan please get in touch once you have update it and we will provide this for you.
- **Fire Action Plan Training Instructions** - We advise you to distribute copies of your Fire Action Plan Training Instructions to all regular users of the building. You can download a PDF copy of your 'What to do in the Event of A Fire' instructions from your homepage.
- **Fire Extinguisher Training Instructions** - We advise you to distribute copies of Fire Extinguisher Training to all regular users of the building. You can download a PDF copy of the Extinguisher Training instructions from your homepage.
- **Personal Emergency Evacuation Plan** - If you require a PEEP template please visit your profile page and download the editable document.
- **Fire Escape Route Plan** - If you require a Fire Escape Route Plan or have one in place already. Please include a copy here. A blank sheet of graph paper is available to download from your profile page to use if required.

For further help and advice please contact info@firesmart.co.uk



Queen Mary School Company Fire Plan

If you discover a Fire :

Fight the fire if safe to do so, using the equipment located:

If you hear:

Evacuate the building using:

Escape routes will be identified by:

Shutting all doors as you leave, and go to the assembly point situated in:

Where a roll call will be taken using the:

C, Smith or **J, Wright**

A. Stringer or **D, Hannam-Warpole**

C, Smith / Fire Marshals or **J, Wright / Fire Marshals**

C, Smith or **J, Wright**

C. Cameron

C. Smith or **J. Wright**

The hard copy of Firesmart is kept in

Operate The Nearest Fire Alarm Call Point

Under Signs Saying 'Fire Point'

The Fire Alarm sounding

Using All Available Exits

'To Fire Exit' And 'Fire Exit' Signs

Front Lawn Muster point

List of Persons on Site

will call the Fire Service

will carry out the roll call

will check that the building is empty, and that all persons are accounted for

will liaise with the fire service when they arrive

is the Responsible Person

will notify attending Fire-Fighters of the Specific Risks on-site

School Office

Do not re-enter the building until authorised by the attending fire crews

Training of Employees

Employees (especially new starters) need to be instructed on the emergency procedures as laid out in your Company Fire Plan.

However it is not enough to simply show them the Fire Plan, you must also walk them round the premises and actively show them the things that are listed in the plan. Question them to see that they understand (people are often nervous not to appear stupid on their first day, and will often say yes to everything).

From the answers that you gave earlier, we have prepared a basic instruction programme that you or your trainer/inductor can use as a basis for his/her induction training.

Staff Instruction / Induction Training Procedure

What to do in case of fire!

- If you discover a fire **Operate The Nearest Fire Alarm Call Point** [Show your staff the location of the **Operate The Nearest Fire Alarm Call Point**, and how to use them]
- Give them a demonstration of the sound of **The Fire Alarm sounding** [Warn other staff before operating the alarm system]
- Show them the **company fire plan** next to the **Operate The Nearest Fire Alarm Call Point** as well as the sign denoting the fire alarm point
- Show them **the fire extinguisher** locations under **Under Signs Saying 'Fire Point'** and ascertain if they have had any extinguisher training [programme them into a training session when you have enough persons to make it worthwhile]
- Give them some **basic instruction** on the various types of extinguishers and how to use them
- Show them the **'To Fire Exit' And 'Fire Exit' Signs**, denoting the **Using All Available Exits**, explain the operation of the 'release devices' fitted to the exit doors
- **Show them the assembly point Front Lawn Muster point** [walk them to it from one of the exit routes]
- **Explain how the roll call list is compiled from the List of Persons on Site**
- As you show them round the factory, **explain to them the importance of the fire and safety equipment**, and the importance of **shutting the fire resisting doors**
- Ensure that the person understands all that you have told them, ask some questions to check this, and then ask them to sign [as part of the induction process] to say that they have understood all the safety training that they have received.
- Explain to the new staff member any duties that he/she will be expected to undertake on the **company fire plan** [fill their name in on it if necessary] **check that they fully understand these duties** [other than acting as a deputy to the nominated caller to the Fire Service, new staff should not normally be given responsibilities like these, until they are fully familiar with the premises]
- **Approximately twice a year** you should carry out a **practice Fire evacuation Drill**, and record the results. Learn from these drills and implement any changes or procedures that are necessary.

