

Fire Risk Assessment

DURSTON HOUSE SCHOOL

12-14 Castlebar Road, Ealing, London, W5 2DR

Prepared by:

Steven Cox BA(Hons), ACII, AIOSH

Hettle Andrews & Associates Limited

Eleven Brindleyplace

2 Brunswick Square

Birmingham

B1 2LP

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Fire Risk Assessment

1.0 General Information

Organisation / 'Responsible Person':	Durston House Educational Trust Limited
Business Activities / Trade:	Independent preparatory day school (for boys aged 4-13)
Premises Address:	12-14 Castlebar Road, Ealing, London W5 2DR
Name of Fire Risk Assessor:	Steven COX BA(Hons), ACII, AIOSH of; Hettle Andrews & Associates Limited
Name(s) of other persons consulted:	Jenny Twyford – Bursar Joe Webb – Maintenance
Date of Fire Risk Assessment:	25 th October 2017
Date of previous Fire Risk Assessment:	2 nd June 2016
Date recommended for Review:	October 2018

2.0 Premises Details

Construction methods/ materials:	Brick built premises with pitched tile roof (to front) and flat roof (to rear extension); floors/ stairs etc. are of timber construction.
No. of floors:	<ul style="list-style-type: none">- Four (to front); Lower Ground, Ground, First and Second.- Two (to rear); Ground and First.- Plus basement (plant room).
Approximate floor area/ dimensions:	<ul style="list-style-type: none">- Front section approx. 15-16m x 12m- Rear extension approx. 12.5m x 21m- Detached maintenance shed (to rear) is approx. 3m x 6m.
Description of occupancy:	Independent preparatory day school (for boys aged 4-13); this building being occupied as the 'main school'.
Hours of use:	Site is opened at 7am and closed/locked up at 7pm (Mon-Fri) during term time; with occasional use outside of these times.
Neighbouring premises/ area:	Primarily residential with other school buildings also nearby.
Fire & Rescue Service name/ location:	Ealing – approx. ½ mile away (< 5 mins) from the school.

3.0 People at Risk

Max. no. people at any one time:	230 – 240 including staff, students and possible visitors.
- No. of Employees (approx.):	50
- No. Members of Public (approx.):	180 (pupils); plus a few visitors from time to time.
- Details of any Disabled Persons:	None. Possible for visitors to have mobility issues/ disabilities, but these would be rare and there is limited disabled access to a lot of the building. Visitors would normally be at the school by appointment only, and would always be accompanied by staff; that would ensure they are able to safely evacuate the building.
- Details of Sleeping Occupants:	None.
- Details of Lone/Remote Workers:	Rarely required; policy/ procedures in place for those working late or in holidays though to keep a check on people e.g. reporting arrival/ leaving to Head/ Caretaker. Head or caretaker would also lock up site at the end of the day too, in these situations.
- Details of any Young Persons:	Only pupils (included in the numbers above).
- Other people at a Higher Risk:	None.

4.0 Fire Hazards

4.1 Electrical Installation, Appliances or Leads

	Yes	No	N/A	Comments:
Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last completed April 2017.
Remedial actions from periodic inspection completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No C1 or C2 actions were identified.
Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last completed April 2017.
Personal items of e.g. staff included in PAT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are asked to leave out any personal items for testing. No untested items were seen.
Use of extension leads and adaptors subject to limitation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited use only. No examples of bad practice (e.g. daisy chaining) were seen.
<i>Additional hazards observed?</i>				

4.2 Cooking Equipment or Kitchens

	Yes	No	N/A	Comments:
Cooking processes supervised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only relevant to staff room.
Cleanliness of kitchen acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen appliances maintained in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extraction filters changed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ductwork cleaned periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Suitable firefighting equipment present?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No fire blanket present in staff room although electric hob is present. (4.2.1)
Gas shut-off/ isolation point present and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.3 Arson

	Yes	No	N/A	Comments:
Secure perimeter around the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully gated site with no pedestrian or vehicular access.
Suitable access controls to buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic access controls to main entrances and locks on all other doors.
Security systems or deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intruder alarm (monitored/ Police response); CCTV (recorded only).
Combustible materials stored away from buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bins at rear are near to fence and buildings, but there is limited external space.
<i>Additional hazards observed?</i>				

4.4 Smoking

	Yes	No	N/A	Comments:
Smoking prohibited inside the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking prohibited in the ground of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designated smoking area available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff have to leave site if they wish to smoke.
Suitable arrangements in place to dispose of smoking materials safely?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No signs of illicit smoking present/ policy being complied with?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.5 Heating Installation (and Associated 'Plant')

	Yes	No	N/A	Comments:
Heating installation subject to regular servicing and inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed annually by a GasSafe registered engineer. Last completed November 2017.
Gas safety checks completed annually on gas-fired boilers/ appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the use of portable heaters avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only electric warm air blowers seen and all were PAT tested.
If portable heating is used; are LPG-fired or radiant heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible materials kept away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.6 Hot Work or Processes

	Yes	No	N/A	Comments:
Suitable precautions in place during 'hot work'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permit to work system in operation for 'hot works'?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Template available but not needed to be used previously. (4.6.1)
Suitable separation of 'hot work' from combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable firefighting equipment in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>	Gas taps in science labs suggest Bunsen burners are used; gas shut-off buttons in all labs/ prep room though.			

4.7 Control of Contractors

	Yes	No	N/A	Comments:
Competence/ experience of contractors assessed prior to appointment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Informal checks completed but nothing formal in place. (4.7.1)
Permit to work system in place or fire safety controls imposed on contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(4.6.1)
Induction completed with contractors at arrival on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No formal system in place for induction/ supervision of contractors. (4.7.2)
Suitable supervision of contractors during work and before leaving site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.8 Lightning

	Yes	No	N/A	Comments:
Lightning protection system installed on the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Built-up residential area and all buildings 2-3 storeys.
Lightning protection system inspected annually by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4.9 Combustible Materials and Housekeeping

	Yes	No	N/A	Comments:
Combustible materials stored away from ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General housekeeping of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible materials not being stored in plant rooms or cupboards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>	Paper/ card displays on most corridors and timber panelled corridors and stairs creates/ adds to the fire loading on escape routes. (4.9.1)			

4.10 Waste Materials

	Yes	No	N/A	Comments:
Waste inside the premises kept to a minimum?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste materials or bins stored externally in suitable area and away from buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some bins are stored within a brick outbuilding. Two are stored externally but they have lids and separated from the main building by a small fence.
Waste bins secured in place or locked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.11 Hazardous Substances

	Yes	No	N/A	Comments:
Flammable or explosive substances stored/ used in a suitable way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stored within flammables cabinets in the prep room and maintenance shed. However, the cabinet within the prep room was unlocked at the time of visiting. (4.11.1)
Gases under pressure stored/ used in a suitable way?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Oxidising materials stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Oxygen cylinders/ supply stored in a suitable fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Location of dangerous substances signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In prep room.
<i>Additional hazards observed?</i>				

4.12 Other Fire Hazards (ignition/ fuel sources) requiring consideration:

Description:	Comments:
None.	

5.0 Protective Measures

5.1 Fire Detection and Warning System

	Yes	No	N/A	Comments:
Manually operated means of raising the alarm available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Break-glass call point next to every final exit door and in stairwells at each level.
Battery powered automatic fire (smoke/heat) detection system in place? <i>[Level of cover?]</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mains operated automatic fire (smoke/heat) detection system in place? <i>[Level of cover?]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not quite L1; smoke detection in every room/ corridor, other than a few smaller rooms (e.g. toilets/ small office) and cupboards.
Alarm is audible throughout the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dual purpose units fitted; smoke detectors and sounders.
Visual or physical alarm present in noisy areas of the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Alarm is remotely monitored? <i>[By whom?]</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audible only.
<i>Additional comments/ observations?</i>				

5.2 Compartmentation and Fire Resistance

	Yes	No	N/A	Comments:
Construction and compartmentation in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls, floors and ceilings of fire resistant construction and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wall, floor and ceiling linings not likely to promote the spread of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timber panelling and paper/card displays on most corridors and stairwells. (4.9.1)
Service voids 'fire stopped' (as far as can be ascertained from visual inspection)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A small number of non-fire stopped breaches were observed. (5.2.1)
Fire doors/ shutters present to inhibit the spread of smoke/ fire through the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The doors leading from the Science labs to the prep room should be fire doors. (5.2.2) The Reception door (currently an old 'stable' type split door also needs to be a fire door. (5.2.3)
Fire doors/ shutters in good condition and not damaged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Several fire doors do not close properly/ fully. (5.2.4 - 5.2.7)
Fire doors/ shutters not propped open or blocked in any way?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The door between the IT room and music room (second floor) and the door between the copy room and the staff room (first floor) were ajar and had no self-closers. (5.2.8)
<i>Additional comments/ observations?</i>				

