

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:	BAKER BLOCK Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Persons Consulted:	Elspeth Sanders – Bursar, Halliford School. Darren Macefield – Premises Manager, Halliford School. Andy Sessions – Assistant Caretaker, Halliford School.
Fire Risk Assessor:	Adam Webb – Risk Services Director, Hettle Andrews.
Date of Fire Risk Assessment:	16 February 2021.
Date of previous Fire Risk Assessment:	02 October 2019.
Date recommended for Review*:	February 2022.
Excluded / Inaccessible Areas:	Roof areas/ voids 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.

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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*



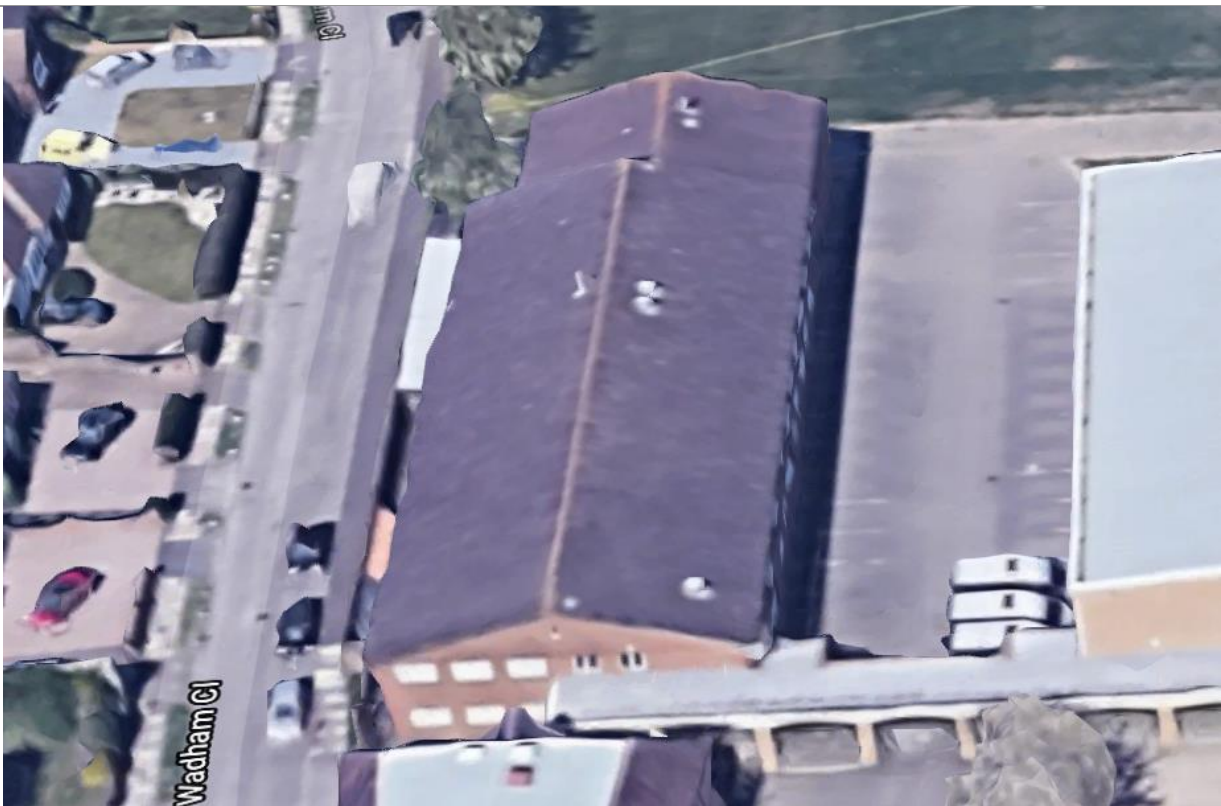
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2.0 Premises Details

Construction Materials:	Brick/block building (timber frame) with pitched tile roof. Approx. 20 years old and refurbished during summer break 2019.
No. of Floors:	Two storey.
Approx. Floor Area / Dimensions:	Approx. 45m x 18m in size.
Use of Premises:	Classrooms, offices, science labs, prep rooms.
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:



3.0 People at Risk

3.1	Max. no. people at one time:	550 approximate maximum on site, and space in this building for 400-450 if all rooms were in use, but this would never be likely. (Assumes class size of 20-24, with 1 or 2 staff in each case).
3.1.1	Employees:	Total staff head count is approx. 100, with around 30 staff likely to be in this building at one time, assuming all rooms in use, plus technicians and teaching support.
3.1.2	Members of Public:	425 pupils max. at present, increasing to 450 in September, and almost all could be accommodated within this building if all rooms were used, but this does not occur. At 50% occupancy approx. 200 pupils would be present, which is more realistic. Very few visitors to this building.
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 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"/>



