

# Fire Risk Assessment

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Halliford School



# Fire Risk Assessment

## 1.0 General Information

Organisation / Responsible Person:	Halliford School.
Industry / Trade:	Independent day school for boys aged 11-18 years, and girls aged 16-18 years.
Premises Address:	<b>COTTAGE, THEATRE &amp; DINING HALL</b> , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Persons Consulted:	Elsbeth Sanders – Bursar, Halliford School. Darren Macefield – Premises Manager, Halliford School.
Fire Risk Assessor:	Adam Webb – Risk Services Director, Hettle Andrews.
Date of Fire Risk Assessment:	12 April 2022.
Date of previous Fire Risk Assessment:	16 February 2021.
Date recommended for Review*:	April 2023.
Excluded / Inaccessible Areas:	Roof spaces and voids not able to be accessed and any spaces/voids under tiered seating etc. also not able to be seen. As such these areas are excluded from the scope of this fire risk assessment.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005. Building Regulations 2010 and associated guidance. Fire safety risk assessment: educational premises. Fire safety risk assessment: small/medium places of assembly.

*Please note: this fire risk assessment report is primarily designed to provide an assessment of the risk to life, should fire break out within the premises, and the recommendations target this objective; as well as the need to ensure compliance with the fire safety legislation/guidance identified in the table above.*

*Whilst some of the comments made may address property protection or business continuity risks, this is not the primary concern of this report.*

*\* The date recommended for review (by a suitably competent person), assumes no other significant changes to the premises, occupancy, persons at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*



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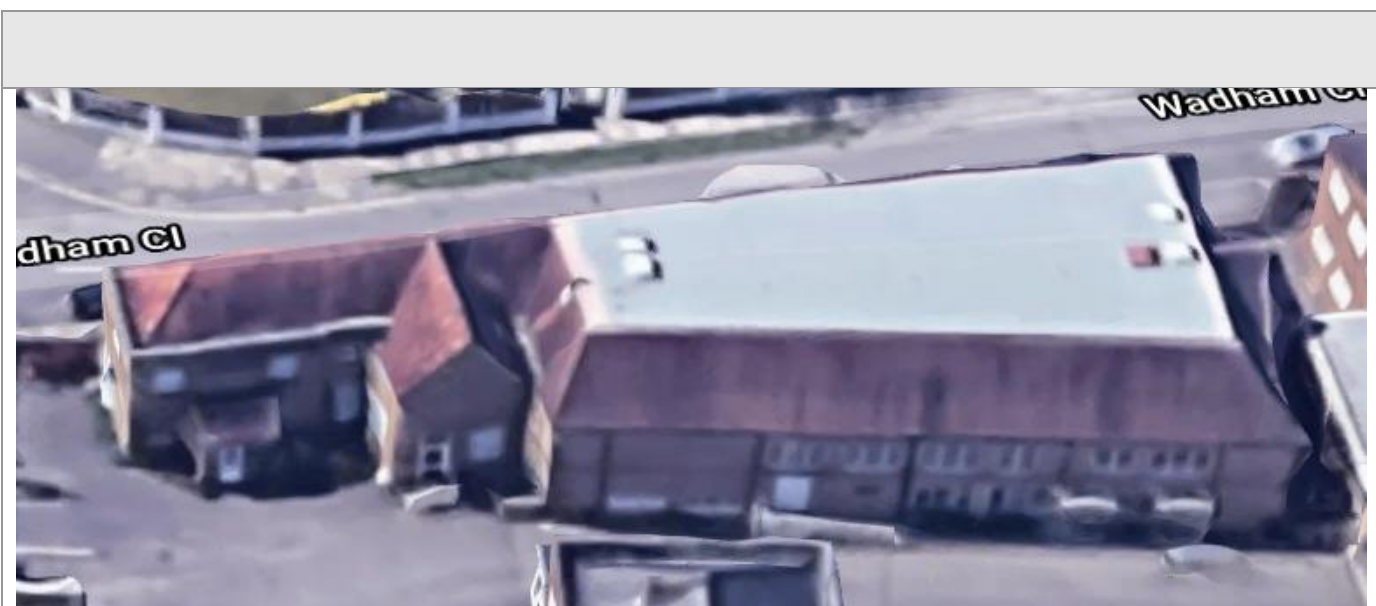
## 2.0 Premises Details

