

# Fire Risk Assessment

Prepared for  
**The Rodillian Academy Trust**

**Location**  
**Featherstone Academy**  
**Pontefract Road**  
**Featherstone**  
**Pontefract**  
**West Yorkshire**  
**WF7 5AJ**



**Consultant**  
**Anthony Buck**

Signed off by Simon Charlesworth, Authorised Validator

**Date**  
**20<sup>th</sup> April 2016 (ver. 1)**

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- Liability Audits (vacant sites)
- Health and Safety Inspections/Audits
- Health and Safety Management Systems
- Company Policies and Procedures
- Site Specific Health and Safety Manuals
- Task/Activity Specific Risk Assessments
- Accident Reporting and Investigations

**FIRE SAFETY SERVICES**

- Fire Safety Risk Assessments
- Fire Safety Manuals
- Emergency Evacuation Procedures
- Fire Evacuation Drills

**DISABILITY ACCESS AUDITS**

- Building Access Audits
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- Asbestos Reinspections
- Asbestos Refurbishment/Demolition Surveys
- Asbestos Remediation Service

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- Energy Performance Certificates
- Air Conditioning Surveys

**CONSULTANCY**

Health and Safety, Fire Safety, Environmental and Disability Access Consultancy

\*Asbestos Management Surveys, Asbestos Refurbishment Surveys, Asbestos Demolition Surveys and Asbestos Reinspections are included within the scope of UKAS Inspection accreditation number 7581. All other services listed above are not.

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## Table of Contents

<b>1. Summary</b>	1
<b>2. Competent Persons</b>	2
<b>3. Introduction</b>	3
<b>4. Terms and Definitions</b>	5
4.1. Fire Safety Order	5
4.2. Fire Safety Arrangements	5
4.3. Standards/Approved Codes of Practices and European Norms	6
<b>5. Premises Details</b>	8
5.1. On-site Contacts	8
5.2. Clients Nominated Responsible Person(s) For Fire Safety	8
5.3. Location of Premises	8
5.4. Owner	8
5.5. Description of Undertakings	8
5.6. Construction Details	8
5.7. Utilities	9
5.8. Usage	9
5.9. Enforcement	9
5.10. Employed Staff on Site	9
5.11. Persons at Risk	10
<b>6. Limitations of Report</b>	11
<b>7. Resume of the brief</b>	12
<b>8. Fire Risk Category</b>	13
<b>9. Risk Assessment and Action Plan</b>	14
9.1. Fire Safety Management	14
9.2. Site Security	17
9.3. Electrical Matters	18
9.4. Deliberate or Malicious Ignition	20
9.5. Training (Fire)	21
9.6. Fire Protection Systems - Fire Alarm	22
9.7. Compartmentation	24
9.8. Fire Extinguishers	27
9.9. Hose Reels	30
9.10. Smoke Control Systems	31
9.11. Dry/Wet Riser	32
9.12. Sprinkler System	33
9.13. Gaseous Suppression Systems	34

9.14. Fire Hydrants	35
9.15. Emergency Procedures	36
9.16. Means of Escape	37
9.17. Emergency Lighting	39
9.18. Highly Flammable Liquids	40
9.19. Liquefied Petroleum Gas	41
9.20. General Fire Safety	42

## 1. Summary

On 20th April 2016, a Fire Risk Assessment was carried out on the common areas of Featherstone Academy, Pontefract, WF7 5AJ.

This assessment was commissioned by The Rodillian Academy Trust, to assist them in fulfilling their duties under relevant fire safety legislation.

Chance Leake, Caretaker, was available to accompany the consultant during the inspection. Following the assessment a verbal debrief was carried out and issued.

A site inspection and audit of relevant records of examination, testing and maintenance work was carried out. Any inaccessible areas during this assessment are detailed within the limitations section of this report.

This risk assessment is intended to be a working document that can be used to guide future action aimed at improving compliance and maintaining fire safety standards. Following this risk assessment measures must be taken to implement effective, preventative and protective control measures to reduce the risks identified, as well as maintaining ongoing 'general' fire precautions.

In order to comply with legislation, this assessment must be reviewed at least annually or where there is a significant change, that may affect the validity of the assessment.

### Risk Assessment Findings

The following risks were identified during the assessment:

Priority	Number of Risks (X)	Risk Rating (Y)	Risk Score (X x Y)
High	0	3	0
Medium	20	2	40
Low	1	1	1
Total Risk Score			41

There were no high-risk actions identified at the time of inspection.

## **2. Competent Persons**

Alcumus SM&MS Fire Safety Consultants have been appointed by The Rodillian Academy Trust to assist them in the carrying out of their duties under fire safety legislation, specifically in carrying out a fire safety risk assessment in accordance with their duties under the Regulatory Reform (Fire Safety) Order 2005 hereafter referred to as the 'Fire Safety Order'.

### 3. Introduction

On 20<sup>th</sup> April 2016, a Fire Risk Assessment was carried out on all areas of Featherstone Academy, Pontefract Road, Pontefract for which the client has responsibility, and a report prepared. The aims of the Fire Risk Assessment are:

- To assist the 'Responsible Person' as defined in the Fire Safety Order to identify general fire precautions, which are to be taken 'so far as is reasonably practicable' to ensure the safety of his employees, the safety of relevant persons and to ensure the premises are safe.
- To assist the Responsible Person in meeting the general fire precautions requirements for the building/area under their control.
- To identify any practices or conditions which could pose significant risks from fire to persons occupying the building.
- To identify any practices or conditions which could pose significant risks to the building, the environment and persons in the immediate vicinity of the building.
- To assist the client in meeting their requirements to ensure compliance with the Fire Safety Order and other fire related issues throughout the building.
- To assess the adequacy of current fire safety measures against the risks posed, using current standards, legislation and recognised codes of practice and to recommend improvements where required.

