

# 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>PHILIP COTTAM CENTRE &amp; DT WORKSHOP/STORES</b> , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Persons Consulted:	Elspeth 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/ voids, storeroom F02 off the drama studio on the first floor, and the COSHH cupboard in the large Art Studio were not able to be accessed/reviewed during the site inspection, and 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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*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:	Timber frame brick/block building with concrete floors, pitched metal roof to edges and flat concrete roof (with waterproof membrane) to middle; plant items on flat roof. Built 2012. DT/Stores (attached at corner of PC Centre and extends away from the main building in an L-shape) is a small brick/block structure with flat timber roof, and stores attached to side, of same construction. Differing ages up to 40yrs.
No. of Floors:	Three storey (to PC Centre), and single storey (DT/Stores).
Approx. Floor Area / Dimensions:	Approx. footprint of each building (taken from aerial view) as being 680 sq. metres (PC Centre x 3 floors), and 270 sq. metres (DT/Stores).
Use of Premises:	Offices, classrooms, art rooms/ studio, sixth form common room, theatre/studio (ensemble room), storerooms, music rooms/practice rooms, IT suites, recording studio, server rooms. DT workshop (woodwork/ metalwork/ welding etc.) with stores/office off this room, and externally accessible stores x 3.
Neighbouring Premises / Area:	Surrounding area is primarily residential premises.
Hours of Use:	Monday to Friday approx. 7:30am to 7:00pm. Occasional access outside of these hours.
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:



← Philip Cottam Centre

← DT workshop and stores

## 3.0 People at Risk

3.1	<b>Max. no. people at one time:</b>	550 approx. maximum on site, with this building having a max. occupancy of around 250-300, based on average class size of 20-24 plus staffing.
3.1.1	Employees:	Total staff head count is approx. 100, with 20-30 present in these buildings in normal use, plus technicians and teaching support.
3.1.2	Members of Public:	450 pupils max. on site, and within this building up to around 200-250, if most/all rooms in use simultaneously. (Persons attending events not likely in this building, but would be minimal and accounted for within this number).
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' 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: (e.g. contractors/ hirers/ expectant mothers/ elderly)	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 type="checkbox"/>	<input checked="" 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"/>



	Yes	No	N/A
<b>Comments / Observations / Deficiencies:</b>			
Periodic inspection of the fixed electrical installation last completed 07/2017 (PC Centre) and 07/2018 (DT/Stores), and remedial actions confirmed as being complete. Reinspection planned for summer 2022. PAT regime in place and evidence seen to confirm testing across building in 12/2021 and 04/2022 in the DT/Stores building, however a couple of areas in the PC Centre appeared to have been missed. <b>(4.1.3)</b> 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"/>
<b>Comments / Observations / Deficiencies:</b>				
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"/>
<b>Comments / Observations / Deficiencies:</b>				
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, though 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 adjacent to this building, however much better ordered than previous years, and lidded bins/skips seen to be present.				



#### 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>PC Centre has electric underfloor heating and air conditioning system; maintenance contract in place, and gas fired central heating in DT with gas safety check/boiler service completed 08/2021.            Also arrange a 'pre-winter' check visit in October half term as part of the same contract for gas boilers.            Portable heaters not noted as being present, but electric radiators or fan heaters would be the only type if needed.            (Other gas services/ appliances in these blocks are commented on under section 4.10).</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"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Good housekeeping/ cleanliness in sixth form common room kitchen. No gas supply present, and limited to oven, microwave, toasties etc. High level ventilation/ extraction provided, but not operating a full commercial kitchen and no filters to remove. Maintained per other kitchen equipment, and individual 16A supply advised as being present for each appliance.            Fire blanket in kitchen area and Water/CO2 extinguishers to front of servery.            Any other coffee machines/ kettles etc. that may be present elsewhere, are subject to PAT.</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"/>



	Yes	No	N/A
<b>Comments / Observations / Deficiencies:</b>			
Fitted to PC Centre, 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>			
Combustible materials seen to be present in a number of areas such as DT workshop stores/ Art room etc. and other storerooms. Good housekeeping generally though, and no concerns identified with regards to the location/storage/volume of combustible materials.			

