

NEXT GEN SUPPORT SERVICES

FIRE RISK ASSESSMENT

POLICY STATEMENT

Our policy is to protect all persons including employees, customers, contractors and members of the public from potential injury and damage which might arise from fire at our premises.

We will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by a director to demonstrate our commitment to fire safety and to compliance with all legal requirements.



Signed by Omar Salahuddin for and on behalf of Next Gen Support Services T/A New Dawn School Limited

Date: 08/08/25

GENERAL INFORMATION

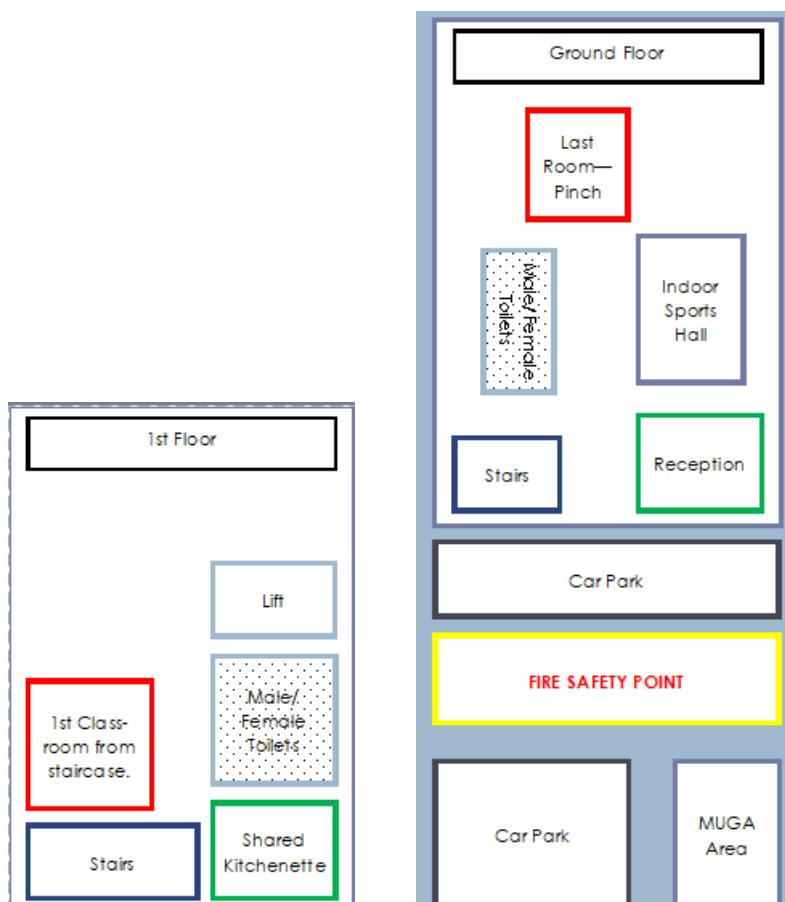
Responsible person	Omar Salahuddin
Business name	Next Gen Support Services T/A New Dawn School Limited
Address	The Workspace, All Saints Road, Wolverhampton, WV2 1EL
Assessment date	08/08/25

Date of review with Responsible Person

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THE PREMISES	
What are the Premises used for?	Education
Approximate area in m ²	1,000 m ²
Number of floors	2
Number of floors below ground	N/A
Describe the Building's and construction	<p>The Building comprises Office, Meeting Rooms, Class Rooms, Hall, Kitchen, and Toilets constructed in 1920.</p> <p>The Premises comprise part of the Building.</p> <p>The Building has 2 internal stairways which are protected by fire-resisting walls, partitions and self-closing fire doors.</p>
Level of fire risk	The Premises are considered to be low risk in the event of fire.

A PLAN OF THE PREMISES IS ATTACHED TO THIS FIRE RISK ASSESSMENT (THE **PLAN**).



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OCCUPIERS AND VISITORS	
What times are the Premises in use on weekdays?	06:00 to 21:00
What times are the Premises in use at weekends?	09:00 to 18:00
Are there any occupiers out of working hours?	N/A are likely to be at the Premises between _____ and _____ on the following days:
What is the maximum number of persons at the premises on weekdays?	500
What is the maximum number of persons at the premises during the weekend?	250
Do any of the occupiers have mobility issues? If so, describe them.	N/A

FIRE HAZARDS AND CONTROL MEASURES SOURCES OF IGNITION			
Source of ignition	Location	Control measure(s)	Suitable? (Y/N)
Cooking facilities	Kitchen	Checked and reviewed by landlord. Next Gen staff check before and after use.	Y
Heaters	Office(s)		Y
Electrical equipment (e.g. power sockets)	Office(s)		Y
Lighting equipment	Office(s)		Y
Smoking materials	N/A		Y
Arson	Bin Store		Y
Other sources	Kitchen		Y
If you have answered NO in respect of any existing control measures, complete the details below.			

