

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:	PHILIP COTTAM CENTRE & DT WORKSHOP/STORES Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Persons Consulted:	Elsbeth 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/ voids not able to be accessed/reviewed during the site inspection, and as such these areas are excluded from the scope of this fire risk assessment.
Relevant Legislation / Guidance:	Regulatory Reform (Fire Safety) Order 2005. Building Regulations 2010 and associated guidance. Fire safety risk assessment: educational premises. 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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*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 building (timber framed) with concrete floors, pitched metal roof to edges and flat concrete roof (with waterproof membrane) to middle; plant items located on flat roof. Built 2012. DT/Stores is attached at the corner of PC Centre and extends away from the main building in an L-shape; small brick/block structure with flat timber roof structure, and stores attached to the side (of same construction). Differing ages up to 40yrs. (Marquee in place behind PC Centre at present for dining space).
No. of Floors:	Three storey (PC Centre), with DT/Stores sections being single storey.
Approx. Floor Area / Dimensions:	Three storeys and approx. 39m x 27m at maximum dimensions (irregular shaped building – see aerial view). DT workshop approx. 12m x 14m (not including store room to PC Centre side of building), and stores width/depth of 20m x 4m.
Use of Premises:	Offices, classrooms, art rooms/ studio, sixth form common room, theatre/studio (ensemble room), storerooms, music rooms/practice rooms, IT suites, recording studio, server rooms. DT workshop (woodwork/ metalwork/ welding etc.) with storerooms and office attached, and externally accessible stores x 3.
Neighbouring Premises / Area:	Surrounding area is primarily residential premises.
Hours of Use:	Monday to Friday approx. 7:30am to 7:00pm. Occasional access outside of these hours.
Enforcing Authority:	Surrey Fire and Rescue Service.
Fire & Rescue Service Location:	2 x fire stations within 2-3 miles of site; approx. 8-10 minutes away. (Chertsey and Walton).
Previous Fire Loss Experience:	None.

Photograph / Aerial View of Premises:



← Philip Cottam Centre

← DT workshop and stores

3.0 People at Risk

3.1	Max. no. people at one time:	Based upon an average class size of 20-24 plus staffing, max. capacity would be around 250-300 .
3.1.1	Employees:	Total staff head count is approx. 100, with max. 20-30 present in these buildings in normal use.
3.1.2	Members of Public:	Max. 425 pupils max. at present, increasing to 450 in September. In normal use, this building would have no more than 200-250 . Persons attending events not likely in this building, but would be minimal and within this number.
3.1.3	Sleeping Occupants:	None.
3.1.4	Disabled Persons: (incl. temporary disablement)	None employed/ in attendance at School regularly, and if attending an event would be confined to accessible areas that can be easily evacuated, with staff support if necessary.
3.1.5	Lone/Remote Workers:	Premises Manager on-site for the first 20 minutes of day, and after hours when locking-up. Anyone 'working late' could be alone for a period of time too, but no high-risk works activities undertaken during 'lone working'.
3.1.6	Children or Young Persons:	Pupils, as above.
3.1.7	Others at a higher level of risk: (e.g. contractors/ hirers/ expectant mothers/ elderly)	None known.

4.0 Fire Hazards

4.1 Electrical Installation / Appliances / Leads

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



	Yes	No	N/A
Periodic inspection of the fixed electrical installation last completed 07/2017 (PC Centre) and 07/2018 (DT/Stores), and remedial actions confirmed as being complete. PAT regime in place and evidence seen to confirm testing across building in 02/2020, however a couple of areas appear to have been missed. (4.1.3) 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>PC Centre has electric underfloor heating and air conditioning system; maintenance contract in place, and gas fired central heating in DT, with gas safety check/boiler service completed 08/2020. Also arrange a 'pre-winter' check visit in October half term as part of the same contract for gas boilers.</p> <p>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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.6	Suitable firefighting equipment / extinguishers present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Good housekeeping/ cleanliness in sixth form common room kitchen. No gas supply present, as limited to pizza oven, microwave, toasties etc. High level ventilation/ extraction provided, but not operating a full commercial kitchen and no filters to remove. Maintained, as is other kitchen equipment.</p> <p>Fire blanket in kitchen area and Water/CO2 extinguishers to front of servery.</p> <p>Any other coffee machines/ kettles etc. that may be present elsewhere, are subject to PAT.</p>				

4.6 Lightning

		Yes	No	N/A
4.6.1	Lightning protection system installed on the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				



	Yes	No	N/A
Fitted to PC Centre, and subject to annual maintenance visits to check/ test this, and the others on site.			

