

FOI Health and Safety and Maintenance at Buckie High School 101003789576 FRA Action Plan

FOI Request - Health and Safety and Maintenance at Buckie High School - 101003789576

DATE SENT

22/11/2024

ACTION PLAN									
It is considered that the following recommendations should be implemented in order to reduce fire risk to, or to maintain it at:									
No	Action to be Taken	Priority	Category	Location	Action by	Date Due	Date Completed	FRA/FIRE AUDIT	Comments
2	It is recommended that the automatic fire warning and detection system is extended to L2 category. Such an extension would be in line with current Moray Council policy of providing L2 category coverage within school premises. A review of system coverage is required. High fire risk areas noted during the audit include: the chemical store, technical rooms, cutting room and the kiln room.	MEDIUM	D - MAJOR WORKS	MAIN BUILDING	Property Resources			FIRE AUDIT	Works will be programmed in, in line with all other schools. Survey required to reassess the requirement for full L2 system. This will now have to be on hold until a decision about the future works on Buckie High School. Once a decision has been made a review can be done and then works put in place
10	To prevent confusion any disused magnetic lock switches should be removed.	LOW	C - MINOR WORKS	MAIN BUILDING	Property Resources			FIRE AUDIT	Incomplete
11	Access rooms should be provided with appropriate measures to provide suitable means of escape from inner rooms. Improve inner room protection as necessary (see 3.1). Ensure outer rooms have detection and connecting doors have vision panels. A number of large inner rooms are insufficiently protected, eg, by detection in the outer rooms, door vision panels. Notable examples include: English Base Resource Area, Dark Room, Workshop T7, Hot Work area between T1 and T2, etc	MEDIUM	D - MAJOR WORKS	MAIN BUILDING	HT/Educ. Res.			FIRE AUDIT	Identified for upgrade (HE and Science doors upgrade required). Internal doors are a school responsibility
13	The doors serving the north stair in the history department require repair or replacement to ensure that they are fire resisting and smoke stopping. It is important that escape stairs are suitably protected from fire and smoke and as such it is recommended that all such doors are assessed and rectified as necessary.	MEDIUM	C - MINOR WORKS	MAIN BUILDING	Head Teacher			FIRE AUDIT	Incomplete. Inspection required to determine level of remedial works. Internal doors are a school responsibility
15	Fire spread is possible from the old block electrical cupboard due to an air vent, which should be infilled with materials of suitable fire resistance.	MEDIUM	C - MINOR WORKS	MAIN BUILDING	Head Teacher			FIRE AUDIT	Incomplete. This has been raised with the janitor for action.
17	The hollow core door for George's room in the technical block should be replaced with one of suitable fire resistance and be made self-closing.	MEDIUM	C - MINOR WORKS	MAIN BUILDING	Head Teacher			FIRE AUDIT	Incomplete. Internal doors are a school responsibility
18	The door and glazing between the technical base and the means of escape are not fire resisting, and should be replaced with ones of suitable fire resistance.	MEDIUM	C - MINOR WORKS	MAIN BUILDING	Head Teacher			FIRE AUDIT	Incomplete. Internal doors are a school responsibility
19	You should investigate to ensure that all curtains within the theatres and gym areas have appropriate fire retardancy. These need to comply with the appropriate British Standards.	LOW	B - IN-HOUSE FIRE MANAGEMENT	MAIN BUILDING	HT/H&S			FIRE AUDIT	No labelling attached to curtains. HH curtains would be likely ok given their age and part of building construction contract. Old building hall curtains are unlikely to be fire retardant due to their age. Management arrangements will need to be put in place in the short term with a view to replace in the future.
20	To assist persons with additional mobility requirements it is positive to note that a number of evacuation aids have been provided within selected stairwells. However, for these aids to be effective a suitable number of staff trained in their use are required.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	MAIN BUILDING	Health and Safety			FIRE AUDIT	Training is booked for August 2025.
22	Improve fire door provision as necessary, i.e. •Repair defective fire doors •Install fire doors in high risk subject areas •Improve the usability of door mechanisms on final exit doors in the old building. (Turnbuckles are not a suitable arrangement)..	MEDIUM	C - MINOR WORKS	MAIN BUILDING	HT/Educ. Res.			FRA	Partially completed October 2024 with works carried out on a number of final exit doors to improve security and usability. Further detailed inspection of fire doors is required to identify any further remedial works required. Internal doors are a school responsibility
26	Review hall assembly capacities to take in to account requirements for furniture, fittings, etc.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	MAIN BUILDING	Head Teacher			FRA	Incomplete. Capacities still the same. Different event types need to be determined and a review carried.
29	Improve fire exit arrangements for woodworking room T8	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	MAIN BUILDING	Head Teacher			FRA	Incomplete
31	Wheelie bins in compound next to Canteen should be secured to prevent malicious damage to property ZURICH REPORT – move 8m away from building	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	CANTEEN BLOCK	HT/Janitor/Property Resources			FRA	Incomplete
37	Provide an external, suitably sized platform and ramp to the west canteen emergency exit door.	MEDIUM	D - MAJOR WORKS	CANTEEN BLOCK	Education Resources			FRA	No plans for this work
40	Instruct a competent person to review the provision of emergency lighting within all areas and carry out improvements as identified.	MEDIUM	C - MINOR WORKS	ASN BASE & CANTEEN BLOCK	Property/ Educ. Res.			FRA	Completed in canteen only. Deficiencies still noted in ASN area.

