The Parkside School
learn grow thrive

Fire Safety Policy

Approved by:	Mrs C Ellis-Gage Head Teacher	**Date:** May 2026
Signed:		
Next review :	May 2027 Mr J Howard Site Manager	

Contents

Introduction **3**
1. The Core Elements 3
1.1. Fire plan 3
1.2. Fire risk assessment 3
1.3. Fire Risk Assessment Review 4
1.4. Fire evacuation plan 4
1.5. Fire action notice 5
1.6. General emergency evacuation plan (GEEP) 5
1.7. Personal emergency evacuation plan (PEEP) 5
2. Responsibilities: Schools **5**
2.1. Headteachers 5
2.2. School staff with specific fire evacuation roles 7
2.3. All school staff 8
3. Fire risk assessor competence **8**
3.1 Fire risk assessor – NCC TFM premises 8
3.2 Fire risk assessor – schools 9
3.3 Fire plans 9
3.4 Fire evacuation plans 9
3.5 Reviewing fire safety arrangements 9
3.6 Fire drills 9
3.7 Carrying out the fire drill 10
3.8 Roll call and checking the premises has been evacuated 10
3.9 Fire drill monitoring and debrief 11
Additional relevant documents 12
Changes since last revision 12
Appendix 1 Fire evacuation plan - template for premises F607c 13
Appendix 2 Fire risk assessment F607a 17

Introduction

Risks from fire need to be managed so that injury to building users and damage to property is avoided. Key to this is identifying fire hazards, assessing the risk presented by these hazards and ensuring the risk is adequately controlled.

This compliance code describes the requirements for managing fire safety in Norfolk County Council (NCC) premises and in schools. Principally, it sets out requirements for undertaking fire risk assessments, creating premises fire evacuation plans, maintenance of equipment and systems, staff training and fire drills.

1. The Core Elements

The core elements required for successful fire safety management include these (with definitions), in this order:

1.1. Fire plan

A fire plan is a diagram or line drawing showing general fire safety precautions in a building such as break glass call points, emergency lighting, fire extinguishers, fire exit signs, fire doors and designated escape routes.

For NCC premises the fire plan is created or updated by a competent person (a fire safety consultant) and provided to the premises manager and the Corporate Property Team (CPT) for use and reference.

Fire plans for schools should be created or updated by a competent person (a fire safety consultant) and provided to the headteacher for use and reference.

For both NCC premises and schools the fire plan should inform the fire risk assessment and the instruction, information and training provided to staff and other premises users.

1.2. Fire risk assessment

A fire risk assessment is an organised and methodical appraisal of a premises and the activities carried out therein, that identifies possible sources of fire, how the chances of a fire may be reduced and safe ways of protecting and evacuating people from the premises in the event of a fire, considering all users e.g., those who may need assistance with evacuation.

The fire risk assessment for each **NCC premises** should be created by a fire risk assessor (fire safety consultant) with reference to the fire plan. The assessment is developed by the fire risk assessor with input from the premises manager to ensure that the activities that take place at the premises are understood and are reflected accurately in the assessment.

The fire risk assessment for a **school** should be created by a fire risk assessor (fire safety consultant) with reference to the fire plan. The assessment is developed by the fire risk assessor with input from the headteacher to ensure that the activities that take place at the premises are understood and reflected accurately in the assessment.

1.3. Fire Risk Assessment Review

Both NCC premises managers and headteachers need to understand the fire risk assessment, implement the control measures it describes and identify when circumstances change (incident / change of use / alterations etc.,) that may require the assessment to be reviewed – there should be a review at least yearly by NCC premise manager / headteacher. The fire risk assessment should be treated as a 'live' document and kept under constant review.

Fire risk assessments should be formally reviewed and updated by a competent person (a fire safety consultant) every five years, or whenever there is a significant change / incident to your premises – whichever comes first. This recommendation is for lower risk premises. Higher risk premises will need more frequent reassessments, which will be indicated in the fire risk assessment.

1.4. Fire evacuation plan

A fire evacuation plan is a document describing the procedures to follow in case of a fire, to enable persons to evacuate a premise safely and in a timely manner.

The fire evacuation plan is derived from the fire plan and the findings of the fire risk assessment and includes evacuation arrangements for anyone who may need assistance to evacuate safely e.g., for whom a Personal Emergency Evacuation Plan (PEEP) or General Emergency Evacuation Plan (GEEP) is in place. The design of the building, the activities carried out and the numbers and needs of staff and visitors will determine the complexity of the plan and the resources required to implement it.

In NCC premises supported by the Total Facilities Management (TFM) contract, the fire evacuation plan shall be developed by CPT with reference to the fire plan and the fire risk assessment, with input from the premises manager, and consideration of users (via their managers) e.g., for PEEPs and GEEPs.

