

# Fire Risk Assessment

<b>Company</b>	King Edward VI School for Boys		
<b>Site/Location</b>	Edgbaston Park Road, Birmingham, B15 2UB		
<b>Persons on site at any one time</b>	<b>Employees:</b> 90 approx.	<b>Students:</b> 800 approx.	<b>Total:</b> 900 approx.
<b>Times premises are occupied</b>	0800 – 1800 primarily although some events may take place out of hours.		
<b>Contact Name</b>	David Tinkler Assistant Facilities Manager		
<b>Date of previous assessment</b>	16 <sup>th</sup> January 2018		
<b>Previous assessment carried out by</b>	Derek Wanley (Capita)		
<b>Date of assessment</b>	22 <sup>nd</sup> May 2019 (KES Review process Spring term 2020) The FRA due in October 2020 was delayed due to COVID-19 implications (the assessor was unable to attend as self-isolating).		
<b>Health &amp; Safety Consultant</b>	Chris Brown TechIOSH		

## Introduction

---

The following report refers to the visit to the premises of King Edward High School for Girls, Birmingham on 10<sup>th</sup> April 2019. The purpose was to undertake a comprehensive inspection and subsequent Fire Safety Risk Assessment of all their buildings.

### **Type of Work Undertaken at Premises**

KEHS for Boys is a private secondary school in the Edgbaston area of Birmingham. There are approximately 800 pupils in KEHS from the ages of 11 up to 18

### **Description of school/site**

King Edward's School for Boys is one of a family of schools within the KE Foundation in Birmingham. There are two independent schools within the Foundation, KEHS and King Edward's School (for boys) which occupy the same site in Edgbaston.

In the 1930s King Edward's (and its sister school) moved to Edgbaston with two purpose built schools opening in 1940 on a spacious site opposite the University of Birmingham.

The KES main building is a large purpose built school joined in the middle with the girls school via the kitchen area. These buildings have proved to be of lasting value, but there have also been substantial developments over the years in provision for PE, Design & Technology, Art, science, IT and the Library.

### **Objective**

The objective of the inspection and risk assessment was to assist Handsworth Boys Grammar in meeting its risk assessment obligations under the statutory requirements as specified under:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

These obligations are of particular relevance at the time of any consultation with the Fire Authority on subjects that were originally contained within the fire certificate. The Company insurer will require a suitable and sufficient risk assessment to be undertaken.

### **The criteria for our judgement for compliance being:**

- HM Government guides to Fire Safety Risk Assessment:
  - Educational Premises
- Building Regulations
- British Standards (relevant sections)
- Best Practice as recognised

## **Limitations of the Inspection**

In general, the structural features of the premises and those that were hidden from open view, e.g. ceiling voids, service ducts, etc., may not have been subject to inspection during this fire risk assessment. The Responsible Person has a duty for ensuring that appropriate inspection and maintenance of the structural aspects of the buildings, including the above, is carried out.

It is important to note that the assessment cannot guarantee to cover every aspect of all likely risks. The comments are based on observations and discussions undertaken by Capita property and infrastructure, Health & safety and environmental services at the time of a particular visit.

## Record of Significant Findings

---

The following Risk Assessment Record of Significant Findings contains information of the hazards found and the associated risks identified during the risk assessment. Each hazard has been given a priority score in order to assist in the completion of the required remedial actions, as follows:

**Urgent:** Where a situation exists that is likely to involve contravention of legislation that could lead to fatal or major injury (i.e. the term used in RIDDOR), irreversible health effects and could result in the issuing of a Prohibition Notice or legal proceedings by the Enforcing Authority. These matters require immediate action.

**High:** Where a situation exists that is likely to involve contravention of legislation that could lead to serious injury or ill health, the issuing of an Improvement Notice, legal proceedings being instituted or communication from the Enforcing Authority indicating an area of high-risk non-compliance.

**Medium:** Where a situation exists that may cause injury or reversible ill health and may be subject to the issuing of communication from the Enforcing Authority indicating an area of medium risk non-compliance with legislation.

**Low:** Where a situation exists that although enforcement action is unlikely, accidents or property damage is possible. The recommendations are improvements, precautions or policy that will ensure conformance to health and safety legislation.

