



**Pearson Webb
Consulting**

Fire Risk Assessment

Regulatory Reform (Fire Safety) Order 2005

Halliford School

(Sports Hall & Peter Jones Building)

April 2024

Contents

Executive Summary	3
1.0 Premises Information.....	5
2.0 Persons at Risk	7
3.0 Control of Fire Hazards	8
4.0 Fire Protection Measures	11
5.0 Management of Fire Safety	15
6.0 Evaluation of Fire Risk	18
7.0 Action Plan	19
Appendices	22

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

Executive Summary

Responsible Person(s) (Person(s) in control of the Premises):	Halliford School.
Building Name & Premises Address	SPORTS HALL & PETER JONES BUILDING , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
Person(s) Consulted	Elsbeth 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.

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)	Tolerable	3 x Actions Required	5 x Recommendations
12 April 2022 (Full)	Tolerable	10 x Actions	

The fire risk rating for this building has been stated as ‘Tolerable’ which is reflective of the acceptable level of risk. Fire hazards are being well managed and the only actions in this regard relate to the need to remove combustible items from store cupboards with electrical distribution boards, or reduce the amount of storage in these areas. On the whole this is a relatively low risk building though, with

excellent provision in terms of the means of detection/warning for fire, and multiple escape routes/exits are available from all areas. Early warning and swift evacuation of the premises should therefore be assured.

There are some recommendations outlined, in addition to the 'Actions Required' set out above. These relate to the following areas, and we would urge you to consider, and implement as far as is reasonably practicable:

- Repair or upgrade the two fire doors outlined as needing it.
- Test and repair/replace the faulty emergency light unit identified.
- Install 'Fire Exit' signage at the main entrance/exit door.
- Install fire zone plans at the main entrance/exit door next to the fire panel.

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 repeated here for the avoidance of repetition.

Given the fire risk rating and subject to completion of the actions outlined, given the relatively low-risk nature of this building, we would normally 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
07739 350 638 | adam@pearsonwebb.co.uk

1.0 Premises Information

Responsible Person (Person(s) in control of the Premises):	Halliford School.
Building Name & Premises Address	SPORTS HALL & PETER JONES BUILDING , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
No. of Floors (Total)	Single storey to sports hall (with a mezzanine/gallery above the hall being occupied as a gym), and three storeys to the Peter Jones (PJ) Building.
No. of Floors (Below Ground Level)	None.
No. of Floors (With Car Parking)	None.
Approx. Floor Area (Gross)	Gross internal area is not known but has been estimated from the aerial view images as approx. ??? sq. metres.
Approx. Floor Area (Per Floor)	Approx. 1050 sq. metres to the ground floor and c.250 sq. metres on the two upper floors.
Approx. Floor Area (Ground Floor)	Footprint of the buildings estimated to be around 1100 sq. metres.
Construction of the Premises	Two brick/block buildings with pitched tile/flat mansard roof (PJ Building) and pitched profiled metal roof (Sports Hall), joined by a two-storey atrium connecting the two sides, and occupying a joint entrance lobby and bridge/store/plant rooms above.
Occupancy of the Premises	Sports hall, gym, climbing wall, offices, classrooms, changing rooms/WC's, and storerooms/plant rooms.
Hours of Use	Monday to Friday approx. 7:30am to 7:00pm, and Saturday approx. 8:00am to 2:00pm (sports hall/changing rooms). Occasional evening events/hires too, to around 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. Inaccessible/excluded areas of the buildings during this assessment were limited to roof spaces/voids.
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. Fire safety risk assessment: large places of assembly.
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).

