



FIRE RISK ASSESSMENT

In compliance with the Regulatory Reform (Fire Safety) Order 2005



Client Name: St Mary's School Hampstead
Address: 47 Fitzjohn's Ave, London NW3 6PG
Assessed by: Kevin Marsden
Date: December 2021
Review Date: December 2022



Key Information

Name:	Frederick Bender
Email Address:	frederick.bender@stnh.co.uk
Telephone No:	07584 474437

Responsible People

Responsible Person:	Harriet Connor-Earl
Health and Safety Manager:	Frederick Bender
Assistant Health and Safety Manager:	N/A
Building Manager:	Frederick Bender
Landlord:	St Marys School

Building Information

Number of staff on site:	80
Total number of Students/Visitors	226
Number of floors in building:	4
Approximate floor area: (m ²)	Not Known
Building construction (Tick)	Brick Y Concrete Y Wood Y Glass Y
Primary usage:	Education

Occupants Especially at Risk

Sleeping occupants:	2
Disabled occupants:	None at time of assessment
Occupants in remote areas:	0
Young people:	226
Pregnant workers:	0
Others:	0

Occupancy Factors – Floor Loading		
Area Usage	Approximate floor area (m ²)	Max Number of Persons
Classrooms on all levels	Not Known	20 Max per classroom
Kitchen canteen	Not Known	150 Max
Main Hall (Both)	Not Known	150 per hall
Playground	Not Known	300
Reception area	Not Known	15
Offices	Not Known	2 per office
Chapel	Not Known	100
Staff Room	Not Known	20

Fire Assembly Points

Blue playground

Building Fire Strategy

No evidence of building strategy seen on this visit

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1.0 Disclaimer and Competency Statement

Onyx Fire & Security Limited completed this report on the basis of a defined programme of work and terms and conditions agreed with the client. We confirm that in preparing this report, we have exercised all reasonable skill and care, taking into account the project objectives, the agreed scope of work, prevailing site conditions and the degree of manpower and resources allocated to the project.

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1.1 Risk Assessor - Competence

This fire risk assessment was undertaken by an Onyx Fire & Security Health and Safety Consultant who has the necessary training, qualifications, knowledge and experience in fire safety that give him/her the status of 'competent person'. Onyx Fire & Security Limited is of the opinion that he/she is sufficiently practised in the necessary skills to enable him/her to carry out a practical fire safety risk assessment.

2.0 Introduction and Review

The fire risk assessment is undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and in accordance with the clients' instructions.

It has been prepared for, is addressed to and is for the sole use of the client. No person other than the client may copy this document (in whole or part), use or rely on the contents without the prior written permission of Onyx Fire & Security Limited. Onyx Fire & Security Limited accepts no liability for any use of this risk assessment other than for the purposes stated in the document. In that respect the areas considered in it, the findings recorded in the audit and the items contained in the action plan relate only to life safety.

This risk assessment is not intended to address property protection issues or business continuity and should not be used for that purpose. As such, any advice, opinions or recommendations within this document should be read and relied upon in the context of the document as a whole.

2.1 Purposes

The purpose of this risk assessment is to:

- Identify the fire hazards in the common parts of the premises (ignition sources, fuel, sources of oxygen).
- Identify who might be at risk from those hazards.
- Evaluate the risks arising from the hazards and assess whether the existing protective and preventative measures are adequate, or whether additional measures are necessary.
- Record the findings of the risk assessment; and
- Provide a prioritised action plan where additional measures are deemed necessary.

2.2 Review

This risk assessment should be reviewed regularly to keep it up-to-date and in particular:

- Where there have been alterations, or it is intended to alter the layout of the premises.
- Where there have been changes to work processes or it is intended to make changes to work processes.
- At intervals not longer than every 1 year from the date of issue
- All information deemed correct at this time

2.3 Definitions

A) The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
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 (likelihood of fire) at these premises is:

Medium

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

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g., potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Moderate Harm

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

Slight Harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate Harm	Outbreak of fire could foreseeably result in injury (including serious injury) of 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.

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

Moderate

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 that has been advocated for general health and safety risks.

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

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

2.4 Benchmarking - Legislation

The following standards are referred to in this document (list not exhaustive):

- HSE Approved Code of Practice (ACOP) document L137 “Safe maintenance, repair and cleaning procedures”
- Regulatory Reform (Fire Safety) Order 2005
- British Standard BS9999
- British Standard BS9990
- British Standard BS5839
- British Standard BS5266
- British Standard BS5306 / BS EN3
- British Standard BS EN 12845

In this report fire resistant means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476 & BS1634-1 to achieve a minimum 30-minute standard of fire-resistance, unless otherwise stated.

