

# Fire Risk Assessment

For  
**Grantham Farm Montessori School  
& The Children's House**  
Baughurst  
Hampshire  
RG26 5JS



**Assessed by: Phill Harrison** RMTB TechIFSM TechIOSH AIIRSM

This document was prepared on 7<sup>th</sup> July 2022. This document is compliant with the Regulatory Reform (Fire Safety) Order 2005 and it is recognised by the Institute of Fire Safety Managers. This assessment must be reviewed annually, or any time when a change of use (material or personnel) is undertaken.

## Table of Contents

<b>Section 1</b>	Introduction
<b>Section 2</b>	Overview
<b>Section 3</b>	Fire Risk Assessment – Audit
<b>Section 4</b>	Risk Level Estimator
<b>Section 5</b>	Significant Findings – Action Plan

## Introduction

The Fire Safety Risk Assessment is undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005 in order to identify hazards and the risks to persons working in, or resorting to the workplace.

This document has been prepared with the client and our Consultant has shown due diligence to comply with the following legislative documents:

- Regulatory Reform (Fire Safety) Order 2005

and relates to the

- Health and Safety at Work Act 1974 and Secondary H&S Regulations

and the relevant British Standard Codes of Practice to ensure that industry 'best practice' is undertaken. This assessment is compliant with, and relates to, the following statutory instruments and codes of practice:

- Regulatory Reform (Fire Safety) Order 2005
- BS5829 Pt1 2017
- BS5266 Pt1 2016
- BS5306 Pt3 2017
- BS5499 Pt14 2013
- BS EN3 1997

The risk assessment relates to:

- Employers
- Employees
- Contractors
- Visitors
- Lone Workers
- Disabled Persons
- Young Persons

This document is designed to highlight and correct any unsafe procedures and to educate the persons relating to this workplace, using the following five point plan:

- To identify fire hazards within the workplace
- To identify persons at risk
- Evaluate, remove, reduce and protect from risk
- Record, plan, instruct, inform and train
- Review the Risk Assessment

### Intrusion Statement

**This is a Type 1, non-intrusive fire risk assessment in relation to Grantham Farm Montessori School. The detail in this document has been obtained from observations made from the client and the consultant. The survey carried out was thorough, however, did not involve checks of all fire resisting partitions and between false ceilings and floor slabs / raised access floors. PSH Consultancy cannot be held liable for any deficiency not seen by, or detail given to the consultant at the time. The client has been made clear that his/her responsibility to fire safety within this workplace is firmly with him/her.**

## Premises Introduction & Occupation

The premise is a primary school, in the town of Bauhurst, Hampshire. It comprises of two levels of occupation. The building was constructed using contemporary materials, predominately a wooden shell with stone with a tiled, pitched roof. There is a **MEDIUM** exposure from adjacent properties.

There is a oil and electrical supply to the building, with individual meters and shut-off arrangements external to the building.

The area is served by Hampshire Fire and Rescue Service with the nearest fire station (Tadley) being within approximately 3.3 miles. There is a hydrant off a main 100mm, within 150 metres of the premises.

The normal working time is 08:00hrs – 16:15hrs with a full capacity of eight staff and between fifteen and thirty children. The level of fire protection and risk reduction is adequate at present, with the relevant training to be undertaken to enable the staff to undertake their fire safety duties.

The requirements of the Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1 October 2006, adopt a self assessment approach to fire safety in the common areas of the building. The legislation places certain duties on the 'responsible person' for the premises, one of which is to ensure that a suitable and sufficient fire risk assessment is carried out; when there are more than five staff this assessment should be recorded. The assessment set out in this document is intended to satisfy this requirement.

This fire risk assessment should be reviewed periodically and in the event of:

- Alterations to the building, including the internal layout of the common areas.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, e.g. fire detection and alarm systems or emergency lighting systems.
- Significant changes to the type and quantity and/or method of storage of combustible materials.
- Significant changes in the occupancy levels
- A significant change in the mobility level or other factors influencing the response of residents, visitors or staff in an emergency.
- Changes to the management of the organisation.

The risk level for this premise is: TOLERABLE

**Number of floors:** 2

**Number of staircases:** 1

**Basements:** 0

**Tenants footprint:** 300m<sup>2</sup>

### **Section 1: Means of Escape**

One internal staircases have been provided. Six direct external fire exits are provided. The final exits lead to a place of ultimate safety.

### **Section 2: Fire Warning Arrangements**

A verbal command is sufficient due to the size of the barn, however, a series of FireAngel, domestic smoke detectors are fitted and a management system in place, where the detectors are checked weekly.

