



**Pearson Webb  
Consulting**

# **Fire Risk Assessment**

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

**Halliford School**

**(PC Centre & DT)**

**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>PHILIP COTTAM CENTRE &amp; DT WORKSHOP/STORES,</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.
<b>Fire Risk Assessor</b>	Adam Webb – Director, Pearson Webb Consulting Ltd.
<b>Date of Fire Risk Assessment (FRA)</b>	10 April 2024.
<b>Date of Previous FRA</b>	12 April 2022
<b>Suggested Review Date for FRA</b>	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 **MODERATE**, which is broadly summarised as follows:

**“It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.”**

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
10 April 2024 (Full)	Moderate	8 x Actions Required	6 x Recommendations
12 April 2022 (Full)	Tolerable	9 x Actions	

The fire risk rating for this building has been increased to ‘Moderate’ however this is as a result of the increasing likelihood of fire, which is stated as high, due to a number of issues identified with a lack of adequate controls with multiple fire hazards. There are a total of 8 actions outlined, however those relating to fire inception hazards include the following:

- Replacement of an inappropriate portable heater within the Art classroom to be arranged, given the use of flammable aerosols and a significant amount of combustible materials.
- Consider the safe use of and positioning of deep fat fryers in the sixth form café kitchen, including considerations as to whether this should be removed due to not being a safe environment for deep frying.
- If it is to remain, install a wet chemical fire extinguisher in the sixth form café kitchen, as there is no effective means to extinguish a deep fat fryer fire at present.
- Review storage of flammable substances within the Art department, as there are up to 100 or more aerosol tins loose in plastic boxes within the storerooms.
- Risk assess the safe use of flammable aerosols within the Art department, including DSEAR considerations, as there is not currently any spray booth or mechanical ventilation/extraction within this classroom to support the apparent level of use.
- Arrange for servicing and filter replacement on the spray booths in the DT classroom, too.

In view of the above, the fire inception risk has been rated as high. In addition to these six areas of action, there are further actions outlined as being required in order to ensure safe means of evacuation from the premises, including:

- Test and repair, or replace, the faulty emergency light units identified throughout the premises.
- Arrange for a more regular test and inspection of the emergency lights in this building (e.g., monthly as per the guidance), in view of the number of faults identified during the FRA visit (8 units off or faulty).

In addition to the above 'Actions Required' there were four further recommendations also made, relating to fire door repairs/replacement, removing the water cooler and combustible materials in a protected stairwell, reinstating the refuge communications system, additional detection in one room, and installing fire zone plans. We would urge you to consider these recommendations further and implement them if possible.

On a more positive note, the risk to people in the premises has been stated as 'Slight Harm' which is reflective of the fact that there are multiple protected escape routes from all parts of this building, with an excellent level of fire detection in the premises which should ensure early detection and warning of fire. As such, whilst the risk rating has overall increased, there is still limited likelihood of injury to the occupants of the premises in the event of fire, by virtue of the design and layout of the building as well as the fire safety systems that are present.

Given the fire risk rating, we would recommend that this fire risk assessment is reviewed in a period of around 12 months' time, to ensure that all actions required have been resolved.

As a final point, we would 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

07739 350 638 | [adam@pearsonwebb.co.uk](mailto:adam@pearsonwebb.co.uk)

# 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>PHILIP COTTAM CENTRE &amp; DT WORKSHOP/STORES,</b> Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
<b>No. of Floors (Total)</b>	Three storey (to PC Centre) and single storey (DT/Stores).
<b>No. of Floors (Below Ground Level)</b>	None.
<b>No. of Floors (With Car Parking)</b>	None.
<b>Approx. Floor Area (Gross)</b>	Estimated, primarily from aerial view images, as being approx. 2300 sq. metres.
<b>Approx. Floor Area (Per Floor)</b>	Approx. footprint of each building (taken from aerial view) as being 680 sq. metres (PC Centre x 3 floors), and 270 sq. metres (DT/Stores).
<b>Approx. Floor Area (Ground Floor)</b>	
<b>Construction of the Premises</b>	Built in 2012 and is timber frame and brick/block building with concrete floors, pitched metal roof to edges and flat concrete roof (with waterproof membrane) to middle. Plant items on flat roof too. DT/Stores (attached at corner of PC Centre and extends away from the main building in an L-shape) is a small brick/block structure with flat timber roof, and stores attached to side, of same construction. Differing ages up to 40yrs.
<b>Occupancy of the Premises</b>	Offices, classrooms, art rooms/ studio, sixth form common room, theatre/studio (ensemble room), storerooms, music rooms/practice rooms, IT suites, recording studio, server rooms. DT workshop (woodwork/ metalwork/ welding etc.) with stores/office off this room, and externally accessible stores x 3.
<b>Hours of Use</b>	Monday to Friday approx. 7:30am to 7:00pm. Occasional access outside of these hours.
<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 a couple of small storage cupboards.
<b>Previous Fire Loss Experience</b>	None.
<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.

