

Fire Risk Assessment

Conducted at
Rawdah School



Suggested date for review:

September 2026, or if any significant changes occur, whichever is soonest

Address of premises: Mustafa Mount , Emm Lane,
Bradford BD9 4JL

Responsible person (e.g. employer) or
person having control of the premises: Dr Azeem

Assessor: Mark Shaw

Reviewed by: Alex Haywood

Date of fire risk assessment: 16/09/2025

Site representative (*):	Date:	Signature:

(*) For responsible person to sign upon receipt of this risk assessment to validate it.

*The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.
The report does not address the risk to property from fire.*

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Contents:

Introduction

Risk Assessment Goals

Legislation

Risk Assessment Report

- 1.0 General Information
- 1.1 Premises Overview
- 1.2 The Occupants/People
- 1.3 The Occupants/ People especially at risk from fire
- 1.4 Fire Loss Experience

2.0 Management of Fire Safety

3.0 Visual Inspection & Assessment of Risk

- 3.1 Identification of Fire Hazards and Controls
- 3.2 Fire Safety
- 3.3 Fire Warning & Alarm Systems
- 3.4 Electrical Safety
- 3.5 Fire Prevention – General
- 3.6 Cooking
- 3.7 Means of Escape & Fire Doors
- 3.8 Fire Spread
- 3.9 Fire Safety Signs & Notices
- 3.10 Fire Fighting Equipment

4.0 Records

5.0 Risk Rating

6.0 Action Plan

Introduction

We recently visited your premises at Mustafa Mount , Emm Lane, Bradford BD9 4JJ, to carry out a Fire Risk Assessment in line with PAS 79-1:2020 guidance and methodology.

The aim of this survey is to assess the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

All the recommendations that are made in your report are aiming to account the specific requirements of the site, what is reasonably and practicable with consideration of manpower and budgeting. This fire risk assessment is only effective if you and your staff act on it. Therefore, in order to achieve compliance, the action recommended in this assessment must be undertaken.

As a result of the assessment of fire risk carried out at Rawdah School, Bison Assist recommends a risk assessment review to be carried out in September 2026, or if any significant changes occur, whichever is soonest.

Limitation

The assessment of risk was carried out only on parts of the building which were made available on the day.

We will not include in our report any parts of the building which were not made available to our team. Please note that exclusion of such parts does not indicate their absence. While we make every endeavour to ascertain the correct information regarding the site layout and systems, our consultant must rely on staff knowledge and any available relevant documentation. Lack of such knowledge or information may lead to assumptions on the part of the consultant.

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this fire risk assessment.

Whilst every effort has been made to ensure the accuracy of the content of this document, Bison Assist Ltd will accept no responsibility for any omissions.

About Your Risk Assessor

Your Fire risk assessor was Mark Shaw. He holds all the appropriate competencies and experience to undertake the assessment of risk on behalf of Rees Zane , who is the appointed responsible person in your organisation.

Bison Assist's risk assessors are regularly shadowed on the job. Their work will also be monitored, and their competencies regularly assessed. Find out more about your risk assessor's competencies and experience by emailing support@bisonassist.co.uk.

As your trusted partner in safety, here are some of the accreditations held by Bison Assist:



© Copyright Bison Assist Ltd

All rights reserved. No part of this publication, neither the printed copy or the electronic file, in whole or in part, may be reproduced or transmitted in any form or by any means, electronic or mechanical, including transmittal by email, by the file transfer protocol (FTP), through access by network, by photocopying, by recording, or by any information storage and retrieval system, without written permission from Bison Assist Ltd. The parties stated in this document at the location herein may only use this publication and copies there internally.

Risk Assessment Goals

Goal 1 - Risk Assessment: About Your Report

A risk assessment is typically the starting point on your journey to improved Fire Safety, this should contribute to a more comprehensive plan for the effective management and control of a potential fire within your premises.

Here is how we completed your risk assessment:

- Through visual inspection
- Observation of existing policies, procedures, records, and other relevant documentation
- By gathering knowledge from members of your team, whilst we were on site.

Goal 2 - Action Plan: Next Steps

Within the report, you will find an Action Plan section. It is vital that this is understood and implemented. Some of these actions may be achieved in house, by your responsible person or a member of your team, others will need to be carried out by specialists with the relevant qualifications, skills and competence. On receipt of this document, should you have any queries or would like any further assistance or advice, please do not hesitate to contact our Support team at support@bisonassist.co.uk.

