



**CREST Education
Safety Services**

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FIRE RISK ASSESSMENT REVIEW

WARREN FARM PRIMARY SCHOOL Review Nov 22



Chartered Safety and
Health Practitioner

FIRE RISK ASSESSMENT REVIEW PROVIDED BY CREST EDUCATION SAFETY SERVICES

1.0 PREMISES SPECIFIC INFORMATION

PREMISES OWNER: Birmingham City Council

ORGANISATION IN CONTROL OF THE PREMISES (if different):

RESPONSIBLE OFFICER: Gillian Barr – Head Teacher

OTHER SIGNIFICANT PERSONS WITH FIRE SAFETY RESPONSIBILITIES:

Mark McLaughlin – School Business Manager

Julie Hanna – Caretaker

NAME OF ASSESSOR (S): Miss. L. Blewitt – Health & Safety Consultancy Officer

DATE OF ASSESSMENT: 26th November 2020

REVIEW DATE: November 2022

BRIEF DETAIL OF CONSTRUCTION (size, type, age):

There are three separate buildings on the school site (the main school and 2 terrapin huts). The main school has two floors and a basement.

Brick / mixed tile and flat roof. There is no external cladding.

The main school was built in 1931 with the later additions of the terrapin huts.

The approximate size of the school site is 7702m².

USE OF BUILDING (services & activities):

Teaching activities.

Catering staff from Citiserve – they work from 7.00 am until 1.30pm daily.

Cleaning staff are employed directly by the school.

After school and before school clubs.

There are no Lettings.

APPROXIMATE HOURS OF USE:

School opens at 7.00 am and closes at 6.00 pm Monday to Friday.

NORMAL USER PROFILE (max number of users):

Students – 320

Staff – 47

Catering – 3

Cleaners - 3

The number of visitors per day varies but is approximately 10.

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DESCRIPTION OF OCCUPANTS (level of vulnerability/mobility):

Students aged 3-11 years old
No specific disabilities with staff or students.

OTHER RELEVANT INFORMATION:

The Fire Risk Assessment is reviewed as required under the Regulatory Reform (Fire Safety) Order 2005.

Meaning of “Responsible Person”

In the Fire Safety Order, “responsible person” is the employer, if the workplace is to any extent under his control; or the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking.

Duties of the Responsible Person are available here:

<https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

Roof/loft spaces and spaces above suspended ceilings have not been accessed or assessed as part of this assessment. Further information and recommendations regarding compartmentation should be sought from a Fire Safety Building Engineer.

No smoking allowed in the premises. The Smoke-free (Premises and Enforcement) Regulations 2006 prohibits the act of smoking in any work and public place. Signage is displayed.

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2.0 SIGNIFICANT FINDINGS

2.1 Identify & remove or reduce the hazards

Question		
a) Have you removed significant sources of ignition? No e.g. Smoking materials /matches, lighters, naked flames /hot work processes /portable heaters,/machinery, cooking, lighting equipment, friction /sparks, arson	b) Have you removed sources of fuel? No e.g. flammable liquids /solvents /oils , chemicals, wood /paper /cardboard, plastics /rubber /foam, flammable gases, waste materials	c) Have you removed additional sources of oxygen? N/A e.g. forced ventilation *, oxidising material, compressed gases
Electrical items such as, microwaves, toasters, tumble dryer and washer (in reception unit – tumble dryer is out of use) cookers, portable baby belling's, kettles, laminators, photocopier, laptop trollies – PAT date 04/01/2021. Extension leads – possible overloading in some locations e.g. Year 1 / 2 classroom. Coiled type leads also in use, not fully unwound in nursery, Year 1 / 2 classroom and the school office. Extension lead observed draped across a wall heater. Items left plugged in and not in use. Multi plug adaptor being used in the reception unit was removed at time of assessment.	Paper storage, filing, plastic chairs, combustible items, blinds, foam filled furniture. Cloaks in escape routes – stored neatly and did not impede escape. Displays in corridors, suitably spaced. Combustible items stored against and hanging from walls heaters e.g. in Classroom 1 / 2. PE mats in good condition and stored in the hall. External refuse bins – located at the front of the building in a locked fenced area adjacent the kitchen. Internal bins – rubbish is removed on a daily basis. Store cupboards were all generally tidy and had battery operated smoke detection.	

