Fire Risk Assessment

Prepared for

The Rodillian Academy Trust

Location

BBG Academy
Bradford Road
Gomersal
Cleckheaton
West Yorkshire
BD19 4BE

Consultant

Anthony Buck

Signed off by Simon Charlesworth, Authorised Validator

Date

27th April 2016 (ver. 1)

This page was intentionally left blank

Alcumus®
SM&MS

Additional Services Provided By Alcumus SM&MS:

HEALTH & SAFETY SERVICES
Health and Safety Risk Assessments
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
Desktop Appraisal Audits

ASBESTOS SERVICES*
Asbestos Management Surveys
Asbestos Reinspections
Asbestos Refurbishment/Demolition Surveys
Asbestos Remediation Service

IT PRODUCTS
PropertyPlus (Online Risk Management Software)
ContractorPlus (Online Contractor Management)
Audit Module (Online/Offline Auditing Software Tool)
AsbestosPlus (Online Asbestos Management)
Premium Modules (Management Reporting, Permission to Access, Accident Reporting)

TRAINING
Health and Safety; Fire Safety and Bespoke Courses
IOSH Managing Safely
IOSH Working Safely
First Aid
Asbestos Awareness

ENVIRONMENTAL MANAGEMENT
Environmental Assessments
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.

This page was intentionally left blank

Table of Contents

1. Summary 1
2. Competent Persons 2
3. Introduction 3
4. Terms and Definitions 5
4.1. Fire Safety Order 5
4.2. Fire Safety Arrangements 5
4.3. Standards/Approved Codes of Practices and European Norms 6
5. Premises Details 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 9
6. Limitations of Report 11
7. Resume of the brief 12
8. Fire Risk Category 13
9. Risk Assessment and Action Plan 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 28
9.9. Hose Reels 32
9.10. Smoke Control Systems 33
9.11. Dry/Wet Riser 34
9.12. Sprinkler System 35
9.13. Gaseous Suppression Systems 36

Copyright 2015 Alcumus SM&MS

9.14. Fire Hydrants 37
9.15. Emergency Procedures 38
9.16. Means of Escape 40
9.17. Emergency Lighting 42
9.18. Highly Flammable Liquids 43
9.19. Liquefied Petroleum Gas 44
9.20. General Fire Safety 45

Copyright 2015 Alcumus SM&MS

1. Summary

On 27th April 2016, a Fire Risk Assessment was carried out on the common areas of BBG Academy, Cleckheaton, BD19 4BE.

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

Gareth Holmes, 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	23	2	46
Low	4	1	4
		Total Risk Score	50

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 27th April 2016, a Fire Risk Assessment was carried out on all areas of BBG Academy, Bradford Road, Cleckheaton 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 1st 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.

Copyright 2015 Alcumus SM&MS

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
Head of School BBG Academy

John Richardson (Competent Person) assisted by others.

5.3. Location of Premises

BBG Academy
Bradford Road
Gomersal
Cleckheaton
West Yorkshire
BD19 4BE

5.4. Owner

The Rodillian Academy Trust

5.5. Description of Undertakings

The building is an educational establishment. The client is responsible for the premises and items of plant and equipment.

5.6. Construction Details

The building was originally constructed prior to 1960 and was significantly extended in 2013. The original construction was of steel frame and brickwork including some use of the CLASP Mk1 (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 a steel frame, brick, aerated concrete block and plasterboard stud walls.

The academy is located to 2 floors and currently has 691 pupils. The building extension and proposed additions are to accommodate the gradual increase.

The caretakers building is separate from the main building and is a private dwelling.

The roofs of the building are flat.

The windows to the building are a variety of single or double glazed with metal window frames which are openable for ventilation purposes.

5.7. Utilities

The gas supply is for gas fired plant and kitchen cooking facilities. The main gas isolation valve is located in an external room.

The electrical intake is located to the ground floor electrical intake room.

A variety of different ages and conditions of electrical installation run through the building, some which are disused.

The water supply is not used for fire fighting purposes.

