



Fire Risk Assessment

Pledging Complete Fire Safety Compliance

Fire Risk Assessment Report



**Alleyn's School
Townley Road
Dulwich
London
SE22 8SU**

Issue Date: 01/09/2023

Client Name - Alleyn's School	Provider - BHT Fire-Protection Services Ltd
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1.0 Introduction

Introduction

1.1 Scope & Qualifications

The scope was to carry out a Fire Risk Assessment in accordance with all current and applicable fire safety legislation and guidance described in Section 7.0. This assessment report relates to **Alleyn's School** at **Townley Road, Dulwich, London, SE22 8SU** and was commissioned by **Michael Price (The Estates Bursar)** of **Alleyn's School**.

Information pertinent to the completion of this fire risk assessment report was obtained by physical inspection of the premises, reference to relevant records and drawings where available or present and conversations with members of staff and other relevant persons.

The inspection of the premises covered all parts of the building which are under the control of the client where these were accessible. Unless otherwise stated, the inspection of the building was non-invasive and was limited to that which could be observed without the aid of tools or access equipment.

Unless stated otherwise, areas occupied by third party concessions, or resident subcontractors to facilitate the day-to-day operation of the organisation, such as kitchens, workshops, and the like, would have been inspected as part of the building inspection. Where appropriate, concession staff and contractors may have been asked pertinent questions about their understanding of the premise fire safety arrangements and their role within those arrangements.

If there were any relevant areas of the premise that were not fully inspected, they are listed below with the reason for their omission:

All relevant areas of **Alleyn's School** premise were fully inspected

BHT Fire Protection Services Ltd undertakes fire risk assessments on actual and foreseeable risks as evident or likely, relating to any particular facility or premises. All assessments are valid and applicable at the time of the assessment and **BHT Fire Protection Services Ltd** cannot be held liable for any subsequent changes to legislation, applicable guidance documents, the premises, or their use that may alter the risks and hazards highlighted in this assessment.

BHT Fire Protection Services Ltd is not responsible for instigating the recommended remedial work specified in this risk assessment. It is the duty of the responsible person to action any significant findings. Failure to do so may result in enforcement action by the enforcing authorities.

1.2 Summary description of premises, occupancy and purpose

Founded in 1619 the premises stand in 26 acres of grounds including playing fields. The main buildings date from 1887 with a number of recent additions, including a well-equipped music school, Astro turf pitch, sports pavilion and a library and resources extension. A 350-seat theatre is on the site built in September 2008. The new Junior School is also part of the establishment and is located at the bottom of the site.

The school is an independent private co-educational day school serving 1200 pupils with ages of 4 to 18 (Junior School (boys and girls aged 4–11), Senior School (boys and girls aged 11–18)).

1.0 Introduction

A total of 17 premises are sited and are a mixture of traditional detached, semi-detached and linked builds. The properties are windowed and constructed of brick with a mixture of flat and tiled pitched roofing and a mixture of wooden and concrete floors and stairs.

The site is utilized as an educational establishment consisting of an Art & Technology Centre, CDT Centre, Common Room, Concert Hall with seating for 200 people, Conference facilities, Dance Studio, Drama Studio, Fine Art Facilities, Fitness Suite, Gymnasium, IT Suite, Library, Music Centre, Performing Arts Centre, Photography Studio, Science Laboratories, Sixth Form Centre, Sports Hall, Swimming Pool (covered), Tennis Courts, Theatre built in 2008 with seating for 350 people, Pavilion, workshop, new junior school The well-being centre and Vehicle Garage.

All members of staff are known to be able bodied; it was reported that there was no knowledge of recent fires within the premises.

This report relates to all areas of the premise which were inspected on **01/09/2023**

The person responsible for fire safety within the premises is: **The Head Mrs JT Lunnon** – who was unavailable but was represented by **The Estates Bursar – Michael Price** who is responsible for the daily fire safety in the premises and hosted on the day of the assessment.

It should be commented that a continued high standard of Fire Safety is evident and meticulously encouraged in the school. **The Estates Bursar – Michael Price** who is responsible for the daily fire safety in the premises assisted by his team take a professional and enthusiastic approach to maintaining the high standards of fire safety to ensure the well-being of all persons entering the site and to ensure full compliance with Fire Safety Legislation.

1.3 Summary Findings

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

Fire hazard ▼	Potential Consequences of a Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

In the professional judgement of the fire risk assessor, the premise has a range of suitable fire safety measures in place.

In particular, the following aspects of the fire safety arrangements within these premises are in need of improvement and as such, present a risk to the safety of the occupants. Remedial actions should be implemented by the Responsible Person, following the recommended guidance and prioritisation set out in the recommended action plan in section 6, but a brief summary is below:

FIRE RISK ASSESSMENT SUMMARY

Fire doors being wedged open
Ease and adjust fire doors.
Replace all loose or missing ceiling tiles.
Address issues with emergency lighting in the library
Smoke Seals on Fire Doors required.
Remove combustible items from intake cupboards

1.0 Introduction

The High Risks noted were:

Nil

1.4 Purpose, Aim and Review of the Fire Risk Assessment

The purpose of this Fire Risk Assessment is to help the responsible person manage fire risk in these premises. It is a legal requirement for the Responsible person of any non-domestic premises to carry out a fire risk assessment including measures to reduce or eliminate the risk of fire and identify the persons at risk. Where there are 5 or more employees a record must be kept of significant findings.

The aim of the fire risk assessment is to:

- Identify fire hazards and people at risk and to remove or reduce the risk of those hazards causing harm to as low as is reasonably practicable and;
- Determine what fire safety measures and management policies are necessary to ensure the safety of people

In practice, this fire risk assessment provides a snap shot of the identified risks during the assessment of the premises' fire safety arrangements and their interactivity with the people's activities within the premises. In addition, it provides a schedule of the existing practices and measures in place at the time of the risk assessment and a recommended action plan to be implemented by the Responsible Person to reduce those risks to as low as is reasonably practicable.

Fire risk assessments can become quickly out-dated, dependent on the nature of the property and the activities undertaken within it. It is important that risk assessment reviews are undertaken regularly and whenever there are any significant changes in the people, plant, processes or layout in the premises.

Additionally, the fire risk assessment should be reviewed periodically. The frequency of reviews is dependent on the risks within the premises, but generally a normal risk premises would be advised to undertake an annual review. For a high-risk premises a 6 monthly review is likely to be more appropriate, until such time as the risk is reduced to normal.

Bearing in mind the fire safety arrangements in place, the purpose and use of the building and the overall risk rating of the premises, it is recommended that this risk assessment is reviewed: 6 or 12 (depending on risk) months from the date of this assessment.

1.5 Project Particulars

BHT Fire Protection Services Ltd received an order of confirmation to undertake a Fire Risk Assessment from **Alleyn's School**. This order has been accepted on the basis of the original Quotation and our terms and conditions of business.

All subsequent information provided by the client or ascertained otherwise was assessed during the site visit. Where information was provided regarding the presence of known fire safety risks then this has been validated during the course of the survey, and recorded within this report.

This Fire Risk Assessment was carried out in accordance with documented in-house procedures and PAS 79.

1.6 Hazard/ Risk Identification and Assessment Strategy

This fire risk assessment uses the following risk/ hazard identification methodology based on the following definitions:

1.0 Introduction

Fire Hazard	Explanation
Low	Might be experienced once in over 5 years by an individual.
Medium	Might be experienced once every 1-5 years or so by an individual.
High	Might be experienced once every 6-12 months by an individual.

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is

LOW	MEDIUM	HIGH
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Potential Consequence of a Fire

Potential Consequence of a Fire	Explanation
Slight Harm	Unlikely to result in serious injury or death of any occupant (with the possible exception of an occupant sleeping in a bedroom in which a fire starts).
Moderate Harm	Could result in injury of one or more occupants, but it is unlikely to lead to fatalities.
Extreme Harm	There is significant potential for serious injury or the death of one or more occupants.

