Mr Fire Safety Ltd

Morda CE Primary School
Morda
Oswestry
Shropshire
SY10 9NR

Life Safety Fire Risk Assessment

Regulatory Reform (Fire Safety) Order 2005

October 2021

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PURPOSE OF REPORT

The purpose of the report is to provide an assessment of the risk to life from fire in the premises identified and, where appropriate, to make any recommendations necessary to ensure full compliance with extant fire safety legislation.

This report does not specifically identify the risk to property or business continuity from fire. However, some of the recommendations will be formulated to meet this aim.

The submission of this report to the client does not constitute a warranty of future results by Mr Fire Safety Ltd, nor any assurance against risk. The report represents the best judgement of the assessor only and is based, in part, on information provided by others. The information, facts and opinions that have been expressed in this document are believed to be correct in light of currently available information. Although the assessor has exercised all due diligence during the inspection of the premises and in preparing the report, it is possible that other matters were not advised to the assessor which might materially change the outcome of this fire risk assessment. The “responsible person” must consider carefully the report in full to satisfy themselves that all the significant fire hazards and associated risks within your business have been identified.

Mr Fire Safety Ltd, nor the assessor accept any responsibility in respect of the implementation of the recommendations made and no liability can be accepted for the accuracy of any information provided by others.

LEGISLATION AND REGULATIONS

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) was introduced, under the Regulatory Reform Act 2001, on the 1st October 2006 and replaced many references to fire safety in other legislation to bring about much simpler identification of fire safety requirements for business. The Order applies to virtually all premises and covers nearly every type of building, structure and open space put to certain uses. It identifies the '**responsible person'** as the person who is required to;

- Carry out, or nominate a competent person to carry out, a fire risk assessment
- Consider who may be especially at risk
- Ensure that staff are regularly trained in fire safety
- Eliminate or reduce the risk from fire as far as is reasonably practical Provide general fire precautions to deal with any residual risk.
- Ensure maintenance of all fire safety systems.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings on a regular basis.

FIRE RISK ASSESSMENT

A fire risk assessment is the cornerstone of the RR(FS)O and is undertaken to ascertain the risk of fire to persons who may be legally on the premises or persons who are nearby and may be affected by a fire on the premises (known as 'relevant persons) and must be formally recorded where there are 5 or more employees, the premises are licensed by an authority or are subject to an alterations notice issued by the fire and rescue service.

T he fire risk assessment is undertaken to ensure that, as far as '***reasonably practicable'****; the risk of fire occurring and spreading is as low as possible, and specifically:

That everyone in the premises will be able to reach a place of safety without outside assistance

That general fire precautions are adequate and that any defects are identified and rectified as soon as possible

That suitable management policies exist to ensure adequate maintenance of the premises and maintenance and testing of fire safety systems

That suitable training programmes exist for staff fire safety training

That the risk from work processes and combustible hazards are properly

controlled

That this is understood by all employees, occupiers, tenants etc.

Under the RR(FS)O, anyone who has control in a building or anyone who has a degree of control over certain areas or systems may be designated a responsible person, for example:

- The employer for those parts of the premises they have control over.

- The managing agent or owner for the common parts of a premises or common fire safety equipment such as fire warning systems, sprinklers, emergency lighting etc.

- The occupier of a premises that are not workplaces such as chairman in a parish hall.

- Any other person who has some control over a part of a premises may be the responsible person in so far as that control extends.

* The term 'reasonably practicable' is widely used within Health and Safety/Fire Safety law and is a balance of risk versus cost. The greater the risk, the greater the need to control it and the more resources that will need to be committed to reduce or control the risk.

In essence, making sure a risk has been reduced to as low as reasonably practical is about weighing the risk against the sacrifice needed to further reduce it. The decision is weighted in favour of health and safety/fire safety because the presumption is that the duty-holder should implement the risk reduction measure. To avoid having to make this sacrifice, the duty-holder must be able to show that it would be grossly disproportionate to the benefits of risk reduction that would be achieved. Thus, the process is not one of balancing the costs and benefits of measures but, rather, of adopting measures except where they are ruled out because they involve grossly disproportionate sacrifices (cost benefit analysis).

If you comply with current good practice, you should have complied with the term reasonably practicable.

REVIEW AND REVISION

This Fire Risk Assessment should be reviewed annually or at any other time it is no longer considered relevant as identified in the Regulatory Reform (Fire Safety) Order 2005.

The fire risk assessment should be reviewed if:

There is any reason to suspect it is no longer valid; or

There has been a significant change in the matters to which it relates; or

Where the employer employs a young person (under 18 years).