Construction Materials:	Brick/block/pitched tile roof/ timber floor and stairs (Cottage). Theatre/Dining Hall also brick/block/concrete floor and mixed tile and profiled metal roof. Marquee attached to dining hall.
No. of Floors:	Two-storey to Cottage, with three overlapping storeys (due to the pitch of the tiered seating in Theatre) to the Dining/Theatre building.
Approx. Floor Area / Dimensions:	Footprint of the Cottage is estimated as 130 sq. metres, with the Theatre/Dining Hall being approx. 480 sq. metres. Marquee occupies a footprint of around 130 sq. metres.
Use of Premises:	Classrooms, offices, control room and theatre, dining hall and kitchens, offices/stores on basement/lower ground floor level.
Neighbouring Premises / Area:	Surrounding area is primarily residential premises.
Hours of Use:	Monday to Friday approx. 7:30am to 7:00pm. Saturday use of dining hall sometimes, approx. 8:00am to 2:00pm, for sports fixtures. Occasional evening events/ hires too (primarily in the theatre).
Enforcing Authority:	Surrey Fire and Rescue Service.
Fire & Rescue Service Location:	2 x fire stations within 2-3 miles of site; approx. 8-10 minutes away. (Chertsey and Walton).
Previous Fire Loss Experience:	None.

### Photograph / Aerial View of Premises:



***Cottage (left) extending into more modern brick Theatre/ Dining Hall, with attached Marquee.***



Cottage (left), with the large flat roof building housing Theatre/ Dining Hall.

### 3.0 People at Risk

3.1	<b>Max. no. people at one time:</b>	550 typical maximum on site, most of whom use this building at some point. Max. capacity of individual spaces: <ul style="list-style-type: none"> <li>- Dining Hall: 140 seated (approx.), extended by marquee.</li> <li>- Theatre: 287 seated capacity advised, but plans to increase this to 450 (escape route capacity would tolerate these numbers, if this work was to proceed).</li> </ul>
3.1.1	Employees:	Varies widely throughout day, with 10-20 for most of the day, with max. 100 approx. head-count for all staff on site.
3.1.2	Members of Public:	450 pupils (max. on site) within the maximum numbers set out above, plus parents/public attending events or performances. (Limits per the maximums set out above).
3.1.3	Sleeping Occupants:	None.
3.1.4	Disabled Persons: <i>(incl. temporary disablement)</i>	None employed/ in attendance at School regularly, and if attending an event would be confined to accessible areas that can be easily evacuated, with staff support if necessary.
3.1.5	Lone/Remote Workers:	Premises Manager on-site for the first 20 minutes of day, and after hours when locking-up. Anyone 'working late' could be alone for a period of time too, but no high-risk works activities undertaken during 'lone working'.
3.1.6	Children or Young Persons:	Pupils, as above.
3.1.7	Others at a higher level of risk: <i>(e.g. contractors/ hirers/ expectant mothers/ elderly)</i>	None known.



## 4.0 Fire Hazards

### 4.1 Electrical Installation / Appliances / Leads

		Yes	No	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments / Observations / Deficiencies:

Periodic inspection of the fixed electrical installation last completed 08/2019 and remedial actions confirmed as being complete in 03/2020. Electrical contractor has advised reinspection interval of three years, rather than five. This is planned for October half term, if indeed it is necessary.

*\* AW advised leisure premises/ open to the public (e.g. cinema/ swimming pool) typically 1yr frequency, and, having checked, Theatres are listed as 3yrs in the guidance, but it is questionable whether the school Theatre falls under this heading of 'open to the public', as there is minimal hiring out and school productions in the Theatre are not significantly different to if it was a school hall, which would be 5yrs frequency – other premises such as community centres/ village halls are also 5yrs (will not be raised as an action under the FRA if it stays within five years).*

PAT regime in place and evidence seen to confirm testing in 12/2021 and advised that Theatre equipment tested in 07/2021, too. Personal items are also included if they are present during testing.

No concerns identified with regards to extension leads/ electrical adapters.

### 4.2 Smoking

		Yes	No	N/A
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments / Observations / Deficiencies:

No smoking site, staff smokers leave site if they wish to smoke.



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### 4.3 Arson

		Yes	No	N/A
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments / Observations / Deficiencies:

Perimeter wall or fence to all sides and gated access (front/side gates) are locked when not in use. Reliant on perimeter security, and doors open during day; physically locked at night. Intruder alarm on all buildings. CCTV also in place externally on the corners of buildings and at access gates. Combustible materials/ waste not adjacent to this building; external (lidded) bins located on perimeter behind Baker Block.