The above two tables are then used to assess the *risk to life from fire at the premises being assessed*:

Fire hazard ▼	Potential Consequences of a Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial	Tolerable	Moderate	Substantial	Intolerable
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Explanation of Terms

Risk Level	Required Action
Trivial	Minimal action is required and some detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.

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Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Where our consultant identifies a serious or imminent risk; the building (or relevant area) should not be occupied until the risk is reduced.

1.7 Quality Assurance

Client Details	Alleyn's School, Townley Road, Dulwich, London, SE22 8SU	
Date(s) of FRA	01/09/2023	
Assessor(s)	Gary Winston IFSM TBFC	
Report Prepared by	Gary Winston IFSM TBFC	01/09/2023
Quality Control by	Gary Winston IFSM TBFC	01/09/2023

1.8 Fire Risk Assessment Proposed Review date

Proposed Review date	01/09/2024
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This fire risk assessment should be reviewed by the responsible person regularly so as to keep it up to date and, in any event by the date indicated in section B, Description of Building, of this report it should be reviewed when:

- (a) There is reason to suspect that it is no longer valid; or
- (b) There has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.

By way of example and without limiting the general statement made above, the assessment should be reviewed following:

- a. Significant changes to work practices or procedures.
- b. A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.
- c. Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
- d. Significant changes to furniture and fixings and/or to displays or quantities of stock.
- e. The introduction or increase in the storage of hazardous substances.
- f. Any change in the fire precautions in the premises.
- g. Any near miss or fire incident.
- h. In any event, at recommended intervals of no more than twelve months.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

2.1 Responsible Person

The responsible person (Primary Duty Holder) for this premise is:

Name	Position
Mrs JT Lunnon	The Head

2.2 Background Information

Background information about the premises, building management, and fire safety arrangements were provided by:

Name	Position	Company (if applicable)
Michael Price	The Estates Bursar	Allen's School

2.3 Building Description, Information and Fire Safety History

Use of Building	Place of Education
Building location	Townley Road, Dulwich, London, SE22 8SU
Type of property	Multiple buildings are sited and are traditional builds with a mixture of detached, semi-detached and linked builds. The buildings are windowed and constructed of brick with a mixture of flat and tiled pitched roofing and a mixture of wooden and concrete floors and stairs.
Primary construction type	Multiple buildings of traditional brick and blockwork.
Number and location of light wells, and the floors the well rises through	Lower School – Lightwell covering two floors. Edward Alleyn Building - Light-well covering three floors.
Number and location of atria and the floors the atria rise through	Lower School – Two floor Atria. Edward Alleyn Building - Three floor Atria.
Approximate date of construction	The main buildings date from 1887 with a number of recent additions
Approximate dimension of the building/site	26 acres of grounds including playing fields
Number of floors ground level and above	Varying between single storey and four floors
Number of floors below ground level:	1 in Main building
Use of building by floor:	Educational
Means of escape:	The premise is sited with various final exits from the ground floor with the upper floors having protected stairwells and external stairwells for means of escape.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

Fire Separation:	There is adequate fire separation in the premise and between each building. (Note this is not an intrusive assessment and the full extent of the separating floors has not been examined)
Number of evacuation lifts:	Disabled Lift – Lower School and Swimming Pool
Total number of fire- fighting lifts, and of those the number available for disabled evacuation:	Disabled Lift – Lower School and Swimming Pool
Disabled refuges are provided:	Disabled Refuges are provided in the Edward Alleyn Building, Lower School and E Block.
Number, type and location of evacuation aids:	Nil
Floors given over entirely or partly to car parking:	Nil
Protection offered to mains electrical incomer and distribution boards:	The electrical intakes are protected by an RCD system.
Heating systems in premise	Gas boiler supplying radiators.
History of fires:	Nil
Fire and Rescue Service, notices of deficiency, prohibitions or other relevant correspondence:	The Local Fire and Rescue Service Authority are regular visitors to the school.

2.4 Occupancy and Operating Hours

The premise operating hours are: Monday-Friday 9am to 3.30pm during term times. However, staff are scheduled to work various additional days/hours outside of the premise operating hours.

Number of employees in workplace	Approx. 300
Number of other persons in workplace	1200 Students
Number of Persons under 18 in workplace	1200 Students (Nil Employed)
Number of Disabled Occupants	None

2.5 Fire Safety Systems

The fire alarm and detection system installed in the building appears to be compliant with the following type of system(s)	The means of raising the alarm is: by means of an L2 fire alarm system fitted with Manual Fire Alarm Call points and Automatic Fire Detection.
The location of the main fire alarm control and indicating panel is	Security Guard Lodge
The number of repeater fire alarm panels and their location are as follows	Each building has a fire alarm control panel and are all interlinked.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

Interface arrangements for the fire alarm system include	A fire alarm interface is sited above the fire alarm panel.
The fire alarm signal in the building operates on the following strategy	Wired System with simultaneous evacuation.
Type of emergency lighting provided	3 Hour, non-maintained and maintained emergency lighting bulkheads and integral lighting
Coverage of emergency lighting system	All areas
Smoke ventilation	Smoke ventilation has been located in the Lower School, Edward Alleyn Building and E Block.
The type and class of sprinkler system installed	Nil
Number of dry risers and locations	Nil
Number of wet risers and locations	Nil
Provision of fire extinguishers	Fire Extinguishers are sited in accordance with British Standard 5306.

2.6 Fire Safety Management

Emergency Plan	An Emergency Evacuation Plan has been formulated.
Arrangements for people with disabilities, vulnerable people and young people	The Policy and Procedures for persons with disabilities, vulnerable people and young people are as per the school policy and have been formulated. The individual 'personal emergency evacuation plan' (PEEP) and emergency plan are updated regularly.
Assembly point	On the Sports Field
The evacuation regime adopted in the building is	Simultaneous evacuation is adopted in the premise.
Fire evacuation drills	Fire evacuation drills are carried out each school term as per Ofsted requirements.
Fire safety information	All fire safety information is available in the Estate Bursars Office.
Fire alarm response personnel	All Staff
Fire Action Notices	Fire Action Notices are to be located adjacent each Fire Alarm Manual Call Point (MCP's)
Building Information Packs / Plaques	A Building Information Pack is available in the Security Guard Lodge.
The arrangements for refuse and waste collection and disposal are	The arrangements for refuse and waste collection and disposal are site specific refuse areas.
Designated smoking points	The school is a no smoking premise with areas available externally on the public highway.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

2.7 Fire Safety Management Procedures

The Fire Safety Management information for the premise is as per the school policy.

2.8 Fire safety training and information

Fire evacuation drills have been carried out and Fire Awareness and Fire Marshal training has been received.

2.9 Routine testing and inspection

Documentation was available for the maintenance of fire safety provisions, utilities or custodian checks of the fire safety measures.

2.10 Emergency response

A simultaneous evacuation is adopted in the premise.

2.11 Vulnerable persons

The Policy and Procedures for persons with disabilities, vulnerable people and young people are as per the school policy.

2.12 Control of contractors (including hot works) and visitors

Arrangements for the control of contractors (including hot works) and visitors were evident.

2.13 Smoking

The school is a no smoking premise with areas available externally on the public highway.

2.14 Electrical safety

Existing arrangements for the electrical safety were evident.

2.15 Fire Risk Assessments

A previous Fire Risk Assessment of the whole school site was carried out in August 2022 and is carried out annually.

2.16 Lone working

N/A

2.17 Hazardous Chemicals including LPG (Liquefied Petroleum Gas) and aerosols

A small amount of fuel and gas cylinders is stored for the use of maintenance and is stored adequately. Both have safety procedures in place and Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) procedures.