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What needs to be done?	Who is responsible?	By when?	Sign and date when completed

SOURCES OF FUEL (WHAT MIGHT BURN?)

Source of fuel/oxygen	Location	Control measure(s)	Suitable? (Y/N)
Paper/cardboard etc.	Office(s) and Store room	Paper is stored on shelving with no sources of ignition nearby.	Y
Furniture and fittings (e.g. curtains)	All	All soft furnishings are fire retardant.	Y
Electrical equipment	All	All electrical equipment PAT tested annually.	Y
Flammable liquids/gases (e.g. oils, solvents)	N/A	None.	Y
Waste materials	All	Waste materials are stored in Bin Store .	Y

If you have answered NO in respect of any existing control measures, complete the details below.

What needs to be done?	Who is responsible?	By when?	Sign and date when completed

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WHO IS AT RISK?			
What is the risk?	Location	Control measure(s)	Suitable? (Y/N)
People with disabilities (including mobility, hearing, vision impairment)	All	All exits must be provided with suitable ramps for wheelchair users. All exits must be provided with suitable signage and lighting for the visually impaired. Members of staff have been designated to assist disabled persons to evacuate safely in the event of a fire.	Y
Staff working alone	Office(s)	Flexible working arrangements means that staff may sometimes be working alone. All staff have been trained in procedures applicable in the event of fire.	Y
Visitors unfamiliar with the Building	All	Visitors must be accompanied at all times by a member of staff.	Y
Contractors	All	Contractors must provide a method statement, sign in and sign out and be given instructions on what to do in the event of a fire.	Y
If you have answered NO in respect of any existing control measures, complete the details below.			
What needs to be done?	Who is responsible?	By when?	Sign and date when completed

FIRE FIGHTING AND DETECTION	
Fire warning system	Electric fire alarm meeting BS 5839. Smoke detectors have been provided in the locations indicated on the Plan.
Emergency lighting	Maintained

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Other fire preventing methods	None
Fire extinguishers, hose reels and fire blankets	As shown on the Plan.
Fire resisting construction to secure the means of escape	As shown on the Plan.
Fire escape routes and exits	As shown on the Plan.

PROCEDURES AND TRAINING	
How will people be warned if there is a fire?	Fire alarm
What should staff do if they discover a fire?	Staff should raise the alarm by activating a break glass call point.
What is the evacuation procedure?	The fire warden(s) will direct evacuation
Who are the fire wardens?	Omar Salahuddin and Abdul Ali
Where should people assemble, and how will evacuation be checked?	The Assembly point is Car Park Opposite the The Workspace. The fire warden(s) will check names off on the staff register and visitors book
Have you provided instructions and training to staff?	Y/N
How often are fire drills carried out?	Monthly

FIRE SAFETY RECORDS	
Do you have records of fire drills, staff instruction and training?	Yes
Where are those records kept?	Online
Who is responsible for maintaining them?	Sandra Bricknell

EVALUATE, REMOVE, REDUCE AND PROTECT
Evaluate your fire safety precautions.

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Are possible ignition sources kept separate from combustible materials?	Y/N		
Are possible ignition sources controlled to minimise the risk of fire?	Y/N		
Would a fire be discovered quickly?	Y/N		
Will everybody be warned of the fire immediately?	Y/N		
Is escape possible in more than one direction?	Y/N		
Can everyone escape (with or without assistance)?	Y/N		
Are the exits easy to identify and reach?	Y/N		
Are escape routes free from obstruction?	Y/N		
Do fire escape doors open outwards?	Y/N		
Are fire escape doors easy to open?	Y/N		
Is the alarm system tested and maintained in accordance with the relevant British Standard?	Y/N		
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard?	Y/N		
Are fire extinguishers tested and maintained in accordance with the relevant British Standard?	Y/N		
If you have answered NO in respect of any existing control measures, complete the details below.			
What needs to be done?	Who is responsible?	By when?	Sign and date when completed

REVIEW

Date of next review: 31 August 2026