However, where the above points do arise, or there is evidence of non-compliance on a regular basis or the Fire Authority has issued an improvement or prohibition notice then the fire risk assessment should be reviewed immediately. The fire risk assessment should be seen as a 'living document' and the fire risk assessment process as a continual review and/or revision of the control measures necessary

The next annual review of this risk assessment should be conducted in

October 2022.

PREPARATION OF THE REPORT

Mr Fire Safety Ltd has conducted the fire risk assessment review and the assessor has prepared the report based upon the information gained on site and during the tour of the premises. Although the assessor is experienced and trained to a high standard, he/she has no statutory powers to demand entry or the production of documents or information.

The advice in the report is therefore provided in good faith based upon the evidence provided to the assessor at the time of the inspection. No guarantee can be given that during any subsequent inspections by persons with statutory powers that other, non-compliance situations, may not be found.

Every care is taken to interpret the Acts, Regulations and Approved Codes of Practice, however these can only be authoritatively interpreted by a Court of Law.

PREMISES FIRE RISK RATING

RISK RATINGS

Fire Hazard	SLIGHT HARM	**MODERATE HARM**	EXTREME HARM
LOW	Trivial	Tolerable	Moderate
MEDIUM	Tolerable	Moderate	Substantial
HIGH	Moderate	**Substantial**	Intolerable

The risk of ignition at the premises, taking the fire prevention measures into account observed at the time of the risk assessment is:

Medium

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

MEDIUM RISK

Premises or workplaces where there are sufficient quantities of combustible materials and sources of heat to be of greater risk than low but where an outbreak of fire is likely to remain confined or spread slowly allowing persons to escape to a place of safety.

The consequences for life safety, in the event of a fire, taking into account the nature of the building, its occupancy, management and all fire protection measures observed during this fire risk assessment, are assessed as:

Slight 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.**
Moderate Harm:	Outbreak of fire could result in injury of one or more occupants, but is unlikely to involve multiple fatalities.
Extreme Harm:	Significant potential for serious injury or death

It is therefore considered that the overall risk to life from fire at this building is:

Tolerable

This level of risk carries the following descriptors:

Tolerable (limited or well managed risks)	• **No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.** • **There are low level risks that could be reduced** • **Risks are medium but have some level of control** • **Risks are medium but control measures rely on the human factor.** • **Risks are high but have good levels of control that do not rely on the human factor.**

The Fire Risk Assessment

The “responsible person” is deemed to be The Chairperson of the Board of Governors.

The Head Teacher, Mr John Eglin, is accountable to the Board of Governors for matters related to fire safety.

Day to day management of fire safety is vested in the Head Teacher.

This fire risk assessment was undertaken by Martin TIMMIS, MSc., GIFireE, MIFSM, Principal Consultant at Mr Fire Safety Ltd.

Date of Previous Assessment: 4th November 2019

Date of this assessment: 20th October 2021.

Next routine review: October 2022.

General information

Morda CE Primary School is located on the southern side of the village of Morda, near Oswestry in Shropshire. The school provides education to pupils starting at Reception age through to Key Stage 2. The school buildings are in the ownership of the Lichfield Diocese and are maintained by Shropshire Council, the local authority responsible for education.

The demountable buildings are constructed from timber, with nominally fire resisting partitioning to form classrooms, under a slightly sloped and felted roof. The whole of this part of the school is made up of bay units which can be modified. The buildings are temporary although they are often in use for 30 plus years.

The original School House is of brick and stone under a pitched and tiled roof and has always served as teaching space and as a private dwelling. The school's leadership team along with Shropshire Council, have negotiated a lease agreement for the single private dwelling part of the building, which is now used for school accommodation. This part of the building is now incorporated within the site FRA.

The school buildings have been constructed to prevent the spread of fire and smoke through compartmentation, with adequate fire separation to at least 30-minute standard. Where required, fire doors have been fitted with self-closing devices to maintain compartmentation.

At least two directions for means of escape are available from most of the school and final places of safety are within the recommended travel distances.

Previous fire history

There have not been any fire incidents within the past five years.

Morda and the surrounding area are low arson risk areas.

Firefighting facilities

The fire alarm panel, which is appropriately zoned, is located within the main entrance foyer.

The school is self-contained and is enclosed with security fencing and controlled access gates. Access for the fire service is good to all elevations however, out of hours access may be restricted by locked gates.

There nearest fire hydrant is within 20 metres of the school on the pedestrian crossing. The fire hydrant is on a 75mm public water main.

Occupancy

The number of pupils on role is approximately 120. Pupils are aged between 5 and 11 years.

There are approximately 20 staff members, most of whom are in teaching or administrative roles, with some maintenance and catering staff.

