

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:	COTTAGE, THEATRE & DINING HALL 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 spaces and voids not able to be accessed and any spaces/voids under pitcher/ tiered seating etc. also not able to be seen. As such these areas are excluded from the scope of this fire risk assessment.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005. Building Regulations 2010 and associated guidance. Fire safety risk assessment: educational premises. Fire safety risk assessment: small and medium places of assembly.

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

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

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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*



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2.0 Premises Details

Construction Materials:	Brick/block and pitched tile roof to both buildings. Cottage is older building with timber floor/stairs, adjoining the more modern Theatre/Dining Hall building at first floor level, which is a mixture of pitched tile and profiled metal roof.
No. of Floors:	Two-storey to Cottage, with three overlapping storeys (due to the pitch of the tiered seating in the Theatre) to the Dining/Theatre building.
Approx. Floor Area / Dimensions:	Approx. 47m x 18m max. size (on longest edges of building, which is an irregular shape).
Use of Premises:	Classrooms, offices, control room and theatre, dining hall and kitchens, offices/stores on basement/lower ground floor level.
Neighbouring Premises / Area:	Surrounding area is primarily residential premises.
Hours of Use:	Monday to Friday approx. 7:30am to 7:00pm. Saturday use of dining hall sometimes, approx. 8:00am to 2:00pm, for sports fixtures. Occasional evening events/ hires too (primarily in the theatre).
Enforcing Authority:	Surrey Fire and Rescue Service.
Fire & Rescue Service Location:	2 x fire stations within 2-3 miles of site; approx. 8-10 minutes away. (Chertsey and Walton).
Previous Fire Loss Experience:	None.

Photograph / Aerial View of Premises:



3.0 People at Risk

3.1	Max. no. people at one time:	550 typically on site at one time, most of whom will use this building at some point. Maximum capacity of individual spaces: <ul style="list-style-type: none"> - Dining Hall: 140 seated (approx.), though only set up for around 40 at present due to COVID-19. - Theatre: 180 seated capacity.
3.1.1	Employees:	Varies widely throughout day, with 100 approx. head-count for all staff on site, but only between 10-20 for most of the time.
3.1.2	Members of Public:	425 pupils (max.) increasing to 450 in September, or parents/ public attending events or performances. Limits are as per the maximums set out above.
3.1.3	Sleeping Occupants:	None.
3.1.4	Disabled Persons: <i>(incl. temporary disablement)</i>	None employed/ in attendance at School regularly, and if attending an event would be confined to accessible areas that can be easily evacuated, with staff support if necessary.
3.1.5	Lone/Remote Workers:	Premises Manager on-site for the first 20 minutes of day, and after hours when locking-up. Anyone 'working late' could be alone for a period of time too, but no high-risk works activities undertaken during 'lone working'.
3.1.6	Children or Young Persons:	Pupils, as above.
3.1.7	Others at a higher level of risk: <i>(e.g. contractors/ hirers/ expectant mothers/ elderly)</i>	None known.

4.0 Fire Hazards

4.1 Electrical Installation / Appliances / Leads

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



	Yes	No	N/A
Comments / Observations / Deficiencies:			
Periodic inspection of the fixed electrical installation last completed 08/2019 and remedial actions confirmed as being complete in 03/2020. PAT regime in place and evidence seen to confirm testing in 02/2020. Personal items included if they are present during testing. No concerns identified with regards to extension leads/ electrical adapters.			

4.2 Smoking

	Yes	No	N/A	
4.2.1	Smoking prohibited inside premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.2	Smoking prohibited on the ground/site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.3	Smoking area provided/ means to dispose of smoking materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2.4	'No Smoking' policy appears to be observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
No smoking site, staff smokers leave site if they wish to smoke.				

4.3 Arson

	Yes	No	N/A	
4.3.1	Reasonable security to site perimeter and/or buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.2	Security systems / deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.4	Waste bins stored away from buildings or secured/protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
Perimeter wall or fence to all sides and gated access (front/side gates) are locked when not in use. Reliant on perimeter security, and doors open during day; physically locked at night. Intruder alarm on all buildings. CCTV also in place externally on the corners of buildings and at access gates. Combustible materials/ waste not adjacent to this building; external (lidded) bins located on perimeter behind Baker Block.				