2.18 Waste storage and disposal

Arrangements for waste storage and disposal are adequate.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

2.19 Site Security

The premises has the following site security systems in place	The premise is located in a secured area and is sited with CCTV and Security Alarm.
Where installed, the electronic access control systems is	Entrances have electronic access control systems which are linked to the fire alarm system and have manual emergency over-rides.
Is security/ waste receptacle location adequate to prevent arson attack?	Yes
Where provided, the removal or unlocking of additional security measures on doors, gates and escape routes, is	Management is responsible for ensuring all exits are available and unlocked when the premise is occupied.

2.20 Miscellaneous Other

Mobility impairment

As requested, having researched the implication of mobility impairment I am satisfied that the Disabled Refuges located in the school are adequate, with the exception of those located in E-Block that has no communication facilities, which are recommended in this report.

However, my conclusion is that the guidance that is given is for mobility impairment is that the person should not be left alone or for long periods at a Disabled Refuge and that you should not rely on the fire and rescue service rescuing people waiting in these refuges.

It is therefore recommended that consultation with the Local Fire & Rescue Service in conjunction with the family and expert advice from a professional consultant or take advice from disability organisations such as the Disability Rights Commission at <http://www.drc.org.uk/> to formulate an effective Fire Evacuation Strategy.

Effective management arrangements need to be put in place for those that need help to escape. Consider the following points:

- A refuge is a place of reasonable safety in which disabled people can wait either for an evacuation lift or for assistance up or down stairs. Disabled people should not be left alone in a refuge area whilst waiting for assistance to evacuate the building. Depending on the design and fire resistance of other elements (such as catering outlets), a refuge could be a lobby, corridor, part of a public area or stairway, or an open space such as a balcony or similar place which is sufficiently protected (or remote) from any fire risk and provided with its own means of escape and a means of escape.
- Where refuges are provided, they should be enclosed in a fire-resisting structure which creates a protected escape route which leads directly to a place of total safety and should only be used in conjunction with effective management rescue arrangements. Your fire safety strategy should not rely on the fire and rescue service rescuing people waiting in these refuges.
- If firefighting lifts (provided in high buildings as firefighting access) are to be used for evacuation, this should be coordinated with the fire and rescue service as part of the pre-planned evacuation procedures.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

- Normal lifts may be considered suitable for fire evacuation purposes, subject to an adequate fire risk assessment and development of a suitable fire safety strategy by a competent person.
- Since evacuation lifts can fail, a disabled person having reached a refuge should also be able to gain access to a stairway (should conditions in the refuge become untenable). An evacuation lift with its associated refuge should therefore be located adjacent to a protected stairway.
- Sufficient escape routes should always be available for use by disabled people. This does not mean that every exit will need to be adapted. Staff should be aware of routes suitable for disabled people so that they can direct and help people accordingly.
- Stairways used for the emergency evacuation of disabled people should comply with the requirements for internal stairs in the building regulations. Specialist evacuation chairs or other equipment may be necessary to negotiate stairs.
- Plans should allow for the careful carrying of disabled people down stairs without their wheelchairs, should the wheelchair be too large or heavy. You will need to take into account health and safety manual handling procedures in addition to the dignity and confidence of the disabled person.
- Stairlifts should not be used for emergency evacuation. Where installed in a stairway used for emergency evacuation, no parts of the lift, such as its carriage rail, should be allowed to reduce the effective width of the stairway or any other part of an emergency evacuation route.
- Where ramps are necessary for the emergency evacuation of people in wheelchairs they should be as gentle as possible. Guidance is given in Approved Document M.
- Some educational premises will have a high proportion of pupils/students who will be highly dependent on others to ensure their safe escape. You will need to consider special arrangements for these types of premises (e.g., appropriate staffing levels, layout of the premises).

Further information is available in Building Bulletin 91, Access for Disabled People to School Buildings, BS 5588-8 and BS 5588-12.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

(Statuses: High/ Medium/ Low/ Satisfactory or N/A)

3.1 Electrical Sources of Ignition

		Status
3.1.1	Reasonable measures taken to prevent fires of electrical origin?	Satisfactory
3.1.2	Specifically,	
	<ul style="list-style-type: none"> Fixed installation periodically inspected and tested? 	Satisfactory
	<ul style="list-style-type: none"> Portable appliance testing carried out? 	Satisfactory
	<ul style="list-style-type: none"> Suitable policy regarding the use of personal electrical appliances? 	Satisfactory
	<ul style="list-style-type: none"> Suitable limitation of trailing leads and adapters? 	Satisfactory
	<ul style="list-style-type: none"> Protective devices such as RCD's and thermostats are prevalent 	Satisfactory
Comments and Hazards observed:		
3.1.2	The main electrical system has been tested by range electrical contractors with documentation held on site in the Estate Bursars Office.	
3.1.2	The Portable appliance testing is carried out regularly by Range Electrical Contractors with documentation held on site in the Estate Bursars Office.	

3.2 Smoking

		Status
3.2.1	Reasonable measures taken to prevent fires as a result of smoking?	Satisfactory
	More Specifically:	
	<ul style="list-style-type: none"> Smoking prohibited within the building? 	Satisfactory
	<ul style="list-style-type: none"> Smoking prohibited in specific areas? 	Satisfactory
3.2.2	<ul style="list-style-type: none"> Suitable arrangements for those who wish to smoke? 	Satisfactory
	<ul style="list-style-type: none"> Absence of any breaches of policy? 	Satisfactory
	<ul style="list-style-type: none"> No smoking signs displayed at the main entrances to internal areas (inc. staircases)? 	Satisfactory
Comments and Hazards observed:		
Main building doors throughout need to be eased and adjusted as they are not all closing correctly. Missing or loose ceiling tiles need to be replaced or repaired.		

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.3 Arson

		Status
3.3.1	Does basic security against arson by outsiders appear reasonable ¹ ?	Satisfactory
3.3.2	Specifically:	
	<ul style="list-style-type: none">Is there an absence of unnecessary fire load in close proximity to the building?	Satisfactory
Comments and Hazards observed:		
3.3.1 Occupants should be vigilant to the dangers, which an arson attack would pose. Half of all the large fire's that occur are the result of arson, and good security and Fire Prevention can help prevent or reduce the severity of an arson attack. This would be incorporated into basic Fire Awareness Training and tenants should be advised accordingly of their responsibility to carry out fire awareness training. Further advice and guidance can be found in 'The prevention and control of Arson' From the Fire Protection Association 2012 (3 rd edition).		

3.4 Portable Heaters and Heating Installations

		Status
3.4.1	Is the use of portable heaters avoided as far as possible?	Satisfactory
3.4.2	If portable heaters are used,	
	<ul style="list-style-type: none">Is the use of the more hazardous types (i.e., radiant bar fires or LPG appliances) avoided?	Satisfactory
3.4.3	Are fixed heating installations subject to regular maintenance?	Satisfactory
Comments and Hazards observed:		
3.4.3 The fixed heating installations, major appliances and boilers were maintained by Range Electrical Contractors in July 2023 with documentation held on site in the Estate Bursars Office.		

3.5 Cooking

		Status
3.5.1	Reasonable measures taken to prevent fires as a result of cooking or through the use of a microwave?	Satisfactory
3.5.2	Specifically,	
	<ul style="list-style-type: none">Filters changed and ductwork cleaned regularly?	Satisfactory
	<ul style="list-style-type: none">Suitable extinguishing appliances available?	Satisfactory

¹ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

Comments and Hazards observed:

- 3.5.1 Catering facilities consist of domestic style appliances, including microwave oven, kettles etc. These are considered to be part of the electrical risk.
- 3.5.2 The catering equipment in the main school kitchen is deep cleaned 6 monthly by Two Cleaning and Maintenance and was last carried out in July 2023 with documentation held on site in the School Kitchen Office.

