Clifton High School

Prepared in accordance with the Regulatory Reform (Fire Safety) Order 2005

Fire Risk Policy and Assessment
October 2026

Responsible Person *(Employer or other person having control of the relevant premises)* *Duty Holder*	Mr Peter Bodkin Chair of Governors Clifton High School Mr Will Phelan Head of School
Address of Premises	Clifton High School College Road Clifton
Postcode	BS8 3JD
Assessor:	Louise Brennan Group Estates Director Bill Crocker Delegated Services
Date of Fire Risk Assessment	15.11.2024, 03.11.2025 and November 2026.
(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)	
Previous review dates	K Sellick CMIOSH G Cowper 17 Sept 2014, 16 Sept 2013 D Hodder CMIOSH G Power 13 Sept 2016 Revised 28 Dec 2016, 10 Jan 2017 and 19 June, 27 July 2017, 15 May 2018, 18 Sept 2018, 01 Feb 2019, 02 Feb 2020 4 June 2020 Louise Brennan - August 2021 and November 2021 Louise Brennan & Bill Crocker August 2022 Bill Crocker 2022 Louise Brennan March 2023 Louise Brennan October 2023 Louise Brennan and Bill Crocker Louise Brennan March 2025 Louise Brennan and Bill Crocker October 2025 Louise Brennan and Bill Crocker, Delegated Services, November 2026

General Information

The Premises	
Brief details of construction: *(Date of construction, brick, timber, purpose built or converted)*	Clifton High School occupies approx. 16 major buildings around a large lawn and two residential flats. There are approximately 795 pupils and 214 staff (excluding peripatetic teachers). The School has two flats. One of the flats is suitable for occupancy but is not used permanently, and the other flat was decommissioned in August 2024 and is being used as a store and archive area. The residential flat is only to be used by staff members who have received the relevant H&S training. All School H&S procedures apply to these areas. The flats/areas are linked to the School's fire system and compliance checks are done throughout the year. The School operates for approximately 34 weeks in any year. The buildings vary in age with former domestic dwellings dating from the 1850's up to 2022 The site is based in Victorian Clifton and there is limited capacity to build on the site in this protected area. **School House:** Constructed in stone and brick work with the majority of floors in wood. Main Hall is raised wooden floor. **School Green:** Formerly three Victorian stone build houses now joined together with concrete stairwell in between each building. **Science block:** Addition in sixties brick single story concrete floor. **Biology Lab:** Brick and stone construction concrete stairwells and floor. **Glenday Building:** Sixties built concrete floors and stairwells. **Woods House:** Two Georgian houses converted for school use. Stone built but with wooden flooring throughout. Contains one flat. **Rose Theatre:** Sixties built extension. Brick built with wooden floors. One flat on first floor. The third flat was converted to storage in Summer of 2022. **Ogilvie House:** Georgian house converted for school use. Has wooden floor and large basement. **Art block:** Brick concrete sixties extension to above. **Sports Complex:** The main building is a sixties built concrete construction. The Gym has sprung wooden floor. When the Health and Wellbeing Suite was installed, it had a fire detection system installed, calibrated and certified. This was completed January 2019 and the system is now linked to the main fire alarm system. **Walters Sixth Form Centre** An 1850 Georgian 4 story building recently refurbished. Floors ground, one and two have been in school use from 1/9/21. The Lower ground floor has been completely refurbished with

	additional toilets, locker room space and dedicated storage rooms provided. A new damp course was installed and RADON testing completed. This floor became operational in February 2023. A new building which forms part of the Walters Sixth Form Centre was completed in February 2023. The new building consists of a large common room, a mezzanine level and a kitchenette. A detailed fire risk assessment has been written and communicated to all Sixth form staff.
Primary usage: *(eg Hotel, Shop)*	Day School

Occupancy Profile						
Maximum number of persons in the **most highly occupied compartment** to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation	WEEKDAYS		WEEKENDS			
	0000 to 0400	A	0000 to 0400	A		
	0400 to 0800	A	0400 to 0800	A		
	0800 to 1200	D	0800 to 1200	B		
	1200 to 1600	D	1200 to 1600	B		
	1600 to 2000	C	1600 to 2000	A		
	2000 to 2400	A	2000 to 2400	A		
.	Enter range – A= <10, B=20-49, C=50-150, D=<650,					
Description of Occupants: Pupils, Teachers, Visitors, including those groups who hire facilities.	Mobility Issues The nature of the buildings means that there are no mobility issues	Nil	Average Mobility High	High	Vulnerability Issues	Approx. 50 young children 3-4 years