Photos of premises:



Aerial View of premises:



2.0 Persons at Risk

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

No. of Employees (at one time)	Up to around 15 staff likely to be present in these buildings at one time, assuming all rooms are in use, however this would be increased to around 60 for events in the Hall.
No. of Other Occupants (at one time)	Up to around 150 pupils within these buildings if all classrooms in use. Outside visitors are minimal, unless events are being held in the Sports Hall (see below).
Total No. of Occupants in building (at one time)	Max. 150-170 persons likely to be present at one time. (Assumed class size of 20-24, plus 1-2 staff in each class). Largest event would be c.600 people on speech day.
Max. no. persons in High Occupancy Rooms or Assembly areas (and list)	<ul style="list-style-type: none"> - Sports hall (for exams) approx. 150 persons. - Sports hall (for events/speech day) up to 600 persons. <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>
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.
<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"/>	
Relevant Findings/ Comments/ Deficiencies:				
Periodic inspection of the fixed electrical installation completed in 04/2021. Remedial actions coded C1/C2 confirmed as complete during summer 2021. 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"/>	
Relevant Findings/ Comments/ Deficiencies:				
No smoking site, staff smokers leave site if they wish to smoke.				

3.3 Arson (and Security)

	N/A	Yes	No	Action Ref.
Reasonable security in place to protect against arson (in the context of this FRA)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Absence of fire load (combustible/ flammable/ waste materials) adjacent to, or in close proximity of buildings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
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.				

3.4 Heating Installation (including Portable Heaters)

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

3.5 Cooking Activities

	N/A	Yes	No	Action Ref.
Kitchen appliances appropriately maintained/serviced?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas/electrical isolation present in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extraction filters cleaned/changed regularly and appropriate regime for inspection and/or cleaning of extract ductwork?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firefighting appliances or suppression system provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
No kitchens present in this building. Any drinks making facilities that may have been brought into this building (e.g., kettle/coffee machine) are subject to PAT, as are any such electrical appliances.				

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 type="checkbox"/>	<input checked="" type="checkbox"/>	(3.7.1)
Excessive or inappropriate accumulations of combustible materials avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(3.7.2)
Relevant Findings/ Comments/ Deficiencies:				
<p>Housekeeping reasonable however there were a couple of concerns identified with regards to combustible materials, namely; clothes are still being stored in close proximity of an electrical distribution board on the top floor of PJ, which appears to be in use as a wardrobe (as mentioned previously).</p> <p>There were also rolls of carpet in the electrical cupboard on the landing between the two buildings (first floor) and a build up of items in the opposite cupboard which has air handling plant within it.</p>				

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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Additional fire precautions/risk assessment in place where significant hazards exist? (e.g. DSEAR risk assessments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
No significant stores of dangerous or flammable substances within this building, save for small amounts of cleaning substances (e.g., aerosol tins) within cleaning stores.				

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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire-resisting doors maintained in sound condition, and self-closing, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	(4.1.10)
Fire-resisting construction protecting escape routes maintained in sound condition? <i>(This FRA will not identify all fire stopping issues in the building, and if you have concerns over the adequacy of fire stopping, you should consider an invasive survey by a competent specialist).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
External means of escape (staircases/gangways) maintained in sound condition?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable means of escape provided for disabled persons?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
<p>Fire exits provided in the four corners of the sports hall (two direct exits and two via the stairs and lobby at the front/rear), with multiple directions of escape from the PJ building too, off either end of the changing room corridor at ground floor level, and via the main entrance lobby between the buildings which has three access points from the ground floor and the two stairwells serving the upper floors.</p> <p>Doors to the gym/landing area over the sports hall are closed off/locked when not in use, which includes one of the escape routes from the sports hall.</p> <p>No concerns over capacity or design of escape routes and seen to be clear of obstructions. The maximum capacity of the sports hall (on speech day) of 600 is served by the four escape routes, and even in the event that the internal route via the lobby was lost, there is capacity for approx. 300 persons via each direct exit (c.1600-1800mm each), and a further 100-130 via the staircase exit on the rear corner of the hall (c.800-900mm wide).</p> <p>Travel distances are limited to no more than 10m-15m into a protected staircase or 20m or so to a final exit in the sports hall side. This is reasonable and in line with guideline travel distances.</p> <p>No obstructions seen to be present in front of exits or within corridors/staircases.</p> <p>Fire doors in the premises are in reasonably good condition with a couple of minor concerns.</p> <p>Fire-resistant construction protecting escape routes in good condition, too.</p> <p>Means of escape for disabled persons not directly considered, as this is not currently relevant to the school population, however it is possible that the sports hall would be accessed by members of the public during events, but there is level access/egress and staff would seek to support anyone presenting with a disability and would ensure that support is provided, if necessary.</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"/>	
Relevant Findings/ Comments/ Deficiencies:				
<p>Compartmentation and fire stopping between floors and between separate parts of the building was seen to be in very good condition, with solid masonry walls and all internal wall/ceiling linings being plasterboard and/or suspended ceilings, with some areas of fire-rated glazing.</p> <p>No obvious breaches or concerns with regards to the fabric of the building identified.</p> <p>Dampers in HVAC systems etc. not assessed as part of this FRA and not able to be confirmed.</p> <p><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>				
Relevant Findings/ Comments/ Deficiencies:				
<p>Emergency Lighting (EL) provided at final exits and throughout internal escape routes and stairwells, which all appear to be provided with suitable level of EL coverage. EL is also present in changing rooms. The only defect identified was one unit that appeared to be off, suggesting a fault is present. External areas also benefit from EL coverage, with external EL outside all final exit doors.</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 type="checkbox"/>	<input checked="" type="checkbox"/>	(4.4.1)
Reasonable provision of fire safety notices throughout the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:				
<p>Fire exit signage provided at exits and directional signage seen to be present throughout escape routes. The only area where no ‘Fire Exit’ signage was present, was the main entrance/exit.</p> <p>Fire safety notices also present where required, including fire action notices, do not use lift, fire door keep shut, etc.</p>				