### 4.4 Portable Heaters / Heating Installations

		Yes	No	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### Comments / Observations / Deficiencies:

Gas fired central heating and gas safety check/boiler service advised as being complete 08/2021, and also advised previously as arranging a 'pre-winter' check visit in October half term as part of the same contract. Catering/ kitchen appliances also inspected/serviced 03/2022, including gas safety checks. Portable heaters not noted as being present, but electric radiators/ fan heaters would be only type if needed. High level heating in the marquee appears to be a concern due to the proximity of netting/drapes, which should be investigated further. **(4.4.3)**

### 4.5 Cooking / Kitchens

		Yes	No	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No	N/A
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Good housekeeping/ cleanliness and appliances subject to check/inspection last in 03/2022, including gas safety checks. Electrical appliances also subject to PAT.            Gas isolation button/ GasGuard system present.            Extract filters removed and cleaned periodically, and inspection/ cleaning of extract ductwork completed annually (latest in 08/2021).            CO2 and Foam fire extinguishers in kitchen, as well as a fire blanket, though not currently any fire suppression or a wet chemical extinguisher near the deep fat fryers. <b>(4.5.5)</b></p>				

## 4.6 Lightning

		Yes	No	N/A
4.6.1	Lightning protection system installed on the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Fitted and subject to annual maintenance visits to check/ test this, and the others on site.				

## 4.7 Housekeeping / Combustibles

		Yes	No	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Significant accumulation of combustible materials in lower ground floor storerooms of the Theatre, which include a drama/costume store and cleaning stores which has both flammables and combustible (e.g. toilet paper) present in significant quantity. Fire doors present to both rooms, smoke detection present, and no significant ignition sources aside from light fittings.</p>				



	Yes	No	N/A
Combustible materials also within plant room on second floor of Theatre, though advised that an enclosure/dividing wall is being constructed between the plant area and storage; this will have a door, too. Some areas of concern, but the proximity of ignition sources have either been addressed or will be shortly.			

#### 4.8 Contractors / Hot Works

	Yes	No	N/A
4.8.1 Procedures in place for assessment/induction of contractors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8.2 Suitable precautions / hot work permits in place during 'hot works'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8.3 Appropriate supervision of contractors during/after hot works?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments / Observations / Deficiencies:**

Competence and accreditation of contractors assessed at appointment for new contractors since 09/2020, and ongoing process of seeking updated information/ new certificates of insurance etc. on an annual basis. Induction checklist not previously used to record discussions with contractors, though discussed as part of H&S Audits too and HA contractor assessment and induction forms now to be used. (Discussed more thoroughly under the H&S Audit, also undertaken by Hettle Andrews).  
Direct supervision of contractors is confined to term time, though Premises Manager would always be around site and makes regular checks throughout duration of visit).  
No hot works completed by maintenance staff/contractors recently. Would ensure put in place hot work permit and/or seek advice from Hettle Andrews, if/when needed.

#### 4.9 Dangerous Substances

	Yes	No	N/A
4.9.1 Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.2 Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3 Fire precautions in place during use of dangerous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.4 Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Comments / Observations / Deficiencies:**

Flammables seen to be within flammables cabinet in storeroom 1, of the LG level of the Theatre building. Minimal seen elsewhere, in excess of a single aerosol tin or alcohol based hand gel.  
No significant concerns, these having been addressed since the previous FRA visit to site.





## 5.0 Protective Measures

### 5.1 Means of Escape

		Yes	No	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

#### Comments / Observations / Deficiencies:

Front and rear exits in the Cottage, four directions of escape from the Theatre and two escape routes from the lower ground floor.

Marquee added to dining hall increases escape routes (albeit three directions of escape are available), and blocks doors from opening outward, but per last year's advice the doors are now held open when the building is occupied.

Travel distances appear reasonable and within the 'normal risk' tolerance for single/multiple escape routes (18m/45m respectively).

Fire doors present to protect escape routes, however concerns identified with regards to multiple doors.

**(5.1.9)**



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	Yes	No	N/A
Escape route through backstage theatre stairs, from the cottage to theatre also seen to be partially obstructed with additional trip/fall hazards. <b>(5.1.11)</b> Outer rooms confirmed to be free from significant fire hazards and featured automatic detection and emergency lighting. No disabled persons employed/ present routinely, but disabled access is limited to the ground floor. Would be tackled if/when it became relevant and appropriate measures put into place.			

## 5.2 Measures to Limit Fire Spread

	Yes	No	N/A
5.2.1 Compartmentation of reasonable condition (based on visual inspection of the premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2 Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3 Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>			
Generally buildings in very good condition, and prior concerns over compartmentation had been addressed. Plaster or brick/block walls, and plaster or suspended ceilings with fire-rated tiles (advised 30-minutes). On the lower ground floor there are pipes passing between rooms and corridors, though these are sealed on at least one side. Not able to confirm the presence or otherwise of dampers in ventilation systems.			