Fire Extinguisher Instructions

You have the following extinguishers onsite please read the instructions regarding what they can be used on and how to use them properly.

Water / Water Spray Extinguisher

Best For - Organic solid materials such as Wood, Cloth, Paper, Plastics and Coal.

Danger - Do not use on Burning Fat or Electrical Appliances.

How to Use - Point the jet at the base of the flames and keep it moving across the areas of the fire. Ensure that all areas if the fire are out.

Powder Extinguisher (Multi-Purpose)

Best For - Organic solids, and liquids such as Grease, Fats, Oil (but not chip or fat pan fires), Paint, Petrol and Gas Fires.

Danger - Do not use on Chip or Fat Pan Fires. Also this type of extinguisher does not cool the fire very well are care should be taken that the fire does not re-ignite, especially with electrical equipment and upholstery/bedding. There is a danger of powder inhalation if used inside.

How to Use - Point the jet or discharge horn at the base of the flames and, with a rapid sweeping motion drive the fire towards the far edge until all the flames are out.

Dry Powder Extinguisher (Special Powders)

Best For - Combustible metals such as Lithium, Magnesium, Sodium and Aluminium when in the form of swarf or powder. (There are three special powders based on Graphite / Copper / Sodium Chloride).

Danger - Do not allow water to come in contact with the burning metal. Sodium Chloride is not recommended for Lithium. Do not use on Live Electrical Fires.

How to Use - The powder must be gently applied. The method of application is completely different from a standard extinguisher and user training is required.

Foam Extinguisher (AFFF)

Best For - Solids, and burning liquids such as Paint, Petrol (but not chip or fat pan fires). Models with a dielectric test to 35k Volt can be safely used on electric fires, if a safety distance of 1m is adhered to.

Danger - Do not use on Chip or Fat Pan Fires.

How to Use - For fires involving solids, point the jet at the base of the flames and keep it moving across the areas of the fire. Ensure that all areas if the fire are out. For fires involving liquids, do not aim the jet straight into the liquid. If the on fire is in a container point the jet at the inside edge of the container, or on a nearby surface above the burning liquid. Allow the foam to build up and flow across the liquid.

Carbon Dioxide Extinguisher

Best For - Live Electrical Equipment such as large computer servers (although it does allow the re-ignition of hot plastics).

Danger - Do not use on Chip or Fat Pan Fires. Only use CO2 extinguishers with frost-free horns. Care should be taken not to asphyxiate people when using the extinguisher in confined spaces (ventilate the area as soon as the fire has been controlled). This type of extinguisher does not cool the fire very well, care should be taken that the fire does not re-ignite.

How to Use - The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

Wet Chemical

Best For - Class F Fires, involving Cooking Oils and Fats, such as Lard, Olive Oil, Sunflower Oil, Maize Oil and Butter.

Danger - These extinguishers are usually not recommended for class B fires such as petrol. Check manufacturers

instructions for suitability of use.

How to Use - Apply the wet chemical using the extended applicator in slow circular movements. Apply the fine spray onto the burning fat until the burning cooking oil changes into a soapy like substance which prevents re-ignition. Make sure you empty the entire content of the wet chemical extinguisher onto the oil/fat..

Fire Blanket

Best For - Fires involving both solids and liquids. Particularly good for small clothing fires and chip and fat pan fires providing the blanket completely covers the fire.

Danger - If the blanket does not completely cover the fire it will not be able to extinguish the fire.

How to Use - Place carefully over the fire. Take care to keep your hands shielded from the fire..

Fire Safety Log Book

Queen Mary School

Record of Fire Safety

This fire safety logbook and maintenance record should remain on the premises at all times. The register will assist you in proving compliance with your legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

This logbook should be available for inspection by any Fire Officer who inspects your premises under the regulatory reform (Fire Safety) Order 2006. It should also be available to relevant employees or any service engineer as required.

Detailed information in relation to the testing and maintenance of specific items can be obtained by referring to the relevant standard and/or the manufacturer's instructions.

