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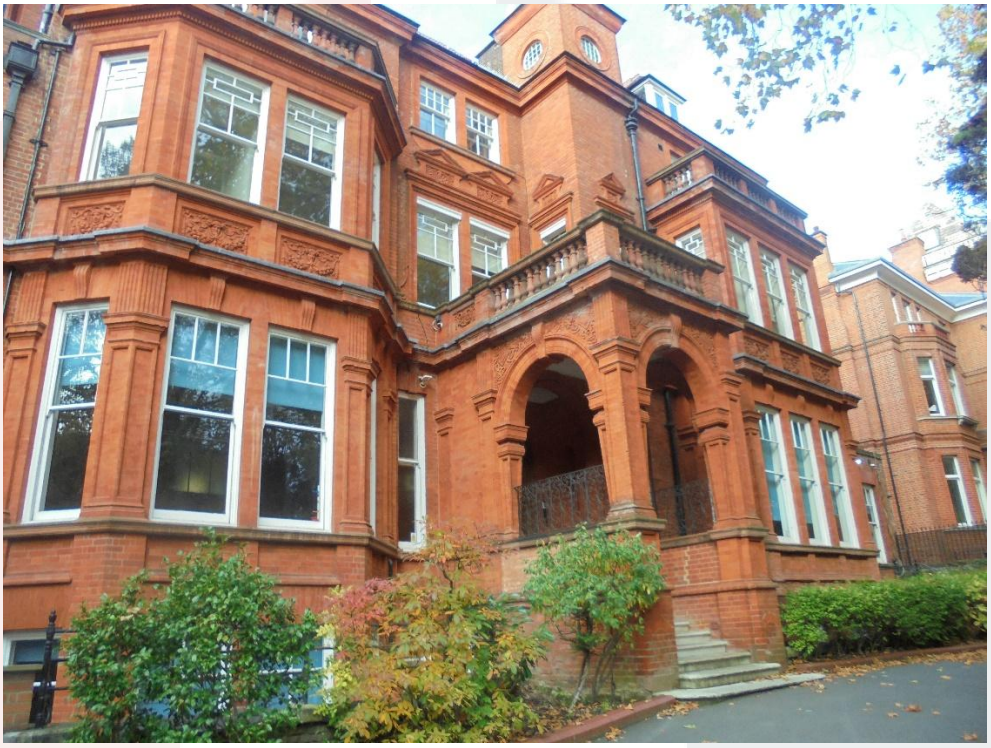
COMMAND
FIRE & SECURITY

FIRE SAFETY RISK ASSESSMENT REVIEW



Address of Premises:	St Mary's School, 47 Fitzjohns Avenue, NW3 6PG
Compiled By:	M Bromley
Date of Assessment:	22.10.25
Suggested Review Date:	October 2025

Contents

1 Building Profile.

Details of the premises to be assessed.

Address of Premises:	St Mary's School, 47 Fitzjohns Avenue, NW3 6PG
Person Consulted:	Mr. F Bender
Occupier:	St Mary's School
Number of Floors (Including Basement)	5
Approximate Date of Construction:	c 1900
Principal Use (Office, Shop, Factory):	Education establishment
Approximate N° of People Using the Areas Assessed:	Normal school day approx. 260 Up to 500 when parents are on premises.
Areas Assessed:	All areas
Floor of Occupier:	All
Number of Other Tenants/Occupiers Within the Premises:	None
BS9999 Occupancy Profile	A2
Name of Assessor:	Martin Bromley.
Competence of Assessor:	GIFireE. NEBOSH FSRM. Dip FD.

2 Brief description of premises and relevant applicable legislation.

The property subject to this fire risk assessment is a detached school building and chapel. The original areas are approximately 150 years old and comprise traditional brick construction with a tiled pitched roof. The building has been extended to provide additional school facilities.

Access to the building is through the main reception located at ground floor level.

At the time of this assessment, there is an electrically powered manual fire alarm system throughout the building, supported by automatic fire detection.

Emergency lighting is provided throughout the building, located on routes of exit, external areas and general circulation areas.

Portable fire extinguishers are provided throughout the building.

As the property is a place of work, the fire legislation applicable to the current use of this building is the Regulatory Reform (Fire Safety) Order 2005 which applies to all areas of the building.

The building is well and efficiently managed, and management are noted to have a positive attitude to fire safety.

Maintenance and record keeping of fire and life safety systems was available and up to date, good practice.

The standard of housekeeping found within the property at the time of this assessment was generally good.

The fire risk rating has been assessed at the higher end of **Low** fire risk.

Command FAS would like to thank Mr. Fred Bender for his assistance in providing the necessary information to assist in compiling this fire risk assessment.

3 Existing Fire Safety Features.

3.1 Means of Escape:

Means of escape are available from all areas with acceptable travel distances to a protected staircase. All stairs connect to a final exit via a protected corridor leading to a place of ultimate safety.

3.2 Fire Warning System:

At the time of this assessment, there is an electrically powered addressable fire detection system with manual call points at all exit points provided to all areas.

