



**Pearson Webb  
Consulting**

# **Fire Risk Assessment**

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

**Halliford School  
(Woodward Building)**

**April 2024**

# Contents

Executive Summary .....	3
1.0 Premises Information.....	5
2.0 Persons at Risk .....	6
3.0 Control of Fire Hazards .....	7
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](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>WOODWARD BUILDING</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 **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	2 x Actions Required	7 x Recommendations
12 April 2022 (Full)	Tolerable	9 x Actions	

The fire risk rating for this building has been stated as ‘Tolerable’ which is reflective of the fact that the level of risk to occupants in the event of fire is seen to be broadly acceptable. The fire hazards present are being well managed and there are no actions in this regard, and the means of

detection/warning for fire and escape routes/exits available, mean that both early warning and swift evacuation of the premises are assured.

There are a couple of actions outlined as being required, in order to maintain the fire risk at this acceptable level, as well as a number of additional recommendations which we would urge you to consider, and implement as far as is reasonably practicable. These are summarised below:

- Repair minor breaches in the ceiling of the plant room.
- Install additional sounders/beacons in the vicinity of the study booths in the LRC.
- Confirm the specification of the construction materials and fire rating of the external cladding, roof and insulation materials.
- Consider replacing a non-fire-rated glass panel between the stairwell and a meeting room on the top floor.
- Install additional signage and notices, including; directional fire exit signs, fire action notices, fire zone plans and solar (PV) isolation marker.

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

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# 1.0 Premises Information

<b>Responsible Person</b> (Person(s) in control of the Premises):	Halliford School.
<b>Building Name &amp; Premises Address</b>	<b>WOODWARD BUILDING</b> , Halliford School, Russell Road, Shepperton, Middlesex TW17 9HX.
<b>No. of Floors (Total)</b>	Three storeys.
<b>No. of Floors (Below Ground Level)</b>	None.
<b>No. of Floors (With Car Parking)</b>	None.
<b>Approx. Floor Area (Gross)</b>	Dimensions on drawings suggest a floorplate of just less than 300 sq. metres, suggesting a GIA of approx. 890 sq. metres.
<b>Approx. Floor Area (Per Floor)</b>	Approx. 300 sq. metres.
<b>Approx. Floor Area (Ground Floor)</b>	Approx. 300 sq. metres.
<b>Construction of the Premises</b>	Prefabricated modular building (27 units), with construction photos appearing to show a metal/timber structure with unknown insulation materials (though where able to see above ceiling tiles, the insulation appeared to be non-combustible (rockwool)). Exterior walls are of brick or timber/composite cladding. Timber floors internally and advised as being sat on concrete pile foundations. (Build completed/signed off in 11/2021). <b>(1.0.1)</b>
<b>Occupancy of the Premises</b>	Large open plan LRC (library) to ground floor, with classrooms, offices, meeting rooms above. WC's, cleaners cupboards, plant room etc. also provided for, and 2 x protected stairwells, at either end of the building.
<b>Hours of Use</b>	Monday to Friday approx. 6:30am 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 (alongside this building) 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, a store cupboard on the first floor (FF12 Store) and above/below the lift car within the lift shaft.
<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.

<b>Enforcing Authority</b>	Surrey Fire and Rescue Service. 2 x fire stations within 2-3 miles of site; approx. 8-10 minutes away. (Chertsey and Walton).
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**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 15 staff likely to be present in this building at one time, assuming all rooms are in use.
<b>No. of Other Occupants</b> (at one time)	Up to around 170 pupils within this building if all classrooms in use as well as the LRC. Outside visitors are minimal.
<b>Total No. of Occupants in building</b> (at one time)	Max. 150-180 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)	Not really applicable within this building, but possible for there to be c.100 in the LRC, however no concerns over capacity due to corridor/stairwell exits at both ends and directly from within the LRC to outside; any one of the three routes would provide capacity for 100+ persons.

<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 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.
<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"/>	

Relevant Findings/ Comments/ Deficiencies:
Periodic inspection of the fixed electrical installation not yet due, as new building was constructed and completed/electrical installation signed off in 11/2021. Will be due for inspection in 2026. 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. Previous build-up of combustibles between this and the sports hall seen to have been cleared.			

### 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"/>	



	N/A	Yes	No	Action Ref.
Satisfactory control over portable heating devices (including proximity of any combustible materials)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Heating is provided via electrically operated heating panels (ceiling-mounted) and air conditioning systems. No gas supply to this building. Solar panels also present to roof of this building, with the shutoff situated in the ground floor plant room. Portable heaters not noted as being present.				

### 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"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
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"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
Fitted and subject to annual maintenance/testing (last in 02/2024).				

