Fire Risk Assessment

Halliford School

Fire Risk Assessment

1.0   General Information

Organisation / Responsible Person:	Halliford School.
Industry / Trade:	Independent day school for boys aged 11-18 years, and girls aged 16-18 years.
Premises Address:	**MAIN HOUSE** 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:	Exam store on the intermediate landing between Ground and First floor was locked/ inaccessible. Roof spaces/ voids also not accessed during the site inspection, and as such are also excluded from the scope of this fire risk assessment.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005. Building Regulations 2010 and associated guidance. Fire safety risk assessment: educational premises.

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

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

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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.

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2.0   Premises Details

Construction Materials:	Brick/ block building with pitched tile roof and timber floors/stairs. Approx. 150 years old. Small single storey extension (brick/block construction) to side of building.
No. of Floors:	Three storey to original house, two storey and single storey sections, plus basement.
Approx. Floor Area / Dimensions:	Approx. 36m x 11m in size (max. dimensions).
Use of Premises:	Reception, offices, staff room and staff kitchen, meeting rooms, post room and reprographics, matrons office/ sick bay, classrooms to top floor, basement and other store rooms.
Neighbouring Premises / Area:	Surrounding area is primarily residential premises.
Hours of Use:	Monday to Friday approx. 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:

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3.0 People at Risk

3.1	**Max. no. people at one time:**	Max. on site typically 550 typically, increasing temporarily during events/performances. This building approx. **50-100** persons dependent on whether second floor classrooms in use.
3.1.1	Employees:	**15-20** max. for majority of time, increased if staff room in use during breaks. *(Total staff head count 90-100).*
3.1.2	Members of Public:	Pupils primarily, max. 425 at present, increasing to 450 from September. Within this building, limited to 3-4 classes (class size 20-24), so potentially **60-80** pupils, plus occasional visitors *(Events/ performances etc. not held in 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 alone for period of time, but no high-risk work activities undertaken during 'lone working'.
3.1.6	Children or Young Persons:	Pupils, as above.
3.1.7	Others at a higher level of risk: *(e.g. contractors/ hirers/ expectant mothers/ elderly)*	None known.

4.0 Fire Hazards

4.1 Electrical Installation / Appliances / Leads

		Yes	No	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	☒	☐	☐
4.1.2	Remedial actions from periodic inspection completed?	☒	☐	☐
4.1.3	Portable appliance testing (PAT) regime in place?	☒	☐	☐
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	☒	☐	☐
4.1.5	Use of extension leads and adaptors subject to limitation?	☒	☐	☐
Comments / Observations / Deficiencies:				

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	Yes	No	N/A
Periodic inspection of the fixed electrical installation last completed 09/2018 and remedial actions confirmed as being complete. PAT regime in place and evidence seen to confirm testing across building 02/2020. One or two items appear to have been missed, but vast majority completed. Personal items tested if present during visit. No concerns identified with regards to extension leads/ electrical adapters.			

4.2   Smoking

		Yes	No	N/A
4.2.1	Smoking prohibited inside premises?	☒	☐	☐
4.2.2	Smoking prohibited on the ground/site?	☒	☐	☐
4.2.3	Smoking area provided/ means to dispose of smoking materials?	☐	☐	☒
4.2.4	'No Smoking' policy appears to be observed?	☒	☐	☐
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?	☒	☐	☐
4.3.2	Security systems / deterrents in place?	☒	☐	☐
4.3.3	Combustible materials near to buildings limited or protected from ignition by outsiders?	☒	☐	☐
4.3.4	Waste bins stored away from buildings or secured/protected?	☒	☐	☐
Comments / Observations / Deficiencies:				
Perimeter wall or fence to all sides and gated access (front/side gates) are locked when not in use. Reliant on site perimeter security, and doors open during day; physically locked at night. Intruder alarm on all buildings, with Main House being remotely monitored. CCTV also in place externally on the corners of buildings and at access gates. Combustible materials/ waste not adjacent to this building; external (lidded) bins located on perimeter behind Baker Block.				

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4.4 Portable Heaters / Heating Installations

		Yes	No	N/A
4.4.1	Heating installation subject to servicing, inspection, safety checks?	☒	☐	☐
4.4.2	Use of radiant bar / LPG-fired portable heaters avoided?	☒	☐	☐
4.4.3	Combustible materials away from portable heating appliances?	☒	☐	☐

Comments / Observations / Deficiencies:

Gas fired central heating and gas safety check/ boiler service advised as being complete 08/2020, and ticket on boiler dated 07/2020. 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?	☒	☐	☐
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	☒	☐	☐
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	☐	☐	☒
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	☐	☐	☒
4.5.6	Suitable firefighting equipment / extinguishers present?	☒	☐	☐

Comments / Observations / Deficiencies:

No commercial/ domestic kitchens present in this building. Staff kitchens on ground and first floor include toaster, microwave, kettle etc. and all such appliances subject to PAT.
Good housekeeping/ cleanliness and CO2 extinguisher and fire blanket present too.

