

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:	SPORTS HALL & PETER JONES BUILDING , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Persons Consulted:	Elsbeth Sanders – Bursar, Halliford School. Darren Macefield – Premises Manager, Halliford School.
Fire Risk Assessor:	Adam Webb – Risk Services Director, Hettle Andrews.
Date of Fire Risk Assessment:	12 April 2022.
Date of previous Fire Risk Assessment:	16 February 2021.
Date recommended for Review*:	April 2023.
Excluded / Inaccessible Areas:	Roof areas/ voids and office within room S3 (first floor) not able to be accessed/reviewed during the site inspection, as such these areas are excluded from the scope of this fire risk assessment. The sports office (ground floor sports hall) was locked, though able to be viewed through the window.
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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*



Fire Risk Assessment – Halliford School

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2.0 Premises Details

Construction Materials:	Two brick/block buildings with pitched tile/flat mansard roof (PJ Building) and pitched profiled metal roof (Sports Hall), joined by two storey connecting corridor which communicates on both levels. (Approx. 20 years old).
No. of Floors:	Sports Hall is single storey, with mezzanine/gallery used as a gym. PJ Building is similar height but over three storeys.
Approx. Floor Area / Dimensions:	Approx. footprint of the buildings, combined, is around 1100 sq. metres.
Use of Premises:	Sports hall, offices, classrooms, changing rooms/ toilets, and storerooms.
Neighbouring Premises / Area:	Surrounding area is primarily residential premises.
Hours of Use:	Monday to Friday approx. 7:30am to 7:00pm, and Saturday approx. 8:00am to 2:00pm (sports hall/ changing rooms). Occasional evening events/hires too.
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:



3.0 People at Risk

3.1	Max. no. people at one time:	In normal use, limited to around 40-50 in sports hall/ changing rooms, and a further 80-100 in the PJ classrooms. Examinations would see up to a similar number present in the sports hall, at up to 150. Events could see this increase, with the largest being Speech Day for the whole school of 450 pupils, up to 100 guests and 50-60 staff. Max. occupancy around 600, therefore.
3.1.1	Employees:	Total staff head count is approx. 100, with max. 50-60 present in this building, per the above comments. (Normal use, 10-15).
3.1.2	Members of Public:	Max. 425 pupils max. at present, increasing to 450 in September. In normal use, no more than around 120-150. Persons attending events also likely to be less than this number.
3.1.3	Sleeping Occupants:	None.
3.1.4	Disabled Persons: <i>(incl. temporary disablement)</i>	None employed/ in attendance at School regularly, and if attending an event would be confined to accessible areas that can be easily evacuated, with staff support if necessary.
3.1.5	Lone/Remote Workers:	Premises Manager on-site for the first 20 minutes of day, and after hours when locking-up. Anyone 'working late' could be alone for a period of time too, but no high-risk works activities undertaken during 'lone working'.
3.1.6	Children or Young Persons:	Pupils, as above.
3.1.7	Others at a higher level of risk: <i>(e.g. contractors/ hirers/ expectant mothers/ elderly)</i>	None known.

4.0 Fire Hazards

4.1 Electrical Installation / Appliances / Leads

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



Fire Risk Assessment – Halliford School

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		Yes	No	N/A
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:				
<p>Periodic inspection of the fixed electrical installation last completed 04/2021 and C1/C2 remedial actions advised as being completed in Summer 2021.</p> <p>PAT regime in place and evidence seen to confirm testing across building 12/2021. Personal electrical items tested if present during inspections.</p> <p>No concerns identified with regards to extension leads/ electrical adapters.</p>				

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



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"/>
Comments / Observations / Deficiencies:				
Gas fired central heating and gas safety check/boiler service advised as being complete 08/2021, and also advised previously as arranging a 'pre-winter' check visit in October half term as part of the same contract. Portable heaters not noted as being present, but electric radiators or fan heaters would be the only type if needed.				

4.5 Cooking / Kitchens

		Yes	No	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
No kitchens present in this building. Any drinks making facilities that may have been brought into this building subject to PAT, as are any such electrical appliances.				