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		Yes	No	N/A
Comments / Observations / Deficiencies:				
<p>Periodic inspection of the fixed electrical installation last completed 02/2015 and again following the refurbishment, in 07/2020, with all C1/C2 remedial actions confirmed as being complete 10/2020. PAT regime in place and evidence seen to confirm testing across building in 02/2020, although several items seen to have been missed in the Science labs, and some rooms appeared 'hit and miss'. ES advised that a follow-up visit have been booked, specifically for Science department, in the week commencing 29/03/2021 for around 185 items.</p> <p>Only concerns identified with regards to extension leads/ electrical adapters, was daisy-chaining of leads in room B9, which was removed/ resolved at the time of the visit, as nothing was plugged into the second extension block.</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 type="checkbox"/>	<input checked="" 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.				



	Yes	No	N/A
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 since previous FRA and open skip removed from the corner of this building, and external (lidded) bins located on perimeter wall adjacent to this building; not an ideal position but limited risk of accidental ignition.			

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 08/2020. Also arrange 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Not fitted to premises and not deemed to be necessary.				

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.				

4.8 Contractors / Hot Works

		Yes	No	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input type="checkbox"/>	<input checked="" 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, however still working to make checks and create files for all contractors.</p> <p>Induction checklist also not formally used to record discussions with contractors. Discussed as part of the H&S Audit and agreed that the HA contractor assessment and induction forms will be used going forward. (Not raised as actions, due to being 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>				



	Yes	No	N/A
No hot works completed by maintenance staff/contractors recently. Would ensure put in place hot work permit/ 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.9.2 Appropriate storage of gases under pressure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.3 Fire precautions in place during use of dangerous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.4 Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

COSHH store provided at far end of science corridor for designated/ bulk storage of these substances, and some seen to be present in the prep room, though the flammables cabinet had vents in the door and electrical sockets directly above. **(4.9.1)**
 Appropriate precautions advised as being in place during use of hazardous substances, and in line with departmental risk assessments/ working practices for such experiments.

4.10 Other Significant Fire Hazards

Description of Hazards Identified:
Gas supply and gas taps provided in science labs.
Comments / Observations / Deficiencies:
Gas isolation valve (either manual handle or stop button) provided in each lab. Not confirmed whether the gas safety checks (undertaken for boilers/ heating installations/ kitchen appliances) included the supply and gas taps/ isolation valves etc. in the science labs, however has since been advised as being booked for the May half term in 2021. (4.10.1)

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"/>



		Yes	No	N/A
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 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:

Stairwells and exits at both ends of the building. No concerns identified with regards to capacity. Fire exits also operate as the main entrances/exits from this building, and as such are always unlocked during opening hours and simply require pushing to open.

All travel distances appear reasonable and within the 'normal risk' tolerance for single/multiple escape routes (18m/45m respectively); typically less than around 20-25m from all areas, and in good condition. Fire doors present to protect escape routes, including all classrooms/ science labs, however concerns were identified with regards to a couple of doors. **(5.1.9)**

Outer rooms confirmed to be free from significant fire hazards and featured automatic detection and emergency lighting.

No disabled persons employed/ present routinely, and would be tackled if/when it became relevant and appropriate measures put into place.



5.2 Measures to Limit Fire Spread

		Yes	No	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Construction and compartmentation of the premises in good order and in sound condition. Wall/ ceiling linings confirmed to be plaster, or brick/block, and no breaches/ damage identified.				

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Emergency lighting seen to be present at or near to fire exits, throughout all escape routes and stairwells, and inside of most rooms. No concerns on this front. External emergency lighting not seen to be present outside final exit doors, though both would be within view of surrounding buildings and/or street lighting, and interior units would carry through glass exit doors, 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. <i>fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Fire exit signage present at all final exit doors, and throughout escape routes to identify location of final exits/ direction of escape. Vastly improved since previous FRA, due to refurbishment being finalised at time of last visit.				



	Yes	No	N/A
Supplementary fire signage also seen to be in good order, on fire doors, gas isolators, extinguishers, and Fire Action Notices.			