**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).

**Aerial View & Photo 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)	Up to around 30 staff likely to be present in these buildings at one time, assuming most rooms are in use.
<b>No. of Other Occupants</b> (at one time)	Up to around 250 pupils within these buildings if most/all classrooms in use. Outside visitors are minimal, other than perhaps recitals in the ensemble room (see below).
<b>Total No. of Occupants in building</b> (at one time)	Max. 250-280 persons likely to be present at one time. (Assumed class size of 20-24, plus 1-2 staff in each class).
<b>Max. no. persons in High Occupancy Rooms or Assembly areas</b> (and list)	<ul style="list-style-type: none"> <li>- Ensemble/Recital Room holds approx. 80, plus 20 in the gallery seating above.</li> <li>- Sixth Form Common Room also holds approx. 80-100.</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, and the lift provides access to upper floors. There is a refuge comms system (though this is not working) and an evac-chair in place (though staff are not trained), as covered in more detail later in this report.
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Periodic inspection of the fixed electrical installation completed in 07/2022 in the PC Centre and 07/2023 for the DT block. Remedial actions coded C1/C2 advised as being complete but not confirmed as there was a delay due to waiting on parts. In hand, though. 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 concerns identified with regards to extension leads/ electrical adapters etc.				

### 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"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
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"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	(3.4.2)
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>PC Centre has underfloor heating and air conditioning, the former of which is gas-fired and annual gas safety checks are completed by a GasSafe Registered engineer (D Frost Htg Eng Ltd - 219749); last completed in 07/2024 (confirmed post-visit).</p> <p>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.</p> <p>Portable heaters typically used would be electric radiators, however the larger art room had a fan heater present with an open face and obviously a significant store of combustible material and artworks, as well as possible use of flammable substances.</p>				

### 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 type="checkbox"/>	<input checked="" type="checkbox"/>	(3.5.3)
Firefighting appliances or suppression system provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(3.5.4)

Relevant Findings/ Comments/ Deficiencies:
<p>Electrical kitchen appliances subject to PAT (in line with section 3.1) and no gas-fired cooking appliances present in this location. Electrical isolation also present in the kitchen.</p> <p>New appliance (countertop deep fat fryer) present which was not in place in the previous FRA and presents an increased fire inception risk. This was located on the side under a cupboard and it is not clear where this would be positioned in use. There is also no effective means of extinguishing a fat fire in this kitchen.</p> <p>Extraction also not present within this kitchen and general ventilation and open plan nature would be the primary provision.</p> <p>Foam and CO2 fire extinguishers and fire blanket provided in the vicinity of this kitchen.</p>

### 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"/>	
Relevant Findings/ Comments/ Deficiencies:				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
General housekeeping and storage of combustible items was not seen to be a significant concern and although there are significant accumulations of materials and student work which is combustible in both the Art and DT departments, these are generally stored in an appropriate manner.				

