

Fire Risk Assessment

DURSTON HOUSE SCHOOL

PRE-PREP

Supplementary Building Report – to be read in conjunction with the Overview Report.



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Fire Risk Assessment

1.0 General Information

Organisation / 'Responsible Person'	Durston House School.
Premises Address	26 Castlebar Road, Ealing, London, W5 2DT.
Name of Fire Risk Assessor	Steven Cox BA (Hons), ACII, Grad IOSH.
Date of Fire Risk Assessment	18 th February 2020.
Building Name	Pre-Prep (Middleton's).
Any Excluded or Inaccessible Areas	None.

2.0 Premises Details

Construction methods/ materials	Brick built with a pitched tiled roof.
No. of floors	Three, plus a basement.
Approximate floor area/ dimensions	Approximate dimensions of the building are 16m x 13m.
Description of occupancy	Pre-prep School consisting of classrooms, offices and storerooms.
Hours of use	The building is opened at 8am and is closed/ locked up at 6pm (Mon-Fri) during term time. Pupils are present between 8.30am and 4.00pm (approx.).



3.0 Fire Hazards

3.1 Electrical Installation, Appliances or Leads

	Yes	No	N/A	Comments:
Portable appliance testing (PAT) regime in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All items checked were last tested in April 2019.
Personal items of e.g. staff included in PAT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use of extension leads and adaptors subject to limitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A small number of extension leads were seen to be in use but there were no signs of misuse (e.g. overloading, daisy-chaining, etc.).
No obvious defects/ concerns over fixed electrical installation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional hazards observed?	None.			

3.2 Cooking Equipment or Kitchens

	Yes	No	N/A	Comments:
Cooking processes supervised?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The only cooking equipment present are domestic style appliances (small cooker, microwave, toaster) in the 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"/>	All appliances had evidence of PAT testing.
Extraction filters changed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ductwork cleaned periodically/ frequency of cleaning adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Suitable firefighting equipment present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a CO ₂ extinguisher in the staff room.
Gas shut-off/ isolation point present and staff know how to operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no gas appliances.
Additional hazards observed?	None.			

3.3 Heating

	Yes	No	N/A	Comments:
Fixed heating system installed? (<i>Type</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas central heating.
Is the use of portable heaters avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None seen.
If portable heating is used; are LPG-fired or radiant heaters avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Combustible materials kept away from portable heating appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Additional hazards observed?	None.			

3.4 Lightning

	Yes	No	N/A	Comments:
Lightning protection system installed on the premises?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lightning protection system inspected annually by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Additional hazards observed?	None.			

3.5 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"/>	There are no large accumulations of combustibles, other than in a small number of store cupboards, which have no significant ignition sources.
Combustible materials not being stored in plant rooms or cupboards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The plant room was clean and tidy, with no combustibles stored within.
Housekeeping practices are of an adequate standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional hazards observed?	None.			

3.6 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"/>	The only substances present are cleaning products, which are stored in locked cupboards. The products include irritants and corrosives, but there are no flammable or explosive substances.
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"/>	
Additional hazards observed?	None.			

3.7 Other Fire Hazards (ignition/ fuel sources) requiring consideration

Description	Comments
None.	

4.0 Protective Measures

4.1 Fire Detection and Warning System

	Yes	No	N/A	Comments:
Manually operated means of raising the alarm in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual call points are present at each final exit doors and at storey exits.
Battery-powered automatic fire (smoke/heat) detection system in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mains-operated automatic fire (smoke/heat) detection system in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automatic detection is present throughout and appears to conform to L2 standard.
Alarm is audible throughout the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are adequate alarm sounders throughout, and the alarm should be clearly audible in all areas.
Visual/physical alarm present in noisy areas of the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no particularly noisy areas, although flashing beacons are present in the toilets.
Remote monitoring of fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Additional comments/ observations?	None.			