3.3 Emergency Lighting System:

Emergency lighting is provided to all escape routes and circulation areas within the building. The emergency lighting is provided by combined luminaires.
It appears that the emergency lighting is provided in accordance with BS5266 -1.

3.4 Fire Safety Signage:

At the time of the assessment, the existing fire exit signage shows the running man pictogram.

3.5 Portable Fire Fighting Equipment:

Portable fire extinguishers are provided throughout the building with water and carbon dioxide forming the firefighting apparatus. All equipment is provided on brackets or stands.

The firefighting equipment seen was within service date.

3.6 Other Fire Safety Features (Sprinkler Systems, Smoke Ventilation etc):

There is a fire curtain in the kitchen which is interfaced with the fire alarm and operates on any actuation.

3.7 Management of Fire Safety, Fire Instruction and Training:

Members of staff receive instruction on the means of escape from the building and the location of the portable firefighting equipment provided upon their induction at the commencement of their employment. This is refreshed at the start of the new school year.

3.8 Management of Current Fire Brigade Facilities:

N/A

3.9 Actions in Place to Eliminate Risks from Dangerous Substances:

N/A

4 Fire Safety Risk Assessment

The purpose of this fire risk assessment is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. This report does not address the risk to property or business continuity from fire. The guidance provided from the results of this assessment is designed to provide the owner / responsible person / employer with the opportunity to put into place any shortcomings identified within this assessment to achieve any legal compliance. This assessment only addresses the parts of the property which were accessible during the inspection and where access was seen to be safe at the time.

This report and assessment do not involve an in depth assessment of roof voids, compartmentation, above ceiling ducts, cabling, separation etc. If a detailed analysis is required on any of the fire safety aspects outlined, the responsible person should seek the advice of a specialist engineer.

The fire consultant carrying out this Fire Safety Risk Assessment would not have undertaken a detailed observation of installation, suitability and functionality of existing life safety fire systems. It would have been assumed that at the time of the inspection all the fire systems would have been installed to the relevant British Standard code of practice including the maintenance of such systems.

The summary of the findings and recommendations contained within the report and the fire risk assessment are solely based on the issues identified at the time of the inspection. Command FAS cannot guarantee that any subsequent inspections by any enforcing authority will not result in other areas of non-compliance being found.

A series of fire safety risk assessment guidance documents have been produced by HM Government for a range of buildings. The appropriate guidance document for the use to which these particular premises have been put, forms the foundation for this Fire Safety Risk Assessment. These guidance documents have been approved by ministers and have official status. These guidance documents are available by order by post from the Department for Local Communities Publications or from the DCLG website: www.firesafetyguides.communities.gov.uk.

The fire safety risk assessment guide used to formulate the Fire Safety Risk Assessment within these particular premises is: Fire Safety Risk Assessment- Educational premises ISBN: 978 1 85112 819 8
Building Bulletin 100

Legislation, guidance & relevant British Standards:

Note: This is *not* an exhaustive list of documentation and guidance relating to this assessment and these guidance documents are highlighted for your attention and benefit but not limited to these in any way.

Regulatory Reform (Fire Safety) Order 2005

Building Regulations Approved Document B

PAS 79 1:2020 Fire risk assessment Part 1: Premises other than housing

BS5266 Emergency lighting

BS5499 Safety Signage

BS5839 Fire Detection and Fire Alarm Systems for Buildings

BS9999: 2017 Code of Practice for fire safety in the design, management and use of buildings

4a General Information

4.1 The Property being assessed:

a	Number of floors assessed (including basements):	5
b	Number of floors in the building (including basements):	5
c	Floors on which car parking is provided:	External only
d	Occupancy:	Education establishment

4.2 The Occupants:

a	Approximate maximum number of employees at any one time:	Up to 60
b	Approximate maximum number of other occupants at any one time:	Up to 199
c	Approximate total number of people present in the building at any one time:	Up to 500 (when parents present)

4.3 Occupants Especially At Risk From Fire

a	Are there any sleeping occupants?	See comment below
b	Are there any disabled employees?	No
c	Other disabled occupants:	No
d	Are there young persons (under the age of 18 years) who are at work within these premises?	No
e	If so, do they receive specific consideration by management in the event of a fire within these premises?	N/A
f	Are there any lone workers/occupants in remote areas?	No
g	Are the premises used out of hours?	See comment below

Additional information

4.3 a	There is a self-contained flat that is occupied by the school caretaker. The fire detection system covers all areas of the flat and is interlinked with the main building system.

4.3b	Mr. Bender confirmed that there is a PEEP process, with 1 PEEP currently in place. These are regularly reviewed, good practice.
4.3 g	After school clubs take place. There are always staff available to supervise and take control in the event of a fire. A member of staff is tasked with carrying out a school closing down routine which includes fire door and kitchen checks, good practice.