4.4 Portable Heaters / Heating Installations

		Yes	No	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.3	Combustible materials away from portable heating appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>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. Catering appliances also inspected/ serviced 08/2020, including gas safety checks. Portable heaters not noted as being present, but electric radiators or fan heaters would be the only type if needed.</p>				

4.5 Cooking / Kitchens

		Yes	No	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.6	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Good housekeeping/ cleanliness and appliances subject to check/inspection last in 08/2020, including gas safety checks. Electrical appliances subject to PAT. Gas isolation button/ GasGuard system present. Extract filters removed and cleaned periodically, and inspection/ cleaning of extract ductwork is booked for 08/04/2021, due to the annual check being missed and rescheduled (not thought to be a significant concern due to lack of use over past year). There are deep fat fryers present in the kitchen but no means of extinguishing such a fire currently. (4.5.6)</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
Comments / Observations / Deficiencies:			
Fitted and subject to annual maintenance visits to check/ test this, and the others on site.			

4.7 Housekeeping / Combustibles

	Yes	No	N/A
4.7.1	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.7.4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:			
Significant accumulation of combustible materials in one of the lower ground floor storerooms, which appears to be a drama/ costume store, however there is a fire door to the room, smoke detection present, and no significant ignition sources aside from light fittings. Combustible materials also seen to be located within plant room in one location. (4.7.4)			

4.8 Contractors / Hot Works

	Yes	No	N/A
4.8.1	<input type="checkbox"/>	<input checked="" 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"/>
Comments / Observations / Deficiencies:			
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. 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). 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/ 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:				
Concerns identified in a couple of locations with regards to large amounts of combustibles in a storeroom that also have charging of tools/ workshop items present, and over proximity. Also seen within open offices on shelves, and not in flammables cabinets as required. (4.9.1)				

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Battery charging hand tools and workshop/ grinding wheel etc. seen to be in lower ground floor storeroom.	Room in question has fire detection present, but also significant amounts of flammable materials (some in close proximity), which needs to be resolved. (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"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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		Yes	No	N/A
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Front and rear exits in the Cottage, four directions of escape from the Theatre and two escape routes from the lower ground floor.
 Marquee added to dining hall increases escape routes, and blocks doors from opening fully. **(5.1.4)**
 Escape route through backstage theatre stairs, from the cottage to theatre, also seen to be obstructed. **(5.1.11)**
 Travel distances appear reasonable and within the 'normal risk' tolerance for single/multiple escape routes (18m/45m respectively).
 Fire doors present to protect escape routes, however concerns identified with regards to multiple doors. **(5.1.9)**
 Outer rooms confirmed to be free from significant fire hazards and featured automatic detection and emergency lighting.
 No disabled persons employed/ present routinely, but disabled access is limited to the ground floor. Would be tackled if/when it became relevant and appropriate measures put into place.

5.2 Measures to Limit Fire Spread

		Yes	No	N/A
5.2.1	Compartmentation of reasonable condition (based on visual inspection of the premises)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.2	Wall/floor/ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	Fire dampers provided (as far as can be ascertained) to protect means of escape against passage of fire/smoke/combustion products?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

Generally buildings in very good condition, and prior concerns over compartmentation had been addressed. Plaster or brick/block walls, and plaster or suspended ceilings with fire-rated tiles (advised 30-minutes).



	Yes	No	N/A
On the lower ground floor there are pipes passing between rooms and corridors, though these are sealed on at least one side. Not able to confirm the presence or otherwise of dampers in ventilation systems.			

5.3 Emergency Escape Lighting

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

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:			
Fire exit signage present at all final exit doors, and directional signage present throughout escape routes/ stairwells etc., other than one of the marquee exits and the lower ground floor corridor. (5.4.1)/(5.4.2) Supplementary fire signage seen to be in place, but a few areas were identified where Fire Action Notices were either missing or obscured and not able to be seen. (5.4.3)			

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"/>



		Yes	No	N/A
5.5.3	Automatic fire detection in place (only part of premises)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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:				
<p>Break-glass call points present at final exit doors, plant room, and at changes of level from lower ground floor to ground, on stairs at first floor level, as well as the joining door to/from Cottage and Theatre. The call points in the dining hall were obscured, however. (5.5.1)</p> <p>Automatic detection present throughout escape routes, and most other rooms, including classrooms in the Cottage, Theatre (including void detection under the theatre seating), and dining hall and kitchens, plant room and lower ground floor storerooms.</p> <p>No remote monitoring of fire alarm, audible system installed, but within residential area and alarm raised out of hours is likely to be noticed.</p> <p>No concerns identified with regards to audibility of alarm and sounders seen to be present throughout building.</p>				