### 3.7 Housekeeping and Combustible Materials

	N/A	Yes	No	Action Ref.
Reasonable housekeeping observed and combustible materials stored away from ignition sources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excessive or inappropriate accumulations of combustible materials avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

<b>Relevant Findings/ Comments/ Deficiencies:</b>
Good housekeeping and no concerns identified with regards to the location/storage/volume of combustible materials in this building.

### 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"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<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"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>No significant stores of dangerous or flammable substances within this building, save for small amounts of cleaning substances (e.g., a couple of aerosol tins were seen to be present within cleaning store on the first floor landing).</p>				

# 4.0 Fire Protection Measures

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

## 4.1 Means of Escape

	N/A	Yes	No	Action Ref.
Adequate provision (number and separation) of fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire exits open in the direction of escape, where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Satisfactory arrangements for securing fire exits?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All fire exits open easily/immediately?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Satisfactory arrangements where sliding/revolving doors are designated as fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape corridors/ stairways/ exits are of sufficient capacity for the number of occupants expected to be present? <i>(Based on the no. of occupants given (by the Responsible Person) at section 2.0 of this report).</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable distances of travel (single direction of escape)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable distances of travel (multiple directions of escape)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All escape routes are clear of obstructions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire-resisting doors maintained in sound condition, and self-closing, where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<b>(4.1.11)</b>
External means of escape (staircases/gangways) maintained in sound condition?	<input checked="" type="checkbox"/>	<input 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 from two protected stairwells on either end of the building, as well as directly from the LRC (x 2). Plant room on rear of building also has direct access/egress.</p> <p>No concerns over opening of fire doors and no exits were obstructed. Equally, no issue with regards to the capacity of the escape routes present.</p> <p>Travel distances limited to c.10m-20m (max.) to either a final exit, compartment break or protected staircase. No concerns over travel distance as all parts of the building have multi-directional escape. Fire doors on these routes are also in good condition.</p> <p>Fire-resistant construction protecting escape routes in good condition, other than the window on the Centenary room, second floor, which (as previously mentioned) does not appear to be fire-rated glazing, meaning the refuge area cannot be used and this stairwell is not protected at the top level.</p> <p>Means of escape for disabled persons not directly considered, as this is not currently relevant to the school population, however there is a lift present and potential for disabled visitors, which would need to be further assessed as/when relevant. Evac-Chair also available on site.</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 type="checkbox"/>	<input checked="" type="checkbox"/>	(4.2.1)
Limitation of wall and floor/ceiling linings that may promote fire spread?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are dampers provided where necessary to protect means of escape against passage of fire/smoke/combustion products? <i>(As far as can be ascertained by means of basic visual inspection. Full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment).</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Relevant Findings/ Comments/ Deficiencies:
<p>Construction and compartmentation of the premises in good order and in sound condition, being a new building, though concerns identified above suspended ceiling in SF09 meeting room on the previous FRA (which were not able to be checked at this time) and, there is also broken/breached ceiling insulation above the plant room on the ground floor.</p> <p>Wall/ceiling linings confirmed to be plasterboard and/or suspended ceiling systems. Rockwool insulation seen to be present above ceiling panels, where able to be seen.</p> <p>Not able to confirm whether dampers are present in HVAC/air handling systems, and investigation of the design of HVAC systems is deemed to be outside the scope of this fire risk assessment.</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"/>	

	N/A	Yes	No	Action Ref.
Reasonable standard of emergency lighting provided throughout escape routes, stairwells, changes of direction etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reasonable standard of emergency lighting provided along external escape walkways/staircases, etc.?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<i>(Based on visual inspection and identification of the location of EL units in the premises – no assessment made over the levels of illuminance, or verification of compliance with the relevant British Standards).</i>				
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>Emergency Lighting (EL) provided at final exits and throughout internal escape routes/stairwells etc. and throughout the open plan LRC on the ground floor of the building.</p> <p>All required areas appear to be provided with a suitable level of EL coverage.</p> <p>External areas also benefit from EL coverage with units present above the exits from the LRC (which face onto the playing fields where limited borrowed lighting is present), and the lobby EL units at either end of the building are expected to carry to outside, given the glazed doors present on both exits. Borrowed lighting from surrounding buildings and street lighting would also be evident on these ends of the building.</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 type="checkbox"/>	<input checked="" type="checkbox"/>	(4.4.2)
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>Fire exit signage present at final exits and within escape routes, however there are a couple missing within the stairwells.</p> <p>Fire safety notices also present where required, including fire action notices (though a few were missing), 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 type="checkbox"/>	<input checked="" 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)