4.6 Lightning

		Yes	No	N/A
4.6.1	Lightning protection system installed on the premises?	☐	☒	☐

Comments / Observations / Deficiencies:

Not fitted to Main House, and though not advised as being required, it is present on other taller buildings on site. Main House has no significant prominence compared to surrounding buildings, however, and no or additional risk factors. No formal action/ recommendation raised in this regard.

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4.7 Housekeeping / Combustibles

		Yes	No	N/A
4.7.1	Housekeeping practices of an adequate standard?	☒	☐	☐
4.7.2	Combustible materials away from ignition sources?	☒	☐	☐
4.7.3	Large accumulations of combustible materials avoided?	☒	☐	☐
4.7.4	Appropriate storage of combustible materials?	☒	☐	☐

Comments / Observations / Deficiencies:

Good housekeeping and no concerns identified with regards to the location/storage/volume of combustible materials, albeit there are significant amounts in some areas.

4.8 Contractors / Hot Works

		Yes	No	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	☐	☒	☐
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	☒	☐	☐
4.8.3	Appropriate supervision of contractors during/after hot works?	☒	☐	☐

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?	☒	☐	☐
4.9.2	Appropriate storage of gases under pressure?	☐	☐	☒

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		Yes	No	N/A
4.9.3	Fire precautions in place during use of dangerous substances?	☐	☐	☒
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	☐	☐	☒
Comments / Observations / Deficiencies:				
No significant storage of flammable materials in this building. Occasional bottles of alcohol based (flammable) hand gel, but no significant concerns identified. Any dangerous substances or flammable gases etc. are stored elsewhere on site.				

4.10   Other Significant Fire Hazards

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

5.0   Protective Measures

5.1   Means of Escape

		Yes	No	N/A
5.1.1	Suitable capacity and design of escape routes?	☒	☐	☐
5.1.2	Adequate provision of fire exits?	☒	☐	☐
5.1.3	Fire exits open easily and immediately?	☒	☐	☐
5.1.4	Fire exits open in the direction of escape, where necessary?	☒	☐	☐
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	☒	☐	☐
5.1.6	Satisfactory means of securing fire exits?	☒	☐	☐
5.1.7	Reasonable distances of travel (single direction of travel)?	☒	☐	☐
5.1.8	Reasonable distances of travel (multiple directions of travel)?	☒	☐	☐
5.1.9	Suitable protection of escape routes? *(e.g. passive fire protection)*	☐	☒	☐
5.1.10	Suitable fire precautions for inner rooms?	☒	☐	☐

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		Yes	No	N/A
5.1.11	Escape routes unobstructed?	☒	☐	☐
5.1.12	Escape stairs/handrails (internal/external) in good condition?	☒	☐	☐
5.1.13	External fire escapes/walkways in good condition and undamaged?	☒	☐	☐
5.1.14	Reasonable means of escape for disabled persons?	☐	☐	☒

Comments / Observations / Deficiencies:

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

5.2 Measures to Limit Fire Spread

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

Comments / Observations / Deficiencies:

Construction and compartmentation of the premises in good order and in sound condition, above ground, however a few areas identified in the basement where services pass through walls/ floors. **(5.2.1)**
Wall/ ceiling linings confirmed to be plaster or brick/block, throughout, and in good condition.

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5.3   Emergency Escape Lighting

		Yes	No	N/A
5.3.1	Emergency escape lighting in place at/near fire exits?	☐	☒	☐
5.3.2	Emergency escape lighting in stairwells/lobbies/change of direction?	☐	☒	☐
5.3.3	Emergency escape lighting in place externally, where necessary?	☒	☐	☐

Comments / Observations / Deficiencies:

Emergency lighting seen to be present at or near to fire exits, other than main entrance and treatment room/ matrons office area. **(5.3.1)**
Emergency lighting also present throughout escape routes, though lacking in rooms that form part of the escape route by virtue of being an outer room or having a cut-through. **(5.3.2)**
External emergency lighting is lacking outside final exits to this building, however adequate 'borrowed' lighting appears to be present due to surrounding buildings and street lighting.

5.4   Fire Safety Signs / Notices

		Yes	No	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	☒	☐	☐
5.4.2	Directional fire safety signage in place to identify location of fire exits?	☒	☐	☐
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)*	☒	☐	☐

Comments / Observations / Deficiencies:

Signage very good throughout this building, with 'Fire Exit' signage present at final exit, and throughout escape routes/ stairs to identify location of final exits or direction of escape.
Supplementary fire signage seen to be in good order, with 'Fire Action Notices' present at alarm call points.