The Fire Risk Assessment must be reviewed by the Responsible Person regularly so as to keep it up to date and accurate and particularly if:

- There is reason to believe a significant change in the structure or use of the building.
- There is a significant change in relation to the special, technical or organisational measures.
- Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where an 'Alterations' notice is in force.
- There is reason to believe that an occupant is operating in breach of fire safety legislation.
- Where changes to an assessment are required as a result of any such review, the Responsible Person must make them.
- As soon as practicable after the assessments made or reviewed, the Responsible Person must record the information prescribed where:
  - 5 or more employees are employed;
  - A licence is in force in relation to the premises; or
  - An alterations notice is in force.

The information to be recorded must include the significant findings of the assessment, including the measures, which will or have been taken by the Responsible Person pursuant to the Fire Safety Order and any group of persons identified by the assessment as being especially at risk.

## 4. Terms and Definitions

### 4.1. Fire Safety Order

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1<sup>st</sup> October 2006 and extends to England and Wales only.

The Fire Safety Order specifies:

- The requirement for the nomination of a Responsible Person with regard to fire safety;
- The general fire precautions needed to be taken;
- The fire risk assessment requirements;
- Principles of fire prevention to be applied;
- Fire safety arrangements;
- The need to eliminate or reduce the risks from dangerous substances;
- Fire fighting and detection requirements;
- The requirements for emergency routes and exits;
- Procedures for serious and imminent danger and danger areas;
- Additional emergency measures in respect of dangerous substances;
- The fire protection maintenance requirements;
- Safety assistance and competency of persons used by the responsible person to carry out preventive and protective measures;
- Provision of information to employees;
- Training requirements for employees;
- The need for cooperation and coordination between responsible persons;
- Employees general duties at work;
- Enforcement notices and offences.

## 4.2. Fire Safety Arrangements

The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size, nature of activities for the effective planning, organisation, control, monitoring and review of preventative and protective measures.

### Planning

Adopting a systematic approach that identifies priorities and sets objectives. This assessment facilitates this process and wherever possible risks should be eliminated by the careful design and selection of facilities, equipment and processes or minimised by the use of physical control measures.

### Organisation

Putting in place the necessary structure with the aim of ensuring that there is a progressive improvement in fire safety performance.

### Control

Ensuring that the decisions for promoting fire safety are being implemented as planned.

### Monitoring and review

Like quality, progressive improvement in fire safety can only be achieved through the constant development of policies, approaches to implementation and techniques of risk control.

### Preventative and protective measures

Measures, which have been identified by the Responsible Person in consequence of a risk assessment as the general precautions he needs to take to comply with the requirements of the Order.

## 4.3. Standards/Approved Codes of Practices and European Norms

In this report reference may be made to the Category of Automatic Fire Detection installed or recommended to be installed in premises. These categories are taken from BS 5839-1 and the coverage they entail is summarised below.

System documentation, including any purchase specification, tender document, design proposal, submission to enforcing authorities or insurers for approval and the certificate issued by the designers, installers or commissioners, should clearly identify the system Category as well as, where appropriate, the areas to be protected and any specific proposals for the type(s) of detector to be used.

**Category M** requires manual call points on all exits as well as corridors where persons are not expected to walk more than 45m to operate one.

**Category L5** is designed for buildings that have a particular risk identified which warrants some special attention. For example if there is an area of high risk which is considered worthy of having some automatic detection but a manual system is also needed, then it will be termed as L5/M.

**Category L4** provides detection within the escape routes only; All escape stairways, all corridors and any other areas that form part of the common escape routes. NOTE - Main access and egress stairways normally form part of escape routes, and should be treated as escape stairways.

**Category L3** covers the same areas as an L4 category and in addition all rooms leading onto the escape route. The reasoning behind this is to alert people of the danger prior to full smoke logging of the corridor so they can escape safely.

**Category L2** is a further enhancement of protection with all the areas covered by an L3 category as well as all high-risk areas such as boiler rooms etc.

**Category L1** provides the highest possible enhancement of life safety. In an L1 system automatic fire detectors protect all areas of the building. An L1 system might be appropriate where there is a significant number of occupants at risk in the event of fire (e.g. hospitals and certain residential care premises) or in which throughout the building structural fire precautions are not of as high a standard as normally required for that type of building.

For greater detail in the type, exact location and positioning of detectors as part of these systems reference must be made to BS 5839-1.

## **5. Premises Details**

### **5.1. On-site Contacts**

No on-site contact

### **5.2. Clients Nominated Responsible Person(s) For Fire Safety**

Body Corporate:  
The Rodillian Academy Trust

John K Richardson  
BSF Project Manager  
Sue Jackson - PA (Competent Person) assisted by others.

### **5.3. Location of Premises**

Featherstone Academy  
Pontefract Road  
Featherstone  
Pontefract  
West Yorkshire  
WF7 5AJ

### **5.4. Owner**

The Rodillian Academy Trust

### **5.5. Description of Undertakings**

The premises are used for educational purposes and are a Secondary School ran as part of a multi site Academy and serve the age range 11-16.

