

Fire Risk Assessment



Carried out on behalf of
Hazelwood Nursery & Early Years School
On the
22 Oct 2025
By
Ian Meares AIFireE

1. Risk Summary
2. Risk Assessment
 - 01 - Persons at Risk
 - 02 - Sources of Ignition
 - 03 - Sources of Fuel
 - 04 - Construction
 - 05 - Means of Escape
 - 06 - Fire-fighting Equipment
 - 07 - Fire Detection and Warning
 - 08 - Emergency Lighting
 - 09 - Firefighters Provisions
 - 10 - Management
 - 11 - Signs and Signals
 - 12 - Effects on the Environment
3. Action Plan
4. Archive

FIRE RISK ASSESSMENT GUIDANCE NOTES

This Fire Risk Assessment has been compiled and formulated as required by the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only). It has been constructed to be used as a tool for the safe management of a work place.

To use the Risk Assessment effectively follow the points below:-

1. Read the risk summary as a snap shot of the premises on the day of the Fire Risk Assessment. Recommendations from the Action Plan may have already been implemented by the time you read this.
2. The Risk Assessment is broken into the following twelve sections.
3. The Action Plan is the observations and recommendations of the Fire Assessor using their competence and experience to ensure the most pragmatic approach is applied to all significant findings.
 - a. Read the Action Plan in its entirety as some actions may have an impact on other recommendations.
 - b. Once the recommended action has been completed, the responsible person must sign and date the page relating to the non conformity this will then be automatically stored in the Archive Section which provides an audit trail.
4. It is essential that the Fire Log Book is maintained by the Responsible Person, to ensure that all tests, maintenance, practice drills and periods of instruction are recorded. If used as designed, this will then prove to be an invaluable Management tool.
5. If there are any material changes to the structure, layout, use of the building, type of business or changes in the number of staff then a new Fire Risk Assessment must be carried out. The Fire Risk Assessment should be reviewed by a competent person by the review date or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes to the premises, the occupancy or its use. It is recommended to have a review carried out annually to ensure all fire safety measures and practices are being adhered to.

SECTION 1: MANAGEMENT OVERVIEW - RISK ASSESSMENT

Address

Hazelwood Nursery & Early Years School
19 Bluehouse Lane Oxted Surrey
RH8 0QU

Responsible Person

Hazelwood School Governing Body

Article 5(3) Persons

Lindie Louw

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Building Id

10044705

Assessment Id

10134601

This Risk Assessment was carried out on 22 Oct 2025 and the assessor has stated that this building cannot be below Low risk.

Building Details:	
Assessor:	Ian Meares AIFireE
Checked By:	Ian Meares Date: 05/11/2025
Validated By:	Khorram Khokhar Date: 17/11/2025
Area:	7000
Number of floors:	2
Occupied floors:	2
Number of occupants:	215
Is customer LandLord?:	Yes
Type of alarm:	Category L2 System

Live Fire Log Book	Next Due Date
Risk Assessment	22/10/2026
Fire Drill	01/02/2026
Fire extinguisher maintenance:	01/02/2026
Fire Safety Training	Held on Client Matrix
Fire Marshal Training	Held on Client Matrix
Fire Alarm Service	01/02/2026
Emergency Lighting Service	01/08/2026

Description of Property

Originally an independent girls' preparatory school from 1929, that closed permanently on March 31, 2009, due to an amalgamation with another school. The site at 19 Blue House Lane was later developed into a 50-week nursery (closed Christmas period only) called Hazelwood School Nursery and Early Years.

The Hazelwood Nursery & Early Years is an independent nursery, catering for young children aged between six months to four years of age. The school site comprises five key buildings within three areas, which are the subject of this fire risk assessment and are outlined below.

The Orchard, incorporating two buildings comprising Reception, Maple classroom, Blossom classroom, sleep room and the Library (Approximate total internal area = 300m²) and Willow, Hazel and Andrae Hall.

Building 1 is a detached, single-storey property with a lower ground store and boiler room, which was constructed in the early 1900s. The premises incorporates brick elevations under part-pitched, tiled and flat roof structures with a suspended timber floor. Internal partition walls are largely block construction.

The property provides three classrooms (Maple, Blossom and the sleep room), a library, reception, management offices and toilet facilities. There is also a Laundry room recently converted from a store room. Two-way travel escape routes are provided with exits from each of the classrooms, the library and the link corridor. Occupancy profile: teaching/administrative staff and 6-month to 18-month-old children (11 staff and up to 45 infants).

Building 2 contains Willow and Hazel classrooms and the Andrae Room (Approximate total internal area = 500m²).

A two-storey property of ground and lower ground store, boiler room and WC facilities incorporating both part brick and wooden-clad elevations under a pitched, tiled roof. The property also provides a Staff Room and a staircase down to (lower ground, the maintenance room and staff toilets. Willow classroom has its own store cupboards, there are children's toilets and an interconnecting sleep room, then a slope up to Hazel Classroom. Off the slope is a corridor to the Andrae Hall.

Two-way travel escape routes are provided with the main entrance supplemented by doors leading from the corridor that extend into a cloakroom and then the adjoining 'Birch' building.

Occupancy profile: 6 (3 Willow/ 3 Hazel) teaching staff and 20 children from 18 months to 2 years old (Willow Class) and 20 children from 2 Years to 3 years old within Hazel Class.

The Forest Building comprises Pines Classroom, Acorns Classroom, and The Patterson Hall. (Approximate total internal area = 400m²)

A two-storey building constructed in the 1980s and incorporating a steel frame with brick and tile clad elevations under a pitched, tiled roof and both block and plasterboard internal walls. The Forest building provides a large, open classroom on the lower storey with cloakrooms and other staff/pupil toilet facilities. The first floor provides a hall, a performance stage, and storage facilities. The building incorporates a protected staircase at its western and eastern ends, providing two-way travel escape from the hall with an additional lower ground exit, serving as an alternate route from the classrooms. The classroom also incorporates exit doors discharging into a side garden area.

A passenger lift is provided in the building, but has been decommissioned at the time of the assessment. Occupancy profile: 6 teaching staff and 40 3-4 year old children.

