



School Premises Management Handbook

Annex G

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Fire Risk Assessments

The Regulatory Reform (Fire Safety) Order (RRO), introduced from October 2006, repealed all previous fire safety legislation. It is a statutory requirement. In addition, BB100 guideline document for schools and institutional buildings names the responsible persons, namely Head Teachers or designated facilities staff, in conjunction with the local authorities and the Board of Governors.

It is vital that a fire register is compiled and kept up-to-date on site. This register is the record of fire drills, fire alarm testing, emergency lights testing, and fire door maintenance log, in addition to sprinkler systems, fixed wiring and extinguisher testing, etc. It is critical this is maintained and the servicing requirements (whether weekly, monthly, yearly, etc.) within the aforementioned elements present within the premises, are adhered to.

Responsible persons obligations

Under the RRO Act and BB100 guidance, a fire risk assessment must now be carried out for all non-domestic premises. It is the legal obligation of the responsible person(s) to ensure this is undertaken.

How to carry out a Fire Risk Assessment (FRA)

The FRA should be carried out by a competent person. The assessors should belong to a Fire Risk Assessors Register, IFE, or other professional body so they meet FRA Competency Council (FRACC) recommendations. A very useful starting point for the required assessment is having a simple line drawing of the premises prepared showing the fire safety arrangements (fire extinguishers, fire alarm call points etc.). This will help you undertake regular checks of your fire precautions. Though most schools are likely to have reasonable

measures in place already, it is likely the assessment will identify further action is required.

Analysis must be made of the risks, the likelihood of the event occurring, and its potential severity. Consideration should be given to the effectiveness of existing control measures and who may be affected before deciding if further action is needed. For large sites it may be appropriate to carry out a separate assessment of each block.

A fire risk assessment involves the following:

- ➔ Identify fire hazards (sources of ignition, fuel, and oxygen) and the people at risk
- ➔ Evaluate the risk of a fire starting and the risk to people from a fire
- ➔ Remove or reduce fire hazards and the risks to people from a fire
- ➔ Preparing an emergency plan.

Note

The responsible person (Head Teacher, Site Manager or their nominated delegate) should provide any information requested to assist the assessor in carrying out the assessment.

This information is known as Regulation 38 material.

The assessment will:

- ➔ Identify how to protect all users and visitors to the site by highlighting required fire precautions
- ➔ Inform building users and train staff

- ➔ Be a record of the assessor's findings and actions, and as part of the FRA, a drawing showing compartmentation, fire doors, fire alarm panel, detectors, extinguishers, call points, emergency lighting units, etc. is produced.

Following the Fire Risk Assessment

Once the assessment has been undertaken there are still obligations upon the responsible person(s). These may come in the form of works arising from the assessment. Any deficiencies identified should be resolved with the aid of professional advice from a relevant consultant or a competent fire risk assessor. In some cases a fire engineer may be required to suggest a fire engineered solution.

The Fire and Rescue Service, which is the enforcement authority for the new legislation is also available to offer guidance and advice.

The responsible person(s) is also required to ensure the Fire Risk Assessment and evacuation plan are reviewed annually or following any material changes to the property which would affect the existing fire evacuation procedure.

Management of the completed plan and further guidance

The completed Fire Risk Assessment should be kept on site, available for inspection, together with the emergency plan and the fire register.

Premises managers and their consultants are advised to obtain copies of the appropriate fire safety guides published by HM Government. There are eleven guides available, some of which are likely to be of relevance to schools.