The Drama Hall is let out to a Dance Class on Saturdays from 08.45 - 14.00 and is also used as a Polling Station

The client is responsible for the management and maintenance of the premises, with many building services sub contracted to Wakefield Council through a Service Level Agreement

### **5.6. Construction Details**

The premises are built using the CLASP (Consortium of Local Authorities Special Programme) pre fabricated building system using a light gauge steel frame with composite GRP/asbestos sheeting, pre-cast concrete walls, floors and stairs. Brick is used in part, with newer alterations and extensions post the original construction using brick, aerated concrete block and plasterboard stud walls.

Asbestos is used to protect the steel work as well as being present in ceiling tiles and wall linings as well as window frame blind boxes it's use being both for fire protection and insulation.

Extensive voids are present to ceilings and some walls.

The original roofing is flat felt with many areas having a pitched steel roof added over this in more recent years.

## 5.7. Utilities

The gas supply enters site in an external brick building next to the main Boiler House and feeds laboratories, kitchens and the new gas boilers to the centre of the school.

Coal is used for firing the original solid fuel heating boilers located in the main Boiler House and is stored in an adjacent enclosed bunker.

Water is provided from the mains and a suspended gravity tank and is no longer used for fire protection purposes, an original hose reel system having been decommissioned.

## 5.8. Usage

Ground Floor	Reception area and offices, main kitchens and dining room, Coal & Gas Boilers, Caretakers Office, Library, Toilets, Physio Unit, SEND Unit, General Classrooms, Laboratories & Prep Rooms, Drama Hall, Changing Rooms, Trades Classrooms (Construction, Motor Mechanics, Hair & Beauty)
First Floor	School Administration, Toilets, General Classrooms, Food Technology, IT, CDT/Electronics and Needlework Classrooms, Gym

## 5.9. Enforcement

There are no reported visits from the Fire Safety Officer.

Local crews visit regularly for familiarisation and data gathering.

No matters known to be outstanding and no enforcement notices have been issued in respect of the building.

## 5.10. Employed Staff on Site

The Academy employs 26 Teachers and 14 ancillary staff plus a Caretaker and 11 cleaners. Catering is outsourced and has up to 6 members of staff.

The Academy has around 350 pupils in the Secondary School age range of 11-16.

## **5.11. Persons at Risk**

Persons at risk within the building include employees of the client, students, visiting contractors, visitors.

There were no disabled persons reported as working in the building. There are three students with PEEPs

There are no children or young persons employed at the premises that are the responsibility of the client, but they are present as students in the 11-16 age range.

There are no person/s or groups at high risk of fire within the building.

There is no sleeping accommodation within the building.

The risk to relevant persons in the building is normal.

The risk to relevant persons in the vicinity of the building is low.

Occupancy: Up to 400

Fire History: Total loss fire, cause unknown to the Sports Centre (now not part of the clients site) @ 2004, Coal burn back fire @ 2006

Risk Profile: B2

## 6. Limitations of Report

This assessment addresses the requirements of the Fire Safety Order and identifies the measures required to comply.

The assessment covers:

- All areas, which to any degree are under the control of the client.

It is recommended that this assessment is reviewed at least annually and is supplemented by regular general fire precautions.

Whilst our Fire Safety Consultants make every reasonable effort to access all areas of the premises for which the client is responsible, there may be some areas that are inaccessible or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The following survey specific areas were not accessed during the survey because they were either locked, not reasonably accessible for reasons of health and safety, outside of the scope of the works requested or where excessive damage would be have been done to access the areas: Any areas not accessed during the survey due to these considerations are outlined below

- No access to voids

The Fire Risk Assessment is based on a combination of observations made by the Consultant at the time of the survey as well as information provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views. Any changes to the occupancy, use or other circumstances of the premises will require that a review of the assessment be carried out.

The checking of the integrity of fire compartmentation within floor and ceiling voids is outside the scope of this report. Compartmentation will be visually assessed, as far as is possible, in all other accessible areas of the premises.

The electrical and mechanical worthiness of all plant and equipment is outside the scope of this report although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems.

## 7. Resume of the brief

The '**Existing control measures/Remarks**' section of the Action Plan provides a general description of the standard of fire safety and the current control measures implemented on site. Specific fire safety issues are detailed under the relevant subject headings within this section of the report.

Having considered the potential risks in terms of the worst possible outcome, the persons likely to be affected and the probability of an incident occurring; and taking account of the existing control measures, the report identifies the actions required to be taken to reduce such risks to a minimum.

The report identifies any failures to comply with legislative requirements and gives brief, but specific, advice on the action to be taken. All statutory provisions relevant to the client and their undertaking are considered. Codes of Practice, Guidance Notes, British Standards and Best Practice are also considered and recommendations made. In each case the action is denoted as **(L)**, legal requirement or **(R)** recommendation.

The requirements within the action plan are then further prioritised as follows; Low **(L)**, Medium **(M)** or High **(H)**, having considered the potential risks, the probability of an incident occurring and the existing means of control.