4.4 Fire Loss Experience

a	Is there fire loss experience?	No

4.5 Relevant Fire Safety Legislation

a	Does the Regulatory Reform (Fire Safety) Order apply to this building?	Yes
b	Who is the above legislation is enforced by?	Fire Service
c	Other legislation that makes significant requirements for fire safety within this premises (other than the Building Regulations 2010)	No
d	The legislation to which 4.5c above makes reference to is enforced by?	N/A

Additional Information:

4.5 a	The Regulatory Reform (Fire Safety) Order 2005 currently applies to all areas of the building where persons are at work.

4b Fire Hazards and their Elimination or Control

4.6 Electrical Sources of Ignition

a	Have reasonable measures been taken to prevent fires of electrical origin, including management of electrical adapters, cable management and extension leads?	Yes
b	Is portable appliance testing carried out?	Yes
c	What is the date of the last Portable Appliance Test?	02.25
d	Are fixed electrical circuits and installations periodically tested and inspected?	Yes
e	Is there suitable control over the use of personal electrical appliances?	See comment below

f	Is lightning protection provided for the building?	Yes
g	If so, is the lightning protection periodically tested?	20.10.25

Additional information

4.6 d	Last EICR inspection and testing was 28.10.25.
4.6 e	Portable electrical appliances in the premises observed had current PAT testing.

What is the current level of risk from electrical hazards?	**Low**

4.7 Smoking

a	Are reasonable measures taken to prevent fires as a result of smoking?	Yes
b	Are suitable arrangements in place for those who wish to smoke?	N/A
c	Did this policy appeared to be observed at the time of this assessment?	Yes

Additional information

4.7a	This building complies with the government's no smoking legislation.

What is the current level of risk from smoking?	**Low**

4.8 Arson

a	Does basic security against arson appear reasonable?	Yes
b	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
c	Is there CCTV?	Yes
d	Are there security staff on duty?	No

Additional information

4.8 ab	The building has controlled access. It was noted that there was no evidence of combustible materials to the external areas of the property.

	Waste materials are collected regularly by an appointed contractor with bins stored a suitable distance away from the building.

What is the current level of risk from arson?	**Low**

4.9 Portable Heaters and Heating and Ventilation Installations

a	Is there satisfactory control over the use of portable heaters?	Yes
b	If portable heaters in use, what type are used?	Electric fan heaters
c	Are fixed heating installations subject to regular maintenance?	Yes

Additional information

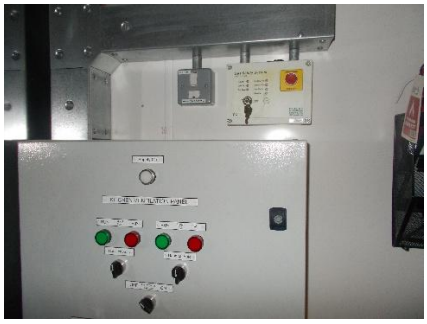
4.9 a	Use of portable heaters is controlled with locations noted by Mr Bender and checked by his staff regularly.
4.9 c	Gas central heating is subject to regular testing and maintenance. Last gas safety 29.08.25.

What is the current level of risk from heating appliances causing a fire?	**Low**

4.10 Cooking

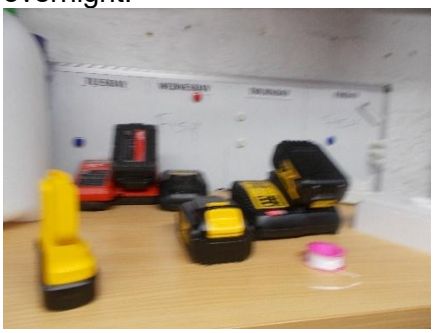
a	Are cooking facilities provided?	Yes
b	Is this on a commercial basis?	Yes
c	Does this involve deep fat fryers, oven or cooking range?	Yes
d	Are emergency cut-off switches / valves / stopcocks provided?	Yes
e	Are reasonable measures in place to prevent fires as a result of cooking?	Yes
f	Are filters cleaned or changed and ductwork cleaned regularly?	See comment below

Additional information

4.10 d e	  Cutoff switches are readily available, with staff briefed on correct operation. An Ansul kitchen fire suppression system is provided in the main kitchen, covering the cooking range.
4.10 f	Weekly filter cleaning takes place. A deep clean is carried out every six months, last clean was during the summer holidays.

What is the current level of risk from cooking or cooking appliances causing a fire?	**Medium**

4.11 Other Significant Fire Hazards that Warrant Consideration

4.11.1	Tutor and student tablets are put on charge so that they are always ready for use. Checks are made on the condition of the tablet batteries (casing cracks, distortion etc) and the tablets are only charged during business hours and are turned off by a timer switch. Portable power tool batteries are charged in the workshop. These are disconnected overnight.  Due to the hazards involving lithium-ion batteries continue to monitor. No e bikes or scooters are allowed in the building, good practice. There are no naked flames (candles etc) allowed in the premises and LED nightlights are used as a substitute, good practice. Christmas tree lights are checked and PAT tested before use.

4.12 Dangerous Substances

a	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A

	For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents. Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.	

