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# Fire Risk Assessment

Up dated 27/11/2018

London House School of English

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## Introduction

**London House School of English Fire Risk Assessment** has been carried out in house by London House Management Team in consultation with Fire Safety and other professionals, as well as relevant literature, in order to make a comprehensive and informed risk assessment in line with the Regulatory Reform (Fire Safety) order 2005.

This Risk Assessment has used The Fire Risk Assessment Guidance and Template from Hampshire Fire and Rescue Service as well as the Fire Safety Risk Assessment Guidance for Educational Premises HM Government as a base for its design.

### Other References include:

- University of Surrey Fire Safety Handbook 2014
- The Fire Prevention Handbook gov.uk
- Fire Safety Risk Assessment Educational Premises gov.uk
- Health and Safety Executive (Various) gov.uk
- Fire Risk Assessment Guidance Template Hampshire Fire and Rescue Service
- Introduction to Fire Safety Management: A. Furness and Martin Muckett
- Fire Door Information: bwfcertifire.org.uk
- Guide to Fire Protection: Hertfordshire Fire and Rescue Service

### Fire Professional Services used at London House include:

- Fire Extinguisher Supplied and Serviced: Blacklands Fire
- Signage Supplied and Fitted: Blacklands Fire
- Fire Extinguisher Training: Blacklands Fire
- Fire Alarm Supplied, fitted and Servicing: Westgate Security
- Fire Plan Drawings: Designs Architecture Ltd

# Fire Risk Assessment

## 1 Premises Particulars

**London House School of English Ltd**

63-65 Westgate Bay Avenue  
Westgate-on-Sea  
Kent CT8 8SW

**Tel no:** 01843831216

**Email :** [enquiries@london-house.co.uk](mailto:enquiries@london-house.co.uk)

**Use of Premises:**

British Council Accredited English Language School

**Persons in control of the workplace:**

Directors: Mr N J Martine Mr J-L Martine. Mrs J Li-Martine

Principal: Mrs: E Shrubsall

**Last Three Risk Assessment Reviews:**

September 2014

March 2015

April 2016

**Date of Risk Assessment:**

November 2018

**Date of Next Review:**

November 2020

**Name & relevant details of the person who carried out the Fire Risk Assessment:**

**Mr J-L Martine** MATESOL Managing Director, London House School of English Ltd

- Locations of Signage and Fire Extinguishers on advice of Blacklands Fire
- Fire Plan Drawings by Designs Architecture Ltd
- Fire Alarm Systems Maintained and Installed by Westgate Security

## 2 General Statement of Policy

**Statement:**

It is the policy of London House School of English Ltd to protect all persons including; all employees, students and other customers, contractors and members of the public from potential injury and damage to their health which might arise from our work activities.

London House is committed to providing and maintaining safe conditions for all, who may use our premises, including the continued maintenance of school equipment and review of policies and systems of work. To provide such information to staff, students and other relevant peoples and to provide training and supervision as needed for this purpose. To this end London House will give a high level of commitment to health and safety and will comply with all statutory requirements.

Signed: \_\_\_\_\_

Jean- Louis Martine MATESOL Managing Director

Date:

### 3 Management Systems

**Planning:** The Fire Risk Assessment will be completed using the five steps to risk assessment in order to determine priorities in eliminating any hazards and reducing risks to persons as outline by HSE.

1. Identify fire hazards i.e. Sources of Ignition
2. Identify people at risk e.g. Students and Teachers
3. Evaluate, remove or reduce risks e.g. PAT Testing, School Policies, Fire Safety Equipment
4. Record findings and prepare an Emergency Action Plan and Provide Training.
5. Review and update the fire risk assessment regularly.

**Organisation Structure:**



**How Health and Safety information is communicated to employees, group leaders and students:**

1. Online through our “Intranet CPD and Staff training pages”
2. Written form: Fire Safety Handbook and EAP, Staff, Student and Group Leader Handbooks, Fire Notices and other Signage.
3. Orally: At Staff and Group Leader Inductions and Meetings, Student Inductions on first day
4. Through in house and bought in staff training days

**What has been their involvement in complying with all aspects of the Fire Risk Assessment?**

1. **Control:** People responsible for Management and Implementation of Health and Safety

**Directors:** Responsible for overall Health and Safety, building structure, fire doors and alarms, etc. Oversight and final say. **Management Team:** Responsible for daily management, staff training and monitoring, production and review of systems including handbooks, Fire book, Fire drills and test, daily building checks, monitoring of students, etc. **Teachers:** Responsible for their students and own classroom during class times, switching all off electrical equipment, including lights, computers and projectors etc., making sure furniture does not block escape routes, leading students safely out of the building in event of fire, alarm or drill, reporting of issues and incidents. **Staff while supervising activities:** predominately social assistants, but also teachers are responsible for rooms and areas of the building; duties as outlined for teachers above. **Group Leaders:** are responsible for their own groups of students at all times; to check their own students in and out of the building, to check students’ presence in event of evacuation. **Contractors:** including builders, cleaners etc. are responsible for safe practices and to work in a way so as to minimise risk to students in consultation with the management team.

2. **Monitoring:** Including regular checks of fire precautions, investigation of causes of incidents and the recording of other relevant information.

**Fire Safety Log Book:** Used to record checks of Fire Alarm Systems, Fire Extinguishers, Signage, Emergency Lighting etc. **List of Equipment File:** Used to record Regular Check and PAT Testing. **Regular Staff and Management Meetings:** Used to cover a wide range of issues including Health and Safety

3. **Review:** Identify a regular review procedure to include any identified deficiencies and a process by which they can be rectified.

## 4 General Description of Premises

**Description:** The main school building consists of two halves of a large Victorian brick built, semi-detached property combined to make one detached whole. The combined building totals 32 rooms, 13 toilets, 2 cellars plus 1 timber garden room building, situated in the back garden of 63 Westgate Bay Avenue. There is parking space for 2 cars in the front of 63 Westgate Bay Avenue and a small garden to the front of 65 Westgate Bay Avenue. The gardens to the rear of both properties have been joined by the removal of the original boundary wall creating a large recreational space used predominately during the summer. Based on current configuration of the premises a theoretical maximum of 240 people could be accommodated averaging 7.5 persons per room. However, a more realistic maximum number of people accommodated would be 230. To date maximum student numbers have not exceeded 184 students at any one time with 24 - 25 additional people present. At most times students would be sat in class 09:00-11:00 and 11:30-13:00. At break times 11:00-11:30 a high percentage of students would be off premises, in the gardens or in student lounges. N.B. Maximum numbers of students only occur during the peak of summer session when the weather is good typically for 2-4 weeks during July. Indoor lounge space is available for 112 students with 10 available toilets plus 1 staff only toilet available.