3.6 Lightning

		Status
3.6.1	Does the building have a lightning protection system?	Satisfactory
Comments and Hazards observed:		
3.6.1	The lightning protection systems were maintained by Range Electrical Contractors in July 2023 with documentation held on site in the Estate Bursars Office.	

3.7 Other Significant Ignition Sources including Flammable Liquids and Gases and Special Risk Areas

		Status
3.7.1	Are stocks of flammable liquids for use in the process kept in the workplace?	Satisfactory
3.7.2	Are flammable liquids kept in the workplace for use by the cleaners or maintenance staff?	Satisfactory
3.7.3	Are containers of flammable liquids left open, without their tops on?	Satisfactory
3.7.4	Are there quantities of flammable liquids kept for any other purposes? If so, what are they?	Satisfactory
3.7.5	Are stocks of flammable liquids stored in purpose made storage bins or cabinets and kept locked shut when not in use?	Satisfactory
3.7.6	Are flammable liquids, oxidising agents and acids stored separately?	Satisfactory
3.7.7	Are only sufficient amount of flammable liquids removed from the store for daily use and returned to the store at the end of the day?	Satisfactory
3.7.8	Are cylinders of flammable gases or other gases, such as air or oxygen, used or stored in the premises?	Medium
3.7.9	Are compressed gas cylinders secured in the upright position?	Satisfactory
3.7.10	Are boiler rooms kept clear of storage, especially flammable liquids?	Satisfactory
3.7.11	Are oil storage areas and bunds kept clear at all times and bunds kept free of rain water if external?	Satisfactory
3.7.12	Are all hatches and doors to risk areas kept closed when not in use i.e., boiler rooms, kitchens?	Satisfactory
Comments and Hazards observed:		
3.7.1	Small amounts of fuels are stored on site for the use of site maintenance and are stored in the Maintenance Building with adequate policies and procedures in place	

3.0 Fire Risk Assessment Checklist & Significant Findings Register

- 3.7.8 Gas cylinders were used for site maintenance and are stored in the Maintenance Building with adequate policies and procedures in place.
However, the gas bottles that are stored in ground floor area of Art and Technology need to be chained to the wall. The storage of fuel in the tractor shed needs to be addressed.

3.8 Housekeeping

		Status
3.8.1	Is the standard of housekeeping adequate?	Satisfactory
3.8.2	Specifically,	
	• Combustible materials appear to be separated from ignition sources?	Satisfactory
	• Avoidance of unnecessary accumulation of combustible materials or waste?	Satisfactory
	• Appropriate storage of hazardous materials?	Satisfactory
	• Avoidance of inappropriate storage of combustible materials?	Satisfactory
Comments and Hazards observed:		
No comments are required.		

3.9 Hazards Introduced by Outside Building Contractors and Building Works

3.9.1	Is there satisfactory control over works carried out in the building by outside contractors including 'hot work' permits?
	<p>Suitable guidance is contained in the following publications:</p> <ul style="list-style-type: none"> • Standard Fire Precautions for Contractors Engaged on Crown Works; Department of Environment, • HMSO • Fire Prevention on Construction Sites; Fire Protection Association • Fire Safety in Construction; HSE
3.9.2	Are fire safety conditions imposed on outside contractors?
3.9.3	If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits?
3.9.4	Are contractors and maintenance workers aware of the dangers posed by fire? Determine by reviewing existing control measures from client.
Comments and Hazards Observed:	
3.9.1 The managerial control of contractors is adequate with a Fire Safety Policy regarding contractors available.	

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.10 Dangerous Substances

		Status
3.10.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Satisfactory
3.10.2	If 10.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	Satisfactory
Comments and Hazards Observed:		
3.10.1	Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) procedures have been formulated and located in the Estate Bursars Office.	

Please note that this is not a DSEAR risk assessment. This section is only in respect to general fire precautions (and not processes).

3.11 Other Significant Fire Hazards that Warrant Consideration including process hazards that impact on general fire precautions

Comments and Hazards Observed:
Nil comments

3.12 Structural Features

		Status
3.12.1	Are stocks of raw materials and finished goods separated from the workplace by a fire-resistant structure?	Satisfactory
3.12.2	Are there any structural features that could promote the spread of fire?	Satisfactory
3.12.3	If there are, can they be removed, replaced or reduced?	N/A
3.12.4	Are all holes in compartment walls, ceilings and floors around services such as pipes and cables fire stopped?	Medium
3.12.5	Have dampers been installed in ductwork when it passes through compartment walls, floors and ceilings?	Satisfactory
3.12.6	Are holes in the floors and ceilings of vertical service ducts or cupboards fire stopped?	Satisfactory
3.12.7	Are all openings in compartment boundaries protected in case of fire?	Satisfactory
3.12.8	Are there extensive voids or panelling that if undivided may lead to a fire spreading?	Satisfactory
3.12.9	Are there voids behind panelling or other features that could lead to a fire spreading to the floor above?	Satisfactory

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.12.10	Are corridors in excess of 12 metres long, provided with at least one set of fire doors to subdivide the corridor?	Satisfactory
Comments and Hazards Observed: 3.12.4 There are areas throughout the school where ceiling tiles are missing or incorrectly fitted. All tiles must be fitted correctly so as to provide Compartmentation		

FIRE PROTECTION MEASURES

3.13 Means of Escape from Fire: Horizontal Evacuation

		Status
3.13.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	Satisfactory
3.13.2	Specifically:	
	• Adequate design of escape routes?	Satisfactory
	• Adequate provision of exits?	Satisfactory
	• Exits easily and immediately operable where necessary?	Satisfactory
	• Final exits open in the direction of escape where necessary?	Satisfactory
	• Avoidance of sliding or revolving doors as fire exits where necessary?	Satisfactory
	• Satisfactory means for securing exits?	Satisfactory
	• Reasonable travel distances?	Satisfactory
	a. Where there is a single direction of travel?	Satisfactory
	b. Where there are alternative means of escape?	Satisfactory
	• Suitable protection of escape routes?	Satisfactory
	• Suitable fire precautions for all inner rooms?	Satisfactory
	• Escape routes unobstructed?	Satisfactory
	• Dead-end conditions satisfactory? Are they separated off from the remainder of the premises by fire resisting doors and walls?	Satisfactory
	• Number and width of exits are suitable and sufficient?	Satisfactory
	• Escape routes adequately signed?	Medium
	• Suitable notices detailing the action to be taken in the event of a fire?	Satisfactory

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.13.3	<p>Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants? If yes:</p> <ul style="list-style-type: none"> Is the number of trained staff adequate to ensure safe evacuation? Are the escape routes suitable for the people who have to use them? Is there a PEEP in place? 	Satisfactory
3.13.4	<p>Do people sleep in the workplace? If yes, can you ensure that:</p> <ul style="list-style-type: none"> There is an early warning of fire? That sleeping areas have been evacuated? 	N/A
3.13.5	<p>Do any staff work in areas where there is a high risk of a fire occurring? If yes, have they been trained:</p> <ul style="list-style-type: none"> Appropriately for the hazards In the action to take in the event of a fire 	Satisfactory
3.13.6	<p>Do people work in remote areas of the premises?</p> <p>If yes:</p> <ul style="list-style-type: none"> Are people aware of the dangers posed by fire and have adequate arrangements been made for their safe evacuation? 	Satisfactory
<p>Comments and Hazards observed:</p> <p>3.13.2 Additional Fire Directional signage is required in the library so as to provide direction in the event of an emergency evacuation</p>		