## 5.3 Emergency Escape Lighting

	Yes	No	N/A
5.3.1 Emergency escape lighting in place at/near fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2 Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3 Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>			
Emergency lighting seen to be present at or near to fire exits and throughout escape routes. Automatic lighting also present on the backstage stairwell in the Theatre now. External emergency lighting also seen to be present outside some final exit doors, though where this is lacking, the location of the building on two perimeter walls of site, means it benefits from 'borrowed' street lighting and surrounding buildings would also add to this.			



## 5.4 Fire Safety Signs / Notices

		Yes	No	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Fire exit signage present at all final exit doors, and directional signage present throughout escape routes/ stairwells etc., though there are a few examples where it is lacking. <b>(5.4.1)/(5.4.2)</b> Supplementary fire signage also seen to be in place.				

## 5.5 Means to Give Warning of Fire

		Yes	No	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5	Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6	No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Break-glass call points present at final exit doors, plant room, and at changes of level from lower ground floor to ground, on stairs at first floor level, as well as the joining door to/from Cottage and Theatre. Automatic detection present throughout escape routes, and most other rooms, including classrooms in the Cottage, Theatre (including void detection under the theatre seating), and dining hall and kitchens, plant room and lower ground floor storerooms. Detector head in room G5 of the Cottage (ground floor) was taped over with electrical tape, and thus, disabled. <b>(5.5.2)</b> Remote monitoring of fire alarm now in place, as new fire alarm panel installed in Main House and radio-linked to all buildings with ability to remotely monitor alarms. No concerns identified with regards to audibility of alarm and sounders seen to be present throughout building.				



## 5.6 Fire Extinguishing Appliances / Systems

		Yes	No	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Water-based and/or CO2 extinguishers present in escape routes/ stairs.            Additional Powder extinguishers in the boiler and plant rooms.            Foam/CO2 extinguishers and fire blankets provided in kitchens, but no means of extinguishing a fat fire, as detailed earlier. No fire suppression to offset this risk either, though this is being considered for Summer 2022 installation. <b>(5.6.4)</b></p>				

## 6.0 Management of Fire Safety

### 6.1 Management Arrangements

		Yes	No	N/A
6.1.1	Fire safety in the premises is managed by:	Elspeth Sanders (Bursar).		
6.1.2	Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>HA Risk Services appointed to undertake fire risk assessments and provide fire safety advice/ guidance as required.            Competent contractors use for installation and maintenance of all fire safety equipment/ systems.            Familiarisation visits by local fire service not completed recently, though contact has been made by phone.            Shared tenants/ shared use is confined to hire by outside groups (out of hours), and hire agreement includes fire/evacuation procedures for them to implement.</p>				



## 6.2 Evacuation Procedures

		Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Emergency evacuation procedures are outlined in the 'Fire Evacuation Policy and Procedure', with the latest version being September 2021. Simultaneous evacuation in place for whole site, and easier to implement now that all fire alarms have been linked to the main panel in the Main School House, and roll calls completed to confirm full evacuation including staff, pupils and visitors.</p> <p>Fire trolley in Reception is taken to assembly point and includes; hi-vis jacket, keys, pens, whistle, registers, loudhailer. Bursar / Head / Assistant Bursar would take charge (per evacuation procedure).</p> <p>Visitors sign in at reception and should be advised on fire procedures, though tend to be accompanied at all times. Visitors pass also issued.</p> <p>Remote monitoring and 999 calls would be used to notify the fire service authorities.</p> <p>If members of public are attending events, would be confined to one room/area (such as the sports hall/ theatre), and would be easy to oversee. Open days across site, but if someone had additional needs, would assign an adult and discuss additional support requirements with them.</p>				

## 6.3 Instruction / Training

		Yes	No	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.6	Instruction given on action to take on hearing fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No	N/A
6.3.7	Instruction given on operation of manual fire alarm/call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.8	Instruction given on how to summon fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.9	Instruction given on the type and operation of fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.10	Nominated persons (fire marshals) provided with additional training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments / Observations / Deficiencies:**

All staff do online fire awareness training (iHasco). Policy and evacuation procedure also shared with staff at the start of employment and as a reminder on inset days.  
Rolling refreshers of online training typically every three years, courses also cover fire extinguishers, too.  
Fire marshals appointed (4) and completed iHasco fire marshal training (Bursar, Assistant Bursar and Premises staff x 2).  
Someone takes fire pack/bag with contact names and numbers, log book, hi-vis jacket, map of site (gas/electric shutoffs included), policy/evacuation plan and hire agreement to assembly point.  
Evacuation of disabled persons not applicable at present, but formal PEEP compiled if/when becomes necessary, and appropriate training will be provided.  
Termly drills completed; last in 05/2022 (copy provided post-visit), and although no note of the evacuation time, i.e. how long for everyone to depart buildings, times recorded previously, from raising alarm to 'all clear' and safe to return to building, recorded as 6:50 mins, which undoubtedly means the buildings can be evacuated in a couple of minutes.  
Visitors to site sign in upon arrival and generally accompanied by staff, and evacuation protocols state they will be directed by staff of the school, an included in roll call.

