

Fire Risk Assessment

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:	MAIN SCHOOL HOUSE , 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:	Exam store on the intermediate landing between Ground/First floor was locked, and roof spaces/voids also not able to be accessed during the site inspection. As such, any such 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.

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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*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 building with pitched tile roof and timber floors/stairs. Approx. 150 years old. Small single storey extensions (brick/block/flat roof construction) to side of building.
No. of Floors:	Three storey to original house, two storey and single storey sections, plus basement.
Approx. Floor Area / Dimensions:	Approx. 36m x 11m in size (max. dimensions).
Use of Premises:	Reception, offices, staff room and staff kitchen, meeting rooms, post room and reprographics, matrons office/ sick bay, classrooms to top floor, basement and other store rooms.
Neighbouring Premises / Area:	Surrounding area is primarily residential premises.
Hours of Use:	Monday to Friday approx. 6:30am to 7:00pm. Occasional access outside of these hours/ hiring of sports hall evenings to 9:30pm/ attended and caretaker on site to 10pm.
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:



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3.0 People at Risk

3.1	Max. no. people at one time:	Max. on site typically 550 typically, increasing temporarily during events/performances. This building approx. 50-100 persons, dependent on whether second floor classrooms in use.
3.1.1	Employees:	15-20 max. for majority of time, increased if staff room in use during breaks. (Total staff head count 90-100).
3.1.2	Members of Public:	Pupils primarily, max. on site is 450 at present. Within this building, limited to 3-4 classes (class size 20-24), so potentially 60-90 pupils, plus occasional visitors
3.1.3	Sleeping Occupants:	None.
3.1.4	Disabled Persons: (incl. temporary disablement)	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 alone for period of time, but no high-risk work 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: (e.g. contractors/ hirers/ expectant mothers/ elderly)	None known. Events/performances etc. not held in this building and procedures in place for contractors and visitors, as outlined later in this report.

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:				



	Yes	No	N/A
Periodic inspection of the fixed electrical installation last completed 09/2018 and remedial actions confirmed as being complete. PAT regime in place and evidence seen to confirm testing across building 12/2021, with only very few items falling outside of these dates (e.g. couple of items in 02/2020). Personal items tested if present during visit. 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.			

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 site perimeter security, and doors open during day; physically locked at night. Intruder alarm on all buildings, with Main House being remotely monitored. 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. (Temporarily moved bins during drone filming works ongoing at the time of the FRA visit).			



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Gas fired central heating and gas safety check/ boiler service advised as being complete 08/2021, and ticket on boiler dated 07/2020, evidencing an annual system of check. Also advised previously as arranging a 'pre-winter' check visit in October half term as part of the same contract.</p> <p>Portable heaters not noted as being present, but electric radiators or fan heaters would be the only type if needed.</p>				

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"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.6	Suitable firefighting equipment / extinguishers present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>No commercial/ domestic kitchens present in this building. Staff kitchens on ground and first floor include toaster, microwave, kettle etc., and all such appliances subject to PAT.</p> <p>Good housekeeping/ cleanliness and CO2 extinguisher and fire blanket present in kitchens, too.</p>				

4.6 Lightning

		Yes	No	N/A
4.6.1	Lightning protection system installed on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Not fitted to Main House, and not deemed to be necessary for life protection. (Present on other taller buildings on site).</p>				



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Good housekeeping and no concerns identified with regards to the location/storage/volume of combustible materials, albeit there are significant amounts stored in some areas.				

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:				
<p>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).</p> <p>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).</p> <p>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.</p>				

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"/>



		Yes	No	N/A
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:				
No significant storage of flammable materials in this building. Alcohol based (flammable) hand gel present in some rooms and cleaning substances may include some aerosols, but no significant concerns identified. Dangerous substances or flammable gases etc. are stored elsewhere on site.				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Open fires present in Main House.	Advised that these are not in use, and inspection, cleaning/ sweeping, and any repairs etc. would be made prior to putting them into use.