The fire evacuation plan shall be approved before implementation and **reviewed annually** thereafter by a competent person. A fire evacuation plan template for premises F607C can be utilised, or a comparable document containing the same key information, should be used.

In schools the fire evacuation plan should be developed by the headteacher and premise manager, with input from a fire safety consultant, referring to the fire plan

and the fire risk assessment. A fire evacuation plan template for premises F607C is available.

There must be sufficient trained staff available to support the evacuation plan, when the building is operational, this resource planning shall consider shift work, holiday and absences.

Other key terms

1.5. Fire action notice
A fire evacuation plan should not be confused with a fire action notice, which is often present by fire exits and outlines key 'at a glance' instructions that a building's occupants need if a fire is discovered or the alarm is raised, e.g., call 999, leave the building by signposted routes and exits, go to the assembly point etc.

1.6. General emergency evacuation plan (GEEP)
A general emergency evacuation plan is information provided to occasional visitors to a premises who may need assistance with evacuation in an emergency.

1.7. Personal emergency evacuation plan (PEEP)
A personal emergency evacuation plan is an individual plan for means of escape from fire for staff or regular visitors to a premises. The plan is tailored to individual needs and must be drawn up with the individual and their line manager to ensure that the method of evacuation can be agreed, supported, and exercised.

2 Responsibilities: Schools

Leader of the Council and Chief Executive
The Leader of the Council and the Chief Executive have overall responsibility for NCC's fire safety arrangements and in Community, Voluntary Controlled and Maintained schools, where NCC is the employer.

In Voluntary Aided, Foundation and academy schools the governing body/local governing body has overall responsibility for fire safety.

2.1 Headteachers

The headteacher is responsible for ensuring that:

- they consider attending, or delegate others to attend, relevant training to support competence in fire safety management - e.g., ***NCC Safe Management of Premises – Fire***; this training provides an understanding of the fire risk assessment and fire evacuation plan for their premises and awareness of precautionary measures

required to prevent fires occurring; this training is available through Norfolk Services for Schools (SLA Online)

- all staff receive induction/training on emergency procedures, including fire evacuation arrangements – see Induction checklist G502a and Induction page on InfoSpace

- consideration is given to all staff receiving relevant training on basic fire safety requirements in workplaces, e.g., ***NCC Health and safety and fire prevention awareness elearning*** (available through Norfolk Services for Schools (SLA Online)

- consideration is given to staff who support PEEPS attending relevant training, e.g., ***NCC Supporting evacuation with dignity elearning*** and (where required) Evac chair training; evacuation with dignity elearning is available through Norfolk Services for Schools (SLA Online); Evac chair training is available from Norfolk Fire and Rescue Community Interest Company

- reference is made, as needed, to Emergency support for people requiring additional support G607a, Personal emergency evacuation plan (PEEP) F607b and PEEP – checklist for managers C607

- a fire plan for the premises is obtained

- a fire risk assessment is carried out with reference to the fire plan, by a competent person (a fire safety consultant who meets the requirements detailed in section 3). Reference is made to the Fire safety technical appendix G607 when providing information to the fire safety consultant carrying out the fire risk assessment. A fire risk assessment template F607a is available and should be shared with the fire safety consultant.

- actions arising from the fire risk assessment are implemented

- they nominate an incident response (fire) team and create and implement a fire evacuation plan for the premises, derived from the fire risk assessment and the fire plan and requirements of GEEPS/PEEPs

- the fire evacuation plan is made available to staff

- staff are instructed in premises evacuation procedures, referencing the fire evacuation plan

- staff who carry out specific roles during evacuation, e.g., evacuation assistant or fire warden (fire marshal), are competent and have received suitable training

- consider if temporary, part time or seasonal staff, shift workers or volunteers are used to fulfil duties in relation to the evacuation plan, their suitability as they could leave a position at short notice

- the fire risk assessment and fire evacuation plan are reviewed at least annually by the headteacher or their delegate, noting the findings of fire drills/exercises and changes due to PEEPS/GEEPs and working arrangements

- Fire risk assessments should be formally reviewed and updated by a competent person (a fire safety consultant) every five years, or whenever there is a significant change / incident to your premises – whichever comes first. This recommendation is for lower risk premises. Higher risk premises will need more frequent reassessment, which will be indicated in the fire risk assessment.

