

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 Visit:</b> Monday 20 <sup>th</sup> November 2023
<b>Address:</b> Gateways School & 6 <sup>th</sup> Form Annexe Harewood Leeds LS17 9LE	<b>Fire Risk Assessment:</b> June 2011 <b>Previous Risk assessment</b> 22 <sup>nd</sup> September 2022 <b>Last Audit:</b> 20 <sup>th</sup> November 2023 <b>Comments:</b> The school's commitment to good fire safety culture continues to improve.
<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., FRACS 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"/> Yes <input checked="" type="checkbox"/> No

	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	10				
Fire Alarm	10				
Emergency Lighting	10				
Fire fighting Equipment	10				
Fire Separation					
<b>Management</b>					
Maintenance/Housekeeping	10				
Training records and records	9				
Test Records	10				
Fire signage	9				
General Fire Precautions	10				
<b>Totals</b>	<b>98</b>				
<b>TOTAL SCORE THIS AUDIT: 98%</b>			<b>TOTAL SCORE LAST AUDIT: 94%</b>		

**Distribution:**  
Operations Manager

Reviewed: November 2023

Next review: November 2024

## ACTION PLAN

SIGNIFICANT HAZARDS	PERSONS AT RISK	ACTION REQUIRED	WHEN	PHOTO	BY WHOM (SIGNATURE)
<b>5.1 Means of Escape</b>					
<p>All means of escape was found to free of obstruction and storage. The photocopiers mentioned in previous reports have been relocated.</p> <p>The comments regarding storage on the tops of lockers have been addressed by the installation of sloping locker tops.</p>					
<b>5.2 Fire Alarm</b>					
The fire alarm system continues to be updated and revised.					
<b>5.3 Emergency Lighting</b>					
Continued proactive maintenance ensures that the system is suitable and sufficient.					
<b>5.4 Fire Fighting Equipment</b>					
<p>All first aid fire fighting equipment is in place and unobstructed.</p> <p>An Ansul automatic fire suppression system has bene installed in the kitchen over the ranges.</p>				3	

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<b>5.5 Fire Separation</b>					
<p>a. A door closer unit has been damaged during fitting out in the kitchen.</p> <p>b. The doors from the kitchen to the main school dining room are wedged open during service.</p> <p>Fire separation is well maintained with a continual programme of door checks and maintenance.</p>	<p>DINNING ROOM OCCUPANTS</p> <p>ACCEPTABLE</p>	<p>a. This has already been listed for replacement.</p> <p>b. This is considered acceptable as staff are aware that the wedges are to be removed following completion of service at lunch time. It is considered less of a risk than staff being exposed to doors on automatic release suddenly closing on them when they are carrying hot food and trays.</p>	<p>N/A</p> <p>N/A</p>	<p>2</p> <p>1</p>	
<b>5.6 General Housekeeping/ Maintenance</b>					
No items of concern were noted.					
<b>5.7 Training and Records</b>					
<p>A full program of training for both staff and students is carried out each term. Additionally staff receive full induction training followed by full refresher sessions twice per year.</p> <p>Fire Marshalls are appointed and trained in the use of fire fighting equipment.</p>					
<b>5.8 Testing and Records</b>					
<p>All fire safety measures are subjected to appropriate testing in accordance with appropriate British Standards.</p> <p>All building services are subjected to annual tests in accordance with gas, electrical regulations and Article 17 of The Regulatory Reform (Fire Safety) Order 2005.</p>					

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<b>5.9 Fire Signage</b>					
Signage throughout the school and 6 <sup>th</sup> form annexe is suitable and sufficient.					
<b>5.10 General Fire Precautions</b>					
The maintenance section continues to be proactive with a good approach to fire safety.					

## 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 permit

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<p><b>Figure 1</b></p> <p>Kitchen doors wedged open – acceptable, see note.</p>	<p><b>Figure 2</b></p> <p>Defective closer on kitchen door.</p>	<p><b>Figure 3</b></p> <p>Ansul fire suppression system now installed on kitchen range.</p>