

Freedom of Information request reference number: 6344.1

Date of response: 02.02.2022

Request:

Please send me a copy of the fire safety audit and related report completed in January 2022 in relation to Forest School E17 3PY.

Response:

Regarding Forest School, College Place, Walthamstow, E17 3PY, the Fire Safety Audit was completed on 23.01.2022 and the outcome is 'Broadly Compliant'. This outcome confirms no enforcement action was taken. Following very recent internal discussions, the Brigade has decided to disclose redacted versions of the report from Fire Safety Audits carried out by LFB officers, where a building is found to be 'Broadly Compliant' with fire safety law. These were previously withheld. I have attached a copy of the most recent Fire Safety Audit Report for Forest School, to this email. Redactions have been made to this report to remove personal data, in accordance with Section 40 (2) of the FOIA.

I hope you find the information we have been able to provide of use. If you have any further questions, please contact: InformationAccess@london-fire.gov.uk

We have dealt with your request under the Freedom of Information Act (FOIA) 2000. For more information about this process, please see the guidance we publish about making a request, on our website: <https://www.london-fire.gov.uk/about-us/transparency/request-information-from-us/>



Fire Safety Audit Report

Audit Information

Audited By [REDACTED]
Audit Completed 23 January 2022

Location summary

File No 13/002937
UPRN 100022574448
Building Name FOREST SCHOOL
Address FOREST SCHOOL
 COLLEGE PLACE
 WALTHAMSTOW
 E17 3PY
Borough Waltham Forest
Use M - School
Responsible Team FSR Newham & Waltham Forest
Station Ground F36 - Walthamstow
Site Risk Score 9.00
Total Floors 3 **Basement floors** 0
Estimated number of sleeping 0
Special Features
Additional detail The school has 1380 Pupils and 300 staff
 Premises is used for out of hours activity. Security Guard on site from
 6pm-6am.

Premises Description Main building is Grade 2 listed Georgian and Victorian construction of timber and brick. Additional buildings have been added throughout the years. There are 17 buildings including a prep school, science block and 6t form centre and leisure centre.

Environmental Risks NONE

Features assisting fire spread NONE

Site Reinspection date 4 April 1991

Heritage Building YES - Grade II*

Petroleum redevelopment? No

Known firesetting in area? No

Site lone worker risk no info

Property Detail

Occupier Contact Forest School
Address MAIN BLOCK
 FOREST SCHOOL, COLLEGE PLACE
 WALTHAMSTOW
 E17 3PX

Responsible team	FSR Newham & Waltham Forest
Occupancy Type	Sole Occupier
Property Use	M - School
Valuation Office	EL - School
Original Risk Score	4.00
Reinspection Date	N/A (SAMPLE)
Last Inspection	12 November 2021
Total Capacity	1100
Maximum number of people	>100
Property Size for use	Very Large 6001m ² to 13000m ²
Environmental Risks	<u>NONE</u>
Occupant Mobility	Average
Fire Loading	Average
Additional detail	
Specific lone worker risk	no info
Primary Authority Partnership	N/A

Protection Data (SHARED)

Fire Protection & Warning	Adequate
Unwanted fire signals count	0
AFD remote monitoring	No
Smoke ventilation	Natural
Covers MOE/Common areas?	Yes
Sprinklers Installed?	No
Access for fire-fighting	Average
Water supplies	Average
Special Features	large multi building site
# Fire fighting shafts	0
Engineered solution?	No
Trade off measures?	No
Evacuation type	Simultaneous Evacuation
History of fires?	No

Contacts

Occupier

Name	Forest School
Address	MAIN BLOCK FOREST SCHOOL, COLLEGE PLACE WALTHAMSTOW E17 3PX

Owner/Co-Owner

Name London Borough of Waltham Forest - Education Dept
Responsible Person [REDACTED]
Position [REDACTED]
Address Silver Birch House
 Uplands Business Park
 Blackhorse Lane
 London
 E17 5SD
Telephone [REDACTED]

Head Teacher

Name Forest School
Responsible Person [REDACTED]
Position [REDACTED]
Address Forest School
 2 College Place
 Snaresbrook
 Waltham Forest
 LONDON
 E17 3PY
Telephone [REDACTED]