5.5   Means to Give Warning of Fire

		Yes	No	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	☐	☒	☐
5.5.2	Automatic fire detection in place (throughout premises)?	☐	☒	☐
5.5.3	Automatic fire detection in place (only part of premises)?	☒	☐	☐
5.5.4	Coverage by automatic fire detection appropriate to occupancy/risk?	☐	☒	☐

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		Yes	No	N/A
5.5.5	Remote transmission/monitoring of fire alarm?	☐	☒	☐
5.5.6	No concerns raised *(i.e. Responsible Person or occupants)* over audibility of alarm during fire drills/alarm tests?	☒	☐	☐

Comments / Observations / Deficiencies:

Break-glass call points present at fire exits but not at storey exits or within stairwells on first/ second floor. **(5.5.1)**
Automatic fire detection present on all three levels in main stairwell, and a couple of other rooms, with more significant coverage in the basement, but none in the Bursary end of the building at all. Follows no set pattern, and should be improved. **(5.5.2)**
Alarm not remotely monitored, but located in a residential area, and would expect the alarm to be raised by them out of hours. **(5.5.5)**
No concerns identified/ advised with regards to audibility of alarm and sounders seen to be present.

5.6 Fire Extinguishing Appliances / Systems

		Yes	No	N/A
5.6.1	Reasonable provision of portable fire extinguishers?	☒	☐	☐
5.6.2	Fire extinguishers visible, accessible and highlighted/signposted?	☒	☐	☐
5.6.3	Hose reels provided?	☐	☐	☒
5.6.4	Automatic fire suppression / sprinklers in place?	☐	☐	☒
5.6.5	Manual (fixed) fire suppression system in place?	☐	☐	☒

Comments / Observations / Deficiencies:

CO_2 and Water ('HydroSray') units located in pairs on escape routes and in common areas.
Additional CO_2 units in the IT room, reprographics area.
Powder extinguisher in basement near entrance to boiler room.
CO_2 extinguisher and Fire Blanket provided in staff kitchens.

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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)?		☒	☐	☐
6.1.3	Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?		☒	☐	☐
6.1.4	Procedures in place to co-ordinate with landlord/tenants in shared premises?		☐	☐	☒

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?	☒	☐	☐
6.2.2	Arrangements in place to summon the fire and rescue service?	☒	☐	☐
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)*	☒	☐	☐
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	☒	☐	☐
6.2.5	Suitable fire assembly point identified / signposted?	☒	☐	☐
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	☒	☐	☐

Comments / Observations / Deficiencies:

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.
Roll call completed to confirm full evacuation, including staff, pupils and visitors.

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	Yes	No	N/A
Fire trolley in Reception (taken to assembly point) includes; hi-vis jacket, keys, pens, whistle, registers, loudhailer. 999 call made. Bursar / Head / Assistant Bursar would take charge (per evacuation procedure). Visitors sign in at reception and should be advised on fire procedures, though tend to be accompanied at all times. Visitors pass also issued. 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.			

6.3   Instruction / Training

		Yes	No	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	☒	☐	☐
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	☒	☐	☐
6.3.3	Training includes fire risks/hazards in the premises?	☒	☐	☐
6.3.4	Training includes fire safety measures within the premises?	☒	☐	☐
6.3.5	Instruction given on action to take on discovering a fire?	☒	☐	☐
6.3.6	Instruction given on action to take on hearing fire alarm?	☒	☐	☐
6.3.7	Instruction given on operation of manual fire alarm/call points?	☒	☐	☐
6.3.8	Instruction given on how to summon fire and rescue service?	☒	☐	☐
6.3.9	Instruction given on the type and operation of fire extinguishers?	☒	☐	☐
6.3.10	Nominated persons (fire marshals) provided with additional training?	☒	☐	☐
6.3.11	Nominated persons identified/trained in use of fire extinguishers?	☐	☒	☐
6.3.12	Nominated persons identified/trained to assist with evacuation, including evacuation of disabled people?	☐	☐	☒
6.3.13	Fire drills carried out at appropriate intervals (and recorded)?	☒	☐	☐
6.3.14	Suitable instruction to non-employees (e.g. contractor/visitors)?	☒	☐	☐
Comments / Observations / Deficiencies:				

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	Yes	No	N/A
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?	☒	☐	☐
6.4.2	Weekly testing and periodic servicing of fire detection and alarm?	☐	☒	☐
6.4.3	Monthly/annual testing routines for emergency escape lighting?	☐	☒	☐
6.4.4	Annual maintenance of fire extinguishing appliances?	☒	☐	☐
6.4.5	Periodic inspection of external escape staircases and gangways?	☐	☒	☐
6.4.6	Six monthly inspection and annual testing of rising mains?	☐	☐	☒
6.4.7	Weekly/monthly testing, six monthly inspection and annual testing of firefighting lifts?	☐	☐	☒
6.4.8	Weekly testing and periodic inspection of sprinkler installations?	☐	☐	☒
6.4.9	Routine checks of final exit doors and/or security fastenings?	☐	☒	☐
6.4.10	Annual inspection and test of lightning protection system?	☐	☐	☒
6.4.11	Systems for reporting/restoration of fire safety measures?	☒	☐	☐
Comments / Observations / Deficiencies:				

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	Yes	No	N/A
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?	☒	☐	☐
6.5.2	Appropriate records maintained of fire safety training?	☒	☐	☐
6.5.3	Appropriate records maintained of fire alarm tests?	☒	☐	☐
6.5.4	Appropriate records maintained of emergency escape lighting tests?	☐	☒	☐
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	☒	☐	☐
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	☐	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
MEDIUM	☒	**Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).**
HIGH	☐	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	☐	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	☒	**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	☐	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.