### 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"/>	

Relevant Findings/ Comments/ Deficiencies:
<p>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.</p> <p>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.</p> <p>Hot works permit system would be used if/when this is required. In-house maintenance staff would not complete any hot works themselves.</p>

### 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(3.9.2)

Relevant Findings/ Comments/ Deficiencies:
<p>Flammables storage within the DT department appeared to be acceptable, with large flammables cabinets present in the storeroom and mains-piped gas to the welding/brazing part of the classroom which is connected to a GasGuard system with both an emergency stop button and automatic isolation via the link to a CO2 monitor. (Self-inspection/ leakage test also completed when turn on). (MIG/TIG) welding trolleys in the DT Workshop also have Argon cylinders (non-flammable) securely attached to the workbench.</p> <p>Within the main PC Centre building, the Art department also has significant stores of flammable substances, including multiple open boxes of aerosol paints, hairspray and spray adhesive (likely up to 100 containers), and whilst it is unclear how many of these are full, storage and use should be reviewed as there appears to be significant spray painting undertaken.</p> <p>External cage also provided to rear of PC Centre for gas cylinders, in an area concealed from view. Cleaning stores also have some flammables substances, e.g., aerosol tins, but these were not a significant concern.</p>

### 3.10 Other Significant Fire Hazards

Fire Hazard Observed/Identified:	Relevant Findings/ Comments/ Deficiencies:	Action Ref.
Spray booths in DT classroom are potentially used with flammable aerosol paint products.	Whilst preferable to the situation in the Art dept. which has no spray booths/extraction, the filters were changed in 01/2022 or 02/2022 and list a lifespan of only 6 months, they are also heavily soiled.	(3.10.1)
Welding/brazing and casting equipment provided within the DT classroom area.	As above, mains-piped gas supply with emergency stop, proving system and CO2 based cutout (serviced in 02/2024). LEV/extraction also in place and last serviced in 12/2023. Welding curtains around the area and Foam, CO2 and Powder FEA's provided in the room. All use is supervised by DT teacher/technician.	

Fire Hazard Observed/Identified:	Relevant Findings/ Comments/ Deficiencies:	Action Ref.
Woodworking equipment in the workshop off the DT classroom.	LEV extraction in place (inspected/serviced in 02/2024) and heat detection, fire alarm sounder and beacon present and emergency stop button. Foam, CO2 and Powder FEA's provided in the adjoining classroom.	
Kiln in Art department.	Locked/caged area in place for the kiln and all control equipment, which is kept clear of combustible items. Thermostatic controls and automatic cut-out in place, with annual service/ inspection completed (last in 04/2024). Automatic fire detection also present in close proximity and CO2 extinguishers present in the classroom, too.	

## 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"/>	

	N/A	Yes	No	Action Ref.
All escape routes are clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(4.1.9)
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 type="checkbox"/>	<input checked="" type="checkbox"/>	(4.1.13)
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>Upper floors are served by two protected staircases at either end of the building, which lead to a direct exit. In addition to the stairwell/lobby exits, there are a further three exits from the sixth form common room, café, and IT suite on the ground floor. Direct access/egress also present for the plant rooms near the main entrance.</p> <p>Within the DT block, the main classroom has a direct exit, as do each of the storerooms and boiler room. The workshop and stores are inner rooms to the classroom, but detection etc. is in place. No concerns over opening of fire exit doors, or capacity of escape routes.</p> <p>Fire curtains also present on the light well that extends across three floors, to two floors. Travel distances are limited and are well within the advised travel distance for a normal risk building with multiple escapes, and all rooms along the corridors also have fire doors fitted, as do service risers. Fire doors are in reasonable condition, however there are a few with damage/defects, which have been outlined in the action plan.</p> <p>Water cooler and recycling bins located within the staircase/ entrance lobby (on the PJ building end of this block).</p> <p>Means of escape for disabled persons not currently relevant to the school population, however there are both an evac-chair and refuge communications system present, however staff training is required for the evac-chair and the refuge comms are not in service. Until these are resolved, disabled persons would be confined to the ground floor where level access and egress is available.</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"/>	
Limitation of wall and floor/ceiling linings that may promote fire spread?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	N/A	Yes	No	Action Ref.
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>				
<p>Compartmentation and fire stopping between floors in good condition and no significant concerns identified in terms of breaches in ceilings/floors or compartment walls.            Wall linings/ceiling linings etc. also seen to be plasterboard/plaster or solid masonry walls, and no significant concerns over wall hangings etc.            Dampers in HVAC systems etc. not assessed as part of this FRA.  <i>(No assessment made as to conformity of external wall linings, or the combustibility thereof, for the purposes of compliance with Approved Document B of the Building Regulations. This may require a specialist survey to be undertaken – see section ‘1.0 Premises Information’ for further comment).</i></p>				