3.14 Means of Escape from Fire: Vertical Evacuation

		Status
3.14.1	Is it considered that the building is provided with reasonable means of escape in case of fire (vertical evacuation)?	Satisfactory
3.14.2	<ul style="list-style-type: none"> Number of stairs sufficient for occupancy? 	Satisfactory
	<ul style="list-style-type: none"> Width of stairs Satisfactory? 	Satisfactory
	<ul style="list-style-type: none"> Stair protection in terms of fire resisting doors and partitions? 	Satisfactory
	<ul style="list-style-type: none"> Places of safety from final exits 	Satisfactory
	<ul style="list-style-type: none"> Are all escape routes, especially stairs, steps and external routes non-slip and free of trip hazards? 	Satisfactory
	<ul style="list-style-type: none"> Do all emergency exit doors to rooms capable of holding more than 60 persons open in the direction of egress? 	Satisfactory
<p>Comments and Deficiencies observed:</p> <p>No comments are required.</p>		

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.15 Measures to Limit Fire Spread and Development

		Status
3.15.1	. Do all fire doors close correctly and in a reasonable time.	Medium
3.15.2	• Compartmentation of a reasonable standard ² ?	Satisfactory
3.15.2	• Are all self-closing fire-resisting doors free from obstruction, not held open by any unauthorised method such as door wedges, and are they able to fully close under their own effort?	Medium
3.15.3	• Do fire doors appear to be in good condition?	Medium
3.15.4	• Do all fire doors have 3 hinges, a self-closer and intumescent strips and cold smoke seals?	Medium
3.15.5	• Reasonable limitation of linings that may promote fire spread	Satisfactory
3.15.6	• As far as can be reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion product in the early stages of fire.	N/A

Comments and Deficiencies observed:

3.15.1

Fire doors in the main building need to be eased and adjusted as they are not closing correctly

3.15.2

There are fire doors throughout the school being wedged open.

² Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.15 Emergency Escape Lighting

		Status
3.16.1	Are the premises used mainly during the daylight hours?	Satisfactory
3.16.2	Are areas of the premises with no natural light (or borrowed light) provided with escape lighting? See comments below	Satisfactory
3.16.3	Is there sufficient illumination at changes in level?	Satisfactory
3.16.4	Is there sufficient illumination at changes in direction?	Satisfactory
3.16.5	Is there sufficient illumination to show fire alarm call points and fire-fighting equipment?	Satisfactory
3.16.6	Is a reasonable standard of escape lighting system provided ³ ?	Medium
3.16.7	Is the emergency lighting system given a user test on a monthly basis?	Satisfactory
3.16.8	Does the emergency lighting system receive maintenance at least annually?	Satisfactory
3.16.9	Describe the escape lighting: (e.g., non-maintained, 1 hour/3-hour duration, hand held torches):	
Comments and Deficiencies observed:		
3.16.6	Based on a visual inspection, but no test of luminance levels, there appears to be faulty emergency lights in the library	
3.16.8	Monthly custodian checks are carried out on the emergency lighting system with the system last maintained by Rolf Contractors in August 2023. Documentation is held on site in the Estate Bursars Office.	
3.16.9	A mixture of non-maintained and maintained escape lighting in the form of 3-hour duration bulkheads and integral emergency lighting is located in the premise.	

Guidance Note for Fire Risk Assessors: Be careful how you interpret 'borrowed lighting', particularly how you permit borrowed light to assist the illumination of means of escape due to the new practice of both councils and private owners limited the house that street and external premise lighting is switched on.

3.16 Fire Safety Signs and Notices

		Status
3.17.1	Reasonable standard of fire safety signs and notices?	Satisfactory
3.17.2	Are there sufficient fire exit signs on the escape routes?	Satisfactory
3.17.3	Are all internal fire resisting doors indicated with "Fire Door Keep Shut" notices?	Satisfactory
3.17.4	Are all internal fire resisting doors to cupboards indicated with "Fire Door Keep Locked Shut" signs?	Satisfactory
3.17.5	Where necessary are fire exit doors marked with "Fire Exit Keep Clear" notices?	Satisfactory

³ Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standard carried out.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.17.6	Are general fire action notices displayed stating what to do in the event of a fire situation?	Satisfactory
3.17.7	Is fire-fighting equipment indicated?	Satisfactory
3.17.8	Are there signs indicating how to use door opening mechanisms e.g. "Push Bar to Open"?	Satisfactory
3.17.9	Are fire alarm manual call points indicated?	Satisfactory
Comments and Deficiencies observed:		
No comments		

3.17 Means of Giving Warning in Case of Fire

		Status
3.18.1	Reasonable fire warning fire alarm system provided ⁴ ?	Satisfactory
3.18.2	Automatic fire detection provided?	Satisfactory
	<ul style="list-style-type: none"> Throughout the building? 	Satisfactory
	<ul style="list-style-type: none"> Part of Building? 	N/A
	<ul style="list-style-type: none"> Extent of automatic fire detection generally appropriate for the occupancy & fire risk? 	Satisfactory
3.18.3	Remote transmission of alarm signals?	Satisfactory
3.18.4	Is the alarm device available at each point of exit from the building?	Satisfactory
3.18.5	<p>Does the premise have any sound proofed areas (e.g., recording studios, laboratories) or is there an area of loud background noise? If so</p> <ul style="list-style-type: none"> Are special arrangements made for raising the alarm? Are there visual warnings in place? 	N/A
3.18.6	<p>In the case of an electric fire alarm, is it activated weekly from a different manual call point or zone?</p> <p>If so:</p> <ul style="list-style-type: none"> Is the system activated on the same day & time each week Are test dates recorded in a fire precautions logbook? 	Satisfactory
3.18.7	Are all the manual call points numbered and cross-referenced back to the Fire Precautions Logbook?	Satisfactory
3.18.8	<p>Is the electric fire alarm system being electrically inspected at least every 6 months? If so:</p> <ul style="list-style-type: none"> Are the inspections being recorded in the fire precautions logbook? 	Satisfactory
3.18.9	Is the alarm signal distinctive?	Satisfactory

⁴ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.18.10	Is a Fire Alarm Zone Plan located adjacent the fire alarm panel?	Satisfactory
3.18.11	Describe the type of system: (e.g., manual call points, automatic fire detection system, location of fire alarm panel):	
Comments and Deficiencies observed:		
3.18.2	Based on visual inspection but with no audibility tests or verification of full compliance with relevant British Standard carried out.	
3.18.8	Weekly custodian checks are carried out on the fire alarm system with the system last maintained by Command Fire. Documentation is held on site in the Estate Bursars Office.	
3.18.11	A Zonal, BS EN 54 2&4 Fire Alarm System with Manual Fire Alarm Call Points and automatic fire detection is installed. A fire alarm panel is located in each building linked to the main fire alarm panel in the Security Guard Lodge.	

3.18 Manual Fire Extinguishing Appliances

		Status
3.19.1	Is there sufficient general-purpose fire-fighting equipment provided for the area/room/floors? (i.e., is one provided for every 200m ² of floor space)	Satisfactory
3.19.2	Is it possible to reach a portable fire extinguisher within 30 metres from any point within the building?	Satisfactory
3.19.3	Is the general-purpose fire-fighting equipment appropriate for the risks?	Satisfactory
3.19.4	Is the fire-fighting equipment simple to use?	Satisfactory
3.19.5	Has a competent person checked the fire extinguishers within the last 12 months?	Satisfactory
3.19.6	Is the general-purpose fire-fighting equipment located on the escape routes and near to exit doors?	Satisfactory
3.19.7	Are they securely hung on wall brackets or suitable floor plates?	Satisfactory
3.19.8	Hose reels provided?	N/A
3.19.9	Have the hose reels been inspected within the last 12 months?	N/A
3.19.10	Are all portable fire extinguishers, hose reels and fire blankets readily accessible and unobstructed?	Satisfactory
3.19.11	Are special extinguishers or equipment provided for higher risk areas and special risks?	Satisfactory
Comments and Deficiencies observed (including maintenance records):		
3.19.5	The maintenance of the fire extinguishers is carried out annually and was last carried out by BHT Fire Protection Services Ltd in August 2023 with documentation held on site in the Estate Bursars Office.	