4.5 Means of Giving Warning of Fire

	N/A	Yes	No	Action Ref.
Reasonable means of fire detection and warning provided in the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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:				
<p>Break-glass call points present at fire exits and at storey exits. Automatic fire detection is also present throughout the premises, extending to; all escape corridors/stairwells, the sports hall, and most other rooms (including classrooms, offices) other than WC's, and inner rooms. Flashing beacons also present in the sports hall, due to noise levels. 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.</p>				

4.6 Fire Extinguishing Appliances (and Systems)

	N/A	Yes	No	Action Ref.
Reasonable provision of manual fire extinguishing appliances (extinguishers, fire blankets and hose reels)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All fire extinguishing appliances able to be readily accessed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fixed fire extinguishing systems (sprinklers or suppression systems) provided?	<input 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:				
<p>Water and/or CO2 extinguishers present throughout escape routes, and within some classrooms. No concerns over access/damage to FEA units, and they are checked on monthly.</p>				

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 will extend 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"/>	
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"> - 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Findings/ Comments/ Deficiencies:					
<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><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:

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.

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

Action Plan

Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date
ACTIONS REQUIRED							
3.7.1	Fire Hazards	Clothes are still being stored in close proximity of an electrical distribution board on the top floor of PJ, which appears to be in use as an informal wardrobe.	Ensure that these personal effects are removed from this cupboard and perhaps relocated to staff changing rooms, or arrange for the electrical board to be enclosed within a cupboard or caged area to prevent anything combustible being stored within at least 1 m of it.		MEDIUM	1 month	
3.7.2	Fire Hazards	Rolls of carpet were present in the electrical cupboard on the landing between the two buildings (first floor).	Remove these carpets within this cupboard and try to ensure that no combustible materials are stored within it, or at least are kept well away (e.g., 1 m) from the distribution board.		MEDIUM	1 month	
3.7.2	Fire Hazards	There was a build up of items in the first floor cupboard between the two buildings, which has air handling plant within it, stacked on top of and up against this plant.	Reduce storage within this room as far as possible and ensure nothing is stored on top of or immediately against the air handling plant.		MEDIUM	1 month	