### 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 type="checkbox"/>	<input checked="" type="checkbox"/>	(4.3.2)
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>				
<p>Emergency lighting seen to be present at or near to fire exits and throughout escape routes/stairs, as well as a number of other rooms.            Internal escape routes appear to be provided with suitable level of EL coverage and external areas also benefit from EL coverage or borrowed lighting from surrounding buildings.            However, there were a large number of EL units that were identified as either off or flashing red, suggesting that defects are present.</p>				

### 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable provision of fire safety notices throughout the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Relevant Findings/ Comments/ Deficiencies:
Fire exit signage provided at exits and directional signage seen to be present throughout escape routes/stairwells. Fire safety notices also present where required, including fire action notices, do not use lift, fire door keep shut, etc.

## 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"/>	(4.5.1)
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"/>	(4.5.3)

Relevant Findings/ Comments/ Deficiencies:
Fire alarm system installed includes manual call points at all final exits and storey exits, as well as extensive automatic fire detection extending to escape routes/stairwells and all main rooms (only smaller cupboards/WC's are lacking detection). The DT classroom and workshop/storerooms also have detection, as does the office and boiler room. The externally accessed storerooms are not provided with fire detection, but this would only really be beneficial in the kitchen storeroom which is open at the top into the adjoining DT workshop/store, itself is connected to the DT classroom. 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)?	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable provision of firefighter switches for high voltage luminous tube (neon) signs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	

Relevant Findings/ Comments/ Deficiencies:
Water and/or CO2 extinguishers present throughout escape routes, and within some other rooms, especially where they have direct exits. Additional CO2 extinguishers in boiler room (ground floor), art studio (first floor), server room (second floor), in the PC Centre. Fire blanket also present within the sixth form café kitchen. DT workshop/classroom has multiple FEA's, including Powder/CO2/Foam. No concerns over access/damage to FEA units, and they are checked on a monthly basis.

# 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"/>	
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"/>	



Relevant Findings/ Comments/ Deficiencies:
<p>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.</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.
<p>Adequate fire safety instruction and training provided at induction (and recorded)?</p> <p><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></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Periodic refreshers provided for fire safety training?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Additional training provided for specific roles/responsibilities (and recorded)?</p> <p><i>(e.g. fire service liaison, assisting disabled persons, fire wardens, extinguishers)?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See (5.2.3) in Theatre Fire RA
<p>Fire drills carried out at appropriate intervals (and recorded)?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Where outside employees work on site (e.g. contractors), is appropriate information on fire risks/fire safety provided?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:	<p>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.</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> <p><i>(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 extends to the whole site).</i></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"/>	See (5.3.2) in Theatre Fire RA
Monthly (and annual) testing for emergency lighting?	04/2024 (Quarterly)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(5.3.3)
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	<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"/>	
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"/>	
- Fire curtains serviced	08/2023.				
<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.</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> <p>Fire curtains serviced in 08/2023.</p> <p><i>(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).</i></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>HIGH</b>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
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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>MODERATE</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
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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.