5.3 Firefighting Equipment and Facilities

	Yes	No	N/A	Comments:
Portable fire extinguishers provided in suitable locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers visible, accessible and highlighted/ signed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The CO ² extinguisher in the art room was obstructed by drawers and the CO ² extinguisher within the science prep room is located behind a bin. (5.3.1)
Hose reels provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fixed fire suppression system in place? [Automatic or Manual & Type]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Water supply or fire hydrant in place and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On public roads around site.
Additional comments/ observations?	No fire blanket seen to be present in the kitchen in the staff room. (4.2.1)			

5.4 Escape Routes and Exits

	Yes	No	N/A	Comments:
Adequate number of fire exits, suitable for the occupancy of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - 8 exits from the Ground (rear)/ Lower Ground (front) floor, plus 3 x stairwells to access other floors. - 3 exits from the 1st Floor (rear)/ Ground floor (front), plus 3 x stairwells to access other floors.
Adequate capacity and suitable design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The older stairs are not ideal in their design/ condition, but cannot easily be changed.
Escape routes and fire exits are visible, unobstructed and accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire exits open in the direction of travel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All but the two main doors (Ground floor, front) and the door in the room behind classroom 7 open outwards.
Fire exits are easy to operate and do not feature sliding/ revolving doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some of them have locks that need to be turned to unlock/ open the door. (5.4.1)
Travel distances reasonable for use of premises and number of escape routes/exits? [Multiple escape routes and 'normal' fire risk, so maximum recommended travel distance would be 45m from all floors].	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - No concerns from Ground/ Lower Ground/ 1st floor (rear) distance up to approx. 20m. - 1st floor (front) distance up to approx. 30m; - 2nd floor (front) distance approx. 30m-40m.
Escape stairs/ handrails (internal and external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape routes navigable by disabled persons or suitable means of escape available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A at present; do have ramps for disabled access to ground floor is required though.
Additional comments/ observations?	The windows of the two French classrooms face onto an external escape route and as such should have fire resistant glazing. (5.4.2)			

5.5 Emergency Escape Lighting

	Yes	No	N/A	Comments:
Emergency escape lighting in place at or near to fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place on stairwells?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place in lobbies, corners and changes of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is only one emergency light along the length of the west corridor, which is placed at the far end. (5.5.1)
Emergency escape lighting in place externally, where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<i>Additional comments/ observations?</i>	There is a general lack of external emergency lighting. The only location where a unit was observed is outside the Geography classroom. (5.5.2)			

5.6 Signs and Notices

	Yes	No	N/A	Comments:
'Fire Exit' signs in place on all final exit doors and/or windows?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No fire exit sign on the exit from the Art classroom. (5.6.1)
Adequate directional signage in place to guide occupants along escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Action Notices displayed in suitable positions around the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In all but very small or low occupancy rooms.
Assembly point(s) adequately signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assembly point is not visible from exits, but is specified on the Fire Action Notices and is used for drills.
Firefighting equipment signposted/ highlighted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'Fire Door, Keep Shut' signs fitted where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional comments/ observations?</i>				

6.0 Management Arrangements

6.1 Policy, Procedures and Arrangements

	Yes	No	N/A	Comments:
Fire safety policy and procedures in place and periodically reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed three yearly. Latest version 27 th January 2015.
Responsibilities allocated for management/ implementation of fire safety arrangements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set out in fire safety policy and fire procedure. Nominated fire officer/ deputy also appointed.
Emergency evacuation plan in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	And evacuation routes are set out in the fire procedures.
Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School secretary makes the call.
Arrangements in place to liaise with/ advise the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Familiarisation visits completed by the fire and rescue service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not recently, but they have in the past (2009).
Suitable arrangements in place to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muster point procedures outlined in fire procedure.
Adequate procedures for identification and assisting disabled person(s) in evacuating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled persons would be known to staff and assisted by assigned 'buddies' or staff.
Appropriate procedures in place to provide fire safety information to visitors/ contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No formal induction type process carried out. (4.7.2)
Procedures in place to co-ordinate with other tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

6.2 Testing and Maintenance

	Yes	No	N/A	Comments:
Weekly (recorded) test completed for fire alarm, rotating call points weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed and recorded weekly using rotating call points.
Service and inspection of fire alarm completed at least six monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly (recorded) 'flick' tests completed of all emergency lighting systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed and recorded monthly.
Annual service and inspection of emergency lighting system(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last completed June 2017.
Annual 'discharge test' completed for emergency lighting system(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual maintenance/ check of all firefighting equipment/ appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last completed April 2017.
Periodic checks completed of escape routes and signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Informal daily walk round the premises by caretaker/ maintenance manager; nothing recorded. (6.2.1)
Periodic checks completed on fire doors and compartmentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks completed on fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks completed on interlocked systems (door closer/fire shutter/gas shut-off)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional comments/ observations?</i>				

6.3 Fire Safety Training

	Yes	No	N/A	Comments:
All staff provided with adequate fire safety training at induction?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face to face training is provided to all staff on a three yearly basis. Last completed Feb 2017.
Nominated persons e.g. fire marshals, have been provided with suitable training?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The School does not have fire marshals.
Nominated persons are provided with fire extinguisher training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Around 12 members of staff have been trained (Feb 2014); info also included in fire procedures. (6.3.1)
Nominated persons are provided suitable training in evacuation of disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fire drills carried out at appropriate intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Termly; example report seen and formal de-brief carried out.
Fire safety training is all recorded and is refreshed periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every three years for external training – due Feb'17.
<i>Additional comments/ observations?</i>				

*** Does general fire safety training for staff include:**

	Yes	No	N/A	Comments:
* <i>Specific fire hazards in the premises?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>What to do if discovering a fire?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>How to raise the alarm?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Action to take upon hearing the alarm?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Type and use (or not) of fire extinguishers?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>How to summon the fire and rescue service?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Who nominated persons are (fire marshals)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
* <i>Reference to evacuation plans for building?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; the likelihood and the severity. The risk in this scenario is fire, and the fire hazards (fuel/ ignition sources) inform us over the risk of a fire occurring (the likelihood), with the protective measures and management arrangements determining the likely effect or consequence of a fire, if it did occur.

Each element of the fire risk has been assessed and ranked as; Low, Moderate or High. The basis of these ratings has taken account of the information previously set out in sections 1.0 through 6.0 of this assessment. A description or summary of what each rating means, in the context of both likelihood and severity, has been provided below:

Rating:	Likelihood	Severity/ Consequence
LOW	Fire is unlikely to occur; as a result of there being very few and/or well managed fire hazards present <i>(Fire hazards: sources of fuel/ ignition).</i>	There is a minimal risk of harm to people, as a result of the fire safety measures in place, the design of the premises and/or the type and number of people in the premises.
MODERATE	Fire is possible and a 'normal' range of fire hazards exists, although these hazards are generally well controlled, some faults or deficiencies are present.	Serious injury or injuries are foreseeable to one or more people in the event that a fire did break out in the premises. Fatalities are however, unlikely.
HIGH	Outbreak of fire is likely/ probable due to a lack of suitable controls over fire hazards or complex/ significant fire hazards existing which are difficult to manage.	A fire would be likely to result in serious injury/ injuries or fatalities to one or more of the occupants of the premises, due to a lack of fire safety measures or vulnerable people at risk.

The risk rating for this building has been listed below, together with a statement justifying the choice of Low, Moderate or High.

Likelihood of a Fire Occurring – MODERATE

The significant ignition risks within this building are limited to cooking equipment within the staff room, the main server cupboard and the science labs/ prep room. However, there were concerns with each one of these areas. There is a hob in the staff room but no fire blanket and both fire doors into the staff room do not close properly. The server cupboard door was unlocked and ajar, the flammables cupboard within the prep room was unlocked and ajar, the doors of the prep room are not fire doors and were ajar and the fire door leading into lab 1 does not close properly.

Owing to the above observations the likelihood of a fire occurring has been assessed as 'moderate'.

Severity or Consequence of a Fire Occurring – MODERATE

There are a number of factors that would have a negative impact on the containment of a fire. Primary amongst these is the condition of fire doors, many of which do not close fully and offer very limited protection against smoke and fire. If a fire were to take hold in a room it would therefore likely spread to surrounding corridors/ stairwells with little resistance. Once in the corridors/ stairwells a fire could spread relatively quickly due to the timber panelling and combustible displays lining the walls.

Fortunately, the level of automatic fire detection and number of possible escape routes mitigate the risk somewhat as there should be early enough warning and short enough evacuation times to ensure that the building is evacuated prior to a fire taking hold to the extent that it would restrict the possibility of escape.

On balance the risk has been assessed as 'moderate'.