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Question		
a) Have you removed significant sources of ignition? No	b) Have you removed sources of fuel? No	c) Have you removed additional sources of oxygen? N/A
e.g. Smoking materials /matches, lighters, naked flames /hot work processes /portable heaters,/machinery, cooking, lighting equipment, friction /sparks, arson	e.g. flammable liquids /solvents /oils , chemicals, wood /paper /cardboard, plastics /rubber /foam, flammable gases, waste materials	e.g. forced ventilation *, oxidising material, compressed gases
Mains electrics – tested and inspected 03/04/2018. Portable heater observed in one office left switched on and unattended. (The office had no smoke detection). Gas system – tested and inspected 24/11/2021 (Gas Tightness). Lightning conductor – There is no lightning conductor on the school site. Roller shutters – inspected 06/10/2022. The kitchen shutter is not linked to the fire alarm system. Boiler room – smoke detector, powder fire extinguisher, emergency stop, call point. Plant rooms (inside school) – not locked. Signage is displayed on the door.	Deep fat fryer and cooking oil in school kitchen. Checked as part of the gas safety inspection on 10/06/2022. Flammable substances including air fresheners in self-contained units, alcohol based hand sanitisers. Flammable item in nursery unit and flammables stored in a metal cabinet in the plant room inside the school (which was not locked).	

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Question		
a) Have you removed significant sources of ignition? No e.g. Smoking materials /matches, lighters, naked flames /hot work processes /portable heaters,/machinery, cooking, lighting equipment, friction /sparks, arson	b) Have you removed sources of fuel? No e.g. flammable liquids /solvents /oils , chemicals, wood /paper /cardboard, plastics /rubber /foam, flammable gases, waste materials	c) Have you removed additional sources of oxygen? N/A e.g. forced ventilation *, oxidising material, compressed gases
Arson – CCTV dummy cameras in place, perimeter fencing, locked gates, alarm system, secured skylights, secured doors. Candles and matches observed. Vents/extractors – tested and inspected 24/11/2021 – next test booked for 8 th Dec 2022.		

2.2 Identify people at risk

Question (Please refer to Fire Safety Guidance – step 2, page 8, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you identified who is at risk and why?	Yes	All occupants are potentially at risk from fire.
b) Have you evaluated the risk to people in your building if a fire starts?	Yes	This assessment has assessed areas of the site that have been accessed and makes recommendations in response to significant findings. The risk levels have been evaluated.

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2.3 Fire-detection and warning systems

Questions (Please refer to Fire Safety Guidance – step 3.4.1, page 12, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the need for fire detection and warning?	Yes	An alarm system has been installed which has automatic detectors installed. Smoke and heat detectors are in place in most locations to mitigate this risk. There are two fire alarm panels (one in main reception and one in nursery) together with zone plans.
b) Is the fire warning system sufficient to allow early warning and evacuation of all the rooms?	No	Detection is present in most locations. There is no detector in the hall or photocopier room. Battery operated smoke detectors are being used in some store cupboards and are regularly tested. Smoke detector in the reception unit had been taped over – corrected on day of inspection.
c) Is the fire warning system linked to a monitoring system?	No	Staff are responsible for calling the Fire Service.
d) Are the detectors of the right type and in the appropriate locations?	Yes	Detectors have been installed throughout the building. Heat detection is present in the kitchen.
e) Can the means of warning be clearly heard and understood by everyone throughout the whole building?	No	It could not be confirmed if the alarm can be heard in the boiler room. This was verified later. Audibility tests were undertaken when the fire alarm system was upgraded through the ACMF scheme but were not evidenced.
f) Are there provisions for people or locations where the alarm cannot be heard?	Yes	Flashing beacons in some locations.

