



WINDERMERE SCHOOL

FOUNDED 1863

12a: Fire Risk Assessment, Elleray Campus.

Staff Handbook Section I 2a.

Author	Paul Brownless
Date	07 December 2016
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Reviewer	Richard Hennah
Reference	FRA_EC_07122016

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1. INTRODUCTION

1.1. Overview

The objective of this report is to present the findings of an assessment of the risk of fire and the means of escape from potential hazards found in Elleray Campus (the Premises) as a result of Windermere School's business activities. Where appropriate, recommendations are made to ensure compliance with the relevant fire safety legislation, namely RRFSO 2005, DCLG Guidance Educational Premises.

This report acts as a mechanism for the responsible person, staff and others at the premises to understand the hazards and risk the organisation present and correctly implement and maintain appropriate safety measures to manage these risks. It is therefore a working report to be used as a focus for fire safety management and training.

The level of detail and structure of this report is also commensurate with that required for auditing by the Fire and Rescue Services (in their role as enforcers) or in the event of a fire related incident (in their role as investigators). It is also commensurate with the level of risk at the premises.

The matters of concern identified in the original assessment by Paul Brownless have now been addressed and signed off as complete by the Operations Manager. The recommendations followed have been dealt with accordingly to reduce the risks to as low as reasonable practicable (ALARP) as defined by the legislation i.e. all reasonably practicable safety measures must be implemented within a reasonable timescale.

1.2. Applicable Legislation

The assessment was carried out under the requirements of the RRFSO and associated guidance. Compliance with the RRFSO is enforced by Local Authority Fire and Rescue Service.

The assessment also addresses the elements of fire safety within the wider context of:

- Building Regulations 2000: Approved Document B and Approved Document M.
- The Health and Safety at Work etc. Act 1974.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Electricity at Work Regulations 1989.
- An array of relevant British Standards, including: BS 5839 Fire Alarms; BS 5499 Emergency Signage; BS 5306 Extinguishers; BS 5266 Emergency Lighting and BS 9999.

This assessment does not absolve the responsible person or authority from complying with any other statutory requirements that may or should be imposed on the premises.

1.3. Scope

The aim of the fire risk assessment is to ensure the activities and occupancy of the organisation at the premises, complies with all relevant legal requirements and that:

- The risk of a fire occurring is reduced to a minimum.
- The risk of a fire spreading is minimised.
- Everyone in the premises is able to reach a place of safety without outside assistance.
- The emergency services can gain safe access.
- The risk to the environment, following a fire, is understood and, where practicable, minimised.

The contents of the assessment and this safety report are based on the areas/activities identified to the SOA Safety Fire Safety Advisor during their visit.

The assessment of the adequacy of the means of escape is based on the operation of the existing layout and design of the escape routes. Additionally, the assessment of the condition and fire resistance of the means of escape is based on visual inspection of accessible areas.

The assessment of the fire detection, fire protection and firefighting systems is based on the effective operation of the existing systems, evidence of which is gained from the commissioning, testing and maintenance records.

This report will be reviewed, discussed and agreed with the Responsible Person prior to issue. Please contact your SOA Safety Fire Safety Advisor if you require further clarification of any matter raised.

1.4. Significant changes since previous fire risk assessment

Windermere School has installed the addition of three external pods which are used as classrooms. None of which pose significant risk due to layout and position of exits.

1.5. Previous fire risk assessment action status

Any outstanding actions have been resubmitted into this report and will be found in the remedial actions.

1.6. Review Schedule

The fire risk assessment (FRA) and fire safety measures presented throughout this document are correct at the time of the assessment. The FRA is a live document, in that it cannot remain valid for an unlimited length of time. Therefore, the FRA should be subject to review when:

- Structural or material alterations take place.
- Change in the use/activities is undertaken.
- Significant change of staff occurs.
- Significant change in fire precautions occurs.
- There is a near miss or occurrence of a fire.
- Change in the applicable legislation occurs.
- 12 months have elapsed since this FIRE RISK ASSESSMENT was conducted.

2. GENERAL DESCRIPTION OF THE PREMISES

Building owner: **Windermere Educational Trust**

Responsible person: **Peter Hogan**

Building use: **Educational Facility**

2.1. Description

The School building is an educational facility with administrative duties. It is single-occupied in that all activities, both daytime and out-of-school-hours are controlled by the responsible person. Students of school age ranging from 5 years to 11 years, all occupants are of typical mobility.

The main body of the premise was constructed approximately 1871 and built with traditional limes stone with a pitched slate roof. Internally the flooring is of wooden construction and solid walls.

Main building footprint (sqm): **484 approx.**

Figure 1 Street view of the premises



3. OCCUPANCY

3.1. Primary and secondary usage

The primary use of the school is for the educational requirement for the students who attend. The secondary use of the school is to provide a base for the administration duties of the staff.

3.2. Occupancy profile

The premise is used primarily as a school for students between the ages of 2 - 11. There are also offices for administrative works and a kitchen and dining area.

The main type of occupants are typically mobile for this establishment. No pupils were identified with any notable impairments.

Members of the public can visit the school and may have varying degrees of mobility and these individuals will need to be considered if they attend the school to ensure that they are catered for effectively to ensure their safe evacuation from the premises.

The details below summarise the maximum number of persons and times of occupancy the Windermere School expects as a result of their business activities.

No. of staff:	30	Mobility impaired:	0
No. of visitors:	1-2	Visually impaired:	0
TOTAL::	135	Hearing impaired:	2

The exact times, occupants, activity and locations for the premises are shown below:

Table 1 Occupancy numbers and activities

Day	Time	Numbers	Activity
Monday - Friday	08:00 - 17:00	101	Students
Monday - Friday	07:30 - 18:00	30	Staff
Monday - Friday	08:00 - 17:30	1-2	Visitors
Monday - Friday	08:00 - 17:30	4-5	Deliveries
Sporadic	Variable	200 max.	Events

3.3. Other occupiers

The building is owned and managed by Windermere Educational Trust and Windermere School are the sole occupiers of the premises.

4. FIRE HAZARDS

4.1. Identified fire hazards

Table 2 Identified fire hazards

Ignition sources	Fuel sources	Oxygen sources
Computers Cooking Equipment Electric Heaters Fixed Electrical Equipment Portable Electrical Equipment Printers	Books Curtains Furniture Paints Paper Storage	Doors Vents Windows

4.2. Ignition sources

The ignition-sources brought onto the premises by the organisation are commensurate with this type of premises.

Electrical-equipment is not overloaded, and there is suitable limitation of trailing-leads and adapters.

Periodic PAT testing is undertaken for all electrical-items fitted with a plug.

The majority of the electrical-equipment are in a good state of repair and are switched-off at the end of every day. Although some electrical items were left on standby when areas were not in use.

The mains electrical-services are within fire-rated enclosures, free from combustibles / flammable-substances and identified on the fire-plan.

There is periodic inspection and testing of any fixed electrical-system.

Suitable measures are taken to prevent fire as a result of cooking.

The site operates and observes a no-smoking policy.

The premises is equipped with good security features to prevent against arson by outsiders.

Fire-safety conditions are imposed and there is satisfactory control over any work undertaken by contractors. All contractors are arranged through one person who identifies competencies before any works are undertaken.

The hazards attributed to ignition-sources are appropriately indicated by signage.

The fixed heating-installations are subjected to regular maintenance.

All ignition-hazards are removed or reduced in accordance to the ALARP principle.

4.3. Fuel sources

The fuel-sources brought onto the premises by the organisation are commensurate with this type of premises.

The premises has a good regime for house-keeping.

The premises avoids unnecessary accumulation of combustible material and waste within the premises, but need to continually monitor this due to the nature of the business.

All escape-routes are kept clear of combustible material and waste.

All combustible-material is stored appropriately, away from any potential ignition-sources.

All deliveries are taken directly to their owner, and then they are stored appropriately or put into a secure storage-area.