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5.5 Remote transmission/monitoring of fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

Break-glass call points present at fire exits and storey exits/ stairwells.
Automatic fire detection present throughout the premises, within escape routes and high risk rooms (e.g. science labs, prep room), but not within the COSHH store or server room; this may be due to the interconnected nature of labs making them part of the escape route, and an L4 system has been installed. **(5.5.2)**
Smoke detector in one lab also advised to be changed to a heat detector. **(5.5.4)**
No remote monitoring of fire alarm, audible system installed, but within residential area and alarm raised out of hours is likely to be noticed.
No concerns identified with regards to audibility of alarm and sounders seen to be present throughout building.

5.6 Fire Extinguishing Appliances / Systems

	Yes	No	N/A
5.6.1 Reasonable provision of portable fire extinguishers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.2 Fire extinguishers visible, accessible and highlighted/signposted?	<input type="checkbox"/>	<input checked="" 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"/>



		Yes	No	N/A
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
Foam/Water extinguishers provided within escape corridors/ stairwells. Fire blanket, sand bucket and CO2 extinguisher provided within each science lab (CO2 unit missing from new lab on first floor opposite stairs). (5.6.1) FEA's also seen to be on the floor in a number of the science labs and the prep room. (5.6.2)				

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:				
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 about a phone call, instead. 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.				

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"/>



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		Yes	No	N/A
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 Policy as a fire action notice and instructions for the assembly point, and a further evacuation procedure document provides further detail. The school operates an 'all-out' procedure, with staff checking rooms along the escape route and a roll call is then completed at the assembly point.</p> <p>Roll call completed to confirm full evacuation, including staff, pupils and visitors.</p> <p>Fire trolley in Reception (taken to assembly point) includes; hi-vis jacket, keys, pens, whistle, registers, loudhailer. 999 call made.</p> <p>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>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"/>



		Yes	No	N/A
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 checked="" type="checkbox"/>	<input 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, though this doesn't include practical use of an extinguisher. **(6.3.11)**

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 03/2020 (follow-up call completed post-visit, hence the date of this). Time recorded from raising alarm to 'all clear' and safe to return to building was 6:50 seconds. Building is empty in a much shorter scale, however.

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



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		Yes	No	N/A
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 type="checkbox"/>	<input checked="" 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 this was somewhat 'hit and miss' throughout 03/2020 to 01/2021 (coinciding with national lockdowns due to COVID-19). Service visits for alarms confirmed as being completed in 06/2020 and 12/2020. **(6.4.2)**

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 full duration discharge test on record completed in 07/2020 (known to have been completed in October or December, however).

Fire extinguishers across site last inspected in 10/2020.

Fire Doors and Means of Escape survey completed monthly up to 04/2020, also covering signs. Separate reports/ inspection records also seen for; 02/2020 listing multiple faults with fire doors; door closers and battery replacements; though these checks seem to be overdue. **(6.4.5)/(6.4.9)**

Lightning Protection System (PC Centre, Sports Hall, Theatre) – checked 01/2020 and 01/2021 cancelled (COVID); being rescheduled shortly.

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 type="checkbox"/>	<input checked="" 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 or were available for training, drills and fire alarm tests.

No records available/ seen to be present for any of the emergency lighting tests since 07/2020. **(6.5.4)**

Records exits for other areas/checks, however the issues are the lack of checks being completed as opposed to the format or content of the records held.



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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.
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 dependent on the fire hazards and there are no significant concerns in the management of these, however, owing to this building housing the fire department and with it, significant fire hazards within the labs, and stores of flammable/hazardous substances, this is rated as 'Medium'. Potential consequences are rated as 'Slight Harm' however, due to a good level of automatic fire detection and multiple escape routes being available, which are largely protected by passive fire protection. The overall fire risk rating is therefore 'Tolerable', though we would of course encourage you to review and implement the actions outlined in the next section.