5.8. Usage

Ground floor	Reception area x2, staff room and main offices, unused areas awaiting refurbishment, class rooms, kitchen area, main hall, gym and sports halls, library, welfare facilities, plant rooms, boiler rooms, access and egress.
First floor	Class rooms / labs, staff offices, store rooms, ICT department, welfare facilities, access and egress.
Roof	No equipment reported.
External areas	Storage areas, power services, sports facilities, car parking area.

5.9. Enforcement

An enforcement visit in 2015 resulted in the issue of an informal Notice of Deficiencies on 20/01/2015 regarding Employed Young Persons Fire Risk Assessments, lack of emergency lighting to a stairway and no training in the use of extinguishers.

These matters are reported as resolved or no longer applicable.

5.10. Employed Staff on Site

There are approximately 44 members of staff; a caretaker who lives on site, contract catering staff, cleaning and plant maintenance staff are contracted to work on site on a daily basis.

The premises are open from 06.00 - 19.00 during term time, with some late opening until 21.00

5.11. Persons at Risk

Persons at risk within the building include employees of the client, pupils of the Academy, visiting contractors and members of the public who use / lease specific areas of the building for after school time activities.

There is one disabled person reported as regularly accessing the building. A Personal Emergency Evacuation Plan (PEEP) has been produced and the staff are nominated and trained as carer's. A disabled persons lift is available.

There are children / young persons present on the premises that are the responsibility of the client, although none are employees.

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 44 staff/contractors, plus 691 pupils

Fire History: Skip fire @ 2004, isolated to container, main building not affected, suspected arson.

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 Meeting Room 0.49
- No access to exam store Room 1.21 and outer store room
- Disused external buildings not accessed

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.

Copyright 2015 Alcumus SM&MS

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:

H	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)
M	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)
L	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 is 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, pupils of the Academy, visiting contractors and members of the public who use / lease specific areas of the building for after school time activities.

There is one disabled person reported as regularly accessing the building. A Personal Emergency Evacuation Plan (PEEP) has been produced and the staff are nominated and trained as carer's. A disabled persons lift is available.

There are children / young persons present on the premises that are the responsibility of the client, although none are employees.

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.

Copyright 2015 Alcumus SM&MS

Occupancy: Up to 44 staff/contractors, plus 691 pupils

Fire History: Skip fire @ 2004, isolated to container, main building not affected, suspected arson.

Risk Profile: B2

Several areas of the building are leased to external organisations or individuals such as sports hall activities or educational lessons.

These areas are either overseen by academy staff or the external organisations. The external organisations are issued with rules and responsibilities guidance documents.

A fire strategy document is available in respect of the building and has been considered as part of the risk assessment.

Daily inspections of the building and fire precautions are carried out with additional formally recorded weekly & monthly check lists. Remedial actions are carried out as necessary and recorded.

A degree of control is exercised over external contractors. For example the following measures are in place;

- Only known contractors are used on site. Risk assessments and method statements were stated as gained and approved prior to works starting on site.
- Waste is removed following all works.
- Permits are used and signed off by the caretaker.
- 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.

The site logbooks currently in use on site are suitable at present.

This Fire Risk Assessment was carried out on 27/04/2016 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.

Fire Safety Information required by Regulation 38 (formerly 16B) of the Building Regulations for ongoing fire safety management of the premises is held on site.

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.

The caretaker and support staff are nominated as a competent persons to assist the Responsible Person with fire safety matters.

The client operates a system for material alterations and use of the premises and records are maintained for inspection. The governors ensure any alterations receive the appropriate approvals.

Structural alterations have been made to the building with building control and fire authority approval. Documentation is held on site in the CDM manuals.

Fire safety records were available for inspection during this assessment.

In line with current smoking legislation, smoking is only permitted outside the site perimeter. No evidence of smoking was observed. The smoking policy is reinforced to contractors, visitors and any lettings for public use.

A system is in place for the control of contractors on site and "Permits To Work" are operated in respect of hot work.

Waste storage is sufficiently clear of the building.