All combustible-waste is removed on a regular basis to a secure-area, away from any potential ignition-sources.

All external-waste storage-areas are secure, and they are not sited near nor adjacent to the premises.

All furniture and furnishings on the premises conform to current regulations and best practices.

The mains gas-services are installed within a fire-rated enclosure that is free from combustibles / flammable-substances and identified on the fire-plan.

The hazards attributed to fuel-sources are appropriately indicated by signage.

All fuel-hazards have already been removed or reduced in accordance to the ALARP principle.

4.4. Dangerous substances (including oxygen)

There are hazardous-substances stored in an external store.

All flammable-substances are stored in fire-resisting stores away from ignition-sources.

All areas where dangerous-substances are stored are adequately ventilated.

Adequate information on safety is provided from the supplier (i.e. the material-safety data-sheet).

Hazardous properties of the dangerous-substances stored on the premises are considered.

COSHH assessments have already been undertaken for all hazardous-substances present at the premises.

The only oxygen fuel-source available to fuel a fire is by an open window or door.

The hazards attributed to dangerous-substances are appropriately indicated by signage.

5. EXISTING FIRE SAFETY PROTECTION MEASURES

5.1. Means of escape

The numbers and widths of escape-routes are adequate for the number-of and different types of people that may need to rely on them. The exception being on the first and second floor, see remedial actions.

The premises provides inner-rooms and appropriate measures have been provided.

All fire-doors are in good condition.

The majority of fire-doors and final-exits open in the direction of travel wherever necessary, and are kept clear from obstructions.

All escape-routes are suitably located and are clearly identifiable with signage.

Areas where escape is possible in one direction at-most, are adequately protected, and their travel-distance is within the guidance.

Areas where escape is possible in more than one direction have a travel-distance within the guidance recommendation.

All doors that lead onto a stairway are fire-resistant and fitted with a self-closing mechanism.

Pipes, ducts and building-services that pass through a stairway are adequately fire-stopped.

The premise does not provide reasonable arrangements for the means-of-escape for disabled persons. No disabled persons attend the school, this is considered upon application as to the level or support the school could potentially offer without compromising safety.

There are no prohibited items stored in the escape-corridors or staircases.

5.2. Signs and notices

Fire-action notices are displayed in conspicuous locations.

Fire-action notices reflect the actual procedure in place, although some have faded over time.

Safe-areas have been provided within a place-of-safety and clearly identified with signage.

A final-exit or directional-sign can be seen from all positions of all places within the premises.

Arrows on signage is correctly used.

The premise does not contain a lift.

An assembly-point has been identified and is located sensibly. This is away from the premises at the Tennis Courts.

5.3. Fire spread and development

The premises are constructed so that if there is a fire, heat and smoke will not spread uncontrolled to the extent that people are unable to escape. The ceiling in the basement has had fire resistant panelling fitted.

All fire-compartments conform to a reasonable standard, none of which are of an area greater than 1000m.

Staircases are separated from the rest of the building by fire-resistant construction, affording the area 30minutes of protection.

Stores are separated from the rest of the building by fire-resistant construction, affording the area 30 minutes of protection. Although breaches were identified which are in the remedial section of the report.

Corridors that are longer than 30m are separated from the rest of the building by fire-resistant construction, affording the area 30minutes of protection.

5.4. Fire detection and warning arrangements

All storeys and final-exits provide at-least one manual-call-point each, which can be reached within 45m from any location.

The premises benefit from a category L3 fire detection and alarm system that has been installed in accordance with BS 5839 (i.e. the siting and type of detectors are suitably located)

The size and distribution of the zone are in accordance with BS 5839.

The means-of-warning can be clearly heard, perceived and understood.

The alarm-signal is not transmitted remotely to an alarm-receiving centre.

Table 3 Fire detection zones

Zone number	Zone name	Zone area
1 - 5	Zone 1	Basement
6 - 11	Zone 2	Ground Floor
12 - 15	Zone 3	First Floor
16 - 18	Zone 4	Second Floor
28 - 30	Zone 5	Pre-Prep Block (Reception & Year 1)
25 - 27	Zone 6	Pre-Prep Block (Ducklings & After School Care)
19 - 24	Zone 7	Pod Classrooms

5.5. Fire suppression and portable fire extinguishing appliances

There are adequate fire-extinguishers located adjacent to special fire-risks.

Fire-extinguishers are correctly positioned.

All fire-extinguishers are fully operational.

All fire-extinguishers have been serviced within the last 12 months.

There are no hose reels.

There is a fixed suppression system in the kitchen.

The fire-and-rescue service can access the premises with ease.

The fire-hydrants are kept clear from obstruction and available for use by the fire-service.

Table 4 Firefighting equipment types and numbers

Type	Count
Water fire-extinguishers	10
CO2 fire-extinguishers	13
Foam fire-extinguishers	7
Powder fire-extinguishers	2
Wet-chemical fire-extinguishers	1
Fire-blankets	1

6. FIRE SAFETY MANAGEMENT

6.1. Procedure and arrangements

An adequate number of competent persons are appointed to assist in the undertaking of preventive, and protective measures.

There is an adequate fire-safety policy.

The organisational-structure for fire-safety within the premises are both identified and documented.

There is a policy in place for portable-appliances.

All systems for contacting and liaising with the fire-service are satisfactory and are documented.

There is adequate general information available for all persons, including; contractors and visitors. A fire drill is arranged per term and all visitors are escorted.

There is an emergency action-plan in place and communicated to staff.

Suitable arrangements are in-place to verify that the premises is completely evacuated.

The premises communicates common fire-safety measures to other building-occupiers and relevant neighbours.

6.2. Training and education

The fire-wardens are trained to perform their day-to-day duties.

The fire-wardens and fire-marshals are trained on the evacuation-procedure.

The fire-wardens and fire-marshals are trained to operate portable fire-extinguishers.

All staff are trained on the evacuation-procedure.

Other staff members are trained on how to operate portable fire-extinguishers.

A fire-drill has been carried out within the last six-months, although the means of recording could be improved.

The details of training-received has all been recorded and is kept.

Key personnel are identified and trained on how to liaise with the fire-service upon arrival.

6.3. Testing and maintenance

There is not an adequate fire-log book for the premises. Files are available but are not kept in one central location on site.

The fire-alarm is tested weekly by rotating the actuation point.

All escape-routes are checked daily by the fire-warden(s).

All fire-extinguishers are not checked-monthly.

The escape-routes, fire-doors and final-exits are not checked-monthly.

The emergency-lighting is not checked-monthly.

Maintenance-programmes are in place for all additional services.

There are suitable systems for reporting and restoring identified fire-safety deficiencies.

Table 5 Maintenance activities and dates

Category	Last tested	Tested by
Fire-alarms	26 08 2021	Castle Alarms
Fire-alarms (Pods)	26 08 2021	Castle Alarms
Fire-extinguishers	26 08 2021	Castle Alarms
Emergency-lighting	26 08 2021	Castle Alarms
Emergency Lighting (Pods)	26 08 2021	Castle Alarms
Fire-doors	09 08 2021	In House
Fixed electrical	26 02 2018	Lantei Compliance Services
Gas-system	16 07 2021	Brayshaw Heating
Portable electrical-appliances	09 08 2021	In House

6.4. Fire safety organisation

Name	Job title	Fire safety role	Contact details
P Hogan	Headteacher	Responsible Person	015394 46164
R Hennah	Operations Manager	Competent Person	015394 46164
J Davies	Head of Ellera	Fire Warden	015394 43308
C Silverwood	Staff	Fire Warden	015394 43308