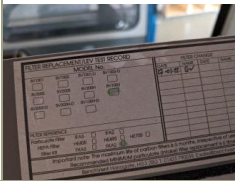


## Priority Level & Timescales




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>								
3.4.2	Fire Hazards	The large art room on the first floor had a fan heater present with an open face and obviously a significant store of combustible material and artworks, as well as possible use of flammable substances.	This type of heater is not appropriate within this environment and should be exchanged for an electric radiator if the AC system and underfloor heating is not sufficient.		HIGH	1 month		
3.5.3	Fire Hazards	Deep fat fryer underneath a cupboard in the sixth form café kitchen, but it is unclear where this is positioned when in use (the current location is not acceptable). Extraction also not present within this kitchen.	Deep fat fryers to be removed or the kitchen should be rearranged so that this can be located safely, well away from other furniture/fittings and with appropriate extraction to remove heat and grease particles. This appliance should not be used until changes are made to this kitchen.		HIGH	1 month		
3.5.4	Fire Hazards	There is also no effective means of extinguishing a fat fire in this kitchen.	If the fryer can be positioned appropriately and this kitchen made safe for fryers, then a wet chemical fire extinguisher should be provided in this kitchen.		MEDIUM	1 month		
3.9.1	Fire Hazards	Art department has significant stores of flammable aerosol paints, hairspray and spray adhesive (100+ containers), and a review of their storage and use should be undertaken, as this appears excessive.	Reduce the amount of flammable items stored within these storerooms and remove and dispose of any empty cans safely. The remaining aerosols should be better organised so as to avoid damage and additional flammables cabinets may be required to accommodate them.		MEDIUM	3 months		 
3.9.2	Fire Hazards	In line with 3.9.1, above, it appears that significant spray painting and use of flammable aerosol products is undertaken, however it was not confirmed whether this has been risk assessed or a DSEAR assessment has been completed in respect of the same.	Use of these aerosols should be reviewed and safety measures put into place, including for the fumes, e.g., spray booths, extraction or mechanical ventilation. Any areas where potentially explosive atmospheres could be present, such as those creating fumes or significant use of extremely flammable or explosive substances, should also be formally risk assessed in line with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).	If this has not yet been completed, a good starting point would be document GL049 from CLEAPSS which gives an overview of the process schools should follow.	HIGH	1 month		<a href="https://dt.cleapss.org.uk/resource/gl049-dsear.aspx">https://dt.cleapss.org.uk/resource/gl049-dsear.aspx</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>ACTIONS REQUIRED</b>								
3.10.1	Fire Hazards	Spray booths in the DT classroom has filters which were last changed in 01/2022 or 02/2022 (accoprindg to the labelling) and a suggested lifespan of only 6 months, they are also heavily soiled, suggesting changes are required.	Ensure that these filters are changed ahead of the next use, so as to ensure these are effective and efficient in removing any flammable fumes or vapours created by these processes.		MEDIUM	3 months		
4.3.2	Emergency Lighting	Emergency light units throughout this building were identified as being off or flashing red, suggesting multiple faults are present.	Arrange for test and either repair/replacement of the following EL units: 4 x lights in the ensemble room; external lights either side of the sixth form café exit (bi-fold doors); outside the main entrance and IT suite, and; outside the sixth form common room exit.		MEDIUM	3 months		
5.3.3	Testing and Maintenance	No monthly testing of emergency lighting is undertaken, in favoue of a quarterly inspection/test regime wih an external contractor, however there are a significant number of faults evident within this building.	Arrange for more robust testing to be undertaken within this building, to ensure that not so many faults are allowed to build-up. As this building has 'self-test' EL units, this would be as simple as arranging a monthly walk-through of the building to look for faults that may be evident (e.g., charge indicators off, flashing or indicating red. This should be recorded and any faults followed up on to ensure remedial action is taken.	Whilst this has previously been discussed as being acceptable, whilst in breach of the guidelines for EL testing, this was as a result of test records reflecting very few faults. This does not appear correct in this building.	MEDIUM	3 months		
<b>RECOMMENDATIONS</b>								
4.1.9	Means of Escape	Water cooler and recycling bins located within the staircase/ entrance lobby on the PJ building end of this block.	Remove these combustble items from the protected staircase and relocate the water cooler (which is both a source of fuel and ignition) into a common room area or similar, as opposed to retaining it within what should be a protected escape stair.		MEDIUM	-		

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>								
4.1.10a	Means of Escape	Fire door to (the PJ building end of) the sixth form common room is damaged.	Arrange for replacement of this door with a new FD30s fire door, as it looks as though this may be beyond repair.		MEDIUM	-		
4.1.10b	Means of Escape	Fire door to the storeroom (with flammables and a server) off the large Art studio/classroom is damaged.	Arrange for replacement of this door with a new FD30s fire door, as it looks as though this may be beyond repair.		MEDIUM	-		
4.1.13	Means of Escape	Refuge communications system is inactive.	Arrange for the testing and recommissioning of this system, and ensure that there is a means of test on this periodically. Until this has been confirmed as operational, ensure that any disabled persons attending site are confined to the ground floor of this building.		MEDIUM	-		
4.5.1	Means to Give Warning of Fire	No detection within the kitchen store with the fridges/freezers.	Consider installing additional automatic fire detection within this room, as it has fridges/freezers present and is open into the DT workshop area, above the block wall.		LOW	-		
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	-		