#### 4.8 Contractors / Hot Works

	Yes	No	N/A
4.8.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>			
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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:

PC Centre has dangerous substances within the Art department, which are stored within a locked COSHH cupboard (not able to be accessed).  
 DT workshop has designated storeroom with metal cabinet for flammables, too.  
 Stores attached to the DT workshop had no significant stores of dangerous substances, with a single bottle of white spirit found within the paint/timber store on the end of the run of stores.  
 External cage also provided to rear of PC Centre for gas cylinders, in an area that is concealed from view.  
 Welding trolleys in the DT Workshop have cylinders securely attached, with empty/ full ones stored in an external cage (as above).  
 DT workshop also has a GasGuard/ gas proving system, with self-inspection leakage test when turned on.

## 4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Welding/ metalworking area in DT workshop.	Welding/ brazing/ forge area in DT workshop has bottles chained to trolleys, welding curtain around, and all use is supervised by DT teacher/technician. Spray booths also now in place, desktop units with filter/fan in place (serviced 02/2022). Main LEV system in DT seen to be inspected 12/2021. CO2 cut-out also now in place for DT workshop.
Kilns in Art room.	Caged area for kiln in Art room, kept clear of combustible items. Thermostatic controls and automatic cut-out, with annual service/ inspection completed (last in 03/2022). Automatic fire detection in close proximity and CO2 extinguishers present in classroom too.





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

Multiple exits at ground floor level include direct exits from externally accessed classroom, potential window exit from two ground floor classrooms, one exit from either stairwell, and one exit in the larger ground floor rooms (sixth form common room/ sixth form social café area), albeit the latter has bi-fold doors, albeit it is understood these are at least unlocked when the building is open and in use.

Single door to each store and to DT Workshop, which has 'inner rooms', being a small office, a store room and a small workshop area (which itself has a window that could be used as an exit).

All travel distances appear reasonable and within the 'normal risk' tolerance for single/multiple escape routes (18m/45m respectively), where relevant.

Fire doors present to protect escape routes (FD30S and FD60S) to all rooms and along corridors, as well as to riser cupboards etc., however concerns identified with a few doors. **(5.1.9)**

Inner rooms all seen to be within areas featuring fire detection and emergency lighting.



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	Yes	No	N/A
No disabled persons employed/ present routinely, but disabled access is relatively good and communications system present at refuge points in protected stairwell. If/when it became relevant PEEP's and appropriate support will be 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"/>

### Comments / Observations / Deficiencies:

Brick/block walls and concrete floors provide solid fire-resistant construction within PC Centre (single storey to DT centre, so ceilings/ roof/ floor structures not of concern).  
 Plaster walls and ceilings, or suspended ceilings with fire-rated tiles (advised 30-minutes) though floor plate above is concrete in any case, and appear to be for aesthetics.  
 As previously identified, fire curtains in the light well incorrectly installed at Ground and First floor, as opposed to First and Second floor, per the plans. Rectification of this has not been raised as an action, due to combustible artwork being removed from this area since previous FRA's. Coverage of automatic fire detection also ensures early warning will be achieved.  
 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"/>

### Comments / Observations / Deficiencies:

Emergency lighting seen to be present at or near to fire exits (in PC Centre and DT workshop), and throughout all escape routes and stairwells, including a number of other rooms.  
 Limited external lighting present at rear of PC Centre, though present at the rear exit from the sixth form social/café area, and further along the sports hall will have external illumination.  
 Red or flashing charge indicators present in a few areas, suggesting faults are present, including; sixth form café EL unit near the exit (ground floor), and in both the short corridor towards the recording studio and drama studio balcony/mezzanine (second floor). **(5.3.2)**  
 External EL charge indicator also off outside sixth form common room exit. **(5.3.3)**