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"/>
Comments / Observations / Deficiencies:				
Fitted to this building, and subject to annual maintenance visits to check/ test this, and others on site.				



4.7 Housekeeping / Combustibles

		Yes	No	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Combustible materials seen to be present in the plant room above the sports hall/ off the landing between the two buildings. **(4.7.4)**
Generally very good housekeeping throughout the building, however.

4.8 Contractors / Hot Works

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

Comments / Observations / Deficiencies:

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

4.9 Dangerous Substances

		Yes	No	N/A
4.9.1	Appropriate storage of dangerous (e.g. flammable/explosive/oxidising) substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.2	Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



		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:				
Dangerous substances not seen to be present within these buildings, other than cleaning chemicals in locked storerooms.				

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 type="checkbox"/>	<input checked="" 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 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? (<i>e.g. passive fire protection</i>)	<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"/>



	Yes	No	N/A
Comments / Observations / Deficiencies:			
<p>Fire exits provided in all four corners of the sports hall, and four locations on the ground floor from PJ building with the two stairwell exits being available from the upper floors. Sports hall mezzanine and first floor PJ building also linked via internal bridge across entrance lobby.</p> <p>No concerns over capacity or design of escape routes and seen to be clear of obstructions, one of the sports hall exits was sticking/ difficult to open, however. (5.1.3)</p> <p>All travel distances reasonable and within the 'normal risk' tolerance for single/multiple escapes (18m/45m). Fire doors present to protect escape routes, however concerns were identified with a few doors. (5.1.9)</p> <p>Inner rooms all seen to be within areas featuring fire detection and emergency lighting.</p> <p>No disabled persons employed/ present routinely, but disabled access is limited to the ground floor. Would be tackled if/when it became relevant and appropriate measures put into place.</p>			

5.2 Measures to Limit Fire Spread

	Yes	No	N/A
5.2.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:			
<p>Buildings in very good condition, and all of solid fire resisting construction.</p> <p>Brick/block/plaster wall linings and plasterboard/plaster or suspended ceilings with fire-rated tiles (advised previously as being rated to 30-minutes).</p> <p>Not able to confirm the presence or otherwise of dampers in ventilation systems, and deemed to be outside the scope of this assessment, in any case.</p>			

5.3 Emergency Escape Lighting

	Yes	No	N/A
5.3.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3	<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, throughout all escape routes and stairwells, as well as main entrance lobby and changing rooms.</p>			



	Yes	No	N/A
External emergency lighting not present outside all final exit doors (only seen at sports hall exits), though within view of surrounding buildings/lights, and interior units would carry through glass exit doors of main lobby, so this is not a concern.			

5.4 Fire Safety Signs / Notices

	Yes	No	N/A
5.4.1 Fire safety signage present to identify fire exit doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.2 Directional fire safety signage in place to identify location of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.3 Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Fire exit signage present at all final exit doors, other than one door from the changing room part of the PJ Building. **(5.4.1)**
 Also signage present within escape routes to identify location of final exits/ direction of escape, but a few areas where additional signage would be appropriate. **(5.4.2)**
 Supplementary fire signage seen to be in good order.

5.5 Means to Give Warning of Fire

	Yes	No	N/A
5.5.1 Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2 Automatic fire detection in place (throughout premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.3 Automatic fire detection in place (only part of premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.4 Coverage by automatic fire detection appropriate to occupancy/risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.5 Remote transmission/monitoring of fire alarm?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.6 No concerns raised (i.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Break-glass call points present at all fire exits and at storey exits.
 Excellent coverage for automatic fire detection; stairs/corridors/landings, sports hall, stores, classrooms and offices, unless they are 'inner rooms'.
 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.



	Yes	No	N/A
No concerns identified with regards to audibility of alarm and sounders seen to be present throughout building, with flashing beacons on the mezzanine in the sports hall.			