These two elements of the risk (likelihood and severity) are assigned a numerical value of 1 (Low), 2 (Moderate) and 3 (High) and are multiplied together to come up with an overall risk rating for the premises.

$$\text{Likelihood (2)} \times \text{Severity (2)} = \text{Risk Rating (4)}$$

What the risk rating ultimately means is explained on the next page, with the aid of a risk rating matrix to demonstrate the calculation.

Risk Rating Matrix

		SEVERITY / CONSEQUENCE		
		1. Low <i>[minimal harm to people]</i>	2. Moderate <i>[serious injury/ injuries likely]</i>	3. High <i>[extreme injury or fatality likely]</i>
LIKELIHOOD	1. Low [fire is unlikely to occur]	1	2	3
	2. Moderate [fire is possible]	2	4	6
	3. High [fire is probable or likely]	3	6	9

Risk Rating of 1:	VERY LOW	The level of risk is tolerable and little or no action is required to maintain it at this level.
Risk Rating of 2:	LOW	The level of risk is tolerable but there is room for improvement in the current fire safety measures.
Risk Rating of 3 or 4:	MODERATE	The risk level is broadly acceptable but there are some serious concerns that need addressing.
Risk Rating of 6:	SIGNIFICANT	The risk level is unacceptable and significant work is required to improve fire safety measures.
Risk Rating of 9:	HIGH	The risk level is too high for the premises to be used in its current condition. The premises should be taken out of use until adequate fire safety measures can be put into place or reinstated.

All recommendations for improvements are included in the Action Plan, which starts on the next page. Each of the recommendations has been assigned a priority level between 1 and 4; with 1 being the highest risk/ priority items and 4 being the lowest risk/ priority items.

Whilst the risk level is the driving factor behind the priority level, the ease of completion has also been taken into account in assigning priorities.

The action plan also includes an area for you to assign a 'Responsible Person' for the completion of that item, a 'Completion Deadline' by which they need to complete it, and a 'Completion Date' field which will allow you to record the completion of the recommendations outlined.

8.0 Action Plan

Action Ref.	Description	Priority [1-4]	Responsible Person	Completion Deadline	Completion Date
4.2.1	A fire blanket should be positioned in the kitchen in the staff room, adjacent to the oven/ hob.	3			
4.6.1	A hot work permit system should be adopted for all hot works undertaken, regardless of whether they be carried out by a contractor or an employee. A template form is available in the Hettle Andrews Client Hub.	3			
4.7.1	The competence, experience, qualifications, insurance details etc. of contractors should be checked prior to appointing them to undertake works. A contractor assessment template is available in the Hettle Andrews Client Hub.	3			
4.7.2	A formal, recorded induction and adequate supervision should be in place for contractors working on site; this should include reference to fire safety precautions they should take, how to raise the alarm, escape routes/ exits, the location of the assembly point etc. A contractor induction checklist is available in the Hettle Andrews Client Hub.	3			
4.9.1	Displays involving combustible materials should be removed from stairwells, and minimised on all escape routes or corridors to small displays with clear space being maintained between them; it may also be possible to treat display materials with a flame retardant spray to further limit their risk in spreading fire through the building. Timber panelling on escape routes, similarly, should be treated with intumescent paint or varnish to limit the potential for fire to spread along these routes.	2			
4.11.1	The flammables cabinet within the Science prep room was unlocked and open at the time of visiting. It must be ensured that this cabinet is kept closed and locked at all times.	3			
5.2.1	Breaches in the walls/ ceilings were noted in the following areas: <ul style="list-style-type: none"> - Between room 37 and the store cupboards adjacent to it. - On the corridor outside the Office (24) there were two holes in the ceiling where smoke detectors appear to have been removed. - In the 'laminator room' where pipes pass through the wall. <p>These holes should be fire-stopped using suitable materials (e.g. plaster or fire rated foam filler) to prevent the spread of fire throughout the building.</p>	2			

Action Ref.	Description	Priority [1-4]	Responsible Person	Completion Deadline	Completion Date
5.2.2	The doors between the Science labs and the prep room are not currently fire doors. Due to the presence of flammables, and other hazardous substances, within the prep room both doors should be changed for fire doors offering a minimum 30 minutes protection. In the interim it should be ensured that the existing doors are kept closed at all times.	3			
5.2.3	The door to the Reception/ Office (24) on the first floor is currently a split stable type door and appears to remain open. As this room contains ignition sources (copier/ printer, computer equipment, etc.) and leads on to a corridor/ stairwell, which acts as an escape route, the door needs to be changed to a fire door.	2			
5.2.4	The fire door leading into Science Lab 1 from the corridor does not close fully. Due to the presence of gas within the lab and flammables within the prep room this door needs to be adjusted/ replaced to ensure that it provides at least 30 minutes fire resistance.	1			
5.2.5	The door to the server room cupboard on the second floor was unlocked and ajar. Due to the significant ignition risk presented by the electrical equipment this door must be closed at all times. Ideally it should remain locked but if this is not practical a self-closer should be fitted to ensure that it is not left ajar.	1			
5.2.6	Both of the doors leading into the staff room on the first floor do not fully close. Due to the presence of cooking equipment within this room it is strongly recommended that adjustments/ replacements are made to ensure that each door provides a minimum of 30 minutes fire resistance.	2			
5.2.7	The following fire doors do not close fully and require adjustments/ replacing: <ul style="list-style-type: none"> - PE office (2nd floor) - Director of Studies (2nd floor) - Waiting room (1st floor) - Copy room, from staff room (1st floor) - Library, from entrance no.12 side (ground floor) - Classroom 12 (ground floor) - Double doors leading from the English corridor to the basement stairwell (ground floor) - Room 20 (ground floor) - Room 19 (ground floor) - Room 16 (ground floor) - Years 5 & 6 cloakroom (ground floor) - Leading into the basement staircase from no. 	3			

Action Ref.	Description	Priority [1-4]	Responsible Person	Completion Deadline	Completion Date
	<p>12 side (ground floor)</p> <ul style="list-style-type: none"> - Small double doors in corridor (basement) - Art room (basement) - Room 4 (basement) - Room 6 (basement) - Room 8 (basement) - Both doors leading in to Geography room 7 (basement) 				
5.2.8	<p>The fire door between the IT room and music room (second floor) and the door between the copy room and the staff room (first floor) were ajar and have no self-closers.</p> <p>Both doors are fire doors and should be fitted with self-closers and kept closed. If it is not practical to keep the doors closed then hold-open devices (e.g. DorGards) should be used.</p>	3			
5.3.1	<p>The CO² extinguisher in the art room was obstructed by drawers and the CO² extinguisher within the science prep room is located behind a bin.</p> <p>All fire extinguishers should be clearly visible, unobstructed and easily accessible.</p>	3			
5.4.1	<p>Where possible, locks on final exit doors should be push pads or push bars as opposed to locks that have to be turned/ twisted to unlock, as they are time consuming and difficult to operate in an emergency situation or where a lack of lighting or smoke obscures vision.</p>	4			
5.4.2	<p>The glazing within the windows of the two French classrooms does not appear to be fire resistant. As these windows face onto an external escape route this needs to be corrected.</p>	2			
5.5.1	<p>There is only one emergency light along the length of the west corridor, which is placed at the far end. As the corridor provides an escape route there should be sufficient emergency lighting to illuminate the whole corridor.</p>	3			
5.5.2	<p>There is a general lack of external emergency lighting. The only location where a unit was observed is outside the Geography classroom.</p> <p>It is noted that there will be a certain amount of borrowed light from the street/ surrounding properties, however there should an external emergency lighting unit present at each final fire exit door. This is particularly important where there are steps/ changes in level.</p>	4			

5.6.1	There was no fire exit sign on the door out of the Art room. This should be added to highlight the exit and prevent people heading back into the building rather than exiting immediately.	3			
6.2.1	<p>Currently there is no record of any checks or tests outside of the fire alarm/ emergency lights. The following should be added to a checklist to be completed on a monthly basis;</p> <ul style="list-style-type: none"> - No fire hazards; uncontrolled ignition or fuel sources - Escape routes/ exits clear - External fire escapes in good condition - Exits able to be opened easily - Fire doors not damaged - Fire doors not propped open - Signs not missing or damaged - FEA's not missing or damaged - Fire door release mechanisms working correctly. - 	3			
6.3.1	<p>It is understood that staff may volunteer to complete additional training on the use of fire extinguishers during the three yearly fire safety training. This was last completed in Feb 2014 as it was not included in the 2017 training. As the next lot of training will not be completed until 2020 it is recommended that specific fire extinguisher training is provided in the meantime. Whilst face to face training would be preferable it would be sufficient to provide online training as an interim measure.</p> <p>Hettle Andrews can provide a RoSPA approved Fire Extinguisher online training course at a cost of £10 per person.</p>	4			

Fire Risk Assessment

DURSTON HOUSE SCHOOL

9 Longfield Road, Ealing, London, W5 2DH

Prepared by:

Steven Cox, BA(Hons), ACII, AIOSH

Hettle Andrews & Associates Limited

Eleven Brindleyplace

2 Brunswick Square

Birmingham

B1 2LP

October 2017



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Fire Risk Assessment

1.0 General Information

Organisation / 'Responsible Person':	Durston House Educational Trust Limited
Business Activities / Trade:	Independent preparatory day school (for boys aged 4-13)
Premises Address:	9 Longfield Road, Ealing, London W5 2DH
Name of Fire Risk Assessor:	Steven COX BA(Hons), ACII, AIOSH of; Hettle Andrews & Associates Limited
Name(s) of other persons consulted:	Jenny Twyford – Bursar Joe Webb – Maintenance
Date of Fire Risk Assessment:	25 th October 2017
Date of previous Fire Risk Assessment:	1 st June 2016
Date recommended for Review:	October 2018

2.0 Premises Details

Construction methods/ materials:	Brick built premises with pitched tile roof. Floors and stairs are of timber construction.
No. of floors:	Three including basement (converted for use as classrooms).
Approximate floor area/ dimensions:	Approx. dimensions of building 19.5m x 13m.
Description of occupancy:	Independent preparatory day school (for boys aged 4-13); this building being occupied as the junior school.
Hours of use:	Site is opened at 7am and closed/locked up at 7pm (Mon-Fri) during term time; with occasional use outside of these times.
Neighbouring premises/ area:	Residential.
Fire & Rescue Service name/ location:	Ealing – approx. ½ mile away (< 5 mins) from the school.

3.0 People at Risk

Max. no. people at any one time:	110 – 120 including staff, students and possible visitors.
- No. of Employees (approx.):	22 (current staff numbers at this site).
- No. Members of Public (approx.):	94 (pupils); plus a few visitors from time to time.
- Details of any Disabled Persons:	<ul style="list-style-type: none"> - 1 student with a slight visual impairment; no assistance required from a fire evacuation standpoint and as such no PEEP required. - Also possible for visitors to have mobility issues/ disabilities, but these would be rare, they would normally be at the school by appointment only and would always be accompanied by staff; that would ensure they are able to safely evacuate the building.
- Details of Sleeping Occupants:	None.
- Details of Lone/Remote Workers:	Rarely required; policy/ procedures in place for those working late or in holidays though to keep a check on people e.g. reporting arrival/ leaving to Head/ Caretaker. Head or caretaker would also lock up site at the end of the day too, in these situations.
- Details of any Young Persons:	Only pupils (included in the numbers above).
- Other people at a Higher Risk:	None.

4.0 Fire Hazards

4.1 Electrical Installation, Appliances or Leads

	Yes	No	N/A	Comments:
Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspected in 2007, next periodic inspection was not completed owing to a refurbishment project of all areas (incl. electrical); next scheduled for 2019.
Remedial actions from periodic inspection completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed annually. Last done April 2017.
Personal items of e.g. staff included in PAT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are asked to leave out any personal items for testing. No untested items were seen.
Use of extension leads and adaptors subject to limitation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited use only. No examples of bad practice (e.g. daisy chaining) were seen.
<i>Additional hazards observed?</i>				

4.2 Cooking Equipment or Kitchens

	Yes	No	N/A	Comments:
Cooking processes supervised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimal exposure; staff room (microwave/toaster).
Cleanliness of kitchen acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen appliances maintained in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extraction filters changed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ductwork cleaned periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Suitable firefighting equipment present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gas shut-off/ isolation point present and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.3 Arson

	Yes	No	N/A	Comments:
Secure perimeter around the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully gated site with no pedestrian or vehicular access.
Suitable access controls to buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic access controls to main entrances and locks on all other doors.
Security systems or deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intruder alarm (monitored/ Police response); CCTV (recorded only).
Combustible materials stored away from buildings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bins at front of premises in gated area around 4 metres from building, inside the fence/gate.
<i>Additional hazards observed?</i>				

4.4 Smoking

	Yes	No	N/A	Comments:
Smoking prohibited inside the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking prohibited in the ground of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designated smoking area available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff have to leave site if they wish to smoke.
Suitable arrangements in place to dispose of smoking materials safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
No signs of illicit smoking present/ policy being complied with?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.5 Heating Installation (and Associated 'Plant')

	Yes	No	N/A	Comments:
Heating installation subject to regular servicing and inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed annually by a GasSafe registered engineer. Last completed November 2017.
Gas safety checks completed annually on gas-fired boilers/ appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the use of portable heaters avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only electric warm air blowers seen and all were PAT tested.
If portable heating is used; are LPG-fired or radiant heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible materials kept away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.6 Hot Work or Processes

	Yes	No	N/A	Comments:
Suitable precautions in place during 'hot work'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permit to work system in operation for 'hot works'?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Template available but not needed to be used previously. (4.6.1)
Suitable separation of 'hot work' from combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable firefighting equipment in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.7 Control of Contractors

	Yes	No	N/A	Comments:
Competence/ experience of contractors assessed prior to appointment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Informal checks completed but nothing formal in place. (4.7.1)
Permit to work system in place or fire safety controls imposed on contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Induction completed with contractors at arrival on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No formal system in place for induction/ supervision of contractors. (4.7.2)
Suitable supervision of contractors during work and before leaving site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.8 Lightning

	Yes	No	N/A	Comments:
Lightning protection system installed on the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Built-up residential area and all buildings 2-3 storeys.
Lightning protection system inspected annually by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4.9 Combustible Materials and Housekeeping

	Yes	No	N/A	Comments:
Combustible materials stored away from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large accumulations of combustible materials avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General housekeeping of an adequate standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible materials not being stored in plant rooms or cupboards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>	Paper/ card displays on most corridors and timber panelled corridors/stairs adds to the fire loading on escape routes, as does books and other boxes etc. being stored on corridors. (4.9.1)			

4.10 Waste Materials

	Yes	No	N/A	Comments:
Waste inside the premises kept to a minimum?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste materials or bins stored externally in suitable area and away from buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste bins secured in place or locked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gated bin store in front of premises, around 4m from buildings.
<i>Additional hazards observed?</i>				

4.11 Hazardous Substances

	Yes	No	N/A	Comments:
Flammable or explosive substances stored/ used in a suitable way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None seen other than alcohol based hand gel, air fresheners etc.
Gases under pressure stored/ used in a suitable way?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Oxidising materials stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Oxygen cylinders/ supply stored in a suitable fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Location of dangerous substances signposted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.12 Other Fire Hazards (ignition/ fuel sources) requiring consideration:

Description:	Comments:
None.	

5.0 Protective Measures

5.1 Fire Detection and Warning System

	Yes	No	N/A	Comments:
Manually operated means of raising the alarm available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MCP's (manual call points) next to all exits.
Battery powered automatic fire (smoke/heat) detection system in place? <i>[Level of cover?]</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mains operated automatic fire (smoke/heat) detection system in place? <i>[Level of cover?]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every room, including plant room/ store rooms, and corridors.
Alarm is audible throughout the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Smoke detectors also act as sounders.
Visual or physical alarm present in noisy areas of the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Alarm is remotely monitored? <i>[By whom?]</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audible only.
<i>Additional comments/ observations?</i>				

5.2 Compartmentation and Fire Resistance

	Yes	No	N/A	Comments:
Construction and compartmentation in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls, floors and ceilings of fire resistant construction and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wall, floor and ceiling linings not likely to promote the spread of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timber panelling and paper/card displays on most corridors and stairwells. (4.9.1)
Service voids 'fire stopped' (as far as can be ascertained from visual inspection)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors/ shutters present to inhibit the spread of smoke/ fire through the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors/ shutters in good condition and not damaged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The set of double fire doors leading into reception from the ground floor corridor do not close properly. (5.2.1)
Fire doors/ shutters not propped open or blocked in any way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All doors fitted with automatic hold-open devices linked to fire alarm.
<i>Additional comments/ observations?</i>				

5.3 Firefighting Equipment and Facilities

	Yes	No	N/A	Comments:
Portable fire extinguishers provided in suitable locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers visible, accessible and highlighted/ signed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The FEA's in the library were obscured from view by other objects. (5.3.1)
Hose reels provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fixed fire suppression system in place? [Automatic or Manual & Type]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Water supply or fire hydrant in place and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	On public roads around site.
Additional comments/ observations?				