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g) If the fire-detection and warning system is electrically powered, does it have a back-up power supply?	Yes	Battery back-up in place.
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2.4 Fire-fighting equipment and facilities

Question <i>(Please refer to Fire Safety Guidance – step 3.4.2, page 13, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the need for fire-fighting equipment?	Yes	Fire-fighting equipment has been installed throughout the building.
b) Are the extinguishers suitable for the purpose?	Yes	
c) Are there enough extinguishers sited throughout the premises at appropriate locations?	Yes	
d) Are the right types of extinguishers located close to the fire hazards and near to fire exits?	Yes	Wet chemical extinguisher provided in the main school kitchen together with CO ₂ and a fire blanket.
e) Are the extinguishers visible or does their position need indicating?	Yes	
f) Have you taken actions to prevent the misuse of extinguishers?	No	Misuse in this school is considered to be low.
g) Are those who test and maintain the equipment competent to do so?	Yes	Monthly in-house checks are completed by the Caretaker and annual inspections are carried out by competent contractors.

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2.5 Escape routes

Question (Please refer to Fire Safety Guidance – step 3.4.3, page 14, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the risks to people if a fire occurs by determining where your escape routes are?	Yes	Routes out of the building have been assessed. There is an adequate number of exits and secondary routes.
b) Is your building constructed, so that, if there is a fire, smoke will not spread through the building to the extent people are unable to use the escape routes?	No	The Assessor was not able to confirm if fire compartments were adequately sealed and that no breaches had occurred during any maintenance or installation works. Fire doors are missing by the spare class by KS2 toilets. Replaced following inspection. Fire doors by CW had missing smoke seals and intumescent strips. Repaired following inspection. The doors from the art store/ict office were not fully self-closing and had no smoke seals. Repaired following inspection.
c) Are any holes or gaps in walls, ceilings and floors properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them?	No	A number of ceiling tiles were either damaged or not in place e.g. in the year 6 classrooms, year 2 classroom, Thrive room. Repaired following inspection.
d) Can all the occupants escape to a place of total safety in a reasonable time (refer to records of recent fire drills for evidence)?	Yes	The front playground is the fire assembly point. The last drill was carried out on 03/10/2022. It took 3 minutes to evacuate the buildings and an extra 2 minutes to account for all occupants. It is thought that occupants can reach a place of relative safety within 2 ½ minutes.

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e) Are the existing escape routes adequate for the numbers and type of people that may need to use them, e.g. staff, members of the public, young children, and disabled people?	No	There is no documented fire strategy for the school and no documented capacity calculations. Capacity within the hall is capped at 300 people. The two sets of double doors leading into the corridor are not fire doors and are within 45° of each other. These are therefore both discounted as exits, leaving one double exit. Capacity is reduced where a stage is used and/or seats are in place. The nursery unit evacuate to a play area which is essentially an enclosed quad. There is gated access via the adjacent leisure centre but this is not in use. Occupants walk across the playground, re-enter the building and then evacuate to the front of the school. The exit leading onto the car park is not currently being used although this is the nearest exit for some occupants.
f) Are the exits in the right place and do the escape routes lead as directly as possible to a place of total safety?	Yes	Evacuation to an ultimate place of safety is possible via the front school gates.
g) Are the escape routes and final exits kept clear at all times?	Yes	All routes were clear at the time of the assessment.
h) Do the doors on escape routes open in the direction of escape?	No	Some doors open inwards and therefore, occupants using those doors is reduced to 60 people.
i) Can all final exit doors be opened easily and immediately if there is an emergency?	No	At the time of the assessment one of the final exit doors in the reception unit was key locked, has bolts and two handles. The Caretaker confirmed that this door is not unlocked during the winter months due to security concerns. Two other exits are available from the reception unit. The exit doors in nursery had damaged bolts.

