

Fire safety risk assessment	
1	Identify fire hazards Identify: <ul style="list-style-type: none"> • sources of ignition; • sources of fuel; and • sources of oxygen.
2	Identify people at risk Identify: <ul style="list-style-type: none"> • people in and around the premises; and • people who are especially at risk.
3	Evaluate, remove or reduce, and protect from risk <ul style="list-style-type: none"> • Evaluate the risk of a fire starting. • Evaluate the risk to people from a fire. • Remove or reduce fire hazards. • Remove or reduce the risks to people from a fire. • Protect people by providing fire precautions.
4	Record, plan, inform, instruct, and train <ul style="list-style-type: none"> • Record any major findings and action you have taken. • Discuss and work with other responsible people. • Prepare an emergency plan. • Inform and instruct relevant people. • Provide training.
5	Review <ul style="list-style-type: none"> • Review your fire-risk assessment regularly. • Make changes where necessary.
Remember to review your fire-risk assessment regularly.	

Model Fire Risk Assessment

1. It should be noted that a Risk Assessment should be completed for each 'Risk Area', meaning that for a large building or a complex site it may be necessary to complete more than one pro forma to accurately and adequately capture the information necessary to conduct a suitable and sufficient risk assessment. This decision should be a considered judgement by the person carrying out the task.

2. A review must be conducted at least annually, prior to any proposed changes to the structure of the building, introduction of new processes or storage of flammable materials or significant changes in the number or types of occupants using the premises.

3. The risk assessment process should consist of a physical examination of the site with any building defects and poor practices recorded as they will form the action plan. The risk assessment should identify all fire hazards but, when evaluating risk, only 'significant findings' should be taken into account:

4. 'Significant findings' - relate to any feature of the premises, including its contents, its processes and occupants, that have an adverse effect on fire safety; only significant findings need to be recorded in this document.

This risk assessment should be completed with reference to the document HSA18 (Fire Safety) Arrangements; see Appendix One to help you complete this document.

SUMMARY OF PREMISES INFORMATION

Date of this assessment	<i>25th August 2021</i>	Does this FRA cover all the building? If not state rooms / area covered?	Yes
Name of responsible person	<i>Various</i>	Name of premise's owner	<i>Modern Schools Exeter Ltd Devon County Council</i>
<i>The ultimate responsibility for the adequacy of this fire risk assessment lies with the 'Responsible Person' as defined by legislation for ensuring a fire risk assessment is undertaken and general fire precautions are adequate.</i>			
Name of person(s) appointed by the responsible person to assist in fire risk assessment process		<i>Liam Jennings 01392 383000 / Kelly Knight 07860 852686 / Kim Powell 07377 246526</i>	
Address of Premises	<i>Isca Academy Earl Richards Road South Exeter EX2 6AP</i>	What are the premises used for?	<i>Isca Academy Earl Richards Road South Exeter EX2 6AP</i>
Details of other premise users if part/multi occupied buildings	<i>Pinnacle staff undertake hard FM and caretaking tasks Aspens staff undertake catering Fusion Staff cleaning Additionally, Fusion manage and are responsible for "Lettings" out of hours on the site (internal and external).</i>		Normal operating hours of premises <i>School (Term Time) - Mon to Fri 7.30am to 6pm School (Non Term Time) - Mon to Fri 8am to 4pm (List of staff on site submitted to Pinnacle Helpdesk as required) Fusion (Lettings) –</i>

			<p>Mon to Fri 6pm to 10pm Fusion (Lettings) – Sat and Sun 10am to 10pm</p>
<p>Number of employees</p>	<p><i>School – ?? Pinnacle – 10 Fusion – ?? Aspens – ??</i></p>	<p>Maximum number of persons in the building at any one time</p>	<p><i>Max of 1200 onsite Mon to Fri (7.30am to 6pm) Max of 350 (school show) onsite Mon to Fri (6pm to 10pm)</i></p>
<p>Do visitors access the building?</p>	<p><i>Yes – parents, contractors, DCC staff, MSEL staff, Tedwragg staff and those staff working for Hard and Soft FM Services</i></p>	<p>Number of persons above ground floor</p>	<p><i>Normally a Max of 600 - Mon to Fri, however an open evening could see this rise to 1000. Open evenings are the responsibility of the school.</i></p>
<p>Number of floors</p>	<p>2</p>	<p>Number of escape stairways</p>	<p>3</p>

Type of building construction	<i>Steel frame/block construction with plasterboard walls</i>	Do any vulnerable people use the premises (e.g. disabled, etc)?	<i>Yes. There is a PEEP for each disabled student.</i>
Is there a fire alarm system installed?	Yes	If yes – is it linked to an external company?	<i>Chubb</i>

<p>Is there a zoned map with the control panel?</p>	<p>Yes</p>	<p>How regularly do you conduct fire drills?</p>	<p><i>Termly covering all permanent users on site. Outside of normal school hours Pinnacle manage access / egress by a signing in sheet. All staff (school and Pinnacle, Fusion and Aspens staff) receive Fire Awareness as part of their induction.</i></p>
<p>Detail the premises false alarm procedures.</p>	<p><i>Upon the Fire Alarm being activated the site is to be evacuated as is normal practise. Pinnacle and school staff view Fire Alarm Panel, check for faults. Check zone as indicated on the Fire Panel. If found to be a false alarm, say due to a pupil setting off the alarm, Pinnacle confirm this prior to re-setting the Fire Alarm and allowing people, staff and pupils back into the building.</i></p>		