All fire-resistant elements of structure are to be constructed to true ceiling height.

Where reference is made to “Notices and Signs”, they should be installed in accordance with the recommendations contained in BS5499 and the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.0 Inspection and Testing Logs

Fire Extinguisher Servicing	Last tested April 2021
Fire Drill	Yes
Fixed Wire Testing	Yes- Expiry 2024
PAT Testing	Last tested February 2021
Emergency Light	Certification not seen on this visit
Smoke detection	Yes- October 2021
Fire Panel	Yes- October 2021
Manual Call points	Yes- October 2021

4.0 Fire Safety Summary

4.1 Procedures and Arrangements

There is a suitable record of the fire safety arrangements and appropriate fire procedures are in place	Yes
There are suitable arrangements for summoning and meeting the Fire and Rescue Service and on arrival providing relevant information, including any potential hazards to fire fighters	Yes
There is a plan of the building available indicating basic layout and any areas of significant risk	Yes
A suitable evacuation strategy has been put in place that includes adequate procedures for evacuation, systems to advise a disabled person that there is a fire alarm/other type of incident, nomination and training of persons to assist in evacuation of any disabled people and a personal emergency evacuation plan (PEEP) for any disabled employees or regular disabled visitors	Yes
There is a suitable fire assembly point	Yes
A 2-way speech communications system is fitted in any designated disabled person's refuge that has been provided	Yes
Appropriate liaison (if necessary) has been made with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits	Yes
Routine in-house inspections of fire precautions take place (e.g., in the course of health and safety inspections)	Yes
There are sufficient and adequate channels of communication of fire safety information between employer and employee (e.g., Health & Safety meetings, notice boards etc)	Yes
All employees of another employer working in the premises and where reasonable, visitors to the premises are provided with adequate instructions and given appropriate information on fire risks and fire safety measures	Yes
There is adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order	Yes

4.2 Means of Raising the Alarm in Event of Fire

'Action in event of fire' notices are displayed throughout the building to inform visitors unfamiliar with the premises the correct action to be taken on discovering a fire or upon hearing the fire alarm sounding	No
A reasonable manually operated fire warning system is provided	Yes

Manual Fire Warning System	Site Provision
Manual Break Glass Call Point	Yes
Sounder (minimum 65 decibels)	Yes

4.3 Manual Fire Alarm Call Points and Fire Alarm Control Box

A manual call point can be reached within the maximum 45m travel distance permitted (25 m in buildings with a significant proportion of mobility-impaired occupants or rapid-fire development is likely)	Yes
Pictorial operational signs are positioned next to all manual fire alarm call points	Yes
Manual Fire Alarm Call Points are tested externally by a competent contractor every 6 month and tested internally by a nominated individual every week	Yes
Fire Alarm Control Box / System is tested externally by a competent contractor every year and tested internally by a competent individual every week	Yes

4.4 Automatic Fire Detection (AFD)

The extent of automatic fire detection use in the premises is generally appropriate for the occupancy and fire risk	Yes
Where appropriate alarm signals are remotely transmitted to a monitoring station	No
Automatic Fire Detectors are tested externally by a competent contractor every year	Yes

4.5 Means of Escape

A suitable number, distribution and dimension of emergency exits are provided considering occupancy profile	Yes
Escape routes are adequately designed such that all emergency routes and exits lead to a place of safety	Yes
Where there is escape in a single direction there is a reasonable distance of travel appropriate to the use and level of risk	Yes
Where there are alternative means of escape there is a reasonable distance of travel appropriate to the use and level of risk	Yes
Exits are easily and immediately opened where necessary, not locked and where possible open in the direction of travel	Yes
Emergency routes and exits are indicated by signs	Yes
Escape routes are always unobstructed and kept clear	Yes
All emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in the case of failure of their normal lighting	Yes
Emergency escape lighting is tested externally by a competent contractor every year and tested internally by a competent individual every month	Yes
Fire escape routes, fire doors and final exit doors including security fastenings are routinely checked	Yes
Comments The Health and Safety Executive suggest that every six months there should be a full test on all emergency lights and signs and a functional test every month. The Emergency Lighting British Standard BS5266-10:2008 Compliance with this standard will ensure that your premises, meets the requirements of the Fire Precaution (Workplace) Regulations, ensuring that you meet your statutory requirements.	