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. A skip and waste bin is provided to the rear of the old building. This is deemed the 'Out of bounds' area for pupils.

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

9.2. Site Security

Existing Controls and Observations

Staff are primarily employed on site from 08.00 - 18:00 Monday to Friday. The building is open 06.00-19.00 (some days 21.00) and kept locked at all other times.

CCTV is installed in the building and images recorded for security purposes. A total of 18 cameras monitor activity both inside and outside the building.

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

Staff and pupils are issued with identity cards. The cards operate access systems, cashless catering, photocopier functions and the library system.

An intruder alarm is installed to the external doors and PIRs are installed in key areas of the premises. The intruder alarms are set by the caretaker.

The main entrance is restricted throughout the day by an intercom entry system.

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

Security lighting is installed to the external areas of the premises and is reported to be adequate. The area lacking is the 'Out of bounds' area.

The lighting operates on a timers and light sensors.

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

Site access gates are provided to control vehicular access to the site. The caretaker controls access as required.

The reception is controlled 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 electrical intake is located to the ground floor electrical intake room supplied by an external substation under provider control, supplying a variety of distribution boards throughout the site.

High risk task areas have emergency local electricity isolation mushroom buttons to the walls - this includes laboratories and Design Technology rooms.

There are no generators on site although a combined heat and power (CHP) generation system is fitted to supplement the site supply to reduce electricity costs - this isolates upon power failure and is not a standby power generation system.

The electrical installation for the old building has been subject to an electrical installation condition inspection / periodic inspection on 09/01/2013. Other areas were inspected at different times.
- Kitchen areas (Oct 12).
- New building (28 Aug 13).

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

The electrical distribution board is protected by means of half hour fire resistant material.

The electrical room is kept free of combustibles.

Portable electrical equipment on site has been inspected and tested on 16/02/2016.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Lightning Conductor / Lightning conductor tested	Ensure that a competent person carries out an annual test of the lightning conductor on site. A copy of the record of test should be obtained and made readily available for inspection. It is advised this was carried out in October 2014 however records were not available to confirm this.	L	Medium	1y		
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 daisy chained together, used with other adapters, or were installed in such a way to strain or damage internal cables. A full detailed survey should be carried out by a competent person to	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	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. 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 fixed wiring in the wall & ceiling voids				 	

9.4. Deliberate or Malicious Ignition

Existing Controls and Observations

The risk of arson at the building is deemed to be medium as the type of occupancy is deemed as a target risk.

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

Whilst it was reported that some training is given to new staff and fire marshals, there was no readily available record of this or it's content to ascertain if all staff are trained, whether the training is sufficient for their role and as to whether it is refreshed.

The caretaker is known to have completed online training on 20/04/2015

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.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
General fire training / Fire extinguisher training	Ensure site staff receive practical fire extinguisher training.	L	Medium	3y		
General fire training / Fire Training	Ensure that all staff on site receive formal fire safety training commensurate with their roles and responsibilities during incidents.	L	Medium	3y		

9.6. Fire Protection Systems - Fire Alarm

Existing Controls and Observations

The premises are provided with an addressable fire alarm system, the control panel (Protec Algotec 6300, 4 loop) located to the reception office.

It was installed in 2003 and extended in 2013 with 3 out of 4 loops used.

The system appears to have been intended to be a Category L1 system with detection to all areas, although there are some omissions.

Hinged covers are provided to call points to deter misuse as an acceptable variation from BS5839-1.

The system is not used for class change.

The cause and effect of the fire alarm system is clear and well documented. Single stage global evacuation occurs upon any device being activated and in addition automatic fire doors and electronically locked doors will release on fault or detector removal as per BS7273-4

The system is adequate for the premises.

The main fire alarm panel is connected to an alarm receiving centre, which automatically contacts the emergency services in the event of alarm activation.

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

A schedule of devices and interfaces within the fire alarm system has been compiled to assist testing.