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:			
Water extinguishers present in escape routes throughout both buildings, and additional CO2 units in the PJ building on each floor, and in rooms S2 and S3. Additional Powder extinguisher seen to be present in sports hall plant room.			

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"/>
Comments / Observations / Deficiencies:			
HA Risk Services appointed to undertake fire risk assessments and provide fire safety advice/ guidance as required. Competent contractors use for installation and maintenance of all fire safety equipment/ systems. Familiarisation visits by local fire service not completed recently, though contact has been made by phone. Shared tenants/ shared use is confined to hire by outside groups (out of hours), and hire agreement includes fire/evacuation procedures for them to implement.			



Fire Risk Assessment – Halliford School

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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> <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"/>



		Yes	No	N/A
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"/>
6.4.5	Periodic inspection of external escape staircases and gangways?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No	N/A
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"/>

Comments / Observations / Deficiencies:

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

6.5 Records

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

Comments / Observations / Deficiencies:

Records seen to be in place.



Evaluation of Fire Risk

7.0 Evaluation

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

7.1 Likelihood of Fire

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

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
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 rated as 'Medium' due to there being a normal range of hazards (though relatively few) and only minor shortcomings, as outlined in recommendations. This combined with a consequence rating of 'Slight Harm' due to minimal concerns on the protective measures in place, extensive automatic detection, multiple escape routes and short/direct travel distances via protected escape routes for the most part. The overall fire risk rating is therefore states as 'Tolerable', we would still recommend that the actions outlined are considered for implementation, however.