4.2 Compartmentation and Fire Resistance

	Yes	No	N/A	Comments:
Walls, floors and ceilings of fire-resistant construction and undamaged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The general construction appears to be in adequate condition and is non-combustible materials (brick/ block).
Wall, floor and ceiling linings not likely to promote the spread of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are a small number of combustible displays, but not an excessive amount and this raises no significant concerns.
Service voids 'fire stopped' (as far as can be ascertained from visual inspection)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does compartmentation extend into/ through roof spaces, voids, basements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire doors/shutters present to inhibit spread of smoke/fire through premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal fire doors are present throughout; however, they do not have smoke strips or intumescent seals. (4.2.1)
Fire doors/ shutters in good condition and not damaged?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire doors/ shutters not propped open or blocked in any way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional comments/ observations?	None.			

4.3 Firefighting Equipment and Facilities

	Yes	No	N/A	Comments:
Appropriate fire extinguishers provided in suitable locations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are an adequate number of fire extinguishers provided throughout.
Fire extinguishers visible, accessible and highlighted/signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All extinguishers were clearly visible and easily accessible.
Hose reels provided?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fixed fire suppression system in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Additional comments/ observations?	None.			

4.4 Escape Routes and Exits

	Yes	No	N/A	Comments:
Adequate number of fire exits/ suitable for occupancy of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are an adequate number of exits, with internal and external escape routes available from the upper floors.
Adequate capacity/ design of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The only issue noted is that there are windows, with non-fire-resistant glazing opening on to the external escape route. (4.4.1)
Escape routes/ fire exits visible, unobstructed and accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire exits open in the direction of travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The main entrance/ exit door opens inwards, but the low number of occupants likely to be using this door means that this of little concern.
Fire exits 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 no. of escape routes/exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The external staircase means that there are alternative escape routes available from all floors and travel distances are relatively short from all areas, with an approximate maximum of 15m.
Escape stairs/ handrails (internal/external) in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on a visual check only, the external staircase appears to be in good condition.
External escape routes/ walkways in good condition and free from hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape routes navigable by disabled persons/ means of escape available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is currently no means of escape provided for disabled persons. This will need to be considered in a PEEP if/ when applicable.
Additional comments/ observations?	None.			



4.5 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"/>	There is a good amount of internal emergency lighting, including above each fire exit door and along escape routes/ stairwells.
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"/>	There is emergency lighting at each level on the external staircase. There is not external emergency lighting to the front of the building, but there will be a good amount of borrowed light from the street lighting.
Additional comments/ observations?	None.			

4.6 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"/>	There is adequate directional signage throughout.
Fire Action Notices displayed in suitable positions around the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notices are displayed at exits/ storey exits and in some rooms.
Assembly point(s) adequately signposted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noted of fire action notices/ fire procedures.
'Fire Door, Keep Shut' signs fitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
'Fire Exit, Keep Clear' signs fitted externally?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
'Do not use in the event of a fire' signposted adjacent to passenger lifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no passenger lift.
Additional comments/ observations?	None.			

Evaluation

5.0 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 4.0 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 (Fire hazards: sources of fuel/ ignition).	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 likelihood of a fire occurring is 'low'. Most of the potential ignition sources present are relatively low risk (e.g. computer equipment) and the significant risks that are present, such as the gas boiler and fixed electrical installation are well controlled through regular inspections and maintenance/ servicing.
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Severity or Consequence of a Fire Occurring – **LOW**

The potential severity/ consequence of a fire occurring is also 'low'. There is a good level of automatic detection throughout (L2) and adequate escape routes/ fire exits from all areas, with relatively short travel distances. This should mean that occupants are alerted to a fire at an early stage and there should be no difficulties in evacuating the building quickly.

Although the risk is already low, it can be further reduced by installing cold smoke seals on the nominal fire doors protecting the internal staircase/ escape route.

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.

Likelihood (1) x Severity (1) = Risk Rating (1)

What the risk rating ultimately means is explained in the table below:

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

Action Plan

6.0 Overview

Each of the recommendations contained within this action plan 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. Please note that 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.