5.4 Escape Routes and Exits

	Yes	No	N/A	Comments:
Adequate number of fire exits, suitable for the occupancy of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direct exits are available on every floor, as well as the main stairwell which communicates with all floors, but is separated between ground and basement level by a fire door. <ul style="list-style-type: none"> - 4 exits from the basement (2 front/ 2 rear, although one is not strictly a 'fire exit'). - 3 exits from the ground floor (1 front/ 1 rear/ 1 side). - 1 exit from the first floor onto an external fire escape.
Adequate capacity and suitable design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three classrooms per floor so numbers on each floor only likely to be 50-60 max., which is fine. The Reception area/office next to the rear door opens into this corridor, although it is separated by fire doors at the other end of the corridor, before you reach the stairwell.
Escape routes and fire exits are visible, unobstructed and accessible?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The exit from the boys toilets in the basement was locked and can only be opened from the outside. However, it is understood that this door is unlocked during opening hours in term time. (5.4.1)
Fire exits open in the direction of travel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other than the front door to the building which opens inwards.
Fire exits are easy to operate and do not feature sliding/ revolving doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel distances reasonable for use of premises and number of escape routes/exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All floors have direct external exits within around 20m-25m.
Escape stairs/ handrails (internal and external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape routes navigable by disabled persons or suitable means of escape available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A at present, but disabled persons would only be in 'accessible' areas of premises.
Additional comments/ observations?				
The decking outside the library and boys toilets has a non-slip surfacing fitted.				

5.5 Emergency Escape Lighting

	Yes	No	N/A	Comments:
Emergency escape lighting in place at or near to fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place on stairwells?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place in lobbies, corners and changes of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional comments/ observations?</i>				

5.6 Signs and Notices

	Yes	No	N/A	Comments:
'Fire Exit' signs in place on all final exit doors and/or windows?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signage needs improving for all of the basement exits and the ground floor front door. (5.6.1)
Adequate directional signage in place to guide occupants along escape routes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional signage is needed to highlight some of the escape routes from the basement. (5.6.2)
Fire Action Notices displayed in suitable positions around the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All rooms have a notice in place.
Assembly point(s) adequately signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not visible from the school building/ exits. Detailed on fire action notices and in training though.
Firefighting equipment signposted/ highlighted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'Fire Door, Keep Shut' signs fitted where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional comments/ observations?</i>				

6.0 Management Arrangements

6.1 Policy, Procedures and Arrangements

	Yes	No	N/A	Comments:
Fire safety policy and procedures in place and periodically reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed three yearly. Latest version 27th January 2015.
Responsibilities allocated for management/ implementation of fire safety arrangements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set out in fire safety policy and fire procedure. Nominated fire officer/ deputy also appointed.
Emergency evacuation plan in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	And evacuation routes are set out in the fire procedures.
Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School secretary makes the call.
Arrangements in place to liaise with/ advise the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire officer/ deputy would take charge until the Bursar arrives to take over.
Familiarisation visits completed by the fire and rescue service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not recently, but they have in the past (2009).
Suitable arrangements in place to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muster point procedures outlined in fire procedure.
Adequate procedures for identification and assisting disabled person(s) in evacuating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled persons would be known to staff and assisted by assigned 'buddies' or staff.
Appropriate procedures in place to provide fire safety information to visitors/ contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No formal induction type process carried out. (4.7.2)
Procedures in place to co-ordinate with other tenants in shared premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Additional comments/ observations?</i>				

6.2 Testing and Maintenance

	Yes	No	N/A	Comments:
Weekly (recorded) test completed for fire alarm, rotating call points weekly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed and recorded weekly using rotating call points.
Service and inspection of fire alarm completed at least six monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly (recorded) 'flick' tests completed of all emergency lighting systems?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed and recorded monthly.
Annual service and inspection of emergency lighting system(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Last completed June 2017.
Annual 'discharge test' completed for emergency lighting system(s)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Annual maintenance/ check of all firefighting equipment/ appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last completed April 2017.
Periodic checks completed of escape routes and signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Informal daily walk round the premises by caretaker/ maintenance manager; nothing recorded. (6.2.1)
Periodic checks completed on fire doors and compartmentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks completed on fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks completed on interlocked systems (door closer/fire shutter/gas shut-off)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional comments/ observations?</i>				

6.3 Fire Safety Training

	Yes	No	N/A	Comments:
All staff provided with adequate fire safety training at induction?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face to face training is provided to all staff on a three yearly basis. Last completed Feb 2017.
Nominated persons e.g. fire marshals, have been provided with suitable training?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The School does not have fire marshals.
Nominated persons are provided with fire extinguisher training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Around 12 members of staff have been trained (Feb 2014); info also included in fire procedures. (6.3.1)
Nominated persons are provided suitable training in evacuation of disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fire drills carried out at appropriate intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Termly; example report seen and formal de-brief carried out.
Fire safety training is all recorded and is refreshed periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every three years for external training – due Feb'17.
<i>Additional comments/ observations?</i>				

*** Does general fire safety training for staff include:**

	Yes	No	N/A	Comments:
* <i>Specific fire hazards in the premises?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>What to do if discovering a fire?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>How to raise the alarm?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Action to take upon hearing the alarm?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Type and use (or not) of fire extinguishers?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>How to summon the fire and rescue service?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Who nominated persons are (fire marshals)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
* <i>Reference to evacuation plans for building?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; the likelihood and the severity. The risk in this scenario is fire, and the fire hazards (fuel/ ignition sources) inform us over the risk of a fire occurring (the likelihood), with the protective measures and management arrangements determining the likely effect or consequence of a fire, if it did occur.

Each element of the fire risk has been assessed and ranked as; Low, Moderate or High. The basis of these ratings has taken account of the information previously set out in sections 1.0 through 6.0 of this assessment. A description or summary of what each rating means, in the context of both likelihood and severity, has been provided below:

Rating:	Likelihood	Severity/ Consequence
LOW	Fire is unlikely to occur; as a result of there being very few and/or well managed fire hazards present <i>(Fire hazards: sources of fuel/ ignition).</i>	There is a minimal risk of harm to people, as a result of the fire safety measures in place, the design of the premises and/or the type and number of people in the premises.
MODERATE	Fire is possible and a 'normal' range of fire hazards exists, although these hazards are generally well controlled, some faults or deficiencies are present.	Serious injury or injuries are foreseeable to one or more people in the event that a fire did break out in the premises. Fatalities are however, unlikely.
HIGH	Outbreak of fire is likely/ probable due to a lack of suitable controls over fire hazards or complex/ significant fire hazards existing which are difficult to manage.	A fire would be likely to result in serious injury/ injuries or fatalities to one or more of the occupants of the premises, due to a lack of fire safety measures or vulnerable people at risk.

The risk rating for this building has been listed below, together with a statement justifying the choice of Low, Moderate or High.

Likelihood of a Fire Occurring – **LOW**

<p>The fire hazards in this building are minimal and those that do exist are well managed. The only real concern is around the management of 'hot works' and control of contractors. Whilst this has not been an issue to date procedures do need to be put in place in order to ensure that works are appropriately managed when they are carried out.</p> <p>With no other significant ignition hazards the risk of fire starting cannot be described as anything but low.</p>
--

Severity or Consequence of a Fire Occurring – **LOW**

<p>The only notable issue affecting the potential severity of a fire is the amount of combustible materials/ displays within corridors and stairwells, which would allow fire to spread quickly along escape routes.</p> <p>A recommendation has also been made regarding a lack of directional/ fire exit signage within the basement area. However, given the number of possible exits within this area it is less of a concern.</p> <p>Despite the amount of combustible materials along escape routes, the level of automatic fire detection and availability of alternative escape routes would mean that the building should be evacuated well before a fire can take hold. The risk level is therefore low.</p>
--

These two elements of the risk (likelihood and severity) are assigned a numerical value of 1 (Low), 2 (Moderate) and 3 (High) and are multiplied together to come up with an overall risk rating for the premises.

$$\text{Likelihood (1)} \times \text{Severity (1)} = \text{Risk Rating (1)}$$

What the risk rating ultimately means is explained on the next page, with the aid of a risk rating matrix to demonstrate the calculation.

Risk Rating Matrix

		SEVERITY / CONSEQUENCE		
		1. Low <i>[minimal harm to people]</i>	2. Moderate <i>[serious injury/ injuries likely]</i>	3. High <i>[extreme injury or fatality likely]</i>
LIKELIHOOD	1. Low [fire is unlikely to occur]	1	2	3
	2. Moderate [fire is possible]	2	4	6
	3. High [fire is probable or likely]	3	6	9

Risk Rating of 1:	VERY LOW	The level of risk is tolerable and little or no action is required to maintain it at this level.
Risk Rating of 2:	LOW	The level of risk is tolerable but there is room for improvement in the current fire safety measures.
Risk Rating of 3 or 4:	MODERATE	The risk level is broadly acceptable but there are some serious concerns that need addressing.
Risk Rating of 6:	SIGNIFICANT	The risk level is unacceptable and significant work is required to improve fire safety measures.
Risk Rating of 9:	HIGH	The risk level is too high for the premises to be used in its current condition. The premises should be taken out of use until adequate fire safety measures can be put into place or reinstated.

All recommendations for improvements are included in the Action Plan, which starts on the next page. Each of the recommendations has been assigned a priority level between 1 and 4; with 1 being the highest risk/ priority items and 4 being the lowest risk/ priority items.