Occupants Especially at Risk from Fire	
Sleeping occupants *(Details of numbers - public/staff)*	1x Maintenance Manager has access but rarely occupies the flat and only does so on the agreement of the Group Estates Director should there be a specific business need. The Maintenance Manager is allowed guests and is responsible for making sure they follow the rules as outlined in all School policies. The maintenance manager is fully trained in the fire alarm system.
Disabled occupants *(Personal Emergency Evacuation Plans in use when necessary)*	Nil
Occupants in remote areas *(Lone working/isolated areas)*	Pool Plant room and lock down each evening NB Lone worker agreements across staff is in place.
Young person's *(Individual Risk Assessment provided for those persons under 16 years)*	Approx. 795 pupils from nursery school to sixth form (3 - 19) and up to 214 staff (excluding peripatetic teachers). Fire Drills are practiced regularly. At the beginning of term 1 an 'announced' drill takes place but all others are 'unannounced'. Adult Fire marshals are always on site during the school day with training/refresher training provided.
Others *(Details of Elderly/Infirm/Mental Ability)*	Nil. For example, when we have an event and are aware of a visitor in the category, School produces a personal emergency plan (PEP) for each visitor that has mobility or visual difficulties. This also applies to children and staff with injuries which inhibit mobility. Examples are available electronically and prepared by the event organiser. Disabled access is limited to the main hall via the back 'trades' entrance and via the side

	entrance on College Road.
Visitors/Contractors	All sign in on arrival. This is for every day they attend site. The receptionist gives a H&S briefing and explains the fire procedures. On a school day, all are given visitor or contractor badges, and a H&S card is included in the badge holder as a useful reminder. There is also a display in the main waiting area detailing the H&S procedures. With regards to contractors, the Site manager takes on this responsibility in School holidays as Reception is not open all year round. The host for any other visitors is responsible for this.
Occupants whose first language is not English	Approx 153 pupils, although entry to School is dependent on pupils being able to access the English curriculum.

Identified Fire Hazards and Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

Electrical Sources of Ignition	
Measures taken to prevent fires of electrical origin.	
Fixed installation periodically inspected and tested? (e.g. every 5 years). A specialist electrical company had a prioritised list and completed code 1's, 2's and 3's through 2022, 2023, 2024. As of October 2025, all areas have been inspected and tested and a regular review cycle is now followed. Clear records can be found in the maintenance shared folder and on IAM Compliant. The Pool has additional annual checks such as Plantroom e.g., pumps control panels.	YES
Portable appliance testing carried out on a risk assessed basis? Risk and test period managed by NEC EIC Electrician.	YES
Suitable policy in place regarding the use of personal electrical appliances? No appliances are permitted unless PAT tested. This applies to pupils' who must get permission from a teacher and have the device tested. Permission will not normally be given for high-risk items E.g., Hairdryers. Hair straighteners are banned.	**YES**
Suitable limitation and management of trailing leads and adaptors? Extensive re cabling been completed and the PAT testing program in place has contributed to eliminating this risk. Block adaptors restricted	YES
Comments October 2025 - We are up to date on our 5-year fixed installation testing. We now have a rolling programme with our in-house electrician who works with an electrician specialist on this. All buildings are up to date as required. Previous Years We have eliminated all code 1's, code 2's and most of code 3's. Some code 3's will be coordinated with the refurbishment programmes. The music block was redeveloped in 2015 and 2016. 1 x Physics and 1 x Chemistry labs were redeveloped in Easter 2018. 1 X physics lab was redeveloped in Summer 2018. This included an upgrade in gas and electricity cut off devices. Additional work will be included in the	

capital rolling program. The art department electrical work was completed in Summer 2022.