# Appendices

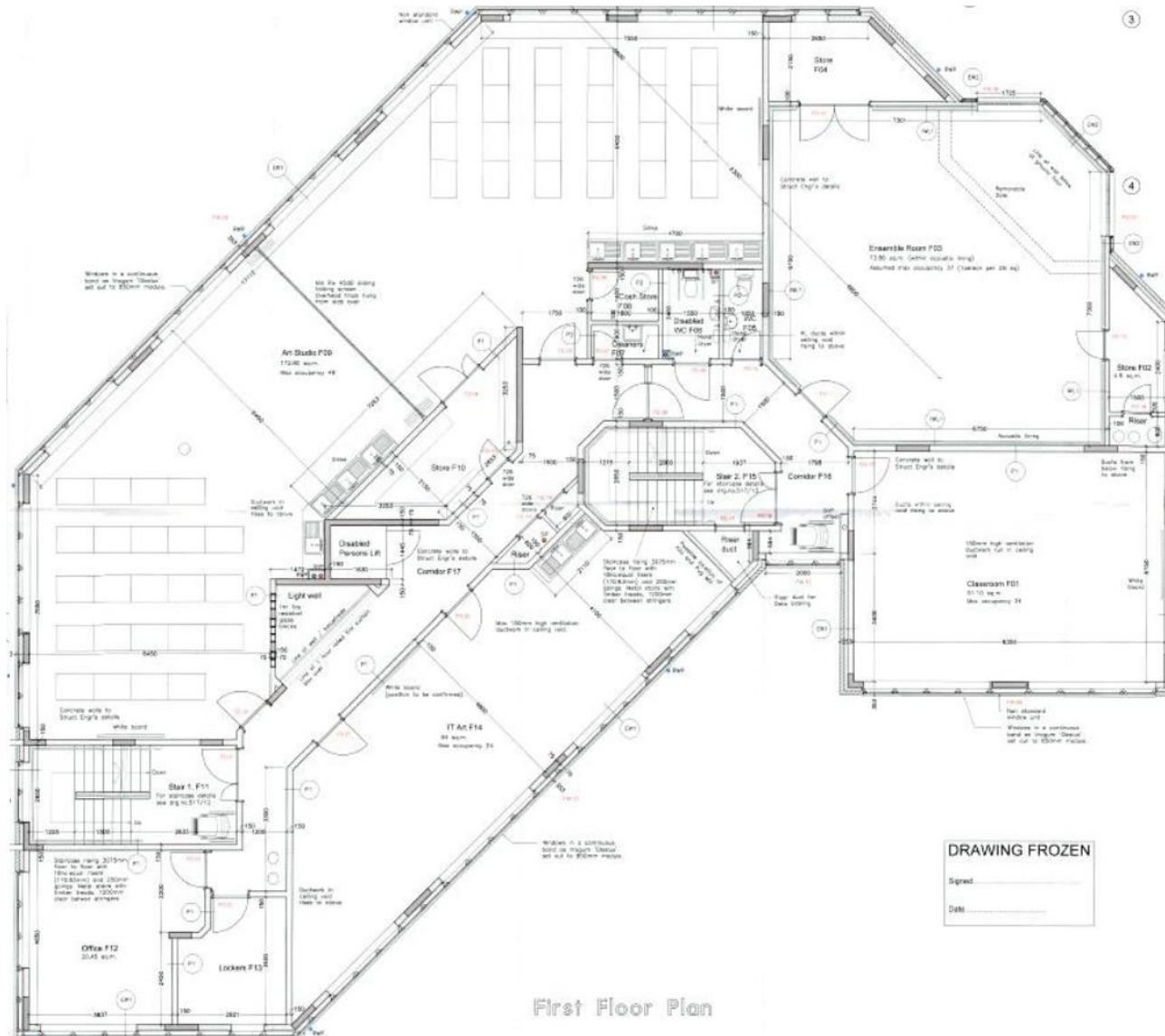
**Appendix 1**      Floor Plans

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