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

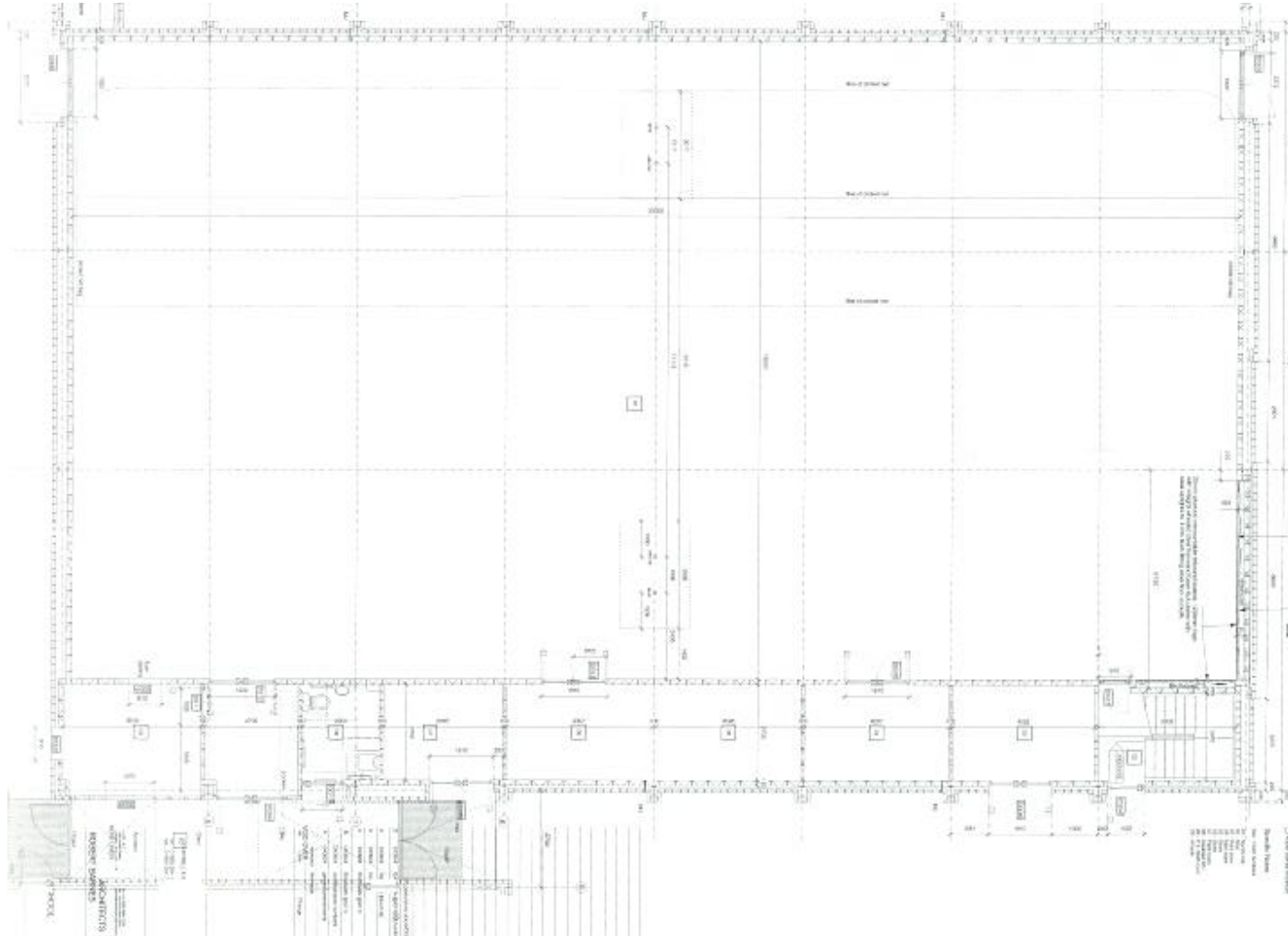
Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
4.7.4	Combustible Materials	Combustible materials seen to be present in the plant room above the sports hall/ off the landing between the two buildings.	Combustible materials within plant rooms is not appropriate as a fire inception risk, and should be limited/ reduced so as at least 1m can be maintained between the electrical/mechanical plant items and combustible materials.		3	
5.1.3	Means of Escape	Sports hall fire exits nearest to the new Woodward Building at the corner of the sports hall was sticking/ difficult to open.	Adjustment/repair is required to ensure it opens freely/easily.		2	
5.1.9a	Means of Escape	Doors from the ground floor central corridor in PJ Building, onto each of the wings where the changing rooms are located are bowed slightly and not closing fully.	Priority assigned reflects the limited fire inception risk in this building, but you should consider replacement of these fire doors, should they deteriorate further, as they will not be fully effective in their current condition.		4	
5.1.9b	Means of Escape	Door to room S1 on the first floor is catching and not closing fully.	If the door cannot close fully, its effectiveness in the event of a fire is limited. This should be adjusted/ repaired to ensure it closes fully when dropped shut.		3	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.9c	Means of Escape	Door to room S6 on the second floor is out of alignment and not closing fully.	If the door cannot close fully, its effectiveness in the event of a fire is limited. This should be adjusted/ repaired to ensure it closes fully when dropped shut.		3	
5.1.9d	Means of Escape	Door to room S7 on the second floor is out of alignment and has an excessive gap at the top.	This should be adjusted/ repaired, or possibly replaced to ensure it closes fully when dropped shut and that the gap around the top/sides of the door is no more than 2mm-4mm.		3	
5.4.1	Signs and Notices	Fire exit signage present at all final exit doors, other than one door from the changing room part of the PJ Building.	Install an additional 'Fire Exit' sign above the fire exit from the ground floor changing room corridor towards the rear of the site.		3	
5.4.2	Signs and Notices	No fire exit signage from sports hall above the doors into both lobby/stairs exits, at either end of the hall.	Consider installing additional 'Fire Exit' signs above these doors.		4	
5.4.2	Signs and Notices	No fire exit signage in the stairs from the mezzanine to the ground floor in the sports hall.	Install additional 'Fire Exit' signage, with appropriate directional arrows, within the sports hall stairs.		4	
5.4.2	Signs and Notices	No fire exit signage indicating the route from the ground floor of the PJ building into the joining corridor/ lobby, where there are exits.	Install additional 'Fire Exit' signage from the central ground floor corridor in the PJ Building back towards the sports hall lobby.		3	
6.4.2	Testing and Maintenance	<i>This recommendation applies to all fire alarm systems on site, and has been outlined in the Main House FRA report of the same date, in order to avoid repetition in each of the building's reports.</i>				