Please remember, the risk assessment is the beginning of the journey, not the end.

As a precautionary measure, it may be appropriate to invite the fire and rescue service to familiarise themselves with layouts and fire systems. The responsible person should consult with the local enforcing authority when planning and determining an appropriate and effective evacuation strategy for their premises.

The Health and Safety Executive warns: *"A risk assessment is only effective if you and your staff act on it. You must follow through with any actions required and review it on a regular basis".*

Goal 3 – Review: Legal Requirements

Risk management should always remain effective. Some risks that are "very low" today, may increase over time, therefore it is important that reviews are carried out annually

The assessment should be reviewed regularly and, specifically when there is a reason to suspect that it is no longer valid. An indication of when to review the assessment and what needs to be reviewed should be recorded. This may result from, for example:

- A fire.
- A change in legislation.
- Alterations to the building, including internal layout.
- Significant change to furniture and fittings.
- A change in use of premises.
- The introduction or increase of hazardous substances.
- The availability of new technology or information about risks or control measures.
- The results of checks indicating that control measures are no longer effective.
- Change of key personnel or the introduction of people with disabilities.
- A recommendation from the Fire Authority
- Upon receipt of an enforcement or prohibition notice or prosecution for a fire related issue;

Legislation

It is a legal requirement for every employer to conduct an assessment of the health and safety risks, arising out of their work activity. Under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, the purpose of such assessment is to identify what needs to be done in order to control health and safety risks. Further applicable legislation to Fire Safety has been listed in table 1.0 – Applicable Legislation, below

Legislation applicable to Premises:	Duties Imposed by the Legislation:
<ul style="list-style-type: none">Regulatory Reform (Fire Safety Order) 2005	<ul style="list-style-type: none">Appoint one responsible person to undertake any required preventative and protective control measures
<ul style="list-style-type: none">The Management of Health and Safety Regulations 1999	<ul style="list-style-type: none">Provide all staff with clear and relevant information on the identified fire risks and measures taken in order to prevent fires
<ul style="list-style-type: none">Equality Act 2010	<ul style="list-style-type: none">Conduct a fire risk assessment of the premises
<ul style="list-style-type: none">BS 9999:2017 – Code of Practice for the fire safety in the design, use and management of buildings	<ul style="list-style-type: none">Identify the fire safety measures necessary as a result of the fire risk assessment
<ul style="list-style-type: none">BS 5266 – Emergency lighting	<ul style="list-style-type: none">Implement the fire safety measures contained within the assessment using risk reduction principles
<ul style="list-style-type: none">BS 5306 – Fire extinguishing installations and equipment on premises	<ul style="list-style-type: none">Implement fire safety arrangements for the continuing control and review of the measures
<ul style="list-style-type: none">BS 5839 – Fire detection and alarm systems for buildings	<ul style="list-style-type: none">Comply with the specific requirements of the current fire safety regulations
<ul style="list-style-type: none">BS 7671:2018 – Requirements for electrical installations	<ul style="list-style-type: none">Keep the assessment current through regular review

<ul style="list-style-type: none">• BS 5499 – Safety signs and symbols	<ul style="list-style-type: none">• Keep written records of the findings and actions taken
<ul style="list-style-type: none">• HM Government guidance on Fire Risk Assessment	<ul style="list-style-type: none">• Inform non-employees, such as temporary staff or contractors of the relevant risks to them and relevant fire safety procedures

1.0 General Information

1.1 Premises overview

Number of floors:	1
Brief details of construction:	Proposed preparatory school, forming a part of a large former university building
Main use of premises:	Preparatory school

1.2 The Occupants/ People

Approximate maximum number of visitors/ occupants/ others:	Unable to verify
Approximate number of employees at any one time:	6-10
Persons involved or affected:	Employees, Others, Contractors

1.3 The Occupants/ People especially at risk from fire

Are there any sleeping occupants on site?	No
Is there a suitable and sufficient programme for lone workers on the premises?	No lone workers
Are there any vulnerable groups which use the premises?	No

1.4 Fire Loss Experience

Has a recorded fire loss been experienced on the premises?	Unknown
--	---------

2.0 Management of Fire Safety

2.0 Management of Fire Safety

Has a responsible person been appointed, to manage the fire safety on site?