Do 'hold open' door devices release when alarm sounds?	Yes	Do automatic doors fail to safe when the fire alarm is sounded?	Yes
Details of any site/building security procedures that include arson prevention.	<p><i>Access to the site is restricted during school hours. External access gates and doors are mag locked or manually locked. Outside of school hours the wooden gate is left open to enable Fire Service access if required.</i></p> <p><i>External rubbish bins are away from the school building.</i></p>		
Do you hold radioactive sources? And if so, when did you inform the fire brigade?	No		
Do you have an Out of Hours contact? Detail name and contact details have the fire service been informed of these details?	<i>Pinnacle Helpdesk – 03332 414560</i>		
Summary	<p><i>This is a PFI Academy that is leased via DCC from the PFI provider Modern Schools (Exeter) Ltd (MSEL) on a twenty eight year lease. "Hard" Facilities Management is contracted to Pinnacle via MSEL.</i></p> <p><i>"Soft" FM is the responsibility of the Ted Wragg Trust.</i></p> <p><i>Responsibility for Fire Safety rests with the Head Teacher, MSEL, Pinnacle and the Ted Wragg Trust.</i></p>		

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
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1. IDENTIFYING FIRE HAZARDS IN THE PREMISES

1.1	Identify all potential ignition sources in your building and what measures can be taken to remove or reduce these sources?	<p><i>General areas:</i></p> <ul style="list-style-type: none"> • <i>General electrical equipment including fridges, microwaves, kettles, coffee percolators, IT equipment including servers and lap top trolleys which charge overnight, TV's and DVD players, projectors.</i> <p><i>Additional ignition source in curriculum areas</i></p> <ul style="list-style-type: none"> • <i>Food Technology: hot plates, cookers, microwaves, washing machine/dryer/dishwasher, fridges.</i> • <i>Metal Work / Resistant Materials: heat treatment area, vacuum forming plastics, hot wire cutting, soldering, dust extraction systems, glue guns. Flammables in separate cupboards in G38.</i> • <i>Science: Bunsen burners, electrical equipment, oxidising chemicals, dish washer. Separate stock list held in separate cupboards in prep room G23. Flammables in separate cupboards in G23. Chemical store accessed from the outside of G23, location G23A</i> • <i>Physical Education: electronic fitness equipment</i> • <i>Music: electrical music instruments and amplifiers, ICT equipment</i> • <i>Art: kiln room, batik wax heaters</i> • <i>Staffroom: dishwasher</i> • <i>Arson risk</i> • <i>Heating plant and electrical installation under the control of Pinnacle.</i> <p><i>Pinnacle remain in control of the premises and are responsible for ensuring the following is undertaken –</i></p> <p><i>5 yearly electrical installation inspection – completed 03/08/16</i></p> <p><i>Gas appliance inspection/maintenance (catering) – completed 06/09/20.</i></p> <p><i>Gas boiler inspection/maintenance – completed 18/08/20.</i></p>	No
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No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<p><i>Gas pressure – completed 18/08/20. Portable appliance inspected and tested by Pinnacle – 23/01/20.</i></p> <p><i>The academy liaises with Pinnacle to notify them of all electrical appliances that require a periodic inspection and test.</i></p> <p><i>The Academy will PAT test kettles/toasters/microwaves yearly, whilst fixed items that don't really move (IE Fridges etc) will be tested on a 5 yearly basis. Other portable items will be PAT tested 3 yearly. Academy PAT testing – August 2021.</i></p> <p><i>Gantry "Stage Lighting" PAT Tested 2016 (5 yearly Pat Test due to not moveable or used by untrained persons.)</i></p> <p><i>Academy staff will notify Pinnacle of damaged or defective items via the Helpdesk promptly and remove any such items from use.</i></p> <p><i>Defective Academy owned equipment will be removed from use by the Academy.</i></p> <p><i>Solar panels are electrically non-functional - water collection only.</i></p>	
<p><i>Consider: naked flames, gas appliances, hot processes, welding, paint stripping, electric, gas/oil fired heaters and boilers, cooking implements, electrical equipment, hot surfaces, arson or blocked vents. Priority 1 & 2 items on the 5-year fixed electrical system should be actioned. Solar panels</i></p>			
1.2	Identify all potential fuel sources and what measures can be taken to remove or reduce these sources?	<p><i>General areas:</i></p> <ul style="list-style-type: none"> <i>• Furniture, stationery, paper, wood, cardboard, soft furnishings, plastics, display boards</i> <p><i>Additional fuel source in curriculum areas</i></p>	<i>No</i>