On Site Representative - NEW

Name Forest School
Responsible Person [REDACTED]
Position [REDACTED]
Address Forest School
 London
 E17 3PY
Telephone [REDACTED]
Email [REDACTED]

Enforcement history

Licensing

Type Licensing Act 2003
Next Reinspection date N/A
Next FS inspection date N/A
Notes

Articles

Article 9 - Risk assessment

SAFETY CRITICAL
Safety Evaluation
 Broadly Compliant

Observations
 Suitable and sufficient fire risk assessment
 Date: 02/02/2020
 Reviewed: 01/02/2022
 Assessor: Wayne Bishop

At present, Wayne is reviewing the FRA annually and Brian Marshall from Emtom Fire Safty Ltd reviews every 3 years.

Article 11 - Fire Safety Arrangements

**SAFETY CRITICAL
Safety Evaluation**
Broadly Compliant

Observations

Through Q&A and the review of documentation it was established that there is suitable and sufficient fire safety arrangements in place.

Fire alarm - *tested weekly and maintained in accordance with BS 5839-part1.

MOE - Checked daily by management and heads of department

EEL - Checked and tested monthly

Emergency plan - Simultaneous evacuation - drills every term

FFE - In service date and in suitable positions

Staff training - All staff are fully trained with 28 members taking the fire warden role

False alarms - False alarms are often due to pupils accidentally setting off manual call points.

Due to the time delay on the alarm the brigade is not notified.

Article 13 - Detection and warning

**SAFETY CRITICAL
Safety Evaluation**
Broadly Compliant

Observations

The premises are fitted with a suitable fire alarm and detection system.

The system is a L3 in accordance with BS 5839 -1

A system with automatic detection installed in escape routes and rooms leading onto the escape routes. Also, manual break glass call points are installed on all exits. The alarm panel is located in the main building entrance with repeater panels in buildings: Gilderdale, Sylvestrian Centre, workshop and science building.

The system is set to allow 3 minutes investigation prior to the bells sounding. This is overridden by a double knock.

When school is closed there is a security guard on site between 6pm-6am who investigates before contacting Estate manager and fire and rescue service.

At the time of the inspection a fire alarm was activated by staff and a full evacuation was planned.

Article 14 - Emergency routes and exits

**SAFETY CRITICAL
Safety Evaluation**
Broadly Compliant

Observations

Suitable & maintained emergency routes & exits both internally & externally. Relevant Persons can escape quickly and safely in event of a fire with assistance of staff if required.

Provisions in place for the evacuation strategy appear to be suitable.

All of the escape routes and exits were clear at the time of the audit.

The emergency routes adequately protected (where required) and exits lead directly as possible to a place of ultimate safety.

There are a sufficient number of emergency routes and exits, suitably located and adequate widths for the number of people using them.

Exits and doors on escape routes open in the correct direction for the number of people using the premises.

All exits and doors on escape routes fitted with simple door fastenings with emergency overrides/fail safe's.

There is suitable and sufficient signage and adequate emergency escape lighting system (where required)

A full fire drill was executed on the day of the inspection, all staff and pupils evacuated the buildings within 8 minutes in a calm and composed manner. A full sweep of the school is managed by the fire wardens. Red and Green cards are held up by staff once registration has been completed and all pupils and staff are accounted for. Red card indicates a missing person then management take over to locate person.

Article 15 - Procedures for serious and imminent danger and for danger areas

**SAFETY CRITICAL
Safety Evaluation**
Broadly Compliant

Observations

A comprehensive emergency action plan has been devised which addresses all relevant issues and procedures for the effect management of fire and other emergencies.

Staff members act as fire wardens.

Regular fire drills are held to test the effectiveness of the established fire action plan and to train pupils and staff to evacuate via the nearest exit.

During the day teaching staff are trained to evacuate all pupils, using the nearest exit and take them to the assembly point.

A registration is then taken where staff hold a green card up to confirm everyone is accounted for.

Article 17 - Maintenance

**SAFETY CRITICAL
Safety Evaluation**
Broadly Compliant

Observations

Arrangements are in place for regular testing and maintenance. Specialist contractors are used for equipment and machinery requiring additional expertise. Routine building checks are also carried out.