**6.4 Testing / Maintenance**

		Yes	No	N/A
6.4.1	Adequate maintenance of premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4.3	Monthly/annual testing routines for emergency escape lighting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.4	Annual maintenance of fire extinguishing appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No	N/A
6.4.5	Periodic inspection of external escape staircases and gangways?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.6	Six monthly inspection and annual testing of rising mains?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.9	Routine checks of final exit doors and/or security fastenings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.10	Annual inspection and test of lightning protection system?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments / Observations / Deficiencies:**

Fire alarms tested weekly across site, though the spreadsheet records seen to cover the period up to 02/2022, and not since. **(6.4.2)**  
Service visits for alarms confirmed as being completed in 04/2022.  
Emergency lighting tests completed quarterly by an external contractor and few failures/faults result from these tests (not in line with guidance but deemed acceptable). Last test on record 04/2022.  
Fire extinguishers across site under annual maintenance contract and last inspected in 10/2021.  
Fire extinguishers, fire doors housekeeping and escape routes also checked monthly, with a form completed for each building.  
Lightning Protection System only present on PC Centre, Sports Hall, Theatre, and new Woodward building; tested/inspected 02/2022.  
Condition of premises is in good condition and reporting system in place for hazards, issues concerns via maintenance team and/or Bursar.

**6.5 Records**

		Yes	No	N/A
6.5.1	Appropriate records maintained of fire drills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments / Observations / Deficiencies:**

Records seen to be in place.



# Evaluation of Fire Risk

## 7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; 1) the likelihood, and 2) the consequences.

### 7.1 Likelihood of Fire

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the likelihood of fire at these premises is:

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>MEDIUM</b>	<input checked="" type="checkbox"/>	<b>Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).</b>
HIGH	<input type="checkbox"/>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

### 7.2 Consequences of Fire

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	<input type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
<b>MODERATE HARM</b>	<input checked="" type="checkbox"/>	<b>Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.</b>
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

### 7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.





Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input checked="" type="checkbox"/>	<b>It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</b>
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of Fire	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	<b>Moderate Risk</b>	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

**Comments / Observations / Deficiencies:**

The likelihood of fire is rated as 'Medium', and this building would never likely be rated below this. There are concerns relating to the curtains/drapes in the marquee and the firefighting provisions in the kitchen that need to be addressed. Potential consequences have also been rated as 'Moderate Harm' as injuries are conceivable in the event of fire due to the presence of obstructions and trip hazards in escape routes and the potential for fire spread into escape routes.

The current fire risk rating is therefore 'Moderate' which reflects the need for additional work, however completion of the P1 and P2 actions would achieve the desired reduction in risk in order to justify a tolerable rating. We would urge you to address these as soon as possible.



# Action Plan

## 8.0 Action Plan

### 8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.

Priority Level	Priority Description
1	<b>Immediate Action</b> – conditions exist where fire is likely to occur or where fire would present a significant risk of injury or fatality amongst the occupants of the premises.
2	<b>Urgent Action</b> – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	<b>Medium/Long Term Action</b> – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	<b>Action Recommended</b> – conditions exist that are contrary to recognised guidance and good practice, and further work could reduce the level of risk to the occupants of the premises.


We have not assigned a deadline for completion of these recommendations, or assigned people as being responsible for their completion, however we would recommend that you do both of these things to ensure these are acted upon in a timely fashion and there is accountability within the organisation. Regular review and updates as to the progress of any outstanding actions should also be ensured.



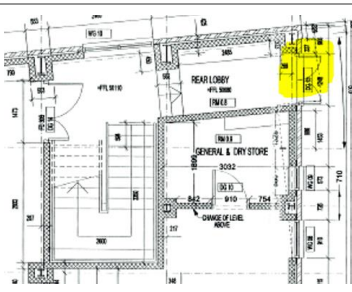
Finally, the action plan also includes a 'Completion Date' field, for you to record the completion of the recommendations outlined as/when they are confirmed as being actioned.