5.6 Fire Extinguishing Appliances / Systems

		Yes	No	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Water-based and/or CO2 extinguishers present in escape routes/ stairs.</p> <p>Additional Powder extinguishers in the boiler and plant rooms.</p> <p>Foam/CO2 extinguishers and fire blankets provided in kitchens, but no means of extinguishing a fat fire, as detailed earlier. No fire suppression to offset this risk either. (5.6.4)</p> <p>Other concerns included extinguishers that were obscured/ inaccessible, or freestanding on the floor. (5.6.2)</p>				



6.0 Management of Fire Safety

6.1 Management Arrangements

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

6.2 Evacuation Procedures

		Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Emergency evacuation procedures are outlined in the Fire 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>				



	Yes	No	N/A
<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"/>
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:				



	Yes	No	N/A
<p>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.</p> <p>Fire marshals appointed (4) and completed iHasco fire marshal training, though this doesn't include practical use of an extinguisher. (6.3.11)</p> <p>Someone takes fire pack/ bag with contact names and numbers, log book, hi-vis jacket, map of site (gas/electric shutoffs included), policy/evacuation plan and hire agreement to assembly point.</p> <p>Evacuation of disabled persons not applicable at present, but formal PEEP compiled if/when becomes necessary, and appropriate training will be provided.</p> <p>Termly drills completed; last in 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.</p> <p>Visitors to site sign in upon arrival and generally accompanied by staff, and evacuation protocols state they will be directed by staff of the school, an included in roll call.</p>			

6.4 Testing / Maintenance

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



	Yes	No	N/A
<p>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)</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 full duration discharge test on record completed in 07/2020 (known to have been completed in October or December, however).</p> <p>Fire extinguishers across site last inspected in 10/2020.</p> <p>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)</p> <p>Lightning Protection System (PC Centre, Sports Hall, Theatre) – checked 01/2020 and 01/2021 cancelled (COVID); being rescheduled shortly.</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 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:				
<p>Records seen to be in place or were available for training, drills and fire alarm tests.</p> <p>No records available/ seen to be present for any of the emergency lighting tests since 07/2020. (6.5.4)</p> <p>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.</p>				



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 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 checked="" 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 type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input checked="" type="checkbox"/>	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' (which is somewhat misleading as this building would never likely be rated below this), however it stands, as it does not reach the threshold of creating a significant increase in the risk of fire, due to concerns relating to inadequate controls over flammable substances in one particular area, and not multiple failings. The rest of the fire hazards were acceptable.

Potential consequences have been rated as 'Moderate Harm' due to there being some concerns over escape routes in a couple of areas and potential extinguishing of a fire in the kitchen (the most likely source of fire), which together with the recent lack of testing for fire safety systems support this rating.

The current fire risk rating is therefore 'Moderate' which reflects the need for additional work.