Arson/Deliberate Ignition	
Arson is a major problem in UK schools. Following assessment, the risk of arson by a pupil at Clifton High School is low and the possibility of any arson taking place by a member of the school community and members of the public is low. However, despite this assessment, the following measures are in place: The School has and will continue to expel children with behavioural problems. Counselling can be provided in support of pupils with emotional challenges There is always a member of staff on duty during school hours, up to 6:00pm, contactable via mobile phone. During the School day there are prefects and duty teachers. Clifton High School is a selective independent School with high expectations for the standard of pupil behaviour. Pupils know they face suspension or /expulsion if they cannot meet our high behavioural expectations. A duty caretaker is on duty in School hours and after school and at weekends when events are taking place. School buildings are not easily accessible from public roads although this can be achieved by a determined person. Security is monitored through these times which reduces risk. The risk of arson from a member of the public is low. Entry to the School site is possible but entry to buildings is difficult as all buildings protected by ABLOY locks and number coded locks. External gates are kept locked through school holidays as per the arrangements in term time. Therefore, anyone requiring access to the site will have to be let in by the School office or by calling the duty caretaker.	YES
Is there the potential for fire load/combustibles in close proximity to the premises/available for ignition by outsiders? The bins on College Road are only visible from College Road at an acute angle. They are protected by a raised screen to deter any combustible material - like a cigarette end - being flicked into them. Gates are kept closed at all times and this is an insurance requirement. The bins on Clifton Park Road have a 3 m wall between them and the street and are not visible except on bin day. The bins in both locations have lids which are kept closed. Bins are put out on the morning they are due to be collected and brought in on the same day. Gates to both bins stores are kept locked closed.	YES

Identified Hazards in High-Risk Departments	

Practical Science experiments Fire marshals are also lab technicians who assist fully qualified teachers with all experiments. All experiments have a risk assessment. These are available from the Head of Department. Fire control measures are in place in purpose-built labs. Annual gas and PAT inspections are held for all appliances. All devices inspected and maintained in accordance with manufacturer's instructions. Suitable Shut Down devices for gas and electricity are in place in Chemistry Biology and Physics laboratories. The Science Department use radioactive sources that are managed under the Ionising Radiations Regulations of 2017. They are stored in a locked, fire resistant cabinet and must be treated as hazardous materials. In the event of a fire, they require protection through containment. The fire brigade have been told these are present but they should be reminded of this when they attend site. **Product Design and Technologies** Annual gas and PAT inspections are held for all appliances. Suitable Shut Down devices for gas and electricity are in place in all departments All physical activities have a risk assessment that are available from the Curriculum Lead / Head of each department.	

Portable Heaters	
All portable heaters used within the premises have been gradually phased out in parallel with improvements to the gas fuelled radiator systems. School operates a policy that where an oil fuelled radiator is found on by the duty caretaker at evening lockdown it is removed and not replaced.	**YES**
Is the use of the more hazardous type (i.e. radiant bar fires or LPG appliances) avoided? These are not allowed	**YES**
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	**N/A**
Caretaker on site and lock down each evening means all areas regularly inspected. All oil filled radiators have now been phased out. Main heating systems are maintained by a competent person annually and are serviced each summer /autumn. Records are maintained by the Estates Manager.	Records held in site teams GAS folder.

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Electric Fan/Convector heaters in certain offices.	Not allowed to be left unattended Cleaners check and Duty caretaker lock down each night	School continues to invest in improvements to insulation and has recently updated he heating system so as to manage the ambient heat across the estate. Significant time expended to educate children and staff in the importance of preserving energy. School has won the prestigious ECO award for conservation in June 2015 and this was renewed in 2022-2023, 2023-2024 and 2024-2025 All heaters have now been removed as they were deemed an avoidable hazard.

Fixed Heating Installations	
Fixed heating installations such as boilers are used within the premises.	YES
Are fixed heating installations subject to regular maintenance?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES
Gas boilers maintained and serviced by competent persons in accordance with manufacturers instruction. Boiler rooms are being fitted with alarms and emergency controls to switch off gas.	YES

Cooking	
Measures taken to prevent fires as a result of cooking.	
Filters cleaned or changed, and ductwork cleaned regularly? Termly deep clean and filters checked by competent persons Annual duct clean by competent persons	YES
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet fire extinguishers). Executive Chef and at least one Catering Assistant are fire marshals Fire suppression on all open cooking areas.	YES
Suitable Shut Down devices Procedures in place? Fire doors separating the kitchen to the main dining room were installed in the dining hall refurbishment in the summer of 2022	YES
The New common room in the sixth form has a kitchen. This is not for student use but will be staffed by a fully trained catering team between the hours of 09:30 and 14:00. Fire safety equipment will be in place before the kitchen is used.	Yes