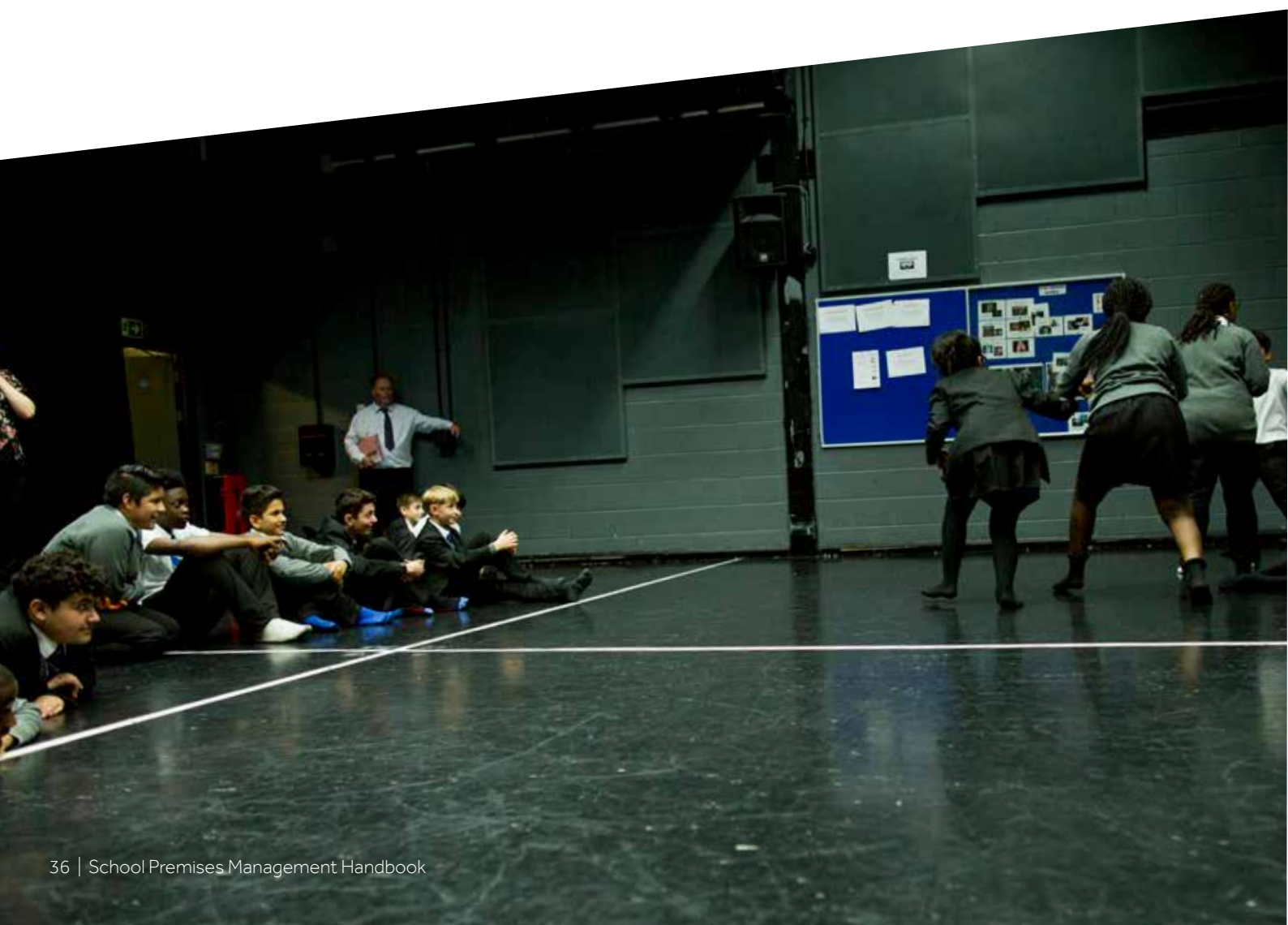
These are:

- ➔ Educational Premises
- ➔ Small and Medium Places of Assembly
- ➔ Sleeping Accommodation (residential schools)
- ➔ Means of Escape for the Disabled

The guides are available from The Stationery Office or can be downloaded free of charge from their website



www.gov.uk/workplace-fire-safety-your-responsibilities



Additional Resources

Traded Services for Schools



www.tradedservices.haringey.gov.uk/contacts

Haringey Governors Online

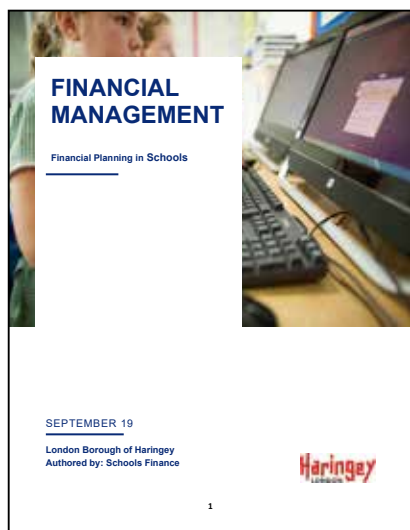


www.governors.haringey.gov.uk

School Financial Procedure Manual

This Manual contains operational guidance for schools' finance and related subjects.

Visit the school finance pages and download your copy at www.haringey.gov.uk



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Every effort has been made to ensure the accuracy of the content of this Handbook at time of publication.