Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Responsible Person *(Employer or other person having control of the relevant premises)*	Adele Lord-Laverick
Address of Premises	Kilnfield House 45 Common Road Dunnington York
Postcode	YO19 5PA
Assessor:	Adele Lord-Laverick
Date of Fire Risk Assessment	1st September 2025
(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)	
Subsequent Review Dates	

Reviewed by	Adele Lord-Laverick	**Date**	1st June 2026
Reviewed by		**Date**	
Reviewed by		**Date**	

General Information

The Premises	
Number of floors in building: *(To include basements)*	2

Approximate floor area: (m²) (To include all floors of responsibility)	1275ft^2
Brief details of construction: *(Date of construction, brick, timber, purpose built or converted)*	Brick construction with pan tiled roof
Primary usage: *(e.g. Hotel, Shop)*	Special School
Secondary usage: *(e.g. Kitchen, Bar, Function Room, Offices)*	Accountancy firm

Occupancy Profile

	WEEKDAYS		WEEKENDS	
Maximum number of persons in the **most highly occupied compartment** to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	0000 to 0400	A	0000 to 0400	A
	0400 to 0800	A	0400 to 0800	A
	0800 to 1200	C	0800 to 1200	A
	1200 to 1600	C	1200 to 1600	A
	1600 to 2000	B	1600 to 2000	A
	2000 to 2400	A	2000 to 2400	A
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0= None			

Description of Occupants	Mobility Issues		Average Mobility		Vulnerability Issues	x

Occupants Especially At Risk From Fire

Sleeping occupants *(Details of numbers - public/staff)*	0
Disabled occupants *(Personal Emergency Evacuation Plans in use when necessary)*	0
Occupants in remote areas *(Lone working/isolated areas)*	0
Others *(Details of Elderly/Infirm/Mental Ability)*	Autistic young people
Visitors	0
Occupants whose first language is not English	Children with English as a second language will have an individual RA

Identified Fire Hazards
And Primary Control Measures

Note: On the following pages, where the answer is '**Yes**', please describe in the Identified Hazards boxes below.

Where the answer is '**No**', please complete the deficiencies boxes below.

Where the answer is '**N/A**', please describe in the General Comments box provided.

For further guidance, please see page 28

Electrical Sources Of Ignition	
Measures taken to prevent fires of electrical origin.	
Fixed installation periodically inspected and tested? (e.g. every 5 years)	**YES – last tested 9/7/22**
Portable appliance testing carried out on a risk assessed basis?	**YES – last tested 23/1/2026**
Suitable policy in place regarding the use of personal electrical appliances?	**YES**
Suitable limitation and management of trailing leads and adaptors?	**YES**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	All PAT testing completed across all sites January 2026 and booked annually	

Deficiencies:	**Remedial Action Required:**

Smoking

Smoking prohibited in the building?	**YES**
Smoking permitted in appropriate areas?	**YES**
Suitable arrangements for those who wish to smoke?	**No smoking permitted**
Measures taken to prevent fires as a result of smoking.	**YES**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	Smoking strictly prohibited. No Smoking signs in place.	

Deficiencies:	**Remedial Action Required:**

Arson/Deliberate Ignition	
Basic security against arson by outsiders or other persons appears reasonable. *If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.*	**YES**
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?	**NO**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	Security fencing, CCTV (inhouse) and alarm system. Waste bins stored away from the building.	

Deficiencies:	Remedial Action Required:

Portable Heaters

Portable heaters are used within the premises.	**NO**
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	**YES**
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	**N/A**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	None used	

Deficiencies:	**Remedial Action Required:**

General Comments:

Fixed Heating Installations	
Fixed heating installations such as boilers are used within the premises.	YES
Are fixed heating installations subject to regular maintenance?	YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	Fire RA carried out annually includes checking that fixed heating installations have been regularly maintained by the landlord	

Deficiencies:	Remedial Action Required:

General Comments:

Cooking

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?	**N/A**
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	**YES**
Suitable Shut Down Procedures in place?	**N/A**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	Very limited cooking on site - use of 'slow cooker' and air fryer and small plug in oven does not need filters and no shut down switches needed.	