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		Some steps around the school site were not edged in a contrasting colour/texture e.g. boiler room, kitchen exit. Damaged bolts were replaced. Edging was colour contrasted using yellow paint.
j) Will everybody be able to safely use the escape routes from your premises?	Yes	Current occupants will be able to safely escape.

2.6 Emergency escape lighting

Question (Please refer to Fire Safety Guidance – step 3.4.4, page 17, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the risks to people if a fire occurs by determining whether your lighting and emergency lighting are adequate?	Yes	Emergency lighting has been installed inside the building and externally. There is also a small amount of borrowed light from road lights and neighbouring properties.
b) Are your premises used during periods of darkness?	Yes	
c) Will there always be sufficient lighting to safely use escape routes?	Yes	
d) Do you have back-up power supplies for your emergency lighting?	Yes	Battery back-up.

2.7 Signs and notices

Question (Please refer to Fire Safety Guidance – step 3.4.5, page 17, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you evaluated the risks to people if a fire occurs by checking that you have adequate signs/notices?	No	Signage is displayed throughout the school. However, 'push bar to open' signage was missing in the nursery unit. This was corrected immediately.

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b) Where necessary are escape routes and exits, the locations of fire-fighting equipment indicated by appropriate signs?	Yes	
c) Are you maintaining all the necessary signs and notices so that they continue to be correct (e.g. don't lead to disused exits), legible and understood?	No	Signage remained in place where a call point had been taken out of use and an extinguisher relocated. Signage removed.

2.8 Installation, testing and maintenance

Question (Please refer to Fire Safety Guidance – step 3.4.6, page 18, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
a) Do you keep a log-book (or similar) to record tests and maintenance?	Yes	Records are held on the T100 electronic system and the fire log book.
b) Do you regularly check all fire doors and escape routes and associated lighting and signs?	Yes	In-house checks: Weekly escape routes including signage and fire doors – last checked 17/11/2022. Emergency lighting is self-testing but was officially checked 21/07/2022.
c) Do you regularly check all your firefighting equipment?	Yes	Last monthly in-house check – 17/11/2022. Annual inspection by contractors was 13 June 2022 (Initial Fire Systems Ltd).
d) Is electrical equipment subject to regular testing and inspection (i.e. PAT and fixed installation testing)?	Yes	See 2.1a.
e) Do you regularly check your fire-detection and alarm equipment?	Yes	In-house checks: Weekly call point check – 17/11/2022. Weekly green box check – 17/11/2022.

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Question (Please refer to Fire Safety Guidance – step 3.4.6, page 18, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
		Red alarm cords – one observed in the medical room toilet - 17/11/2022. Contractor checks/inspections: Fire alarm inspection – 07/06/2022 Citifire. Emergency lighting inspection – 21/07/2022 (Citifire). Two faults identified and have been repaired.
f) Are those who test and maintain the equipment competent to do so?	Yes	Yes, appointed through Birmingham Statutory Testing Arrangements.

2.9 Emergency plans

Question (Please refer to Fire Safety Guidance – step 4.2, page 20, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
a) Do you have an emergency plan and, where necessary, have you recorded the details?	Yes	A documented fire evacuation/emergency plan is in place dated July 2022.
b) Where appropriate have you documented a (PEEP) Personal Emergency Evacuation Plan?	N/A	The Assessor was advised that no PEEP's are required at the moment.
c) Do you have a (GEEP) General Emergency Evacuation Plan?	No	A GEEP was not in place. However, there is ramped access to the ground floor of the building. No access to the first floor for those with mobility issues. Corridors are wide enough to accommodate wheelchair users.
d) Have you informed your staff about the emergency plan?	Yes	Shared with staff as part of annual training in September 2022 and also part of induction. The Fire Safety Plan is also on the school website.

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Question (Please refer to Fire Safety Guidance – step 4.2, page 20, for further information).	Yes/No (N/A)	Significant findings (preventative measures)
e) Does your plan take account of other emergency plans applicable in the building?	Yes	Lunchtime and breaktime procedures.
f) Is the plan readily available for staff to read (i.e. stored in a prominent place)?	Yes	On school website

2.10 Inform, instruct, co-operate and co-ordinate

Question	Yes/No (N/A)	Significant findings (preventative measures)
a) Have you informed guests and visitors about what to do in an emergency as part of the induction procedures?	Yes	Yes
b) Have you identified the people nominated to undertake specific roles & duties?	Yes	Detailed in the fire evacuation plan.
c) Have you given staff information about flammable/dangerous substances?	Yes	Caretaker has been provided with verbal information regarding storage. Staff undertake fire safety training online annually and this is included.
d) Do you have arrangements for informing temporary, agency staff, and contractors?	Yes	Inductions for temporary workers are carried out by staff in the classroom. The school do not accept work experience students. Contractors are shown the asbestos management plan and fire safety plan on arrival. A visitor's policy is in place.

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e) Have you co-ordinated fire safety arrangements with other responsible people in the building?	N/A	
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2.11 Fire safety training

Question <i>(Please refer to Fire Safety Guidance – step 4.4, page 22, for further information).</i>	Yes/No (N/A)	Significant findings (preventative measures)
a) Have your staff received fire safety training?	Yes	Staff, including the cleaners are enrolled on fire safety training through Smartlog. System records viewed. Catering staff – the Cook in Charge stated she had received fire safety training from her employer, but this did not include the use of the wet chemical extinguisher for use with the fat fryer. The use of a fire blanket and procedures should a fire occur were discussed with her.
b) Have you carried out a fire drill recently and recorded the relevant detail in the logbook?	Yes	The last drill was carried out on 03/10/2022. It took 3 minutes to evacuate the buildings and an extra 2 minutes to account for all occupants.
c) Have you nominated an adequate number of trained fire marshals?	No	There are 3 staff that have carried out on-line annual fire marshal training. This is repeated every November.
d) Is all fire related training up to date?	Yes	Certificates are stored within the fire testing Logbook.

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e) Do you carry out joint training and fire drills in multi-occupied buildings?	Yes	Catering staff are included in drills.
f) If you use or store flammable or explosive substances have your staff received appropriate training?	Yes	The Caretaker has been provided with verbal information regarding storage.



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Action Plan – November 2022

Name of Premises: **Warren Farm Primary School**

Risk Rating:

(RESIDUAL) RISK RATING	SUGGESTED ACTION REQUIRED	SUGGESTED TIMESCALE FOR ACTIONS TO BE COMPLETED
HIGH (H) Strong likelihood of fatality / serious injury / incident occurring	You must take urgent action to identify further controls to reduce the risk rating. Seek expert advice and guidance.	1 Month
MEDIUM (M) Possibility of significant injury / incident occurring	Implement additional controls to lower the risk. If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor the activity at this rating more regularly and closely.	3-6 Months
LOW (L) Possibility of minor injury/ incident occurring	Where improvements can be made then they should be. Recommendations should be acted on. Upon completion, the risk level may remain low. Low risk does not mean no risk. No further action may be necessary where all controls are in place and working.	6-12 Months



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Item No	Hazards (significant findings)	Risk Level (High / Med/ Low)	Additional controls Required (remedial action to remove or reduce risk)	By When / Person (s) Responsible	Completion Date
2.1a	Portable electrical appliances	L	Ensure all portable electrical appliances are tested by a competent person.	Mark McLaughlin	January 2022
2.1a	Extension leads – possible overloading Coiled leads not fully unwound Use of multi point adapter plug Extension leads to appliances trailed across wall heater	M	Extension leads must never be overloaded. It is important that staff understand the maximum current rating for the socket and lead and that of the appliances they are plugging in. Advice can be sought from: https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets/ If additional wall sockets are required they should be provided. Where extension leads are used, staff must be reminded not to trail the leads across wall heaters. The use of multi point plug adaptors is not recommended. The use of coiled extension leads is not recommended as staff tend not to fully unwind the cord. Provide additional sockets where necessary.	Mark McLaughlin	April 2022

