

Annual Fire Safety Inspection

Building Name	Prep Main Building
Date of Assessment	31 st October 2024
Use of premises	Boarding House Academic classrooms SLT and admissions offices Dining room and kitchens Assembly hall and drama productions
Occupation by	Approximately 60 boarders 350 pupils during the day Academic staff Holroyd Howe catering contractors Support staff
Number of Floors	Three storey and basement
Construction	Traditional masonry walls with pitched tiled roof of timber rafters. New assembly hall extension has steel roof
Maximum number of employees and visitors	100
Compliance inspections in Logbook Up to Date	Yes - some records held in Estates
Fire Alarm Status	Normal
Have any material alterations taken place to require the fire risk assessment to be revised?	No

Management of Fire Safety	Yes	No
Are Fire Marshals nominated for the building?	✓	
Are procedures in the event of fire appropriate and documented?	✓	
Are employees given regular instruction and training on the action to take in the event of a fire?	✓	
Are Fire Marshals, given additional training to carry out their roles?	✓	
Fire evacuation drills undertaken	✓	
Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action</i>		
Boarders fire drill on 19th September at 06.45		

Building Structure	Yes	No
Is escape route compartmentation in good repair?	✓	
Are there outstanding items from the Fire Action Plan to be addressed	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan.</i>		
Outstanding items included in the Fire Safety Management Plan managed through the Fire Safety Working Group		

Electrical installations and equipment	Yes	No
Are fixed installations periodically inspected and tested every five years?	✓	
Are electrical equipment and appliances periodically inspected and tested	✓	
Is the use of trailing leads and adaptors avoided where possible?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan.</i>		
Managing extension leads is covered in fire safety training		

Smoking	Yes	No
Are adequate measures in place to stop people from smoking on the premises?	✓	
Are 'No smoking' signs provided?		✓
Suitable arrangements in place for those who wish to smoke outside the premises?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		
All school buildings are no-smoking buildings		

Heating systems and portable heaters	Yes	No
Are fixed heating systems subject to periodic maintenance?	✓	
Are portable heaters subject to periodic inspection and used safely?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		
Safe use of portable heaters covered in fire safety training		

Cooking	Yes	No
Are adequate measures taken to prevent fires from cooking?	✓	
Are filters and ductwork subject to regular cleaning?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		
Mass catering for day pupils and boarders in the Prep Kitchens managed by Holroyd Howe. Noted in inspection that fish fryers have been relocated so that Ansul system no longer aligns with the fryers. Castles are scheduled to attend and resolve this on 6 th December 2023		

Housekeeping	Yes	No
Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?	✓	

Are combustible materials kept separate from ignition and heat sources?	✓	
Is it ensured that all contractors who undertake work on the premises are competent and qualified?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		

Dangerous Substances	Yes	No
Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		
Keep storage of gas cylinders under review		

Other Significant Hazards	Yes	No
Are there any other significant fire hazards in the premises?		✓
<i>If yes list each hazard and any control measures</i>		

Means of Escape	Yes	No
Are all escape routes and fire doors kept clear of obstructions to enable people to escape safely?	✓	
Are fire exits easily and immediately openable?	✓	
Are distances of travel considered reasonable?	✓	
Are suitable precautions in place for all inner rooms?	✓	
Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?	✓	
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	✓	
Is fire assembly point clearly signed	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		

Fire Doors	Yes	No
Do emergency fastening devices on fire exits (push bars etc) work correctly?	✓	
Do electronic releases on doors work correctly, do they 'Fail safe' in operation?	✓	
Do automatic fire exit doors operate correctly?	✓	
Are smoke seals fitted to fire doors in good condition?	✓	
Do all self-closing fire doors fit and work correctly?	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		

Means of giving warning in case of Fire	Yes	No
Is the fire alarm system fit for purpose?	✓	
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	✓	
Test fire alarm system by using successive call points (weekly)	✓	
Is system been serviced/tested by a competent person? (annually)	✓	

Record brief details of the above measures in the box below, record actions in the action plan

Portable Fire Extinguishers	Yes	No
Is there reasonable provision of fire extinguishers?	✓	
Are extinguishers clearly visible	✓	
Are extinguishers sealed with safety pin	✓	
Evidence of servicing and inspections of extinguishers	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		

Fire Escape Lighting	Yes	No
Is the standard of emergency escape lighting to illuminate escape routes and areas without natural lighting reasonable?	✓	
Are light units and signs undamaged?	✓	
Are charging indicators illuminated?	✓	
Has the system been checked by a competent person?	✓	
Are light units tested monthly (flick test)	✓	
Do all light units operate on test for their full rate duration (annually)	✓	
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		

General	Yes	No
Has the firefighting or evacuation lift been tested by a competent person?	NA	
Notice to remind of safe use of tumble dryers (e.g. remove fluff, don't operate overnight)	✓	
DSEAR Assessment Required		✓
<i>Record brief details of the above measures in the box below, record actions in the action plan</i>		

Actions Required

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Action Required	Timescale	Person Responsible
1.			
2.			
3.			
4.			
5.			