7. APPENDIX 2 FIRE PLAN AND EVACUATION ROUTE PLANS

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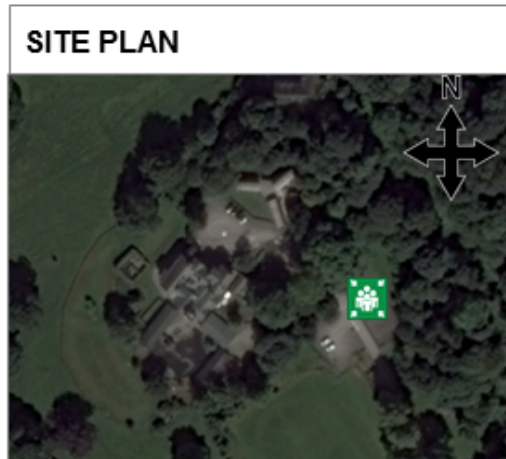
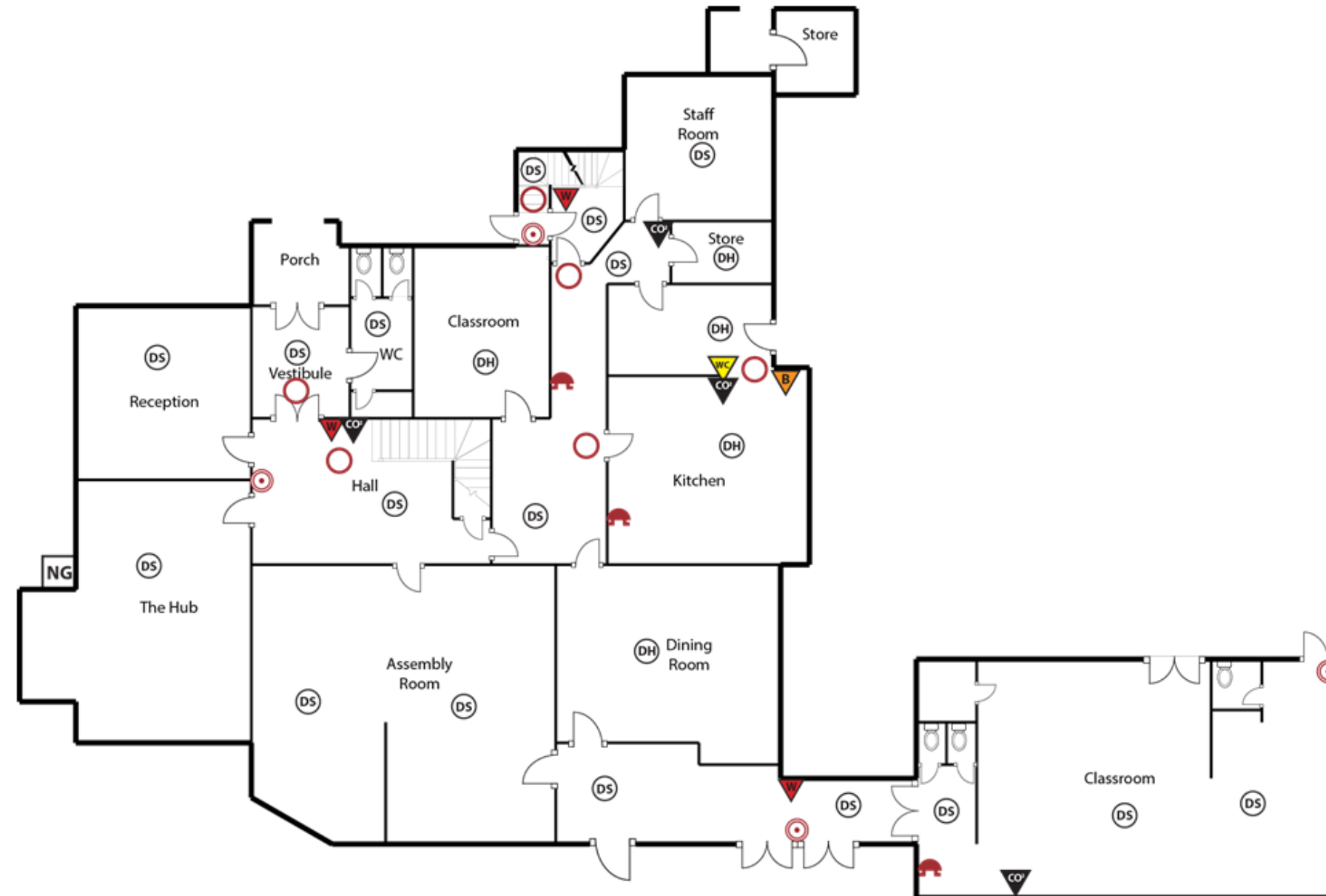
Fire Plan

Windermere School
Elleray Campus



LEGEND	
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Wet Chemical Extinguisher
	Fire blanket
	Visual warning device
	Fire alarm call point
	Audible warning device
	Emergency lighting
	Detector smoke
	Detector heat
	Fire alarm indicator panel
	Illuminated exit sign
	Combined warning device
	Exit sign
	Evacuation chair
	Fire door
	Electrical cut off switch
	Gas cut off switch
	Related Point

Ground floor

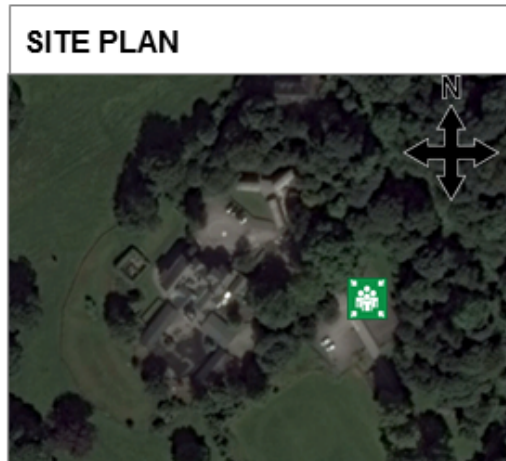


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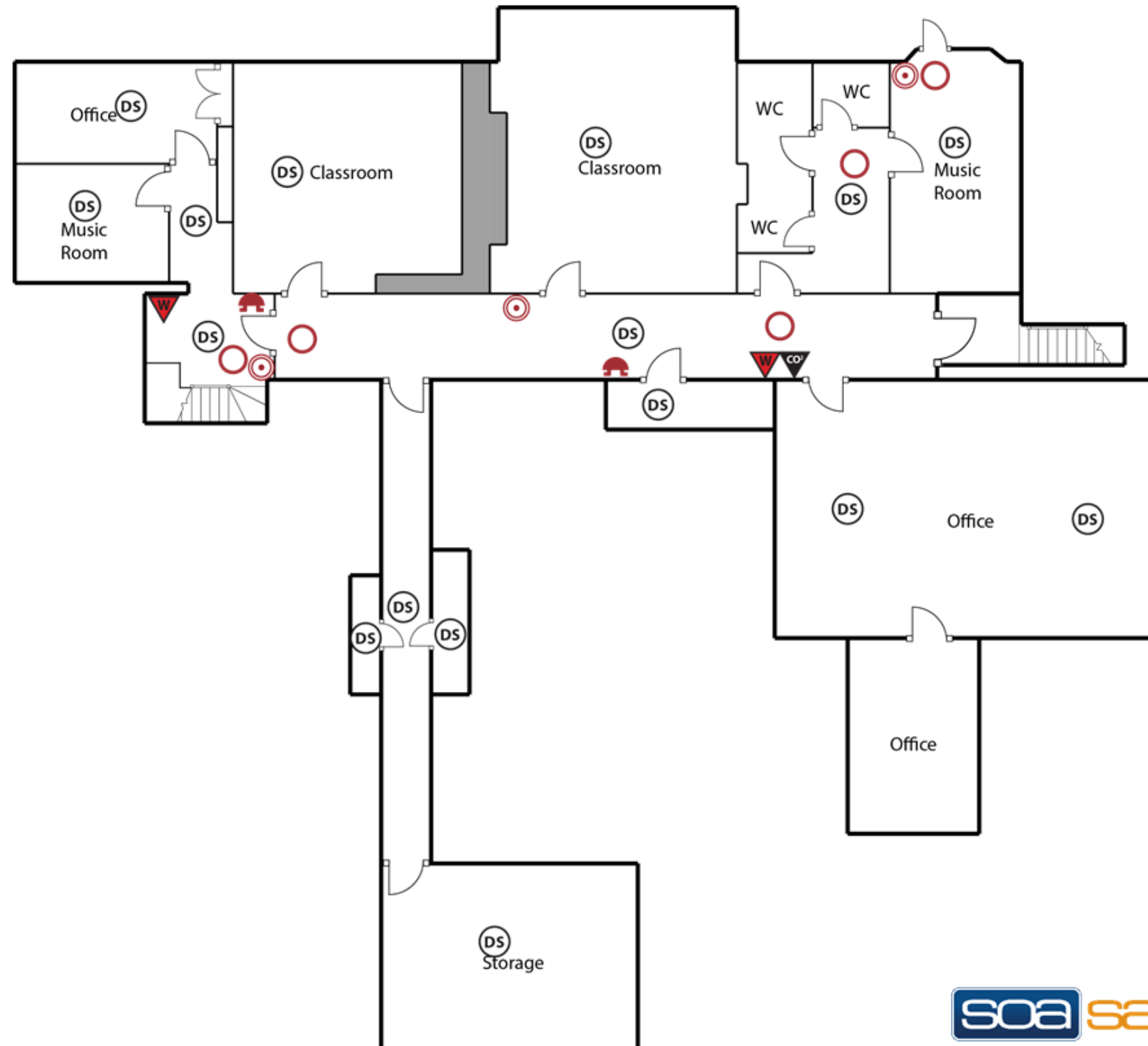
Fire Plan