The Meadow contains two separate buildings, Birch and Elm.

The Birch building.

A two-storey property which lies behind and adjoins the Fledglings Building and incorporates brick elevations under a pitched, tiled roof. The Birch Building provides a classroom at ground level with a Sensory room and conference room (with an IT server) on the first storey. These are linked by a staircase, which provides the sole escape route from the first floor. The classroom incorporates a double-width exit door, which supplements the main entrance from the staircase lobby to provide two-way travel escape. Occupancy profile: 3 teaching staff and 20 children from 2-4 years old.

The Elm Building:

A single-storey property which lies at the northern extent of the nursery grounds and incorporates brick and steel panelled elevations under a flat roof structure. Internal partition walls appeared to be mainly plasterboard stud-wall type. The Elm Building provides a central corridor with an open dining area and adjoining commercial kitchen and ancillary storage areas to the left and a classroom with two access doors to the right. Alternate escape routes are provided from all these areas, with final exit doors provided from the kitchen canteen (via short link corridor) and the classroom.

Occupancy profile: 3 catering staff, 3 teaching staff, and 20 children from 2-4 years old.

Fire Alarm System:

Within the School is an automatic, non-addressable fire detection & alarm system. The system appears to comply with the recommendations of BS5839-1 Category L2. The system is monitored by an Alarm Receiving Centre (Churches). The fire alarms are tested weekly and serviced at intervals not exceeding 6 months. The main alarm panel is within the reception corridor. Each building has a slave panel.

Early detection and warning is provided in the form of the fire alarm system with smoke/heat detection in all escape routes and rooms off of escape routes and areas of higher risk (Kitchen - plant rooms). Manual call points are located at the final exits and each floor. At the time of the assessment, all the fire alarm systems appeared to be in a fully working state with mains power provided to each control and indicating panel and no fault conditions indicated.

Emergency Lighting:

It would appear that the emergency lighting is installed in general compliance with the recommendations of BS5266-1. The emergency lighting is function tested on a monthly basis and maintained on an annual basis.

Fire Doors:

All the doors leading on to the means of escape are FD30s-rated fire doors. Doors are either self-closing or Kept locked shut, where required. All electronically locked access doors open on power failure/system error and AFD actuation as per BS7273; manual override buttons are on the escape side.

Fire signage is in place, indicating the final means of escape.

Ventilation is via manually opening windows and doors. The Patterson Hall entrance staircase does have a manual switch operating two electric-operated windows. This is not part of the Fire Alarm System, but would aid ventilation if required.

This is a Non Invasive Fire Risk Assessment of the premises known as Hazelwood Nursery & Early Years School. All areas accessed.



This Risk Assessment was carried out on 22 Oct 2025 and this property was considered a Low risk property.

1	22	0
Actions required next service visit	Actions required within 30 days	Immediate actions required

To view actions outstanding [click here](#)

History of Incidents

No recent fire related incidents declared.

Risk Assessors Summary

The fire risk assessment was conducted using a suite of documents, where appropriate, including British Standards, Approved Document B of the Building Regulations, HM Government Guide to Fire Safety Risk Assessment Educational Premises, and Building Bulletin 100.

Building Safety Act 2022, 156 Amendment of Regulatory Reform (Fire Safety) Order 2005:

The responsible person should be aware of new responsibilities they have as the result of new legal provisions within Section 156 of the Building Safety Act 2022, making several amendments to the Regulatory Reform (Fire Safety) Order 2005 (FSO) to improve fire safety in all buildings regulated by the FSO. These new requirements came into force on 1 October 2023.

The responsible person (RP) should ensure that the requirements of Section 156 of the Building Safety Act 2022 have been duly considered and relevant action has been taken to ensure compliance where applicable.

Additional information can be found at: <https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022>

Met on-site by Steve Smith, School Caretaker.

Purpose group identified in Approved Document B (2019) Volume 2 Table 0.1 as Assembly and Recreation (5).

Hours of operation:

School: Monday to Friday start - 8.45am. Nursery finishes at around 4.00pm until 6.00pm.
Staff arrive around 7.00am and can leave as late as 7.00pm as required.
Cleaning staff on site from 6.00pm - 8.00pm
Breakfast club is from 07.30am.
Occasional evenings (Parents evening, for example).
Saturday and Sunday: Closed.

Occupancy:

The school provides non-residential educational facilities for approximately 180 pupils between 6 months to 4 years old with 35 staff. The premises is distributed as follows. Please note that these are maximum figures per building and will not all be used to the maximum capacity at the same time.

Orchard Building - 11 Staff - 45 Infants.
Meadow Building - 6 Staff - 40 Pupils.
Forest Building - 6 Staff - 40 Pupils. The Patterson Room can accommodate 110 persons (staff, pupils and audience).
Elm (Dining Room) Building - 3 Staff - 20 Pupils. 3 Kitchen staff and 5 cleaners.

Use of the premises:

The premises is a purpose-built education facility for 6 months to 4 years.
The Nursery is open 50 weeks per year.
There are no outside users of the premises.

Persons at risk:

The premises is used as a nursery facility for 6 months to 4 years. The students are supervised by members of staff at all times within the working environment. i.e. the classrooms, the halls, and other play areas.
Members of the public may be present, making general enquiries.
All school staff are awake and familiar with the premises. The pupils, due to their age (some) will have an early afternoon sleep within the two sleep rooms.
Basic fire awareness training (induction and every 3 years) and fire marshal training (every year) are conducted on a regular basis.
At the time of the assessment, lone working was limited to the caretaker who can access the site 24/7 (a policy is in place for this event). There were no young persons employed. There are no employees with special needs.
Personal Emergency Evacuation Plans (PEEPs) are provided for any child or staff member who may require one. At the time of this assessment, no children or staff required a PEEP.
There are no third-party employees permanently operating on the site, with all staff directly employed. Visitors and contractors have to sign in and out.
There are permits to work which follow company policy and guidance, including hot work permits.