### Occupancy Times:

Monday - Friday 08:30 to 17:00

Monday - Friday 19:30 to 22:00

Max No. persons employed within the premises at any one time: 22

Max No. persons who may resort to the premises at any one time: 240

### Building Footprint:

23m x 14.5m = 333m<sup>2</sup>

No. Floors: 3

No. Stairs: 2

## 5 Fire Safety Systems within the premises

### Fire Alarm System:

**L2 Wired Addressable Fire System:** automatic fire detection, break-glass system to BS 5839 covering (63 and 65 WBA Smoke or Heat detectors in all room corridors and landings.

### Emergency Lighting;

**63 Westgate Bay Avenue:** non-maintained lighting has been installed to BS 5266

**65 Westgate Bay Avenue:** non-maintained lighting has been installed to BS 5266

### Other:

**6 Dorgard Units:** have been purchased and will be installed where appropriate.

**Magnetic Door Closers:** are fit to all fire doors and linked to our **Fire Alarm System**.

The staffroom door look 63 Westgate Bay Avenue is magnetic also linked to our **Fire Alarm System** to maintain rear **Means of Escape**.

## 6a Written Plan of Building

63 Westgate Bay Avenue			65 Westgate Bay Avenue		
Classroom 1	First Floor	14 Plus 1	Classroom 9	First Floor	12 Plus 1
Classroom 2	First Floor	16 Plus 1	Classroom 10	First Floor	16 Plus 1
Classroom 3	First Floor	10 Plus 1	Classroom 11	Second Floor	14 Plus 1
Classroom 4	First Floor	12 Plus 1	Classroom 12	Second Floor	16 Plus 1
Classroom 5	Second Floor	12 Plus 1	Classroom 13	Second Floor	12 Plus 1
Classroom 6	Second Floor	16 Plus 1	Classroom 14	Second Floor	12 Plus 1
Classroom 7	Second Floor	12 Plus 1			
Classroom 8	Second Floor	12 Plus 1			
Classroom 16 / Garden Lounge	Back Garden	14 Plus 1 / 24	Classroom 15 / Student Lounge C	Ground Floor	14 Plus 1/ 22
Classroom 17 / Student Lounge A	Ground Floor	14 Plus / 22	Student Lounge B	Ground Floor	22
			Student Lounge D	Ground Floor	22
			Student Lounge E	Ground Floor	22
Covered Central Courtyard (Walkway)					
Computer Room A	First Floor	6-8 Plus 1	Living Space	Second Floor	N/A
Computer Room B	First Floor	10 Plus 1	Living Space	Second Floor	N/A
Staff Room	Ground Floor	16 Staff	Living Space	Second Floor	N/A
Staff Kitchenet	Ground Floor		Living Space	Second Floor	N/A
Office 1	Ground Floor	6-8 Staff	Living Space	Second Floor	N/A
Office 2	Ground Floor		Kitchen	Ground Floor	N/A
Group Leaders Room	Ground Floor				
Staff Toilet	Ground Floor	1	Unisex Toilet	Ground Floor	1
Unisex Toilet	Ground Floor	1	Unisex Toilet	Second Floor	1
Unisex Toilet	Ground Floor	1	Unisex Toilet	Second Floor	1
Female Toilet Block	First Floor	3	Unisex Toilet	Second Floor	1
Unisex Toilet	Second Floor	1			
Back Garden		60 -70	Back Garden		60 -70
Cellar	Basement		Cellar	Basement	
Office 4	Second Floor		Office 5	Second Floor	
Storage	Second Floor				
Benches	Front Porch	6 Students	Benches	Front Porch	6 Students
Parking Space	Front Entrance	2 Cars			