LEGEND	
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Wet Chemical Extinguisher
	Fire blanket
	Visual warning device
	Fire alarm call point
	Audible warning device
	Emergency lighting
	Detector smoke
	Detector heat
	Fire alarm indicator panel
	Illuminated exit sign
	Combined warning device
	Exit sign
	Evacuation chair
	Fire door
	Electrical cut off switch
	Gas cut off switch
	Related Point



Second floor






















Windermere School
Elleray Campus

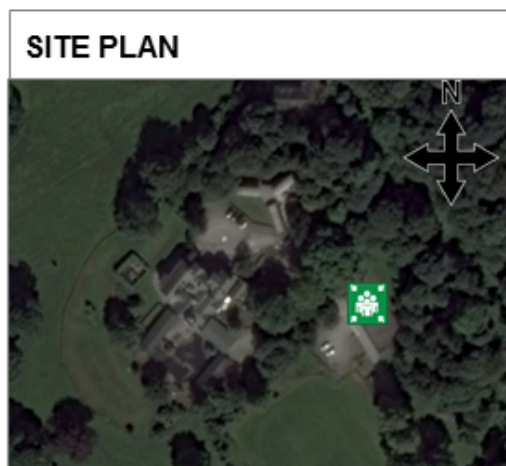


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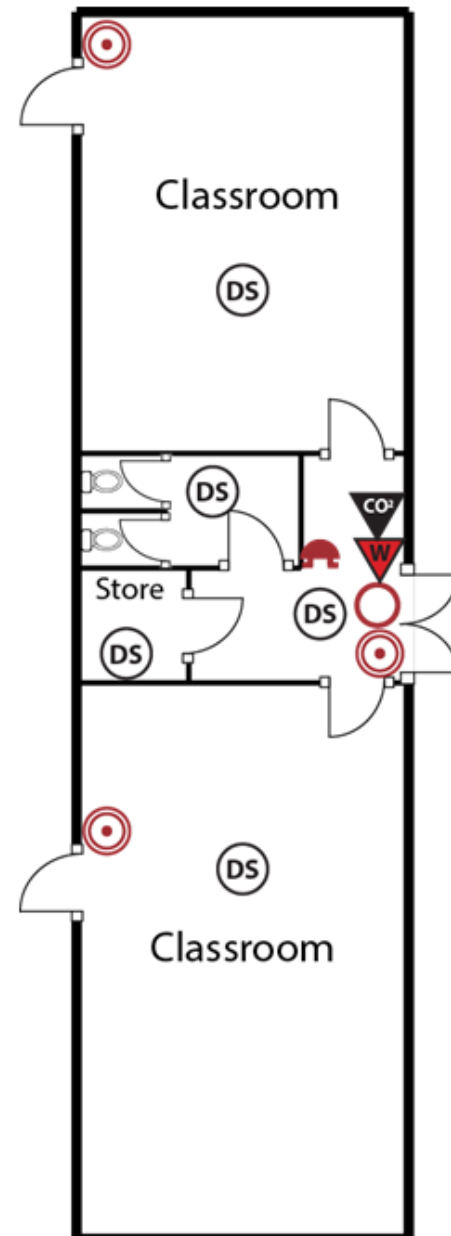
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Fire Plan

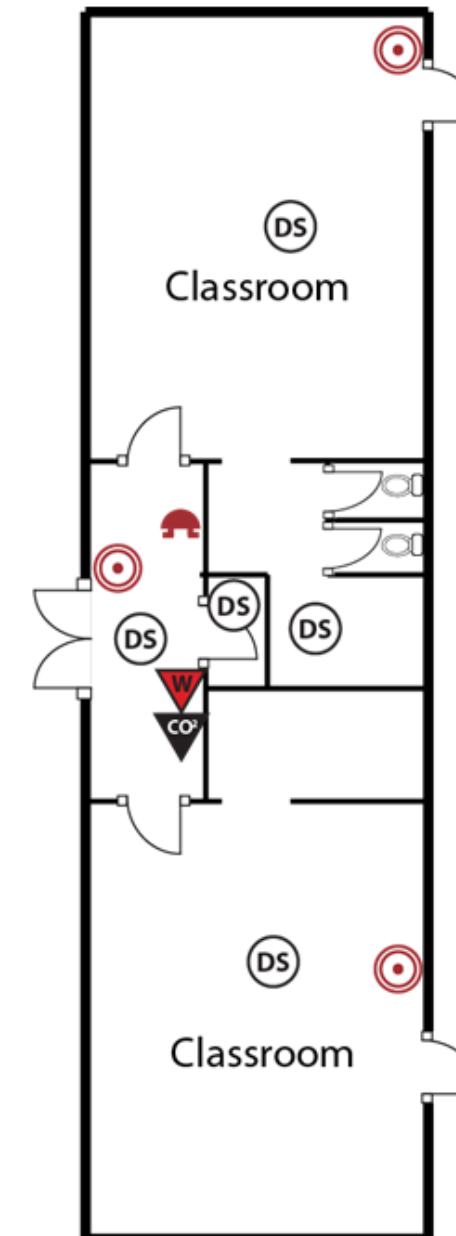
LEGEND	
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Wet Chemical Extinguisher
	Fire blanket
	Visual warning device
	Fire alarm call point
	Audible warning device
	Emergency lighting
	Detector smoke
	Detector heat
	Fire alarm indicator panel
	Illuminated exit sign
	Combined warning device
	Exit sign
	Evacuation chair
	Fire door
	Electrical cut off switch
	Gas cut off switch
	Related Point



Pre-Prep Block



Windermere School
Elleray Campus



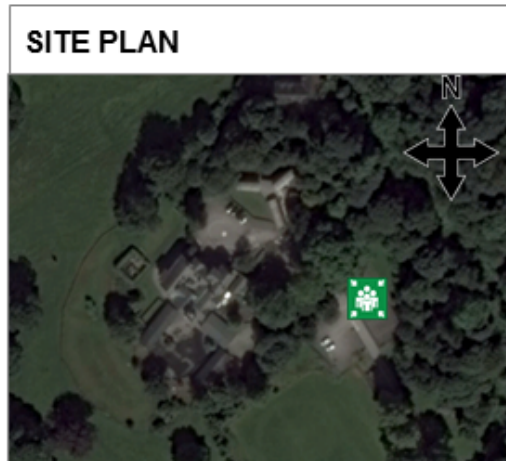
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Date: 12/01/2017