4.7 Housekeeping / Combustibles

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

4.8 Contractors / Hot Works

	Yes	No	N/A
4.8.1	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.3	Fire precautions in place during use of dangerous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments / Observations / Deficiencies:

PC Centre has dangerous substances within the Art department, which is stored appropriately for the most part, though some exceptions noted. **(4.9.1)**
 DT workshop has designated storeroom with metal cabinet for flammables. Some flammables substances in the other storeroom loose, but moved into the flammables cabinet at the time of the visit.
 Stores attached to the DT workshop have a jerry can of petrol in one storeroom, and some flammables in the maintenance store too; discussed more appropriate storage locations for this, but not a significant concern. **(4.9.1)**
 External cage to the rear of the PC Centre for gas cylinders, in an area that is concealed from view.
 Welding trolleys in the DT Workshop, with empty/ full ones stored in an external cage, as above.
 DT workshop also has a GasGuard system which includes a self-inspection leakage test when turned on.

4.10 Other Significant Fire Hazards

Description of Hazards Identified:	Comments / Observations / Deficiencies:
Welding/ metalworking area in DT workshop.	Welding area in DT workshop has bottles chained to trolleys, welding curtain around, and all use is supervised by DT teacher/technician.
Kilns in Art room.	Caged area for kiln in Art room, kept clear of combustible items. Thermostatic controls and automatic cut-out, with annual service/ inspection completed; last in 10/2020 and 12/2020, and failed to work and inspected again in 03/2021. Automatic fire detection in close proximity and extinguishers present.



5.0 Protective Measures

5.1 Means of Escape

		Yes	No	N/A
5.1.1	Suitable capacity and design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.2	Adequate provision of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.3	Fire exits open easily and immediately?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.4	Fire exits open in the direction of escape, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.5	Fire exits do not feature sliding/revolving doors, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.6	Satisfactory means of securing fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.7	Reasonable distances of travel (single direction of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.8	Reasonable distances of travel (multiple directions of travel)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.9	Suitable protection of escape routes? (e.g. passive fire protection)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.10	Suitable fire precautions for inner rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Multiple exits at ground floor level include direct exits from externally access classroom, potential window exit from two ground floor classrooms, one exit from either stairwell, and one exit in the larger ground floor rooms (sixth form common room/ sixth form social café area).

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

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

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

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



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

5.2 Measures to Limit Fire Spread

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

Comments / Observations / Deficiencies:

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

5.3 Emergency Escape Lighting

	Yes	No	N/A
5.3.1 Emergency escape lighting in place at/near fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.3.2 Emergency escape lighting in stairwells/lobbies/change of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.3 Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Observations / Deficiencies:

Emergency lighting seen to be present at or near to fire exits (in PC Centre and DT workshop).
 Emergency lighting also present throughout all escape routes and stairwells, including a number of other rooms.
 Limited external lighting present at rear of PC Centre, though present at the rear exit from the sixth form social/café area, and further along the sports hall will have external illumination.
 One of the charge indicators on an EL unit in the marquee, nearest the exit by the sixth form centre, was showing red (signalling a fault, as the other two are green), but this was the only concern on this front. **(5.3.1)**



5.4 Fire Safety Signs / Notices

		Yes	No	N/A
5.4.1	Fire safety signage present to identify fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.2	Directional fire safety signage in place to identify location of fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. 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:				
<p>Fire exit signage present at all final exit doors, and throughout escape routes to identify location of final exits/ direction of escape.</p> <p>No concerns identified over signage missing/lacking, and vastly improved since previous FRA.</p> <p>Supplementary fire signage seen to be in good order too, on fire doors, exits and Fire Action Notices, though presence of flammable materials should be signposted too. (5.4.3)</p>				