Yes

Risk

Very Low

Has a competent person(s) been appointed to assist the responsible person in undertaking preventative and protective measures?

Yes

Risk

Very Low

Are there suitable arrangements for ensuring that the premises have been evacuated in the event of an emergency?

Yes

Risk

Very Low

Are potential fire hazards, fire safety procedures and/or protocols clearly communicated to outside contractors?

Yes

Risk

Very Low

Is there mains gas supplied to the premises?

No

Is there a permit to work system in place, for employees and outside contractors which include hot works?

Yes

Risk

Very Low

3.0 Visual Inspection & Assessment of Risk

3.1 Identification of Fire Hazards and Controls

List possible sources of ignition:	Electrical equipment including: computers; printers; shredders and peripherals, Electrical Installations, Incoming electrical supplies, Lighting both portable and fixed, Overheating of Electrical Equipment
Ignition control measures:	Inspection of working area, Maintenance and servicing
List possible fuel sources:	Display Material, Books, Magazine, Paper, Waste litter
Fuel control measures:	Suitable & Sufficient Storage, Suitable Materials, Maintenance and servicing
List possible oxygen sources:	Natural Ventilation
Oxygen control measures:	Windows/ Doors closed
Is there adequate access for Fire Fighters approaching on foot?	Yes

Risk

Very Low

3.2 Fire Safety

Is external signage provided to warn attending Fire & Rescue Personnel of hazardous storage?	No hazardous storage on site
Risk	Very Low
Are there appropriate assembly points located outside the premises that all personnel can reach safely, and remain safe?	Yes

Risk	Very Low
------	----------

3.3 Fire Warning & Alarm Systems

Are fire alarm systems installed?	Yes
-----------------------------------	-----

Risk	Very Low
------	----------

Type of fire alarm system installed: (*)	L1
Are automatic smoke detectors installed?	Yes

Risk	Very Low
------	----------

Are all dust covers removed from smoke detectors?	Yes
---	-----

Risk	Very Low
------	----------

Can the current type of fire alarm system be deemed suitable and sufficient? (*)	Yes
--	-----

Risk	Very Low
------	----------

(*) This assessment was carried out only on parts of the building that were disclosed and made accessible on the day. The fire alarm system category has been presumed based on access granted on the day. For 100% accuracy, please contact the company that installed your fire alarm system.

3.4 Electrical Safety

Has Portable Appliance Testing been carried out?	New Site
--	----------

Risk	Very Low
------	----------

Is the use of extension cables and multi-adaptors appropriate and managed safely?

None present

Risk

Very Low

Have any other electrical hazards been observed?

No

Risk

Very Low

Have portable heaters been observed on site?

No

Risk

Very Low

Has the use of higher risk heaters such as radiant bar fires or log appliances been observed?

No

Risk

Very Low

3.5 Fire Prevention – General

Have suitable arrangements for those who wish to smoke been made available?

"No smoking" on site policy in place

Risk

Very Low

At the time of inspection, were the smoking arrangements being adhered to?

Yes

Risk

Very Low

Do security systems against arson by outsiders appear suitable?	Yes
Risk	Very Low
Are unnecessary fuel sources stored in close proximity to the premises or available for ignition by outsiders?	No
Risk	Very Low
Do combustible materials appear to be separated from ignition sources?	Yes
Risk	Very Low
Are hazardous and/or combustible materials appropriately stored on site?	Yes
Risk	Very Low
Is the upholstery of the foam furniture in good condition?	No foam furniture
Risk	Very Low
During the assessment was any building work being carried out?	Yes

The impact of the building work towards the general fire safety precautions should be continuously monitored. This should take into account the potential increased risk from quantities of combustible materials

and accumulated waste and maintaining adequate means of escape. Upon completion of the works, a fire risk assessment review is recommended.

Have significant dangerous substances that could impact on general fire precautions been observed?	No
--	----

Risk

Very Low

Are the general fire precautions observed, adequate to address the hazards associated with dangerous substances used or stored within the premises?

No hazardous substances

Risk

Very Low

3.6 Cooking

Is cooking carried out on a commercial basis?	No
---	----

3.7 Means of Escape & Fire Doors

Do final exit doors lead to a place of safety?	Yes
--	-----

Risk

Very Low

Are external routes illuminated and without obstruction or trip hazards?