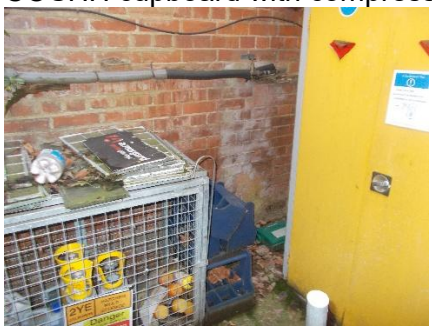
Additional information

4.12	No further comment.

4.13 Housekeeping

a	Is the standard of housekeeping/storage adequate?	See comment below
b	Do combustible materials appear to be separated from ignition sources?	No issues noted
c	Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	Yes
d	Are highly flammable materials kept in the premises?	No
e	If so – are storage arrangements adequate?	N/A
f	Are other hazardous materials kept in the premises?	Yes
g	If so are storage arrangements adequate?	See comment below
h	Is the upholstery of foam filled furniture in good condition?	Yes

Additional information

4.13 ac	Housekeeping was of a good standard with no issues observed.
4.13 g	Cleaner's materials and other materials are suitably stored in an external locked COSHH cupboard with compressed gases in a locked cage. 

What is the current level of risk from housekeeping / combustible storage?	**Low**

4.14 Hazards Introduced by Outside Contractors and Building Works

a	Is there satisfactory control over works carried out in the building?	Yes
b	Where appropriate, are fire safety conditions imposed on outside contractors?	Yes
c	Where appropriate, is a permit to work system used (e.g. for “hot work”)?	See comment below
d	Are contractors made aware of the principles of fire evacuation within the premises in the event of a fire?	Yes
e	Are suitable precautions taken by in-house maintenance personnel who carry out works?	Yes

Additional information

4.14 b	Any contractors working in this building are briefed before commencing work, this includes information on the fire evacuation plan for this building.
4.14 c	Hot work would not normally be carried out within these premises. Where hot work would be necessary, the contractor is required to have a hot work permit process in place, supported by method statements and risk assessments. Any works are subsequently monitored by Mr Bender or one of his staff.

What is the current level of risk from works being undertaken by building contractors?	**Medium**

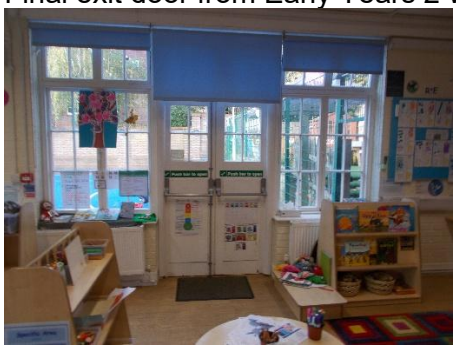
4.15 Means of Escape from Fire

a	Is the design and maintenance of the means of escape considered adequate?	See comment below
b	Do staircase and exit capacities appear to be adequate for the number of occupants? Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.	See comment below
c	Are there reasonable distances of travel: where there is escape in a single direction?	Yes
d	Are there reasonable distances of travel: where there are alternative means of escape	Yes
e	Are exits easily and immediately openable, without the use of a key where necessary?	Yes
f	Do fire exits open in the direction of escape, where necessary?	Yes

g	Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits?	N/A
h	Are the arrangements provided for securing exits satisfactory?	Yes
i	Is a suitable standard of protection designed for escape routes?	Yes
j	Are there reasonable arrangements for means of escape for disabled people?	See comment below
k	Are the escape routes available for use and suitably maintained?	Yes
l	Are fire-resisting doors maintained in sound condition and self-closing, where necessary?	See comment below
m	Is the fire-resisting construction protecting escape routes in sound condition? (This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist).	Yes
n	Are all escape routes clear of obstructions?	Yes
o	Are all fire exits easily and immediately openable?	See comment below

Additional information

4.15 a	The means of escape provided within the premise appears to conform to the guidance documents referred to on page 6 of this document.
4.15 b	The Mary Ward Hall has 3 x double width exits of 1400mm available. Discounting one exit due to fire there is still adequate escape widths for the maximum number of persons likely to be using the room.
4.15 j	Mr Bender confirmed that any members of staff or pupils with disabilities are provided with a personal emergency and evacuation plan (PEEP). This would be agreed in conjunction with the person involved and regularly reviewed.
4.15 k	The external metal fire escape stairs are regularly checked to ensure they are clear and in good repair.
4.15 l	The fire doors leading from the reception area and upper floors to the staircase are considered to give adequate notional fire resistance, comprising two hinges and a self closing device. All were in good condition. Monitor. Fire door in room 4LG is snagging on the floor and does not fully self close.

4.15 o	Final exit door from Early Years 2 was difficult to open. 

What is the current level of risk from means of escape deficiencies?	**Medium**

4.16 Measures to Restrict Fire Spread

a	Is the compartmentation of a reasonable standard? (This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.)	See comment below
b	Reasonable limitation of linings that may promote fire spread?	Yes
c	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire? (A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.)	N/A

Additional information

4.16 a	No issues observed at the time of this visit. Continue to monitor the building for compartment breaches and take remedial action when necessary.