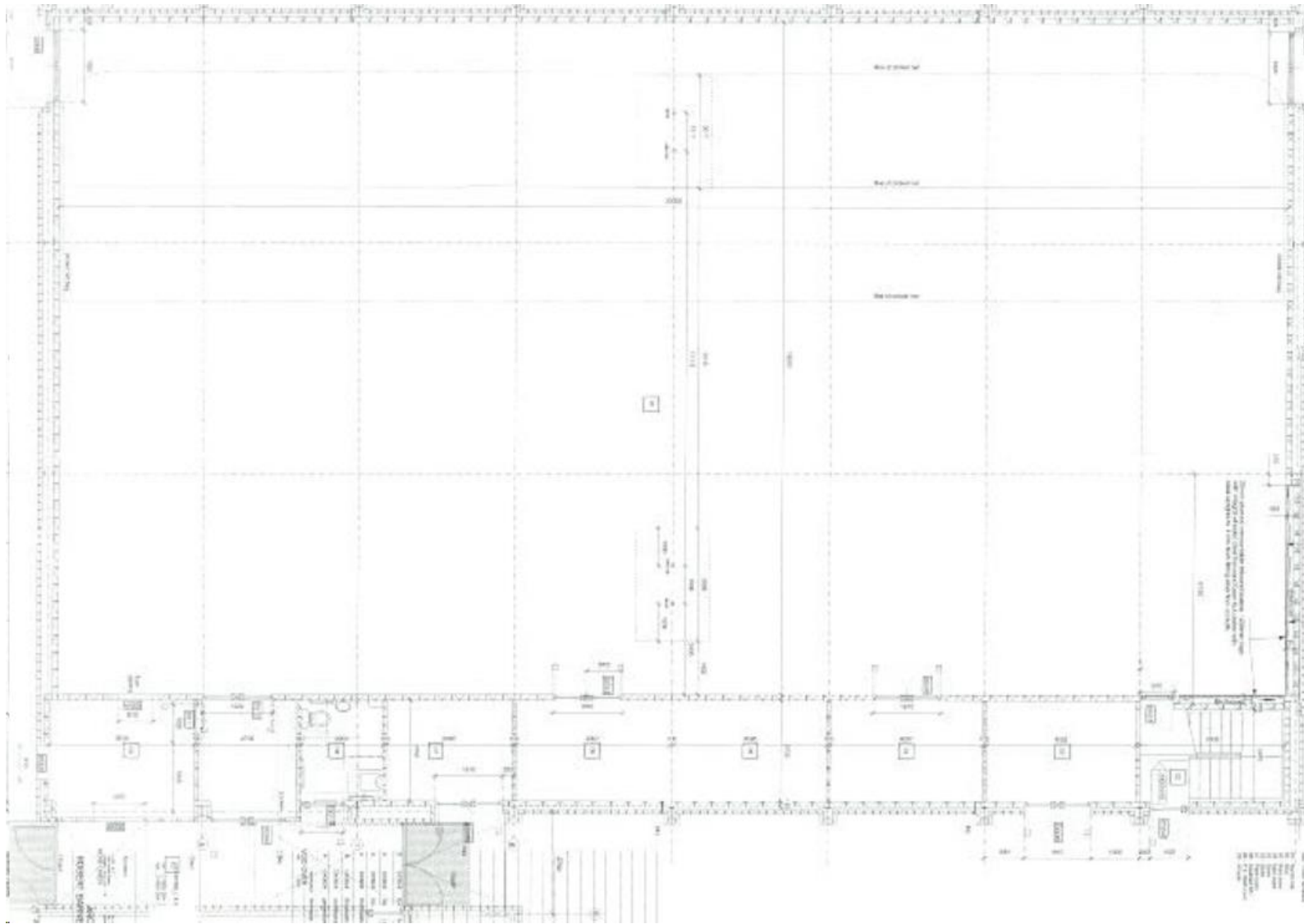
Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date
RECOMMENDATIONS							
4.1.10a	Means of Escape	Hole where lock has been removed from fire door (opposite the changing room/lift on the ground floor central corridor of PJ).	Repair or replace this lock with a fire-rated lockset with intumescent paper/seals behind the lock facing.	https://www.firesealsdirect.co.uk/fire-door-hardware/fire-door-locks/	MEDIUM	-	
4.1.10b	Means of Escape	No intumescent strips on the first floor landing door to the HVAC room (off the link bridge).	Consider installing surface-mounted or rebated intumscent strips and cold smoke seals to this door.	https://www.firesealsdirect.co.uk/passive-fire-protection/intumescent-strips/	MEDIUM	-	
4.3.2	Emergency Lighting	EL unit in front of room S2 on the first floor landing was seen to be off, suggesting a fault is present.	Arrange for testing and repair or replacement of this EL unit, as required.		MEDIUM	-	
4.4.1	Signs and Notices	No fire exit sign at the main entrance/exit door.	Install a photoluminescent 'Fire Exit' sign on or above the main entrance/exit door.		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

