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Fire Risk Assessment

Regulatory Reform (Fire Safety) Order 2005

Halliford School
(Main House)

April 2024

Contents

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

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Executive Summary

Responsible Person(s) (Person(s) in control of the Premises):	Halliford School.
Building Name & Premises Address	**MAIN HOUSE**, Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Person(s) Consulted	Elspeth Sanders – Bursar, Halliford School. Darren Macefield – Premises Manager, Halliford School.
Fire Risk Assessor	Adam Webb – Director, Pearson Webb Consulting Ltd.
Date of Fire Risk Assessment (FRA)	10 April 2024.
Date of Previous FRA	12 April 2022.
Suggested Review Date for FRA	April 2026.

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.

<u>Summary – Fire Risk and Actions/Recommendations</u>

FRA Date (and Type)	Fire Risk Rating	Actions to reduce or maintain fire risk at; 'Trivial' or 'Tolerable'	Total Actions or Recommendations outlined
10 April 2024 (Full)	Tolerable	4 x Actions Required	14 x Recommendations
12 April 2022 (Full)	Tolerable	8 x Actions	

The findings are broadly acceptable within this building, however the number of actions and recommendation outlined reflects the age of the building. The level of risk remains acceptable though following the recent investment in an excellent level of automatic fire detection throughout the building and the availability of two separate staircases/escape routes. That said there are still actions

required in order to maintain the level of risk at this acceptable level, including the segregation and separation of these two stairwells. The actions which need to be taken are summarised below:

- Fire door upgrades to the central kitchen on the first floor to ensure that they remain closed at all times, or at least will close automatically in the event of fire.
- Fire door to basement to be upgraded so as to better resist fire.
- Compartment breaches in the ceiling of the basement to be filled/sealed.
- Emergency lighting on the Bursary staircase to be repaired or replaced.

In addition to these items above there are several recommendations outlined, which comment on other lower priority actions we would urge you to consider, and implement them as far as is reasonably practicable. These additional recommendations relate to the following areas:

- Further, but more minor, upgrades to fire doors (which are less of a concern given the level of detection and separate escape routes).
- Compartment breaches in the basement ceiling in lower risk locations (i.e., no fire inception hazards within the room).
- Emergency lighting lacking in secondary routes via the staff room areas, and on the basement stairs.
- Signage, fire action notices and fire zone plans could be improved in some locations.
- Fire extinguisher provision in basement to be reviewed and the unit in the staff tea room to be inspected/serviced.

Additional actions which apply across the site, are outlined in the Theatre/Dining Room fire risk assessment report, and relate to the need to resume weekly fire alarm tests and arrange Evac-Chair training. These are not included here for the avoidance of repetition.

Given the fire risk rating and subject to completion of the actions outlined, we would recommend a formal review of this assessment in around two years' time.

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, the use thereof 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

Pearson Webb Consulting Ltd, Basepoint Business Centre, Isidore Road, Bromsgrove B60 3ET

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1.0 Premises Information

Responsible Person (Person(s) in control of the Premises):	Halliford School.
Building Name & Premises Address	**MAIN HOUSE**, Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
No. of Floors (Total)	Three storey plus basement to original house, with additional single/two storey sections.
No. of Floors (Below Ground Level)	
No. of Floors (With Car Parking)	None.
Approx. Floor Area (Gross)	Estimated from floor plans and aerial view, but it would be approx. 850 sq. metres in total across the floors.
Approx. Floor Area (Per Floor)	Approx. 300 sq. metres and 250 sq. metres to first floor. Approx. 150 sq. metres (second floor), and basement would be similar at 100-150 sq. metres).
Approx. Floor Area (Ground Floor)	Approx. 300 sq. metres.
Construction of the Premises	Traditional masonry (brick/block) building with pitched tile roof, and Grade II listed. Timber floors/stairs.
Occupancy of the Premises	Main school reception (accessed via a small single storey section of the building which is an entrance hall and WC), with primarily staff offices, staff room and staff kitchen, meeting rooms, post room and reprographics, and small classrooms/meeting rooms to top floor, with storerooms in the basement. (Matrons office/sick bay area was a single storey side extension but these rooms have been demolished to make space for the extension to the Dining Hall/Theatre block alongside this building).
Hours of Use	Monday to Friday approx. 6:30am to 7:00pm with occasional access outside of these hours, and limited use to approx. 10pm.
Other Relevant Information (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. This building is to the front of the site bordering the car park. Inaccessible/excluded areas of the buildings during this assessment were limited to roof spaces/voids, with all other areas able to be accessed.
Previous Fire Loss Experience	None.
Relevant Fire Safety Legislation and Guidance	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.
Enforcing Authority	Surrey Fire and Rescue Service. 2 x fire stations within 2-3 miles of site; approx. 8-10 minutes away. (Chertsey and Walton).

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Photos of Premises (Front to top / Rear view below)

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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.

No. of Employees (at one time)	15-20 max. for the majority of the time, increased if staff room in use during breaks. (Total staff head count 90-100 on site at one time).
No. of Other Occupants (at one time)	Maximum likely would be up to around 10 pupils or visitors within this building at one time. (Max. pupils on site is 450 at present).
Total No. of Occupants in building (at one time)	Maximum 20-30 people within this building, typically, though this could be slightly higher if classrooms and staff room are fully occupied.
Max. no. persons in High Occupancy Rooms or Assembly areas (and list)	Not applicable to this building.
Occupants especially at risk - Sleeping occupants	None.
Occupants especially at risk - Disabled employees	None known/advised within the school population (staff or pupils).
Occupants especially at risk - Other disabled persons	Possible for someone attending site as a visitor, but this building is less likely to be a venue hosting events etc. and further assessment/discussion would be held if there was a visitor on site who required further assistance.
Occupants especially at risk - 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.
Occupants especially at risk - Young (U18) employees	None.
Occupants especially at risk - 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.
(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).	

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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?	☐	☒	☐	
Remedial actions (C1/C2) from periodic inspection completed?	☐	☒	☐	
Suitable portable appliance testing (PAT) carried out?	☐	☒	☐	
Suitable control over the use of personal electrical appliances?	☐	☒	☐	
Limitation and/or appropriate use of trailing leads, extension cables and adapters?	☐	☒	☐	
Relevant Findings/ Comments/ Deficiencies:				
Fixed electrical installation subject to inspection in 10/2023, though labelling on electrical distribution boards also seen dated as 09/2022. All within date though. Remedial actions coded C1/C2 advised as being complete. PAT regime in place for site and evidence seen to confirm testing in this building in 10/2023. Personal items (if any) that are present during inspection would be included in PAT. No significant concerns noted with regards to trailing cables, extension leads or electrical adapters.				

3.2 Smoking

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

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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)?	☐	☒	☐	
Absence of fire load (combustible/ flammable/ waste materials) adjacent to, or in close proximity of buildings?	☐	☒	☐	
Relevant Findings/ Comments/ Deficiencies:				
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. Intruder alarm on all buildings. CCTV also in place externally on the corners of buildings and at the access gates. Combustible materials/waste not adjacent to this building and external (lidded) bins are located on the perimeter wall behind Baker Block at the rear of the site.				

3.4   Heating Installation (including Portable Heaters)

	N/A	Yes	No	Action Ref.
Fixed heating system subject to appropriate service/maintenance?	☐	☒	☐	
Satisfactory control over portable heating devices (including proximity of any combustible materials)?	☐	☒	☐	
Relevant Findings/ Comments/ Deficiencies:				
Gas-fired heating installation with annual gas safety checks completed by a GasSafe Registered engineer (D Frost Htg Eng Ltd – 219749); last completed in 07/2024 (confirmed post-visit). 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 present, e.g., fan heater in reception area, but not noted as a significant concern and within clear area/ not surrounded by combustible materials.				

3.5   Cooking Activities

	N/A	Yes	No	Action Ref.
Kitchen appliances appropriately maintained/serviced?	☐	☒	☐	
Gas/electrical isolation present in the event of fire?	☐	☒	☐	
Extraction filters cleaned/changed regularly and appropriate regime for inspection and/or cleaning of extract ductwork?	☒	☐	☐	
Firefighting appliances or suppression system provided?	☐	☒	☐	

Relevant Findings/ Comments/ Deficiencies:
Electrical kitchen appliances subject to PAT (in line with section 3.1), where present in the staff room, for example. No formal cooking appliances or kitchens, however, and no gas-fired appliances or extraction systems. CO2 fire extinguisher and fire blanket provided in staff kitchen on ground floor.

3.6 Lightning Protection

	N/A	Yes	No	Action Ref.
Lightning protection system installed to the building(s)?	☒	☐	☐	
Relevant Findings/ Comments/ Deficiencies:				
Not fitted to Main House, and not deemed to be necessary for life protection. (Present on other taller buildings on site).				

3.7 Housekeeping and Combustible Materials

	N/A	Yes	No	Action Ref.
Reasonable housekeeping observed and combustible materials stored away from ignition sources?	☐	☒	☐	
Excessive or inappropriate accumulations of combustible materials avoided?	☐	☒	☐	
Relevant Findings/ Comments/ Deficiencies:				
Good housekeeping and no significant concerns identified with regards to combustible materials. Significant accumulation of combustibles in the basement storerooms, however a large amount of e.g., archive files etc. were themselves stored within large sealed plastic boxes. Other than the plant room, which was clear of combustibles, there were very few fire hazards in these rooms.				

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?	☐	☒	☐	
Hot work permit or fire safety conditions imposed on contractors?	☐	☒	☐	
Suitable precautions in place for works carried out by in-house maintenance personnel?	☐	☒	☐	
Relevant Findings/ Comments/ Deficiencies:				
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				

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	N/A	Yes	No	Action Ref.
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?	☐	☒	☐	
Additional fire precautions/risk assessment in place where significant hazards exist? *(e.g. DSEAR risk assessments)*	☒	☐	☐	
Relevant Findings/ Comments/ Deficiencies:				
Dangerous substances in the premises were very limited, with cleaning substances such as aerosols being about the extent of it. No significant concerns identified.				

3.10 Other Significant Fire Hazards

Fire Hazard Observed/Identified:	Relevant Findings/ Comments/ Deficiencies:	Action Ref.
Open fires present in Main House.	Advised that these are not in use, and inspection, cleaning/ sweeping, and any repairs etc. would be made prior to putting them into use.	

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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?	☐	☒	☐	
Fire exits open in the direction of escape, where necessary?	☐	☒	☐	
Satisfactory arrangements for securing fire exits?	☐	☒	☐	
All fire exits open easily/immediately?	☐	☒	☐	
Satisfactory arrangements where sliding/revolving doors are designated as fire exits?	☒	☐	☐	
Escape corridors/ stairways/ exits are of sufficient capacity for the number of occupants expected to be present? *(Based on the no. of occupants given (by the Responsible Person) at section 2.0 of this report).*	☐	☒	☐	
Reasonable distances of travel (single direction of escape)?	☐	☒	☐	
Reasonable distances of travel (multiple directions of escape)?	☐	☒	☐	
All escape routes are clear of obstructions?	☐	☒	☐	
Fire-resisting doors maintained in sound condition, and self-closing, where necessary?	☐	☐	☒	**(4.1.10)**
Fire-resisting construction protecting escape routes maintained in sound condition? *(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).*	☐	☒	☐	
External means of escape (staircases/gangways) maintained in sound condition?	☐	☒	☐	
Reasonable means of escape provided for disabled persons?	☒	☐	☐	

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Relevant Findings/ Comments/ Deficiencies:

Fire exits provided in three locations on the ground floor of the building, from the main entrance (reception) to the car park at the front, and from either of the two staircases to the rear of the building, referred to herein as the Main stairs and Bursary stairs. Both stairwells serve the first floor, with only the Main stairs extending to the second floor (it is possible to switch between the stairwells at first floor level, however). Basement has a separate stairwell off the main stairs/lobby. No concerns over opening of fire exit doors, and these are unlocked during the school day.

Travel distances are not a concern, as even accounting for the lack of fully protected escape routes, the total travel distances from the top of the building (second floor) to a final exit on the ground floor would be within the tolerances recommended, i.e., single direction travel to the first floor landing is c.16m and to final exits on either end of the building it would be approx. 35-40m as a maximum total travel distance (now that enhanced fire detection is present in this building, delayed detection/warning is not a concern so even though it is nearing the upper end, this is acceptable). No obstructions were seen to be present in front of exits/ on escape routes, either.

Many of the doors in this building could only be described as nominal/notional fire doors, as whilst they are solid timber doors for the most part, with fire-rated hinges and self-closers, and smoke seals/intumescent strips having been retro-fitted to some. These doors would offer some protection in the event of a fire, but there remain concerns with those adjoining the stairwells, as they e.g., have excessive gaps, are not closing fully, propped open, or they are lacking fire-rated door furniture/features.

External escape stairs/ walkways are limited to a few stone steps, and these were in good condition. Means of escape for disabled persons is not currently relevant to the school population, however this would be further assessed if/when it was required. There is stepped access on all three entrances, so additional works would be required to ensure accommodation of those with mobility issues.

4.2 Measures to Limit Fire Spread (or Development)

	N/A	Yes	No	Action Ref.
Compartmentation of the building to a reasonable standard? *(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).*	☐	☐	☒	**(4.2.1)**
Limitation of wall and floor/ceiling linings that may promote fire spread?	☐	☒	☐	
Are dampers provided where necessary to protect means of escape against passage of fire/smoke/combustion products? *(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).*	☒	☐	☐	

Relevant Findings/ Comments/ Deficiencies:

Compartmentation and fire stopping between floors appears to be in good condition, other than a couple of areas in the basement (with a lot of previously identified holes having been filled with fire-rated expanding foam – whilst not the best product for this job, it is preferable to a hole in the ceiling). A couple of areas still need to be repaired, though.

Wall/ceiling linings within the building are primarily lathe/plaster with refurbished or newer areas more likely to be plasterboard. No significant concerns with regards to internal ceilings/walls or wall hangings etc., when it comes to fire spread.

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4.3   Emergency Escape Lighting

	N/A	Yes	No	Action Ref.
Reasonable standard of emergency lighting provided at final exit doors from the premises?	☐	☒	☐	
Reasonable standard of emergency lighting provided throughout escape routes, stairwells, changes of direction etc.?	☐	☐	☒	**(4.3.2)**
Reasonable standard of emergency lighting provided along external escape walkways/staircases, etc.?	☐	☒	☐	

(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).

Relevant Findings/ Comments/ Deficiencies:

Emergency Lighting (EL) provided at final exits and throughout internal escape routes, which appear to be provided with suitable level of EL coverage, other than the staff room and tea room, which offer secondary escape routes to each other and the inner rooms such as reprographics and kitchen. There are a couple of units which were seen to be off, on the landing/stairs in the Bursary (first floor) and no EL in the basement stairwell.
External areas do not benefit from EL coverage but there is borrowed lighting from street lighting at the front car park exit, and surrounding buildings on the courtyard side which is surrounded by buildings and external lighting.

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?	☐	☐	☒	**(4.4.1)**
Reasonable provision of fire safety notices throughout the premises?	☐	☐	☒	**(4.4.2)**

Relevant Findings/ Comments/ Deficiencies:

Fire exit signage provided at exits and directional signage seen to be present throughout escape routes. There were a few locations this was lacking within the bursary end of the building and the route through Reception to the main entrance/exit.
Fire safety notices were present where required, including fire action notices, fire door keep shut etc., however again there were a few areas where there should have been additional fire action notices.

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?	☐	☒	☐	**(4.5.1)**

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	N/A	Yes	No	Action Ref.
Is there remote transmission of alarm signals?	☐	☒	☐	
Is a fire zone plan displayed?	☐	☐	☒	**(4.5.3)**

Relevant Findings/ Comments/ Deficiencies:
Fire alarm system installed includes manual call points at all exits and storey exits, and automatic detection extending to most parts of the building including corridors/stairs, all parts of the basement, and all other rooms except one office on the top floor and smaller cupboards and WC's. Other than the one office, this alarm would likely be rated as L2 (as defined in BS5839-1). Remote signalling is now in place for this building, via the linked alarm panels on site. No fire zone plans present at the fire alarm panel.

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)?	☐	☐	☒	**(4.6.1)**
All fire extinguishing appliances able to be readily accessed?	☐	☒	☐	
Fixed fire extinguishing systems (sprinklers or suppression systems) provided?	☒	☐	☐	
Suitable provision of firefighter switches for high voltage luminous tube (neon) signs?	☒	☐	☐	
Appropriately sited facilities for electrical isolation of photovoltaic (PV) cells, with appropriate signage, to assist fire/rescue service?	☒	☐	☐	

Relevant Findings/ Comments/ Deficiencies:
Fire extinguishers provided throughout the premises, including Water and/or CO2 extinguishers on each landing or corridor, the kitchen at first floor, staff tea bar/kitchen on the ground floor, and the reception area. There were also fire blankets in both kitchens. The basement level appeared to be lacking FEA's, however, including within the plant room.

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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: *(Not intended to represent legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of the assessment).*	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?	☐	☒	☐	
Are all fire safety procedures appropriately documented? *(Based on a brief review of procedures, no full assessment has been completed).*	☐	☒	☐	
Are there adequate means to investigate alarm signals?	☐	☒	☐	
Are there suitable arrangements for summoning the fire and rescue service?	☐	☒	☐	
Are there suitable arrangements for meeting/liaising with the fire and rescue service upon arrival, and providing relevant information, including on hazards they may face?	☐	☒	☐	
Are there suitable arrangements for ensuring full evacuation of the premises?	☐	☒	☐	
Suitable fire assembly point(s) have been designated/signposted?	☐	☒	☐	
Adequate procedures for evacuation of any disabled persons likely to be present?	☒	☐	☐	
Are persons nominated to assist with evacuation of disabled persons?	☒	☐	☐	
Are there persons nominated to use fire extinguishing appliances?	☐	☒	☐	
For premises in multiple occupation, are there adequate arrangements for cooperation between duty-holders, and coordination of fire safety arrangements?	☒	☐	☐	
Is there appropriate liaison with fire and rescue service (such as familiarisation visits by fire crews)?	☒	☐	☐	
Are routine in-house inspections undertaken for fire precautions (e.g. part of internal H&S inspections)?	☐	☒	☐	

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Relevant Findings/ Comments/ Deficiencies:

Pearson Webb Consulting appointed to undertake fire risk assessments, and competent contractors appointed for the installation, maintenance and servicing of fire safety systems and equipment, and maintenance of electromechanical plant, where required.
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.
Fire service are summoned by 999 telephone call, and remote signalling/monitoring centre.
Fire assembly point is designated as the rear field, which is away from FRS arrival points.
PEEP's would be put into place if/when required.
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.
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.

5.2   Fire Safety Training and Drills

	N/A	Yes	No	Action Ref.
Adequate fire safety instruction and training provided at induction (and recorded)? *(Based on brief consideration of training scope. No in-depth consideration of content has been undertaken and is outside the scope of this assessment).*	☐	☒	☐	
Periodic refreshers provided for fire safety training?	☐	☒	☐	
Additional training provided for specific roles/responsibilities (and recorded)? *(e.g. fire service liaison, assisting disabled persons, fire wardens, extinguishers)?*	☐	☐	☒	*See (5.2.3) in Theatre Fire RA*
Fire drills carried out at appropriate intervals (and recorded)?	☐	☒	☐	
Where outside employees work on site (e.g. contractors), is appropriate information on fire risks/fire safety provided?	☐	☒	☐	

Relevant Findings/ Comments/ Deficiencies:

Induction for 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). This training also includes fire extinguisher types/use.
No training yet provided for the use of the Evac Chair which has been purchased by the school.
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. Inventry 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.
External staff/contractors or visitors are provided with a basic induction or information/instruction as to the evacuation procedures.
(The action relating to Evac-Chair training (5.2.3) is not outlined within this report for the avoidance of repetition and is included within the Cottage/Theatre/Dining Hall Fire RA report, as this action will extend to the whole site).

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5.3 Testing and Maintenance Records

	Date Confirmed	N/A	Yes	No	Action Ref.
Adequate maintenance of the premises observed?		☐	☒	☐	
Weekly testing (and periodic servicing) of fire alarm?	None (04/2023)	☐	☐	☒	*See (5.3.2) in Theatre Fire RA*
Monthly (and annual) testing for emergency lighting?	04/2024 (Quarterly)	☐	☒	☐	
Annual maintenance of fire extinguishing appliances?	08/2023	☐	☐	☒	**(5.3.4)**
Periodic inspection of external staircases and gangways?	Monthly	☐	☒	☐	
Six monthly inspection and annual testing of rising mains undertaken?	N/A	☒	☐	☐	
Weekly/monthly testing, six-monthly inspection, and annual inspection/testing for firefighting and evacuation lifts?	N/A	☒	☐	☐	
Weekly testing (and periodic inspection) of sprinkler installations?	N/A	☒	☐	☐	
Routine checks of final exit doors and/or security fastenings?	Monthly	☐	☒	☐	
Annual inspection and testing of the lightning protection system?	N/A	☒	☐	☐	
Other relevant inspections or tests undertaken? - Check on the presence/condition of FEA's - Check on condition/closing of fire doors - Escape routes clear and housekeeping OK	Monthly (recorded) check in each building	☐	☒	☐	

Relevant Findings/ Comments/ Deficiencies:

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.

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.

Fire extinguishers across site under annual maintenance contract and last inspected in 08/2023, however one unit in the tea room was last inspected in 10/2022 and appears to have been missed.

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.

(The action relating to fire alarm testing (5.3.2) is not outlined within this report for the avoidance of repetition and it is included within the Cottage/Theatre/Dining Hall Fire RA report, as this action applies to the whole site).

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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:

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

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:

MEDIUM	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).

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:

SLIGHT HARM	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Fire Risk Rating

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

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

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.

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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).
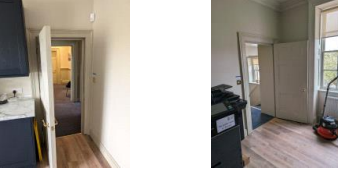
'Recommendations'

…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.

HIGH	1-3 month
MEDIUM	3-6 months
LOW	6-12+ months

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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:
ACTIONS REQUIRED								
4.1.10a	Means of Escape	Both doors either side the first floor kitchen are propped open or missing a self-closing device and as such what should be a fire break between the stairwells is not protected.	Either ensure that the door on the Conference room side is fitted with a self-closing device and ensure it remains closed, or alternatively, a new self-closing FD30s rated fire door could be installed on the bursary side of the kitchen or the existing door upgraded to improve the protection offered.	Upgrades may include intumescent paint, smoke and intumescent seals, self-closers, to provide an increased level of protection.	MEDIUM	3 months		https://envirograf.com/guides/upgrading-doors-to-fire-rated-doors/
4.1.10b	Means of Escape	Door to basement from ground floor lobby is not a fire door and there are gaps at the lock and near the top of the door.	Upgrade required to this door to ensure that there are no gaps of more than 4mm and the door leaf itself provides better protection, e.g., via intumescent paint, smoke and intumescent seals, and fire-rated hinges.		MEDIUM	3 months		https://envirograf.com/product/benefits-of-intumescent-paint-for-wood/ https://framefit.co.uk/ https://www.firesealsdirect.co.uk/passive-fire-protection/intumescent-strips/
4.2.1a	Compartmentation	Within the plant room at basement level, there remains a breach in the corner of the ceiling.	Fill this hole with fire-resistant materials, e.g., rockwool insulation, concrete, plasterboard/plaster etc. so as to reinstate the fire-resistant separation between the plant room and the ground floor above.		MEDIUM	3 months		
4.3.2a	Emergency Lighting	Two EL units off in the Bursary staircase and on the landing towards the Bursar's office.	Arrange for testing and repair/replacement of the EL unit on the landing towards the Bursar's office, and the EL unit on the staircase.		MEDIUM	3 months		
RECOMMENDATIONS								
4.1.10c	Means of Escape	Door to staff tea room on the ground floor, off the Bursary staircase, is not closing fully and has excessive gaps present.	Adjustment/maintenance required to ensure that this door closes fully when dropped shut and that gaps around the edges of the door are no more than 4mm (top and sides) and 10mm (bottom edge). A solution such as 'FrameFit' may be appropriate for use, however it may be simpler to install a new FD30s rated fire door.		MEDIUM	-		https://framefit.co.uk/

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Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date	Links/ Further Images/ Notes:
RECOMMENDATIONS								
4.1.10d	Means of Escape	Doors to reception and staff room not closing fully/propped (reception) and excessive gaps and no smoke seals (staff room).	Adjustment/maintenance required to ensure that both doors close fully when dropped shut and that gaps around the edges of the door are no more than 4mm (top and sides) and 10mm (bottom edge). Both should also have (rebated or surface-mounted) cold smoke seals and intumescent strips. If they need to be propped open, this should only be via an automatic closing device which is linked to the activation of the fire alarm.		MEDIUM	-		https://www.firesealsdirect.co.uk/passive-fire-protection/intumescent-strips/
4.1.10e	Means of Escape	Head's Secretary office has no self-closing device and was observed to be left in the open position.	Consider adding a self-closing device and/or fit the door with an automatic closer which is linked to the fire alarm system, ensuring that this door closes in the event of fire.		LOW	-		
4.1.10f	Means of Escape	Dep. Head Academic and Dir. of Student Welfare office doors (2nd floor) are not fire doors.	Consider installing fire rated doors to both of these rooms, with fire-rated door furniture, self-closers and smoke/ intumescent seals, or perhaps upgrading these doors with intumescent paint and self-closers to improve the level of protection offered.		LOW	-		https://envirograf.com/guides/upgrading-doors-to-fire-rated-doors/
4.2.1b	Compartmentation	Gaps in the plasterboard above the basement staircase, put the stairs above at risk, in the event of fire in the basement.	The fire-rated expanding foam should be trimmed and plasterboard extended to ensure all sides of this stairwell are enclosed, and a skim of plaster shall be applied over the top of this to provide a fire-resistant barrier between the basement stairs and ground floor.		MEDIUM	-		
4.2.1c	Compartmentation	A large part of the basement ceiling appears to have been filled with a mixture of fire rated and non fire rated expanding foams, creating a barrier that is unlikely to perform well in a fire.	This area shoyuld be trimmed back and the ceiling filled with fire-resistant materials, e.g., rockwool insulation, concrete, plasterboard/plaster etc. so as to reinstate the fire-resistant separation between the basement and ground floor above.		MEDIUM	-		

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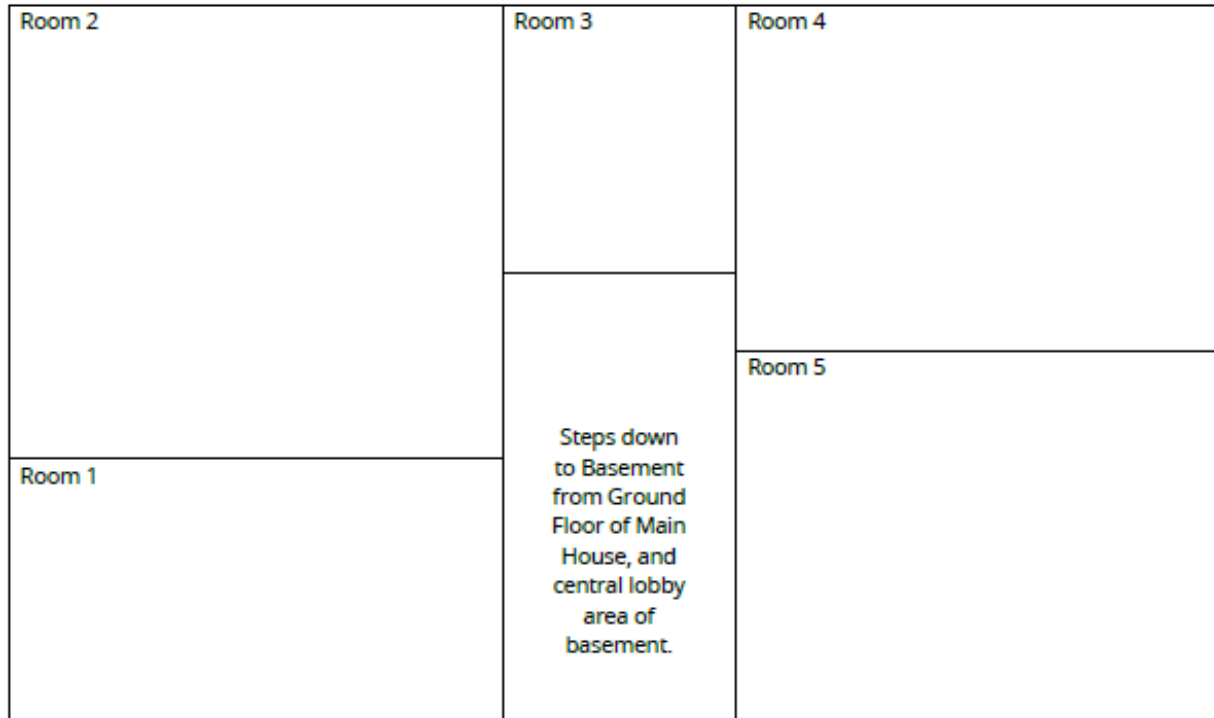| Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date	Links/ Further Images/ Notes:
RECOMMENDATIONS								
4.3.2b	Emergency Lighting	No EL within the staff room and staff tea room, even though they offer secondary escape routes to each other and the inner rooms such as reprographics and kitchen.	Install additional EL units in both these rooms, near the doors into the stairwell, so as to ensure safe passage between these rooms in the event of fire.	As an interim measure, you may be able to install emergency torches which automatically illuminate on the failure of the power supply.	MEDIUM	-		https://www.safelincs.co.uk/p ir-motion-sensor-led-night-light-and-torch-auraglow/
4.3.2c	Emergency Lighting	No emergency lighting in the basement stairwell.	Install additional EL units in the basement stairs, or instil a rule that staff entering the basement must always carry a torch when accessing the basement, so as to ensure safe egress in the event of power failure.		MEDIUM	-		
4.4.1	Signs and Notices	No directional fire exit signage on the Bursary stairs/first floor landing, or through reception towards and at the main entrance exit.	Install photoluminescent 'Fire Exit' signage at the following locations, with appropriate directional arrows: Bursary first floor landing; in Reception towards the entrance lobby, and; at the main entrance/exit lobby itself.		MEDIUM	-		
4.4.2	Signs and Notices	No fire action notice at the call/point exit on the Bursary staircase, or at first floor level in this staircase. The main entrance exit also had no fire action notice.	Install fire action notices at the call points in the following locations: Bursary landing; Bursary staircase exit; main entrance/exit.		LOW	-		
4.5.1	Means to Give Warning of Fire	Dir. of Student Welfare office (2nd floor) has no fire detection, which is the only room lacking it on this level.	As the only significant room without fire detection, you should consider extending fire detection to this room, so as to ensure early detection that doesn't rely upon smoke travel into the staircase/landing.		MEDIUM	-		
4.5.3	Means to Give Warning of Fire	No fire zone plans present at the fire alarm panel.	Install fire zone plans alongside the fire panel in the main entrance lobby, which is reflective of the location of the various call points and detector heads.		MEDIUM	-		

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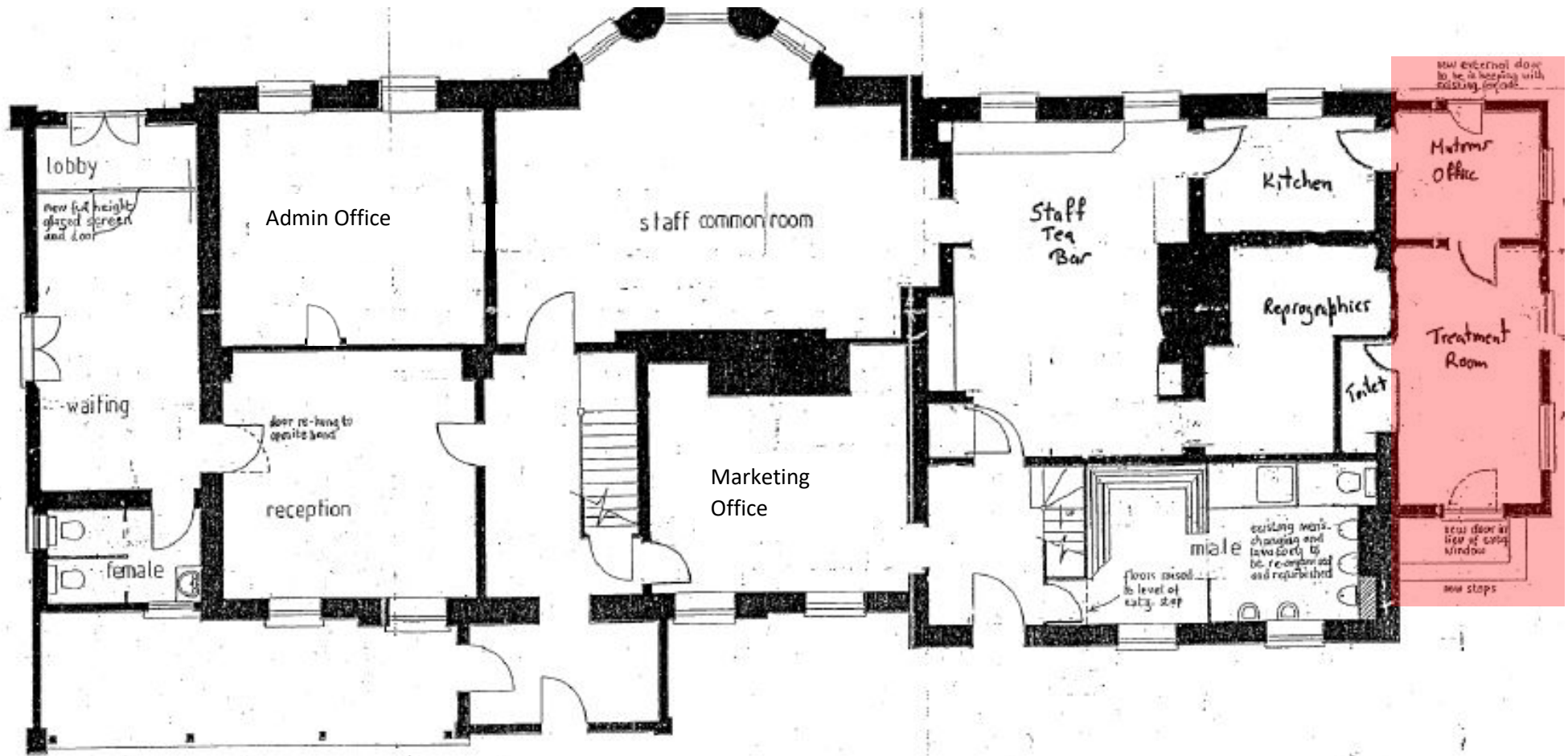| Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date	Links/ Further Images/ Notes:
RECOMMENDATIONS								
4.6.1	Firefighting Measures	No CO2 or Powder fire extinguisher provided within basement plant room, and no class A unit provided for the other combustible items present.	Whilst the previous FRA noted that there was a 'Powder extinguisher in the basement near the entrance to the boiler room', this was not noted as present this time. Ensure that there is a Powder or CO2 FEA within the vicinity of the plant room, and also install a class A (e.g., water) FEA in the central hallway near the steps.		MEDIUM	-		
5.3.4	Testing and Maintenance	Hydrospray FEA in the staff tea room area last tested/inspected in 10/2022, and appears to have been missed.	Arrange for testing or replacement of this unit, so as to ensure that it remains in working condition.		LOW	-		

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Appendices

Appendix 1   Floor Plans

Appendix 2   Action Plan (MS Excel Spreadsheet)

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Appendix 1   Floor Plans (Basement – no plans available, approx. layout)

Room 2	Room 3	Room 4
		Room 5
Room 1	Steps down to Basement from Ground Floor of Main House, and central lobby area of basement.	

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Appendix 1   Floor Plans (First Floor)

Headmaster

Headmaster's Secretary

Conference Room

Bursary

Bursar

Deputy Headmaster

Kitchen

HR Office

Exam Rm

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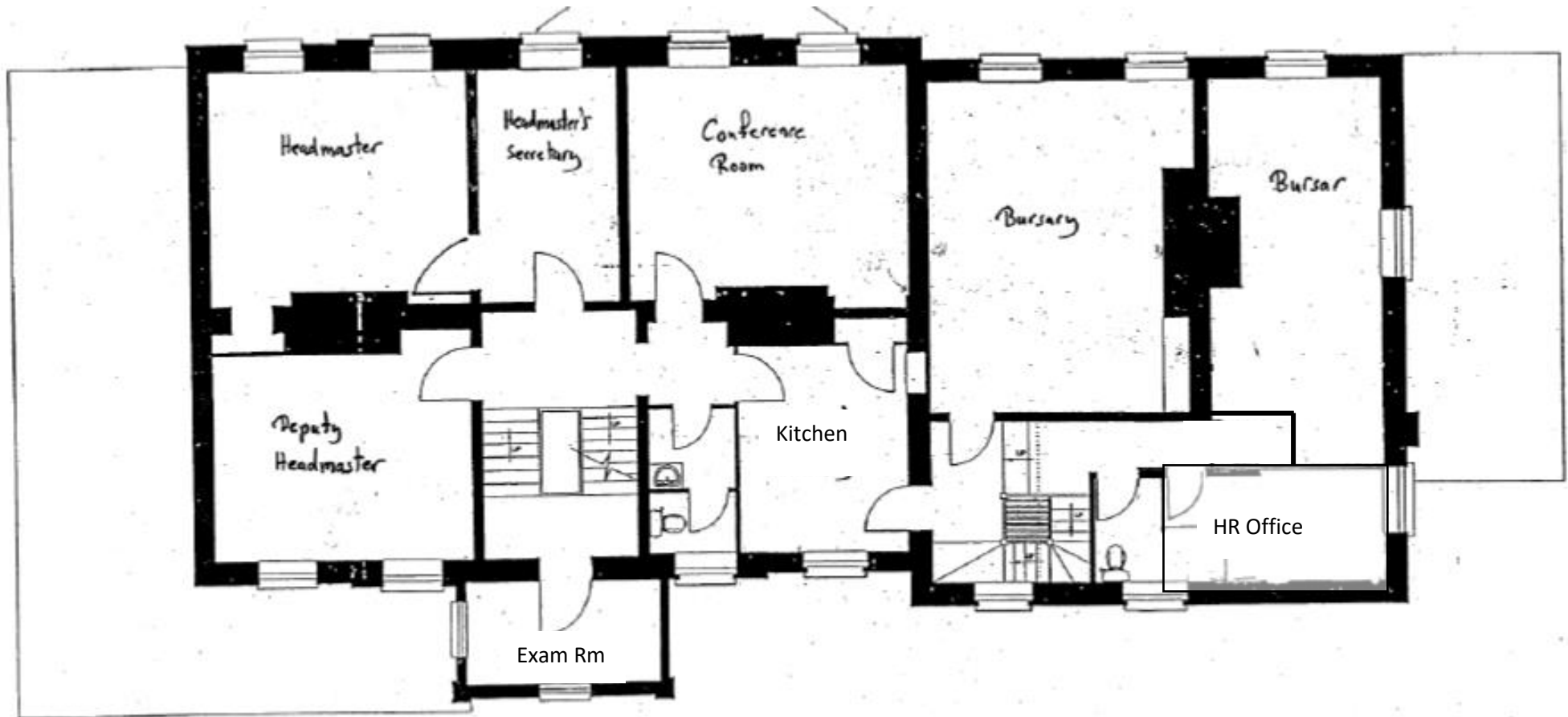
Appendix 2   Action Plan (MS Excel Spreadsheet)

Copy workbook provided outside of this report.

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