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	There is a build up of combustible materials within the plant room at second floor level in the theatre, seemingly drama props etc. which cannot fit in the storerooms elsewhere in the building.	This is a plant room and not a storeroom and such items should be removed and relocated to a designated drama storeroom.		3	
4.9.1a	Dangerous Substances	Flammable substances seen to be stored on an open shelf in an office at second floor level behind the theatre. The door to this room was also left open into the escape corridor.	These flammables should be relocated to an appropriate storeroom or put into a designated cupboard/ cabinet, and the door to the room should be closed at all times, and staff in this area should be advised of this requirement.		2	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
4.9.1b	Dangerous Substances	Significant amounts of flammable materials are being stored within a storeroom which appears to double as a workshop.	Should this room be left in its current format, these substances will need to be stored within a flammables cabinet, or the ignition sources within the room (i.e. the tools/ workbenches etc.) should be enclosed in a separate inner room (to be built) or removed from this room entirely.		2	
4.9.1 4.10.1	Dangerous Substances Other Fire Hazards	Flammable substances and combustible materials stored on sideboard/ worktop adjacent to grinding wheel, and in close proximity, as well as battery charging for hand tools etc. and room also has no ventilation/ extraction in place for this type of work.	Should this room remain in use as a workshop, the section of the room should be enclosed and appropriate extraction or ventilation should be included, to ensure a safe working environment. It may be easier to remove such equipment from this room entirely and relocate it.		1	
5.1.4	Means of Escape	The above double doors which now go into the marquee do open in the direction of escape, however due to the raised level of the marquee floor, they cannot open fully.	At all times when the dining hall is in use, these double doors must be held in an open position securely, so as there is immediate and free passage into the marquee and to the final exits in this location. The servery or any tables/chairs can also not be present in front of these doors, they should be completely clear, as an emergency escape route.		2	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.9a	Means of Escape	The fire door to the room on the at the foot of the stairs in the Cottage (on the right when entering the front door of cottage) has no self-closing device.	A self-closing device should be fitted to this door to ensure that it remains closed and protects the adjacent stairwell and fire exit from a fire emanating from this room.		3	
5.1.9b	Means of Escape	The fire door to the control room on second floor of the theatre has a faulty self-closing device.	Repair/ adjustment is required to ensure that this door closes fully and protects the adjacent fire escape corridor.		3	
5.1.11	Means of Escape	Within the theatre stairs (backstage) there are items stored on the escape route, including movable trolleys between ground and first floor.	Any storage on this route should be fixed in place and should ensure an absolute minimum of 750mm width is maintained at all times, and nothing in these areas shall be movable/ portable due to the risk of it becoming an obstacle on the escape route.		2	