- routine tests and checks of fire alarm systems, emergency lighting and fire extinguishers are carried out and documented and any defects are reported to the relevant contractor / premise manager

- fire drills are carried out - preferably each term - and recorded in the Fire logbook

- PEEP related exercises are supported and recorded, if carried out separately from fire drills

- fire drills and actual evacuations are reviewed for effectiveness and changes identified are implemented

- records of maintenance/inspection of fire safety equipment are kept and are readily accessible

- all contractors receive a recorded site induction and are made aware of emergency arrangements

- any significant changes to activities or building use that may affect the fire risk assessment are noted so that the fire plan, fire risk assessment and/or evacuation plan can be amended

2.2 School staff with specific fire evacuation roles

- nominated evacuation assistants complete **NCC *Supporting evacuation with dignity elearning*** or (where required) Evac chair training; Supporting evacuation with dignity elearning is available through Norfolk Services for Schools (SLA Online); Evac chair training is available from Norfolk Fire and Rescue Community Interest Company

- nominated evacuation assistants should endeavour to understand the evacuation experience of the individual(s) they support – for example, by sitting in the Evac

chair themselves to appreciate how it feels to be moved downstairs by someone else in an emergency

- nominated fire wardens (fire marshals) must understand the fire evacuation plan for the premises and their role in actioning it

- staff with specific fire evacuation roles should communicate any concerns identified because of evacuation to the headteacher

Fire marshal training
Norfolk Fire and Rescue Service provides fire marshal and Evac chair training. Fire Marshall training in April 2023. These courses are run through Norfolk Fire and Rescue Community Interest Company (01603 964833; admin@norfolksafety.org).

Courses are available at the Norfolk Fire and Rescue Training Centre in Bowthorpe, local fire stations or your premises.

2.3 All school staff

- all staff complete ***Health and safety and fire prevention awareness elearning***; training is available through Norfolk Services for Schools (SLA Online)

- should notify their manager if they require a Personal emergency evacuation plan (PEEP) and if they believe that a change to their PEEP is required

3 Fire risk assessor competence

3.1 Fire risk assessor – NCC TFM premises

CPT must ensure that for TFM premises the persons who develop fire plans, fire risk assessments and review and approve fire evacuation plans are competent and that:

- fire plans, fire risk assessments and reviews of fire evacuation plans are carried out by companies/individuals who meet the competence criteria described in A Guide to Choosing a Competent Fire Risk Assessor (Fire Sector Federation, 2020)

- the fire risk assessor should liaise with the premises manager to ensure that the fire plan and the fire risk assessment accurately reflects how the premises is used; and that the premises manager understands the findings of the fire risk assessment

- where a fire risk assessor reviews an existing fire plan, fire risk assessment or evacuation plan, they must advise CPT of any issues, e.g., where emergency lighting is required and has not been identified previously

- a suitable format is used for the fire risk assessment - the fire risk assessment template F607a (derived from the fire risk assessment standard 79-1:2020) or a template that contains the information identified within F607a.

3.2 Fire risk assessor – schools

Where a fire risk assessor (fire safety consultant) carries out a fire risk assessment the assessor should meet the competency criteria described in the bullets immediately above.

3.3 Fire plans

Fire plans should detail the following as a minimum:

- fire detection and alarm systems
- emergency lighting
- escape routes and compartmentation
- breach or lack of fire stoppage
- fire doors, final exit doors and doors forming part of accepted escape routes
- fire signage including fire action notice
- areas that were not accessed

3.4 Fire evacuation plans

The fire evacuation plan, derived from the fire plan, the findings of the fire risk assessment and relevant PEEPS and GEEPs, should be recorded using the Fire evacuation plan - template for premises F607c.

3.5 Reviewing fire safety arrangements

Fire safety arrangements must be subject to ongoing review. If there are identified issues as result of drills / testing etc., and/or change in the premises that have affected existing fire precautions, the assessment should be reviewed and revised. Reasons for review could include:

- a change of use to part of the premises
- alterations to the building, including the internal layout
- substantial changes to furniture and fixings
- the introduction, change of use or increase in the storage of hazardous substances
- the failure of fire precautions, e.g., fire-detection systems and alarm systems
- a significant increase in the number of people present
- the presence of people with some form of disability

3.6 Fire drills

NCC premises managers and headteachers should test the effectiveness of fire evacuation arrangements by carrying out fire drills.

Fire drills should be carried out at least annually in NCC premises and preferably once a term in schools.

A well-planned and executed fire drill will confirm understanding of the training and provide information for future training.

Fire drills should:

- identify any weaknesses in the evacuation strategy
- test the procedure following any recent alteration or changes to working practices
- familiarise new occupants with procedures
- test the effectiveness of arrangements for disabled people and those supporting them in a fire evacuation

Premises that consist of several buildings on the same site should be dealt with one building at a time over an appropriate period unless the fire evacuation plan dictates otherwise.

3.7 Carrying out the fire drill

For premises with more than one escape route, the escape plan should be designed to evacuate all people on the assumption that **one exit or stairway is unavailable because of the fire**. Applying this scenario to different escape routes at each fire drill will encourage individuals to use alternative escape routes which they may not normally use.