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<ul style="list-style-type: none"> • <i>Food Technology: cooking oils, food ingredients, oven gloves/aprons</i> • <i>Metal Work / Resistant Materials: wood, plastics, glue, flammable liquids stored in metal cupboard in G38, paints and varnishes, wood dust, gas canisters for outdoor ed.</i> • <i>Science: flammable chemicals (separate stock list held in G23 and intranet),</i> • <i>Art: paper, cardboard, paints, varnishes, fixatives</i> • <i>Drama: full length curtains supplied and treated by Pinnacle</i> • <i>Drama costume store, costumes stored in plastic boxes, stacked appropriately.</i> • <i>Textiles: material, paint</i> • <i>Physical Education: clothing, plastic sports equipment and accessories</i> • <i>Plant rooms and stores under the control of Pinnacle.</i> • <i>Flammable liquids are only stored within a purpose made flammable liquid cabinet.</i> • <i>Oxidising agents are stored away from organic fuels or combustibles.</i> • <i>Gas cylinders are only kept ready for use and are secured in an upright position.</i> • <i>Housekeeping checks control the build up of combustible in circulation space.</i> <p><i>The school have confirmed that if they use a coal BBQ, it is used well away from the school itself and only stored/put back in situ upon it being fully cool.</i></p>	
<p><i>Consider: anything that burns - paints, varnishes, thinners, adhesives, solvents, lint, white spirits, cooking oil, packaging, paper, textiles, waste products, dust, wood, LPG, oily rags, etc.</i></p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
1.3	Identify all potential sources of air or oxygen and what measures can be taken to remove or reduce these sources?	<i>Oxidising chemicals (separate stock list held G23) Stored away from combustibles and organic fuels.</i>	No
<i>Consider: chemicals containing oxidising materials, oxygen supplies from cylinders, air conditioning units in areas with sources of ignition and mechanical ventilation and air-handling systems. Check that fire dampers installed where system ductwork goes through fire partitions are maintained. Ensure that where systems are interfaced to the fire alarm system that they shut down upon alarm actuation.</i>			
1.4	Identify any specific activities that might introduce a fire hazard and what measures can be taken to control these activities?	<p><i>Science: Experiments undertaken in accordance with COSSH guidance, see individual risk assessments held in science department. Emergency stop buttons available for gas/electrical supplies.</i></p> <p><i>Technology: Work undertaken in accordance with COSSH guidance see individual risk assessments held in technology department, emergency stop buttons available for gas/electrical supplies.</i></p> <p><i>Drama/Dance: Use of lighting</i></p>	Yes
<i>Consider: hot works, kiln, science experiments, D&T. Staff should be informed of the nature and whereabouts of any hazardous or flammable substances kept within or around a building.</i>			
2. IDENTIFYING PEOPLE AT RISK IN THE PREMISES			
2.1	Which groups of people have been identified as at risk in your building and why and what measures can be taken to remove or reduce these risks?	<p><i>Pupils, school employed staff, visitors, contractors, supply teachers. Any of the above groups with disabilities.</i></p> <p><i>Cleaners employed by Fusion. Catering staff employed by Aspens. Hard FM staff are employed by Pinnacle. All receive induction upon employment as well as regular updates throughout the year.</i></p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<p><i>Contractors are managed on site by Pinnacle.</i></p> <p><i>Usual visitor controls, signing in and out, use of ID badges and escorting as and when required/identified.</i></p>	
<p><i>Consider: people who work in isolated areas and out-of-hours working, cleaners, security staff, visitors, hirers, contractors, especially those that work outside of school times, others in the immediate vicinity, and people with disabilities or language difficulties.</i></p>			
2.2	<p>Have you produced Personal Emergency Evacuation Plans (PEEPS) for all people identified as being at particular risk?</p>	<p><i>Yes, all disabled students have a PEEP. PEEPS are held by Assistant Head, SENCo and reception. Disabled pupils are guided out of the building by the attached TA. If the nominated TA is absent cover is in place. This is subject to regular review.</i></p>	<p>Yes</p>
<p><i>Consider: Disabled, visually impaired etc, PEEPS confirm the individual arrangements used during evacuation.</i></p>			
2.3	<p>Are there any particular or unusual issues to consider?</p>	<p>No</p>	<p>Yes</p>
<p><i>This could include sleeping accommodation whereby there are particular issues with evening/night time evacuation.</i></p>			
<p>3. INTERNAL INSPECTION OF THE BUILDING</p>			
3.1	<p>Are there any partitions, walls, floors or ceilings with holes / defects that could facilitate the movement of fire or smoke between areas?</p>	<p><i>Fire stopping has occurred with no obvious holes. Some ceiling tiles missing or damaged.</i></p> <p><i>During their normal walkarounds Pinnacle carry out visual checks to monitor the condition of premises. Additionally, Pinnacle undertake an annual inspection of fire stopping.</i></p> <p><i>R Lewis will have completed all remedial works by the end of September 2021.</i></p>	<p>No</p>

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<i>Any defects within the premises are reported promptly via the helpdesk for action.</i>	
	<i>Consider: Holes or gaps in ceilings, walls, etc will allow the spread of smoke and heat. They should be stopped using a suitable fire-resistant material. Glass panels that will allow heat to radiate through, metal pipes that will allow heat to conduct along. Check above false ceilings to ensure integrity of compartmentation.</i>		
3.2	Are all doors, self-closing, fitting tightly to the frame and in good condition?	<p><i>Yes – but it was noted that some fire doors had excessive threshold gaps which may be due to uneven floors and/or movement. In mitigation there is a comprehensive fire alarm, heat and smoke detectors throughout, a compartmentalisation plan and a sprinkler system in place it has been agreed by MSEL that remedial works need not be actioned. In additional the school perform termly evacuations and the school can be evacuated in good time.</i></p> <p><i>Some Fire doors require adjustment – see actions below.</i></p>	No
	<i>Check the integrity of all doors and frames, intumescent strips/smoke seals; are there any doors that are not fire doors; that self-closures operate correctly; this is particularly important for doors opening on to escape routes. Inspections should be carried out periodically and the results recorded in the fire logbook</i>		
3.3	Is fire resisting glass in good condition and unobscured?	<i>Yes - in the main fire resisting glass is unobscured.</i>	Yes
	<i>Check that glass is not cracked, that there are no obstructions to aid visual checks and that there are no flammable objects that radiated heat can come into contact with</i>		
3.4	Are the boiler rooms, electrical cupboards secure and stairwells free from any flammable storage items?	<i>Yes, in the main riser cupboards and boiler room were absent of combustibile material. The “Walk The Floors” planned will continue to monitor compliance.</i>	Yes
	<i>Check these rooms should not be used for any other purpose, e.g.: storing of materials</i>		