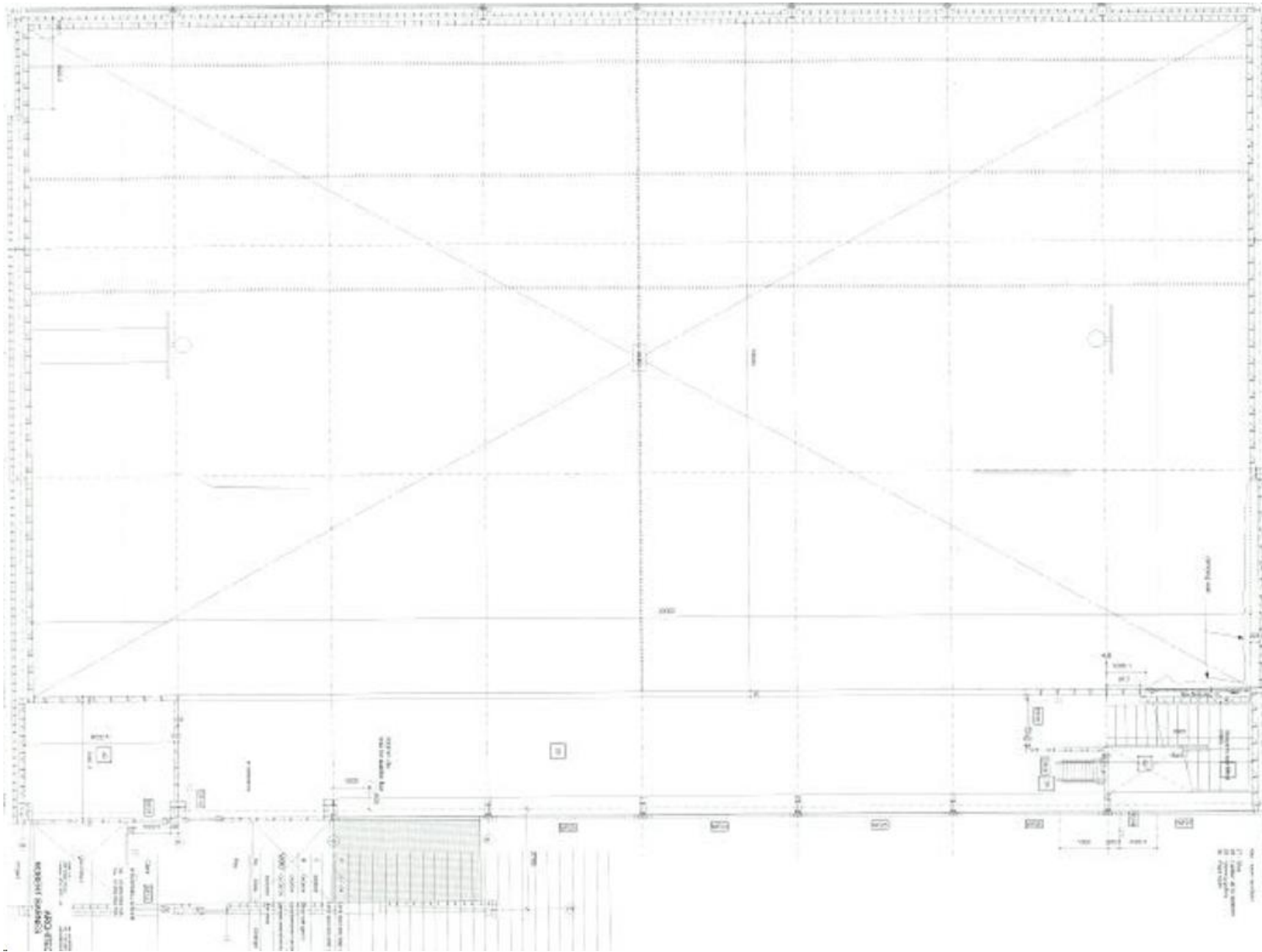
Appendix 1 Floor Plans

Appendix 2 Action Plan (MS Excel Spreadsheet)