When carrying out the drill it may be beneficial to:

- nominate observers
- inform the alarm receiving centre (if the fire warning system is monitored)
- ask a member of staff at random to set off the alarm by operating the nearest alarm call point

Drills involving individuals with PEEPs may need to be carried out separately where someone is not able to participate in planned evacuations.

3.8 Roll call and checking the premises has been evacuated

Ensure that a roll call (where applicable) is carried out at the designated assembly point(s) and/or reports are received from fire wardens (fire marshals) designated to 'sweep' the premises. Note any people who are unaccounted for. In a real evacuation this information will need to be passed to the Fire and Rescue Service on arrival.

Once the roll call is complete or all reports have been received, allow people to return to the building. If the fire warning system is monitored, inform the alarm receiving centre that the drill has been completed and record the outcomes of the drill.

In larger schools and larger NCC premises, a roll call is generally not a practical proposition, so it is important to develop robust management procedures to ensure that the building has been evacuated effectively, e.g., sweeping of the premises by fire wardens/evacuation marshals.

3.9 Fire drill monitoring and debrief

During the drill the premises manager/headteacher and any nominated observers should pay attention to:

- communication difficulties regarding the roll call and establishing that everyone is accounted for
- the use of the nearest available escape routes as opposed to common circulation routes
- difficulties with the opening of final exit doors
- difficulties experienced by people with disabilities or by young children
- the roles of specified people, e.g., fire wardens, evacuation marshals
- inappropriate actions such as stopping to collect personal items, attempting to use lifts, anyone who does not evacuate
- windows and doors not being closed as people leave

On the spot debriefs are useful to discuss the drill. Later, reports from fire wardens and observations from participants should be collated and reviewed. Any conclusions and remedial actions should be recorded and implemented.

Details should be noted in a fire logbook and kept on site. A Fire logbook F607 is available.

Adequate fire safety training must be provided for staff. Fire safety training requirements for different job roles – premises manager, line manager, staff with specific evacuation roles etc - are detailed in the section on responsibilities.

As a minimum all staff should receive training about:

- the responsibilities and procedures detailed in the fire evacuation plan, including how to raise an alarm
- the importance of fire doors and other basic fire-prevention measures
- the appropriate use of firefighting equipment
- the importance of reporting to the assembly area
- exit routes and the operation of exit devices
- assisting people with disabilities

Training is necessary:

- when staff start employment or are transferred to the premises
- when changes have been made to the plan and the preventive and protective measures

- where working practices and processes or people's responsibilities change to ensure that staff know how to safeguard themselves and others on the premises
- where staff are expected to assist disabled people

Fire training can be recorded in the Fire logbook F607. Training should be repeated as often as necessary.

Additional relevant documents

- Fire safety technical appendix G607
- Fire evacuation plan - template for premises F607c
- Fire logbook F607
- Fire risk assessment form F607a
- Emergency evacuation arrangements for people requiring additional support G607a
- Personal Emergency Evacuation Plan (PEEP) F607b
- Personal Emergency Evacuation Plan (PEEP) – Checklist for managers C607
- General emergency evacuation plan F607e
- Monthly fire safety checks F607d
- NCC Evacuation of persons requiring assistance in an emergency - Equality Impact Assessment P607a

Changes since last revision

Date	**Details of change**	**Approved by**	**Version number**
01/07/2024	Buffalo & Elephant class - new assembly point on sensory playground not the main playground.	Site Manager/ Head Teacher	

Appendix 1 Fire evacuation plan - template for premises F607c

Norfolk County Council

Fire evacuation plan – template for premises F607c

In NCC premises supported by the Total Facilities Management (TFM) contract the fire evacuation plan should be developed by the Corporate Property Team (CPT) with reference to the fire plan and the fire risk assessment, with input from the premises manager.

In schools the fire evacuation plan should be developed by the headteacher with input from a fire safety consultant, with reference to the fire plan and the fire risk assessment.

Fire Evacuation Plan for:

Premises address and contact number Parkside School College Road Norwich NR23JA

Fire Plan and fire risk assessment for the premises is held at Main Reception

Fire evacuation plan date Annually

Review date April 2025

Fire evacuation plan completed by Carolyn Ellis-Gage Head Of School Justin Howard Premises Manager

Sound of the alarm
The sound of the alarm will be a continuous warning siren etc

Raising the alarm
If a fire is discovered by staff or a visitor notifies staff of a fire, the alarm will be raised by: Staff

activation of the nearest call point

If fire is detected by automatic detectors, this will trigger the fire alarm. Yes In some locations where Improvements have been made and in line with current legislation

Action staff should take on hearing the alarm
The following actions will be taken if the fire alarm is sounded

- If safe to do so, The Premises Manager / Caretaker will be directed to the alarm activation location to investigate if the incident is genuine or a false alarm.