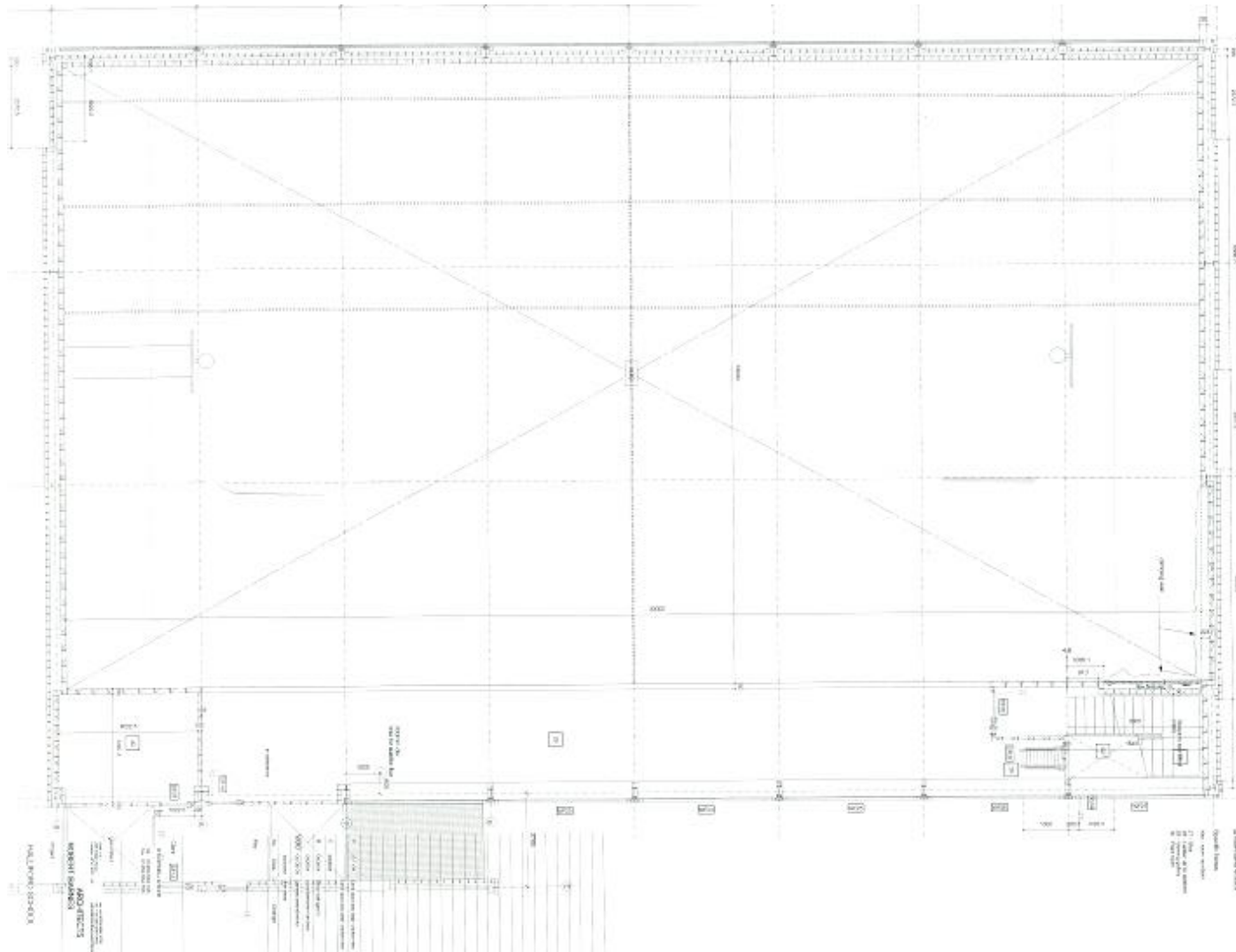
Appendices

Appendix 1: Floor Plans