Documents seen:

PAT testing: 1/11/21

Electrical installation: 27/8/21

Fire alarm maintenance: 03/08/21

Article 21 - Training

**SAFETY CRITICAL
Safety Evaluation**
Broadly Compliant

Observations

All staff receive fire awareness training and 28 staff have taken fire warden training.

Fire drills are conducted at least once per term.

Drill actioned during the inspection.

All fire staff carry radios to communicate any issues.

Article 8 - General fire precautions

Safety Evaluation
Not Applicable

Observations
None

Article 10 - Principles of prevention to be applied

Safety Evaluation
Not Applicable

Observations
None

Article 12 - Elimination or reduction of risks from dangerous substances

Safety Evaluation

Not Applicable

Observations

None

Article 13 - Fire Fighting Equipment

Safety Evaluation

Broadly Compliant

Observations

Most extinguishers throughout the school have been replaced with P50 multipurpose extinguishers provided by Safelinks which are considered satisfactory for the premises and are checked on a regular basis by staff. PIB in reception with zone map.

Article 16 - Measures for dealing with dangerous substances affecting general fire precautions

Safety Evaluation

Not Applicable

Observations

None

Article 18 - Safety assistance

Safety Evaluation

Not Applicable

Observations

None

Article 19 - Provision of information to employees

Safety Evaluation

Not Applicable

Observations

None

Article 20 - Provision of information to employers and the self employed from outside undertakings

Safety Evaluation	Observations
Not Applicable	None

Article 22 - Co-operation and co-ordination

Safety Evaluation	Observations
Not Applicable	None

Article 23 - General duties of employees at work

Safety Evaluation	Observations
Not Applicable	None

Article 37 - Fire fighters switches for luminous tube signs

Safety Evaluation	Observations
Not Applicable	None

Article 38 - Maintenance of measures provided for protection of fire fighters

Safety Evaluation	Observations
Not Applicable	None

Article 24 - Power to make regulations

Safety Evaluation	Observations
Not Applicable	None

Article 27 - Powers of inspectors

Safety Evaluation	Observations
Not Applicable	None

Article 29 - Current alterations notices

Safety Evaluation	Observations
Not Applicable	None

Article 30 - Current enforcement notices

Safety Evaluation	Observations
Not Applicable	None

Article 31 - Current prohibition notices

Safety Evaluation	Observations
Not Applicable	None

Article 32 - Offences

Safety Evaluation	Observations
Not Applicable	None

Overall safety standard

Broadly Compliant

Management compliance level

Management Compliance Level	1 - Well above average
Initial Expectation	Verbal action
Considered EMM?	Yes
Confirmed Action	Verbal action

Audit Conclusion

23/01/2022 16:11

Audited premises under Active Risk Targeting. I carried out the pre audit check using the following

- Farynor searching previous information regarding audits etc.
- E-fit to research recent documents.
- IMS for previous fire incidents at this location.
- ORD to research the information entered by local station
- Primary Authority Register to see if the company is within a partnership
- Google Maps
- I mapping
- Company House

Inspection covered a full evacuation drill of all pupils and staff, science building, main office and Maths department. Due to the size of the school another inspection of the Prep School is planned. Maintenance Manager is fully co operate with improving fire safety provisions within the school and has made a considerable difference since joining the school in 2016. This includes ensuring all doors close fully, local station has regular familiarisation visits to ensure all chemicals and flammable substances are stored and labelled correctly. Storage has improved around the school. There are areas under the stairs that have 60 minutes fire resistance which staff keep to a minimum. Heads of departments are given the responsibility to keep on top of fire safety checks in their department daily.

23/01/2022 16:03

Initial Expectation: Verbal action

Verbal Advice Given

None given

Other Authorities to notify

None

Weeks to Complete Work

N/A

Specific instructions for Admin to Action

None

Compliance calculation & signature

Compliance Level	1 - Well above average
Property Risk Group	C - Public unfamiliar
Life Risk	1
Actual Risk Score	4.04
Risk Score	4.00

Audit Timings

Audit Duration
180

Travel Time
60

Post Audit Processing Duration
100