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 Alarms Devices (VADs) are provided to the building as a means of raising the alarm - disabled toilets, music rooms, Design Technology Room

The shut downs and interfaces linked to the activation of the fire alarm system are:-
- 11 interfaces for automatic fire doors or access control system secured doors

- Air Handling Unit/BMS shutdown
- Boilers/Gas shut down
- Lift isolation
- Stage plant shutdown

The fire alarm system is tested weekly and records are held on site. The alarm is tested every Friday at 10.15.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire alarm system / Additional detection	Install additional automatic fire detection to the following areas: - Music practice rooms 0.6, 0.7, 0.8, 0.10. - Chemical Store room 1.31. To ensure the system meets L1 category in accordance with the rest of the building and BS5839 Pt1.	L	Medium	-		
Fire alarm service / Periodic service	The fire alarm system requires servicing in accordance with BS 5839 Pt1, with a minimum of two visits per year to cover 100% of the system.	L	Medium	6m		

9.7. Compartmentation

Existing Controls and Observations

The building was originally constructed prior to 1960 and was significantly extended in 2013. The original construction was of steel frame and brickwork including some use of the CLASP Mk1 (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 a steel frame, brick, aerated concrete block and plasterboard stud walls.

As per the fire strategy the school is split into 3 fire compartments using 60 minute construction and FD60S doors.

30 minute subcompartmentation is provided to:
- enclose stairwells
- enclose areas of high fire risk: Labs, Prep Room & Store, Kitchen, PE & Gym stores
- subdivision of corridors over 30m

using 30 minute construction and FD30S doors.

Doors are self closing (or are intended to be in the fire strategy) or kept locked shut in the case of cupboards. Automatic Fire Doors are used on high traffic corridors and their fire alarm interface complies with BS7273-4 for Critical installations.

Air handling ductwork throughout the school is provided with fire dampers at sub compartments & compartment breaches

Automatic Fire shutters are provided to the kitchen to separate it from the Dining Hall

Automatic fire doors are checked weekly for their release when the fire alarm operates and are shut at night.

An inventory of fire doors has been compiled and is available on site.

The Six monthly periodic examination by a competent person of the fire doors in accordance with BS 8214 is carried out on a monthly basis and recorded on site.

All observed fire doors, self closers, door selectors and seals are in a good state of repair.

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

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.	L	Medium	-		
Fire Stopping / Fire stopping	Ensure fire stopping is improved in the following areas: - IT Server room 1.26 with breaches to the fire walls and ceilings being filled with adequate fire stopping materials.	L	Medium	-	 	
Fire doors / Protection of escape route	As part of the fire strategy and to meet benchmark standards the doors to the following rooms that open onto escape stairways are required to be fitted with self closing devices: - 0.57 (DT workshop) - 0.55 - 0.62 (Graphics & Textiles) - 0.63 - 1.01 (Art) - 1.03 (Art 2) - 1.06 (Food Tech) - 1.09 - 1.14 (ICT) In addition the following glazing needs to be replaced by fire resistant	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	glazing: - Separating room 0.55 from the stair lobby					
Fire doors / Fire doors propped open	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. 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. (Of note were the doors to the DT Store, Staffroom and chemical store)	L	Medium	-	 	
Fire dampers / Fire damper service	Ensure that regular servicing and maintenance of the fire dampers and fusible link are carried out and records kept. Any defects identified must be remedied and recorded.	L	Medium	1y		
Fire roller shutters / Fire roller	Ensure that six monthly checks of the fire roller shutter door and fusible	L	Medium	6m		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
shutter service and maintenance	link are carried out and records kept. Any defects identified must be remedied.					

9.8. Fire Extinguishers

Existing Controls and Observations

Fire extinguishers are provided to the premises.

Water spray is used for general cover on corridors as well as specific protection to the stage and specific high risk classrooms (e.g. DT) as per BB7 guidance.

CO2 extinguishers are located to specific risk areas where large amounts of electrical equipment and/or flammable liquids are used.

Wet Chemical is provided to the main kitchen for fryer fires

ABC Powder is provided to Food Tetch, Labs, Kitchen, Boiler Room.