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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>



		Yes	No	N/A
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input 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:

Fire exits provided in multiple locations at ground floor level (one on front and three on rear elevation). No concerns over capacity or design of escape routes and seen to be clear of obstructions; as previously the exit to car park from matron's office/staff kitchenette area is locked (keys present in the door), though exit also present in adjacent room (sick bay).
 Final exits open freely and easily and unlocked when building is in use.
 Some doors open inwards, but low occupancy levels mean this is not of concern.
 All travel distances appear reasonable and within the 'normal risk' tolerance for single/multiple escape routes (18m/45m).
 Majority are not fire doors but would serve as 'nominal' fire doors, due to being solid/heavy door leaf or featuring an insulation panel, fire-rated hinges and self-closers, and smoke seals/intumescent strips having been retro-fitted; these would offer some protection in the event of a fire. Several concerns still noted with regards to fire doors, however. **(5.1.9)**
 Not many inner rooms, but where present the outer room had fire detection present.
 No disabled persons employed/ present routinely, and disabled access is limited in this building, but this 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 type="checkbox"/>	<input checked="" 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"/>

Comments / Observations / Deficiencies:

Construction and compartmentation of the premises in good order and in sound condition, above ground level, however a few areas identified in the basement where services pass through walls/ floors and holes/breaches are present. **(5.2.1)**
 (Advised during visit that all asbestos was removed from the basement in Summer'21 and additional breaches were made, with plans in place to address these and make repairs in Summer'22).
 Wall/ ceiling linings confirmed to be plaster or brick/block, throughout, and in good condition.



5.3 Emergency Escape Lighting

		Yes	No	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	<input type="checkbox"/>	<input checked="" 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"/>
Comments / Observations / Deficiencies:				
<p>Emergency lighting seen to be present at or near to fire exits, other than main entrance and treatment room/ matrons office area. (5.3.1)</p> <p>Emergency lighting also present throughout escape routes, though lacking in rooms that form part of the escape route by virtue of being an outer room or having a cut-through. (5.3.2)</p> <p>External emergency lighting is lacking outside final exits to this building too, however adequate 'borrowed' lighting appears to be present due to surrounding buildings (rear) and street lighting (front).</p>				

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? <i>(e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Signage very good throughout this building, with 'Fire Exit' signage present at final exits (other than the 'matrons office' exit (5.4.1)), and throughout escape routes/ stairs to identify location of final exits or direction of escape.</p> <p>Supplementary fire signage seen to be in good order generally, with a couple of 'Fire Action Notices' missing at exits/ fire alarm call points. (5.4.3)</p>				

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"/>



		Yes	No	N/A
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>i.e. Responsible Person or occupants</i>) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>New fire alarm system installed in 2021, and now have break-glass call points present at all fire exits/ exit doors, and storey exits/ stairwells on all floors, including the basement stairs.</p> <p>Automatic fire detection also present throughout the building, covering all but two smaller rooms and the WC's. Extensive coverage on all three levels, stairwells and within the basement.</p> <p>Remote monitoring of fire alarm now in place, as the new fire alarm panel is radio-linked to all other buildings, and includes ability to remotely monitor alarms.</p> <p>No concerns identified/ advised with regards to audibility of alarm and sounder bases seen to be present to the majority of smoke detectors.</p>				

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 type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>CO2 and/or Water ('HydroSray') units located in pairs on escape routes and common areas, stairwells/ entrances/ exits etc.</p> <p>Additional CO2 units in the staff workroom, reprographics area, and kitchens (as well as fire blankets in the case of the latter).</p> <p>Powder extinguisher in basement near entrance to boiler room.</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"/>
Comments / Observations / Deficiencies:				
<p>HA Risk Services appointed to undertake fire risk assessments and provide fire safety advice/ guidance as required.</p> <p>Competent contractors use for installation and maintenance of all fire safety equipment/ systems.</p> <p>Familiarisation visits by local fire service not completed recently, though contact has been made by phone.</p> <p>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"/>
Comments / Observations / Deficiencies:				
<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>				



	Yes	No	N/A
<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"/>
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.



	Yes	No	N/A
<p>Fire marshals appointed (4) and completed iHasco fire marshal training (Bursar, Assistant Bursar and Premises staff x 2).</p> <p>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.</p> <p>Evacuation of disabled persons not applicable at present, but formal PEEP compiled if/when becomes necessary, and appropriate training will be provided.</p> <p>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.</p> <p>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.</p>			

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"/>
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.



