

# Fire Risk Assessment

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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:	<b>WOODWARD BUILDING</b> , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Persons Consulted:	Elsbeth Sanders – Bursar, Halliford School. Darren Macefield – Premises Manager, Halliford School.
Fire Risk Assessor:	Adam Webb – Risk Services Director, Hettle Andrews.
Date of Fire Risk Assessment:	12 April 2022.
Date of previous Fire Risk Assessment:	16 February 2021.
Date recommended for Review*:	April 2023.
Excluded / Inaccessible Areas:	Roof areas/ voids 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/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at risk or activities undertaken etc., prior to this date, which may give reason to believe the risk assessment is no longer valid.*



## 2.0 Premises Details

Construction Materials:	Prefabricated modular (27 units) building, with construction photos appearing to show a metal/timber structure with unknown insulation materials (though in some areas above ceiling tiles that were missing insulation appeared to be rockwool). <b>(2.0.1)</b> Exterior walls are of brick slips or timber/composite cladding. Timber floors internally and advised as being sat on concrete pile foundations. (Build completed/ signed off in 11/2021).
No. of Floors:	Three storey.
Approx. Floor Area / Dimensions:	Dimensions on drawings suggest a floorplate area of just less than 300 sq. metres, suggesting a GIA of approx. 890 sq. metres.
Use of Premises:	Large open plan LRC (library) to ground floor, with classrooms (6), offices, meeting rooms above. WC's, cleaners cupboards, plant room etc. also provided for, and 2 x stairwells, at either end of the building.
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:



Fire Risk Assessment – Halliford School

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## 3.0 People at Risk

3.1	<b>Max. no. people at one time:</b>	550 approx. max. on site, with this building having an occupancy of 150-180 if all rooms were in use; 6 x classrooms, plus LRC. (Assumed class size of 20-24, with 1 or 2 staff in each class).
3.1.1	Employees:	Total staff head count is approx. 100, with between 10-15 likely in this building at one time, assuming all rooms in use.
3.1.2	Members of Public:	450 pupils max. on site, and up to around 170 within this building if all rooms used simultaneously.
3.1.3	Sleeping Occupants:	None.
3.1.4	Disabled Persons: <i>(incl. temporary disablement)</i>	None employed/ in attendance at School regularly, and if attending an event would be confined to accessible areas that can be easily evacuated, with staff support if necessary.
3.1.5	Lone/Remote Workers:	Premises Manager on-site for the first 20 minutes of day, and after hours when locking-up. Anyone 'working late' could be alone for a period of time too, but no high-risk works activities undertaken during 'lone working'.
3.1.6	Children or Young Persons:	Pupils, as above.
3.1.7	Others at a higher level of risk: <i>(e.g. contractors/ hirers/ expectant mothers/ elderly)</i>	None known.

## 4.0 Fire Hazards

### 4.1 Electrical Installation / Appliances / Leads

		Yes	No	N/A
4.1.1	Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2	Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3	Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4	Personal items of (e.g. staff/residents) included in PAT regime?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.5	Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Periodic inspection of the fixed electrical installation not yet due, as new building completed (and electrical installation signed off) in late-2021. Will next be due for inspection in 2026.				



	Yes	No	N/A
PAT regime in place for site and evidence seen to confirm testing across the site. Items in this building are either new or have been moved from elsewhere on site (appliances on site tested 07/2021 , 12/2021 or 04/2022). Items present in staff office seen to be dated 07/2021 in support of this. No concerns identified with regards to extension leads/ electrical adapters etc.			

## 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"/>
<b>Comments / Observations / Deficiencies:</b>			
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 type="checkbox"/>	<input checked="" 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"/>
<b>Comments / Observations / Deficiencies:</b>			
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, though 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/ pallets etc. seen to be stored in a fenced area between this building and the sports hall, though advised as temporary due to filming being completed on site at the time of the FRA. <b>(4.3.3)</b>			



#### 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"/>
<b>Comments / Observations / Deficiencies:</b>				
No gas supply to this building and heating is via electric panel heaters (ceiling mounted) or via air conditioning. All installed/ commissioned in late-2021. Portable heaters not noted as being present.				