What is the current level of risk arising from defective fire compartmentation, fire doors and lining material deficiencies?	**Low**

4.17 Emergency Escape Lighting

a	Has a reasonable standard of emergency escape lighting system been provided? Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.	Yes

Additional information

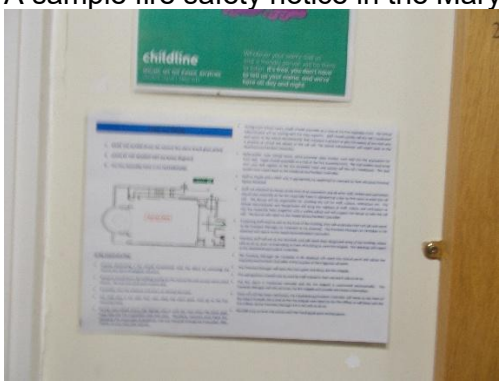
4.17 a	Emergency lighting is provided to all escape routes and circulation areas within the building. The emergency lighting is provided by combined luminaires and illuminated exit signs.

What is the current level of risk arising from standard of lighting to assist escape from the building?	**Low**

4.18 Fire Safety Signs and Notices

a	Is there a reasonable standard of fire safety signs and notices?	See comment below

Additional information

4.18 a	Signage within the building is considered to be satisfactory for the current layout. A sample fire safety notice in the Mary Ward Hall below. 

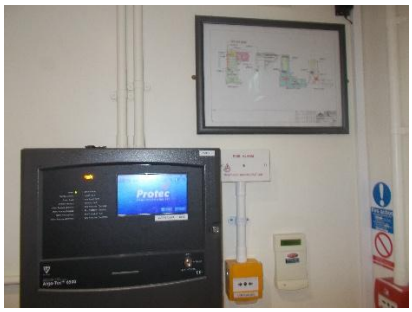
What is the current level of risk arising from deficiencies in fire signage?	**Low**

4.19 Means for Giving Warning In Case Of Fire

a	Is a reasonable fire detection and fire alarm system provided? Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.	Yes
b	Is there remote transmission of alarm signals?	Yes
c	Is a zone plan displayed?	Yes

Additional information

4.19 a	An electrical fire alarm and detection system is provided with manual call points on all routes of exit.

	 There is an intermittent fault which the fire alarm contractor is aware of and trying to rectify, continue to monitor. Acoustic door stop are in use throughout the premises. These are robustly managed with batteries replaced on demand.
4.19 c	It was previously noted that Zone 12 is not marked on the zone plan. This is still not resolved and is under review by the maintenance contractor, monitor.

What is the current level of risk arising from deficiencies with the fire alarm and detection system?	**Medium**

4.20 Portable Fire Fighting Equipment

a	Is there reasonable provision of fire extinguishers?	Yes
b	Are extinguishers provided on brackets or stands?	Yes
c	Are all fire extinguishers readily accessible?	Yes

Additional information

4.20 a	There are water and carbon dioxide portable fire extinguishers provided at fire points throughout the building. Dry powder fire extinguisher located in the plant room.

What is the current level of risk arising from deficiencies of portable firefighting equipment?	**Low**

4.21 Relevant Automatic Fire Extinguishing Systems

a	Is an automatic system installed?	Yes

Additional information

4.21 a	An Ansul kitchen fire suppression system is provided in the main kitchen.

What is the current level of risk arising from deficiencies of automatic fire extinguishing systems?	**Low**

4.22 Other Relevant Fixed Systems and Equipment

a	Has a system been installed?	No
b	Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc?	N/A
c	Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?	N/A

Additional information

4.22	No further comment

What is the current level of risk arising from deficiencies of fixed systems and equipment?	N/A

4.23 Fire Safety Management, Procedures and Arrangements

a	The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:	Mr F Bender
b	Fire safety at the premises is managed by: This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.	As above
c	Is there a suitable record of the fire safety arrangements?	Yes
d	Are procedures in the event of fire appropriate and properly documented, where appropriate? Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment,	Yes
e	Are there adequate procedures for investigating fire alarm signals?	Yes
f	Are there suitable arrangements for summoning the fire and rescue service?	Yes
g	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters?	Yes
h	Are there suitable arrangements for ensuring that the premises have been evacuated?	See comment below
i	Is there a suitable fire assembly point(s)?	Yes

j	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes
k	Are there persons nominated to use fire extinguishing appliances?	Yes
l	If the premises are in multiple occupation, are there adequate arrangements for cooperation between dutyholders to ensure coordination of their fire safety arrangements?	N/A
m	Are there persons nominated to assist with evacuation, including evacuation of disabled people?	See comment below
n	Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarisation visits?)	See comment below
o	Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)?	Yes

Additional information

4.23 h m	Roles and responsibilities of staff are detailed in the fire and emergency evacuation plan. This is regularly tested with fire drills taking place every school term, good practice.
4.23 i	The Assembly Point is suitably located in the playground.
4.23 n	It is felt that there would be a benefit to the school to having a Premises Information Folder available to the Fire Service out of normal business hours.