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.19 Relevant⁵ Automatic Fire Extinguishing Systems

3.20.1	Type of system: N/A
3.20.2	Comments (including details of scope of coverage and maintenance details): No comments are required.

3.20 Other Relevant⁶ Fixed Systems & Installations

3.21.1	Type of system (e.g., wet or dry riser): Smoke Vents
3.21.2	Comments (including details of scope of coverage and maintenance details): Smoke Vents have been located in the Lower School, Edward Alleyn Building and E Block and have manual operation and are also linked to the fire alarm system. The maintenance of the Smoke Vents is carried out in conjunction with the fire alarm system with the system last maintained by Command fire and securities. Documentation is held on site in the Estate Bursars Office.
3.21.3	Suitable provision of fire-fighters switch (es) for high voltage luminous tube signs, etc. N/A

MANAGEMENT OF FIRE SAFETY

3.22 Procedures and Arrangements

3.22.1	Person with responsibility with fire safety on the premises ⁷ : Mrs JT Lunnnon (The Head)	
		Status
3.22.2	Competent person(s) available to assist in implementation of fire safety legislation:	Satisfactory
Comments: Michael Price (The Estates Bursar) is available to assist in implementation of fire safety legislation. (This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of the risk assessment.)		

⁵ Relevant to life safety and this risk assessment (as opposed purely to property protection)

⁶ Relevant to life safety and this risk assessment (as opposed purely to property protection)

⁷ This is not intended to represent a legal interpretation of responsibility, but reflects the managerial arrangement in place at the time of this risk assessment.

3.0 Fire Risk Assessment Checklist & Significant Findings Register

		Status
3.22.3	Is there a suitable record of the fire safety arrangements?	Satisfactory
3.22.4	Appropriate fire procedures in place? (Including arrangements for summoning fire and rescue services)	Satisfactory
Comments: 3.22.3 It is recommended that the dedicated Fire Logbook continues to be maintained. 3.22.4 It should be ensured a fire plan is updated regularly and augments the existing fire action notices which are affixed to walls in the premises. This plan should then be available as a training document.		
		Status
3.22.5	In multi-occupancy buildings; is there evidence available regarding the co-operation & co-ordination of all tenants to ensure that fire precautions and protective measures are effective throughout the building? For example, do all tenants possess up-to-date fire risk assessments?	N/A
Comments: N/A		
		Status
3.22.6	Persons nominated and trained to use fire-extinguishing appliances?	Satisfactory
Comments: Persons are nominated and trained to use fire-extinguishing appliances with the last Fire Awareness training carried out in August 2022 There are in excess of 25 x Fire Wardens		
		Status
3.22.7	Are there suitable arrangements for ensuring that the premises have been evacuated?	Satisfactory
3.22.8	Are there also adequate procedures for evacuation of any disabled people who are likely to be present?	Satisfactory
Comments: No comments		
		Status
3.22.9	Are there suitable arrangements for summoning the fire and rescue services?	Satisfactory
3.22.10	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Satisfactory
Comments: No comments are required.		
		Status

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.22.11	Routine in-house inspections of fire precautions?	Satisfactory
3.22.12	Procedures and Arrangements - The routine in house fire inspections for Fire Alarm and Emergency Lighting that are evident are documented in the fire logbook.	
Comments: Written instruction on Fire Alarm, Emergency Lighting, Fire Extinguishers, Electronic Security Doors, Automatic Mechanical Door Restraints and Means of Escape custodian checks and tests have been formulated.		

3.23 Training and Drills

		Status
3.23.1	Are all staff given fire safety instruction and training on induction?	Satisfactory
Comments: All staff are given fire safety instruction and training on induction with evidence held on the individuals Personnel File.		
		Status
3.23.2	Are all staff given adequate periodic 'refresher training at suitable intervals?	Satisfactory
Comments: All staff are given fire safety instruction and training annually with evidence held on the individuals Personnel File. Last fire training was carried out in August 2022.		
		Status
3.23.3	Are all staff with special responsibilities (i.e., fire wardens) given additional training?	Medium
Comments: Legislation advises that there should be adequate numbers of trained fire wardens so as to ensure that at least one will be available at all times during normal business hours. On average this is one member of staff plus a deputy for every 20 members of staff and ensuring there is one Fire Warden and deputy per floor.		
		Status
3.23.4	Are fire drills carried out at appropriate intervals?	Satisfactory
Comments: Fire drills are carried out in each school term simulating conditions in which one of the escape routes from the building is considered to be unavailable. During these drills the fire routine is rehearsed as fully as circumstances allow. The fire drills are evidenced in the Fire Log Book with the last drill carried out in September 2023 (Start of Term)		
		Status
3.23.5	Does all staff training provide information, instruction or training on the following;	Satisfactory
	Fire risks in the premises?	Satisfactory
	The general fire precautions in the building?	Satisfactory
	Action in the event of fire?	Satisfactory
	Action on hearing the fire alarm signal?	Satisfactory
	Method of operation of manual call points?	Satisfactory

3.0 Fire Risk Assessment Checklist & Significant Findings Register

	Location & use of fire extinguishers?	Satisfactory
	Meaning of fire safety signs?	Satisfactory
	Means for summoning the fire and rescue service?	Satisfactory
	Identity of persons nominated to assist with evacuation?	Satisfactory
	Identity of persons nominated to use fire extinguishing equipment?	Satisfactory

Comments:

All persons at work should continue to be instructed and trained to ensure that they understand the fire emergency plan and fire precautions in the premises and the action to be taken in the event of fire. This training should also be provided for persons on irregular duties or shift duties outside normal working hours, including part-time staff, cleaners etc. Training should be based on written instructions but it is important that they are specific to these premises and the current occupier. Instruction should be given by a competent person at such intervals as to ensure that everyone at work is instructed, preferably at least twice in each period of twelve months.

		Status
3.23.6	When a subcontractor works in the premises:	Satisfactory
	Is the subcontractor given appropriate information (e.g. on fire risks & fire safety measures)?	Satisfactory
	Is it ensured that the subcontractor on site is provided with adequate instructions and information?	Satisfactory
	Is information from the Property Manager available regarding the safety protocols in place (in relation to fire risks) for all sub-contractors who may be on site?	Satisfactory

Comments:

The managerial control of contractors is adequate with a written Fire Safety Policy regarding any contractors available.

3.24 Testing and Maintenance

Refers to:	Building	Floor	Common Parts	Other
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		Status
3.24.1	Is the workplace adequately maintained?	Satisfactory
Comments and deficiencies observed:		
No comments are required.		

		Status
3.24.2	Is the fire alarm system tested weekly and maintained six-monthly and/or annually?	Satisfactory
Comments and deficiencies observed:		
Weekly custodian checks are carried out on the fire alarm system with the system last maintained by Command Fire in August 2023. Documentation is held on site in the Estate Bursars Office.		

3.0 Fire Risk Assessment Checklist & Significant Findings Register

		Status
3.24.3	Is the emergency lighting system tested monthly and maintained at least annually?	Satisfactory
Comments and deficiencies observed: Monthly custodian checks are carried out on the emergency lighting system with the system last maintained by Rolf Contractors in August 2023. Documentation is held on site in the Estate Bursars Office.		
		Status
3.24.4	Are the fire extinguishers maintained annually by a competent person?	Satisfactory
Comments and deficiencies observed: The maintenance of the fire extinguishers is carried out annually and was last carried out by BHT Fire Protection Services Ltd in August 2023 with documentation held on site in the Estate Bursars Office.		
		Status
3.24.5	Are rising mains inspected at six monthly and annual intervals?	N/A
3.24.6	Are fire resisting doors, walls and partitions adequately maintained?	Satisfactory
3.24.7	Are escape routes and exit doors adequately maintained?	Satisfactory
3.24.8	Are fire-fighting lifts tested weekly & monthly, inspected six-monthly & annually?	N/A
3.24.9	Are sprinkler installations tested weekly & inspected periodically?	N/A
3.24.10	Is the lightning protection system inspected & tested annually?	Satisfactory
3.24.11	Are suitable systems in place reporting and subsequent restoration of safety measures that have fallen below standard?	Satisfactory
3.24.12	Other relevant inspections or tests:	N/A
Comments and deficiencies observed: 3.24.10 The lightning protection systems were maintained by Range Electrical Contractors in August 2023 with documentation held on site in the Estate Bursars Office.		