### **Section 3: Fire Fighting Equipment**

A provision has been made throughout the premises. All units have been maintained to comply with BS5306 Pt3 2017.

### **Section 4: Emergency Lighting Arrangements**

No provision has been made throughout the workplace. It will be required to install emergency lighting to enable quick evacuation due to the rural position. When installed, all units must be maintained to comply with BS5266 Pt1 2016.

### **Section 5: Fire Emergency Plan**

An emergency plan was shown at the time of the audit.

## Fire Risk Assessment – Audit

Ref no:	Fire Risk Assessment Stage 1 – Identify the Risks Identifying sources of fuel	Y-N-N/A	Control Measures
1.0	Does the workplace have combustible / flammable materials which require further control measures?	N	
1.1	Are quantities of combustible waste allowed to accumulate within the workplace?	N	
1.2	Are quantities of combustible materials outside the workplace stored safely?	Y	
1.3	Are the relevant signs displayed?	Y	
1.4	Are substantial areas of walls or ceilings covered with flammable linings?	N	
<b>Identifying sources of ignition</b>			
1.5	Does the work activity involve process such as incineration, cooking, welding, flame cutting or friction heat?	N	
1.6	Does the workplace have oil or gas burning / heating equipment?	Y	Oil fired boiler in place. The assessor was shown the current maintenance certificate.
1.7	Is smoking permitted?	N	
1.8	Are there ducts or flues?	N	
1.9	Are there light bulbs and fittings near flammable or combustible materials?	N	
1.10	Is electrical equipment or wiring faulty or damaged?	N	
1.11	Does the electrical equipment have 'wander' or extension leads?	N	
1.12	Has the fixed wiring been tested every 5 years to comply with NIC regulations and logged?	Y	At the time of the audit the assessor was shown the maintenance certificate to comply with The Electricity at Work Regulations 1989 and BS7671 2018, 18 <sup>th</sup> Edition.
1.13	Has the portable electrical equipment been tested and logged?	Y	At the time of the audit the assessor was shown the maintenance certificate in accordance with HSG107.
1.14	Are there portable heaters?	N	
1.15	Are there multipoint adapters in electrical sockets?	N	
<b>Arson</b>			
1.16	Does basic security against arson by outsiders appear reasonable?	Y	.
1.17	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsider?	Y	
1.18	Comments and hazards observed:	N/A	

<b>Contractors / Hot Works</b>			
<b>1.19</b>	Are fire safety conditions imposed on outside contractors?	<b>Y</b>	
<b>1.20</b>	Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	<b>N/A</b>	
<b>1.21</b>	If there are in-house maintenance personnel are suitable precautions taken during "hot work", including use of hot work permits?	<b>N/A</b>	
<b>1.22</b>	Comments and hazards observed:	-	
<b>Oxidising Agents</b>			
<b>1.23</b>	Are there any oxidising agents in the building? For example, commercial gases, bleach, linseed oil etc.	<b>N</b>	
<b>Dangerous Substances</b>			
<b>1.24</b>	If dangerous substances are, or could be, used, has a risk assessment been carried out as required by DSEAR 2002?	<b>N</b>	
<b>1.25</b>	Is there adequate information on safety provided by the supplier on any relevant safety data sheet?		
	<b>More specifically:</b>		
<b>1.26</b>	The special, technical and organisational measures and the substances used and their possible interactions.		
<b>1.27</b>	The amount of the substance involved.		
<b>1.28</b>	Where the work will involve more than one dangerous substance, the risk presented by such substances in combination.		
<b>1.29</b>	The arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances.		
<b>1.30</b>	Any other measures introduced as a result of the RRO/Fire (Scotland) Act 2005.		
<b>1.31</b>	Are there safe systems of work for maintenance, where there is the potential for a high level of risk?		
<b>1.32</b>	Are sufficient control measures in place to counter the likelihood that an explosive atmosphere will occur and its persistence including adjacent areas?		
<b>1.33</b>	Are sufficient control measures in place to counter the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective?		
<b>1.34</b>	Has account been taken regarding the scale of the anticipated effects?		
<b>1.35</b>	Is sufficient additional safety information available to enable the assessment to be completed?		