In each case the requirements are prioritised as follows:

<b>H</b>	A serious breach of the fire legislation and/or affecting the adequacy of risk control features as determined by the risk assessment. Risks or issues which may result in legal action against the responsible persons. (Immediate attention required)
<b>M</b>	A lesser breach of the fire safety legislation or inadequate control measures as identified by the risk assessment. (Recommended timescale for completion within 3 months)
<b>L</b>	Poor practices or features that, whilst not presenting an immediate increased risk to life safety, may affect overall fire safety. Also includes provision of practices and features that are favourable, but over and above the minimum adequate standards as defined by fire safety legislation and/or risk assessment. (Recommended timescale for completion within 6 months)

The above are given only as a guide to assist implementation, although it is recommended that work be carried out as soon as reasonably practicable.

## 8. Fire Risk Category

*THESE PREMISES ARE CONSIDERED TO BE IN THE FOLLOWING  
FIRE RISK CATEGORY:*

### 'Normal'

#### **Explanation and Assessment of Fire Risk Category**

##### 'Low Risk'

There is hardly any risk to life safety because there are few combustible materials, no highly flammable materials and virtually no sources of heat, which can cause a fire. This includes well maintained workplaces which are traditionally built, e.g. buildings of brick and stone and where:

- Systems are adequate and well maintained; and
- Storage of combustible materials is controlled and fuel loading is low.

Some small shops and offices of one or two floors may also be of low risk.

##### 'Normal Risk'

Most premises fit this category. They will generally contain quantities of combustible material and sufficient sources of heat to take them out of the low risk category. In such places an outbreak of fire is likely to remain confined or is likely to spread only slowly, allowing people time to escape to a place of safety.

##### 'High Risk'

Where there may be a serious risk to life safety. This includes premises, which have substantial quantities of readily combustible materials or any highly flammable substances and where there may, in consequence, be a greater likelihood of fire occurring and fire, heat or smoke spreading rapidly.

Examples includes:

- Areas with work processes involving highly flammable substances (e.g. paint spraying), or naked flame or which produce excessive heat in the presence of combustible materials;
- Areas involving the storage or use of chemicals which may, in certain circumstances, produce excessive heat, give off flammable gas or vapours, or react with combustible materials;
- Areas with excessive amounts of easily ignitable combustible materials;
- Buildings or structures incorporating large amounts of exposed untreated timber or lined with combustible boarding;
- Large kitchens using deep fat fryers or other similar equipment, which is poorly maintained; and
- Oil fired boiler rooms without adequate fire protection measures.

In addition, places with complex or restricted means of escape, large proportions of disabled occupants, low staff/customer ratios, isolated groups and high occupancy compared with building size are also considered high risk.

If premises have one particular area of high risk, that categorisation will apply to the whole building unless the particular area is suitably segregated from the rest of the building.

## 9. Risk Assessment and Action Plan

This section of the report identifies the necessary steps to be taken to reduce specific or inherent risks to a minimum & comply with the duties under the relevant fire safety legislation, regulation, approved code of practice, british standard or best practice. This may involve, drafting of safe working procedures, training of staff, installation and or maintenance of equipment or systems etc.

This section of the report is a working document, giving an indication of the time period expected for compliance, a section for allocating responsibility for compliance and a section to be signed on completion.

Any examples of safety signage identified in this section are to be used for guidance purposes only. Alternative signage, as identified in The Health and Safety (Safety Signs and Signals) regulations 1996 may be used.

### 9.1. Fire Safety Management

#### Existing Controls and Observations

Persons at risk within the building include employees of the client, students, visiting contractors, visitors, dance class customers.

There were no disabled persons reported as working in the building. There are three students with PEEPs

There are no children or young persons employed at the premises that are the responsibility of the client, but they are present as students in the 11-16 age range.

There are no person/s or groups at high risk of fire within the building.

There is no sleeping accommodation within the building.

The risk to relevant persons in the building is normal.

The risk to relevant persons in the vicinity of the building is low.

Occupancy: Up to 400

Fire History: Total loss fire, cause unknown to the Sports Centre (now not part of the clients site) @ 2004, Coal burn back fire @ 2006

Risk Profile: B2

The building is pre 1991 does not have a pre build fire strategy.

The premises are likely to have been built in accordance with the 4th edition of BB7 "Fire and the design of educational buildings"

Daily inspections of the building and fire precautions are carried out. Remedial actions are carried out as necessary and recorded.

As far as could be determined a high degree of control is exercised over external contractors. For example the following measures are in place;

- Only approved contractors are used on site.
- Waste is removed following all works.
- Permits are used and signed off.
- Supervision and monitoring is undertaken on site.
- The fire protection systems are reinstated once works have been completed.
- There is effective control over the change of use of rooms.

This Fire Risk Assessment was carried out on 20/04/2016 by Alcumus SM&MS. This assessment should be reviewed at regular intervals throughout the year or following significant changes, and should be reviewed in full annually.

The findings of the fire risk assessment will be passed to all members of staff. Other responsible persons in the building and visiting contractors will be advised of fire risks in the building.

Alcumus SM&MS are nominated as a competent person to assist the Responsible Person with fire safety matters.

Fire safety records were available for inspection during this assessment.

In line with current smoking legislation, smoking is only permitted outside the building. No evidence of smoking was observed in the building.

Hot works are not routinely carried out on site and there is no evidence of any uncontrolled introduction of heat or ignition sources on site. A permit to work system must be operated to control any such activities should they occur on site.

Waste storage is sufficiently clear of the building with open & enclosed skips and bins in the lockable boiler compound.