5.4.1	Signs and Notices	Within the dining hall marquee, signs should be present above both of the double doors pictured below, which is not currently the case.	A 'Fire Exit' and running man sign should be added above the right hand exit pictured below, and the opposite ends should not be utilised as primary exits due to opening inwards (due to the steps) and half of the door needing to be locked (by the railing/ramp).		3	

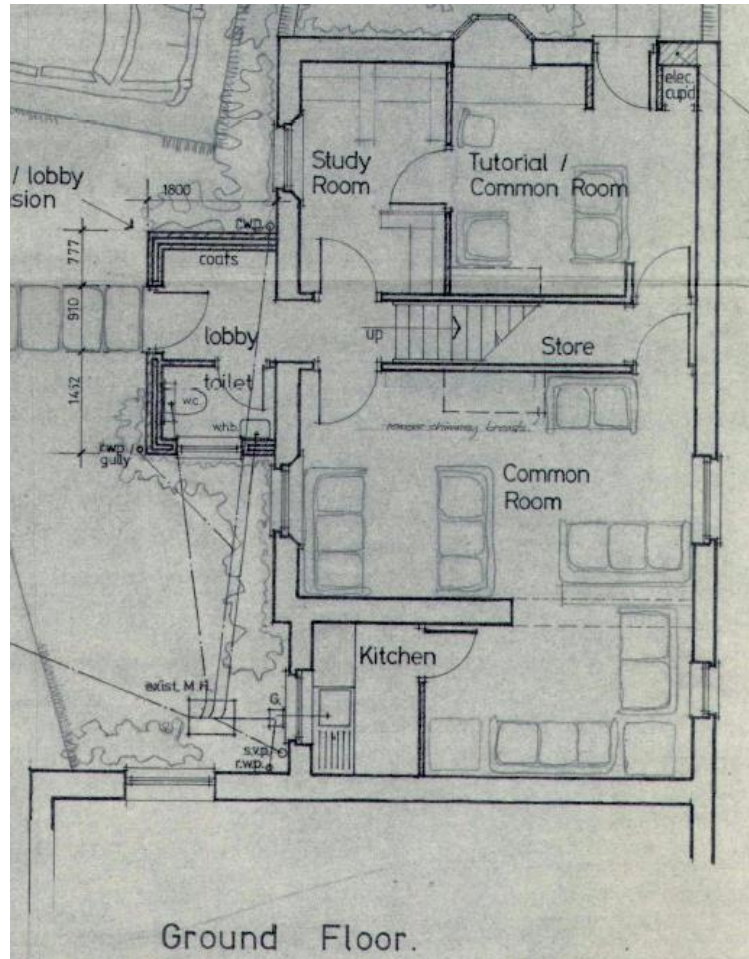
Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.4.2	Signs and Notices	Within the lower ground floor corridor, there is no fire signage at the end of the corridor to confirm an exit is available at this end of the building.	A 'fire exit' and running man sign should be installed at the end of this corridor to highlight the fact there is a fire exit at this end of the building, past the boiler room.		3	
5.4.3	Signs and Notices	No fire action notice was present at the fire alarm call point/ rear exit from the kitchen.	A 'Fire Action Notice' should be installed in this location (currently the only one in the kitchen is hidden behind the catering trolleys referred to above).		4	
5.5.1 5.4.3	Means to Give Warning of Fire & Signs and Notices	The break-glass call point and fire action notice at the rear exit from the dining hall is obscured behind catering trolleys.	Catering trolleys should be removed from this area so as the call point and signage are clearly visible.		4	
5.5.1 5.4.3 5.6.2	Means to Give Warning of Fire & Signs and Notices & Fire Extinguishing Appliances	The break-glass call point and fire action notice at the main exit from the dining hall, as well as the fire extinguishers are obscured behind a plant.	The plant should be removed from this area so as the fire signs, alarm call point and firefighting equipment can be easily accessed at all times.		3	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.4.3 5.6.2	Signs and Notices & Fire Extinguishing Appliances	Catering trolleys in the kitchen are obscuring the fire extinguishers and fire blanket, having been flagged as a concern in previous years too.	These trolleys need to be removed or the extinguishers relocated as a matter of urgency, to ensure that they can be accessed in the event of a fire in the kitchen.		2	
4.5.6 5.6.4	Fire Extinguishing Appliances	There are deep fat fryers present in the kitchen but no means of extinguishing such a fire currently.	A wet chemical fire extinguisher must be provided within close proximity of the fryers, or an automatic fire suppression system should be installed, to ensure that such a fire can be quickly and permanently extinguished.		1	
5.6.2	Fire Extinguishing Appliances	The Foam fire extinguisher in the small corridor behind the theatre at second floor level was seen to be freestanding on the floor.	Extinguishers on the floor are more susceptible to damage or being moved/lost, especially as this would be a thoroughfare/ escape route to and from the top level of the theatre. This should be affixed to a wall hook or fire extinguisher stand.		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