5.5 Means to Give Warning of Fire

		Yes	No	N/A
5.5.1	Reasonable manually operated electrical fire alarm system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.2	Automatic fire detection in place (throughout premises)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.5.3	Automatic fire detection in place (only part of premises)?	<input 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.e. Responsible Person or occupants) over audibility of alarm during fire drills/alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Break-glass call points present at all fire exits and at storey exits.</p> <p>Excellent and almost universal coverage by automatic fire detection present throughout PC Centre within escape routes/ stairwells and all main rooms (only excludes smaller cupboards/ WC's), and DT workshop and storerooms, boiler room and office also covered. Not included in external stores.</p> <p>One office in PC Centre (added since build) that is not covered by automatic detection. (5.5.2)</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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.3	Hose reels provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.4	Automatic fire suppression / sprinklers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.6.5	Manual (fixed) fire suppression system in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Water-based and/or CO2 extinguishers present in escape routes and stairwells, including rooms with direct exits.</p> <p>Additional CO2 extinguishers in boiler room and server room on second floor, though noticed that this one had not been inspected since 08/2019 (<i>referenced as an action under 6.4, Testing & Maintenance</i>).</p> <p>Fire Blankets present within the sixth form kitchen.</p> <p>CO2, Foam and Powder FEA's also provided in DT workshop.</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>				



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6.2 Evacuation Procedures

		Yes	No	N/A
6.2.1	Suitable (documented) evacuation procedures in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.2	Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.3	Arrangements in place to meet fire and rescue service on arrival and convey relevant information? (e.g. hazards and alarm zone/location)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.4	Suitable arrangements to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.5	Suitable fire assembly point identified / signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.6	Procedures for assistance/evacuation of disabled person(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments / Observations / Deficiencies:				
<p>Emergency evacuation procedures are outlined in the Fire Policy as a fire action notice and instructions for the assembly point, and a further evacuation procedure document provides further detail. The school operates an 'all-out' procedure, with staff checking rooms along the escape route and a roll call is then completed at the assembly point.</p> <p>Roll call completed to confirm full evacuation, including staff, pupils and visitors.</p> <p>Fire trolley in Reception (taken to assembly point) includes; hi-vis jacket, keys, pens, whistle, registers, loudhailer. 999 call made.</p> <p>Bursar / Head / Assistant Bursar would take charge (per evacuation procedure).</p> <p>Visitors sign in at reception and should be advised on fire procedures, though tend to be accompanied at all times. Visitors pass also issued.</p> <p>If members of public are attending events, would be confined to one room/area (such as the sports hall/ theatre), and would be easy to oversee. Open days across site, but if someone had additional needs, would assign an adult and discuss additional support requirements with them.</p>				

6.3 Instruction / Training

		Yes	No	N/A
6.3.1	Staff provided adequate fire safety instruction/training at induction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.2	Fire safety training refreshed periodically/at suitable intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.3	Training includes fire risks/hazards in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.4	Training includes fire safety measures within the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.5	Instruction given on action to take on discovering a fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No	N/A
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:

All staff do online fire awareness training (iHasco). Policy and evacuation procedure also shared with staff at the start of employment and as a reminder on inset days. Rolling refreshers of online training typically every three years, courses also cover fire extinguishers, too.

Fire marshals appointed (4) and completed iHasco fire marshal training, though this doesn't include practical use of an extinguisher. **(6.3.11)**

Someone takes fire pack/ bag with contact names and numbers, log book, hi-vis jacket, map of site (gas/electric shutoffs included), policy/evacuation plan and hire agreement to assembly point.

Evacuation of disabled persons not applicable at present, but formal PEEP compiled if/when becomes necessary, and appropriate training will be provided.

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

Visitors to site sign in upon arrival and generally accompanied by staff, and evacuation protocols state they will be directed by staff of the school, an included in roll call.

6.4 Testing / Maintenance

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



		Yes	No	N/A
6.4.4	Annual maintenance of fire extinguishing appliances?	<input type="checkbox"/>	<input checked="" 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:

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, but CO2 extinguisher in server room on second floor, had not been inspected since 08/2019, presumably due to being located within a locked cupboard.

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

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

Condition of premises is in good condition and reporting system in place for hazards, issues concerns via maintenance team and/or Bursar.

