

**Fire Safety Consultants**  
**7A Kings Road Bramhope Leeds LS16 9JW**  
**Tel: 0113 8051156      Mobile: 07734301268**

**FIRE SAFETY AUDIT**

<b>Company:</b> Gateways School	<b>Date of Audit Visit:</b> 21 <sup>st</sup> August 2020																																																																																										
<b>Address:</b> Gateways School Harewood Leeds LS17 9LE	<b>Original Fire Risk Assessment:</b> June 2011 <b>Previous Audit:</b> 27 <sup>th</sup> August 2019 <b>Comments:</b>																																																																																										
<b>Responsible Person:</b> Dr. Tracy Johnson; School Principal	Those items indicated by an asterisk (*) are contraventions of The Regulatory Reform (Fire Safety) Order 2005 and as such may become the subject of a prosecution following an inspection by the Local Authority Fire Brigade or enforcing authority as appropriate. Accordingly, those items must receive immediate attention.																																																																																										
<b>Contact:</b> Phil Robinson Operations Manager																																																																																											
<b>Fire Safety Consultant:</b> Michael J Pierce. Grad.I.FireE., M.I.F.S.M. Ex District Officer West Yorkshire Fire Service. Fire Safety Managers Fire Risk Assessor register. Listing 0007 Warrington Certification Ltd, F.R.A.C.S. Risk Assessor's Register, Listing 0020	<b>Is there risk of enforcement action:</b>  <input type="checkbox"/>  <div style="display: flex; justify-content: space-around;"> <span>No</span> <span>Yes</span> </div> <input checked="" type="checkbox"/>																																																																																										
	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Excellent</th> <th style="width: 15%;">Very Good</th> <th style="width: 15%;">Good</th> <th style="width: 15%;">Below average</th> <th style="width: 15%;">Poor</th> </tr> </thead> <tbody> <tr> <td><b>Facilities</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>8</b></td> <td style="text-align: center;"><b>6</b></td> <td style="text-align: center;"><b>4</b></td> <td style="text-align: center;"><b>0</b></td> </tr> <tr> <td>Means of Escape</td> <td style="text-align: center;">9</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire Alarm</td> <td style="text-align: center;">10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Emergency Lighting</td> <td style="text-align: center;">10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire fighting Equipment</td> <td style="text-align: center;">10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire Separation</td> <td></td> <td style="text-align: center;">8</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Management</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maintenance/Housekeeping</td> <td style="text-align: center;">10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training records and records</td> <td style="text-align: center;">9</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Test Records</td> <td style="text-align: center;">10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fire signage</td> <td style="text-align: center;">9</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>General Fire Precautions</td> <td style="text-align: center;">9</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Totals</b></td> <td></td> <td style="text-align: center;"><b>8</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"><b>TOTAL SCORE THIS AUDIT: 96%</b></td> <td colspan="3"><b>TOTAL SCORE LAST AUDIT: 91%</b></td> </tr> </tbody> </table>		Excellent	Very Good	Good	Below average	Poor	<b>Facilities</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>0</b>	Means of Escape	9					Fire Alarm	10					Emergency Lighting	10					Fire fighting Equipment	10					Fire Separation		8				<b>Management</b>						Maintenance/Housekeeping	10					Training records and records	9					Test Records	10					Fire signage	9					General Fire Precautions	9					<b>Totals</b>		<b>8</b>				<b>TOTAL SCORE THIS AUDIT: 96%</b>			<b>TOTAL SCORE LAST AUDIT: 91%</b>		
	Excellent	Very Good	Good	Below average	Poor																																																																																						
<b>Facilities</b>	<b>10</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>0</b>																																																																																						
Means of Escape	9																																																																																										
Fire Alarm	10																																																																																										
Emergency Lighting	10																																																																																										
Fire fighting Equipment	10																																																																																										
Fire Separation		8																																																																																									
<b>Management</b>																																																																																											
Maintenance/Housekeeping	10																																																																																										
Training records and records	9																																																																																										
Test Records	10																																																																																										
Fire signage	9																																																																																										
General Fire Precautions	9																																																																																										
<b>Totals</b>		<b>8</b>																																																																																									
<b>TOTAL SCORE THIS AUDIT: 96%</b>			<b>TOTAL SCORE LAST AUDIT: 91%</b>																																																																																								

**Distribution:**





<b>5.5 Fire Separation</b>					
a. There were storage units on the main corridor in Schofield building.	ALL OCCUPANTS	a. Means of escape should be clear of combustible material and obstruction. It is understood that these are being removed.	<b>IMMEDIATE</b>	2	
b. A large photocopier is installed on the main ground floor corridor in Schofield. This and the accompanying items and office equipment introduces a fire loading and risk of ignition onto the means of escape.	ALL OCCUPANTS	b. As above, the importance of maintaining means of escape clear of fire loading and obstruction needs to be understood. The potential consequences of staff extending the office onto the corridor needs to be addressed in fire training and fully understood. It should therefore be cleared and maintained clear. However, if the use of this area is essential then it can be achieved but only after suitable consideration and introduction of suitable measures.	<b>IMMEDIATE</b>	5	
<b>5.6 General Housekeeping/ Maintenance</b>					
Housekeeping and maintenance are generally good but there is an over use of trailing sockets in the 6 <sup>th</sup> from room.	ALL OCCUPANTS	The sockets should be reduced to acceptable levels or additional electrical outlets installed. Again this demonstrates that training may not be fully effective.	<b>IMMEDIATE</b>	1	
<b>5.7 Training and Records</b>					
It is understood that training has been revised and reassessed due to the effects of Covid and that most training is now carried out on line.					
<b>5.8 Testing and Records</b>					

<p>All statutory testing and the maintenance of records is carried out. However, the testing of the emergency lighting is considered to be too brief in a 10 second flick test.</p>	<p>ALL OCCUPANTS</p>	<p>The B.S. which on emergency lighting which includes testing states that the “flick” test should not be carried out for any more than 25% of the expected duration of the system. This is a 3 hour system and consequently a maximum time of 45 minutes would be recommended. A reasonable time would be 15 minutes to assess the battery condition.</p>			
---	----------------------	--	--	--	--

<p><b>5.9 Fire Signage</b></p>					
<p>All exits are indicated with appropriately sized signage, where necessary, directional signage is installed to indicate less apparent exits and routes.</p>					
<p><b>5.10 General Fire Precautions</b></p>					
<p>The maintenance section continues to be pro active with a good approach to fire safety.</p>					

## Abbreviations

### TIME SCALES (Follow Colour Code)

**IMMEDIATE** This is priority work, essential to the fire safety of the building. It may well be an offence not to correct faults identified

**SHORT TERM** These works are required by various legislation or regulation but their initial absence would not necessarily bring about legal action. They should be carried out within one month of this report.

**MID TERM** These are items, which would be required in a new building or alterations to an existing building. They should be implemented with 6 months of this report.

**LONG TERM** These are desirable features, which should be introduced as and when, budgets p





**Figure 1**

Overuse of trailing sockets.



**Figure 2**

Storage on means of escape



**Figure 3**

Self closing doors sticking on carpet





<p><b>Figure 4</b></p> <p>As in 3</p>	<p><b>Figure 5</b></p> <p>Photocopier on means of escape, see notes.</p>	<p><b>Figure 6</b></p> <p>Gaps between smoke control doors.</p>
---------------------------------------	--	---