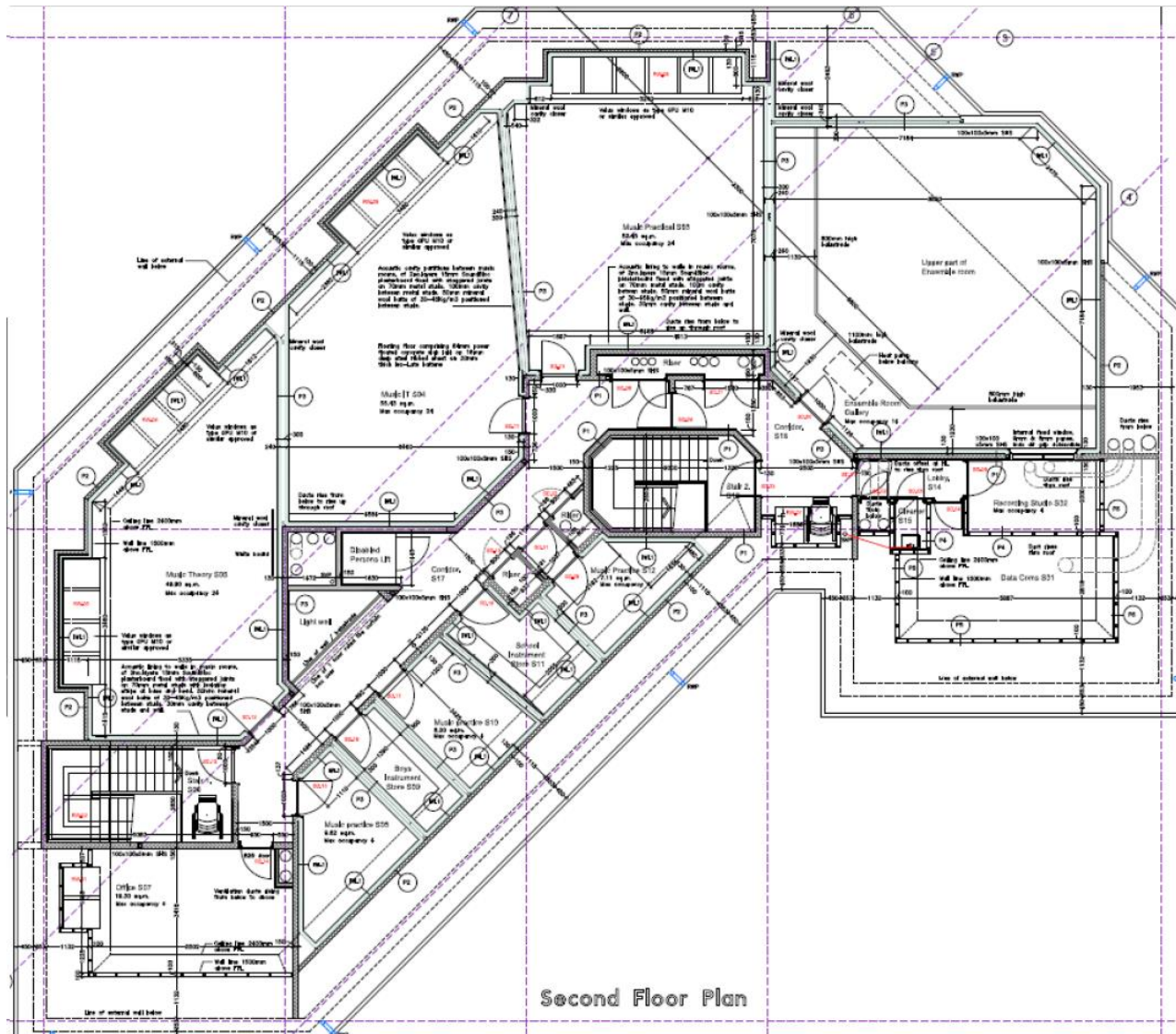
# Appendix 1 Floor Plans (First Floor)