Fire blankets are provided to Labs, Food Tech, Kitchens, Tea Points, Craft rooms and similar.

The fire extinguishers were last serviced on 05/06/2015 and records are kept.

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

Suitable and sufficient fire extinguishers are provided to the building.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire extinguishers / Extinguishers obstructed	Ensure storage does not obstruct access to extinguishers in the following locations: - Stage	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire extinguishers / Location	Move the following extinguishers from their current locations to adjacent to the exit from the room they are in so the risk cannot come between the user and the exit: - 1.14 (ICT) - 1.15 (ICT)	L	Medium	-		
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: - Server room - Music Room (last serviced 2014)	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire extinguishers / Removal of Powder extinguishers	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. For this reason, powder extinguishers should generally not be specified for use indoors, unless mitigated by a health and safety risk assessment. Remove powder extinguishers from the following locations and replace as detailed: - Labs, Food Tech and Kitchen: 2 kilo CO2 - Boiler House: 6 litre water spray	R	-	-		
Fire extinguishers / Extinguisher signage	Provide signage to each extinguisher to indicate its location in the prescribed format. (server room) For Example: 	L	Low	-		
Fire extinguishers / Wall mounting	Ensure all fire extinguishers are wall mounted approximately 1m above floor level or otherwise secure in order to prevent them being knocked over or moved. - Water extinguisher to Room 0.57 (DT) - CO2 extinguisher to Server Room 1.26	L	Medium	-		

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

9.9. Hose Reels

Existing Controls and Observations

There are no fire hose reels installed in the building, the original system having been removed and replaced by extinguishers.

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

9.10. Smoke Control Systems

Existing Controls and Observations

There are no smoke control systems installed in the building.

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

9.11. 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.

The client is assessing the need for a gaseous suppression system in the main server room area.

This was reported as to be carried out in the near future.

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

In addition to the public hydrants on the main road, a private hydrant is located near the buildings water intake to meet fire service water supply requirements

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fire hydrants / Signage	Ensure the fire hydrants on site are signed in the prescribed format. For Example: 	L	Low	-		
Fire hydrants / Annual service	Ensure that a competent person inspects & flow tests the fire hydrants on an annual basis and that the inspection is recorded in the fire logbook with the date of the inspection.	L	Medium	1y		

9.15. Emergency Procedures

Existing Controls and Observations

An Emergency Voice Communication system is installed with outstations to stairway refuge areas. The control panel (C-Tec) is located to the school office

The emergency voice communication (EVC) system is tested weekly with a different device tested each week. Records are kept.

The fire assembly point is located to the tennis courts.

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.

Emergency contact details are available at the entrance to assist the emergency services out of hours.

Access for the emergency services is available on site and is unlikely to be affected by vehicles and other obstructions.

The building fire procedure includes arrangements for the evacuation of disabled persons from the building and PEEPs are provided both for temporary disability as well as permanent disability.

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

Evacuation drills are carried out on a regular basis (4 per annum) and records indicate that this was last carried out on 21/04/2016.

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

Signs in the prescribed form are posted in the vicinity of the lifts indicating that they are not to be used in the event of fire.

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fireman's Phone / EVC's / 6 Monthly Service	Service the fireman's phones / emergency voice communication (EVC) system on a 6 monthly basis and maintain records.	L	Medium	6m		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Emergency Procedures / Evac chair servicing	Ensure evacuation chairs are subject to annual servicing by a competent person	L	Medium	-		

9.16. Means of Escape

Existing Controls and Observations

The fire strategy details the escape routes from the premises and includes stairway widths, exit capacities, room occupancy levels, protection of escape routes, etc and should be consulted alongside this assessment.

After exiting rooms the majority of the site has escape in two directions to either a protected stair or final exits.

5 protected stairs, 1 accommodation stair and 15 final exits are provided.

Refuge/temporary waiting spaces are provided to the protected stairs in the new section of the school. No suitable space for temporary refuge exists in the old section.

Appropriate simple fastenings not requiring a key or lock are installed to all emergency escape final exit doors.