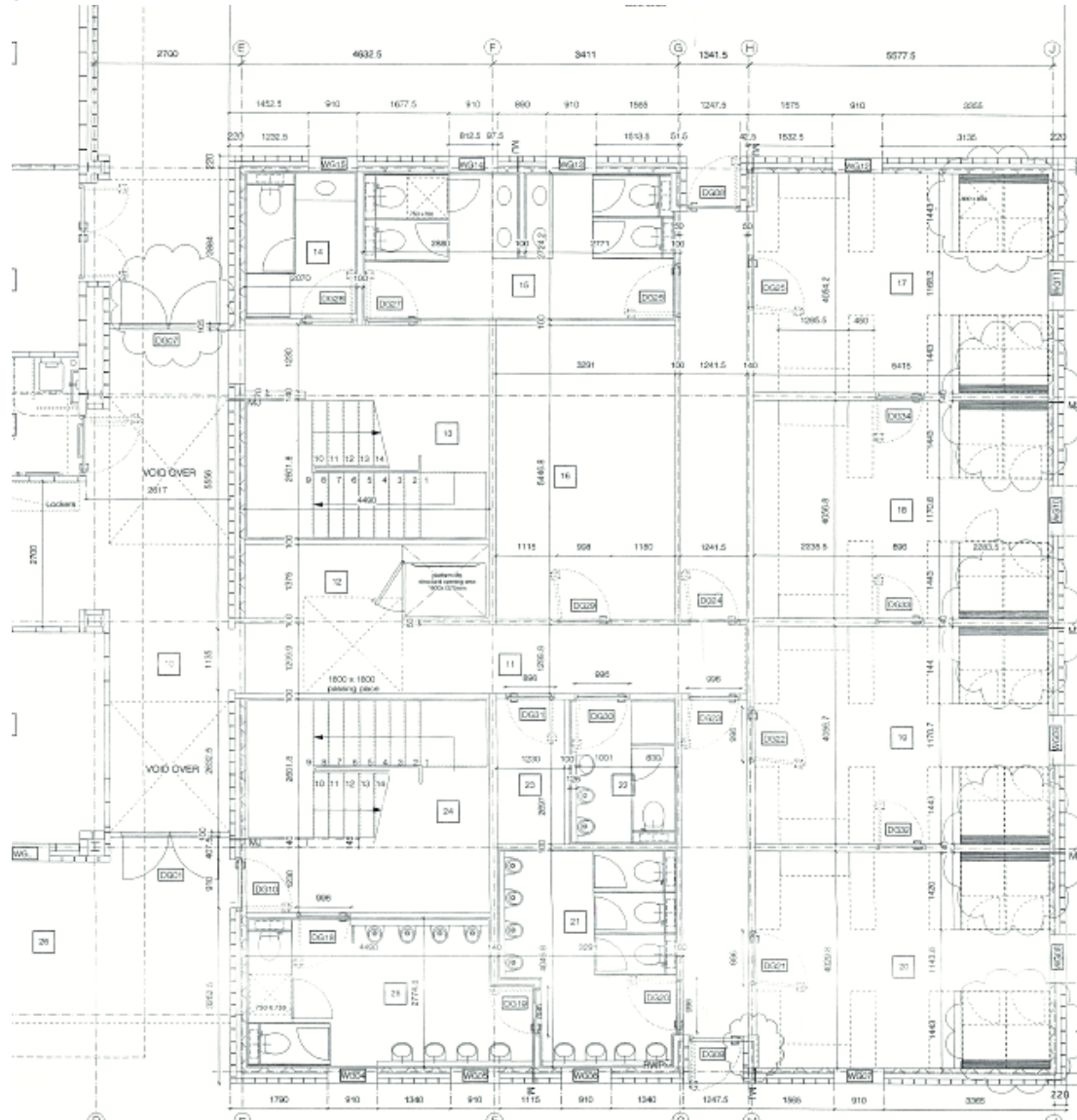
Sports Hall (Ground Floor):



Sports Hall (First Floor):