<b>Relevant Findings/ Comments/ Deficiencies:</b>
<p>Break-glass call points present at fire exits and at storey exits, and within the plant room. Automatic fire detection is also present throughout the premises, extending to; all escape corridors/stairwells, the lift shaft, plant room, and all other rooms other than WC's, study booths, and small store cupboards. Fire detection also appears to be present in the voids between floors. The only concern identified with regards to warning of fire is the acoustic study booths in the LRC where it would not be immediately apparent if the fire alarm is sounding. Additional sounders and/or flashing beacons will be necessary. 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>(4.6.5)</b>
<b>Relevant Findings/ Comments/ Deficiencies:</b>				
<p>Water (Hydrospray) and CO2 extinguishers present in escape routes at either end of the upper floors in the stairwell, as well as within the Library/LRC. Additional CO2 extinguisher present in the plant room and IT/Comms room. No concerns over access/damage to FEA units, and they are checked on monthly. Solar/PV shutoff is present within the plant room on the ground floor, however there is no directional signage to advise of the location.</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"> <li>- Check on the presence/condition of FEA's</li> <li>- Check on condition/closing of fire doors</li> <li>- Escape routes clear and housekeeping OK</li> </ul>	Monthly (recorded) check in each building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Relevant Findings/ Comments/ Deficiencies:</b>					
<p>No weekly fire alarm tests completed at present, with testing only completed in the holidays. This is a designed as a functional test as well as for the familiarity of staff/pupils hearing it, so this will need to be resumed. Fire alarm service completed at Easter breaks.</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:

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

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

<b>SLIGHT HARM</b>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
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## Fire Risk Rating

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

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

# 7.0 Action Plan

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

## ‘Actions Required’

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

## ‘Recommendations’

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


## Priority Level & Timescales

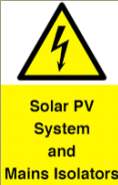
In order to assist in focussing on the most pressing and important actions, all have been awarded a colour-coded priority score, and, where defined as an ‘Action Required’ they also have a recommended timescale. The timescale will broadly match those to the right, unless something is particularly pressing or there is a more realistic or more appropriate timescale to apply.

Recommendations do not have a suggested timescale for completion.

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

## Action Plan

Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date
<b>ACTIONS REQUIRED</b>							
4.2.1a	Compartmentation	Damage to rockwool insulation material at the corner of the plant room ceiling, with timber floors visible above.	Reinstate the insulation at ceiling level within this room to limit the possibility of fire spread, in the event of a fire stemming from the plant room.		MEDIUM	3 months	
4.5.1	Means to Give Warning of Fire	The study booths in the LRC are acoustically sealed and it would not be immediately apparent if the fire alarm is sounding.	Additional sounders and/or flashing beacons will be necessary to ensure occupants in these booths will be aware of the alarm; either additional sounders/beacons within the booths, or flashing beacons outside the booths, perhaps on the opposite walls (so as they are visible to the booth occupants).	Alternatively the evacuation procedures within the LRC will require a permanent staff presence, and sweeping of this area.	MEDIUM	3 months	
<b>RECOMMENDATIONS</b>							
1.0.1	Premises and Construction	Not confirmed whether all insulation materials are non-combustible and what the fire rating is of the external composite cladding panels, or the roof structure which holds solar panels.	Specification and/or technical drawings to be provided so as to confirm the specifics of the construction materials in use, and what their respective fire rating is, so as this can be appropriately documented within the fire risk assessment report.		LOW	-	
4.1.11	Means of Escape	The window on the Centenary room, second floor, does not appear to be fire-rated glazing, meaning the refuge area should not be used and this stairwell is not protected at the top level.	Consider replacing this window with fire-rated glazing to protect the escape route.	Priority assigned reflects the limited fire hazard in the adjoining room and position at the top of the staircase.	LOW	-	