## 5.4 Fire Safety Signs / Notices

		Yes	No	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Fire exit signage present at all final exit doors, and throughout escape routes to identify location of final exits/ direction of escape. Only area identified missing/lacking signage was within stairwell 1 (bottom left on the floorplans). <b>(5.4.2)</b></p> <p>Supplementary fire signage seen to be in good order too, on fire doors, exits and Fire Action Notices, though the bi-fold doors on the sixth form café (as mentioned earlier) should really include instructional signage on the opening mechanism (e.g. turn to unlock/ pull to open). <b>(5.4.3)</b></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 type="checkbox"/>	<input checked="" 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>				
<p>Break-glass call points present at all fire exits and at storey exits.</p> <p>Excellent and almost universal coverage by automatic fire detection present throughout PC Centre within escape routes/ stairwells and all main rooms (only excludes smaller cupboards/ WC's), and DT workshop and storerooms, boiler room and office also covered. Not included in external stores.</p> <p>One office in PC Centre (added since build) that is not covered by automatic detection, and also identified that the cupboard under stair 2, ground floor, also have no detection (includes cleaning and server equipment). <b>(5.5.2)</b></p> <p>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.</p> <p>No concerns identified with regards to audibility of alarm and sounders seen to be present throughout building.</p>				



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## 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"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Water-based (i.e. Water/Foam) and/or CO2 extinguishers present in escape routes and stairwells, including rooms with direct exits.</p> <p>Additional CO2 extinguishers in boiler room (ground floor), art studio (first floor), server room (second floor), of the PC Centre. DT workshop/classroom has multiple FEA's, including; Powder/CO2/Foam.</p> <p>Fire blanket also present within the sixth form kitchen.</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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.</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"/>
<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"/>



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		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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.11	Systems for reporting/restoration of fire safety measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Fire alarms tested weekly across site, though the spreadsheet records seen to cover the period up to 02/2022, and not since. <b>(6.4.2)</b></p> <p>Service visits for alarms confirmed as being completed in 04/2022.</p> <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. 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"/>
<b>Comments / Observations / Deficiencies:</b>				
Records seen to be in place.				



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# 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:

<b>SLIGHT HARM</b>	<input checked="" type="checkbox"/>	<b>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	<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.
<b>TOLERABLE</b>	<input checked="" type="checkbox"/>	<b>No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.</b>
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	<b>Tolerable Risk</b>	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

**Comments / Observations / Deficiencies:**

The likelihood of fire is as a result of the use and processes going on in the building (e.g. DT workshop, and Art Studios etc.) as opposed to significant concerns being raised over the management of fire hazards. This is rated as 'Medium'.

Potential consequences in the event of fire has been stated as 'Slight Harm', primarily due to this being a modern building, in good condition, with multiple protected escape routes, excellent fire detection throughout and well-lit/ signposted escape routes.

The overall fire risk rating is therefore deemed to be '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	<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