There are occasional visitors to site.

The maximum occupancy of the site will not exceed 200.

There are no adjacent properties likely to be directly affected by a fire involving the school buildings. However, there is a playgroup on site which occupies a separate building at the rear of the main buildings.

Smoke from a fire may however affect nearby housing and would be a consideration for firefighters.

There is no sleeping accommodation.

There are currently no pupils or staff with mobility restrictions.

With the exception of maintenance staff there are no lone workers.

Ignition sources identified

The electrical system for the building, including solar panel equipment

Portable electrical equipment throughout the school

Heat generating equipment used by maintenance staff

Heat generating equipment used by contractors

Deliberate (wilful) firesetting

Electric boiler in Old School House

Commercial catering equipment in the school kitchen including small (5 litre) deep fat fryer, electric cookers and ovens, fridges and freezers, dishwasher and insect killer.

Cooker in Old School House.

Dishwasher, microwave oven, water boilers, fridge and radio chargers in staffroom

Commercial air conditioning units

Server equipment

Reprographic equipment

Fuel sources

Large amounts of stored paper, books and plastics in most classrooms and corridors as seen in most school environments

Student displays and work materials on uncovered boards in corridors

Clothing/cloaks

Waste products, especially paper and cardboard

Contents of wheeled Eurobins in external areas

Small amount of fats and oils in kitchen

Cleaning products

Plastic play equipment

Timber buildings

Existing control measures

- There is means of escape in two directions from most parts of the school buildings
- Classrooms in the large demountable have separate escape doors direct to outside
- Filters in the commercial kitchen are cleaned regularly. Last clean September 2021.
- Heating is largely by way of warm air heaters (air conditioning units) or storage heaters. These are tested on an annual basis.
- Efforts are made to separate ignition sources from fuels.
- There is excellent visitor management and information
- There is automatic fire detection to L3 standard and manual alarm throughout with an Advanced MX 4000 4 zone panel located in the entrance area.
- There is an adequate fire zone plan
- The alarm of fire is given by sirens and red flashing lights/strobes.
- The fire alarm is tested weekly and records kept in a log book.
- Servicing is conducted twice per year by RMW, who test 50% of the system each time. However, last evidence of service is from March 2019.
- There are adequate emergency lights, with permanently illuminated lighting at some exits. There are emergency spotlights in rooms within the Old School House.
- Fire extinguishers are maintained annually. Last in October 2020. Extinguishers are a mix of CO^2, AFFF, wet chemical and fire blanket.
- All furniture appears to meet current fire resisting standards
- Lone workers operate within guidelines set out in the Health & Safety Policy
- Generally signs and notices around the school site are adequate.
- General Fire Notices are specific to the school.

- The fire safety policy for the school was produced in June 2009 and last updated in 2018.

- Fire precautions in the small demountable unit are adequate

- Portable appliance testing was conducted in October 2021.

- Fire drills are conducted termly. The strategy is for total evacuation which is teacher led. Support staff will be involved in the arrangements for contacting the fire service and ensuring that registers are distributed to the assembly point at the rear of the school in the yard.

- The main electrical installation was last inspected on 18th March 2019.

Significant findings

- There is escape in two directions from almost all areas of the school. The exception is a small dead-end situation in the large demountable (Copier room adjacent to Rockies Classroom). The distance to a final exit in one direction is 10 metres. However, once outside the storeroom an alternate exists through Rockies Classroom. With the presence of automatic fire detection in the corridor we consider this dead end to be acceptable.

- We note that few doors have smoke seals and self-closing devices. This is not uncommon in schools. Unless stated otherwise we consider that there is little point in expensive installations in a timber building such as the large demountable which has alternate exits that are unlikely to be impacted prior to escape owing to early warning.

- All corridors in the main demountable are used for storage of schoolbooks, displays of artwork, teaching aids, coats and bags etc. Corridors generally form part of the means of escape and should be clear. However, with escape in two directions and the installation of smoke detection in these areas, it is considered that this arrangement is acceptable.

- The school server equipment is accommodated in a cupboard opening onto the circulation corridor. The door to this room is locked and louvre in style. It is understood that the door has been provided for security and air flow purposes. With equipment such as this, it is generally found to be enclosed within fire resistant construction. However, given the installation of smoke detection in the immediate area and that there is escape in other directions away from the corridor, with some being directly to outside, this situation is accepted.