Deficiencies:	**Remedial Action Required:**

General Comments:

Lightning

The building has a lightning protection system.	**NO**
Is the lightning protection system subject to a suitable maintenance regime?	**N/A**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**

Deficiencies:	**Remedial Action Required:**

General Comments:

Not deemed a significant risk

Dangerous Substances

Dangerous substances are, or could be used or stored, within the premises? ***(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)***	**NO**
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	**N/A**
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	**N/A**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**

Deficiencies:	**Remedial Action Required:**

General Comments:

Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	**YES**
Appropriate storage of hazardous materials?	**YES**
Escape routes kept clear of any combustibles? (Storage /furniture)	**YES**
Appropriate measures for the safe storage and disposal of waste?	**YES**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	Escape routes identified and daily, weekly and monthly checks completed to ensure that they are kept clear.	

Deficiencies:	Remedial Action Required:

General Comments:

Hazards Introduced By Contractors And Building Works	
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?	**YES**
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details:	**N/A**
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details:	**N/A**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	Signing in book used	

Deficiencies:	**Remedial Action Required:**

General Comments:

Other Significant Fire Hazards That Warrant Consideration	
Are there any other fire hazards that warrant consideration within the premises? *(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)*	**YES**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Hazard due to other businesses on the premises	Morning and midday checks of main route to offices to be kept clear Garage is now owned by the proprietors and H&S checks are as vigilant as within the school.	

Deficiencies:	Remedial Action Required:

Arrangements for Evacuation

Evacuation Strategy

Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.

State which strategy (ies) have been adopted.

Single Stage Evacuation It is reasonably expected that all relevant persons in the premises can (and will) evacuate immediately to a place of total safety.	**YES**
Progressive Horizontal Evacuation Relevant persons are dependant on staff to assist with their escape. Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety. **NOTE - Progressive Horizontal Evacuation is subject to the following** Protected areas should be designed to provide: • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. The number and size of the protected areas depends on a number of factors: • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases;	**NO**

Delayed Evacuation

NO

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive.
Arrangements for delayed evacuation should only be based on a pre-planned basis.

Written copies of Evacuation Procedures are located as follows:

Office area, left of classroom space

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape	
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	**YES**
Adequate design of escape routes?	**YES**
Reasonable distances of travel when:	
Where there is escape in a single direction? State the distance of maximum travel: 20 metres	**YES**
Where there are alternative means of escape? State the distance of maximum travel. 20 metres	**YES – upstairs** **NO - downstairs**
Suitable protection of escape routes? (Fire resisting construction)	**YES**
Adequate provision of exits?	**YES**
Exits easily and immediately open-able where necessary without the use of a key?	**NO** **All main exits have card reader systems which deactivate when the fire alarm is activated. Main exits have emergency push points**
Escape routes unobstructed?	**YES**
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	As the classroom is on the first floor, it is not possible to have students with mobility problems on the first floor.
Does the evacuation plan fit with the floor space factors?	**YES**
Identify dead end corridors. Are the appropriately covered?	**YES**
Identify inner rooms. Are the appropriately covered?	**YES**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	Emergency push button exits to fire exits in case door card readers do not activate.	

	Exits lead from rear, side and front building exits. Back fire exit was fitted with steel rails to prevent people being harmed from moving vehicles. Additional fire marshals have been trained in the garage areas and IT sections to assist with electric gate, if needed. Ground floor - windows open adequately to be used in a fire evacuation if emergency exit required.	

Deficiencies:	**Remedial Action Required:**

Measures To Limit Fire Spread And Development	
It is considered that there is:	
Compartmentation of a reasonable standard. (Fire resisting)	**YES**
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	**YES**
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	**N/A**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**

Deficiencies:	Remedial Action Required:
General Comments:	

Emergency Escape Lighting

It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	Emergency lighting tested monthly, serviced annually by an external contractor.	

Deficiencies:	Remedial Action Required:

Fire Safety Signs And Notices	
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	All signage checked on weekly walk rounds to ensure none have been damaged or removed.	