In accordance with benchmark standards escape doors fitted with electromagnetic locks have three methods of fail safe:
- Release or back up power supply upon power failure.
- Local over-ride via double pole isolator operated by break glass point.
- Release via fire alarm interface.

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.

"Keep Clear Fire Escape" signage is displayed at all final exit points from the building.

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

9.17. Emergency Lighting

Existing Controls and Observations

Emergency lighting is installed using mostly non maintained and combined fittings, with exit boxes to the Dining Hall having a maintained mode for use when the area is providing public assembly.

Circulation areas & toilets are covered, with some coverage to high risk task areas and open areas over 60 sq.m.

A schedule of all emergency lighting installed is available on site.

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 10/08/2015.

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. Immediate provision is required to: - Main electrical intake Progressive upgrading should be planned to include: - All rooms over 60sq.m, particularly the dining hall	L	Medium	-		

9.18. Highly Flammable Liquids

Existing Controls and Observations

There are numerous flammable liquids, oxidizing agents and combustible metals stored and used in the prep room and labs. A maximum of 50 litres is held at one time.

Internal procedures for the safe use, storage and issuing of all hazardous materials is in place with the relevant guidance documentation, PPE and MSDSs available as per the CLEAPSS 2000 manual held on site.

Self contained fume cabinets are in use in several of the labs.

Gas and naked flame is used in the labs, which pupils operate. At each entrance to the labs which use piped gas a manual control is installed to ensure gas supplies are controlled.

In addition an emergency stop button is installed to isolate all power to the relevant area.

It was reported that all staff who use or operate the issuing of hazardous substances and safety systems are adequately trained and qualified.

There are appropriate 'Flammables' storage cabinets in the prep room with inventories and substance lists posted.

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 generally 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.

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 in the premises appear reduced and segregated as far as reasonably practical unless detailed below.

The primary risk is from electrical equipment (fixed or portable), cooking (including the use of cooking oil fryers), laboratory work (naked flames and reactive materials) plant and basic maintenance activities. Planned preventative maintenance as detailed in this assessment is used as a control measure.

Pin boards are covered/enclosed to corridors

Cooking facilities are provided on site and include a full service kitchen with deep fat fryers, ovens, etc and also to Food Tech and various staff rooms where items are usually limited to a microwave, toaster and kettle or similar. All equipment appears to be well maintained.

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

There are no fireman's switches installed for which the client is responsible.

All furnishings were reported as new labels are attached to the furniture and furnishings located in common areas stating fire resistance is in accordance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

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

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
Fixed heating systems / Maintenance and safety of fixed heating systems	The fixed heating system must be serviced to ensure safety of the system. Records of maintenance must be kept on site or made readily available for inspection.	L	Medium	-		
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		
Kitchen Filter and Extract Cleaning / Kitchen extract filter cleaning regime	Ensure a suitable cleaning regime is in place for kitchen extract filters, usually at least weekly.	L	Low	-		
Housekeeping / Tumble Dryers	Replace the broken fluff filter in the PE Dryer to prevent a build up of fluff and lint in the body of the machine.	L	Medium	-		

Item Description	Action Required	L/R	Priority Rating	Freq	Photograph	Progress / Completion Notes
	Clear out existing build up of fluff from within the machine. At regular intervals (& no less than annually) pull out the machine to remove fluff and lint build up on, around and under the machine.				 	
Housekeeping	Ensure house keeping is improved and thereafter monitored in the following areas: - Most offices and stores. - Server room. - Art store room. - DT room & store. Storage should be kept away from heat generating equipment and electrical installations and be tidy and minimised to within the areas capacity.	L	Medium	-	 	

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

Company Number
57751

SP205 - Part 1

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: BBG Academy Bradford Road Gomersal Cleckheaton West Yorkshire BD19 4BE
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: 27th April 2016
Part 6	Recommended date for review of the fire risk assessment: 27th April 2017
Part 7	Unique reference number of this certificate: 101986

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: 3rd May 2016