## 8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
4.4.3	Heating Appliances	High level heating in the marquee is of concern due to being radiant bar heaters, and the proximity of netting/ drapes which have been added since the previous FRA. These could detach from fixings and come into contact with the bar heaters, or the proximity alone could also pose a risk of ignition.	You should seek to confirm whether these drapes are fire retardant, and if not they should ideally be removed and replaced with a more appropriate alternative.		1	
4.5.5	Cooking Appliances	CO2/Foam fire extinguishers and fire blanket in kitchen, but not currently any fire suppression or wet chemical extinguisher able to extinguish fire in the deep fat fryers.	As the most likely area of fire inception, you need to have the most appropriate firefighting means in place, which is a wet chemical fire extinguisher (fire deep fat fryer fires) or wet chemical fire suppression system, which is being considered for this summer apparently.	If there is going to be a delay in installing fire suppression, a wet chemical FEA should be purchased in the interim.	2	
5.1.9a	Means of Escape	Door from first floor landing in the Cottage into the stairs was not closing, had a faulty DorGuard device and smoke seals were missing on one edge.	Repair/adjustment is required to ensure smoke seals are reinstated, the door closing device is operative and that the door closes fully when dropped shut.		3	
5.1.9b	Means of Escape	Door from first floor landing in the Cottage into room G3 is also not closing fully.	Repair/adjustment is required to ensure this door closes fully when dropped shut.		3	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.9c	Means of Escape	Fire door between dining hall and stairs is propped open.	Due to their being no fire-resistant separation between the kitchen and dining hall, this door can never be left open unless it is on an automatic closing device. These stairs are a protected escape route from the upper floors and they must remain protected at all times.		2	
5.1.9d	Means of Escape	Doors from the Theatre on first floor level into the stairs/landing (both sides) were held open and/or not closing fully .	Repair/adjustment is required to ensure that both doors close fully when dropped shut. They cannot be left in an open position unless on an automatic closing device, due to communicating with a shared escape route.		3	
5.1.9e	Means of Escape	Fire door to the control room in the Theatre (second floor) is damaged and has holes passing through, as well as missing a self-closing device.	This door should be replaced with a new 30-minute rated fire door, or repairs made (if possible). Repairs to fire doors should be undertaken by FIRAS accredited installers, preferably: <a href="https://www.warringtoncertification.com/certified-companies/firas/doors">https://www.warringtoncertification.com/certified-companies/firas/doors</a>		3	
5.1.9f	Means of Escape	Fire door from the control room corridor back to the stairwell (Theatre, second floor) is out of alignment and missing part of the smoke seals.	Repair and adjustment is required to this door to ensure it remains effective, and closes fully with a gap around the sides/top of no more than 2mm-4mm.		3	

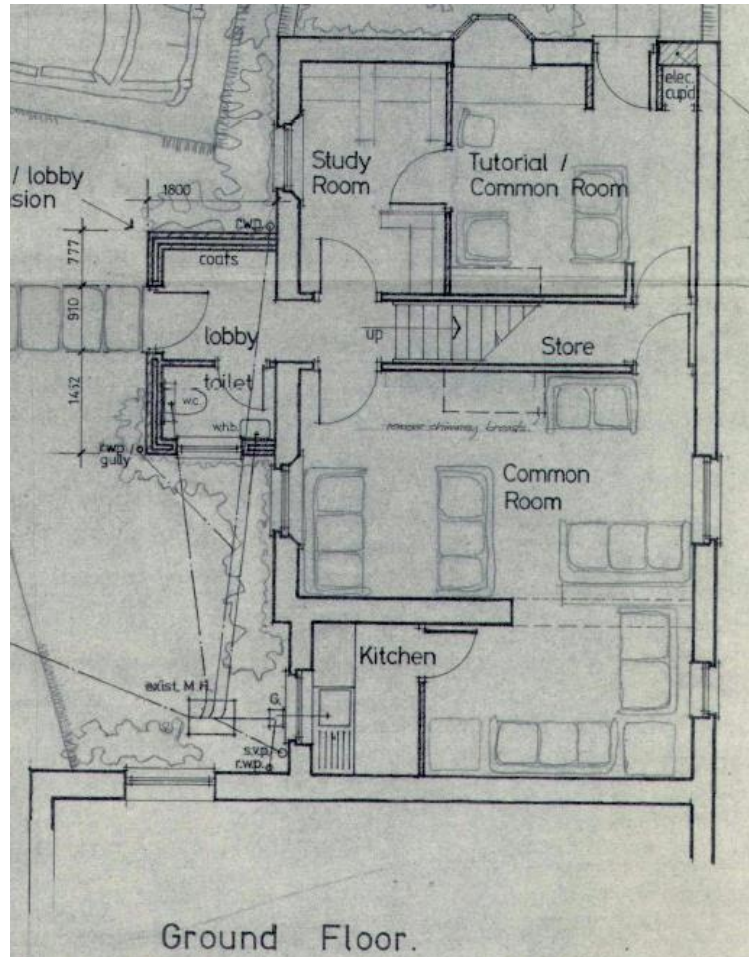
Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.11	Means of Escape	Escape route through backstage Theatre stairs partially obstructed (limiting the escape route width below the recommended 1050mm, and the min. requirement of 750mm, at points), as well as having additional trip/fall hazards such as the matting on the top floor with a lifted edge (as pictured).	The matting should be removed immediately and all storage in this stair reviewed, with a view to reducing or removing as much of this as possible. In particular, combustible items (e.g. paper/card/ plastic bags etc.) should be removed from this area and not permitted at any time.		2	
						