	Yes	No	N/A
<p>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.</p> <p>Fire extinguishers across site under annual maintenance contract and last inspected in 10/2021.</p> <p>Fire extinguishers, fire doors housekeeping and escape routes also checked monthly, with a form completed for each building. Completed this year, to 03/2022 and up to date.</p> <p>Lightning Protection System only present on PC Centre, Sports Hall, Theatre, and new Woodward building; tested/inspected 02/2022.</p> <p>Condition of premises is in good condition and reporting system in place for hazards, issues concerns via maintenance team and/or Bursar.</p>			

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.
MEDIUM	<input checked="" type="checkbox"/>	Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).
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 checked="" 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).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
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 checked="" 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 type="checkbox"/>	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.
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	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:

The likelihood of fire is determined by the management of fire hazards present (some of which are significant and therefore a 'Low' likelihood rating is not possible), however there were no issues identified. The nature of the building therefore dictates a rating of 'Medium'. There are several concerns raised on the protective measures in place however, including fire doors, compartmentation, but the potential for delayed warning of a fire due to limited fire detection has now been addressed, and is primarily responsible for reducing the consequence score to 'Slight Harm'. The overall fire risk rating is therefore stated as 'Tolerable'.



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	Immediate Action – 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	Urgent Action – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	Medium/Long Term Action – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	Action Recommended – 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
5.1.9a	Means of Escape	Several fire doors were found to be propped open in rooms that were unoccupied, meaning fire in these areas would rapidly spread to escape routes/ stairwells.	Ensure that all doors interacting with escape routes/ stairs, remain closed at all times unless those rooms are occupied. Staff should also be instructed of the need to keep doors closed when they leave a room/area unoccupied.	<p>The doors in question, during this visit, were:</p> <ul style="list-style-type: none"> - Both side doors into Reception. - Head's Secretary's office. - Both doors to the 'joining' room (labelled Bursar Secretary, 1st floor) between main stairs and bursary stairs. - Bursary kitchen. - Assistant Head (Co-Curricular), second floor, stuck open on the carpet. 	3	
5.1.9b	Means of Escape	The door to the Bursary kitchen is a lightweight door, and would offer limited protection in the event of fire.	Consider replacement of this door, with a solid, preferably fire-rated door set.	Priority reflects that most doors are only 'nominal' fire doors, with limited protection offered.	3	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.2.1	Measures to Limit Fire Spread	Areas identified in the basement where services pass through walls/ floors and holes/breaches are present, increasing the likelihood of fire spread to the floor above.	<p>It was advised that all such issues will be addressed in the summer of 2022, and as such, these have just been highlighted by the photographs, below. The breaches identified include:</p> <ul style="list-style-type: none"> - Ceiling/ walls of the stairwell between basement and ground floor. - Room 1 - hole on left hand edge of ceiling, upon entering the room. - Room 3 - rear wall, opposite doorway. - Room 4 (boiler room) - small gaps at edge of room, far wall opposite doorway. - Room 5 - rear wall opposite door, and under vaulted ceilings to the right upon entry to the room. 	<p>Ensure fire-resistant materials (e.g. brick/ concrete/ plasterboard/ plaster) are used in the repair of these areas.</p>	2	
						

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
						
5.3.1	Emergency Escape Lighting	Emergency lighting seen to be present at or near to fire exits, other than main entrance and treatment room/ matrons office area.	Emergency lighting should be present at, or very near to, all fire exits. These two areas are lacking at present, and additional emergency lights should be installed.		3	
5.3.2	Emergency Escape Lighting	Emergency lighting also present throughout escape routes, though lacking in rooms that form part of the escape route by virtue of being an outer room or having a cut-through.	The following areas would benefit from additional emergency lighting units, due to forming part of an escape route: <ul style="list-style-type: none"> - Staff common room and tea bar. - Reception area. - 'Joining room' (labelled as 'Bursar's Secretary'), first floor. - Headmasters secretary's office. 		3	
5.4.1	Signs and Notices	'Fire Exit' signage present at final exits, other than the 'matrons office' exit.	Install photoluminescent 'Fire Exit' sign above the door described, onto the car park at the front of the building.		4	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.4.3	Signs and Notices	Supplementary fire signage seen to be in good order generally, with a couple of 'Fire Action Notices' missing at exits/ fire alarm call points.	Install and complete/fill-in 'Fire Action Notice's' in the following locations: <ul style="list-style-type: none"> - Exit/call point from bursary stairs. - Treatment room/ matrons office exit. 		4	
6.4.2	Testing and Maintenance	Fire alarms tested weekly across site, though the spreadsheet records seen to cover the period up to 02/2022, and not since.	Ensure that records are being kept for all weekly fire alarm testing, to evidence this taking place, and to note which fire alarms call points have been tested.		3	