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

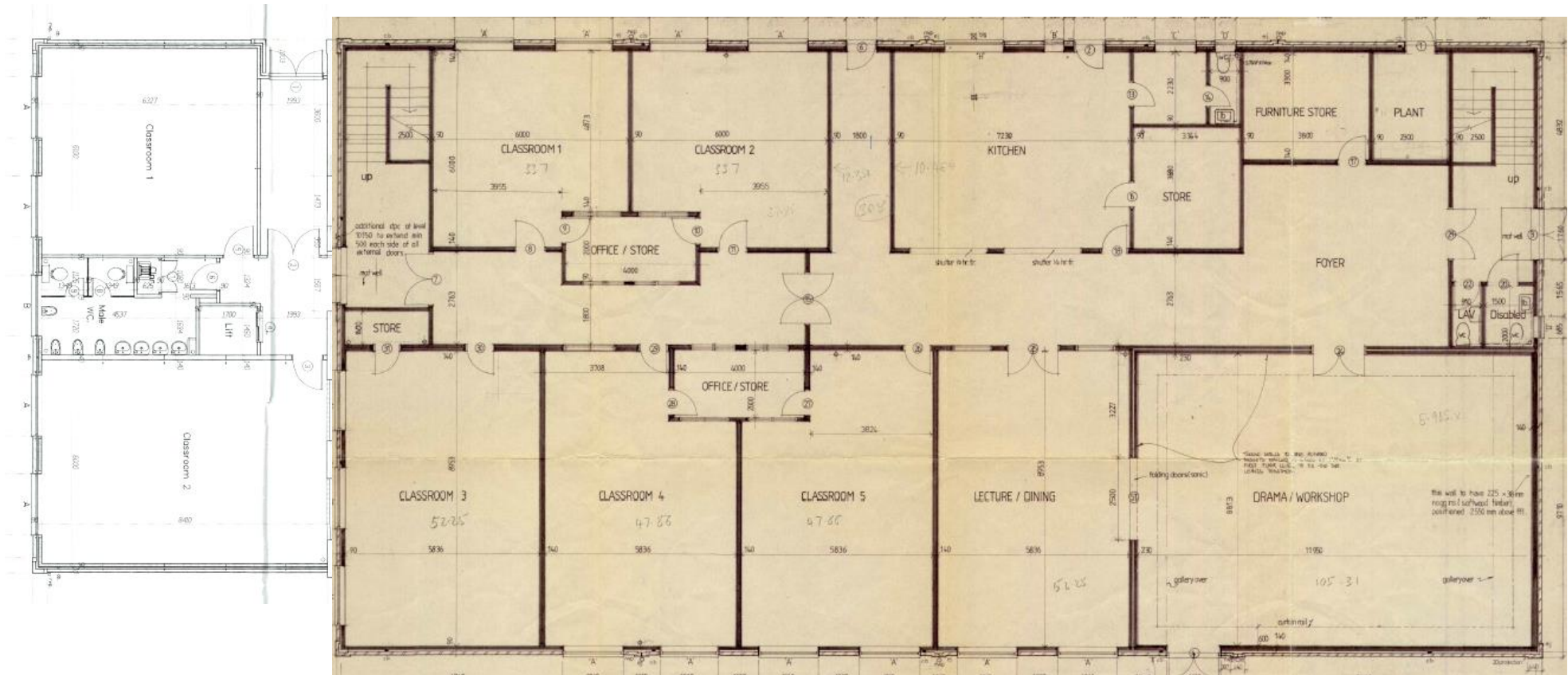
Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
4.9.1	Dangerous Substances	Ventilation holes in the doors of the flammables cabinet, in the science prep room. Also saw flammable aerosols on worktops/ shelves.	Replace flammables cabinet so as vents do not allow potentially flammable fumes to escape, or relocate so as this is away from sources of ignition such as the electrical sockets directly above it. All flammable materials should be stored within the flammables cabinet.		3	
4.10.1	Other Fire Hazards	Ensure gas safety checks undertaken for the gas supply and taps/ isolation valves etc. in the science labs.	Gas safety checks should be arranged for the science labs, and are understood to be booked for May 2021.		3	
5.1.9a	Means of Escape	Fire door present to room B3 had damage to the door leaf itself and a crack in the vision panel. Thus limiting its effectiveness in containing fire emanating from this room.	It is unlikely that repairs will be easy to complete, and as such a new fire door may be required. Regardless, this should be returned to FD30S specification or replaced with an appropriate door.		3	
5.1.9b	Means of Escape	The fire door to science lab SCI-4 is not closing fully and is therefore limited in its ability to confine a fire to this room should one break out.	Adjustment/ repair is required to this door to ensure it closes fully when dropped shut.	<i>If, for example, any material is planed off the door leaf, you should ensure that the gap around the edge remains between 2-4mm.</i>	2	
5.5.2	Means to Give Warning of Fire	Automatic fire detection present throughout escape routes and majority of high risk rooms, but not all.	Automatic fire detection would be desirable in the remaining rooms with a higher fire inception risk present, i.e. the COSHH store and server room (opposite SCI-1).		4	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.5.4	Means to Give Warning of Fire	All but one of the science labs have heat detectors fitted, with one having a smoke detector, making it more susceptible to false alarms/ accidental activation of the fire alarm.	The smoke head currently present in lab SCI-1 should be replaced with a heat detector.		4	
5.6.1	Fire Extinguishing Appliances	Fire blanket, sand bucket and CO2 extinguisher provided within each science lab, however the CO2 unit was missing from one lab.	An additional CO2 fire extinguisher should be installed in the new lab on the first floor, opposite the stairs/ on the rear of the building.		3	
5.6.2	Fire Extinguishing Appliances	Several rooms (primarily science labs and prep room) had extinguishers stood on the floor.	Extinguishers being freestanding on the floor makes them more susceptible to damage and to being moved/ relocated/ lost. FEA's in this building should be reviewed and efforts should be made to ensure they are all on a wall hook or extinguisher stand, with appropriate signage also being affixed.		3	
6.3.11	Instruction and Training	Section 6.0 'Management of Fire Safety' has been completed on a 'site-wide' basis, and the recommendations listed here are outlined in the Main House FRA report of the same date, in order to avoid repetition in each of the building's reports.			2	N/A
6.4.2 6.4.5 6.4.9	Testing and Maintenance				2	N/A
6.5.4	Records				4	N/A