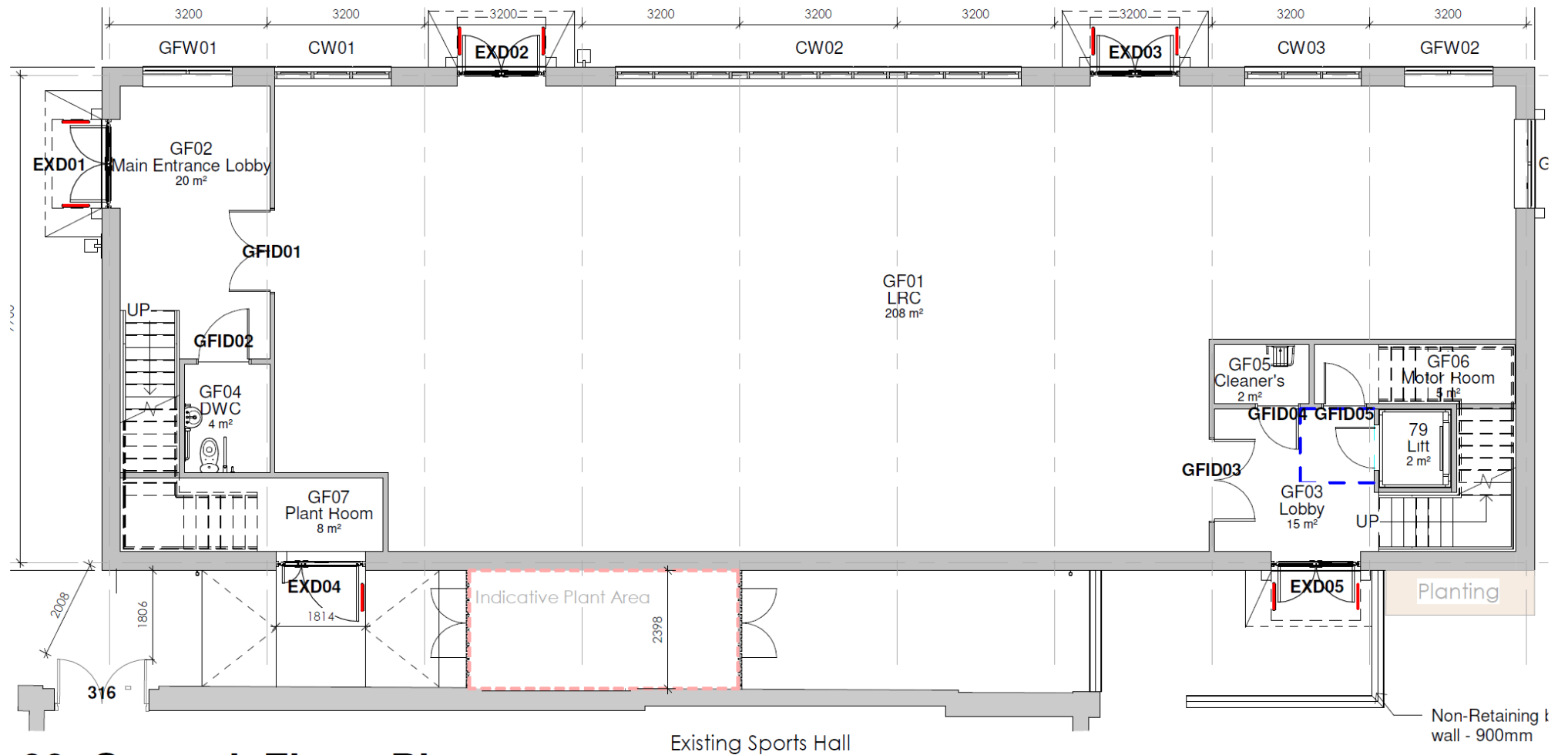
Action Ref.	Report Section	Defect or Concern Identified	Description of Action Required	Additional Comments or Photo	Priority	Timescale	Completion Date
<b>RECOMMENDATIONS</b>							
4.2.1b	Compartmentation	During the previous FRA in 2022, concerns were identified above the suspended ceiling of room SF09 (second floor meeting room), which was not able to be checked this time.	Ensure that the gap identified around the cables, which passed through the wall void, are sealed with appropriate fire-rated/intumescent materials, such as a firestop cable collar.	<a href="https://www.firesealsdirect.co.uk/passive-fire-protection/fire-wraps-and-collars/">https://www.firesealsdirect.co.uk/passive-fire-protection/fire-wraps-and-collars/</a>	LOW	-	
4.4.1	Signs and Notices	No directional 'Fire Exit' sign or arrow from the FF07 or SF06 landings into the stairwell.	Install photoluminescent 'Fire Exit' signs with appropriate directional arrows within both of these stairwell/landing locations.		MEDIUM	-	
4.4.2	Signs and Notices	No fire action notices present in a few locations where they would normally be expected.	Install and complete Fire Action Notices at the following locations, alongside the fire alarm call points: 1) each level of the staircases on both sides of the building; 2) alongside the direct exits from the LRC, and; 3) within the main entrance lobby.		MEDIUM	-	
4.5.3	Means to Give Warning of Fire	No fire zone plans present at the fire alarm panel.	Install fire zone plans alongside the fire panel in the main entrance lobby, which is reflective of the location of the various call points and detector heads.		MEDIUM	-	
4.6.5	Firefighting Measures	Solar/PV shutoff is present within the plant room on the ground floor, however there is no directional signage to advise of the location.	Install yellow warning signage on the outside of the plant room door and/or gate from the playground, stating 'Solar PV System Mains Isolators' as well as ensuring (during hours) there are staff present who would be able to provide access to the plant room.		MEDIUM	-	

# Appendices

**Appendix 1**      Floor Plans

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

## Appendix 1 - Floor Plans (Ground Floor)



### 00\_Ground\_Floor\_Plan







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

*Copy workbook provided outside of this report.*