4.6 Manual Fire Fighting Appliances

There is a reasonable provision of portable fire extinguishers throughout premises, all suitable to deal with the class of fire likely to occur in the location and complying with BS EN3	Yes
All fire extinguishing appliances are readily accessible and unobstructed (i.e., mounted on walls or on appropriate bases)	Yes
Suitable wall signage is provided relevant to extinguisher and indicating type and correct use	Yes
The maximum distance a person should travel to a fire point is within the maximum 30m permitted	Yes
Fire extinguishers are maintained annually	Yes

4.7 Automatic Fire Fighting Suppressions Systems

Where required there is suitable and adequate automatic fire fighting suppression systems are in place	N/A
Sprinkler installations are tested weekly and receive periodic inspection	N/A

Manual Fire Warning System	
Sprinkler System	No
CO2 Gaseous Suppression System	No
Wet Chemical Suppression System	No
High Expansion Foam Suppression System	No
Insert/Halocarbon Gaseous Suppression System	No

4.8 Other Fixed Systems and Equipment

Where require is there other suitable and adequate fixed systems and equipment are in place	Ansul System located in Kitchen area
Dry / Wet Risers are inspected every six months and tested annually	N/A
Hose Reel are inspected every week & month and tested 6 monthly & annually	N/A

Other Fixed Systems & Equipment	
Sprinkler System	No
Ansul System	Yes
Wet Chemical Suppression System	No
High Expansion Foam Suppression System	No
Insert/Halocarbon Gaseous Suppression System	No

4.9 Fire Fighter Switch – High Voltage Luminous Signs Etc.

Provision of suitable fire fighter switches for any high voltage luminous tube signs, etc	N/A
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4.10 Measures to Limit Fire Spread and Development

Compartmentation (fire resisting construction) is of a reasonable standard and is suitably protecting all escape routes	Yes
Linings (walls and ceilings) that may promote fire spread are reasonably limited	Suspended ceiling could promote smoke travel
Fire dampers (as far as can reasonably be ascertained) are provided in ducts or vents where necessary to protect critical means of escape routes against passage of fire, smoke, and combustion products in the early stages of a fire	Ventilation system could not be seen on this visit
All service shafts (as far as can reasonably be ascertained) located within the building which interconnect different levels / compartments are afforded with the correct level of protection to limit the passage of fire, smoke and combustion products in the event of a fire	N/A
All fire doors are fitted with intumescent strips, cold smoke seals, a self-closing device, correct signage and have gaps between fire door edges and door frames that are a maximum of 3mm	No
All holes and gaps used to pass service cables and pipe work between compartments have been suitably fire stopped with fire resisting material	No
The person consulted has confirmed that all fire doors held open by magnetic holders or audible door stops shut fully on activation of the building fire alarm system	Yes
The approximate floor area is adequate for the occupancy level as recommended in the guidelines stated in BS 9999	Yes

4.11 Training and Drills

All staff are provided with adequate fire safety awareness information, instruction and training on induction that includes: <ul style="list-style-type: none"> • Fire risks in the premises • The general fire precautions in the building • Action in the event of a fire • Action on hearing the fire alarm signal • Method of operation of manual call points • Location and use of fire extinguishers • Means of summoning the fire and rescue service • Identity of persons nominated to assist with evacuation • Identify of persons nominated to use fire extinguishing appliances 	Yes
A sufficient number of employees have been provided with training as Fire Wardens including the selection and safe use of fire extinguishers	Yes
All staff are given adequate periodic 'refresher' training at suitable intervals	Yes
Fire drills are carried out at appropriate intervals and a record of such drills maintained (minimum once a year)	Yes

4.12 Electrical Sources of Ignition

Fixed installations are periodically inspected and tested	Yes
All electrical riser cupboards are secured against unauthorised entry and are protected by 30-minute fire doors	Yes Yes
Portable appliance testing is carried out on a risk assessed basis and a suitable policy is in place regarding the use of personal electrical appliances	Yes
Trailing leads and adaptors are suitably managed	Yes
Comments The UK Health and Safety Executive along with insurance companies will expect you to perform PAT testing to ensure that you are compliant with certain regulations including: Health and Safety at Work Act of 1974 The Electricity at Work Regulations of 1989 The Provision and Use of Work Equipment Regulations of 1998 The Management of Health and Safety at Work Regulations of 1999 PAT testing is due which if not undertaken could pose a significant risk to these offices. Overloading of plug points could prove very dangerous if PAT testing not undertaken	

4.13 Lightning Protection

The building is fitted with a lightning protection system which is subject to a suitable maintenance inspection and annual test is completed by an approved contractor	Yes
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4.14 Smoking

Smoking is prohibited in the building and 'No Smoking' signs are displayed	Yes
Smoking is permitted in appropriate areas	Yes

4.15 Arson / Deliberate Ignition

Basic security against arson by outsiders or other persons appears reasonable and potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders has been limited	Yes
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4.16 Housekeeping