The client is responsible for the removal of waste from the premises. Waste is held in a central area prior to collection. The refuse storage area is maintained in a clean, tidy and secure condition.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Building Inspections / Recording of inspections	Building inspections should be recorded to provide an audit trail, using a suitable check-list to confirm all required inspections of fire precautions are complete.	R	-	-		

## 9.2. Site Security

### Existing Controls and Observations

The site is unlocked from 06.15 - 18.00 during the week, with Tuesdays & Thursdays having a late closure of 20.00. Weekend usage other than by the Dance Class does not routinely occur.

CCTV is installed in the building and recorded for security purposes. Entrances and corridors are monitored from the Reception Office

Fencing is provided to the entire perimeter of the site and is maintained in good condition.

Staff on site are issued with identity cards.

An intruder alarm is installed to the premises and is maintained on a regular basis and is monitored

All entrances are restricted by code access locks or a coded access control system.

Security on site is adequate. There are no reported problems with security and no evidence of vandalism or trespass.

Security lighting is installed to the external areas of the premises and is reported to be adequate.

Security passes are issued to visitors and contractors by staff based at reception.

Barriers are provided to control vehicular access to the site. They are open between 14.00 & 22.15

The reception is manned throughout the day and all visitors / contractors are required to sign in and out.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

### 9.3. Electrical Matters

#### Existing Controls and Observations

The Boiler House compound contains the electricity providers substation & the sites main incoming electricity room in a brick built building remote from the main structure.

Both 240V and 415V supplies run through the wall & ceiling voids of the premises, feeding a number of local distribution boards via a central intake cupboard to the centre of the building.

The electrical installation has been subject to an electrical installation condition inspection / periodic inspection on 07/11/2012.

Remedial works were reported as having been completed.

The electrical room is locked and access restricted to authorised personnel only.

The lightning protection to the premises is currently subject to ongoing inspection and maintenance as oppose to a single annual inspection visit.

Portable electrical equipment on site has been inspected and tested on 07/04/2016.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Electrical room / Combustible materials	Remove the combustible materials from the electrical room.	L	Medium	-		
Portable electrical equipment / Use of adapters	There is extensive use of multi-socket adapters in the premises. Whilst some were clearly within load limits, others were at risk of overload, were	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	<p>daisy chained together, used with other adapters, or were installed in such a way to strain or damage internal cables.</p> <p>A full detailed survey should be carried out by a competent person to assess the use of adapters and the availability of ring main wall sockets and prioritise the provision of additional wall socket capacity dependant on the overload/damage risk of a particular set up.</p> <p>In providing additional sockets the capacity and condition of the ring main circuits and their cabling must be taken into account to avoid moving the risk from the portable appliances, cabling and adapters to the foixed wiring in the wall &amp; ceiling voids</p>					

## 9.4. Deliberate or Malicious Ignition

### Existing Controls and Observations

There is no history of arson or attempted arson at the site.

The risk of arson at the building is deemed to be low. Security levels are considered to be adequate and measures are in place to control unauthorised access to the building.

Waste and storage materials are controlled to a reasonable level.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.5. Training (Fire)

### Existing Controls and Observations

Key staff have roles as Fire Wardens

The fire wardens and responsible persons for the building have undergone suitable fire safety training commensurate to their roles.

2 members of staff received training in the use of Evacuation Chairs on 01/12/2015.

This training included Instructor training to allow these staff to train additional staff in house.

Site based staff have received suitable fire extinguisher training on the 02/12/2015.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
General fire training / Fire Training	Ensure that staff on site receive formal fire safety training induction on first employment and refreshed annually.	L	Medium	3y		

## 9.6. Fire Protection Systems - Fire Alarm

### Existing Controls and Observations

The premises has an addressable fire alarm system with the main control panel (4 loop Kentec/Apollo) located to the main entrance.

It has been installed to Category L1 (all areas) of BS5839-1 using smoke detection except to areas with an environmental false alarm risk where heat detectors are used.

Loop powered sounder bases to detectors are used for audible warning. The system is also used for Class Change.

Whilst this Category is far in excess of the benchmark minimum for educational premises, the nature of the construction of the building and presence of persons requiring assistance is such that full coverage is required to give the earliest alarm possible to allow either early intervention or evacuation with the longest Available Safe Evacuation Time possible.

The system is adequate for the premises.

Zone plans are posted at the fire alarm panel to assist emergency services in the event of alarm activations.

A schedule of break glass units is provided on site to assist in ensuring that all devices are tested in sequence.

Sufficient sounders appear to be fitted throughout the building. There are no reports of poor audibility arising from the weekly bell tests carried out at the building.

Visual means of raising the alarm are not provided on site and are not deemed to be necessary at the present time.

The system is reported as no longer having interfaces with other systems, previous interfaces with automatic fire doors are no longer in use.

The fire alarm system is tested weekly and records are held on site.