Lightning

The School buildings have a lightning protection system. Main building has a lightning conductor. This was replaced in December 2016	YES
Is the lightning protection system subject to a suitable maintenance regime? Annual inspections organised by Site Manager and recorded on iAM compliant.	YES

Smoking / Vaping	
Measures taken to prevent fires because of smoking.	
Smoking is prohibited on the School site	YES
Suitable arrangements for those who wish to smoke?	YES off site

Dangerous Substances	
Dangerous substances are, or could be used or stored, within the premises? The chemistry department has a secure area accessible only by a competent person (Lab technician or Science Teacher) All items stored under CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) regulations. A copy of the chemical store layout has been made available to the fire and rescue service. This is digitised and available as the paper copy on the door could be easily destroyed in a fire emergency and services may not have the time to stop and read door notices should an emergency occur within the corridor.	YES
A risk assessment has been carried out as (by the Science technician) required by the Dangerous Substances and Explosive Atmospheres Regulations 2002.	YES
Stored in suitable and separate areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	YES

Housekeeping	
Standards of housekeeping. A professional cleaning company, Purgo Ltd is responsible for the cleaning of the school. This contract was entered into in April 2024 for a 3 year fixed term (with the option to extend for a further 2 years). Regular quality audits are completed.	
Combustible materials appear to be separated from ignition sources?	YES
Appropriate storage of hazardous materials?	YES
Escape routes kept clear of any combustibles. (Storage /furniture) Daily checks by fire Marshalls and Estate staff as they work across site. Checks are not recorded as these are dynamic assessments	YES
Appropriate measures for the safe storage and disposal of waste?	YES

Hazards Introduced by Contractors and Building Works	
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff.	YES

Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details: Hot works are discouraged and therefore rarely used. Each job requiring hot working is assessed by the Estates Manager, in line with the Hot Works process. A daily Hot Works permit is issued by the Estates Manager or his Deputy on the rare occasion one is required Each contractor must provide a method statement and risk assessment to the Estates manager before commencing work. Past examples are; 1.Dining hall refurbish contractors were issued one in July 2022 to cut up the servers for removal. 2.Roofing part of main building roof December 2016 3.Surfacing Multi User Games Area Summer 2012. Once a year, on the last day of summer term, the School organises a BBQ or similar for staff. This is located on the main driveway, away from all buildings and is operated by a professional catering company. RAMS are provided in advance of the event and these are signed off by the Group Estates Director.	YES
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?	YES
Give details: Yes, in house maintenance personnel (Site manager, Deputy Site Manager, Maintenance manager) have had training on hot works permits. In house maintenance team are unlikely to do these works. Any hot permit issued is issued daily, for example when grinding tools are used. Works requiring heat will be contracted to competent contractors once appropriate paperwork has been completed. Site manager confirmed in October 2023 that this process is still in place.	

Other Significant Fire Hazards That Warrant Consideration	
Are there any other fire hazards that warrant consideration within the premises? DoE requires pupils to work with Trangia gas stoves. The gas containers required to supply these stoves are housed in purpose built and padlocked cage located outside the science block and secured to an external wall in the workshop access bay. This is out of sight to the casual or unwanted visitor.	No

Arrangements for Evacuation

Evacuation Strategy	
Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements: **Fire Alarm Tests** The fire alarms are tested every Tuesday at 16:15. Different call points are tested and the alarm sounds in all buildings. Reversionary modes (air horns) are also available in case of bell failure. All air horns were checked and in place as of October 2026 They are located in the following rooms; Head of School Office Estates team office School Reception Science prep room Head of Sixth Form Centre office Head of I&J office Swimming Pool Supervisors desk Head of Arts Office Product design Store room. If the fire alarm fails and air horns need to be used, the site team will identify the building that has triggered the alarm and will sound an air horn directly outside the building. As soon as anyone hears the air horn, the Fire Marshall in the above buildings will sound their own air horn to raise the alert. The whole school practices a full-scale evacuation to the main lawn and playground at least three times a year. Each Spring and Summer term there is at least one unannounced fire practice. The entire School musters on the main lawn/artificial grass area and MUGA. These are evaluated and recorded. (See fire folder in the site teams office) Any lessons learned are briefed to the relevant parties. Evacuation of the buildings can be completed on average within four to six minutes of the alarms sounding. A full school evacuation to an offsite location is practised at least once every 3 Academic years. This usually takes place in the summer term. The last full School evacuation took place on 1 February 2022 with the School evacuating to the Cathedral. All third parties hiring the Sports Complex or other rooms in this building, are required to take responsibility for reading, understanding, and briefing their clients. The terms and conditions for hire require a signature. In the event of an alarm sounding the responsible person for that club or activity will confirm to the Brigade/Duty caretaker that the area is clear.	
Single Stage Evacuation It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.	**YES**
Written copies of Evacuation Procedures are available Detailed evacuation procedures are written for full scale site evacuation to the RC Cathedral. The last off site evacuation practise was completed in Summer 2026.	