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Risk Rating		
TRIVIAL	☐	No action is required and no detailed records need be kept.
TOLERABLE	☐	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	☒	**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	☐	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	☐	Premises (or relevant area) should not be occupied until the risk is reduced.

		Potential consequences of fire		
		Slight Harm	**Moderate Harm**	**Extreme Harm**
Likelihood of Fire	**Low**	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	**Moderate Risk**	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

Comments / Observations / Deficiencies:
The likelihood of fire is determined by the management of fire hazards present, and there were no issues identified. The nature of the building therefore dictates a rating of 'Medium'. There are several concerns raised on the protective measures in place however, including fire doors, compartmentation and the potential for delayed warning of a fire due to limited fire detection in some areas. Once these concerns (and other priority 2 actions, as a minimum) have been addressed, the rating will reduce, however for now the potential consequences have been rated as 'Moderate Harm'. The overall fire risk rating is therefore stated as 'Moderate', reflecting that further work is required.

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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.

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8.2 Actions Required

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.9a	Means of Escape	Whilst not formal fire doors, the 'nominal' fire doors protecting the stairwell escape routes were for the most part propped or held open, limiting their effectiveness in the event of fire.	The following doors were all found to be propped open, and other than the headmaster's secretary's office, none of them were occupied. Due to these communicating with escape routes, they must be kept closed at all times when not in use, or if the room in question is not occupied. Should it be necessary, an automatic door closer could be fitted to ensure they close when the fire alarm is sounded. In the meantime, staff should be instructed that these doors shall remain closed.	- *Reception room and staff room propped open into stairwell.* - *Staff tea room into bursary stairs.* - *Deputy heads office/ headmasters secretary.* - *Conference room.*	2	
5.1.9b	Means of Escape		As above, the door to the conference room should not be propped open, and the door hook that is present should be removed.			
5.1.9c	Means of Escape	Both doors to the 'joining room' on the first floor (labelled as 'Bursar's Secretary'), between the two halves of the building, and the two stairwells had both doors propped open and were either not closing fully or sticking on the carpet.	Both of these doors should remain closed when not in use, particularly as the room communicates with two escape routes and also has a fire inception hazard present (printer/copier etc.). Adjustment/ repair is required to ensure they close fully.	*Should it be necessary/ desirable for them to remain open, as a minimum an automatic closer should be fitted to the door to the bursary stairs.*	2	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.9d	Means of Escape	The door to the small staff kitchen next to the Bursar's office, is not a fire door.	Whilst not a significant fire inception risk, in the absence of any automatic fire detection within the kitchen or immediately outside it on the corridor, this door should be replaced with a fire door.	*This is less important if comprehensive fire detection were present.*	**3**	
5.1.9e	Means of Escape	Door to the right on reaching the second floor landing (labelled as kitchen/dining on floor plans) has no self-closing device fitted.	As this door communicates with the stairwell, a self-closing device should be added to ensure that it remains closed at all times.		**3**	
5.2.1a	Means to Limit Fire Spread	Compartmentation breaches present in the basement rooms, where there are holes in the ceiling or services pass through the void between floors.	This breach appears to pass into the floor space/ ground floor, and should be sealed with fire resistant materials (e.g. cement/ concrete).		**2**	
5.2.1b	Means to Limit Fire Spread	Compartmentation breaches present in the basement rooms, where there are holes in the ceiling or services pass through the void between floors.	This small breach on the ceiling can be sealed with plaster/ cement or other solid fire resistant materials, or alternatively intumescent fire-rated fillers or foams are available, which can provide an easy fix.		**3**	

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Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.2.1c	Means to Limit Fire Spread	Compartmentation breaches present in the basement rooms, where there are holes in the ceiling or services pass through the void between floors.	This area of the ceiling should be sealed with plasterboard/ plaster, if it not practical to backfill it with concrete.		**2**	
5.2.1d	Means to Limit Fire Spread	Compartmentation breaches present in the basement rooms, where there are holes in the ceiling or services pass through the void between floors.	It is not clear where this pipe heads to, but if it passes into a wall void that communicates with the ground floor, it should be sealed with appropriate fire-resistant materials (e.g. cement/ concrete).		**3**	
5.3.1	Emergency Lighting	Emergency lighting seen to be present at or near to fire exits, other than main entrance lobby and the treatment room/ matrons office area.	Emergency lighting should be present at, or very near to, all fire exits. These two areas are lacking at present, and additional emergency lights should be installed.		**3**	
5.3.2	Emergency Lighting	Emergency lighting present in escape routes, though it is lacking in rooms that form part of the escape route by virtue of being an outer room or having a cut-through possibility to access an alternative escape route.	The following areas would benefit from additional emergency lighting units being fitted, due to forming part of an escape route: - Staff common room and tea bar. - Reception area. - 'Joining room' (labelled as 'Bursar's Secretary') on the first floor. - Headmasters secretary's office.		**3**	