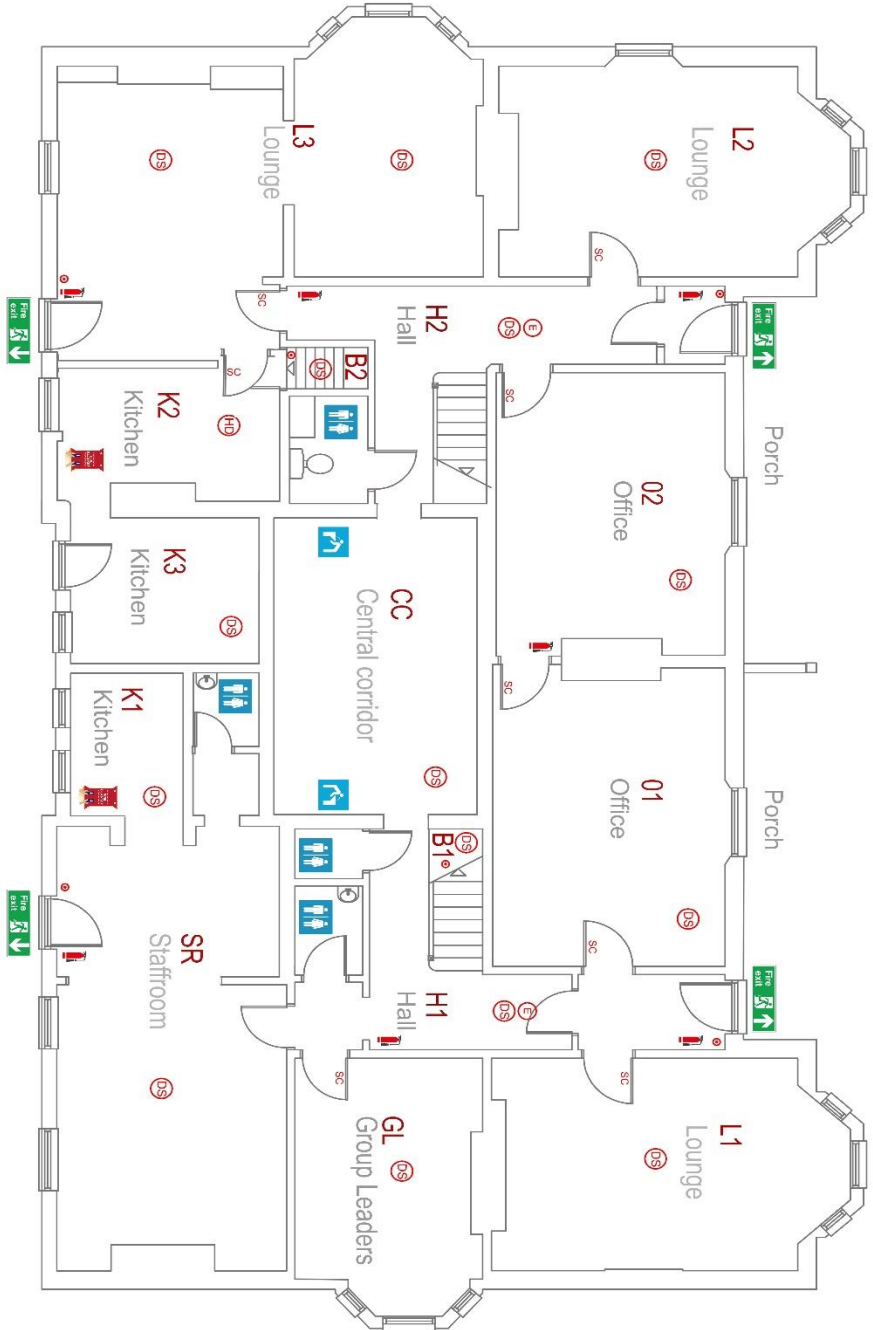
# 6b

## Ground Floor Plan Drawing

No. 65

### GROUND FLOOR PLAN

No. 63



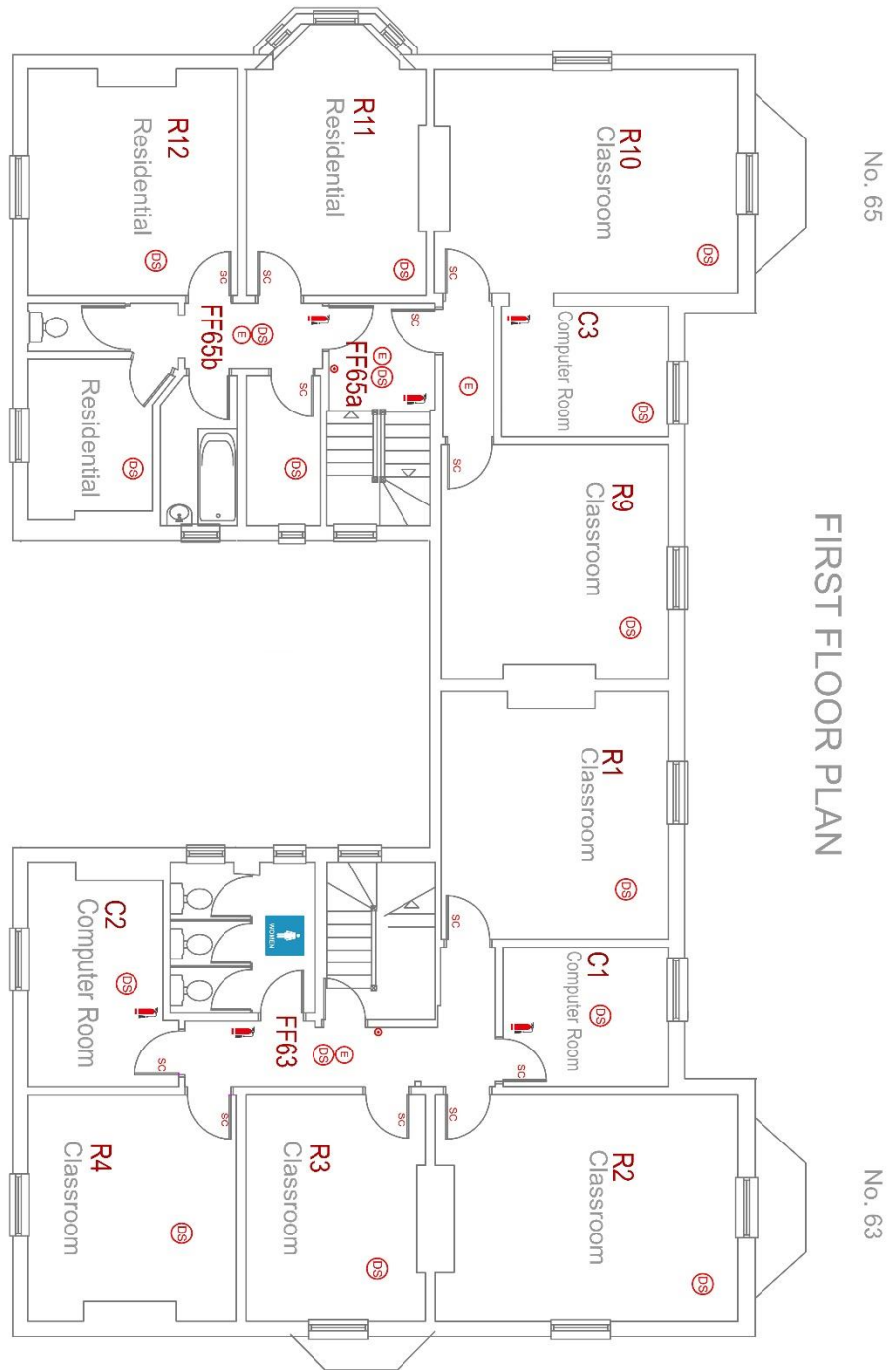
#### MEANS OF ESCAPE

Provide L2 Fire Alarm system with detectors as shown

- SC Half hour fire resisting door rated 30-30 fitted with mechanical self closing devise set into frame fitted with inducement strips and cold smoke seals
- DS Smoke detector head mains fed and inter linked within each flat unit.
- HD Heat detector head mains fed and inter linked within each flat unit
- Break glass fire alarm call point
- E Emergency light fitment designed to activate on mains automatically on mains failure