**Recommendation:** Where a situation exists that may arguably meet legislative requirements but still maintains a risk to the business.

**Note:** To ensure full compliance with the requirements of current legislation, all identified tasks should be rectified at the earliest opportunity.

## Risk Assessment Summary and Action Plan

Ref No. NN-MM-YY	Location	Hazard Found	Risk	Persons at Risk	Priority Score	Action required to remove, reduce and protect from risk	Completion Date
01-05-19	IT Room	There was a 'daisy-chained' extension lead within IT room.	Overloading of electrical socket leading to fire.	Building Users	<b>M</b>	Remove extension	Complete
02-05-19	Server Room	There was considerable storage of combustible materials + bottles of alcohol within the IT Server Room	Increased risk of fire due to proximity of combustibles and heat source.	Building Users	<b>M</b>	Plant & Server rooms should be sterile environments and not used for storage, particularly of combustible and flammable materials. Remove these and remind staff of the importance of keeping Plant & Server Rooms clear.	Complete
03-05-19	Grounds keeping area.	The grounds keeping area was inaccessible during the inspection. It is highly likely that petrol is being stored and used within this area & there was no evidence of a DSEAR assessment having been carried out.	Failure to comply with legal obligations	All	<b>L</b>	A risk assessment for the storage and usage of petrol to be carried out under the Dangerous Substances & Explosive Atmospheres Regulations 2002.	Review of RA in place scheduled for Spring term 2020
04-05-19	Signage	Additional directional fire exit signage is required throughout the site there are several points in the site where at least 1 fire exit sign is not visible.	Those unfamiliar with the site being unaware of where to go during an evacuation.	Building Users	<b>L</b>	Increase directional fire exit signage so that at least one directional fire exit sign is visible from any point within the building, each fire exit sign should lead onto the next directional sign in a predictable series until a final exit point is reached.	Complete

Ref No. NN-MM-YY	Location	Hazard Found	Risk	Persons at Risk	Priority Score	Action required to remove, reduce and protect from risk	Completion Date
05-05-19	Escape Routes	There are several uncovered displays & noticeboards and storage of furniture on escape routes throughout the site.	Increased risk of rapid fire spread through the premises.	Building Users	M	Escape routes should be sterile as far as is practicable, ensure storage and noticeboards are appropriately managed.	This is in progress. Further discussion at the H&S meeting is planned
06-05-19	Art Block	One of the fire exits within the Art department was blocked at the time of the inspection.	Inability to escape using fire exit during an evacuation situation.	Building Users	H	Remove obstructions. Fire exits must be kept clear and free at all times.	Complete
07-05-19	Swimming Pool Block	There was a designated fire exit which was key-locked and inaccessible during the inspection.	Inability to escape using fire exit during an evacuation situation.	Building Users	H	Thumb-turn to be installed on the fire exit. Final fire exits must be available to operate at all times whilst the building is occupied.	Complete
08-05-19	Emergency Lighting System	The EL system failed the April 2019 annual inspection. Primarily this was due to battery issues.	Failure of EL system.	Building Users	M	Ensure that remedial works are undertaken as soon as is practicable.	Complete
09-05-19	Emergency Lighting System	Monthly testing of the emergency lighting system is not carried out consistently on site.	Failure of EL system.	Building Users	M	The emergency lighting systems must be tested (flick test) monthly to ensure all indicator lights, where applicable, are operating as well. The tests should be recorded with the records held on site for audit or inspection purposes.	Training is planned for porters during Spring 2020