Outside Contractors:

Fire safety conditions are imposed on outside contractors. Contractors inform the client about any issue that will affect fire safety and provide any risk assessments associated with the work.
The control of external contractors is carried out in accordance with the client's Health and Safety policies and procedures, which include a 'permit to work' scheme including 'hot work permits' as necessary. No hot works were being carried out or are planned.
The client informs all contractors of the fire safety arrangements in the premises and requires a signature to indicate understanding. Contractors inform the client about any works which will affect Fire Safety in the premises and a plan of mitigating measures are agreed. All works are inspected once complete to ensure work quality and Fire Safety arrangements have not been breached.
Any contractors who are not familiar with the common parts have a simple means of escape to travel within an acceptable travel distance to a final exit.

Fire Drills:

Fire Evacuation Drills are carried out by the staff at the beginning of each term (3 times a year).

Evacuation procedure:

Simultaneous evacuation:

Upon the sounding of the fire alarm, staff will lead the children, and leave via the nearest safe fire exit to the outside of the building and go to the Fire Assembly Point within the tennis courts in the sports area.
The caretaker or other responsible person in his absence will attend the main panel in the main building. The caretaker/senior person will then investigate the cause.
The Fire Alarm Receiving Company (Churches) will contact the caretaker/senior person for additional information. On confirmation of a Fire. The Fire Alarm Receiving Centre (The ARC) will contact the Fire Brigade.
Fire wardens will carry out a sweep of all assigned areas and report back to the senior person at the Assembly Point who will contact the caretaker via radio.
Due to the sloping land, Multiple staircases, and the size of the site, the on-site staff have decided to have two assembly points. Classes with Infants (classed as those too young to walk) are placed into a large wheel vehicle that can be pushed from the reception to the Assembly point adjacent to Elm in the main car park, along with children from the Elm building. All other pupils and staff attend the Assembly point within the central school playground.
Fire Marshals carry radios and communicate with simple commands to confirm everyone is out of the school.
This method of evacuation is deemed suitable for this premises.
It is also noted that any person discovering a fire will immediately call the Fire Brigade and activate a Manual Call Point.
Electronic door/gate opening: All doors that are electronically opening fail-safe to the open position on activation of the alarm or power failure and are fitted with Manual Type A overrides on the escape side.

Sources of ignition:

Fixed installation of electrical equipment necessary for running the facility is carried out every 5 years. The next test is due in July 2026.
There are numerous computers and associated equipment throughout the whole building that are accessed by the staff and Pupils.
PAT was being carried out at the time of the Assessment.
Staff Offices with a combination of tea/coffee-making facilities and microwave ovens.
The gas boilers are located in various Plant rooms. Last Gas Safe check for the school site was 02/04/2025.
Commercial Kitchen in Elm building containing cooking facilities for supplying school dinners, Electric ovens, a four-ring gas hob, and a portable deep fat fryer. Extraction filters and the surrounding hood are cleaned weekly. A deep clean was carried out on 10/08/2025 on a yearly contract. The cooking facilities are not used for more than 6 hours per day, 5 days per week, so they are compliant under TR/19 guidelines.
Gas shut-off valve adjacent to the Plant rooms exit and within the kitchen.
The staff room's 'kitchenette' contains food warming facilities and a fridge.
Reasonable measures are taken to prevent fires as a result of smoking, including a 'No Smoking' policy inside the building.

Lightning protection:

There is no lightning protection system at this premises.

Sources of Oxygen:

There are no additional sources of oxygen within the school buildings.

Arson:

Arson risks were suitably mitigated with the building perimeters appearing well-managed and clear of any significant fire load.
The school buildings are enclosed by a perimeter fence with pedestrian access controlled via door entry systems employed at building entrances.
Waste bins are retained in a designated compound.
External CCTV cameras were positioned throughout the school, providing a visual deterrent to malicious activity.

Housekeeping:

Housekeeping was generally satisfactory in most areas of the school inspected (including all plant rooms), with a reasonable segregation of combustible materials from ignition sources maintained.

Skips are provided onsite at least three times each year, and excessive waste from classrooms and stores is transferred to these.

Lifts:

There are no usable lifts within the premises.

Laundry.

There is a new laundry room within the Orchard building, accessed from the corridor to the rear of reception. There are six domestic-style appliances, all powered by domestic-type plugs and wall sockets with a consumer box on the wall above the appliances. The Laundry also contains shelving for hand soap, Paper towels, and aprons, etc. There is no detection in the Laundry; a CO2 extinguisher was placed on the floor by the entrance door.

Sources of fuel:

Gas boilers provide the heating. Gas-fired boilers and water heaters are operated on the premises with a corresponding 'Gas Safe' inspection certificate provided, confirming these were last inspected on 08/09/2025.

Within the office and classrooms are large quantities of class "A" combustible materials such as paper, reference books, textbooks, etc.

The premises contain quantities of furnishings, fixtures & fittings, and items constructed from wood and plastics. These are items that would typically be found within an educational environment. Furnishings appear to be in good condition and compliant in regard to BS7176.

The cleaning cupboard contains a quantity of cleaning chemicals and class-A consumable items, i.e., toilet rolls, and hand towels.

The laundry contains nappies, cleaning towels, and other toiletries.

General waste is kept within commercial lidded metal wheelie bins away from the building in a designated area. Waste is cleared by the caretaker/cleaners throughout the day.

Gas and mains electrical cut-off facilities lie within the school's plant room, although the gas supply is also interlinked to the fire alarm system such that it is automatically shut off during a fire emergency.

Compartmentation:

Based on a visual inspection only of easily accessible areas, the key internal compartment walls protecting key escape routes appeared to be in a reasonable state of repair with no obvious defects, damage, or other general compartmentation breaches observed at the time of the assessment. Given the two-way travel escape route provision and automatic fire detection arrangements provided in most areas, no significant compartmentation issues that are considered to present a significant life safety threat were identified at the time of the assessment.

Fire Doors:

The caretaker carries out an internal Fire Door inspection every month, and any required adjustments are carried out by the on-site maintenance team. Any doors that require replacement are part of the annual maintenance programme and are ordered as and when required.

All the doors leading on to the means of escape are FD30s-rated fire doors. Doors are either self-closing or Kept locked shut, where required.

All electronically locked access doors open on power failure/system error and AFD actuation as per BS7273, manual override buttons are on the escape side.