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
3.5	Does the building comprise of an Automatic Opening Vent (AOV) or other types of ventilation systems?	<i>No</i>	Yes
<i>Ensure the AOV and other smoke ventilation systems operate correctly (upon alarm activation) and are maintained in a safe condition</i>			
3.6	Are there any particular or unusual issues to consider?	<i>Thumb locked doors in G71, Library. School aware of this and their operation during a Fire evacuation.</i>	Yes
<i>This could include the layout or particular complexity of the building e.g., room in a room, changes of direction, stairs, steps or any storage of flammable liquids, chemicals, oxyacetylene or radioactive sources, isolation points for gas, electricity, water,</i>			
EXTERNAL INSPECTION OF THE SITE			
3.7	What arrangements are in place to ensure that there is clear access to fire hydrants and for fire engines at all times?	<i>Pinnacle staff perform daily and weekly “walk around” checks. School staff briefed in parking arrangements.</i>	Yes
<i>Check to ensure that approach routes for fire and emergency vehicles are kept clear and that known fire hydrants are kept clear</i>			
3.8	What is the monitoring system to ensure that external fire escape routes are kept in good condition?	<i>Pinnacle staff undertake a daily /weekly walkaround of the site including checking fire escapes etc. School staff also monitor irregularly. Any defects within the premises are reported promptly via the helpdesk for action.</i>	Yes
<i>Check the condition of external routes, either steps or pathways must be slip-free and unobstructed.</i>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
3.9	What are the control measures for ensuring that oil/petrol/LPG tanks comply with current standards?	N/A	Yes
<i>Consider in terms of bunding, distance from buildings and escape routes; appropriate impact protection; free from combustible materials</i>			
3.10	Is wooden decking used on external balconies and are there any combustible materials located on balconies which could support the spread of a fire?	<i>No – slabbed.</i>	Yes
<i>Consider if a fire could start on any balcony or if any combustible materials (decking / storage of materials) could contribute to the external flame spread to the building.</i>			
3.11	Would the external make-up of the building (ACM cladding etc.) support the external flame spread up the outer face of the building?	<i>MSEL have previously confirmed that the school is free of Aluminium Composite Material Cladding etc</i>	Yes
<i>Consider in terms of the external make-up of the buildings structure, there not being any voids (gaps) which can act as a funnel to enhance fire spread!</i>			
3.12	Are solar panels fitted - where are the high-risk areas contained in the system and could they obstruct evacuation routes?	<i>Yes – albeit they are non-functioning and no obstruction to evacuation routes.</i>	Yes
<i>Consider the servicing and maintenance regime and lay-out of the whole system, does the system detect electrical faults or fires</i>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
3.13	Are there any particular or unusual issues to consider?	No	Yes
<i>This could include the layout or particular complexity of the building, changes of direction, passing high risk areas or stores of combustible materials.</i>			
4. MEANS OF ESCAPE			
4.1	How long does it take for all occupants to escape to a place of total safety? When did you last have a fire drill and what was the outcome?	<p><i>Its takes approximately 3 minutes for all occupants to reach a place of total safety. The last fire evacuation took place on ?????.</i></p> <p><i>Fire evacuations are tested termly, and evacuation times recorded by Pinnacle in the Fire File. Whilst it would appear “Lettings” have not undertaken a Fire Evacuation test. Fusion staff have and know what to do should there be a fire. Most “Lettings” are external to the school.</i></p> <p><i>Personal Emergency Evacuation Plans (as required) are held by Assistant Head, SENCo and reception. The pupil is guided out of the building by the attached TA. If the nominated TA is absent cover is in place. This is subject to regular review.</i></p>	No
<i>Fire drills must be carried out at least termly, covering all hours and areas where the buildings are in use. False alarms where an evacuation occurred may be counted. - remember to consider people with disabilities.</i>			
4.2	Where is the fire assembly point? If there is more than one assembly point, what arrangements are in place to communicate with each other?	<i>The Fire Assembly Point is identified as being the “All Weather Pitch” as identified on the Academy’s Fire Emergency Plan and by signs. Details are displayed in all rooms.</i>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<p><i>Heads of Year / Tutor undertakes a roll call of evacuated pupils against the register.</i></p> <p><i>Visitors / Support Staff are checked by Ali Moxley or the Head of Department.</i></p> <p><i>2 staff “man” the safe area speaker.</i></p> <p><i>Pinnacle (Hard FM and Caretaking) – Lead Caretaker performs a roll call.</i></p> <p><i>Aspens (Catering) – Kitchen Manager performs a roll call.</i></p> <p><i>Fusion (Cleaning) – Supervisor performs a roll call.</i></p> <p><i>In terms of checking / confirming a fire Pinnacle staff will view the fire panel and check identified fire location. If no fire they will perform a safety check of the site prior to staff and pupils being allowed back on site. Pinnacle would call the Fire Service on finding a fire.</i></p>	
<p><i>This is a place away from the premises, where people are at no immediate danger from the effects of fire. The ability to account for everyone as quickly as possible is paramount</i></p>			
4.3	<p>Are the existing escape routes adequate for the numbers and the type of people likely to be in the building?</p>	<p><i>There are 4 stairwells, 19 doors to external areas and a further 2 external doors from the kitchen.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<i>Academy management to communicate with Pinnacle when special events are held (plays, performance etc.) to ensure maximum numbers not exceeded. See also RA07 Drama risk Assessment</i>	
4.4	Are there any doors on the escape routes that do not open in the direction of escape?	<i>No. All doors open in the direction of escape on escape routes.</i>	Yes
		<i>All doors on escape routes (where over 60 people use them) should open in the direction of travel and ideally be fitted with a safety vision panel</i>	
4.5	How do you manage any combustible materials that are in escape routes?	No combustible materials are to be stored in escape routes and notice boards are covered. On call staff member "laps" the school every lesson.	Yes
		<i>Control measures might be display boards being covered, staggered, coats etc being kept away from sources of heat; constant observation; smoke detection</i>	
4.6	How do you manage the inspection of the site and how do you ensure exits are kept clear?	<i>Daily / weekly / and monthly checks are made by Pinnacle. Any defects within the premises are reported promptly via the helpdesk for action.</i>	Yes
		<i>There should be a thorough physical examination of the site. See Fire Safety Checklist</i>	
4.7	Are final exit doors protected to prevent unauthorised access?	<i>Some escape doors are protected from misuse by magnetic locks. These are maintained by Pinnacle. Push bar in the Sports Hall. The function of these is tested during termly drills.</i>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
<i>What is the securing mechanism, a key should not be involved in opening final exits, think about push bars</i>			
4.8	What are your procedures to maintain any facilities and equipment provided for the safety of people in the building?	<p><i>Generally fire safety systems are maintained by Pinnacle. Any defects within fire safety systems and equipment are reported promptly via the helpdesk for action.</i></p> <p><i>Fire Alarm serviced / maintenance completed – 24/08/20.</i></p> <p><i>Emergency Lighting serviced / maintenance – annual 3 hour drain completed – 31/12/19.</i></p> <p><i>Fire Extinguishers checked / serviced / maintenance completed – 27/04/20.</i></p> <p><i>Fire Call Points and Fire Alarm tested weekly.</i></p> <p><i>Evacuation Chairs are maintained by the school – these are serviced annually.</i></p>	No
<i>For example, evacuation chairs - ensure you have maintenance contracts or regular maintenance procedures in place. Defect reporting system in place</i>			
4.9	Are there any particular or unusual issues to consider on escape routes?	No	Yes
<i>This could include the layout or particular complexity of the building, changes of direction, stairs, steps or any storage of combustible materials. Evacuating evenings/nights for sleeping accommodation residents.</i>			
4.10	Have you changed your evacuation procedures due to COVID-19?	<p><i>Any COVID measures such as One-Way Systems / Keep Left / Specific Access and Egress routes will cease upon a Fire Alarm being actioned with the main priority being the safe evacuation of staff, pupils, Pinnacle staff, Fusion staff, Aspens staff, Visitors and Contactors. Once at the Assembly Point all will be expected to maintain social distancing measures where achievable.</i></p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<i>Some evidence that door wedges are in use but the removal of these is checked upon an evacuation taking place.</i>	
<i>Aspects of your original evacuation plan may now have changed, for example; one-way systems, social distancing at assembly point(s), entry/exit points, availability of fire wardens etc.</i>			
5. FIRE DETECTION AND WARNING			
5.1	Can the existing means of detection ensure a fire is discovered quickly enough for the alarm to be raised in time for all the occupants to escape to a place of total safety?	<i>Smoke detection and sprinkler systems are installed. Call points accessible and tested weekly. Any defects within the premises are reported promptly via the helpdesk for action.</i>	Yes
<i>How do you warn people there is a fire? Does the alarm system cover all parts of the premises and if activated can it be heard by everyone likely to be on site</i>			
5.2	Where are your smoke/heat detectors?	<i>Smoke detection and sprinkler systems are installed throughout the whole building these are linked to the fire plan. Any defects within the premises are reported promptly via the helpdesk for action.</i>	Yes
<i>Detection systems usually contain smoke or heat detectors - smoke detectors in corridors and offices, heat detectors where cooking or dusty atmospheres Is there a plan to show where detectors are located and if they are individually numbered that these numbers are known and correspond with the fire alarm panel</i>			
5.3	What provisions are in place where the alarm cannot be heard and how would the hearing impaired be warned?	<i>N/A - Alarm audible in all areas. Visual strobe alarms used in addition to sounders. PEEPS would be put in place for staff or pupils with hearing impairment. There is no current need for this.</i>	Yes
<i>Sweeping system; fire wardens, the use of 'buddies' or flashing alarm lights, pagers etc</i>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
5.4	What system is in place for the servicing and maintenance of the fire detection systems are working and how are any remedial findings (from inspections) actioned?	<p><i>Competent Contractor (Chubb) are commissioned to perform 6 monthly servicing on the Fire Alarm System.</i></p> <p><i>Fire Alarm serviced / maintenance completed – 24/08/20.</i></p> <p><i>Any issues are fed back to the FM Manager.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p>	No
<p><i>Fire detection and warning systems should be maintained by a competent contractor.</i></p>			
5.5	What procedure is in place to check that call points are tested and unobstructed and how are any remedial findings (from these checks) actioned?	<p><i>Pinnacle perform a weekly Fire Call Point test – 1 per week. Records are kept in Pinnacle’s Fire File. Pinnacle staff also perform daily / weekly / monthly walkarounds.</i></p> <p><i>Pinnacle have a fault log in their Fire File.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action. Academy staff have been briefed in the importance of not obstructing manual call points or fire safety signs.</i></p> <p><i>Concerns here would be reported by Pinnacle to college management.</i></p>	Yes
<p><i>Call points should be tested weekly in rotation and their location visible; these checks are to be recorded in the fire logbook. You shouldn’t have to travel more than 45m to activate a call point and ideally one should be available on your direction of travel on your escape route</i></p>			
5.6	Are there any particular or unusual issues to consider?	<p><i>Out of hours – Caretakers / Fusion Staff to call 999 if they suspect a fire.</i></p>	No