Provision of Elements of Fire Safety as Secondary Control Measures

Means of Escape	
It is considered that the premises are provided with reasonable means of escape in case of fire	YES
Adequate design of escape routes?	YES
Reasonable distances of travel when:	
Where there is escape in a single direction? State the distance of maximum travel.	YES 10m
Where there are alternative means of escape? State the distance of maximum travel.	YES 10m
Suitable protection of escape routes? (Fire resisting construction)	YES
Adequate provision of exits	YES
Exits easily and immediately open-able where necessary without the use of a key?	YES
Escape routes unobstructed? Fire marshals' responsible for checking and reporting obstructions in their area at all times	YES
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below. Due to the limited disabled access, anyone who is disabled will have booked to come into the School and a member of staff allocated to this person(s) to ensure their safe evacuation.	YES
Regarding the main school, wheelchair access is only permitted in the Main Hall or in the STEM room located in School Green. Exit from the main hall is through the double fire doors to Clifton Park Road and then to muster on the main lawn. Exit from the STEM room is through the covered Science allyway onto College Road and then in through the main gates. NB any wheelchair users will be seated next to a fire exit and will have a member of staff allocated to them.	YES
Identify dead end corridors. Are the appropriately covered?	YES
Identify inner rooms. Are the appropriately covered?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies: None	**Remedial Action Required:** As far as it is reasonably practicable and mindful of the alarm systems, the risks, the regular practices and the expenditure on competent persons to keep the school buildings safe, we have not identified any further risks to life or property.	

Measures To Limit Fire Spread and Development	
It is considered that there are adequate resources correctly placed and maintained to limit the spread of fire. Recent improvements include collars around pipes in boiler rooms which prevent fire spreading upwards into voids and a fire suppression system in the kitchen above the hobs and fryer. The fire alarm system was upgraded in Summer 2022 with addressable panels. Phase 2 of the upgrade was completed in Summer 2023 when all devices were updated. Servicing is fully up to date and done in accordance with compliance requirements.	YES

Compartmentation of a reasonable standard (Fire resisting) Inevitably as the buildings are old, compartmentation was not thought about on construction and therefore is only in place in varying degrees and all risk assessments take this into consideration All new works consider this and rectification applied where appropriate. For example, 2 Clifton park and the Annex have been updated with fire protective ceilings and floors. In addition, all fire doors have been identified and inspected. The details of these are available from the Estates Manager. The inspection has identified that the doors are of varying standards. Some are asbestos and are being replaced as part of a rolling maintenance programme so that, as required, maintenance can be conducted safely. The Estates Manager arranges a survey of the doors annual and repairs are completed by a registered carpenter.	YES Fire doors in place throughout school as directed by the School Architect and as inspected by the School's retained HS&E advisor.
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings) Avon Fire and Rescue visited on 22 November 2016 to assess loft spaces boiler rooms	YES

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
Loft spaces	Brick walls	No
Deficiencies: Inspection 22 Nov 2016	**Remedial Action Required:** Additional fire smoke detection fitted by Haven in January and August 2017. These are maintained in line with the rest of the system.	

General Comments:
The Director of Finance & Operations attended Fire Risk Assessment briefing provided by IOSH inspectors in April 2016. This stimulated a review of this risk assessment and an inspection of voids boiler rooms and loft spaces to eliminate risk of fire spreading laterally as well as vertically.

Collars now fitted in all boiler rooms.

The Schools H&S Advisor, Delegated Services, completed an audit of all buildings throughout spring and summer 2023 and produced a report with findings. This highlighted areas that needed additional work and this is being managed and kept up to date by the Site Manager.