	<b>Luminous Discharge Tubes</b>		
1.36	Has notice been given to the fire and rescue authority regarding luminous discharge tubes cut-off switch, its colouring and marking?	N/A	
	<b>Stage 2 – Identifying Persons At Risk</b>		
2.0	Identify persons at risk:	Y	Staff, children, visitors and contractors.
	<b>More specifically:</b>		
2.1	Do staff work in remote areas or in a 'lone worker' situation, in areas of fire risk?	N	
2.2	Are they sufficiently trained?	N/A	
2.3	Are there adequate arrangements to ensure their safe evacuations?	N/A	
	<b>Where the workplace is used for sleeping purposes are there:</b>		
2.4	Adequate arrangements to ensure that there is early warning of fire?		
2.5	Short distance to travel?		
2.6	Protected routes?		
2.7	Sufficient staff to assist in evacuation?		
2.8	Suitable notices of the action to take in the event of fire?		
	<b>Where the workplace is regularly used by disabled people whose mobility is impaired are there:</b>		
2.9	Adequate members of trained staff to assist in an emergency?	Y	
2.10	Arrangement to ensure that staff are given early warning of fire?	Y	
2.11	Short distances to travel?	Y	
2.12	Exit routes of adequate width to ensure safe evacuation?	Y	
	<b>If the workplace is occupied by large number of people, particularly members so the public, is there:</b>		
2.13	Adequate sign posting of escape routes?		
2.14	A sufficient number of trained staff to assist in evacuation?		
2.15	Appropriate communication e.g. a PA system?		
	<b>It should be taken into particular account in risk assessment in respect of young persons:</b>		
2.16	The inexperience, lack of awareness of risks and immaturity of young persons.		
2.17	The fitting-out and layout of the premises.		
2.18	The nature, degree and duration of exposure to physical and chemical agents.		
2.19	The form, range and use of work equipment and the way in which it is handled.		
2.20	The organisation of processes and activities.		
2.21	The extent of the safety training provided or to be provided to young persons.		



<b>2.22</b>	Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of young people at work.		
<b>2.23</b>	Comments and hazards observed:		

<b>Stage 3 – Fire Safety Provisions – To eliminate or reduce risks</b>			
<b>Means of Escape</b>			
<b>3.0</b>	Is it considered that the building is provided with reasonable means of escape in case of fire?	<b>Y</b>	
<b>More specifically:</b>			
<b>3.1</b>	Is there adequate design of escape routes?	<b>Y</b>	
<b>3.2</b>	Adequate provision of exits?	<b>Y</b>	
<b>3.3</b>	Are exits easily and immediately openable where necessary?	<b>N</b>	At present, all of the final exit doors have a secondary lock located at the top of the door. It is there to secure the doors so children safeguarding is intact. Each class has a responsible person in place at all times, and if the case of fire, he / she will undertake an evacuation.
<b>3.4</b>	Escape exits open in the direction of escape where necessary?	<b>Y</b>	
<b>3.5</b>	Avoidance of sliding or revolving doors as fire exits where necessary?	<b>N/A</b>	
<b>3.6</b>	Satisfactory means for securing exits?	<b>Y</b>	
<b>3.7</b>	Is there reasonable travel distances where there is a single direction of travel?	<b>Y</b>	
<b>3.8</b>	Is there reasonable travel distances where there is an alternative means of escape?	<b>Y</b>	
<b>3.9</b>	Suitable protection of escape routes?	<b>Y</b>	Domestic smoke detectors
<b>3.10</b>	Suitable fire precautions for all inner rooms?	<b>N/A</b>	
<b>3.11</b>	Suitable fire precautions for dead-end situations?	<b>N/A</b>	
<b>3.12</b>	Are all escape routes unobstructed?	<b>Y</b>	
<b>3.13</b>	Is the building provided with reasonable arrangements for means of escape for disabled people?	<b>Y</b>	
<b>3.14</b>	Comments and deficiencies observed:	-	
<b>Fire Spread and Development Limitation</b>			
<b>Is it considered that there is:</b>			
<b>3.15</b>	Reasonable limitation of linings that may promote fire spread?	<b>Y</b>	
<b>3.16</b>	Are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of fire?	<b>N/A</b>	
<b>3.17</b>	Are there any holes or gaps in walls, ceilings and floors properly sealed where services pass through them?	<b>N</b>	
<b>3.18</b>	Are all fire doors fitted with heavy duty hinges, self closures, 25mm fire stops and intumescent strips complete with cold smoke seals?	<b>N/A</b>	
<b>3.19</b>	Comments and deficiencies observed:	-	