6.5 Records

		Yes	No	N/A
6.5.1	Appropriate records maintained of fire drills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Fire Risk Assessment – Halliford School

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		Yes	No	N/A
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. 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.</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 checked="" type="checkbox"/>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs).
MODERATE HARM	<input type="checkbox"/>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
EXTREME HARM	<input type="checkbox"/>	Significant potential for serious injury or death of one or more occupants.

7.3 Risk Rating

In line with the ratings assigned under 7.1 and 7.2, the risk to life from fire at the premises has been identified in the risk rating matrix that follows, with a further description provided of what this risk rating means, and what action is required to address the level of risk stated.



Risk Rating		
TRIVIAL	<input type="checkbox"/>	No action is required and no detailed records need be kept.
TOLERABLE	<input checked="" type="checkbox"/>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
MODERATE	<input type="checkbox"/>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
SUBSTANTIAL	<input type="checkbox"/>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
INTOLERABLE	<input type="checkbox"/>	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Comments / Observations / Deficiencies:

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

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

The overall fire risk rating is therefore deemed to be 'Tolerable'.



Action Plan

8.0 Action Plan

8.1 Priority Levels

Whilst the evaluation of fire risk and risk ratings and assigned can be viewed as subjective, they provide context and allow comparison between other premises and/or year on year comparison as and when this fire risk assessment is reviewed.

We would advise that the following recommendations should be implemented in order to address the hazards and deficiencies identified in this report, and to ensure that you can reduce the fire risk to, or maintain it at, a Trivial or Tolerable level (as defined in the previous section).

Each of the recommendations contained within this action plan has been assigned a priority level between 1 (high priority) and 4 (low priority), with the same colour coding being used to allow swift identification of the more pressing matters.

Priority Level	Priority Description
1	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
4.1.3	Electrical Safety	PAT regime in place and evidence seen to confirm testing across building in 02/2020, however a couple of areas appear to have been missed.	PAT testing should be arranged for the vacuum cleaners within store G13 (as labelled on floor plans), on the ground floor, and electrical items in the recording studio on the second floor, as they appear to have been missed (they were either not labelled or labelled as being tested in 2018 and 2019).		3	
4.9.1a	Dangerous Substances	Within the PC Centre Art department, there were flammable items and aerosols stored in the open on a worktop/ desk.	Corner office F12 (as noted on floor plans), on the first floor had white spirit and a WD40 aerosol on a desk, and within the large open plan art studio there were also flammable aerosols (e.g. hairspray) on a worktop. Such items should be stored within flammables cabinets when not in use, and staff in the department should be instructed as to this requirement.		3	
4.9.1b	Dangerous Substances	Stores attached to the DT workshop had a jerry can in one, containing petrol, and flammables in the maintenance store too. More appropriate storage locations for these were discussed as being required.	Within the maintenance store, it is less of a concern, as this storeroom contains no ignition sources (other than sealed light fittings) and all flammables were in sealed containers; the jerry can of petrol should ideally be relocated as other machinery was also stored here which would present a fire inception risk.	<i>External stores and cages were discussed as being preferable to the flammables cabinet in the maintenance office (under the Theatre). Or the maintenance storeroom next door would be better, as it is away from machinery.</i>	2	