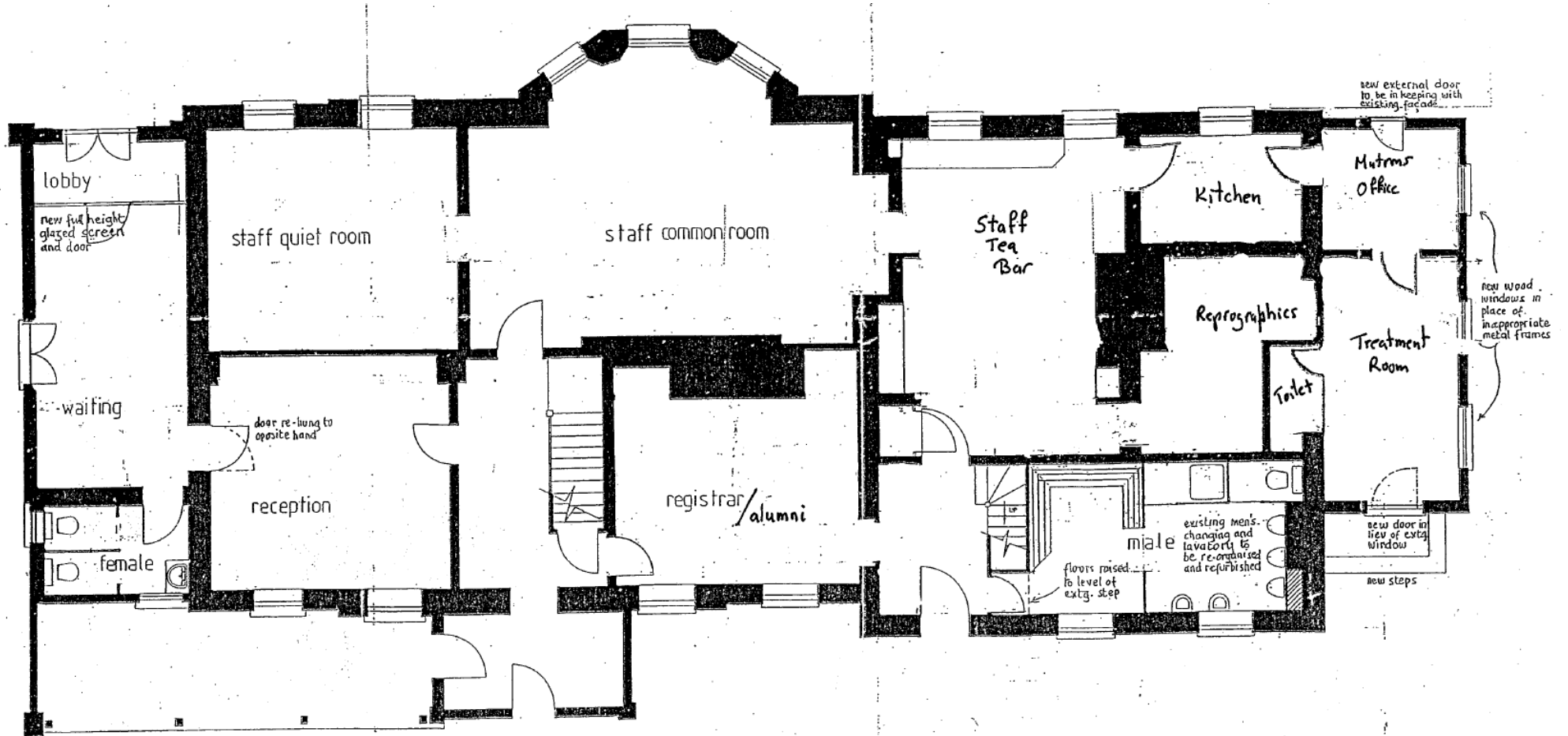
Appendices

Appendix 1: Floor Plans