Yes

Risk

Very Low

Are there sufficient final exit doors on site?

Yes

Are exits easily and immediately accessible where necessary?	Yes
Risk	Very Low
Are all floors and stairway surfaces in good condition and free from trip and/or slip hazards?	Yes
Risk	Very Low
Is there a sufficient number of fire doors on site to protect fire escape routes?	Yes
Risk	Very Low
As far as it can be ascertained, are fire doors correctly installed and deemed as fit for purpose (fitted on a suitable door frame and without gaps between the door, the frame and the floor)? (*)	Yes
Risk	Very Low
Do fire exit doors open in the direction of escape where necessary?	Yes
Risk	Very Low
Are sliding doors or revolving doors relied upon for a means of escape?	No sliding doors
Risk	Very Low

Are any self-closing fire doors/shutters being held open by unauthorised means?

No

Risk

Very Low

Are all fire doors fitted with 3 hinges, suitable and serviceable intumescent strips and cold smoke seals? (*)

Yes

Risk

Very Low

Do all fire doors (including plant room/ cupboard fire doors) have appropriate and correct signage?

Yes

Risk

Very Low

(*) This assessment was carried out only on parts of the building that were disclosed and made accessible on the day. No part of this assessment of risk is a fire door assessment. The doors have been presumed to be fire rated based on access granted on the day. For 100% accuracy, we recommend a fire door survey be carried out.

Can all travel distances for escape be deemed as acceptable?

Yes

Risk

Very Low

Are all escape routes free from obstruction and not used for storage?

Yes

Risk

Very Low

Have reasonable arrangements for means of escape for disabled people been observed?

Yes

Risk

Very Low

3.8 Fire Spread

Is compartmentation of a reasonable standard?
(based on visual inspection of accessible areas)

Yes

Risk

Very Low

Are there reasonable linings that may prevent the spread of fire (based on visual inspection of accessible areas)?

Yes

Risk

Very Low

Has a reasonable standard of emergency escape lighting been provided?

Yes , adequate fixed emergency lighting installed

Risk

Very Low

3.9 Fire Safety Signs & Notices

Do existing Fire Safety signs and notices comply with the relevant legislation?

Yes

Risk

Very Low

Is (additional) Fire Safety Signage required?

No

3.10 Fire Fighting Equipment

Is there adequate provision of portable fire extinguishers?	Yes
---	-----

Risk	Very Low
------	----------

Are fire extinguishers/blankets suitably positioned?	Yes
--	-----

Risk	Very Low
------	----------

Is the annual maintenance of fire extinguishers carried out?	Yes
--	-----

Risk	Very Low
------	----------

Are the fire extinguishers clearly identified?	Yes
--	-----

Risk	Very Low
------	----------

Are hose reels provided?	No
--------------------------	----

Are sprinkler systems installed?	No
----------------------------------	----

4.0 Records

4.0 Records

Is there an up to date fire log book available for inspection by a visiting enforcing authority?	No
--	----

The fire safety log book and maintenance record should be kept up to date and remain on the premises at all times. The register will assist in proving compliance with the legal responsibilities in relation to fire safety and should be completed following the inspection, test and maintenance of any of the items required by the legislation.

Risk	Low
------	-----

Has an effective Fire Safety Policy been observed?	No
--	----

Any organisation should have a fire safety policy that is flexible enough to allow modification. It should be recognised that fire safety operates at all levels within an organisation and therefore those responsible for fire safety should be able to develop, where necessary, a local action plan for their premises. Quality of records may be regarded as a good indicator of the overall quality of the safety management structure.

Risk	Low
------	-----

Is there a suitable fire safety and evacuation plan, available to use in the event of an emergency?	Yes
---	-----

Risk	Very Low
------	----------

Are there adequate procedures in place to assist persons with disabilities to evacuate the premises in the event of a fire?	Yes
---	-----

Risk	Very Low
------	----------

Do records show that an appropriate number of staff have been trained to act as fire wardens?	New site
---	----------

Staff with special responsibilities such as fire wardens are expected to undertake more comprehensive training that could include but not be limited to: detailed knowledge of the fire strategy of the premises, awareness of human behaviour in fires, how to encourage others to use the most appropriate escape route, specific evacuation measures for disabled people, use of firefighting equipment.