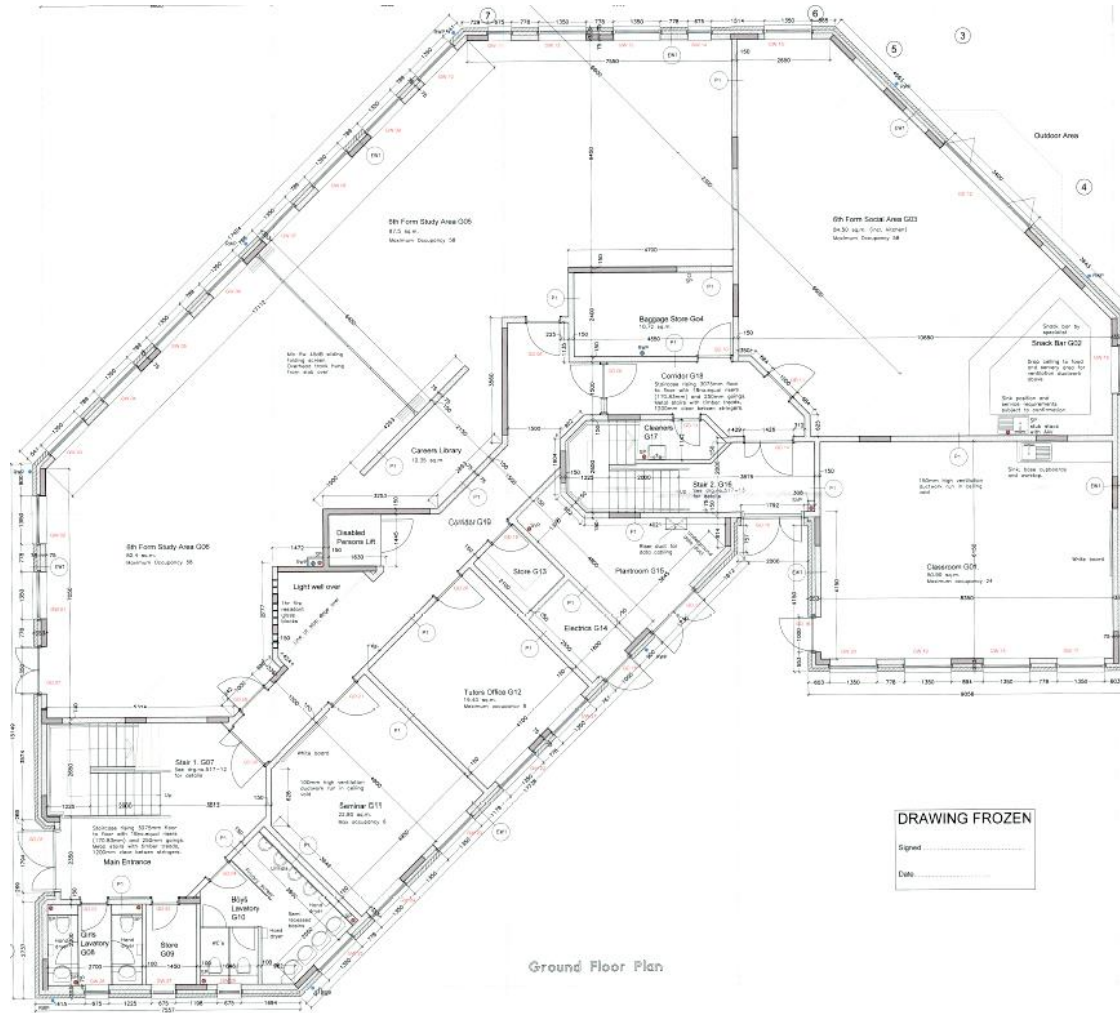
Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.9a	Means of Escape	The fire door to the boys instrument store on the second floor had no self-closing device fitted.	As it was advised pupils are in/out of this room regularly, it should be fitted with a self-closer, to ensure it remains closed when unattended.		4	
5.1.9b	Means of Escape	Fire door to room 'Music T 504' (as labelled on plans) is not closing fully when dropped shut.	Adjustment/ repair is required to ensure that this door closes fully when dropped shut, to ensure it is effective in containing a fire emanating from this room.		3	
5.1.9c	Means of Escape	One inner storeroom off the Ensemble Room, at first floor level (to the right as you enter) is missing smoke seals/ intumescent strips.	The missing smoke seals/ intumescent strips should be replaced, to reinstate the integrity of this door.		3	
5.3.1	Emergency Lighting	One of the charge indicators on an emergency lighting unit in the marquee, nearest the exit by the sixth form centre, was showing red (signalling a fault, as the other two are green).	The emergency lights in the marquee should be tested and repairs made to rectify any faults that are found to be present.		3	
5.4.3	Signs and Notices	The presence of flammable materials was not signposted on the outside of relevant storerooms.	You should ensure that the doors to rooms used for storage of flammable materials, are signposted as such, with prominent signage (as displayed to the right).		3	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.5.2	Means to Give Warning of Fire	Uniform and almost total coverage by automatic fire detection has been breached due to the additional offices added to the sixth form study/ common room, first floor.	Whilst not a significant fire inception risk, and within an outer room featuring fire detection, the addition of smoke detection to the corner office, would reinstate the intended level of automatic fire alarm coverage.		4	
6.4.4	Fire Extinguishing Appliances	CO2 extinguisher in server room on second floor, had not been inspected since 08/2019, presumably due to being located within a locked cupboard.	It should be ensured that when fire extinguisher servicing and inspection take place, all rooms are accessible and contractor's are granted access to all areas necessary to ensure inspections are completed for all units. No damage or cause for concern with this one, but specifically need to ensure it is inspected in this summer's checks.		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