# 6c First Floor Plan Drawing

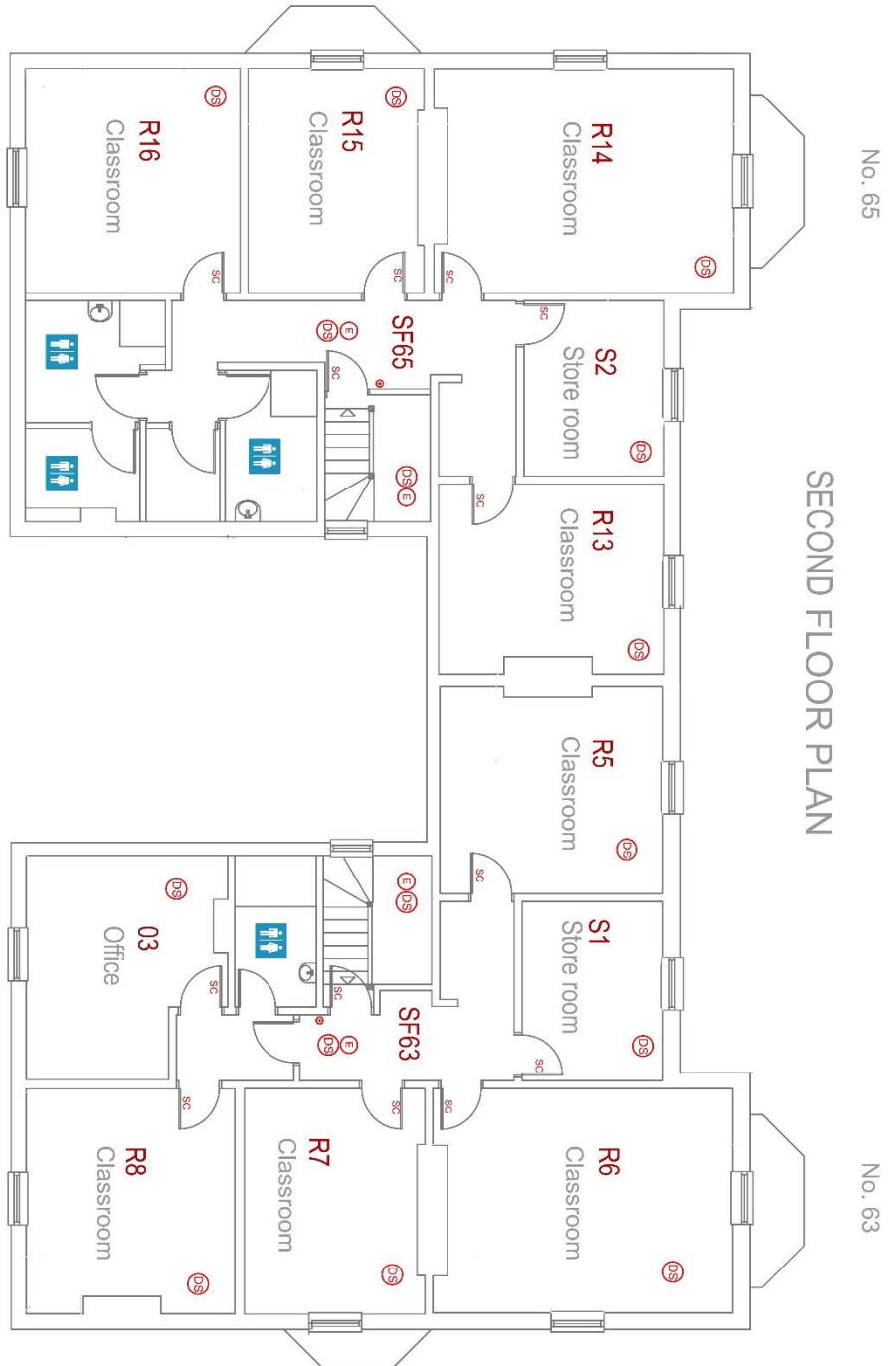


## MEANS OF ESCAPE

Provide L2 Fire Alarm system with detectors as shown

- SC Half hour fire resisting door rated 30-30 fitted with mechanical self closing devise set into frame fitted with inducement strips and cold smoke seals
- DS Smoke detector head mains fed and inter linked within each flat unit.
- HD Heat detector head mains fed and inter linked within each flat unit
- Break glass fire alarm call point
- E Emergency light fitment designed to activate on mains automatically on mains failure

## 6d Second Floor Plan Drawing



- Provide L2 Fire Alarm system with detectors as shown
- SC Half hour fire resisting door rated 30-30 fitted with mechanical self closing devise set into frame fitted with inducement strips and cold smoke seals
  - DS Smoke detector head mains fed and inter linked within each flat unit.
  - HD Heat detector head mains fed and inter linked within each flat unit
  - Break glass fire alarm call point
  - E Emergency light fitting designed to activate on mains automatically on mains failure

## 7 Identify People at Risk

Identify and specify the likely location of people at risk in case of fire and controls in place:

### A. Teachers

Located either in staffroom on ground floor (63 WBA) during break times and before Class or in designated Classrooms during class times. **Class Lists record location of each teacher and students under their care during class times.**

### B. Social Assistants

Social Assistants help with Testing of New Students on **Mondays 09:00 - 11:00** (peak season) Located on Ground Floor (65 WBA) and with Occasional Afternoon and Evening Activities in designated rooms. **Social Assistants' Rota identifies likely location of each social assistant while working either on or off site.**

### C. Office / Management Team

Located predominantly in Offices on Ground Floor, also in various locations in building supervising students and staff. **Management advise each other informally when leaving the office and where they will be.**

### D. Students

Located during break times on Ground Floor in Lounges, in Garden or off premises. Located during class time under teachers' supervision in designated classrooms. Located in Afternoons either in class or on activities. **Teacher takes register to ascertain if students are present. Class List, Group Lists and Group Programmes help identify likely location of students at all times. Whether they are in the building or not and if so where. Missing students are reported to office. Group Leaders assist in locating their students under these circumstances. Group Leaders in most cases have a mobile number for each student.**

### E. Group Leaders

Located either in staffroom on ground floor (63 WBA), in computer rooms or in offices speaking to management team. **Group Leaders are not allowed to attend class unless under agreement with management team. Group Leaders advise Management Team informally when on or off the premises.**

### F. Persons with physical impairments

London House is able to accommodate students and or staff with physical impairments. **The same controls used for non-impaired individuals apply; with additions. For individuals with sight or hearing impairments a designated helper in each class is assigned. Typically, students have also been accompanied by a helper from their own country. For those with mobility difficulties the school is able to use ground floor lounges as classrooms.**

### G. Varied working practices

**The School Timetable** imposes regular points in time when people are located in different areas of the building or are off premises. **Monday - Friday 08:30 - 09:00** Teachers and students are downstairs either in staffroom, lounges or outside / not arrived yet. **Monday 09:00 - 11:00** (peak season) new students testing takes place on ground floor (65 WBA) or off site at Westgate Pavilion **Monday - Friday 09:00 - 11:00 and 11:30 - 13:00** All Teachers and students are in class. **Monday - Friday 11:00 - 11:30 and 13:00 - 14:00 Break Times** All staff and students are out of class, down stairs in staffroom, lounges, garden or off site. **Afternoon Classes and Social Activities run from 14:00 - 16:30 Monday - Friday See School Timetable, Class List, Group Programmes and controls as above**

**H. Contractors** Various; Cleaners, Builders, Window Cleaners etc. **Typically, contactors only work at times when students and other staff are not in the building. Contractors are responsible for their own tools and equipment. Contractors Health and Safety hand-out is issued and individuals and shown around premises and relevant safety information is given at time work is started.**

### I. Areas where persons are isolated

**Cellar Area (63 WBA)** Owner, building maintenance staff and contractors access only. Only for collection of and returning of tools and or building materials. **Cellar Area is otherwise out of bounds. It is only entered for brief periods 1- 2 minutes at a time. Contractors and Maintenance report to office each day. See controls for Contractors**

### J. Persons who may be asleep in your premises

All though the premise has planning for residence this will not be the case as of March 2019

## 8 Fire Hazards: Identified

### Area: School Building Overview

**Ignition Sources:** Electrical Equipment, Plug sockets, Smoking materials, Portable heaters, Gas Boilers, Gas Cooker, Arson,

**Fuel Sources:** Furniture, Noticeboards, Curtains, Rubbish bins, Cleaning Chemicals, Paints, Flammable Liquids & solvents, Wood, Paper, Cardboard, Mains Gas, Wooden Floor boards, joists and staircases, laths.