Summary

'Responsible Person' Checklist

- Fire Alarm System
- Emergency Lighting
- Fire Fighting Equipment
- Fire Drills & Emergency Evacuation Record
- Fire Training
- Unplanned Fire Alarm Activations
- Service Engineer Checklist
- Fire Resisting Door
- Fire Exit Door

'Responsible Person' Checklist

You're known as the 'responsible person' if you're an **owner, landlord, or occupier of business or other non-domestic premises**. You'll be responsible for fire safety.

Weekly	
Fire Alarm System Alarm Test	The system should be tested at the same time every week. Operate the test switch and activate the system in accordance with the manufactures recommendations / instructions. Where call points (break glass) are installed, test the alarm by using a different call point in rotation (using test key).

Monthly	
Emergency Lighting Alarm Test	Test the emergency lighting (switch the lights on and off) to ensure they function correctly in accordance with the manufactures recommendations / guidance (using test key).
Fire Fighting Equipment Fire Extinguishers	Ensure extinguishes are in the correct location and that they have not been damaged or discharged.
Fire Fighting Equipment Fire Hose Reel	Ensure that no leaks are evident and that no damage has occurred.

Every 6 Months (no less than one Annually as per BS9999 Part 9)	
Fire Drills	You will need to carry out an annual fire drill (ideally every six months). Carry out a full evacuation of the premises, in accordance with the buildings local evacuation procedure. In certain locations it is recommended that fire drills are undertaken at more regular intervals.

Annually	
Fire Training	Employees should receive annual Fire Safety training (or refresher training) and instruction on what to do in the event of a fire. Some members of staff (for example those involved in Personal Evacuation Plans) may require additional, more frequent training.

In the event of a Unplanned Fire Alarm Activation	
Fire	To be recorded in this log book.
Fire Alarms	To be recorded in this log book. The cause of the alarm should be recorded together with any action taken to avoid repeat occurrence.

Unplanned Fire Alarm Activations – False Alarm or Confirmed Fire Record

To be completed by the responsible person onsite.

Date	Cause of Activation and Detector Activated	Remedial Action Taken	Signature

Service Engineer Checklist

As the responsible person you will need to ensure you arrange a service engineer to check the following.

Annually	
Fire Alarm System	Arrange as per instructions; at least every 12 months.
Automatic Fire Door Releases	Ensure doors are checked for correct operation.
Call Points (Break Glass)	Ensure call points are checked each visit.
Heat Detectors	Ensure a routine service is carried out.
Smoke Detectors	Ensure a routine service is carried out.
Emergency Lighting Luminaries	Arrange an annual discharge test; this should be completed by a qualified electrical engineer in accordance with the current standard for "Emergency Lighting" BS5266.
Batteries / Backup Generators	Arrange an routine service for your self contained / central battery systems.
Fire Fighting Equipment Fire Extinguishers	Arrange an annual routine service for your portable fire extinguishers; this should be carried out by a competent person in accordance with the current standard for "Fire Extinguisher Installation and Equipment in Premises" BS5306, Part 3, and in accordance with the manufactures' instructions.
Fire Fighting Equipment Fire Hose Reel	Arrange an annual full service and test for your fire hose reel.