Supplies/stores of combustibles are kept to a minimum and clear from ignition sources	Yes
Hazardous materials are stored appropriately	Yes
Appropriate measures are in place for the safe storage and disposal of waste	Yes

4.17 Dangerous / Highly Flammable Substances

A COSHH assessment has been carried out and Material Safety Data Sheets are held for all substances used that are classified as a hazardous substance under the Control of Substances Hazardous to Health Regulations (COSHH) 2002	Yes
Where applicable substances are stored in suitable areas and containers away from potential sources of ignition	Yes
Where required by the Dangerous Substances and Explosive Atmospheres Regulations 2002 a risk assessment has been carried out	N/A
Any cylinders used within the premises are stored and used correctly, with correct warning signage displayed	N/A

4.18 Other Significant Fire Hazards That Warrant Consideration

Type	Hazard
Combustibles in building to be kept to a minimum and removed	Fire loading

5.0 Significant Findings and Action Plan

5.1 Risk Level

Taking into account the hazards and potential ignition sources observed at the time of the risk assessment, it is considered that the likelihood of a fire starting in this premise is **Medium**.

Taking into account the nature of the building and its occupants, as well as the fire protection and procedural arrangements observed at the time of the risk assessment, it is considered that the consequences for life safety in the event of a fire would be **Moderate Harm**.

Accordingly, it is considered that the risk to life from fire at these premises is **Moderate**.

Testing and Maintenance of Emergency Lighting	
Requirement Emergency Lighting Installation to be continually tested monthly by a trained competent person and yearly by a qualified engineer	Moderate Risk
Hazard This may pose risk if there was to be a failure in the system between this timeframe. There is a risk of emergency lighting not functioning correctly or completely in the event of fire, preventing a clear escape route from being identified by persons within the office space.	
Action Ensure that at least two staff members are trained in testing the emergency lighting system on a monthly basis and a yearly test carried out by a qualified engineer. Ensure evidence of the system test is logged each time the test is carried out. Annual certification to be sourced	
On-going Risk Management Ensure that the business has two people trained to carry out the monthly emergency lighting test at all times. Ensure that the test is logged as being carried out. Ensure the staff member raises any visible faults (for example lights that are failing to come on) to a senior member of the team immediately.	
Completed By:	Date:

Fire Extinguishers	
Requirement In a workplace an employee should be within 30 metres of an appropriate extinguisher on any given level of the premises, meaning that the devices can be sited 60m apart. These should be annually tested	Moderate Risk
Hazard Non-serviced fire extinguishers and fire blankets may not be fully functional, and in the event of an emergency, fail to create a safe passage of exit. This may lead to persons becoming trapped or delayed from exiting the premises	
Action Commission an accredited company to annually maintain and test the current firefighting equipment. All should be correctly signed and mounted Fire Extinguisher should not be obstructed and always readily accessible	
On-going Risk Management Ensure that portable Fire Fighting Equipment remains in the correct location, marked with clear signage. Commission an accredited company to replace any damaged or missing equipment.	
Completed By:	Date:

Fire Stopping	
Requirement The fire strategy of the building must not be compromised. All penetrations need to be sealed and asset listed	Moderate Risk
Hazard Risk of injury or danger to life, as smoke or fire could travel and penetrate through levels undetected	
Action With reference in all ceiling spaces arrange a fire stopping survey is completed by a qualified FIRAS accredited consultant The lift shaft doors should be sealed as this is not in use now and is an empty space connecting all levels There is a hole in the blue stairwell ceiling which connects all levels and should be sealed at every floor	
On-going Risk Management Ensure all penetrations are checked regularly to check the fire strategy of the building is not being compromised	
Completed By:	Date:

Maintenance of Fire Panel, Detectors and Call points	
Requirement Ensure that Fire Panel, smoke detection and call points are operational and regularly maintained	Moderate Risk
Hazard These pose a risk if not regularly checked as they may not work in case of emergency therefore not alerting employees when required. There escape from the building due to no alarms could pose danger and could potentially risk life	
Action The Fire alarm system must be tested within a period of no longer than 6 months. The tests should be carried out by a qualified engineer as per BS 5839-1 A section of the detection system recently had water damage but advised that this is now in working order. Regular testing to be carried out	
On-going Risk Management Making sure all maintenance is logged and records obtained from landlord if they are responsible.	
Completed By:	Date:

Fire Loading	
Requirement Fire loading must be kept to a minimum, removing any combustibles to reduce the fire risk	Moderate Risk
Hazard Combustibles including flammables (Boxes, Cardboard) could accelerate a fire, and aid in the spread of smoke and flame.	
Action All Combustibles removed from emergency exits and sources of ignition. There are accumulations of fire loading in some classroom and storage areas	
On-going Risk Management Daily inspection is carried out to ensure combustibles are not stored in potentially hazardous areas, such as emergency exit routes, or near to sources of ignition.	
Completed By:	Date:

Maintenance of IT Equipment	
Requirement Server to be kept in a ventilated/cooled area and free from combustibles	Moderate Risk
Hazard Servers' systems generate a significant amount of heat and require a moderate to high power supply. A non-cooled/ventilated server system could become a source of ignition leading to a risk of fire. Combustibles must be removed from the area to prevent the possibility of this posing a further source fuel to a fire.	
Action Keep this area cleared of combustibles at all times	
On-going Risk Management Any combustible material must not be placed in this area at any time. Ensure a weekly check is made of the area to ensure no materials have been placed that could pose a fire risk. Undertake weekly checks to ensure the cooling system is functioning effectively.	
Completed By:	Date:

Emergency Escape Routes	
Requirement All emergency escape routes must be kept clear of any obstruction at all times	Moderate Risk
Hazard In the event of fire, staff or visitors' vision may be impaired by smoke and if emergency escape routes are obstructed, then this may cause injury or affect escaping the building in a safe manner.	
Action To ensure all emergency escape routes are cleared of any obstructions remove all equipment from these routes Emergency exits should always be kept clear for unobstructed access	
On-going Risk Management Maintain all emergency escape routes are cleared of any obstruction and report any hazards to the appropriate persons	
Completed By:	Date:

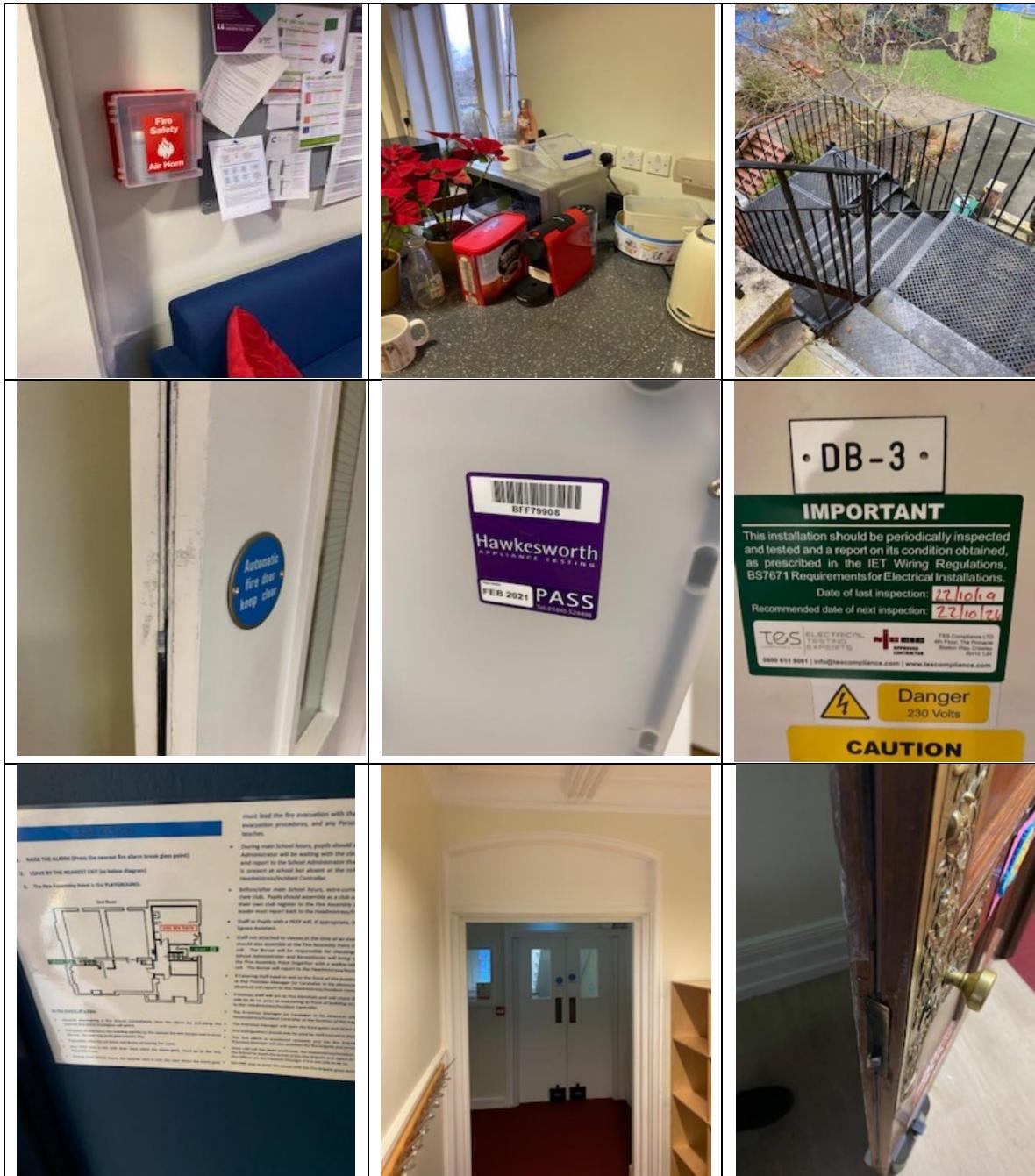
Compartmentation	
Requirement Sub-dividing buildings into a number of compartments can restrict the spread of fire. Fire rated walls, floors and ceilings separate these compartments from one another, which contains the spread of fire.	Moderate Risk
Hazard Penetrations in ceilings, walls and voids can accelerate the travel of fire and smoke from room to room. Risk of injury or death.	
Action Commission an approved contractor to complete a compartmentation survey and sanction all remedial work from all ceiling voids and Current fire door locations	
On-going Risk Management Checks to be made when changes to wiring or works carried out, such as refurbishment or re-wiring shop.	
Completed By:	Date:

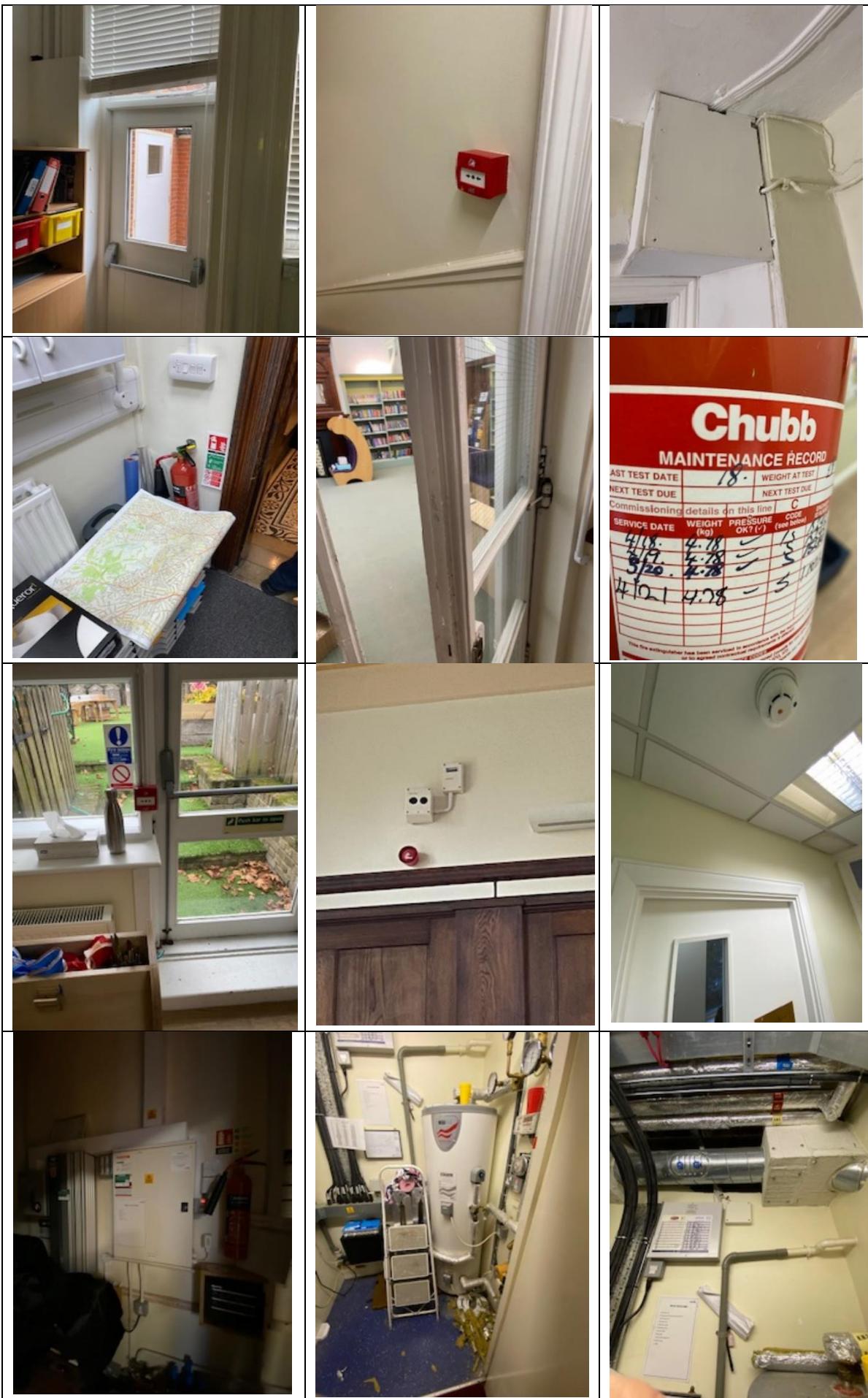
Fire Doors	
Requirement The legal requirement for all doors which open onto the escape route should be fire rated. This is to make sure crucial escape routes are protected if a fire breaks out	Moderate Risk
Hazard If doors leading on to the escape route are not certified fire doors with the correct fire rating or the doors are compromised in anyway, then this could promote travel of smoke and fire causing possible injury or loss to life	
Action Doors are generally in good condition, but some seals are damaged and need to be replace. A Fire door is recommended to be installed in the library as discussed with Frederick	
On-going Risk Management Ensure that fire doors are maintained to the regulated standard and closing mechanism are fully operational	
Completed By:	Date:

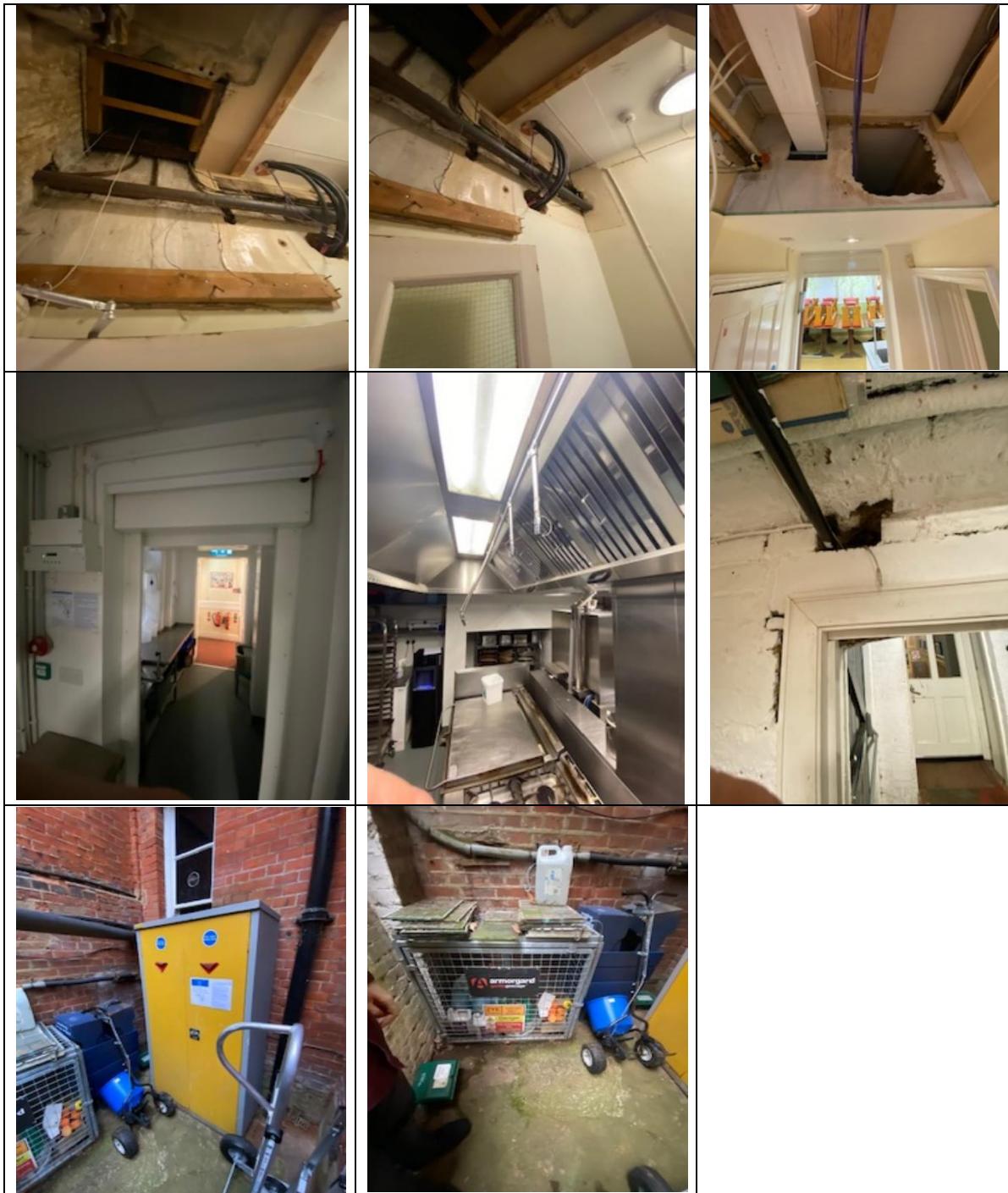
Fire Safety Signage	
Requirement Workplaces must have adequate safety signs to point personnel towards fire-fighting equipment, emergency routes and emergency exits	Moderate Risk
Hazard In the event of an emergency, visitors/staff may not be able to find the nearest exit which could lead to them becoming trapped or a delayed evacuation from the building,	
Action Commission an accredited company to carry out a fire safety signage survey. Additional Direction signage along with fire action notices are required Action any recommendations made on the report	
On-going Risk Management Ensure sign remains in their correct location, they are clean and legible.	
Completed By:	Date:

Electrical Fuse Board	
Requirement The electrical fuse board should be protected in a fire rated enclosure	Moderate Risk
Hazard The enclosure of the fuse boards needs to reach BS476 and to be fire retarded with intumescent strips and the correct hinges. This could promote travel of smoke and fire causing possible injury or loss to life.	
Action To install a fire rated cupboards to enclose all fuse boards.	
On-going Risk Management Ensure that fire rated cupboard is maintained to the regulated standard and not compromised due to damage	
Completed By:	Date:

6.0 Pictures







7.0 Summary

St Mary's School Hampstead has a proactive stance on Fire risk in their surroundings with some very important procedures in place. All staff are briefed in fire evacuation and a good awareness of exit routes is visible.

The building is listed but has been updated in certain areas to become more current. There are three floors to this building which houses offices, reception area, classrooms, two main halls and kitchen area. The basement level houses classrooms and electrical intake boards and boiler equipment.

There are numerous exits on the ground floor and two staircases on all floors of the property leading to the ground floor of the building. There is an external staircase to the rear of the building exiting via the playground.

Fred and his team have a very good ethos in Fire Safety. They have improved the standard since recently taking up their post and with Budgets in place more works are planned.

Certification for the maintenance in this property is all in place and there is a timeline when testing is next due.

- Emergency lighting certification needs to be sourced
- Compartmentation and Fire stopping Survey recommended for all ceiling voids, Electrical Cupboards and Fire Door locations
- Fire Door for the library is recommended and some damaged seals to be replaced

Isolation switches are current in areas where power and gas need to be cut off instantly. The Ansul system in the kitchen area is regularly serviced and well maintained.

All fire doors must not be wedged open and checked monthly for seal damages, recording and keeping all records.

Chemicals are kept in a COSHH cupboard which is located outside of the building.

Assembly point signage is required in the Blue Playground.

The lift shaft doors should be sealed as this is not in use now and is an empty space connecting all levels.

There is a hole in the blue stairwell ceiling which connects all level and should be sealed at every floor. This cavity would promote fire travel to all floors.

The air conditioning units should be regularly maintained.

Additional Direction signage along with fire action notices are required.

Wiring and Cabling should be tidied to prevent overloading of plug points and potential trip hazards.

Laser smoke detectors are in place in the Chapel which works by an LED emitting light into a sensing chamber that is designed to keep out ambient light while allowing smoke to enter. It uses an extremely bright, controlled laser diode, the laser beam is transmitted through the chamber to a light trap which eliminates any reflection.

On a weekly basis check that the locations of the fire extinguishers are visible and not blocked record all findings in the fire logbook.

Ensure there is a procedure in place to include a Permit to Work system for Hot works.

Combustibles such as cardboard should be removed from classrooms, electrical cupboards, storerooms and staircases. Photocopiers should be free from combustibles when in use
Portable heaters along with all machinery/electrical equipment should be switched off when not in use.

A section of the detection system recently had water damage but advised that this is now in working order and regularly tested.

Air horns are located in some areas to give additional warning signals to staff members.

The kitchen staff should have their own fire training and safety procedures. The Kitchen shutter does close automatically when the fire alarm is activated.

All machinery and equipment used in this school should be regularly tested and records kept current.

Ensure the Curtains in the main hall are flame retardant.

A fire Wallet should be held by reception to aid the fire service on arrival.

Evacuation plans are located in all classrooms.

The Fire Strategy of the building should be obtained. If this is not completed, then a building fire strategy should be carried out.

It is in my opinion that if the above points area is implemented, the Risk Factor will lower even further. However, due to the nature of the business, it is my recommendation that this company regularly review their Fire Safety measures.