3.25 Record Keeping

		Status
3.25.1	Are appropriate fire records kept of:	Satisfactory
	• Fire Drills?	Satisfactory
	• Fire Training?	Satisfactory
	• Fire Alarm Tests?	Satisfactory
	• Emergency Escape Lighting Tests?	Satisfactory
	• Maintenance and testing of other fire protection systems?	Satisfactory
	• A written emergency action plan?	Satisfactory
Comments: It is recommended that the dedicated Fire Logbook with all fire related records continues to be maintained.		

3.0 Fire Risk Assessment Checklist & Significant Findings Register

3.26 Information for the Fire Service

		Status
3.26.1	Are details relating to the location and isolation of the mains electrical supply available to the fire service?	Satisfactory
	Are details relating to the location and isolation of the mains gas supply available to the fire service?	Satisfactory
	Are details relating to the location and isolation of the heating ventilation / air conditioning available to the fire service?	Satisfactory
	Are details relating to the location of emergency facilities available to the fire service on their arrival (hydrants, risers)?	Satisfactory
	Is there a plan of the building available to the fire service detailing the location of all the fire precautions, access/egress points, hazards etc.?	Satisfactory
Hazards to Fire-fighters		
3.26.1 (cont.)	Are there hazardous substances that would be a danger to fire-fighters attending an incident?	Satisfactory
	Are there hazardous processes or machinery that would be a danger to fire-fighters?	Satisfactory
	Are there hazardous features in relation to the structure of the building that would be a danger to fire-fighters attending an incident?	Satisfactory
	Are there circumstances relating to the use of the premises that could constitute a hazard to fire-fighters attending an incident?	Satisfactory
Comments: <p>3.26.1 A Building Information Pack is available in the Security Lodge.</p> <p>3.26.1 A Fire hydrant is located on local highways opposite the premise and the nearest fire station is 2 miles from the property.</p> <p>3.26.1 The premises do not potentially cause exceptional risks to fire fighters in the cause of their operational duties. In addition, the premises do not pose exceptional risks to the environment and are adequately separated from surrounding property.</p>		

4.0 Fire Risk Assessment Summary Action Plan

Summary Action Plan

This summary action plan must be read in conjunction with section 4.0 in this report to refer to the detail and context of the recommended actions.

Site Summary				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
The buildings are well maintained and all controls are in place with just a few issues to resolve				

Main Building				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
3.15.2	Medium	Ease and adjust fire doors. Refit or replaced missing ceiling tiles.	Within two months	

Sixth Form Centre & Library				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
Additional Fire Directional signage is required. Address issues with the emergency lighting				

Security Guard Lodge				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
No Comments are required.				

4.0 Fire Risk Assessment Summary Action Plan

Art & Technology Building				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
		Fix gas cylinders to a solid wall with chains		

Science Building				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
No comments				

Lower School				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
No Comments are required.				

New junior school				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
No Comments are required.				

Edward Alleyn Building				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
		No comments		

4.0 Fire Risk Assessment Summary Action Plan

E-Block				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
		No comments		

Tractor Sheds				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
Fuel storage needs to be addressed. The storage of paper towels on the cooker rings needs to be addressed.				

Music School				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
Fire doors are being wedged open. All fire doors must remain closed when not in use unless fitted with a mechanical lock or fitted with a working door guard system.				

New Workshop				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
No Comments are required.				

4.0 Fire Risk Assessment Summary Action Plan

Swimming Pool & Gym				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
		No comments are required		

Dining Room & Kitchen				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
No Comments are required.				

Old Gym				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
The storage of combustible material next to the electrical intake panel needs to be addressed.				

New /Junior School				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
		No Comments are required.		





4.0 Fire Risk Assessment Summary Action Plan

Pavilion				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
No Comments are required.				





Well Being Centre				
Item Ref	Priority	Recommended Action	Target Date	Completed (Y / N)
The Fire Assembly point needs to be filled out on the Fire Action Notices				

5.0 Photographs



PHOTOGRAPHS

Missing Ceiling Tile	Missing Ceiling Tile
	
Fire Doors requiring adjusting throughout	Fire Doors wedged open.
	





5.0 Photographs

Fire Doors need easing and adjusting	Gas bottle needs to be fixed to a solid wall in Art and Technology
	
Main Building fire doors need attention	Faulty EL in the library
	

5.0 Photographs

<p>Faulty EL In the Library</p>	
	
<p>Storage of combustibile item in the old gym</p>	<p>Replace missing ceiling tiles where required</p>
	
<p>Storage of fuel in the tractor shed</p>	<p>Paper towels stored /left on hot plate Canteen in tractor</p>
	

5.0 Photographs

<p>Main Building- Fire Doors wedged open</p>	
	<p>Main Building Fire Door wedge open Door guard not working correctly</p> 
<p>Rubbish in electrical intake cupboard Main building snooker room</p>	<p>Science and Technology- Fire Doors wedged open</p>
	

6.0 Definitions

Definitions

Term	Explanation
Access room	A room through which the only escape route from an inner room passes.
Alternative escape routes	Escape routes sufficiently separated by both direction and space, or by fire-resisting construction, to ensure that one is still available, irrespective of the location of a fire.
As low as reasonably practical	The process of reducing the risk so far as is possible, unless the risk reduction measures can be ruled out because they involve grossly disproportionate sacrifices in the terms of time, effort or money.
Child	A person who is not over compulsory school age, construed in accordance with section 8 of the Education Act 1996 (Also see young person).
Combustible material	Material that can be burned.
Common parts	Those parts of a building that are used by occupants of more than one demise or flat for access and egress.
Compartment wall or floor	A fire-resisting wall or floor that separates one fire compartment from another.
Compartmentation	Sub-division of a building by fire-resisting walls or floors for the purpose of limiting fire-spread within the building.
Competent person	A person with enough training and experience or knowledge and other qualities to enable them to properly assist in undertaking the fire safety measures recommended in this guide.
Dead end	Area from which escape is possible in one direction only.
Destructive fire risk assessment	A fire risk assessment in which, by means of destructive exposure, access is obtained to view concealed construction.
Emergency escape lighting	Lighting that provides illumination for the safety of people leaving the building when the normal lighting fails.
Employee	A person who is, or is treated as, an employee for the purposes of the Health and Safety at Work etc. Act 1974 and related expressions are to be construed accordingly.
Enforcing Authority	The bodies identified within the Regulatory Reform order and the Fire Scotland Act as being responsible for enforcing Fire Safety legislation.
Escape route	Route forming part of the means of escape from any point in a building to the final exit.
Evacuation lift	A lift with additional safety features which ensure that it can be used by people with disabilities in the event of a fire without significant additional risks usually associated with the use of lifts during a fire.
Evacuation Strategy Delayed	An evacuation strategy that is adopted in buildings that are designed and constructed with high degrees of fire compartmentation where the occupants of flats, rooms or specific parts of a building that are not directly involved in a fire in a neighbouring flat, room or part of a building may remain in place until they are evacuated by the fire service or until they feel that their safety is at risk.
Evacuation Strategy Stay Put	See Delayed Evacuation Strategy.