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
<p><i>This could include the silencing of alarms during exam periods, system testing etc.</i></p>			
<p>6. FIRE FIGHTING EQUIPMENT</p>			
6.1	<p>What is the monitoring regime that ensures extinguishers are located in the correct position and are not damaged?</p>	<p><i>Fire Extinguishers are checked by Pinnacle as part of their daily / weekly / monthly regime. A competent contractor (Chubb) has been appointed to service / maintain Fire Extinguishers. Last service/inspection by Chubb was 27/04/20.</i></p> <p><i>Fire-fighting equipment inc. extinguishers and fire blankets available in Science and DT departments The Academy has provided, and funded extinguisher covers for corridor mounted extinguishers to prevent unauthorised tampering with extinguishers by pupils.</i></p>	<p>No</p>
<p><i>There should be a regime for in-house checking of fire-fighting equipment, can extinguishers be easily identified or seen, they should have suitable signs placed nearby to indicate type of extinguisher and recommended use. Misuse of extinguishers may be addressed by instruction, supervision</i></p>			
6.2	<p>Are the extinguishers available suitable for fire hazard within that area?</p>	<p><i>Fire Extinguisher provision overseen by Pinnacle. MSEL have previously commissioned an contractor to perform an audit of requirements and Pinnacle, and their contractor (Chubb) work to the requirements specified as agreed by all parties. Chubb advise where change in use has occurred, and where additional extinguishers may be required.</i></p> <p><i>Fire-fighting equipment inc. extinguishers and fire blankets available in Science and DT departments.</i></p>	<p>Yes</p>
<p><i>Water for wood, paper, textiles, not for electrical fires, CO2 for electrical fires, foam for liquid fires- petrol paint or oils, dry powder for general use, wet chemical for deep fat fryers.</i></p>			