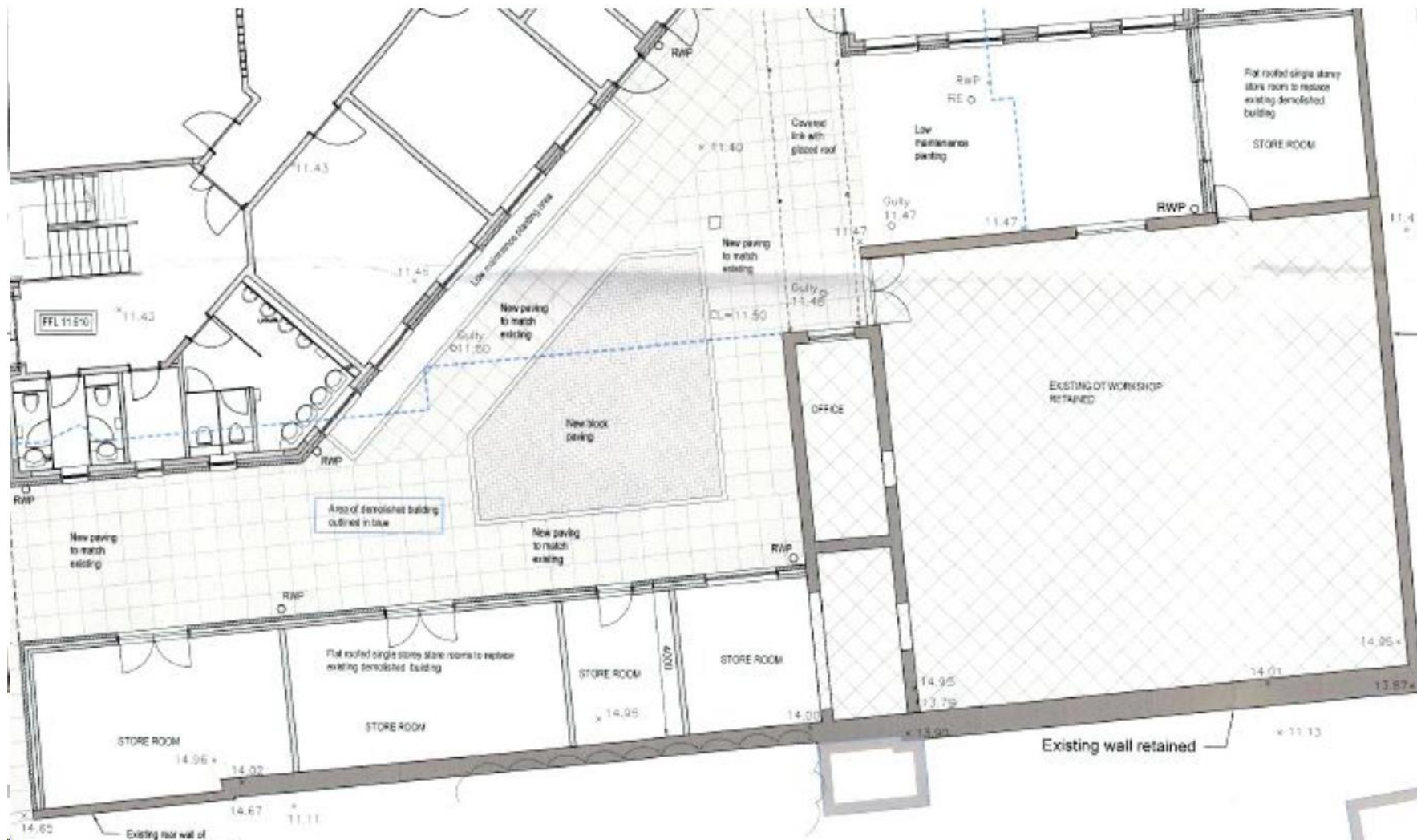
First Floor Plan

**DRAWING FROZEN**  
 Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

# Appendix 1 Floor Plans (Second Floor)



Appendix 1 Floor Plans (Ground Floor) – DT Workshop & Stores



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

*Copy workbook provided outside of this report.*