Whilst the risk level is the driving factor behind the priority level, the ease of completion has also been taken into account in assigning priorities.

The action plan also includes an area for you to assign a 'Responsible Person' for the completion of that item, a 'Completion Deadline' by which they need to complete it, and a 'Completion Date' field which will allow you to record the completion of the recommendations outlined.

8.0 Action Plan

Action Ref.	Description	Priority [1-4]	Responsible Person	Completion Deadline	Completion Date
4.6.1	A hot work permit system should be adopted for all hot works undertaken, regardless of whether they be carried out by a contractor or an employee. A template form is available in the Hettle Andrews Client Hub.	3			
4.7.1	The competence, experience, qualifications, insurance details etc. of contractors should be checked prior to appointing them to undertake works. A contractor assessment template is available in the Hettle Andrews Client Hub.	3			
4.7.2	A formal, recorded induction and adequate supervision should be in place for contractors working on site; this should include reference to fire safety precautions they should take, how to raise the alarm, escape routes/ exits, the location of the assembly point etc. A contractor induction checklist is available in Hettle Andrews' Client Hub.	3			
4.9.1	Cardboard boxes and other combustible materials, and books should not be stored on corridors. Displays involving combustible materials should be removed from stairwells, and minimised on escape routes or corridors to small displays with clear space being maintained between them; it may also be possible to treat display materials with a flame retardant spray to further limit their risk in spreading fire through the building. Timber panelling on escape routes, similarly, should be treated with intumescent paint or varnish to limit the potential for fire to spread along these routes.	2			
5.2.1	The set of double fire doors leading into Reception from the ground floor corridor do not close properly and require adjustment.	3			
5.3.1	The fire extinguishing appliances (FEA's) in the Library were obscured behind other objects. These should be kept clear or relocated into a more suitable location.	4			
5.4.1	The exit from the boys toilets in the basement was locked and can only be opened from the outside. However, it is understood that this door is unlocked during opening hours in term time. It must be ensured that this is always done.	4			

5.6.1	Signage needs improving for all of the basement exits and the ground floor front door. In the basement, the two front exits are hidden by blinds so signage is needed to highlight their position and the two rear exits (library and boys toilets) are also not signed.	3			
5.6.2	Additional signage is needed to highlight some of the escape routes from the basement as all four of them are within other rooms and do not exit off a corridor/ stairwell etc. however pretty well every direction does have an exit available, so this is less of a concern.	4			
6.2.1	<p>Currently there is no record of any checks or tests outside of the fire alarm/ emergency lights. The following should be added to a checklist to be completed on a monthly basis;</p> <ul style="list-style-type: none"> - No fire hazards; uncontrolled ignition or fuel sources - Escape routes/ exits clear - External fire escapes in good condition - Exits able to be opened easily - Fire doors not damaged - Fire doors not propped open - Signs not missing or damaged - FEA's not missing or damaged - Fire door release mechanisms working correctly. 	3			
6.3.1	<p>It is understood that staff may volunteer to complete additional training on the use of fire extinguishers during the three yearly fire safety training. This was last completed in Feb 2014 as it was not included in the 2017 training. As the next lot of training will not be completed until 2020 it is recommended that specific fire extinguisher training is provided in the meantime. Whilst face to face training would be preferable it would be sufficient to provide online training as an interim measure. Hettle Andrews can provide a RoSPA approved Fire Extinguisher online training course at a cost of £10 per person.</p>	4			

Fire Risk Assessment

DURSTON HOUSE SCHOOL

26 Castlebar Road, Ealing, London, W5 2DR

Prepared by:

Steven Cox BA(Hons), ACII, AIOSH

Hettle Andrews & Associates Limited

Eleven Brindleyplace

2 Brunswick Square

Birmingham

B1 2LP

October 2017



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Fire Risk Assessment

1.0 General Information

Organisation / 'Responsible Person':	Durston House Educational Trust Limited
Business Activities / Trade:	Independent preparatory day school (for boys aged 4-13)
Premises Address:	26 Castlebar Road, Ealing, London W5 2DR
Name of Fire Risk Assessor:	Steven COX BA(Hons), ACII, AIOSH of; Hettle Andrews & Associates Limited
Name(s) of other persons consulted:	Jenny Twyford – Bursar Joe Webb – Maintenance
Date of Fire Risk Assessment:	25 th October 2017
Date of previous Fire Risk Assessment:	1st June 2016
Date recommended for Review:	October 2018

2.0 Premises Details

Construction methods/ materials:	Brick built premises with pitched tile roof. Floors and stairs are of timber construction.
No. of floors:	Three plus basement.
Approximate floor area/ dimensions:	Approx. dimensions of building 16m-16.5m x 12.5m-13m.
Description of occupancy:	Independent preparatory day school (for boys aged 4-13); this building being occupied as the 'pre-prep' school.
Hours of use:	Site is opened at 7am and closed/locked up at 7pm (Mon-Fri) during term time; with occasional use outside of these times.
Neighbouring premises/ area:	Primarily residential with another school next door; buildings are not attached, but a fire escape is shared.
Fire & Rescue Service name/ location:	Ealing – approx. ½ mile away (< 5 mins) from the school.

3.0 People at Risk

Max. no. people at any one time:	170 – 180 including staff, students and possible visitors.
- No. of Employees (approx.):	32 (current staff numbers at this site).
- No. Members of Public (approx.):	138 (pupils); plus a few visitors from time to time.
- Details of any Disabled Persons:	<ul style="list-style-type: none"> - 1 member of staff with MS has slight mobility issues; no assistance is required from a fire evacuation standpoint and no formal PEEP has been compiled, however they have been positioned in a ground floor classroom adjacent to the door to ensure acceptable evacuation times are achieved. - Also possible for visitors to have mobility issues/ disabilities, but these would be rare, they would normally be at the school by appointment only and would always be accompanied by staff; that would ensure they are able to safely evacuate the building.
- Details of Sleeping Occupants:	None.
- Details of Lone/Remote Workers:	Rarely required; policy/ procedures in place for those working late or in holidays though to keep a check on people e.g. reporting arrival/ leaving to Head/ Caretaker. Head or caretaker would also lock up site at the end of the day too, in these situations.
- Details of any Young Persons:	Only pupils (included in the numbers above).
- Other people at a Higher Risk:	None.

4.0 Fire Hazards

4.1 Electrical Installation, Appliances or Leads

	Yes	No	N/A	Comments:
Fixed electrical installation subject to periodic inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed August 2017.
Remedial actions from periodic inspection completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No C1 or C2 actions were identified.
Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed annually. Last done April 2017.
Personal items of e.g. staff included in PAT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are asked to leave out any personal items for testing. No untested items were seen.
Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited use only. No examples of bad practice (e.g. daisy chaining) were seen.
<i>Additional hazards observed?</i>				

4.2 Cooking Equipment or Kitchens

	Yes	No	N/A	Comments:
Cooking processes supervised?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimal exposure; staff room only (microwave/toaster).
Cleanliness of kitchen acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen appliances maintained in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extraction filters changed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ductwork cleaned periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Suitable firefighting equipment present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gas shut-off/ isolation point present and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.3 Arson

	Yes	No	N/A	Comments:
Secure perimeter around the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gated/fenced site with no pedestrian or vehicular access.
Suitable access controls to buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic access controls to gates, main entrance and fire doors at rear.
Security systems or deterrents in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intruder alarm (monitored/ Police response); CCTV (recorded).
Combustible materials stored away from buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lockable bin store on rear car park.
<i>Additional hazards observed?</i>				

4.4 Smoking

	Yes	No	N/A	Comments:
Smoking prohibited inside the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking prohibited in the ground of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designated smoking area available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff have to leave site if they wish to smoke.
Suitable arrangements in place to dispose of smoking materials safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
No signs of illicit smoking present/ policy being complied with?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is an informal smoking area (small chair and makeshift bin) on the external fire escape stairs. It is understood that this is used by the school next door. (4.4.1)
<i>Additional hazards observed?</i>				

4.5 Heating Installation (and Associated 'Plant')

	Yes	No	N/A	Comments:
Heating installation subject to regular servicing and inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed annually by a GasSafe registered engineer. Last completed November 2017.
Gas safety checks completed annually on gas-fired boilers/ appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the use of portable heaters avoided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Only electric warm air blowers seen and all were PAT tested.
If portable heating is used; are LPG-fired or radiant heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible materials kept away from portable heating appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.6 Hot Work or Processes

	Yes	No	N/A	Comments:
Suitable precautions in place during 'hot work'?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Permit to work system in operation for 'hot works'?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Template available but not needed to be used previously. (4.6.1)
Suitable separation of 'hot work' from combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable firefighting equipment in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.7 Control of Contractors