What is the current level of risk arising from management and procedures deficiencies?	**Low**

4.24 Training and Drills

a	Are all staff given adequate fire safety instruction and training?	See comment below
b	Are they trained on induction?	Yes
c	Are they given periodic refresher training?	Yes
d	Are they given additional training to cover any specific roles and responsibilities?	If required
e	Is the content of training provided considered adequate? Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.	Yes

f	Are fire drills carried out at appropriate intervals?	See comment below

Additional information

4.24 a	All staff receive annual refresher fire safety awareness training online.
4.24 f	Fire drills are carried out every school term, with records kept.

What is the current level of risk arising from training and drills deficiencies?	**Low**

4.25 Testing and Maintenance

a	Is weekly testing and periodic servicing of the fire alarm and detection system undertaken?	Yes
b	Are monthly and annual testing routines in place for the emergency escape lighting?	Yes
c	Is annual maintenance of fire extinguishing appliances undertaken?	Yes
d	Is periodic inspection of external escape staircases and gangways undertaken?	Yes
e	Are six-monthly inspection and annual testing of rising mains undertaken?	N/A
f	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)?	N/A
g	Are weekly testing and periodic inspection of sprinkler installations undertaken?	N/A
h	Are routine checks of final exit doors and/or security fastenings undertaken?	Yes
i	Are annual inspection and testing of the lightning protection system undertaken?	Yes
j	Any other relevant system tests?	Yes

Additional information

4.25 a	Last testing and maintenance 23.07.25.
4.25 b	Monthly testing is carried out in house by staff. Last annual testing 28.10.25.
4.25 c	Last recorded fire extinguisher service 04.25.

4.25 j	Ansul kitchen fire suppression 08.05.25.

What is the current level of risk arising from testing and maintenance deficiencies?	**Low**

4.26 Records

Are there appropriate records of the following?		
a	Fire drills?	Yes
b	Fire Training?	Yes
c	Fire alarm tests?	Yes
d	Emergency escape lighting tests?	Yes
e	Maintenance and testing of other fire protection systems and equipment?	Yes

Additional information

4.26	Appropriate records are held by Mr Bender.

What is the current level of risk from record keeping deficiencies?	**Low**

5 Fire Risk Rating Methodology

Risk can be rated according to the severity and likelihood of injury, loss or damage resulting from a hazard. In order for fire risk analysis to be made, consideration should be given to identifying the hazards, establishing the likelihood of an ignition occurring and determining the consequence of a fire (harm, injury caused, business interruption, environmental damage, reputation and financial loss).

Risk rating can be calculated using the formula **Risk Rating = Likelihood x Severity**

Risk Rating = Severity of the remaining risk after current controls have been taken into account.

Likelihood = How likely the loss will occur.

Severity = The degree or amount of any consequential loss.

Likelihood of Occurrence (Hazard) = X
This rating takes into account the possibility of a fire occurring. Consideration is given to identifying any combustible material and the possible ignition sources. These ratings may vary for specific hazards such as arson, which will make most scenarios high risk.

Severity of Occurrence = Y
This takes into account installed fire systems and associated compartmentation, the training of staff in appropriate procedures (especially those associated with proper use of installed safeguards) and the overall management towards fire safety, the management support, commitment and controls.

5.1 Fire Risk Assessment Matrix

Within this assessment, likelihood of occurrence and severity of outcome are measured on a scale of 1 to 5 using a 5 x 5 risk matrix (within this Assessment entitled “Fire Risk Rating Numerical Table”). The risk rating falls within the range of 1 to 25 and the ratings can then be used to prioritise observed risks in the action plan. The size of the risk rating then becomes the basis for categorising the workplace as being of high, normal, low or negligible risk.

Risk Rating	Likelihood of Occurrence (X)	Risk Rating	Severity of Outcome (Y)
1	Minimal	**1**	Negligible
2	Low	**2**	Slight
3	Possible	**3**	Moderate
4	Likely	**4**	Severe
5	High	**5**	Major

Ratings are explained in full below:

Risk Rating	Likelihood of Occurrence (X)	Risk Rating	Severity of Outcome (Y)
1	**Minimal** Very low combustible materials and no obvious source of ignition. No risk to life.	1	**Negligible** Virtually no damage very localized.
2	**Low** Where there is hardly any risk from fire, few combustible materials, no highly flammable materials and virtually no sources of heat. Virtually no risk to life.	2	**Slight** Limited damage. No risk to life safety.
3	**Possible** Where there are sufficient quantities of combustible materials and sources of heat to be of greater than low fire risk. Possible risk to life.	3	**Moderate** Some fire and smoke damage, possibility of fire spread controlled, danger due to fire/smoke damage. Moderate risk to life safety.
4	**Likely** A large source of combustible materials/likely sources of ignition. Where there are small quantities of flammable materials with relatively high flashpoints. Likely risk to life.	4	**Severe** Likely fire or smoke spread potential danger to persons and property.
5	**High** Where there is a serious risk to life from fire, there are substantial quantities of combustible materials and/or there are any highly flammable materials.	5	**Major** Probably building loss, significant and immediate danger to persons. Either serious injury or possible death.