5.4.1	Signs and Notices	Fire exit signage present at all final exit doors, other than the rear exit from the stairwell of the Theatre/Dining building, that opens adjacent to the gateway between this and Baker building.	Add a photoluminescent 'Fire Exit' sign to this exit door.		4	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.4.2	Signs and Notices	Additional directional 'Fire Exit' signage was required in a couple of areas, as listed	Above the door on the first floor landing, into the stairwell, and within the stairwell itself.		3	
			Within the stairs backstage of the Theatre, on each level.		3	
5.5.2	Means to Give Warning of Fire	Smoke detector head in room G5 of the Cottage (ground floor) was taped over with electrical tape, and thus, disabled.	Remove the tape on this detector immediately.		1	
5.6.4	Fire Extinguishing Appliances	There is no effective means of extinguishing a fat fire, as detailed earlier, and one of the means to achieve this protection would be to install fire suppression.	Consider the installation of a wet chemical fire suppression system above the main cooking range and, in particular, fryers in the main kitchens.	We understand that quotes have been obtained and this is being considered for Summer 2022 installation, which we would strongly recommend in view of the lack of separation between kitchen and dining hall.	3	
6.4.2	Testing and Maintenance	<i>This recommendation applies to all fire alarm systems on site, and has been outlined in the Main House FRA report of the same date, in order to avoid repetition in each of the building's reports.</i>				