Signage:

The fire exit and fire exit directional signage provided within these buildings comply to British Standard 5499-4. In addition, the fire extinguishers display appropriate fire signage, and the fire doors are fitted with 'Fire door keep shut', 'Fire door keep locked' signage.

Fire Alarm System:

At the time of the assessment, all the fire alarm systems appeared to be in a fully working state with mains power active and no fault conditions indicated.

Fire Fighting Media:

Extinguishers in the school were largely commensurate with the fire class hazards in their respective areas and configured such that their locations were in general accordance with BS 5306 travel distance and siting guidelines. Most extinguisher fire-points were clearly signed, unobstructed, and easily accessible at the time of the assessment.

The main Kitchen within Elm Block had a roller shutter that would drop on activation of the Fire Alarm system. There was no Ansul system. Wet Chemical extinguishers have been provided for the Small Deep Fat Fryers.

Fire Safety Management:

Fire action notices were augmented by bespoke, location-specific instructions, which were deployed throughout the school.

A documented fire safety procedure is also maintained by the school. The plan was comprehensive and outlined the school's fire safety precautions, the identities and roles of each fire warden, and the procedural arrangements in the event of a fire.

Fire safety precautions and procedures are reportedly issued to third-party hirers of the school.

There have been no recent reported records of any vandalism and/or arson attempts in the surrounding area.

Any fire is likely to remain contained and be detected. Should a fire occur and pass the Fire Door, smoke logging is possible as well as fire damage.

Any fire spread beyond the building may cause localised property damage due to radiated heat and the products of combustion. Environmental damage is possible. Localised traffic disruption is likely.

Means of Escape:

Alternative means of escape are generally provided from most areas of the nursery via multiple final exit doors provided at corridor exits, staircases, and from higher occupancy areas (e.g. Paterson Hall, Dining Hall, and most classrooms and play areas). Where there is an initial single direction of travel (e.g. from a room adjoining a corridor), the distances to either a final exit, a place of relative safety or a point from where alternate routes are available are within acceptable limits.

The following escape route-related issues were observed:

At the time of the assessment, the Forest building rear staircase was being used for the storage of classroom materials with these, partially obstructing the means of escape.

Although this exit was not severely impeded, the use of protected staircases for storage may lead to more serious obstructions and is a deviation from best practice. Protected escape routes should not be used for general storage purposes and remain free from materials that would constitute a fire load, promote the ignition and/or spread of fire or impede escape.

In addition, the Staircase linking the ground and first floor of the Birch building was used for storage and a cloakroom. Below the staircase is a cupboard containing the electrical intake wiring for the Birch building. The first floor of the Birch Building has only single-direction travel and includes a Large meeting room with the school's IT server and the SEND classroom.

Fire Safety Management:

Operational fire safety is jointly managed by Steve Smith (Fire Safety Manager) and Daniel Floyd (Deputy Fire Safety Manager).

Additional senior and lead nursery staff have been appointed and trained as fire wardens to assist during a fire emergency.

The nursery's key fire prevention and protection precautions are outlined and governed by a written policy. Fire safety precautions and procedures are reportedly issued to third-party hirers of The Patterson Hall.

There have been no recent reported records of any vandalism and/or arson attempts in the surrounding area.

Any fire is likely to remain contained and be detected. Should a fire occur and pass the Fire Door smoke logging is possible as well as fire damage.

Any fire spread beyond the building may cause localised property damage due to radiated heat and the products of combustion. Environmental damage is possible. Localised traffic disruption is likely.

SECTION 2: RISK ASSESSMENT

01 - Persons at Risk

It is important to consider all relevant persons that use the premises. This will include persons that use the building on a day to day basis such as staff or residents but also any persons that visit the premises on temporary basis such as visitor or contractors. Particular care should be taken to identify any risks to vulnerable persons such as those with disabilities or young persons.

Sub Section	Question	Answer	Action Plan	Status
01 - Young Persons	Are young persons in the premises?	There are no young persons present at the time of this fire risk assessment.		N/A
02 - Persons with Special Needs	Are persons with special needs in the premises?	There are no persons with special needs present at the time of this fire risk assessment.		N/A
03 - Members of the Public	Are members of the public present in the premises?	Members of the public are present and the Responsible Person has suitable and sufficient policies and procedures in place.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity, width of escape routes and exits appear to be sufficient.		Compliant
05 - Lone Working	Are there areas where relevant persons are isolated?	At the time of this fire risk assessment Company policy prohibits the practice of lone working.		N/A

02 - Sources of Ignition

The premises is assessed to identify all potential ignition sources that may be the cause of a fire. Examples of Ignition sources can be any heat generating equipment such as portable heaters, cooking equipment and power tools. Fixed installations and portable electrical equipment can also be an ignition source if they are misused or not maintained. Naked flames and equipment that generates sparks must be strictly controlled.

Sub Section	Question	Answer	Action Plan	Status
01 - Heating - Gas and Electric - including Portables	Are all heating appliances correctly installed, adequately protected and maintained?	All appliances are correctly installed and adequately maintained.		Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	The use of extension leads is not adequately controlled. Extension leads should not be connected together, this is known as 'daisy chaining'.	1	Non_Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	There is unsafe use of multi point adapters.	2.0.H	Non_Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	The laundry room contains six machines, all of which are powered by their own individual plug and socket. There is no power-off switch to turn off the power in an emergency.	2.0.NR-46-177-9	Non_Compliant
02 - Electrical Services	Are all electrical installations and appliances correctly installed and maintained?	Combustible materials are sited close to the consumer box within the reception cupboard.	2.0.NR-46-177-10	Non_Compliant
03 - Lightning Protection	Is lightning protection provided for the building?	The building does not appear to be at particular risk from lightning strikes.		N/A
04 - Miscellaneous	Are potential sources of ignition adequately controlled?	Potential sources of ignition present are adequately controlled.		Compliant

03 - Sources of Fuel

In order for a fire to develop the presence of fuel is required. By managing the quantity, type and location of combustible materials the risk of a fire developing can be greatly reduced. The storage of combustible materials within the escape routes or places of high fire risk such as boiler rooms or electrical cupboards must be prevented.