- If within three minutes a fire is confirmed or no confirmation is received, call 999 and request attendance by the Fire and Rescue Service.
- Office Staff will collect visitors signing in book/sheet. (*This may not be necessary if the building is small/there are no hidden areas etc and it is obvious where any visitors would be located and easily identified in a sweep*).

- Staff will begin evacuation by the nearest fire exit and go to the fire assembly point.

- Personal emergency evacuation plans (PEEPs) for staff and known visitors who will need assistance and General emergency evacuation plans (GEEPs) will be implemented as appropriate.

- Lifts must not be used for evacuation unless they are designated as evacuation/fire rated lifts.

- Staff designated as fire wardens (fire marshals) will sweep the building, if safe to do so, ensuring all areas are clear and all doors are closed on the way out.

- All staff working in NCC hubs - County Hall, Priory House and Havenbridge House - will carry out the role of Evacuation Marshal.

- Fire wardens/Evacuation Marshals will report to the person in charge of the evacuation.

- Mains electrical and gas supplies will be switched off before leaving the building, if safe to do so, by

- The Premises Manager will ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.

- The Premises Manager will meet the Fire Service on their arrival and provide them with information collected from Fire wardens or Evacuation Marshals and details about any special risks on site, e.g., highly flammable materials, ionising radiations or radioactive substances.

Escape routes
The escape routes from the building are: All External Doors

Fire assembly point
The fire assembly point is located at: Main Playground / Secondary: Staff Car park / Recreation road Sports hall field

Fire extinguishers
Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where there is a clear means of escape, and the fire is small

Personal safety always takes priority and, if in any doubt staff, should not attempt to extinguish a fire.

Location of key safety hazards or other fire related equipment
Gas supply shut off: Site Office
Mains fuse box: Primary Corridor Code 1987
Mains water inlet: By Pedestrian gate Inset of Turfed area
Gas/oxygen cylinders: N/A
Fire alarm panel: Main Corridor / Repeater Panel Main Reception

Variations to the plan
Detail instances where there may be variations to normal working arrangements such as late opening, weekend working, large events etc and what alternative measures will be required:

Contingency plans
Detail contingency plans if e.g., fire detection and warning systems, evacuation lifts are not working: Tannoy system / Hand rung bell

Specific responsibilities
For ensuring the fire evacuation plan is up to date and available to staff
Premises Manager / Headteacher

For training staff on the evacuation plan and in their roles and responsibilities
Premises Manager
For ensuring sufficient staff are available to carry out the evacuation plan
Premises Manager Headteacher

Additional relevant documents

- Fire safety technical appendix G607
- Fire logbook F607
- Fire risk assessment form F607a
- Emergency evacuation arrangements for people requiring additional support G607a
- Personal Emergency Evacuation Plan (PEEP) F607b
- Personal Emergency Evacuation Plan (PEEP) – Checklist for managers C607
- General emergency evacuation plan F607e
- Monthly fire safety checks F607d
- NCC Evacuation of persons requiring assistance in an emergency - Equality Impact Assessment P607a

Changes since last revision

Date	Details of change	Approved by	Version number
12/09/23	Completely revised and reformatted document aligned for use by NCC and schools. Reflects changed fire safety management arrangements for NCC premises through Corporate Property Team. Document renamed for use with all premises.	P Downer - Health and Safety Manager	14

Appendix 2 - Fire risk assessment F607a

Norfolk County Council

Fire risk assessment F607a

Where a fire risk assessment is carried out by a fire risk assessor (fire safety consultant) the assessment does not have to follow this suggested format prescriptively but must relay the information identified within this example template.

Responsible Person(s) (employer and person in control of the premises):

Premises Name: Parkside School

Premises Address: College road Norwich NR23JA

Person(s) consulted: Carolyn Ellis-Gage, Head Teacher
&
Justin Howard, Site Manager

Name of assessor: Simon Forth

Report validated by: Governors

Date of fire risk assessment: July 1st 2024

Recommended date for review: July 1st 2027

1. General information

1.1.The Premises

Number of floors at ground level and above: 1
Number of floors below ground level: 0
Number of floors available to occupier: 1
Approximate floor area (m2 per floor): **2,640m2**
Approximate floor area (m2 on ground floor): **8,130m2**
Details of construction and layout (age, construction details, features, part of a multi-occupancy building): Main building C20th Oldest block C19th Eco blocks C21st
Occupancy (what the premises is used for): Educational

1.2. The Occupants

Days and times premises is used: Week days Between the Hours of 0700 - 1830

Approximate largest number of employees present at any one time: 140 Approx
Approximate largest number of other occupants present at any one time: 350 Excluding Open days
Maximum occupancy number for the premises: 5,280 Gross Internal: Number will differ room to room