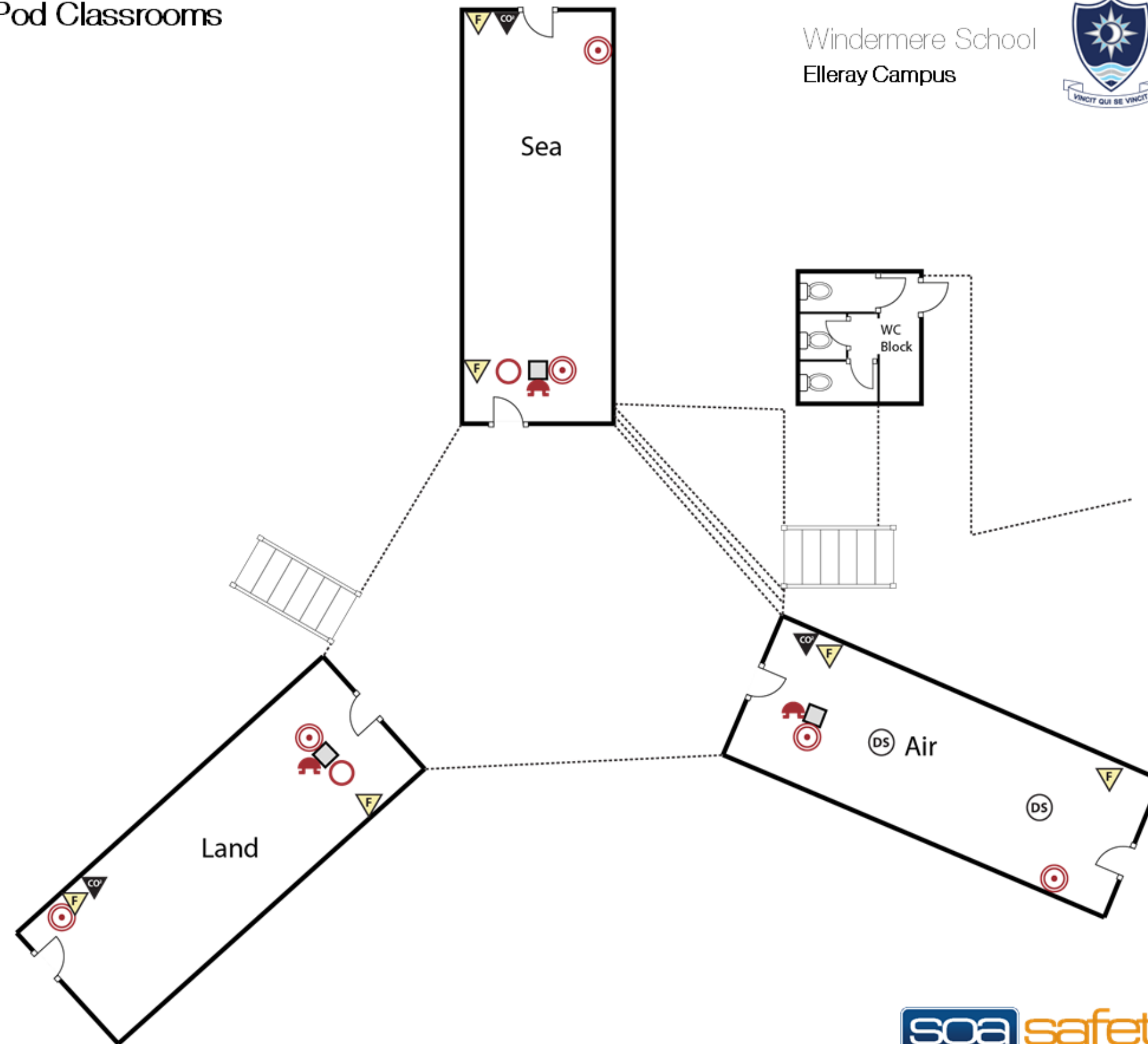
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Fire Plan

LEGEND	
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Wet Chemical Extinguisher
	Fire blanket
	Visual warning device
	Fire alarm call point
	Audible warning device
	Emergency lighting
	Detector smoke
	Detector heat
	Fire alarm indicator panel
	Illuminated exit sign
	Combined warning device
	Exit sign
	Evacuation chair
	Fire door
	Electrical cut off switch
	Gas cut off switch
	Related Point



Pod Classrooms



Date: 12/01/2017

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Escape Plan

FIRE ACTION

Fire:

- Operate nearest call point
- Close windows and doors (do not lock)
- Report to your assembly point at:

Evacuation:

- Report to your assembly point
- DO NOT stop to collect personal belongings
- DO NOT use the lifts
- DO NOT re-enter the building until told to do so

LEGEND

	You are here
	Primary escape route
	Secondary escape route
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Fire Blanket
	Fire alarm call point
	Refuge point
	Assembly Point

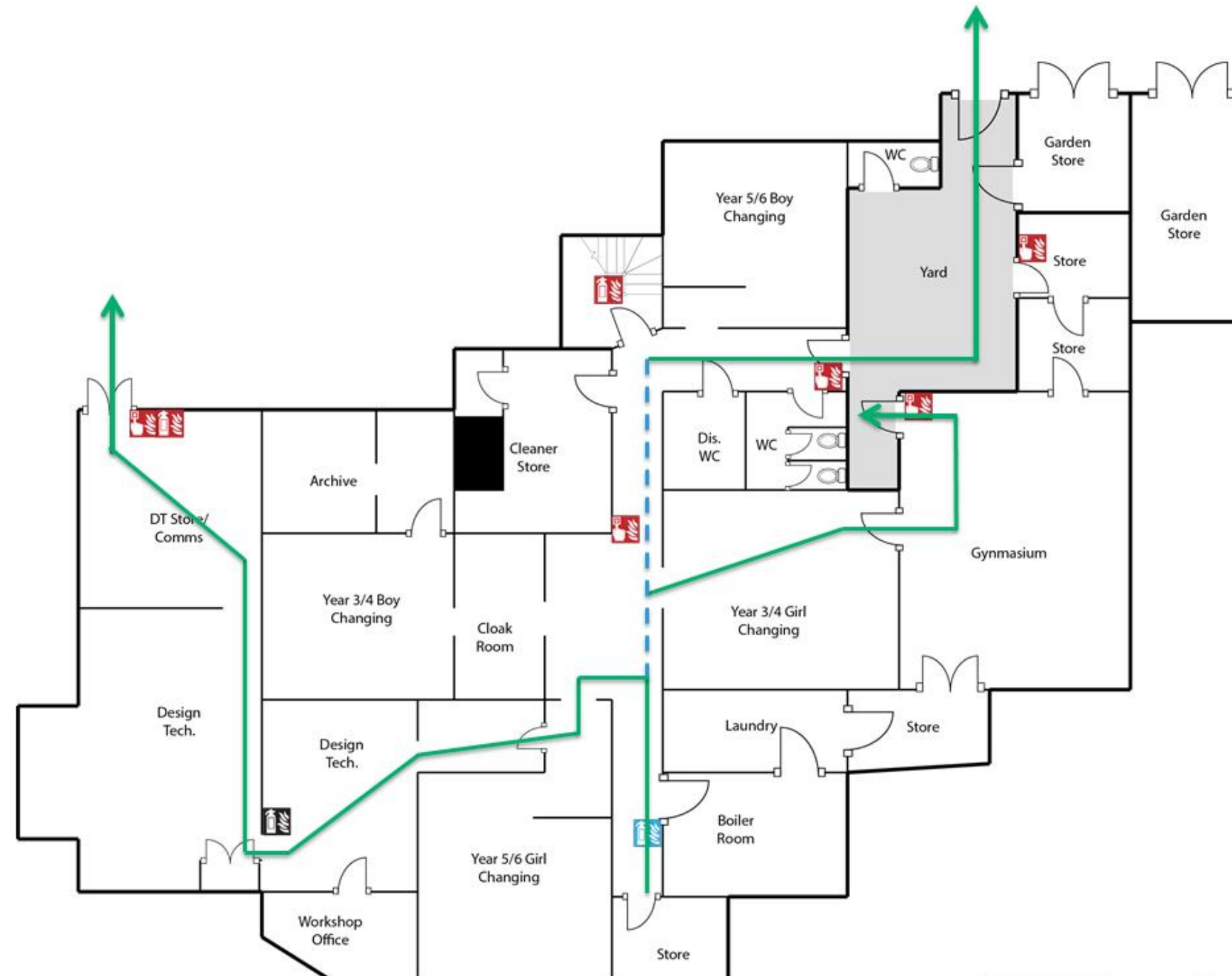
SITE PLAN



Date: 12/01/2017

Basement

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Elleray Campus



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Escape Plan

FIRE ACTION

Fire:

- Operate nearest call point
- Close windows and doors (do not lock)
- Report to your assembly point at:

Evacuation:

- Report to your assembly point
- DO NOT stop to collect personal belongings
- DO NOT use the lifts
- DO NOT re-enter the building until told to do so

LEGEND

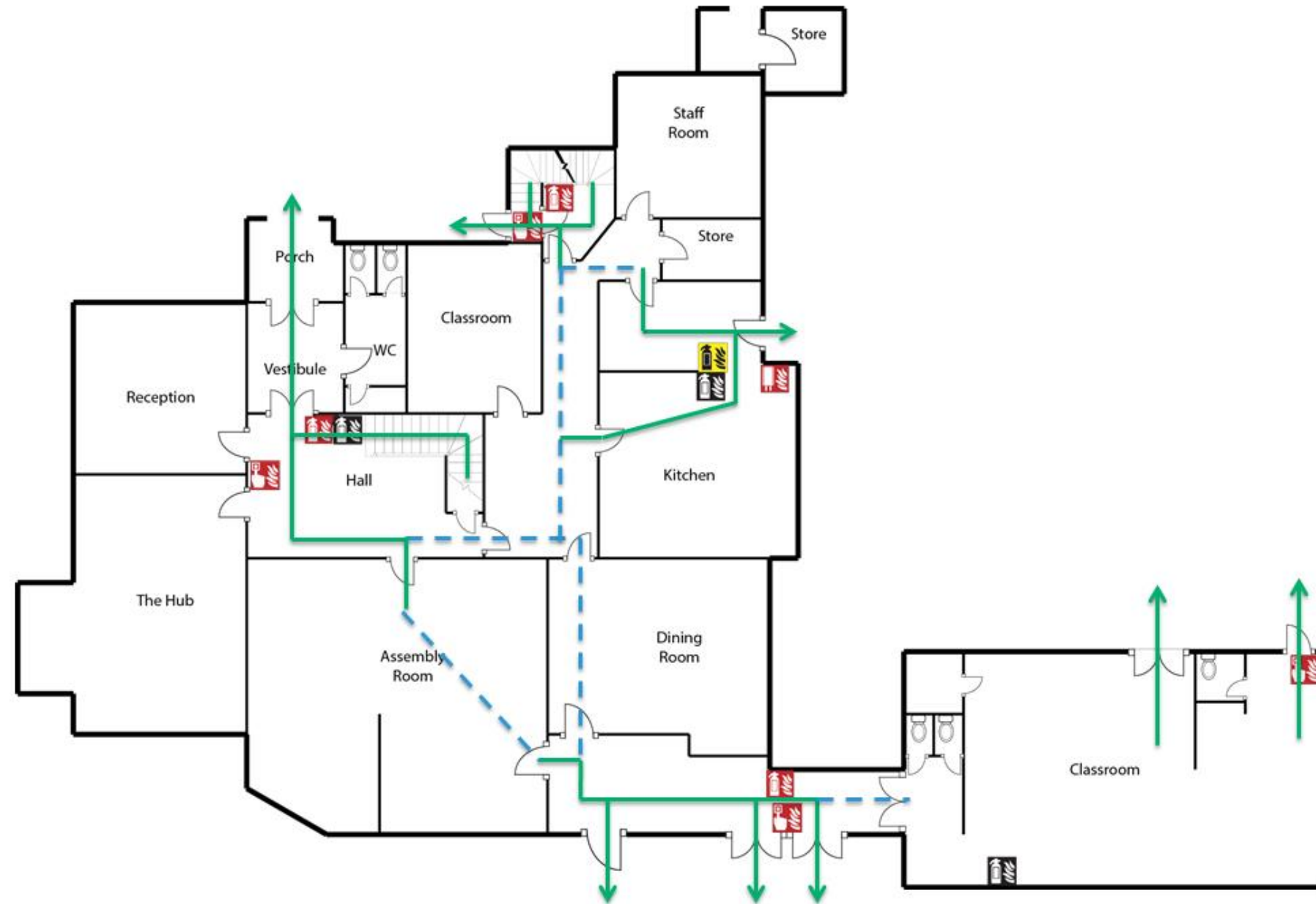
	You are here
	Primary escape route
	Secondary escape route
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Fire Blanket
	Fire alarm call point
	Refuge point
	Assembly Point

SITE PLAN



Date: 12/01/2017

Ground floor



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Elleray Campus



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Escape Plan

FIRE ACTION

Fire:

- Operate nearest call point
- Close windows and doors (do not lock)
- Report to your assembly point at:

Evacuation:

- Report to your assembly point
- DO NOT stop to collect personal belongings
- DO NOT use the lifts
- DO NOT re-enter the building until told to do so

LEGEND

	You are here
	Primary escape route
	Secondary escape route
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Fire Blanket
	Fire alarm call point
	Refuge point
	Assembly Point