#### 4.5 Cooking / Kitchens

		Yes	No	N/A
4.5.1	Housekeeping and cleanliness of kitchens acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.2	Kitchen appliances subject to servicing, inspection, safety checks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.3	Gas shut-off/isolation present, and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.4	Extract filters removed/washed regularly and ductwork cleaned?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5.5	Suitable firefighting equipment / extinguishers present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
No kitchens present in this building. Any drinks making facilities that may have been brought into this building subject to PAT, as are any such electrical appliances.				

#### 4.6 Lightning

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



## 4.7 Housekeeping / Combustibles

		Yes	No	N/A
4.7.1	Housekeeping practices of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.2	Combustible materials away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.3	Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7.4	Appropriate storage of combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Good housekeeping and no concerns identified with regards to the location/storage/volume of combustible materials (inside the building).				

## 4.8 Contractors / Building Works

		Yes	No	N/A
4.8.1	Procedures in place for assessment/induction of contractors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8.2	Suitable precautions / hot work permits in place during 'hot works'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8.3	Appropriate supervision of contractors during/after hot works?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
<p>Competence and accreditation of contractors assessed at appointment for new contractors since 09/2020, and ongoing process of seeking updated information/ new certificates of insurance etc. on an annual basis. Induction checklist not previously used to record discussions with contractors, though discussed as part of H&amp;S Audits too and HA contractor assessment and induction forms now to be used. (Discussed more thoroughly under the H&amp;S Audit, also undertaken by Hettle Andrews).</p> <p>Direct supervision of contractors is confined to term time, though Premises Manager would always be around site and makes regular checks throughout duration of visit).</p> <p>No hot works completed by maintenance staff/contractors recently. Would ensure put in place hot work permit and/or seek advice from Hettle Andrews, if/when needed.</p>				

## 4.9 Dangerous Substances

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



		Yes	No	N/A
4.9.3	Fire precautions in place during use of dangerous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.9.4	Specific DSEAR (Dangerous Substances and Explosive Atmospheres Regulations) risk assessment completed, where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Dangerous substances not seen to be stored within the premises, save for small amounts of cleaning substances in cleaning cupboards.				

## 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1.11	Escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.12	Escape stairs/handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.13	External fire escapes/walkways in good condition and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1.14	Reasonable means of escape for disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>





	Yes	No	N/A
<b>Comments / Observations / Deficiencies:</b>			
<p>Fire exits provided direct from the two stairwells, at ground floor level, and these provide two protected escape routes from the upper floors at each end of the building. Additional exits provided direct from the Library/LRC (2), and the plant room.</p> <p>No concerns over capacity or design of escape routes and seen to be clear of obstructions. Final exits secured appropriately and open freely and easily.</p> <p>Travel distances are limited to no more than 10m-20m from anywhere in the building, to either a final exit door or a protected stairwell. No concerns and within guidance.</p> <p>Fire doors present to protect escape routes, however concerns identified with regards to a couple of doors, and there is also a window between a meeting room and stairwell which does not appear to be fire-rated glazing. <b>(5.1.9)</b></p> <p>Inner rooms include acoustic enclosures (study rooms) within the LRC area which are a concern due to the lack of a means to raise the alarm (covered under section 5.5), however outer rooms has direct exit, automatic detection and emergency lighting present.</p> <p>No disabled persons employed/present routinely, and would be tackled if/when it became relevant and appropriate measures put into place.</p>			

## 5.2 Measures to Limit Fire Spread

	Yes	No	N/A
5.2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.2.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Comments / Observations / Deficiencies:</b>			
<p>Construction and compartmentation of the premises in good order and in sound condition, being a new building, though concerns identified above suspended ceiling in SF09 meeting room, which has holes passing into the wall void which do not appear to be fire-stopped. <b>(5.2.1)</b></p> <p>Wall/ceiling linings confirmed to be plasterboard primarily with suspended ceilings in place to conceal services/cabling etc. but where panels were missing, the insulation above them, between floors was rockwool insulation (non-combustible).</p> <p>Not able to confirm whether dampers are present in HVAC/air handling systems, and full investigation of the design of HVAC systems is deemed to be outside the scope of this fire risk assessment.</p>			

## 5.3 Emergency Escape Lighting

	Yes	No	N/A
5.3.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



		Yes	No	N/A
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"/>
<b>Comments / Observations / Deficiencies:</b>				
Emergency lighting seen to be present at all fire exits, and present throughout escape routes/ stairwells etc. as well as the entire Library/LRC on the ground floor. External emergency lighting also seen to be present outside final exit doors. No concerns identified.				

## 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.4.3	Other fire safety notices also present, where required? (e.g. fire action/ fire door keep shut/ fire exit keep clear/ not to use lifts)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Fire exit signage present at final exits, however this is lacking elsewhere including no directional signage, which was only present at the end of the first/second floors into the stairwells. <b>(5.4.2)</b> Supplementary fire signage also seen to be lacking, e.g. Fire Action Notices or Turn to Open signs. <b>(5.4.3)</b>				

## 5.5 Means to Give Warning of Fire

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



	Yes	No	N/A
Break-glass call points present at all fire exits and at storey exits, and plant room. Automatic fire detection present throughout the premises within escape routes/stairwells, top of the lift shaft, plant room, and all other rooms other than WC's and the acoustic study booths. Remote monitoring of fire alarm now in place, as new fire alarm panel installed in Main House and radio-linked to all buildings with ability to remotely monitor alarms. Sounders present throughout the building, though concerns identified with regards to audibility of alarm within the study booths in the LRC, which appear to be acoustic enclosures, and there are no sounders or beacons present in close proximity. (5.5.6)			

## 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"/>
<b>Comments / Observations / Deficiencies:</b>			
Water (Hydrospray) and CO2 extinguishers present in escape routes at either end of the upper floors in the stairwell, as well as near both of the exits in the Library/LRC. Additional CO2 extinguishers present in the plant room and IT/Comms room. Extinguishers not obstructed, missing, obscured etc. and appropriate instructional signage present.			

## 6.0 Management of Fire Safety

### 6.1 Management Arrangements

	Yes	No	N/A
6.1.1 Fire safety in the premises is managed by:	Elspeth Sanders (Bursar).		
6.1.2 Competent person(s) appointed to assist preventative/protective measures (general fire precautions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.3 Suitable liaison with Fire and Rescue Service (e.g. familiarisation visits / provision of information)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.1.4 Procedures in place to co-ordinate with landlord/tenants in shared premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
<b>Comments / Observations / Deficiencies:</b>			
<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 by phone.</p> <p>Shared tenants/ shared use is confined to hire by outside groups (out of hours), and hire agreement includes fire/evacuation procedures for them to implement.</p>			

## 6.2 Evacuation Procedures

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

<b>Comments / Observations / Deficiencies:</b>				
<p>Emergency evacuation procedures are outlined in the 'Fire Evacuation Policy and Procedure', with the latest version being September 2021. Simultaneous evacuation in place for whole site, and easier to implement now that all fire alarms have been linked to the main panel in the Main School House, and roll calls completed to confirm full evacuation including staff, pupils and visitors.</p> <p>Amendment needed to evacuation procedures to reflect the need for Librarians/ LRC staff to check acoustic study booths in the absence of additional sounders/beacons to raise the alarm. <b>(6.2.1)</b></p> <p>Fire trolley in Reception is taken to assembly point and includes; hi-vis jacket, keys, pens, whistle, registers, loudhailer. Bursar / Head / Assistant Bursar would take charge (per evacuation procedure).</p> <p>Visitors sign in at reception and should be advised on fire procedures, though tend to be accompanied at all times. Visitors pass also issued.</p> <p>Remote monitoring and 999 calls would be used to notify the fire service authorities.</p> <p>If members of public are attending events, would be confined to one room/area (such as the sports hall/ theatre), and would be easy to oversee. Open days across site, but if someone had additional needs, would assign an adult and discuss additional support requirements with them.</p>				



### 6.3 Instruction / Training

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

#### Comments / Observations / Deficiencies:

All staff do online fire awareness training (iHasco). Policy and evacuation procedure also shared with staff at the start of employment and as a reminder on inset days.

Rolling refreshers of online training typically every three years, courses also cover fire extinguishers, too. Fire marshals appointed (4) and completed iHasco fire marshal training (Bursar, Assistant Bursar and Premises staff x 2).

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

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

Termly drills completed; last in 05/2022 (copy provided post-visit), and although no note of the evacuation time, i.e. how long for everyone to depart buildings, times recorded previously, from raising alarm to 'all clear' and safe to return to building, recorded as 6:50 mins, which undoubtedly means the buildings can be evacuated in a couple of minutes.



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	Yes	No	N/A
Visitors to site sign in upon arrival and generally accompanied by staff, and evacuation protocols state they will be directed by staff of the school, an included in roll call.			

## 6.4 Testing / Maintenance

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

### Comments / Observations / Deficiencies:

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



## 6.5 Records

		Yes	No	N/A
6.5.1	Appropriate records maintained of fire drills?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.2	Appropriate records maintained of fire safety training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.3	Appropriate records maintained of fire alarm tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.4	Appropriate records maintained of emergency escape lighting tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.5.5	Appropriate records maintained of maintenance/testing of other fire protection systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments / Observations / Deficiencies:</b>				
Records seen to be in place.				



# Evaluation of Fire Risk

## 7.0 Evaluation

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

### 7.1 Likelihood of Fire

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

LOW	<input type="checkbox"/>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>MEDIUM</b>	<input checked="" type="checkbox"/>	<b>Normal fire hazards (e.g. ignition sources) for type of occupancy, with fire hazards generally subject to appropriate controls (only minor shortcomings).</b>
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:

<b>SLIGHT HARM</b>	<input checked="" type="checkbox"/>	<b>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).</b>
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.
<b>TOLERABLE</b>	<input checked="" type="checkbox"/>	<b>No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.</b>
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	<b>Tolerable Risk</b>	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

**Comments / Observations / Deficiencies:**

Likelihood of fire has been rated as 'Medium', bordering on 'Low', as the only concern with regards to fire hazard was a temporary issue with regards to the storage of combustible materials (albeit in a secure area) adjacent to the building. All other hazards present are well managed, and not of significant concern. Potential consequences are rated as 'Slight Harm', as, although there are a few issues with regards to signage, passive fire protections, and one area of concern in terms of raising the alarm, there is almost universal coverage by automatic fire detection and good means of escape provided from all areas. The overall fire risk rating is therefore stated as 'Tolerable', though there are clearly concerns outlined in the action plan that need to be addressed.



# 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	<b>Immediate Action</b> – 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	<b>Urgent Action</b> – conditions exist where fire is possible or where injuries (and possibly fatalities) could occur in the event of fire at the premises.
3	<b>Medium/Long Term Action</b> – conditions exist that would support the growth of a fire and could lead to possible injury to the occupants of the premises.
4	<b>Action Recommended</b> – 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
2.0.1	Construction Materials	Construction is prefabricated modular units, with photos showing a metal/timber structure with unknown insulation materials.	Seek to check and confirm the insulation materials used in the building, for both inclusion in the next FRA review, and, in the event that they have any hazardous elements (e.g. combustible, prone to melt/dripping in fire conditions, toxic/harmful emissions when burning), for inclusion in the fire pack to be provided/ communicated to fire services if/when they attend site.		3	
4.3.3	Arson, and Combustible Materials	Combustible materials/ pallets etc. seen to be stored in a fenced area between this building and the sports hall.	Advised as a temporary measure due to filming being completed on site at the time of the FRA, so you should ensure that these items have since been removed or disposed of appropriately.		2	
5.1.9a	Means of Escape	Fire doors fitted to the 'book store' room (FF09 and FF10 on the floor plans, built as one room), have an excessive gap between the door leaves.	Adjustment required to ensure that the gap between the doors is no more than 2mm-4mm, to ensure they remain effective in the event of fire.  Fire doors to the Library should also be checked/ adjusted (if required), at location GFID03, on the floor plans.		4	

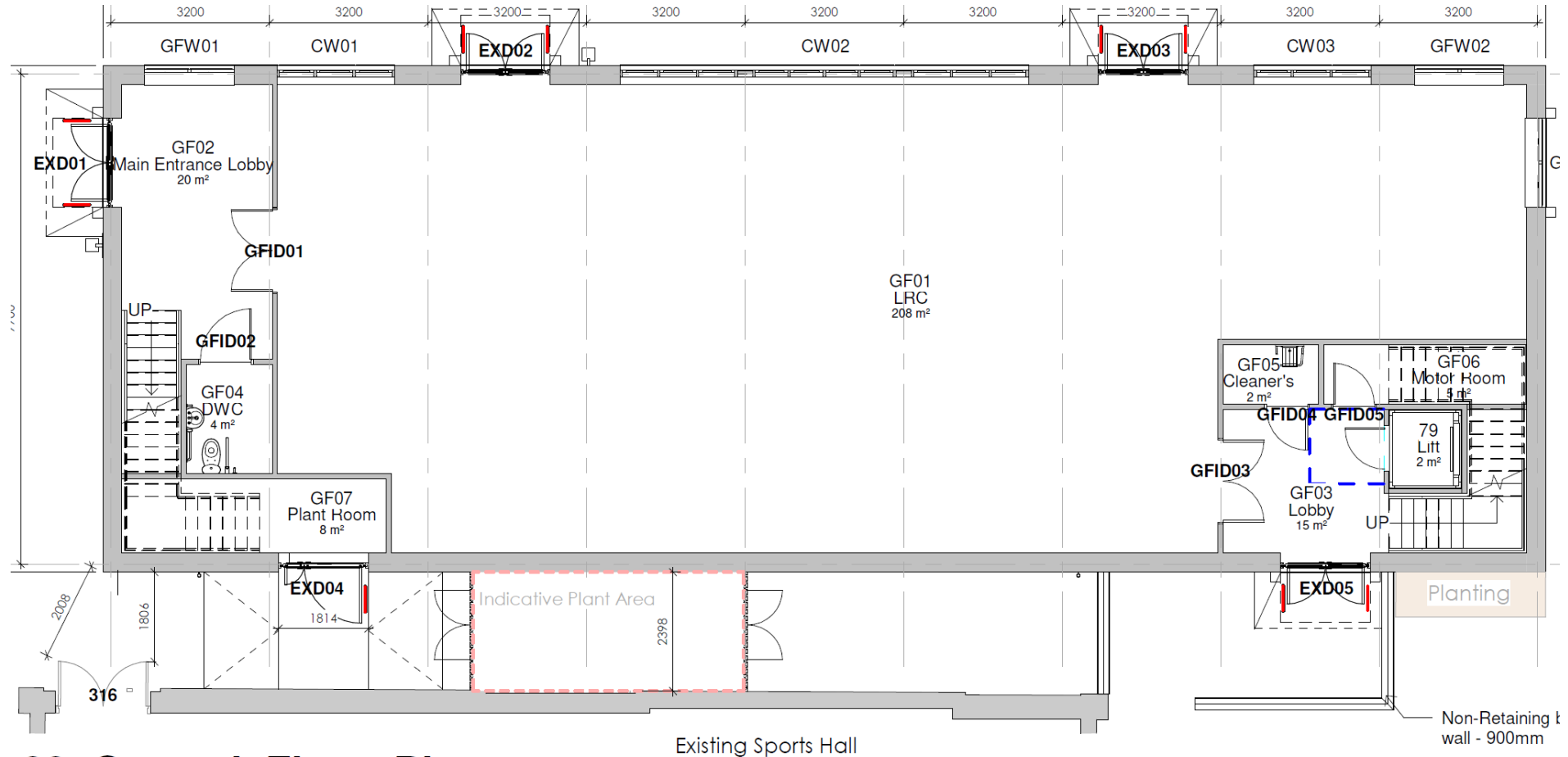
Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.1.9b	Means of Escape	No markings present on the window pictured to meeting room SF09 on the second floor, to confirm that this is fire-rated glazing.	As this communicates with the stairwell/ escape route, you should ensure that the glazing is fire-rated to 30-minutes duration, as per the fire doors to the room/ stairwell.  <i>(Priority level assigned reflects minimal hazard present in this room).</i>		3	
5.2.1	Means to Limit Fire Spread	Above the suspended ceiling in SF09 meeting room, second floor, there were holes passing into the wall void which do not appear to be fire-stopped.	Ensure that the gap around these cables is sealed with appropriate fire-rated/ intumescent materials, such as a firestop cable collar. <i>Example:</i> <a href="https://www.cef.co.uk/catalogue/products/4690931-rfg2-ez-path-firestop-grommet">https://www.cef.co.uk/catalogue/products/4690931-rfg2-ez-path-firestop-grommet</a>		4	
5.4.2	Signs and Notices	Fire exit signage present at final exits, however directional signage is lacking in some areas.	Additional directional signage should be installed above the middle door/ corridor break in the upper floors, to highlight that exits are available in both directions. Signage should also be present within the stairwells themselves, as it is not currently.		3	
5.4.3a	Signs and Notices	Supplementary fire signage seen to be lacking in this building, and additional signage.	Install 'Turn to Open' signs, with appropriate directional arrows at the fire exit doors from the Library/LRC, as these are currently secured by thumbscrew latches.		4	