The fire alarm system is serviced and inspected 6 monthly and records are held on site. Servicing was last carried out on 14/03/2016.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire alarm system / Cause and Effect	Determine the cause and effect of the fire alarm system and document.	L	Medium	-		
Fire alarm system / Additional detection	Alterations to room layout have affected detection coverage in some areas.  Install additional automatic fire detection (smoke) to the following areas: - First Floor English Store room created from English Classroom 43 - Toiletries store room off dining hall next to fire exit  to ensure the system meets L1 category in accordance with BS5839 Pt1.	L	Medium	-		
Fire alarm system / Remote Monitoring	Whilst not essential for life safety it is recommended that an autodialler be fitted to the fire alarm to notify the Caretaker and other key personnel of an activation, particularly out of hours or when they are off site.	R	-	-		
Schedule of equipment / Schedule of fire protection equipment	Provide a schedule of devices and interfaces, detailing type and location of device/ function of interface within the fire alarm system to ensure all are maintained and tested at the required frequency and carried out correctly.  Whilst extensive plans from 2008 are available with devices on the layout of the premises and devices has changed since then and updated plans and/or schedules are required.	L	Medium	-		

## 9.7. Compartmentation

### Existing Controls and Observations

The premises are built using the CLASP (Consortium of Local Authorities Special Programme) pre fabricated building system using a light gauge steel frame with composite GRP/asbestos sheeting, pre-cast concrete walls, floors and stairs. Brick is used in part, with newer alterations and extensions post the original construction using brick, aerated concrete block and plasterboard stud walls.

Asbestos is used to protect the steel work as well as being present in ceiling tiles and wall linings as well as window frame blind boxes it's use being both for fire protection and insulation.

Extensive voids are present to ceilings and some walls. Whilst some use of cavity barriers is present, mainly in newer parts of the site, it is likely that most original areas have no or imperfect division of the void space, with extensive service penetrations making sealing difficult. Partitioning invariably stops at false ceiling level.

Newer sections of the premises have a higher standard of passive fire protection

Many doors are solid 44mm leaves using fire resistant glazing, some even using intumescent strips, however in line with the design principles at the time of build the only deliberate fire compartmentation using suitable frames, 3 hinges, self closers and other elements of fire resisting doorsets is that to stair cores, using FD30S doors, and to corridor subdivision using doors to at least FD20S. Some high risk areas are protected.

There is increased use of self closing fire doors to FD30S standard in the newer and the refurbished parts of the school.

Smoke and intumescent seals are in place on fire doors.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Ceiling Tiles / Ceiling tiles	Ensure all ceiling tiles are replaced / repaired to assist effectiveness of smoke detectors and to prevent accelerated spread of fire and combustion products through the voids	L	Medium	-		
Fire Stopping / Fire stopping	Fire-stopping is limited to the premises and should be gradually upgraded with the introduction of cavity barriers to subdivide rooms of from corridors and enclose stairways and rooms of high risk where not already present and in good order.	R	-	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	<p>Cable and service penetrations should be likewise sealed.</p> <p>(It is appreciated that this is difficult to achieve in some areas due to existing service runs, asbestos and access issues and that the fire detection system is a mitigating factor)</p>					
Fire doors / Fire Door Schedule	An inventory of fire doors, in the form of a schedule or plan should be compiled and made available .	R	-	-		
Fire doors / Protection of High Risk Areas	<p>The two laboratory prep rooms to the ground floor are areas of high fire risk, yet unlike the adjacent laboratories are not provided with 30 minutes fire resisting enclosure as non fire resisting transom lights are fitted above the doors.</p> <p>Replace the existing transom glazing with glazing offering 30 minutes fire resistance.</p>	L	Medium	-		
Fire doors / Fire door periodic examination	<p>Ensure that all fire doors are subject to six monthly periodic examination by a competent person in accordance with BS 8214 and records kept. Any defects identified must be remedied.</p> <p>Monthly quick visual checks are carried out and defects reported</p>	L	Medium	6m		
Fire doors / Fire doors good condition	<p>Ensure fire doors are repaired and maintained in the following areas;</p> <ul style="list-style-type: none"> <li>- First floor stair landing (that has toilet accommodation off): Door/partition frame damaged</li> </ul>	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
						
<p>Fire doors / Fire doors propped open</p>	<p>Ensure the practice of propping / wedging open fire doors is stopped and that all building users are advised of the purpose of fire doors to reduce the spread of fire and smoke through the building.</p> <p>Alternatively, if required to be open for operational or functional purposes consider fitting a mechanical device which will automatically release / fail to safety upon activation of the fire door.</p>	L	Medium	-	 	

## 9.8. Fire Extinguishers

### Existing Controls and Observations

Fire extinguishers and fire blankets are provided on an ad hoc basis throughout the premises, primarily in rooms formerly or still used as laboratories or home craft rooms, in accordance with BB7.

There is little general cover as this was provided by the now defunct hose reel system.

Existing cover does not fully accommodate the considerable increase in the use of electrical equipment since cover was provided under the BB7 scales in the 1970's.

The main kitchen has a Class F risk of 2 x 1.8 sq.m. fat fryers

Water additive, foam spray, ABC Powder and CO2 extinguishers are provided.

Fire blankets are provided as required on site in cooking areas and laboratories.

The fire extinguishers were last serviced on 01/09/2015 and records are kept.

A schedule of fire extinguishers has been compiled to assist testing.

All fire extinguishers are signed in the prescribed form.