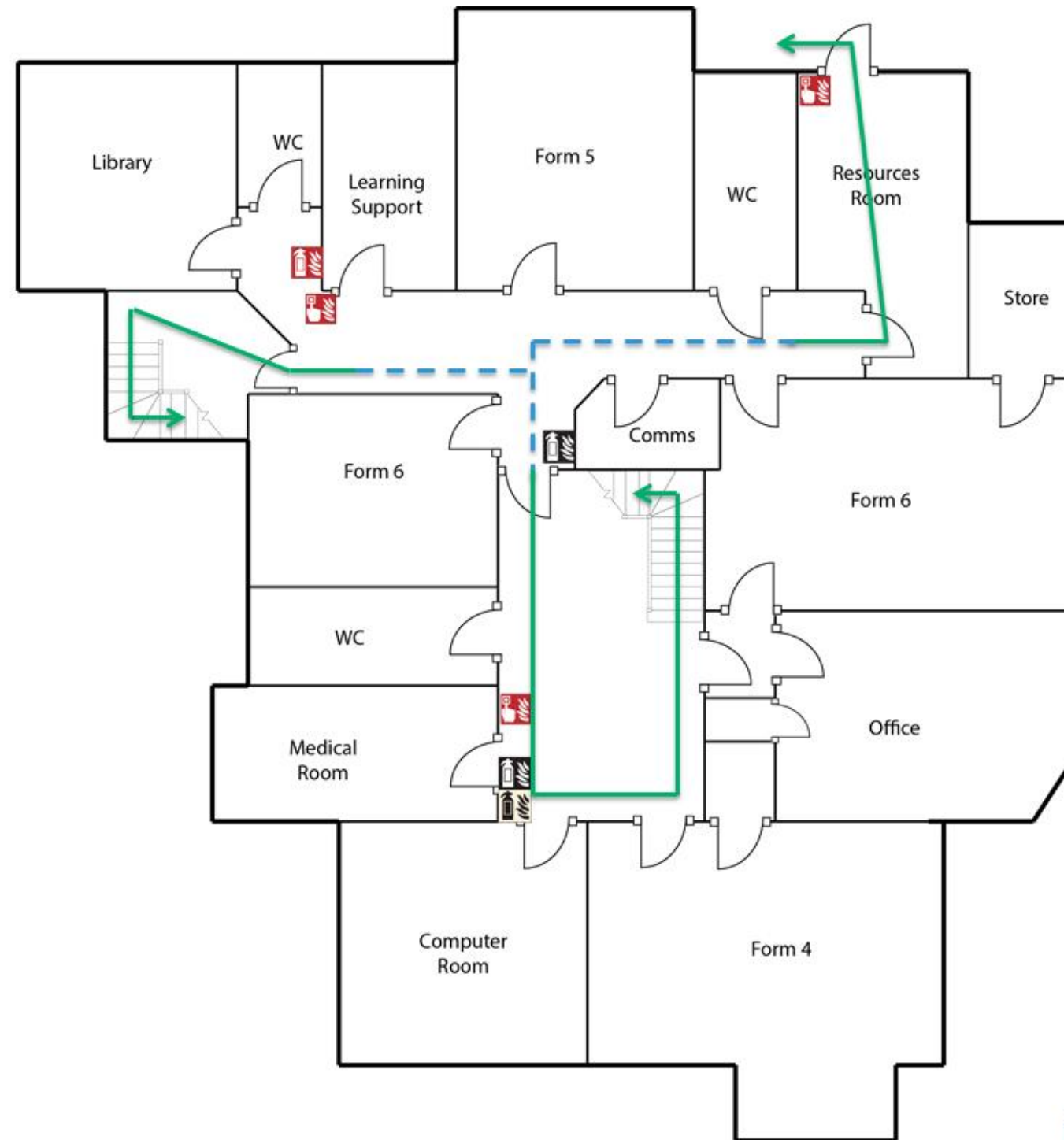
SITE PLAN



Date: 12/01/2017

First floor

Windermere School
Elleray Campus



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Escape Plan

FIRE ACTION

Fire:

- Operate nearest call point
- Close windows and doors (do not lock)
- Report to your assembly point at:

Evacuation:

- Report to your assembly point
- DO NOT stop to collect personal belongings
- DO NOT use the lifts
- DO NOT re-enter the building until told to do so

LEGEND

	You are here
	Primary escape route
	Secondary escape route
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Fire Blanket
	Fire alarm call point
	Refuge point
	Assembly Point

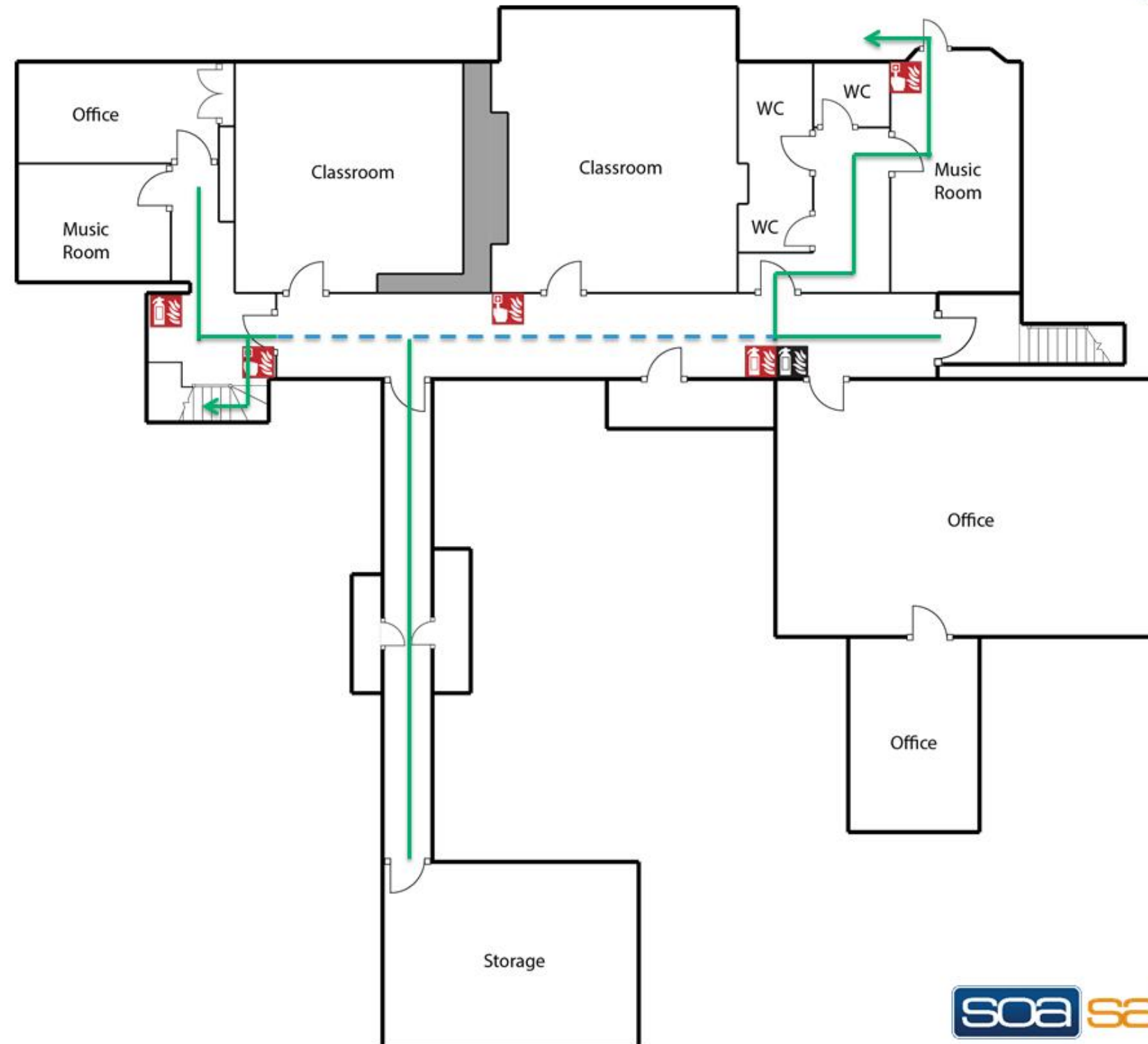
SITE PLAN



Date: 12/01/2017

Second floor

Windermere School
Elleray Campus



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Escape Plan

FIRE ACTION









Fire:

- Operate nearest call point
- Close windows and doors (do not lock)
- Report to your assembly point at:

Evacuation:

- Report to your assembly point
- DO NOT stop to collect personal belongings
- DO NOT use the lifts
- DO NOT re-enter the building until told to do so

LEGEND

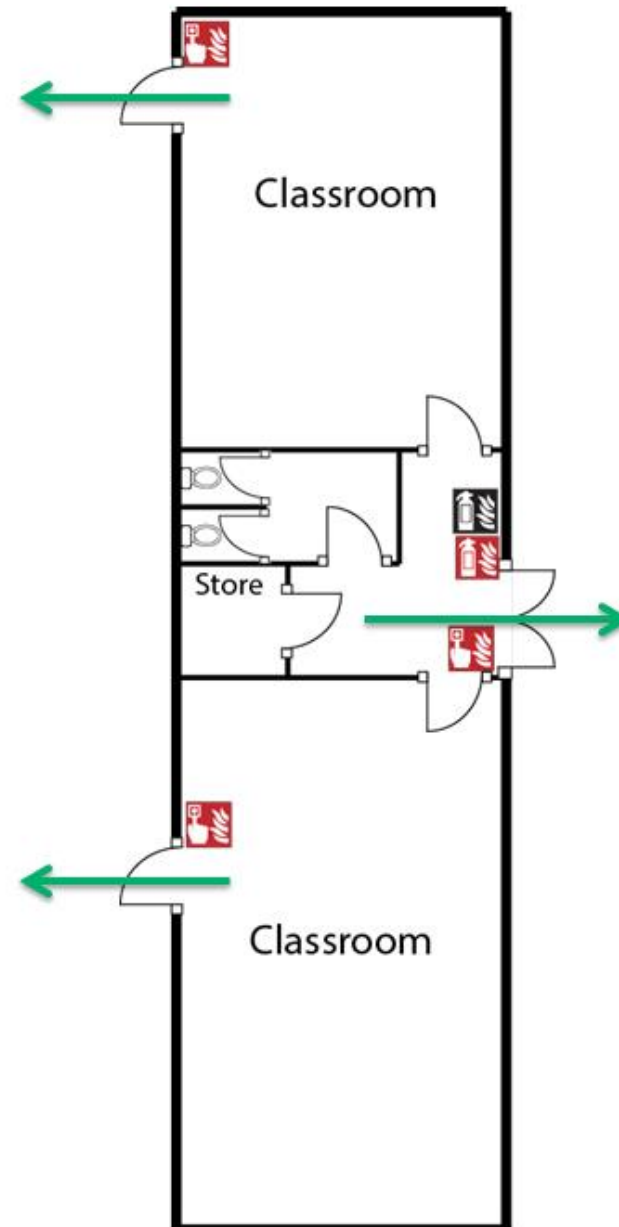
	You are here
	Primary escape route
	Secondary escape route
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Fire Blanket
	Fire alarm call point
	Refuge point
	Assembly Point