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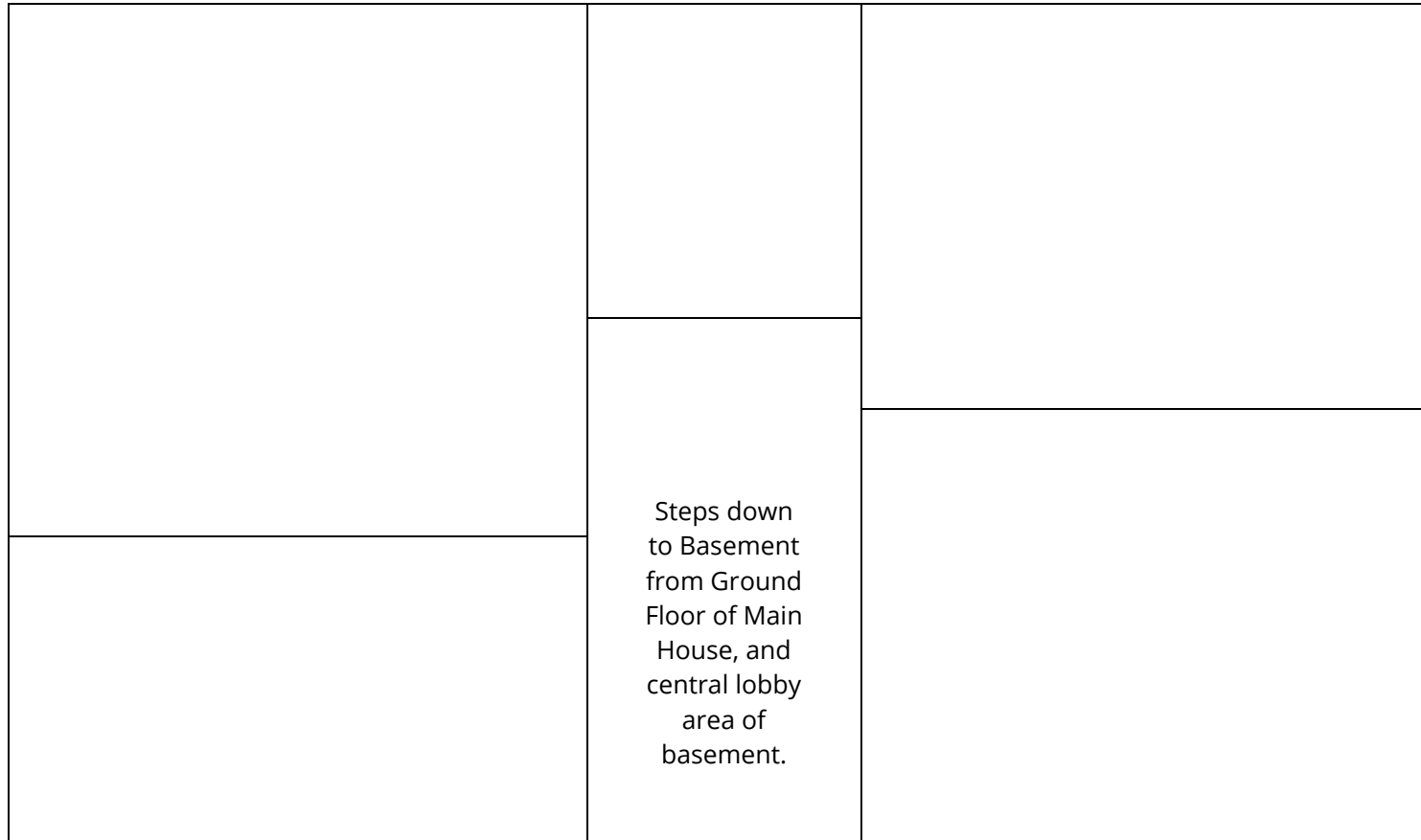| Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.5.1	Means to Give Warning of Fire	Break-glass call missing at storey exits within stairwells, on the first/second floors.	To avoid delays in raising the alarm, additional break-glass call points should be present on the; first and second floor landings (in the main stairs), and the first floor landing (bursary stairs).	*This should be considered with 5.5.2 and 5.5.5 below, as any upgrade should be coordinated to avoid duel expenditure.*	**3**	
5.5.2 5.5.5	Means to Give Warning of Fire	Automatic fire detection is present in this building, however it is not uniform across the building and is lacking in a number of areas, and needs improving. This is increased in priority due to the presence of classrooms at the top of the building now, which was not the case previously.	Automatic fire detection should be expanded to an L4 level, as a minimum (i.e. escape routes), but L3 (escape routes and rooms opening into) would be highly desirable. More specifically, the areas of concern that we would recommend automatic detection, in case it is possible to simply add to the existing panel, would include the following: - Lobby/waiting area and reception, especially as door is normally open into the stairwell at most times. - Staff room, IT room, staff tea room and reprographics areas, as the bypass from stairwells to alternative escape routes, and a large part of the ground floor. - Stairwell and landing/corridor at the bursary end of building. - The joining room between the two parts of the first floor (labelled 'Bursar's Secretary').	*HA Risk Services can put you in contact with our approved supplier in this regard; Trinity Fire & Security, should you wish to obtain a quotation.*	**2**	