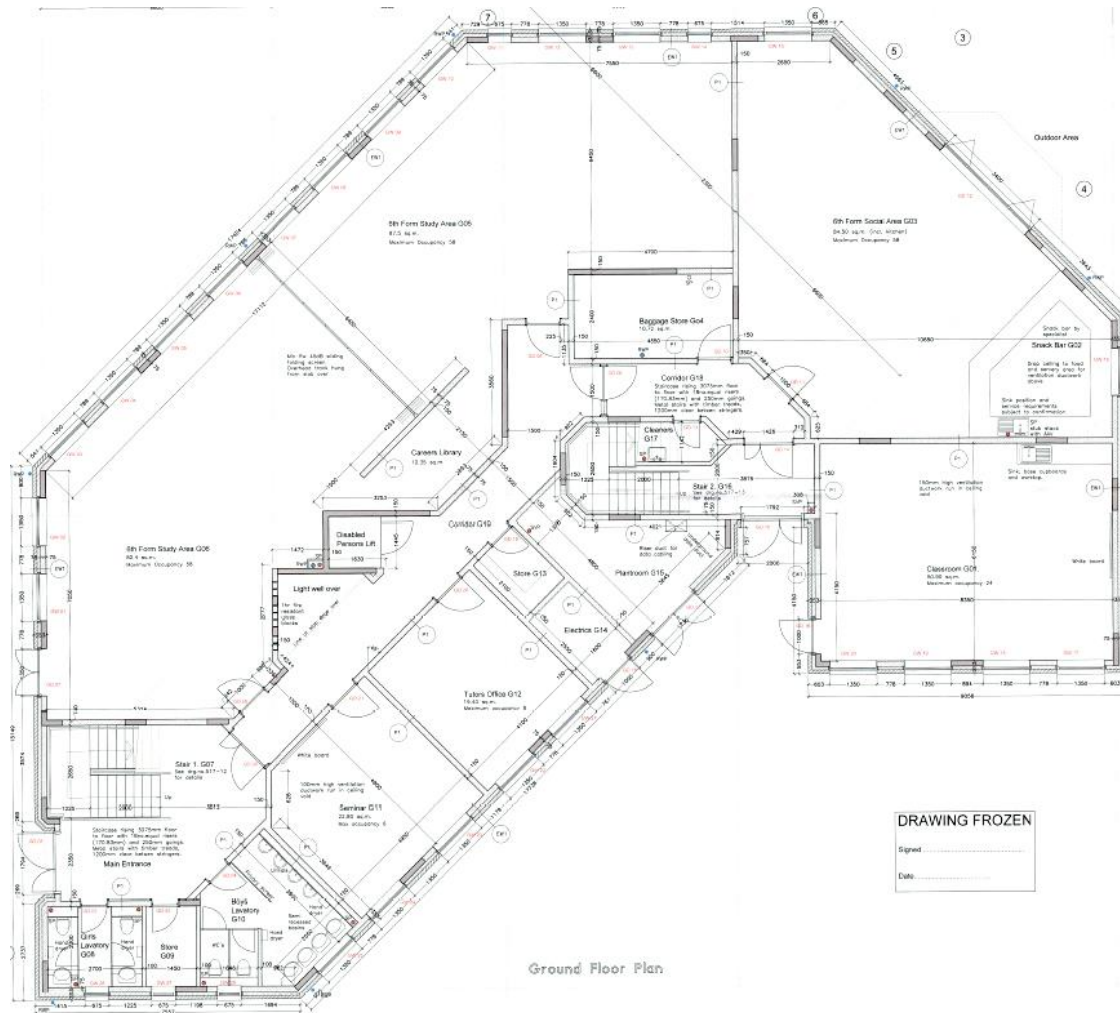
Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
4.1.3	Electrical Safety	PAT regime in place and evidence seen to confirm testing across the building, but some areas/equipment appeared to have been missed.	Arrange for additional visual inspection and/or PAT in the following locations/ for the following equipment: <ul style="list-style-type: none"> <li>- Classroom G01, ground floor.</li> <li>- Vacuums in cleaner's cupboards.</li> </ul>		3	
5.1.9a	Means of Escape	A few doors were identified as catching on the door latch, and as such, not closing fully.	The following doors should be subject to maintenance/ adjustment to ensure that the close fully when dropped shut, to ensure they are effective in the event of fire.	Drama/dance studio (first floor) and the door to the gallery above this room at second floor level).	4	
5.1.9b	Means of Escape			Latin office, and rooms P22, P23, P24, P25 (second floor).	4	
5.1.9c	Means of Escape	Fire door to the sixth form café from the corridor is not closing fully, and appears to be held open by the airflow/vacuum for some reason.	Adjustment/ repair is required to ensure that this door closes fully when dropped shut, to ensure it is effective in containing a fire emanating from this room.	<i>Priority reflects that there is a small kitchen area in this room.</i>	3	
5.1.9d	Means of Escape	Self-closing device is broken and therefore the door is not closing to locker room F13.	Repair/replacement is required to this door.	<i>Priority reflects the low risk nature of this room.</i>	4	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.3.2 5.3.3	Emergency Escape Lighting	Red or flashing charge indicators present in a few areas, suggesting faults are present.	<p>Arrange for testing/repair of the following emergency lights:</p> <ul style="list-style-type: none"> <li>- Sixth form café EL unit near the exit (ground floor).</li> <li>- Short corridor towards the recording studio (second floor).</li> <li>- Drama studio balcony/mezzanine (second floor).</li> <li>- External EL outside sixth form common room exit.</li> </ul>		3	
5.4.2	Signs and Notices	Fire exit signage missing/ lacking signage within stairwell 1 (bottom left on the floorplans).	Install appropriate directional 'Fire Exit' signage within the stairwell.		4	
5.4.3	Signs and Notices	Supplementary fire signage should include instructional signage on the bi-fold doors.	Instructional signage as to the opening mechanism on these bi-fold doors should be installed – e.g. turn to unlock/ pull to open.		4	
5.5.2	Means to Give Warning of Fire	Two rooms identified as not having automatic fire detection present, in contradiction to the rest of the building.	<p>Consider the installation of automatic fire detection to the following rooms:</p> <ul style="list-style-type: none"> <li>- Glass partitioned office in the sixth form common room (ground floor).</li> <li>- Cupboard under stair 2 (ground floor), which also has cleaning and server equipment present.</li> </ul>		4	
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>				