SITE PLAN

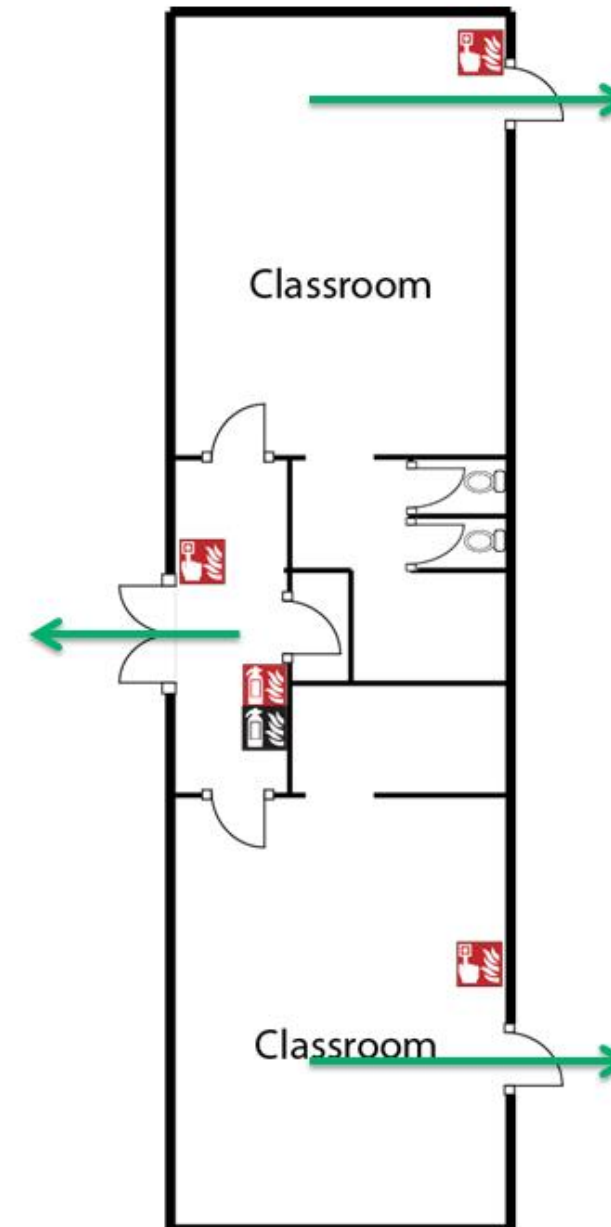


Date: 12/01/2017

Pre-Prep Block



Windermere School
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Escape Plan

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Fire:

- Operate nearest call point
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LEGEND

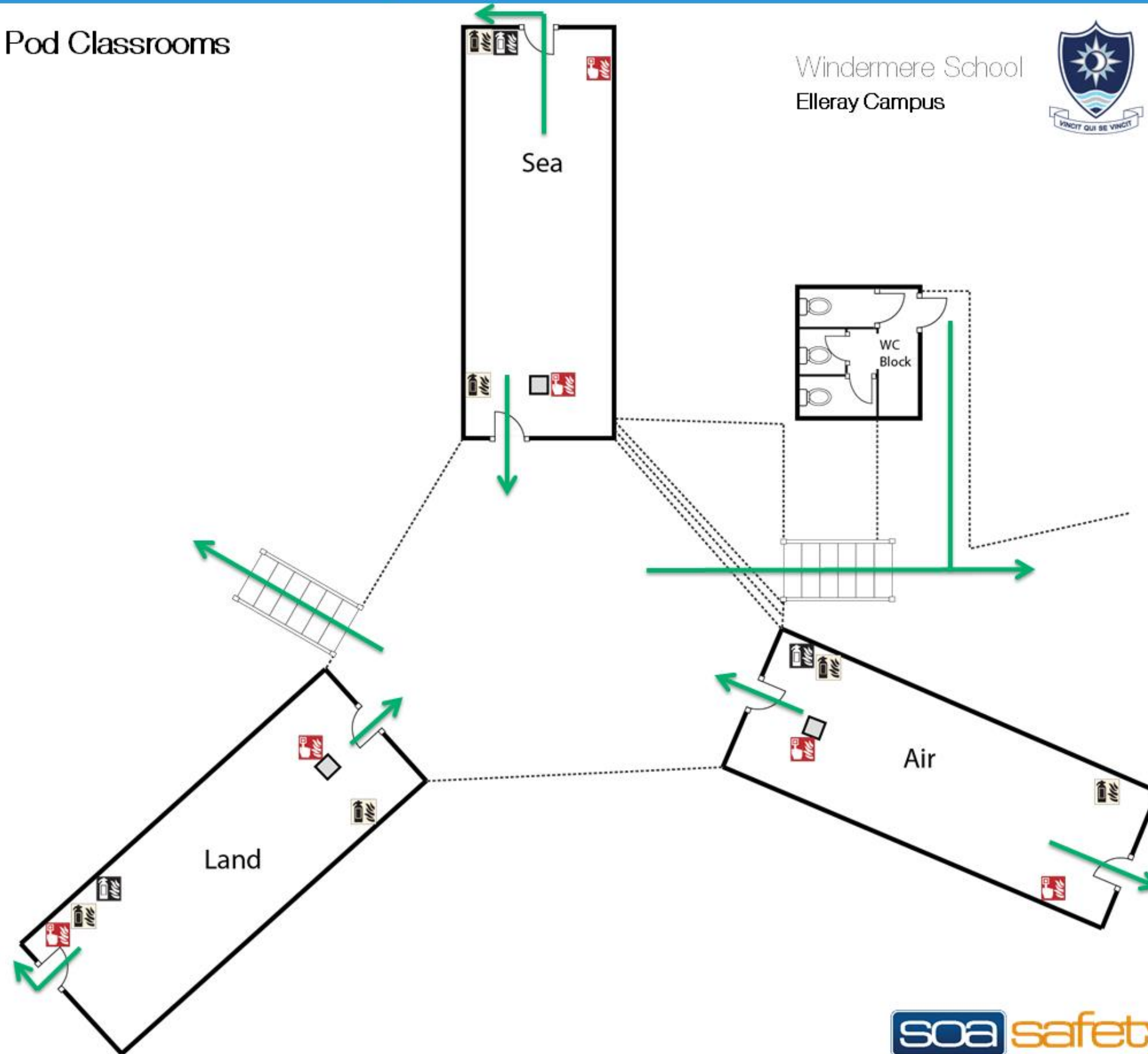
	You are here
	Primary escape route
	Secondary escape route
	Water Extinguisher
	CO ₂ Extinguisher
	Dry Powder Extinguisher
	Foam Extinguisher
	Fire Blanket
	Fire alarm call point
	Refuge point
	Assembly Point

SITE PLAN



Date: 12/01/2017

Pod Classrooms



Windermere School
Elleray Campus



soa safety

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