Sub Section	Question	Answer	Action Plan	Status
01 - Housekeeping	Are house keeping arrangements satisfactory?	Housekeeping arrangements appear to be satisfactory.		Compliant

04 - Construction

The fire protection of the building is required to ensure that fire is unable to spread and also to prevent premature collapse in the event of fire. It means that the occupants can safely exit the premises without undue risk, whilst it is not perceived that any building should be sacrificed it is always possible to avoid the loss of the premises.

Sub Section	Question	Answer	Action Plan	Status
01 - Structural Elements	Are the fire resisting and separating walls and floors in good condition?	The fire resisting walls and floors appear to be of an acceptable standard.		Compliant
02 - Lift Shafts	Are the lifts contained within protected shafts?	There are no lifts servicing this building.		N/A
03 - Protected Shafts	Are the escalators, chutes, ducts and pipes contained within protected shafts?	There are no vertical services and shafts within this building.		N/A
04 - Concealed Spaces -	Are the concealed spaces or cavities protected with suitable cavity barriers?	The installation of cavity barriers is not required or the age of the building predates the requirement.		N/A

Cavities				
05 - Protected Stairways	Are the stairways within the building required for means of escape adequately enclosed with fire resisting construction?	The stairways are enclosed throughout their height to an acceptable standard.		Compliant
06 - Higher Risk Areas	Are areas of higher risk and places of special fire hazard sufficiently separated from the remainder of the building by fire resisting construction?	The high risk areas and places of special fire hazard are adequately separated with fire resisting construction.		Compliant
07 - Surface Spread of Flame	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	Circulation spaces and corridors have been lined with materials that will contribute significantly to the spread of flame across their surface.	B	Non_Compliant

05 - Means of Escape

To ensure a safe escape the escape routes must be protected from smoke, heat and flames. The distance that occupants have to travel must also be regulated to ensure that the distance people have to travel to safety is within the prescribed guidelines.

Sub Section	Question	Answer	Action Plan	Status
01 - Means of Escape for the Disabled	Are there adequate arrangements for the evacuation of disabled people?	No disabled persons present at the time of this fire risk assessment.		N/A
02 - Premises that are multi-occupied	Are the escape routes for all the building occupants acceptable?	The premises are single occupancy.		N/A
03 - Escape routes and travel distances from within a storey	Are the escape routes sufficient in number and travel distance from any point within the floor area to the nearest storey exit, having due regard to the layout of walls, partitions and fittings within current guidance?	The travel distance to the nearest storey exit is within current guidance.		Compliant
04 - Occupancy Numbers	Is the occupancy level for the premises acceptable?	The occupancy capacity and width of escape routes and exits appear to be sufficient.		Compliant
05 - Protected Corridors	Are the protected corridors suitable and sufficient to allow the occupants to reach a storey exit safely?	All protected corridors are adequate to allow the occupants to reach a storey exit safely.		Compliant
06 - Escape from Inner Rooms	Is the escape from inner rooms acceptable?	Escape from inner rooms is acceptable.		Compliant
07 - Accommodation Lifts and Stairways	Are the accommodation lifts and or stairways positioned so that they do not impact on the escape routes from upper floors?	No accommodation stairways and or lifts are present.		N/A
08 - Protected Stairways	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	The door of a non fire resisting cupboard or storeroom opens onto a protected stairway. The electrical intake cupboard is under the staircase. Assessor informed by the sites manager he does not think the door is FD30 standard.	E	Non_Compliant
09 - External Stairways	Is the external stairways provision sufficient and does it afford suitable protection to the occupants to ensure their safe escape?	No external stairways were present.		N/A
10 - Escape Route across a flat roof	Is the escape route across a flat roof acceptable?	Flat roofs do not form part of the escape route.		N/A
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open using bent spoons.	G	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	Ineffective self closing devices. The device is broken.	5.0.1	Non_Compliant
11 - Fire-resisting doors	Do the fire resisting door sets meet the appropriate standard?	The fire doors have a large gap between the doors and the frame which may prevent the intumescent seals being effective.	5.0.X	Non_Compliant
12 - Fire-resisting partitions	Are the fire resisting partitions present installed and maintained to the appropriate standards?	The fire resisting partitions within the building are constructed and maintained to an appropriate standard.		Compliant
13 - General Doors	Are the doors required to form part of the escape route in an emergency?	All the doors required to form part of the escape route are in good working order and are capable of being used effectively.		Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	The Fire Door on the escape route is obstructed. 1- Door in Elm Dining room 2- Door in Orchard staff room	D	Non_Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes. 1- side of Elm Building 2- First floor corridor within the Birch Building.	5.0.A	Non_Compliant
14 - Housekeeping	Are house keeping arrangements satisfactory?	The Escape route from the rear of Elm kitchen is via a wooden gate that has feel of its hinge and is difficult to open.	5.0.NR-49-201-2	Non_Compliant

14 - Housekeeping	Are house keeping arrangements satisfactory?	The Protected Staircase is being used as a storage area. The use of protected staircases for storage may lead to more serious obstructions and is a deviation from best practice. Protected escape routes should not be used for general storage purposes and remain free from materials that would constitute a fire load, promote the ignition and/or spread of fire or impede escape. 1- Protected staircase in Forest Building 2- Protected staircase in Birch Building.	5.0.NR-49-201-4	Non_Compliant
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06 - Fire-fighting Equipment

Fixed and portable firefighting equipment can be used to good effect and minimize damage to the premises. If a fire has been detected in its early stages fighting the fire in these early stages will contain its growth and reduce hazards to the occupants such as smoke and heat as well as minimising potential financial loss to the business and the impact on jobs.

Sub Section	Question	Answer	Action Plan	Status
01 - Portable Equipment	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not correctly sited. 1- Forest classroom 2- Orchard Plant room 3- Orchard corridor by entrance 4- Orchard laundry	C	Non_Compliant
02 - Fixed Fire-Fighting Installations	Are the fixed fire-fighting installations correctly installed, adequately maintained and appropriate for the risk?	There is a suitable fixed fire-fighting installation present that has been installed and maintained in accordance with the appropriate standard.		Compliant

07 - Fire Detection and Warning

It is essential for the safe evacuation of building occupants that they have been made aware of a fire incident as soon as possible. This will allow the Fire Service to be contacted in the early stages of the fire and most importantly all the occupants should have left the building to a place of safety before the fire has had the chance to take a hold. It is vital that any early warning and detection system be installed and maintained to British Standards.