Ref/Q	Section	Significant Finding / Hazard	Corrective Action Required	Photo / Comments	Priority [1-4]	Completion Date
5.4.3b	Signs and Notices	Supplementary fire signage seen to be lacking in this building, and additional signage.	Install 'Fire Action Notices' at each of the fire alarm call points, including all four exit doors from the building and the storey exits on each landing/ floor.		3	
5.5.6 6.2.1	Means to Give Warning of Fire, and Evacuation Procedures	No fire alarm sounders or warning beacons present in the acoustic enclosures/ study rooms in the Library/LRC.	At present, the audibility of the fire alarm within these study booths is questionable, especially as students may also have personal music players on, and additional sounders and/or beacons will be required. Amendment is also needed to evacuation procedures in the Library to reflect the need for Librarians/ LRC staff to check study booths in the absence of additional sounders/beacons to raise the alarm and ensure all persons have evacuated.		2	
6.4.2	Testing and Maintenance	<i>This recommendation applies to all fire alarm systems on site, and has been outlined in the Main House FRA report of the same date, in order to avoid repetition in each of the building's reports.</i>				

# Appendices

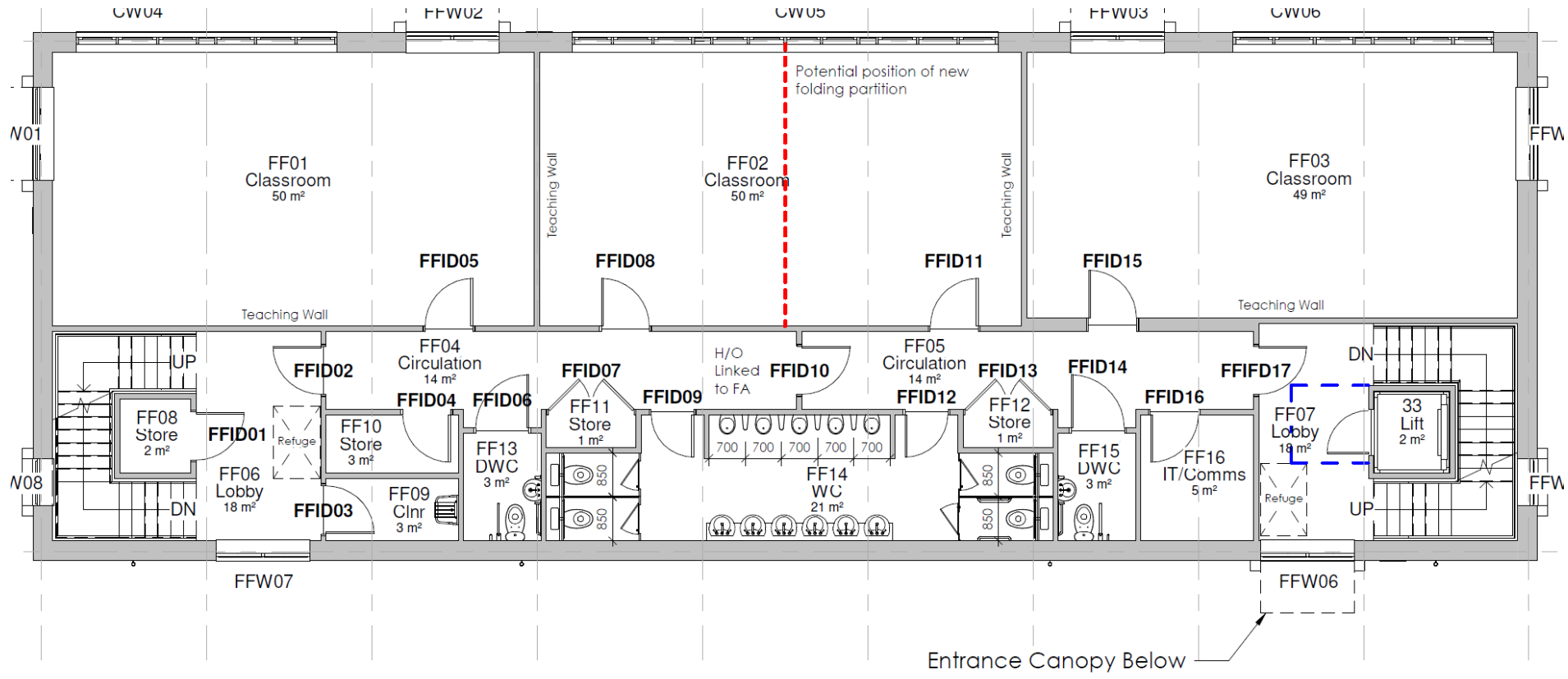
## Appendix 1: Floor Plans

### Ground Floor



### 00\_Ground\_Floor\_Plan

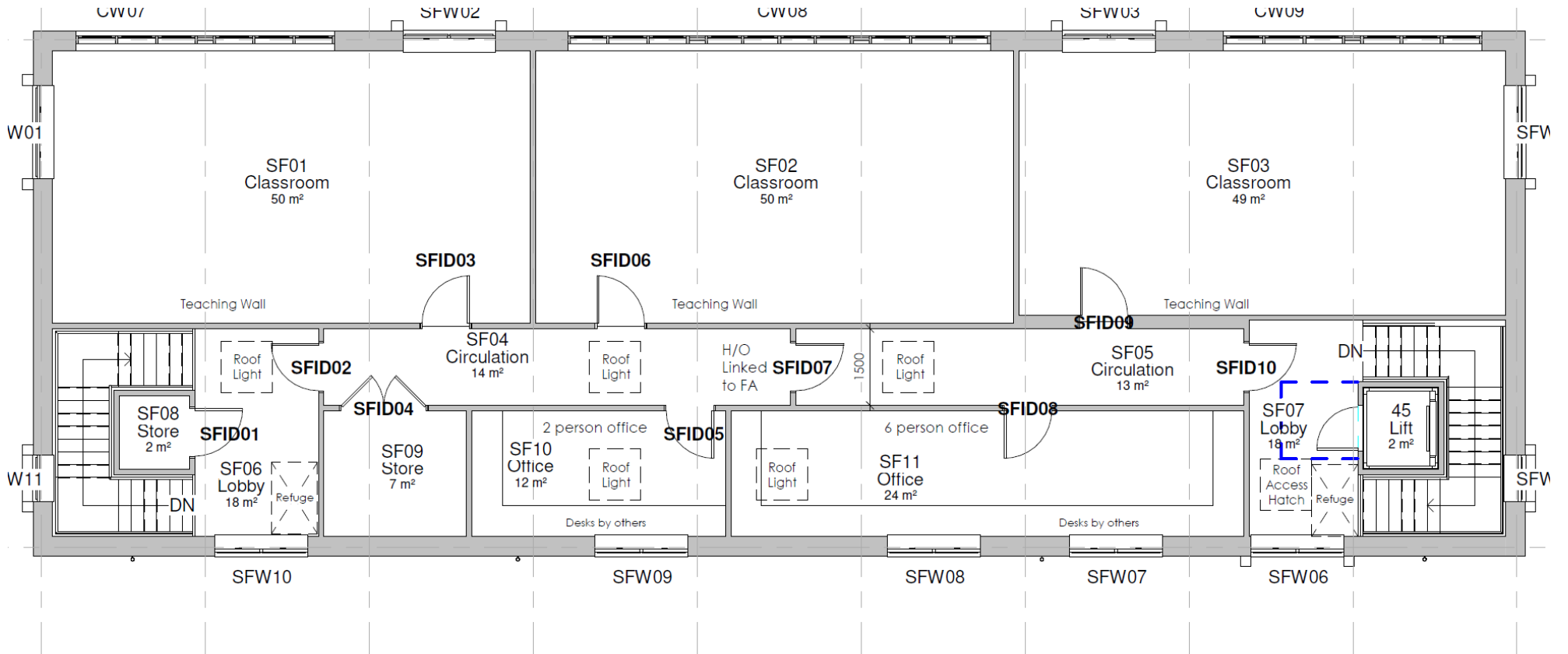
**First Floor**



**01\_First\_Floor\_Plan**



## Second Floor



## 02\_Second\_Floor\_Plan



## Appendix 2: Use of Data

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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](http://www.hettleandrews.co.uk)





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