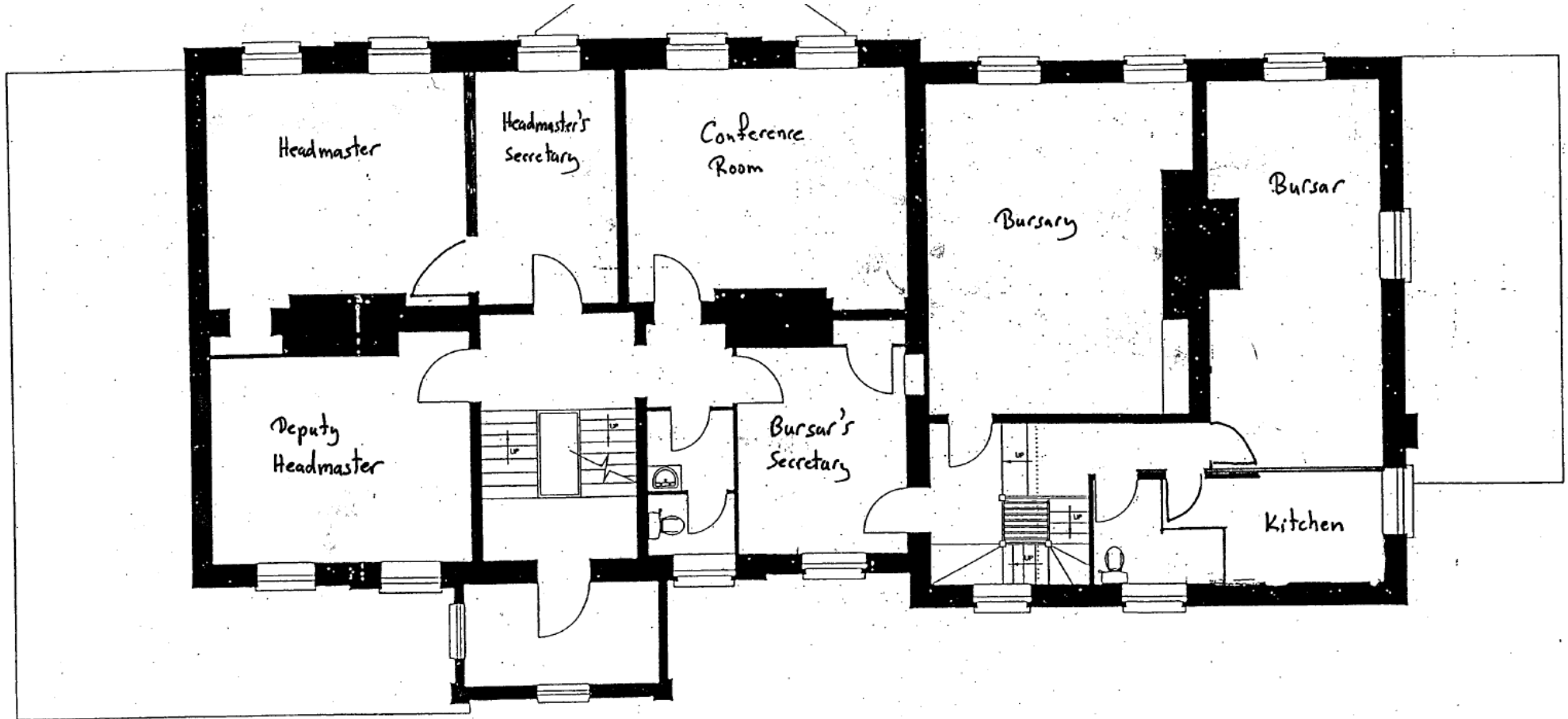
Basement (No plans available, approximate layout below):