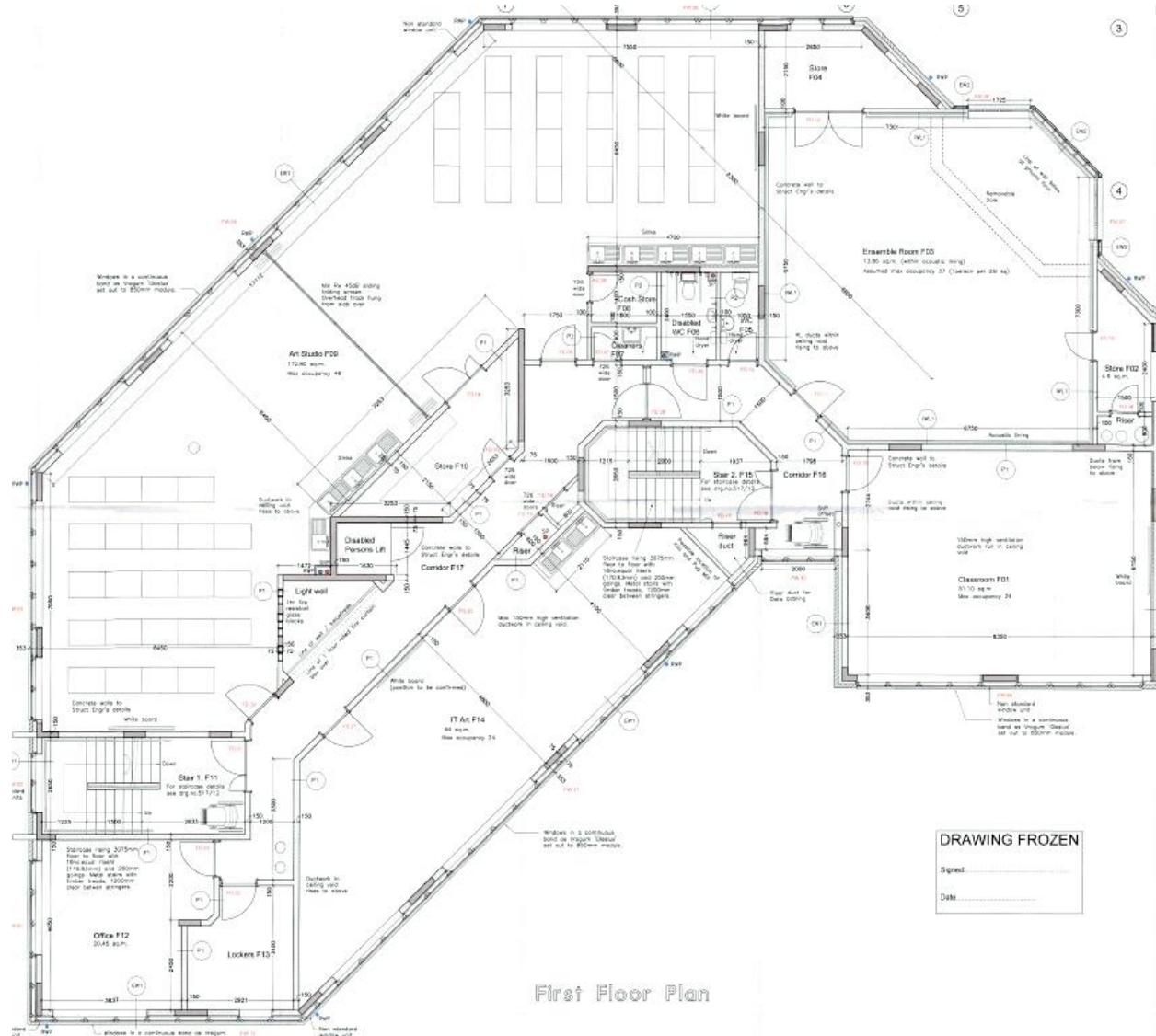
Appendices

Appendix 1: Floor Plans