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
6.3	Are there enough extinguishers sited throughout the building at appropriate locations?	<p><i>Fire Extinguisher provision overseen by Pinnacle. MSEL have previously commissioned an contractor to perform an audit of requirements and Pinnacle, and their contractor (Chubb) work to the requirements specified, agreed by all parties. Chubb advise where change in use has occurred, and where additional extinguishers may be required.</i></p> <p><i>The Academy has provided, and funded extinguisher covers for corridor mounted extinguishers to prevent unauthorised tampering with extinguishers by pupils.</i></p>	Yes
<i>Normally at least 25 metres to get a water/dry powder extinguisher, 10 metres for a foam, CO2 & wet chemical extinguisher</i>			
6.4	Are firefighting equipment (extinguishers, sprinklers, gas drenching systems) maintained in a safe condition?	<p><i>Pinnacle oversee the provision and undertake their own "visual" inspections. Chubb service the extinguishers – 27/04/20. Sprinkler system serviced/inspected by contractor 18/08/20.</i></p>	No
<i>There should be a regime for inspection & maintenance by a competent contractor.</i>			
7. EMERGENCY LIGHTING			
7.1	What emergency lighting is provided if your premises are used during periods of darkness?	<p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p> <p><i>Emergency lighting system is a central battery backup system capable of 3hrs running time.</i></p> <p><i>Torches held by Pinnacle.</i></p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<i>There should be sufficient lighting during times of darkness for people to immediately identify the emergency routes and exits. Consider lone workers, and those staff/contractors working out of normal hours. Emergency lighting should either be backed up by battery or alternative sources such as torches</i>	
7.2	Is emergency lighting maintained in a safe condition?	<p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p> <p><i>Pinnacle confirmed that Chubb maintain/service the Emergency Lighting. Last Serviced – 31/12/20.</i></p>	No
		<i>There should be regimes for in-house checking and testing & maintenance by a competent contractor.</i>	
8. SAFETY SIGNS			
8.1	What monitoring system is in place to ensure that escape routes and fire exits are indicated by appropriate signs?	<p><i>The Fire Plan indicates the location of agreed signage/fire exits.</i></p> <p><i>Any defects within the premises are reported promptly via the helpdesk for action.</i></p>	Yes
		<i>Signs that provide information on escape routes and emergency exits should have white lettering on a green background, incorporating a running man symbol and where necessary a directional arrow</i>	
9. FIRE SAFETY INFORMATION			
9.1	How does the emergency evacuation plan consider the findings of this risk assessment especially if COVID-19 measures are in place?	<p><i>A separate Premises Fire Emergency Plan document is in place which is reviewed annually in tandem with the review of this Fire Risk Assessment and in light of the practical experience of termly fire drills.</i></p> <p><i>All COVID 19 measures such as one-way systems, keep left, and nominated up and down stairwells are to be disregarded during an evacuation. Social Distancing measures only to be observed once at the evacuation assembly point.</i></p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<p><i>Emergency plans should be devised, written and published so everyone knows of its contents. It should be revised as often as required, or at least annually (Refer to appendix 3 of the fire guidance note). The plan should include the preferred routes to use, whether wardens are available and used, choice of assembly point, and any measures introduced for COVID-19 secure etc.</i></p>	
9.2	<p>What are your arrangements for informing staff and others of the findings of this risk assessment and the evacuation plan?</p>	<p><i>Academy staff are briefed in the School Premises Fire Emergency Plan at induction and again annually thereafter. Termly fire drills put the plan into practical action Record of when and how long it took are kept in fire drill file along with any lessons learned. School visitors are supervised / accompanied by school staff.</i></p> <p><i>Pinnacle hold a copy of this risk assessment and of the Fire Emergency Plan. This risk assessment is to be shared with Aspens and Fusion staff via the Tedwragg Trust.</i></p> <p><i>Fire drills are conducted along with Pinnacle staff to ensure suitable cooperation and coordination. These involve Aspens/Fusion staff too.</i></p> <p><i>Contractors are “managed” whilst on site by Pinnacle.</i></p>	Yes
9.3	<p>Do you keep a logbook to record tests, inspections and maintenance, if so where are your records kept and are they available for inspection by the enforcement authorities?</p>	<p>Pinnacle keep a Fire Logbook which is kept in the caretaker’s office. Some areas of recording observed. Pinnacle to supply a copy of contractor servicing and inspection paperwork upon request from the FRA Assessors.</p> <p>Any defects within the premises are reported promptly via the helpdesk for action.</p>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
<i>A fire logbook detailing all maintenance, testing and inspections of fire alarm, fire-fighting equipment, emergency lighting, automatic doors, fire doors etc. Reports will include copies of other risk assessments, emergency plans, statutory inspection reports, PEEPS, fire logbook, training records etc.</i>			
9.4	What are your arrangements for informing visitors (large gatherings) of the actions to take in an evacuation at special events?	<i>Visitors (large gatherings) receive a safety brief prior to any special events taking place.</i>	Yes
<i>During concerts/pantomimes/parent evenings/fetes etc how do people know what to do in an emergency. Arrangements need to be practiced and recorded in the establishment's evacuation plan.</i>			
10. CO-ORDINATION			
10.1	In what way have you co-ordinated your fire safety arrangements with other responsible people working in the other building?	<i>Academy staff are briefed in the School Premises Fire Emergency Plan at induction and again annually thereafter. Termly fire drills put the plan into practical action Record of when and how long it took are kept in fire drill file along with any lessons learned. Pinnacle hold a copy of this risk assessment and of the Fire Emergency Plan. Fire drills are conducted along with Pinnacle staff to ensure suitable cooperation and coordination. Aspens and Fusion staff will receive a copy of the FRA via the Tedwragg Trust.</i>	Yes
<i>Fire and emergency plans should be co-ordinated with outside organisations that share your site - In shared premises employers have a duty to co-operate with other employers who may share the premises or have guest workers in your premises.</i>			
11. TRAINING			
11.1	What is the level of your staff's fire safety training and where are the records kept?	<i>Academy staff are briefed in the School Premises Fire Emergency Plan at induction and again annually thereafter. Termly fire drills put the plan into practical action. Record of when and how long it took are kept in fire drill file along with any lessons learned. Senior Managers have attended DCC overview training and FRA.</i>	Yes