All fire extinguishers are wall mounted or otherwise secured.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire extinguishers / One extinguisher not serviced	Ensure that the fire extinguishers located to the following areas are serviced as soon as possible and included in any future testing regimes: - PA Office - Server Room - Textiles Classroom - Control room off Drama Hall - Main Boiler Room (All 2014)	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
						
Fire extinguishers / Removal of Powder extinguishers	<p>The discharge of a powder extinguisher within buildings can cause a sudden reduction of visibility and can also impair breathing, which could temporarily jeopardize escape, rescue or other emergency action.</p> <p>For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment.</p> <p>Remove powder extinguishers from the following locations and replace as detailed:</p> <ul style="list-style-type: none"> <li>- Laboratories/Classrooms: Replace with 2 kilo CO2</li> <li>- Main kitchen: Replace with Wet Chemical extinguisher rated 75F</li> </ul>	R	-	-		
Fire extinguishers / Additional extinguishers required	<p>Fire extinguisher provision needs rationalisation to provide consistent cover due to the loss of the hose reels and change of use of certain rooms:</p> <ul style="list-style-type: none"> <li>- Classrooms with no special risk beyond seating and limited electrical equipment: No cover, existing equipment to be withdrawn</li> <li>- IT/electronics classrooms with large quantities of electrical equipment: 2 kg CO2 located next to entrance door</li> <li>- Laboratories: 2 kg CO2, 1m x 1m fire blanket and dry sand fire bucket located next to entrance door</li> <li>- Homecraft/Needlework: 2 kg CO2 and 6 litre water located next to entrance door</li> <li>- Food Technology: 2 kg CO2 and 1m x 1m fire blanket (or 2 litre Wet Chemical extinguisher) located next to entrance door</li> <li>- Kiln room: 2 kg CO2 located outside room next to door</li> <li>- General cover for corridors and rooms off: 13A rated water spray and 2kg CO2 extinguisher in each section of corridor spaced at intervals such that travel distances to reach a fire point does not exceed 30m</li> <li>- First floor school admin area: 13A rated water spray and 2kg CO2</li> </ul>	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	<p>extinguisher at each exit from the area to the stairs/circulation corridor</p> <ul style="list-style-type: none"> <li>- Tea points/kitchenettes: 2kg CO2 extinguisher and 1m x 1m fire blanket (latter only if cooking hobs present)</li> <li>- Main kitchen: Fire point to front and rear of kitchen comprising 2 kilo CO2, Wet Chemical extinguisher of at least 40F rating and a 1.2m x 1.2m fire blanket</li> <li>- Gas Boiler Room: Retain existing 2kg CO2</li> <li>- Main boiler room: Retain existing 2kg CO2 &amp; 6 litre foam</li> <li>- Technology block: Retain existing foam &amp; CO2 extinguishers</li> <li>- Main electrical intake: 2kg CO2</li> <li>- Drama Studios: 6 litre water spray by each final/storey exit, 2kg CO2 to control room</li> </ul> <p>Existing extinguishers can be relocated to help fulfil the above. 13A rated foam spray can substitute water spray.</p> <p>To reduce numbers and types Triclass or P50 type foam extinguishers may be used in place of separate water/AFFF foam &amp; CO2 extinguishers</p> <p>Ensure all extinguishers are suitably mounted on brackets or floor stands and identified with signage in the prescribed format.</p> <p>Where corridor extinguishers are at risk from tampering they should either have covers on or be located inside wall mounted cabinets.</p>					

## 9.9. Hose Reels

### Existing Controls and Observations

General Class A cover was provided by Automatic Valve Hose reels, which are no longer operational

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Hose reels / Removal	The non operational hose reels should be removed or in the interim marked as not in use.  Suitable scales of replacement extinguishers are detailed in the previous section.	R	-	-		

## 9.10. Smoke Control Systems

### Existing Controls and Observations

No smoke control systems are installed to the building, although a full height void to the dining hall would act temporarily as a smoke reservoir

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.11. Dry/Wet Riser

### Existing Controls and Observations

There are no dry or wet risers installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.12. Sprinkler System

### Existing Controls and Observations

There are no sprinkler systems installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.13. Gaseous Suppression Systems

### Existing Controls and Observations

There are no gaseous suppression systems installed in the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.14. Fire Hydrants

### Existing Controls and Observations

The nearest fire hydrants are located on the front lawn of the premises and the far side of the Caretaker's house and are not the responsibility of the client.

For 'In extremis' usage the adjacent leisure centre has a pool recorded by the fire service as an Emergency Water Supply.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.15. Emergency Procedures

### Existing Controls and Observations

PEEPs are implemented for staff and students who may require assistance in the event of an evacuation.

The fire assembly point is located to the field around the Muga Pitch.

The fire assembly point is signed in the prescribed format.

A procedure for action in the event of a fire at the premises is in place on site. The building has adopted a single stage evacuation policy, which is deemed adequate for this property.

The building fire procedure includes arrangements for the evacuation of disabled persons from the building.

Evacuation chairs are provided to the common areas of the premises and staff are trained in their use.

Evacuation drills are carried out on a regular basis and records indicate that this was last carried out on 06/04/2016.

Fire actions notices are provided and correctly displayed in the correct format.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Emergency Procedures / Evac chair servicing	Ensure the evacuation aids are subject to servicing at the manufacturers recommended intervals (usually annual)  (last service January 2015)	L	Medium	-		
Emergency Procedures / Lift signs	Ensure "Do not use in the event of fire" signage is posted at the lifts to remind tenants in the event of a fire evacuation.  For Example: 	L	Medium	-		

## 9.16. Means of Escape

### Existing Controls and Observations

The means of escape are based on the principles in BB7 of protected stairways, enclosure of high risk areas likely to affect escape and the subdivision of corridors over 30m length with further protection only required for extended corridor lengths and unusual layouts.