Deficiencies:	Remedial Action Required:

Means Of Giving Warning In Case Of Fire	
Reasonable manually operated fire warning system provided?	YES
Integrated alarm system	
Automatic fire detection provided? Smoke / heat detectors	YES
Throughout Premises	YES
Part of Premises only	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES
Remote transmission of alarm signals to a monitoring station or other?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	Manual and automatic fire detection throughout the building. All call points checked weekly. Remote call centre for all fire	

	detection. All serviced minimum annually - fire panel six monthly.	
Deficiencies:	**Remedial Action Required:**	
General Comments:		

Manual Fire Extinguishing Appliances	
Reasonable provision of portable fire extinguishers?	**YES**
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	**YES**
Is suitable wall signage provided relevant to extinguisher?	**YES**
Are hose reels provided?	**NO**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	Extinguishers throughout the building and fire blankets in kitchen areas.	
Deficiencies:	**Remedial Action Required:**	

Relevant Automatic Fire Extinguishing Systems	
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)	**N/A**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Other Relevant Fixed Systems And Equipment

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:	Remedial Action Required:

General Comments:

Management of Fire Safety

Procedures And Arrangements	
Fire safety is managed by:	Adele Lord-Laverick
Deputy or assistant:	Rachel Smith

Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety Adele Lord-Laverick .Trainer, Fire Risk Assessor, evacuations, daily checks Rachel Smith Trainer, evacuations, individual risk assessments, daily checks	**YES**
Is there a suitable record of the fire safety arrangements?	**YES**
Appropriate fire procedures in place?	**YES**
Are procedures in the event of a fire appropriate and properly documented?	**YES**
Are there suitable arrangements for summoning the Fire and Rescue Service?	**YES**
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	**YES**
Is there a plan of the building available indicating basic layout and any areas of significant risk?	**YES**
Are there suitable arrangements for ensuring that the premises have been evacuated?	**YES**
Is there a suitable fire assembly point(s)?	**YES**
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	**YES**
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	**YES**
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	**Asked for visit to the school they said they no longer carry out routine checks**
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	**YES**

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
	Individual risk assessments in place for those at greater risk including nominated persons.	

	Daily, Weekly and Monthly inspections completed in all areas. Twice daily checks of exits.	
Deficiencies:	**Remedial Action Required:**	

Training And Drills		
Fire safety training is managed by:	Adele Lord-Laverick	
Deputy or assistant:	Georgina Gowthorpe	
Are all staff given adequate fire safety instruction and training on induction?		**YES**
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?		**YES**
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?		**YES**
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?		**YES**
Are fire drills carried out at appropriate intervals and a record of such drills maintained?		**YES**
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)		**YES**
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?		**YES**
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?		**YES**

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	Verbal instructions on commencement of	

	employment, fire drills three times per year.	
Deficiencies:	**Remedial Action Required:**	
General Comments:		

Testing And Maintenance		
Testing and Maintenance is managed by:	Derventio	
Deputy or assistant :	Adele Lord-Laverick / Rachel Smith	
Adequate maintenance of workplace?		**YES**
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)		**YES**
Monthly and annual testing routines for emergency escape lighting?		**YES**
Annual maintenance of fire extinguishing appliances?		**YES**
Periodic inspection of external escape staircases and gangways?		**YES**
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?		**N/A**
Weekly testing and periodic inspection of sprinkler installations?		**N/A**
Routine checks of final exit doors and/or security fastenings?		**YES**
Annual inspection and testing of lightning protection system?		**N/A**
Other relevant inspections or tests:		

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**
	All records available for inspection	
Deficiencies:	**Remedial Action Required:**	

General Comments:	

Recording	
Appropriate records held for:	
Fire drills?	**YES**
Fire training?	**YES**
Fire alarm tests?	**YES**
Emergency escape lighting tests?	**YES**
Maintenance and testing of other fire precaution systems?	**YES**
Location of Records: (Available for inspection by Fire Authority if required) Give Details: All online / google drive - accessible by phone	

Identified Hazards	**Existing Control Measures**	**Are there any improvement recommendations**

Deficiencies:	**Remedial Action Required:**
General Comments:	

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks *Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost*
Medium	Medium priority to be actioned within 2-6 months *Breaches in legislation that may require medium/long term action to resolve*
Low	Low priority to be actioned within 6 months-1year *Items of non urgent priority or for future consideration*

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

For an example, see page 32.

Significant Findings – Remedy Action Plan

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	New building plans which include new ground floor with escape routes for when occupation begins (post Ofsted)		1st September 2026	Adele Lord-Laverick	8th June 2026
2	Additional no smoking signs for ground floor exits		1st September 2026	Adele Lord-Laverick	8th June 2026
3	Fire blanket for new kitchen area and upstairs classroom		1st September 2026	Adele Lord-Laverick	8th June 2026
4					