Ref No. NN-MM-YY	Location	Hazard Found	Risk	Persons at Risk	Priority Score	Action required to remove, reduce and protect from risk	Completion Date
10-05-19	Fire Doors	A number of the fire doors around the building are not appropriately labelled so and were found to be wedged or propped open during the inspection	Rapid spread of fire through compartments.	Building Users	M	<p>All fire doors must be appropriately labelled with 'Fire Door – Keep Shut' or Fire Door – Keep Locked Shut' on Plant Rooms.</p> <p>Remove all wedges and stoppers, staff to be reminded of their responsibilities with regard to fire safety. Ensure that no fire doors are wedged open at any time. If there is a requirement for the fire door to be kept open, then consideration must be taken to installing a device that will allow the door to be held open but will allow the fire door to close on the activation of the fire alarm system.</p>	Complete, new signage applied, closers repaired and wedges removed
11-05-19	Fire Doors	Although monthly in-house checks of fire doors are now undertaken. It was noted during the inspection that some fire doors were not closing correctly, were missing intumescent stripping & smoke seals and had significant gaps around the frames and underneath.	Fire doors that do not close correctly or are damaged in some way may lead to fire or smoke rapidly spreading between fire compartments	Building Users	M	<p>A full fire door audit should be conducted on site.</p> <p>Any damaged or non-closing fire doors should be repaired or replaced as necessary. Arrange for remedial works to be carried out on these.</p>	Complete, all fire doors are in a satisfactory working condition following a repair programme

Ref No. NN-MM-YY	Location	Hazard Found	Risk	Persons at Risk	Priority Score	Action required to remove, reduce and protect from risk	Completion Date
12-05-19	Throughout	There was some penetration of building services and holes in the building fabric that require fire stopping. This was primarily within service cupboards + the swimming pool block – although improvement required throughout.	Rapid spread of fire & smoke between compartments and through ceiling voids.	Building Users	M	Ensure all penetration of services are fire stopped appropriately where compartmentation has been compromised. Ensure in future that contractor method statements include means to ensure fire stopping when works entail breaching the fabric of the building where compartmentation may be compromised.	Method Statements are reviewed to ensure fire stopping works are considered when appropriate. All high risk areas targeted with fire stopping works now complete in these areas. Further sealing will take place To be completed by Feb half term 2020
13-05-19	Signage	Some of the final exits around the site require external facing 'Fire Exit – Keep Clear' signage	Fire exits being potentially blocked from the outside.	Building Users	L	Obtain and externally display the relevant signage on all final fire exit doors.	Complete October 2019



Ref No. NN-MM-YY	Location	Hazard Found	Risk	Persons at Risk	Priority Score	Action required to remove, reduce and protect from risk	Completion Date
14-05-19	Fire Safety Plan	<p>There is currently no adequate fire safety plan on site. Only basic evacuation procedures displayed on fire action notices exist.</p> <p>Although this was said to be under review at the time of the inspection This remains outstanding from the previous audit.</p>	There may be a failure in sufficiently controlling the risk of fire if there is no clear plan or policy available.	Building Users	M	<p>It is strongly advised that the site create a full fire safety management plan as soon as possible, to include how the school controls the risk from fire and how an evacuation will be carried out. A good emergency plan will contain:</p> <ul style="list-style-type: none"> <li>• fire prevention methods</li> <li>• alarm testing/servicing</li> <li>• emergency lighting</li> <li>• disabled persons</li> <li>• training</li> <li>• visitors / contractors</li> <li>• fire safety checks</li> <li>• duties of fire wardens</li> <li>• assembly point location</li> <li>• staff roles in evacuation</li> <li>• how emergency services will be contacted</li> </ul>	Complete December 2019
15-05-19	Information & Instruction (STAFF)	Staff are not currently provided with suitable specific fire awareness training.	Lack of awareness of increasing fire risks in the building	Building Users	M	<p>You should ensure that staff are provided with adequate training or information on general fire principles and that this training is recorded. Training should be provided on a regular basis.</p>	<p>Staff training for all staff was provided during an INSET in Sept 2018.</p> <p>Training plan to be put together by end Spring 2020</p>

Ref No. NN-MM-YY	Location	Hazard Found	Risk	Persons at Risk	Priority Score	Action required to remove, reduce and protect from risk	Completion Date
16-05-19	Fire Training & Information	It is also not clear what duties the school expects of its fire wardens	Key staff may be unsure of their specific roles in the event of an emergency or how to undertake these.	Building Users	M	Specific roles and duties for fire wardens should be clearly defined within the fire plan, so that wardens can appropriately act during an evacuation. Fire wardens should be able to practice their roles during termly fire drills.	The role of key staff is highlighted in the fire evacuation process. The need for further training is to be considered as part of the training plan by end of Spring term 2020