Room travel distances are 12m for single exit rooms. Dead ends should be served by protected corridors/lobbies or use automatic fire detection. Protected corridors with two directions of escape were only provided where the travel distance from a room exit to a protected stair/lobby or adjacent lobby exceeds 18m.

Appropriate simple fastenings not requiring a key or code to operate in the direction of escape are installed to all emergency escape final exit doors or they are kept unlocked at material times.

Panic fastenings are provided to fire exits from places of assembly in the building.

The escape route travel distances within the building are within the guidelines laid out in the Government Fire Risk Assessment Guides for the level of risk and directions of travel available.

All means of escape are maintained free from obstruction.

All means of escape routes and staircase are maintained fire sterile.

Adequate escape signage is provided to the means of escape routes and staircases to the premises.

Escape routes are maintained fire sterile and free of stored materials.

All final exit door mechanisms are signed in the prescribed format.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Means of Escape / Keep clear signs	Ensure "Keep Clear Fire Escape" signage is installed on the external doors at final exit points. Mandatory phrases must be blue with white lettering.  For Example:	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
						

## 9.17. Emergency Lighting

### Existing Controls and Observations

Non maintained and combined fittings are provided to the premises. Most circulation areas are covered as are some newer/refurbished toilets.

A programme is in place to carry out monthly tests of the emergency lighting.

Records on site indicate that the annual duration test of the emergency lighting was last carried out on 26/10/2015.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Emergency lighting / Inadequate emergency lighting	Ensure that sufficient emergency lighting is installed in accordance with BS 5266-1. Additional units should be installed to the following areas: - All toilets (other than single cubicles) not already covered as they have no natural light - All rooms in premises greater than 60m2	L	Medium	-		
Emergency lighting / Schedule of equipment	Provide a schedule of emergency lighting units to ensure all are tested at the required frequency.	L	Medium	-		

## 9.18. Highly Flammable Liquids

### Existing Controls and Observations

Highly flammable liquids are stored in the Laboratory Prep Room and the Technology Block.

Data sheets are held and quantities limited to less than 50 l per area

Access to the highly flammable liquids on site are restricted.

There is an inventory of the highly flammable liquids on site.

There are warning signs erected to indicate the storage of highly flammable liquids.

Highly flammable liquids are stored properly on site.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.19. Liquefied Petroleum Gas

### Existing Controls and Observations

No liquefied petroleum gas products were noted to the client's areas of the premises during the visit.

One cylinder is stored outside the premises for occasional summer use outdoors

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
No action is required at present.						

## 9.20. General Fire Safety

### Existing Controls and Observations

Combustible materials & ignition sources appear reduced and segregated as far as reasonably practical unless detailed below

The primary risk is from electrical equipment (fixed or portable), plant (including lift motors), catering (particularly the use of deep frying), laboratory and technology teaching/experiments and basic maintenance activities. Planned preventative maintenance as detailed in this assessment is used as a control measure as well as safe working procedures and task specific risk assessments.

Cooking facilities are provided on site in several areas usually are limited to a microwave, toaster and kettle. Frying facilities are provided to the main kitchen and hobs allowing the use of pans filled with cooking oil are present in Food Tech and one staff area and all equipment appears to be well maintained.

The fixed heating system is maintained on a regular basis as per the Planned Preventative Maintenance regime. This was last carried out on the 07/03/2016.

Filters to kitchen extract canopies are subject to a regular cleaning regime

Portable heaters are located away from combustible materials and are in good working order.

There is no furniture or furnishings in the circulation areas, which would warrant fire resistant treatments.

All common areas of the premises are maintained free from surplus combustible materials.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Kitchen Filter and Extract Cleaning / Kitchen extract ducting deep cleaning	Ensure that the kitchen extract ducting is subject to a suitable deep cleaning regime by a specialist contractor carried out at least annually	L	Low	1y		
Housekeeping	Ensure house keeping is improved and thereafter monitored in the following areas: - Most store cupboards throughout the site	L	Medium	-		
Combustible material / Display/Pin boards	Whilst most display boards on corridors are enclosed to prevent materials being ignited, there was some use of readily combustible materials on display.  Ensure only enclosed display boards are used.	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
						



## Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and /or part of the premises identified in Part 3 of the schedule.

### Schedule

- Part 1a Name of issuing Certified Organisation:  
Alcumus SM&MS
- Part 1b BAFE registration number of issuing Certified Organisation:  
101171
- Part 2 Client: The Rodillian Academy Trust
- Part 3a Address of premises where risk assessment has been carried out:  
Featherstone Academy  
Pontefract Road  
Featherstone  
Pontefract  
West Yorkshire  
WF7 5AJ
- Part 3b Part or parts of the premises to which the fire risk assessment applies:  
The fire risk assessment covers all areas for which the client is responsible, excluding those areas outlined in Section 6 of the risk assessment report.
- Part 4 Description of the scope and purpose of the risk assessment:  
The fire risk assessment covers all areas for which the client is responsible, excluding those areas outlined in Section 6 of the risk assessment report. This purpose and aims of the fire risk assessment are outlined in Section 3 of the risk assessment report.
- Part 5 Date of the fire risk assessment: 20<sup>th</sup> April 2016
- Part 6 Recommended date for review of the fire risk assessment: 20<sup>th</sup> April 2017
- Part 7 Unique reference number of this certificate: 100889

We, being currently a 'Certified Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certified Organisation

Matthew Kummik, Authorised Validator

Date of issue: 25<sup>th</sup> April 2016