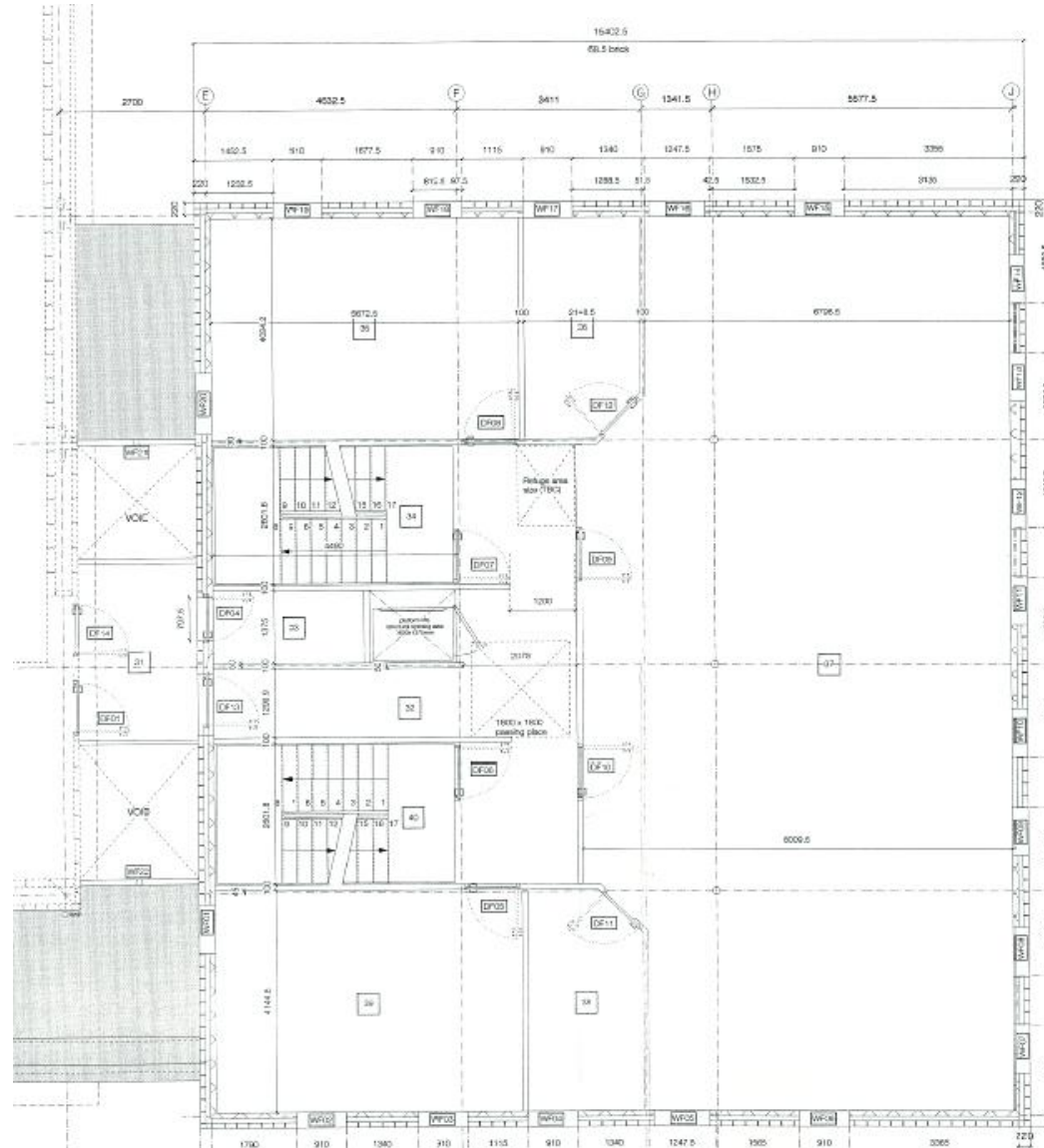


Peter Jones Building (Ground Floor):