Risk	Very Low
Has training been provided for nominated members of staff in relation to usage of fire extinguishers?	New Site

People with no training should not be expected to attempt to extinguish a fire. However, all staff should be familiar with the location and basic operation procedures for the equipment provided, in case they need to use it. If the site's fire strategy indicates that certain people, e.g. fire marshals, will be expected to take a more active role, then they should be provided with more comprehensive training.

Risk	Low
Do records show that staff receive Fire Safety Refresher Training?	New site

Risk	Very Low
Do records show that fire drills are carried out at appropriate intervals?	New site

FSRA – The best way to evaluate the site emergency plan is to start performing Fire Drills. These should be carried out at least annually. If the site has a high staff turnover, Fire Drills should be carried out more often.

A well-planned and executed fire drill will confirm understanding of the training and provide helpful information for future training. Consideration should be given to conduct fire drills at night, to cover for emergencies that may occur during winter or night time when daylight hours are minimal.

Risk	Very Low
Do records demonstrate that fixed wire testing has been carried out within the last 5 years?	New Site

Risk	Very Low
Do records show that fixed heating installations, gas appliances and/ or boilers are regularly maintained by competent contractors?	New site

Risk	Very Low
------	----------

Do records show that a specific risk assessment has been carried out as required by the COSHH regulations?

Not applicable

Risk

Very Low

Do records show that a specific risk assessment has been carried out as required by the DSEAR regulations?

Not Applicable

Risk

Very Low

Do records show that weekly tests of smoke detectors and alarm systems are carried out?

Yes

Risk

Very Low

Additional Information

Observations:	This is a new site forming a part of a large former university complex, it is not envisaged that works will be completed until August 2026
Matters of Evident Concern:	Keep the fire safety log book and maintenance record up to date and on the premises at all times.

5.0 Risk Rating

Risk Level

Please follow target dates if not advised otherwise

Very Low Risk

No remedial action required at the time of the Risk Assessment.

Very low likelihood of a fire to start. There are no actions required, however processes and protocols should be monitored in other to ensure no increase in the risk level.

Low Risk

Recommended actions to be completed within **6 to 12 MONTHS**.

Usually low likelihood of a fire as a result of negligible potential sources of ignition. Recommended actions are completed within 6 to 12 months. These are usually actions which represent or suggest minor improvements to existing procedures or conditions in line with best practice guidance

Medium Risk

Recommended actions to be completed within **3 MONTHS**.

Normal fire hazards (e.g. potential ignition sources) for this type of premises, with fire hazards generally subject to appropriate controls (other than minor shortcomings). Recommended actions are completed within 3 months. These are usually actions that represent a medium level of risk to existing procedures or conditions which if ignored could escalate to high risk, therefore should be targeted.

High Risk

Recommended actions to be completed **IMMEDIATELY**.

Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire. Recommended actions are completed as soon as reasonably practicable. These actions are classed as URGENT and IMPORTANT actions and directly relate to loss of control and exposure to unacceptable levels of risk.

6.0 Action Plan

The remedial actions table highlights the issues identified during the assessment of Fire risk. It is highly recommended the actions priority is followed.

Once the actions have been completed, these are required to be confirmed through signature by the designated responsible person. Completion of actions will lower the Fire risk.

Action:	Priority:	Completion date:	Completed by:
Keep the fire safety log book and maintenance record up to date and on the premises at all times.	Low	A fire safety logbook and maintenance record is kept up to date and is located in the admin office	School GB 11/01/26
Ensure the organisation's fire safety policy is flexible enough to allow development and/or improvement.	Low	The Fire Safety Policy has been reviewed for flexibility and to allow further development	School GB 11/01/26
All staff expected to use fire extinguishers should be provided with adequate training.	Low	When staff will be recruited they will all undergo fire extinguisher training	School GB 11/01/26

T: 0800 8620066
E: support@bisonassist.co.uk



We're here to support, you, your team and your business with Fire compliance. If there is anything within the action plan you need further guidance on, please do not hesitate to reach out to a member of Bison by either calling 01133 204111 or emailing us at support@bisonassist.co.uk.

Appendix – Photos

Please find below pictures taken on the day of the assessment:

