



**Pearson Webb  
Consulting**

# **Fire Risk Assessment**

**Regulatory Reform (Fire Safety) Order 2005**

**Halliford School  
(Cottage, Theatre & Dining Hall)**

**April 2024**

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*Please Note: This fire risk assessment report is primarily designed to provide an assessment of the risk to life, in the event of fire, and the recommendations and actions outlined herein also target this objective, and compliance with the relevant legislation/guidance documents for this type of premises.*

*Where obvious or significant property protection or business interruption risks are present, we will endeavour to flag these within the commentary of the report, and/or recommendations outlined, but this is not the primary focus of this fire risk assessment.*

*The information and comments outlined in this report are, to the best of our knowledge, correct at the time of writing and are based exclusively upon; discussions with representatives of the 'Responsible Person' and any documentation or evidence shown/provided to us, as well as observations made during the inspection of the premises. No destructive sampling is undertaken of any materials, and any inaccessible spaces or voids have also not been assessed, as the inspection of the premises is based on a visual assessment.*

*Whilst best endeavours are made, this report cannot be relied upon as an exhaustive record of all fire hazards that exist, or potential improvements that could be made.*

*The fire risk assessor cannot be held responsible for the failure to implement the actions or recommendations contained herein, or the failure to manage fire safety on an ongoing basis after the completion of the fire risk assessment. However, should further advice or clarification be required on any points within this assessment, please do not hesitate to contact the fire risk assessor named herein, at any time following the assessment, or enquiries can be addressed to: [info@pearsonwebb.co.uk](mailto:info@pearsonwebb.co.uk)*

# Executive Summary

<b>Responsible Person(s)</b> (Person(s) in control of the Premises):	Halliford School.
<b>Building Name &amp; Premises Address</b>	<b>COTTAGE, THEATRE &amp; DINING HALL</b> , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
<b>Person(s) Consulted</b>	Elspeth Sanders – Bursar, Halliford School. Darren Macefield – Premises Manager, Halliford School. <i>[In the context of the imminent extension/conversion planned for this building, consultations were also held with James Davies (Headmaster, Halliford School) and Ian Felgate (of Brookes Architects)].</i>
<b>Fire Risk Assessor</b>	Adam Webb – Director, Pearson Webb Consulting Ltd.
<b>Date of Fire Risk Assessment (FRA)</b>	11 April 2024.
<b>Date of Previous FRA</b>	12 April 2022.
<b>Suggested Review Date for FRA</b>	September 2024 (post-construction of the extension).

*This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005, which requires that a fire risk assessment be carried out.*

## Evaluation of Fire Risk

Following the completion of this fire risk assessment, the fire risk rating has been described as **TOLERABLE**, which is broadly summarised as follows:

**“No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.”**

In addition to the above Evaluation of the fire risk, the Action Plan set out at the end of this report also sets out the following number and type of actions or recommendations. Where this is a review of a previous FRA by Pearson Webb Consulting, the previous year’s fire risk rating and actions have also been outlined for comparison purposes.

### Summary – Fire Risk and Actions/Recommendations

FRA Date (and Type)	Fire Risk Rating	Actions to reduce or maintain fire risk at; ‘Trivial’ or ‘Tolerable’	Total Actions or Recommendations outlined
11 April 2024	Tolerable	8 x Actions Required	7 x Recommendations
12 April 2022	Moderate	14 x Actions	

The findings of this assessment are broadly acceptable, as reflected by the fire risk rating of 'Tolerable', which has improved from a position of 'Moderate' at the previous assessment in 2022.

The current rating reflects that there is good control over fire inception hazards in the premises and, in the event of fire, it is not expected that there would be significant injuries, which is a reflection of the fact that there is a good level of fire detection throughout the building which will ensure early detection and warning of fire, which, when combined with the availability of multiple well protected escape routes and fire exits, means there would be swift evacuation of the premises.

There are also plans to further improve fire safety measures in the building, by virtue of the imminent extension and refurbishment of the building which will bring with it a L2 fire alarm system and fire suppression within the commercial kitchens. These are both a significant improvement to the fire prevention and means of detection and warning of fire.

Whilst the fire risk is described as tolerable, there are actions and recommendations that we would urge you to consider, and implement as far as is reasonably practicable. The 'Actions Required' in order to maintain fire risk at a tolerable level, are as follows:

- Portable appliance testing to be arranged for areas missed in the latest round of testing.
- Housekeeping and storage arrangements for flammable substances to be improved in the second floor office/storeroom of the Theatre.
- Storage in the backstage area of the Theatre to be reduced and clear walkways maintained on the upper levels of the staircase.
- Storage in the lower ground floor corridor/escape route to be removed prior to the new term in September.
- Fire door between dining hall and LG floor corridor to be fitted with automatic hold-open device which closes upon activation of the fire alarm.
- Sign directing from the Theatre into the now redundant stairwell/toilet lobby, to be removed.
- Review of signs/notices to be carried out post-refurbishment project to ensure that it is correct and has been restored after decorations etc. have been completed.
- Weekly fire alarm tests to be resumed as soon as possible, and to be completed during school hours so as staff/pupils are familiar with the alarm sound.

Given the improvement in the fire risk rating, subject to reasonable progress with the Action Plan to this assessment, we would normally recommend a formal review of this assessment in around two years' time, however given the construction works and extension of the building planned across the summer we would recommend a review is completed around the time of the building reopening.

Finally, we advise that this evaluation is subjective and only acts as guidance, and that this fire risk assessment report reflects a snapshot of the risk observed at the time of the visit. Efforts should be made to ensure that the hazards and controls outlined herein are monitored and managed on an ongoing basis, throughout the year. This fire risk assessment also needs to be reviewed regularly, and in the event of any significant changes to the building itself (as is planned), the use of the building or the nature of the occupants therein, as well as in the event of any fire loss.

Should there be any queries relating to the content of this report, please don't hesitate to contact us.

Adam Webb – Director

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# 1.0 Premises Information

<b>Responsible Person</b> (Person(s) in control of the Premises):	Halliford School.
<b>Building Name &amp; Premises Address</b>	<b>COTTAGE, THEATRE &amp; DINING HALL</b> , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
<b>No. of Floors (Total)</b>	Two-storey to Cottage, with three overlapping storeys (due to the pitch of the tiered seating in Theatre) to the Dining/Theatre building.
<b>No. of Floors (Below Ground Level)</b>	Single lower ground floor level which is partially below ground level.
<b>No. of Floors (With Car Parking)</b>	None.
<b>Approx. Floor Area (Gross)</b>	Internal area not confirmed however this is estimated (from aerial view images) to be; approx. 130 sq. metres to The Cottage, and approx. 800-850 sq. metres for the Theatre/Dining Hall block. Marquee in place currently is c.130 sq. metres but will be replaced in the conversion of this building, with a permanent structure (finished building is advised by the fire strategy document as being 1290 sq. metres).
<b>Approx. Floor Area (Per Floor)</b>	Approx. 500 sq. metres.
<b>Approx. Floor Area (Ground Floor)</b>	Footprint of the buildings (combined) at present is approx. 525 sq. metres.
<b>Construction of the Premises</b>	The Cottage is a traditional masonry building with pitched tile roof, and the Theatre/Dining block was constructed in approx. 2000 and is a steel framed building with composite steel/concrete floors. The external walls are masonry, as are internal partitions. (The planned extension will be single storey and all internal linings have been listed as plasterboard or other non-combustible materials, and whilst the external façade/ construction has not been confirmed, the visuals provided suggest a steel or concrete frame with large sections of glazed façade interspersed with brick facings – actual construction of the building will be confirmed when this assessment is reviewed post-construction and upon occupation of the building).
<b>Occupancy of the Premises</b>	Classrooms, offices, control room and theatre, dining hall and kitchens, offices/stores on lower ground floor level.
<b>Hours of Use</b>	Monday to Friday approx. 6:30am to 7:00pm. Saturday use of dining hall sometimes, approx. 8:00am to 2:00pm, for sports fixtures. Occasional evening events/ hires too (primarily in the theatre) to around 10pm.
<b>Other Relevant Information</b> (Including inaccessible/excluded areas in the premises)	Surrounding area is primarily residential, with the school sitting within its own enclosed site with the school playing fields to the rear and a day centre/allotments beyond. To the front of site is a main road with the river and a boathouse/storage yard and further residential properties.



	Inaccessible/excluded areas of the buildings during this assessment were limited to roof spaces/voids, and areas that had been closed off as part of the extension/refurb. project, namely, the toilets and plant room on the top floor.
<b>Previous Fire Loss Experience</b>	None known/advised.
<b>Relevant Fire Safety Legislation and Guidance</b>	Regulatory Reform (Fire Safety) Order 2005. Building Regulations 2010 (as amended). Fire Safety Act 2021. Building Safety Act 2022. Fire Safety (England) Regulations 2022. Fire safety risk assessment: educational premises. Fire safety risk assessment: large places of assembly.
<b>Enforcing Authority</b>	Surrey Fire and Rescue Service – 2 x fire stations within 2-3 miles/ approx. 8-10mins from site. (Chertsey and Walton).

**Photos & Aerial View of Premises**





## 2.0 Persons at Risk

The following numbers should be an estimate of the maximum number of people on site, in the premises, at any one time. Particular notice is taken as to those individuals who may be at an increased level of risk, as well as larger spaces or areas of assembly with high numbers present.

<b>No. of Employees</b> (at one time)	Varies widely throughout day, with up to around 20 for most of the day (increased during e.g., assembly).
<b>No. of Other Occupants</b> (at one time)	Potentially up to 450 advised, which may be during an event in the Theatre (up to 400) plus others elsewhere in the building.
<b>Total No. of Occupants in building</b> (at one time)	Possible for 400-500 to be present, however a more typical number would be 200-250 at lunchtimes, as a maximum.
<b>Max. no. persons in High Occupancy Rooms or Assembly areas</b> (and list)	<ul style="list-style-type: none"> <li>- Theatre limit agreed at 400 persons, which will remain the same post-extension works (seats currently number 287 which is increasing to 301 however the higher level of occupancy would be during assembly with seating in the stage area of the Theatre).</li> <li>- Dining hall limit would be significantly more than the advised use, which may have up to around 120 (extended to as many as 200 with the marquee in place) and this will be revisited once the extension is built as this limit will likely increase.</li> </ul> <p><i>(Further consideration of these high occupancy rooms, and the capacity of escape routes serving them, is made at section 4.1 of this FRA report).</i></p>
<b>Occupants especially at risk</b> - Sleeping occupants	None.
<b>Occupants especially at risk</b> - Disabled employees	None known/advised within the school population (staff or pupils).



<b>Occupants especially at risk</b> - Other disabled persons	Possible for someone attending an event, however they would be confined to accessible areas that can be easily evacuated, with staff support if necessary. Evac-chair also purchased in 11/2023 to support with evacuation if needed.
<b>Occupants especially at risk</b> - Remote/lone 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' and no significant risk identified.
<b>Occupants especially at risk</b> - Young (U18) employees	None.
<b>Occupants especially at risk</b> - Other persons at increased risk	Visitors/contractors possibly, but these would be subject to sign in, briefing and are generally accompanied by staff. 'Information for Visitors' leaflet also provided to new visitors, setting out evacuation process, smoking ban and other rules in operation whilst on site. Separate procedures in place for contractors, as summarised under section 3.8 of this report.
<i>(Further consideration of those persons identified as being at increased level of risk, as set out above, and the arrangements or procedures in place to support them in the event of fire, is made at section 4.1, 5.1, 5.2, and 5.3 of this FRA report, where relevant).</i>	

## 3.0 Control of Fire Hazards

Where possible, fire hazards should be eliminated, though this will not always be possible, or even desirable in some cases. As such, the following section provides a commentary on the fire hazards that are present, how they are currently controlled, and identifies any deficiencies or possible areas for improvement which would reduce the fire inception risk in these premises.

### 3.1 Electrical Sources of Ignition

	N/A	Yes	No	Action Ref.
Fixed electrical installation periodically inspected/tested?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Remedial actions (C1/C2) from periodic inspection completed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Suitable portable appliance testing (PAT) carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>(3.1.3)</b>
Suitable control over the use of personal electrical appliances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Limitation and/or appropriate use of trailing leads, extension cables and adapters?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Relevant Findings/ Comments/ Deficiencies:
<p>Periodic inspection of the fixed electrical installation last completed 08/2019 and C1/C2 remedial actions confirmed as being complete in 03/2020. Electrical distribution board in the Theatre also labelled as being inspected in 10/2022 as the contractor advised a reinspection interval of three years, rather than five, however this is not a commercial theatre that is open to the public, and most other schools operate a five-year reinspection. Reinspection is scheduled for 10/2024 again, post the extension project to this building.</p> <p>PAT regime in place and evidence seen to confirm testing in 08/2023 however this did not include all items in the staff office/workshop/store room on the top floor of the Theatre, opposite the control room, in a room which is untidy and also has flammable/combustible items present. Personal electrical items (if any) would be tested if they are present during inspection/test period. No concerns identified with regards to trailing cables, extension leads or electrical adapters.</p>

## 3.2 Smoking

	N/A	Yes	No	Action Ref.
Smoking prohibited in buildings and other appropriate areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Suitable provision made, where smoking is permitted on site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking policies appear to be observed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
No smoking site, staff smokers leave site if they wish to smoke.				

## 3.3 Arson (and Security)

	N/A	Yes	No	Action Ref.
Reasonable security in place to protect against arson (in the context of this FRA)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Absence of fire load (combustible/ flammable/ waste materials) adjacent to, or in close proximity of buildings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
<p>Secure perimeter by virtue of wall or fence to all sides and gated access (front/side gates), which are locked when not in use, including during the school day. Reliant on perimeter security primarily, as doors to buildings are unlocked/open during day, and physically locked at night.</p> <p>Intruder alarm on all buildings. CCTV also in place externally on the corners of buildings and at the access gates.</p> <p>Combustible materials/waste not adjacent to this building and external (lidded) bins are located on the perimeter wall behind Baker Block.</p>				

### 3.4 Heating Installation (including Portable Heaters)

	N/A	Yes	No	Action Ref.
Fixed heating system subject to appropriate service/maintenance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Satisfactory control over portable heating devices (including proximity of any combustible materials)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Gas fired central heating and gas safety check/boiler service completed annually (last in 07/2023 and scheduled for 07/2024). Also previously advised that a 'pre-winter' check is also completed in the October half term each year, as part of the same service contract. Portable heaters not noted as being a concern. Electric radiators typically used, where this is needed, however.				

### 3.5 Cooking Activities

	N/A	Yes	No	Action Ref.
Kitchen appliances appropriately maintained/serviced?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas/electrical isolation present in the event of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Extraction filters cleaned/changed regularly and appropriate regime for inspection and/or cleaning of extract ductwork?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Firefighting appliances or suppression system provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Electrical kitchen appliances subject to PAT (in line with section 3.1), and gas-fired appliances subject to regular gas safety checks by a GasSafe Registered engineer, completed 10/2023 and scheduled again for 03/2024. Gas Guard system present and included within the gas safety checks. Extract filters removed and cleaned periodically and inspection/cleaning of extract ductwork completed annually (latest in 08/2023). CO2 and Foam fire extinguishers in kitchen, as well as a fire blanket, though no fire suppression system or wet chemical fire extinguisher near deep fat fryers. This will be rectified in the summer as the refurb/extension project also includes installation of a fire suppression system over the cooking range (which is positioned at the rear of the kitchen away from the servery counter/dining hall).				

### 3.6 Lightning Protection

	N/A	Yes	No	Action Ref.
Lightning protection system installed to the building(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Fitted and subject to annual maintenance/testing (last in 02/2024).				

### 3.7 Housekeeping and Combustible Materials

	N/A	Yes	No	Action Ref.
Reasonable housekeeping observed and combustible materials stored away from ignition sources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excessive or inappropriate accumulations of combustible materials avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(3.7.2)
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
General housekeeping and storage of combustible items needs to be improved in the second floor office/workshop area of the Theatre. Generally very few concerns with regards to combustibles though, even though there is a significant accumulation in the lower ground floor storerooms of the Theatre, which include a drama/costume store and cleaning stores which has both flammables and combustibles (e.g. toilet paper) present in significant quantity. Fire doors and fire detection present in these rooms though, as well as limited sources of ignition.				

### 3.8 Contractors and Building Works

	N/A	Yes	No	Action Ref.
Induction/supervision measures in place to direct the works of contractors on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Hot work permit or fire safety conditions imposed on contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Suitable precautions in place for works carried out by in-house maintenance personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Policies and procedures in place to assess the competence of, and ensure induction/information provision to, contractors working on site. Information sought includes insurance, RAMS etc. and this is refreshed annually. Leaflet issued to all visitors at sign in too, outlining fire safety rules and evacuation procedures etc., as outlined under section 2.0 of this report. Contractors would be under the supervision of the Premises Manager during term time, and whilst they may work unsupervised during the holiday periods, they would always sign in/check out with someone and have contact details of a staff member on site. Hot works permit system would be used if/when this is required. In-house maintenance staff would not complete any hot works themselves.				

### 3.9 Dangerous Substances

	N/A	Yes	No	Action Ref.
Appropriate control measures in place for dangerous substances (flammable, explosive, oxidising agents) used/stored within the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(3.9.1)
Additional fire precautions/risk assessment in place where significant hazards exist? (e.g. DSEAR risk assessments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Relevant Findings/ Comments/ Deficiencies:
<p>Flammables in the lower ground floor storerooms seen to be within a flammables cabinet, both in the cleaning store and the maintenance stores, however there was also a significant (up to around 50 litres) store of flammable, alcohol-based, hand sanitising gel which are not within a similar cabinet. Additionally, there were flammable substances stored in the open within the second floor office/workshop area at the back of the theatre. (Whilst both rooms had fire detection and fire doors present, this should be addressed). Minimal substances seen elsewhere, and although not flammable, cooking oil is also known to be stored within a corridor (lower ground of the backstage stairwell) but again within a metal flammables cabinet and not obstructing the escape. Whilst not ideal, this is not currently seen as a significant concern.</p>

## 4.0 Fire Protection Measures

In the event of a fire, several considerations need to be made as to the adequacy of the protective measures in place, to ensure; early detection and warning of fire, adequate firefighting provisions, compartmentation and passive protection to limit fire spread and protect escape routes, ensuring adequate means of escape for all persons present, and illuminating and signposting such escape routes. These are all covered under section 4.0 of this fire risk assessment.

### 4.1 Means of Escape

	N/A	Yes	No	Action Ref.
Adequate provision (number and separation) of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire exits open in the direction of escape, where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Satisfactory arrangements for securing fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All fire exits open easily/immediately?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Satisfactory arrangements where sliding/revolving doors are designated as fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape corridors/ stairways/ exits are of sufficient capacity for the number of occupants expected to be present? <i>(Based on the no. of occupants given (by the Responsible Person) at section 2.0 of this report).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable distances of travel (single direction of escape)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable distances of travel (multiple directions of escape)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All escape routes are clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>(4.1.9)</b>

	N/A	Yes	No	Action Ref.
Fire-resisting doors maintained in sound condition, and self-closing, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(4.1.10)
Fire-resisting construction protecting escape routes maintained in sound condition? <i>(This FRA will not identify all fire stopping issues in the building, and if you have concerns over the adequacy of fire stopping, you should consider an invasive survey by a competent specialist).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
External means of escape (staircases/gangways) maintained in sound condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable means of escape provided for disabled persons?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>Front/side exits in the Cottage on the ground floor via two separate stairs from the first floor, and further escape possible via link (drama studio) into the backstage area of the Theatre at first floor – this backstage staircase/walkway is partially obstructed, however.</p> <p>Within the dining hall/theatre building there are currently two direct exits off the theatre to outside (c.1100mm), a backstage staircase down to a protected corridor exit at LG level (c.900mm) which is also accessible off the dining hall (currently obstructed due to storage in the corridor), and escape on the dining hall side is via the north-east corner (c.1050mm), as well as via the both ends of the marquee; routes which will be maintained when the extension is built. There is also one further exit from within the kitchen.</p> <p>(One staircase has been removed since the last FRA, however this was subject to extensive discussion between the school, fire risk assessor and architects, in order to satisfy that the remaining escape routes (particularly from the theatre) are sufficient for the numbers of occupants). Travel distances appear reasonable and within the ‘normal risk’ tolerance for single/multiple escape routes. This is also true of the post-extension works that are planned.</p> <p>Fire doors in the premises were in reasonable condition for the most part, however there are no smoke/intumescent seals on the door at the foot of the stairs in the Cottage, there is also a keyhole in the door to the first-floor classroom G1, and the door into the drama studio was propped open. Another door propped open, was that between the dining hall and LG floor corridor.</p> <p>Finally, the kitchen door was lacking smoke/intumescent seals too, however this is being replaced with a fire shutter (during the extension works) and the servery is open at present too, so this is not listed as an action.</p> <p>Fire-resistant construction protecting escape routes also seen to be in good condition.</p> <p>External escape stairs/walkways are limited to external ramps and concrete steps, which were again seen to be in reasonable condition.</p> <p>Means of escape for disabled persons not directly considered, as this is not currently relevant to the school population, however it is known that an Evac-Chair has recently been purchased. That said, the lift in the Theatre is being removed during the extension, which will leave the dining room as the only area accessed by members of the public, and this has level access/egress.</p>				

## 4.2 Measures to Limit Fire Spread (or Development)

	N/A	Yes	No	Action Ref.
Compartmentation of the building to a reasonable standard? <i>(This FRA will not identify all fire stopping issues in the building, and if you have concerns over the adequacy of fire stopping, you should consider an invasive survey by a competent specialist).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



	N/A	Yes	No	Action Ref.
Limitation of wall and floor/ceiling linings that may promote fire spread?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are dampers provided where necessary to protect means of escape against passage of fire/smoke/combustion products? <i>(As far as can be ascertained by means of basic visual inspection. Full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment).</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Buildings in good condition and prior concerns over compartmentation have been addressed. Plasterboard or solid masonry walls and either plasterboard or suspended ceilings systems (advised as having fire-rated tiles to 30-minutes duration) also present. No significant wall hangings or combustible materials in escape routes on walls/ceilings etc. and no significant risk identified under this heading. Not able to confirm the presence or otherwise of dampers in ventilation systems, which is deemed to be outside the scope of this assessment.				

### 4.3 Emergency Escape Lighting

	N/A	Yes	No	Action Ref.
Reasonable standard of emergency lighting provided at final exit doors from the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable standard of emergency lighting provided throughout escape routes, stairwells, changes of direction etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable standard of emergency lighting provided along external escape walkways/staircases, etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<i>(Based on visual inspection and identification of the location of EL units in the premises – no assessment made over the levels of illuminance, or verification of compliance with the relevant British Standards).</i>				
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Emergency lighting seen to be present at or near to fire exits and throughout escape routes. Automatic lighting also present on the backstage stairwell part of the Theatre. External emergency lighting also seen to be present outside some final exit doors, though where this is lacking, the location of the building on two perimeter walls of site (e.g., front car park from LG and cottage exits), means it benefits from ‘borrowed’ street lighting and surrounding buildings would also add to this.				

### 4.4 Fire Safety Signs and Notices

	N/A	Yes	No	Action Ref.
Reasonable provision of ‘Fire Exit’ signage at final exits, and throughout escape routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(4.4.1)
Reasonable provision of fire safety notices throughout the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<b>Relevant Findings/ Comments/ Deficiencies:</b>
<p>Fire exit signage present at all final exit doors, and directional signage present throughout escape routes/ stairwells etc., though this will need to be reviewed again, prior to opening, after the extension and refurbishment works are complete, as signage will undoubtedly be removed for redecorating and the layout changes may render it incorrect. There is one sign at the back left of the Theatre, for example, affixed to an emergency light directing towards the WC's where there used to be a stairwell to a fire exit on the ground floor; this needs to be removed.</p> <p>Supplementary fire signage also seen to be in place, including fire action notices, fire door keep shut signs, instructional signs for fire extinguishers and 'push to open' on doors, for example.</p>

## 4.5 Means of Giving Warning of Fire

	N/A	Yes	No	Action Ref.
Reasonable means of fire detection and warning provided in the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>(4.5.1)</b>
Is there remote transmission of alarm signals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is a fire zone plan displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>(4.5.3)</b>

<b>Relevant Findings/ Comments/ Deficiencies:</b>
<p>Fire alarm system installed includes manual call points at final exits (including the plant room) and within stairwells at storey exits (including the link from Theatre to Cottage at first floor level), albeit there is one in the now ex-stairwell will need relocating, as it now sits within a room.</p> <p>Automatic fire detection is also provided to a very good level, currently extending to escape routes, and most other rooms including classrooms in the Cottage, the Theatre (including void detection under the theatre seating), and dining hall and kitchens, plant room and lower ground floor storerooms. (The alarm is being upgraded as part of the extension/refurbishment work with the intended level of coverage being L2, as defined in BS5839-1, which will be validated by certification and visual observation when this FRA is next reviewed).</p> <p>Updated 'Fire Zone Plans' will also be needed at the fire alarm panel, following this upgrade work.</p> <p>Remote signalling is now in place for this building.</p>

## 4.6 Fire Extinguishing Appliances (and Systems)

	N/A	Yes	No	Action Ref.
Reasonable provision of manual fire extinguishing appliances (extinguishers, fire blankets and hose reels)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All fire extinguishing appliances able to be readily accessed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fixed fire extinguishing systems (sprinklers or suppression systems) provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Plan to install by 09/2024</i>
Suitable provision of firefighter switches for high voltage luminous tube (neon) signs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Yes	No	Action Ref.
Appropriately sited facilities for electrical isolation of photovoltaic (PV) cells, with appropriate signage, to assist fire/rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Water or Foam, and CO2, fire extinguishers present in escape corridors and stairs throughout these buildings. No concerns over access/damage to FEA units, and they are checked on monthly. Additional Powder extinguisher in the boiler/plant rooms and both Foam/CO2 extinguishers and fire blanket provided in the main kitchens. As detailed earlier, there is currently no Wet Chemical fire extinguisher or fire suppression system in the kitchen, however this is planned for the extension and refurbishment project, so the firefighting provision in the kitchen will be markedly improved by the new term in September 2024.				

## 5.0 Management of Fire Safety

This section focusses on the management arrangements in place for fire safety, including responsibility, instruction and training, and the formal protocols and procedures that have been developed for all elements of fire safety management. This also extends to the testing and maintenance arrangements in place for all fire safety systems and equipment, and record keeping to that effect.

### 5.1 Procedures and Arrangements

	N/A	Yes	No	Action Ref.
Fire Safety in the premises is managed by: <i>(Not intended to represent legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of the assessment).</i>	Elspeth Sanders (Bursar)			
Competent Person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking preventative/protective measures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are all fire safety procedures appropriately documented? <i>(Based on a brief review of procedures, no full assessment has been completed).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there adequate means to investigate alarm signals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there suitable arrangements for summoning the fire and rescue service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there suitable arrangements for meeting/liasing with the fire and rescue service upon arrival, and providing relevant information, including on hazards they may face?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there suitable arrangements for ensuring full evacuation of the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Suitable fire assembly point(s) have been designated/signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	N/A	Yes	No	Action Ref.
Adequate procedures for evacuation of any disabled persons likely to be present?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are persons nominated to assist with evacuation of disabled persons?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there persons nominated to use fire extinguishing appliances?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
For premises in multiple occupation, are there adequate arrangements for cooperation between duty-holders, and coordination of fire safety arrangements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is there appropriate liaison with fire and rescue service (such as familiarisation visits by fire crews)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are routine in-house inspections undertaken for fire precautions (e.g. part of internal H&S inspections)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>Pearson Webb appointed to undertake fire risk assessments and provide fire safety advice/ guidance as required. Additional advice provided by Brookes Architects as to fire safety compliance with building regulations as part of the refurbishment and extension of this building.</p> <p>Competent contractors also used for installation and maintenance of all fire safety equipment/ systems, and maintenance over other electromechanical plant, where required.</p> <p>Fire safety policy in place and emergency evacuation procedures are documented in policy and within e.g., school notices and visitor leaflets, etc. Protocols are for a full simultaneous evacuation of the premises and the rest of the site, with roll call to confirm full evacuation of staff/pupils/visitors. Fire trolley in reception includes required equipment and the Bursar/Head or Asst. Bursar would take charge at the assembly point.</p> <p>Fire service are summoned by 999 telephone call, and remote signalling/monitoring centre.</p> <p>Fire assembly point is designated as the rear field, which is away from FRS arrival points.</p> <p>PEEP's would be put into place if/when required.</p> <p>Possible for members of the public to be present, who would be directed by staff members, and hirers or outside groups (out of hours) are instructed by the hire agreement, which includes fire/evacuation procedures for them to implement.</p> <p>No recent intervention or familiarisation visit by the fire and rescue service (FRS), however this is likely to be seen as a lower risk site, and this is not surprising.</p>				

## 5.2 Fire Safety Training and Drills

	N/A	Yes	No	Action Ref.
Adequate fire safety instruction and training provided at induction (and recorded)? <i>(Based on brief consideration of training scope. No in-depth consideration of content has been undertaken and is outside the scope of this assessment).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Periodic refreshers provided for fire safety training?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Additional training provided for specific roles/responsibilities (and recorded)? <i>(e.g. fire service liaison, assisting disabled persons, fire wardens, extinguishers)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>(5.2.3)</b>

	N/A	Yes	No	Action Ref.
Fire drills carried out at appropriate intervals (and recorded)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Where outside employees work on site (e.g. contractors), is appropriate information on fire risks/fire safety provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>Induction fore new staff includes fire safety procedures, and online fire safety awareness training (via iHasco) which is refreshed three-yearly on a rolling basis, and staff who have oversight of fire evacuations are also required to do fire marshal training (e.g., premises staff and Bursar/Asst. Bursar).</p> <p>This training also includes fire extinguisher types/use.</p> <p>No training yet provided for the use of the Evac Chair which has been purchased by the school.</p> <p>Fire drills completed last in 03/2024 and are completed termly. The latest drill was completed in 6mins (to finalising the roll call), which appears accurate. Inventory register system is not easy to access from the assembly point, however, and this will be printed out to complete registers in future drills/evacuations.</p> <p>External staff/contractors or visitors are provided with a basic induction or information/instruction as to the evacuation procedures.</p>				

### 5.3 Testing and Maintenance Records

	Date Confirmed	N/A	Yes	No	Action Ref.
Adequate maintenance of the premises observed?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Weekly testing (and periodic servicing) of fire alarm?	None (04/2023)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(5.3.2)
Monthly (and annual) testing for emergency lighting?	04/2024 (Quarterly)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Annual maintenance of fire extinguishing appliances?	08/2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Periodic inspection of external staircases and gangways?	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Six monthly inspection and annual testing of rising mains undertaken?	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly/monthly testing, six-monthly inspection, and annual inspection/testing for firefighting and evacuation lifts?	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly testing (and periodic inspection) of sprinkler installations?	N/A at present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Routine checks of final exit doors and/or security fastenings?	Monthly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Annual inspection and testing of the lightning protection system?	02/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



	Date Confirmed	N/A	Yes	No	Action Ref.
Other relevant inspections or tests undertaken? <ul style="list-style-type: none"> <li>- Check on the presence/condition of FEA's</li> <li>- Check on condition/closing of fire doors</li> <li>- Escape routes clear and housekeeping OK</li> </ul>	Monthly (recorded) check in each building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>					
<p>No weekly fire alarm tests completed at present, with testing only completed in the holidays. This is a designed as a functional test as well as for the familiarity of staff/pupils hearing it, so this will need to be resumed. Fire alarm service completed at Easter breaks, though in this building there will be an upgrade/replacement of the system prior to September.</p> <p>Emergency lighting tests are not completed on a monthly basis, as suggested, with the school having an external contract in place for quarterly EL testing instead. The latest service visit was in 04/2024 and incorporated a 60-minute test of all units. Remedial actions are scheduled as soon as possible after the tests, should there be remedial works or repairs/replacements required.</p> <p>Fire extinguishers across site under annual maintenance contract and last inspected in 08/2023.</p> <p>Lightning Protection System present on PC Centre, Sports Hall, Theatre, and new Woodward building, with all buildings being tested/inspected in 02/2024.</p> <p>Monthly recorded fire safety checks completed, to include; presence/condition of FEA's, condition/closing of fire doors, housekeeping (e.g., for combustibles, flammables, heaters), escape routes clear and unobstructed, exits clear and open easily.</p>					

# 6.0 Evaluation of Fire Risk

Following the completion of this fire risk assessment, the fire risk rating has been described as per the below, commonly used, risk level estimator:

		<u>Potential Consequences of Fire</u>		
		Slight Harm	Moderate Harm	Extreme Harm
<u>Likelihood of Fire</u>	Low	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium	Tolerable Risk	Moderate Risk	Substantial Risk
	High	Moderate Risk	Substantial Risk	Intolerable Risk

## Likelihood of Fire

Taking into account the fire hazards in the premises and the fire prevention measures that have been implemented, it is considered that the likelihood of fire in these premises is:

<b>MEDIUM</b>	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
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## Potential Consequences of Fire

Taking into account the nature of the premises, the occupants, and the fire protection and procedural measures that were observed/evidenced to be in place at the time of the assessment, it is considered that the consequences (for life safety purposes) in the event of fire in these premises, would be:

<b>SLIGHT HARM</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 a fire occurs).
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## Fire Risk Rating

It is therefore considered that the risk to life from fire at these premises is:

<b>TOLERABLE</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
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We would advise that, as stated in the Executive Summary to this report, these evaluation statements are subjective, and only act as a guide to the fire risk in these premises. Efforts should be made to ensure that all of the fire hazards and controls outlined herein are monitored and managed on an ongoing basis, and the actions and recommendations set out in the next section of this report should be considered fully and efforts made to reduce the level of risk posed, as low as can reasonably be achieved, by addressing the deficiencies identified.

# 7.0 Action Plan

The actions and recommendations set out within this plan are organised by group, in the order of the main body of the report, with all 'Fire Hazard' related actions first, followed by each of the remaining sections of the report. The numbered 'Action Ref.' also matches the question/section number within the main body of the report. All are either defined as 'Actions Required' or 'Recommendations', to distinguish between those items that need to be completed and those which are merely recommendations for further action.

## 'Actions Required'

These need to be completed as a result of these issues creating unsafe conditions for the occupants of the premises and/or a threat of injury(ies). These are requirements that need to be completed in order to reduce (or maintain) the level of fire risk at a TOLERABLE level (which should always be the target).

## 'Recommendations'






...to further reduce the level of fire risk, aim to ensure compliance with relevant guidance on fire safety risk assessment, or comply with or exceed best practice we have observed in the sector. These are less pressing, but should nonetheless receive your consideration, and we would urge completion of them, where possible.


## Priority Level & Timescales

In order to assist in focussing on the most pressing and important actions, all have been awarded a colour-coded priority score, and, where defined as an 'Action Required' they also have a recommended timescale. The timescale will broadly match those to the right, unless something is particularly pressing or there is a more realistic or more appropriate timescale to apply. Recommendations do not have a suggested timescale for completion.

<b>HIGH</b>	1-3 month
<b>MEDIUM</b>	3-6 months
<b>LOW</b>	6-12+ months

# Action Plan

Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date	Links/ Further Images/ Notes:
<b>ACTIONS REQUIRED</b>								
3.1.3	Fire Hazards	PAT regime in place however not all items in the staff office/ workshop/ storeroom area on the top floor of the Theatre had been tested. This room is also untidy with flammable and combustible items present.	Arrange for this room to be reviewed and for all electrical appliances present to be subject to formal visual inspection and/or testing to ensure they are electrically safe and remain in safe working condition.		MEDIUM	3 months		
3.7.2 3.9.1	Fire Hazards	General housekeeping and storage of combustible and flammable items needs to be improved in the second floor office/workshop area of the Theatre.	Arrange for a review of the storage in this room and reduce items as far as possible, ensuring that they are well ordered, there is clear air around the refrigerator for ventilation, and all flammables should be stored within a metal flammables cabinet.		MEDIUM	3 months		
4.1.9a	Means of Escape	The backstage area of the Theatre at first floor level was seen to have a partially obstructed staircase/walkway.	Keep this area clear and reduce the amount of storage on these upper levels. Efforts should be made to maintain a minimum 750mm gap between the handrail and any other items, at all times.		MEDIUM	3 months		
4.1.9b	Means of Escape	The protected corridor exit at LG level is obstructed due to storage within the corridor.	These items must be removed/relocated from this area, and you should ensure that this is kept clear at all times. This route may be used by both the Theatre and Dining Hall occupants and as such must be passable and without trip hazards.		HIGH	1 month		
4.1.10a	Means of Escape	Fire door propped open between the dining hall and LG floor corridor.	This door cannot be propped open at any time, due to the open plan nature of the commercial kitchens in the dining room, and the potential for fire spread and smoke travel into this LG stairwell which is also potentially used by the Theatre/Cottage.	Priority/timescale reflects that this was advised as being planned for this door to be fitted with a hold-open device linked to the fire alarm system.	MEDIUM	3 months		

Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date	Links/ Further Images/ Notes:
<b>ACTIONS REQUIRED</b>								
4.4.1a	Signs and Notices	A sign at the back left of the Theatre, affixed to an emergency light, directs towards a now non-existent stairwell, which used to lead to an exit.	Remove the sign on the EL unit, so as not to direct Theatre occupants into what is now a dead-end corridor towards the toilets.		MEDIUM	1 month		
4.4.1 4.4.2	Signs and Notices	A review of the positioning of fire signage will be required, prior to opening, after the extension and refurbishment works are complete.	Once works are complete and prior to reopening, ensure that all fire signage has been reattached to the walls in the required places - e.g., directional 'Fire Exit' signs at all fire exits and changes of direction or level along escape routes, as well as fire action notices at fire alarm call points and instructional signage above fire extinguishers.	This review will of course also be included within the review of the fire risk assessment, however this may be undertaken post-occupation, so the school should arrange their own pre-opening check.	MEDIUM	1 month		
5.3.2	Testing and Maintenance	No weekly fire alarm tests completed at present, with testing only being completed in the holidays.	Weekly fire alarm tests are designed as both a functional test of the signalling equipment, to confirm that the call point raises the alarm, as well as being for the familiarity of staff/pupils with the alarm tone/sound. Tests must be resumed on a weekly basis.		HIGH	1 month		
<b>RECOMMENDATIONS</b>								
3.9.1	Fire Hazards	Flammable alcohol-based hand sanitising gel was not stored within a flammables cabinet, in the lower ground floor cleaning storeroom.	Arrange for an additional or larger flammables cabinet within this storeroom so that all such substances can be stored safely.		MEDIUM	-		
4.1.10b	Means of Escape	No smoke/intumescent seals on the door on the right, at the foot of the stairs in the Cottage.	Install either rebated or surface-mounted cold smoke seals and intumescent strips to this fire door.		LOW	-		
4.1.10c	Means of Escape	Within the Cottage, there is a keyhole in the door to the first floor classroom (G1).	Replace this lock with a fire-rated lockset or fill the hole with new timber and/or intumescent putty, should it not be required as a locking door.	<a href="https://www.firesealsdirect.co.uk/fire-door-hardware/fire-door-locks/">https://www.firesealsdirect.co.uk/fire-door-hardware/fire-door-locks/</a>	MEDIUM	-		<a href="https://envirograf.com/product/intumescent-putty/">https://envirograf.com/product/intumescent-putty/</a>



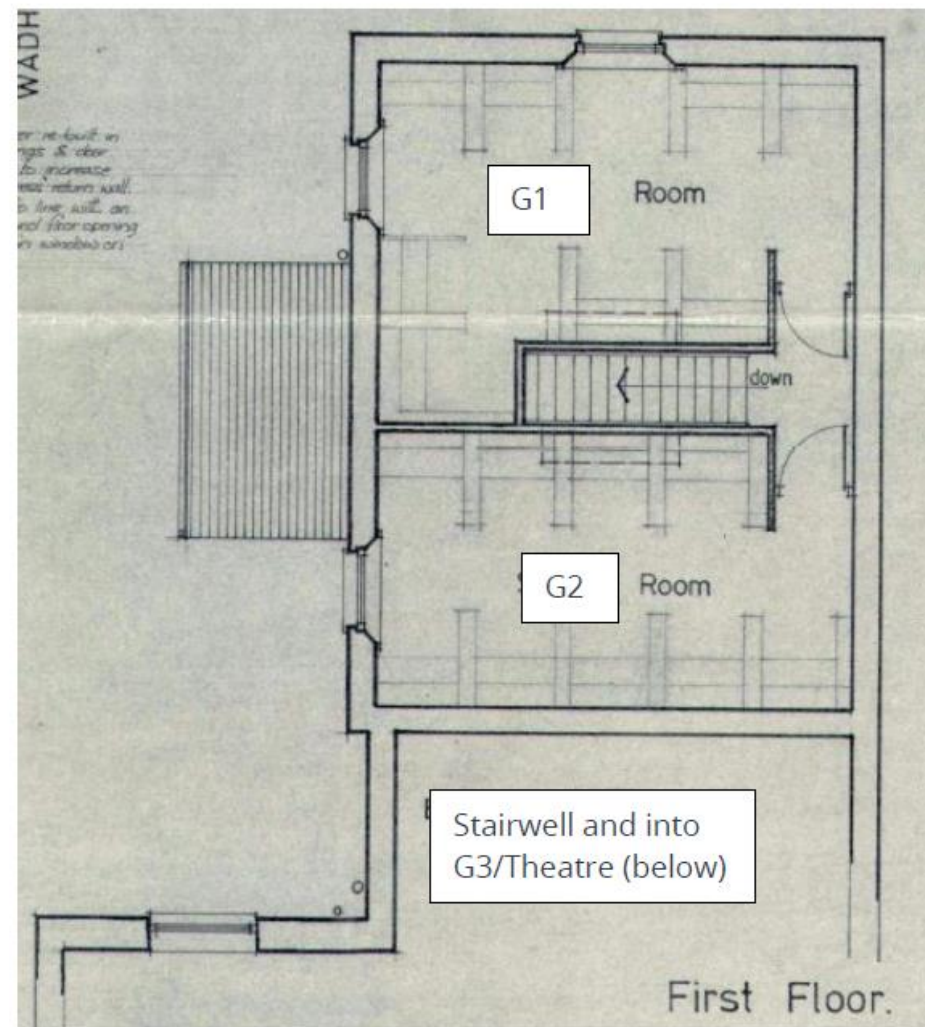
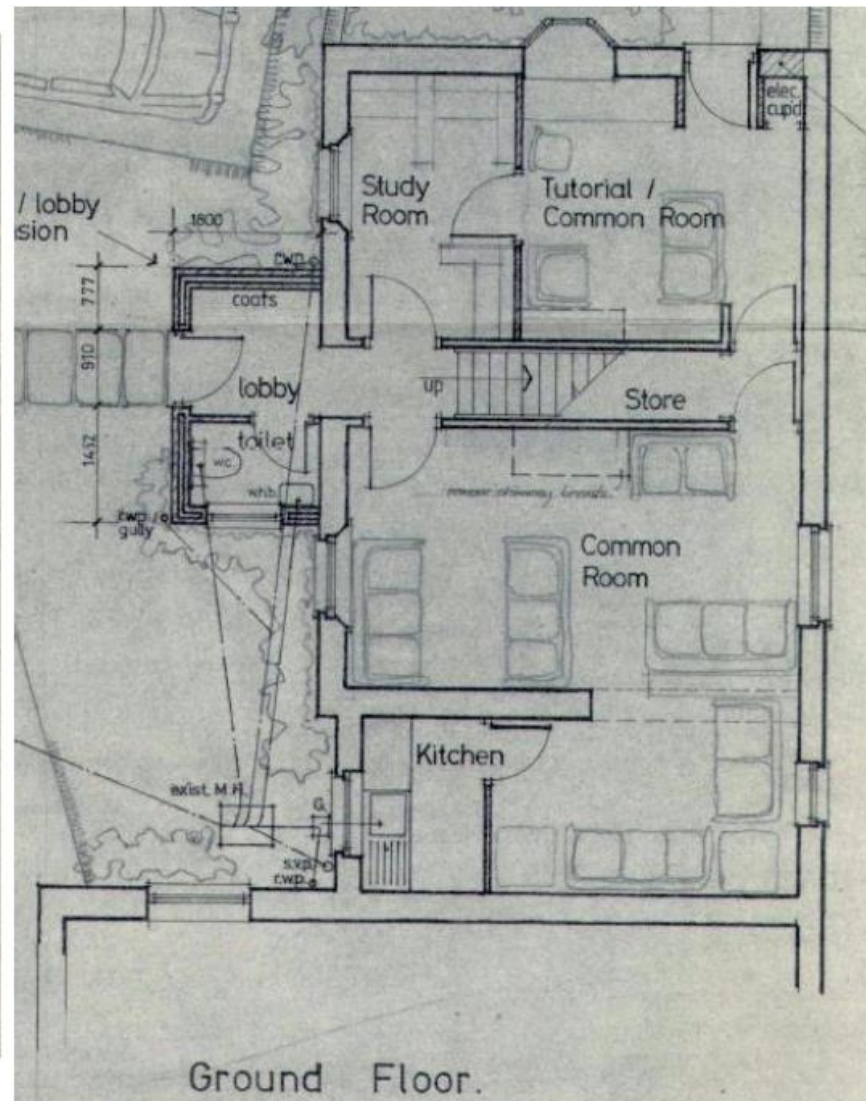
Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date	Links/ Further Images/ Notes:
<b>RECOMMENDATIONS</b>								
4.1.10d	Means of Escape	The door from the first floor landing in the Cottage, into the drama studio, was propped open.	Ensure that this door remains closed at all times when the room is not occupied, and upon leaving the room for any length of time. Should it be desirable for this door to remain in an open position for extended periods, it must only be via a hold-open device that closes automatically upon activation of the fire alarm.	Staff in this area should be instructed accordingly.	MEDIUM	-		
4.5.1	Means to Give Warning of Fire	Whilst a reasonable level of fire detection appears to be present, the extension/refurb. project includes upgraded fire detection which will be to L2, as defined in BS5839-1.	Once the fire alarm amendments are made, ensure that certification is provided to confirm the L2 classification of the system. This should also be verified by visual inspection when the FRA is next reviewed to check detection is present where expected, and to confirm that any call points have been relocated to appropriate positions.		LOW	-		
4.5.3	Means to Give Warning of Fire	Fire Zone Plans will be out of date following the planned upgrade of the fire alarm system, to L2 classification.	Ensure that once the extension is completed and the new/upgraded fire alarm is in place, that updated and correct fire zone plans are drawn up and displayed adjacent to the fire alarm panel.		LOW	-		
5.2.3	Training and Drills	Whilst no disabled staff/pupils are present in the school currently, no one has yet been trained in the use of the Evac Chair.	Arrange for a suitable number of people, who are likely to be present in school on a daily basis and during events with members of the public, to be trained in the safe use of the Evac Chair.		MEDIUM	-		

# Appendices

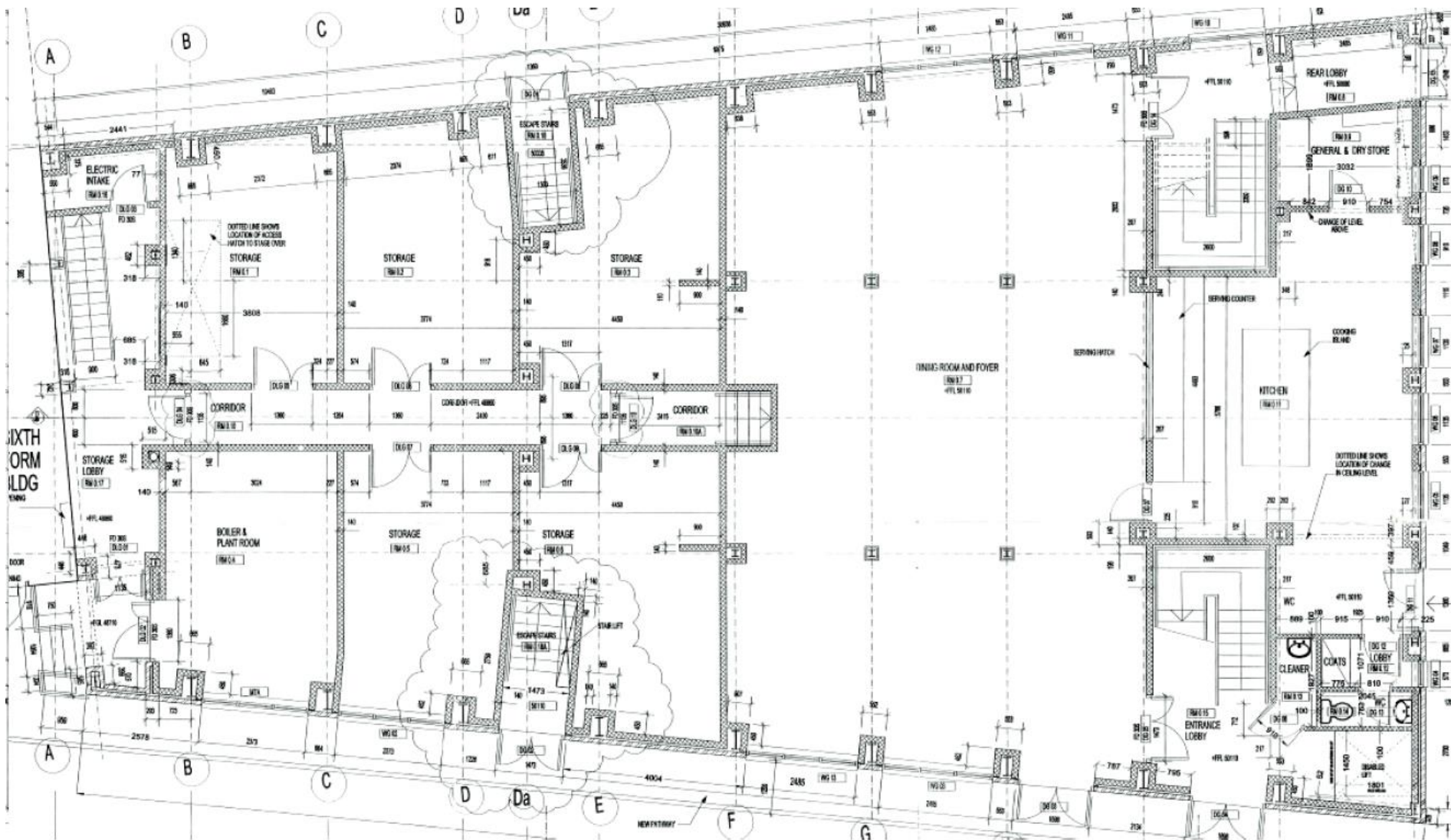
**Appendix 1**      Floor Plans

**Appendix 2**      Action Plan (MS Excel Spreadsheet)

Appendix 1 - Floor Plans (Ground & First Floor) - The Cottage

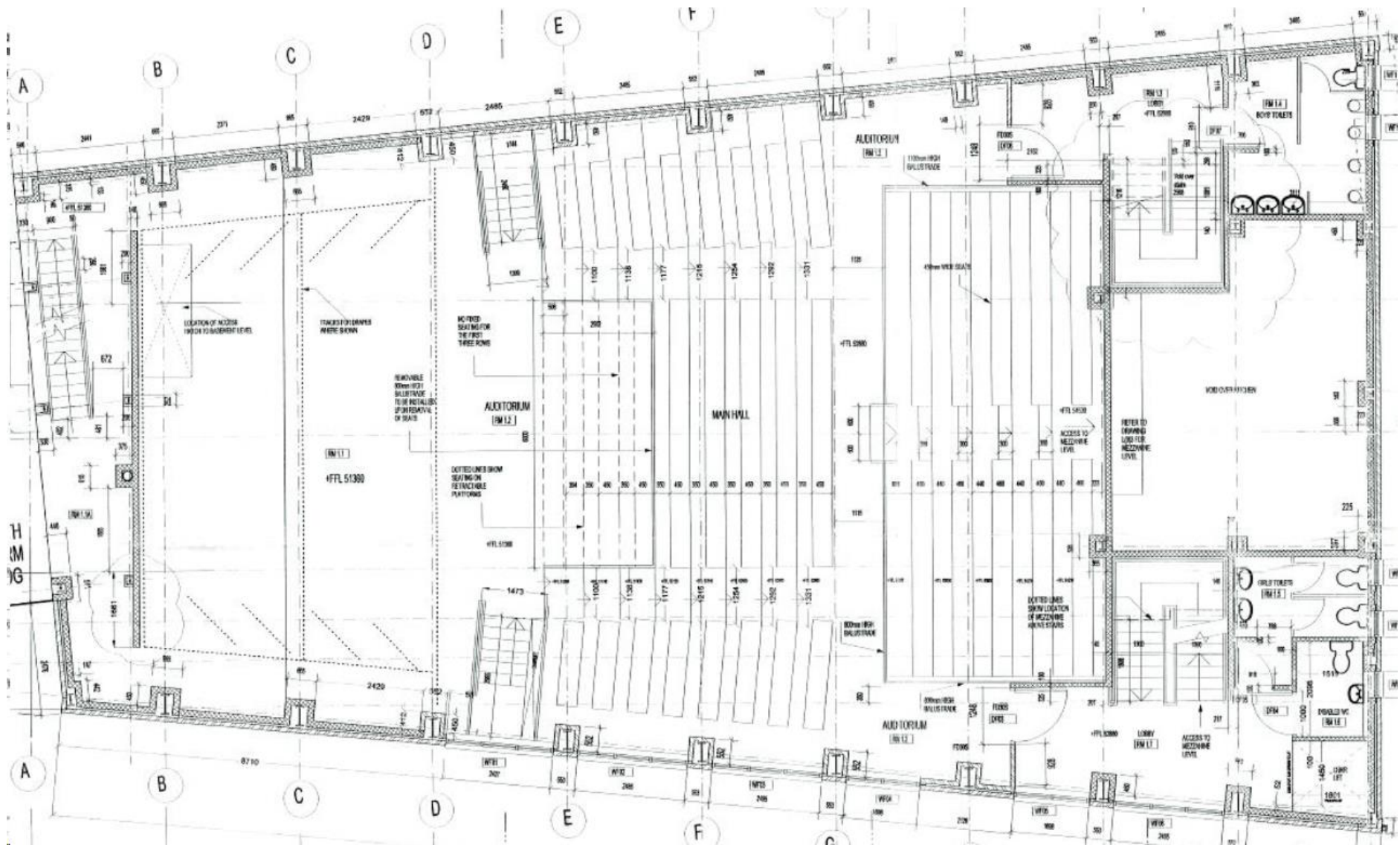


# Appendix 1 - Floor Plans (Lower Ground & Ground Floor) - Theatre & Dining Hall

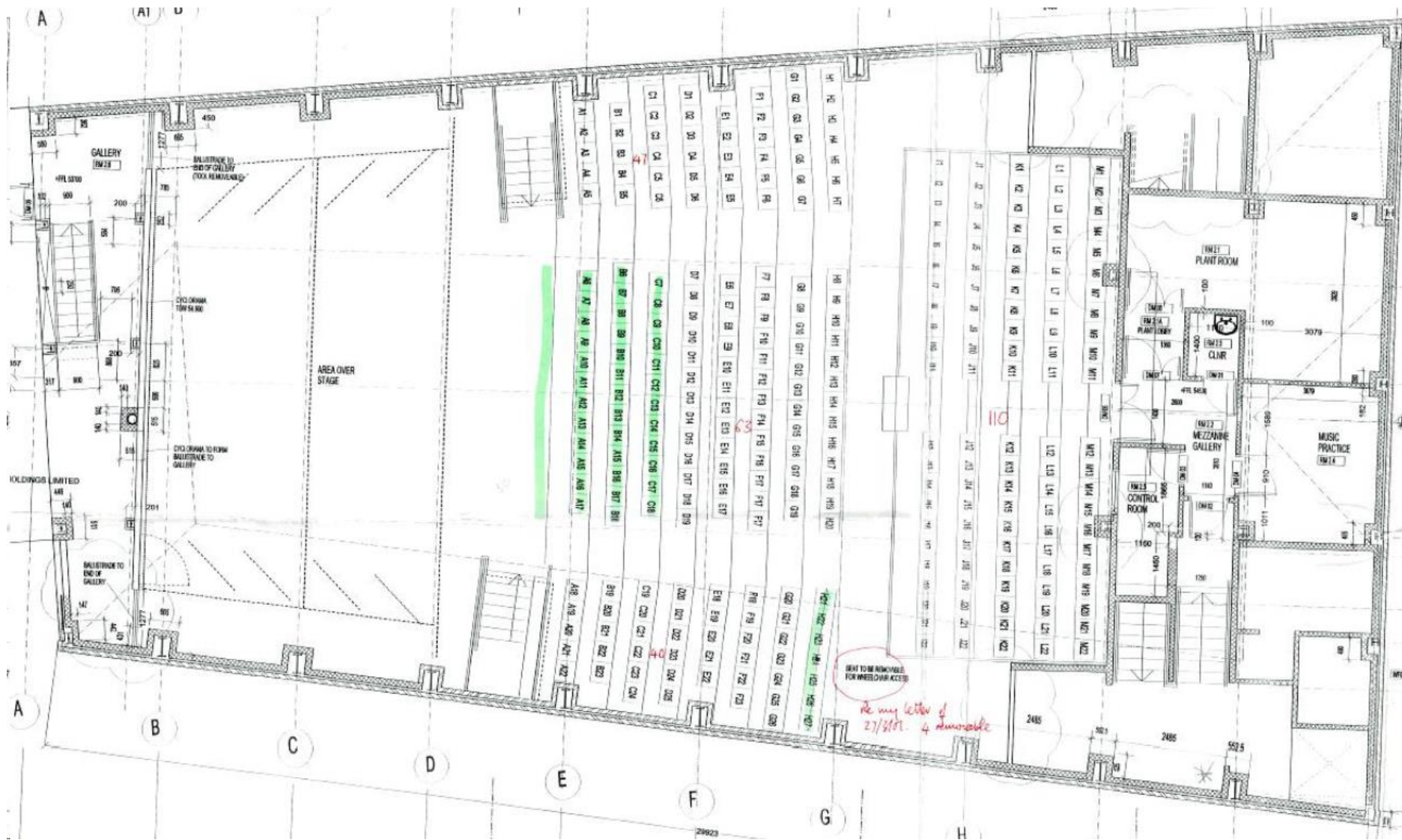




## Appendix 1 – Floor Plans (Ground & First Floor) – Theatre & Dining



# Appendix 1 - Floor Plans (First & Second Floor)



**Appendix 2**      Action Plan (MS Excel Spreadsheet)

*Copy workbook provided outside of this report.*