6.0 Definitions

Term	Explanation
Evacuation Strategy Phased	An evacuation strategy that is adopted in buildings, usually larger premises, that are designed and constructed with escape routes that are protected from fire and smoke, and an advanced fire alarm system which is capable of broadcasting an evacuation signal to the floors / areas from where the alarm originates and which are in imminent danger from a fire and an alert signal to floors / areas that are at a lesser risk. On hearing the alert signal, occupants prepare to evacuate but do not need to leave the building unless the alarm escalates to an evacuation signal or the occupants have mobility restrictions and will benefit by leaving prior to the general evacuation.
Evacuation Strategy Progressive Horizontal	An evacuation strategy that is adopted in buildings that are designed and constructed with high degrees of fire compartmentation (typically hospitals and care homes and the like) where the occupants of a fire compartment in which a fire starts, are moved or move to adjoining compartments and then progressively onward to other compartments and away from the fire.
Final exit	An exit from a building which takes people to a place which is not at-risk fire and smoke and from which they can continue to disperse.
Fire door	A door or shutter complete with the door frame and door furniture which is located within an element of fire compartmentation and intended for the passage of people, goods or air and which, when closed, restricts the passage of fire and / or smoke to a predictable level of performance.
Fire Fighting Lift	A lift with additional safety features, controls and communication systems that enable responding Fire Fighters to take control of the lift and facilitate its safe use. May, with the
Hazard (Asset protection)	In the context of an asset protection fire risk assessment or business continuity assessment means a source, situation, act or omission with the potential for harm in terms of property and / or business loss or damage, or a combination of these.
Hazard (Life Safety)	In the context of a life safety fire risk assessment means a source, situation, act or omission with the potential for harm in terms of human injury or ill health, or a combination of these.
Internal linings	The finishes that are applied to the internal walls, floors and ceilings of a room or building. In terms of Fire risk assessment this can include wall hangings, notices and notice boards, seasonal decorations etc.
Lift Fire Fighting	A lift with additional safety and control features which enable it to be taken under the direct control of responding Fire fighters who are fighting a fire.
N/A	The subject referred to in the audit question was not applicable to the premises.
Owner	The person for the time being receiving the rack-rent of the premises in connection with which the word is used, whether on his own account or as agent or trustee for another person, or who would so receive the rack-rent if the premises were let at a rack-rent.
P.A.T. Testing (Portable Appliance testing)	The periodic testing of portable appliances to ensure that they are maintained in a safe working condition in accordance with the Electricity at Work Regulations 1989. Last testing took place between July and August 2022
Periodic checks and tests / maintenance	Fire safety tests and servicing of systems and equipment that are carried out by persons with specialist knowledge. Usually at three monthly, six monthly or twelve-monthly intervals as is recommended by; the relevant British or BS-EN standard; an appropriate trade association or manufacturers guidance. See also Routine checks and tests.

6.0 Definitions

Term	Explanation
Place of relative safety	A place within a building where, for a predetermined period of time of usually no less than thirty minutes, people will have a degree of safety from the effects of fire and smoke. Usually a protected corridor, stairwell or lobby.
Place of safety	In relation to premises, means a safe area beyond the premises.
Relevant person	Any person, including the responsible person, who is or may be lawfully on the premises. And any person in the immediate vicinity of the premises who is at risk from fire on the premises. (This does not include operational fire fighters carrying out emergency response type duties).
Responsible Person	<p>(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;</p> <p>(b) in relation to any premises not falling within paragraph (a)—</p> <p>(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or</p> <p>(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.</p> <p>NOTE: Whilst it is acceptable to have a body corporate nominated as the Responsible person, it should be noted that where an offence is proven to have been committed by a body corporate with the consent or connivance of, or to be attributable to any neglect on the part of a director, manager, secretary or similar post holder, that individual, as well as the body corporate will be liable to prosecution and punishment.</p>
Risk	The combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s).
Routine checks and tests	Fire safety checks, tests and inspections that require little specialist knowledge to perform and which are usually carried out daily, weekly or monthly depending on the type of check or test being carried out. See also Periodic checks and tests.
Satisfactory	The subject referred to in the audit question was applicable to the premises but was considered by the assessor as being satisfactory and not a significant risk.
Serious and Imminent Danger (SID)	A situation arising from a condition, arrangement, system or circumstance which is likely to lead to a fire, or to the injury or death of one or more people, not including a person in the room of fire origin, if a fire were to start.
So far as is reasonably practical	See: As low as reasonably practical.
Young person	Any person who has not attained the age of 18. (Also see Child).

7.0 Legislation

Relevant Legislation

In undertaking the fire risk assessment and compiling this report, the assessor will have referred to some or all of the following legislation and guidance as and where deemed appropriate. They will also have used their professional expertise and judgement to evaluate the risk of fire and products of combustion, to the safety of persons who are legally entitled to be on the premises, and to make specific recommendations aimed at eliminating or reducing the risks to an acceptable level.

The recommendations made, represent an assessment of the minimum standards considered necessary for the safety of relevant persons. However, assessments are open to individual interpretation and as such an enforcement officer may express a different view.

The Republic of Ireland and the four Countries of the United Kingdom each have their own national fire safety legislation.

The Regulatory Reform (Fire Safety) Order 2005, commonly known as the Fire Safety Order, is the relevant legislation in England and Wales.

Although each country has its own distinct legislation, the Responsible Person or Duty Holder is commonly responsible for compliance with the legislation. Generally, the overall Responsible Person (RP), or Primary Duty Holder (PDH), is the person who has control of the premises, be they the building owner, the landlord, or the employer.

The RP / PDH have a key statutory duty to undertake a Fire Risk Assessment of the premises under their control. The Fire Risk Assessment's objective is to identify fire safety hazards, evaluate the risks arising from those hazards, and devise and implement a plan to eliminate or reduce the risks, so far as is reasonably practical.

The RP / PDH can commonly delegate duties to employees, third party contractors and / or managing agents and the like. While delegation of a duty places a responsibility on the delegate, the overall duty always remains with the RP / PDH. Consequently, it is important that the RP / PDH appoint competent assistance. Failure to do so is a breach of Fire Safety legislation.

There are fourteen distinct duties set out in The Regulatory Reform (Fire Safety) Order 2005. Amended 2022 The Government produces guidance documents on how to comply with the relevant legislation and how to carry out a Fire Risk Assessment.

It should be noted that the Responsible Person or Primary Duty Holder is liable for prosecution if they are found to be in breach of legislation and the enforcing authorities are of the opinion that the circumstances which have given rise to the breach would, in the event of a fire, place relevant persons at risk of injury or death.

Legislation

The Fire Safety Order 2005 (The Regulatory Reform (Fire Safety) Order 2005 or RRO)

The Fire Safety (Employees' Capabilities) (England) Regulations 2010

The Housing Act 2004

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

7.0 Legislation

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Furniture and Furnishings (Fire) (Safety) Regulations 1988 The Health & Safety Signs and Signals Regulations

British Standard 9999 (2017) - The code of practice for the design, management and use of buildings

British Standard 9991 (2015) - Fire safety in the design, management and use of residential buildings

The Building Regulations 2010: Approved Document B - Fire safety

Smoking

England: Smoke Free (Premises and Enforcement) Regulations 2006

Wales: Smoke Free Premises etc. (Wales) Regulations 2007

Guidance Documents

PAS 79 Fire Risk Assessment. Guidance and a recommended methodology

The DCLG Fire safety risk assessment sector specific guides published by HM Government in 2006

Various British and European standards including:

Fire Extinguishers – BS EN 3 and BS 7863

Fire Doors – BS 8214 and BS EN 1634

Fire Extinguishing systems – BS 5306 and BS EN 13565

Emergency Lighting – BS 5266, BS EN 1838, BS 50172, BS EN 60598, BS EN 62034, BS EN 50171

Fire Detection and alarm systems – BS 5839 and BS EN 54

Government, trade association and special interest group guidance



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