Time scales	
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 action within 6 months-1 Year. Items of non-urgent or for future consideration.
NOTE	

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No	Action to be Taken	Priority	Category	Location	Action by	Date Due	Date Completed	FRA/FIRE AUDIT	Comments
41	Make improved provision of fire safety and hazard warning signage as identified.	MEDIUM	C - MINOR WORKS	ASN BASE & CANTEEN BLOCK	Education Resources			FRA	Incomplete
42	Upgrade the fire alarm to Category L2 as per BS5839-1.	MEDIUM	D - MAJOR WORKS	ASN BASE & CANTEEN BLOCK	Education Resources			FRA	Works will be programmed in, in line with all other schools. Survey required to reassess the requirement for full L2 system. This will now have to be on hold until a decision about the future works on Buckie High School. Once a decision has been made a review can be done and then works put in place
44	Produce an Emergency Fire Evacuation Plan for the main school building and ASN/Canteen.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Head Teacher			FRA	Procedures are in place. Emergency Fire Evacuation Plan has still to be completed.
46	Produce a "Grab Folder/Bag" containing information which will aid the fire service in their work.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Head Teacher			FRA	Incomplete
48	Introduce a programme of regular, monthly testing of emergency lighting.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Janitor			FRA	Moray Fire Protection quarterly checks. No interim checks by onsite staff. Questions remain about the janitor having time for this.
49	Undertake a programme of regular, recorded checks on final exits doors and their securing mechanisms. Carry out any maintenance as identified.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Janitor			FRA	Checks carried out, no records.
50	Maintain improved records of checks on final exit doors, fire doors, emergency lighting and fire safety signage.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Janitor			FRA	Some checks carried out, no records.
51	Maintain records to include the type and date of fire safety training received and by which staff member.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Head Teacher			FRA	Training will be programmed for summer inservice days.
59	Undertake a review of the emergency procedures to ensure their ongoing suitability.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Head Teacher			FRA	
60	Introduce CLIVE module – "Fire Awareness" to all staff and "Fire Marshall & Fire Safety Equipment" to staff with specific roles and those required to carry out any fire safety checks and tests such as the janitors.	MEDIUM	B - IN-HOUSE FIRE MANAGEMENT	ALL AREAS	Head Teacher	22/05/2025		FRA	Training will be programmed for summer inservice days.

Acting HT	LOW	ALL AREAS	
All Users	MEDIUM	ANNEXE	A - L2 SYSTEM
Catering	HIGH	ASN BASE	B - IN-HOUSE FIRE MANAGEMENT
Design - External Contractors	NOTE	CANTEEN BLOCK	C - MINOR WORKS
Early Years Team		HALL	D - MAJOR WORKS
Education Resources		HORSA HUT	E - OTHER
Energy Team		MAIN BUILDING	
Env. Protection - Facilities		MUSIC BLOCK	
FM Contractors		NURSERY	
Head Teacher		SPORTS BLOCK	
Health and Safety		WHOLE BUILDING	
HT/Early Years			
HT/Educ. Res.			
HT/H&S			
HT/H&S			
HT/Janitor – Env. Protect			
HT/Janitor/Catering			
HT/Janitor/Property Resources		<u>Works will be programmed in, in line with all other schools</u>	
HT/Nursery Manager			
HT/PPP contractor			
HT/PPP Contractor/Catering			
HT/PT ASN			
Janitor			
Janitor/FM contractor			
Janitor/Property Services			
Nursery Manager			
Nursery Manager/H&S			
Nursery Manager/Partnership Nursery			
Partnership Nursery			
PPP Contractor			
Property Resources			
Property Resources/ PPP Contractor			
Property Resources/ELC			

Property Resources/H&S  
Property Resources/HT  
Property/ Educ. Res.  
PT ASN