1.3.Occupants especially at risk from fire

Sleeping occupants (including emergency rest centre, summer clubs): 0
Disabled employees: 3
Other disabled occupants: Pupils are all Complex needs
Occupants in remote areas and lone workers: 1
Young people (under 18s) employed: 1
Children/public: 189
Others (e.g., temporary or agency staff or volunteers, contractors): Differs day to day

1.4. Record of fire incidents/fire loss: 0

1.5. Fire plan

The fire plan should detail general fire safety precautions for the premises such as break glass call points, emergency lighting, fire extinguishers, fire exit signs, fire doors and designated escape routes. It should be attached to this document and inform the findings of the fire risk assessment and instruction, information and training provided to staff and other premises users.

2. Fire hazards and their elimination or control

2.1. Electrical sources of ignition

Are fixed electrical installations inspected and tested at appropriate intervals? Yes 5 year Intervals
Is portable appliance testing carried out at appropriate intervals? Annually
Is there suitable control over the use of personal electrical appliances? Yes
Is there suitable limitation of trailing leads and adapters? Yes
Are reasonable measures taken to prevent fires of electrical origin? Yes

Comments and deficiencies observed: Yes: All installation checks carried out in line with NPS policy BMP6

2.2.Smoking

Is smoking prohibited in the building/on the site? Yes
Did the Smoke Free Premises policy appear to be observed? Yes
Where smoking is permitted on the premises, are there suitable arrangements for smokers? N/A
Are reasonable measures taken to prevent fires related to smoking? Yes

Comments and deficiencies observed: Site is non smoking site. Staff wishing to smoke are asked to leave site and not linger around external areas where they might be seen by pupils etc

2.3.Arson

Is unauthorised entry to the premises deterred by limiting site entrances, provision of appropriate boundary security and controlled site access? Yes
Is there an unnecessary fire load close to the building? No
Are waste bins located away from the building and adequately secured? Yes
Is there a monitored intruder alarm or CCTV system? Yes
Is the letter box an anti-arson type? Yes
Is undergrowth/vegetation kept under control and away from exhaust outlets and ventilation grilles? Yes
Is there a closedown procedure for the premises – external doors locked, internal doors closed, no unauthorised people left on site, alarms switched on? Yes
Are reasonable measures taken to prevent arson? Yes
Comments and deficiencies observed: Site is monitored by access control alarm system Texcom. CCTV is monitored on site. Waste is keep well away from the main building and out buildings

2.4.Heating and ventilation installations and portable heaters

Is the installed heating system gas (mains or LPG), oil or electric? Gas
If portable heaters are used, is use minimised and are staff advised not to bring in their own appliances? Yes
Is the use of more hazardous types of portable heater (radiant bar fire, bottled gas (LPG)) avoided? Yes
Are suitable measures in place to minimise the risk of combustible materials igniting? Yes
Are all portable heaters disconnected from the power supply outside working hours? Yes
Are fixed heating and ventilation installations subject to regular maintenance? Yes
Comments and deficiencies observed: If the needs arise for portable heaters it is the users responsibility to ensure that the heaters are properly cooled and unplugged

2.5. Gas – mains supply/LPG/oil

Are regular soundness tests of supply pipework carried out for appliances and tank/cylinders? Yes
Comments and deficiencies observed: BMP6

2.6.Cooking

Are filters cleaned or changed and ductwork cleaned regularly? Yes
Are suitable fire extinguishers and fire blankets available? Yes
Are cooking appliances subject to regular maintenance? Yes
Are acceptable measures taken to prevent fires as a result of cooking? Yes
Comments and deficiencies observed: Under the BMP6 Scheme

2.7.Lightning

Does the building have a lightning protection system? Yes

Comments and deficiencies observed: Lightning protection is serviced annually

2.8.Housekeeping

Are combustible/flammable materials located/stored separately from ignition sources? Yes
Is there an unnecessary accumulation of combustible material or waste? None
Is there suitable storage of hazardous materials, e.g., vented and bunded chemical stores or flammable workshop materials? Yes
Is storage of combustible materials, e.g., workshop stores, science or art/craft stores, suitable? Yes
Is the amount of combustible display material in corridors or circulation spaces kept to a minimum? Yes
Do one off or occasional events, e.g., school productions, barbecues, erection of marquees/temporary structures etc, create additional fire safety risks that are not adequately controlled by the existing fire risk assessment? No
Are roof voids used to store combustible materials? No
Is the overall standard of housekeeping adequate? Yes

Comments and deficiencies observed: Combustibles are stored correctly and separate from main areas: The overall housekeeping is good

2.9.Dangerous substances

Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? N/A
For the purposes of this risk assessment, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents. Small quantities with negligible impact on fire precautions do not need to be considered.