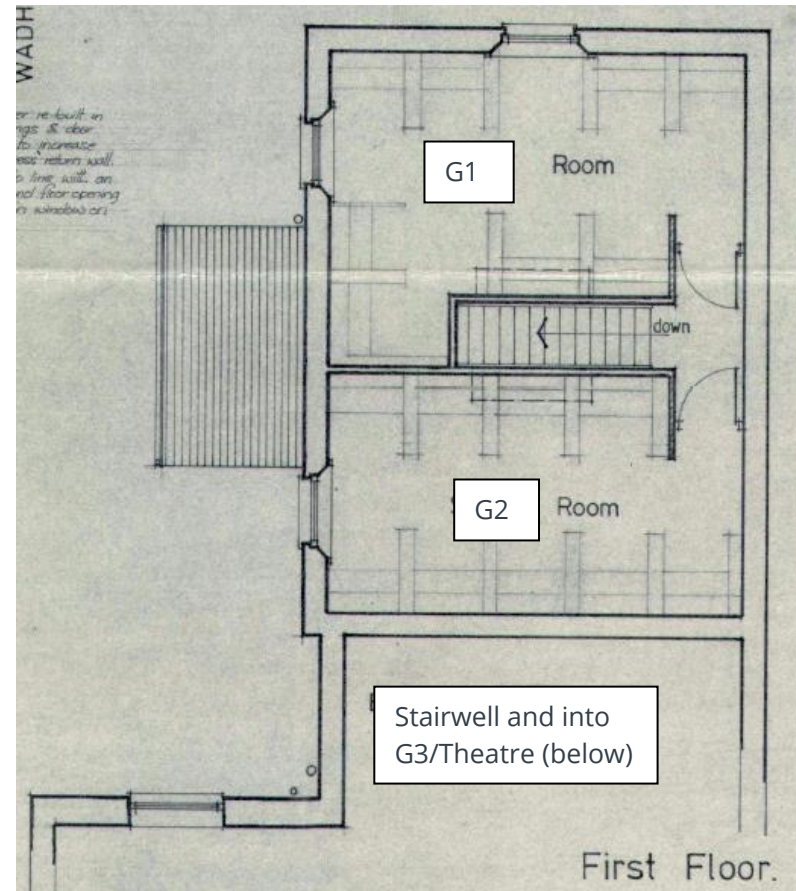
# Appendices

## Appendix 1: Floor Plans

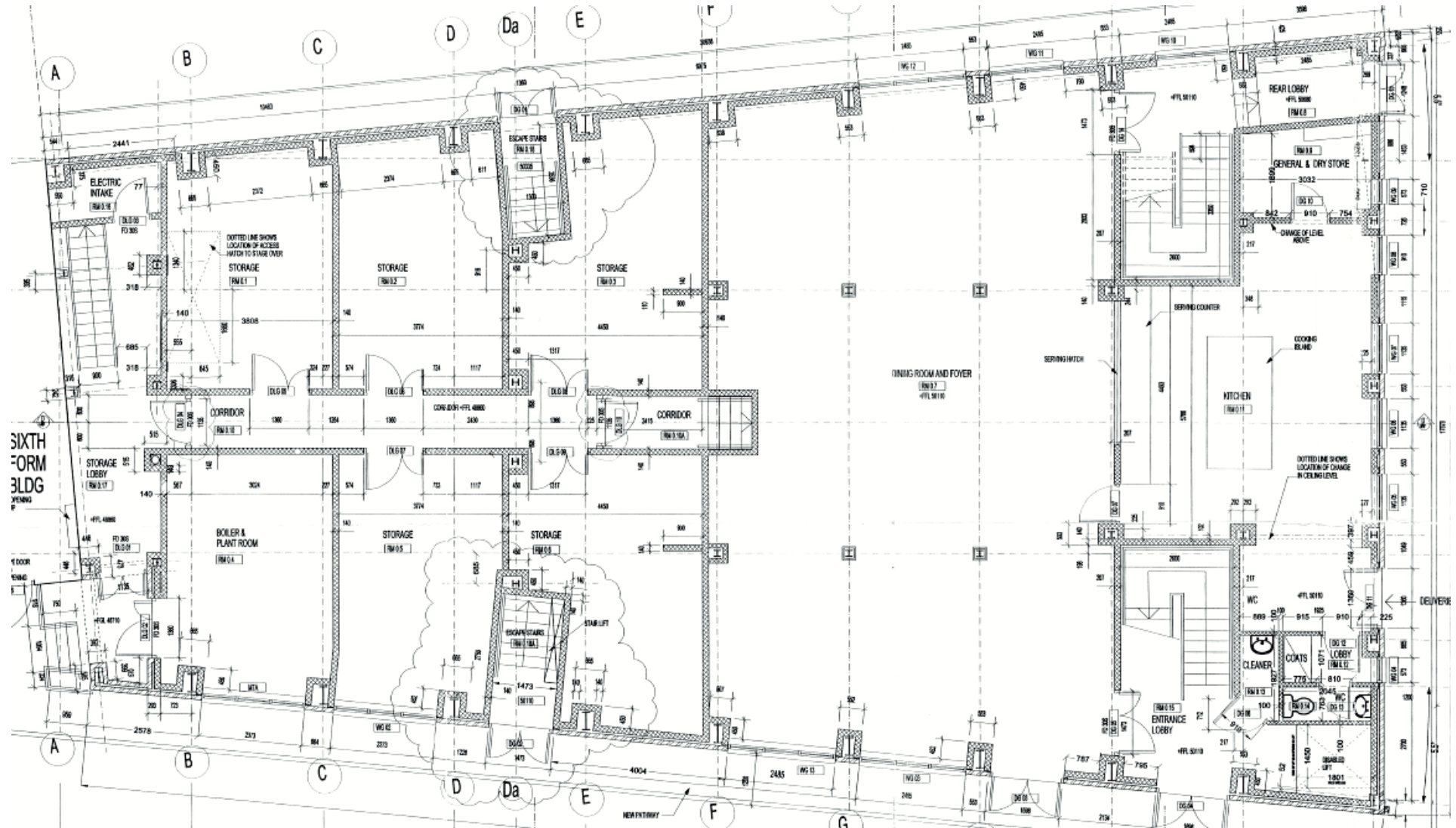
The Cottage (Ground Floor):



The Cottage (First Floor):



Theatre & Dining (Lower Ground / Ground Floor):





Theatre & Dining (Ground / First Floor):



Theatre & Dining (First / Second Floor):



## Appendix 2: Use of Data

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Personally identifiable information (including sensitive personal data) which you supply to us may be used for a number of reasons, for example:

- in conducting our relationship with you
- arranging insurance
- providing advice on insurance or risk management matters.

We may pass the information to insurers, professional advisers, loss adjusters or agents for these and other lawful purposes or as required by law, including providing the information to government or regulatory authorities.

Our full privacy notice can be seen at [www.hettleandrews.co.uk](http://www.hettleandrews.co.uk)





HETTLE ANDREWS

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