Sub Section	Question	Answer	Action Plan	Status
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	Following the change of use of rooms, Heat detection has been left in situ.	NR-51-204-7	Non_Compliant
01 - Fire Detection and Warning System Provision	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The new Laundry room (once a store cupboard) has no detection within.	7.0.NR-51-204-8	Non_Compliant
02 - Fire Alarm Maintenance	Is the fire alarm system routinely tested, inspected and maintained in accordance with current guidance?	The fire alarm system is routinely tested, inspected and maintained in accordance with current guidance.		Compliant

08 - Emergency Lighting

If the conventional lighting system fails in a building, an emergency lighting system may be required. The emergency lighting system should indicate the safe routes to and through the escape exits from the premises including any changes of direction or level en-route. It can also be used to illuminate fire alarm call points, refuges and firefighting appliances.

Sub Section	Question	Answer	Action Plan	Status
01 - The Emergency Lighting System	Is there an adequate method for illuminating the escape route and safety equipment in the premises?	It appears that the installed emergency lighting system will provide sufficient illumination (visual observation only, a physical test was not completed).		Compliant
02 - Maintenance of Emergency Lighting Systems	Is the emergency lighting system routinely tested, inspected and maintained in accordance with current guidance?	The emergency lighting system is routinely tested, inspected and maintained in accordance with current guidance.		Compliant

09 - Firefighters Provisions

As required under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) consideration must be made to the effects of a fire in any given building to the Fire Service. Safety of the fire crews and their operational needs such as access, water supplies and building information must be reviewed and be made available for the Fire Service for consideration.

Sub Section	Question	Answer	Action Plan	Status
01 - Access for Fire Fighting	Have reasonable facilities and access for firefighters and fire appliances been provided to aid the protection of life?	Facilities and access for firefighters and fire appliances are available and adequate.		Compliant
02 - Firefighter Safety	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	A large number of overhead cables are being supported by plastic cable-ties or plastic trunking, this can lead to fire-fighter fatalities as they fail and cables drop in a fire situation.	E	Non_Compliant
03 - Water Supplies	Are water supplies adequately provided to assist firefighting personnel in their firefighting tasks?	There is adequate hydrant provision of adequate diameter in close proximity to the premises.		Compliant
04 - Rising Mains	Are rising mains adequately provided to assist firefighting personnel in their firefighting tasks?			N/A

10 - Management

Providing all of the elements of the fire safety plan (of which the fire risk assessment form just part) are adhered to, then the safe evacuation of all the occupants is then likely to be successful. If however the management of the fire safety plan is not adhered to the fire safety provisions may be seriously compromised.

Sub Section	Question	Answer	Action Plan	Status
01 - Management	Are management and employees fully aware of the fire safety features provided and their purpose?	Management and employees are fully aware of the fire safety features provided and their purposes.		Compliant
02 - Staff Training	Have employees received appropriate fire safety awareness training?	All employees have received the appropriate fire safety awareness training.		Compliant
03 - Housekeeping	Are house keeping arrangements satisfactory?	The housekeeping arrangements appear to be of an acceptable standard.		Compliant
04 - Arson	Are adequate measures in place to control risk of fire due to arson?	Adequate arson control measures are in place.		Compliant
05 - Smoking Policy	Is a suitable 'no smoking' policy in place?	An adequate "no smoking" policy is in place in accordance with current legislation and company policy.		Compliant
06 - Legislation	Has the premises been subject to an inspection by the Enforcing Authority?	The premises have not been subject to an inspection by the Enforcing Authority.		N/A

11 - Signs and Signals

Research has shown that members of the public may become confused and disorientated in the event of a fire. To save confusion which can jeopardise building occupants escape all safety signs should be installed and conform to Signs and Safety Signals Regulations.

Sub Section	Question	Answer	Action Plan	Status
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call point/s are not identified with appropriate signs.	B	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire action notices have not been provided. Elm Classroom.	11.0.G	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency egress opening device installed on the final exit door is not adequately identified. 1- Elm Classroom	11.0.S	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Incorrect directional sign above final exit.	11.0.NR-55-218-3	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The portable firefighting equipment is not identified by the correct signage. Dry Powder sign above Foam extinguisher	11.0.NR-55-218-6	Non_Compliant
01 - Provision of Fire safety Signs and Notices	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The external side of the final exit gates are not adequately identified.	11.0.J	Non_Compliant

12 - Effects on the Environment

A further requirement under the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire & Rescue Services (NI) Order 2006 and The Fire Precautions (Workplace) Regulations (Northern Ireland Only) is that consideration must be made to the effects of a fire in any given building to the environment. The spread of fire to adjacent properties, the risks posed by the smoke from the materials contained within the building if affected by fire and if the water used for firefighting needs to be contained to protect the water course.

Sub Section	Question	Answer	Action Plan	Status
01 - Adjacent Properties	Has the Responsible Person considered the effects to adjacent buildings that might be caused by a fire on the site?	The Responsible Person has made adequate arrangements to mitigate any damage to the adjacent properties from a fire on the site.		Compliant
02 - Immediate Surroundings	Has the building's Responsible Person considered the effects to the environment that might be caused by a fire on the site?	The Responsible Person has made arrangements to mitigate any damage to the environment from a fire on the site.		Compliant

SECTION 3: ACTION PLAN

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705003	11.0.G	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Fire action notices have not been provided. Elm Classroom.	Fire action notices must be installed in all the common areas within the building and adjacent to the fire alarm call points. They are to contain the relevant information to aid a safe escape from the building.	Elm Classroom	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm No MCP FAN.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705007	11.0.J	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The external side of the final exit gates are not adequately identified.	The external sides of final exit gates must be indicated by "Fire Exit Keep Clear" signs complying with BS 5499-5.	Final exit gates	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