5.2 Fire Risk Rating Numerical Table

Likelihood (Hazard) X						
	5 High	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Low	2	4	6	8	10
	1 Minimal	1	2	3	4	5
		1 Negligible	2 Slight	3 Moderate	4 Severe	5 Major
		Severity Y				

5.3 Fire Risk Numerical Score (category)

The fire risk numerical score is calculated by multiplying X (likelihood - hazard score) x Y (severity score) see Section 5.2. This will result in a figure which achieves a risk rating score Z (see Section 5.4). The score can then be measured against **negligible**, **low**, **medium** and **high** risk.

Aqua	:	**Negligible**	:	**1**
Green	:	**Low**	:	**2-9**
Amber	:	**Medium**	:	**10-16**
Red	:	**High**	:	**17-25**

5.4 Risk Rating Classification Table

The risk rating is classified as follows and actions for risk levels are indicated below.

Risk Rating (Z)	Action
1	**Negligible risk** – Record findings, **no further action at this time**. but ongoing review necessary to maintain existing control measures and current negligible risk rating.
2-9	**Low risk** - Consideration must be given to reducing this rating where practicable. Review existing control measures and additional control measures may be necessary to reduce the risk rating. There may be a need for consideration of fire safety improvements that involve minor or limited cost. **Recommended action within 3 months of date of report.**
10-16	**Medium risk** - It is essential that efforts are made to reduce the risk. Fire risk reduction measures should be implemented with a defined period, where normal risk is associated with consequence that constitutes extreme harm. Priorities for improved control measures are to be put in place. Implement interim measures. Review existing control measures and additional control measures may be necessary to reduce the risk rating back to low or negligible. **Recommended action within 2 months of date of report.**
17-25	**High risk** - Considerable resources may have to be allocated to reduce the fire risk. If the building is occupied urgent action is to be taken or the building is to be vacated until the fire risks are reduced and additional controls applied. **Immediate action is recommended.**

6 Action Plan

Outlined below is an Action Plan together with a Schedule of Works linked to the Fire Safety Risk Assessment together with priorities and time frames for completion.

Note: Although the priorities outlined below indicate high, medium, low and negligible, it does not mean that the priority is of a lesser value than the priority above, i.e. low to medium. The priority takes into account a fair time to obtain a number of different quotes to undertake the work involved and then to carry out the necessary work.

Red	:	**High**	:	**Immediate or within 28 days of date of report**
Amber	:	**Medium**	:	**within 2 months of date of report**
Green	:	**Low**	:	**within 3 months of date of report or ongoing**
Aqua	:	**Negligible**	:	**no further action at this time**

Risk Rating	Priority	Number
High	**Priority 1**	**2**
Medium	**Priority 2**	**0**
Low	**Priority 3**	**0**
Negligible	**Priority 4**	**0**
	Total	**2**

6.1 Assessment Risk Rating (Inherent)

X	Y	X x Y = Z	Risk Rating
3	3	9	Low

Please Note:

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 evidence only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically when changes are made which have an effect on your Fire Risk Assessment (as detailed in Section 7).

Action Plan:

The following immediate work / recommendations should be implemented in order to reduce the Fire Risk to an acceptable level and in order to comply with the relevant Articles contained within the Regulatory Reform (Fire Safety) Order 2005 (Article 9).

Action Plan

The Action Plan which follows sets out the risks to be eliminated or minimised to an acceptable level. The Action Plan identifies the risk by cross reference to the various sections where the deficiency has been identified (e.g.: Section 4.19 (d) portable extinguisher testing). It provides details of the identified risk, the recommended action required to eliminate or minimise the risk and the priority given to the risk (e.g.: action should be completed within one month).

Section	Hazard	Recommended Actions to Eliminate or Reduce Risk	Priority	Date Completed (Client Action)
4.15 l	The fire door in 4LG is snagging on the floor and does not fully self close.	Engage a competent contractor to carry out remedial repairs to this door so it fully self closes.	**One month**	
4.15 o	The final exit door from Early Years 2 was difficult to open.	Engage a competent contractor to carry out remedial repairs to this door opens freely and easily.	**One month**	
4.23 n	Fire Service may not have useful information to assist firefighting operations available outside of normal business hours.	It is recommended that consideration be given to providing a Premises Information Folder, that is available out of hours (in a locked box or Gerda box). It should contain simple site plans with details such as: Access points Fire Alarm zones Gas and electrical intakes and isolation points. Any other relevant information which may help safe and efficient firefighting operations.	**Info only**	

Following the completion of the work outlined within this Schedule of Work, the revised Fire Safety Risk Assessment rating is given as:

6.2 Assessment Risk Rating (Residual)

X	Y	X x Y = Z	Risk Rating
2	3	6	Low

7 Review of Assessment

The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to review and, if necessary, modify their Fire Risk Assessments on a regular basis in order to ensure they are current. If there is any significant change, the Fire Risk Assessment will need to take into account any new hazard or risk that arises out of these changes.