- Glazed panels between the corridor and Andes Classroom are not fire resisting. A developing fire in the classroom could affect the means of escape. Smoke detection has not been provided

- We note that final exit doors open inwards in several areas. This is normally only acceptable where there are fewer than 60 people likely to use them. The largest impact is in the main hall which could be occupied by 150 students and staff. There are however three exits which could be used. These are staffed whilst the hall is in use for

assembly. We consider that even discounting a door (leaving two for exit) this should be acceptable with potentially an increase to 75 people through each final exit door.

- For security the school is well fenced with locked gates in strategic locations. When the pupils are evacuated, they assemble at the rear of the school yard, approximately 30 metres from the school. Gates can be unlocked by staff. There is a suitable alternative exit away from the main school building across a field forming part of the school estate.

- The alarm configuration for the school is complex. The large demountable and Old School House are linked into one system. This is good because the distance between the buildings is small and fire in either could affect means of escape from the other. The third building, which is some 50 metres away is not connected to the main system. In order to carry out a full role call contact is made with the Snowdonia class by telephone or radio, and the children evacuate to the assembly point. The Snowdonia classroom does have an alarm system which is connected to the system within the childcare facility – this is operated separately to the school. Good communication is essential between both occupiers and the school are advised to share the findings of their fire risk assessment with the childcare centre, and vice versa.

- The fire alarm system is zone covering;

    - Zone 1 - Main entrance and classroom Rockies

    - Zone 2 - Rear classrooms – Alps and Andes

    - Zone 3 – Himalayas, hall, dining and chair store

- There are three exits from the school hall. One is within the front elevation, and two further exits to the rear. One of these does lead through a classroom before a final exit can be reached. Using the principal of discounting an exit, the maximum occupancy should therefore not exceed 200 people, based on medium risk at 100 persons per exit. This also relies on each exit door being held open (by a person) in the need to evacuate.

Maximum capacity of the Main Assembly Hall = 200

- In the grounds, there is a small temporary building – a timber structure has in recent years been erected and is used for teaching small groups. There is a mains electrical feed to the building, although there is no requirement for any additional fire precautions.

- Means of escape for persons with disabilities has been considered as part of this fire risk assessment. There are currently no pupils or members of staff with disabilities. The fire risk assessment will need to be reviewed immediately should this change as there are areas of the school where the means of escape arrangements would need to be reconsidered for those with mobility restrictions. Any pupils or member of staff with visibility or hearing issues should be considered in respect of being aware of the sounding or flashing of an alarm and Personal Emergency Evacuation Plans should be devised according to everyone's needs.

The part of the schoolhouse which has been in domestic occupation, is now incorporated within this assessment.

Action Plan

In order to satisfy current guidance and Codes of Practice, and to ensure compliance with regulations, several actions are required. These actions are related to the significant findings of the fire risk assessment, in other words, areas of non-compliance with regulations.

The Actions are colour coded as follows to provide an indication of priority:

Immediate action required
Action within one month
Action within three months
Action within 12 months
Recommendation only

01/2021	The fire alarm system has historically been subject to regular maintenance checks. However, the most recent information indicates this has not been completed since March 2019. The school should confirm that a qualified engineer has attended the school and carried out maintenance within the past twelve months.	
02/2021	The in-house maintenance regime and recording is generally good. However, there is no record of regular monthly tests on the emergency lighting system(s). Monthly tests should be reinstated.	
03/2021	The following remedial works are required on doors in the newly converted school house: • Head Teacher's Office door requires adjustment so that it closes fully within 15-20 seconds. Closure is currently extremely delayed. • First floor cupboard door should be "made-up" using fire resisting board on the inner side. This will increase the fire resistance to a more appropriate level.	

04/2021	We recommend that the electrical apparatus above the exit door is enclosed within fire resisting construction.	
05/2021	In order to reduce likelihood of fire spread, we recommend that a positive action self-closing device is provided on the door between the kitchen and plate store.	

Mr Fire Safety Ltd

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Surveying, design and installation of systems
Modifications to existing systems
Testing and maintenance

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Escape Routes
Fire Doors
Fire Detection and Warning
Portable firefighting equipment
Carbon Monoxide detection
Tenant Policy

Building Regulations and Planning Consent Services

Individual consultancy service including liaison with Local Authority Building Control, Approved Inspectors, Architects and Local Authority Fire Services.
Onsite advice and visits
Fire Strategy Development and Health & Safety Manual input

Mr Fire Safety Ltd

Contact Information

Martin Timmis MSc. MIFireE MIFSM
Principal Consultant & Managing Director

Telephone: 01743 510236

Mobile: 07951 098662

Email: Mrfiresafetyltd@gmail.com

Website: www.mrfiresafetyltd.co.uk

Social Media:

www.facebook.com/mrfiresafety/

https://twitter.com/mrfiresafetyltd

www.linkedin.com/company/mr-fire-safety