A brief explanation of the rationale for priority levels 1 through 4 is given in the table below:

Priority Level	Priority Description
1	Immediate Action Required – Conditions exist where a fire is likely to start, or fire would present a significant risk of injury or fatality, and/or serious regulatory breaches are apparent.
2	Urgent Action Required – Conditions exist where a fire is possible, or where injuries would be likely in the event of fire, and/or regulatory breaches are apparent.
3	Medium to Longer Term Action Required – Conditions exist that would support the growth of a fire, cause severe property damage and possible injury to the occupants of the premises, and/or current conditions and practices vary from recognised guidance/ good practice.
4	Action Recommended – Conditions exist that are not in compliance with recognised guidance or good practice, and/or further work would be required to reduce the level of risk posed to the premises and its occupants.

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.

7.0 Actions Required

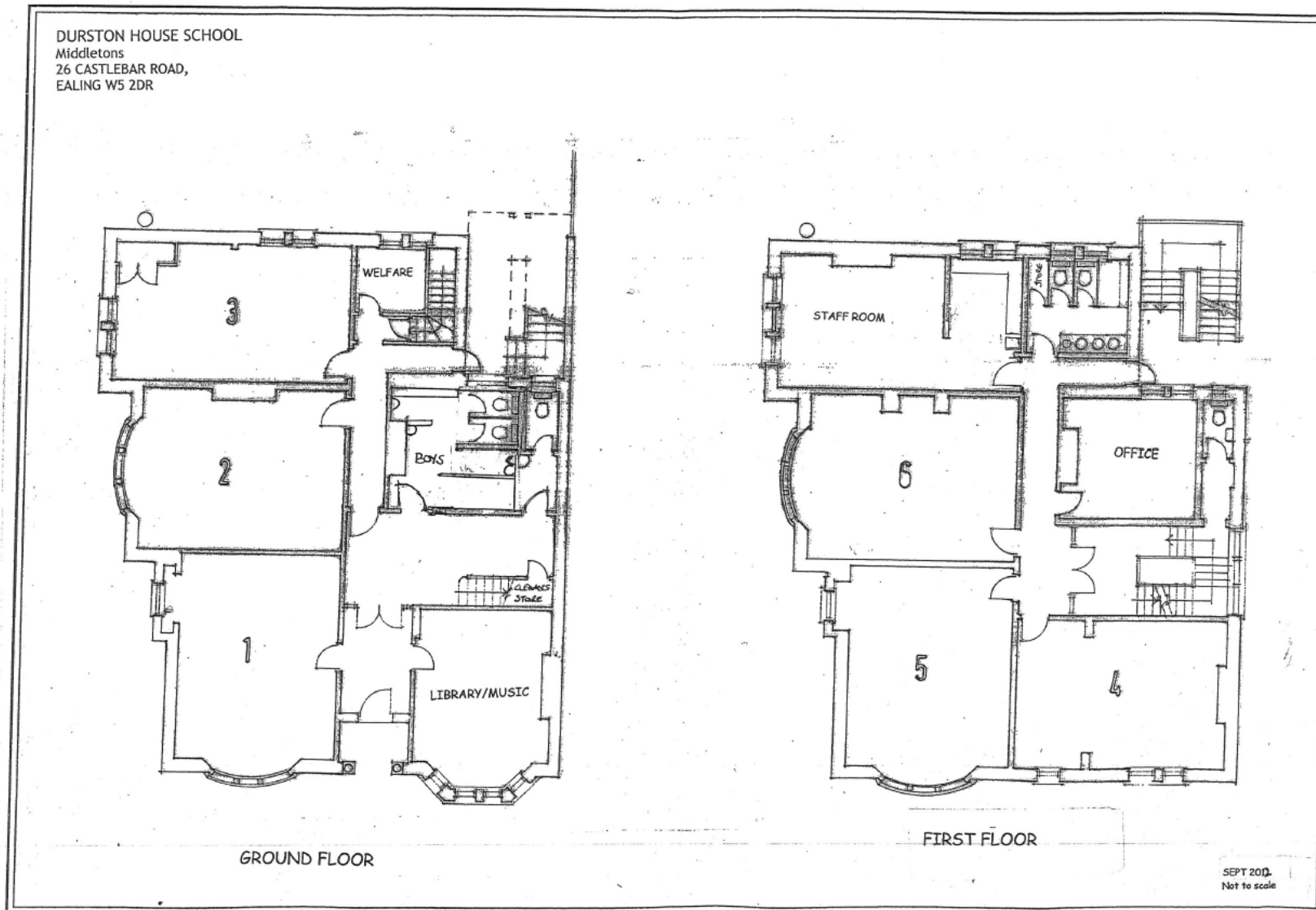
Action Ref.	Description	Priority [1-4]	Responsible Person	Completion Deadline	Completion Date
4.2.1	The nominal fire doors in this building do not have cold smoke seals or intumescent strips. Whilst these would ideally be fitted to all doors, or the doors upgraded, it is appreciated that this will not be reasonably practicable, particularly as the intention is to move to a new location within two years. However, as a minimum, cold smoke seals should be fitted to all doors that open on to the internal staircase/ landings to ensure that the escape route is adequately protected from the passage of cold smoke.	2			
4.4.1	Two of the windows of the first-floor office, that face onto the external fire escape, do not appear to have fire resisting properties, and one is able to be opened. To ensure that the escape route is adequately protected, the glazing in these two windows (four panels) should be replaced with fire resistant glazing. Alternatively, the windows could be bricked over.	3			