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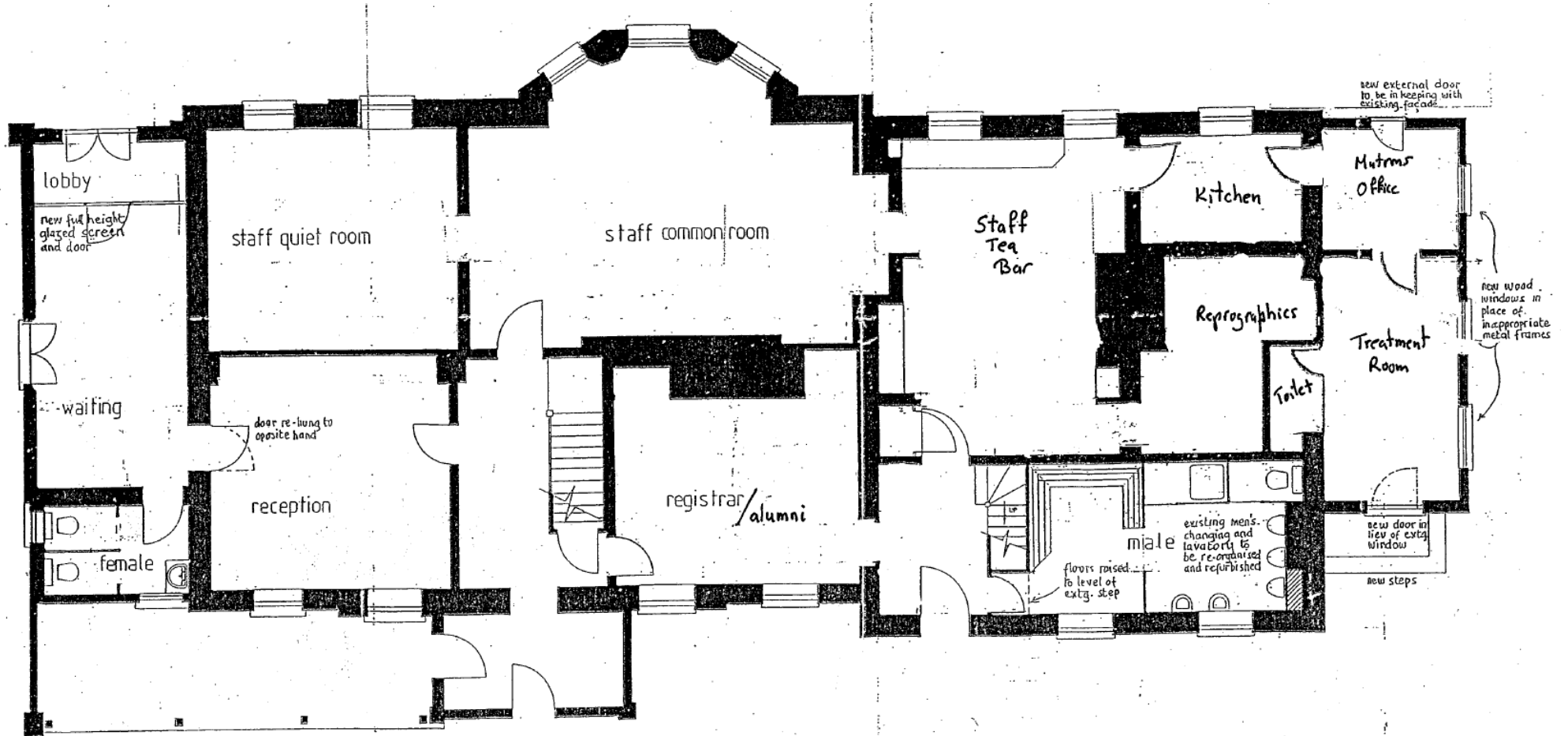| Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
6.3.11	Instruction and Training	Four fire marshals have been appointed and have completed online 'iHasco' fire marshal training, though this doesn't include practical use of an extinguisher.	The role of fire marshals is limited as all staff are to oversee/facilitate the evacuation of the premises and a roll call confirms full evacuation. That said, staff within higher risk areas (in terms of fire inception risk), should ideally be familiar with the type, and operation/use of fire extinguishers. Additional training should be provided.	*This would apply to the likes of; kitchen staff, maintenance staff, theatre workshop, and those in certain academic areas; e.g. Art, DT, science.*	3	
6.4.2	Testing and Maintenance	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).	Fire alarm testing should be resumed for all buildings, on a weekly basis, and appropriate records kept of this process. All faults identified should be acted upon immediately.		2	
6.4.5 6.4.9	Testing and Maintenance	Fire Doors and Means of Escape survey completed monthly up to 04/2020, also covering signs. Separate reports/inspection records also seen for fire door closers.	All such checks on escape routes, exits and associated passive fire protection measures should be resumed, and appropriate records kept of this process.		2	
6.5.4	Records	No records available/ seen to be present for any of the emergency lighting tests since 07/2020.	Whilst it is clear from the records seen that there is a contract and system of check in place, you should ensure that all records are available on file at the school (electronically or in hard copy format).	*Priority reflects that this is an administrative issue as opposed to a physical risk/ hazard.*	4	