Comments and deficiencies observed: N/A

2.10. Soft furnishings, curtains etc

Are soft furnishings, curtains, sports equipment (e.g., cellular foam gym mats) and play area furnishings/soft toys suitably fire resistant? Yes
Are any newly purchased (or donated) items checked before first use to ensure they are suitably fire resistant? Yes
Comments and deficiencies observed: All Items are checked and process accordingly

2.11. Hazards introduced by contractors and building works

Norfolk County Council has a policy of **no hot works** unless there are exceptional circumstances or cold working methods are not available.
Are contractors adequately instructed on site fire safety rules? Yes
Where hot work is genuinely unavoidable and is carried out by contractors is this controlled through a written permit to work managed by a suitably competent person? Yes
Where hot work is genuinely unavoidable and is carried out by caretaking/site staff (e.g., minor maintenance work) is this controlled through a written permit to work managed by a suitably competent person? Yes

2.12. Other significant fire hazards

This could include e.g., science laboratories, craft workshops and general workshop areas.

Comments and deficiencies observed: Science and craft are all of low maintenance and non chemical

3. Fire protection measures

3.1. Means of escape

Do staircase and exit capacities appear to be adequate for the number of occupants based on current occupancy information provided? Yes
Are there reasonable distances of travel where there is escape in a single direction? Yes
Are there reasonable distances of travel where there are alternative means of escape? Yes
Is there adequate provision of exits? Yes
Do fire exits open in the direction of escape, where necessary? Yes
Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? Yes

Are the arrangements provided for securing exits satisfactory? Yes
Is a suitable standard of protection designed for escape routes? Yes
Are there reasonable arrangements for means of escape for disabled people? Yes

- Is there a lift designed as an evacuation lift? N/A
- Are there designated refuge areas? Yes
- Is there provision of suitable equipment such as evacuation chairs? Yes
- Is a Personal Emergency Evacuation Plan (PEEP) in place for each employee or known visitor who requires assistance with emergency evacuation? Yes
- Are sufficient staff suitably trained and available to act as Evacuation assistants? Yes
- Is a General Emergency Evacuation Plan (GEEP) in place for infrequent visitors who require assistance with emergency evacuation? Yes

Is the design and maintenance of the means of escape considered adequate? Yes
Comments and deficiencies observed:

3.2. Escape routes

Are fire-resisting doors identified and maintained in sound condition and self-closing, where necessary? Yes
Is the fire-resisting construction protecting escape routes in sound condition? Yes
Are all escape routes clear of obstructions? Yes
Are all fire exits easily and immediately openable? Yes
Are the escape routes available for use and suitably maintained? Yes
Comments and deficiencies observed: All escape routes are inspected during frequent site walks carried out by the Premises Manager

3.3. Measures to limit fire spread and development – fire resisting structures

Is compartmentation of a reasonable standard (based on a visual inspection of readily accessible areas)? Yes
Is there reasonable limitation of linings that might promote fire spread? Yes
Are all doors that are designated as fire doors suitable? Yes
Are there any doors not designated as fire doors that should be designated as fire doors? No
As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? Yes
Is the building a prefabricated 'CLASP' type structure with hidden voids? Yes
Comments and deficiencies observed: The building is subject to regular inspections

3.4. Emergency escape lighting

Is there suitable internal escape lighting? Yes
Is there suitable external escape lighting? Yes
Has a reasonable standard of emergency escape lighting system been provided (based on a visual inspection only)? Yes

Comments and deficiencies observed: All emergency lighting are serviced regular and In line with NPS BMP6 Scheme

3.5. Fire safety signs and notices

Are there suitable final exit signs? Yes

Are there appropriate directional escape signs? Yes

Are there appropriate fire safety notices and escape route plans? Yes
Are lifts that can/cannot be used in a fire evacuation suitably indicated? N/A
Is there a reasonable standard of fire safety signs and notices? Yes
Comments and deficiencies observed: Photoluminescent signage throughout site

3.6. Means of giving warning in case of fire

Is there remote transmission of alarm signals, are areas linked? Yes

Is a zone plan displayed? Yes

How often have are there false alarms? Very few
Is a reasonable fire detection and fire alarm system provided (based on a visual inspection only)? Yes
Comments and deficiencies observed: In accordance with NPS BMP6 Scheme

3.7.Manual fire extinguishing appliances

What type(s) of appliances are provided – portable fire extinguishers? fire blankets? other? Extinguishers & Fire blankets
Is there reasonable provision of portable fire extinguishers and blankets – relevant to the hazard and positioned at suitable locations? Yes
Comments and deficiencies observed: Extinguishers are placed in main corridors and throughout the site. Fire blankets Are located where heat sources are ie: toasters