Appendix 1 Sports Hall (Ground Floor)



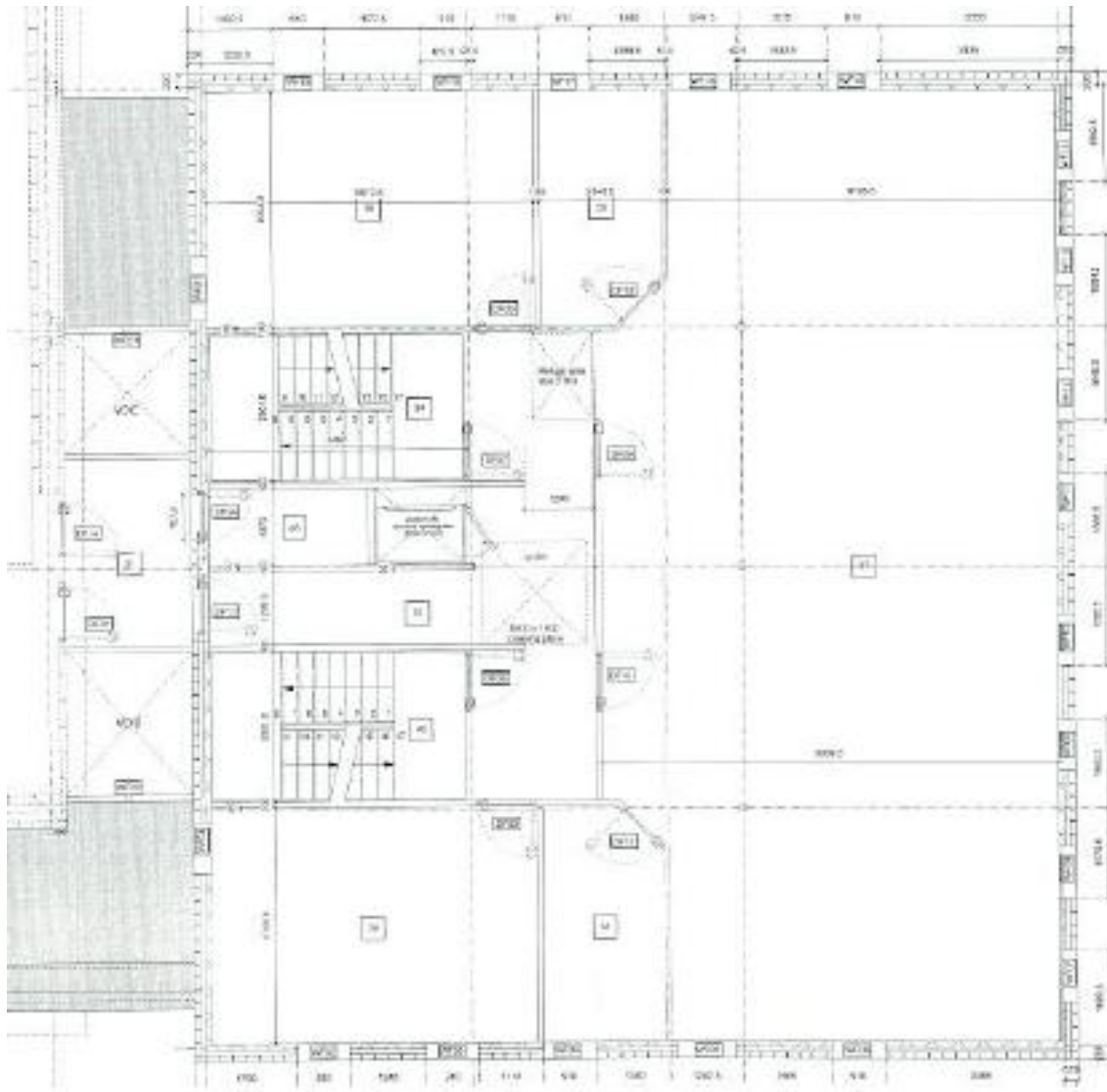
Appendix 1 Sports Hall (First Floor)