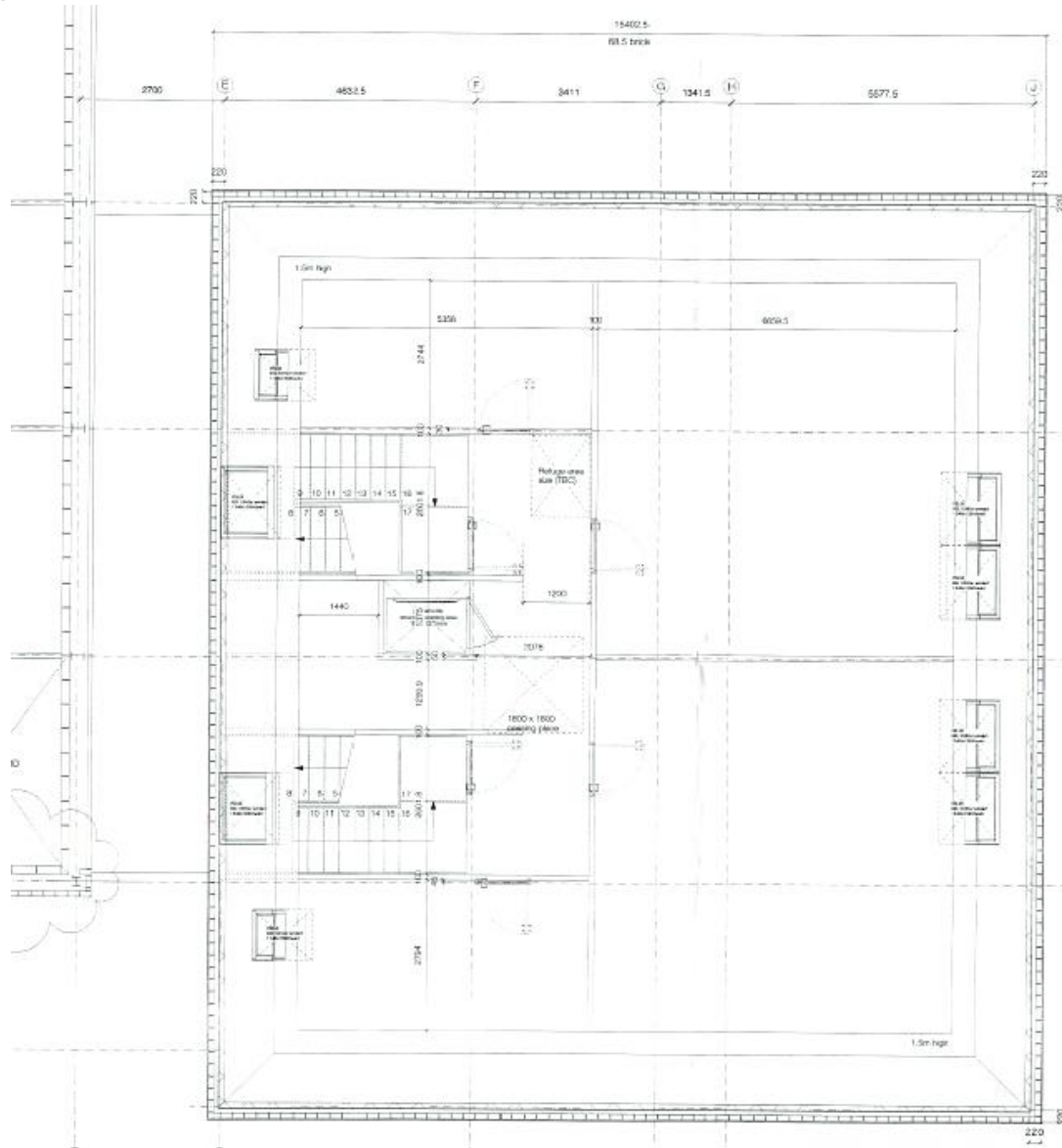


Peter Jones Building (First Floor):

* Library to right hand side of plans, now split into two classrooms.



Peter Jones Building (Second Floor):



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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