### Area: Classrooms

**Ignition Sources:** Electrical Equipment: 1 Computer with Monitor and or Projector, CD Player, plug sockets could be used by staff or students

**Fuel Sources:** Maximum of 24 Chairs with no tables or Maximum of 16 Chairs with 3 tables, 1 – 2 Notice boards, Curtains, Rubbish bins

### Area: Computer Rooms

**Ignition Sources:** Electrical Equipment: 5 - 10 Computers, plug sockets could be used by staff or students

**Fuel Sources:** 5 - 10 Chairs, 3 - 4 tables, 1 Noticeboard, Curtains, Rubbish bins

### Area: Lounges

**Ignition Sources:** Electrical Equipment: 1 Projector or TV, 1 Satellite Receiver and or DVD Player, Plug sockets could be used by staff or students for recharging phones

**Fuel Sources:** Maximum of 24 Chairs with no tables or Maximum of 16 Chairs with 3 tables (If used as classroom), 1 – 2 Notice boards, Curtains, Rubbish bins

### Area: Offices

**Ignition Sources:** Electrical Equipment: Computers and Monitors, TV, Printers, Photocopiers,

**Fuel Sources:** 3 – 4 Tables, 4 - 6 Chairs, 1-2 Noticeboards, Curtains, Stored Paper, Files & Filing Cabinets, Rubbish bins

### Area: Staffroom

**Ignition Sources:** Electrical Equipment: Computer and Monitor, Printer, Photocopiers,

**Fuel Sources:** 2 Tables, 12 Chairs, 1 Noticeboard, Curtains, Stored Paper, Files & Filing Cabinets, Rubbish bins

### Area: Kitchen

**Ignition Sources:** Electrical Equipment: Kettle, Toaster, Microwave Oven, Cooker Gas hob and Electric,

**Fuel Sources:** Fitted Kitchen units, Cooking oil, Cleaning Products Stored, Rubbish bins

### Area: Cellars

**Ignition Sources:** Electrical Equipment: Fan, Light Switch

**Fuel Sources:** tools, wood off cut, paint (mostly water based) some oil-based paint (gloss) 1-2L, white spirit 1L,

### Area: Outside of Building

**Ignition Sources:** Smoking Materials, Arson

**Fuel Sources:** Rubbish Bins

**Structural features that could promote the spread of Fire:** Wood used in construction is a source of Fuel.

## 9a Fire Hazards Risk: Evaluated Remove, Reduce, Protect

### \*Fire Risk Overview

**Preventing the Causes of Fire:** Preventing fires occurring is of prime importance because of the potential threat to life and property. Fire prevention is concerned with identifying the main causes of fire and applying common sense measures to minimise the possibility of a fire occurring.

**People:** People are the most common cause of fire. They generally cause fires in four ways:

**a) Carelessness b) Ignorance c) Thoughtlessness e) Malicious Ignition (Arson)**

Many fires could be prevented with a bit more thought and better pre-planning. Risks are taken because it is believed that nothing can go wrong and a sense of *"It can't happen to me"* prevails. **Student, staff and group leader inductions and training, combined with a clear explanation of the school EAP, are designed to insure people act in a way that will help reduce the risk of fire and act appropriately in the event of Fire. Reducing or Removing a, b and c.**

**Poor Housekeeping:** More than one in seven fires are caused by the ignition of waste materials. Good housekeeping both inside and outside any building will considerably reduce the risk of an outbreak and spread of fire. **Rubbish should not be allowed to accumulate, especially in corridors and escape routes.**

1. The school cleaner checks all bins daily.
2. Teachers are required to ensure that no eating and drinking takes place in class, so that rubbish does not accumulate in classroom bins.
3. Building and other contractors are expected to remove all works rubbish and waste materials each day.
4. Outside Rubbish is collected weekly off season and bi weekly peak season
5. Any member of staff may report, full bins or rubbish to the office

**Electrical Fires:** are caused by incorrect use of electrical equipment or using faulty or poorly maintained appliances. All electrical equipment is **PAT Tested** and checked regularly for any signs of wear or damage, particularly to plugs and wiring. This is recorded in a **List of Equipment File** kept in the office. Teachers are required to report damage to classroom equipment. **The use of square multi plug adapters is not permitted.** Where it is necessary, use of properly fused mains extension leads supplied by the school. Staff are asked not misuse adapters or overload circuits by using too many electrical appliances. All electrical appliances should be switched off or unplugged when not in use. **Staff must ask before using their own equipment.** Students are not permitted to use chargers without permission from the office. All staff are asked to report or and remove any unattended device charging in your classroom or students' lounge and hand it into the office.

**Smoking:** As with any building open to the public London House has a strict **No Smoking Policy** in accordance with the Law. In addition to this our **No Smoking Policy** includes **No Smoking** on the school grounds or on any London House trip or activity. In accordance with our terms and conditions no one under the age of 18 can have in their possession any cigarettes, lighters, fuels or any other similar items or paraphernalia. Teachers, Social Assistants and Group Leaders on being aware of this, have a duty to remove those items and hand them into the office or if unable to do so, to report this to the office so appropriate action can be taken.

**Malicious Ignition / Arson:** All staff are asked to be constantly aware of the threat posed by anyone who might unlawfully enter the school premises. Security of the buildings and their surroundings are of paramount importance to minimise the threat of arson from outside. Any person acting in a suspicious manner should be reported immediately.

### \*Behaviour of People in Fire

It has been shown conclusively that the incorrect behaviour of people in fires has made a major contribution to multiple fatal fires. People, unaware of the **Evacuation Procedures** within the building or the rapidity with which a fire can develop often take the wrong actions, with disastrous results. A number of very serious fires have demonstrated the importance of rapid and correct actions as soon as the fire is discovered. **The London House Emergency Action Plan EPA outlines: Evacuation Procedures, Means of Escape, the location of Fire Exits and Fire Doors as well guidelines as to how staff and students should behave in the event of a Fire or Fire Alarm. Fire Drills test and practice these procedures.**

\*Adapted from University of Surrey Fire Safety Handbook Information mirrored in **LH Fire Safety Handbook and EAP**

## 9b Fire Hazards Risk: Evaluated Remove, Reduce, Protect

### Area: School Building Overview

**Risk of a Fire starting: Low** *“The Chance of a Fire Starting will be low if your premises has few ignition sources and combustible materials are kept away from them...but be aware that some unlikely incidents can put many people at risk”* HM Gov. **Fire Risk Assessment:** Educational Premises p15 and p16

**Risk to people from a Fire:** *“To evaluate the risk to people in your premises, you will need to understand, the way fire spread, i.e. Convection, Conduction and Radiation...Spread of Fire by convection is the most dangerous. Smoke will pass through gaps in walls, ceilings and floors into other parts of the building and the temperature of the building will rise.”* HM Gov. **Fire Risk Assessment:** Educational Premises p16 and p 17.