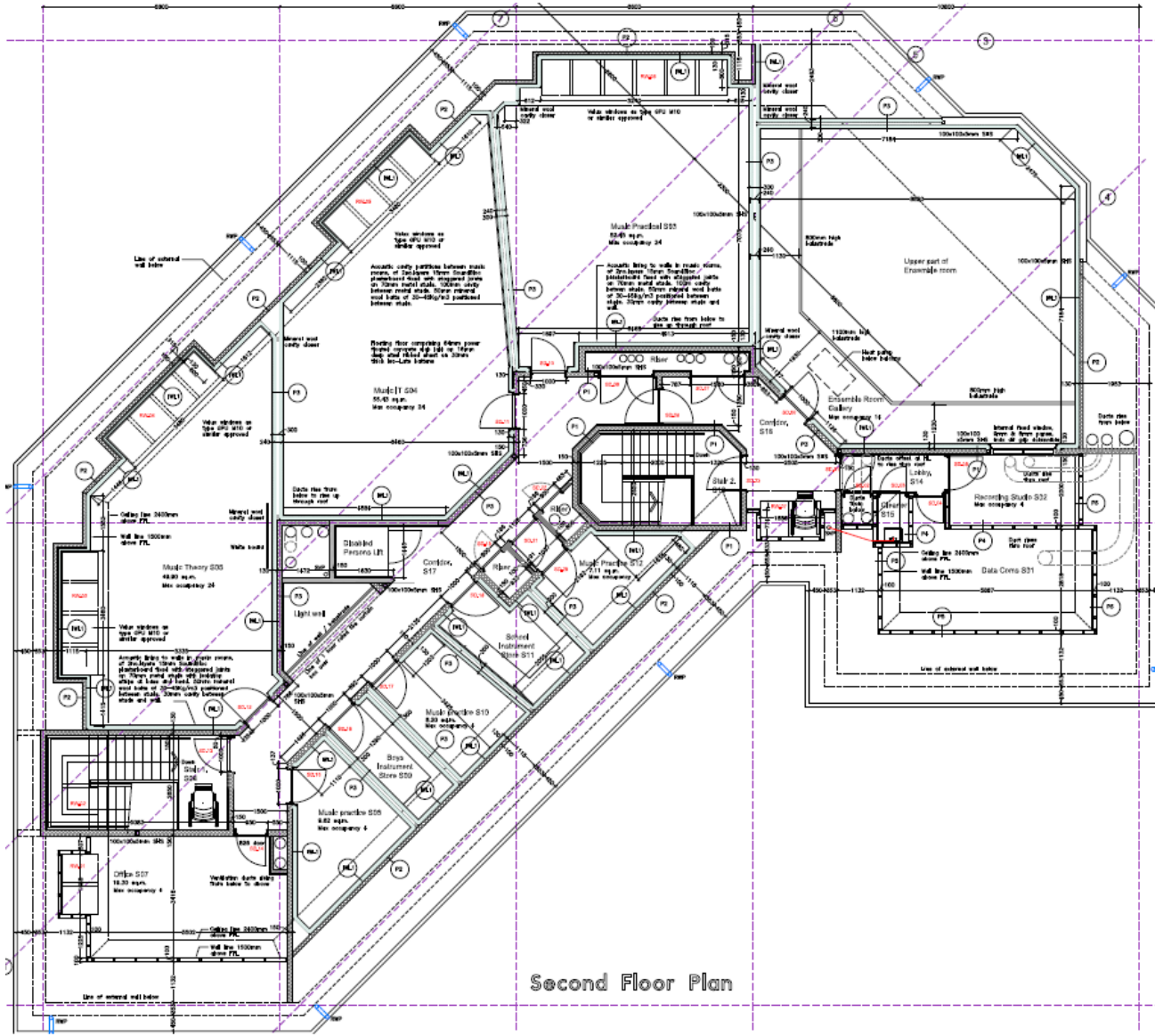
PC Centre (Ground Floor):