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2.1a	Use of portable heaters	L	As a general rule, convector or fan heaters are preferred to radiant heaters because they present a lower risk of fire and injury. The following rules should be observed: • All heaters should be kept well clear of combustible materials and where they do not cause an obstruction. • Keep heaters away from displays. • Ensure heaters are not left unattended and are switched off and unplugged at least 30 minutes before the end of the day. • Any damaged heaters must be replaced or repaired. • Heaters must not be situated under desks.	Julie Hanna	April 2022
2.1a	Lightning conductor	L	Ask the Local Authority for a copy of their lightning conductor risk assessment relevant to the school prior to the school becoming an Academy. If an assessment is not available then it is recommended a simple risk assessment be carried out to determine if lightning protection is required.	Mark McLaughlin	July 2023
2.1a	Plant rooms (inside school) – not locked	L	Ensure the plants rooms are kept locked.	Julie Hanna	January 2022
2.1a	Candles and matches observed	L	Remove candles if they are not used as part of Worship. Where matches are needed in school, they must be stored appropriately.	Mark McLaughlin	January 2022

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2.1b	Potential for fire growth from combustible items	L	Ensure rooms are kept tidy and that combustibles are reduced where possible. Where foam-filled furniture is in use particularly in escape routes it should be fire retardant. Remind staff not to store combustible items against or on wall heaters.	Julie Hanna	April 2023
2.1b	Deep fat fryer in kitchen	L	Ensure the catering provider has given all the catering staff the following: • procedures for using the deep fat fryers • procedures for storing (and not over-storing) cooking oil • procedures for managing a deep fat fryer fire • training in how to use a fire blanket and wet chemical fire extinguisher	Mark McLaughlin	April 2023
2.1b	Use and storage of flammable substances	L	Ensure flammable substances are appropriately locked away when not in use in a fire retardant cabinet ideally not in the school building. Staff should be informed about the safe use and storage of flammables.	Mark McLaughlin	April 2023

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2.3b	Lack of smoke detection Smoke detector in reception unit with black tape around it Battery operated smoke detectors used in some store cupboards	M	Consider installing an additional smoke detector in the photocopier room and hall. (The use of a battery operated detector in the hall by the electrical equipment could be installed). Where battery operated smoke detectors are in use, they must be tested weekly and staff must be made aware of where they are located. In the event of one activating, staff must raise the fire alarm from the nearest break glass point.	Mark McLaughlin	Completed
			Remove the black tape from the detector in the reception unit.	Mark McLaughlin	Completed
2.3e	Audibility of the fire alarm system	L	Document your checks relating to the audibility of the fire alarm particularly in the boiler room. If the fire alarm cannot be heard in all locations then additional sounders must be fitted.	Mark McLaughlin	Completed
2.5b	Fire and smoke able to spread through the buildings	L	Advice should be sought from a competent Fire Safety Building Engineer to ensure the building is compartmented satisfactorily (where work may have breached fire compartment).	Mark McLaughlin	July 2023
2.5b	Fire doors damaged, not working properly and not maintained	M	Buildings are fitted with self-closing fire doors to prevent smoke and fire from spreading from one compartment to another and to protect escape routes. It is therefore vital that all self-closing mechanisms on fire doors are working properly and that the fire doors fully self-close. Replace the missing smoke seals/intumescent strips to fire doors.	Mark McLaughlin	Completed