Appendices

Appendix 1:   Floor Plans

Basement (No plans available, approximate layout below)**:**

```
                                        Steps down
                                        to Basement
                                        from Ground
                                        Floor of Main
                                        House, and
                                        central lobby
                                        area of
                                        basement.
```

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Ground Floor:

Floor plan annotations:

lobby

new full height glazed screen and door

staff quiet room

staff common room

Staff Tea Bar

Kitchen

Matrons Office

new external door to be in keeping with existing façade

new wood windows in place of inappropriate metal frames

Reprographics

Treatment Room

waiting

door re-hung to opposite hand

reception

registrar/alumni

Toilet

male

existing men's changing and lavatory to be re-organised and refurbished

floors raised to level of extg. step

new door in lieu of extg window

new steps

female

First Floor:

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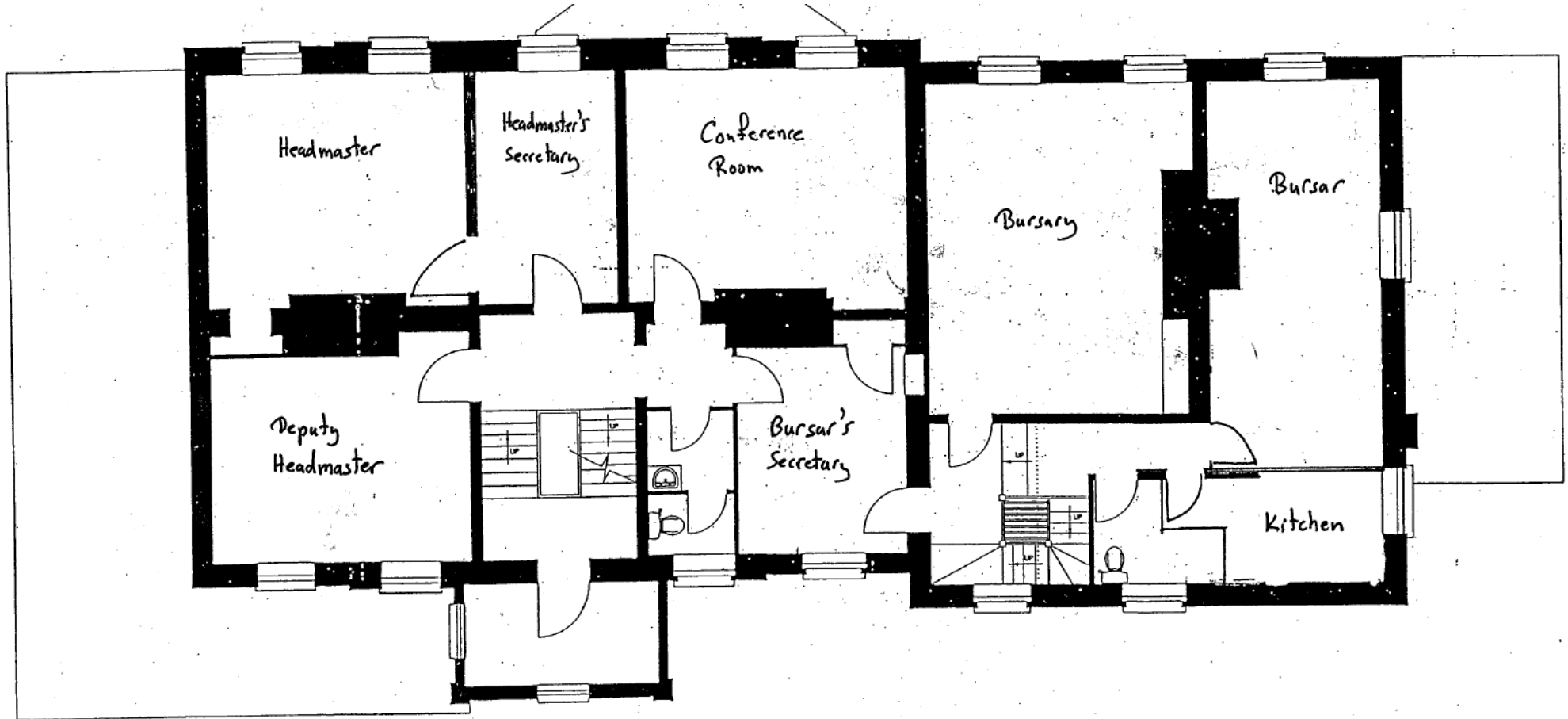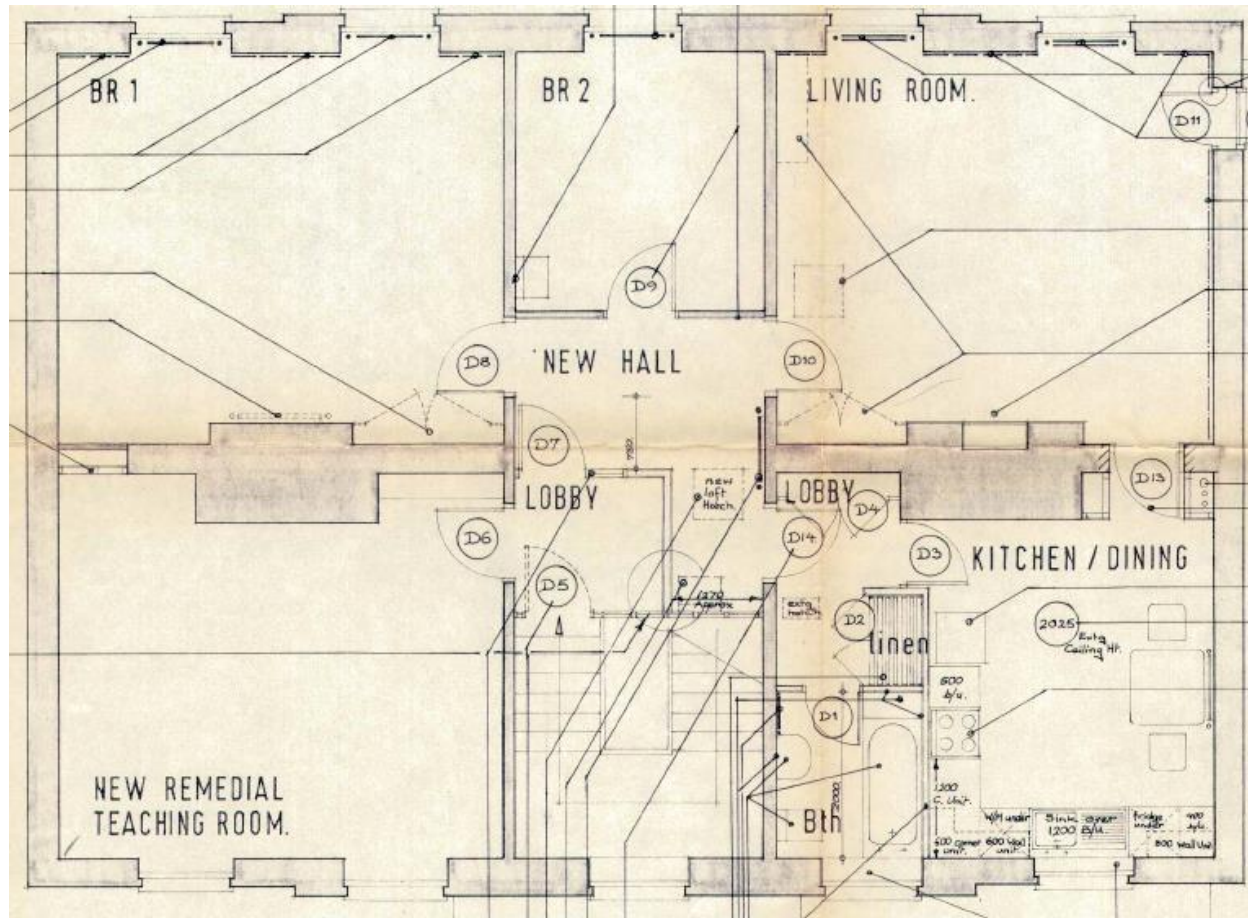
Second Floor (incorrect layout, and central landing opens into stairs and 5 x doors/ rooms off it)**:**

Appendix 2: Use of Data

Personally identifiable information (including sensitive personal data) which you supply to us may be used for a number of reasons, for example:

- in conducting our relationship with you
- arranging insurance
- providing advice on insurance or risk management matters.

We may pass the information to insurers, professional advisers, loss adjusters or agents for these and other lawful purposes or as required by law, including providing the information to government or regulatory authorities.

Our full privacy notice can be seen at www.hettleandrews.co.uk

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