Estates Manager attend IOSH accredited Fire Risk Management briefing in July 2017
4See ltd reviewed this FRA in August 2017
4 See ltd acquired by Socotec in July 18
Socotec ltd reviewed this FRA in September 2018
Socotec ltd reviewed this FRA in June 2020
Socotec Ltd reviewed this FRA in August 2021.
Delegated Services CIC reviewed this FRA in August 2022
The Group Estates Director attended an IOSH accredited training course in November 2022. Refresher training completed in February 2026.

Emergency Escape Lighting	
Emergency lights are installed throughout all buildings. These are checked regularly and checks recorded by the Estates Manager.	YES
Ensure safe use of escape routes complying with BS5266?	**Emergency lighting throughout**
The lighting system is inspected by a fully qualified electrician as defined in BS5266. Emergency lightening is installed throughout the whole school. The duty caretaker checks these daily on his rounds.	

Fire marshals are in place. Cleaning contractors know to report any fault noticed.	

Fire Safety Signs and Notices			
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996.			YES
Identified Hazards	**Existing Control Measures** Specialist contractor attends site to service fire extinguishers once a year. They are asked to check and update signage as appropriate. The sixth form centre was added to the list in September 2021 and the common room in February 2023	**Are there any improvement recommendations?** Each room has a fire assemble point sign and in the Spring of 2023 fire escape routes are displayed in each room.	
Deficiencies:	**Remedial Action Required:** Rolling programme to standardize signage to EU standard was completed pre 2019. Ad hoc checks are now done in every School holiday. Some signs were replaced in Summer 2021. The Sports block was updated in July 2022.		

Means Of Giving Warning in Case of Fire	
Reasonable manually operated fire warning system provided?	YES
If yes give details: Break glass call points, installed and serviced by a competent contractor, Haven. Avon and Somerset Fire Prevention officer has approved.	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1Grade L1/L2 etc) A rolling programme to replace all fire panels and the heat and smoke detectors to addressable units was completed in Summer 2023. Detailed records of the units that have been replaced and Haven notes are in the fire files.	YES **Haven**
Alarm system is fitted throughout the Premises. This system is serviced and maintained to make sure it is fully compliant. In July/August 2022 Phase 1 of an upgrade was completed to change the fire panels. Phase 2 (to upgrade the devices to addressable devices and to check the audible sounders to ensure they are in line with the decibels required in each room) has also been completed.	YES
Extent of automatic fire detection generally appropriate for the occupancy and fire risk? Additional sensors fitted throughout science dept in 2017. 2CP is fully covered by an individual FRA completed pre-refurb and updated post re-furnishment.	YES **Alarm system is fitted throughout Premises**
Remote transmission of alarm signals to a monitoring station or other?	YES

Manual Fire Extinguishing Appliances	
Reasonable provision of portable fire extinguishers?	YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases) Group Estates Director checks in termly walk rounds.	YES

Is suitable wall signage provided relevant to extinguisher?	YES
Are hose reels provided?	NO

Relevant Automatic Fire Extinguishing Systems	
Type of fixed system and location: Ansul Fire suppression system fitted to Main Kitchen Cooker area. Executive Chef trained on use and daily maintenance. Automatic 6 monthly inspection and service by Argos Fire Protection Ltd. Tel:01392 205000	YES

Firefighter Switch – High Voltage Luminous Tube Signs Etc	
Suitable provision of fire fighters switche(s) for high voltage luminous tube signs, etc (to include location)? Fire and rescue services invited to exercise at School. Fire and rescue services have digitised maps of site and details of where emergency cut-off switches handles are located The fire and rescue service have the code to a key box outside the main door to the school. They have the code for this and can access the fire information at the main fire panel.	None present Emergency panels for alarms are clearly marked

Management of Fire Safety

Procedures and Arrangements	
Fire safety is managed by:	Responsible Person: Governing Board Duty Holder: Mr Will Phelan Competent Person: Louise Brennan
Deputy, assistant or competent person:	Estates Manager: Kevin Hazell Deputy Lee Saunders

Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? Training records are available on request. State name and responsible element of fire safety Haven Ltd – Fire alarm systems	YES
Is there a suitable record of the fire safety arrangements?	YES
Appropriate fire procedures in place?	YES
Are procedures in the event of a fire appropriate and properly documented?	YES
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information? including that relating to hazards to fire fighters?	YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES
Is there a suitable fire assembly point(s)?	YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people? We have one pupil who wears hearing aids and her Teacher or teaching assistant will support her when required.	YES
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits? At time of review there are No hearing-impaired persons in residential properties?	YES
Termly routine in-house inspections of fire precautions (eg in the course of health and safety inspections)?	YES

Training And Drills	
Fire safety training is managed by:	Kevin Hazell Estates Manager
Deputy or assistant:	Lee Saunders Assistant Estates Manager

Are all staff given adequate fire safety instruction and training on induction?	YES
Are all staff given adequate periodic 'refresher' training at suitable intervals? Fire Safety is a feature of continuous professional development sessions in September and January each year	YES

Are all staff with special responsibilities (e.g. fire marshals and staff who assist with? disabled people) given additional training?	YES
Does all training for staff provide information, instruction or training on the all the following?	
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire	YES

extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances? Formal fire marshal training takes place in every September's CPD training. Online and face to face fire marshal training takes place as fire marshals are appointed. Annual refresher training takes place in September CPD. All fire marshals are required to complete accredited training on iAM Compliant annually.	
Are fire drills carried out at appropriate intervals and a record of such drills maintained? Drills carried out at least termly (3 times a year)	YES
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES
When the employees of another employer or visitors work in the premises, are they provided with adequate instructions and given appropriate information. (E.g. on fire risks and fire safety measures)?	YES

Testing And Maintenance	
Testing and Maintenance is managed by:	Kevin Hazell Estates Manager
Deputy or assistant:	Lee Saunders Assistant Estates Manager

Adequate maintenance of workplace?	YES
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment including automatic door closers	YES
Monthly and annual testing routines for emergency escape lighting?	YES
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	YES
Routine checks of final exit doors and/or security fastenings?	YES
Other relevant inspections or tests: Lab Technicians, Executive Chef, Design and Innovation, Food and Nutrition all monitor their areas.	YES

Recording	
Appropriate records held for:	
Fire drills?	YES
Fire training?	YES
Fire alarm tests?	YES

Emergency escape lighting tests?	YES
Maintenance and testing of other fire precaution systems?	YES

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

Significant Findings

Significant Findings – Remedy Action Plan					
No	**Action to be Taken**	**Priority**	**Target Completion Date**	**Action by**	**Date Action Completed**
1	To improve efficiency, we are in the process of installing more wireless activated fire door closers. Records are recorded by the maintenance manager.	**1**	August 2026	Site manager	August 2028

Significant Findings – implemented through previous reviews					
No	**Action to be Taken**	**Priority**	**Target Completion Date**	**Action by**	**Date Action Completed**
1	Actions on Fire Mark Cooper (caretaker) will be located at Main Gate to guide Brigade and prevent any access from public. A nominated Kitchen assistant (Porter) will be located at the Gate on Clifton Park Road Nominated persons (fire marshals) will be sent to 3 o clock gate once the situation has been assessed and brigade on site.	1	Done		1 Sept 2013
2	Door closers Missing door closers to be fitted in line with on-going project to replace fire doors with asbestos linings. We cannot fit closers to asbestos doors. Integrity of fire doors is good.	1	On going project Latest works completed May 2020	Carpenter Asbestos removal contractors.	May 2020
3	Acoustic door closers trialled and found to be successful. These devices are being deployed across high use areas as this eliminates crush and impact injuries to pupils in high use areas.				June 2017

4	4Seeltd review 17th August identified more detail on contract cleaners procedure for ducting in kitchen and records of emergency lighting checks Regular Pool Gym users to have formal briefing annually				June 2017
5	All catering staff to be located at the gates off Clifton Park Road to aid an efficient evacuation	1	Sept 2021	Head of Catering	October 2021
6	Fire signage and evacuation signs to be installed in Sixth Form Centre before school can use the building	1	End of August 2021	Site Manager	September 2021
7	Visitor Information All visitors to be clearly briefed on where to muster.	2	October 2021	Group Estates Director	October 2021
8	Site manager and deputy unaware of their responsibilities for training. Refresher training delivered by the Group Estates Director will be used to base training on.	1	October 2021	Site manager	October 2021
9	Door closer between the front office and staircase G can be temperamental and needs attention.	1	October 2022	Site manager	February 2023