3.8. Automatic fire extinguishing systems

Type of fixed system: N/A

3.9. Other relevant fixed systems and equipment

Type of fixed system: N/A

Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.? N/A
Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the Fire and Rescue Service? Yes
Comments and deficiencies observed: Solar PV supply labelled with isolation points

4. Management of fire safety

4.1. Procedures and arrangements

Is a competent person available to advise on requirements of fire safety legislation? Yes
Are there adequate procedures for investigating fire alarm signals? Yes
Are there suitable arrangements to summon and meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? 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 disabled people? Yes
Are there persons nominated to assist with evacuation, including evacuation of disabled people? Yes
Are there persons nominated to use fire extinguishing appliances? Yes
If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? Yes
Are routine in-house inspections of fire precautions undertaken, e.g., during health and safety inspections? Yes

Comments and deficiencies observed: Visual inspections are undertaken and logged

4.2. Fire plan, fire risk assessment and fire evacuation plan

Is the fire plan reviewed by a fire risk assessor when carrying out or reviewing the fire risk assessment? Yes
Is there a suitable fire evacuation plan? The fire risk assessor should check the adequacy of the current fire evacuation plan. Yes
Comments and deficiencies observed: Plan is present and updated accordingly

4.3.Fire safety training and fire drills

Staff should be trained to a level appropriate to their role, including fire safety training identified as mandatory and relevant elearning, as outlined in the Fire Safety Compliance Code P607.
Are staff (including temporary or agency staff and volunteers) trained on fire safety at induction? Yes
Do staff complete periodic fire safety refresher training at least every twelve months? Yes
Are staff given additional training to cover any specific roles and responsibilities, e.g., fire wardens, evacuation assistants for PEEPs? Yes
Have staff working in NCC hubs – County Hall, Priory House and Havenbridge House – completed Evacuation marshal instructions elearning prior to working at those locations? N/A
Have staff who are part of the designated emergency response team received appropriate training/instruction on operation of the fire alarm panel and incident investigation process? Yes
Are fire drills carried out at appropriate intervals? Yes
When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? Yes
Are all staff given adequate fire safety instruction and training? Yes
Comments and deficiencies observed: All staff are given the most up to date training and information

4.4.Testing and maintenance

Is there weekly testing and periodic servicing of fire detection and alarm system? Yes
Is weekly testing of the fire alarm carried out when most staff are present to confirm audibility and familiarise them with the sound? No
Is there monthly testing and annual servicing of emergency escape lighting? Yes
Are fire extinguishing appliances maintained at least annually? Yes
Is there six-monthly inspection and annual testing of rising mains or foam inlets? N/A

Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? No
Is there weekly testing and periodic inspection of sprinkler installations? N/A

Is there an annual inspection and test of the lightning protection system (if installed)? Yes
Are periodic checks made of:
- internal and external escape routes? Yes
- storey and final exit doors? Yes
- condition of fire doors – fit in frame/lining/closer mechanism/smoke and heat seals? Yes
- fire extinguishers – location and condition of seal? Yes
- signage? Yes

Comments and deficiencies observed: All checks are carried out in accordance with NPS BMP6 Scheme

4.5.Records

Are there appropriate records of:

- fire drills? Yes
- fire safety training? Yes
- fire alarm tests? Yes
- false alarms? Yes
- emergency escape lighting tests? Yes
- maintenance and testing of other fire protection systems and equipment? Yes

Comments and deficiencies observed: Fire log book is located at Main reception

5. Action Plan

Recommendation	Priority	Person Responsible	Progress	Date complete

Interim measures (where appropriate)

Recommendation	Priority	Person Responsible	Progress	Date complete

The fire risk assessor (fire safety consultant) completing the assessment should prioritise actions as suggested below.
Priority 1 – requires immediate action
Priority 2 – requires action within two weeks
Priority 3 – requires action within eight weeks or sooner
Priority 4 – requires action within sixteen weeks or sooner
Priority 5 – requires action within twelve months or sooner

Additional relevant documents

- Fire Safety Compliance Code P607
- General emergency evac plan (GEEP) F607e
- Emergency evacuation arrangements for people requiring additional support G607a
- Fire Safety Technical Appendix G607
- PEEP checklist for managers C607
- Monthly Fire Safety Checks F607d

- PEEP form F607b
- Fire Logbook F607
- Fire evacuation plan template F607c
- Emergency Evacuation Notice G607b
- NCC Evacuation of persons requiring assistance in an emergency - Equality Impact Assessment P607a

Changes since last revision

Date	Details of change	Approved by	Version number
13/09/23	Completely revised and reformatted document aligned for use by NCC and schools.	P Downer - Health and Safety Manager	69