<b>Escape Lighting</b>			
3.20	Reasonable standard of escape lighting systems provided?	N	At the time of the assessment, no provision has been made throughout the workplace. It will be required to install emergency lighting to enable quick evacuation due to the rural position. When installed, all units must be maintained to comply with BS5266 Pt1 2016. The assessor has highlighted the relevant positions to install bulkhead units.
<b>More specifically, does it cover the following:</b>			
3.21	Escape corridors?		
3.22	Escape signs?		
3.23	Fire fighting equipment?		
3.24	Fire alarm call points?		
3.25	Hazards and obstructions?		
3.26	Changes of level or direction?		
3.27	Immediately outside the final exit(s)?		
3.28	Is the system maintained to comply with BS5266 Pt1 2016 and the requirement of the RRO?		
3.29	Comments and deficiencies observed:	-	
<b>Fire Safety Signs and Notices</b>			
3.30	Reasonable standard of fire safety signs and notices?	Y	
3.31	Comments and deficiencies observed:	-	
<b>Fire Warning Arrangements</b>			
3.32	Reasonable manually operated electrical fire alarm system provided?	N	
3.33	Automatic fire detection provided?	Y	Domestic smoke detection are in place.
3.34	Is the fire alarm system audible or perceptible throughout the building?	Y	Verbal command will be sufficient.
3.35	Extent of automatic fire detection generally appropriate for the occupancy and the fire risk?	Y	
3.36	Is there a remote transmission of alarm signal?	N/A	
3.37	Is the system maintained to comply with BS5839 Pt1 2017 and the requirement of the RRO?	N/A	
3.38	Comments and deficiencies observed:	-	

	<b>Portable Fire Extinguishing Appliances</b>		
3.39	Reasonable provision of portable fire extinguishers?	Y	
3.40	Hose reels provided?	N	
3.41	Are all fire extinguishing appliances readily accessible?	Y	
3.42	Are all portable extinguishers maintained to comply with BS5306 Pt3 2017 and the requirement of the RRO?	Y	
3.43	Comments and deficiencies observers:	-	
	<b>Automatic Fixed Systems</b>		
3.44	Type of system:		
3.45	Comments:		
	<b>Other Relevant Fixed Systems</b>		
3.46	Type of system:		
3.47	Comments:		

<b>Stage 4 – Training, Instruction &amp; Education</b>			
<b>Fire Management</b>			
<b>4.0</b>	Have staff received appropriate fire safety training and has it been recorded?	<b>Y</b>	At the time of the audit, the assessor was shown a complete list of all staff for fire training.
<b>4.1</b>	Are regular fire evacuation drills carried out and recorded?	<b>Y</b>	
<b>4.2</b>	Have staff working in high risk areas received additional training for the hazards present and has the training been recorded?	<b>Y</b>	
<b>4.3</b>	Have fire wardens received initial and refresher training for their responsibilities in a fire emergency and has the training been recorded?	<b>Y</b>	
<b>4.4</b>	Are joint training sessions and fire evacuation drills carried out in multi-occupied buildings?	<b>N/A</b>	
<b>4.5</b>	Is it necessary to provide an enhanced programme of good housekeeping?	<b>N</b>	
<b>4.6</b>	Are procedures in place to ensure that visitors, outside contractors and maintenance workers receive necessary fire safety information?	<b>Y</b>	
<b>4.7</b>	Have personal emergency evacuations plans (PEEPS) been prepared for disabled workers or visitors to the premises?	<b>Y</b>	
<b>4.8</b>	Is fire fighting equipment, fire alarm systems and emergency lighting maintained and checked in accordance with the manufacturer's recommendations, and are the details recorded?	<b>Y</b>	
<b>4.9</b>	Has one or more competent persons been appointed to manage fire safety?	<b>Y</b>	Emma Wetherley
<b>4.10</b>	Have the appointed persons sufficient training, experience and time available for them to fulfil their functions with adequate means at their disposal?	<b>Y</b>	
<b>4.11</b>	Have the fire safety arrangements been co-ordinated with other responsible people in a multi-occupied building?	<b>N/A</b>	

<b>Stage 5 – Record Findings &amp; Fire Emergency Plans</b>			
5.0	Has a report with the significant hazards been prepared and actioned in relation to the previous assessment?	N/A	
5.1	Was a fire emergency plan prepared and amended as a result of the previous fire risk assessment?	N/A	
5.2	Are the fire records available for inspection by the enforcing authority?	Y	
5.3	Is the fire emergency plan and fire risk assessment available for staff to read?	Y	
<b>Revise or Review</b>			
5.4	Have previous risk assessments been revised or reviewed as part of this fire risk assessment?	Y	
5.5	Has a date been set for the next fire risk assessment to be carried out?	N	Set review date