	Yes	No	N/A	Comments:
Competence/ experience of contractors assessed prior to appointment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Informal checks completed but nothing formal in place. (4.7.1)
Permit to work system in place or fire safety controls imposed on contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(4.6.1)
Induction completed with contractors at arrival on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No formal system in place for induction/ supervision of contractors. (4.7.2)
Suitable supervision of contractors during work and before leaving site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.8 Lightning

	Yes	No	N/A	Comments:
Lightning protection system installed on the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Built-up residential area and all buildings 2-3 storeys.
Lightning protection system inspected annually by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4.9 Combustible Materials and Housekeeping

	Yes	No	N/A	Comments:
Combustible materials stored away from ignition sources?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Combustible materials in the storeroom in the basement were stacked right up to the light fittings. (4.9.1)
Large accumulations of combustible materials avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General housekeeping of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible materials not being stored in plant rooms or cupboards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional hazards observed?</i>	Paper/ card displays on most corridors and timber panelled corridors and stairs creates/ adds to the fire loading on escape routes. (4.9.2)			

4.10 Waste Materials

	Yes	No	N/A	Comments:
Waste inside the premises kept to a minimum?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste materials or bins stored externally in suitable area and away from buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste bins secured in place or locked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locked bin store.
<i>Additional hazards observed?</i>				

4.11 Hazardous Substances

	Yes	No	N/A	Comments:
Flammable or explosive substances stored/ used in a suitable way?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None seen other than alcohol based hand gel, air fresheners etc.
Gases under pressure stored/ used in a suitable way?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Oxidising materials stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Oxygen cylinders/ supply stored in a suitable fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Location of dangerous substances signposted?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Additional hazards observed?</i>				

4.12 Other Fire Hazards (ignition/ fuel sources) requiring consideration:

Description:	Comments:
None.	

5.0 Protective Measures

5.1 Fire Detection and Warning System

	Yes	No	N/A	Comments:
Manually operated means of raising the alarm available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 x break-glass call points per floor; at the rear exit and going into the stairwell.
Battery powered automatic fire (smoke/heat) detection system in place? <i>[Level of cover?]</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mains operated automatic fire (smoke/heat) detection system in place? <i>[Level of cover?]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every room except toilets have smoke detectors present.
Alarm is audible throughout the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sounders located at either end of each corridor, in toilets and in the basement.
Visual or physical alarm present in noisy areas of the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flashing beacons are fitted in the toilets though.
Alarm is remotely monitored? <i>[By whom?]</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Audible only.
<i>Additional comments/ observations?</i>				

5.2 Compartmentation and Fire Resistance

	Yes	No	N/A	Comments:
Construction and compartmentation in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls, floors and ceilings of fire resistant construction and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wall, floor and ceiling linings not likely to promote the spread of fire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timber panelling and paper/card displays on most corridors and stairwells. (4.9.3)
Service voids 'fire stopped' (as far as can be ascertained from visual inspection)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One example in staff room and a few in the basement where services disappear through ceilings and we are unable to see above. (5.2.1)
Fire doors/ shutters present to inhibit the spread of smoke/ fire through the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors/ shutters in good condition and not damaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other than three doors that do not close properly. (5.2.2)
Fire doors/ shutters not propped open or blocked in any way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automatic hold open devices are used on most doors.
<i>Additional comments/ observations?</i>	The windows in the first floor office that face onto the external fire escape do not appear to have fire resistant glazing, and one is able to be opened. (5.2.3)			

5.3 Firefighting Equipment and Facilities

	Yes	No	N/A	Comments:
Portable fire extinguishers provided in suitable locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A powder extinguisher is currently located in the basement stairwell. (5.3.1)
Fire extinguishers visible, accessible and highlighted/ signed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FEA on 2nd floor landing would be hidden from view by coat hooks when classrooms are in use. (5.3.2)
Hose reels provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fixed fire suppression system in place? [Automatic or Manual & Type]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Water supply or fire hydrant in place and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On public roads around site.
Additional comments/ observations?				

5.4 Escape Routes and Exits

	Yes	No	N/A	Comments:
Adequate number of fire exits, suitable for the occupancy of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Four exits in total; rear external escape serves all floors (other than the basement), and the main stairwell/ corridors exit through the front door.
Adequate capacity and suitable design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three classrooms per floor so numbers on each floor only likely to be 50-60.
Escape routes and fire exits are visible, unobstructed and accessible?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All escape routes/ exits were clear with the exception of the corridor on the 2 nd floor next to the external fire exit. (5.4.1)
Fire exits open in the direction of travel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Except for front door on ground floor; should only ever have two classes exiting that way though.
Fire exits are easy to operate and do not feature sliding/ revolving doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Travel distances reasonable for use of premises and number of escape routes/exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each floor has a direct fire exit and even the basement (which is not permanently occupied) can access a fire exit within around 20m-25m of travel.
Escape stairs/ handrails (internal and external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape routes navigable by disabled persons or suitable means of escape available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Could have disabled visitors, but confined to ground floor.
Additional comments/ observations?				

5.5 Emergency Escape Lighting

	Yes	No	N/A	Comments:
Emergency escape lighting in place at or near to fire exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place on stairwells?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place in lobbies, corners and changes of direction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency escape lighting in place externally, where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5.6 Signs and Notices

	Yes	No	N/A	Comments:
'Fire Exit' signs in place on all final exit doors and/or windows?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate directional signage in place to guide occupants along escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Action Notices displayed in suitable positions around the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In most rooms.
Assembly point(s) adequately signposted?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assembly point is not visible from this building; is detailed in fire action notices/ fire procedures/ training etc.
Firefighting equipment signposted/ highlighted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'Fire Door, Keep Shut' signs fitted where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Additional comments/ observations?</i>				

6.0 Management Arrangements

6.1 Policy, Procedures and Arrangements

	Yes	No	N/A	Comments:
Fire safety policy and procedures in place and periodically reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed three yearly. Latest version 27th January 2015.
Responsibilities allocated for management/ implementation of fire safety arrangements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set out in fire safety policy and fire procedure. Nominated fire officer/ deputy also appointed.
Emergency evacuation plan in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	And evacuation routes are set out in the fire procedures.
Arrangements in place to summon the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School secretary makes the call.
Arrangements in place to liaise with/ advise the fire and rescue service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire office/ deputy would take charge until the Bursar arrives to take over.
Familiarisation visits completed by the fire and rescue service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not recently, but they have in the past (2009).
Suitable arrangements in place to ensure full evacuation of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Muster point procedures outlined in fire procedure.
Adequate procedures for identification and assisting disabled person(s) in evacuating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled persons would be known to staff and assisted by assigned 'buddies' or staff.
Appropriate procedures in place to provide fire safety information to visitors/ contractors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No formal induction type process carried out. (4.7.2)
Procedures in place to co-ordinate with other tenants in shared premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not really required, other than allowing the adjacent school use of the external fire escape.

6.2 Testing and Maintenance

	Yes	No	N/A	Comments:
Weekly (recorded) test completed for fire alarm, rotating call points weekly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed and recorded weekly using rotating call points.
Service and inspection of fire alarm completed at least six monthly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly (recorded) 'flick' tests completed of all emergency lighting systems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed and recorded monthly.
Annual service and inspection of emergency lighting system(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last completed June 2017.
Annual 'discharge test' completed for emergency lighting system(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Annual maintenance/ check of all firefighting equipment/ appliances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last completed April 2017.
Periodic checks completed of escape routes and signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Informal daily walk round the premises by caretaker/ maintenance manager; nothing recorded. (6.2.1)
Periodic checks completed on fire doors and compartmentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks completed on fire exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Periodic checks completed on interlocked systems (door closer/fire shutter/gas shut-off)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.3 Fire Safety Training

	Yes	No	N/A	Comments:
All staff provided with adequate fire safety training at induction?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face to face training is provided to all staff on a three yearly basis. Last completed Feb 2017.
Nominated persons e.g. fire marshals, have been provided with suitable training?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The School does not have fire marshals.
Nominated persons are provided with fire extinguisher training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Around 12 members of staff have been trained (Feb 2014); info also included in fire procedures. (6.3.1)
Nominated persons are provided suitable training in evacuation of disabled persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fire drills carried out at appropriate intervals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Termly; example report seen and formal de-brief carried out.
Fire safety training is all recorded and is refreshed periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every three years for external training – due Feb'17.
<i>Additional comments/ observations?</i>				

*** Does general fire safety training for staff include:**

	Yes	No	N/A	Comments:
* <i>Specific fire hazards in the premises?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>What to do if discovering a fire?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>How to raise the alarm?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Action to take upon hearing the alarm?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Type and use (or not) of fire extinguishers?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>How to summon the fire and rescue service?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
* <i>Who nominated persons are (fire marshals)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
* <i>Reference to evacuation plans for building?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7.0 Evaluation

As with most risk assessments we have looked at two elements of risk; the likelihood and the severity. The risk in this scenario is fire, and the fire hazards (fuel/ ignition sources) inform us over the risk of a fire occurring (the likelihood), with the protective measures and management arrangements determining the likely effect or consequence of a fire, if it did occur.