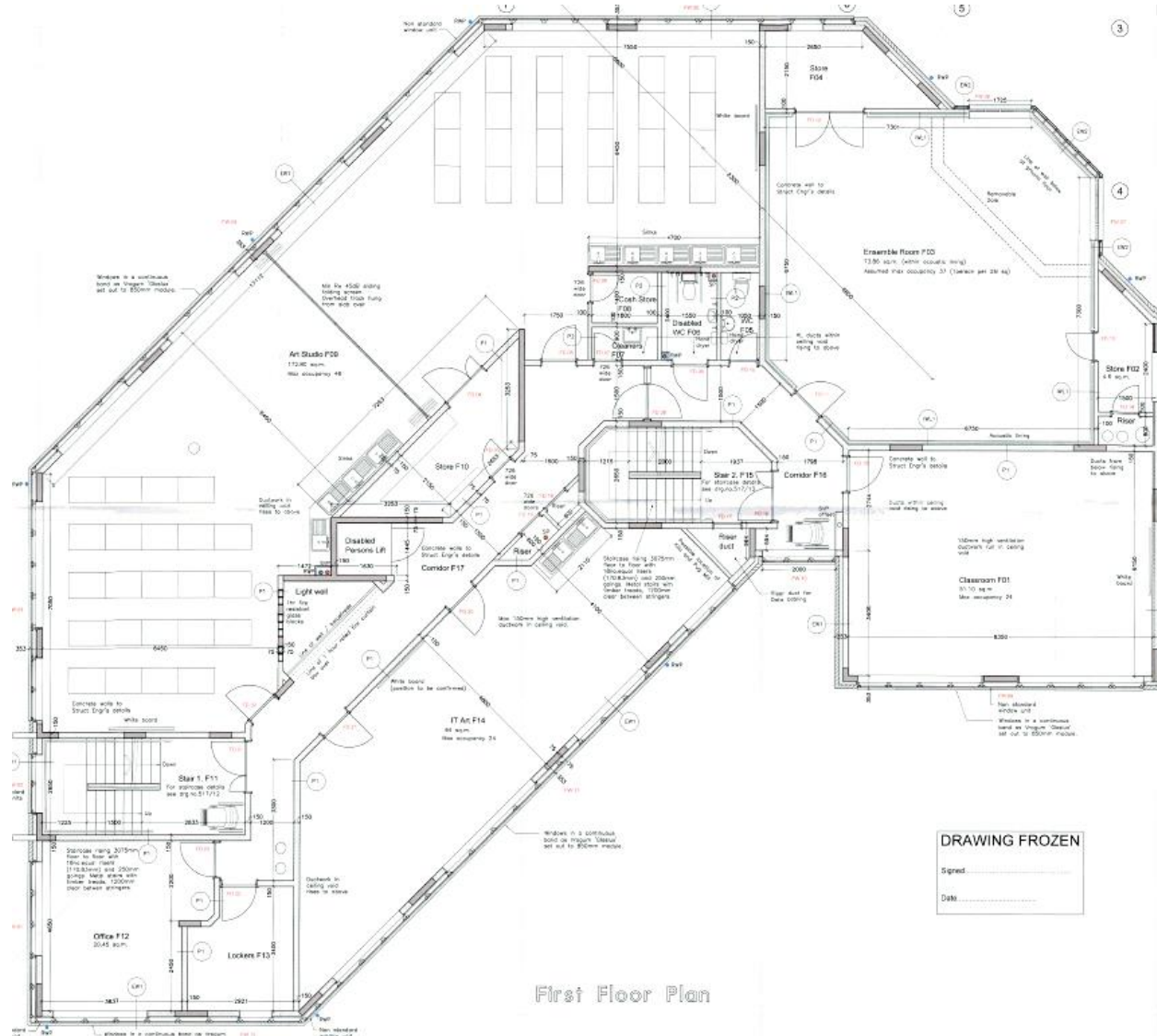
# Appendices

## Appendix 1: Floor Plans

PC Centre (Ground Floor):