No	Hazard	Details of Findings	Are existing controls sufficient Y/N?
		<i>Pinnacle, Aspens and Fusion staff undertake an induction process that includes Fire Safety.</i>	
	<i>Adequate fire safety training must be provided to all persons depending on their levels of responsibility. Staff appointed to specific duties in the event of a fire should receive adequate information and training</i>		
11.2	What fire training has science, technology or kitchen staff had?	<p><i>Kitchen staff are employed by Aspens and it was verbally confirmed that all staff undertake an induction process that includes Fire Safety upon employment. Aspens staff are aware of “wet chemical” extinguisher and its use.</i></p> <p><i>Pinnacle, Aspens and Fusion staff receive safety alerts as required. School staff receive H&S bulletins as required / CLEAPS. School staff also receive Safety First (DCC) bulletins.</i></p>	Yes
	<i>You may consider that science, technology or kitchen staff should have some specific training on putting out small fires.</i>		
12. REVIEW			
12.1	When do you review your fire risk assessment and plans?	<i>This Fire Risk Assessment is reviewed annually, or upon a significant change.</i>	
	<i>Fire risk assessments must be reviewed following significant changes of use, personnel, layout or structure of the building or at least annually.</i>		
	Date this risk assessment will be checked to ensure all actions have been completed	<i>November 2021</i>	
	Date of next fire risk assessment	<i>August 2022</i>	

ASSESSOR'S FINDINGS - ADDITIONAL CONTROL MEASURES AND ACTIONS

REF	LIST FINDINGS AND RECOMMENDED CONTROL MEASURES	DATE ACTION TO BE COMPLETED	BY WHOM
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The findings within this assessment have been put forward to assist ISCA Academy in complying with the requirements of the Regulatory Reform (Fire Safety) Order 2005. Although the purpose of these findings is to place the fire risk in context, the adopted approach to fire risk assessment is subjective and therefore it is the decision of the Responsible Person(s) on how they remedy and act upon the guidance offered in this report.