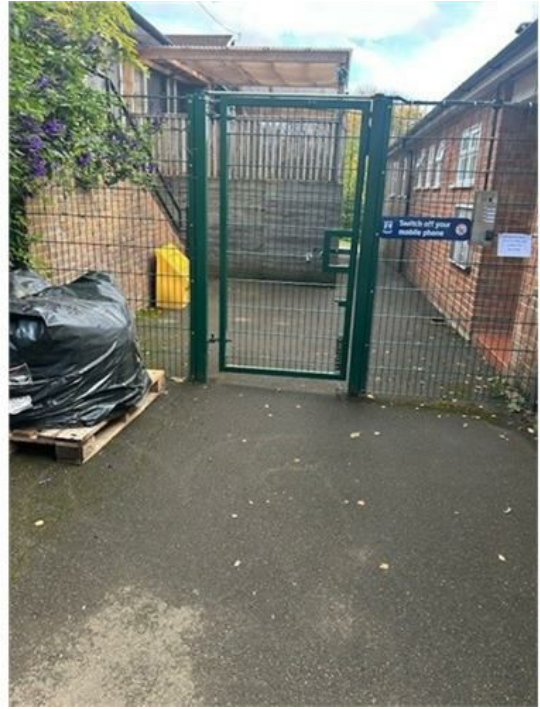
Action Status Notes:

No notes have been entered

Hazel Early gates no FEKC sign.jpg



Hazel Early gates no FEKC sign 2.jpg



Hazel Early gates no FEKC sign 3.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705005	11.0.NR-55-218-3	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	Incorrect directional sign above final exit.	Install a sign that points to the door below.	Final exit door in the Pines classroom	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Forest incorrect directional sign above door.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705006	11.0.NR-55-218-6	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The portable firefighting equipment is not identified by the correct signage. Dry Powder sign above Foam extinguisher	Portable firefighting equipment type and location should be identified by appropriate signs which conform with BS 5499-5.	Hazel Orchard Plant room	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Orchard incorrect sign above ext.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705004	11.0.S	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The emergency egress opening device installed on the final exit door is not adequately identified. 1- Elm Classroom	Final exit doors fitted with a push bar mechanism must be provided with a "Push Bar to Open" sign which conforms with BS 5499-5.	Elm Classroom	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm No Push Bar.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704986	2.0.H	Are all electrical installations and appliances correctly installed and maintained?	There is unsafe use of multi point adapters.	These appliances are to be removed from the workplace and additional power sockets provided in this area.	Orchard workshop	Recommendation to the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Orchard overloading of adapter.jpg



Hazel Orchard overloading of adapter 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704988	2.0.NR-46-177-10	Are all electrical installations and appliances correctly installed and maintained?	Combustible materials are sited close to the consumer box within the reception cupboard.	Remove the combustible materials away from the consumer board	Reception office cupboard	Recommendation to the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Orchard reception combustibles near consumer board.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704987	2.0.NR-46-177-9	Are all electrical installations and appliances correctly installed and maintained?	The laundry room contains six machines, all of which are powered by their own individual plug and socket. There is no power-off switch to turn off the power in an emergency.	Install a power off switch externally to the laundry room.	Laundry room	Recommendation to the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Orchard laundry no Override turn off switch.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704995	5.0.A	Are house keeping arrangements satisfactory?	Combustible materials are located/stored in the escape routes. 1- side of Elm Building 2- First floor corridor within the Birch Building.	Items that are a source of fuel or are combustible and likely to increase the fire loading or spread of fire, should not be located on any corridor, stairway or circulation space that will be used as an escape route. Therefore, the combustible materials stored in the escape routes must be removed.	Side of the Elm Building	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm Escape route obstructed.jpg



Hazel Meadow combustibles in protected hallway.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704992	5.0.J	Do the fire resisting door sets meet the appropriate standard?	Ineffective self closing devices. The device is broken.	Repair or replace the self-closing device/s to ensure fire door/s close fully into their frame/s against the door stops.	Door from adult toilet onto escape stairs	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Forest door closer broke.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704996	5.0.NR-49-201-2	Are house keeping arrangements satisfactory?	The Escape route from the rear of Elm kitchen is via a wooden gate that has feel of its hinge and is difficult to open.	The gate should be repaired or replaced so it opens easily.	Rear gate	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm Escape route gate replaced.jpg



Hazel Elm Escape route gate replaced 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704997	5.0.NR-49-201-4	Are house keeping arrangements satisfactory?	The Protected Staircase is being used as a storage area. The use of protected staircases for storage may lead to more serious obstructions and is a deviation from best practice. Protected escape routes should not be used for general storage purposes and remain free from materials that would constitute a fire load, promote the ignition and/or spread of fire or impede escape. 1- Protected staircase in Forest Building 2- Protected staircase in Birch Building.	Remove combustible items from Protected Staircases within the Forest Building. This action was on the previous FRA. Remove combustible items from Protected Staircases within the Birch Building.	Forest and Birch Buildings.	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Forest Combustibles in Protected staircase.jpg



Hazel Forest Combustibles in Protected staircase 2.jpg



Hazel Forest Combustibles in Protected staircase 3.jpg



Hazel Meadow combustibles in protected staircase.jpg



Hazel Meadow combustibles in protected staircase 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704993	5.0.X	Do the fire resisting door sets meet the appropriate standard?	The fire doors have a large gap between the doors and the frame which may prevent the intumescent seals being effective.	The doors should be adjusted to ensure that there is no more than a 3mm gap between the hinge edge, leading edge and the top of the door frame.	double doors from staircase to classroom	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Forest FD excessive gap.jpg



Hazel Forest FD excessive gap 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705000	7.0.NR-51-204-8	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	The new Laundry room (once a store cupboard) has no detection within.	Detection should be installed in the laundry room by a competent certificated organisation.	Laundry - Orchard building	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Orchard laundry no heat detection.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705002	B	Are there adequate and suitable fire safety signs and notices displayed in the appropriate places throughout the premises?	The fire alarm call point/s are not identified with appropriate signs.	Install fire alarm call point signage complying with BS 5499-5. The signs should display the evacuation process in pictorial form including how to operate the manual call point. 1- Elm Classroom 2- Elm Plant room	Classroom in Elm building, elm plant room	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm No MCP FAN.jpg