## Risk Level Estimator

This simple risk level estimator is based on a more general health and safety risk level in BS8800:

Potential consequences of fire ►	Slight harm	Moderate harm	Extreme harm
Fire hazard ▼			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low

Medium

High

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequence for life safety in the event of fire would be:

Slight harm

Moderate harm

Extreme harm

In this context, a definition of the above terms is as follows:

- Slight harm: Outbreak of the fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs)
- Moderate harm: Outbreak of fire could result in one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial

Tolerable

Moderate

Substantial

Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

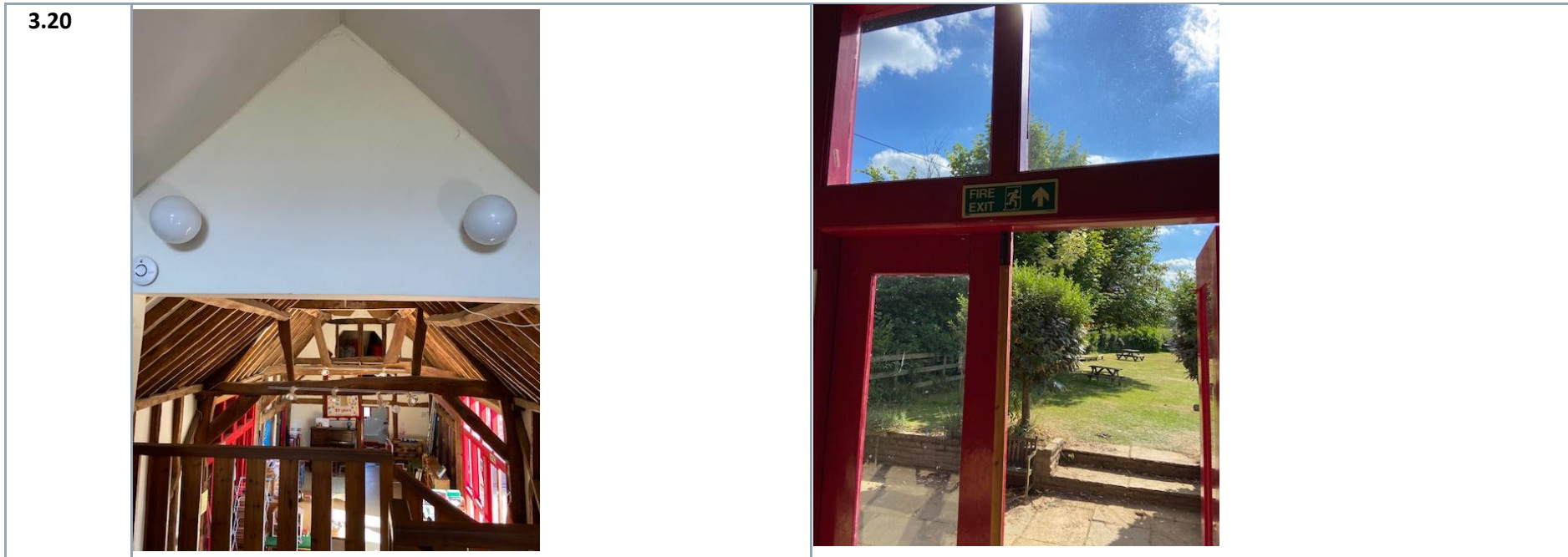
Risk Level	Action and Timescale
Trivial	No action is required and no detailed records need to be kept.
<b>Tolerable</b>	<b>No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.</b>
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.  Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.



## Significant Findings & Action Plan

<b>Company:</b>	Grantham Farm Montessori School & The Children's House		
<b>Location:</b>	Baughurst, Hampshire, RG26 5JS		
<b>Preparing Company:</b>	PSH Consultancy	<b>Prepared by:</b>	Phill Harrison
<b>Document no:</b>	PH07071AP	<b>Revision:</b>	Ver 1.0

Timescales for completion – Immediately ■ 1 Month ■ 3 Months ■ Advisory ■



3.20



At the time of the assessment, no provision has been made throughout the workplace. It will be required to install emergency lighting to enable quick evacuation due to the rural position. When installed, all units must be maintained to comply with BS5266 Pt1 2016. The assessor has highlighted the relevant positions to install bulkhead units.

Completion time:	3 Months
Assigned to:	
Signature:	
Completion date:	

**END OF REPORT**