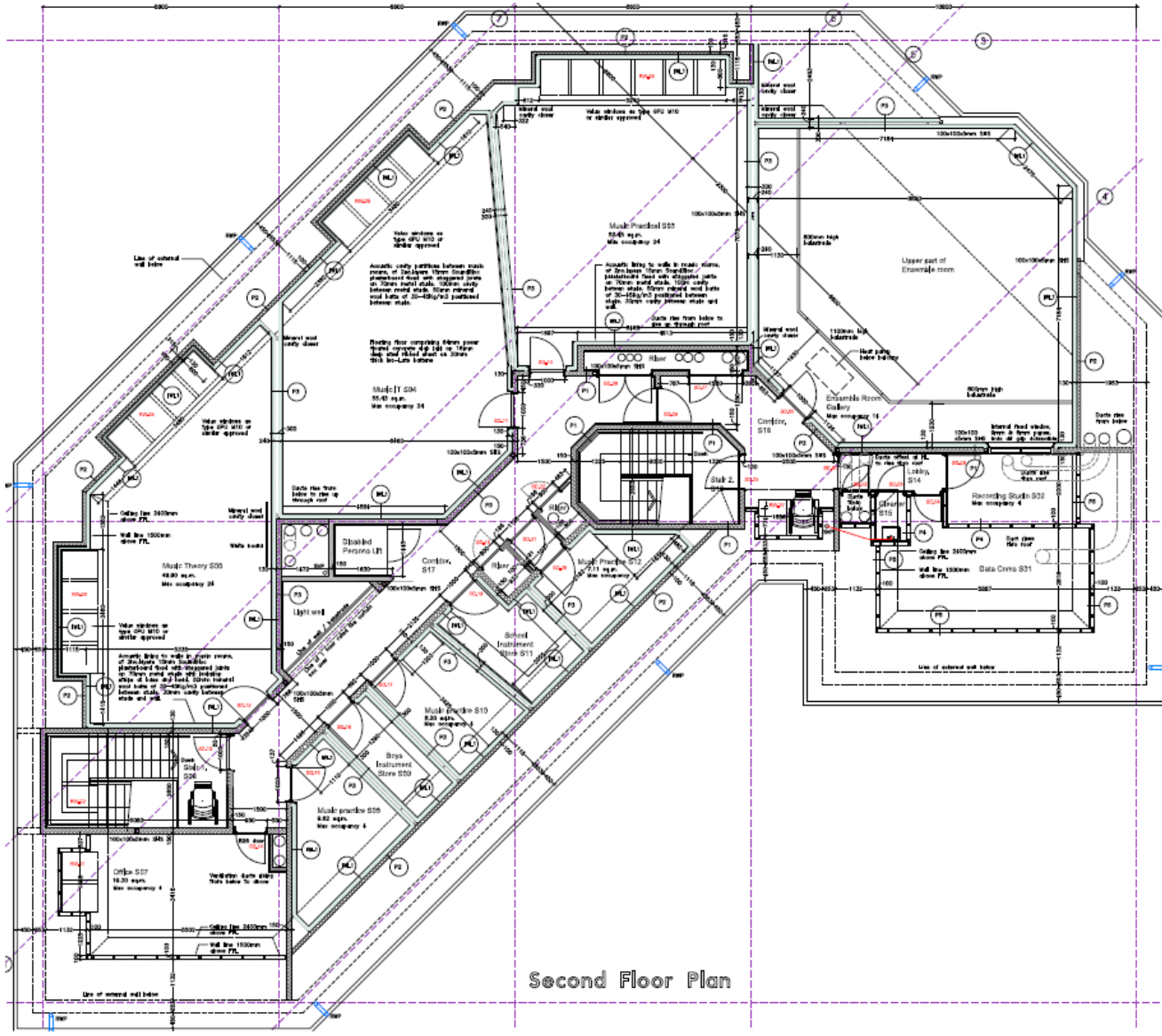
PC Centre (First Floor):