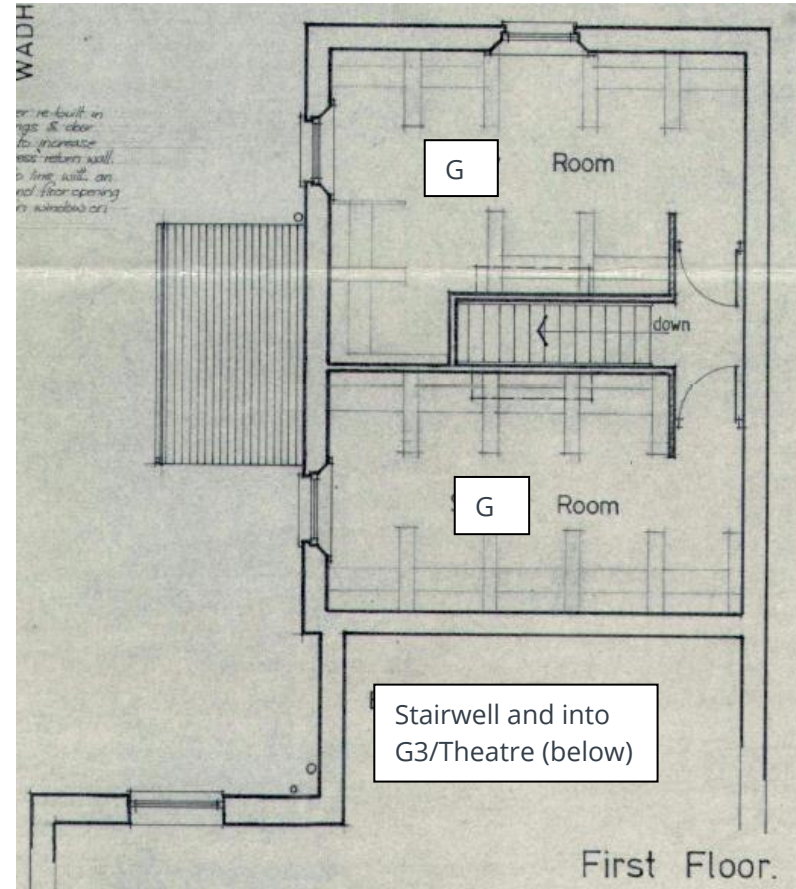
Appendices

Appendix 1: Floor Plans

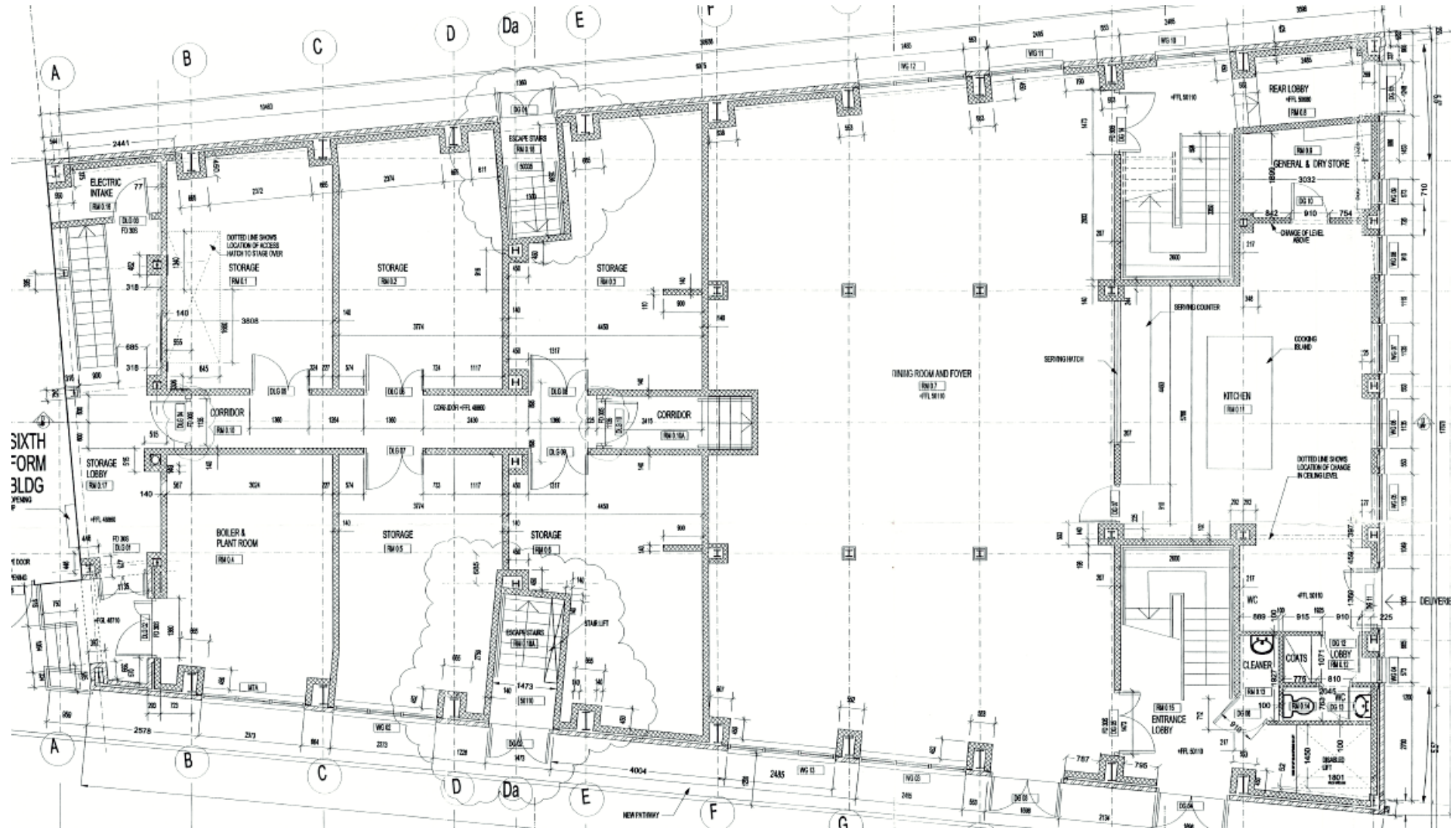
The Cottage (Ground Floor):



The Cottage (First Floor):



Theatre & Dining (Lower Ground / Ground Floor):



Theatre & Dining (Ground / First Floor):



Theatre & Dining (First / Second Floor):



Appendix 2: Use of Data

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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