Fire Resisting Door - Inspection Guidelines

- 1.** A door closer is a unit usually fitted to the top of the door, and joined to the doorframe by a cranked arm. Spring or hydraulic piston operated. Some smaller, spring operated ones are found in the closing jamb of the door by the hinges, about half way up.
- 2.** Hold the door open at approximately 45° and let it swing shut. Record your findings and repeat from 90°, and again record the result.
- 3.** Although the door may have swung shut, check that it is latched fully shut and cannot be opened without turning the door handle. The only doors not fitted with latches are often double doors (single or double swing) fitted as smoke stop doors in long corridors.
- 4.** Here you are looking at the general fit of the door in the frame, is it square? Do the gaps between the door and the frame taper (often a sign of worn hinges)? Does the door bow out at the top or the bottom (warped) and can you see daylight from round the edges? The better the fit, the better the door will perform in a fire.
- 5.** Check the gaps around the edge of the door between the door and the frame (a good tip is to use a £2 coin). If the coin fits down the side and the top of the door, but is not too loose, then it will pass the test. NB - a larger gap at the bottom is not as important as at the top of the door (where the heat of the fire is more significant), though it should not be ignored.
- 6.** Smoke seals are either a small, thin brush like strip, set into the sides and top of the door, or a rubber like seal fitted in a similar fashion. They stop the passage of smoke round the door in the early stages of a fire and are invaluable in maintaining escape routes free from smoke.
- 7.** As they protrude from the door slightly they are prone to damage. Check for torn or missing sections and replace as required.
- 8.** Intumescent Strips are fitted to the edges of the door, or to the corresponding area on the doorframe. They are often coloured red with a slightly rough feel, or looking like a white strip of plastic set into the door or frame. These strips swell or expand in a fire (@ about 75/80° and substantially increase the fire performance of the door).
- 9.** Again these are prone to damage and you should look for missing or damaged sections, which should be replaced as necessary. NB, these strips can often look unsightly but should never be over-painted as this can seriously affect their performance in a fire.
NB, often you can find combination intumescent and brushing strips, tick the boxes as if they were separate.
- 10.** Fire Door Keep Shut signs must be fitted to all Fire Doors which people can pass through. Fire Door Keep Locked signs are fitted to store room and cupboard doors, for example, which are normally shut.
- 11.** Check the condition of the signs and replace as necessary. The signs should be mounted at about eye level (between 1.5/1.8 m from floor level).
- 12.** A vision Panel is usually fitted to doors where there is a need for sight the other side of a door [doors on stairways or corridors, or areas where there is two way traffic]
- 13.** The Glass in vision panels is usually clear or frosted with a wire core [Georgian wired] or in more modern, more expensive doors, clear glass with the manufacturers stamp somewhere on each pane.
Glass with no markings is often suspect, as with modern fire resisting glass, unless you are an expert, there is no other way of proving it's suitability.
- 14.** The most important thing to look for, is that the glass is secure in the door. Should it rattle or move about, it may need refitting [often the glass is bedded into it's frame on either fire rated mastic or special tape.] Broken or cracked glass should be replaced with new.

Fire Exit Door - Inspection Guidelines

- 1.** The sign 'Fire Exit' (white lettering on a green background - old style sign, or the newer style, 'running man with an arrow' in white on green) should be fitted above the final exit door (opening out to open air). 'To Fire Exit' is fitted on intermediate doors that lead to the final exit door.
- 2.** If you have larger premises check that the signs are visible from a reasonable distance. Basically, the greater the distance, the larger the sign required. Do not worry unduly if your signs are the older non-pictorial type, change them as the others get damaged or discoloured.
- 3.** Often the sign is either directly underneath, or part of an emergency light unit. Although the emergency lighting is part of another checking regime, look to see if it is clean and in good condition (report any visible faults).
- 4.** Most final exit doors are fitted with a release device that does not require a key, usually known as a panic bolt (people pushing against the door in a panic will cause the door to open). There are other emergency release devices, however, these are the most common.
- 5.** Pretend that you are escaping, push the panic bar. Does the bolt operate easily and fully? Sometimes, due to lack of use (and oil), the panic bolt is stiff, or the bolt is tight in the socket in the floor or ceiling. In other situations the bolts do not fully retract from the sockets, or bind, as they pass over the frame.
- 6.** The panic bolts should have a sign saying 'push bar to open', just above the bar on the door. Other sorts of release latches must have a description of how they work, i.e. 'push pad to open', again green letters on a white background.
- 7.** Check that the sign is in good condition.
- 8.** Although the panic bolts may work well, the door itself may be stuck in the frame (this is common with timber doors in the winter as they swell and jam in the frame, hence failing to open when needed). Any other door in regular use would soon be noticed and fixed, regular checks (like this) and maintenance are the only answer to this problem.
- 9.** The door opens fully and the area outside (often at the back of the building) is full of clutter and rubbish. As well as posing a fire hazard this could impede escaping work colleagues, posing a tripping hazard or worse. Get this cleared at once.
- 10.** This follows on from point 9. Check that the route around the back of the building leads to a place of safety (eg. away from the building where people can disperse safely). NB - often there are security gates to prevent unauthorised access to the rear of the building so ensure that keys are available.
NB, often there are security gates to prevent unauthorised access to the rear of the building, ensure that keys are available.
- 11.** The sign 'Fire Exit Keep Clear' is, in the main, to prevent people from inadvertently blocking or obstructing the exit doors. This is particularly important if the door exits onto the street, pavement or car park. In extreme cases bollards to prevent parked cars or other items blocking the exit doors may need to be used.
- 12.** As with point 7 this is a simple visual check on the condition of the sign.