Appendices

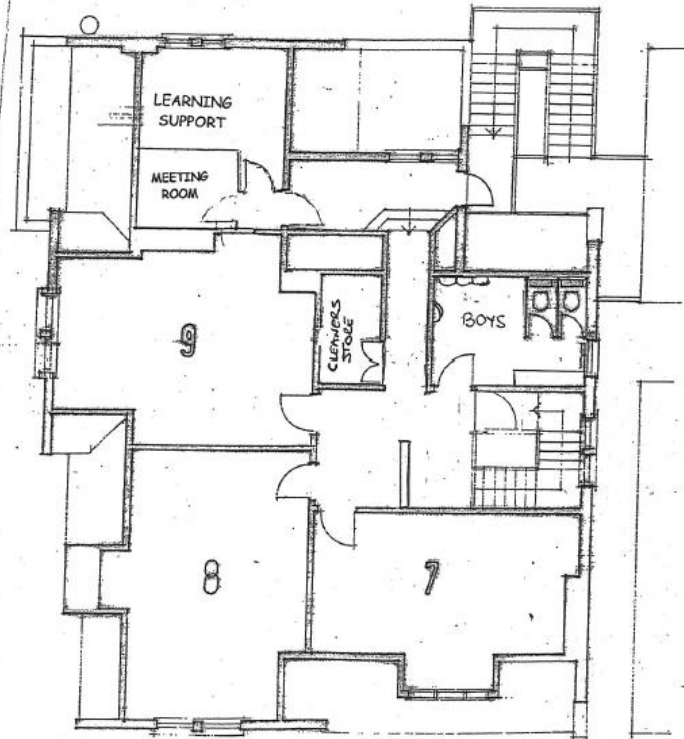
Appendix 1: Floor Plans



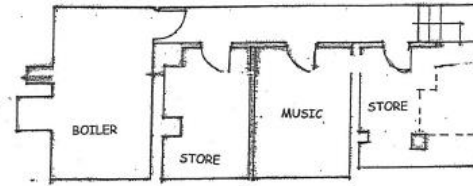
Appendix 1: Floor Plans



DURSTON HOUSE SCHOOL
Middletons
26 CASTLEBAR ROAD,
EALING W5 2DR



SECOND FLOOR



BASEMENT

SEPT 2022
Not to scale

Use of Data

Personally identifiable information (including sensitive personal data) which you supply to us may be used for a number of reasons, for example:

- in conducting our relationship with you
- arranging insurance
- providing advice on insurance or risk management matters.

We may pass the information to insurers, professional advisers, loss adjusters or agents for these and other lawful purposes or as required by law, including providing the information to government or regulatory authorities.

Our full privacy notice can be seen at www.hettleandrews.co.uk





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