### Remove or Reduce Fire Hazards:

1. **Reduce Sources of Ignition present within the building:** Electrical equipment is kept to a minimum and systems of checking and testing are in place. **Controls are placed on staff using electrical equipment. Daily checks of the building make sure equipment is switched off when not in use.**
2. **Reduce Fuel Sources:** Minimal Cleaning products are stored in a cupboard in 63 Westgate Bay Avenue and minimal paints, wood and other building materials are stored in the cellar of 63 Westgate Bay Avenue. **Access to these areas is restricted to owner and some staff only.** All upholstered furniture and noticeboards are fire retardant. Small quantities of Paper are stored in offices and Staffroom.

### Remove or Reduce the Risks to People from a Fire: This is done by

1. Controlling the number of people using the premises to a **Total Maximum of 240** or **120** per side and controlling the numbers of people per room and items of furniture in each room. See **Written Plan page 6 Section 6a.**
2. Controlling the number of people using each area / floor. First and Second Floors have a **Total Maximum of 56 persons per floor.** Larger number of people can resort to the ground floors that provide **Multiple Exits** with **Short Travel Distances** See **Written Plan page 6 Section 6a.**
3. Controlling the number of people in each room or classroom
4. By ensuring enough staff are available to manage students a **typical ratio of 1 adult employee to 10 students is maintained.**
5. By restricting the age of students in the school. No students below the age of 12 are registered on London House Courses.
6. By the provision of training and inductions including a **Fire Safety Handbook** and **EAP** and **Evacuation Procedures.**
7. Providing **Fire Warning Systems** and other **Fire Precautions see below**
8. Testing procedures with regular **Fire Drills** and through consultation with staff.

### Protect people by providing Fire Precautions:

1. **Fire Doors:** are strategically positioned on the first and second floor landings to form fire compartments and allow for horizontal evacuation within the building. Additionally, all rooms in the building, except toilets, will be fitted with 30-minute **Fire Doors**, to contain any potential **fires** within each room and to protect individuals in the event they are trapped.
2. All Flooring on First and Second Floors in 63 and 65 Westgate Bay have been hardboarded, to reduce spread of smoke from lower areas.
3. **Fire Extinguishers** are also are strategically positioned throughout the building close to escape routes. Computer Rooms, Kitchens and Cellars have additional **Fire Extinguishers** and **Fire Blankets** where appropriate.
4. **Fire Alarm System: L2 Wired Addressable Fire System:** automatic fire detection, break-glass system to BS 5839 covering (63 and 65 WBA Smoke or Heat detectors in all room corridors and landings.
5. **Training and Inductions** for staff and student combined with an **Emergency Action Plan, Fire Notices** and other **Signage** improves the chances that people will behave in a way that will reduce the chance of fire occurring, raise the alarm quickly on discovery of a fire and to evacuate the premises effectively.

## 9c Fire Hazards: Evaluated Remove, Reduce, Protect Variations

### Area: Classrooms Second Floor

**Risk of a Fire starting:** Low

**Risk to people from a Fire:** Low if Fire Starts in this area. **Variations:** An increased risk from smoke, if fire starts on lower levels.

**Remove or Reduce fire hazards:** See 9a and 9b

**Remove or Reduce the risks to people from a fire:** See 9a and 9b

**Protect people by providing fire precautions:** See 9a and 9b

### Area: Classrooms First Floor

**Risk of a Fire starting:** Low

**Risk to people from a Fire:** Low if Fire Starts in this area. **Variations:** An increased risk from smoke, if fire starts on lower levels.

**Remove or Reduce fire hazards:** See 9a and 9b

**Remove or Reduce the risks to people from a fire:** See 9a and 9b

**Protect people by providing fire precautions:** See 9a and 9b

### Area: Computer Rooms First Floor

**Risk of a Fire starting:** Low **Variations:** An increased number of computers add additional sources of ignition.

**Risk to people from a Fire:** Low if Fire Starts in this area. **Variations:** An increased risk from smoke, if fire starts on lower levels.

**Remove or Reduce fire hazards:** See 9a and 9b

**Remove or Reduce the risks to people from a fire:** See 9a and 9b

**Protect people by providing fire precautions:** See 9a, 9b **Variations:** Additional Co2 Fire Extinguisher located in room.

### Area: Lounges Ground Floor

**Risk of a Fire starting:** Low

**Risk to people from a Fire:** Low Numbers of people that might resort to ground floor areas exceed 60 persons

**Remove or Reduce fire hazards:** See 9a and 9b

**Remove or Reduce the risks to people from a fire:** See 9a, 9b **Variations:** multiple exits and short travelling distance reduce risk

**Protect people by providing fire precautions:** See 9a and 9b

### Area: Offices Ground Floor

**Risk of a Fire starting:** Low However increased number of computers and photocopiers add additional sources of ignition.

**Risk to people from a Fire:** Low

**Remove or Reduce fire hazards:** See 9a and 9b

**Remove or Reduce the risks to people from a fire:** See 9a, 9b **Variations:** multiple exits and short travelling distance reduce risk

**Protect people by providing fire precautions:** See 9a, 9b **Variations:** Additional Co2 Fire Extinguisher located in room or just outside.

## 9d Fire Hazards: Evaluated Remove, Reduce, Protect Variations

### Area: Staffroom Ground Floor

**Risk of a Fire starting: Low** However increased photocopiers add additional sources of ignition and proximity to kitchen area increase risk

**Risk to people from a Fire: Low**

**Remove or Reduce fire hazards: See 9a and 9b**

**Remove or Reduce the risks to people from a fire: See 9a, 9b and Variations:** multiple exits and short travelling distance reduce risk

**Protect people by providing fire precautions: See 9a, 9b and Variations:** Additional **Co2 and Foam Fire Extinguisher** located in room.

### Area: Kitchen Ground Floor

**Risk of a Fire starting: Low**

**Risk to people from a Fire: Low**

**Remove or Reduce fire hazards: See 9a and 9b and Variations:** Kitchen in 63 Westgate Bay Avenue is scheduled to be converted in to office space. Staff are not allowed to use cooker. Students are not permitted in this area.