First Floor Plan

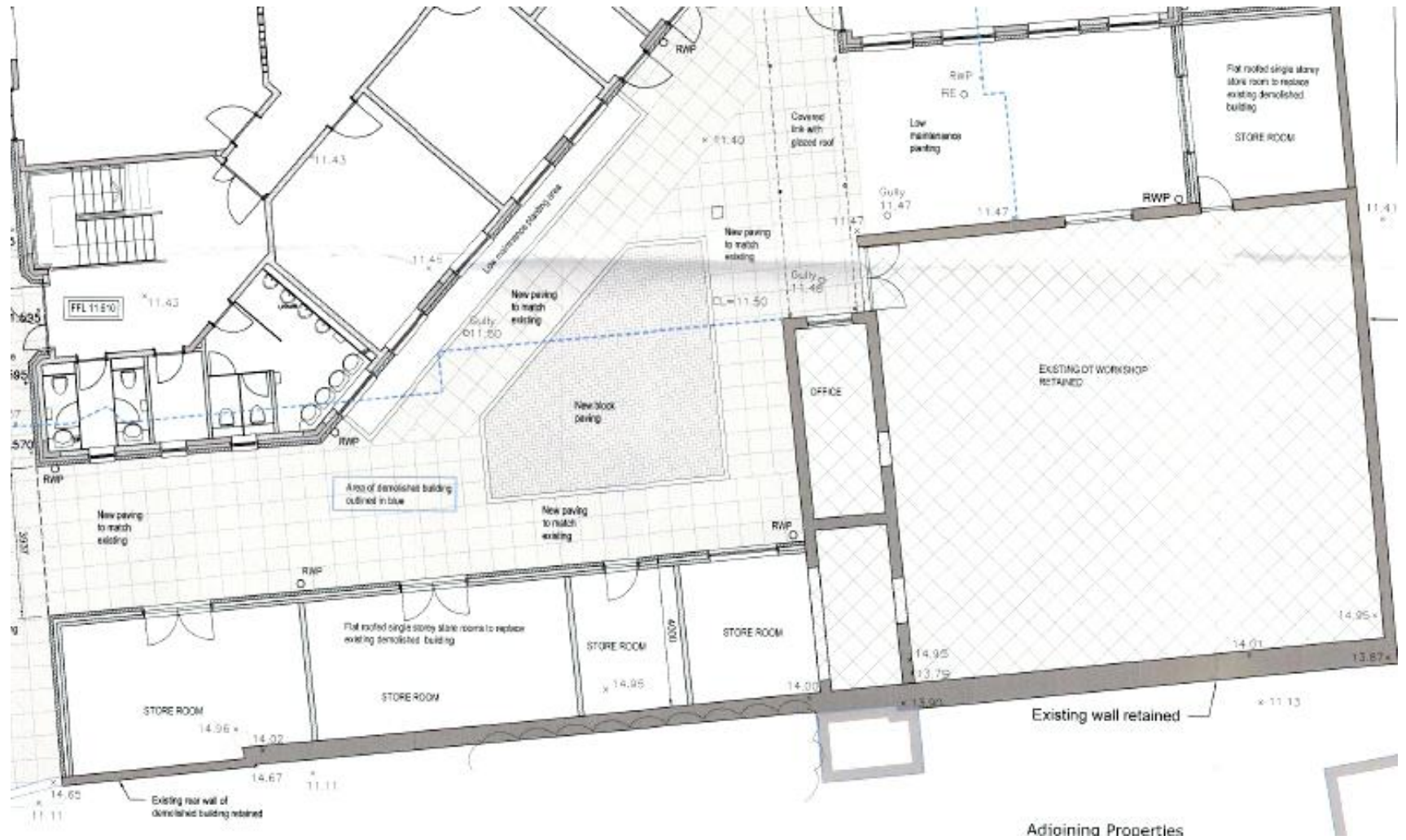


PC Centre (Second Floor):



Second Floor Plan

DT Workshop / Stores:





## 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)





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