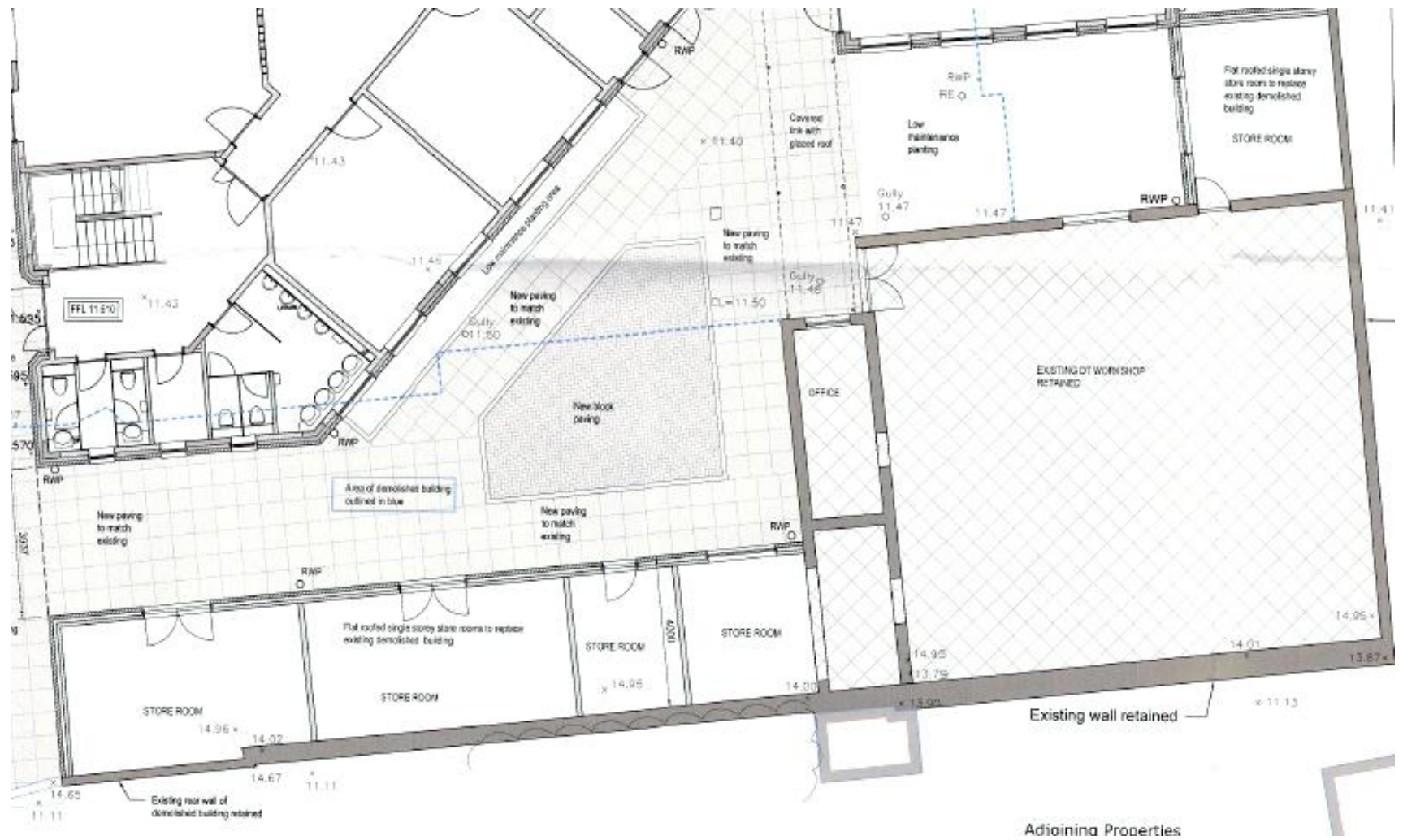
PC Centre (First Floor):



PC Centre (Second Floor):



DT Workshop / Stores:



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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