Room 2	Room 3	Room 4
Room 1	Steps down to Basement from Ground Floor of Main House, and central lobby area of basement.	Room 5

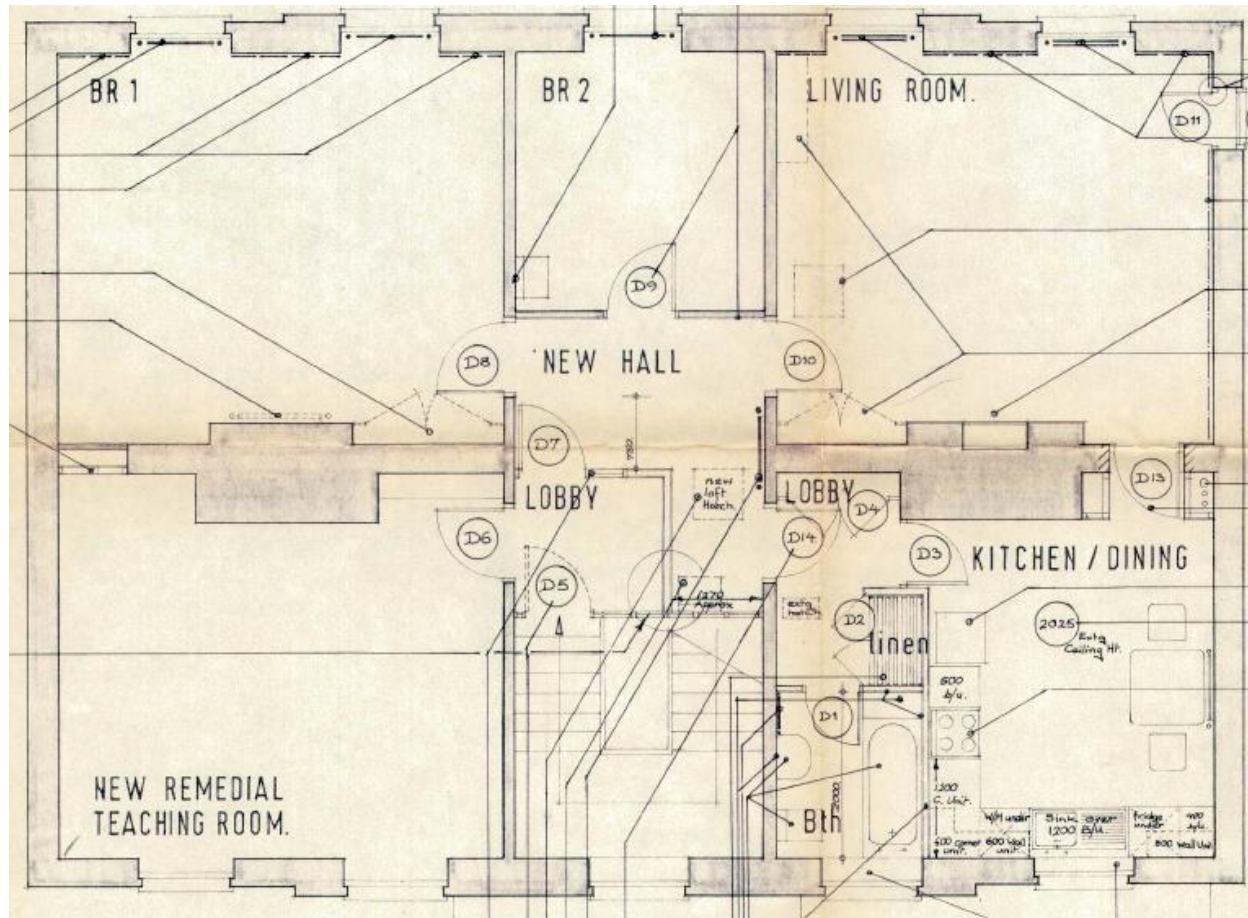
Ground Floor:



First Floor:



Second Floor (incorrect layout, and central landing opens into stairs and 5 x doors/ rooms off it):



Appendix 2: Use of Data

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





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