1.1 1.3 3.1 4.8 5.4 6.1 6.4	Pinnacle to provide servicing dates: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;">Pinnacle Activity</th> <th style="width: 20%;">Freq (Months) TBC</th> </tr> </thead> <tbody> <tr> <td>Date of last Gas appliance inspection/maintenance (catering)</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Date of last Gas boiler inspection/maintenance</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Date of last Gas pressure test</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Date of last (Pinnacle) Portable appliance inspected and test</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Date of last Lightning Protection</td> <td style="text-align: center;">11</td> </tr> <tr> <td>Date of last Ambi Rad test/service/maintenance</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Date of last servicing and maintenance of the Air conditioning and Ventilation System</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Date of Fire stopping</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Date of last Fire Alarm service / maintenance</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Date of last Emergency Lighting service / maintenance</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Date of last Fire Extinguishers service / maintenance</td> <td style="text-align: center;">12</td> </tr> <tr> <td>Date of last Sprinkler system service/inspected by contractor</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> Decision taken:	Pinnacle Activity	Freq (Months) TBC	Date of last Gas appliance inspection/maintenance (catering)	12	Date of last Gas boiler inspection/maintenance	6	Date of last Gas pressure test	12	Date of last (Pinnacle) Portable appliance inspected and test	12	Date of last Lightning Protection	11	Date of last Ambi Rad test/service/maintenance	12	Date of last servicing and maintenance of the Air conditioning and Ventilation System	6	Date of Fire stopping	12	Date of last Fire Alarm service / maintenance	6	Date of last Emergency Lighting service / maintenance	6	Date of last Fire Extinguishers service / maintenance	12	Date of last Sprinkler system service/inspected by contractor	3	1 st November 2021	Pinnacle
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1.1	<p><i>School to remove electric heater/fire from the following rooms due to load concerns: F26, F09, F56, F03</i></p> <p><i>Decision taken: Removed if they were in situ</i></p>	1st November 2021	School
1.1	<p><i>School to ensure all electric boards / dimmers / under floor heating etc are clear of combustable materials: F41, G27, G43, G33, G37</i></p> <p><i>Decision taken: Areas cleared</i></p>	1st November 2021	School
1.1	<p><i>Fusion to ensure all electric boards / dimmers / under floor heating etc are clear of combustable materials: G47</i></p> <p><i>Decision taken:</i></p>	1st November 2021	Fusion / Tedwragg
1.1	<p><i>School to ensure all microwaves are clear of any combustable items: F37, F65 (remove toaster from top)</i></p> <p><i>Decision taken: Combustibles removed</i></p>	1st November 2021	School
1.1	<p><i>School to cease daisy changing of extensions: G23</i></p> <p><i>Decision taken: removed</i></p>		

1.2	<p><i>School to ensure high level storage is reduced where this impedes the sprinkler system from operating effectively: F40</i></p> <p><i>Decision taken: High level storage moved from sprinkler area</i></p>	1st November 2021	School
1.2	<p><i>School to ensure Gas Canisters (multifuel) is kept in a locked cupboard. Is it required to be in school?</i></p> <p><i>Decision taken: Gas canisters locked away</i></p>	1st November 2021	School
1.2	<p><i>School to remove all paper/card/combustible materials in room G43. The fridge / freezers should be clear of any combustible items.</i></p> <p><i>Decision taken: removed</i></p>	1st November 2021	School
3.2	<p><i>Some Fire Doors require adjustment to ensure they close correctly: F028 by F43, F13B, FD04623,</i></p> <p><i>Decision taken:</i></p>	1st November 2021	Pinnacle
General	<p><i>G44 – staff kitchen area – electrical socket appears too close to the water supply. Pinnacle to check previous ACO – signed off?</i></p> <p><i>Decision taken:</i></p>	1st November 2021	Pinnacle
General	<p><i>For Information - Whilst the School have PAT tested their electrical items (Aug 21) it was noted that not all extension leads were.</i></p> <p><i>Decision taken: PAT tester returned late summer holidays</i></p>	1st November 2021	School

<p><i>General</i></p>	<p><i>Is G02 a fire exit. No signage to say so but can this be checked please.</i></p> <p><i>Decision taken:</i></p>	<p><i>1st November 2021</i></p>	<p><i>Pinnacle</i></p>
<p><i>General</i></p>	<p><i>F53 requires some housekeeping.</i></p> <p><i>Decision taken:</i></p> <p><i>Room tidied</i></p>	<p><i>1st November 2021</i></p>	<p><i>School</i></p>
<p><i>General</i></p>	<p><i>Cleaning equipment to be removed from F88</i></p> <p><i>Decision taken:</i></p>	<p><i>1st November 2021</i></p>	<p><i>Fusion / Tedwragg</i></p>
<p><i>General</i></p>	<p><i>There are a number of small electrical items across the school in – can the school confirm they are required, and risk assessed. ACO's to be submitted if items are required.</i></p> <p><i>F07 – Toaster</i></p> <p><i>F89 - Microwave</i></p> <p><i>Decision taken:</i></p> <p><i>Items removed</i></p>		
<p><i>General</i></p>	<p><i>Pinnacle to check the ceiling tiles / cables in F08</i></p> <p><i>Decision taken:</i></p>		

DISCLAIMER:

This Fire Risk Assessment Review is based on visual, verbal & written information generally taken in good faith at time of conversation(s) / at the time of visit(s) & within the scope of the visit(s) undertaken. Recommendations and advice are given in good faith to reduce the risk of injury to employees, students or other persons on or off your premises (to the extent that they may be affected by your business activities) and to reduce the risk of damage to property.

Should the Responsible Person(s) deem any points inadequate/unreasonable/impracticable then they should raise any issues with the Fire Risk Assessor in the first instance.

Signed Responsible Person:

Date:

The outcome of this assessment should be shared with the relevant staff. A copy of the completed assessment to be kept on file