To give examples, the fire risk assessment should be reviewed when:

- Changes to work activities or working procedures
- Any alternations to the building/premises, including the internal layout
- Introduction of new equipment
- Where there are hazardous substances now being stored or the amount being stored has increased
- Any significant changes to furniture or fixings
- Any failure of life safety features such as the fire alarm system, fire suppression system or fire ventilation system
- Where there is a significant change to displays or the type and quantity of stock stored
- Where the number of persons present being members of public or employees has significantly increased
- The presence of persons with reduced mobility or other form of disability
- Where there has been a fire.

Under the above legislation, the employer has a duty to review this Fire Safety Risk Assessment to ascertain whether or not there are any developments that may suggest that it may no longer be valid.

Article 19(1) of The Regulatory Reform (Fire Safety) Order 2005 states that the responsible person must provide his or her employees with comprehensive and relevant information on the risks to them identified by this Fire Risk Assessment and the preventive and protective measures that are in place to protect them from the dangers in the event of a fire in their workplace.

Command FAS would be available to review the findings of this Fire Safety Risk Assessment if required and it is recommended that a review be undertaken within 12 months of the issue of this assessment.

Review Date: **October 2026**

8 Schedule of Responsibilities

The fire precautions listed below and the recommendations made within this document, are required to be maintained by the responsible person at all times when the premises are occupied and should include contractors and cleaning staff employed to work in the premises.

Means Of Escape	Should be kept clear, available at all times when the premises are occupied and be kept free from ALL obstructions and combustible materials. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use.
Locks and Fastenings	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.
Fire Alarm System	Where a workplace is equipped with fire detectors and alarms, they should be in operational order whilst the premises are occupied and be maintained and tested to comply with the relevant code of practice.
Electrically Operated Doors	All doors fitted with electrically operated door release mechanisms should release open in the event of a power failure, or in the event of the fire alarm sounding. Where appropriate they should also be fitted with a break glass release point.
Portable Fire Fighting Equipment	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times and be properly maintained to comply with the latest codes of practice.
Fire Signs and Notices	All fire signs and notices should be kept visible and in good order and be fixed permanently.
Emergency Escape Lighting	Where installed, should be in good working order, be maintained and comply with the relevant codes of practice.
Training	All employees and contractors employed to work in the premises should be trained in the fire procedures. Up to date records of training should be maintained and employers should nominate employees (fire wardens) to assist in implementing the fire safety measures of the organisation.
Physically or Sensory Disabled Persons	Procedures for physically or sensory impaired persons should be in place and special arrangements made as appropriate.
Steps, Stairs and Corridor Surfaces	Should be maintained in good order with non slip surfaces so they will not be a hazard to persons escaping in case of fire.
Furniture and Equipment	Should not be placed so as to cause an obstruction to persons and should be placed so as to afford free passage to persons in case of fire.
Fire Hazards	All combustible items of storage should be kept in such a way that they do not represent a fire hazard. Any flammable material should be kept to a minimum and should be stored safely so as not to be exposed to risk of ignition.
Fire Precautions Records and Fire Emergency Plan	All Fire related records and Fire Emergency Plans/procedures should be kept up to date and be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format.

9 Premises Risk Categorisation

Premises Risk Categorisation

Generally, workplaces can be categorised as High, Medium or Low Risk.

High	**Where highly flammable or explosive materials are stored or used (other than in small quantities).** **Where unsatisfactory structural features are present such as:**	
	a)	A lack of fire resisting separation.
	b)	Vertical or horizontal openings through which fire, heath and smoke could spread.
	c)	Long and complex escape routes created by extensive subdivision of large floor areas by partitions, or the distribution of display units in shops or machinery in factories.
	d)	Large areas of flammable/combustible or smoke producing surfaces on walls or ceilings.
	Where permanent or temporary work activities are carried out which have the potential for fire to start and spread such as:	
	e)	Workshops in which highly flammable materials are used, e.g.: paint spraying.
	f)	Areas where the processes involve the use of naked flame or produce excessive heat.
	g)	Large kitchens in works canteens or restaurants.
	h)	Refuse chambers or waste disposal areas.
	i)	Areas where foamed plastics or upholstered furniture are stored.
	Where there is a significant risk to life in case of fire, such as where:	
	j)	Sleeping accommodation is provided for staff, the public or other visitors in significant numbers.
	k)	Treatment or care is provided where the occupants have to rely upon the actions of limited numbers of staff for their safe evacuation.

	l)	There is a high proportion of elderly or infirm people, or people with temporary or permanent physical or mental disabilities, who need assistance to escape.
	m)	Groups of people are working in isolated parts of the premises such as basements, roof spaces, cable ducts and service tunnels etc.
	n)	Large numbers of people are present relative to the size of the premises (e.g.: sales at department stores) or in other circumstances where only a low level of assistance may be available in an emergency (e.g.: places of entertainment).
Medium	Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety. Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance. Where the workplace has an effective automatic warning system, or an effective automatic fire-extinguishing, suppression or containment system, which may reduce the risk classification from high risk.	
Low	Where there is minimal risk to people's lives and where the risk of fire occurring is low, or the potential for fire, heat and smoke spread is negligible.	