**Remove or Reduce the risks to people from a fire: See 9a, 9b and Variations:** multiple exits and short travelling distance reduce risk

**Protect people by providing fire precautions: See 9a, 9b and Variations:** Additional **Fire Blanket, Co2 and Foam Fire Extinguisher** located in or near room.

### Area: Cellar

**Risk of a Fire starting: Low**

**Risk to people from a Fire: Low**

**Remove or Reduce fire hazards:** A small quantity of tools, building materials, paints and other items are store. This is kept to a minimum. Different materials and keep in designated areas of the cellar. Cellars are cold and damp.

**Remove or Reduce the risks to people from a fire: See 9a and 9b**

**Protect people by providing fire precautions: See 9a, 9b and Variations:** Additional **Co2 Fire Extinguisher** located by cellar stairs.

### Area: Outside of Building

**Risk of a Fire starting: Low**

**Risk to people from a Fire: Low**

**Remove or Reduce fire hazards: See 9a and 9b**

**Remove or Reduce the risks to people from a fire: See 9a and 9b**

**Protect people by providing fire precautions: See 9a and 9b**



## 10 Means of Escape - Horizontal Evacuation

### Consideration of factors relevant to Means of Escape:

1. How fire hazards are controlled within the area/room/floor \* See Section 9
2. The need to control and monitor the number of occupants \*See Section 9
3. The number of occupants in the area/room/floor and their familiarity with the premises \*See Section 9
4. The likely spread of fire \*See Section 9
5. The time it would probably take to escape 3 -5 minutes \* See Fire Drills in Fire Safety Log Book
6. In the event of Fire can all persons safely evacuate the premises, taking into account the fire risks in the area?  
YES \*See Fire Safety Log Book Fire Drills
7. Travel Distances to the nearest Fire Exit and Final Exit? Second Floor: 8m to Fire Exit on Landing (Nearest Place of reasonable Safety) + 12m to Final Exit on Ground Floor. First Floor: 8m to Fire Exit on Landing (Nearest Place of reasonable Safety) + 9m to Final Exit on Ground Floor. NB 1. Travel Distances are maximums from furthest points in furthest rooms 2. Once at bottom of stairs on Ground Floors multiple exits are available.
8. Definition and number of escape routes easily identified and available at all times? A total of 4 Final Exits are situated at the front and rears of both building with the additional ability to cross between building via a central courtyard providing an alternative route to safety. Each Floor has a landing portion with Fire Exit Door leading to a stair case to ground floor and final exits. A total of 2 Stair Cases are available 1 for each side of the building.  
\*See Build Plan Section 6
9. Are number and widths of exits sufficient to evacuate all occupants quickly and easily? \* YES See Fire Drills in Fire Safety Log Book and Evacuation records
10. Inner rooms situations. Is there exit only available through another room? NO
11. Corridors. Do they need to be protected by fire resisting walls and doors? NO However all rooms except for toilets will have a minimum of a 30 minute fire door fitted.
12. Dead-end conditions Is there only one way out? YES From both First and Second Floors only one stair case is available. \*See 18
13. Door openings and door fastenings Can door(s) be opened easily without the use of a key? YES
14. Do all escape routes lead to a place of safety YES
15. Housekeeping. Is there storage of combustibles or obstructions in escape routes? NO
16. Sufficient number of stairways YES \*See 18
17. Are there provisions for people with disabilities? YES For individuals with sight or hearing impairments a designated helper in each class is assigned. Typically students have also been accompanied by a helper from their own country. For those with mobility difficulties the school is able to use ground floor lounges as classrooms.

## 11 Means of Escape - Vertical Evacuation

18. Are there sufficient stairways to get all occupants out of the premises even with one stairway per side? YES \* "a single escape route may be acceptable in some circumstances e.g. part of your premises accommodating less than 60 people or where the travelling distance is limited." HM Gov. Fire Risk Assessment: Educational Premises P26
19. Are the stairways wide enough to get all occupants out of the premises including disabled persons? YES \* Classrooms on the ground floor are provided for anyone with mobility issues.
20. Do the doors, walls and partitions to the stairways need to be fire resisting? YES Fire Doors: are strategically positioned on the first and second floor landings to form fire compartments and allow for horizontal evacuation within the building.

## 12 Fire Safety Signs and Notices

- |  |            |
|--|------------|
| 1. Do all <b>Fire Safety Signs</b> comply with the current standard?   | YES        |
| 2. Are there sufficient <b>Fire Exit Signs</b> on the escape routes?   | YES        |
| 3. Are all internal <b>Fire Doors</b> indicated with “ <b>Fire Door-Keep Shut</b> ” notices?                   | YES        |
| 4. If necessary are <b>Fire Exit Doors</b> marked with “ <b>Fire Exit-Keep Clear</b> ” notices? (outside face) | NOT NEEDED |
| 5. Are there signs indicating how to use door opening mechanisms e.g. “Push Bar to Open”?                      | YES        |
| 6. Are general <b>Fire Action Notices</b> displayed stating what to do in a fire situation?                    | YES        |
| 7. Is fire-fighting equipment indicated?   | YES        |

## 13 Fire Warning Systems

- |  |     |
|--|-----|
| 1. Is there a suitable <b>Fire Warning System</b> to alert occupants in the event of a fire? | YES |
| 2. Is an <b>Electric Fire Alarm</b> installed to the current British Standard.               | YES |
| 3. Can all occupants be alerted when the alarm when it is sounded?                           | YES |
| 4. Is there a need for <b>Automatic Fire Detection</b> i.e. sleeping risks, varied working?  | YES |

## 14 Emergency Lighting Systems

- |  |     |
|--|-----|
| 1. Is <b>Escape Lighting</b> be provided.  | YES |
| 2. Are areas of the premises with no natural light provided with <b>Escape Lighting</b> ?                      | YES |
| 3. Are <b>Escape Lighting System</b> installed to the current British Standard?                                | YES |
| 4. Is there sufficient illumination for occupants to see the <b>External Escape Routes</b> clearly?            | YES |
| 5. Does the system operate on sub-circuit failure?   | YES |
| 6. Is there sufficient illumination at changes in level and changes in direction?                              | YES |
| 7. Is there sufficient illumination to show <b>Fire Exit Doors</b> and their operation?                        | YES |
| 8. Is there sufficient illumination to show <b>Fire Alarm Call Points</b> and <b>Fire Fighting Equipment</b> ? | YES |

## 15 Fire Fighting Equipment

- |  |     |
|--|-----|
| 1. Is there sufficient firefighting equipment provided for each area of the premises?              | YES |
| 2. Is the fire fighting equipment appropriate for the risks?                                       | YES |
| 3. Is the fire fighting equipment simple to use?   | YES |
| 4. Has a competent person checked fire extinguishers within the last twelve months?                | YES |
| 5. Does it conform to a standard?  | YES |
| 6. Is the fire fighting equipment located on the escape routes and near to exit doors?             | YES |
| 7. Are they secured on wall brackets or suitable floor plates, unobstructed and easily accessible? | YES |

## 16 Maintenance Schedule\*

### Fire Alarm Systems

**Weekly:** Check all systems for state of repair and operation. Repair or replace defective units Test operation of systems, self-contained alarms and manually operated devices.