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			New compartment fire doors are required to be installed into the corridor by the spare class by KS2 toilets.	Mark McLaughlin	Completed
2.5c	Fire and smoke able to spread via gaps in ceilings, damaged / missing ceiling tiles	M	Where ceiling tiles are missing these must be replaced. Staff must be reminded that if they remove a tile (as part of their work activity) it must be replaced. This also applies to contractors.	Mark McLaughlin	Completed
2.5e	No fire strategy or capacity calculations	L	Develop a fire strategy for the school which includes the number of occupants that can safely be accommodated in rooms and that can use final exit doors. Document the procedure for the nursery unit evacuation route. Assign a member of staff to the door by the KS2 toilets as part of the procedure so that they can give a clear signal to the nursery staff that the building is safe to enter. The nursery staff should be provided with a key to the padlocked gate leading to the leisure centre, just in case they cannot evacuate through the school should be routes be compromised due to smoke/fire.	Mark McLaughlin	July 2023
2.5i	Hindered escape	M	The Caretaker must open all final exits. Where there is a security concern, then it is recommended the locking mechanism to the door be changed. Final exit doors should be quickly and easily openable without a key or code in the event of a fire. Where possible, there should be only one fastening. Replace the damaged bolts. Security features on exit doors must never compromise the ability of occupants safely and quickly escaping.	Julie Hanna	Completed

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			Ensure all steps around the school site are edged in a contrasting colour/texture.		
2.7	Signage	L	Display push bar to open signs where required. Display directorial thumb turn signage where you have thumb turn opening mechanisms. Remove/cover signs no longer in use.	Completed	Completed
2.9c	No General Emergency Evacuation Plan in place	L	Ensure a General Emergency Evacuation Plan (GEEP) is in place.	Mark McLaughlin	April 2023
2.11a &c	Lack of training	L	Ensure (via your catering provider) that all catering staff have received suitable and sufficient fire safety training and that it covers how to manage a deep fat fryer fire. Additional trained fire marshals are required for the site and to cover for staff absences. Ensure all existing fire marshals have completed up to date training.	Mark McLaughlin	April 2023

Assessor	Miss. L. Blewitt	Date:	29 th November 2020	Last Reviewed	18 th November 2022
Signature					
Responsible Person	Mrs Gillian Barr	Date:	1 st December 2020	Reviewed by M.McLaughlin	
Signature					

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Photographs taken on the day of the review (these are examples of some of the issues identified)



Ceiling tiles not in place



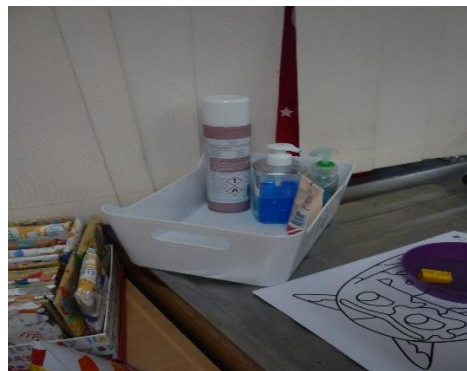
Ceiling tiles not in place



Overloaded extension lead



Smoke detector covered with tape



Highly flammable substance



Possible overloading of extension lead and lead not fully unwound

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Broken door bolts



Lack of corridor separation

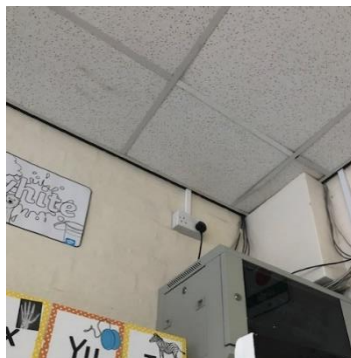


Smoke seals and intumescent strips
missing from fire door

Images following remedial work



Ceiling tiles in place



Ceiling tiles in place



Socket not overloaded

FIRE RISK ASSESSMENT REVIEW PROVIDED BY CREST EDUCATION SAFETY SERVICES



Smoke detector unobscured



Smoke seal in place



New fire doors installed



Bolts replaced