Fire Resisting Door

Checklist

Fire Resisting Door

Door Location:	Number:

Door Location:	Number:

1	Is the door fitted with a closer?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

1	Is the door fitted with a closer?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

2	Does it close the door?
	a) From 90° Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) From 45° Yes <input type="checkbox"/> No <input type="checkbox"/>

2	Does it close the door?
	a) From 90° Yes <input type="checkbox"/> No <input type="checkbox"/>
	b) From 45° Yes <input type="checkbox"/> No <input type="checkbox"/>

3	Does the door latch fully shut?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

3	Does the door latch fully shut?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

4	Does the door fit square into it's frame?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

4	Does the door fit square into it's frame?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

5	Are gaps less then 3mm top and side of door, 5mm at bottom?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

5	Are gaps less then 3mm top and side of door, 5mm at bottom?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

6	Is the door fitted with smoke seals?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

6	Is the door fitted with smoke seals?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

7	Are they in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

7	Are they in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

8	Is the door fitted with intumescent strips?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

8	Is the door fitted with intumescent strips?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

9	Are they in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

9	Are they in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

10	Is the door fitted with FDKS sign? (Fire Door Keep Shut)
	Yes <input type="checkbox"/> No <input type="checkbox"/>

10	Is the door fitted with FDKS sign? (Fire Door Keep Shut)
	Yes <input type="checkbox"/> No <input type="checkbox"/>

11	Are they in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

11	Are they in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

12	Is the door fitted with a vision Panel?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

12	Is the door fitted with a vision Panel?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

13	Is the Glass wired or stamped?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

13	Is the Glass wired or stamped?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

14	Is the glass tight in its frame?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

14	Is the glass tight in its frame?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Date:	Checked by:	No:	Remedial:	Done:

Fire Exit Door

Checklist

Fire Exit Door

Door Location:	Number:

Door Location:	Number:

1	Is the door signed 'fire exit', or 'to fire exit'
	Yes <input type="checkbox"/> No <input type="checkbox"/>

1	Is the door signed 'fire exit', or 'to fire exit'
	Yes <input type="checkbox"/> No <input type="checkbox"/>

2	Is the sign the correct type, size and in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

2	Is the sign the correct type, size and in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

3	Is the sign lit by, or part of an emergency light unit?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

3	Is the sign lit by, or part of an emergency light unit?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

4	Is the door fitted with an emergency release device?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

4	Is the door fitted with an emergency release device?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

5	Does this work correctly?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

5	Does this work correctly?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

6	Does it have a sign showing how it should work (e.g. push bar to open)?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

6	Does it have a sign showing how it should work (e.g. push bar to open)?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

7	Is the sign in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

7	Is the sign in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

8	Does the door open fully / easily?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

8	Does the door open fully / easily?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

9	Is the area outside clear?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

9	Is the area outside clear?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

10	Can people disperse to a place of safety?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

10	Can people disperse to a place of safety?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

11	Is there a sign on the outside of the door (Fire Exit Keep Clear)?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

11	Is there a sign on the outside of the door (Fire Exit Keep Clear)?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

12	Is it in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

12	Is it in good condition?
	Yes <input type="checkbox"/> No <input type="checkbox"/>

Date:	Checked by:	No:	Remedial:	Done:

To update or change your assessment, please go to your profile. [MY PROFILE](#)



This is to certify that

Queen Mary School

Completed their Fire Risk Assessment for:

Baldersby Park YO7 3BZ

Date: 12/09/2016

Completed By: Clint Smith

Your Fire Risk Assessment should be updated within 12 months from 12/09/2016

**Queen Mary School
Is a member of Firesmart**

Membership Number: AFRA37761

Expiry Date: 11/07/2017