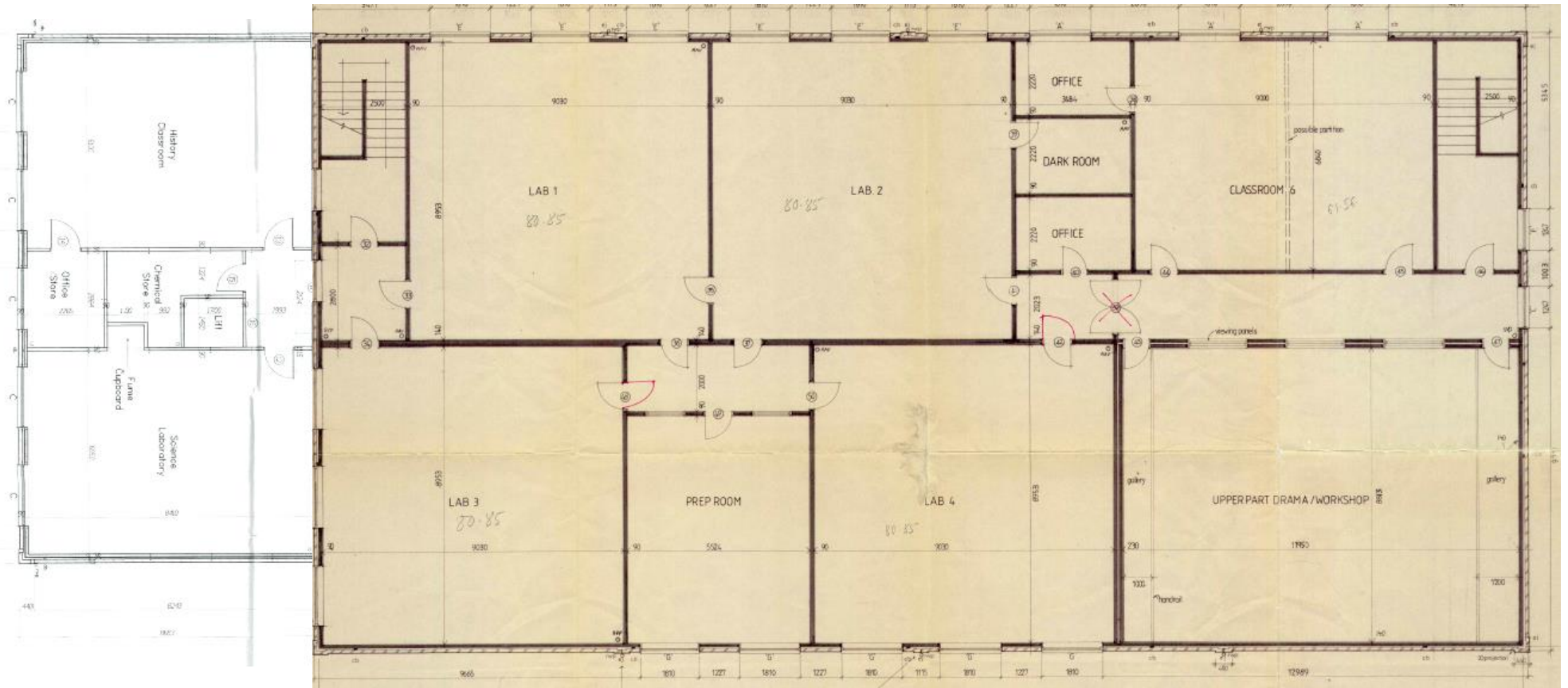
Appendices

Appendix 1: Floor Plans

Ground Floor



First 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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