**Every 4 Months:** Full check and test of system by competent service engineer. Clean self-contained smoke alarms and change batteries.

**Competent Persons:** Westgate Security and LH Management

**Maintenance Recorded:** Fire Log Book

### Emergency Lighting

**Monthly:** Check all systems, units for state of repair and apparent working order.

**Every 6 Months:** Full check and test of systems and units by competent service engineer.

**Competent Persons:** Westgate Security and LH Management

**Maintenance Recorded:** Fire Log Book

### Fire Fighting Equipment

**Weekly:** Check all extinguishers for correct installation and apparent working order.

**Annually:** Full check and test by competent service engineer.

**Competent Persons:** Blacklands Fire and LH Management

**Maintenance Recorded:** Fire Log Book

### Means of Escape, Signs and Notices

**Location of Signage:** Blacklands Fire Provides and helps located Signage within the premises

**Weekly and Daily:** Visual Checks

**Competent Persons:** Blacklands Fire and LH Management

**Maintenance Recorded:** Fire Log Book

\* Fire Log Book and Maintenance Record Attach to the Risk Assessment. (Appendix)

## 17 Maintenance Management

**Is there a maintenance programme for the Fire Safety Provisions in the premises**

**YES**

**Commentary:** This is conducted using a mixture of in house checks supported by the use and employment of fire safety professionals and companies, electricians and gas safe engineers.

**Are regular checks of Fire Doors, walls and partitions carried out?**

**YES**

**Commentary:** Fire Doors are checked using the using the **BWF Maintenance Checklist** on installation and checked every six months thereafter.

**Are regular checks of Escape Routes and Exit Doors carried out**

**YES**

**Commentary:** Daily Checks are made by Cleaner and Management Team at the end of each day. Students are monitored and break e.g. for sitting on stairs.

**Are regular checks of fire safety signs carried out**

**YES**

**Commentary:** The building is checked each Friday, Staff are asked to report all damage including the loss of signage.

**Is there a maintenance regime for the Fire Alarm System**

**YES**

**Commentary:** The School has a service contract with **Westgate Security** who do regular checks every 3 months.

**Is there a maintenance regime for the Emergency Lighting System**

**YES**

**Commentary:** The School has a service contract with **Westgate Security** who do regular checks every 3 months.

**Is there maintenance of the fire fighting equipment by competent person?**

**YES**

**Commentary:** The School has a service contract with **Blacklands Fire** who conducts checks annually. Fire Extinguishers are checked for signs of temper or uses, each Friday, Staff are asked to report damage including the loss of signage.

**Are records kept & their location identified**

**YES**

**Commentary:** Records are held within the school offices and are available at any time.

## 18 Method for Calling the Fire Service:

**Specify:** By a member of the Management Team Phoning 999

## 19 Emergency Action Plan EAP

**Commentary:** Emergency Action Plan, details procedures in the event of fire.

The EAP covers:-

1. All foreseeable events
2. The action employees should take if they discover a fire
3. How people will be warned
4. How the evacuation is carried out (action on hearing fire warning)
5. Includes the evacuation of visitors and people with disabilities
6. Assembly Point
7. Procedures for checking the premises have been evacuated
8. Identify escape routes
9. Fire Fighting Equipment
10. Duties and identities of persons with specific responsibilities in the event of a fire
11. How the fire service are called and by who
12. Liaison with fire service on arrival

\*EAP is Attached to the Risk Assessment

## 20 Staff Training and Student Inductions

**Commentary on training programme:**

1. **Fire Safety Training:** including a full explanation of the EAP carried out during staff inductions held bi-annually before the start of the Easter and Summer seasons and at other periods during the year.
2. **Fire Extinguisher Training** is held bi-annually before the start of the Easter and Summer seasons by **Blacklands Fire**. This covers the Identification of the different types of Fire Extinguishers used on site and their Safe Operation.
3. **The Fire Safety Handbook** and **EAP:** is explained and given to all new employees
4. **Staff Acknowledgement of Training:** This is recorded in Meetings and Training Records Folder
5. **Fire drills:** Regular fire drills are carried out to support the training given and to test the procedures work appropriately. These are recorded in the **Fire Safety Log Book**.
6. **Student Inductions:** All Students receive a 30-minute induction which includes instructions on what to do in the event of a fire or fire alarm. Information is explained in the London House Students Handbook.

\* See Appendices Attached to the Risk Assessment.

## 21 Fire Safety Deficiencies to be rectified:

Deficiency / Rectification	Priority	Work Scheduled	Date Completed
1. It has been identified that Additional Fire Doors are required. 35 Fire Doors with automatic closers have been purchased. Once installed all rooms except toilets will have a minimum of a 30 minutes Fire Door.	High	March 2015 Final 5 doors by June 2015	All Doors except landings completed 31/3/15
2. It has been identified that the current manual system with additional smoke detectors needs to be upgraded to an L2 Fire Alarm. Quotes have been taken from two companies to provide an upgraded from the current System to an Automatic Fire Alarm System <b>*See Fire Plans for L2 Fire Alarm System.</b>	High	March 2015	Completed 31/3/2015
3. Emergency Lighting in 65 Westgate Bay Avenue has been Upgraded to new non-maintained lighting. Emergency Lighting in 63 Westgate Bay Avenue needs upgrading.	Medium	March 2015 Scheduled with Westgate Security By June 2015	Completed January 2018
4. Fire boarding is needed to fire proof cellar areas	High	March 2015 Date moved to June 2015	Completed March 2016
5. Hardboarding of first and second floor rooms in 63 Westgate Bay Avenue would improve protection from the products of fire primarily smoke from any potential fire in rooms or areas below. This has already been carried out in 65 Westgate Bay Avenue.	Low	Next time room or floor is decorated.	Completed December 2018

## **22** Significant Findings

**Significant Findings**

**Control Measure or Action**

## **22** Additional Hazards

Appendices:

1. London House Fire Safety Handbook and Emergency Action Plan
2. Student Handbook
3. Fire Door Maintenance Check List
4. Fire Safety Log Book (Held at School)