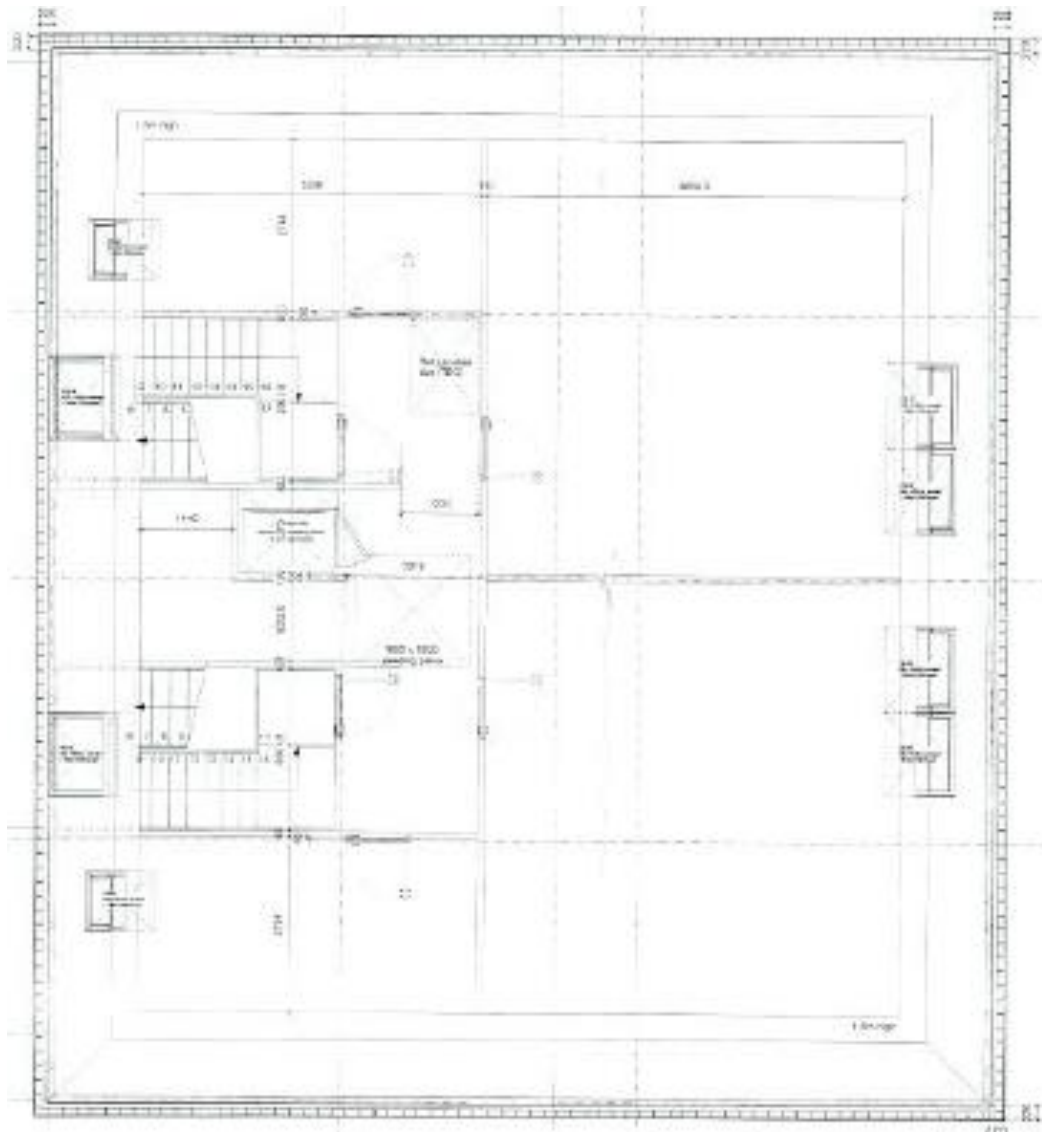
Appendix 1

Peter Jones (First Floor)

[Open plan room to right, now split into two classrooms]



Appendix 1 Peter Jones (Second Floor)



Appendix 2 Action Plan (MS Excel Spreadsheet)

Copy workbook provided outside of this report.