Each element of the fire risk has been assessed and ranked as; Low, Moderate or High. The basis of these ratings has taken account of the information previously set out in sections 1.0 through 6.0 of this assessment. A description or summary of what each rating means, in the context of both likelihood and severity, has been provided below:

Rating:	Likelihood	Severity/ Consequence
LOW	Fire is unlikely to occur; as a result of there being very few and/or well managed fire hazards present <i>(Fire hazards: sources of fuel/ ignition).</i>	There is a minimal risk of harm to people, as a result of the fire safety measures in place, the design of the premises and/or the type and number of people in the premises.
MODERATE	Fire is possible and a 'normal' range of fire hazards exists, although these hazards are generally well controlled, some faults or deficiencies are present.	Serious injury or injuries are foreseeable to one or more people in the event that a fire did break out in the premises. Fatalities are however, unlikely.
HIGH	Outbreak of fire is likely/ probable due to a lack of suitable controls over fire hazards or complex/ significant fire hazards existing which are difficult to manage.	A fire would be likely to result in serious injury/ injuries or fatalities to one or more of the occupants of the premises, due to a lack of fire safety measures or vulnerable people at risk.

The risk rating for this building has been listed below, together with a statement justifying the choice of Low, Moderate or High.

Likelihood of a Fire Occurring – **LOW**

The fire hazards in this building are minimal and those that do exist are well managed. The only real concern is around the management of 'hot works' and control of contractors. Whilst this has not been an issue to date procedures do need to be put in place in order to ensure that works are appropriately managed when they are carried out.

We have also made a recommendation relating to the storage of combustible materials near to light fittings in the basement storeroom. Whilst this does present an ignition risk it should be simple to address.

Overall, the risk of fire starting cannot be described as anything but low.

Severity or Consequence of a Fire Occurring – **LOW**

There are some issues around the condition of escape routes. Of primary concern is the amount of combustible materials/ displays within corridors and stairwells, which would allow fire to spread quickly along escape routes. The integrity of the external fire escape could also be compromised due to the lack of fire resistant glazing in the first floor office windows. These issues should be addressed in order to ensure that both escape routes remain usable in the event of a fire.

However, with near L1 automatic fire alarm coverage, alternative escape routes, a good level of fire resistance and separation between rooms and corridors/ stairs, as well as short travel distances and well drilled staff/ students; the most likely outcome is that people will know about a fire in its early development and will be out of the building before it has a chance to spread beyond its room of origin. The risk level is low.

These two elements of the risk (likelihood and severity) are assigned a numerical value of 1 (Low), 2 (Moderate) and 3 (High) and are multiplied together to come up with an overall risk rating for the premises.

$$\text{Likelihood (1)} \times \text{Severity (1)} = \text{Risk Rating (1)}$$

What the risk rating ultimately means is explained on the next page, with the aid of a risk rating matrix to demonstrate the calculation.

Risk Rating Matrix

		SEVERITY / CONSEQUENCE		
		1. Low <i>[minimal harm to people]</i>	2. Moderate <i>[serious injury/ injuries likely]</i>	3. High <i>[extreme injury or fatality likely]</i>
LIKELIHOOD	1. Low [fire is unlikely to occur]	1	2	3
	2. Moderate [fire is possible]	2	4	6
	3. High [fire is probable or likely]	3	6	9

Risk Rating of 1:	VERY LOW	The level of risk is tolerable and little or no action is required to maintain it at this level.
Risk Rating of 2:	LOW	The level of risk is tolerable but there is room for improvement in the current fire safety measures.
Risk Rating of 3 or 4:	MODERATE	The risk level is broadly acceptable but there are some serious concerns that need addressing.
Risk Rating of 6:	SIGNIFICANT	The risk level is unacceptable and significant work is required to improve fire safety measures.
Risk Rating of 9:	HIGH	The risk level is too high for the premises to be used in its current condition. The premises should be taken out of use until adequate fire safety measures can be put into place or reinstated.

All recommendations for improvements are included in the Action Plan, which starts on the next page. Each of the recommendations has been assigned a priority level between 1 and 4; with 1 being the highest risk/ priority items and 4 being the lowest risk/ priority items.

Whilst the risk level is the driving factor behind the priority level, the ease of completion has also been taken into account in assigning priorities.

The action plan also includes an area for you to assign a 'Responsible Person' for the completion of that item, a 'Completion Deadline' by which they need to complete it, and a 'Completion Date' field which will allow you to record the completion of the recommendations outlined.

8.0 Action Plan

Action Ref.	Description	Priority [1-4]	Responsible Person	Completion Deadline	Completion Date
4.4.1	Cigarette ends were visible in a box on the external fire escape. It was advised these are from staff in the school next door who are using the fire escape as a smoking area. Whilst the potential for ignition and the level of combustible materials here is low, it undermines the school's no smoking policy and a request should be made for the adjacent school to make their own arrangements to provide smoking facilities for their staff, rather than using the Durston House School fire escape.	4			
4.6.1	A hot work permit system should be adopted for all hot works undertaken, regardless of whether they be carried out by a contractor or an employee. A template form is available in the Hettle Andrews Client Hub.	4			
4.7.1	The competence, experience, qualifications, insurance details etc. of contractors should be checked prior to appointing them to undertake works. A contractor assessment template is available in the Hettle Andrews Client Hub.	3			
4.7.2	A formal, recorded induction and adequate supervision should be in place for contractors working on site; this should include reference to fire safety precautions they should take, how to raise the alarm, escape routes/ exits, the location of the assembly point etc. A contractor induction checklist is available in the Hettle Andrews Client Hub.	3			
4.9.1	Combustible materials in the storeroom in the basement were stacked right up to the light fittings; where large stores of combustible materials are present ignition sources, such as lights, should be kept clear.	2			
4.9.2	Displays involving combustible materials should be removed from stairwells, and minimised on all escape routes or corridors to small displays with clear space being maintained between them; it may also be possible to treat display materials with a flame retardant spray to further limit their risk in spreading fire through the building. Timber panelling on escape routes, similarly, should be treated with intumescent paint or varnish to limit the potential for fire to spread along these routes.	2			

5.2.1	One example in staff room and a few in the basement where services disappear through ceilings and we are unable to see above. Gaps should be fire-stopped with suitable fire-resistant materials.	3			
5.2.2	There were three fire doors that did not close properly: <ul style="list-style-type: none"> - The staff room door catches and doesn't close. (1/Floor) - The door onto the second floor landing from the stairwell doesn't close. (2/Floor) - The door to classroom 8 and the door to the meeting room also don't close. (2/Floor) 	3			
5.2.3	The windows in the first floor office that face onto the external fire escape do not appear to have fire resistant glazing, and one is able to be opened. Other windows in this area have Georgian wired glazing, which will offer some protection, but two windows (four panels) appear to have standard glazing. These windows should be changed for fire resistant glass and they should not be able to be opened. Alternatively, the windows could be bricked over.	2			
5.3.1	A powder fire extinguisher is currently located on the basement stairwell. Whilst this is a suitable type of extinguisher for the risks present within this area (i.e. boiler room) it is not advisable to use powder in such a small space as it is likely to severely restrict visibility and may cause breathing difficulties when inhaled. It is recommended that when the fire extinguishers are next serviced this is replaced with a foam extinguisher.	4			
5.3.2	The foam FEA on the second floor is located under coat/ bag hooks. When the classrooms are in use it would therefore be obscured. The extinguisher should be relocated so that it remains clearly visible at all times.	3			
5.4.1	The corridor next to the external fire escape exit on the 2 nd floor was partially blocked by items (e.g. chairs). This corridor should be kept clear at all times.	3			
6.2.1	Currently there is no record of any checks or tests outside of the fire alarm/ emergency lights. The following should be added to a checklist to be completed on a monthly basis; <ul style="list-style-type: none"> - No fire hazards; uncontrolled ignition or fuel sources - Escape routes/ exits clear - External fire escapes in good condition 	3			

	<ul style="list-style-type: none"> - Exits able to be opened easily - Fire doors not damaged - Fire doors not propped open - Signs not missing or damaged - FEA's not missing or damaged - Fire door release mechanisms working correctly. - 				
6.3.1	<p>It is understood that staff may volunteer to complete additional training on the use of fire extinguishers during the three yearly fire safety training. This was last completed in Feb 2014 as it was not included in the 2017 training. As the next lot of training will not be completed until 2020 it is recommended that specific fire extinguisher training is provided in the meantime. Whilst face to face training would be preferable it would be sufficient to provide online training as an interim measure. Hettle Andrews can provide a RoSPA approved Fire Extinguisher online training course at a cost of £10 per person.</p>	4			