Hazel Elm No MCP 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704989	B	Are the materials used to line walls and ceilings of the correct surface spread of flame classification in accordance with the Approved Document B of the Building Regulations?	Circulation spaces and corridors have been lined with materials that will contribute significantly to the spread of flame across their surface.	Confirm that an approved treatment has been applied to provide a class 0 surface spread of flame, as per our conversation or apply an approved treatment that provides the same rating.	Patterson Hall	Recommendation for Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Forest stage curtains.jpg



Hazel Forest stage curtains 2.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704998	C	Are there sufficient quantities of portable fire-fighting equipment provided, correctly sited and adequately maintained?	The portable fire-fighting equipment is not correctly sited. 1- Forest classroom 2- Orchard Plant room 3- Orchard corridor by entrance 4- Orchard laundry	The equipment is to be sited in accordance with BS 5306-8 and must be either wall-mounted with the handle no more than 1.0 metres (heavier than 4kg) 1.5 metres (up to and including 4kg in weight) above the floor or on a designated stand.	Various place within the premises	Statutory requirement for the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Forest psoition of CO2.jpg



Hazel Orchard incorrect position of Ext.jpg



Hazel Orchard incorrect position of Ext in plant room.jpg



Hazel Orchard laundry CO2 not sited correctly.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704994	D	Are house keeping arrangements satisfactory?	The Fire Door on the escape route is obstructed. 1- Door in Elm Dining room 2- Door in Orchard staff room	The items obstructing the escape route must be removed.	Door from dining area to rear escape	Recommendation for Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm FD blocked by Air Con blower.jpg



Hazel Orchard staff room door wedged open with chair.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704990	E	Do the protected stairways offer sufficient and suitable protection to ensure the safe escape of all occupants?	The door of a non fire resisting cupboard or storeroom opens onto a protected stairway. The electrical intake cupboard is under the staircase. Assessor informed by the sites manager he does not think the door is FD30 standard.	Any door and partition to a cupboard or store, which opens onto a protected stairway should be constructed from fire resisting material. The door is to be replaced with a fire door of a minimum specification of FD30S.	Meadow door beneath staircase	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Meadow combustibles in protected staircase.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704991	G	Do the fire resisting door sets meet the appropriate standard?	Fire doors were found to be wedged open using bent spoons.	Remove the wedges from doors and maintain closed when not in use, this identifies a training need as staff do not understand the essential role of the fire door. If this door requires to be held open, an approved automatic hold open/release device can be installed as an acceptable alternative. Installation must be completed by a competent person in accordance with BS EN 1155 or BS 5839-3.	Various doors around the kitchen and dining room.	Recommendation for Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm wedge.jpg



Hazel Elm wedge 2.jpg



Hazel Elm wedge 3.jpg



Hazel Elm wedge 4.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704985	I	Are all electrical installations and appliances correctly installed and maintained?	The use of extension leads is not adequately controlled. Extension leads should not be connected together, this is known as 'daisy chaining'.	These appliances are to be used in accordance with manufacturers' instructions or alternatively, additional power sockets provided in this area.	Elm Kitchen	Recommendation for Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Elm Daisy chaining.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Medium Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13704999	NR-51-204-7	Is there an adequate method for raising the alarm and detecting a fire present in the premises?	Following the change of use of rooms, Heat detection has been left in situ.	Heat detection should be exchanged for smoke detection	Orchard lower ground workshop, Old orchard laundry.	Statutory requirement of the Client	18/12/2025

Completed By..... Date.....

Action Status Notes:

No notes have been entered

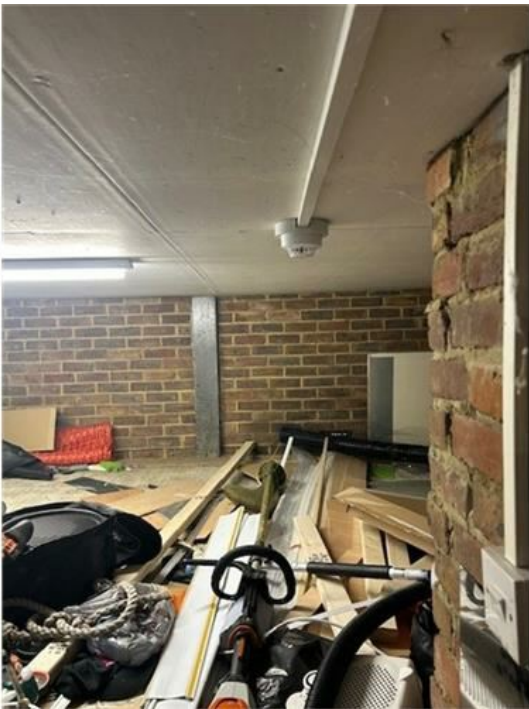
Hazel Orchard HD in Old Laundry not exchanged.jpg



Hazel Orchard HD in Old Laundry not exchanged 2.jpg



Hazel Orchard heat detector in workshop.jpg



Locations of Non-conformity (one floorplan per page)

SECTION 3. ACTION PLAN:Low Risk Actions

All non conformities should be reviewed in conjunction with the CAD or the photographic evidence where applicable.

Ref	Sub Section	Question	Non-conformity	Recommendation	Location	Who is responsible	By When
13705001	E	Have all reasonable measures and arrangements been made to safeguard firefighting personnel in a fire situation?	A large number of overhead cables are being supported by plastic cable-ties or plastic trunking, this can lead to fire-fighter fatalities as they fail and cables drop in a fire situation.	A competent person is to survey all electrical cabling throughout the premises and the cabling secured with fastening devices to ensure failure will not occur within the early stages of a fire.	Orchard building throughout	Recommendation for Client	16/02/2026

Completed By..... Date.....

Action Status Notes:

No notes have been entered

Hazel Orchard trunking.jpg



Hazel Orchard trunking 2.jpg



Hazel Orchard trunking 3.jpg



Hazel Orchard trunking 4.jpg



Locations of Non-conformity (one floorplan per page)

